



# NORWOOD CITY COUNCIL

COUNCIL CHAMBERS  
4645 MONTGOMERY RD.  
NORWOOD, OH 45212

February 10, 2026

7:30 PM

- A) CALL TO ORDER
- B) MOMENT OF REFLECTION
- C) PLEDGE OF ALLEGIANCE
- D) ROLL CALL
- E) AMENDMENT OF AGENDA
- F) MINUTES OF PREVIOUS MEETING
  - January 27, 2026
- G) REQUEST TO ADDRESS COUNCIL
- H) PUBLIC HEARINGS

On November 20, 2025, the Norwood Planning Commission held a special open meeting. Regarding item #2 of the November 20, 2025, Norwood Planning Commission agenda: Mick Oaks, Associate Developer with PLK Communities is submitting a final planned unit development (PUD) plan for the property South of Robertson Avenue known as 4500 Beech Street, Norwood, Ohio 45212; 2.839 acreage Hamilton County Auditors book 651, page 0030, parcel 0206 located within NBD/PUD Neighborhood Business District/Planned Unit Development overlay, including the proposed PUD expansion 2741 Robertson Avenue, Norwood, Ohio 45212, Hamilton Auditor book 651, page 0030, parcel 0194-00.

With a unanimous affirmative vote, the motion to recommend to the Norwood City Council to approve the final PUD plan, titled Factory 52 Robertson South plan stamped received by the Norwood Building Department 10/14/2025 for the project at 4500 Robertson South, including the PUD expansion of 2741 Robertson Avenue, Norwood, Ohio 45212, contingent upon the following conditions being met;

1. The dumpster corral location is to be improved upon, moved to a more acceptable location
2. That the fence shielding and landscaping around the perimeter where homes are being communicated to and approved by the Norwood Building Commissioner
3. That a traffic study, focused on Beech Street and Kenilworth Avenue, and recommendations for improvements if warranted shall be implemented and provided to the City of Norwood Building Department for review by the City Engineer.

- I) SPECIAL PRESENTATIONS
- J) REPORTS OF STANDING COMMITTEES OF COUNCIL
  - 1) Law, Ordinance, Environment & Public Safety Committee - February 3, 2026
  - 2) Finance, Budget, Audit & Claims Committee - February 3, 2026
- K) ADMINISTRATION REPORTS
- L) THIRD READING OF ORDINANCES/RESOLUTIONS
  - 1) AN ORDINANCE REPEALING SECTION 1305.20 OF THE NORWOOD CODIFIED ORDINANCES, ENTITLED "PLUMBER'S LICENSE AND REGISTRATION", AND MAKING RELATED AMENDMENTS TO OTHER SECTIONS OF THE NORWOOD CODIFIED ORDINANCES
- M) SECOND READING OF ORDINANCES/RESOLUTIONS
- N) INTRODUCTORY READING OF ORDINANCES/RESOLUTIONS

*"Gem of the Highlands"*

- 1) RESOLUTION DECLARING THE NECESSITY TO LEVY A RENEWAL TAX FOR CURRENT OPERATING EXPENSES IN EXCESS OF THE TEN-MILL LIMITATION AND REQUESTING THE COUNTY AUDITOR TO CERTIFY MATTERS IN CONNECTION THEREWITH, AND DECLARING AN EMERGENCY
- 2) RESOLUTION DECLARING THE NECESSITY TO LEVY A TAX IN EXCESS OF THE TEN-MILL LIMITATION FOR GENERAL CONSTRUCTION, RECONSTRUCTION, RESURFACING, AND REPAIR OF STREETS, ROADS, AND BRIDGES IN THE CITY OF NORWOOD, AND REQUESTING THE COUNTY AUDITOR TO CERTIFY MATTERS IN CONNECTION THEREWITH, AND DECLARING AN EMERGENCY
- 3) A RESOLUTION OF AUTHORIZATION AND SUPPORT FOR THE SUBMISSION OF A CLEAN OHIO TRAILS FUND GRANT APPLICATION TO HELP SUPPLEMENT THE PURCHASE OF 16.33 ACRES FROM NORFOLK & WESTERN RAILWAY FOR THE PURPOSE OF LINEAR GREENWAY TRAIL AND PRESERVATION OF OPEN, AMENITY SPACE CORRIDOR FOR THE BENEFIT OF THE GENERAL PUBLIC, RECREATION, TOURISM, AND TRANSPORTATION

**O) UNFINISHED BUSINESS**

**P) NEW BUSINESS**

**Q) COMMUNICATIONS**

- 1) Ohio Division of Liquor Control Re: Buca Restaurants Inc
- 2) Norwood Planning Commission Re: Memorandum
- 3) Mayor Victor Schneider Re: Letter to Council
- 4) Tim Garry, Assistant Law Director Re: Letter to Council

**R) EXCUSE ABSENT MEMBERS**

**S) ADJOURNMENT**

*"Gem of the Highlands"*

**AN ORDINANCE REPEALING SECTION 1305.20 OF THE NORWOOD CODIFIED ORDINANCES, ENTITLED “PLUMBER'S LICENSE AND REGISTRATION”, AND MAKING RELATED AMENDMENTS TO OTHER SECTIONS OF THE NORWOOD CODIFIED ORDINANCES**

**WHEREAS**, Section 1305.20 of the Norwood Codified Ordinances, entitled “Plumber's License and Registration”, establishes a Board of Examiners to examine or confirm the qualifications of Plumbers operating within the City of Norwood and to issue licenses to perform plumbing work in the City; and

**WHEREAS**, the remainder of Chapter 1305 of the Norwood Codified Ordinances, entitled “Permits, Inspections, Appeals and Penalty”, contains other references to such a licensing process; and

**WHEREAS**, Section 1301.16, entitled “Building Department Personnel”, in subsection (d)(5) establishes a Plumbing Inspector position within the Building Department; and

**WHEREAS**, Section 933.03, entitled “Master Plumbers License Required”, contains references to master plumbers, which should be updated to reflect current Ohio practice and terminology; and

**WHEREAS**, the City of Norwood does not maintain a Plumbing Board of Examiners, does not have a dedicated Plumbing Department, does not have Plumbing Inspector, and does not possess the legal or administrative capacity to administer plumbing examinations and licensing; and

**WHEREAS**, all plumbing permits for properties within the City of Norwood are currently issued and inspected by Hamilton County, and all plumbing contractors are licensed by the State of Ohio; now, therefore:

**BE IT ORDAINED** by the Council of the City of Norwood, State of Ohio, that:

**SECTION 1.** Section 1305.20 of the Norwood Codified Ordinances, entitled “Plumber's License and Registration”, is hereby repealed from the Codified Ordinances.

**SECTION 2.** Section 1301.16 of the Norwood Codified Ordinances, entitled “Building Department Personnel”, is hereby amended to remove subsection (d)(5), entitled “Qualifications of Plumbing Inspector”, and to read as follows:

**1301.16 BUILDING DEPARTMENT PERSONNEL.**

(a) **Building Commissioner.** The Norwood Building Department is hereby created and the executive official in charge thereof shall be known as the Building Official with the title of Building Commissioner.

(b) **Appointment.** The Building Commissioner shall be appointed by the Mayor and shall not be removed from office except for cause and after full opportunity to be heard on specific and relevant charges by and before the Mayor. To qualify for appointment, the Building Commissioner shall meet the requirements of subsection (d)(2) hereof.

(Ord. 73-1983. Passed 11-22-83.)

(c) **Organization.**

(1) The Building Commissioner and/or the Director of Safety shall appoint such number of officers, technical assistants, inspectors and other employees as shall be necessary for the administration of Norwood Building

Code (NBC) and as authorized by Council. To qualify for appointment, such personnel shall meet the applicable requirements of subsection (d) hereof. Inspector trainees may be appointed to work under the direct supervision of the qualified inspector.

(Ord. 25-2000. Passed 4-4-00.)

(2) The Building Official may delegate authority to any duly authorized representative, including personnel from the Building Department, where such representative may have the need or occasion to enforce the provisions of the Norwood Building Code (NBC) or issue orders for violations of the NBC.

(Ord. 8-2000. Passed 2-8-00.)

(d) Qualification Requirements.

(1) General. An applicant shall be generally informed on good engineering practice in respect to the design and construction of buildings, the basic principles of fire protection, the requirements for means of egress, the installation of building service equipment and the conservation of energy. For any position, an applicant may be required to pass a written examination. No examination is required for trainee classification.

(2) Qualifications of Building Commissioner. The Building Commissioner is responsible for the overall administration of the Building Department and enforcement of NBC, and shall meet either of the following requirements: A. Be an architect or professional engineer currently registered in the State of Ohio, having at least five years of experience in building construction and design; or

B. Be a person having at least ten years of experience in building construction, design or inspection.

Such person meeting the qualifications of either A. or B. above shall be approved by the State Board of Building Standards as the Chief Enforcement Official.

(3) Qualifications of Plans Examiner. The Building Department shall have in its employ or under contract at least one person designated as the Plans Examiner. Any person who examines plans to determine compliance with NBC shall meet the requirements of subsection (d)(2)A. hereof.

