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THE STATE OF TEXAS § IN THE COMMISSIONERS' COURT  
COUNTY OF WALLER § OF WALLER COUNTY, TEXAS

KNOW ALL MEN BY THESE PRESENTS, that the Commissioners' Court of Waller County, Texas, met in Regular Session, this the 14th day of April, A.D., 1997, at its regular meeting place in the County Courtroom in Hempstead, Texas, with the following members of the Court present:

- Freddie R. Zach, County Judge
- Leroy Singleton, Sr., Commissioner, Precinct #1
- Frank Pokluda, Commissioner, Precinct #2
- Frank D. Jackson, Commissioner, Precinct #3
- Eddie Neuman, Commissioner, Precinct #4

and the Court being duly opened, the following

**RESOLUTION TO PROVIDE FOR THE DESIGNATION OF STRUCTURE NUMBERS; TO PROVIDE FOR THE TYPES OF NUMBERS; TO PROVIDE FOR IMPLEMENTATION OF THE NUMBERING SYSTEM; TO PROVIDE EXEMPTIONS AND EXCLUSIONS; TO REQUIRE THE ASSIGNMENT OF STRUCTURE NUMBERS FOR THE NEW STRUCTURES AND NEW LOTS; TO PROVIDE FOR THE ASSISTANCE OF UTILITY COMPANIES IN REQUIRING COMPLIANCE; TO REQUIRE THAT COUNTY DEPARTMENTS ASSIST IN THE IMPLEMENTATION OF THE SYSTEM; TO PROVIDE PENALTIES FOR VIOLATIONS; TO PROVIDE AN EFFECTIVE DATE; TO REPEAL CONFLICTING RESOLUTIONS; AND FOR OTHER PURPOSES was adopted:**

**WHEREAS,** Waller County Texas is developing at a determined rate in all phases of construction; and

**WHEREAS,** Waller County Texas does not now have a general county-wide system of street numbers within its boundaries; and

**WHEREAS,** The United States Postal System has acknowledged the general acceptance of locational addressing systems nationally; and

**WHEREAS,** A county-wide system of structure numbers--expanding that system from Houston Lighting & Power in Houston, Texas--may substantially reduce the response time of Emergency Vehicles to all residents within Waller County; and

**WHEREAS,** A county-wide system of structure numbers would simplify the location of a home, business or industry for these afore-mentioned public safety services, utility services, private delivery services and the general public; and

**WHEREAS,** A county-wide uniform addressing system would aid the United States Postal Service in the delivery of mail and would eliminate the future changing of postal addresses necessitated by growth in Waller County;

**NOW THEREFORE BE IT RESOLVED** by the Commissioners Court of Waller County Texas that:

## ARTICLE I

### 1. Short Title.

1.1 This Resolution shall be further referred to as the "Structure Numbering Resolution."

## ARTICLE II

### 2. Designation of Street Names and Numbers.

2.1 Streets now being maintained by Waller County and other public agencies within unincorporated Waller County shall in the future be named and numbered as now designated on the Official Map and Official Index of Waller County, as amended by each Implementing Resolution. Every other street within unincorporated Waller County shown on the Official Index shall be hereafter referred to as designated on the Official Index for Structure Numbering Purposes.

## ARTICLE III

### 3. Designation of Structure Numbers.

3.1 Structure numbers for dwelling units, places of business, industrial locations and all other structures and uses requiring same shall be assigned by:

3.1.1 The Waller County Commissioners Court in conjunction with the United States Postal Service and the Regional 9-1-1 Emergency Number System during implementation stage of the system and;

3.1.2 The Waller County 9-1-1 Rural Addressing Department following the implementation phase of the system in the unincorporated area of Waller County;

3.2 The Waller County 9-1-1 Rural Addressing Department and Waller County Road and Bridge Department shall keep a record of all numbers assigned under this resolution. Such records may be maintained in data processing storage systems if practical.

## ARTICLE IV

### 4. Posting of Designated Structure Numbers.

4.1 The owner or occupant or person in charge of any dwelling unit, structure or use to which a number has been assigned, shall be notified in writing by the implementing agency of the number assigned to the same at any time after adoption of this resolution.

