Intergovernmental Collaborative Sign Policy

Intergovernmental Sign Collaborative Team:

City of Kalamazoo
City of Portage
Road Commission of Kalamazoo County

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1. PURPOSE AND BACKGROUND

The purpose of this policy is to establish uniformity in the installation and maintenance of signs with an intergovernmental approach among the City of Kalamazoo, City of Portage, and the Road Commission of Kalamazoo County (RCKC). This policy recognizes that the Michigan Manual on Uniform Traffic Control Devices (MMUTCD) is the standard for all traffic control devices on all public roads in Michigan, and therefore all traffic control devices on the roadway system/public right-of-way shall conform to its standards and specifications as specified in the Michigan Vehicle Code, Public Act 300 of 1949, Section 257.608. The purpose of this policy is to describe typical applications and procedures related to placement of signs on roadways for the safety of the public.

Enactment of the Highway Advertising Act of 1972 (Act 106 of the Public Acts of 1972) and its subsequent amendments have placed severe restrictions on billboard advertising, thus increasing the demand to place additional directional information signs within road right-of-way. In order to respond to all sign requests in a fair and consistent manner, we recognize the need to establish signing guidelines that will address aspects of roadway signing while maintaining a safe and logical sequence of informational displays along roadways.

Although the aforementioned MMUTCD contains standards for design and application of traffic control devices, it does not contain specific criteria on the following subjects for all signs: (1) allowable sign messages, (2) qualifications which allow placement of signs for various facilities and/or activities, or (3) priority (ranking) of the various sign groups on the basis of roadway user needs which, in turn, should determine the selection process for sign installations.

This policy officially recognizes the rule in the MMUTCD that establishes minimum retro-reflectivity levels for traffic signs and which each agency maintains outside of this policy.

It is in the best interest of the City of Portage (Portage), the City of Kalamazoo (Kalamazoo), the Road Commission of Kalamazoo County (RCKC), and the public to prevent the excessive use of traffic signs on the roadway system. Traffic sign effectiveness can be severely diminished by improper or overuse. Regulatory and warning signs are installedbecause of need, and in some cases, by warranted conditions. A conservative use of traffic signs reduces maintenance costs and improves the effectiveness of those remaining signs. It is a goal of the agencies to limit the use of traffic signs to those that

1. *fulfill a need,*
2. *command attention,*
3. *convey a clear, simple meaning,*
4. *command respect from road users, and*
5. *give adequate time for proper response.*

Eliminating unnecessary signage reduces sign clutter/pollution, lowers maintenance costs, standardizes implementation and improves traffic safety for the traveling public.

The guidelines set forth in this policy address these subjects and provide criteria by which to evaluate all signing requests consistently and equitably and to ensure that information displayed has value to road users.

HUMAN FACTORS

As vehicles move along a roadway each user is confronted with many elements competing for attention; e.g., presence of other vehicles, roadway alignment and other design features, billboards, official traffic signs, traffic signals, pavement markings, commercial development, rural and urban environs, different levels of lighting, and adverse weather conditions. Any or all of these factors may affect highway safety, as well as the user's ability to see, assimilate, and react to pertinent highway sign messages.

Studies of human behavior have shown that a user can focus attention on only one thing at a time, but can respond rapidly to several stimuli. However, receiving too much information in a short time can adversely affect the user's ability to process the information effectively, causing information overload. Information overload is a condition where the user is unable to perceive and/or use the information displayed. When this condition occurs, the user will shift attention from one source of information to another and may miss critical sign messages.

Considering the large number of highway elements and complexities confronting each user, it is apparent that the amount of information which can be effectively conveyed by traffic signs is limited. For this reason it is necessary to have guidelines for signs and sign group priorities to avoid information overload and to ensure that essential signs are in place for the general motorist.

SIGNING PRIORITIES

Basic concepts of traffic engineering recognize that the primary functions of traffic control signs are to warn, regulate, and guide traffic. Sign spacing and the amount of information displayed have an impact on the user's ability to read and respond to sign messages in an expected, predictable manner.

Accordingly, the primary function of traffic control signs is to enable users to react promptly, naturally, and safely to the traffic and design conditions encountered, to inform on the regulations and use of streets and highways, to warn of unexpected roadway conditions which require extra care in driving, and to provide guidance to major destinations.

Secondary functions of traffic control signs are to advise users of various services normally required to complete an extended journey (emergency services, motorist services, public transportation), and of supplemental services such as recreational facilities, places of interest, and attractions.

It may be necessary to rank signs within a single priority group. An example of this situation would be where there are more qualifying traffic generators than can be accommodated under the established policy. In this circumstance, the qualifying generators will be ranked according to attendance and those that exceed the warrants most often will be given priority.

