City of Moscow,
Public Works Department

Stop Sign Request Form

In accordance with the City of Moscow's adopted Policy and Procedure for Stop Sign Installation and Removal Requests, citizens interested in requesting the installation or removal of a stop sign shall complete and submit this form to the Public Works Department. Upon receipt of a completed application Public Works Staff will review the proposed stop sign revision utilizing the procedures included in the adopted Policy. Contact with the applicants regarding the request will be included in the review process. Completed forms shall be submitted to:

The City of Moscow
Public Works Department
221 East 2nd Street
PO Box 9203
Moscow ID 83843

Feel free to attach additional sheets containing pictures, maps, or additional text if the space provided is insufficient.

1. Representative Individual's Contact Information

Name:_____
Address:_____
Phone Number:_____
Email (optional):_____

2. Please describe the location of the traffic concern (feel free to draw a picture or attach a map):

_____
_____
_____
_____

3. Please describe the nature of the traffic problem which concerns you:

_____
_____
_____
_____

4. Please describe how stop signs will be able to eliminate or reduce your traffic concerns:

_____
_____
_____
_____

5. Are there any facilities (churches, schools, shopping malls, etc.) near this location that generate a high concentration of vehicle and pedestrian traffic?

_____

_____

_____

_____

STOP SIGN REQUEST FORM – PROPERTY OWNER ACKNOWLEDGEMENTS

This request must be signed by owners of at least twenty five percent (25%) of the dwelling units and/or businesses along the first block of the streets emanating from the intersection.

NAME	ADDRESS	*SIGNATURE*

City Use Only

Date application Received: _____

Application Received by: _____

Final Determination on Request:

☐ Approve ☐ Deny Other _____

_____

By: _____

RESOLUTION NO. 2011 - 03

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, CREATING A POLICY FOR STOP SIGN INSTALLATION AND REMOVAL REQUESTS IN THE CITY; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the City of Moscow receives numerous requests for installation of stop signs to address the concerns of its citizens; and

WHEREAS, the City also receives requests for the removal of stop signs where they are perceived, by the requestors, to be no longer necessary; and

WHEREAS, the City wishes to provide a predictable and consistent methodology for responding to such requests; and

WHEREAS, in an effort to provide such methodology, the City has established a policy and procedure for stop sign installation and removal requests, attached hereto; and

WHEREAS, this policy is intended to inform citizens interested in requesting installation or removal of stop signs of the manner in which the City will proceed to process their requests; and

WHEREAS, this policy also addresses standards which are commonly utilized by staff in assessing such requests; and

WHEREAS, the Council supports this policy and wishes to adopt it by Resolution in order to accomplish the purposes stated herein;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow, Idaho that the City of Moscow Policy and Procedure for Stop Sign Installation and Removal Requests, March 2011 shall be and is hereby adopted.

1. That the City of Moscow Policy and Procedure for Stop Sign Installation and Removal Requests, March 2011 attached hereto as Exhibit "A" is adopted;

2. That this Resolution shall become effective as of 8th day of March, 2011.

PASSED AND APPROVED by the Mayor and the Council of the City of Moscow, Idaho, this 7th day of March, 2011.

Nancy Chaney, Mayor

ATTEST:

Stephanie Kalasz, City Clerk

CITY OF MOSCOW INCORPORATED JULY 12 1887 STATE OF IDAHO

EXHIBIT "A"

CITY OF MOSCOW POLICY AND PROCEDURE FOR STOP SIGN INSTALLATION AND REMOVAL REQUESTS

March 2011

BACKGROUND AND PURPOSE

The City of Moscow receives requests for the installation of stop signs to address concerns of interested citizens. Requests are also received for the removal of stop signs where they are perceived as no longer necessary. In order to provide a predictable and consistent methodology for responding to these requests, the City has established the Policy and Procedure for Stop Sign Installation and Removal Requests. This Policy is intended to inform citizens interested in requesting the installation or removal of a stop sign of the manner in which the City will process their request. This Policy also addresses standards which are commonly utilized by staff in assessing such requests.