(4) Qualifications of Building Inspector. The Building Department shall have in its employ or under contract at least one person designated as Building Inspector with the responsibility for the inspection of construction to determine compliance with the approved plans and shall meet the following requirements:

A. Three years of building inspection, general construction or related trades experience; or

B. Two academic years of related vocational or technical education and one year of building inspection or general construction experience.

(5) [Repealed.]

(6) Qualification of Electrical Inspector. The Building Department shall have in its employ or under contract at least one person designated as Electrical Inspector. Any person who enforces the applicable electrical provisions of NBC shall hold a certificate of competency issued by the Ohio Board of Building Standards, pursuant to Ohio R.C. Chapter 3783.

(e) Multiple Qualifications. One person may hold more than one position provided the specific requirements listed in subsection (d) hereof are met for each position.

(f) Restriction of Employees. No employee of the Building Department or any person who contracts for services with the Department shall perform services for the Department when the same would require him to pass upon, inspect, or otherwise exercise any authority given by the NBC over any labor,

material or equipment furnished by him for the construction, alteration or maintenance of a building or the preparation of working drawings or specifications for work within the corporate boundaries of Norwood.

(g) **Alternate Personnel.** The Building Department shall have in its employ or under contract, alternate personnel meeting the requirements of this section, to serve in the event that a conflict of interest arises or the unavailability of the Building Commissioner, plans examiners or inspectors. When required personnel leave the employ of the Department, permanent replacement personnel shall be designated within 120 days.

(h) **Accessibility to Public.** The Building Department shall have an office located within Norwood. The office shall be open and staffed to serve the public need and office hours shall be conspicuously posted. All inspectors shall be available at the time mutually agreed upon by both the Department and the owner or his representative.

(i) **Relief from Personal Responsibility.** The Building Commissioner or any officer or employee charged with the enforcement of NBC, while acting for the jurisdiction, shall not thereby render himself liable personally, and he is hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or permitted in the discharge of his official duties. Any suit instituted against any officer or employee because of an act performed by him in the lawful discharge of his duties and under the provisions of NBC shall be defended by the Law Director until the final termination of the proceedings. The Building Commissioner or any of his subordinates shall not be liable for costs in any action, suit or proceeding that may be instituted pursuant to the provisions of NBC; and any officer of the Building Department acting in good faith and without malice shall be free from liability for acts performed under any of its provisions or by reason of any act or omission in the performance of his official duties in connection therewith.

**SECTION 3.** Section 1305.03 of the Norwood Codified Ordinances, entitled “Permit Issuance, Suspension and Revocation”, is hereby amended to remove the reference to the Plumbing Inspector at the end of subsection (b)(8), to read as follows:

**1305.03 PERMIT ISSUANCE, SUSPENSION AND REVOCATION.**

(a) **Action on Application.** The Building Commissioner shall examine or cause to be examined all applications for permits and amendments thereto within a reasonable time after filing. If the application or the plans do not conform to the requirements of all pertinent laws, he shall reject such application in writing, stating the reasons therefore. If he is satisfied that the proposed work conforms to the requirements of Norwood Building Code (NBC), and all laws and ordinances applicable thereto, he shall issue a permit therefor as soon as practicable.

(b) **Prior Approval Required.** No permit for the construction of any building or addition shall be issued by the Building Commissioner until applicable approval from other departments has been obtained.

(1) **Sewers.** No permit for construction shall be issued until the applicant has obtained review and approval from the Metropolitan Sewer District of Greater Cincinnati for the installation of an adequate building sanitary sewer (sewer lateral) and approval from the City Engineer for the installation of an adequate building and parking area storm sewer.

(2) **Construction water.** No permit for the construction of any new building shall be issued until approval has been obtained from the Water Department for the use of construction water.

(3) **Food service operations.** No permit for any construction of any building which includes facilities for food handling or food service operations shall be issued until approval has been obtained from the Norwood Health Commissioner.

(4) **Driveways.** When the applicant applies for a building permit upon a dedicated street where a driveway is to be constructed he shall obtain approval from the City Engineer before a permit is issued to assure

that no traffic problem will be created and that construction of the driveway, curb, apron and sidewalk on the street right of way meets the requirements of the Engineering Department.

(5) Parking lots. No permit for the construction of any off-street parking area greater than 1,500 square feet shall be issued until plans for parking and drainage have been approved by the City Engineer.

(6) Water supply. No permit for the construction of any building shall be issued except where adequate water supply and facilities for fire fighting purposes are available, as determined by the Fire Chief. If the Building Commissioner finds upon inspection of any building under construction that adequate water supply or facilities for fire fighting purposes, as determined by the Fire Chief, are not being furnished as required, then the Building Commissioner may stop such construction and revoke the permit previously issued therefor until such time as adequate water supply or facilities for fire fighting purposes, as determined by the Fire Chief, are furnished.

(7) Fire safety. No permit for the construction of any building shall be issued until plans for fire suppression systems, occupancy load, means of egress and other fire safety items agreed on by the Building Commissioner and Fire Chief, have been approved by the fire safety official.

(8) Demolition. Before a structure can be demolished or removed, the owner or agent shall notify all utilities having service connections within the structure such as water, electric, gas, sewer and other connections. A permit to demolish or remove a structure shall not be issued until a release is obtained from the utilities, stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed and plugged in a safe manner.

(9) Industrialized units. Industrialized units are required to be authorized by the Ohio Board of Building Standards prior to the issuance of a building permit. All industrialized units shall meet the requirements of rules 4101:2-1-56 through 4101:2-1-65 of the Ohio Administrative Code.

(c) Conditional Permit. A conditional permit may be issued when plans have been approved under Sections [1305.02](#) (l) and (m). A conditional permit is a conditional license to proceed with construction or materials up to the point where plans are corrected or construction or materials objected to by the Building Commissioner are to be incorporated into the building. No construction shall proceed beyond this point until the objection is resolved.

(d) Partial Permit. A partial permit may be issued for that part of a building where plans have been approved under Section [1305.02](#) (n). The owner of a partial permit may proceed only to the point for which approval has been given, at his own risk and without assurance that approval for the entire building or structure will be granted.

(e) Violation. Except as provided in subsection (f) hereof, any person, firm or corporation who performs work for which a permit is required by NBC without first having secured a permit therefor shall be deemed in violation of NBC and subject to the penalties provided by NBC.

(f) Emergencies. In cases of emergency where there is actual and immediate risk of failure or collapse of a building or structure or the existence of defective equipment or service facilities or a particularly hazardous use such as to endanger life or health or such other condition as to require immediate action to make repairs or corrections necessary to prevent the occurrence of such failure to collapse or the occurrence of such danger and time available is not sufficient to allow the securing of a permit from the Building Commissioner as required by NBC, the person, firm or corporation required to perform such repairs may proceed to do so after having first notified the Building Commissioner of such fact without obtaining a permit as required by NBC. In case the Building Commissioner is unavailable, notice shall be given to the nearest fire or police official.

(g) Failure to Obtain Permits Before Starting Work. Any person who commences any installation of work for which a permit is required by NBC, without first having obtained a permit therefor shall, if legally authorized and subsequently allowed to obtain a permit, pay the permit fees prescribed by Section [1305.05](#)(i), provided however, that this requirement shall not apply to emergency work or installations as provided by subsection (f) hereof when it shall be proved to the satisfaction of the Building Commissioner that such work or installation was urgently necessary and that it would have been impractical to have awaited the normal time consumed in application for and issuance of the permit. Nevertheless, even in such emergencies the required permit shall be obtained without unreasonable delay after installation starts, and in no case more than three days in which City offices are open for business, or the extra fee as herein provided shall be charged for the permit. Before issuing such permit, the Building Commissioner shall take necessary steps to determine whether work performed prior to the date of permit and inspection conform to NBC. Such steps may include but shall not be limited to directing the tearing out of sections of surface work for access to subsurface sections, digging for access to foundations, piping and other subterranean work and the like. The applicant for the permit shall perform all such work as may be directed at his own expense.

(h) Suspension of Permit. Any permit issued shall become invalid if the authorized work is not commenced within six months after issuance of the permit, or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work.

(i) Revocation of Permit. The Building Commissioner may revoke any permit or approval issued under the provisions of NBC or may stop the work for any of the following reasons:

(1) Whenever there is a violation of any provision of NBC, any ordinance of the City or statute of the State relating to the same subject matter;

(2) Whenever the continuance of any work becomes dangerous to life or property;

(3) Whenever there is a violation of any condition on which the issuance of the permit or approval was based;

(4) Whenever any false statement or misrepresentation has been made upon the application, plans or specifications on which the issuance of the permit or approval was based;

(5) When orders on a building have not been complied with or when the building does not comply with the occupancy requirements;

(6) Whenever adequate water supply or facilities for fire fighting purposes are not furnished as required in Section [1305.03](#)(b)(6);

(7) Whenever in the opinion of the Building Commissioner the person having charge of the work is incompetent.

