

STREET NAMING
AND
ADDRESSING ORDINANCE

JACKSON COUNTY, MICHIGAN

***Adopted by the:
Jackson County Board Of Commissioners
May 15, 2018***

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SECTION 1

GENERAL PROVISIONS

A) PURPOSE

The Jackson County Board of Commissioners has determined that the public health, safety and welfare of the public would be better served by the establishment of a County Street Naming and Addressing System. The purpose of this County Street Naming and Addressing Ordinance is to establish standards of assigning and correcting addresses; for naming public roads, private roads or drives; posting street signs; assigning numbers to all dwellings, principal buildings, businesses and industries to facilitate public safety and emergency response services; to provide for more efficient delivery of County services; and to provide for efficient U.S. mail and parcel delivery in Jackson County.

This ordinance is designed to reduce addressing confusion by eliminating duplicate or phonetically similar street names (*in whole or part*), to provide for the uniform marking of streets and roadways (*see Citizen Patriot Articles - Appendix A*), and to provide for the assignment of address numbers for all properties with a principal building throughout the County. Vacant parcels shall not have an address number(s) assigned to them. **No ordinance can anticipate every condition or question related to individual circumstances.**

It is further designed to establish an official map and listing of all streets and roadways in Jackson County, and to establish the procedures by which a street or roadway may be named or by which an existing name may be changed.

Jackson County Board of Commissioners reserves the sole right to revise or rescind any portion of this Ordinance as it deems appropriate. Any future changes to this ordinance shall be communicated to the community through official notice.

B) AUTHORITY

This Ordinance is adopted under the authority and provisions of the applicable Statutes of the State of Michigan, including but not limited to PA 156 of 1851, as amended, being MCL 46.11 (j), and Chapter 87 PA 236 of 1961, as amended, being MCL 600.8701 et seq.

C) ADDRESSING RESPONSIBILITY

This Ordinance, the regulations, and the procedures contained herein shall apply to and govern each and every lot, parcel or tract of land and improvement thereon, within Jackson County except the City of Jackson.

This Ordinance shall strive to work in the best interest of the community valuing input from all affected parties.

D) STREET NAMING AND ADDRESS REVIEW COMMITTEE

This ordinance shall establish a Street Naming and Address Review Committee for the purpose of reviewing and making changes to existing addresses and road names. When non-conformity is identified, a thorough investigation by the 911/Central Dispatch Director and GIS Manager will take place. If it is determined the non-conformity interferes with the accurate dispatch and response of emergency vehicles, County services or U.S. mail and delivery services which affect the community's health, safety and welfare, the committee shall review the non-conformity taking into consideration a variety of factors recognizing that not all non-conformities require a change. This Committee shall consist of the following individuals *(or their designated representatives)*: Jackson County Administrator, County Clerk/Register of Deeds, and representatives from: Jackson County Township Supervisor Association, Jackson County Department of Transportation, U.S. Postal Service, 911/Central Dispatch, Jackson County GIS, and an elected official from the affected governmental unit(s). This committee will meet as required and shall be chaired by the GIS Manager who will serve as the Street Naming and Address Administrator.

This Committee will also serve as the decision making body in the implementation of this Ordinance. Each representative unit will be allowed one vote. If the affected governmental unit involves more than one Village or Township, each entity receives a vote. Decisions will be determined by simple majority of the members present. There must be a minimum of five (5) committee members present for a vote to occur.

E) APPEALS HEARING BOARD

The Appeals Hearing Board shall consist of the following individuals: a Township Supervisor, a Township Clerk, and the following representatives *(or their designee)*, a Fire Chief, a Police Chief and JCDOT Managing Director. No two members shall represent the same jurisdiction or the affected local unit. No member of the Street Naming and Address Review Committee shall be a representative on the Appeals Hearing Board. The Appeals Hearing Board shall meet as required and shall be chaired by JCDOT Managing Director. It shall be the responsibility of the chair to recruit members of the Hearing Board using the described criteria.

Decisions will be determined by simple majority of the members present.

F) ADMINISTRATION

The overall responsibility for administration and coordination of this Ordinance and assignment of new addresses shall be the responsibility of the Street Naming and Address Administrator. All new or changed addresses shall follow this ordinance wherever practicable and shall not be issued out of sequence.

G) *EFFECTIVE DATE*

This ordinance will be effective after adoption by the Jackson County Board of Commissioners. The ordinance shall be reviewed and amended as deemed necessary, by the Street Naming and Address Review Committee with approval from the Jackson County Board of Commissioners.

Originally Adopted: July 18, 2006

Revised: April 21, 2009

Revised: December 16, 2014

Revised: May 15, 2018

SECTION 2

DEFINITIONS

APARTMENT BUILDING

A single building comprised of three or more dwelling units used as rental property.

BASELINE

The established baseline for Jackson County is Michigan Avenue and originates with its intersection with Mechanic Street located in the City of Jackson and extends directly East and West from this intersection.

CONDOMINIUM

A building in which each individual unit is held in separate private ownership and all floor space, facilities and outdoor areas used in common by all tenants are owned, administered and maintained by a corporation created pursuant to the provisions of the appropriate statute.

An individual dwelling unit under individual ownership in a multiple unit development with common elements in which are owned by the owners on a proportional, undivided basis.

DUPLEX RESIDENCE

A building that is divided into two dwelling units each of which has an independent entrance either directly or through a common vestibule.

MERIDIAN

The established meridian for Jackson County is Mechanic Street and originates with its intersection with Michigan Avenue located in the City of Jackson and extends North and South from this intersection.

MOBILE HOMES / MANUFACTURED HOMES

A detached residential dwelling unit designed, after fabrication, for transportation on streets or highways on its own wheels or on flatbed or other trailers, and arriving at the site where it is to be occupied as a dwelling, complete and ready for occupancy except for minor and incidental unpacking and assembly operations, location on jacks or other temporary or permanent foundations.

PRIVATE EASEMENTS

Easements arise among owners of adjoining parcels of land that include the right of a property owner who has no street front to use a particular segment of a neighbor's land to gain access to their own.

