

**WEST POINT TOWN COUNCIL
WORK SESSION
MINUTES
November 24, 2008**

I. Jones SiteWork Liquidated Damages Waiver Request

Mr. Funkhouser advised the Town has received a letter from Jones SiteWork requesting a waiver of some or all of the liquidated damages charged for extra days worked past the contract completion date. The liquidated damages cover 64 days past the contract completion date for an approximate fee of \$32,000. The fee was deducted from the funds due to the contractor upon completion of the job.

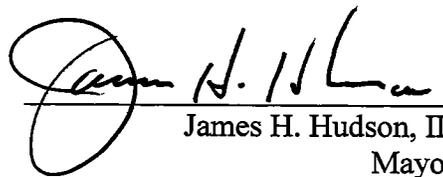
Mr. Lawson stated the Town has never charged liquidated damages in the past and because the work has a one year warranty, Mr. Lawson suggested the Town waive the fee.

2. No Through Trucks at 15th Street/Magnolia Avenue/Southern Avenue

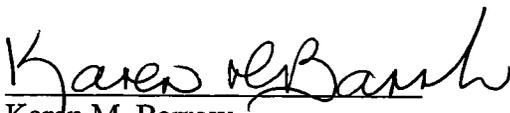
Mr. Funkhouser advised some Town Council members and Town Residents have concerns with tractor trailers using areas of 15th Street, Southern Avenue and Magnolia Avenue that have tight turns causing the tractor trailers to drive into on coming traffic and up onto the sidewalks.

Mr. Gordon stated the Public Works Committee is reviewing 'No Through Trucks' signs in these areas as a safety precaution.

Mr. Funkhouser advised the Town would need to conduct a public hearing and a request for the signs would have to be made to VDOT. The 'No Through Trucks' will be placed on the Public Works agenda for January.


James H. Hudson, III
Mayor

ATTEST:


Karen M. Barrow
Town Clerk

**TOWN OF WEST POINT
TOWN COUNCIL
MINUTES
November 24, 2008**

I. CALL TO ORDER

The West Point Town Council held its regular monthly meeting on Monday, November 24, 2008. The Honorable James H. Hudson III called the meeting to order at 7:30 p.m. Tina Gulley gave the Invocation followed by the Pledge of Allegiance.

Members Present: Mayor, Jim Hudson; Vice Mayor, Deborah Ball; Charlie Gordon; Tina Gulley; Wayne Healy; Jack Lawson; Gail Nichols and Bub Shreaves.

Also Present: Trenton L. Funkhouser, Town Manager; Andrea Erard, Town Attorney; Karen Barrow, Town Clerk; Bill Hodges, Chief of Police; Neal Barber, Economic Development Coordinator; and other interested persons.

II. CITIZENS ADDRESS TO COUNCIL

A. Public Hearing – Lisa Knott Alley Request

Mr. Hudson read the public hearing advertisement and asked the Town Clerk if anyone had contacted the Town with the following request: 1) Assistance to attend the public hearing. 2) Submit any written comments. 3) Asked to review the application.

Mrs. Barrow advised none.

Mr. Hudson opened the floor for citizens to comment on the Alley Request by Lisa Knott. There being none, the public hearing was closed.

1. Lisa Knott Alley Request

Mr. Lawson made a motion that Town Council approve the request for public land being that portion of one North/South Alley running parallel with Kirby Street between 1st and 2nd Streets, situated between 69A1-7, lots, 49A, 50A, 51B and 55, and that Mrs. Lisa Knott, Executor of the Estate, will be responsible for providing all legal documents subject to Town approval and will record those documents at her expense. Seconded by Mr. Gordon. Upon roll call, Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

B. Public Hearing – Diane Rilee Lease Agreement

Mr. Hudson read the public hearing advertisement and asked the Town Clerk if anyone had contacted the Town with the following request: 1) Assistance to attend the public hearing. 2) Submit written comments prior to the meeting. 3) Asked to review the application.

Mrs. Barrow advised none.

Mr. Hudson opened the floor for citizens to comment on the lease agreement for Diane Rilee.

1. Jane Massey-Redd, 4910 Dogwood Drive, West Point, Virginia stated the proposed gift shop would provide revitalization that is much needed for economic development. Mrs. Massey-Redd asked Town Council to approve the lease agreement.