The revocation notice of the permit in every instance shall be in writing and shall be served upon the holder of the permit, the owner, his agent, or the person having charge of the work. Any revocation notice shall also be posted upon the building or structure in question by the Building Commissioner. After the notice is received or posted, no person shall proceed with any operation for which such a permit was issued. No part of the fees for such permit shall be resumed.

Revocation of a permit shall be subject to appeal to the Board as provided in Section [1305.17](#).

(j) Posting of Permit. The permit shall be posted in a conspicuous location outside of the building and in the front part of the premises on which is, or will be, located the building or equipment to which the approved plans relate. The owner and the contractor shall, so far as possible, preserve and keep such permit posted until the completion of the work to which the approved plans relate.

Upon application by the owner, the Building Commissioner shall issue a duplicate permit to replace one destroyed by vandals or one which is accidentally destroyed.

(k) Notice of Start. At least twenty-four hours notice of start of work under a building permit shall be given to the Building Commissioner.

**SECTION 4.** Section 1305.05 of the Norwood Codified Ordinances, entitled “Fees”, is hereby amended to remove subsection (f), entitled “Plumbing Licensing”, to read as follows:

**1305.05 FEES.**

(a) **General.** A permit to begin work for new construction, alteration, removal, demolition or other building operation shall not be issued until the fees prescribed in this section have been paid to the Building Department or other authorized City agency, nor shall an amendment to a permit necessitating an additional fee be approved until the additional fee has been paid.

(b) **Special Fees.** The payment of the fee for the construction, alteration, removal or demolition of all work done in connection with or concurrently with the work contemplated by a building permit, shall not relieve the applicant or holder of the permit from the payment of other fees that may be prescribed by law or ordinance for water taps, sewer connections, electrical permits, erection of signs and display structures, marquees or other appurtenant structures, or fees for inspection, certificate of use and occupancy or other privileges or requirements, both within and without the jurisdiction of the Building Department.

(c) **Fees for Nonclassified Items.** Where fees are not specifically provided, they shall be assigned to that classification by the Building Commissioner as determined most reasonable and appropriate.

(d) **Fees Based on Valuation.** The cost as applicable to permit fees for new buildings, additions, equipment and alterations and repairs to existing buildings and equipment shall be based on the valuation of the buildings, additions, equipment and alterations and repairs. The Building Commissioner shall have the right to verify and correct the estimated cost using generally accepted methods of estimating such as those prescribed by the model code organization, construction data services and similar agencies. Calculation of the fees shall be in accordance with the fee schedules prescribed in Table 1305.05.

(e) **Plan Examination Fees.** When plans are required, no application for a permit shall be accepted for filing unless the applicant at the time of filing pays the plan examination fee prescribed in Table 1305.05(c). Plan examination fees shall be based on the estimated cost of the work, as shown on the application; shall be in addition to the payment of the regular permit fee and any other fee which may accrue thereafter; and no portion of such plan examination fee shall be refunded.

(f) [Repealed.]

(g) **Blocking Streets and Sidewalks.** The Safety-Service Director shall determine whether permission can be granted for the temporary blocking or use of streets, sidewalks, alleys or other public rights of way or for the purpose of construction, depositing material or placing equipment thereon or for other purposes.

(h) **Work Performed on City Right of Way.** The permit fee for inspection of work performed on City right of way shall be for inspection only and apply for either new installation or replacement. All material or labor shall be furnished by the contractor.

Where any combination of sidewalk, driveway across City property, curb cut and apron are inspected at the same time, a charge will be made for only that item having the maximum fee. Before a permit is issued, the contractor shall give bond to the City in the sum of one thousand dollars (\$1,000) conditioned to repair paving if improperly laid. A property owner may provide an approved certificate allowing for a lien against the property in lieu of a bond.

(i) **Commencing Work Prior to Permit Issuance.** Where the work for which a permit is required by NBC is started or proceeded with prior to obtaining such permit, the permit fine hereinafter specified may, at the discretion of the Building

Commissioner or the Director of Safety, be imposed at three times the amount of the permit fee, plus the cost of the permit fee. The total cost of the permit shall be the permit fee and the permit penalty. A maximum one thousand dollars (\$1,000) penalty may apply. A second offense by the same applicant within any twelve month period may constitute doubling all minimum and maximum penalty fees. The payment of such penalty fees shall not relieve any person from fully complying with the requirements of the NBC in the execution of the work, nor from any other penalty prescribed herein.

(j) Revised and Addendum Plans. In the event substitute or revised plans or an addendum to the original plan is submitted for a building or site on which a permit has been requested, an additional permit shall be obtained for each such change and/or addition. Minor addendum plans that do not alter space or change structural requirements may be charged for the hourly time of review, with a one-half hour minimum.

(k) Expiration and Renewal of Permits. Upon expiration of a permit, no work shall be permitted until the permit is renewed, for which renewal a fee shall be charged based on the cost of the unfinished work.

(l) Cancellation and Refunds. Upon written request, prior to commencement of any work, permits may be canceled by the holder, and part of the permit fee will be refunded in accordance with the fee schedule.

(m) Work Performed by Schools.

(1) "School" for the purpose of this section is defined as any institution regulated by the State Board of Education or the State Department of Education for grade levels K-12 pursuant to the authority granted by Ohio Revised Code Sections 3301.07, 3301.53, and 3301.71.

(2) Schools shall be exempt from paying building or zoning permits fees.

(Ord. 15-2010. Passed 4-13-10.)

(n) Installation of Handicapped Accessible Ramp. The installation of any "handicapped accessible ramp" in the yard of a one-, two-, or three-family house, pursuant to Section 1151.16.1, shall be exempt from building or zoning permit fees, but will be subject to any "Plan Examination Fees" applicable under Section 1305.05(e).

**SECTION 5.** Section 933.03 of the Norwood Codified Ordinances, entitled "Master Plumbers License Required", is hereby amended to replace mentions of master plumbers with plumbing contractors, to read as follows:

**933.03 PLUMBING CONTRACTOR LICENSE REQUIRED.**

No person shall make any connection with or opening into any sewer or drain unless they have been licensed as a Plumbing Contractor by the State of Ohio, properly registered with the Plumbing Division of the Hamilton County Health Department or a successor agency, and have obtained the license required under Section 933.04.

**SECTION 6.** The City of Norwood formally recognizes that all plumbing permits and inspections shall be governed by the Hamilton County Public Health Department or the applicable Hamilton County authority.

**SECTION 7.** The City of Norwood recognizes that all plumbing contractors must be licensed through the Ohio Construction Industry Licensing Board (OCILB) pursuant to Ohio Revised Code Chapter 4740.

**PASSED**

\_\_\_\_\_ Date

\_\_\_\_\_ Joseph S. Geers  
President of Council

**ATTEST:**

Kelsi Goins, the duly appointed Clerk of Council, attests that this ordinance was passed at a regular/special meeting of Norwood City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, in compliance with the rules of Norwood City Council and the laws of the State of Ohio. The foregoing ordinance was submitted to the Mayor of the City of Norwood, Ohio for his signature on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Kelsi Goins  
Clerk of Council

**APPROVED** \_\_\_\_\_  
Date

\_\_\_\_\_  
Victor Schneider  
Mayor

**CERTIFICATION OF PUBLICATION:**

Kelsi Goins, the duly appointed Clerk of Council, attests that this ordinance was published on the City of Norwood’s website-news page at <https://norwoodohio.gov/news> and the City of Norwood’s Facebook page at <https://www.facebook.com/NorwoodOhio.gov> on \_\_\_\_\_ and \_\_\_\_\_.

\_\_\_\_\_  
Kelsi Goins  
Clerk of Council

**1<sup>st</sup> Reading** \_\_\_\_\_  
Date

**2<sup>nd</sup> Reading** \_\_\_\_\_  
Date

**3<sup>rd</sup> Reading** \_\_\_\_\_  
Date

**All 3 Readings** \_\_\_\_\_  
Date

**Tabled** \_\_\_\_\_  
Date

**Vetoed** \_\_\_\_\_  
Date



## City of Norwood Request for Ordinance, Resolution, Amendment, or Repeal

Date of Request: 12/16/2025	Date Needed: 1/13/2026
Request(s) should be submitted by the Wednesday, at noon, before date needed for Council, earlier if possible.	
Requested By:	Ralph Wolfe, Building Commissioner / Noah Powers, Safety-Service Director
Contact:	rwolfe@norwoodohio.gov
Document Requested:	Repeal
<b>Executive Summary of document needed:</b>	
If an amendment or repeal request, list existing Ordinance Number(s)/Section(s) of Ordinance to be amended or repealed, etc. (or attach documents and/or copies as appropriate)	
<p><b>Repeal 1305.20 PLUMBER'S LICENSE AND REGISTRATION</b></p> <ol style="list-style-type: none"> <li>1. The city does not have a Plumbing Board</li> <li>2. The city cannot issue a plumbing exam</li> <li>3. The city does not have a plumbing department</li> <li>4. All plumbing permits are issued Hamilton County</li> <li>5. The State of Ohio licenses plumbers</li> </ol>	
Action Requested:	Non-Emergency - Three Readings with 30 Day Effectivity
If Emergency clause or suspension of rules for all three readings is needed, explain:	
<b>Special Notes/Instructions</b>	