In general, guide signs along a highway are necessary for motorists who are unfamiliar with the route and need guidance to reach their destinations. The most important guide signs are those which provide direction to major metropolitan areas, highway routes, or places of national prominence.

Traffic control signs can be classified into eight basic sign groups. Listed below is the order of priorities adopted by the national committees of the American Association of State Highway and Transportation Officials (AASHTO) and Institute of Transportation Engineers for these sign groups, and a brief description of the function of each sign group:

Group

No. Sign Type

1. REGULATORY SIGNS - Inform the user of traffic or regulations concerning vehicle operation on the highway (i.e., stop, yield, speed limit signs, etc.).

2. WARNING SIGNS - Advise the user of unexpected highway conditions which require extra care in driving (i.e., curve, stop ahead, Chevron signs, etc.).

3. NAVIGATIONAL GUIDE SIGNS - Identify the route or routes that the user may follow to complete a trip, including directions and distances to cities and other destinations (standard guide signs, i.e., route markers, distance and destination, exit direction, etc.). Advise the user of destinations accessible other than those shown on standard guide signing (i.e., township supplemental freeway signing).

4. EMERGENCY SERVICES SIGNS - Advise and direct the user to facilities providing emergency services or assistance. Such facilities include hospitals providing emergency medical treatment and state, county, or local enforcement agencies.

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5. MOTORIST SERVICES SIGNS - Advise and direct the user to basic services normally needed to complete a long trip (i.e., gas, food, lodging and camping, tourist information centers, welcome centers, and rest areas).

6. PUBLIC TRANSPORTATION SIGNS - Advise and direct the user to facilities that provide commercial and public passenger travel service (i.e., airports, train stations, bus stations, and vehicle ferry docks).

7. TRAFFIC GENERATOR SIGNS - Advise and direct the user to activities, facilities, or special points of interest which attract a significant number of people who are unfamiliar with the local area and/or access routes.

8. GENERAL INFORMATION SIGNS - Advise the user of information that may be of interest and—although not directly necessary for travel—in most instances include a geographic reference(i.e., political boundary limits, landmarks, Historic Site, Adopt-A-Highway, Heritage Routes, Memorial Signing, Tourist Oriented Directional Signs (TODS), etc.).

SIGNING PRINCIPLES

The design (shape, size, and color) of traffic signs used in Michigan shall conform to national sign standards. Uniform use and standardization of traffic signs are desirable to ensure instant recognition and uniform interpretation by all users.

A traffic sign should be installed only if it fulfills a specific need. In order to be effective, a sign should command attention, a clear, simple message, be well maintained, and be located such that users have adequate time to see, comprehend, and respond appropriately.

Information overload may result from too many signs, nonessential signs, insufficient spacing between signs, excessive lines of legend, inadequate conspicuity or legibility, or a combination of these factors.

Regulatory and warning signs should be installed only where mandated or warranted so that their effectiveness will not be diminished by excessive use.

Guide signs should be installed when they are essential to the motorist or are beneficial to a significant number of users.

Within a certain distance in advance of an interchange or intersection, signing needs will be evaluated and signs installed in descending priority providing that a minimum standard spacing between signs is maintained, thus avoiding informational overload and potential user confusion.

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Signs serving other destinations (excluding cities, villages, routes, etc.) are classified as supplemental guide signs. Sign priority groups 4 through 8 are considered supplemental guide signs. Supplemental guide signs are secondary to principal signing needs (groups 1 through 3) and should be used sparingly. Supplemental guide signs are used to guide motorists who are seeking a specific traffic generator facility. Installation of supplemental signs may be justified when visitation or attendance volumes are high and a significant percentage of motorists seeking a traffic generator are unfamiliar with its location and access routes. Supplemental guide signs are not intended to advertise or to promote a facility, or to increase its visitation or attendance volumes. "As per the Federal Manual on Uniform Traffic Control Devices, both Specific Service (Logo) Signs and Tourist Oriented Directional Signs (TODS) provide business identification and directional information for essential motorist services and for businesses deriving a major portion of income and/or visitors from motorists not residing in the immediate area respectively. Both sign programs are mandated by Michigan statute."

Supplemental guide signs can reduce the effectiveness of other essential signing. For this reason, we have established guidelines for such signing.

NON-CONFORMING SIGNS

Signs already installed which are not in compliance with these guidelines or provisions contained in the MMUTCD shall be removed when they are damaged, in need of maintenance, or if the intended purpose is no longer present in the engineering judgment of the appropriate agency traffic engineer. The affected person or agency will be notified, if possible, of the intent at least 30 days prior to sign removal. If any non-conforming sign is a safety hazard, it shall be removed immediately.

UNAUTHORIZED SIGNS

All signs installed without the approval of the agency representative as per guidelines and Section 609 of the Michigan Vehicle Code (MVC) will be considered unauthorized and therefore shall be removed immediately without prior notice.