PRIVATE DRIVE / ROAD

A road or driveway on privately-owned property, limited to the use of the owner or a group of owners who share the use and maintain the road without help from a government agency.

OFFICE BUILDING

A single building comprised of one or more office units intended for use as individual businesses.

SINGLE FAMILY RESIDENCE

A dwelling meant for occupation by a single family.

STRIP COMMERCIAL BUILDING

A single building with multiple accesses that is leased by square footage and allows interior business to vary in size.

TOWNHOUSES

A building that is comprised of more than one unit. Each unit being a narrow, two story with its own entrance. A townhouse may be part of an apartment building or a condominium.

VANITY NAME

A vanity name is a name whose purpose is to express the individuality of an organization (*e.g. a company*), a service that organization offers, or an individual.

SECTION 3

ADDRESS REQUESTS

A) *REQUIREMENTS*

The following shall be submitted at the time of application for an address to the Street Naming and Address Administrator by the local unit of government (*Township or Village*).

All new construction requires an address application (*except for accessory buildings*). Addresses of demolished buildings shall not automatically be used for the new construction.

1. Completed Address Application form available at your Local Township or Village
2. Proof of Ownership-such as a tax bill or copy of a deed
3. Tax Parcel Identification Number
4. Site Plan/Survey showing location of principal building and drive
5. Closest existing address on left, right and across the street from property to be addressed

SECTION 4

NUMERIC ASSIGNMENT

A) FRONTAGE INTERVAL / ADDRESS STYLE

The addressing system is based on a baseline/meridian structure. The county is divided into four quadrants based on the following roads: The established baseline for Jackson County is Michigan Avenue and originates with its intersection with Mechanic Street located in the City of Jackson and extends East along Michigan Avenue to the County Line and West from the origin along Michigan Avenue to Parma Road and then South to Erie Road and then along Erie Road to the County Line. The established meridian for Jackson County is Mechanic Street and originates with its intersection with Michigan Avenue located in the City of Jackson and extends North along Mechanic Street to North Street and then East to Cooper Street then North along Cooper Street to the North Line of Section 14 then West along the North Line of Sections 14 and 15 to Lansing Avenue then North along Lansing Avenue to the County Line and South from the origin along Mechanic Street to Morrell Street then East along Morrell Street to Francis Street then South along Francis Street to Vandercook Lake then continue in a Southwesterly direction to the 90 degree corner on Browns Lake Road North of Emmons Road then South on Browns Lake Road to Kimmel Road then East along Kimmel Road to South Jackson Road and then South along South Jackson Road to the County Line. (See *Appendix B*)

Jackson County uses a formula originally developed by Consumers Energy. Addresses are generally based on 1000 address numbers per mile. When divided by 5280 feet per mile, this calculates to one address number for each 5.28 feet interval. Addresses are assigned based on the driveway entrance, not the front of the structure.

B) ODD/EVEN NUMBER LOCATION

Even numbers shall be on the westerly side of the roads; Odd numbers shall be on the easterly side of the roads.

Even numbers shall be on the northerly side of the roads; Odd numbers shall be on the southerly side of the roads. (See *Appendix B*)

Addresses shall not be issued out of sequence with existing addresses.

C) FRACTIONAL, ALPHANUMERIC AND HYPHENATED ADDRESSES

There shall be no use of fractional addresses, alphanumeric address numbers or hyphenated address numbers. This also applies to apartment numbers and suite numbers.

D) COMPONENT ORDER

Components of a street address shall always be in the following order: address number, directional prefix (*if any*), street name, and street suffix, designation of apartment or suite, and apartment/suite number.

E) DIAGONAL STREETS

Diagonal streets shall be treated as either north-south or east-west streets. Once orientation is established it shall be used throughout the entire length of the road. The orientation will not change even if the road changes direction.

Within developments it is advisable to consider the direction of the beginning of the road. If it originates off a north/south road and begins by going east/west before meandering north/south, it is generally considered an east/west road.

F) CIRCULAR STREETS

A circular street/road is one that returns to the same origin point or to the same originating road. Circular streets shall be numbered beginning at the low numbered intersection and continuing to the other end of the road. The outside of the circle is numbered first and the inside is then numbered to match and mix with the outside. This will result, in most cases, with fewer numbers on the inside of the circle and with larger spaces between the inside numbers. Numbering sequence of the outside and inside of the circle shall be used throughout the entire length of the road.

G) CUL-DE-SACS

Cul-de-sacs shall be addressed using the system based on the baseline/meridian structure; odd/even numbers on the appropriate sides of the street and meeting at the mid-point, or the back of the cul-de-sac.

H) CORNER LOTS

Corner lots shall be addressed to the front of the structure. Display of address numbers on the structure shall face the road to which the structure is addressed.

I) PRIVATE DRIVES / EASEMENTS

Private drives/easements shall be addressed to an existing adjoining road when they serve no more than two (2) lots or structures.

Private drives and easements that serve more than two (2) lots or structures shall be addressed to a uniquely named private drive/easement.

J) SINGLE FAMILY RESIDENCES

A single-family residence shall receive its own individual address determined by the basic rules for distance and direction.

K) DUPLEX RESIDENCES

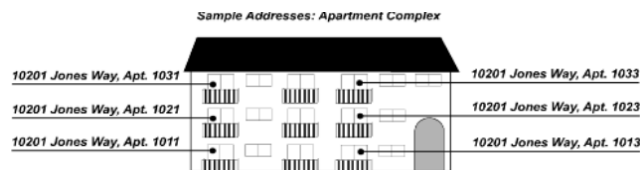
A duplex shall be addressed with each unit receiving its own individual address determined by the basic rules for distance and direction.

L) APARTMENT BUILDINGS

Apartments shall be numbered with the main building receiving one address and each individual apartment being assigned apartment numbers as secondary location indicators. The apartment number assigned should indicate the floor location (e.g. Apt 204 is the fourth apartment on the second floor). Alphanumerical numbers are not to be used. Apartment buildings with multiple entrances, where each entrance provides access to a limited number of apartments, shall require an address for each individual entrance.

