

DECEMBER TERM, 1996 ATTACHMENT #2

DUPLICATE ORIGINAL

STATE OF TEXAS
COUNTY OF COMAL

COMAL COUNTY COMMISSIONERS COURT
REVISED ORDER # 90-0001
ADOPTED MARCH 1, 1990

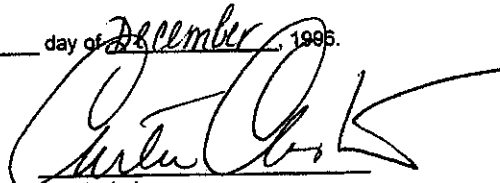
WHEREAS, Comal County joined the Bexar Metro 9-1-1 Network District to facilitate the development, implementation and maintenance of an enhanced 9-1-1 emergency communications system which relies on the automatic display of a caller's phone number and address when they dial 9-1-1; and,

WHEREAS, approximately eighty-four percent of the named roads in Comal County do not have assigned addresses and many streets have duplicated names; and,


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

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners Court of Comal County, in a regular meeting duly convened and acting in its capacity as the governing body of Comal County, does hereby adopt the standards attached hereto.

REVISION PASSED and ADOPTED this 5th day of December, 1996.


County Judge

ATTEST:


County Clerk

DECEMBER TERM, 1996

Naming roads and assigning address numbers
 Standards adopted with Commissioners Court Order #90-0001
 Adopted March 1, 1990 Volume 11 Pages 539-543
 Revised _____

ASSIGNING STREET NAMES

A master street list will be maintained by the Addressing Coordinator for Comal County, and all street names must be presented to this agency for review and approval prior to official acceptance of the proposed name. The contents of the master street list can be a modification of the Master Street Address Guide (MSAG) as identified in Attachment 1. This master street list will be used to avoid duplicate street names, track new street development and accurately reflect the street address ranges.

Two main objectives should be considered in proposing and assigning street names: (1) avoidance of duplicate or similar names and (2) continuity with existing street names.

The logical, grammatical order of address elements should be: street number, pre directional, primary street name, suffix, post directional, and secondary number if any (i.e. 100 W MAIN ST. SE #201).

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

Street name lengths shall be limited in length so that the maximum number of characters for the street sign plate will be fourteen characters (including spaces).

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

Non-specific addresses such as corner location address are not permitted (i.e. MAIN & 1ST STREET).

Multiple names with the same primary name are limited to 14 occurrences per subdivision (i.e. OAK WAY, OAK VIEW, OAK TREE, OAK HILLS).

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

STREET SUFFIX OR THOROUGHFARE DESIGNATIONS

The use of thoroughfare designations as a locational device is a simple method providing a uniform designation of streets of different types is followed within the same jurisdiction. Street suffix or thoroughfare designation is not required, but if it is used it must conform to the definitions that follow.

BOULEVARD

A street divided by a landscaped center island. A street with a median reflecting the boulevard character implied in the name.

DECEMBER TERM, 1996

COURT

Permanently closed street such as a cul-de-sacs. A minor street less than 500 feet in length, ending in a turnaround.

DRIVE

Winding thoroughfares. Roads that meander about and continue through to other rights-of-way.

HIGHWAY

Designated state or federal highway. U.S. routes are designated as highways.

INTERSTATE

Roads of the highest order, characterized by limited access, wide right-of-way, prohibited adjacent to development, and with through-traffic preference.

LANE

Secondary roads connecting with each other. Reduced right-of-way branching from courts, places, or ways.

LOOP AND CIRCLE

Circles are short streets that return to themselves. Circular or semicircular roads. Loops could be short drives that begin and end in the same street.

PARKWAY

A special scenic route or park drive, generally designated by a name.

PATH

A minor local street running in a diagonal direction.

PIKE

State primary-numbered roads.

PLACE

A cul-de-sac or permanent dead-end road. May indicate the direction and to some extent the location of minor or dead-end streets lying between thoroughfares.

ROAD

Limited thoroughfares that are frequently used, have heavy traffic volume, and run in any direction.

STREET AND AVENUE

A basic principle is that streets and avenues run in different directions. Streets run north and south and avenues run east and west, but this may be reversed as long as uniform designation is followed within the same jurisdiction.

TRAIL

Any curvilinear streets. A diagonal local street serving as a collector for one or more local thoroughfares.