TEMPORARY SIGNS

Signs of various types such as political candidate, open house, garage sale, or real estate signs are sometimes placed within public right-of-way. These types of signs are temporary, but are still encroachments and *may* be a safety hazard to the motorist and therefore will not be permitted.

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2. TRAFFIC SIGN STANDARDS AND GUIDANCE

Regulatory Signs

Information about Regulatory signs is provided in Chapter 2B of the MMUTCD.

STOP Sign

The STOP sign configuration should be approved in the engineering judgment of the appropriate agency traffic engineer. Stop signs shall generally be installed on the minor street of an intersection in accordance with the MMUTCD. The STOP sign shall NOT be installed for any private roadway.

A multi-way stop installation shall be based upon an engineering study and meet warrants as set by the MMUTCD. Stop signs shall not be used for speed control.

YIELD Sign

The YIELD sign shall be installed and maintained when approved in the engineering judgment of the appropriate agency traffic engineer. Yield signs shall not be used for speed control.

ALL-WAY Plaque

The ALL-WAY plaque shall be installed and maintained for every all-way stop intersection. Note: the 3-way and 4-way plaques are no longer allowed per the MMUTCD.

SPEED LIMIT Sign

The SPEED LIMIT sign shall only be installed and maintained for authorized speed zones having an approved Traffic Control Order (TCO) issued by the agencies public governing body procedures. Speed Limit signs shall not be installed for statutory speed limits unless authorized in the engineering judgment of the appropriate agency traffic engineer (as set forth in Michigan Vehicle Code Section 257.629). A Speed Limit sign shall be installed whenever the speed limit changes, including when entering a statutory (i.e. prima facie) speed limit area. Where the speed limit transitions only one speed limit sign shall be installed.

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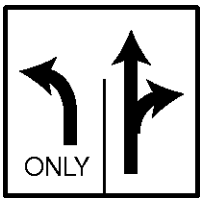
ADVANCE INTERSECTION LANE CONTROL Sign

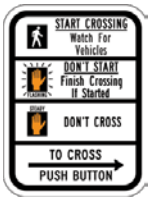


The Intersection LANE CONTROL sign shall be installed and maintained at all signalized intersections when approved in the engineering judgment of the appropriate agency traffic engineer.

NO PARKING Sign

The NO PARKING sign shall only be installed and maintained for zones where parking has been restricted by a TCO from the agencies public governing body procedures.

TRAFFIC SIGNAL Sign



These TRAFFIC SIGNAL signs shall be installed and maintained in the engineering judgment of the appropriate agency traffic engineer.

ROAD CLOSED Sign

The ROAD CLOSED sign shall be used when a road is closed to all traffic except authorized vehicles (i.e. construction equipment). The Road Closed to Thru Traffic sign shall be used when through traffic is not permitted or where local traffic is permitted for some distance beyond the sign until the point of closure. Emergency road closures shall use a Road Closed sign placed upon a Type III barricade.

WEIGHT LIMIT Sign

The WEIGHT LIMIT signs shall be installed and maintained when approved in the engineering judgment of the appropriate agency traffic engineer.

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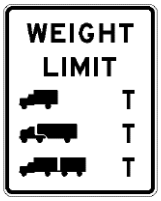
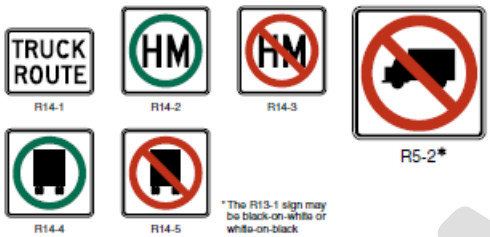
BRIDGE AND STRUCTURE WEIGHT, WIDTH AND HEIGHT RESTRICTION Sign



The BRIDGE AND STRUCTURE WEIGHT RESTRICTION signs shall be installed and maintained for all restricted bridges, as close to the restricted bridge or structure as possible. The ON BRIDGE AHEAD sign shall be installed with the Weight Restriction sign, in advance of the restricted bridge or structure, at the nearest intersections approaching the restriction in accordance with the established MDOT requirements.

NO THRU TRUCK Sign



The NO THRU TRUCKS sign shall be installed and maintained for all roads restricting through traffic by commercial vehicles by the agencies public governing body procedures.

SEASONAL LOAD AND SPEED RESTRICTION Sign (i.e. Frost Laws)

The SEASONAL LOAD AND SPEED RESTRICTIONS in effect sign shall be installed and maintained when seasonal load and speed restrictions (i.e. frost laws) are in effect. Placement of these signs shall be determined by the appropriate agency traffic engineer. A map and list showing all-weather and seasonally restricted roads is available at the appropriate agency web site.

GRADE CROSSING (Crossbuck) Sign

The railroad authority is responsible for the installation and maintenance of the CROSSBUCK sign at signalized grade crossings.

