

LLANO COUNTY 9-1-1 ADDRESSING COURT ORDER
BY ORDER OF LLANO COMMISSIONERS COURT (Amended 1-5-2009)

1. GENERAL RULES

The general purpose of this policy is to ensure that all residences and other structures have an identifiable street name and appropriate address that meets the requirement of these rules, and for the information to remain as current as possible, so the public may enjoy a functioning 911 emergency system.

Streets and roads shall be classified as either public or private. All other property access shall be known as "driveways". For the purpose of this policy, the words street (s) or road (s) are synonymous.

Public streets and roads are ones that are often maintained by public entities.

- 1.2.1. A "Public Entity" as defined in these rules is a governmental unit such as a City, County, State, Incorporated Property Owner's Association (POA), or a Municipal Utility District (MUD).

Private streets are those that provide open public access to multiple structures.

Public and private streets and roads, whether or not maintained by a public entity, shall ultimately be named under these rules, by either the county or city that has jurisdiction, upon approval of the 9-1-1 Coordinator.

The appropriate public entity that has jurisdiction over a particular street/road shall, according to these rules and to improve public safety, assign a street/road the following:

- 1.5.1. name;
 - 1.5.2. address number (s) (excluding Incorporated POA's); and /or
 - 1.5.3. secondary units (e.g. duplexes, condominiums, subdivision names, etc.)
- 1.6. Public entities within the county shall cooperate to ensure that the addresses and other information assigned will provide the highest degree of public safety possible.
- 1.7. The logical, grammatical order of address elements shall be: street number, pre-directional (N,S,E, and W), primary street name, suffix, post directional, and secondary number if any (e.g. 100 W MAIN ST. SE #201). Non-specific addresses such as a corner location address shall not be allowed (e.g. Main and HWY.. 29). In executing this policy, public entities shall always choose a specific address (e.g. 123 Main St.) to describe a particular location.

VOL. 35 PAGE 163

VOL. 85 PAGE 164

- 1.8. Addressing continuity shall be maintained throughout the county and it should be the specific goal of each public entity to follow these rules in the naming of streets and roads, so as to address the important needs of all of our citizens.
- 1.9. Whenever possible, existing addresses shall be used. However, it is the purpose of these rules shall provide a specific, individual name for all streets,/roads within the county and, therefore, these rules shall provide for the naming of all unnamed street/roads and establish a procedure to name new streets and roads in the future.

2. NAME POLICY

- 2.1. Each street/road shall have only one correct name. That is, there shall not be two streets within a ESN (Emergency Services Number) boundary that have the same name. There are two exceptions to this general rule:
 - 2.1.1. Those streets that are also known by state or county road designation may be assigned one alternate name of said road designation. A specific example is County Road 320 may have an alternate name of River Oaks Drive. Addresses on these streets shall be maintained with the name most commonly associated by local residents as the primary name.
 - 2.1.2. A single cul- de- sac intersecting an existing or proposed street/road with the same name. See ex. A
- 2.2. The use of directionals or suffixes to distinguish separate, noncontinuous streets shall not be permitted. (e.g. Palm Court, Palm Ave, Palm St, N Palm Ct).
- 2.3. Assigning a street name which is also used as a street-type suffix or directional shall not be permitted (e.g. Court St or Southeast Blvd.).
- 2.4. Sound-alike street names shall not be permitted (e.g. Beach and Beech, Main and Maine).
- 2.5. Street names shall be limited to fifteen (15) characters.
- 2.6. Special characters (e.g. hyphens, apostrophes, periods, decimals) shall not be used in street names.
- 2.7. First person names or last names of living persons shall not be permitted.