WAY

Diagonal streets less than 1,000 feet in length. A minor street that changes direction or begins and ends on the same thoroughfare.

DECEMBER TERM, 1996

The use of thoroughfare designations alone to facilitate locational access will be inadequate in all but the smallest of communities. But the use of designations within this standardized application will be beneficial.

PRIVATE ROADS

Private Road Name Assignment Process.

The Addressing Coordinator for Comal County will be the primary contact and coordinating agency for citizens needing their private road named. All property owners on the private road will be contacted by the Addressing Coordinator for Comal County to coordinate a proposed private road name. Property owners will select the final proposed private road name by voting.

All private road names will be presented by the Addressing Coordinator for Comal County to Comal County Commissioners Court for final approval once the street name(s) meets the standards set forth in this ordinance and have been approved by the Addressing Coordinator for Comal County, Bexar Metro 9-1-1 Network District, and the United States Postal Service.

Exceptions to this will be based on petitions filed with the Addressing Coordinator for Comal County by a majority of the property owners on a private road or by request of a public official of the jurisdiction in which the private road is located with final approval for the road to be named, granted by Comal County Commissioners Court.

Definition of When a Private Road May or May Not Be Named.

Private roads with multiple family/business structures must be named and specific addresses assigned to each structure when any of the following circumstances exist that may hinder emergency service provider's ability to locate a structure:

1. Distance of the structures down the private road restricts the visibility of the structures from the named road.
2. Topography of the land between the named road and the structures on the private road restricts visibility and hinders address assignment off the named road.
3. More than two structures on a private road may not be easily numbered off the named road based on numbering standards established, therefore the private road must be named.
4. A private road will be named even though there are no multiple family/business structures currently located on the private road if;
 - The private road leads to one or more private roads with multiple structures or
 - The majority of the land owners of the property on a private road file a petition with the Addressing Coordinator for Comal County and the Addressing Coordinator approves the request to name the private road.
5. A private road shall not be named if;
 - It has only a single structure, and the entrance to the private road is from a named road; then the private road will be treated as a driveway and an address assigned at the drive with the street name being that of the named road.
 - It has multiple business/family structures and all structures are visible from the named road and can be easily located and addressed with specific addresses off the named road or
 - There are only two family/business structures and one of two structures is visible and an address can be assigned based on the front door of the visible house. The other structure shall be assigned an address based on the driveway with the private road being treated as the driveway.

DECEMBER TERM, 1996**STREET NAME CHANGES**

Proceedings should be initiated by either a petition delivered to the Addressing Coordinator from the directly affected property owners, United States Post Office, Bexar Metro 9-1-1 Network District, emergency service provider, or a public official of the jurisdiction in which the 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 street numbering system; or provide a needed roadway designation such as circle or loop.

Neighborhood Enhancement or Recognition: To recognize a person or organization; to favor neighborhood association with its location, history, or area characteristics.

DUPLICATE STREET NAME DEFINITION

Duplicate streets names will not be allowed as defined in the following examples because a duplicate street name can cause confusion as to the correct location of an emergency and significantly delay response time.

A **DUPLICATE STREET NAME** is a street name that can be defined as a street that has the same name as another street and matches the description in one or more of the following cases:

CASE 1: Street name sounds alike, yet, is spelled differently and is in an area served by the same Law Enforcement, Fire and EMS agencies. KATHY LANE compared to CATHY LANE; WILD WOOD DRIVE compared to WILDWOOD DRIVE.

CASE 2: Street name is plural. GREEN PASTURE ROAD compared to GREEN PASTURES ROAD.

CASE 3: Street has the same primary name, yet it has #1, #2, A, B, C, etc., as a suffix. COUNTY ROAD 214 compared to COUNTY ROAD 214A.

CASE 4: Street is within the same Postal Delivery Office and may span numerous zip codes and has the same primary name with a non-distinguishable suffix or has a suffix omitted. LAKEVIEW ROAD compared to LAKEVIEW DRIVE; MAIN compared to MAIN STREET.

CASE 5: Street is within a different Postal Delivery Office from the potential duplicate street; however, both streets are served by the same Law Enforcement, Fire and EMS agencies.

CASE 6: Street is not contiguous or does not connect and make a continuous street. SMITH ROAD is intersected by Interstate 10 however there is no under or overpass connecting the two segments of road.

CASE 7: Street has directional. These are often confusing if the directional is omitted in request for service and can result in emergency services being dispatched to the wrong location. Each situation where a directional is used as part of the street name will be reviewed for approval or disapproval.