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ORDINANCE Sign

The appropriate public governing body requesting the ORDINANCE signs displaying City or Township ordinances shall be installed when approved in the engineering judgment of the appropriate agency traffic engineer. The ordinance displayed on the sign shall only apply to traffic operations. The requesting entity shall be responsible for the cost of material to fabricate, install and maintain an ordinance sign. When the sign is due for maintenance/replacement or is damaged, as determined by the agency, the City or Township shall be responsible for the cost of material and labor to fabricate and install the new sign.

IN-STREET PEDESTRIAN CROSSING Sign

The IN-STREET PEDESTRIAN CROSSING sign shall be installed when authorized in the engineering judgment of the appropriate agency traffic engineer. This sign shall be installed only after the conclusion of a traffic study warrants its installation. This sign should only be installed when a painted crossing is present as part of an official non-motorized trail network. A requesting entity shall be responsible for the traffic study as well as the cost of material to fabricate, install, and maintain the sign and painted crossing. When the sign or painted crossing is due for maintenance/replacement or is damaged--as determined by the agency--the requesting entity shall be responsible for the cost of material and labor to fabricate and install the new sign and painted crossing.

OTHER REGULATORY Signs

All OTHER REGULATORY SIGNS not required to be installed by the MMUTCD, authorized by this policy, or in the engineering judgment of the appropriate agency traffic engineer shall NOT be installed or maintained within the public right-of-way.

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Warning Signs

Information about Warning signs is provided in Chapter 2C of the MMUTCD.

HORIZONTAL ALIGNMENT Sign

The HORIZONTAL ALIGNMENT signs shall be installed according to the MMUTCD.

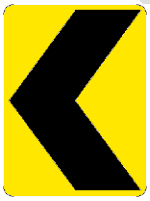
ONE-DIRECTION LARGE ARROW Sign

The ONE-DIRECTION LARGE ARROW sign shall be installed and maintained when a Turn sign (W1-1) or Reverse Turn sign (W1-3) is installed. This sign may also be installed when a Curve sign (W1-2), Reverse Curve sign (W1-3), or Winding Road sign (W1-5) is installed. Installation will be based on crash history and traffic volume or in the engineering judgment of the appropriate agency traffic engineer.

TWO-DIRECTION LARGE ARROW Sign

The TWO-DIRECTION LARGE ARROW sign may be installed and maintained at a "T" intersection when approved in the engineering judgment of the appropriate agency traffic engineer. Crash history is one factor used in deciding when this sign is needed.

CHEVRON ALIGNMENT Sign



The CHEVRON ALIGNMENT sign may be installed when approved in the engineering judgment of the appropriate agency traffic engineer. Typical installation occurs if crash history indicates a need for additional signage or if space does not allow the installation of a W1-6 sign. Spacing of Chevron signs shall follow Table 2C-6 from the MMUTCD. Chevron signs shall not be installed on gravel or dead-end roads.

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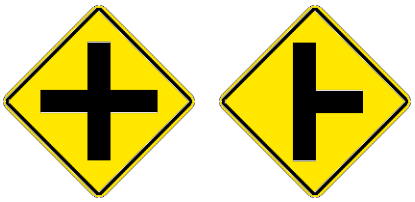
CROSS ROAD AND SIDE ROAD Sign



The CROSS ROAD AND SIDE ROAD sign may be used in advance of an intersection to indicate the presence of an intersection and the possibility of turning or entering traffic. An advance name panel should be used if possible.

ADVANCE TRAFFIC CONTROL SIGN – STOP AHEAD Sign

The Advance Traffic Control (STOP AHEAD) sign may be installed and maintained in advance of all STOP signs on non-dead-end, paved roads in rural areas. The Stop Ahead sign shall be installed and maintained in advance of all STOP signs in urban areas or on rural dead-end roads in the engineering judgment of the appropriate agency traffic engineer. The Stop Ahead sign is typically not used on subdivision or gravel roads unless crash history or limited sight distance indicates a need for installation of the Stop Ahead sign.

REDUCED SPEED LIMIT AHEAD Sign

The SPEED REDUCTION sign shall be installed and maintained when the following criteria are satisfied:

<u>Condition A</u>

The W3-5 sign shall be used in advance of an authorized speed zone of 45 mph or less if leaving a segment with the statutory speed limit (See MVC Section 257.627 and 257.628 for information on statutory speed limits).

<u>Condition B</u>

The W3-5 sign shall be used in advance of a lower authorized speed zone when leaving a segment with a higher authorized speed limit that is at least 15 mph greater than the lower speed zone or when approved in the engineering judgment of the appropriate agency traffic engineer.

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LANE ENDS Sign

The LANE ENDS SYMBOL AND MERGE signs shall be installed and maintained when there is a reduction in the number of traffic lanes in the same direction of travel.