VOL. 35 PAGE 165

3. NUMBER POLICY

- 3.1 Official street numbers shall proceed from a logical point of origin and shall be in proper numerical sequence in relation to other lots with frontage on the same street (s), unless a specific variance is granted by the appropriate public entity (excluding POA's)
 - 3.1.1. Street numbers in municipalities with existing grids shall be assigned in conformity with those grids.
 - 3.1.2. Street numbers in subdivisions outside municipalities, but within one (1) mile of the nearest limit of a municipality, shall be assigned in conformity with the addressing grid of the nearest municipality, unless a specific variance is granted by the appropriate public entity.
 - 3.1.3. Street numbers in other subdivisions outside municipalities shall be numbered in logical sequence , unless a specific variance is granted by the appropriate public entity.
 - 3.1.3.1. Subdivisions with streets generally arranged in a grid shall have street numbers assigned according to a grid with the point of origin for one coordinate located at the main entrance to the subdivision.
 - 3.1.3.2. Subdivisions with streets not arranged in a grid pattern shall have street numbers assigned according to guidelines for county roads.
- 3.2. Odd numbers shall be assigned to properties on one street side and even numbers assigned to properties on the other side. In the absence of any previously-existing scheme to the contrary, the following rule shall apply:
 - 3.2.1. Odd address numbers shall generally be assigned to the south and east sides of a road, and even numbers shall generally be assigned to the north and west sides of a road.
- 3.3. Address intervals – unless superseded by a previously-existing addressing scheme:
 - 3.3.1. Address numbers in platted subdivisions and cities shall reflect the actual size of the lots as specified on the plats;
 - 3.3.2. The intervals between address numbers in subdivisions and incorporated areas shall be twenty (20) feet;
 - 3.3.3. The intervals between address numbers on county and state-maintained roads shall be twenty (20) feet.
- 3.4. Multi-unit structures all with general access facing a street/road shall use individually addressed primary numbers whenever possible (e.g. 101 Main St, 103 Main St, 105 Main St, rather than 101 Mains St Apt A, 101 Main St Apt B, 101 Main St Apt C).

- 3.5. Primary street numbers longer than six characters shall not be allowed. Fractional addresses shall be avoided (e.g. 101 ½ Main St).
- 3.6. Alphanumeric primary or secondary address numbers shall be avoided, except duplexes which may use a single letter to designate (e.g. E-101 Main St or 234 Center St Apt 101-C).
- 3.7. Hyphenated primary or secondary address numbers shall not be allowed (e.g. 41-656 Bell St).
- 3.8. Unless superseded by a previously existing address scheme, each street number will be at least three digits, consisting of a block number followed by two digits which identify a particular address within a block.

4. COUNTY/STATE MAINTAINED RURAL ROADS

- 4.1. Commissioners Court will have the authority under these rules to assign a road name to roads that are county maintained. Roads may be named, and addresses shall be assigned on the basis of the road name pursuant to these rules.
 - 4.1.1. The change must meet the criteria of the 911 Coordinator, and the requirements set forth in paragraph 2.
 - 4.1.2. **The name must be approved by the Commissioners Court.**
- 4.2. County and road numbers (e.g. County Road 320) may be used in naming roads for addressing purposes at the discretion of the County Commissioner having responsibility for the maintenance of a particular road as of April 1, 1995.
- 4.3. State-maintained roads shall be referred to by their numbers and type, unless pre-empted by previously existing address schemes within municipalities.
- 4.4. The interval used for assigning street numbers shall be twenty (20) feet.
- 4.5. The number sequence for roads shall begin at the end of the applicable State maintained road (e.g. Hwy 29, Hwy 16, Hwy 71, Hwy 1431, Hwy 261, etc) The first block in the sequence should generally be the 100 block. Roads crossing these highways shall be given the pre-directional identifier ("N" or "S", "E" or "W") as appropriate and shall be numbered as outlined above.
- 4.6. New blocks shall begin every tenth of a mile, except that:

VOL. 35 PAGE 167

- 4.6.1. a new block shall begin at each intersection with a public road.
- 4.6.2. the street number sequence of a block which would otherwise end less than 250 feet from the next intersection shall be extended without interruption to that intersection.