M) MOBILE HOME PARKS / MANUFACTURED HOME COMMUNITIES

Each individual mobile home or manufactured home shall be assigned its own individual address following the basic rules for distance and direction. This generally results in leaving 4 to 8 numbers between adjacent sites.



N) TOWNHOUSES

Townhouses that are individually owned and not part of an apartment complex shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following the basic rules for distance and direction. Townhouses that are under the apartment category will be addressed as apartments, with the main building receiving one address and each individual townhouse being assigned apartment numbers as secondary locators.

O) CONDOMINIUMS

Condominiums shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following the basic rules for distance and direction.

An apartment building or townhouse complex that is converted to a condominium shall be required to be addressed with an individual address for each unit.

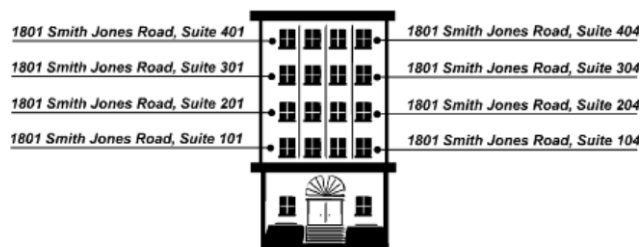
P) OFFICE BUILDINGS

Office buildings shall be numbered with the main building receiving one address and each individual office being assigned suite numbers as secondary location indicators. The suite number assigned should indicate the floor location (e.g. Suite 204 is the fourth office on the second floor). Alphanumerical numbers are not to be used. Office buildings with multiple entrances, where each entrance provides access to a limited number of offices, shall require an address for each individual entrance.

Q) INDIVIDUAL COMMERCIAL BUILDINGS

Individual commercial buildings shall be given one address to the road/street on which the driveway access is located as determined by the basic rules for distance and direction. When a business faces a main road, but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance faces the main road.

Sample Addresses: Office Building



An individual building, housing more than one business, shall require a separate address for each unit. Suite numbers shall not be allowed.

A large retail complex/superstore that houses one main retail business with additional smaller retail spaces within (i.e. Grocery store with cleaners, bank, hair salon etc.) shall be assigned one address for the use of all businesses located within the main structure. This address shall be posted on the outside of the main building in a manner that it is legible to the public as well as emergency responders.

R) STRIP COMMERCIAL BUILDINGS

Strip commercial buildings shall require an address to be reserved for each individual entry door. Careful planning shall be taken to reserve enough numbers for future divisions of businesses. Each business shall receive its own individual address. If a business is large enough to use space accessed by two or more doors, the business shall be assigned the number that corresponds to its primary entrance.

Addresses shall be determined by the street/road from which the business is accessed. On corner lots, when a business faces a main road but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance for the units faces the main road. When each unit has an individual entrance, the building will be addressed to the road on which the majority of the entrances are located.

S) WIRELESS TOWERS

A wireless tower shall be assigned one address determined by the basic rules for distance and direction.

T) OIL / NATURAL GAS WELLS

An oil or natural gas well shall be assigned an address determined by the basic rules for distance and direction.

U) SUB-STATIONS / GAS REGULATORS

Sub-Stations and Gas Regulator shall be assigned an address determined by the basic rules for distance and direction.

SECTION 5

DISPLAY OF ADDRESSES

All principal buildings shall be required to display an address number in the manner prescribed in this ordinance.

A) RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business or industry to post and maintain, at all times, address numbers as required under this policy. All addresses shall be displayed in such a way that they are unobstructed and legible from the traveled roadway.

B) PLACEMENT OF ADDRESS NUMBERS

When a cluster box is used it will only be required for the address to be displayed on the structure.

1. Mobile homes or manufactured homes located within a development shall display the address number in numbers of at least three (3) inches in height and on the side of the home facing the access road. Address numbers shall be of contrasting color with the background.
2. Structures located within fifty (50) feet from the edge of the road right-of way shall:
 - a. Display the assigned address number on the structure in such a manner that it is visible from the road for emergency services.
The address shall be composed of reflective numbers on a contrasting background that are not less than three (3) inches in height.
 - b. The address shall not be obstructed in any way by any form of landscape, mailboxes or newspaper delivery boxes, etc.
3. Structures located more than fifty (50) feet from the edge of the road right-of-way shall:
 - a. Display the assigned address number on a post, fence or wall or other permanent structure no farther than ten (10) feet back from the edge of the traveled roadway.
 - b. The numbers shall be not less than four (4) feet and not more than seven (7) feet above the ground

Failure to display the address following the county standards as posted within this ordinance, shall be grounds for withholding issuance of a Final Inspection Approval or Certificate of Occupancy by the Building Department of the Local Entity, in accordance with the governing Building Code and Ordinance provisions.

SECTION 6

ADDRESS CORRECTIONS

Whenever a non-conformity in a numeric address or street name comes to the attention of the Street Naming and Address Review Committee or Street Naming/Address Administrator, a thorough investigation by the 911/Central Dispatch Director and GIS Manager will take place. If it is determined the non-conformity interferes with the accurate dispatch and response of emergency vehicles, County services or U.S. mail and delivery services which affect the community's health, safety and welfare, the committee shall review the non-conformity taking into consideration a variety of factors recognizing that not all non-conformities require a change.

Address changes become effective within 30 days of receipt of Notice of Address Correction. A resident who does not display the new correct address within the 30 day period shall be in violation of this ordinance and subject to penalty as provided by Ordinance. *(See Section 10)*

A) NUMERIC CORRECTION

The following are items that would be cause for review:

1. If the existing address number is not in sequence and/or does not run consecutively in the same direction as the county address system.
2. If the existing number is such that the assignment of address numbers for new buildings is not practical and in keeping with the requirements of this ordinance. Address numbers shall be changed as needed to correct range and to accommodate for new growth.
3. When an easement becomes a named private drive and the structures must reflect the new name using correct numerical range.
4. When an address is duplicated, or otherwise violates this ordinance.
5. Every attempt shall be made to avoid reusing an existing address when possible.