2. Mary Montague-Sikes, 19th & F Street, West Point, Virginia, stated this new business would help revitalize downtown. Mrs. Sikes asked Town Council to approve the lease agreement.

Mr. Hudson asked if anyone else would like comment on the public hearing. There being none, the public hearing was closed.

a. Lease Agreement

Mr. Gordon made a motion to approve the lease of Town property located at 417 6th Street between the Town of West Point and Diane Rilee, Pamela B. Taran and Jane B. Dzula, and that the Mayor be authorized to execute any and all documents on behalf of the Town related to the lease. Seconded by Mr. Healy. Upon roll call, Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

C. Public Hearing – Ordinance 07-08 Street Naming & Addressing

Mr. Hudson read the public hearing advertisement and asked the Town Clerk if anyone had contacted the Town with the following request: 1) Assistance to attend the public hearing. 2) Submit any written comments. 3) Asked to review the application.

Mrs. Barrow advised no request was received.

Mr. Hudson opened the floor for citizens to comment on the public hearing for Ordinance 07-08. There being none, the public hearing was closed.

1. Adoption of Ordinance 07-08 [*See Attached Ordinance 07-08*]

Mrs. Gulley made a motion to adopt Ordinance 07-08, Street Naming and Structure Numbering Ordinance to Chapter 50, Streets and Sidewalks of the West Point Town Code as presented. Seconded by Mr. Lawson. Upon roll call, Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

D. EDA Update

Mr. Hudson advised that Mr. Cawley, the Chairman for the EDA is not available for an update. Neal Barber the Economic Development Coordinator was available for questions Town Council has.

E. Citizens Address to Council

Mr. Hudson asked if there was anyone else that would like to address Town Council on any Town related business. There being none, Mr. Hudson closed the Citizens Address.

III. COUNCIL RESPONSE

No comments were noted.

IV. AGENDA CHANGES

Mrs. Gulley made a motion to adopt the following agenda changes. 1) Removed the closed session from New Business. 2) Placed Neal Barber's contract under New Business as item B. Seconded by Mr. Lawson. Upon roll call, Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

V. ADOPTION OF CONSENT AGENDA

Mr. Gordon made a motion to adopt the following consent agenda, seconded by Mrs. Nichols. Upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

- 1) Minutes of October 27, 2008 Town Council Meeting and Work Session
- 2) Cash Reports
 - a) General Fund
Cash on hand as of October 31, 2008 - \$5,296,946.29
 - b) Water Fund

- Cash on hand as of October 31, 2008 - \$634,295.06
- c) CIP
 - Cash on hand as of October 31, 2008 - \$144,309.57
- 3) Monthly Budget Report
- 4) School Fund Cash Report
 - a) Cash on hand as of October 31, 2008 - \$690,048.90
- 5) West Point Monthly Police Activity Report
- 6) Building Official Monthly Report
- 7) Public Works Monthly Permit Report
- 8) Community Development Monthly Permit Report
- 9) Treasurer Monthly Report

V. COMMITTEE REPORTS

A. Public Safety – Mrs. Gulley reported for the Committee.

Mrs. Gulley advised there was nothing to report.

B. Finance Committee – Mrs. Ball reported for the Committee

1. Cemetery Fees Resolution [*See Attached Resolution*]

Mrs. Ball made a motion to adopt the attached resolution. The fee for Town residents shall be \$500 and the fee for nonresidents shall be \$2,000. Seconded by Mr. Healy.

Mr. Shreaves advised the Town is responsible for cemetery maintenance which increases every year and the cemetery fees have not been raised since 1989. Mr. Shreaves advised his recommendation is for fee to be \$1,000 for Town residents and \$2,000 for nonresidents.

Upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols voted “Aye”, Mr. Shreaves voted “Nay”.

C. Education Committee – Mrs. Nichols reported for the Committee

1. Safe Routes to Schools Resolution [*See Attached Resolution*]

Mrs. Nichols made a motion authorizing the Town Manager to apply for grant funding under the Safe Routes to Schools program administered by the Virginia Department of Transportation for a total cost of \$270,902.50 for phase I of the project. Seconded by Mrs. Gulley. Upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted “Aye”.

