

Grand Traverse County  
Address Review Committee Meeting  
June 25, 2020 at 9:00 am

(US) +1 413-685-2736

PIN: 277 911 588#

Anyone wishing to give public comment will need to call in and mute the line until they are called upon by the Chair. If calling from a landline phone or cell phone where there is no mute button, please dial "\*[Star]6" to mute and then again to unmute.

Persons with disabilities which the foregoing opportunities for participation will not address should contact Lisa Emery at (231) 922-4780 or [lemery@grandtraverse.org](mailto:lemery@grandtraverse.org) with questions or concerns.

1. Roll Call
2. Approval of Minutes
3. Public Comment
4. Approval of Agenda
5. Special Orders of Business
  - a. Decide whether, or not, to hear the Nordin address appeal since it was filed late.
6. Second Public Comment
7. Adjournment



# Minutes Address Review Committee Meeting

1:00 PM – Friday, February 28<sup>th</sup>, 2020

Governmental Center, 3<sup>rd</sup> Floor Conference Room

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The Address Review Committee of Grand Traverse County was called to order on Friday, February 28th, 2020, at 1:01 PM, in the Governmental Center, 3<sup>rd</sup> Floor Conference Room, with the following members present:

**Present:** Nathan Alger, Kendra Balderach, Bob O'Hara, and Bruce Remai

**Excused:** A representative of the Grand Traverse Road Commission has not yet been appointed.

Also present were non-members James Baker, Chris Fieldhouse and Leah Hornacek.

## **Approval of Minutes:**

Nathan Alger moved to approve the minutes from the meeting on Tuesday, February 18<sup>th</sup>, seconded by Bob O'Hara.

## **Agenda:**

Appellants Todd and Mary VanDerMeer, have filed an appeal of a recent address change in accordance with the Grand Traverse County Addressing Ordinance.

## **New Business:**

**A:** Appellants Todd and Mary VanDerMeer attended and spoke from 1:01 PM to 1:31 PM. The appellants are concerned that their recent address change unreasonably interferes with the accurate dispatch and response of emergency vehicles, per Grand Traverse County Addressing Ordinance Section F, 8(a), particularly as part of their property is a beach on the opposite, western side of Peninsula Drive. The appellant wishes to return to their previous address and is willing to abide by conditions.

The Committee discussed the appeal.

Bob O'Hara moved to grant the appeal, seconded by Kendra Balderach, with the conditions that the appellants clearly display their address on a Peninsula Drive-adjacent post in accordance with the Ordinance, that they apply house numbers to the Peninsula Drive side of their property in accordance with the Ordinance, that they ensure their mailbox is labelled in accordance with the Ordinance, although it is not necessary to move the mailbox, and finally that the appellants register with the County's Smart 911 system.

The appeal was passed on a unanimous vote.

**Adjournment:** Nathan Alger adjourned the meeting at 1:54 PM.

Chris Fieldhouse, recording secretary.

----- Forwarded message -----

From: **James Baker** <[jbaker@grandtraverse.org](mailto:jbaker@grandtraverse.org)>

Date: Wed, Apr 22, 2020 at 2:36 PM

Subject: Re: Address Change

To: Richard Nordin <[rxnordin@gmail.com](mailto:rxnordin@gmail.com)>

Mr. Nordin,

To answer your first question, yes the Address Ordinance was updated to include an appeal process. After the Address Ordinance was approved by the Board of Commissioners the Administrator sent a second communication in the mail. I have attached a copy of that communication, which is without the letterhead Administration provided for the original mailing. It specifically addresses your second question.

If you have any further questions please let me know,

Jim Baker

On Tue, Apr 21, 2020 at 3:46 PM Richard Nordin <[rxnordin@gmail.com](mailto:rxnordin@gmail.com)> wrote:

Re -10816 Peninsula Dr. Traverse City, Mi 49686, Property in wife's trust, Sondra K Nordin Trust.

We received a letter dated 9/26/19 from Nate Alger regarding altering our address to 960 Bayside Dr.. Apparently the Board was to meet later regarding changes to the ordinance.

! What was approved ?