4.2 Within sixty (60) days after receipt of such written notification the owner, occupant or person in charge of any dwelling unit, structure or use to which a number has been assigned shall cause the same to be posted depending upon the following conditions:

4.2.1 If the mailbox is on the same side of the street and adjacent to the driveway or curb cut, the number shall be affixed to the mailbox on both sides no less than two (2) inches in and of a color contrasting with the background. This section does not preclude an individual from also numbering the front entrance of the structure if practical.

- 4.2.2 If the mailbox is **not** on the same side of the street and adjacent to the driveway or curb cut the number shall be posted at two (2) locations:
- On the mailbox as prescribed by United States Postal Regulations, and;
  - Either on the structure front if visible from the street or on an above-ground sign attached to a post or other object at the driveway or curb cut. The numbers shall be no less than five (5) inches in height and of a color contrasting with the background. This section does not preclude an individual from also numbering the front entrance of a structure if practical.
- 4.2.3 In the case that a building is served by **two or more driveways** or curb cuts the number shall be assigned and posted to the front entrance or driveway.
- 4.2.4 It shall be the duty of the owner, occupant or person in charge of the dwelling unit, structure or use, upon affixing the number assigned, to remove any different number which might be mistaken for or confused with the assigned number to the structure.
- 4.2.5 In such cases where the assigned number cannot be posted as required above, the number shall be posted as prescribed by the Waller County 9-1-1 Rural Addressing Department after consultation with the owner, occupant or person in charge.

## ARTICLE V

### 5. Types of Numbers

- 5.1 Two (2) types of numbers are designated under this resolution:
- 5.1.1 A primary number to be assigned to each street frontage of each parcel of land, whether or not the parcel is occupied. The primary number is required to be posted only if the parcel is occupied by a dwelling unit, structure or active use and the owner, occupant or person in charge is notified under Section 4.1 of this Resolution. Other primary numbers are reserved for future development of the numbered parcels and will be assigned at the time of development.
- 5.1.2 Secondary numbers may be used when a number of units, structures and uses co-exist on the same parcel of land. Examples of parcels requiring secondary numbers include apartment projects, condominium projects, mobile (manufactured) home parks, office parks, planned unit developments, recreational vehicle parks, recreational areas, shopping centers and other uses where the use of secondary numbers would clarify the location of an individual unit for public safety purposes. To provide secondary numbers, the administering department shall work with the owner, principal occupant, or person in charge of the project to determine logical numbering system under the following guidelines:
- 5.1.2.1 Existing number units and uses shall retain the present set of addresses with only the primary number being changed if the primary number is not in sequence with the overall system.
- 5.1.2.2 Building on a single parcel with more than one (1) and less than five (5) units may be given either letter (preferred) or number designations as requested by the owner.

- 5.1.2.3 A single building on a single parcel of land and with five (5) or more units shall be given numerical (preferred) designations, such as: Suite 5, Apartment 5, etc.
- 5.1.2.4 Multiple buildings on the same parcel of land may be given secondary numbers consisting of number designations if the buildings are accessed from a main entrance to the project. Generally the number designations should increase in a clockwise direction from the main entrance.
- 5.1.2.5 Mobile (manufactured) home parks, recreational vehicle parks and similar uses shall be given letter designations for lots or sections and number designations for individual sites within lots or sections.

## ARTICLE VI

### 6. Implementation in Stages.

- 6.1 Because of the large and complex nature of Waller County and the existing numbering systems which may now be in place in some portions or unincorporated Waller County, this resolution shall be implemented in stages covering sections of the entire area by the adoption of Implementation Resolutions for each section of the County if necessary.
- 6.2 It shall be the policy of the Waller County Commissioners Court to avoid changing existing numbered addresses if the existing system follows a logical and expandable order and can comply with requisites of the United States Postal Service and the Regional 9-1-1 Emergency Number System.

## ARTICLE VII

### 7. Exempt and Excluded Structures.

- 7.1 The intent of this article is to exclude from this resolution those structures which do not present endangerment to human life if destroyed by fire or other events.
- 7.2 The following structures shall be excluded from the provisions:
  - 7.2.1 Agricultural buildings not requiring a separate mailing address such as a barn, poultry house, outbuilding or equipment storage building.
  - 7.2.2 Storage and accessory buildings for the use of the occupant of another building on the same property.
- 7.3 Buildings used as dwelling units, offices or the nominal work station of an employee shall not be exempt.

