

WOODBURY COUNTY SECONDARY ROADS DEPARTMENT

POLICY AND PROCEDURE MEMORANDUM #2

PPM Origination Date: 2011

Revisions: 1/2012, 2/2026

SUBJECT: Sign Installation, Inspection, and Maintenance Program and Policy, PPM #2

PURPOSE:

This policy outlines the installation, inspection, and maintenance application of signs within Secondary Roads rights-of-way in Woodbury County.

CODE OF IOWA:

321.252 Department to adopt sign manual. The department shall adopt a manual and specifications for a uniform system of traffic-control devices consistent with the provisions of this chapter for use upon highways within this state. Such uniform system shall correlate with and so far as possible conform to the system then current as approved by the American association of state highway and transportation officials...Local authorities shall adhere to the specifications for such signs as established by the department, and shall purchase, install, and maintain such signs in their respective jurisdictions upon prepayment by the organization of the cost of such purchase, installation, and maintenance. The department shall include in its manual of traffic-control devices specifications for a uniform system of traffic-control devices in legally established school zones.

321.255 Local traffic-control devices. Local authorities in their respective jurisdiction shall place and maintain such traffic-control devices upon highways under their jurisdiction as they may deem necessary to indicate and to carry out the provisions of this chapter or local traffic ordinances or to regulate, warn, or guide traffic. All such traffic-control devices hereafter erected shall conform to the state manual and specifications.

GOVERNING TRAFFIC CONTROL MANUAL:

The Manual on Uniform Traffic Control Devices (MUTCD), as adopted by the Iowa Department of Transportation, is the official manual for traffic-control devices in the State of Iowa as referenced in Iowa Code Section 321.252. Woodbury County adopts and follows the applicable provisions of the MUTCD as required by Iowa Code Section 321.255.

STREET SIGNS:

Street signs shall conform to applicable requirements of the Manual on Uniform Traffic Control Devices (MUTCD). Existing street signs that do not meet current MUTCD standards will be replaced with compliant signs as the existing signs reach the end of their useful life or as determined necessary by the County Engineer.

SIGN MATERIALS, VISIBILITY, AND RETRO REFLECTIVITY:

Woodbury County will use high-intensity prismatic retroreflective sheeting for traffic signs installed on Secondary Roads. The County Engineer may determine, based on engineering judgment, that higher-grade sheeting or enhanced visibility treatments are appropriate at locations requiring additional warning or visibility.

Street signs and other traffic-control signs shall conform to applicable requirements of the Manual on Uniform Traffic Control Devices (MUTCD). Existing signs that do not meet current MUTCD standards will be replaced with compliant signs as they reach the end of their useful life or as determined necessary by the County Engineer.

Woodbury County will maintain nighttime sign visibility in accordance with applicable MUTCD requirements or replace signs with a regular replacement schedule. Signs identified through inspection as having retro reflectivity below applicable minimum levels, or signs otherwise determined to be deficient, will be scheduled for replacement as soon as budget, material availability, and staff resources allow.

SIGN REPAIR AND REPLACEMENT:

Damaged, missing, or otherwise deficient signs will be repaired or replaced based on the following guidelines and the priority assigned by the County Engineer or designated staff. Safety-critical signs will receive priority based on roadway conditions, traffic conditions, and available resources.

Secondary Roads Department employees are encouraged to report damaged signs, missing signs, or signs obstructed by vegetation as part of their normal duties while performing work on county roads. These reports will supplement the formal sign inspection program.

Stop and Yield Signs:

Stop and yield signs are considered safety-critical traffic control devices and will receive priority response. Upon receiving a report of a missing or damaged stop or yield sign from emergency responders, county emergency dispatchers, staff, or other sources, Secondary Roads Department staff will respond as soon as practical based on employee availability, location, and conditions.

Emergency replacement will normally be accomplished by installing a temporary sign on an approved support, stand, or barricade until a permanent replacement can be completed. If time, site conditions, and equipment allow, the damaged sign may be permanently replaced during the initial response at the discretion of the employee or immediate supervisor.

If a permanent replacement cannot be completed during the emergency response, the sign will be replaced after a utility locate has been completed, typically within two business days.