In the case of a numeric address change, the following procedure shall be followed:

1. The reason for the numeric change shall be documented with date and reporting party.
2. New numeric addresses shall be determined using the County address standards. *(See Section 4)*
3. The property owner or owners shall be contacted in written form by the governing township or village using the assessor's information to

identify ownership. The property owner shall have 30 calendar days to respond in writing to the Street Naming and Addressing Ordinance Administrator if he/she disagrees with the change. If not resolved, an appeal (*see Section 9*) may be requested in writing.

4. Notification shall be sent to the following by the Jackson County Street Naming and Address Administrator:
 - a. 911/Central Dispatch
 - b. Affected Village or Township
Assessor, Clerk*, Police and Fire Services
 - c. Jackson County Equalization
 - d. Jackson County Treasurer
 - e. Jackson County Clerk / Register of Deeds
 - f. State of Michigan Qualified Voter File
 - g. United States Postal Service
Address Management Systems
 - h. Affected Local School District &
Intermediate School District (ISD)
 - i. Consumers Energy or other energy utility
 - j. Ambulance Service
 - k. Jackson County GIS Manager

** When Township Clerk updates voter registration this will also prompt the Secretary of State to issue a driver's license address change sticker to be sent to you. If you ARE NOT a registered voter you will have to go to Secretary Of State to get your driver's license address change sticker.*

5. Individuals will need to notify their personal accounts and contacts of the change

B) STREET NAME CHANGES

Street name changes shall occur when the name is a duplicate (*or may duplicate, in sound or pronunciation in whole or part, any other name already in use, previously approved, or slated for use*) of another road/street within Jackson County and interferes with the accurate dispatch of public safety and emergency response services, the efficient delivery of County services, or U.S. Mail and parcel delivery. A road name shall be changed when one road has two commonly used names or where portions of what appears to be the same road have two or more names.

In the case of a street name change, the following procedure shall be followed:

1. The reason for street name change shall be documented.
2. The property owner or owners will be contacted in written form using the governing assessor's information to identify ownership.

3. Within thirty (30) calendar days of notification, the owners of land accessed by the street to be re-named may submit to the governing township or village, the following items:
 - a. A prioritized list of name choices, which comply with the street naming requirements.
4. The governing township or village shall submit the names to the Jackson County Street Naming and Address Administrator. The ~~new~~ submitted street names will be researched and one will be assigned. If the submitted street names are not acceptable, the Jackson County Street Naming and Address Administrator shall notify the governing township or village requesting a new list of name choices.
5. The property owner shall have 30 calendar days to respond in writing to the Street Naming and Addressing Administrator if he/she disagrees with the change. If not resolved, an appeal (*see Section 9*) may be requested in writing.
6. Upon approval of the new street name by the Jackson County Street Naming and Address Administrator, confirmation of the new street name shall be mailed by the governing township or village to each property owner affected by the change.
7. Notification of any new or changed street names shall be sent to the following by the Jackson County Street Naming and Address Administrator:
 - a. 911/Central Dispatch
 - b. Affected Village or Township Assessor, Clerk*, Police and Fire Services
 - c. Jackson County Equalization
 - d. Jackson County Treasurer
 - e. Jackson County Clerk / Register of Deeds
 - f. State of Michigan Qualified Voter File
 - g. United States Postal Service
Address Management Systems
 - h. Affected Local School District &
Intermediate School District (ISD)
 - i. Consumers Energy or other energy utility
 - j. Ambulance Service
 - k. Jackson County GIS Manager

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8. Individuals will need to notify their personal accounts and contacts of the change

SECTION 7

STREET NAME REQUIREMENTS

A) STREET/ROAD DESIGNATION

Every existing, proposed, or constructed public road, private drive/easement that provides, or will provide, access to more than two (2) buildable lots or structures shall have a name assigned regardless of the length.

All recorded Plats and Condominiums shall use and be addressed to their recorded road names.

B) STREET NAMING RESPONSIBILITY

New street names, shall be submitted to the Jackson County Street Naming and Addressing Ordinance Administrator by the governing township or village:

1. A proposal of three different street name choices.
2. New developments require a list of all street names being requested and a site plan showing the layout of the streets.

The Jackson County Department of Transportation shall not approve any proposed subdivision or plat until the proposed names have been approved.

C) NAMING NEW ROADS

When a request is made for a new road name, the name will be checked against the Jackson County Department of Transportation and 911 database(s) to verify that the street name(s) conform to the standard set in this ordinance.

D) NEW STREET NAME or RENAMING SELECTION

The following standards shall be used:

1. Old and New cannot be used on any future new or name changes.
2. Abbreviations of words or names and initials are prohibited.
3. References to a number are prohibited such as Ten, First, Sixth.
4. A single alphabetical character cannot be used.
5. Duplicate street names are prohibited.
6. All new street names shall not duplicate any existing names in the City of Jackson or Jackson County.

7. No new street name may duplicate, in sound or pronunciation, any other roadway already in use, previously approved, or slated for use in the preliminary stages of a project application anywhere within Jackson County such as: Jerdan-Jordan, Gem-Jim, Queensboro-Queensbury.
8. Street names shall be easy to pronounce and easily recognizable in emergency situations.
9. Streets that are an extension of an already existing street shall maintain that street name.
10. No street name shall contain more than fifteen (15) characters including spaces.
11. No special characters or punctuation in road names such as hyphens, and apostrophes shall be allowed.
12. Use of frivolous or complicated words, or unconventional spellings will not be allowed.
13. Names that may be offensive (slang, double meanings, etc.) will not be allowed.
14. Names with the same theme (*i.e., flowers, birds, trees*) are suggested for naming streets in an entire subdivision, as means of general identification.
15. Vanity street names that do not conform to the County address style will not be allowed.
16. No street name shall contain the words North, South, East, West, or any combination thereof. These directionals are to be used only as a prefix.

E) PREFIXES

Directional prefixes shall not be allowed with any new names issued.

F) SUFFIXES

Each approved street name shall require a street suffix. Only one street suffix will be allowed per street name. A directional shall only be used as a prefix. It shall not be allowed to use North, East, South or West as a suffix. All street suffixes shall be abbreviated in compliance with the United States Postal Addressing Standards.

