

ORDINANCE

AN ORDINANCE AMENDING CHAPTER 22 ("STREETS AND SIDEWALKS") OF THE OAK PARK VILLAGE CODE BY ADDING A NEW ARTICLE 15 ("SYSTEM OF NUMBERING FOR DWELLING UNITS AND COMMERCIAL/OFFICE UNITS IN BUILDINGS")

WHEREAS, the Village of Oak Park ("Village") is a home rule unit of government as provided by the provisions of Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, pursuant to the Village's home rule authority and Section 11-80-18 of the Illinois Municipal Code, 65 ILCS 5/11-80-18 ("Section 11-80-18"), the Village "may regulate the numbering of buildings and lots" in the Village; and

WHEREAS, pursuant to Section 11-80-18, "[n]o change in the numbering of buildings and lots shall be effective until 30 days after the election authorities having jurisdiction" in the Village and "the post office branch serving" the Village have been notified by the Village of such change; and

WHEREAS, the President and Board of Trustees have determined to amend Chapter 22 ("Streets and Sidewalks") by adding a new Article 15 ("System of Numbering for Dwelling Units and Commercial/Office Units in Buildings") as set forth in this Ordinance pursuant to the Village's home rule authority and Section 11-80-18 of the Illinois Municipal Code.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois, in the exercise of their home rule powers, as follows:

Section 1. Recitals Incorporated. The above recitals are incorporated herein as though fully set forth.

Section 2. Village Code Amended. Chapter 22 ("Streets and Sidewalks") of the Oak Park Village Code is amended to add a new Article 15 ("System of Numbering for Dwelling Units and Commercial/Office Units in Buildings") of the Oak Park Village Code to read as follows:

Article 15

SYSTEM OF NUMBERING FOR DWELLING UNITS AND COMMERCIAL/OFFICE UNITS IN BUILDINGS

22-15-1: DEFINITIONS:

22-15-2: BUILDINGS ADDRESSES IN GENERAL:

22-15-3: DWELLING – MULTI FAMILY, COMMERCIAL/OFFICE AND HOTEL/MOTEL ADDRESSES:

22-15-4: COACH HOUSE ADDRESSES:

22-15-5: MULTI-TENANT RETAIL CENTER ADDRESSES:

22-15-6: APPLICABILITY OF ARTICLE:

22-15-1: DEFINITIONS:

The following words and phrases shall have the following meanings, and are hereby defined as follows:

APARTMENT: A dwelling unit located in a dwelling – multi-family building where the building is owned by single or multiple owners.

BUILDING: Any structure built for the enclosure, protection, shelter, or support of persons, animals, or property of any kind and which is permanently affixed to the ground. The term building does not include fences.

BUSINESS: An occupation, employment, or enterprise that occupies time, attention, labor and materials, where merchandise is exhibited or sold, or where services are offered.

COACH HOUSE: An additional dwelling unit located within a detached garage on the upper floor that is associated with, and incidental to, the principal single-family dwelling on the same lot as defined in section 2.3 of the Village's Zoning Ordinance, as amended. A coach house includes separate cooking and sanitary facilities, with its own means of ingress and egress.

COMMERCIAL: Any use of floor space in a building for the engagement of any commerce.

CONDOMINIUM: A dwelling unit located in a dwelling – multi-family building that is owned pursuant to the Illinois condominium property act, 765 Illinois Compiled Statutes 605/1 *et seq.*, as amended.

DWELLING: A structure, or portion thereof, designed or used exclusively for human habitation, including single-family dwellings (detached and attached), two-family dwellings, townhouse dwellings, and multi-family dwellings, but excluding hotels/motels.

DWELLING – MULTI-FAMILY: A structure containing two (2) or more dwelling units used for residential occupancy not designed as a townhouse dwelling as defined in section 2.3 of the Village's Zoning Ordinance, as amended.

DWELLING – SINGLE-FAMILY: A structure containing only one dwelling unit as defined in section 2.3 of the Village's Zoning Ordinance, as amended.

DWELLING UNIT: One or more rooms, including individualized bathroom and kitchen facilities, which are arranged, designed, or used as living quarters for a household as defined in section 2.3 of the Village's Zoning Ordinance, as amended.

HOTEL/MOTEL: A facility that provides sleeping accommodation for a fee and customary lodging services as defined in section 2.3 of the Village's Zoning Ordinance, as amended.

MULTI-TENANT RETAIL CENTER: A group of three (3) or more retail establishments that is planned, owned and/or managed as a single property as defined in section 2.3 of the Village's Zoning Ordinance, as amended.

OFFICE: A business that engages in the processing, manipulation, or application of business information or professional expertise as defined in section 2.3 of the Village's Zoning Ordinance, as amended.