2 What is the appeals process ?

Dick Nordin

[rxnordin@gmail.com](mailto:rxnordin@gmail.com)

cell- 616-560-6790

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James D. Baker, MMAO (4), MCPPE  
Director of Equalization/GIS  
East Bay Charter Twp Assessor  
Damage Assessment Coordinator  
Address Authority Coordinator  
Grand Traverse County  
231-922-4773

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James D. Baker, MMAO (4), MCPPE  
Director of Equalization/GIS  
East Bay Charter Twp Assessor  
Damage Assessment Coordinator  
Address Authority Coordinator  
Grand Traverse County  
231-922-4773



James Baker <jbaker@grandtraverse.org>

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## 10816 Peninsula Dr.----- Nordin

8 messages

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**Richard Nordin** <rxnordin@gmail.com>

Fri, Apr 24, 2020 at 12:20 PM

To: jbaker@grandtraverse.org

When we returned from our winter stay in Florida, I called to inquire about where the proposed address change stood. I then sent an email on 4/21/20 with my questions. Before we left for Florida on 1/7/20, I had called twice for information and left my name, cell phone number and inquiry on the proposed change. Neither call was returned.

In your response , you included a copy of a letter which was dated 1/10//20. We never saw this letter until 4/22/20. (This isn't the only mail we did not get.)

We would like to appeal this change.

Dick & Sandy Nordin

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**James Baker** <jbaker@grandtraverse.org>

Fri, Apr 24, 2020 at 1:06 PM

To: Richard Nordin <rxnordin@gmail.com>

Bcc: Nathan Alger <nalger@grandtraverse.org>, Christopher Fieldhouse <cfieldhouse@grandtraverse.org>

Dick & Sandy Nordin,

Currently we have suspended all Address Review Committee hearings because of the pandemic. I will bring your appeal before the Committee even though it was not timely requested, and share your circumstances with them.

I would be interested in the number you left messages to when inquiring of the proposed change before leaving for Florida. We strive to communicate effectively, and I would like to research where we missed your calls.

I will be in communication when we have a plan moving forward with the Address Review Committee,

Jim Baker

[Quoted text hidden]

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James D. Baker, MMAO (4), MCPPE  
Director of Equalization/GIS  
East Bay Charter Twp Assessor  
Damage Assessment Coordinator  
Address Authority Coordinator  
Grand Traverse County  
231-922-4773

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**James Baker** <jbaker@grandtraverse.org>

Fri, Apr 24, 2020 at 1:11 PM

To: Joshua Green <jgreen@grandtraverse.org>, Mike Steffes <msteffes@grandtraverse.org>

Next week, please put together a packet similar to previous address appeals. Use the peninsula Pictometry for any photos needed to substantiate our position.

[Quoted text hidden]

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**Joshua Green** <jgreen@grandtraverse.org>

Fri, Apr 24, 2020 at 1:37 PM

To: James Baker <jbaker@grandtraverse.org>

Cc: Mike Steffes <msteffes@grandtraverse.org>

Ok, will do. Would you like me to just print everything and set it on your desk or email it to you?

[Quoted text hidden]

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Josh Green  
GIS Technician  
Grand Traverse County  
231-922-4775

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**James Baker** <jbaker@grandtraverse.org>

Fri, Apr 24, 2020 at 1:48 PM

To: Joshua Green <jgreen@grandtraverse.org>

Cc: Mike Steffes <msteffes@grandtraverse.org>

email

[Quoted text hidden]

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**Richard Nordin** <rxnordin@gmail.com>

Fri, Apr 24, 2020 at 4:08 PM

To: James Baker <jbaker@grandtraverse.org>

I called 231-922-4780.

[Quoted text hidden]

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**Joshua Green** <jgreen@grandtraverse.org>

Mon, Apr 27, 2020 at 9:19 AM

To: James Baker <jbaker@grandtraverse.org>

Here are the documents associated with this address change. Let me know if you need anything else.