(See USPS Publication 28, <http://pe.usps.gov/cpim/ftp/pubs/Pub28/Pub28.pdf>)

There are numerous suffixes to choose from, including but not limited to:

Avenue	Landing
Bend	Lane
Boulevard	Meadows
Cove	Mountain
Drive	Ridge
Estates	Shore
Glens	Trail
Hills	Valley
Lake	View

The street suffixes listed below will carry the following designations:

Circle	A thoroughfare that returns to the same origin point or to the same originating road.
Court	A permanently closed road such as a cul-de-sac.

When there is an extension of a cul-de-sac to join another portion of a development it shall be required that the extension continues with the existing name.

New developments should avoid using the suffix Court for any cul-de-sac that has the future option to be extended.

Loop	A thoroughfare that returns to the same originating road (the suffix Circle may also be used in this situation).
Road	A secondary thoroughfare that is accessible from both its origin and terminus. The suffix road is used for public county roads and state roads only.
Street	A major thoroughfare that is accessible from both its origin and terminus. The suffix street is predominantly used within city limits.

SECTION 8

STREET NAME SIGNS

Specifications for signs shall be dictated by the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) prepared by the Michigan Department of Transportation in conjunction with the Michigan Department of State Police.

Private street name signs shall also have the word "PRIVATE" affixed under the street name.

A) LOCATION OF SIGNS

All public and private roads in Jackson County shall be identified by a sign and shall display the proper street name. Street name signs shall be installed at all intersections.

B) STREET SIGN INSTALLATION AND MAINTENANCE

1. PUBLIC ROADS

The Jackson County Department of Transportation is responsible for all street signs on streets/roads designated as public.

2. PRIVATE ROADS

The Jackson County Department of Transportation is responsible for the installation and/or maintenance of all street signs.

The local governmental unit shall be responsible for all costs determined by the Jackson County Department of Transportation.

SECTION 9

APPEALS

A) APPEALS HEARING

The Street Naming and Address Review Committee shall hear petitions for relief from administrative decisions made by the Ordinance Administrator pursuant to the authority granted by this ordinance.

There shall be an Appeals Hearing Board to hear petitions for relief from decisions made by the Street Naming and Address Review Committee pursuant to the authority granted by this ordinance.

All appeals shall be submitted to the Jackson County Street Naming and Address Ordinance Administrator:

120 W Michigan Ave
Jackson MI 49201
addressingadministrator@co.jackson.mi.us

B) APPEAL OF ADMINISTRATIVE DECISION

The Jackson County Street Naming and Address Review Committee shall have the power to affirm, reverse or modify the decision of the Ordinance Administrator after conducting a hearing at which the aggrieved party or parties and the Ordinance Administrator are permitted to testify. Findings of fact shall be made on the record of the hearing. The Ordinance Administrator will not be permitted to vote in appeal of this decisions.

When the findings of fact support a conclusion that an error in fact has occurred, the Hearing Board may reverse the decision of the Ordinance Administrator or remand the matter back to the Ordinance Administrator with instructions for corrective action.

C) APPEAL OF COMMITTEE DECISION

The Appeals Hearing Board shall review the non-conformity taking into consideration a variety of factors recognizing that not all non-conformities require a change and shall have the power to affirm, reverse or modify the actions of the Jackson County Street Naming and Address Review Committee after conducting a hearing at which the aggrieved party or parties are permitted to testify.

SECTION 10

PENALTIES

Any person in violation of any subsection of this ordinance may be responsible for a civil infraction. Upon admission or finding of responsibility, may be subject to a fine not to exceed Five Hundred Dollars (\$500.00), as well as Court costs to be determined by a Court of competent jurisdiction. The penalty may be deferred by the Court where appropriate.

If the violation continues after thirty (30) days of an admission or finding of responsibility, any person in continuing violation of the ordinance may be charged with a misdemeanor and if convicted, may be punished by a fine of up to Five Hundred Dollars (\$500.00) or imprisonment in the County Jail not to exceed ninety (90) days, or both.

No Final Inspection approval or Certificate of Occupancy shall be issued by the LOCAL UNIT OF GOVERNMENT Building Official to a building for which construction commenced on or after the effective date of this ordinance and has failed to comply with the provisions of this ordinance.

SECTION 11

SAVING CLAUSE

The provisions of this ordinance are hereby declared to be severable and if any clause, sentence, word, Section or provision is declared void or unenforceable, for any reason, by a court of competent jurisdiction, the remaining portions of said ordinance shall remain in force.

APPENDIX A
JACKSON CITIZEN PATRIOT
02/06/1996

Utility admits worker sent to wrong home to check leak

By Scott Davis
Staff Writer

Consumers Power Co. received a report of a natural-gas leak on Austin Road 90 minutes before a fatal house explosion Saturday, but a technician went to the wrong address to investigate.

A Consumers employee was sent at 9:20 p.m. to Austin Avenue in Jackson, not the actual location of the leak in the 100 block of Austin Road in Napoleon Township, company spokesman Michael Ketchens said.

A technician did not show up at the correct site until the house at 113 Austin Road exploded about 10:40 p.m., Ketchens said.

Killed in the explosion was Bernice E. Davis, 70. Her husband, Ralph, 77, suffered critical injuries and died Sunday at the University of Michigan Medical Center in Ann Arbor.

Ketchens said the utility is investigating how the error occurred. He declined to comment on whether a timely response could have prevented the tragedy, saying it would be speculation.

"God knows, if there were any way we could have been out there, we would have," he said.

The odor was first detected about 9 p.m. by James and Barbara Plummer, a Norvell Township couple, as they were driving through Napoleon. Barbara Plummer said they stopped at the nearby Napoleon Township Fire Station, and reported the leak.

Firefighters then walked the area to pinpoint the source of the gas leak, but were unable to do so, Fire Chief Jay Hawley said. Under the fire department's policy, the leak was reported to the Sheriff's Department, which notified Consumers of the leak at 9:10 p.m.

Ketchens said Consumers dispatched a technician at 9:20 p.m. to the Jackson address.

