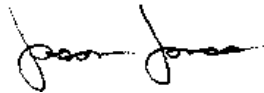


To Whom It May Concern:

Attached is a copy of the **Policy and Procedure for Establishing Traffic Control in Subdivisions**. This policy sets forth the minimum requirements for residential subdivision streets to be considered for acceptance for traffic control enforcement by the Sheriff’s Office, and for inclusion in the Jefferson County, Missouri, Code of Ordinances, Chapter 305, Schedule III: Speed Limits and Stop Sign Placement, of the Traffic Code.

After all requirements set forth herein are met, the County Council may accept the streets into the Traffic Code.

Jefferson County Public Works



Jason Jonas, P.E.
Public Works Director

POLICY WRITTEN IN FORM BY:
Jason Jonas, Public Works Director

POLICY APPROVED FOR USE BY:
David Courtway, Director of Administration

DATE OF APPROVAL:
August 31, 2017

DATE OF REVISION:

SECTION I – TITLE

ESTABLISHING TRAFFIC CONTROL IN SUBDIVISIONS

SECTION II - PURPOSE

To establish guidelines and procedures providing for the acceptance of residential subdivision streets into the Traffic Code of Jefferson County Missouri for traffic enforcement by the Sheriff's Department.

SECTION III – GENERAL PROVISIONS

1. For the Jefferson County Sheriff's Department to enforce traffic control measures, such as speed limits and stop signs within a private subdivision, it is required that the lot owners follow this procedure.
2. To be considered for traffic control measures, minimum physical requirements for all subdivision streets are as follows:
 - A. Each street shall be constructed of a hard paved surface; including concrete, asphalt, or chip and seal.
 - B. Each street shall have constructed geometrics that supports a minimum speed of twenty miles per hour (20 MPH).
3. To be considered for traffic control measures, minimum administrative requirements for all subdivision streets are as follows:
 - A. The authorized representatives of the subdivision or road committee must first submit in writing, a request for inclusion into the Traffic Code of Jefferson County Missouri. The request must be sent to the Public Works Director of Jefferson County Missouri, P. O. Box 100, Hillsboro, MO 63050, and must include the following:
 - i. A written request identifying the subdivision; and
 - ii. A typed list of all lot owners (either alphabetically, or by addresses or lots numbers); and
 - iii. A map of the subdivision with lots and boundaries correctly marked.

- B. After receipt of the required letter, the Public Works Director will forward the request to the Public Works Traffic Supervisor or other designated representative for internal review.
- C. Upon completion of the Public Works Department staff review, a recommendation shall be provided to the Public Works Director.
- D. Within sixty (60) days of the initial request, the Public Works Director shall make final recommendations to the Director of Administration pertaining to the conditions of the requesting subdivision, to include:
 - i. Types of traffic signs needed.
 - ii. Proper locations for stop signs.
 - iii. Required locations of regulatory traffic control signs.
 - iv. Determination of the proper speed limit(s).
 - v. Recommended locations of other optional traffic signs.
 - vi. Access to the streets and improvements to the subdivision needed to be made for proper compliance with the uniform traffic code.
 - vii. Provide the trustee(s) a list of traffic control measures that will be recommended to the County Executive.
- E. The Public Works Director, upon receiving the consent of the Director of Administration, will send to the subdivision or road committee the requirements for compliance. If the subdivision agrees to make the necessary improvements, the subdivision is then required to submit a written petition with signatures of a simple majority of the lot owners indicating that they are in favor of the traffic control measures that have been recommended by the Public Works Director.
- F. When the petition is received by the Public Works Director and is verified that a majority of the lot owners have signed the petition, the Director will assist the subdivision or road committee with the process of meeting the sign recommendations.

- G. The subdivision is required to:
 - i. Purchase the signs per the County specifications. (see below).
 - ii. Identify the locations of underground utilities by contacting *Missouri One Call* or the utility companies, directly.
 - iii. Install all signs per the County specifications.
 - iv. When complete, notify the Jefferson County Public Works Department for a final inspection.
- H. Once the signs have been properly installed, the recommendation for consideration for inclusion in the Traffic Code will be sent by the Public Works Director to the Director of Administration.
- I. The Director of Administration will review with the County Executive and County Counselor for the inclusion of the subdivision in the next available update of the Traffic Code. This inclusion does not mean or imply that the County will be assuming or be responsible for maintenance of said private roads.
- J. The County Council will then consider the adoption of the traffic control measures into the Jefferson County Traffic Code at the next scheduled traffic ordinance hearing. When the ordinance is adopted, the Jefferson County Public Works Department will then notify the trustee(s) and the Jefferson County Sheriff's Department that the subdivision has met all requirements for traffic control measures and is available for enforcement.
- K. If at any date after which the subdivision has its ordinance adopted, the trustee(s) want to amend the ordinance (such as adding or deleting stop sign(s), or changing the speed limit, etc.) the procedures stated above must be followed.

SECTION IV – SPECIFICATIONS FOR TRAFFIC CONTROL SIGNS

- 1. The Minimum size of signs shall be as follows:
 - A. Stop sign – twenty-four (24) inches.
 - B. Speed limit sign – twelve (12) inches by eighteen (18) inches.
 - C. The minimum reflectivity of signs shall be “Engineer Grade”.

2. Installation of signs shall be as follows:
 - A. Signs shall be installed with the bottom edge of the sign at a distance of five (5) feet above the roadway surface.
 - B. If parking is allowed in the area of the sign, it shall be installed with the bottom edge of the sign at a distance of seven (7) feet above the roadway surface.
 - C. Sign posts shall be installed at a minimum distance of three (3) feet from the curb(s) or edge of roadway(s).
 - D. All signs shall be installed so they do not create a sight hazard for traffic.
 - E. No other sign shall be placed on the same post with a stop sign or speed limit sign except:
 - i. A street name sign may be displayed directly above a stop sign, if the proper post, bracket, and installation are used.
 - ii. An advisory sign, such as “2-way, 3-way, etc.” may be displayed directly below the stop sign to indicate the type of intersection.
 - F. If required, stop bars shall be painted white. Stop bars shall have a minimum width of 12” and the length shall equal the width of the driving lane.
 - G. Paint used for curbs and stop bars shall be highway/road grade paint.