**RESOLUTION DECLARING THE NECESSITY TO LEVY A RENEWAL TAX FOR CURRENT OPERATING EXPENSES IN EXCESS OF THE TEN-MILL LIMITATION AND REQUESTING THE COUNTY AUDITOR TO CERTIFY MATTERS IN CONNECTION THEREWITH, AND DECLARING AN EMERGENCY**

**WHEREAS**, Council for the City of Norwood, Hamilton County, Ohio, anticipates levying a tax in excess of the ten-mill limitation as described herein; and

**WHEREAS**, pursuant to Section 5705.03 of the Ohio Revised Code, Council for the City of Norwood, Hamilton County, Ohio, is required to certify to the County Auditor a resolution requesting the County Auditor to certify certain matters in connection with such a tax levy; now therefore,

**BE IT RESOLVED** by the Council of the City of Norwood, State of Ohio, that:

**SECTION 1.** Pursuant to the provisions of Section 5705.19(A) of the Ohio Revised Code, it is necessary that a tax be levied upon the entire territory of the City of Norwood, in Hamilton County, Ohio, in excess of the ten-mill limitation for the benefit of the City of Norwood, for the purpose of current operating expenses at a rate not exceeding eight (8) mills for each one dollar (\$1.00) of valuation which amounts to eighty cents (\$0.80) for each one hundred dollars (\$100.00) of valuation, for five years.

**SECTION 2.** The question of passage of said tax renewal levy shall be submitted to the electors of the City of Norwood at an election to be held on November 3, 2026. If approved by the electors, said tax levy shall first be placed upon the 2026 tax list and duplicate, for first collection in the calendar year 2027, and continue for five years.

**SECTION 3.** Pursuant to Section 5705.03 of the Ohio Revised Code, the County Auditor is hereby requested to certify to Council for the City of Norwood, Hamilton County, Ohio, the total current tax valuation of the City of Norwood, the dollar amount of revenue that would be generated by the number of mills specified in Section 1 hereof.

**SECTION 4.** The Clerk of Council of the City of Norwood is hereby directed to certify forthwith a copy of this Resolution to the County Auditor at the earliest possible time so that said County Auditor may certify such matters in accordance with such Section 5705.03 of the Ohio Revised Code.

**SECTION 5.** It is found and determined that all formal actions of the Council for the City of Norwood concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council of the City of Norwood, and that all deliberations of Council of the City of Norwood, and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the rules of Council for the City of Norwood adopted in accordance herewith.

**SECTION 6.** This Resolution is hereby declared to be an emergency Resolution and a measure necessary for the immediate preservation of the public peace, health, safety, and general welfare, and shall go into effect forthwith. The reason for said emergency is the necessity to certify a copy of this Resolution to the County Auditor so that the County Auditor may certify

such matters in accordance with Section 5705.03 of the Ohio Revised Code.

**PASSED** \_\_\_\_\_  
Date

\_\_\_\_\_  
Joseph S. Geers  
President of Council

**ATTEST:**

Kelsi Goins, the duly appointed Clerk of Council, attests that this resolution was passed at a regular/special meeting of Norwood City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2026 in compliance with the rules of Norwood City Council and the laws of the State of Ohio. The foregoing resolution was submitted to the Mayor of the City of Norwood, Ohio, for his signature on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Kelsi Goins  
Clerk of Council

**APPROVED** \_\_\_\_\_  
Date

\_\_\_\_\_  
Victor Schneider  
Mayor

**CERTIFICATE**

The undersigned hereby certifies that the text of the foregoing resolution is taken and copied from the record of proceedings of a meeting of Council for the City of Norwood, Ohio, held on \_\_\_\_\_, 2026. The undersigned further certifies that the same has been compared by me with said record, and it is a true and correct copy thereof, together with a true and correct copy of excerpts from the minutes of said meeting to the extent pertinent to the consideration and adoption of said resolution.

\_\_\_\_\_  
Kelsi Goins  
Clerk of Council

**RECEIPT**

The undersigned hereby acknowledges this day receipt of a certified copy of the foregoing resolution.

\_\_\_\_\_  
County Auditor

Dated: \_\_\_\_\_, 2026.





**City of Norwood Request for Ordinance, Resolution, Amendment, or Repeal**

Date of Request: \_\_\_\_\_ Date Needed: \_\_\_\_\_

**\*\*\*(Request(s) should be submitted by the Wednesday, at noon, before date needed for Council, earlier if possible.)**

Name: \_\_\_\_\_

*(Name of person(s) requesting document, amendment, or repeal / Department / E-Mail / Telephone)*

Document Needed:  Ordinance     Resolution     Amendment     Repeal

Executive Summary of document needed:

**\*\*\*(If an amendment or repeal request, list existing Ordinance Number(s)/Section(s) of Ordinance to be amended or repealed, etc. (or attach documents and/or copies as appropriate)**

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***Check if emergency clause or suspension of rules for all three readings is needed (explain):***

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Special Notes/Instructions:

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Keith D Moore, Law Director  
[kmoore@norwood-ohio.com](mailto:kmoore@norwood-ohio.com)  
513-458-4585 / 513-258-5483

Tim Garry, Jr., Assistant Law Director  
[tgarry@norwood-ohio.com](mailto:tgarry@norwood-ohio.com)  
513-458-4588 / 513-312-1275 (rev. 01/09/2018)

**RESOLUTION DECLARING THE NECESSITY TO LEVY A TAX IN EXCESS OF THE TEN-MILL LIMITATION FOR GENERAL CONSTRUCTION, RECONSTRUCTION, RESURFACING, AND REPAIR OF STREETS, ROADS, AND BRIDGES IN THE CITY OF NORWOOD, AND REQUESTING THE COUNTY AUDITOR TO CERTIFY MATTERS IN CONNECTION THEREWITH, AND DECLARING AN EMERGENCY**

**WHEREAS**, the City of Norwood, situated in Hamilton County, Ohio, upon due investigation and consideration, has determined that the amount of taxes which may be raised within the ten-mill limitation in and for the City of Norwood, Hamilton County, Ohio, for the next five years, pursuant to the provisions of Section 5705.02 of the Ohio Revised Code, will be insufficient to provide adequate funding for the purpose of providing for the general construction, reconstruction, resurfacing, and repair of streets, roads, and bridges under ORC section 5705.19(G), in the City of Norwood; and

**WHEREAS**, Council for the City of Norwood anticipates levying a tax in excess of the ten-mill limitation as described herein; and

**WHEREAS**, pursuant to Section 5705.03 of the Ohio Revised Code, Council for the City of Norwood is required to certify to the County Auditor a resolution requesting the County Auditor to certify certain matters in connection with such a tax levy; now therefore,

**BE IT RESOLVED** by the Council of the City of Norwood, State of Ohio, that:

**SECTION 1.** Pursuant to the provisions of Section 5705.19(B) of the Ohio Revised Code, it is necessary that a tax be levied upon the entire territory of the City of Norwood, Hamilton County, Ohio, in excess of the ten-mill limitation for the benefit of the City of Norwood, for the purpose of general construction, reconstruction, resurfacing, and repair of streets, roads, and bridges at a rate not exceeding one (1) mill for each one dollar (\$1.00) of valuation which amounts to ten cents (\$0.10) for each one hundred dollars (\$100.00) of valuation, for five years.

**SECTION 2.** The question of passage of said tax renewal levy shall be submitted to the electors of the City of Norwood at an election to be held on November 3, 2026. If approved by the electors, said tax levy shall first be placed upon the 2026 tax list and duplicate, for first collection in the calendar year 2027, and continue for five years.

**SECTION 3.** Pursuant to Section 5705.03 of the Ohio Revised Code, the County Auditor is hereby requested to certify to Council for the City of Norwood the total current tax valuation of the entire territory of the City of Norwood, the dollar amount of revenue that would be generated by the number of mills specified in Section 1 hereof.

**SECTION 4.** The Clerk of Council of the City of Norwood is hereby directed to certify forthwith a copy of this Resolution to the County Auditor at the earliest possible time so that said County Auditor may certify such matters in accordance with such Section 5705.03 of the Ohio Revised Code.

**SECTION 5.** It is found and determined that all formal actions of the Council for the City of Norwood concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council of the City of Norwood, and that all deliberations of Council of the City of Norwood, and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22

of the Ohio Revised Code, and the rules of Council for the City of Norwood adopted in accordance herewith.

**SECTION 6.** This Resolution is hereby declared to be an emergency Resolution and a measure necessary for the immediate preservation of the public peace, health, safety, and general welfare, and shall go into effect forthwith. The reason for said emergency is the necessity to certify a copy of this Resolution to the County Auditor so that the County Auditor may certify such matters in accordance with Section 5705.03 of the Ohio Revised Code.