Continued from A-1

Mistake

Barbara Plummer said she was shocked when they drove through Napoleon three hours later to find a house reduced to a smoking rubble and one person dead.

Plummer said she wondered whether her report had been followed up. "I thought maybe it could have been prevented," she said. "I wanted to make sure everybody did what could have been done."

Investigators for the Jackson County Fire Investigation Team have yet not pinpointed a cause of the explosion, but believe it resulted from a buildup of natural gas.

Under state utility rules, Consumers is required to respond to the report of a gas leak within one hour. Ketchens said the company's policy is to respond within 30 minutes.

Ketchens said he could not say when the company's investigation into the error would be completed.

Jackson County Sheriff's Capt. Tony Philipps said he listened on a 911 tape to a county dispatcher notifying Consumers of the gas leak at

Investigators have not found a cause of the explosion, but believe it resulted from a buildup of natural gas.

9:10 p.m. Philipps said the dispatcher clearly said twice or more the leak was in Napoleon Township. "It was definitely Napoleon," Philipps said.

Once the explosion occurred, Consumers technicians were dispatched to the correct address on Austin Road to evacuate several residents in the area. The explosion apparently had ruptured a gas main, and natural gas fumes were filling the block.

Ralph Davis was assistant superintendent of textiles for many years at Southern Michigan Prison, retiring in 1977. His wife, Bernice, was retired from the Baja Corp. at Grass Lake.

Arrangements are by the M.G. Braun Funeral Home, 137 S. Main in Brooklyn.

Please see MISTAKE, A-2

APPENDIX A JACKSON CITIZEN PATRIOT

02/07/1996

90 minutes of deadly confusion



The home at 113 Austin Road remains a pile of rubble today. The white building in the background is the Napoleon Fire Station. A wreath to victims Ralph and Bernice Davis can be seen at right.

Partial transcript of three calls Saturday night

9:10 p.m., Feb. 3
A Napoleon Township firefighter to 911: "This is Napoleon Fire. Could you do me a favor? Could you contact Consumers gas for me? There is a strong smell of natural gas directly in front of 120 Austin Road."
911: OK, 1207.
Caller: Yes, ma'am.
911: OK.
Caller: The smell is directly at the end of their driveway, right at the road.
911: You think it's natural gas?
Caller: Yeah.
911: OK, I'll call them right now.

Caller: OK, thank you very much.
911: Are you out there?
Caller: No, No, No right in front of our station. We had a safety stop in and tell us about it and we went and investigated. We can't find out where it's coming from.
911: OK.
Caller: But there is a strong smell.
911: We'll get them right out there.
Caller: OK, thank you.

9:12 p.m.
Consumers Power Co. operator: Thank you for calling Consumers Power. This is

Mrs. (name difficult to understand). How can I help you?
911: This is Jackson County Central Dispatch. I'm calling for Napoleon Fire Department. They're requesting someone to come out and investigate a natural gas odor at their location.
Consumers operator: OK, where is that?
911: 120 Austin, One-two-zero Austin.
Consumers operator: Just a moment. Is that in Jackson?
911: Jackson County, Napoleon Township.

Please see TRANSCRIPT, A-2

Telephone mixup kept help from site of leak

By Bradley Flory and Eric Jorgensen

Staff Writer
It was 9 o'clock Saturday night when the odor of impending death was detected in Napoleon.

For 90 minutes, the smell grew stronger as a series of communication failures sealed the fate of victims Ralph and Bernice Davis. The story of those failures is told by 911 dispatch tapes — obtained under the Freedom of Information Act — and by the people involved.

Help that could have saved the couple from a fatal natural gas explosion was sent 10 miles away, to the wrong address.

James and Barbara Plummer of Napoleon Township first noticed a gas leak as they drove by on their way home from Jackson.

The gas smelled strong even with the car windows closed. Barbara Plummer said. They stopped at Napoleon Township Fire Station No. 1 to report the problem at about 9 p.m. The fire station is next door to the Davis house, 35 paces away.

A Napoleon Township firefighter went outside to check. He confirmed a strong odor of natural gas. The firefighter tracked the smell to the end of a driveway at 120 Austin Road, which is across the street from the Davis house.

Six feet underground at that spot, a leaking gas main was discovered and repaired after the explosion. Unable to pinpoint a leak, the firefighter called the 911 central dispatch center at 9:10 p.m. He asked a dispatcher to send Consumers Power Co. to the scene.

Two minutes later, the dispatcher called Consumers. Tape recordings of 911 phone conversations show a series of miscommunications that sent Consumers to an address in

Please see MIXUP, A-2

Continued from A-1

Mixup

Jackson instead of Napoleon. "Just a moment. Is that in Jackson?" asked the Consumers operator when given the address of 120 Austin Road.

"It's Jackson County, Napoleon Township," answered the dispatcher. The Consumers operator apparently entered the address into the company's computer system. Michael Ketchens, a Consumers spokesman, said customer service operators have computers at their work stations.

Then the confusion started. "OK, and I'm showing a John Utz," said the Consumers operator, indicating the resident at 120 Austin Avenue in the city of Jackson.

The 911 dispatcher did not have names of residents on either Austin Avenue in the city, or Austin Road in Napoleon Township. The dispatcher responded: "It's at the end of that driveway."

Neither the 911 dispatcher nor the Consumers operator mentioned the address, city or township again during the short conversation. Utz, a retired Jackson police detective, was surprised when a Consumers repair worker came to his house to check out a gas leak.

"My wife told him we had no gas leak. We told him there was a 120 Austin in Napoleon. We used to get their mail," Utz said.

The Consumers worker went back out to his vehicle and called to make sure he was in the right place, Utz said.

Tapes show that Consumers called back to 911 at 9:54 p.m. to double-check the location.

"My guy's there. He's talking to the customer there and they don't know nothing about it," a Consumers operator said. "The Consumers operator reported that the serviceman was at '120 Austin in Jackson,' but that statement was made to a dispatcher who did not handle the first call.

When the dispatcher who was familiar with the case was called to the phone, the Consumers operator only specified "120 Austin Avenue." There was no further reference to the address or whether it was in a township or the city.