[Quoted text hidden]

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#### 9 attachments



**960 Bayside Dr.pdf**

94K



**960 Bayside Dr Change Letter.pdf**

614K



**960 Bayside Dr new Address Ordinance letter.pdf**

531K



**960 Bayside Dr Map.pdf**

8115K



**960 Bayside Dr from Peninsula Dr.pdf**

279K



**960 Bayside Dr from South.pdf**

301K



**960 Bayside Dr driveway location email.pdf**

279K



**960 Bayside Dr Horizontal Measurement.pdf**

282K



**960 Bayside Dr Slope.pdf**

282K

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**James Baker** <jbaker@grandtraverse.org>

Mon, Apr 27, 2020 at 9:21 AM

To: Joshua Green <jgreen@grandtraverse.org>

5/4/2020

Grand Traverse County Mail - 10816 Peninsula Dr.----- Nordin

Got it, thanks!

[Quoted text hidden]

# 960 Bayside Dr from Peninsula Dr



# 960 Bayside Dr from South



10846 PENINSULA  
DR

Bayside Drive

10816 PENINSULA  
DR

10800 PENINSULA  
DR

966 BAYSIDE  
DR

© 2019 Pictometry

04/27/2019

# 960 Bayside Dr Horizontal Measurement



# 960 Bayside Dr Slope



© 2019 Pictometry



Joshua Green <jgreen@grandtraverse.org>

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## Peninsula Township address changes

3 messages

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**Joshua Green** <jgreen@grandtraverse.org>  
To: Jason Torrey <jtorrey@grandtraverse.org>  
Cc: James Baker <jbaker@grandtraverse.org>

Thu, Dec 26, 2019 at 9:28 AM

Jason,

Here are the addresses of people in Peninsula Township (not on Windsor Ct) whose addresses were changed and received a letter from Nate.

Daniel and Linda Brick  
9280 Peninsula Dr. (Original)  
159 WILSON RD (New)

Thomas and Betty Moore (Not a corner lot, but received a letter from Nate)  
126 Wilson Rd (Original)  
176 WILSON RD (New)

Weber Family Revocable Trust  
10846 Peninsula Dr. (Original)  
959 BAYSIDE DR (New)

Sondra K Nordin Trust  
10816 Peninsula Dr. (Original)  
960 BAYSIDE DR (New)

Urtel Family Trust  
12120 Center Rd. (Original)  
2770 NELSON RD (New)

Ochs Orchards LLC  
12124 CENTER RD (Original)  
2772 NELSON RD (New)

The below house is on Mckian Rd, but is a corner lot on Peninsula Dr and will likely appeal to keep their Peninsula Dr Address.

Todd and Mary Vander Meer  
8500 Peninsula Dr (Original)  
447 MCKIAN RD (New)

Do you need anything else from me? Please let me know which addresses you would like to go back to the original numbers. Would it be possible to let me know by January 8th? That way I have a couple of days to prepare the letters and send them out on the 10th.

--

Josh Green  
GIS Technician  
Grand Traverse County  
231-922-4775

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**Jason Torrey** <jtorrey@grandtraverse.org>  
To: Joshua Green <jgreen@grandtraverse.org>  
Cc: James Baker <jbaker@grandtraverse.org>

Thu, Dec 26, 2019 at 1:28 PM

I think this is all I need. I'll take a drive tomorrow and check these out. Thanks!

Jason Torrey, ENP  
Director  
Office (231) 922-4751 • Cell (231) 342-2757

**GRAND TRAVERSE COUNTY**

[Quoted text hidden]

**Jason Torrey** <jtorrey@grandtraverse.org>  
To: Joshua Green <jgreen@grandtraverse.org>  
Cc: James Baker <jbaker@grandtraverse.org>

Thu, Jan 2, 2020 at 10:54 AM

Josh/Jim,

Here are my observations from doing a drive by all of these structures. I do not see any options for residents to be granted a change back to the original address. Good news is that some of them have already made the change so maybe a non-issue. Besides what is listed in red here I can also attest that the 354 and 367 McKian Road numbers are already present at the roadway. So...making some progress but certainly see some appeals coming. I think we would be ready to issue letters as soon as the effective date takes place.

Jason Torrey, ENP  
Director  
Office (231) 922-4751 • Cell (231) 342-2757

**GRAND TRAVERSE COUNTY**

On Thu, Dec 26, 2019 at 9:28 AM Joshua Green <jgreen@grandtraverse.org> wrote:

Jason,

Here are the addresses of people in Peninsula Township (not on Windsor Ct) whose addresses were changed and received a letter from Nate.

