

ORDER NO. 2020-06-09

**Fannin County Commissioners Court
June 9, 2020**

SUBJECT: County Road Naming Policy

On June 9, 2020, the Commissioners Court of Fannin County, Texas met in a regular session with the following members present and participating, to wit:

**Randy Moore
Gary Whitlock
A. J. Self
Jerry Magness
Dean Lackey**

**County Judge
Commissioner, Precinct 1
Commissioner, Precinct 2
Commissioner, Precinct 3
Commissioner, Precinct 4**

During such session, the Court considered the Fannin County Road Naming Policy after a public hearing was held on said date.

Thereupon, a motion was made and seconded and carried with a unanimous vote of the Court to adopt the following Order.

ORDER NO. 2020-06-09

WHEREAS, Texas Transportation Code §251.013 authorizes the Commissioners Court of a county to adopt uniform standards for naming public roads located wholly or partly in unincorporated areas of the county and for assigning address numbers to property located in unincorporated areas of the county; and,

WHEREAS, Local Government Code §232.101 authorizes the Commissioners Court of a county to adopt an order that promotes the health, safety, morals, or general welfare of the county and the safe, orderly, and healthful development of the unincorporated area of the county; and,

WHEREAS, Texas Transportation Code §544.006 prohibits a person from placing, maintaining, or displaying on or in view of a highway an unauthorized sign, signal, marking or device imitating or resembling an official traffic-control device or attempting to direct the movement of traffic; and,

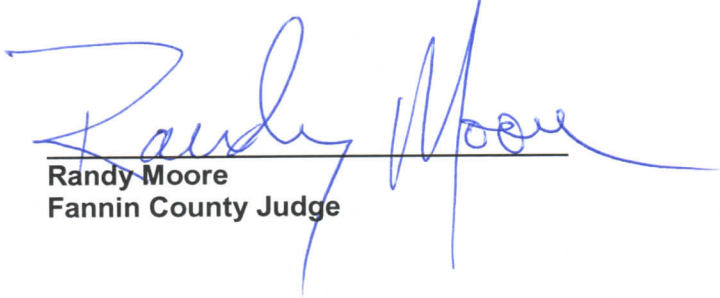
WHEREAS, Fannin County desires to increase the safety of Fannin County residents by ensuring the Fannin County 9-1-1 Network has the proper address for the location of an emergency; and,

WHEREAS, eliminating duplicated road names and having a standard address numbering system reduces the response time for emergency services for the residents of Fannin County; and,

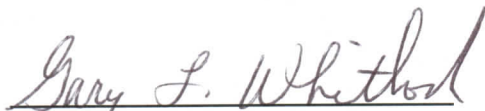
WHEREAS, after giving at least two weeks public notice, the Fannin County Commissioners Court conducted a public hearing on June 9, 2020, for the proposed adoption of the Fannin County Road Naming Policy.

NOW THEREFORE, BE IT HEREBY ORDERED BY THE FANNIN COUNTY COMMISSIONERS COURT THAT:

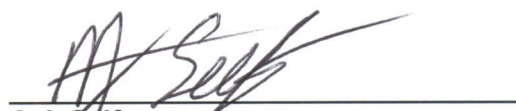
The Fannin County Commissioners Court, in a regular meeting, duly convened and acting in its capacity as the governing body of Fannin County, does hereby adopt the standards attached hereto for road naming and address assigning for private and public roads within the unincorporated areas of Fannin County.



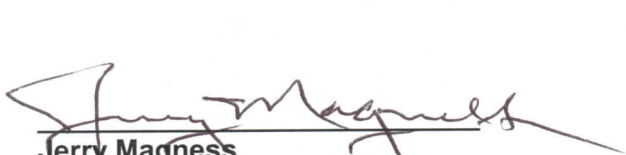
Randy Moore
Fannin County Judge



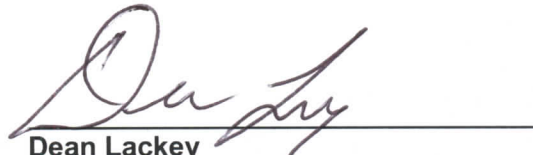
Gary Whitlock
Commissioner, Precinct 1



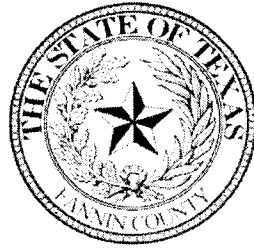
A.J. Self
Commissioner, Precinct 2



Jerry Magness
Commissioner, Precinct 3



Dean Lackey
Commissioner, Precinct 4



FANNIN COUNTY ROAD NAMING POLICY JUNE 2020

I. DEFINITIONS

- A. Address: Identification of a location comprised of a road name and number.
- B. Address Numbers: Numbers physically posted representing the Fannin County assigned address which is visible from a named road.
- C. Apartment/Suite: A large building divided into several units with a separate entrance for each.
- D. Corner Lots: Lots located at an intersection of two or more roads that have road frontage on at least two adjacent sides of the lot.
- E. Duplexes: A house divided into two living units with a separate entrance for each.
- F. Non-Distinguishable Suffixes: AVE, BLVD, CIR, CT, DR, LN, RD, ST, TRL
- G. Through Lots: Lots with road frontage on two opposite sides of the lot.
- H. Utility Address: Address assigned for utility service locations (i.e., water meters, electric meters, etc.)