CROSS TRAFFIC DOES NOT STOP Plaque

The CROSS TRAFFIC DOES NOT STOP plaque shall not be installed and maintained unless approved in the engineering judgment of the appropriate agency traffic engineer. Current crash history and other traffic related factors shall be used to decide when this sign is warranted.

ROAD NARROWS AND NARROW ROAD Sign

The ROAD NARROWS sign shall be installed and maintained where road pavement width (including paved shoulders) significantly changes along a road segment. The NARROW ROAD sign may be used when approved in the engineering judgment of the appropriate agency traffic engineer. A speed advisory plaque may also be used.

NARROW BRIDGE Sign

The NARROW BRIDGE sign shall be installed and maintained in advance of all bridges or culverts having a two-way roadway clearance width less than 19 feet but more than 17 feet as per Michigan State Statute 254.20

ONE LANE BRIDGE Sign

The ONE LANE BRIDGE sign shall be installed and maintained in advance of all bridges or culverts having a two-way roadway clearance width 17 feet or less as per Michigan State Statute 254.20

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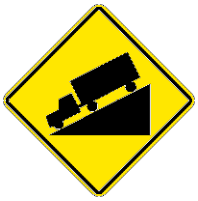
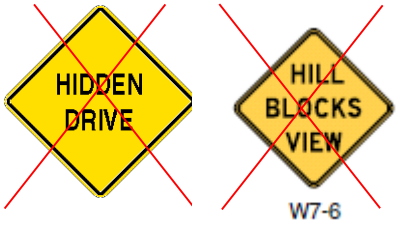
HILL Sign



The HILL sign shall be installed and maintained when approved in the engineering judgment of the appropriate agency traffic engineer.

HIDDEN DRIVE AND HILL BLOCKS VIEW Sign



The HIDDEN DRIVE and the HILL BLOCKS VIEW signs shall NOT be used. These signs are not in the MMUTCD and no guidelines exist for their installation. Studies have shown that this type of sign does not alter user behavior and gives a false sense of security to the driveway user.

ROUGH ROAD Sign

The ROUGH ROAD sign shall be used to warn motorists of an approaching rough section of roadway as approved in the engineering judgment of the appropriate agency traffic engineer. No Speed Advisory plaque (W13-1P) will be posted since conditions may vary widely.

PEDESTRIAN WARNING Sign

The PEDESTRIAN WARNING sign shall be installed and maintained when approved in the engineering judgment of the appropriate agency traffic engineer. An engineering study shall be completed to determine if a pedestrian crosswalk is warranted prior to consideration. When used at a crossing, the PEDESTRIAN WARNING sign shall be supplemented with a diagonal downward pointing arrow (W16-7P) plaque showing the location of the crossing, in conjunction with the presence of crosswalk markings. The crossing location shall be preceded by a Pedestrian Warning sign supplemented with an AHEAD plaque (W16-9P).

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ANIMAL CROSSING Sign

The agencies recognize the significant danger that animals pose to the traveling public roads. However, due to the random nature of animal behavior and changing crossing locations, the agencies will NOT install or maintain ANIMAL CROSSING signs.

FARM EQUIPMENT Sign

The agencies will NOT install or maintain FARM EQUIPMENT signs.

HANDICAP WHEELCHAIR CROSSING WARNING Sign

The agencies will NOT install or maintain HANDICAP WHEELCHAIR CROSSING WARNING signs.

HORSE AND BUGGY WARNING Sign

The agencies will NOT install or maintain HORSE AND BUGGY Warning signs.

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FIRE STATION WARNING Sign

The FIRE STATION WARNING sign shall be installed in advance of an official Fire Station as approved in the engineering judgment of the appropriate agency traffic engineer. A Fire Department wishing to install additional traffic control devices shall be responsible for the purchase and maintenance costs of the additional devices. A formal letter of agreement between the agencies and the Fire Department shall be executed prior to the installation of the additional devices.

TRUCK CROSSING WARNING Sign

The agencies will NOT install or maintain TRUCK CROSSING WARNING signs.

GOLF CART CROSSING WARNING Sign

The GOLF CART CROSSING WARNING sign shall be installed and maintained when approved in the engineering judgment of the appropriate agency traffic engineer. This sign should only be installed when a painted crossing is present and at an active golf course. The requesting entity shall be responsible for the cost of material to fabricate, install and maintain the sign and painted crossing. When the sign or painted crossing is due for maintenance/replacement or is damaged, as determined by the agency, the requesting entity shall be responsible for the cost of material and labor to fabricate and install the new sign and painted crossing.

