



# COMMISSIONERS COURT COMMUNICATION

AGENDA DATE : August 20, 2012

CONSENT OR REGULAR: Public Hearing & Regular

CONTRACT REFERENCE NO  
(IF APPLICABLE): OP-12-291

**SUBJECT:** Revise the current Premises Identification Order to reduce the size requirement on the signs.

**BACKGROUND/DISCUSSION OF TOPIC:** To include statutory requirement, operational impact, or performance goal.

The current order requires residents to purchase 8 inch signs. That size is difficult to find in stores, so the order is being revised to require 6 inch signs which are readily available in stores.

**FISCAL IMPACT:**

None.

**PRIOR COMMISSIONERS COURT ACTION (IF ANY):**

Commissioners court approved the original premises ID order in 2011 with the 8 inch sign requirement.

**RECOMMENDATION:**

Approve the proposed revision of the order reducing the size requirement from 8 inches to 6 inches.

**COUNTY ATTORNEY APPROVAL**

The attached document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

COUNTY ATTORNEY: ACA Holly C. Lytle

LEGAL REVIEW: Yes

LEGAL REVIEW NOTES (If Applicable): OP-12-291

DATE: July 9, 2012

SUBMITTED BY:

Richard D. Wiles, Sheriff of El Paso County, Texas

**El Paso County Commissioners Court Order  
Concerning Premises Identification**

1.0 Premises Identification

The El Paso County Commissioners Court Order concerning Premises Identification is as follows:

1.1 Definitions

- A. "Building numbering" means those numbers and/or letters as may be needed to identify building(s) at a county street address.
- B. "County street address" means the building numbering used in conjunction with the street name and address assigned by El Paso County Roads and Bridges Department for the purpose of identifying individual properties.
- C. "Prominently displayed" means that which is conspicuously located, readily noticeable, and easily readable from the street during normal daytime atmospheric conditions by the driver of an emergency response vehicle.

1.2 County Street Address Identification Required

Owners or occupants of buildings in the unincorporated areas of the county must obtain, install and maintain building numbering address signs prominently displayed in accordance with the requirements of this Order on all buildings for which a county street address has been assigned.

1.3 Building Numbering Character Height

Building numbering shall be displayed in characters having a minimum height conforming to the following table:

<u>Distance Building Numbering is Setback from the Street Curb</u>	<u>Minimum Height</u>
▶ Less than 100 ft. -----	8 inches
▶ Equal to or greater than 100 ft. but less than 150 ft. -----	10 inches
▶ Equal to or greater than 150 ft. but less than 200 ft. -----	12 inches
▶ Equal, to or greater than 200 ft. -----	See 1.4

1.4 Where the distance of the building numbering located on the nearest building wall is equal to or greater than 200 feet from the street curb, building numbering must be located on a permanent sign that is not more than 50 ft. from the street curb. Such numbering shall be sized in accordance with 1.3.

## 1.5 Building Numbering Characters

The characters used for building numbering shall be oriented so that they read from left to right horizontally, are not wrapped around corners. The characters shall be a simple, block lettering style without serifs and shall not be slanted or italicized. The characters shall be designed and mounted to avoid shadows that diminish the readability.

## 1.6 Color

The color contrast between the building numbering characters and the background against which they are viewed shall be sharply contrasted and sufficiently distinct to ensure legibility/readability. The contrasting background color shall extend a minimum of four (4) inches above, below, and on both sides of the building numbering without interference from any other building element, blending of color, or border. These contrasting colors shall be very dark on very light or the reverse and shall be subject to the approval of a Roads and Bridges Official.

## 1.7 Visibility and Readability

Building numbering shall be installed and maintained so that it is clearly visible and easily readable from the street and not obscured by any obstructions such as, but not limited to, landscaping, signage, vehicles, off-street parking, other buildings or building elements.

## 1.8 Building Numbering Location

- A. When the primary public entry to the building fronts on the addressed street, building numbering shall be located within the upper one-fourth of the building, not to exceed 20 feet above the ground, on the building wall facing the addressed street.
- B. On buildings where the public entry does not front the addressed street, building numbering shall be located near the primary public entry and contain the name of the addressed street. In addition, building numbering shall be located within the upper one-fourth of the building, not to exceed 20 feet above the ground, on the building wall facing the addressed street.
- C. On buildings that have a canopy or other building element fronting the addressed street, numbering shall be located on the canopy or other building element. Such numbering shall be located on the surface facing the addressed street and located equal distance from the top and bottom of the facade. If the canopy or other building element is closer than 50 feet to the addressed street, such numbering shall also be located on the sides of the canopy.

