

ORDINANCE NO. 00107

**AN ORDINANCE REGULATING STREET NAME AND ADDRESSES WITHIN
THE TOWN LIMITS OF THE TOWN OF HORIZON CITY, TEXAS**

BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF HORIZON CITY,
TEXAS that;

Pursuant to Sections 51.001 and 51.012 of the Texas Local Government Code, the City Council of the Town of Horizon City hereby enacts and adopts this ordinance which regulates street names and addresses within the territorial limits of the Town of Horizon City.

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REGULATING STREET NAME AND ADDRESSES
THE TOWN OF HORIZON CITY, TEXAS**

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Section 107.010. Short Title

This Chapter shall be known as the “Town of Horizon City Address and Street Name Ordinance.”

Section 107.020. Definitions

In the Chapter:

“Directional” means any of the eight compass directions, which are north, south, east, west, northeast, northwest, southeast, or southwest, abbreviated, respectively, as follows: N, S, E, W, NE, NW, SE, or SW. If a directional is used, it shall be the first element of a street name.

“Primary address number” means the combination of up to five Arabic numerals assigned to a particular structure of property.

“Root street name” means the combination of words used to form the basic street name, excluding any suffix or directional, and shall not exceed three words.

“Secondary address number” means a designation of a particular sub-unit within a multiple-unit development identified by a Primary Address Number and Street Name (e.g. for commercial buildings: 7010 Williams Drive, Suite 101; for duplexes: 2555 Leander Rd., Unit “A” or Unit “B”; for residential apartment dwellings: 8671 N. Austin Ave. Apt. 401).

“Site address” means all elements necessary to identify a location within the City limits and shall consist of a Primary Address Number, a Street Name and a Secondary Address Number, if any. The elements of a Site Address shall appear in the following order: Primary Address Number, Directional, Root Street Name, Suffix and Secondary Address Number, if any (e.g. 100 S. Main St., Suite/Unit/Apt. 201).

“Street name” means the full name of a street, which shall include a Root Street Name, Suffix and Directional(s), if any.

“Suffix” or “type suffix” means a descriptive road type presented as a standard abbreviation immediately following the Root Street Name. A road Type Suffix which occurs in any position other than immediately following the Root Street Name shall be considered a component of the Root Street Name.

Section 107.030. Administration

The Director of Public Works, or his/her designee, shall implement and administer this Chapter. The City Council of the Town of Horizon City is authorized to hear appeals from any disputed decision by the Director of Public Works, or his/her designee, and is authorized to make necessary orders to enforce this Chapter.

Section 107.040. Establishment of Master Street Name and Address List

The Director of Public Works, or his/her designee, shall develop and maintain a Master Street Name and Address List. Changes to street names and address ranges shall become effective upon posting to the Master Street Name and Address List.

Section 107.050. Address Required

The Director of Public Works or his/her designee shall assign a Primary Address Number to each legal lot within the City limits. For commercially developed properties which front more than one street or which have multiple access points, the Director of Public Works or his/her designee shall assign a Primary Address Number on the Street from which the property takes its main access. Residentially developed properties which front more than one street or which have multiple access points shall be assigned Primary Address Numbers on the street to which the front door of the residence faces. Addresses for undeveloped properties fronting more than one street shall be determined by the Director of Public Works, or his/her designees.

Section 107.060. Existing Addresses

All existing Primary Address Numbers shall be retained, unless it is determined by the Director of Public Works, or his/her designee, to be in the public's best interest to assign a new Primary Address Number in accordance with this Chapter.

Section 107.070. New Addresses

At the time of application for a building permit, upon recordation of a plat, or upon separate written request therefore, the Director of Public Works, or his/her designee, shall assign a Primary Address Number(s) in accordance with this Chapter.

New Primary Address Numbers shall progress sequentially along a street. When new Primary Address Numbers are assigned to properties along a street with an established sequence of numbers, the existing sequence shall be maintained. When assigning new addresses on a street for which no sequential numbering exists, numbering shall progress in increments of four. New block ranges of addresses shall be assigned at each intersection.

Section 107.080. Multi-Jurisdictional Consistency

The Director of Public Works, the City Engineer or his/her designee, shall consult with 911 emergency planning and the addressing personnel of all neighboring local governments to coordinate the assignment of Primary Address Numbers to multi-jurisdictional streets. The Primary Address Numbers on streets that extend into other

jurisdictions shall, whenever possible, be assigned in a manner that maintains: (1) a logical sequence of numbers along the street; and (2) a consistent pattern of separation of even and odd numbers.