DECEMBER TERM, 1996

ASSIGNING STREET NUMBERS

General Principle of Numbering

Principle One: The building numbers on parallel streets should be comparable. This implies that numbers on any one street should progress in the same direction as numbers on parallel streets.

Principle Two: Property numbering should be uniform, based on street frontage.

Principle Three: Numbering should be consecutive using the equal interval addressing method.

Principle Four: Even numbers should always be on one side of the street and odd numbers should be on the other.

Principle Five: The numbering system allows for expansion to accommodate future growth in the area.

Conflicting Street Numbers

Any house number in conflict with the number given by the Addressing Coordinator specified by Comal County Commissioners Court or in conflict with the general principles of numbering shall be removed and any person refusing or neglecting to remove the same shall be guilty of an offense.

Where and By Whom Street Numbers Are To Be Affixed

A) To ensure uniformity and regularity in the numbering of structures, it shall be the responsibility of the owner of any structure fronting on a named road to place numbers on the structure in so conspicuous a manner that the numbers may be easily discernible from the opposite side of the street.

B) If any structure shall be located too far back from the street for a number on its front to be easily seen and read from the opposite side of the street, or the front of the structure is hidden, or the view obstructed by trees, plants, shrubbery or other objects, then the number of such structure and premises shall be placed on a plank or post in a conspicuous part of the premises where the structure is located.

Size and Specifications for Street Numbers

A) Each street number shall be of any durable material.

B) The numbers shall be two to six inches in size.

C) The street numbers may be on the driveway approach or curb. If the lot has no front driveway, the numbers shall be centered on the lot.

Numbering System

The method of assigning numbers is based on the measurement of mileage 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

DECEMBER TERM, 1996

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 500 feet for a practical length. Block range intervals on a road should change at the intersection of another road allowing complete block segments between street intersections.

Frontage Interval

Assuming approximately 500 foot blocks, 100 numbers per block (50 separate numbers for each side) there is a potential for assigning a number for each 10 feet. Frontage intervals may vary due to pre-existing address assignments or addressing methodology of the Addressing Coordinator.

Even-odd Assignment of Numbers

If the task is extending addresses on an existing road, follow the same numbering system on each side of the road. Odd numbers should be assigned to properties on one 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 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 street numbers longer than five characters and shorter than three characters.
- Fractional addresses should not be allowed (i.e. 101 ½ Maple Lane).
- Do not use alphanumeric primary address numbers (103A Centerview).
- 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).
- Address assignments with identical last two digits should be avoided within sequential blocks due to the problems encountered with postal ZIP+4 scheming.

It is imperative that the Addressing Coordinator for Comal County forward to Bexar Metro 9-1-1 Network District all plat addresses, address assignments and address corrections within Comal County. Bexar Metro 9-1-1 responsibilities include review of subdivision plat data, verification of customer address assignments, review of municipal annexations and resolution of discrepancies in the 9-1-1 system to ensure database accuracy of the Master Street Address Guide (MSAG) and proper routing of emergency calls.

DECEMBER TERM, 1996

SIGNS

A street sign and a residence or structure marker complete the link between assigning addresses and locating structures. The county road department has provided the standards for their signs. All named roads (public & private) shall have a sign. The following standards shall apply to all public and private road signs.

Material:

Engineer grade reflective sheeting on aluminum.

Color:

White lettering on green background for county maintained roads.
White lettering on brown background for private roads.

Size and Lettering:

Use 4" Series C (or B) upper-case letters on 6" street name sign blank (flat blade).

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

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

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

Placement: Reflecting street signs shall be installed at all intersections and at other points where appropriate along the street.

Signs shall be placed on approved metal posts in accordance with the Texas Highway Department Standards and at the expense of the Developer.

The Bexar Metro 9-1-1 Network District will pay Comal County for the initial materials, cost of the blades and brackets for all signage on private roads and signage for private roads which are involved in a street name change instigated by the Addressing Coordinator for Comal County or Bexar Metro 9-1-1 Network District. The County shall invoice Bexar Metro 9-1-1 Network District following the installation of said signage and the invoice shall note which street signs were installed and the date of installation. Comal County will maintain all street name signs on and along all private roads within the unincorporated areas of Comal County. All costs associated with the maintenance of the street signs for private roads, other than those previously stated, shall be borne by Bexar Metro 9-1-1 Network District.

