



JEFFERSON COUNTY
COMMISSION

LESLIE D. SMITH, COUNTY ADMINISTRATOR
P.O. BOX 250, 124 E. WASHINGTON STREET, CHARLES TOWN, WV 25414
PHONE 304-728-3284 • FAX 304-725-7916

Amendment #2 to E9-1-1 Addressing Ordinance 01-2002

Author: Jeffrey Polczynski, Director of Communications

History of the Jefferson County E9-1-1 Addressing Ordinance

Date Filed	Revision Type	Section(s)	Revision
7-1-2002	Adopted		
12-12-2002	Amended	5.3 & 5.3.1	Require County to follow the standards of the FHWA in road name signing.
7-24-2003	Amended	5.1, 5.2, 5.3, 5.3.1	Provides exact specifications for road name signing, standards to be used.
7-24-2003	Added	5.2.1, 5.2.2, 5.3.2, 5.3.3	Mechanism to name road where a third addressable structure is built, provides exact specifications for materials, mounting and locating installation.

Overview of Amendment #2

- Section 5.1 (Modified – Deleted and Added) Deleted the exception “if” DOH grants variance. Added explanation of what a typical installation covers.
- Section 5.2 (Modified – Deleted and Added) Provides a mechanism for the coordination and installation of new street signs after the sign project is complete. Provides a mechanism to gather funds from the owner or developer for the installation of the signs.
- Section 5.2.1 (New) Provides an explanation and mechanism to name a road once a third addressable structure is placed onto a right-a-way that is otherwise unnamed.

JEFFERSON COUNTY, WEST VIRGINIA
E9-1-1 Addressing Ordinance – Amendment #2

Provides a mechanism to gather funds for road name signs from the party that is building the new addressable structure.

Section 5.2.2 (New) Requirement that no other types of signs are to be mounted on the signposts of a road name sign except those approved by the County Commission.

Section 5.3 (Modified – Deleted and Added) Provides exact specifications of the size, type, color, make, and material of a road name sign on a state maintained roadway.

Section 5.3.1 (Modified – Deleted and Added) Provides exact specifications of the size, type, color, make, and material of a road name sign on a private or subdivision roadway.

Section 5.3.2 (New) Provides exact specifications for the material and mounting methods of the sign post.

Section 5.3.3 (New) Provides specifications for the installation of the signpost, the requirements to contact Miss Utility Locating Service, and explanation for placing signs on a “dead end” roadway.

JEFFERSON COUNTY, WEST VIRGINIA
E9-1-1 Addressing Ordinance – Amendment #2

Amendments as they now read

Section 5.1 All new street signs erected within Jefferson County shall be in conformance with the specifications of this section. A typical street sign installation will designate two streets using four nameplates.

Section 5.2 The owner of any subdivision or other development where a street sign is required shall erect or cause to be erected street signs in conformance to the exact standards of street sign specification in this Ordinance. To ensure uniformity of street signs throughout Jefferson County, the signs shall be in conformance to the type, size, style, color, material, placement, and any other specifications mandated by the County Commission or its representatives. The owner of any subdivision, any property, or any other development where a street sign is required shall provide funds per the street sign fee schedule and the County will initiate the installation of the street sign(s). Any signs not in conformance to the specifications of this ordinance shall be removed and signs that are in conformance shall be erected, all at the expense of the owner or party responsible for the subdivision, property, or other development.

Section 5.2.1 The third addressable structure built on a right-of-way not otherwise named causes the right-of-way to be named. The addressing office shall coordinate and oversee the naming of the right-of-way. The addressing office shall provide road name petitions to all owners of parcels affected by the road name change and shall provide a specific timeframe for response. Through majority vote and within the stipulated timeframe per the petition, the owners of parcels affected by the road name change shall agree upon a road name and submit the road name for approval. If agreement of a road name does not occur, the County shall have the authority to name the road. The owner of the newly built addressable structure shall be responsible for any and all fees to install any and all signs on the newly named road and shall provide the funds to the County per the street sign fee schedule. The County will initiate the installation of the street sign(s). All signs shall conform to the Manual on Uniform Traffic Control Devices and to the specifications of this Ordinance.

Section 5.2.2 Except as approved by the County Commission, no other sign of any type shall be attached, permanently or temporarily, to any road name signpost. At no time shall a stop sign be mounted to a road name signpost. All stop signs on state-maintained or private/subdivision roadways shall be individually mounted to its own post.

Section 5.3 Sign Specifications – State Maintained Roadway - All signs erected on a roadway adopted by the West Virginia Department of Transportation, Division of Highways shall be in conformance at minimum to the West Virginia Department of Transportation, Division of Highways as defined in the “Standards for the Design and Installation of Road Name Signing” published March 1999 (Appendix A). Ideally, all signs placed within Jefferson County shall be in conformance to the United States Department of Transportation, Federal Highway Administration rules as published in the Manual of Uniform Traffic Control Devices Millennium

JEFFERSON COUNTY, WEST VIRGINIA
E9-1-1 Addressing Ordinance – Amendment #2

Edition however the State of West Virginia shall have the final authority as to the type and size of sign erected on their right-of-way.

For signs placed in conformance to the FHWA, all nameplates shall use aluminum sign blanks of .080 thickness, alloy to be 5052H38, degreased and etched, ready to accept pressure sensitive materials. Corners shall be radius and six mounting holes shall be punched prior to application of the reflective sheeting. The sheeting shall be 3M brand High Intensity Scotchlite applied using either the 3M silk screening process or the 3M ElectroCut (EC) method.

The sign size for a primary roadway shall be nine (9") inches high x 30", 36", 42", 48", or 54".