In this Order, the terms "road" and "street" are synonymous.

II. ROAD NAME ASSIGNMENT

- A. General Rules of Road Naming
 - 1. The Master Street Address Guide (MSAG) is maintained by Texoma Council of Governments' Public Safety Program. A master reserve road name list is maintained by the United States Postal Service (USPS). These master lists are used to avoid duplicate road names, track new road development, and accurately reflect road address ranges. All street names must be approved by the USPS Address Management Systems Dallas District before they are used for assignment. The Guidelines for Submission of Street Names for Approval by the USPS Address Management Systems shall be adhered to when proposing street names.
 - 2. Two main objectives should be considered in proposing and assigning road names:
 - a. Avoidance of duplicate or similar names.
 - b. Continuity with existing road names.
 - 3. The logical, grammatical order of address elements is as follows: address number, primary road name, suffix, and secondary number if any (e.g., 100 MAIN ST STE 201).
 - 4. Road names should be continuous throughout the entire road length regardless of direction changes. New subdivisions are to continue existing road name or a previously approved road name on an adjoining plat.
 - 5. Road name length shall not exceed eighteen (18) characters including spaces and suffixes as submitted.
 - 6. Only the following suffixes, when utilized, shall be considered for approval: AVE, BLVD, CIR, CT, CV, DR, LN, LOOP, PKWY, PT, RD, ST, TRL, VIEW, and WAY.
 - 7. Multiple names with the same primary name are limited to 20 occurrences per subdivision (e.g., OAK WAY, OAK VIEW, OAK TREE, OAK LN).
 - 8. Special characters or punctuation (e.g., ' , & , . , -) are not allowed within a road name or address.
 - 9. Numeric words shall not be used in a road name (e.g., FIVE WINDS DR).

10. Abbreviations for any portion of the primary road name are not allowed (e.g., WM for William, ST for Saint).
 11. If, in the future, an existing numbered or named road is severed by permanent removal of an existing bridge or culvert or severed due to the construction of a new roadway (e.g., FM 897 from US 82 to FM 1396), then the affected Fannin County Commissioner shall assess and determine which section of the existing named or numbered county road will be allowed to keep the existing name or number. The remaining section of severed county road will be required to be renamed or renumbered.
- B. Duplicate Road Names
1. Duplicate road names cause confusion determining the correct location of an emergency and significantly delay response time; therefore, duplicate road names are not allowed.
 2. A duplicate road name is a road name with the same name as another road or matches the description in one or more of the following cases:
 - a. Road name sounds alike yet is spelled differently (e.g., KATHY LN compared to CATHY LN; WILD WOOD DR compared to WILDWOOD DR).
 - b. Road name is plural (e.g., GREEN PASTURE RD compared to GREEN PASTURES RD).
 - c. Road name has the same primary name yet has a numeric, alphabetic, or alphanumeric suffix. (e.g., COUNTY ROAD 214 compared to COUNTY ROAD 214A).
 - d. Road name has the same primary name with a Non-Distinguishable Suffix or has a suffix omitted. (e.g., LAKEVIEW RD compared to LAKEVIEW DR; MAIN compared to MAIN RD).
 - e. Road is not contiguous or does not connect and make a continuous road. (e.g., SMITH RD is intersected by US 82; however, there is no connection between the two segments of road).
 - f. Road has directional name. (e.g., NORTH MAIN ST compared to MAIN ST).
 3. Duplicate existing road names may be allowed to remain depending on applicable emergency response zones.
- C. Private Driveways
1. Standards for Naming Private Driveways
 - a. A private driveway serving multiple structures must be named if specific Address Numbers are assigned to multiple structures accessed by the same private driveway. An acceptable exception to this rule is that the Address Numbers posted upon each addressed structure are clearly visible from the existing named road OR are clearly posted and visible from the driveway entrance.
 - b. A private driveway shall not be named if it has only a single addressed structure.
 - c. Placing, maintaining, or displaying an unauthorized sign naming a private driveway in view of a public road is prohibited.
- D. Private Driveway Naming and Road Name Change
1. Proceedings should be initiated by:
 - a. A written petition delivered by the directly affected property owners to the affected Fannin County Commissioner; or
 - b. A request from the United States Postal Service, Texoma Council of Governments, or a public official of the jurisdiction in which the road is located to the affected Fannin County Commissioner.
 2. The following are reasons for which a request for change may be considered:
 - a. Technical: To establish continuity, eliminate duplication, correct misspelling, enhance ease of location, or improve coherence of road numbering system.
 - b. Neighborhood Enhancement or Recognition: To recognize a person or organization, to favor neighborhood association with ID location, history, or area characteristics.
 3. The affected Fannin County Commissioner will be the primary contact and coordinating agency for road name change requests. All affected property owners on the road will be contacted by the affected Fannin County Commissioner. Property owners will be asked to suggest proposed road names to be considered.

