

ORDINANCE NO. 2015-03-03

AN ORDINANCE OF THE CITY OF WESTON, TEXAS, COLLIN COUNTY, TEXAS, REGULATING STREET NAMING AND ADDRESSING WITHIN THE CORPORATE LIMITS OF THE CITY OF WESTON.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WESTON, TEXAS:

SECTION 1 ADOPTION

Pursuant to Sections 51.001 and 51.012 of the Texas Local Government Code, the City Council of the City of Weston, Texas hereby enacts and adopts this Ordinance which regulates street names and addresses within the city limits of the City of Weston Texas.

SECTION 2 DEFINITIONS

“Directional” - Any of the 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 the street name.

“Primary Address Number” - The combination of up to five Arabic numerals assigned to a particular structure of property.

“Root Street Name” - The combination of words used to form the basic street name, excluding any suffix or directional, and shall not exceed two words.

“Secondary Address Number” - A designation of a particular sub-unit property within a multiple-unit development identified by a Primary Address Number and Street Name (e.g. for commercial buildings: 1050 Parkview Blvd., Suite 101; for duplexes: 2122 Orchid Ln., Unit “a” or Unit “B”; for residential apartment dwellings: 3456 Madison Dr.; Apt. 107).

“Site Address” - All elements necessary to identify 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 Order; Directional; Root Street Name; Suffix and Secondary Address Number, if any.

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

“Suffix” or “Suffix Type” - A descriptive road type preserved as a standard abbreviation immediately following the Root Street Name shall be considered a component of the Root Street Name.

SECTION 3 ADMINISTRATION

The Director of Public Works or his designee shall implement and administer this Ordinance. The City Council of the City of Weston, Texas is authorized to hear appeals from any disputed decisions by the Director of Public Works or his designee, and is authorized to make necessary orders to enforce this Ordinance.

SECTION 4 ESTABLISHMENT OF MASTER STREET NAME AND ADDRESS LIST

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

SECTION 5 ADDRESS REQUIRED

The Director of Public Works or his designee shall assign a Primary Address Number to each legal lot within the Weston 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 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 in undeveloped properties fronting more than one street shall be determined by the Director of Public Works of his designee.

SECTION 6 EXISTING ADDRESSES

All existing street names shall be retained unless determined to be unique, and shall not duplicate another street within the Weston City Limits or its Extra-Territorial Jurisdiction.

SECTION 7 NEW ADDRESSES

At the time of registration for a building permit, upon recordation of a plat, or upon separate written request therefore, the Director of Public Works or his designee shall assign a Primary Address Number in accordance with this Ordinance.

New Primary Address Numbers shall progress sequentially along a street. When new Primary Address Numbers are assigned to properties along a street with established 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 or addresses shall be assigned at each intersection.

SECTION 8 MULTI -JURISDICTIONAL CONSISTENCY

The Director of Public Works, the City Engineer or his designee shall consult with 9-1-1 Emergency Planning and the addressing personnel of neighboring local governments to coordinate the assignment of Primary Address Numbers that extend into other jurisdictions shall, whenever possible, be assigned in a manner that (1) maintains a logical sequence of numbers along the street; and (2) a consistent pattern of separation of even and odd numbers.

SECTION 9 SEPARATION OF ODD AND EVEN NUMBERED ADDRESSES

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

SECTION 10 MULTI UNIT ADDRESSING

At the time of application for a building permit or submission of a Preliminary Plat, the owner/developer of a multi-unit development shall submit a proposed secondary addressing plan to the Director of Public Works or his designee for consideration. If approved, the owner/developer shall ensure that the Primary Address Number(s) and secondary addresses are displayed in accordance with Sections 11 and 12 hereof. Failure to provide a proposed secondary addressing plan satisfactory to the Director of Public Works or his designee shall result in the denial of the building permit. Each lot, whether containing one or more structures shall be assigned a 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 a 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 and front entrances of the sub-unit.

SECTION 11 DISPLAY OF ADDRESSES

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 on the primary structure from the alley along with any Primary Address Number required by this Ordinance on the front of the structure.

SECTION 12 SIZE OF NUMBERS REQUIRED

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

Distance from Centerline of Road to Addressed Structure	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	Approval Required by 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 structure takes its main access. In the event that a structure or its address is not visible from the roadway from which the property takes its access, address numbers shall be displayed at the main access point of the property in accordance with Section 11 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 designee. Addresses exceeding 24 inches in height shall require review and approval of the Director of Public Works or his designee. Address numbers larger than the maximum height allowable under this section shall be considered signs under the City of Weston Sign Ordinance.

SECTION 13 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 2 hereof and from the City of Weston Ordinance.

SECTION 14 PROHIBITED ADDRESSES

The following types of address numbering are prohibited:

- A. Fractional numbers (e.g. 101 ½ Elm Dr.)
- B. Alpha-numeric Primary Address Numbers (e.g. 103A Pine Rd.), except for residential multiple-unit addresses;
- C. Hyphenated or secondary address numbers (e.g. 24-42 Maple St.); and
- D. The following street suffixes are limited to the following uses:
 - 1) "BOULEVARD" shall be reserved for use on collector and arterial streets;
 - 2) "AVENUE" or "PARKWAY" shall be limited to streets measuring a minimum of 1500 feet in length;
 - 3) "COVE" and "COURT" shall be used on cul-de-sacs only;
 - 4) "CIRCLE" is prohibited from use on cul-de-sacs; and
 - 5) "CIRCLE", "BEND" and "LOOP" shall be reserved for use only on circular/loop streets.
- E. A street name and Suffix shall be continued without variation across intersections, including those ending in cul-de-sacs, 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 1000 Oaks).
- G. Non-specific addresses, such as corner location addresses (e.g. 1st and Oak Ln).