5. ROADS THAT HAVE SIMILAR NAMES WITHIN THE SAME 911 ESN (EMERGENCY SERVICES NUMBER)

- 5.1. It is the specific purpose of these rules to provide one (1) name to every street/road within the same ESN-Emergency Services Number. Streets with the same name or similar names within the same ESN, therefore, do a disservice to the citizens who live on said streets with the same or similar names because of the possibility that emergency services personnel might not be able to immediately identify the location of a citizen with an emergency who calls 911.
- 5.2. To meet the needs of all of the citizens of the county, these rules have been promulgated to rectify this dangerous situation.
- 5.3. The procedure to eliminate duplication of names of streets/roads within the same ESN is as follows:
 - 5.3.1. Identification of all known streets within the same ESN that have the same or similar names.
 - 5.3.2. The names of the streets/roads identified in paragraph 5.3.1. **MAY** be published in a newspaper of general circulation in the county.
 - 5.3.3. Public Hearings **MAY** be scheduled to permit the public to voice their concerns over the possible re-naming of streets/roads.
 - 5.3.4. Decisions will be made by the Commissioners Court to rename streets/roads pursuant to these rules, according to the criteria set forth on paragraph 2. (Name Policy)
 - 5.3.5. When there are streets in the same ESN that need to be changed the 911 County database will be the source for verifying the number of structures on the street. If the same number of addresses exist on two streets, the EMS Coordinator will be consulted for input.
 - 5.3.6. When a road needs to be changed, it will first be approved by Commissioner's Court and after the approval a letter will be sent to each resident informing them that the change will become effective in 90 days. EMS, LCSO, and LCAD will be notified.

6. UNNAMED ROADS

- 6.1. The procedure to name streets/roads that do not presently have a name is as follows:

VOL. 35 PAGE 168

- 6.1.1. If the road is within the boundary of an **active** property owners association, that organization shall be permitted to suggest the name for an unnamed street/road. **(SEE 2.1)**
- 6.1.2. If the street/road is not within the boundary of an **ACTIVE** property owners association, then the citizens who live on said street/road will be permitted to suggest the name for the unnamed street/road. **(SEE 2.1)**
- 6.1.3. If no citizens live on the street/road that does not have a name, then the Commissioner for that precinct, with the 911 Coordinator, has the exclusive authority to name said street/road.
- 6.1.4. All new names for roads must meet the criteria set forth in paragraph 2 and must be approved by the Commissioners Court.

7. CHANGE IN NAMES OF STREETS/ROADS THAT DO NOT HAVE A CONFLICT

- 7.1. The commissioners Court is aware that there are some citizens who, for varying reasons, would like to change the names of their streets/roads. The Court, therefore, by promulgating these rules, provides these rules a limited opportunity for citizens to petition the Court to change the name of their street/road, according to the procedures set forth below:
 - 7.1.1. A citizen must initiate his/her request to change the name of a road by filing a petition with the County Commissioner requesting such relief. **(from Commissioners Court.)**
 - 7.1.2. A citizen who brings his/her petition to change the name of a road must have his/her primary residence on that particular street/road. **(SEE 2.1)**
 - 7.1.3. A petition requesting relief must be one approved or obtained from the 911 Coordinator, and contain the signatures of at least 60% of the primary residents who reside on the street/road sought to be changed, and include all other information required by the 911 Coordinator. See exhibit B
 - 7.1.4. The change must meet the criteria of the 911 Coordinator set forth in paragraph 2.
 - 7.1.5. The change must be approved by the **(Precinct Commissioner and 9-1-1 Coordinator.)**

8. FUTURE NAMING OF ROADS

- 8.1. The Commissioners Court recognizes the need to provide rules for the naming of future streets/roads in the County. A street/road may remain private, **BUT MUST BE NAMED** for 9-1-1 purposes only, if not accepted or maintained by the County. The following rules and procedures will be followed:

