

Appendix

To the

Addressing Ordinance
Adopted

June 19, 2000

Effective Date - July 01, 2000

Titled

Lewis County

Road Sign Appendix

Public Hearing to be held

Day: Monday

Date: August 25, 2008

Time: 10:15 A.M

Effective Date – September 01, 2008

Presented on July 21, 2008

By:

William F. Rowan - Director
Lewis-Gilmer E-911

SIGNAGE

SECTION 11 **STREET SIGNS**

Section 11.1 **All New Street Signs** erected on private streets within Lewis County shall be in conformance with the specifications of this section. A typical street sign installation will designate one street using one nameplate, double sided.

Section 11.2 **The Owner of any Subdivision** or other development where a street sign is required shall erect or cause to be erected a street sign using this specification in this Section. To ensure uniformity, street signs throughout Lewis County, shall be in conformance to the type, size, style, color, material, placement, and any other specifications mandated by the Lewis County Commission or its representatives. The owner of any subdivision, any property, or any other development where a street sign is required shall provide funding. The Lewis-Gilmer Addressing Office 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 11.3 **The Third Addressable Structure** built on a right-of-way not otherwise named may cause 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 residences affected by the road name change and shall provide a specific timeframe for a response. Through a majority vote and within the stipulated timeframe per the petition, the owners of residences affected by the road name change shall agree upon a road name and submit the road name for approval. If agreement of the road names does not occur, the Lewis County Commission shall have the authority to name the road.

(Section 11.3 cont'd) The Lewis-Gilmer E-911 Center shall be responsible for any and all fees to manufacture and install any and all signs on the newly named private road. The Lewis-Gilmer Addressing Office will initiate the installation of the street sign(s). All signs shall conform to the specifications of the Ordinance.

Section 11.4 **Except as approved** by the Lewis 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 developments, private/subdivision roadways shall be individually mounted to its own post.

Section 11.5 **Sign Specifications – State Maintained Roadway** – All signs 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. The State of West Virginia shall have the final authority as to the type and size of sign erected on their right-of-way.

Section 11.6 **Sign Specifications – Private Roadways** - For signs placed in conformance to the ordinance, all nameplates shall use aluminum sign blanks of .080 thickness, degreased and etched, ready to accept pressure sensitive materials. Corners shall be radius prior to application of the reflective sheeting. The sheeting shall be a brand of High Intensity Reflective Material.

The sign size for a roadway shall be six (6”) inches high x 18”, 24”, 30”, or 36” in length.

The sign color (reflective sheeting) shall consist of white lettering and border on a green background for any roadway

Section 11.6 cont'd.) The letter size and type shall conform to the “Standard Alphabets for Highway Signs”, uppercase. 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 suitable alternatives 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, the standard text height of the road name shall be three (3”) inches uppercase for all private roads as well as for those roads intersecting those roads The standard text height of the prefix and suffix shall be three (3”) inches uppercase.

Section 11.7 **Sign Specifications – Private/Subdivision/Developments** – All signs erected shall be in conformance to the above standard. If the owners decide to do something different than the specifications, the owners must write a letter to the Lewis County Commission requesting a meeting with them and the addressing office for a decision. The Lewis County Commission shall have final authority for the size, style, and color of the sign to be erected if not in compliance with above.

Section 11.8 **Sign Post Specifications** – For developments/private/subdivision roadways, the nameplate signpost shall consist of an upper signpost and a lower base post or anchor. The signpost shall meet WVDOH specifications. The base post shall be a thirty-six (36”) inch, 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. Anything different than previous mentioned, must be approved by the Lewis County Commission, as stated in the previous subsection.

Lateral clearance of 6ft. – 12ft. from edge of pavement.

Vertical clearance of 7ft. from edge of pavement to bottom of the sign should be maintained.

Section 11.9 **Sign Mounting** - The street name signs shall be fastened utilizing a mount that bolts to the posts and the sign be attached with set screws.

Section 11.10 **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 Lewis-Gilmer Addressing Office shall mark all locations where a street sign is to be placed. A white X shall be used with a white flag in the center showing the exact spot. The road name shall be written on the flag.

The Miss Utility locating service shall be notified by the installer to see if any Utilities are in/or around where a street name sign is placed, and marked accordingly

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 and Emergency Response Agencies in locating the street name while not blocking the view of motorists exiting onto the street from which they are traveling.

Section 11.11 **Signage Which Is Damaged** or destroyed shall be the responsibility of the individual(s) causing such damage or destruction, whether by negligence or otherwise. The agency or individual(s) responsible for maintenance of the damaged sign shall have the authority to recover the costs of replacing the sign from the individual(s) causing such damage or destruction.

Section 11.12

Any Such Person Found to be responsible for damage or Destruction of any road or street sign shall pay to the County All of the costs for such damage or destruction, including but not limited to, costs for sign removal and replacement. Failure to pay for damage or destruction may result in legal Action against the responsible party for all costs, such as court Costs and reasonable attorney fees.