Daniel and Linda Brick      **Not in conformity as a corner lot as the front door does not face Pen Dr, and there is not access for emergency vehicles to park, etc.**  
9280 Peninsula Dr. (Original)  
159 WILSON RD (New)

Thomas and Betty Moore (Not a corner lot, but received a letter from Nate)  
126 Wilson Rd (Original)  
176 WILSON RD (New)      **Absolutely needs to change - out of sequence.**

Weber Family Revocable Trust  
10846 Peninsula Dr. (Original)  
959 BAYSIDE DR (New)      **Clearly no sidewalk/drive access from Pen Dr - does have front door facing Pen but that's it - all access points are on Bayside. Does have signpost sitting at corner of the lot but is at ground level**

Sondra K Nordin Trust  
10816 Peninsula Dr. (Original)

960 BAYSIDE DR (New) Clearly no sidewalk/drive access from Pen Dr - does not have any access point from Pen Dr - no door - looks like back of house. Already has the new "960" numbers on mailbox post. Also still has old Pen Dr #'s on mailbox and a signpost at corner of the lot for Pen Dr address but at ground level. Looks like they are in transition to the new address given.

Urtel Family Trust

12120 Center Rd. (Original)

2770 NELSON RD (New)

Absolutely off of Nelson and proper update. Homewoner has new temp mailbox on Nelson with new address/numbers.

Ochs Orchards LLC

12124 CENTER RD (Original)

2772 NELSON RD (New)

Absolutely off of Nelson and proper update. Homewoner has new temp mailbox on Nelson with new address/numbers.

The below house is on Mckian Rd, but is a corner lot on Peninsula Dr and will likely appeal to keep their Peninsula Dr Address.

Todd and Mary Vander Meer  
access is off of McKian Rd.

Clearly no access from Pen Dr. No door visible. All sidewalk/drive

[Quoted text hidden]

# GRAND TRAVERSE COUNTY



Equalization Department  
400 Boardman Avenue suite 103  
Traverse City, Michigan 49684  
(231) 922-4772

## Change of Address Notification

To: Address Officials & Property Owner(s)

date 8/30/2019

NORDIN SONDR A K TRUST  
10816 PENINSULA DR  
TRAVERSE CITY, MI 49686

Re: address number assigned to Parcel Number 28-11-410-028-00

Dear Homeowner,

In a routine review of addressing in your area, it was discovered that your assigned address is not consistent with the approved ordinance used to create an effective addressing system. The ability to provide a prompt and effective response during an emergency is of high priority, and is completely dependent on an accurate addressing system.

County Ordinance No 6, the Grand Traverse County Street and Road Numbering Ordinance, was adopted to establish a countywide street and road numbering system, provide a central point to issue and control numbering, and effectively locate the address in times of need.

It has come to our attention that your assigned address of 10816 PENINSULA DR does not comply with Ordinance No. 6 for the following reason:

Driveway accesses Bayside Dr

To bring your address into compliance, a change of address is required. **Effective immediately**, the new address that 911 and Emergency Services will recognize as being assigned to your property is:

**New address:** 960 BAYSIDE DR TRAVERSE CITY, MI 49686

Please note that the Postal Service has agreed to continue service to the old and new address for one (1) year to facilitate the changeover. To ensure a prompt emergency services response, PLEASE INSTALL NEW HOUSE NUMBERS. If you have any questions, please call the Grand Traverse County Equalization Department at 231-922-4772.

Respectfully,

Grand Traverse County Dispatch/911  
Grand Traverse County Equalization Dept.



## YOUR OFFICIAL ADDRESS IS:

New Issuance  
Confirmation of Existing  
Change of Address

\_\_\_\_\_  
Former Address

Parcel Code No.: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

_____ Number	_____ Directional	_____ Street Name	_____ Street Type
_____ City		_____ State	_____ Zip

**Grand Traverse County Equalization Department**  
**(T) 231-922-4775 / (F) 231-922-4447 / Email: [equalization\\_gis@grandtraverse.org](mailto:equalization_gis@grandtraverse.org)**

Date Issued: \_\_\_\_\_

Signature: \_\_\_\_\_

Only with this form properly signed by the Grand Traverse Equalization Department are copies of this form sufficient evidence that an official address has been issued.

