

OCTOBER 1, 1993

TRAFFIC ENGINEERING DIRECTIVE

209

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**SUBJECT: A POLICY FOR SUPPLEMENTAL GUIDE SIGNING ON  
THE NONEXPRESSWAY ROADWAY SYSTEM**

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Supplemental guide signs may be installed by the Division of Highways on the nonexpressway roadway system when if it can be established that a significant segment of the motoring public has a need for such signs.

In general, each facility being considered for supplemental guide signing must comply with the following guidelines:

- (1) The facility shall be open to the public and be operated by and/or directly linked or associated with a governmental agency.
- (2) When there are identification and/or directional signs already existing at key locations to the facility (on or off State right of way), supplemental guide signing may not be needed.
- (3) Supplemental guide signs cannot be installed where they detract, block, or compete with official regulatory, warning or guide signs.
- (4) When more than one potential facility is located in the same area, signing may only be installed for the one that generates the most traffic or attracts the greater number of unfamiliar motorists.
- (5) Supplemental guide signing may, at the option of the Division of Highways, contain abbreviated or generic sign legends identifying the eligible facility.
- (6) All requests for supplemental guide signs shall be submitted to the Division of Highways in writing, unless otherwise directed by the Commissioner.

The following facilities generally meet the above criteria and may be eligible for signing when the accompanying stipulations are met as indicated:

- (1) AGRICULTURAL EXPERIMENT STATIONS - FISH HATCHERIES -  
SCIENTIFIC INSTALLATIONS - GAME FARMS

The facility shall be open to the public, have regular operating hours, have an attendant on duty and be operated by and/or directly linked or associated with a governmental agency.

- (2) AIRPORTS

The facility shall be served by a regularly scheduled commercial passenger airline and be owned or operated by a political subdivision and/or have US mail pick-up.

- (3) **AMTRAK PASSENGER RAILROAD STATIONS**  
The facility shall be served by a regularly scheduled Amtrak passenger train. Additionally, the station shall have an attendant on duty at regularly scheduled times to aid all visitors and/or travelers needing assistance.
- (4) **APPALACHIAN TRAIL**  
When the highway crosses the trail, identification signs can be installed at or in close proximity to the actual crossing.
- (5) **ARMORIES**  
The facility must be normally opened to the public on a regular basis to view or participate in various events (for which a charge may or may not be made). Additionally, signing may be installed if it is specifically requested by the State Adjutant General's office.
- (6) **ATHLETIC FIELDS - STADIUMS (NOT INCLUDING HIGH SCHOOL FACILITIES)**  
The facility shall have a seating capacity of at least 5,000, be normally open to the public (for which a charge may or may not be made). If the facility is associated with a school or school board, it must on a regularly scheduled basis, house events of interest not associated with school activities.
- (7) **BEACHES**  
The facility shall be open to the public on a regular basis, have an attendant on duty, and be operated by and/or directly linked or associated with a governmental agency. Signing will not be installed if the Beach is physically located within the boundaries of another facility that is eligible for supplemental guide signing.
- (8) **BIRD SANCTUARIES**  
Refer to Traffic Engineering Directive #204.
- (9) **BOAT LAUNCHING RAMPS - MARINAS**  
The facility shall be open and available to the public on a regular basis and be operated by and/or directly be linked or associated with a governmental agency. Signing will not be installed if the boat launch ramp/marina is physically located within the boundaries of another facility that is eligible for supplemental guide signing.
- (10) **CAMPS**  
The facility shall operate on a regular schedule, be available to the public on a "non-reservation" basis, have an attendant on duty and be operated by and/or directly linked or associated with a governmental agency, and does not have membership requirements to participate in its activities. Signing will not be installed if the Camp is located within the boundaries of another facility that is eligible for supplemental guide signing.
- (11) **CIVIC CENTER - FIELD HOUSE**  
The facility shall have a seating capacity of at least 3,000, be in compliance with existing fire, health, and safety regulations, be normally open to the public (for which a

charge may or may not be made) and if associated with a school, must on a regularly scheduled basis, house events of interest not associated with school activities.

(12) **COLLEGES**

The facility shall provide a four-year curriculum and offer courses of study leading to a Bachelor's Degree.

(13) **CORPORATION LINES - COUNTY LINES**

Refer to Traffic Engineering Directive #202.

(14) **COVERED BRIDGES**

Any covered bridge operating as part of the currently operating State highway system is eligible for supplemental guide signs. However, if the bridge is permanently closed to vehicular traffic, it may be eligible for such signing when the following conditions are satisfied.

(a) A permanent interpretive sign describing the significant aspects and history of the bridge shall be in place at or near the bridge site and/or viewing area.

(b) The permanent interpretive sign and the bridge viewing area must be maintained by a local non-profit civic organization, historical society, or governmental agency.

(15) **DAMS - LAKES - RESERVOIRS**

The facility shall have a substantial recreation and tourist value, be open to the public on a regular basis, be available on a "non-reservation" basis, have an attendant on duty and be operated by and/or a directly linked or associated with a governmental agency. Signing will not be installed if the Dam/Lake/Reservoir is physically located within the boundaries of another facility that is eligible for supplemental guide signing.