Any variance from the aforementioned standards will require a written request presented to the Comal County Commissioners Office. Any issue not addressed in these standards shall be resolved using the guidelines presented in either:

- (1) the Street Name and Property Numbering Systems produced by the American Planning Association,
- (2) the Street Name and Service Location Addressing Guidebook produced by the Capitol Area Planning Council,
- (3) the Addressing Handbook for Local Governments produced by the State of Texas Advisory Commission on State Emergency Communications.

DECEMBER TERM, 1996

Attachment 1

RECOMMENDATIONS ON STANDARDIZED DATA EXCHANGE
(MODIFIED NENA STANDARD)

MSAG RECORD FORMAT

	FIELD LENGTH		DESCRIPTION
	(SUBJECT,	NUMBER OF BYTES, ALPHA-NUMERIC)	
Prefix-Directional	2	AN	Street direction prefix N, S, E, W, NE, NW, SE, SW
Street Name	40	AN	Street name
Street Suffix	4	AN	Street type Ave, Rd, Cir, Ln, Ct
Post-Directional	2	AN	Street direction suffix N, S, E, W, NE, NW, SE, SW
Low Range	10	AN	Lowest house number in specific address range
High Range	10	AN	Highest house number in specific address range
Community Name	32	A	Valid community name of the street/name range
Odd/Even Number	1	A	Whether range is defined odd, even, or both; O = odd, E = even, B = both
ESN	5	N	Emergency Service Number (ESN) to be assigned to the street defined within the house number range
Exchange Code	4	N	Telephone company code identifying the telephone exchange serving the specific street and range
General Use	20	AN	ZIP plus 4
TAR Code	4	N	Tax area number for specific street and number range

ALL FIELDS LEFT JUSTIFIED WITH TRAILING SPACES

DECEMBER TERM, 1996

Guidelines for Submission of Street Names for Approval by the US Postal Service 7/23/96

Following are the guidelines to be adhered to when submitting street names for approval to the US Postal Service San Antonio Post Office). Requests which do not adhere to these guidelines are subject to return without approval to the submitting firm or individual.

1. Submit name of subdivision and a preliminary plat with locator map showing the street(s). Include with each request the name of a contact person including address and telephone number.
2. List street names alphabetically, preferably typed or printed.
3. There is a limit of twenty (20) names per subdivision with the same prefix or suffix. For example: Green Apple, Green Tree; Oak Glen, Rocky Glen, High Glen
4. Specify whether the proposed name will have a suffix (i.e., ST, RD, DR, CIR). Suffixes should be abbreviated according to Appendix C of USPS Publication 28.
5. Street names requested within the jurisdiction of City Public Service (CPS) will be subject to a fourteen (14) character limit (including spaces and suffixes as submitted). If a street name is submitted without an abbreviated suffix, all characters of the suffix will be counted toward the 14 character limit.
6. Street names must be placed on street signs and plats exactly as submitted for approval.
7. Duplicate street names and sound alike street names (KATHY vs. CATHY) are not allowed. Also, in coordination with the Bexar Metro 9-1-1 Emergency Service Administration, duplicate street names will not be allowed within the following counties: Bexar, Comal Guadalupe, and Medina.
8. Street names that are offensive, libelous, or derogatory in spelling, pronunciation, or nature will not be approved.
9. Do not abbreviate primary street names (i.e. WM for William, ST for Saint).
10. Requests should be submitted by either the engineer or the developer, but not both.
11. In order to transfer an approved name from one subdivision to another, a request in writing must be submitted to the Address Management Systems office from the original requester.
12. All entities concerned with street name approval (CPS, USPS, Bexar Metro 9-1-1, City of San Antonio and Bexar County) will verify requests against the master reserve street listing to avoid duplication.
13. All requests should be submitted to: ADDRESS MANAGEMENT SYSTEMS UNITED STATES POSTAL SERVICE, 8930 FOURWINDS DR STE 401, SAN ANTONIO, TX 78284-9321 TELEPHONE # (210) 590-5515.
14. Approved street names will be held on reserve for three (3) years from the date of approval. Prior to purging, the original requester will be notified.

Due to automated processing constraints, a maximum of twenty (20) street names with a common primary element will be allowed in the future (ex. Oak ****, Forest ****, etc.) If 20 or more names with a common element currently exist (including reserved street names), no more will be allowed.