## ARTICLE VIII

### 8. New Structure and Lots.

- 8.1 Structure numbers will be assigned to each new lot, tract or building site on the original drawings of a final subdivision plat, mobile (manufactured) home park plan, planned unit development or any other plan requiring the approval of the Waller County Commissioners Court.

- 8.2 No building, electrical, plumbing or mechanical permit along with permits to construct septic systems or access driveway facility for any new or remodeled or repaired structure will be issued by any department of the Waller County government following the implementation of this resolution in the affected area of Waller County until the owner, developer or builder has procured from the Waller County 9-1-1 Rural Addressing Department the official structure number or numbers. Final approval for any certificate of occupancy or any principal building erected or repaired, or use requiring said number, shall be withheld until permanent and appropriate numbers have been displayed in accordance with the standards of this resolution.

## ARTICLE IX

### 9. Utility Company Compliance.

- 9.1 Following the implementation of this resolution in Waller County, all utility services regulated by the Texas Public Utility Commission or any utility cooperative service organization, may withhold service from any building as far as practical until the owner, occupant, person in charge or other requesting party has furnished the utility with a valid structure number.
- 9.2 It shall be the responsibility of Waller County to officially notify each affected utility service of each implementation area by issuing maps or lists of official numbers assigned for each roadway, or structure or use.

## ARTICLE X

### 10. Implementation by Waller County Commissioners Court.

- 10.1 Every department and official under the jurisdiction of the Waller County Commissioners Court shall not render any non-emergency service until the owner, occupant or requesting individual has provided a valid structure number as necessary. Non-emergency service includes any service provided by the Waller County government except fire, rescue, law enforcement or emergency medical service.

## ARTICLE XI

### 11. Penalties.

- 11.1 Any person, corporation or enterprise who shall do anything prohibited by this resolution as the same exists or as it may hereafter be amended or who shall fail to do anything required by this resolution as the same exists or as it may hereafter be amended shall be guilty of a misdemeanor, amendable to the process of the County Court at Law of Waller County Texas and, upon conviction, shall be punished as accorded by Law with a fine not to exceed Five Hundred Dollars (\$500.00) or by confinement in the County Jail not to exceed sixty (60) days, either fine or confinement, or both, in the discretion of the Court. Each and every day that such violation exists shall be deemed a separate offense.

ARTICLE XII

12. Effective Date and Repealer.

12.1 Sixty (60) days after the adoption of a Implementation Resolution for each area of unincorporated Waller County, this Resolution shall take effect and be in full force and effect in that area of Waller County.

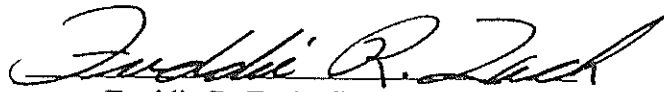
12.2 All resolutions and parts of resolutions in conflict with this resolution are repealed upon enactment of this resolution.


**BE IT FURTHER RESOLVED** that this RESOLUTION be spread upon the Minutes of the Court.


Motion was made by Comm. Jackson, duly seconded by Comm. Neuman, that the above and foregoing RESOLUTION be and the same is hereby adopted.

Upon the question being duly and timely put by the Presiding Judge, all members present voted AYE and no members present voted NAY, whereupon the Presiding Judge declared the Motion passed, approved and adopted as a RESOLUTION of this Court

IN TESTIMONY WHEREOF, all members of this Court present on this occasion, affix their signature hereto.

  
Freddie R. Zach, County Judge

  
Leroy Singleton, Sr., Commissioner, Pct.#1

  
Frank D. Jackson, Commissioner, Pct.#3

  
Frank Pokluda, Commissioner, Pct.#2

  
Eddie Neuman, Commissioner, Pct.#4

ATTEST:

  
Cheryl Peters, County Clerk

## STANDARDS

Naming roads and assigning structure address numbers adopted with Waller County Texas, Commissioners Court Resolution dated April 14, 1997.

## ASSIGNING STREET NAMES

The following objectives should be considered in proposing and assigning street/roadway names: (1) duplicate names will be prohibited, based on the definition of a duplicate name given in this Resolution/Attachment; and (2) a simplistic approach to naming will be followed to ensure continuity with existing types of names.

