



Land of Cheese, Trees and Ocean Breeze

**TILLAMOOK COUNTY
PUBLIC WORKS DEPARTMENT**
503 Marolf Loop, Tillamook, OR 97141

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TDD-NONVOICE
Oregon Relay Service

April 14, 2005

TO: Interested Parties
FROM: Aaron D. Suko, P.E.
Director of Public Works
RE: Sign Requests

**Original
Document
Signed**

Tillamook County Road Department often receives road signing requests. The purposes of this signing policy is to outline procedures for handling various types of signing requests in County right of ways.

It is not the intent of this policy to take away from private business opportunities.

Signing within a public right of way is the responsibility of the respective public jurisdiction.

- State Highways: contact ODOT in Astoria, 503-325-7222
- County Roads: see letterhead
- City Roads: contact respective city hall

Typical sign requests include:

- Traffic related
 - County Right of Ways: Responsibility of County Road Department
 - State Right of Ways: Contact ODOT in Astoria
- Emergency Services related (tsunami, etc.)
- Road Name Fingerboards
- Government Recreation or Information [Related] Signs
- Business Guide Signs
- Private Signs
- House Number Identification Signs

TRAFFIC RELATED SIGNS

Examples of traffic related signs include stop signs, yellow warning signs, orange and construction signs. Traffic related sign requests are evaluated in accordance with the warrants and standards of the Manual on Uniform Traffic Control Devices (MUTCD). Regarding No/Restricted Parking zone signing: requests evaluated looking at safety or health issues. Any restricted parking zone is ultimately approved by the Board of Commissioners. Regarding speed zone signing in County right of ways: related requests are forwarded from the County to Oregon Department of Transportation (ODOT) for review and authorization as per state law. Approved traffic signs, installation and maintenance are funded by the County Road Department.

EMERGENCY SERVICES RELATED SIGNS

Examples of Emergency Services related signs include tsunami signs. Requests for related signing are initiated by the respective emergency service agency in writing to the Road Department. As a matter of past policy, related sign faces (and replacements) are paid for by the respective emergency service and installed/maintained by County Road Department personnel.

ROAD NAME SIGNS/FINGERBOARDS

See attached Road Name Signs/Fingerboards Handout

GOVERNMENT RECREATION OR INFORMATION SIGNS

Examples of these signs are the brown signs that identify government owned parks, facilities or sites. The respective government agency or jurisdiction will provide a written request with appropriate information to the Road Department for review and approval. If authorized, the sign/post(s) are paid for by the requesting agency and labor to install the sign is provided by the County. Subsequent replacement of damaged or missing signs is provided by the requesting agency.

BUSINESS GUIDE SIGNS

Business Guide Signs are governed by the Business Guide Ordinance (#46). This document can be obtained online at:

<http://www.co.tillamook.or.us/gov/pw/docs/ordinances.htm>

A list of local or regional sign manufacturers is available from the County Road Department office.

PRIVATE SIGNS

Private signs for private roads are acquired by private means (i.e. County does not make, acquire or maintain). A list of local or regional sign manufacturers is available from the County Road Department office. Unless part of the Business Guide Sign Ordinance above, private signs are not authorized in public right of ways.

HOUSE NUMBER IDENTIFICATION SIGNS

Contact your local fire department

Attachments:

- Road Name Signs/Fingerboards Handout
- Road Sign Guidelines (often provided to developers creating new roads)

November 9, 2004

**TILLAMOOK COUNTY
ROAD NAME SIGNS/FINGERBOARDS HANDOUT**

The below matrix table generally applies to 2 types of roads: existing platted, recently constructed roads that are starting to get an increasing number of residences along them **OR** roads recently created as part of a land use action (i.e. subdivision or major partition).

In general, for road name fingerboards/post located totally within private property, the respective owner is encouraged to handle sign creation and installation by private or business avenues.

For the situations in the matrix table, where there is County action, a letter from the respective private party outlining signing request details shall be provided to the County Road Department. At a minimum, the letter shall include the following:

- Requested signing action
- Contact information of the applicant in case further information is needed
- For a requested sign face, evidence that sign manufacturing businesses have been contacted prior to the Road Department (often private business may be able to make a sign for a lower price than the Road Department)
- For post installation on private roads intersecting with private roads, a statement by the owner of the land that County is authorized to enter the property to install same.
- Appropriate evidence of the road name. This may include a current tax lot map, plat map or a road naming order. The road naming authority in the County is the Department of Community Development.

Any signing request is subject to approval by the Director of Public Works. Timeliness of response is dependent of crew workload.

TILLAMOOK COUNTY
ROAD NAME SIGNS/FINGERBOARDS HANDOUT
(continued)

FINGERBOARD SIGNING ACTIONS/COSTS AT VARIOUS TYPES OF ROAD INTERSECTIONS

Type of Road Intersection	Jurisdiction Action	Jurisdiction Action	Sign Installation Fee Collected
County/County	County: Sign/post installed.	----	County: See costs below
County/City	County: Sign/post installed.	City: none	County: See costs below
County/Private	County: Sign/post installed.	----	County: See costs below
Private/Private	County: Sign/post installed.	----	County: See costs below
County/State	County: No County PW fee collected. No sign action by County.	State: Call ODOT at Astoria Office, 325-7222, for procedures for signing intersection.	County signing fee not collected
State/Private	County: No County PW fee collected. No sign action by County.	State: Call ODOT at Astoria Office, 325-7222, for procedures for signing intersection.	County signing fee not collected
City/City	Contact respective City Hall for details.	----	Contact City Hall

County = Public Rd under County jurisdiction
State = State Hwy
City = City Rd
Private = Private, multiple property access road

Current Fingerboard Costs (costs rounded to nearest \$10 and are subject to change):

- \$30 per sign
- \$10 per post
- \$10 per mounting bracket per sign
- \$100 for labor installation and vehicle time (based on average installation time)

Note: IT IS THE RESPONSIBILITY OF THE SIGN INSTALLER TO ARRANGE FOR ANY NECESSARY UTILITY LOCATES PRIOR TO EXCAVATION DEEPER THAN 12 INCHES. This is according to Oregon Administrative Rules (OAR) Chapter 952, Division 1, Sections 0010 thru 0090. Copies of the rules may be obtained by calling the Oregon Utility Notification Center (OUNC). The telephone number is (503) 232-1987, FAX: (503) 293-0826.

