



NORWOOD CITY COUNCIL

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POSTING

Housing, Health and Public Safety Committee Meeting

Date: Tuesday, March 17, 2026

Time: 6:00 PM

Place: Norwood City Hall,
Council Chambers
4645 Montgomery Road
Norwood, OH 45212

Agenda:

1. Street naming ordinance
 - An Ordinance Adopting and Authorizing a Street Numbering Policy to Ensure Public Health, Safety, and General Welfare, as Well as Effective Transportation Navigation Within the City
2. Review of Housing Data
3. Discussion of Committee priorities
4. Community Comments

"Gem of The Highlands"

AN ORDINANCE ADOPTING AND AUTHORIZING A STREET NAMING AND 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 a 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, Chapters 735 and 737 of the Ohio Revised Code list the various roles and responsibilities of the Director of Public Service and/or Director of Public Safety, as they relate to building, development, planning and platting, property management, fire, police, and transportation matters within their purview; and

WHEREAS, Chapters 139 and 305 of the Norwood Codified Ordinances mirrors these responsibilities and entrust oversight of these with the Norwood Safety Service Director; and

WHEREAS, Sections 723.04, 723.05 and 715.26 of the Ohio Revised Code recognize the right of the municipal legislature to change the name, vacate, and narrow streets, and to regulate the assignment of building numbers; and

WHEREAS, the purpose of a formal Street Naming and Numbering Policy is to develop and adopt a 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 Codified Ordinances, is hereby amended by adding a new subsection (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 future buildings, dwellings, establishments, and structures, to ensure proper building, lot, and site identification. Specific requirements shall be contained within Section 305.10 to 305.16.

SECTION 2. That Chapter 305 of the Norwood Codified Ordinances is hereby amended by adding new Sections 305.10 to 305.16 concerning street addressing policies, to read as follows:

305.10 STREET NAMING & NUMBERING POLICY.

(a) Authority, Purpose, and Use. Consistent with:

- Sections 723.04, 05, 715.26 of the Ohio Revised Code;
- Section 1301.7.7.05 of the Ohio Administrative (Fire) Code;

- Ohio Building Code, Section 502;
- Sections 305.02, 305.04, and 305.05 of the Norwood Codified Ordinances; and,
- Long-standing municipal police powers for the coordinated, logical, safe, and uniform identification and 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.

(b) 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 a 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.

305.11 ADMINISTRATION:

(a) 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.

(b) 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 an 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.

(c) Minor Modifications and Waivers. The Safety Service Director or their delegate may make minor changes to this Policy for specific or unique cases or developments, provided the change is still consistent with 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.

305.12 ROAD NAMES

Road names shall:

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

305.13 ROAD NAME SUFFIX

Generally, the City of Norwood prefers the use of "Avenues" for all of its roads. The following are not preferred, but may be allowed:

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

305.14 ROAD ADDRESS NUMBERS

Address numbers shall:

- (a) Begin at the baseline or begin at an existing road intersection, and extend outward in a logical and sequential manner.
- (b) Not contain more than four (4) digits.
- (c) 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 the number colors (i.e., no white numbers on white background).
- (h) Be illuminated for apartments and multi-family dwellings and all commercial and industrial buildings or structures.
- (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 or lots that are not previously laid out or subdivided.
- (k) Odd numbers shall generally be given on South side and West side of roads.
- (l) Even numbers, etc., shall generally be given on North side and East side of roads.

305.15 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).

305.16 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 Codified Ordinances. 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 the purposes and objectives of this Policy.

SECTION 3. A non-binding administrative checklist example is attached to this Ordinance as Exhibit “A”.

SECTION 4. Should 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.

SECTION 5. 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 _____, 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

ORDINANCE READINGS:

1st Reading _____
Date

2nd Reading _____
Date

3rd Reading _____
Date

All 3 Readings _____
Date

Tabled _____
Date

Vetoed _____
Date

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. <u>Are these permits – plans pending, premature, or unapproved?</u>		
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 <u>no equivalent or similar name is already used in Norwood / adjacent municipality?</u>		
8.	Are secondary names required (e.g., larger apartment, commercial, industrial campuses)? <i>If so, has additional signage and lighting been provided?</i>		
9.	Proposed road numbers are acceptable / sequential / correct location.		

10.	Provided proposed road number materials/manufacturer specifications are acceptable / durable.		
11.	ROAD NAME SIGN FACES 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.	ROAD NAME SIGN SUPPORTS for double-faced street name 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.		