I. Policy Objective

It is the objective of this Policy to consider installation and removal of stop signs where appropriate, based on engineering analysis and staff judgment.

Principles

A. Stop signs are reserved for the control of vehicular traffic conflicts at intersections and shall not be used as a device to control speed or to identify pedestrian crosswalks (unless otherwise warranted to control vehicular conflicts).
B. Stop signs are not installed as a means of traffic calming but may be installed in conjunction with an overall neighborhood traffic calming effort.
C. Stop signs are not to be installed against the major flow of traffic unless unusual intersection design requires such installation to insure adequate and safe operation of the intersection.
D. A stop sign is not a substitute for other traffic control devices.
E. Warrants recommended in the Manual on Uniform Traffic Control Devices (MUTCD), including the amount of daily traffic, the amount of pedestrian and bicycle activity, high traffic speed, restricted sightlines, accident records, unusual site conditions, and geometrics will be used by staff in the evaluation of all stop sign requests.
F. Accidents shall be used as the primary warrant for the installation of stop signs.
G. The functional street classification system (as shown on the latest edition of the Moscow Urban Area and Functional Classification map) shall be used as the reference system for defining street types used in the warranting procedures.
H. Stop signs shall only be installed at intersections where drivers cannot safely apply the right-of-way rule as defined by the State of Idaho Motor Vehicle Code[1].

[1] Right of Way Rule – The Failure to yield the right of way at an uncontrolled intersection. A person commits the offense of failure to yield the right of way at an uncontrolled intersection (an intersection without any traffic signs or signals) if the person, in a vehicle

Background

A. Because stop signs cause a substantial inconvenience to motorists, disrupt traffic flow, and can result in increased carbon emissions, they should only be used where warranted.
B. When stop signs are installed where the need to control right-of-way is questionable, there may be an increase in traffic delay and congestion with little or no gain in safety.
C. Accidents can sometimes increase following installation of stop signs.
D. If the motorist consistently observes that the cross street traffic is light or nonexistent, the stop sign's installation will likely be questioned by the motorist, and they will frequently roll through or run the stop sign, thus reducing the credibility of the stop sign and increasing the danger at the intersection. Excessive use of stop signs has been shown to reduce stop sign compliance by up to 25%.
E. The installation of unwarranted stop signs may actually create new speeding problems. Studies have shown that motorists tend to accelerate to higher speeds to make up for the time lost at stop signs. Other studies have found that vehicle speeds will decrease within two hundred feet (200') of a stop-controlled intersection but speeds will remain unchanged or increase between intersections.
F. Many times, the need for a stop sign can be eliminated if the sight distance is increased (by removing obstructions, for example).
G. Excessive use of stop signs may encourage some drivers to use alternative neighborhood (local) streets as a means to avoid the stop-controlled intersection, thus increasing traffic volumes and creating problems in other locations.
H. The installation of stop signs at any given intersection should only occur after a review of potential impacts on neighboring streets and when the stop control is compatible with the overall traffic management concept for the area.
I. The more stop signs on a road system, the more air pollution and noise generated from cars stopping and starting. Studies have shown that stopping five thousand (5,000) vehicles per day generates fifteen (15) tons of additional pollutants per year.

II. Procedures

A. Requesting Warrant Analysis

A written request must be submitted to the Public Works Department by residents living along the applicable street(s).

To insure that the neighbor involved has sufficient interest in the stop sign request, the written request must be on a City of Moscow Stop Sign Request Form and be signed by the owners of at least twenty five percent (25%) of the dwelling units and/or businesses along the first block of all streets emanating from the intersection. The Form will include the printed name, address and signature of the requesting

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that is approaching an uncontrolled intersection, does not look out for, and give right of way, to any driver on the right who simultaneously approaches the intersection, regardless of which driver first reaches the intersection.

citizens and an explanation of why stop signage is desired. Stop sign installation and removal warrant analysis may also originate with the Public Works Department.

