

WESTPORT BOARD OF SELECTMEN
Acting in its Capacity as the
LOCAL TRAFFIC AUTHORITY

POLICY & PROCEDURES FOR ROAD SIGNS

(Does not include requests for speed humps)

(Approved and Adopted by the Board of Selectmen Acting in its capacity as the Local Traffic Authority on December 11, 2019)

PURPOSE:

This policy provides instructions for petitions by the public for signage over which the Board of Selectmen, acting in its capacity as Westport's Local Traffic Authority (Traffic Authority), has jurisdiction, as shown on the attached Guidance for Local Traffic Authorities issued by the Office of the State Traffic Administration, as such guidance may be amended from time to time ("OSTA Guidance"). The term "signage" as used in this policy includes all traffic signs, associated road markings, crosswalks and other traffic devices on Town Roads that are within the Traffic Authority's jurisdiction as shown on the OSTA Guidance. It does NOT include requests for speed humps. Notwithstanding anything in this policy, requests for signage may be made to the Traffic Authority at any time by the Department of Public Works and/or the Police Department without the need for a petition.

1. TYPES OF SIGNAGE THAT MAY BE REQUESTED:

- a. Town-Owned Roads. The Traffic Authority only has authority over signage on Town-owned roads, shown as "Town Roads" in the OSTA Guidance. It cannot consider signage requests for private roadways. Residents may request evaluation for STOP signs, NO PARKING, NO LEFT/RIGHT TURN, crosswalks, and other signage within the Traffic Authority jurisdiction for Town Roads as shown on the attached OSTA Guidance. Requests by residents may only be made for signage within 500 feet of their residence. Residents are advised to review the file of prior requests for signage in their requested location, along with the accompanying evaluations and prior Traffic Authority decisions, which file shall be maintained by the Traffic Authority in the Selectman's Office, to help them determine if they wish to proceed.
- b. State-Controlled Signage. Signage that is within the jurisdiction of the State, whether on a State Highway or a Town Road (together, "State-Controlled Signage"), as shown on the attached OSTA Guidance, is not controlled by the Traffic Authority. However, the Traffic Authority may, on recommendation from the Public Works or Police Department, make a request to the State Department of Transportation for installation or removal of State-Controlled Signage. Requests by residents for installation or removal of State-Controlled Signage may only be made for signage within 500 feet of their residence. Such residents may submit a written request for such installation or removal to the Traffic Authority at the Selectman's Office, and all such written requests shall be submitted to the Public Works and Police Departments for evaluation. If the Public Works or Police Department recommends such installation or removal, the Traffic Authority will consider such request at a public meeting and determine whether to make a request to the State Department of Transportation for installation or removal of such State-Controlled Signage. Notification to neighbors and abutters shall not be required for such Traffic Authority meeting, but the resident who

requested the review shall be notified of the meeting, and, along with the public, shall have the opportunity to speak at the meeting. The provisions of Section 2 of this policy shall not apply to requests regarding State-Controlled Signage. The Public Works and Police Departments may request that the Traffic Authority consider such removals, installation or review with or without a request by a resident.

- c. Five-Year Waiting Period for Repeat Requests and for Removal Requests. The Traffic Authority will not consider a duplicate request by the public for specific signage at a specific location for a period of five (5) years after a denial, unless the location and/or physical characteristics of a roadway have changed significantly. Requests by the public for removal of signage will not be considered within five (5) years after approval of such signage, unless, in the determination of the Public Works or Police Department, the signage is a considered a public safety hazard. This paragraph shall not apply to requests made by the Public Works or Police Department for installation or removal of signage.

