




MEMORANDUM

TO: Board of Building Appeals (BOBA) Members

FROM: Keith Steiskal, Building & Code Enforcement Director 

MEETING DATE: November 1, 2023

SUBJECT: **Text Amendments to Section 152.24 of the Village Code - Address Sizing on Buildings**

The Board of Building Appeals (BOBA) will recall that the Village previously adopted the 2018 International Property Maintenance Code (IPMC) by reference. Section 304.3 of the IPMC states the following (highlight added):

304.3 Premises identification.

*Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. **Numbers shall not be less than 4 inches in height with a minimum stroke width of 0.5 inch.***

In review of this provision, we also note the following existing language within Section 152.24 of Village Code:

152.24 - Standards for numerals.

*Each of the figures of every number which shall be put on any building pursuant to the requirements of this subchapter shall be **not less than two and one-half inches** in length, being so marked and colored in contrast to the house color as to be easily and readily distinguishable so that it may be distinctly read. The numbers shall be placed at the side of or above the front door of the building to which the same are attached, or at some other and more conspicuous place on the front of the building to serve the purpose for which intended.*

In order to reduce or eliminate any confusion by property owners, Fire and Community Development staff is recommending that the provisions referenced within the IPMC be the standard and will provide the best opportunity for emergency response personnel and visitors to property identify specific buildings.

ACTION REQUESTED

Staff recommends that BOBA recommend to the Village Board deletion of Section 152.24 of the Village Code in its entirety and that the provisions set forth within the latest adopted version of the International Property Maintenance Code (IPMC) pertaining to building address sizing shall apply.