(16) **DIVISION OF HIGHWAYS' OFFICES**

All District Offices and County Headquarters are eligible for supplemental guide signs and "on-site" identification signs. If an attendant is not regularly on duty at any of these facilities during normal working hours, supplemental guide signs shall not be installed.

All other Division of Highways facilities such as County Substations, APD Maintenance Headquarters, Interstate Maintenance Headquarters, Materials and Testing Labs, and Construction Field Offices shall only be eligible for "on-site" identification signs.

(17) **DOWNTOWN/BUSINESS DISTRICTS**

Such areas may be considered when requested by an incorporated community and satisfying at least one of the following conditions:

(a) A US or WV numbered route does not enter the main Downtown area or Business District of an incorporated community.

- (b) Existing directional signing to an incorporated community on a US or WV numbered route directs unfamiliar motorists around or away from the Downtown area or Business District.
- (c) The Downtown or Business District of an incorporated community is not visible or very obvious to identify by unfamiliar motorists traveling on a US or WV numbered route.

(18) **DUMPS - LANDFILLS**

The facility shall be open on a regular schedule, have an attendant on duty and be operated by and/or directly linked or associated with a governmental agency.

(19) **FAIRGROUNDS-SEASONAL, FESTIVALS-TEMPORARY**

Facility shall be open to the public on a regular schedule, have an attendant on duty and be operated by and/or directly linked or associated with a governmental agency. When the facility is only used on a seasonal or temporary basis, all signing will be removed when it is not in use.

(20) **FERRIES**

The ferry must operate on a daily and regularly scheduled basis. It must offer reasonable alternate routes and lead to roadways that are adequately maintained by a governmental agency.

(21) **FIRE TOWERS - RANGER STATIONS**

The facility shall be manned throughout the year, be normally open to the public on a regular basis, have an attendant on duty and/or directly linked or associated with a governmental agency.

(22) **GEOGRAPHICAL LANDMARKS**

Geographical landmarks, such as mountains, elevations, rivers, creeks, bodies of water, and other prominent natural features may be eligible for signing. Each landmark shall either be part of, crossover, or be in close proximity to a US or WV numbered highway.

(23) **GOVERNMENTAL DISTRICT OFFICES AND INSTITUTIONS**

The facility shall generate a significant number of unfamiliar motorists, be normally opened to the public on a regular basis and have an attendant on duty to aid all visitors needing assistance.

(24) **HISTORICAL SITES**

The signing for such facilities shall be in accordance with the current Division of Highways' guidelines associated with Historical Districts, Landmarks, or Buildings.

(25) **HUMANE SOCIETIES - ANIMAL SHELTERS**

The facility shall be opened to the public, have regular operating hours, have an attendant on duty and be operated by and/or directly linked or associated with a government agency.

- (26) **NATIONAL FOREST - MONUMENTS - HISTORIC PARKS**  
See Traffic Engineering Directive #211.
- (27) **POLICE STATIONS**  
(Refer to Traffic Engineering Directive 212.
- (28) **PUBLIC HUNTING AND FISHING AREAS**  
See Traffic Engineering Directive #211.
- (29) **RACE TRACKS**  
The signing for such facilities shall be in accordance with the current Division of Highways' guidelines associated with Race Tracks.
- (30) **RECREATIONAL AREAS**  
See Traffic Engineering Directive #211.
- (31) **STATE PARKS - STATE FORESTS**  
See Traffic Engineering Directive #211.
- (32) **TOLL FACILITIES**  
The facility must be open on a regular twenty-four hour daily basis, be capable of accommodating motor vehicles in a safe and efficient manner, offer a reasonable alternate route, and be adequately maintained. If already identified as a signed route number by the Division of Highways, the facility will not be eligible for additional signing.
- (33) **TOWN SLOGANS**  
Refer to Traffic Engineering Directive #204.

There are various facilities that do not qualify for supplemental guide signs within the context of this Directive. They include:

- (1) Amusement Parks
- (2) Bus Terminals
- (3) Cemeteries
- (4) Churches
- (5) Civil Defense Headquarters
- (6) Conservation Districts
- (7) Day Care Centers

- (8) Geographic Centers**
  - (9) Industrial Parks**
  - (10) Industrial Visitor Centers**
  - (11) Libraries**
  - (12) Post Offices**
  - (13) Private Business Schools**
- (14) Public Secondary Schools (Elementary, Junior High, Middle or High Schools), Private Secondary Schools, Religious Secondary Schools, and Nursery Schools.**
  - (15) Radio and TV Stations**
  - (16) Railroad Stations or Terminals (Non-Passenger)**
  - (17) Rescue Headquarters**
- (18) Sewage and Water Plants**
  - (19) Shopping Centers**
  - (20) Subdivisions**
- (21) Senior Citizen or Nursing Homes**
- (22) Trailer Parks**
  - (23) Watershed Districts**

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