A master street list will be maintained by the Waller County 9-1-1 Rural Addressing Department and the Waller County Commissioners. All street names must be presented to these agencies for review and approval prior to official acceptance of the proposed naming.

Upon initial development of the master street list, all streets that do not meet the standards set forth in the April 14, 1997 Resolution will be presented for name and/or address change according to the process outlined.

## 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 in 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.
- COURT** - Permanently closed street such as a cul de sac. A minor street less than 500 (five hundred) 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. United States 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 a uniform designation is followed within the same jurisdiction.
- TRAIL** - Any curvilinear street. 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.

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 applications will be beneficial.

#### **USE OF ABBREVIATIONS** For Street Suffix or Thoroughfare Designations

The United States Postal Service standard abbreviations will be followed. Refer to: Publication 28, USPS May 1990, "Postal Addressing Standards".

#### **PRIMARY NAME LIMITATIONS**

Multiple names with the same primary name are limited to fourteen (14) occurrences (i.e.: Oak Way, Oak View, Oak Tree, Oak Hill, etc.)

#### **PRIVATE ROADS**

All private roads with multiple family/business structures must be named and specific addresses assigned to each structure. If the private road 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. If a private road with no structures leads to one or more private roads with multiple structures then the private road must be named.

#### **DUPLICATE STREET DEFINITION**

Duplicate streets 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. The United State Postal Service Guidelines for Street Name Request and Verification for Duplications (see Attachment 2) will also be adhered to. A duplicate name can prohibit proper routing of calls.

A **DUPLICATE STREET** is a street 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, or ZIP Code, or Telephone Exchange. (e.g.: KATHY LANE -vs- CATHY LANE; WILD WOOD DRIVE -vs- WILDWOOD DRIVE).
- CASE 2:** Street name is plural. (e.g.: GREEN PASTURE ROAD -vs- GREEN PASTURES ROAD)



- CASE 3:** Street has the same primary name, yet it has #1, #2, #3, A, B, C, etc, as a suffix.  
(e.g.: COUNTY ROAD 214 -vs- 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 no-distinguishable suffix, or has a suffix omitted.  
(e.g.: LAKEVIEW ROAD -vs- LAKEVIEW DRIVE; MAIN -vs- MAIN STREET).
- CASE 5:** Street is within a different Postal Delivery Office from the potential duplicate street, however, both streets are serviced by the same Law Enforcement, Fire and EMS agencies.
- CASE 6:** Street is not contiguous, or does not connect and make a continuous street.  
(e.g.: SMITH ROAD is intersected by Interstate 10, however, there is no underpass or overpass connecting the two segments of road).
- CASE 7:** Street has a directional. These are often confusing if the direction is omitted in request for service, and can result in emergency services being dispatched to the wrong location. (e.g.: 420 NORTH MAIN -vs- 420 SOUTH MAIN).

### STREET NAME CHANGES

Proceedings should be initiated by either a petition of the directly affected property owners or a public official of the jurisdiction in which the street is located. The following reasons should be adopted for which a request for change will be considered:

**Technical:** To establish continuity; eliminate duplications; 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//Recognition:**

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

### ASSIGNING STREET/STRUCTURE NUMBERS

General Principles of Numbering:

- Principle 1:** 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 2:** Property numbering should be uniform, based on street frontage.
- Principle 3:** Numbering should be consecutive.
- Principle 4:** Even numbers should always be on one side of the street and odd numbers on the other.
- Principle 5:** The numbering system allows for expansion to accommodate future growth in the area.

### U.S. POSTAL CONSIDERATIONS

The requirements and policies of the U. S. Postal Service will be considered in street naming and house numbering.

## NUMBERING SYSTEM

The method of assigning numbers is based on the measurement of mileage distance along the road. 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 of the existing properties. Unimproved, vacant property is not to be assigned a number until there is something constructed upon it.

## 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 adaption to a different block length in part of the area to be addressed. The recommended standard is ten (10) blocks per mile, or approximately 500 feet for a practical block length.

## FRONTAGE INTERVAL

Assuming approximately 500 foot blocks, 100 address numbers per block (50 separate numbers for each side) there is a potential for assigning a number every ten (10) feet.