Under the terms and conditions as set out herein, the proposal, the effective date of the appendix shall be September 01, 2008

This Appendix, adopted this 25th day of August, 2008 at a regular meeting of the Lewis County Commission.

Samuel U. Hicks, President
Lewis County Commission

Robert Rinehart, Commissioner

Agnes Queen, Commissioner

ATTEST:

Mary Lou Myers,
Clerk of Lewis County

Street Sign Fee Schedule

Mount Olive Correctional Industries

PART #	DESCRIPTION	PRICE
	8 ft. sign post green	13.86
	10ft. Sign post green	17.37
	Post cap for the 36" X 6" sign blade	6.22
	Cross for the 36" X 6" sign blade	6.22
	Street marker 36" X 6" single sided	23.76
	Street marker 36" X 6" double sided	27.85
	Single sided 300#	21.38
	Double sided 300#	25.07

Street Sign Fee Schedule

Company Name _____

PART #	DESCRIPTION	PRICE
	8 ft. sign post green Optional length	_____
	10ft. Sign post green	_____
	Post cap for the 6" sign	_____
	Cross - for the 6" sign	_____
	Street Sign 18" X 6" double-sided	_____
	Street Sign 24" X 6" double sided	_____
	Street Sign 30" X 6" double sided	_____
	Street Sign 36" X 6" double sided	_____
	Price Break Double sided 100 # ?	_____

A full road name list will accompany this page

Questions

1. Section 11.6 Sign color and Size. Use upper case lettering
White border and lettering **Done**
2. Do we bid the sign making process-using page 6?
Shall this cost be good for Gilmer Also?
We already have a price from Prison industries
We have 4 sign making shops locally.

Use page 6, Bid each County separately

3. Do we contract making and installing the signs?
Project 1, making of the signs, Project 2 Purchasing all hardware.
Project 3 Installation,
4. Do we contract making of the signs and contract with
the VFD's for installation? **The VFD could bid on project 3 if they
choose to do so.**
5. Do we contract making of the signs and contract with
a contractor for installation? **They could bid on project 3 if they
choose to do so.**
6. Lewis Co. has received EXACT \$ 14,581.04.
7. Gilmer Co. has received EXACT \$ 11,258.20
8. With the funds left over; do we: join in with 4H group and do the
reflective signs?
We will do this project first . Then we may consider other projects.

Lewis County Bids for Signage

The Lewis-Gilmer E-911 Center is now accepting bids on the countywide private road, signage project. The Proposal will be done in three projects.

Project 1: The manufacturing of street signs shall be to the specifications outlined in Section 11.6 of the Appendix of the Mapping and Addressing Ordinance. The Lewis-Gilmer Addressing Office shall provide a street sign name list of signs to be manufactured. The cost shall be broke down by sign size. This price shall be good for one year.

Project 2: To obtain the proper signposts and necessary hardware to install the proper street signs. For each street sign, a sign mount, upper post, a lower post and proper bolts etc are needed for this project. The cost shall be broke down by the sign. This price shall be good for one year.

Project 3: The installation of the posts and signs, in their proper location. These are not to be installed on state right of ways. The Lewis-Gilmer Addressing Office shall mark or have to be marked the location with a white X with a white flag in the center. The road name shall be marked on this flag. The people and or Company/Agency that will do this project will be responsible for the notification of Miss Utility. The cost shall be broke down by the installation of the complete sign and post. This price shall be good for one year.

Envelope of sealed bid must be clearly marked “ Bid for Signage project”

Sealed bids may be mailed to: Lewis-Gilmer E-911 201 Orchard St. Weston, Wv. 26452 or hand delivered to the Lewis-Gilmer E-911 Center located at the same address, no later than, 09-17-08, at 4:00 P.M. We reserve the right to reject any or all bids in whole or in part, and waive any informality during the bidding process.

Any questions may be directed to the Lewis-Gilmer E-911 Director at the above address.

William F. Rowan, Director

08-27-08

To: Joe Wagoner

From: William F. Rowan

Ref: Appendix to the mapping and addressing Ordinance

Joe,

I have prepared this Appendix to the ordinance. This is for road signs on Private roads – not state roads.

Please read this and let me know if it is ok. I will adjust the dates on the front page after the County Commission's approval.

Thank you in advance for your time in this matter.

William F. Rowan

06-26-08

This is an Appendix To the Addressing Ordinance that was Adopted June 19, 2000 and became Effective Date - July 01, 2000. This is Titled, Lewis County Road Sign Appendix. The Public Hearing is to be held: Monday, August 25, 2008 at 10:15 A.M and shall become Effective if approved September 01, 2008.

The purpose of this ordinance is to allow the Lewis County Commission to have initial street signs installed on private streets in Lewis County. This does not include signs for municipalities. All signs will be 6 in. green and white reflective, using uppercase 3in. lettering. This will differentiate between private streets and state roads.