- D. If another permanent structure or sign exists; the building numbering shall be centered on the face of the permanent structure or sign.
- E. On buildings, canopies and other permanent structures or signs where numbering is to be located, and the building, canopy or other permanent structure fronts the street at an angle, such numbering shall be located on the all sides facing the addressed street.
- F. On buildings with frontage of 150 feet or more, building numbering shall be located within the upper one-fourth of the building, not to exceed 20 feet above the ground, on the opposing ends of the building wall fronting on the addressed street.

#### 1.9 Multiple Individual Occupancies

When a building contains multiple individual occupancies, which have the same county street address, each occupancy shall be identified by additional numbers and/or letters, a minimum of six (6) inches high located in close proximity to its primary public entry if the primary entry is from the outside of the building. This requirement shall be in addition to the building numbering of the county street address located on the building wall or other structure.

#### 1.10 Multiple Buildings at a County Street Address

When there is more than one (1) building at a county street address, the building nearest to the addressed street shall display the numbering and/or lettering of the first and last building separated by a hyphen. Each remaining building shall be further identified by displaying distinguishing numbers and/or letters on at least one (1) wall located near the primary public entry for that building. Such numbering shall be subject to the approval of a Roads and Bridges Official.

#### 1.11 Buildings with Multiple Street Addresses

When there is more than one (1) county street address assigned to buildings located on the same lot, each building shall comply with the building numbering requirements. The building nearest the addressed street shall display the building numbering of the first and last county street address separated by a hyphen.

#### 1.12 Illumination

The use of illumination to display building numbering during the nighttime hours is recommended, but shall not be mandatory.

1.13 Additional Building Numbering

The owner or occupant of a property may provide additional building numbering beyond the building numbering required by this Order. Such additional building numbering, when located on a surface facing a street other than the addressed street, shall also contain the name of the addressed street in addition to the addressed numbering. Additional building numbering shall not be subject to the other requirements of this Order.

2.0 Appeal

The owner or occupant of a property may appeal the determination of the location or color for building numbering by the Roads and Bridges Official to the El Paso County Commissioners Court.

2.1 Existing Buildings

All existing buildings must be in compliance with this Order within one (1) year of the enactment of this Order.

2.2 Enforcement

The Sheriff and his deputies are authorized to issue a notice to correct or a citation to the owner or occupant of the building on which the building numbering has not been provided as required by this Order. The Sheriff and his deputies may issue one notice to correct. The owner or occupant must comply with the requirements of the Order within thirty (30) days of the date a notice to correct was issued.

2.3 Violation

- A. It shall be unlawful for any person who owns or occupies any premises subject to the Order to fail to comply with all of its provisions.
- B. Any person who knowingly fails or refuses to comply with this Order commits a Class C misdemeanor offense.

APPROVED and ADOPTED this 25<sup>th</sup> day of July, 2011 by the commissioners court of El Paso County, Texas.

ATTEST:

  
\_\_\_\_\_  
County Clerk Delia Briones

 7/25/11  
\_\_\_\_\_  
County Judge Veronica Escobar

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### 2.0 Appeal

The owner or occupant of a property may appeal the determination of the location or color for building numbering by the Roads and Bridges Official to the El Paso County Commissioners Court.

### 2.1 Existing Buildings

All existing buildings must be in compliance with this Order within three (3) months of the enactment of this Order.

### 2.2 Enforcement

The Sheriff and his deputies are authorized to issue a notice to correct or a citation to the owner or occupant of the building on which the building numbering has not been provided as required by this Order. The Sheriff and his deputies may issue one notice to correct. The owner or occupant must comply with the requirements of the Order within thirty (30) days of the date a notice to correct was issued.

### 2.3 Violation

- A. It shall be unlawful for any person who owns or occupies any premises subject to the Order to fail to comply with all of its provisions.
- B. Any person who knowingly fails or refuses to comply with this Order commits a Class C misdemeanor offense.

APPROVED and ADOPTED this 20<sup>th</sup> day of August, 2012 by the commissioners court of El Paso County, Texas.

ATTEST:

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County Clerk Delia Briones

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County Judge Veronica Escobar