NOTE: It is your (the owner's) responsibility to use copies of this form to notify others of your address, including utilities, post office, driver's license, insurance, and other records.

### DISPLAY YOUR ADDRESS!

Once you have your address, put the numbers up. A portion of The Grand Traverse County Street and Road Naming and Numbering Ordinance reads:

#### Section IV: Regulation

- A. All premises and mailboxes shall bear a distinctive street number in accordance with and as designated upon the street numbering maps on file in the office of the Grand Traverse County Equalization Department, which maps, by reference, together with any revisions thereof, shall become an operative part of this ordinance. The Master Street Index shall also become an operative part of the Ordinance, shall be updated periodically, and shall rule as to spelling.
- B. Any owners of any premises shall place upon the street front of such premises adjacent to the principal entrance and on the street mailbox on such premises such designated number, such that:
  1. Numbers on mailboxes on the premises shall be displayed in such a manner as to be plainly visible from road traffic lanes in either direction of approach. The numbers shall be of a contrasting or reflectorized color to their background and shall not be less than three (3) inches in height.
  2. Numbers in block or script displayed on building fronts shall be of contrasting color to their background and shall not be less than three (3) inches in height.
  3. If there is no street side or the street side does not have unobstructed access the street providing principal access will be considered for numbering purposes.
- C. Where there is no mailbox on the premises or the numbers on the street front of the premises cannot be read from the street, then any owner of the premises shall place a post of suitable strength and construction adjacent to the drive-way of the premises. The height of the post shall not be less than six (6) feet above the level of the adjacent street and the assigned numbers of the premises shall be placed on both sides of the post so as to be plainly visible from road traffic lanes in either direction of approach. Such numbers shall be of contrasting or reflectorized color to their background and shall not be less than three (3) inches in height.
- D. Where the mailbox is located on the street other than on the street of the premises as numbered, the mailbox shall show both the number assigned and the street name of the premises in contrasting or reflectorized color to their background and shall be not less than one (1) inch in height.
- E. Grouping of mailboxes shall be permitted but the grouping shall be in sequential order according to the assigned number.

**If this form appears blank or is missing information:**

Please check your email filters, security settings, or the  
compatibility of your PDF reader application.

January 10, 2020

To: Sondra K Nordin Trust

From: Nate Alger, Grand Traverse County Administrator

RE: Notice of Address Change

Dear Sondra K Nordin,

In my September 26 communication, I indicated we would be rewriting the address ordinance and proposing an amendment that includes an appeal process that a resident may go through if they feel that a change of address has been incorrectly applied. On December 4, the County Street and Road Naming and Address Ordinance was presented to the Board of Commissioners for review and approved.

Section F, subsection 3 states:

*"In cases where the Addressing Authority and 911/Central Dispatch Director determine that an address will be changed, the Addressing Authority shall send a written notice to the affected owner and occupant of the premises notifying them of the new address..."*

*3b) "...the owner or occupant may contest the determination of the change of address by an appeal to the Address Review Committee."*

The ordinance can be found in its entirety on our web site at [grandtraverse.org/251](http://grandtraverse.org/251). The County Street and Road Numbering Ordinance was adopted December 4, 2019 and will become effective January 10, 2020.

Your address was changed because your driveway does not access the road you were addressed on. Please see the attached documents that provide a more detailed explanation for the address change.

As of this date, the address that 911 and Emergency Services recognize as being assigned to your property is:

**New address:** 960 BAYSIDE DR TRAVERSE CITY, MI 49686

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If you wish to appeal, you must provide a written request for an appeal to the County Addressing Authority (GIS/Equalization) office, to the attention of the Address Review Committee at 400 Boardman Ave. Suite 103 Traverse City, MI 49684. You may submit your written request for an appeal by hand delivery, or submit it by email to [jbaker@grandtraverse.org](mailto:jbaker@grandtraverse.org), or submit it by mail, or it may faxed to (231) 922-4447. For the appeal to be heard, the written request must be received by the County Addressing Authority within 30 days from the date of this letter.

If you have any questions please contact me at 231-922-4780 or [nalger@grandtraverse.org](mailto:nalger@grandtraverse.org).

Thank you,