This was presented to the Lewis County Commission presented on July 21, 2008

By:
William F. Rowan - Director
Lewis-Gilmer E-911

Business Vendors

08-25-08

Custom Graphics 304-269-7700
Rusty Allison
408 Suite A US. Hwy. 19 S. Weston, Wv 26452

J&M Grafix 304-269-2952
Mike Squires
195 US. Hwy 19 S. Weston, Wv. 26452

Unique Sign 304-269-7505
Todd Turner
499US. Hwy. 33 E. Weston, Wv. 26452

3 Dots and a Dash 304-269-2152
Doug Marsh
752 Camden Ave. Weston, Wv. 26452

Casey Enterprises 304-884-7488
Pat Casey
6011 Suite B Main St. Jane Lew, Wv. 26378

City of Weston 304-269-6141
Julia Spellsburg, Mayor
102 W. Second St. Weston Wv 26452

Package for Bidders

08-27-08

Lewis County Bids for Signage

The Lewis-GilmerE-911 Center is now accepting bids on the countywide private road, signage project. The Proposal will be done in three projects.

Any Company or Agency may bid on one, two or all three projects.

Project 1: The manufacturing of street signs shall be to the specifications outlined in Section 11.6 of the Appendix of the Mapping and Addressing Ordinance. The Lewis-Gilmer Addressing Office shall provide a street sign name list of signs to be manufactured. The cost shall be broke down by sign size. This price shall be good for one year. This in case there are additional roads that become named. See attached list.

Project 2: To obtain the proper signposts and necessary hardware to install the proper street signs. For each street sign, a sign mount, upper post, a lower post and proper bolts etc are needed for this project. Proper Bolts mean Tamper resistant Bolts and nuts. The cost shall be broke down by the sign. This price shall be good for one year. This in case there are additional roads that become named and signs need to be erected. The Hardware shall be stored until the contractor that does Project three picks them up.

Project 3: The installation of the posts and signs, in their proper location. These are not to be installed on state right of ways. The Lewis-Gilmer Addressing Office shall mark or have to be marked the location with a white X with a white flag in the center. The road name shall be marked on this flag. A Gps shot will be taken and this information will be given to the contractor. The people and or Company/Agency that will do this project will be responsible for the notification of Miss Utility. The cost shall be broke down by the installation of the complete sign and post. This price shall be good for one year. This in case there are additional roads that become named and signs and hardware may be needed.

An envelope of sealed bid must be clearly marked “ Bid for Signage,
Project – 1-2-3”

Sealed bids may be mailed to: Lewis-Gilmer E-911 201 Orchard St. Weston,
Wv. 26452 or hand delivered to the Lewis-Gilmer E-911 Center located at
the same address, no later than, 09-17-08, at 4:00 P.M.

Attached is a copy of the Appendix.

We reserve the right to reject any or all bids in whole or in part, and
waive any informality during the bidding process.

Any questions may be directed to the Lewis-GilmerE-911 Director at the
above address.

William F. Rowan, Director

08-27-08

To: Custom Signs and Graphix
408 US Highway 19 South
Weston, Wv. 26452

From: Lewis-Gilmer E-911
William F. Rowan

Re: Lewis Co. Signage Project

Mr. Allison,

We did receive your proposals by the deadline. At this time we are proud to announce that you were successful in your efforts, with the following exceptions.

Project 1:	We will accept Option 2. Utilizing Engineering Grade Reflective Material	\$ 6,491.12
Project 2:	We will accept Option 1. 2 lb. U shaped Green posts	\$ 8,620.29
Project 3:	We will accept Option 2. You were the successful bidder	\$ 6,405.20
		Total \$ 21,516.61

Again congratulations, I hope to be working with you soon.

William F. Rowan

09-19-08

To: Lewis County Commission

From: Lewis-Gilmer E-911
William F. Rowan

Re: Lewis Co. Signage Project

Commissioners,

We did receive 2 proposals on the current signage project for Lewis County. The deadline was the 17th. Both were opened today with James Gum, Dave Matthews, Steve Money Penny and myself were present. I will award the project to Custom Graphix of Weston.

1. Custom Graphix of Weston for a total after options was:

Project 1: We will accept Option 2. \$ 6,491.12
Utilizing Engineering Grade Reflective Material

Project 2: We will accept Option 1. \$ 8,620.29
2 lb. U shaped Green posts

Project 3: We will accept Option 2. \$ 6,405.20
You were the successful bidder

Total \$ 21,516.61

2. City of Weston only bid on project 3, after a phone call for clarification.

\$22,560.00

Thank you in advance for your time in this matter,

William F. Rowan
File:

09-19-08

To: City of Weston

From: Lewis-Gilmer E-911
William F. Rowan

Re: Lewis Co. Signage Project

Mayor Mrs. Julia Spellsburg,

We did receive your proposal by the deadline. You were not successful in your efforts.

Thank you for your time and effort,

William F. Rowan
File:

09-19-08