

AN ORDINANCE OF THE CITY OF WELLS, TEXAS, PROVIDING FOR STANDARDS REGULATING THE REQUIREMENTS FOR STREET AND STRUCTURE IDENTIFICATION FOR EMERGENCY 9-1-1 SERVICES WITHIN THE CORPORATE LIMITS OF THE CITY; AND PROVIDING SEVERABILITY, OPEN MEETINGS, PENALTY, AND EFFECTIVE DATE CLAUSES.

Whereas, the City of Wells (the "City"), Texas recognizes the need to enhance the easy and rapid location of properties by law enforcement, fire, rescue, and emergency medical personnel within the corporate limits of the City; and

Whereas, the City joined with Cherokee County Appraisal District and the Emergency Management, Emergency 9-1-1 Services Division 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 number and address when they dial 9-1-1.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WELLS, TEXAS THAT;

**Section 1. Findings.**

The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part for all purposes as findings of fact. There is hereby established the following addressing standards for numbering property and naming/numbering street/roads within the incorporated limits of the City. Structures within this area are subject to address in accordance with this ordinance.

**Section 2. Road/Street Naming/Numbering.**

All roads that serve three or more properties shall be named regardless of whether the ownership is public or private. A "road" refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt thoroughfare. "Property" refers to any property on which a more or less permanent structure has been erected or could be placed. A road name assigned by the City shall not constitute or imply acceptance of the road as a public way or maintenance thereof. The City Council in coordination with Cherokee County or Texas Department of Transportation has final authority over the ultimate name of a road. The following criteria shall govern the naming system:

- a) No two roads shall be given the same name (e.g. Williams Dr. and Williams Cir.).
- b) No two roads should have similar-sounding names (e.g. Beech St. and Peach Street Road names should be continuous throughout the entire length of the road unless the road crosses another road in the hierarchy. New subdivisions should continue the name of an existing road or a previously approved name on an adjoining plat.
- c) Non-specific addresses such as corner location address are not permitted (e.g. Peach & Orchard).
- e) Cherokee County will assign county road numbers for any county road located in the City Limits.

**Section 3. Road/Street Sign Standards.**

It is required that all numbered/named roads (public & private) have a sign visible to identify its designated number/name and location. For new property development, the signage will be required at the expense of the developer. Signs must conform to guidelines established in this ordinance. The following standards apply:

- a) Public Road Signs. Public road signs will be of engineer grade material reflective sheeting on aluminum or fiberglass blanks. The color will be white lettering on a green background and will be provided by the City.

b) Private Road Signs. Private road signs will be of engineer grade material reflective sheeting on aluminum or fiberglass blanks. The color will be white reflecting lettering on green background. Use 4" Series C (or B) upper Case letters on 6"x12" street name sign blank (flat blade).

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

c) Placement & Visibility. Signs should be erected at all intersections of public roads and at other points where appropriate along the road. Signs shall be placed on approved metal posts 5 feet above the road surface or in accordance with the Texas Highway Department Standards. The sign should be free from any bushes, limbs etc. that may inhibit the clear view of the sign.

Any issue not addressed in these standards shall be resolved using the guidelines presented in either:

- (1) The Addressing Handbook for Local Governments produced by the State of Texas Advisory Commission on State Emergency Communications, or
- (2) The NENA (National Emergency Number Association) Addressing Systems Handbook.

#### **Section 4. Property Numbering.**

Number assignment is made by the Cherokee County CAD, Emergency 9-1-1 Services Division. The following standards/procedures apply:

- a) Addressing standards shall include requirements of property owners of any house, building, mobile home or other structure to post assigned property number at the roadside entrance of driveway and on the structure and remove any different number, which might be mistaken for or confused with the number assigned to said structure by the issuing authority.
- b) Each principal building or structure shall display the number assigned to the frontage on which the front entrance is located. In case the principal building or structure is occupied by more than one business or family dwelling unit, each separate front entrance shall display a separate number. Where suite or lot numbers are assigned, the suite or lot number shall also be displayed in the same manner as the house number.
- c) Numerals indicating the official numbers assigned to each principal building, or each front entrance to such building, shall be posted in a manner as to be legible and distinguishable from the street or road the property is located and unobscured from view.
- d) Residential/Business lettering is to be 4" high and made of reflective tape. Residential/Business lettering must be applied/affixed to 6" x 12" metal plaque/sign blank. The metal plaque/sign blank must have one side covered with reflective tape to which the lettering is affixed.
- e) The grace period for incorporating these requirements is within 30 days of new address notification.
- f) Mailboxes shall be marked with the house number after official notification from the United States Post Office.
- g) If the structure is not visible from the road on which it is located, and no mailbox displaying the 9-1-1 address is beside the driveway leading to the structure, the address must be displayed on a post no less than 42" tall. It must allow the numbers to be displayed either vertically from the top down or horizontally and be visible from both directions of travel upon the roadway it is addressed off of, if applicable.
- h) No utility company operating in the City shall furnish its utility service to any new structure or manufactured home, including a manufactured home that is moved from one location to another, until it has been issued a valid address issued by the Cherokee County Appraisal District 911 Address Division. A "new structure is defined as a commercial building, house or apartment newly constructed, being occupied by the applicant for the first time and that will require an installation visit to obtain service. The subscriber will be required to provide proof

that an address notification form has been obtained or that a proper address has been issued. Proof shall consist of providing the assigned street/road name and structure number and the validation number of the address notification form as issued by the Cherokee County Appraisal District 911 Address Division. i) All persons, firms, corporations and other legal entities constructing new structures, locating or relocating manufactured homes in the City shall obtain an address notification form or address number duly issued by the Cherokee County Appraisal District 911 Address Division.

j) Applicants shall apply for their address from the Cherokee County Appraisal District 911 Address Division. The application may be made via telephone or in writing to the Cherokee County Appraisal District 911 Address Division. The 9-1-1 Division will furnish the applicant with a copy of the address notification form necessary to present to the utility companies and U.S. Postal Service if requested by said utilities and Postal Service. When a request is made for an address, the approximate location will be obtained from the resident along with any identifying structures or landmarks, which may help locate the structures or property requiring the address.

**Section 5. Penalty.**

Any person who violates any of the provisions of this ordinance shall be assessed a fine of not less than \$25.00 for every day that the situation is not rectified after receiving a written citation for such failure to comply.

**Section 6. Severability.**

If any provision of this ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications hereof which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are declared to be severable.

**Section 7. Repeal of Conflicting Ordinances.**

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

**Section 8. Effective Date.**

This ordinance shall take effect immediately from and after its passage and publication as required by the Local Government Code.


**Section 9. Open Meetings.**

That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter, Tex. Gov't Code.

PASSED AND APPROVED on this the 10th day of December 2018.

City of Wells, Texas

Attest:  
  
Melanie Williamson, City Secretary

  
C. W. Williams, Mayor