Section 107.090. Separation of Odd and Even Numbered Addresses

The Director of Public Works, or his/her designee, shall assign odd and even Primary Address Numbers to opposite sides of a street. New Primary Address Numbers assigned to an existing street with an established pattern of separation of even and odd numbers shall be separated in accordance with the established pattern in a consistent manner such that there is an undisturbed progression of even numbers along one side of the street and an undisturbed progression of odd numbers along the opposite side of the street. When new Primary Address Numbers are assigned to a previously unnumbered street which runs east and west, the odd numbers shall be assigned to the north side of the street and the even numbers to the south side of the street and shall consist of a five digit number. When new Primary Address Numbers are assigned to a previously unnumbered street which runs north and south, even numbers shall be assigned to the east side of the street and odd numbers to the west side of the street and shall consist of a three digit number.

Section 107.100. Multiple-Unit Addressing

At the time of application for a building permit or submission of a Preliminary Plat, the property owner/developer of a multiple-unit development shall submit a proposed secondary addressing plan to the Director of Public Works for consideration. If approved, the property owner/developer shall ensure that the Primary Address Number(s) and secondary addresses are displayed in accordance with Sections 107.110 and 107.120 hereof. Failure to provide a proposed secondary addressing plan satisfactory to the Director of Public Works, or his/her designee, shall result in denial of the building permit. Each lot, whether containing one or more structures, shall be assigned one Primary Address Number. Each individual structure on a single lot shall each be assigned a secondary address number and each sub-unit shall be assigned a Primary Address Number to the main structure and suite/unit number to each sub-unit. All sub-units shall be individually identified with a suite/unit number and business name, if applicable, on the rear entrance and on the front entrance of the sub-unit.

Section 107.110. Display of Address Numbers

Each property owner shall ensure that address numbers for any property required to bear an address are displayed in a manner which is visible from a vehicle approaching from either direction of the street from which the property takes its main access, in all weather conditions, day or night. Address numbers painted on the curb are not sufficient to meet the visibility requirements set out herein. Those properties that may also have access via an alley way shall have the Primary Address Number visible on the primary structure from the alley way along with any Primary Address Number required by this Chapter for the front of the structure.

Section 107.120. Size of Numbers Required

Address numbers shall be a minimum of four inches in height and shall be of a color contrasting with the color of the structure to which they are attached. The following guidelines shall be used to determine the size of address numbers required when attaching numbers to structures set back from the roadway with an unobstructed view.

Distance from centerline of roadway to structure bearing address	Size of Address Numbers
0-50 feet	4-12 inches
51-100 feet	8-16 inches
101-200 feet	16-24 inches
Over 200 feet	Requires approval of Director of Public Works

The above guidelines do not apply to the attachment of numbers on structures which are not visible from the roadway from which the property takes its main access. In the event a structure, or its address, is not visible from the roadway from which the property takes its main access, address numbers shall be displayed at the main access point of the property in accordance with Section 107.110 hereof, using numbers no less than four inches in height.

Address numbers shall not exceed 24 inches in height without prior written consent of the Director of Public Works, or his/her designee. Addresses exceeding 24 inches shall require review and approval of the Director of Public Works, or his/her designee. Address numbers smaller than the maximum height allowable under this section shall be considered signs under the Town of Horizon City sign regulations.

Section 107.130. Addresses for Construction Sites

Address numbers for construction sites may be displayed in a temporary manner until completion of the project, at which time the property owner or the builder shall permanently display address numbers in accordance with this ordinance prior to issuance of a Certificate of Occupancy. Temporary address displays shall be exempt from the requirements of Section 107.120 hereof and from the Town of Horizon City Sign Ordinance.

Section 107.140. Prohibited Addresses

The following types of address numbering are prohibited:

- Fractional numbers (e.g. 101 ½ Maple Lane);
- Alphanumeric primary address numbers (e.g. 103A Centerview), except for residential multiple-unit addresses;

---Hyphenated primary or secondary address numbers (e.g. 24-423 Lakeview); and

---Non-specific addresses, such as corner location addresses (e.g. 1st & Main).

Section 107.150. Uniform Street Naming

Each street within the City limits or its extraterritorial jurisdiction shall be unique and shall not duplicate another street within the City limits or its extraterritorial jurisdiction.

Section 107.160. Existing Street Names Retained

All existing street names shall be retained, unless determined to be a duplicate or ambiguous by the Director of Public Works, or his/her designee. The Director of Public Works, or his/her designee, shall make recommendations to the City Council for street names changes and the City Council is hereby authorized to make necessary orders to affect any such change.

Section 107.170. New Street Names

All newly assigned Root Street Names shall have spellings and pronunciations that are unique. Streets shall be named so that they bear the same Root Street Names and Suffixes throughout their entire lengths. Streets which bear directionals in neighboring jurisdictions shall be assigned directionals in a manner that provides for consistency along their entire lengths. The Director of Public Works, or his/her designee, shall consult with the addressing staffs of all neighboring local governments to coordinate the assignment of directionals to multi-jurisdictional streets.