The sign size for a secondary roadway shall be six (6") inches high x 24", 30", 36", 42", or 48".

The sign color (reflective sheeting) shall consist of white lettering on a green background for any state-maintained roadway.

The letter size and type shall conform to the FHWA "Standard Alphabets for Highway Signs", Series C, uppercase. Should the road name not fit on the longest sign length, the Series shall be reduced to a "B" width. Should the road name still not fit on the longest sign length, the text height shall be reduced by ½" increments until the road name fits. Abbreviations may be used as a suitable alternative however the addressing office shall have final inspection and approval on signs that require a reduced letter size or abbreviation. The normal spacing between words shall be the width of the letter "H" in the same series and height used in the street name.

For a primary roadway, the standard text height of the road name shall be six (6") inches for the primary road as well as for those roads intersecting the primary roadway. The standard text height of the prefix and suffix shall be three (3") inches.

For a secondary roadway, the standard text height of the road name shall be four (4") inches for the secondary road as well as for those roads intersecting the secondary roadway. The standard text height of the prefix and suffix shall be two (2") inches.

Section 5.3.1 Sign Specifications – Private / Subdivision – All signs erected shall be in conformance to the United States Department of Transportation Federal Highway Administration Manual on Uniform Traffic Control Devices Millennium Edition (December 2000). The County Commission shall have final authority for the size, style, and color of the sign to be erected.

All nameplates shall use aluminum sign blanks of .080 thickness, alloy to be 5052H38, degreased and etched, ready to accept pressure sensitive materials.

JEFFERSON COUNTY, WEST VIRGINIA
E9-1-1 Addressing Ordinance – Amendment #2

Corners shall be radius and six mounting holes shall be punched prior to application of the reflective sheeting. The sheeting shall be 3M brand High Intensity Scotchlite applied using either the 3M silk screening process or the 3M ElectroCut (EC) method.

The sign size for a roadway intersecting a state-maintained primary roadway shall be nine (9") inches high x 30", 36", 42", 48", or 54".

The sign size for a roadway intersecting a state-maintained secondary roadway or intersecting another private/subdivision roadway shall be six (6") inches high x 24", 30", 36", 42", or 48".

The sign color (reflective sheeting) shall consist of white lettering on a brown background.

The letter size and type shall conform to the FHWA "Standard Alphabets for Highway Signs", Series C, uppercase. Should the road name not fit on the longest sign length, the Series shall be reduced to a "B" width. Should the road name still not fit on the longest sign length, the text height shall be reduced by ½" increments until the road name fits. Abbreviations may be used as a suitable alternative however the addressing office shall have final inspection and approval on signs that require a reduced letter size or abbreviation. The normal spacing between words shall be the width of the letter "H" in the same series and height used in the street name.

For a roadway intersecting with a primary roadway, the standard text height of the road name shall be six (6") inches for the roadway, as well as the intersecting primary roadway. The standard text height of the prefix and suffix shall be three (3") inches.

For a roadway intersecting with a secondary roadway or another private/subdivision roadway, the standard text height of the road name shall be four (4") inches for the roadway, as well as the intersecting secondary road and intersecting private/subdivision road. The standard text height of the prefix and suffix shall be two (2") inches.

Section 5.3.2 Sign Post Specifications – For both state-maintained and private/subdivision roadways, the nameplate signpost shall consist of an upper signpost and a lower base post or anchor. The upper signpost shall be a two-inch by two-inch (2" x 2") square post ten (10') feet in length. The signpost can either be the QUIK PUNCH post or 4-hole post as manufactured by Allied Tube and Conduit. The initial sign project signposts shall be the 4-hole post specification.

The base post shall be a thirty-six (36") inch, 2 ¼" x 2 ¼" anchor, driven into the earth to a depth of at least thirty-two (32") inches. The base post shall not extend more than four (4") inches above grade.

JEFFERSON COUNTY, WEST VIRGINIA
E9-1-1 Addressing Ordinance – Amendment #2

The street name signs shall be fastened utilizing four aluminum pop-rivets, plastic washers and plastic sign spacers. One pop-rivet shall be fastened through each corner of each sign face, through the plastic sign spacer, then through the second (back to back) street name sign plate. Two 3/8" drive rivets and two plastic sign washers shall be utilized to fasten each street name sign to the 2" x 2" x 10' signpost. The signpost shall be fastened to the base post with one 3/8" drive rivet and one special corner bolt. The corner bolt shall be utilized to secure the signpost to the base post while the drive rivet is utilized to reduce vandalism. A pyramid rain cap shall be installed at the top of the signpost.

Section 5.3.3 Sign Post Installation – On all roadways, all street name signs shall be located on diagonally opposite corners and mounted with their faces parallel to the streets they identify. Only the sufficient amount of street name signs is needed to properly identify the roadway. The addressing office shall have the authority to identify and cause installation of the proper amount of signs at a given intersection as deemed necessary.

The Miss Utility locating service shall be notified to mark all locations where a street name sign is placed.

For a roadway identified as a "dead end" roadway not having any other intersection with any other road, only the name of the "dead end" roadway shall have a sign installed, commonly referred to as a one-way sign.

Street name signs shall be located to assist the motorist in locating the street name while not blocking the view of motorists exiting onto the street from which they are traveling.

Amended on the 24th day of July, 2003.

JEFFERSON COUNTY COMMISSION


President of the Commission – Jane M. Tabb

JEFFERSON COUNTY, WV
FILED
August 30, 2007 14:38:37
JENNIFER S. MAGHAN
COUNTY CLERK
TRANSACTION NO: 2007019522
COUNTY ORDINANCE
Book: 1 Page: 00274

