

ORDER #411

STATE OF TEXAS

§

IN THE COMMISSIONERS COURT

COUNTY OF COMAL

§

**COMAL COUNTY ROAD NAMING AND ADDRESS ASSIGNING ORDER**

**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 that imitates or resembles an official traffic-control device or attempts to direct the movement of traffic; and

**WHEREAS**, Comal County desires to increase the safety of residents of Comal County by ensuring that the Bexar Metro 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 Comal County; and

**WHEREAS**, after giving at least two weeks public notice, the Comal County Commissioners Court conducted a public hearing on the proposed adoption of Order No. 411 on June 14, 2018; and

**NOW THEREFORE, BE IT ORDERED** that the Comal County Commissioners Court, 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 for road naming and address assigning for private and public roads within the unincorporated areas of Comal County.

**EFFECTIVE THIS** 14th **DAY OF** JUNE, 2018.

  
SHERMAN KRAUSE, COUNTY JUDGE

  
DONNA ECCLESTON,  
COUNTY COMMISSIONER, PRECINCT #1

  
SCOTT HAAG,  
COUNTY COMMISSIONER, PRECINCT #2

  
KEVIN WEBB,  
COUNTY COMMISSIONER, PRECINCT #3

  
JEN CROWNOVER,  
COUNTY COMMISSIONER, PRECINCT #4

ATTEST:   
BOBBIE KOEPP, COUNTY CLERK



## **I. DEFINITIONS**

- A. Address: Identification of a location comprised of a road name and number.
- B. Address Numbers: Numbers physically posted representing the Comal 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 Bexar Metro 9-1-1 Network. 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 San Antonio, Texas 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, CIRS, CT, CTS, CV, CVS, DR, LN, LOOP, PKWY, PT, RD, ST, TRL, VW, and WAY.
7. Multiple names with the same primary name are limited to 20 occurrences per subdivision (*e.g., OAK WAY, OAK VW, OAK TREE, OAK HLS*).
8. Special characters or punctuation ( , & , . , - ) 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*).

## **B. Duplicate Road Names**

1. Duplicate road names cause confusion to 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 that has 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 Interstate 10 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 upon each addressed structure are clearly visible from the existing named road.
  - b. A private driveway shall not be named if it has only a single addressed structure.
  - c. Placing, maintaining, or displaying an unauthorized sign that names a private driveway in view of a public road is prohibited.

## **D. Private Driveway Naming and Road Name Changes**

1. Proceedings should be initiated by:
  - a. A written petition delivered by the directly affected property owners to the Comal County Address Coordinator; or
  - b. A request from the United States Postal Service, Bexar Metro 9-1-1 Network, or a public official of the jurisdiction in which the road is located to the Comal County Address Coordinator.
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 its location, history, or area characteristics.

3. The Comal County Address Coordinator 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 Comal County Address Coordinator. 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 Comal County Address Coordinator 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 Comal County Address Coordinator, Bexar Metro 9-1-1 Network, the United States Postal Service, and applicable cities, as needed.
6. The Comal County Address Coordinator will make a recommendation to the Comal County Commissioners Court for final approval.

#### **E. Road Naming Process for New Plats**

1. The Comal County Address Coordinator will be the primary contact and coordinating agency for road name requests. The developer, or his authorized agent, will suggest proposed road names to be considered and will submit a Road Name Approval Application. Road Name Approval Applications are available from the Comal County Address Coordinator. 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 Comal County Address Coordinator, Bexar Metro 9-1-1 Network, the United States Postal Service, and applicable cities.
3. The Comal County Address Coordinator 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 MAPLE LN*).
8. Alphanumeric primary address numbers shall not be assigned with the exception of 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 that share 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 suites numbers will be 101, 102, 103, and 104.

**IV. REQUESTS FOR ADDRESS ASSIGNMENT**

When property owners need addresses, addresses must be requested in writing. At the discretion of the Comal County Address Coordinator, an Address Request Form may be required. Address Request Forms may be obtained from the Comal County Address Coordinator.

**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, Apartments, mobile homes, and Duplexes, in a conspicuous manner that can be easily discernible 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 that can be easily discernible 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 Comal County Address Coordinator shall be removed and corrected.

**VI. REQUIRING THE CHANGING OF AN EXISTING ADDRESS**

The Comal County Address Coordinator may require the owner or occupant of a property to change an Address for one of, but not limited to, the following reasons:

- 1. Out of sequence Address Numbers
- 2. Duplicate Address Numbers
- 3. Odd numbered Address Numbers on even numbered side of the road or vice versa

4. Driveway/access has been relocated
5. Road name change
6. Naming of a private driveway

**VII. ENFORCEMENT**

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

**VIII. VARIANCE AND APPEAL**

A variance may be requested by stating and submitting the reasons for the variance request to the Comal County Engineer. The Comal County Engineer shall review the variance request and shall provide a response in writing to the variance requestor.

The variance requestor may appeal the County Engineer's response to the Comal County Commissioners Court.