

AGENDA ITEM # 20

July 26, 1993

Consider adopting a resolution pertaining to standards for assigning street names and road numbers and name changes and for assigning address numbers.

Emily Staluka and Dennis Richter requested the Court adopt the resolution pertaining to standards for assigning street names & numbers to aid emergency services with the location of the caller.

Moved: Commissioner Mebevec

Seconded: Commissioner Hays

Motion: To adopt a resolution pertaining to the standards for assigning street names and road numbers and name changes and for assigning address numbers.

Vote: Motion carried 5 - 0

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RESOLUTION.

STATE OF TEXAS

COUNTY OF WILLIAMSON

A RESOLUTION OF THE COMMISSIONERS COURT OF THE COUNTY OF WILLIAMSON, TEXAS. ADOPTING STANDARDS FOR ASSIGNING STREET NAMES AND ROAD NUMBERS AND NAME AND NUMBER CHANGES AND FOR ASSIGNING ADDRESS NUMBERS

WHEREAS, Williamson County is facilitating the development, implementation, and maintenance of an Enhanced 9-1-1 emergency communications system and which utilizes, the automatic display of a caller's telephone number and address when they dial 9-1-1; and

WHEREAS; many of the named and numbered roads/streets in Williamson County do not have assigned address numbers and many roads/streets have duplicate names within geographical (municipal/zip code) areas; and

WHEREAS, Chapter 2, County Road and Bridge Act, (Art. 6702-1, Vernons Texas Civil Statutes) Section 2.011 (b) authorizes the Commissioners' Court of a County to adopt standards to name or number roads/streets and assign address numbers to property located in the unincorporated areas of the County;

NOW, THEREFORE, BE, IT RESOLVED BY THE COMMISSIONERS' COURT OF WILLIAMSON COUNTY, TEXAS, that:

The Standards for Naming or Numbering Roads/Streets and Assigning Address Numbers attached hereto be adopted.

STANDARDS FOR NAMING OR NUMBERING ROADS/STREETS AND ASSIGNING ADDRESS NUMBERS

Standards adopted by Commissioners Court Resolution dated July 26, 1993

### ASSIGNING STREET NAMES OR ROAD NUMBERS

Two Main objectives should be considered in proposing and assigning street names or road numbers;

- (1) avoidance of duplicate or similar names or Road numbers and
- (2) continuity with existing road/street names.

The logical, grammatical order of address elements should be; road/street, address number, directional, primary road /street name or number, suffix, and secondary number if any (i.e. 100 Smith St. #201 or 3012 Co. Rd, 112)

Street types should be categorized and defined for consistency. For example, "Circle" and "Loop" should be used only for streets which actually form a loop or circle. "Boulevard" is assigned to streets with at least 90 feet of right-of-way, and streets longer than 1,500 feet may be designated "Avenue" or "Parkway".

Street names or road numbers should be continuous throughout the entire length of the street, even if it changes directions. New subdivisions should continue the name or number of an existing street/road or a previously approved name or road number on adjoining plat.

Each primary street name or road number should be used only once, except that a short loop or circle may have the same root name or number as the road/street it intersects.

Multiple names with the same primary name are limited to 14 occurrences (i.e. Oak Way, Oak View, Oak Tree, Oak Hills).

The postal service list of abbreviations is the recommended standard to follow.

All private roads with multiple family structures should be named or numbered and specific addresses assigned to each family structure. If the private road has only a single family structure, and the entrance to the private road is from a named or numbered road, then the private road will be treated as a driveway and an address assigned at the drive with the road/street name or number being that of the named or numbered road.

### STREET NAME CHANGES

Proceedings should be initiated by either a petition of the directly affected property owners or a public official of the jurisdiction in which the road/street is located. The following reasons should be adopted as reasons for which a request for change will be considered:

Technical: to establish continuity; eliminate duplication; correct misspelling; enhance ease of location; improve coherence of road/street numbering system; or provide a needed roadway designation such as Circle or Loop,

Numbered Roads: The assigned road numbers may be changed only to eliminate duplicates. Numbered roads will be retained and will not be changed to a named street.

### ASSIGNING STREET NUMBERS

### Numbering System

The method of assigning numbers is based on the measurement of linear distance along the roads. The first step is to determine the point of origin for each road and consistently number in equal increments from that point of origin. This numbering system is based on relatively small, equal intervals and provides the capability to assign numbers as needed regardless of the lot size of the existing properties. This is especially important in unincorporated areas, since much of the property may be undeveloped.

### Block Length

The principle concerns are consistency, to the extent possible, and the ability to assign numbers in a flexible range of intervals, such as 8' to 25' lengths on block frontage. Existing addressing or road layouts may require adaptation to a different block length in part of the area to be addressed. The recommended standard is ten blocks per mile or approximately 528 feet for a practical length.

### Frontage Interval

Assuming approximately 528-foot blocks, 100 numbers per block (50 separate numbers for each side) there is a potential for assigning a number for each approximate 10 feet.

### Even-Odd Assignment of Numbers

If the project is extending addresses on an existing road/street, follow the same numbering system on each side of the road/street. Odd numbers should be assigned to properties on one road/street side and even numbers should be assigned to properties on the other side. As you increment up, even numbers should always be on the right and odd numbers should always be on the left.

### Long Driveways or Private Roads with only One Family Structure

Assign the address at the juncture of the driveway with the named road.

### Other Numbering Guidelines

\*Multi-unit structures should use individually addressed primary numbers whenever possible.

\*Avoid primary road/street numbers longer than five characters. \*Fractional addresses should not be allowed (i.e. 101 1/2 Maple Lane).

\*Do not use alphanumeric primary address numbers (i.e. 103A Canterview).

\*Do not use hyphenated primary or secondary address numbers (23-423 Lakeview).

\*Avoid street numbers that are the next sequential even or odd number (i.e. 102 Elm Grove, 104 Elm Grove - does not allow for division or development of adjacent properties). \*Non-specific addresses, such as corner location addresses, are not permitted (i.e. Co. Rd. 122 and Co. Rd. 128).

### SIGNS

A, road/street sign and a residence or structure marker complete the link between assigning addresses and locating structures. All named or numbered roads (public and private) should have a sign. The following standards should

apply to all public and private road signs:

Material: Reflective Carsonite/Extruded Metal

Color: White lettering on green/blue background.

Size and Lettering.- Use 4" Series C (or 3) upper-case letters on 6" road/street name signs (flat blade/extruded fiber glass or metal).

Use 2" Series C (or B), upper-case letters  
for Lane, Loop, Circle, etc.

Use 2" Series C (or 3 ) numbers positioned  
in the bottom right corner of the sign to designate the block

Visibility: The sign should be free of any bushes, limbs, etc. that may inhibit the clear view of the sign.

Placement; Reflective road signs shall be installed at all intersections and at other points where appropriate along the street. Signs shall be placed on approved metal posts at least 6' above the level of the pavement in rural areas and at least 7' above the level of the pavement in urban areas, in accordance with the Texas Highway Department Standards and at the expense of the Developer.

Any issue not addressed in these Standards shall be resolved using the guidelines presented in either;

- (1) the Addressing Handbook for Local Governments produced by the State of Texas Advisory Commission on State emergency Communications, and
- (2) the Street Name and Service Location Addressing Guidebook produced by the Capital Area Planning Council.