SECTION 15 UNIFORM STREET NAMING

Each street within Weston City Limits or its Extra-Territorial Jurisdiction shall be unique and shall not duplicate another street name within Weston City Limits or its Extra-Territorial Jurisdiction.

SECTION 16 EXISTING STREET NAMES

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

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

SECTION 17 NEW STREET NAMES

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

SECTION 18 STREET NAME COMPONENTS

- A. Street names and numbers shall be composed of letters from the English alphabet and Arabic numerals.
- B. Special characters typically used to clarify pronunciation (e.g. accent marks, tilde or umlaut), other than apostrophes and hyphens are prohibited.
- C. Each street name shall consist of at least a Root Street Name followed by a Suffix as shown in Appendix A attached. 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 16.
- D. Components of a Root Street Name that can be defined as a compass direction or road type shall not be abbreviated (e.g. Southwest Pkwy). Numeric Root Street Names may be either alphabetic or numeric, but not both (e.g. 3rd St OR Third St).

SECTION 19 PROHIBITED

The use of intentionally confusing street names (e.g. DEAD END RD.; FIRE STATION RD.; NAMELESS RD.; GRAVEL ROAD.; SCHOOL RD.) is prohibited.

Root Street Names shall not contain any of the following:

- A. References to road type or compass direction, or any derivative thereof (e.g. County Road Ave., Northern Hills Blvd., etc.)
- B. Any word defined herein as a Suffix Type or Directional (e.g. Cardinal Loop Blvd., West Gate Dr., North Loop Blvd., Trail of Lights Ave.).
- C. Any titular abbreviations, such as:

1)	Doctor	DR
2)	Saint	ST
3)	General	GEN
4)	Mister	MR

- D. Street Names consisting of compass directions (e.g. Northeast Dr.; South St.; West Ave.).

SECTION 20 STREET SIGNS

Street signage shall be designed in compliance using the following criteria for display of street names:

- A. All components of a street name, including directional, type suffix and block ranges must be clearly visible on the signs.
- B. The street name must be displayed identically on all signage along the entire length of a street.
- C. The street name displayed on the street sign must be an accurate representation of that which is recorded in the Master Street Address List.
- D. The City of Weston Street Department or its designee shall ensure that signage is visible at every intersection in accordance with this Ordinance.

**SECTION 21
APPEAL**

The City Council of the City of Weston, Texas is hereby authorized to hear appeals for decisions from the Director of Public Works or his designee concerning any provisions contained herein, and to take necessary orders to enforce this Ordinance.

**SECTION 22
CUMULATIVE REPEALER CLAUSE**

This Ordinance shall be cumulative of all other Ordinances and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance. Ordinances, or parts thereof, in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance. Provided however, that any complaint, action, claim or lawsuit which has been initiated or has arisen under or pursuant to such other Ordinances on the date of adoption of this Ordinance shall continue to be governed by the provisions of such Ordinance and for that purpose the Ordinance shall remain in full force and effect

**SECTION 23
PROVISIONS SEVERABLE**

It is hereby declared to be the intention of the City Council that the phrases, clauses, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION 24
EFFECTIVE DATE**

This Ordinance shall be in full force and effect from and after its passage and publication as provided by law, and it is so ordained.

PASSED AND APPROVED by Council this, the 10th day of March, 2015.

APPROVED

Patti Harrington
Patti Harrington, Mayor

ATTEST

Susan M Coffey
Susan Coffey, City Secretary



APPENDIX A –STREET SUFFIXES

Street Suffix Type	Suffix Abbreviation
ALLEY	ALY
AVENUE	AVE
BEND	BND
BLUFF	BLF
BOULEVARD	BLVD
BRANCH	BR
BROOK	BRK
BYPASS	BYP
CANYON	CYN
CAUSEWAY	CSWY
CENTER	CTR
CIRCLE	CI
COMMON	CMN
COURT	CT
COVE	CV
CREEK	CRK
CREST	CRST
CROSSING	XING
DRIVE	DR
EXPRESSWAY	EXPWY
EXTENSION	EXT
FIELD	FLD
FORD	FRD
FREEWAY	FWY
GATEWAY	GTWY
GLEN	GLN
GREEN	GRN
GROVE	GR
HAVEN	HVN
HIGHWAY	HWY
HILL	HL

Street Suffix Type	Suffix Abbreviation
JUNCTION	JCT
KNOLL	KNL
LANE	LN
LOOP	LOOP
MOTORWAY	MTWY
OVAl	OVAl
PARKWAY	PKWY
PASS	PASS
PATH	PATH
PLACE	PL
POINT	PT
RANCH	RNCH
RIDGE	RDG
ROAD	RD
ROW	ROW
RUN	RUN
SKYWAY	SKWY
SPRING	SPG
SQUARE	SQ
SPUR	SPUR
STREET	ST
SUMMIT	SMT
TERRACE	TER
TRACE	TRCE
TRAIL	TRL
TURNPIKE	TPKE
VALLEY	VLY
VIEW	VW
VISTA	VIS
WAY	WAY