## EVEN AND ODD ASSIGNMENT OF ADDRESS NUMBERS

Even numbers are assigned to buildings on one side of the street and odd numbers to those on the opposite side of the street. If the project is extending addresses on an existing road, follow the same numbering system on each side of the road. This should follow a pattern of even on the right and odd on the left side. As you increment up, even numbers should always be on the right, and odd numbers should always be on the left.

## CONFLICTING STREET NUMBERS

Any old, or previously assigned, number in conflict with the number given by the agency specified by the Court to maintain this system 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 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 number 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 post, plank in a conspicuous part of the premises whereon the structure is located.

## SIZE and SPECIFICATION FOR STREET NUMBERS

- (A) Each street number shall be of any durable material.
- (B) All numbers painted on curbs or driveway approaches shall be Black in color on a White rectangular background, or the reverse color scheme, and of a durable and waterproof finish.
- (C) The numbers shall be a minimum of five (5) inches in height.

- (D) 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.

### OTHER NUMBERING GUIDELINES

Multi-unit structures should use individually addressed primary numbers whenever possible. Avoid primary street numbers longer than five (5) numerics. Fractional addresses should not be allowed (e.g.: 101 ½ Maple). Do not use alphanumeric primary address numbers (e.g.: 103A Centerview). Do not use hyphenated primary, or secondary, address numbers. (e.g.: 23-423 Lakeview). Avoid street numbers that are the next sequential even or odd number. (e.g.: 102 Elm, 104 Elm; if the assignment does not allow for division or development or adjacent property - do not address buildings, address measured ground intervals).

### SIGNAGE

A street sign and a residence or structure marker will complete the link between assigned addresses and location of structures. All named roads should have a sign. It is also recommended the following standards be met by all public and private road signs.

**MATERIAL:** Engineer grade reflective sheeting on aluminum.

**COLOR:** White lettering on green background.

**SIZE & LETTERING:** Use 4 Inch Series C (or B) upper-case letters on 6 Inch street name sign blanks (flat blade).

Use 2 Inch Series C (or B) upper-case letters for LANE, LOOP, CIRCLE, etc.

Use 2 Inch 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., which would inhibit the clear view of the sign from the street.

**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 eight (8) feet above the pavement in accordance with the Texas Department of Transportation standards and at the expense of the developer.

Any issue not answered in these standards shall be resolved using the guidelines presented in the "Addressing Handbook for Local Governments", by Texas Advisory Commission on State Emergency Communications.

ATTACHMENT #2

COMMRS. COURT MINUTES

VOL. 43 PAGE 594

UNITED STATES POSTAL SERVICE  
HOUSTON, TEXAS 77202-9321

**GUIDELINES FOR STREET NAME REQUEST AND VERIFICATION FOR DUPLICATIONS:**

1. Submit name of subdivision and a preliminary plat with locator showing street(s). Include with each request the: name, address, and telephone number for the contact person.
2. List names of streets alphabetically, preferably typed or printed. (If more than five (5) names are submitted, number each.)
3. A maximum of fourteen (14) names per subdivision with the same prefix or suffix may be used.  
[EXAMPLE]: Green Apple -or- Green Tree  
Oak Glen -or- Rocky Glen -or- High Glen
4. Specify whether the proposed name will have suffix. [EXAMPLE]: ST, RD, DR, CIR, etc. Suffix must be abbreviated on street signage.
5. Reserved street names must be placed on street signs exactly as they appear in the Master Reserve Street Listing (suffixes will be included).
6. Street names with the same sound in pronunciation, but with different spelling are not acceptable.
7. Street names that are offensive, libelous, or derogatory in spelling or pronunciation will not be permitted.
8. No more than fourteen (14) letters (including spaces) per street name requested will be permitted, including suffixes.
9. Street names will not be abbreviated.
10. Requests for street names will be made by either the government designee **OR** the developer, but not both.
11. Transfer of a reserved street name from one particular subdivision to another subdivision may be made by either the government designee, or developer by a request to the Address Information Systems Office.
12. All Departments: United States Postal Service, City and County-CPSB will verify all street names against the Master Reserve Street File of the USPS to avoid duplications.
13. Requests for street name verification must be sent to:  
**United States Postal Service  
Address Information Systems  
P. O. Box 250001  
Houston, Texas 77202-9321**
14. Street names placed in reserve will be held for three (3) years from the date of approval.
15. Developers/engineers will be notified of purged street names prior to the names being dropped from the USPS listing.