Section 107.180. Street Name Components

A. Street names shall be composed of letters from the English alphabet and Arabic numerals. Special characters typically used to clarify pronunciation (e.g. accent, tilde or umlaut), other than apostrophe and hyphen, are prohibited.

B. Each street name shall consist of at least a Root Street Name followed by one Suffix. The use of a directional is optional. Priority shall be given to the use of a directional as the first element of a street name (pre-directional) over use as a post-directional, unless a post-directional is required to maintain consistency as provided in Section 107.170.

C. Components of a Root Street Name that can be defined as compass directions or road types shall not be abbreviated (e.g. Northwest Blvd.). Numeric root street names may be either alphabetic or numeric, but not both (e.g. 3rd Street or Third Street).

D. Street type suffixes shall reflect the character of the roadway. The following Street types suffixes are limited to the following uses:

- (1) "BOULEVARD" shall be reserved for use only on collector and arterial streets;
- (2) "AVENUE" or "PARKWAY" shall be limited to streets measuring a minimum of 1,500 feet in length;
- (3) "COVE" and "COURT" shall be used on cul-de-sacs only;
- (4) "CIRCLE" is prohibited from use of cul-de-sacs; and
- (5) "CIRCLE", "BEND" and "LOOP" shall be reserved for use only in circular/loop streets.

E. A street name and Suffix shall be continued without variation across intersections, including those ending in a cul-de-sac, unless for public necessity the Director of Public Works determines that the street name should change at an intersection.

F. Root street names beginning with numeric words shall be spelled out (e.g. "Thousand Oaks" rather than "1,000 Oaks").

Section 107.190. Prohibited Street Names

The use of intentionally confusing street names such as the following is prohibited:

DEAD END ROAD

CALICHE ROAD

GRAVEL ROAD

CROSS ROAD

FIRE HYDRANT ROAD

SCHOOL ROAD

NAMELESS ROAD

Root Street Names shall not contain any of the following:

- References to road type or compass direction, or any derivative thereof (e.g. County Road Ave., Northern Hills Blvd. etc.)

- Any word defined herein as a Type Suffix or Directional (e.g. Cardinal Loop Blvd., West Gate Dr., North Loop Blvd., Trail of Lights Blvd.)
- Any titular abbreviation, such as

Doctor	DR
Mister	MR
General	GEN
Saint	ST

- Street Names consisting of compass directions (e.g. Northeast Drive, South Street, West Avenue, etc.)

Section 107.200. Street Signs

Street signage shall be designed in compliance with the Town of Horizon City Construction Standards and Specifications for Roads, Streets, Structures and Utilities, using the following criteria for display of street names:

1. All components of a street name, including directionals, type suffix and block ranges, which are clearly visible on the signs.
2. The street name is displayed identically on all signage along the entire length of a street.
3. The street name displayed on the street sign is an accurate representation of that which is recorded in the Master Street Address List.
4. The Town of Horizon City Street Department shall ensure that signage is visible at every street intersection in accordance with this Chapter.

Section 107.210. Appeal

The City Council of the Town of Horizon City is hereby authorized to hear appeals from decisions of the Director of Public Works, or his/her designee, concerning any provision contained herein and to make necessary orders to enforce this Chapter.

APPENDIX A

STREET TYPE SUFFIX	SUFFIX ABBREVIATION
ALLEY	ALY
AVENUE	AVE
BEND	BND
BOULEVARD	BLVD
BYPASS	BYP
CAUSEWAY	CSWY
CIRCLE	CIR
COURT	CT
COVE	CV
CROSSING	XING
DRIVE	DR
EXPRESSWAY	EXPY
FREEWAY	FWY
GATEWAY	GTWY
GLEN	GLN
GROVE	GRV
HIGHWAY	HWY
JUNCTION	JCT
KNOLL	KNLS
LANE	LN
LOOP	LOOP
MOTORWAY	MTWY
OVAL	OVAL
PARKWAY	PKWY
PASS	PASS
PATH	PATH
PLACE	PL
POINT	PT
ROAD	RD
ROW	ROW
RUN	RUN
SKYWAY	SKWY
SPUR	SPUR
STRAVENUE	STRA
STREET	ST
TERRACE	TER
TRACE	TRCE
TRAIL	TRL
TURNPIKE	TPKE
VIEW	VW
WAY	WAY

This ordinance was duly enacted together with all requisites and formalities incident thereto the enactment of ordinances and such is evidenced by the below signatures.

SIGNED and EXECUTED on this ____day of _____, 2002

PATRICIA RANDLEEL
Mayor, Town of Horizon City

ATTEST:

SANDRA SIERRA, TOWN CLERK

APPROVED:

ROBERT A. DURAN, CITY ATTORNEY

First Reading: _____

Second Reading: _____

Approved: _____