2. PROCEDURE FOR REQUESTING INSTALLATION OR REMOVAL OF SIGNAGE BY THE PUBLIC:

- a. Filing of Written Request: To request the installation or removal of signage, a written request shall first be filed with the Traffic Authority at the Selectman's Office, with a complete description of the signage or removal requested, the location of the proposed signage to be installed or removed, including a map showing the specific location of the requested signage or removal, and the reasons for the request. Requests that do not meet the requirements of Section 1 above shall not be considered.
- b. Review by Town Departments. The Selectman's Office shall refer all written requests to the Police Department, the Fire Department, the Department of Public Works, and such other departments as it deems appropriate, for their review. Such departments shall review each request, considering safety, feasibility, engineering requirements, need for the signage or removal, compliance with the Manual on Uniform Traffic Control Devices ("MUTCD") and such other factors as each department considers appropriate. Assessment devices and data recording devices may be installed on a temporary basis to determine if traffic conditions, physical characteristics, width, length, cross streets, etc. prohibit installation or removal of the requested signage.
- c. Petition. When the departmental reviews have been completed, the Selectman's Office will notify the applicant of the results of that review. If the applicant still desires to request the installation or removal of signage, the applicant shall then gather signatures of 60% or more of the property owners on the street where the signage is requested to be installed or removed, and file the petition with the Traffic Authority in the Selectman's Office. The Selectman's Office will verify the signatures and notify the lead petitioner of the date of the meeting of the Traffic Authority at which the petition will be heard. Notwithstanding anything in this policy, requests for signage may be made to the Traffic Authority at any time by the Department of Public Works and/or the Police Department without the need for a petition.

- d. Notice to Nearby Property Owners. At least 21 days prior to the Traffic Authority's hearing on the petition, the lead petitioner shall provide for direct notice mailings as follows:
 - i) The lead petitioner shall deliver to the Selectman's Office:
 - a. A list of the names and addresses of all property owners located within 500 feet of the location of the proposed signage to be installed or removed, as shown on the tax assessment records as of the date of petition submission;
 - b. A separate list of the names and addresses of every property owner on the street on which signage installation or removal is proposed (the petition must have signatures of 60% or more of this list);
 - c. Stamped business envelopes addressed to each property owner listed in (a) and (b) above (excluding duplicates); and
 - d. Sufficient copies of the Traffic Authority Notice and Agenda for the meeting at which the signage will be considered, to be mailed to each property owner listed in (a) and (b) above (excluding duplicates).
 - ii) The Selectman's Office will mail the Traffic Authority Notice and Agenda to the property owners listed in (a) and (b) above (excluding duplicates) at least 14 days before the scheduled meeting.
- e. Public Hearing. At the Traffic Authority's public hearing, the Traffic Authority shall undertake a review and analysis and may consider such factors as traffic characteristics, traffic volumes, traffic operations, physical characteristics of surrounding streets, physical and geometric inventory of the street, speed data, engineering parameters, the MUTCD, and the General Signage Considerations below, and such other factors as it shall deem appropriate, in determining whether to approve the requested installation or removal of signage. In the case of a request resulting from a petition, the lead petitioner shall have an opportunity to present the request, and the public shall have an opportunity to speak, in addition to the Town departments. The Traffic Authority may approve or deny the request by majority vote.
- f. Record of Approvals and Denials. The Traffic Authority shall maintain a file in the Selectman's Office for public inspection of its decisions regarding public petitions and departmental requests for signage installation and removal.

3. GENERAL SIGNAGE CONSIDERATIONS:

- a. Appropriate signs and markings may be required to warn drivers of upcoming traffic signage.
- b. The MUTCD will be utilized in determining appropriate standard signage.
- c. Where diversion of through traffic is desired, advance warning signs on the adjoining arterial or collector streets should be installed.

- d. STOP signs are not intended to be used as speed calming devices. There may be situations where the installation of a STOP sign is deleterious to the safety of motorists and pedestrians alike. Appropriate sightlines at intersections must be maintained, and the associated road markings, additional signs, and appropriate warnings located on the roadway must be included in the evaluation.
- e. Installation of signage and the accompanying signs may result in unintended consequences and diversion of traffic to other neighborhoods and roadways. These consequences shall be considered and may result in the Traffic Authority's requesting that certain signage be approved on a temporary basis to determine efficacy.

Office of the State Traffic Administration
www.ct.gov/dot/osta
Guidance for Local Traffic Authorities

OSTA – Must request through the Office of the State Traffic Administration (DOT.OSTA@ct.gov)

LTA – Local Traffic Authority (LTA) has the authority to change/revise/install

District – Must request encroachment permit through the Department’s District Maintenance Office

Public Trans. – Must request approval through the Department’s Bureau of Public Transportation
 (Attn: Mr. Ricardo Almeida at 860-594-2839)

Traffic – Must request approval through the Department’s Division of Traffic Engineering Division Chief