D. Public Works – Mr. Gordon reported for the Committee

1. Purchase of Aerial Work Platform

Mr. Gordon made a motion to authorize the Town Manager to purchase a trailer mounted aerial work platform from United Rental for \$14,500.00. Seconded by Mr. Lawson. Upon roll call, Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted “Aye”.

E. Economic and Community Development – Mr. Lawson reported for the Committee

1. Ordinance 08-08 / Erosion and sediment Control Text Amendment

Mr. Lawson made a motion to authorize the Town Manager to advertised for a public hearing. Seconded by Mrs. Nichols. Upon roll call, Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted “Aye”.

2. Marketing of Chelsea Road Property

Mr. Lawson made a motion to authorize the Town Manager to execute and deliver a listing agreement with Thalhimer Commercial Real Estate. Seconded by Mrs.

Nichols. Upon roll call, Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

VII. TOWN MANAGER'S ITEMS

Mr. Funkhouser advised there was nothing to report.

VIII. OLD BUSINESS

1. Charges for Freedom Of Information Act (FOIA) Request

Mr. Hudson advised the Town recently received it's second FOIA request in the past month, in the past the Town has not charged a fee FOIA request. It takes a lot of staff time to do the research and to copy the paperwork. Mr. Hudson suggested Town Council consider charging a fee for FOIA request.

Mrs. Gulley made a motion for the Town to charge twenty-five cents (25¢) per page plus the cost of staff time for FOIA request. Seconded by Mrs. Ball. Upon roll call, Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

IX. NEW BUSINESS

A. Planning Commission Report - Mr. Hudson

Mr. Hudson advised the following are action items or other events of note from the November 5, 2008 Planning Commission meeting: 1) Ms. McGowan reported on the Comprehensive Plan Survey. 2) Planning Commission voted to recommend approval to Town Council for the Alley request by Lisa Knott.

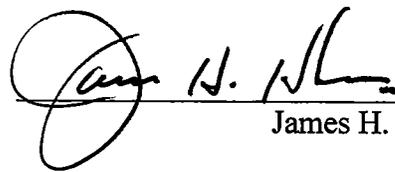
C. Extension of Economic Development Coordinator's Contract

Mr. Hudson advised the Town has received a request from the EDA for Town Council to participate in the extension of Neal Barber's contract for three months to allow for a transition period.

Mrs. Gulley made a motion for Town Council to accept the contract addendum as presented between the Town of West Point and Neal J. Barber as requested and for Mayor to be authorized to sign the agreement on behalf of the Town.

X. ADJOURNMENT

There being no further business Mr. Healy made a motion to adjourned the meeting.



James H. Hudson, III
Mayor

ATTEST:



Karen M. Barrow
Town Clerk

ARTICLE III STREET NAMING AND STRUCTURE NUMBERING

Sec. 50-30 Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Display - the manner the house number is affixed to a structure or otherwise displayed when affixing to a structure is not adequate visually so that it is readily identifiable pursuant to provisions of this article.

E-911 addressing coordinator - the Town Manager or designee.

Point of origin - the point at which a particular road begins its addressing sequence.

Primary structure - includes, but is not limited to, residential building, manufactured home, commercial building, industrial building, office building, public building, church/place of worship, pay telephone, pump station, communication tower, utility tower, substation, or other structure that may require address identification to facilitate the timely response to an emergency situation.

Right-of-way - the right to cross property to go to and from another parcel. The right of way may be a specific grant of land or an "easement," which is a right to pass across another's land. The mere right to cross without a specific description is a "floating" easement. Some rights of way are for limited use such as repair of electric lines or for deliveries to the back door of a store. Railroads own title to a right of way upon which to build permanent tracks.

Structure number - the number assigned to consecutive intervals along a street or road pursuant to the number assignment formula contained in this article. The terms "house number" and "building number" shall be considered synonymous with "structure number" for the purposes of this article.

Sec. 50-31 Administration

The building and lot numbering system shall be administered by the E-911 Addressing Coordinator, who shall assign building numbers to all residential, commercial and industrial structures and lots in conformity with the plan developed pursuant to this article. The E-911 Addressing Coordinator shall also be responsible for maintaining the official records of this numbering system.