**PASSED** \_\_\_\_\_  
Date

\_\_\_\_\_  
Joseph S. Geers  
President of Council

**ATTEST:**

Kelsi Goins, the duly appointed Clerk of Council, attests that this Resolution was passed at a regular/special meeting of Norwood City Council on the \_\_\_\_ day of \_\_\_\_\_, 2026 in compliance with the rules of Norwood City Council and the laws of the State of Ohio. The foregoing resolution was submitted to the Mayor of the City of Norwood, Ohio, for his signature on the \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Kelsi Goins  
Clerk of Council

**APPROVED** \_\_\_\_\_  
Date

\_\_\_\_\_  
Victor Schneider  
Mayor

**CERTIFICATE**

The undersigned hereby certifies that the text of the foregoing resolution is taken and copied from the record of proceedings of a meeting of Council for the City of Norwood, Ohio, held on \_\_\_\_\_, 2026. The undersigned further certifies that the same has been compared by me with said record, and it is a true and correct copy thereof, together with a true and correct copy of excerpts from the minutes of said meeting to the extent pertinent to the consideration and adoption of said resolution.

\_\_\_\_\_  
Kelsi Goins  
Clerk of Council

**RECEIPT**

The undersigned hereby acknowledges this day receipt of a certified copy of the foregoing resolution.

\_\_\_\_\_  
County Auditor

Dated: \_\_\_\_\_, 2026.

**CERTIFICATION OF PUBLICATION**

Kelsi Goins, the duly appointed Clerk of Council, attests that this resolution was published on the City of Norwood’s website-news page at <https://norwoodohio.gov/news> and the City of Norwood’s Facebook page at <https://www.facebook.com/NorwoodOhio.gov> on \_\_\_\_\_ and \_\_\_\_\_.

\_\_\_\_\_  
Kelsi Goins  
Clerk of Council

**RESOLUTION READINGS:**

**1<sup>st</sup> Reading** \_\_\_\_\_  
Date

**2<sup>nd</sup> Reading** \_\_\_\_\_  
Date

**3<sup>rd</sup> Reading** \_\_\_\_\_  
Date

**All 3 Readings** \_\_\_\_\_  
Date

**Tabled** \_\_\_\_\_  
Date

**Vetoed** \_\_\_\_\_  
Date



**City of Norwood Request for Ordinance, Resolution, Amendment, or Repeal**

Date of Request: \_\_\_\_\_ Date Needed: \_\_\_\_\_

**\*\*\*(Request(s) should be submitted by the Wednesday, at noon, before date needed for Council, earlier if possible.)**

Name: \_\_\_\_\_

*(Name of person(s) requesting document, amendment, or repeal / Department / E-Mail / Telephone)*

Document Needed:  Ordinance     Resolution     Amendment     Repeal

Executive Summary of document needed:

**\*\*\*(If an amendment or repeal request, list existing Ordinance Number(s)/Section(s) of Ordinance to be amended or repealed, etc. (or attach documents and/or copies as appropriate)**

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***Check if emergency clause or suspension of rules for all three readings is needed (explain):***

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Special Notes/Instructions:

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Keith D Moore, Law Director  
[kmoore@norwood-ohio.com](mailto:kmoore@norwood-ohio.com)  
513-458-4585 / 513-258-5483

Tim Garry, Jr., Assistant Law Director  
[tgarry@norwood-ohio.com](mailto:tgarry@norwood-ohio.com)  
513-458-4588 / 513-312-1275 (rev. 01/09/2018)

**A RESOLUTION OF AUTHORIZATION AND SUPPORT FOR THE SUBMISSION OF  
A CLEAN OHIO TRAILS FUND GRANT APPLICATION TO HELP SUPPLEMENT  
THE PURCHASE OF 16.33 ACRES FROM NORFOLK & WESTERN RAILWAY FOR  
THE PURPOSE OF LINEAR GREENWAY TRAIL AND PRESERVATION OF OPEN,  
AMENITY SPACE CORRIDOR FOR THE BENEFIT OF THE GENERAL PUBLIC,  
RECREATION, TOURISM, AND TRANSPORTATION**

**WHEREAS**, the State of Ohio, through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through the Recreational Trails Program (RTP) and/or the Clean Ohio Trails Fund (COTF); AND

**WHEREAS**, the State of Ohio makes RTP funds and programs available to municipalities to assist in the: construction of new recreational trails; trail maintenance/restoration; trailside and trailhead facilities (e.g. parking, restrooms, potable water, etc.); acquisition of easements and property for recreational trails or recreational trail corridors; educational programs promoting trail safety and environmental protection; and COTF funds for: acquisition of property and easements for recreational trails or recreational trail corridors; new recreational linear trail construction; trailhead facilities; and the planning, appraisals, title work, surveys, engineering design costs, environmental research, and archaeological surveys associated with a specific recreational trail project may be eligible; and

**WHEREAS**, the City of Norwood is responsible for promoting the convenience, health, safety, and welfare of its citizens, businesses, and general public; and

**WHEREAS**, the benefits of maintaining and promoting an active fitness lifestyle have been demonstrated and shown to enhance and improve mental and physical health, wellness, mobility, aid in low-cost transportation, aid in passive neighborhood security, social interaction, property values, and overall quality of life; and

**WHEREAS**, the inclusion and development of a modern bike/greenway through the City's existing Millcrest Park will provide a definite enhancement to the attractiveness and value of this Park, and the City; and

**WHEREAS**, lands adjacent to City park space, owned by Norfolk & Western Railway, are now available for purchase, and the City desires to assemble these lands to enhance its park lands for related recreational and natural open space purposes; and

**WHEREAS**, the City desires financial assistance under the Clean Ohio Trails Fund programs to acquire abandoned Norfolk & Western railway lands to create a major N-S linkage (approximately 1.16 miles) to connect to the existing Wasson Way – Tri-State Crown Trails network for the benefit of the City and the entire Cincinnati – Hamilton County region; and

**WHEREAS**, the City is under Fiscal Emergency, lacks capital investment funds, and is in need and worthy of financial assistance to help fund the necessary acquisition of these lands and project through the Clean Ohio Trails Fund;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Norwood, Hamilton County, that:

**SECTION 1.** That Council and Mayor for the City of Norwood, as the lawful legislative and administrative branch, approve the filing of an application for funding from the Clean Ohio Trails Fund program for public acquisition;

**SECTION 2.** That the following properties are identified for potential City acquisition:

<b>Tax Parcel ID #</b>	<b>Owner</b>	<b>Deed / Estim. Acre</b>
65100510295	Norfolk & Western RW / Williams Ave.	1.90
65100510330	Virginia Hold. Corp. / Norfolk Southern Corp.	1.16
65100510336	Norfolk & Western RW	0.150
65100510337	Virginia Hold. Corp. / Norfolk Southern Corp.	0.152
65100510338	Virginia Hold. Corp. / Norfolk Southern Corp.	0.142
65100510339	Virginia Hold. Corp. / Norfolk Southern Corp.	0.110
65100510340	Virginia Hold. Corp. / Norfolk Southern Corp.	0.110
65100510253	Norfolk & Western RW	1.31
65100510367	Norfolk & Western RW / Weyer Ave.	0.92
65100510365	Norfolk & Western RW / Courtland Ave.	0.39
65100510008	Norfolk & Western RW	0.39
65100490338	Norfolk & Western RW	1.19
65100490318	Norfolk & Western RW / Sherman Ave.	0.929
65100490312	Norfolk & Western RW / <i>City Limit</i>	0.980
		<b>9.83</b>

11600030013	* * * Cincinnati - Norfolk & Western RW	2.0
11600020006	* * * Cincinnati - Norfolk & Western RW	4.50
		<b>6.5</b>

**SECTION 3.** That the Mayor and his delegated official(s), on behalf of the City of Norwood, are hereby authorized and directed to:

- a. Submit a Clean Ohio Trails Fund program application for the purpose of purchasing abandoned Norfolk & Western Railway lands for use as a greenway – bike, multi-modal linear trail extending from Xavier University’s existing trail, north to Tennessee Ave.
- b. Enter into and sign a contract with the Ohio Department of Natural Resources should the requested grant funds be awarded to the City.
- c. Provide all information and documentation required to become eligible for possible funding assistance to the Ohio Department of Natural Resources.

**SECTION 4.** That the City of Norwood agrees and obligates that the required funds shall be used to acquire the lands from Norfolk & Western Railway, satisfactory to complete the proposed project, and become eligible for reimbursement under the terms and conditions of the Clean Ohio Trails Fund program.

**SECTION 5.** The City of Norwood will be responsible for contributing a minimum of 25% of the total project acquisition costs as part of this application, which may include eligible in-kind City employees, donations, and volunteer professional and technical personnel/consultant labor and work toward this project. City will need to demonstrate the availability of local funds at the time of application submission.

**SECTION 6.** That all actions and deliberations of City Council associated with this project and the adoption of this Resolution occurred at an open public meeting in full compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**SECTION 7.** That this Resolution, upon its execution and signing, shall be in full force and lawful effect.