4. The private driveway name or road name change shall be a unanimous decision by the affected property owners. If the affected property owners cannot agree on a private driveway name or road name change, the affected Fannin County Commissioner shall assign a name for the private driveway or road name change.
 5. All private driveway or road name change suggestions will be reviewed by the affected Fannin County Commissioner, Texoma Council of Governments, the United States Postal Service, and applicable cities, as needed.
 6. The affected Fannin County Commissioner will make a recommendation to the Fannin County Commissioners Court for final approval.
- E. Road Naming Process for New Plats
1. The affected Fannin County Commissioner will be the primary contact and coordinating agency for a road name request. The developer, or his authorized agent, will suggest proposed road names to be considered and will submit a Road Name Approval Application which are available from the affected Fannin County Commissioner. The Guidelines for Submission of Street Names for Approval by the USPS Address Management Systems shall be adhered to when proposing street names.
 2. All road name suggestions will be reviewed by the affected Fannin County Commissioner, Texoma Council of Governments, the United States Postal Service, and applicable cities.
 3. The affected Fannin County Commissioner will provide a list of approved road names to the developer, or his authorized agent, to be used on plats exactly as approved.

III. NUMBER ASSIGNMENT

A. General Rules of Numbering

1. Number assignment will be based on the juncture of the driveway with a named road. Exceptions to this rule may include Corner Lots and Through Lots.
2. Numbers on parallel roads should be comparable. Numbers on any one road should progress in the same direction as numbers on parallel roads.
3. Numbering should be consecutive using an appropriate equal interval addressing method.
4. Even numbers shall always be on one side of the road and odd numbers shall be on the other side of the road.
5. The numbering system allows for expansion to accommodate future growth in the area.
6. "Temporary" or "preliminary" address numbers shall not be assigned.
7. Fractional addresses shall not be assigned (e.g., 101 ½ MAPLELN).
8. Alphanumeric primary address numbers shall not be assigned except for address assigning for utility locations which will be given a suffix designation of "U."
9. Hyphenated primary or secondary address numbers shall not be assigned (e.g., 23-423 LAKEVIEW, 100 MAIN ST, STE 100-125).
10. With the exception of Duplexes, road numbers that are the next sequential even or odd number shall not be assigned. (e.g., 102 ELM AVE adjacent to 104 ELM AVE).
11. Apartment Suite Addresses
 - a. Buildings with multiple Apartments/Suites sharing the same Address will be identified numerically as follows:

Building Number	Floor Number	Unit Number	Suite/Apartment Number
1	1	01	1101
1	2	01	1201
15	1	01	15101
15	2	01	15201

- b. Single story buildings under a single address will have the floor number omitted. Example: 111 MAIN ST is a single-story building under this address. The maximum number of spaces available for this building is four. The assigned suite numbers will be 101, 102, 103, and 104.

IV. REQUESTS FOR ADDRESS ASSIGNMENT

When property owners need addresses, addresses must be requested online via digital application. Online Address Request Forms may be obtained from the Texoma Council of Governments website.

V. SIGNS

A. Posting of Address Number

1. It shall be the responsibility of the owner or occupant of properties to obtain, install and maintain Address Numbers on the property, including, but not limited to, residential structures, commercial structures, Apartment, mobile home, and Duplexes, in a conspicuous manner easily discernable at the point of access from the road.
2. If the Address Numbers are not able to be placed in a conspicuous manner on structures, then the Address Numbers shall be placed in a conspicuous part of the property easily discernable at the point of access from the road.
3. Address Numbers shall be made of durable material.
4. Address Numbers shall be reflective, illuminated, or otherwise visible at night.
5. Address Numbers shall not be obstructed from view by shrubs or vegetation as viewed from the road.

B. Conflicting Address Numbers

1. Address Numbers in conflict with the number assigned by the Texoma Council of Governments shall be removed and corrected.

VI. REQUIRING THE CHANGING OF AN EXISTING ADDRESS

The Texoma Council of Governments or the affected Fannin County Commissioner may require the owner or occupant of a property to change an Address for one of, but not limited to, the following reasons:

- A. Out of sequence Address Numbers
- B. Duplicate Address Numbers
- C. Odd numbered Address Numbers on even numbered side of the road or vice versa
- D. Driveway/access has been relocated
- E. Road name change
- F. Naming of a private driveway

VII. ENFORCEMENT

A person who knowingly fails or refuses to comply with this section of the Fannin County Road Naming and Address Assigning Order commits a Class C misdemeanor.

VIII. VARIANCE AND APPEAL

A variance may be requested from the affected Fannin County Commissioner by stating and submitting the reason(s) for the variance request. The affected Fannin County Commissioner shall review the variance request and provide a response in writing to the variance requestor.

The variance requestor may appeal the affected Fannin County Commissioner's response to the Fannin County Commissioners Court.