- 8.1.1. If the new street/road is within an active property owners association, that organization will be permitted to suggest the name of the new street/road. **(SEE 2.1)**
- 8.1.2. If the new street/road is not within an active property owners association, the citizens residing on the new street/road will be permitted to suggest the new name. **(SEE 2.1)**
- 8.1.3. If no citizens live on the new street/road, then it shall be the exclusive decision of the Commissioner in that precinct and the 911 Coordinator to name the new street/road.
- 8.1.4. When new subdivisions are developed, it will be the responsibility of the subdivision owner/developer to have all streets/roads already named **IN COOPERATION WITH THE 911 COORDINATOR** according to the criteria in paragraph 2.
- 8.1.5. The proposed name of the new street/road shall meet the criteria of the 911 Coordinator as provided in paragraph 2.
- 8.1.6. The proposed name of the new street/road shall be approved by the Commissioners Court.

9. THE 911 COORDINATOR

- 9.1. The responsibilities of the 911 Coordinator are as follows but are not limited to :
 - 9.1.1. To work with addressing contractor, telephone companies, post offices, county agencies and public entities to ensure 911 addressing is obtained for Llano County.
 - 9.1.2. Assign new addresses and make necessary changes as needed.
 - 9.1.3. Maintain the 911 Database.
 - 9.1.4. To be notified of all changes to county roads, subdivision boundaries, fire, EMS and ESN boundaries.
 - 9.1.5. To report to the Commissioners Court at times prescribed by the Court and to act upon any additional direction as may be forthcoming from the Court.
- 9.2. The 911 Coordinator shall review all petitions to change/rename streets/roads in the county, and make recommendations to Commissioners Court pursuant to the policies and rules adopted herein.

10. POSTING OF DESIGNATED STREET ADDRESS:

- 10.1. The owner or occupant or person in charge of any house or building to which a number has been assigned will be notified by the County of the number assigned to the same at any time after the adoption of this policy.

- 10.2. Within sixty (60) days after the receipt of such notification from the County, the owner or occupant or person in charge of a house or building to which a number has been assigned shall affix the number to the structure, if visible from the road, or to a sign or number post if not visible from the road, in such a way that the numbers can be clearly seen from the roadway.
- 10.3. It shall be the duty of such owner or occupant or person in charge thereof upon affixing the new number to remove any different number which might be mistaken for, or confused with, the number assigned to said structure by the 911 Coordinator.
- 10.4. Each principal building shall display the number assigned to the frontage on which the front entrance is located. In case a principal building is occupied by more than one business or family dwelling unit, each separate front entrance may display a separate number.
- 10.5. Numerals indicating the official numbers for each principal building or each front entrance to such building shall be posted in a manner as to be legible and distinguishable from the street on which the property is located, with letters painted or applied, of a contrasting color to the background of not less than three inches (3") in height. If a building or dwelling is situated in such a way that the numbers can not be easily seen from the roadway in front of said structure then a sign or number post must be used in front of the structure and placed in such a way that it can be easily seen from the roadway.

11. NEW STRUCTURES

- 11.1.1. Approval will not be issued for any principal building until the owner or developer has been issued a **County 911 Development permit** and procured from the 911 Coordinator of the County of Llano the official number of the premises.

12. PENALTIES

- 12.1. In the event that the owner or occupant or person in charge of any house or building refuses to comply with the terms of this policy by failing to affix the number assigned within sixty (60) days after notification, or by failing, within said period of sixty (60) days to remove old numbers affixed to such house or house entrance, or elsewhere, which may be confused with the number assigned thereto, he/she may be punished by paying a fine of not less than ten (10) dollars, or one day in jail for every day that the situation is not rectified.

13. EFFECTIVE DATE

- 13.1. Section 12 of this policy shall take effect as each area of the County has completed the initial 911 addressing project. All other sections shall be in full force and effect thirty (30) days following passage by the Commissioners Court of Llano County.

All policies, resolutions, regulations or parts of policies, resolutions or regulations in effect prior to the adoption of this policy, or are in conflict therewith, are hereby repealed.

Adopted by Llano County Commissioners Court _____, 2009

VOL. 35 PAGE 171