BICYCLE/PEDESTRIAN AND TRAIL CROSSING Sign

The Bicycle/Pedestrian and TRAIL CROSSING signs shall be installed and maintained when approved in the engineering judgment of the appropriate agency traffic engineer at established non-motorized trail locations. This sign should only be installed when a painted crossing is present as part of an official non-motorized trail network. A requesting entity shall be responsible for the cost of material to fabricate, install and maintain the sign and painted crossing. When the sign or painted crossing is due for maintenance/replacement or is damaged, as determined by the agency, the requesting entity shall be responsible for the cost of material and labor to fabricate and install the new sign and painted crossing.

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SHARE THE ROAD Sign

The SHARE THE ROAD sign shall be installed in conjunction with the BICYCLE sign and shared lane pavement marking (sharrow) only when there are gaps in the non-motorized network. The requesting entity shall be responsible for the cost of material to fabricate, install and maintain the sign and pavement marking. When the sign is due for maintenance/replacement or is damaged, as determined by the agency, the requesting agency shall be responsible for the cost of material and labor to fabricate and install the new sign or pavement marking.

BIKE ROUTE Sign

The BIKE ROUTE sign shall be installed only on an official non-motorized network. The requesting entity shall be responsible for the cost of material to fabricate, install and maintain the sign. When the sign is due for maintenance/replacement or is damaged--as determined by the agency--the requesting entity shall be responsible for the cost of material and labor to fabricate and install the new sign. (SEE PORTAGE SUPPLEMENT)

PLAYGROUND Sign

The agencies will NOT install or maintain PLAYGROUND WARNING signs.

LOW CLEARANCE Sign

The LOW CLEARANCE sign shall be installed and maintained where the clearance of a bridge or structure is less than 13 feet 6 inches.

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ADVISORY SPEED Plaque

The ADVISORY SPEED plaque shall be installed and maintained when specified by this policy, the MMUTCD, or when approved in the engineering judgment of the appropriate agency traffic engineer.

NO OUTLET Sign

The NO OUTLET sign shall be installed and maintained at the entrance to a road or road network from which there is no other exit.

ROAD ENDS AND END OF ROAD Sign

The ROAD ENDS and End of Road signs shall be installed and maintained at the termination of a road as determined in the engineering judgment of the appropriate agency traffic engineer. (SEE PORTAGE SUPPLEMENT)

ADVANCE STREET NAME Plaque

The ADVANCE STREET NAME plaque shall be installed and maintained when specified by this policy, the MMUTCD, or when approved in the engineering judgment of the appropriate agency traffic engineer.

SUPPLEMENTAL ARROW Plaque

The SUPPLEMENTAL ARROW plaque shall be installed and maintained when specified by this policy, the MMUTCD, or when approved in the engineering judgment of the appropriate agency traffic engineer.

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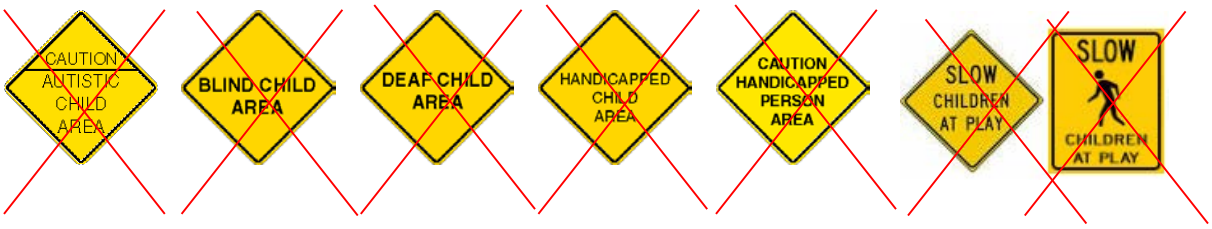
Other Warning Signs



Warning signs that notify users of a nearby resident or child with a medical condition shall NOT be used. Signs such as these are not found in the MMUTCD and have little to no effect on user behavior. It is the responsibility of parents and residents to realize that roadways are dedicated to motor vehicle use and a sign will not keep them or their children safe.

Warning signs for businesses shall NOT be installed or maintained by the agencies.

All other warning signs not required to be installed by the MMUTCD, or authorized by this policy shall not be installed or maintained unless specifically approved by the agencies public governing body.

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Guide Signs

Information about Guide signs is provided in Chapter 2D of the MMUTCD.

DESTINATION Sign

Upon request, DESTINATION signs shall only be installed if the following criteria are satisfied and when approved in the engineering judgment of the appropriate agency traffic engineer.

- DESTINATION signs shall only be installed for cities, townships, or villages included on the recognized list of cities, townships, and villages as shown on the Public Act 51 Certification maps.

- If a DESTINATION sign is placed by request then any cost to install and maintain the sign shall be paid by the requestor.