"She (the dispatcher) just took it for granted they were at 120 Austin (Road) in Napoleon, which is where she had told them to go," said Capt. Tony Phillips of the Jackson County Sheriff's Department.

The Consumers operator asked, "OK, we're not picking anything up, so was it just something in the air?" "It was outside near the end of the driveway," the dispatcher answered.

"So, I guess it was in the air." "OK, then we'll do some checking and stuff and go from there," the Consumers operator said before hanging up.

Utz said the Consumers repair worker told him he had double-checked and "this was the place." "He said, 'I'm going out to go out and check,'" Utz said. "He went up and down the street with his tester. He said, 'I'm satisfied there's no gas leak on Austin.' He said he was sorry for bothering us so late at night." Utz said. "Thanks for checking."

"It's a darn shame what happened." The next call to 911 came at 10:29 p.m., when the Davis house blew to bits. Bernice E. Davis, 70, was killed in the explosion. Her husband, Ralph, 77, died the following day at the University of Michigan Medical Center.

"We are comfortable with the fact that when our dispatcher called (Consumers) that she clearly said the problem was in Napoleon Township," Phillips said.

Said Ketchens: "It's incorrect to say we admitted that we went to the wrong house."

"We had an address of Austin in Jackson; that's where we went," Ketchens said.

On Tuesday, the Michigan Public Service Commission launched an investigation of the incident. "We have made a request for a

Continued from A-1

Transcript

Consumers operator: OK and I'm showing a John Utz.
911: We're at the end of that driveway.
Consumers operator: On the outside?
911: It's on the outside of it.
Consumers operator: Of that address?
911: Right. The fire department is at that location, too, and they went out to investigate and they said the natural gas smell is very strong, and they don't know where it's coming from.

9:54 p.m.
911: 9-1-1.
Consumers operator: Hi, this is Consumers Power calling. My serviceman is at 120 Austin in Jackson.
911: OK.
Consumers operator: Said that the fire department is there reporting strong odor of gas at end of driveway.
911: I don't know, hold on just a second.
911: (after 2 minutes, 9 seconds, the 911 dispatcher making the original report gets on the line): Hello, can I help you?
Consumers operator: Yeah, this Consumers Power and we got a report from Jackson dispatch.
911: Right.
Consumers operator: For 120 Austin Avenue, odor at end of driveway.
911: Right.

Consumers operator: My guy's there; he's talking to the customer there and they don't know nothing about it.
911: Well, it was the fire department that was in the area and smelled it and are the ones that reported it. It wasn't the actual owner of the house.
Consumers operator: OK, we're not picking anything up, so was it just something in the air?
911: It was outside near the end of the driveway. So, I guess it was in the air.

Consumers operator: OK, then we'll do some checking and stuff and go from there. The customer was confused because they didn't know anything. We were trying to get a little more information out of them. But they kind of picked it up at the end of the driveway.
911: Yes.

transcript of the (911) tapes to see what they indicate," said PSC spokeswoman Mary Jo Kunkle. PSC investigations following gas explosions are routine. There have been 20 statewide in the last two years, involving two deaths, 17 injuries and \$3 million in damages.

Generally, the PSC does not penalize utilities, but works with the companies to prevent future problems, Kunkle said.

There have been exceptions: MichCon was fined \$20,000 last year for two violations of PSC regulations following a nonfatal explosion in Manalapan. Kunkle said it is difficult to tell how long an investigation might take.

— Staff Writer Scott Davis contributed to this report.

05/08/2008

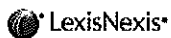
Duplicate street names confuse Mich. ambulance crew

The Associated Press
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NORVELL TOWNSHIP, Mich. — An ambulance crew rushing to assist a man injured by a chainsaw was delayed when it went to an address on Lakeview Drive on Wampers Lake, more than six miles from the actual accident scene — on Lakeview Drive on Sweezey Lake.

"When we talk about this area, we are talking about a very confusing place," said Nancy Sell, a registered nurse who helped take care of Otto Mahnke and keep him calm until the Jackson Community Ambulance crew located him.

Full story: [Duplicate street names confuse Mich. ambulance crew](#)



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Address mix-ups can end up tragic

Brad Flory | brad@lifeinplaid.com By Brad Flory | brad@lifeinplaid.com

on May 13, 2008 at 9:27 AM

Three or four times a year, my mail goes to a similar-sounding address.

Big deal? Maybe it is.

People like me should remember what happened to Ralph and Bernice Davis in Napoleon. It was all recorded on the 911 tapes of Feb. 3, 1996.

"I'm calling for the Napoleon Township Fire Department," a 911 dispatcher told a Consumers Energy operator. "They're requesting someone to come out and investigate a natural-gas odor at their location."

"OK. Where is that?" the operator asked.

"One-twenty Austin," the dispatcher answered. "One-two-zero Austin."

Consumers' operator punched up a computer that spit out records for 120 Austin Ave. in Jackson instead of 120 Austin Road in Napoleon.

A utility crew sent to Jackson found no gas leak.

Thirty minutes later, the explosion in Napoleon tore the Davis home to shreds. Bernice, 70, died instantly. Ralph, 77, died the next day.

No one did anything evil. It was just a mix-up.

The dispatcher said one thing but the Consumers operator heard something different. Anyone ever confused by directions from a friend knows how that works.

Jackson County had another mix-up last week, with less tragic results.

A man injured by a chain saw near Sweezey Lake waited 30 minutes for help because rescue crews were sent to a similar address on Wampers Lake.

Confusion like this cannot be easily eliminated.

