

RAYMOND C. SOMICH  
President of Council

NANCY E. FELLOWS  
Vice President of Council

VICTORIA ANN SAVAGE, CMC  
Clerk of Council

# City of Willoughby Hills

Council  
CHRISTOPHER L. BIRO  
DAVID M. FIEBIG  
FRANK A. GERMANO  
CHRISTOPHER HALLUM  
JOHN PLECNIK

## ORDINANCE NO. 2014-49

---

### **AN ORDINANCE AMENDING PART THIRTEEN – BUILDING CODE, TITLE THREE – LOCAL BUILDING PROVISIONS, CHAPTER 1345 – BUILDING NUMBERING OF THE CODIFIED ORDINANCES OF THE CITY OF WILLOUGHBY HILLS AND REPEALING ANY AND ALL CONFLICTING LEGISLATION.**

---

**WHEREAS**, the Building Commission after employing and enforcing Chapter 1345 – Building Numbering, has recommended that various changes be made to better serve the City and its inhabitants; and

**WHEREAS**, at Planning and Zoning Commission meetings held May 20, 2010, February 17, 2011 and March 17, 2011, the current Building Code Ordinance Chapter 1345 – Building Numbering was discussed and proposed changes were suggested; and

**WHEREAS**, on March 22, 2011, the Planning and Zoning Commission and Architectural Board of Review submitted a letter to Council requesting that the text of Chapter 1345 – Building Numbering be updated to correct inconsistencies contained in the Chapter, established by Ordinance No. 1963-5, adopted by City Council on February 28, 1963; and

**WHEREAS**, on April 7, 2014, the Planning and zoning Commission & Architectural Board of Review submitted a letter to Council stating that as a result of the presentation of proposed changes to Sections 1345.01, 1345.02, 1345.03, 1345.04, and 1345.06 Number Plan of the Building Code, discussions by Members of the Planning and Zoning Commission, and a Public Hearing were held on March 20, 2014; a motion was drafted and approved at the Planning and Zoning Commission Meeting held on April 3, 2014 to submit said Sections as amended to City Council; and

**WHEREAS**, the Planning and Zoning Committee of Council met on April 24, 2014 to further review and discuss the proposed changes to Chapter 1345 – Building Numbering, **Sections 1345.01, 1345.02, 1345.03, 1345.04, 1345.05, 1345.06** and recommended that the Planning and Zoning Commission consider some additional language changes; and

**WHEREAS**, on May 12, 2014, the Planning and Zoning Commission & Architectural Board of Review submitted a letter providing to the Members of Council an update of the proposed section changes to Chapter 1345 – Building Numbering; said update was drafted as a result of information received from the Planning and Zoning Committee of Council which was reviewed by the Members of the Commission at the Planning and Zoning Commission Meeting held on May 1, 2014; and

**WHEREAS**, on May 26, 2014, the Planning and Zoning Commission & Architectural Board of Review submitted a letter providing to the Members of Council a timeline of the information submitted for the proposed changes along with an additional change; **Section 1345.02 – Numbering Plan** was changed to identify that the Master Numbering System is held in the Building Department; and

**WHEREAS**, the Planning and Zoning Commission of Willoughby Hills recommends that the City Council of Willoughby Hills adopt the proposed Amendments to the Zoning Code as set forth by this Ordinance.

***NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOUGHBY HILLS, COUNTY OF LAKE, STATE OF OHIO THAT:***

**SECTION 1.** The existing Chapter 1345 – Building Numbering of the Codified Ordinances of the City of Willoughby Hills is hereby amended to read and provide in its entirety as follows:

**“Chapter 1345  
Building Numbering**

**1345.01 DEFINITIONS.**

The term “building” includes any dwelling, house, apartment or building, business or building, and the term ‘street’ means and includes any street, avenue, lane, alley or highway, whether private or public. The term “mailbox” refers to any box or compartment, or structure into which mail is put when delivered at the street and that has identifying address numbers affixed to it that identify the residence or building. The mailbox must adhere to USPS standards. The identifying address numbers must be displayed at least 36” from the ground.

**1345.02 NUMBERING PLAN.**

The numbering plan prepared by Frank A. Thomas & Associates, Engineers, dated December, 1962, consisting of four pages, containing all of the streets presently within the Village and entitled “Numbering System, Village of Willoughby Hills, Lake County Ohio”, was approved on February 28, 1963 by the adoption of Ordinance No. 1963-5, and declared the official Numbering System of the Village; a copy of which is now on file in the Building Department. Council reserves the right and privilege to amend such system or any part thereof at any time.

**1345.03 COMPLIANCE REQUIRED.**

The owners, agent, lessee or other person in charge or possession of each house or building now existing or hereafter constructed within the City are required to securely attach to such house or building the number assigned thereto in accordance with the aforementioned system on file with the Building Commissioner. The number as attached shall be no less than four inches in height and at least one inch in width.

**1345.04 LOCATION OF NUMBERS.**

The owners, agent, lessee or other person in charge or possession of each house or building in the City upon a street to which numbers have assigned, shall cause the correct numbers to be displayed at a distance not exceeding 100 feet from the street line and both sides of the mail box at the street. Numbers shall be plainly legible from the street in front of the house, building and mail box at the street.

**1345.05 NUMBERS ASSIGNED BY BUILDING COMMISSIONER.**

All house and building numbers shall be assigned for new construction by the Building Commissioner. Numbers shall be assigned to existing houses or buildings in accordance with such numbering system and notice thereof shall be delivered by the Building Commissioner.

**1345.06 PROHIBITIONS.**

(a) No person in charge of or in possession of a house or building within the City, shall reuse or neglect to cause the assigned numbers of such house, building or mail box to be displayed as provided in this Chapter after ninety days from notice by the Building Commissioner or to refuse or neglect to so display house or building numbers within ninety days after occupancy of a new house or building.

(b) No person shall remove any house or building numbers attached in accordance with the provisions of this Chapter.

**1345.99 PENALTY.**

Whoever violates any provision of this Chapter shall be fined not more than one hundred dollars (\$100.00) for each offense and each day the violation shall continue to exist shall constitute a separate offense.”

**SECTION 2.** The actions of this Council concerning and relating to the passage of this legislation were conducted in lawful meetings of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were held in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

**SECTION 3.** This Ordinance shall be in full force and effect at the earliest time permitted by law.

PASSED: \_\_\_\_\_, 2014

\_\_\_\_\_  
**Raymond C. Somich**  
*President of Council*

Submitted to the Mayor for his approval  
on this \_\_\_\_ day of \_\_\_\_\_, 2014

Approved by the Mayor

ATTEST:

\_\_\_\_\_, 2014

\_\_\_\_\_  
**Victoria Ann Savage, CMC**  
*Clerk of Council*

\_\_\_\_\_  
**Robert M. Weger**  
*Mayor*