**PASSED** \_\_\_\_\_  
Date

\_\_\_\_\_  
Joseph S. Geers  
President of Council

**ATTEST:**

Kelsi Goins, the duly appointed Clerk of Council, attests that this Resolution was passed at a regular/special meeting of Norwood City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, in compliance with the rules of Norwood City Council and the laws of the State of Ohio. The foregoing Resolution was submitted to the Mayor of the City of Norwood, Ohio, for his signature on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Kelsi Goins  
Clerk of Council

**APPROVED** \_\_\_\_\_  
Date

\_\_\_\_\_  
Victor Schneider  
Mayor

**CERTIFICATION OF PUBLICATION**

Kelsi Goins, the duly appointed Clerk of Council, attests that this Resolution was published on the City of Norwood’s website-news page at <https://norwoodohio.gov/news> and the City of Norwood’s Facebook page at <https://www.facebook.com/NorwoodOhio.gov> on \_\_\_\_\_ and \_\_\_\_\_.

\_\_\_\_\_  
Kelsi Goins  
Clerk of Council

**1<sup>st</sup> Reading** \_\_\_\_\_  
Date

**2<sup>nd</sup> Reading** \_\_\_\_\_  
Date

**3<sup>rd</sup> Reading** \_\_\_\_\_  
Date

**All 3 Readings** \_\_\_\_\_  
Date

**Tabled** \_\_\_\_\_  
Date

**Vetoed** \_\_\_\_\_  
Date



# REQUEST FOR PREPARATION OF ORDINANCE, RESOLUTION, AMENDMENT, OR REPEAL, AND COUNCIL ACTION

Requests should ideally be submitted to City of Norwood Law Department 14-days before desired Council action, ***but in no case later than the Wednesday, at noon, before requested Council action / meeting date.***

<b>Date of this submission:</b>	2/3/26	<b>Deadline for Required Council Action:</b>	2/10/26		
<b>NAME OF PERSON / OFFICIAL TITLE, requesting documents and Council action:</b>					
Mike Skelly, Norwood Dir. Community Development					
<b>DOCUMENTS NEEDED:</b>					
Ordinance:	Resolution: <b>YES</b>	Amendment:	Repeal:	Council Action: <b>YES</b>	Public Hearing / Public Notification: <b>NO</b>
<b>EXECUTIVE SUMMARY</b> – For Amendments or Repeals – State all exiting sections / ordinances that need to be amended:					
Skelly requests that attached draft Resolution be reviewed, formatted, and forwarded to the Clerk of Council for action on 2/10.					
The purpose is to apply for a grant from the State of Ohio, Dept. of Natural Resources, which requires the legislative authority's support and recognize financial commitment for matching funds.					
<b>DOES ACTION REQUIRE EMERGENCY CLAUSE?</b>				<b>* YES * deadline is 3/11.</b>	
<b>ARE ALL 3, READINGS OVER SEPARATE MEETING REQUIRED?</b>				<b>NO</b>	
<b>OTHER SPECIAL NOTES / INSTRUCTIONS:</b>					
1. Please ensure email confirmation to Skelly or Noah Powers. to confirm drafts, and scheduled Council, other meeting dates & times.					
2. Please coordinate follow-through / processing with Clerk of Council.					

ms



NORWOOD CITY COUNCIL
ATTN CLERK
4645 MONTGOMERY RD
NORWOOD OH 45212

NOTICE TO LEGISLATIVE AUTHORITY

Form with two permit entries. Entry 1: 00527693-4 TRFO, BDB OTHER STATES LLC, 2635 EDMONDSON RD, NORWOOD OH 45212. Entry 2: 01061188-2, BUCA RESTAURANTS INC, 2635 EDMONDSON RD, NORWOOD OH 45212. Includes fields for permit number, issue date, filing date, permit classes, tax district, and receipt number.

MAILED 1/27/2026 RESPONSES MUST BE POSTMARKED NO LATER THAN 02/27/2026

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: JUN TRFO 00527693-4 (TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD [ ] IN OUR COUNTY SEAT [ ] IN COLUMBUS

WE DO NOT REQUEST A HEARING [ ] DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

Signature and Title fields. (Signature), (Title) - [ ] Clerk of City Council [ ] Township Fiscal Officer, (Date). Printed Name, (Email Address), (Telephone No.)

**Interoffice Memorandum  
City of Norwood, Ohio**

**To:** President of Council, Joseph S. Geers and  
Members of the Norwood City Council

**From:** Norwood Planning Commission

**Date:** February 4, 2026

**RE:** Street Naming & Numbering Policy

**Copy:** Law Department  
File

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On December 5, 2025, the Norwood Planning Commission meeting reviewed a draft ordinance amending Part Three–Traffic Code, Chapter 305. Traffic Control relating to an ordinance adopting and authorizing a street naming & numbering policy to ensure public health, safety, and general welfare, as well as effective transportation navigation within the City. A motion was made and approved, recommending that the Norwood City Council approve the draft ordinance dated 12/05/2025.

Planning Commission would further ask that this memo be placed on the next meeting of the Norwood City Council for the Council to set a public hearing. All public hearings are to be in accordance with the requirements of Part Eleven, Title Three, Chapter 1117, Sections 1117.10, 1117.11, 1117.12, and 1117.13, and all other areas that may apply, of the Norwood Codified Ordinance.

Attachment(s)  
CC: Law Department  
File



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**To:** Law Director Moore  
**From:** Planning Commission  
**Date:** February 4, 2025  
**RE:** **Planning Commission's recommendation to Council  
Street Naming & Numbering Policy**

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By copy of the attached letter, please provide the necessary ordinance(s) in time for any Public Hearing the Norwood City Council will schedule.

If there are any questions or if I may be of any service, please feel free to ask.

Respectfully,

Carri Town, secretary

Norwood Planning Commission

Attachment(s)  
CC: Norwood City Council  
File



# REQUEST FOR PREPARATION OF ORDINANCE, RESOLUTION, AMENDMENT, OR REPEAL, AND COUNCIL ACTION

Requests should ideally be submitted to City of Norwood Law Department 14-days before desired Council action, but in no case later than the Wednesday, at noon, before requested Council action / meeting date.

<b>Date of this submission:</b>	2/5/26	<b>Deadline for Required Council Action:</b>	<b>Next available Council Mtg. in FEB or March 2026.</b>		
<b>NAME OF PERSON / OFFICIAL TITLE, requesting documents and Council action:</b>					
Mike Skelly, Norwood Dir. Community Development					
<b>DOCUMENTS NEEDED:</b>					
Ordinance: <b>YES</b>	Resolution:	Amendment:	Repeal:	Council Action: <b>YES</b>	Public Hearing / Public Notification: <b>NO</b>
<b>EXECUTIVE SUMMARY</b> – For Amendments or Repeals – State all exiting sections / ordinances that need to be amended:					
<p>Skelly requests that the attached draft 12/5/25, Ord. for Street Naming &amp; Numbering Policy be considered for Council approval at your earliest convenience.</p> <p>This Policy will amend S. 305.02, Chap. 305 - Traffic Control, of the City of Norwood General Code, to implement the following:</p> <ul style="list-style-type: none"> <li>• Create and memorialize written standards for the benefit of City officials, the general public, and developers so that they will now have reasonable and uniform standards that are consistent with longstanding engineering, development, and emergency response, safety practices;</li> <li>• To clarify roles and responsibilities of the Building, Fire, and Public Works Departments to avoid and minimize confusion, debate and overlap;</li> <li>• To direct the Safety Service Director, or his designate, to administer this new Policy;</li> <li>• To remove the practice of the Planning Commission doing this task at an open meeting, and thereby streamlining their essential and regular functions;</li> <li>• To create an appeals process.</li> </ul> <p>Please forward onto the Clerk of Council once review, edit, format is complete.</p>					
<b>DOES ACTION REQUIRE EMERGENCY CLAUSE?</b>				<b>NO</b>	
<b>ARE ALL 3, READINGS OVER SEPARATE MEETING REQUIRED?</b>				<b>NO</b>	
<b>OTHER SPECIAL NOTES / INSTRUCTIONS:</b>					
<p>1. Please ensure email confirmation to Skelly or Noah Powers. to confirm drafts, and scheduled Council, other meeting dates &amp; times.</p> <p>2. Please coordinate follow-through / processing with Clerk of Council.</p>					

ms

12/5/25

ORDINANCE NO. \_\_\_\_\_ 2025.