STREET NAME Sign

The STREET NAME sign shall be installed at all roadway intersections, when authorized by the appropriate agency traffic engineer. The Street Name sign shall be white text on a green background (Portage) or blue background (Kalamazoo) or black text on white for RCKC for all public roads. All street names should include a designator such as Road, Avenue, Street, etc. and may be abbreviated as necessary. The letter size shall be in accordance with the MMUTCD. Typically, these signs are installed in the north/east quadrant of the intersection.

The Street Name sign shall only be installed at a public/private roadway intersections only.

PICTURE TO BE ADDED

The PRIVATE STREET NAME sign shall be used at intersections of public and private streets to designate the private street status of the side street.

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Other Signs

There are other signs listed in other chapters of Part 2 of the MMUTCD that require attention by this policy.

GENERAL INFORMATION Sign

The GENERAL INFORMATION sign shall be installed and maintained upon request by an official representative of a Township or other public entity. The request shall be made in writing on official agency letterhead. The requesting agency shall be responsible for the cost of material to fabricate the sign. When the sign is due for replacement or is damaged, as determined in the engineering judgment of the appropriate agency traffic engineer, the requestor shall be responsible for the cost of material to fabricate the new sign as well as the cost to install the sign.

All other general information signs will not be installed, authorized, or maintained that are determined to be advertising in nature in the engineering judgment of the appropriate agency traffic engineer, unless specifically approved by the agencies public governing body.

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GENERAL SERVICE Sign

HOSPITAL GENERAL SERVICE signs are installed and maintained by the appropriate agency. The requesting entity of a MUNICIPAL PARK sign shall be responsible for the cost of material to fabricate, install and maintain the sign. When the sign is due for maintenance/replacement or is damaged--as determined by the agency--the requesting agency shall be responsible for the cost of material and labor to fabricate and install the new sign.

GENERAL INFORMATION/SERVICE SIGN USAGE SUMMARY

All other information/service signs not authorized by this policy or in the engineering judgment of the appropriate agency traffic engineer shall not be installed or maintained.

NEIGHBORHOOD WATCH Sign

These signs may be installed at the request of the appropriate law enforcement agency and requesting party be enrolled in the official National Neighborhood Watch program; http://www.nnw.org/. To ensure the effectiveness of these signs enrollment must be renewed bi-annually by the appropriate law enforcement agency with updated contacts in the official program. The City or Township shall be responsible for the cost of material to fabricate, install and maintain the sign. When the sign is due for maintenance/replacement or is damaged, as determined in the engineering judgment of the appropriate agency traffic engineer. The City or Township shall be responsible for the cost of material and labor to fabricate and install the new sign. Sign placement shall be limited to only one sign at entry point(s) into the neighborhood watch area.

HYDRANT Sign

The HYDRANT sign shall be installed and maintained upon request by an official utility representative. The requesting utility shall be responsible for the cost of material to fabricate the sign. When the sign is due for replacement or is damaged, as determined in the engineering judgment of the appropriate agency traffic engineer, the utility shall be responsible for the cost of material to fabricate the new sign as well as the cost to install the sign.

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WATER VALVE Sign
PICTURE TO BE ADDED

The agencies will NOT install or maintain WATER VALVE signs.

TRANSIT/BUS STOP Sign

The TRANSIT/BUS STOP sign shall be installed and maintained upon request by an official representative of Public Transit. Public Transit shall be responsible for the cost of material to fabricate, install and maintain the sign. When the sign is due for maintenance/replacement or is damaged--as determined in the engineering judgment of the appropriate agency traffic engineer--Public Transit shall be responsible for the cost of material and labor to fabricate and install the new sign. Sign placement shall be limited to one sign at each designated transit route stop. The sign shall not be combined with any other sign and be on a separate post.

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School Area Signs

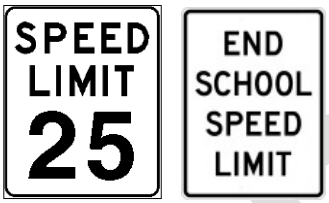
SCHOOL ZONE Sign and Plaque

The SCHOOL ZONE sign shall be installed in advance of a school as determined in the engineering judgment of the appropriate agency traffic engineer. The AHEAD and DOWN ARROW plaques shall be used in conjunction when a painted crosswalk is present.

SCHOOL REDUCED SPEED AHEAD Sign

The SCHOOL REDUCED SPEED AHEAD sign shall be used in advance of a SCHOOL ZONE SPEED LIMIT and shall designate the new speed limit in effect during times shown on SCHOOL TIMES plaque (S4-1P).

SCHOOL SPEED LIMIT ASSEMBLY AND END SCHOOL SPEED LIMIT Sign



The SCHOOL SPEED LIMIT ASSEMBLY and END SCHOOL SPEED LIMIT sign shall be installed and maintained as determined in the engineering judgment of the appropriate agency traffic engineer. The speed limit listed must follow the guidelines set forth in the MVC Section 257.627a.