OWNER: Any person, agent, operator, firm, or corporation having a legal or equitable interest in a property or recorded in the official records of the state, county, or municipality as holding title to a property, or otherwise having control of a property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

UNIT: An area within a building that has a door and walls that is located within a passageway of a building, including corridors and hallways.

22-15-2: BUILDING ADDRESSES IN GENERAL:

A. All buildings facing a street shall have an address as required by this article, including coach houses located on a street corner with street access, to be submitted by an owner and subject to approval by the Village.

B. An address for a below grade unit located within a building shall have an "L" preceding its address, i.e. L101, L102, L201, and L202.

C. Unit numbers shall only be numerical and shall contain no spaces or special characters except for lower level units as set forth in subsection B above.

D. Any building with nine (9) or less floors above grade with multiple units on each floor shall have a three (3) digit numerical address for each unit and the first digit of the unit number shall reflect the floor number, i.e., first floor numbers shall be 101, 102 and 103 and for each unit thereafter shall follow this sequence and second floor numbers shall be 201, 202 and 203 each unit thereafter shall follow this sequence.

E. Any building with ten (10) or more floors above grade with multiple units on each floor shall have a four (4) digit numerical address for each unit for floors ten (10) or more above grade, and the first two digits of the unit number shall reflect the floor number, i.e., tenth floor numbers shall be 1001, 1002 and 1003 and for each unit thereafter shall follow this sequence and eleventh floor numbers shall be 1101, 1102 and 1103 each unit thereafter shall follow this sequence.

F. Any building with one (1) unit per each floor shall have a one (1) digit numerical address for each unit.

22-15-3: DWELLING – MULTI FAMILY, COMMERCIAL/OFFICE AND HOTEL/MOTEL ADDRESSES:

A. Each unit in a dwelling - multi-family building or in a commercial/office building or combination thereof shall have an address. Unit addresses shall be sequenced consistently for all building levels.

B. Dwelling units shall have an address based upon the type of unit as follows:

1. A dwelling unit in an apartment building shall have the designation “APT” preceding the unit number.

2. A dwelling unit in a condominium building shall have the designation “Unit” preceding the unit number.

3. All other units located in an apartment building or a condominium building shall have the designation “#” proceeding the unit number, i.e., units that contain laundry facilities, storage space, or mechanical or electrical equipment.

C. A commercial/office unit shall have the designation “STE” or “OFC” preceding the unit number and the unit designation must be consistent throughout the building. Numbers shall follow the requirements of section 22-15-2 above. All other commercial/office units located in a building shall have the designation “#” proceeding the unit number, i.e., units that contain supply closets, breakrooms, storage space, or mechanical or electrical equipment.

D. Units located in a hotel/motel shall have the designation “RM” preceding the unit number. Numbers shall follow the requirements of section 22-15-2 above. All other commercial/office units located in a building shall have the designation “#” proceeding the unit number, i.e., units that contain laundry facilities, supply closets, breakrooms, storage space, or mechanical or electrical equipment.

22-15-4: COACH HOUSE ADDRESSES:

A coach house that is not located on a street corner with street access shall have an address with the designation “Rear” or “Side” with no number. A coach house shall have the same primary street address as a principal building on a property.

22-15-5: MULTI-TENANT RETAIL CENTER ADDRESSES:

A multi-tenant retail center as defined in the Village’s Zoning Ordinance shall have a single, unique base address for the entire center and each individual commercial establishment within the center shall have its own individual designated address. In the event no single, unique base address can be designated between individual establishments, the address for each individual establishment shall follow a single floor unit address sequence set forth in section 22-15-2(D)

above. Unit addresses shall follow the commercial/office unit designations in section 22-15- 3(C) above.

22-15-6: APPLICABILITY OF ARTICLE:

A. The requirements of this article shall only be applicable in the following instances:

1. The construction of a new building;
2. The conversion of a building from one use defined in this article to another use defined in this article, i.e., apartment building to a condominium building, apartment building to commercial building;
3. Any building that is vacant for which an occupancy permit application has been filed with the Village;
4. A change in occupancy of a commercial establishment; and
5. When a building or unit owner proposes to change the existing unit numbering of a building.

B. No occupancy permit or other required permit for any of the above instances set forth in subsection A above shall be issued by the Village until there is compliance with this article.

Section 3. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Effective Date. This Ordinance shall be in full force and effect after its approval, passage and publication as provided by law.

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ADOPTED this 8th day of September, 2020, pursuant to a roll call vote at follows:

Voting	Aye	Nay	Abstain	Absent
President Abu-Taleb				
Trustee Andrews				
Trustee Boutet				
Trustee Buchanan				
Trustee Moroney				
Trustee Taglia				
Trustee Walker-Peddakotla				

APPROVED this 8th day of September, 2020.

Anan Abu-Taleb, Village President

ATTEST

Vicki Scaman, Village Clerk

Published in pamphlet form this 8th day of September, 2020.

Vicki Scaman, Village Clerk