**AN ORDINANCE ADOPTING AND AUTHORIZING A STREET NAMING & NUMBERING POLICY TO ENSURE PUBLIC HEALTH, SAFETY, AND GENERAL WELFARE, AS WELL AS EFFECTIVE TRANSPORTATION NAVIGATION WITHIN THE CITY.**

**WHEREAS**, Chapter 4511 of the Ohio Revised Code authorizes various Traffic Laws, including establishing an uniform system of traffic control devices for the purpose of regulating, warning, or guiding traffic, including signs denoting the names of streets, and establishing responsibilities for these with the Norwood Safety Service Director; and,

**WHEREAS**, Chapter 735 and 737 of the Ohio Revised Code lists the various roles and responsibilities of the Director of Public Service and/or Director of Public Safety, as it relates to building, development, planning and platting, property management, fire, police, and transportation matter purview; and,

**WHEREAS**, Chapters 139 and 305 of the Norwood General Code mirrors these responsibilities and entrusts oversight of these with the Norwood Safety Service Director. Further, as the administration over the multifaceted activities of building, development, fire, police, and transportation involves the management by the Norwood Safety Service Director, and an addressing policy involves all of his municipal departmental oversight; and,

**WHEREAS**, Section 723.04, 05 and 715.26 of the Ohio Revised Code recognizes the right of the municipal legislature to change the name, vacate, narrow streets, and regulate assigning building numbers; and,

**WHEREAS**, the purpose of a formal Street Naming & Numbering Policy is to develop and adopt an uniform classification system for efficient, and relatively simple property identification in order to improve accessibility, deliveries, emergency response, navigation for businesses, residents, and the general public; and,

**WHEREAS**, the City also desires to create and implement a Street Naming & Numbering Policy that is easy to administer and has a streamlined approval process;

**NOW THEREFORE, BE IT ORDAINED** by the Council of the City of Norwood, State of Ohio, that:

**SECTION 1.** That Section 919.01.B – OBJECTIVES, of the City of Norwood General Code, is amended by adding a new section (9), as provided below:

**“(9) - To provide for the accurate, logical and orderly assignment of road names and numbers for all private and public roads within Norwood, as well as all existing and**

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**future buildings, dwellings, establishments, and structures, to ensure proper building, lot, and site identification. Specific requirements shall be contained within Section 305.02.”**

**SECTION 2.** That Section 305.02 of the City of Norwood General Code, is amended by adding a new provision (h) concerning street addressing policies, as described in the following new text:

**“305.02 (h) - STREET NAMING & NUMBERING POLICY.**

**AUTHORITY, PURPOSE, AND USE:**

**Consistent with:**

- **Section 723.04, 05, 715.26 of the Ohio Revised Code;**
- **Section 1301.7.7.05 of the Ohio Administrative (Fire) Code;**
- **Ohio Building Code, S. 502;**
- **Section 305.02, 04, 05 of the Norwood General Code; and,**
- **Long-standing municipal police powers for the coordinated, logical, safe and uniform identification - designation of local road addressing and naming;**

**The following objectives represent the basis of this Policy:**

- a. **To codify an approach for the accurate and logical assignment of road names and numbers for all private and public roads within Norwood, as well as all existing and future buildings, dwellings, establishments, and structures, to ensure proper building, lot, and site identification.**
- b. **To ensure such Policy is relatively consistent with the needs and practices of emergency first responders, U. S. Postal Service, other delivery couriers, and utilities for convenient, efficient, responsiveness, and basic City orientation.**
- c. **To offer the same for members of the general public in the timely and efficient provision of deliveries, identification, and related services to businesses, residents, and visitors.**
- d. **To avoid or minimize confusion and conflicts so as to best serve the health, safety, and general welfare of the population.**

**For this Policy, when the general word “road” is used, it is intended to include and be used interchangeably with street, and all other types of “Road Classifications” noted below. Otherwise, a capitalized definition and term shall denote and have particular meaning. Each building or structure, whether on an independent or single lot or not, shall have its**

own unique road address number and name. In instances where a building or structure is not fronting / located on a public or private road, but instead along an access drive, fire lane, or parking way, the Safety Service Director, or his delegate, may require additional addressing solutions and internal property signage.

### **305.021 - ADMINISTRATION:**

In consultation with staff in the Building and Fire Departments, the Safety Service Director shall ultimately be responsible for independently approving all road names and addresses. The Safety Service Director may delegate this administrative function to a staff member to prepare a formal recommendation for his written approval, and conditions. A non-binding administrative checklist example is attached to this Ordinance as Exhibit "A".

Applications and requests for road addressing and naming shall be reviewed and approved during the final approval of any building permit, land development, Planned Unit Development, or subdivision plan. This will avoid endorsing road addressing prematurely before associated plan, proposed driveway or road access is determined. In no case shall the City approve a building, or development, and allow for its recordation with the Hamilton County Recorder of Deeds, without having approved or fully resolved the road addressing. Further, the applicant, where and when appropriate, shall show and be required to have addressing completed for the entire development to avoid haphazard or piecemeal addressing. Phasing may be allowed by the Safety Service Director.

MINOR MODIFICATIONS – WAIVERS: The Safety Service Director or his delegate, may make minor changes to this Policy for specific or unique cases or developments, provided the change is still consistent to the general objectives of this Policy, and appropriate emergency and safety practices. For example, rather than having N (Even) and S (Odd) Numbers for a cul-de-sac / dead-end access or road, a developer or owner may request all to be sequential.

### **305.022 - ROAD NAMES:**

#### **ROAD NAMES shall:**

- a. Be relatively easy to spell and pronounce.
- b. Ideally, be less the 13, characters - letters (e.g. Bredensteiner, Massachusetts).
- c. Not be duplicative, identical, similar or sound (e.g. Shadow vs. Chateau, Terre-haute vs. Thoreau) the same as other names within Norwood, or adjacent community / municipality.
- d. Not of an unconventional English spelling (e.g. Siobhan [Gaelic]).
- e. Be continuous for its entire length, so as not be broken or dividend unless by a major arterial road intersection. In these cases, an East – West, N – S prefix may be used.
- f. Not include any hyphenation.
- g. Be appropriate, dignified, and not meant to offend or be obscene.

**305.023 - ROAD NAME SUFFIX:**

**Generally, the City of Norwood prefers the use of "Avenues" for all of its roads.**

**Otherwise, use:**

- a. **"Street" - shall be reserved for E – W direction roads.**
- b. **"Avenue" – for N - S direction roads.**
- c. **"Boulevard" or "Parkway" – for Diagonal or grand, scenic roads with a minimal amount of access points, entrances, or driveways.**
- d. **"Road" – shall be used for major throughfares, such as collectors and arterials.**
- e. **"Crescent, "Circle" or "Drive" – for curvilinear, loop, or winding roads.**
- f. **"Court", "Lane", "Place", or "Way" – for minor dead-end roads, cul-de-sacs, and private access drives.**

**305.024 - ROAD ADDRESS NUMBERS:**

**ADDRESS NUMBER shall:**

- a. **Begin at the baseline or beginning at existing road intersection, and extend outward in a logical and sequential manner.**
- b. **Not contain more than four (4) digits.**
- c. **Numbers must be displayed on the side of the building or structure that faces the road where the main entrance is located so as to be both legible and visible. Numbers should not be placed on rear entrances, access points, or alleys - unless the building's main entrance does not face the road it is addressed to. In such cases, where the main entrance does not face the addressed street, the numbers may be displayed both on the front of the building and on the side that faces the road. In these cases and corner lots, the Safety Service Director or designee shall ultimately decide what is the best, most prominent, and safest location.**
- d. **Be assigned to every potential lot, parcel, building or structure at a minimal interval of twenty-five (25) feet per road frontage, unless associated with certain narrow developments or lots, such as townhouses.**
- e. **Have a new, one-hundredth (100) decimal sequence at every public or private road intersection or block separation, where appropriate.**
- f. **Be made of a solid color (not clear), of a durable metal or plastic material, and be relatively maintenance-free. In no case shall the height of such number be less than four (4) inches in height, with a minimum stroke width of a half (1/2) inch. In cases, where the numbers cannot be readily seen from the road, are greater than seventy-**

five (75) from the right-of-way, or at the recommendation of the Chief Building Official or Fire Chief, then identification shall also be mounted on a monument or pole with a minimum height of six (6) feet.

- g. Be placed on a background color that is contrasting or distinguishable from number colors (e.g. no white numbers on white background).
- h. For apartments and multi-family dwelling, and all commercial and industrial buildings or structures, shall be illuminated.
- i. The use of road number suffix (e.g. ½ or A – B) shall be avoided. Duplexes and Semi-detached residences shall be given individual numbers.
- j. Road numbering shall be consecutive, especially where designating new blocks / lots that are not previously laid-out or subdivided.
- k. Odd numbers – 1, 3, 5, 7, etc. shall generally be given on South side and West side of roads.
- l. Even numbers – 2, 4, 6, 8, etc. shall generally be given on North and East side of roads.

**305.025 - MULTI-OCCUPANCY / USE BUILDINGS AND STRUCTURES:**

For applications and proposed multiple buildings, campuses, and structures, the Safety Service Director or his delegate may require as a condition of approval, the use of additional, illuminated ground – access drive, or road signage to provide enhanced direction – wayfinding within any commercial, industrial, office, mixed-use, or residential development. These shall be required as part of the building permit stage, prior to the release of any occupancy certificate(s).

**305.026 - APPEALS:**

Any appeal of a decision or determination made by the Safety Service Director or his designee, including matters relating to addressing on private property and not within the public right-of-way, shall be made to the Norwood Planning Commission within thirty (30) days of receiving the Safety Service Director's formal decision as per Section 919.21 of the Norwood General Code. The appellant shall file a written request for an alternate decision, reversal, or relief from any conditions by thoroughly explaining their reasons for the appeal, and/or providing for an alternate solution or modification consistent with purpose and objectives of this Policy.