Sec. 50-32 Modifications, applicability and enforcement

- (a) *Modification and adjustments.* In applying the guidelines specified in this article, the E-911 addressing coordinator shall have the authority to make minor adjustments and modifications to ensure a logical and efficient street address system.
- (b) *Applicability.* The provisions of this article shall be applicable in all areas of the town.
- (c) *Violations.*
 - (1) Whenever the E-911 addressing coordinator has reason to believe there has been or there exists a violation of this article, the town shall give written notice of such violation to the person or organization failing to comply, and order the person or organization to take corrective measures within 30 calendar days from the date of notification. If such person or organization fails to comply with the duly issued order, the town shall initiate necessary actions to terminate the violation through criminal or civil measures.

- (2) Any violation of this article shall constitute a class 4 misdemeanor. Subsequent to the 30-day period following notification of violation, each day of the violation shall constitute a separate violation.

Sec. 50.33 Preexisting conditions.

(a) *Statement of purpose.* To maintain an addressing system that is consistent with addressing previously performed within surrounding jurisdictions, and to minimize potentially confusing addressing scenarios that have been previously identified by the town, preexisting conditions to this article have been identified and shall be accommodated within the overall addressing framework of the town.

Sec. 5-34 Road naming requirements

(a) *Private road naming required.* In situations where two or more structures are located on a private, unnamed right-of-way, the private drive shall be named. The E-911 Addressing Coordinator shall solicit and consider, but need not use, suggestions from property owners on the road.

(b) *Process and guidelines for approval of road names.*

(1) *Submission to town required.* All road names shall be submitted to the E-911 Coordinator and coordinated for duplication and recordation. All new names of roads within the town shall be approved by the E-911 addressing coordinator.

(2) *Street sign required.* A town standard street name sign shall be installed following street name approval by the E-911 addressing coordinator.

(3) *Historical names.* Street name suggestions that reflect a historical figure, place or event will be given preference for new street names.

(4) *Proper names.* Proper names of current residents of an area will be the least acceptable naming method to be considered, unless the current resident's name is consistent with the historical figure guideline or if the name reflects a currently accepted local name for the private road in question.

(5) *Private streets.* The E-911 addressing coordinator may name any private right-of-way (regardless of the number of residences on the street) when there will clearly be two or more residences on the street.

(6) *Changes in road direction.* If a street changes direction at a 60-degree angle or more and for a length of 300 feet or more, the numbering along the street shall be changed to reflect the orientation with a different baseline provided the road name is also changed; or the numbering shall be determined in the same manner as used for determining structure numbers along diagonal roads, meandering and curvilinear streets if the road name is not changed.

(7) *Duplicate road names.* Duplicate similar spelling or similar sounding road names shall not be accepted or allowed.

(8) *Street type guidelines for newly named roads.* Street type designations should be consistent with the road's functional classification, expected traffic use, width of right-of-way, and continuity. To achieve consistency of name usage, the following definitions and guidelines are adopted, with acceptable abbreviations:

a. *Generally.* Typically, roads and streets are ranked by size and function, and, accordingly, are assigned a suffix. The following definitions have been applied throughout the United States and should be used when establishing new names. All street names shall have one of the identified suffixes.

b. *Avenue.* Minor local thoroughfare that is frequently used and carries heavy traffic. Can be considered a secondary facility connecting with a federal or state primary highway.

c. *Boulevard.* Wide thoroughfare with a median reflecting boulevard character, usually with trees or shrubbery in center plat.

