



BOARD OF SUPERVISORS

County of Linn, Iowa

Supplemental Signs & Traffic Control Devices			Directive Number:
Approval Date: 3/1/2006	Effective Date: 3/1/2006	Revision No.: 2	Policy Section & Number: OP-011
Reference: Code of Iowa 321.252; BOS Policy adopted in Feb, 2000; MUTCD; IDOT Traffic and Safety Manual		Distribution: Intranet	

I. Policy/Purpose

The purpose of this policy is to provide for the uniform application of criteria used to assist in determining whether supplemental signs and traffic control devices should be used throughout the Secondary Road System in Linn County. This policy serves as a supplement to referenced manuals for signs or devices not currently discussed or defined.

II. Scope

This policy pertains to the use of supplemental signs and traffic control devices on roads under the jurisdiction of the Linn County Secondary Road Department. The supplemental signs and traffic control devices policy for Linn County is to conform to the Manual of Uniform Traffic Control Devices (MUTCD) and Applicable Iowa Department of Transportation Publications. This policy also provides guidance applicable to Linn County Secondary Roads for unusual or non-standard requests and outlines the basis for the engineer's determination of whether and how such items may be placed in the County Road R.O.W. as well as cost responsibility. Examples of non-standard sign requests include: "Children at Play", "Farm Machinery", "Trucks entering Highway", and "School". Other groups such as parks departments, public agencies, non-profit organizations and members of the public also have been known to request signs and markers of various types.

III. Objectives

The objectives of this policy are to establish when supplemental signs and traffic control devices may be considered, and to delineate where such items should be placed if approved to enhance the safe use of secondary roads within the county secondary road system.

IV. Definitions

1. **Traveled Way:** Designated driving surface of a road (including the shoulder).
2. **Roadside:** Areas within R.O.W. that are outside the Traveled Way.
3. **Clear Zone:** A distance measured from the outside edge of the shoulder away from the road (min. 10').

4. Right-of-Way (R.O.W.): Property obtained through deed or permanent easement reserved for construction of and/or maintenance of transportation facilities (typically 66' wide on most county roads).

V. Procedure

School Signs

School signs include school bus stop ahead signs, school speed limit signs, school advance signs, and school crossing ahead signs. School signs are not necessary at all locations and will only be erected based on a request by appropriate school officials followed by an engineering study of the location in question. The MUTCD does not require installation of any school sign. Any school signs erected will be placed according to the standards of the MUTCD. It is not the policy of the Secondary Road Department to place these signs at Department expense. Signs of these types are placed at the request of the schools under the terms of this policy, and the schools will reimburse the Department for all work performed.

The school bus stop ahead sign is designed as a warning of conditions that are not present throughout the day or the year. Signs that warn of occasional hazards tend to reduce the respect of drivers for other warning signs. It is for this reason that installations of this sign will be limited. The sign is to be placed only where terrain and roadway features limit sight distance and the stop cannot be relocated to another location with adequate sight distance. This sign may be placed at a location at the request of the school district. Any requests for the placement of these signs must come through the school bus superintendent or the superintendent of the school district. The Department will direct requests from parents or other county residents to the appropriate school district officials.

Upon receipt of a request from the school superintendent or the superintendent of schools for a school bus stop ahead or a school bus turnaround sign, the County Engineer will review the location for the adequacy of available sight distance according to the MUTCD. The determination of adequate sight distance will be based on whether a school bus stopped at location is not visible to road users for a distance of 500 feet in advance. If the location has less than the required sight distance, the county will install a sign at the appropriate distance ahead of the school bus stop or turnaround. The school district will pay for the sign and the county will provide the post, labor and equipment to erect the sign at no cost to the school. Signs no longer needed will be removed upon request of the school district. The school district will be reminded periodically to review the need for these signs.

If the location has required sight distance, the Engineer will recommend to the school official making the request that a sign is not warranted. If the school decides that a sign be placed at the location anyway, the school will be responsible for all cost associated with the installation, including sign, post, labor and equipment costs.