**SECTION 3.** That if any section, subsection, sentence, clause or phrase of this Ordinance may for any reason be determined by a court of competent jurisdiction as invalid, unlawful, or unconstitutional, such decision shall not affect the validity of the remaining portions.

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**SECTION 4.** This Ordinance shall become effective at the earliest date allowed by law, and no later than thirty (30) days after its adoption and approval by City Council.

**PASSED:** \_\_\_\_\_  
Date

\_\_\_\_\_  
Joseph S. Geers, President of Council

**ATTEST:**

Kelsi Goins, the duly appointed Clerk of Council, attests that this ordinance was passed at a regular/special meeting of Norwood City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, in compliance with the rules of Norwood City Council and the laws of the State of Ohio. The foregoing ordinance was submitted to the Mayor of the City of Norwood, Ohio, for his signature on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Kelsi Goins, Clerk of Council

**APPROVED:** \_\_\_\_\_  
Date

\_\_\_\_\_  
Victor Schneider, Mayor

**CERTIFICATION OF PUBLICATION:**

Kelsi Goins, the duly appointed Clerk of Council, attests that this ordinance was published in the \_\_\_\_\_ on \_\_\_\_\_ and \_\_\_\_\_.  
(Name of Newspaper) (date) (date)

\_\_\_\_\_  
Kelsi Goins, Clerk of Council

**ORDINANCE READINGS:**

**1<sup>st</sup> Reading** \_\_\_\_\_  
Date

**2<sup>nd</sup> Reading** \_\_\_\_\_  
Date

**3<sup>rd</sup> Reading** \_\_\_\_\_  
Date

**All 3 Readings** \_\_\_\_\_  
Date

**Tabled** \_\_\_\_\_  
Date

**Vetoed** \_\_\_\_\_  
Date

DRAFT

**EXHIBIT "A" - ROAD ADDRESS & NAMING  
CHECKLIST & WORKSHEET**

This example form, or any subsequent revision, may serve as both a checklist for Policy conformity, as well as the City's approval certificate.

		Acceptable - N/A	Non-compliance
1.	Name of applicant, developer, owner. Verify against HC Auditor records.		
2.	HC Auditor Tax Parcel IDs.		
3.	Indicate any associated permit# and status (dates) of associated City building or land-use approvals, if applicable. <b><u>Are these permits – plans pending, premature, or unapproved?</u></b>		
4.	Has the applicant submitted all supporting materials, and plan or survey at a scale no greater than 1" : 40' to ensure legibility for review?		
5.	Has this application and materials been circulated to Bld. Dept., Fire Dept., PW, and have their comments been received / resolved?		
6.	Has the applicant also made a request for access – driveway permit per Chap. 909 of Norwood Gen. Code?		
7.	Proposed road name(s) – has applicant provided suggested names / verified that <b><u>no equivalent or similar name is</u></b>		

	<u><b>already used in Norwood / adjacent municipality?</b></u>		
8.	Are secondary names required (e.g. larger apartment, commercial, industrial campuses)? <b><i>If so, has additional signage and lighting been provided?</i></b>		
9.	Proposed road numbers are acceptable / sequential / correct location.		
10.	Provided proposed road number materials / manufacturer specifications are acceptable / durable.		
11.	<b>ROAD NAME SIGN FACES</b> shall be bonded to two-sided, 0.063 inch thick sign blanks. Street name legends shall be printed in heights of 6 inch on 12 inch blade, and 8 inch on 18 inch blades upper and lower case. FHWA Series D 2000 EX lettering shall be used on all signs 9 inch and 18 inch blades and FHWA Series C 2000 EX lettering for all 12 inch sign blades. Prefixes and suffixes shall be printed in heights of 3, and 4 inch upper and lower case, and centered. The minimum distance between the edge of the sign and the first or last letter of the street name, prefix, or suffix shall be 4 inch.		
12.	<b>ROAD NAME SIGN SUPPORTS</b> for double-faced street name		

<p>signs shall be either 2.5 inch X 14 foot long post, or 4 inch X 21 foot long post fabricated from new, hot dipped galvanized steel pipe, embedded in concrete. The 2.5 inch supports shall be concreted in a hole with a minimum depth of 3 feet, and a diameter of 10 inches. The post shall have a minimum height of 11 feet above ground level. Four (4) inch supports shall be concreted in a hole with a minimum depth of 3 feet, and a diameter of 10 inches.</p>		
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DRAFT



January 6, 2026

Mr. Joe Geers, President of Council  
and Members of Norwood City Council

Members of City Council,

This letter is to formally inform you of recent staffing changes within the Public Works Department.

As you are aware, the Superintendent of Public Works plays a critical role in the effective operation of the City, with responsibilities that impact nearly every aspect of municipal services. We are fortunate to have long-tenured employees within the department who possess specialized knowledge unique to Norwood's operations—skills that are difficult to replace. In addition to being a cost-saving function for the community, Public Works also serves as an often-overlooked emergency service provider. As such, the capability and qualifications of the Superintendent have a significant influence on the City's overall performance.

Clint Zimmerman has served as Superintendent of Public Works with distinction. With the support of departmental staff, he has been highly successful in advancing the department and taking its operations to the next level. During his tenure, Mr. Zimmerman has also worked diligently to further his education and expand his ability to serve the City in other capacities. While working full time, he completed his bachelor's degree and is nearing completion of a Master's degree in Finance.

In anticipation of future organizational needs, and with encouragement from the City, Mr. Zimmerman positioned himself for the role of Budget Director. Given his experience, education, and demonstrated leadership, he is exceptionally well qualified for this position. The Budget Director role has been established and funded through City Council, and Mr. Zimmerman was appointed to this position effective January 1, 2026.

With this transition, the need to appoint a new Superintendent of Public Works was addressed. After careful consideration of qualified candidates, it was determined that Assistant Superintendent Roger "RJ" Strange is the best fit for the role. Mr. Strange has over 27 years of service in the Public Works Department, including extensive experience within the municipal water division. He has committed to obtaining state certification as a water operator and will fulfill the requirements to serve as Operator of Record (OOR) for the Norwood Municipal Water System.

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4645 Montgomery Road | Norwood, Ohio 45212  
(513) 458-4501 | mayor@norwoodohio.gov

*"Gem of the Highlands"*



Mr. Strange is both qualified and motivated to continue the improvements implemented within Public Works over the past several years. I am confident that under his leadership, the department will continue to enhance efficiency, productivity, and professionalism. A key focus of his administration will be improving organization and overall operational readiness, ensuring that Public Works is prepared to meet any challenge. He recognizes the importance of completing work correctly and safely and is committed to providing staff with the tools, training, and opportunities necessary to exceed expectations.

The Superintendent of Public Works is a salaried position and is effectively on call 24 hours a day, 7 days a week, 365 days a year, similar to other leadership roles within the department. With Mr. Strange's promotion from Assistant Superintendent to Superintendent, his salary is set at \$84,000 annually, with an increase to follow upon completion of his certification as a municipal water system operator.

With this letter, I respectfully request that City Council receive and file this information and confirm the salary for the newly appointed Superintendent of Public Works.

Respectfully,

Victor Schneider, Mayor  
City of Norwood, Ohio

cc: Norwood City Council  
Noah Powers, Director SSD



## DEPARTMENT OF LAW

KEITH D. MOORE  
LAW DIRECTOR

TIMOTHY A. GARRY, JR.  
ASSISTANT LAW DIRECTOR

NORWOOD CITY HALL  
4645 MONTGOMERY ROAD  
NORWOOD, OHIO 45212  
TELEPHONE: (513) 458-4585  
FAX: (513) 458-4586

February 5, 2026

Joseph S. Geers, President and  
Members of Norwood City Council  
4645 Montgomery Road  
Second Floor  
Norwood, Ohio 45212

**Re: Enforcement of Norwood Codified Ordinance Section 521.06,  
Duty to Keep Sidewalks in Repair and Clean**

Dear Mr. Geers and Members of Council:

Unlike some recent winters, we are experiencing real winter weather in the City of Norwood as we begin 2026. I, and other officials within the City of Norwood, have received some complaints about how the City is enforcing Norwood Codified Ordinance Section 521.06, which is titled "Duty to Keep Sidewalks in Repair and Clean."

In sum, the ordinance requires that: (a) owners and occupants, including tenants, of abutting land in Norwood keep sidewalks, curbs and gutters free from snow, ice and any other nuisances. (b) Whoever violates this ordinance is guilty of a minor misdemeanor, which is punishable by a fine and court costs. The City plans to send similar notices to owners and residents with their water and sewer services bills over the next quarter.

Thank you for your cooperation with the City as we try to enforce this ordinance, which is important to pedestrian safety within the City of Norwood.

Sincerely,

Timothy A. Garry, Jr.  
Assistant Law Director

pc: Keith D. Moore, Law Director  
TAG: cc