- d. *Branch*. Dead-end right-of-way generally less than 1,000 feet long. A minor street that changes direction or begins and ends on the same thoroughfare that is generally a private but sometimes public road.
- e. *Bypass*. Designated state or federal primary road.
- f. *Circle*. Circular or semicircular road. A circle can be a street that returns to itself. A loop can be a short drive that begins and ends on the same street or road. A circle is usually longer than a loop and can be a secondary road that begins and circles back to terminate on the same road.
- g. *Cove*. Minor Street, often a cul-de-sac, generally less than 500 feet long, ending in a turnabout. Also, short horseshoe-shaped streets.
- h. *Court*. Minor Street, often a cul-de-sac, generally less than 500 feet long, ending in a turnabout. Also, short horseshoe-shaped streets.
- i. *Crossing*. Local thoroughfare that is frequently used and carries heavy traffic. Can be considered a secondary facility connecting with a federal or state primary highway.
- j. *Drive*. Winding thoroughfare generally longer than 1,000 feet. A road that meanders and continues through another right-of-way.
- k. *Expressway*. Road of the highest order with limited access.
- l. *Freeway*. Road of the highest order with limited access.
- m. *Highway*. Designated state or federal primary road.
- n. *Interstate*. Road of the highest order with limited access.
- o. *Lane*. Reduced right-of-way branching from courts, places or ways. A curving street generally less than 1,000 feet. An uninterrupted street ending in a cul-de-sac and designated by a name.
- p. *Loop*. Circular or semicircular road. A circle can be a street that returns to itself. A loop can be a short drive that begins and ends on the same street or road. A circle is usually longer than a loop and can be a secondary road that begins and circles back to terminate on the same road.
- q. *Parkway*. Wide thoroughfare with a median reflecting boulevard character, usually with trees or shrubbery in center plat.
- r. *Path*. Dead-end right-of-way generally less than 1,000 feet long. A minor street that changes direction or begins and ends on the same thoroughfare that is generally a private but sometimes public road.
- s. *Pathway*. Dead-end right-of-way generally less than 1,000 feet long. A minor street that changes direction or begins and ends on the same thoroughfare that is generally a private but sometimes public road.
- t. *Place*. Reduced right-of-way branching from courts, places or ways. A curving street generally less than 1,000 feet. An uninterrupted street ending in a cul-de-sac and designated by a name.
- u. *Road*. Minor local thoroughfare that is frequently used and carries heavy traffic. Can be considered a secondary facility connecting with a federal or state primary highway.
- v. *Street*. Minor local thoroughfare that is frequently used and carries heavy traffic. Can be considered a secondary facility connecting with a federal or state primary highway.
- w. *Terrace*. Minor street, often a cul-de-sac, generally less than 500 feet long, ending a turnabout. Also, short horseshoe-shaped streets.
- x. *Trail*. Dead-end right-of-way generally less than 1,000 feet long. A minor street that changes direction or begins and ends on the same thoroughfare that is generally a private but sometimes public road.

y. *Turnpike*. Designated state or federal primary road.

z. *Way*. Dead-end right-of-way generally less than 1,000 feet long. A minor street that changes direction or begins and ends on the same thoroughfare that is generally a private but sometimes public road.

Sec. 50-35 Road origin determination.

Each road in the town shall have a number origin. The first address for each road shall be 100, except in special cases and exceptions as determined by the E-911 Addressing Coordinator. For the purposes of developing addressing within the town, the determination for each road is based on the following criteria:

(1) *Baseline roads*. (State Highway 30) King William Avenue and (State Route 33) 14th Street are considered baselines. Roads that intersect, but not cross, one of these baselines shall have their origin at that intersection.

a. King William Avenue (State Route 30) shall be numbered with a range increasing from north to south and the beginning address at the town line shall be consistent with the address ranges found leaving King William Road from King William County.

b. The origin of 14th Street shall be at the intersection of King William Avenue (State Route 30), and shall be numbered with a range increasing from east to west.

(2) *Origin of nondead roads*. A road's origin shall be at the end of that road that does not dead-end and is closest to a baseline road.

(3) *Origin of dead-end roads*.

a. Roads that have a single dead-end have their origin at the end that intersects another road. This origin will remain in effect even if the road is extended from the dead end to intersect another road in the future.

b. Roads that have two dead-ends and forms "T" intersections with another road have their origin at the end that is most consistent with the direction of the closest baseline road.

(4) *Roads that cross a baseline*. Roads that cross a baseline with the same name shall have and shall be numbered with a range increasing in a manner that is consistent with the direction of the closest baseline road.

(5) *Ambiguous road intersections*. Roads that change names at nondescript locations shall maintain continuous numbering their entire length.

(6) *Loop roads*. Loop roads, those that start and end on the same road, will have their origin at the intersection with the lowest address along the road they intersect with. This will make their addresses increase consistently with the road from which they intersect with.

Sec. 50-36 Criteria for assignment of structure numbers.

(a) *Official street/road name required*. Structure numbers shall not be assigned along any public road or private road whose name has not been approved by the town.