Point of Contact at Tillamook County Public Works for questions on signing: Pat Oakes, Engineering Project Supervisor, 842-3419

**ROAD IMPROVEMENT POLICY
ENCLOSURE 4 TO APPENDIX B**

February 6, 2004

TILLAMOOK COUNTY ROAD SIGN GUIDELINES

The below are guidelines to use when planning for and installing signs on public roadways within Tillamook County and under the jurisdiction of the County. These guidelines are minimum standards as set forth in the Manual of Uniform Traffic Control Devices (MUTCD) and Oregon Sign Policy & Guidelines. **ALL** signs in public right of ways under Tillamook County jurisdiction are subject to approval by Tillamook County Public Works.

1. **PLACEMENT/LOCATION:** Standardization of position cannot always be attained in practice. However, the general rule is to locate signs on the right-hand side of the roadway, where the driver is looking for them. Signs should be located so that they do not obscure sight distance for drivers or block the viewing of other signs along the roadway. Street name signs (fingerboards) should be mounted approximately at right angles to the direction of, and facing, the traffic that they are intended to serve. They should be a minimum distance of 2 feet from the left edge of the sign to the edge of the traveled portion of the roadway and no more than 12 feet. Ideally 4 to 6 feet is preferred.
2. **POSTS AND MOUNTINGS:** Sign posts, their foundations and sign mountings shall be so constructed as to hold signs in a proper and permanent position, to resist swaying in the wind or displacement by vandalism. In most cases a 4" X 4", pressure treated post will be sufficient for meeting this standard. If larger wood posts or steel posts are used, they must be of suitable breakaway or yielding design. A larger wood post must have a one inch holes drilled through the post at right angles at 4 and 18 inches from ground level to meet the breakaway requirement. Concrete bases for sign supports, when used, should be flush with the ground level. Sign posts should be of sufficient height to allow the bottom portion of the lowest mounted sign to be no less than 7 feet from the road surface. This allows most vehicles and bicyclists/pedestrians passage underneath without striking the sign.
3. **SIGN MATERIALS:** A variety of materials can be used effectively. However, it is recognized that technological progress may develop new and satisfactory or superior materials for highway signs, particularly in the fields of illumination and reflectorization. Nothing in the guideline should be interpreted to exclude any new material that meets the standard requirements for color and legibility, both by day and by night.
 - a. Street Name signs: Our basic concern is that all street name signs be green in color and reflectorized. That the lettering be white or silver in color and also reflectorized. Lettering should be a minimum of 4 inches tall and sufficiently spaced that the letters don't appear to be ran together at a reasonable distance. It is preferred that the pending new Oregon State standard of 6 inch lettering be used. Materials such as wood, plastic, polyplate or aluminum are suitable. However, when making your selection of backing material,

remember that Tillamook County experiences frequent high winds and heavy rains that can tax the strength of sign materials. Most of our street name signs are made of 1/8 inch thick aluminum. If your sign is longer than 36 inches, you should use a thicker grade of stock.

- b. Stop signs: Only a licensed engineer is qualified to make the judgement as to the need for a stop sign at an intersection. You should consult with our office if you believe a stop sign is needed, and we will make the final judgement. If approved, the standard 30 or 36 inch stop sign is used. We do not use the 24 inch sign in Tillamook County. Backing materials used can be the same as those used for street name signs. All stop signs must be reflectorized and red & white in color.

4. **MATERIAL SOURCES:** There are many sources you can use to obtain your sign materials. Look in the yellow pages under SIGNS. The Tillamook County sign shop uses the large industrial providers such as Zumar Industries, Inc, (1-800-426-7967), Traffic Safety Supply Co, (1-800-547-8518) and Newman Signs (1-800-439-9770). These providers can either make your signs or provide you with the needed materials. The listing of the above sign manufacturers is not an endorsement by the County, but rather provided for your information.

WARNING: Any party digging deeper than 1 foot in a public right of way has the responsibility of identifying exact line locations in accordance with the Oregon Utility Notification Center (OUNC). Oregon Laws 1995 Chapter 691 requires you to follow rules adopted by the OUNC. Those rules are set forth in the Oregon Administrative Rules (OAR) Chapter 952, Division 1, Sections 0010 thru 0090. You may obtain copies of the rules by calling the OUNC. The telephone number is 1-800-332-2344 (Portland: 503-232-1987); the FAX number is (503) 293-0826. Virtually all County signs posts are installed deeper than 12".

Other sign related topics:

Creating the name of a new or previously unnamed road: Contact Tillamook County Department of Community Development, 842-3408.

Information regarding business signs in the right of way can be found in the Business Guide Sign Ordinance: Contact Tillamook County Public Works.

For private signs on private property and not affecting sight distance or visibility in the right of way, contact Tillamook County Department of Community Development, 842-3408.

Tillamook County Public Works is located at 503 Marolf Loop, Tillamook, OR 97141. Phone: (503) 842-3419

**Engineering Project Supervisor - Pat Oakes
Sign Shop - Tom Abbott**