Any school wishing to install additional traffic control devices--as approved by the appropriate agency traffic engineer--shall be responsible for the purchase and maintenance costs of the additional devices. A formal letter of agreement between the agencies and the school shall be executed prior to the installation of the additional devices.

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3. SPECIAL EVENT SIGNING

The agencies shall not perform special event signing unless authorized in the engineering judgment of the appropriate agency traffic engineer.

4. POLICY IMPLEMENTATION

Upon the adoption of this policy by Kalamazoo, Portage, and the RCKC, this policy shall be implemented collaboratively as signs are replaced or requested. Signs may also be removed as needed when approved in the engineering judgment of the appropriate agency traffic engineer.

When a roadway segment is identified for a project:

- Signs that are specified to be installed by this policy shall be retained
- Signs shall be retained or removed in the engineering judgment of the appropriate agency traffic engineer
- Signs not specified to be installed by this policy shall be removed

5. MISSING AND DAMAGED SIGNS

The agencies will seek recovery of damages for any signs damaged by the motoring public. Typically, a crash report must be issued stating that agency property (i.e. a road sign) was damaged in the crash. The at-fault user's insurance company will be contacted and a bill for sign replacement cost and installation will be issued. If the at-fault user has no insurance then a bill will be sent directly to that user.

Critical Signs

Upon notification to the appropriate agency the following signs are given highest priority for sign replacement or temporary sign placement:

- STOP sign and YIELD sign

The following signs shall be given the next highest priority and are replaced as soon as possible:

- CURVE signs, RAILROAD CROSSING WARNING sign, and STOP AHEAD sign

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6. DEVIATION FROM POLICY AND STANDARDS

This policy does not supersede the MMUTCD, Association of American State Roadway Transportation Officials (AASHTO) “Green Book” titled A Policy on Geometric Design of Roadways and Streets, or other AASHTO or MDOT guidelines, manuals and appropriate agency policies.

This policy provides Standards, Guidance, and Options for design and application of traffic control devices. The agencies reserve the right to supersede any or all of this policy when safety concerns dictate. The appropriate agency traffic engineer shall review the proposed deviation. If the appropriate agency traffic engineer approves the deviation, the appropriate agency traffic engineer shall submit the recommended deviation to the appropriate council/board for final approval.

7. REVIEW AND MODIFICATION OF POLICY

This policy shall reflect the most current revisions of the MMUTCD, AASHTO guidelines, manuals, and other traffic related policies if a conflict arises.

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SUPPLEMENTS

PORTAGE

It is the intent of this document to standardize the use and style of signs for the instant recognition and uniform interpretation by all users. It is also acknowledged that each agency also has the need to establish and use special signs to meet the specific and individual needs of the agency. Use specific signs include guide and informational signs which set forth specific policies and requirements for each agency.

PORTAGE BIKEWAY sign is used to designate the adopted bikeway and trail system of the City of Portage.

FUTURE DEVELOPMENT sign is used on stub streets and cul-de-sacs were future extension of the street is contemplated.

DRUG FREE SCHOOL ZONE sign is used at each Portage Public School in cooperation with the Portage Public School system.

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References

The following references were used to draft this sign policy:

Michigan Manual on Uniform Traffic Control Devices (MMUTCD), 2011 edition. Michigan Department of Transportation. http://www.michigan.gov/mdot/0,4616,7-151-14034-28465--F,00.html; http://mutcd.fhwa.dot.gov/resources/state_info/michigan/mi.htm

Michigan Vehicle Code, Public Act 300 of 1940. Michigan State Legislature http://www.michigan.gov/msp/0,4643,7-123-72297_30536_25802-15967--,00.html

Technical Update on Children at Play and Hidden Drive Signs. The Ohio LTAP Center http://www.dot.state.oh.us/ltap; https://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/LTAP/Documents/RON_Update_Hidden_Drive_and_Children_at_Play_Signs.pdf

A Policy on Geometric Design of Highways, and Streets (Green Book). American Association of State Highway and Transportation Officials (AASHTO). http://www.transportation.org/Pages/Default.aspx

St. Louis County Public Works Department, St. Louis County, Minnesota, Traffic Sign Policy https://www.stlouiscountymn.gov/Portals/0/departments/publicworks/KA_Uploads/StLouisCountySignPolicyDRAFT.pdf

Berrien County Road Commission Traffic Sign Policy http://bcroad.org/OP-2%20Sign%20Policy.pdf

Michigan Department of Transportation Guidelines for Signing on State Trunkline Highways http://mdotcf.state.mi.us/public/tands/Details_Web/mdot_signing_guidelines.pdf

City of Kalamazoo http://www.kalamazoocity.org/

City of Portage http://www.portagemi.gov/

Road Commission of Kalamazoo County http://www.kalamazoocountyroads.com/

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