(b) *Numbering interval*. The interval is a distance along a roadway covered by this article of 5.28 feet, or 1,000 intervals per mile (5,280 feet). This provides for an address increment of one address every 5.28 feet.

(c) *Odd and even numbers*. Even numbers shall be placed on the right side of the street and odd numbers will be placed on the left side of the street from the point of origin to the point of destination of each street. The numbers assigned shall increase consecutively by an increment of two for each interval, thereby creating an available address for each odd/even increment increasing by two numbers every 10.56 feet.

(d) *Street address ranges*. Beginning from the point of origin, an address number range shall be assigned for each interval, with each interval on the right-hand side of the roadway as one leaves

the point of origin being assigned an even number, and each interval on the left-hand side as one leaves the point of origin being assigned an odd number.

(e) *Building and structure numbers.* Primary structures shall be assigned based on the location of the property access to a public right-of-way. Consideration may be given by the E-911 addressing coordinator to the assignment of addresses based on where the structure fronts the road when there is a demonstrated need for assigning the address in such a manner and a building permit has not been issued.

(f) *Common access.* Where two residences or other structures are served by a common driveway or a private right-of-way, numbers shall be assigned to the structures; the number assigned shall be that which is closest in keeping with the numbering sequence.

(g) *Single-family dwellings with common access.* If a lot is subdivided into two lots with a common access, the single-family dwellings shall be numbered differently, consistent with the numbering standards set forth in this article.

(h) *Structures on corner lots.* On structures located upon lots that front two or more streets, a number should be assigned from the street upon which the primary driveway access point exists. Should there be driveway access from both streets; the building shall be addressed from the street that the front entrance faces. Dual addresses shall not be permitted.

(i) *Dead-end and cul-de-sac.* On dead-end streets and cul-de-sac streets, numbers will begin at the point of origin of the street and run towards the dead-end or turnaround area.

(j) *Numbering on circle streets and horseshoe-shaped streets.* Structures along circle streets, loop streets and horseshoe-shaped streets shall be numbered in consecutive order, pursuant to the procedure for calculating proper house numbers with the even numbers on the outside of the circle and the odd numbers on the inside of the circle.

(k) *Duplex buildings.* Separate house numbers shall be assigned to the entrance of a duplex house, for an upstairs dwelling that has an outside entrance, and for separate duplex buildings in the rear of other buildings.

(l) *Multiple occupancy.* In commercial single buildings with multiple occupancy, each unit shall be designated as suite 1, 2, etc.

(m) *Prenumbered recorded subdivision plats.* Subdivision plats of record may be prenumbered by the E-911 addressing coordinator in accordance with the rules set forth in the article.

Sec. 50-37 Assignment, display and placement of official structure numbers.

(a) *Assignment of new numbers.*

(1) Structure numbers shall be assigned to each residence upon submission of a building permit application.

(2) No certificate of occupancy shall be issued for any principal building until the E-911 Addressing Coordinator has supplied the official structure numbers to the Building Official's office.

(3) Temporary structure numbers, including street name, shall be displayed by the building permit applicant on the site during the construction phases to facilitate inspections and delivery of emergency services prior to occupancy.

(b) *Display of structure number.* Each resident shall be required to display and maintain a structure number that identifies the primary structure located on the property. Residents and business owners who construct structures shall be responsible for obtaining, installing and maintaining an address marker placard that is consistent with the guidelines of this article.

(c) *Construction of structure number marker.* Address marker placards for town structures shall adhere as closely as practical to the following minimum specifications:

(1) Address numbers shall be of a contrasting color from the background.

- (2) Address markers not installed on buildings or structures shall be numbered on both sides.
 - (3) Numbers shall be placed vertically on installed placard.
- (d) *Premises identification.* Address marker placards shall be installed using the following guidelines:

- (1) Approved numbers or addresses shall be provided for all new buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Section R321.1, International Property Maintenance Code Section 304.3. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm), and shall meet the International Property Maintenance Code as applicable.
 - (2) Address markers shall be installed outside of the Virginia Department of Transportation's maintained right-of-way, no more than three feet inside the front property line.
 - (3) Address markers shall be installed perpendicular to the road centerline.
 - (4) When more than one structure requires the placement of an address marker at a shared access point, the signs shall be installed with the lowest number closest to the right-of-way line and subsequent numbers placed in a collinear fashion.
- (e) *Removal of other numbers.* The property owner or property manager, upon affixing the address number, shall remove any different number which might be mistaken for or confused with the number assigned to that property by the E-911 addressing coordinator.