APPENDIX B

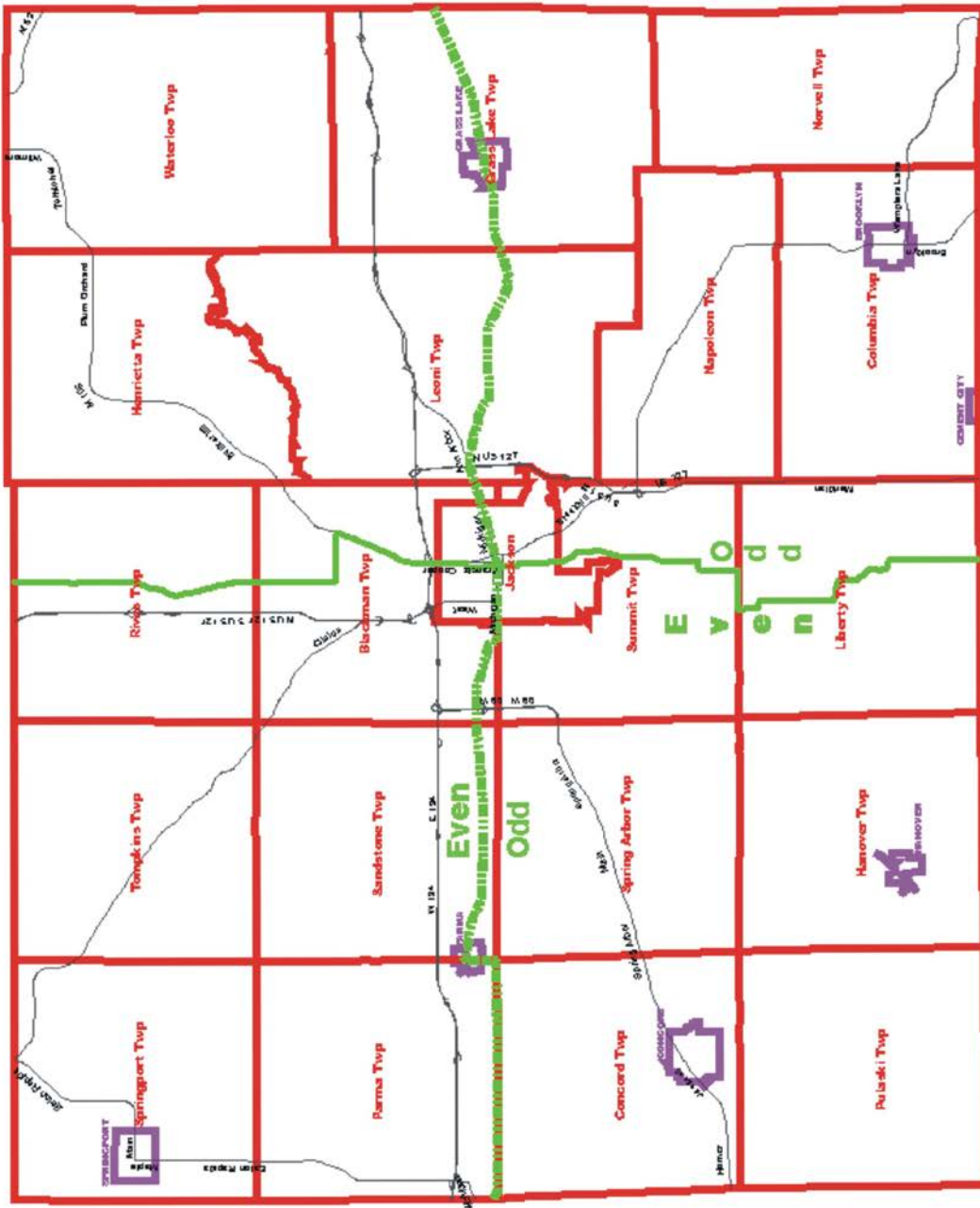
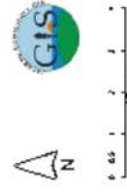
JACKSON COUNTY ADDRESSING

Jackson County, Michigan

BASELINE AND MERIDIAN

LEGEND

-  Baseline
-  Meridian



APPENDIX C

FREQUENTLY ASKED QUESTIONS (FAQ)

WHAT ARE SOME COMMON PROBLEMS WITH OUR CURRENT ADDRESSES AND STREET NAMES?

- Address numbers out of sequence
- Addressed to the wrong side of road (*odd vs even*), *Addressed to wrong road*
- Duplicate road names and addresses

I LIVE ON A PRIVATE ROAD/DRIVE AND WANT TO KNOW HOW THIS ORDINANCE WILL AFFECT ME?

- It may require the private road/drive to be named or the name to be changed
- Improvements to the road/drive are not required
- Your road/drive remains private and you are still responsible for maintaining it

WHY DO I HAVE TO GET A NEW STREET NAME?

- SAFETY
- To provide more efficient delivery of emergency response and delivery services

WHO GETS TO SELECT THE NEW NAME OF MY ROAD?

- Residents will have the opportunity to submit names for approval

WHAT IF I DON'T WANT MY STREET NAME CHANGED?

- The ordinance allows for an appeal process

WHAT WILL I HAVE TO DO NOW THAT MY STREET NAME OR ADDRESS IS CHANGING?

- Jackson County sends notification of all changes to: 911/Central Dispatch, affected Township Government Assessor, Clerk* and Fire Service, Jackson County Equalization, Jackson County Treasurer, Jackson County Clerk / Register of Deeds, United States Postal Service Address Management Systems, affected Local School District & Intermediate School District (ISD), Consumers Energy or other energy utility, Ambulance Service and the Jackson County GIS Manager
- Individuals will need to notify their personal accounts and contacts of their change

* *When Township Clerk updates voter registration this will also prompt the Secretary of State to issue a driver's license address change sticker to be sent to you. If you ARE NOT a registered voter you will have to go to Secretary Of State to get your driver's license address change sticker*

I CAN'T FIND MY NEW STREET NAME ON MY COMPUTER, NAVIGATION DEVICE OR CELL PHONE?

- Third party vendors implement updates independently of Jackson County and there may be a delay in the availability of the change in your devices
- Be assured the database for emergency services in Jackson County is updated prior to the effective date of the change

WHERE CAN I FIND THE COMPLETE ORDINANCE?

<http://www.co.jackson.mi.us/docs/ordinances/AddressOrd.pdf>

WHO DO I CONTACT WITH QUESTIONS ?

Jackson County Street Naming/Address Ordinance Administrator:
120 W Michigan Ave Jackson MI 49201
Phone (517) 768-6691 Fax (517) 768-6693
addressingadministrator@co.jackson.mi.us