Traffic Control Signing		
ITEM	State Highway	Town Road
All-Way STOP or STOP on 3 or more approaches	OSTA	LTA
STOP	Traffic	LTA
YIELD	Traffic	LTA
Bus Stop	Public Trans.	Public Trans.
Do Not Block Intersection/Drive	Traffic	LTA
Do Not Enter	Traffic	LTA
Keep Right	Traffic	LTA
Lane-use Control (non-signalized location)	OSTA	LTA
Lane-use Control (signalized location)	OSTA	OSTA
Lane-use Control change on a Town Road approach to a State Highway		Traffic
Lane-use Control modifications to signs or markings providing the operation of existing lanes does not change or does not establish new lane-use control	Traffic	LTA
No Left/Right/U-Turn	Traffic	LTA
No Parking restriction associated with Bus Stops, Taxi Stops	OSTA	LTA
No Through Truck	OSTA	OSTA
No Turn on Red	OSTA	OSTA
No Turn on Red sign on a Town Road approach to a State-owned traffic control signal		OSTA
One-way (establish or remove designation)	Traffic	LTA
One-way approach to State Highway (establish or remove designation) <i>*District should be consulted regarding impacts to the State Highway</i>		LTA*
Parking Restrictions (including establishing Handicap Spaces)	OSTA	LTA
Prohibit Pedestrian Crossing	OSTA	LTA
School Zone Speed Limit (“When Flashing” or during hours posted)	OSTA	OSTA
Slower Traffic Keep Right	Traffic	LTA
Speed Limits (Private Road)		LTA
Speed Limits (Public Roads)	OSTA	OSTA
“STATE LAW - Yield to Pedestrians” in-road ‘sandwich board’ style sign	District	LTA
Stop Here on Red	OSTA	LTA
Stop Here on Red sign on a Town Road approach to a State-owned traffic control signal	OSTA	OSTA
“Your Speed” sign & changeable message assembly	District	LTA

Traffic Control Pavement Markings

<u>ITEM</u>	<u>State Highway</u>	<u>Town Road</u>
Install/Remove STOP Bars	Traffic	LTA
Install/Revise/Remove Center Line Markings (excluding passing zones)	Traffic	LTA
Install/Remove Crosswalks	Traffic	LTA
Install/Remove Passing Zone	OSTA	LTA

Traffic Control Signals/Devices

<u>ITEM</u>	<u>State Highway</u>	<u>Town Road</u>
Adding supplemental Flashing lights on Warning Signs	Traffic	LTA
Flashing Beacon	OSTA	LTA
Lane-use Control Signals (including reversible lane signals)	OSTA	OSTA
NEW Pedestrian Hybrid Beacon (a.k.a. HAWK Signal)	OSTA	OSTA
New installation of Traffic Control Signal	OSTA	OSTA
Temporary Traffic Control Signal for use during Construction	OSTA	OSTA

State Owned - Traffic Control Signal Revisions

<u>ITEM</u>	<u>State Highway</u>	<u>Town Road</u>
Add/Delete FLASH Operation	Traffic	
Add/Delete of Walk Phase (exclusive or concurrent)	OSTA	
Add/Delete Emergency Vehicle Pre-emption	OSTA	
Change Hours of FLASH Operation	Traffic	
Change of Ownership (between State and Town/City)	Traffic	
Operation Revision (e.g., semi- to full- activation)	Traffic	
Removal of existing Traffic Control Signal	OSTA	

Municipally Owned - Traffic Control Signal Revisions

<u>ITEM</u>	<u>State Highway</u>	<u>Town Road</u>
Change of Ownership (between State and Town/City)	OSTA	OSTA
Removal of existing Traffic Control Signal	OSTA	OSTA
Revise timing values <u>outside</u> MIN – MAX range	OSTA	OSTA
Revise timing values <u>within</u> MIN – MAX range	LTA	LTA
Establish MIN – MAX range for timing values	OSTA	OSTA
Any other Signal revision (including Lane-use change)	OSTA	OSTA

Miscellaneous Items

<u>ITEM</u>	<u>State Highway</u>	<u>Town Road</u>
Changes in Railroad Protection Devices	OSTA	OSTA
Emergency and Authorized Vehicles Only	Traffic	LTA
Major Traffic Generators (§ 14-311, 14-311a, & 14-311c)	OSTA	OSTA
Traffic Restrictions (§ 14-311b – Any commercial establishment or any parking area for 20 cars or more)	OSTA	LTA
Traffic Regulations on State-owned Properties and Facilities	OSTA	
Permits for Merritt/Wilbur Cross/Milford Parkways Vehicle Use	OSTA	
Permits for Parades and Special Events	District	LTA
Filming within highway/roadway right-of-way	District	LTA