Sec. 50-38 Street signs.

(a) *Installation.*

- (1) All public and private roads in the town shall be identified with a sign manufactured to standards that are consistent with this article.
- (2) The town shall be responsible for the installation and maintenance of all publicly named streets.
- (3) The town shall replace street signs as needed to comply with this article.
- (4) In cases of subdivision, the subdivider shall provide and erect a street sign of a design approved by the town for every street intersection planned in any subdivision consistent with Section 54-32 of this Code.

(b) *Specifications.* Street signs shall comply with the following specifications:

- (1) Six-inch blade, variable length, high intensity reflective street name signs.
- (2) Four-inch name and two-inch street type lettering on 0.125 gauge flat aluminum.
- (3) White reflective background with green overlays with cutout lettering.
- (4) Sign blade bracket
- (5) The sign shall be mounted on a metal post no higher than eight (8) feet.

Ordinance 07-08 shall take effect upon adoption.

Vote:

Mrs. Ball	“Aye”
Mr. Gordon	“Aye”
Mrs. Gulley	“Aye”
Mr. Healy	“Aye”
Mr. Lawson	“Aye”
Mrs. Nichols	“Aye”
Mr. Shreaves	“Aye”



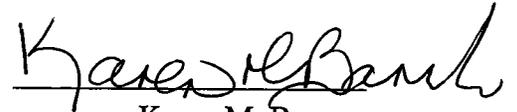
Resolution for Cemetery Fees

WHEREAS, the Town of West Point Cemetery fees have not increased since January 30, 1989. and

WHEREAS, the West Point Town Code, Section 18-3 requires Town Council to set Cemetery fees by Resolution.

NOW THEREFORE BE IT RESOLVED, the price for a single grave in Sunny Slope Cemetery for a Town Resident shall be \$500 and the price for a single grave for a nonresident shall be \$2,000.

Certified to be a true copy of a resolution adopted by the Town Council of the Town of West Point at its regular monthly meeting held November 24th, 2008 at which meeting a quorum was present and voted throughout.


Karen M. Barrow
Town Clerk

VOTE:

Mrs. Ball	"Aye"
Mr. Gordon	"Aye"
Mrs. Gulley	"Aye"
Mr. Healy	"Aye"
Mr. Lawson	"Aye"
Mrs. Nichols	"Aye"
Mr. Shreaves	"Nay"

RESOLUTION DIRECTING THE TOWN MANAGER TO REQUEST USE OF THE VIRGINIA DEPARTMENT OF TRANSPORTATION'S SAFE ROUTES TO SCHOOL PROGRAM FUNDING FOR THE TOWN OF WEST POINT NECESSARY TO COMPLETE A SAFE ROUTE TO SCHOOL INFRASTRUCTURE PROJECT IN THE TOWN.

WHEREAS the Virginia Department of Transportation has requested applications to compete for grant funding; and

WHEREAS Safe Routes to School funds can be requested to plan for and construct infrastructure not to exceed \$500,000 per proposed project; and

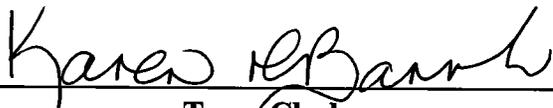
WHEREAS the Town will be applying for \$270,902.50 for Phase I of the proposed infrastructure improvements to complete sidewalk construction and new signage and crosswalk installations on the block surrounding the West Point Public Schools including sections of Thompson, Chelsea, Mattaponi and Bagby Avenues; and

WHEREAS the Town acknowledges that this is a locally administered reimbursement project; and

WHEREAS an application has been completed describing the proposed project that relates to safe routes to school planning, the estimated cost, expected tasks and the end product of the proposed project to utilize funds for the benefit of the Town of West Point and the West Point Public Schools.

THEREFORE BE IT RESOLVED by the Town Council that the Town Manager is directed, for and on behalf of the Town of West Point, to furnish such documents and other information as may be required to qualify for authorization under the agreement with the Department and to administer such funds made available.

COPY TESTE:



Town Clerk