

POLICY AND PROCEDURE FOR ESTABLISHING TRAFFIC CONTROL FOR SUBDIVISIONS

In order 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.

To be considered for traffic control measures, minimum requirements for all subdivision streets are as follows:

- Each street shall be of a hard surface (concrete, asphalt, or chip and seal); and,
- Each street shall be at least eighteen (18) feet in width, supporting two-way traffic; and,
- Each street shall support a minimum speed of 20 M.P.H.

The authorized representatives of the subdivision or road committee must first submit in writing, a request for inclusion in the traffic control ordinance. The request must be sent to the Director of Administration, Jefferson County Missouri, P. O. Box 100, Hillsboro, MO 63050, and must include the following:

- A written request identifying the subdivision; and
- A typed list of all lot owners (either alphabetically, or by addresses or lots numbers); and
- A map of the subdivision with lots and boundaries correctly marked.

After receipt of the required letter, the Director of Administration will forward the request to the Director of Public Works. Within 60 days of the request, the Director of Public Works shall make recommendations to the Director of Administration pertaining to the conditions of the requesting subdivision, to include: types of traffic signs needed, locations of signs, access to the streets and improvements to the subdivision need to be made for proper compliance with the uniform traffic code.

The Jefferson County Public Works Department will:

- Determine the proper locations for stop signs.
- Determine the proper speed limit.
- Provide the trustee(s) a list of traffic control measures that will be recommended to the County Executive.

The Director of Public Works, 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 to the Director of Public Works.

When the petition is received by the Director of Public Works and it is verified that a majority of the lot owners have signed the petition, the Director of Public Works will assist the subdivision or road committee with the process of meeting the sign recommendations.

The subdivision is required to:

- Purchase the signs per the County specifications. (see below)
- Identify the locations of underground utilities by contacting *Missouri One Call* or the utility companies, directly.
- Install all signs per the County specifications.
- When complete, notify the Jefferson County Public Works Department for a final inspection.

Once the signs have been properly installed, the recommendation for consideration for inclusion in the traffic code will be sent by the Director of Public Works to the County Director of Administration.

The County Director of Administration will review with the County Executive and County Counselor for 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 responsible for maintenance of said private roads.

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.

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.

SPECIFICATIONS FOR SIGNS AND TRAFFIC CONTROL MEASURES

MINIMUM SIZE OF SIGNS:

- Stop sign - 24"
- Speed limit sign - 12" x 18"
- The minimum reflectivity of signs shall be "Engineer Grade".

INSTALLATION OF SIGNS:

- Signs shall be installed with the bottom edge of sign at a distance of five (5) feet above the roadway surface.
- 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.
- Sign posts shall be installed at a minimum distance of three (3) feet from curb(s) or edge of roadway(s).
- All signs shall be installed so they do not create a sight hazard for traffic.
- No other sign shall be on the same post with a stop sign or speed limit sign except:
 1. A street name sign may be displayed over a stop sign, if the proper post, bracket and installation are used.
 2. An advisory sign, such as "2-way, 3-way, etc." may be displayed directly below the stop sign to indicate type of intersection.
- 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.
- Paint used for curbs and stop bars shall be highway/road grade paint.