Warning and Other Regulatory Signs:

Warning and other regulatory signs will be repaired or replaced as soon as practical after being reported to the Secondary Roads Department.

If the replacement sign can be installed using the existing mounting or post location, the repair will normally be completed during the next available workday. Signs requiring a new post location or additional work will be replaced after required utility locates have been completed.

Rural Intersection Signs:

Rural intersection signs will be replaced as soon as replacement signs are available and during the sign technician's normal workday. Because rural intersection signs are not always maintained in inventory, replacement may require ordering and manufacturing, which may result in a delay before installation.

SUPPLEMENTAL SIGNS:

This section provides guidance for the placement of certain signs that are not required by the MUTCD or are not specifically addressed in the MUTCD. Supplemental signs will not be installed solely upon request. The Secondary Roads Department will review each request using applicable MUTCD guidance, available sight distance, roadway characteristics, traffic conditions, and engineering judgment to determine if the sign provides a safety benefit.

The County Engineer or designated staff will determine whether a supplemental sign is appropriate and the proper location for installation. Signs installed within county rights-of-way shall only be installed by Secondary Roads Department personnel. The County will install the sign at its earliest convenience based on workload and availability.

The requesting individual, organization, or agency shall be responsible for the cost of the sign and any required posts or hardware. The Secondary Roads Department will provide equipment and labor for installation when approved by the County Engineer. Payment for required materials shall be received prior to installation.

If these signs become faded, damaged, lose reflectivity, or are otherwise in poor condition, the Secondary Roads Department may remove the sign. The replacement cost shall be the responsibility of the adjacent landowner, organization, requestor or benefitting party.

School-Related Signs:

There are two general categories of school-related signs: school bus warning signs and school warning signs. These signs are not required at all locations by the MUTCD and will not be installed solely based on public request.

Requests for school bus stop ahead signs or school bus turnaround signs shall be submitted by the school bus superintendent or school district superintendent. Requests received from county residents will be directed to the appropriate school district. Upon receiving a request, the County Engineer or designated staff will review the location for sight distance, roadway conditions, and other relevant safety factors using applicable MUTCD guidance. If the location does not provide adequate sight distance or other conditions warrant additional warning, the County will install the sign at an appropriate location.

Signs no longer needed shall be removed upon request of the school district. School districts are encouraged to periodically review the continued need for these signs.

Children at Play and Similar Warning Signs:

Requests for children at play, horses on roadway, hidden driveway, or similar warning signs will be reviewed by the County Engineer or designated staff. These signs will only be installed when roadway conditions, sight distance limitations, or other factors indicate a safety benefit.

Farm Machinery and Trucks Entering Highway Signs:

Requests for farm machinery, trucks entering highway, or similar warning signs will be reviewed by the County Engineer or designated staff. The review will consider sight distance, traffic conditions, roadway characteristics, and the frequency or nature of entering traffic.

Historic Markers, Park Signs, and Recreational/Cultural Interest Signs:

Upon request from the Iowa Department of Transportation, county or state conservation and park agencies, governmental agencies, or the Woodbury County Historical Society, the Secondary Roads Department may install historic, park, recreational, or cultural interest signs within county rights-of-way. The Secondary Roads Department will provide equipment and labor for installation unless another written agreement approved by the Board of Supervisors provides otherwise.

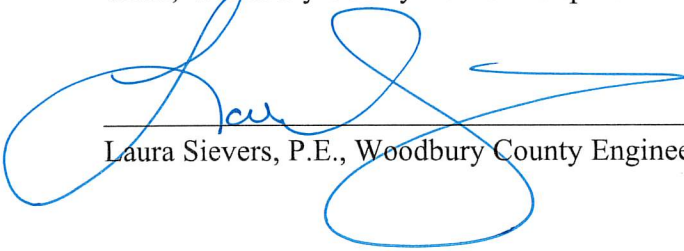
UNAPPROVED SIGNS:

Signs may not be installed on county rights-of-way by private property owners. All sign installations within county rights-of-way shall be completed by Secondary Roads Department personnel. Signs installed by others may be removed and disposed of without notice.

APPROVED:



Chair, Woodbury County Board of Supervisors



Laura Sievers, P.E., Woodbury County Engineer