School crossing and speed limit signs will be reviewed by the department based on an engineering study. Wherever feasible, the school district will route pedestrian, school bus,

and automobile traffic entering the school grounds to use existing traffic control in the area. The school district will be liable for all costs associated with the installation of requested signs, including; sign, post, labor and equipment costs.

School districts are also responsible for all costs related to maintaining school signs in place. This includes sign face replacement costs and labor and material costs to keep signs in place as necessitated by accidental damage, vandalism, storm damage or environmental degradation of the sign face material.

Playground Area, Children at Play and Related Signs

Children at play, playground area, horses on the highway, and other similar warning signs requested by county residents will be installed by the county upon request. With the exception of the playground area sign (W15-1), these signs are not recognized by the MUTCD and are not considered traffic control devices. As such, the Department will not maintain these signs, nor is installation recommended. An engineering study will not be performed prior to placement and the Department will express no opinion, nor accept liability for their placement. Persons requesting these signs will sign a release on liability prior to installation.

Signs will be placed at the appropriate advance distance ahead of the area to be protected according to advance warning sign placement distances in the MUTCD for the posted speed limit. Signs shall be black on yellow in the same style as official warning signs.

The resident or other party making the request for the sign shall pay the full cost of the sign, post, and installation. The county will install the sign at its earliest convenience. The person(s) requesting the sign will pay all costs related to keeping the sign in place. These costs include replacement of the sign and post, as well as labor and equipment time, for damage due to environmental degradation of the sign face or post, vandalism, or accident. If the requesting party fails to pay the cost of maintaining the sign in accordance with county standards, the sign will be removed at no cost, and without compensation, to the requesting party.

Property owners may not install signs on county rights of way. County crews will do all sign installations. Signs installed by others may be removed without notification.

Farm Machinery and Trucks Entering Highway

Farm machinery, truck entering highway, and other similar warning signs requested by county residents will be installed by the county upon request. Signs will be placed at the appropriate distance ahead of the area to be protected according to advance warning sign placement distances in the MUTCD for the posted speed limit. Signs will be black on yellow warning signs and shall meet minimum size requirements as recommended by the MUTCD.

The resident or other party making the request for the sign shall pay the cost of the sign and post. The county will provide the equipment and labor to install the sign at no cost to the

party making the request. The county will install the sign at its earliest convenience. If the resident requests, an advisory speed plate may be installed with the warning sign. The appropriate advisory speed will be established based on a survey of the location and a determination of stopping sight distance by the County Engineer.

Private property owners may not install signs on county rights of way. County crews will do all sign installations. Signs installed by others may be removed, without notification.

Historic Markers and Park Signs

Historic markers and park signs will be installed by the county upon request by cities, historic societies, the county conservation department, or other recognized groups to direct travelers to roadside parks and monuments. Signs will be placed at the appropriate distance ahead of the area to be protected according to advance warning sign placement distances in the MUTCD for the posted speed limit signs will be white on brown and shall meet minimum size requirements as recommended by the MUTCD.

The group requesting the sign shall pay the cost of the signs and posts. The county will provide labor and material necessary to place the sign. In the event of damage caused by accident or vandalism, or degradation of the sign face due to age or the environment, the Engineer shall notify the group sponsoring the sign of the need for replacement. The group will be required to pay the cost for the new sign. If the group does not maintain the sign as recommended by the Engineer, the sign will be removed at no cost to the sponsor.

Supplemental Destination Signs

Supplemental destination signs are informational signs placed to direct travelers to churches, private schools and businesses. Any group or individual may sponsor these signs. These signs shall be white on green and conform to MUTCD size placement standards.

The individual group requesting the sign shall pay the cost of the signs, posts, labor, and material necessary. In the event of damage caused by accident or vandalism, or degradation of the sign face due to age or the environment, the Engineer shall notify the group sponsoring the sign of the need for replacement of the sign. The group will pay the cost for a new sign, if necessary, along with any materials necessary for installation. If the group does not maintain the sign as recommended by the Engineer, the sign will be removed at not cost to the sponsor.