

SIGNS

Presented by: Division of Rural Services



SIGNS OVERVIEW



Regulations

Standards

Request Form

Procedures

Maintenance

SIGN REGULATIONS



Traffic signs (speed limits, stop, and yield signs to name a few) are not enforceable by troopers unless approved by the municipal "authority".



SIGN REGULATIONS



Who regulates road signs? Who is the “authority”?

- **Local** – per FNSB Code 12.08.020; all traffic signs require approval by the Director of Public Works
- **State** – the Alaska Traffic Manual
- **Federal** – the Manual of Uniform Traffic Control Devices (MUTCD)

SIGN REGULATIONS



FNSB is required by state and federal mandates to track signs and monitor the retroreflectivity.
(per MUTCD and Alaska Traffic Manual)

SIGN REGULATIONS



How does FNSB plan to track/monitor signs?

- Rural Services is reviewing asset management software specializing in roadside signs
- Existing Signs - update sign inventory within the Service Areas once asset management software is purchased
- New Signs - use of sign request forms, Capital Projects substantial completion reports, and new subdivision substantial completion reports

SIGN STANDARDS



- Ensure signs are used as intended, and signs are placed at proper height, offset, and are visible to drivers
- Provide proper placement along roadsides
- Ensure signs have proper retroreflectivity

SIGN REQUEST FORM

REPLACEMENT SIGN

OR

NEW SIGN

Complete Part 1

For ALL Requests

Sign Requests Instructions



All Requests

- 1) Check the box for replacement or new installation of sign. Please do **not** combine replacement signs and new signs on the same form.
- 2) Provide Service Area, Date of request and Location information (Include a copy of service area map with location marked if difficult to describe).
- 3) Complete **Part 1**(for all requests):
 - a. Mark sign type from legend below.
 - b. Fill in description, when needed (such as "street name", "Stop sign", and definitely what "other" is).
 - c. Is a new post needed?
- 4) Sign and print name.

New Signs

- 5) Complete **Part 2**:
 - a. Include a brief reason for the request.
 - b. Attach or reference meeting minutes, if applicable.

Legend for Sign Types:

<u>Type</u>	<u>Sign</u>
1	Street Name
2	Stop
3	Yield
4	Speed Limit
5	Dead End
6	No Outlet
7	Turn Warning
8	Turn Warning with Speed Advisory
9	Other

SIGN PROCEDURES



Replacing an existing traffic sign:

- Service area commissioner must complete a sign request form requesting the replacement
- Rural services will review the request and perform a field visit
- After the request is verified a work order can be sent to the SA contractor to provide and install the replacement sign

SIGN REQUEST FORM

OR
NEW SIGN

Legend for Sign Types:

<u>Type</u>	<u>Sign</u>
1	Street Name
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RSA REQUEST FOR SIGNS

Return this signed form to Rural Services

This is a request to replace existing signs (Complete PART 1 ONLY)

This is a request for new signs (Complete PARTS 1 AND 2)

Service Area: ABC Service Area

Date: April 20, 2016

Location: Palm Road & Ocean View Drive

PART 1:

<u>TYPE</u>	<u>SIGN DESCRIPTION</u>
<u>2</u>	<u>STOP sign at the corner of Ocean View intersection</u>
_____	_____
_____	_____
_____	_____

PART 2:

<u>REASON FOR REQUEST</u>
<u>The Commission believes this intersection should be controlled</u>

Commissioner Signature: _____

Commissioner Name (Print): _____

SIGN PROCEDURES



Add/Change an existing traffic sign:

- Rural Services recommends the commission hold a public meeting to discuss a major change (i.e. speed limit change)
- Service area commission must complete a sign request form requesting the new sign (with meeting minutes)
- Rural services will review the request and perform a field visit

SIGN PROCEDURES



Add/Change an existing traffic sign: *(continued)*

- An engineering review and recommendation will be conducted
- The recommendation is forwarded to Public Works Director for approval
- If approved, a work order can be sent to the SA contractor to provide and install the new sign and post

SIGN MAINTENANCE



- If a commissioner notices a sign that is damaged, missing or worn please submit a sign request form for replacement

SIGN MAINTENANCE



Winter sign maintenance:

- Ensure the contractor avoids stockpiling snow near/around signs to hinder visibility

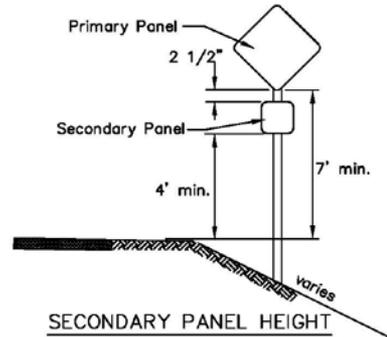
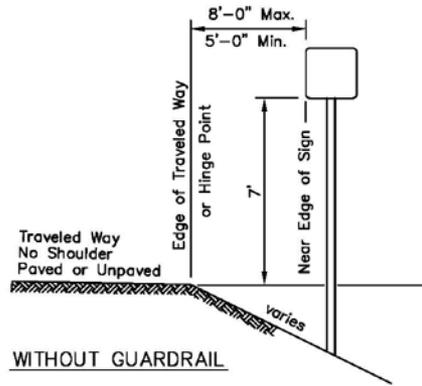
SIGN MAINTENANCE



Roadside brushing helps ensure the signs visibility to drivers

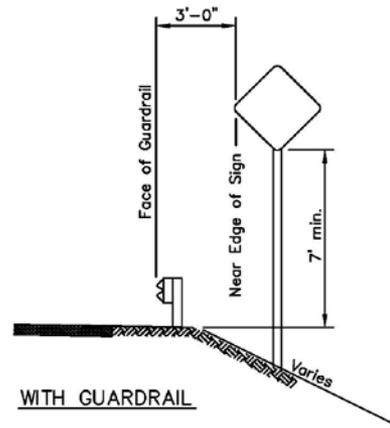
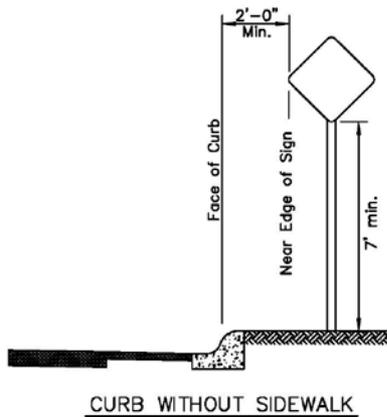
- Recommend 10 feet off the shoulder or to property line whichever is less
- Good sign visibility in the winter does not equal good sign visibility in the summer

Sign Contractor Diagram



GENERAL NOTES:

1. The contractor is responsible for locating underground utilities prior to post installation.
2. Installation locations, offsets and burial depths cannot be modified by the contractor without a written proposal. No work may proceed without an approval by the Engineer.
3. The contractor shall be provided with offset dimensions and sign size for new sign installations, or when changes to the existing sign is necessary.



FILE: \\FAIRBAN\SERVICES\AUTOCAD\PLANS\MAINTENANCE\7-4-2012.DWG PLOTTED: Jul 6, 2012 -- 8:05:58 AM (Am: Wombatah)



Fairbanks North Star Borough

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**STANDARD
SIGN
INSTALLATION
AND OFFSETS**

FNSB – RURAL
SERVICES

USER:

**ROAD SERVICE AREA SIGN MAINTENANCE
PROJECT**
PROJECT NO.: 09-PWDPRJ-02
IFB NO.: 13005

SHEET NO.

2

OF 17

Questions



THANK YOU!! for being
here, and for your
dedication to the
Service Area