1. All stop sign requests shall be submitted to the Public Works Department. The requestor submitting the stop sign request is contacted by the Public Works Department to confirm receipt of the request, and to answer any initial questions.
2.. Through discussions with the requestor, it is determined if a stop sign is the most appropriate traffic control device to address the requestor's concerns. If a stop sign is considered to be the appropriate solution, this Policy will be followed.
3. A site visit is performed to determine if any immediate safety concerns are present and, if so, what temporary corrective action should be implemented. The site is also examined for alternative solutions other than the installation of a stop sign. Alternative solutions could include the trimming of vegetation or the installation of parking restrictions to improve sight distance.
4. If no alternative measure is evident, a stop sign warrant analysis is performed. Warrants are considered the traffic engineering industry standard for determining the criteria for the installation of stop signs.
5. As a part of the warrant analysis, a temporary stop sign may be placed at the requested location to observe its effect on local traffic patterns. The temporary stop sign will be periodically monitored to ensure extensive queuing or delays, as determined by the City Engineer, are not created.
6. Input on the stop sign request is solicited from the Police and Fire Departments. Such input may include observations on traffic operations in the area of the intersection, accident history, enforcement activities, emergency vehicle access routes, and other pertinent information.
7. If the traffic warrants are met, a work order is prepared for the installation of the new stop sign(s).
8. If the traffic warrants are not met, the requestor is notified of the City's warrant findings and of any corrective action determined appropriate by staff for the subject intersection. The determination shall be posted with an information sheet at the subject intersection and a report of the determination shall be added to the City's web site. Appeals to the City Council by a person who considers him or herself to have been adversely affected by the determination must be submitted to the City Clerk within fifteen (15) days of the date of the notification. Such appeals shall be accompanied by the appropriate appeal fee, as set forth by the City Council.
9. If an appeal of Staff's warrant findings is submitted, a briefing on the item is placed on the next available Public Works/Finance Committee meeting agenda.
10. All dwelling units and businesses within one (1) block of the proposed stop sign location are notified of the time and date of the Public Works/Finance Committee and City Council meetings where the stop sign request will be heard.
11. After the Public Works/Finance Committee briefing, the item is placed on the next available City Council meeting agenda for discussion and action. Background information regarding the request including staff generated data and any petition or letters of support submitted by the public are included as exhibits for the City Council.

B. Warrant Analysis:

Two (2) or more of the following traffic warrants, as identified in the MUTCD must be met for the Public Works Department to approve the installation or continued presence of a stop sign, unless otherwise justified by the City Engineer (based upon the judgment of the City Engineer using guidance from the MUTCD).

Warrant 1. Accidents

1. A stop sign is warranted if five (5) or more reported accidents occur within a twelve (12) month period which would likely have been susceptible to correction by the installation of an all-way stop. Such accidents include right and left-turn collisions as well as right angle collisions.
2. A stop sign is warranted if three (3) or more reported accidents occur within a twelve (12) month period or five (5) or more reported accidents occur within a twenty four (24) month period which would likely have been susceptible to correction by the installation of a two way stop.
3. A stop sign is warranted on a through street if, within a two (2) year period, the intersection had at least one point five (1.5) accidents per million vehicles entering the intersection and those accidents would likely have been susceptible to correction by the installation of an all-way stop.

Warrant 2. Minimum Traffic Volumes and Speed

1. A stop sign is warranted if the number of vehicles entering the intersection from all approaches averages at least three hundred (300) vehicles per hour for any eight (8) hours of an average day, and;

2. The combined vehicular, bicycle and pedestrian volume from the minor street or highway averages at least two hundred (200) units per hour for the same eight (8) hours. A delay of at least thirty (30) seconds per vehicle must be exhibited on the minor street during the hour of greatest traffic volume.

3. On roadways where the eighty fifth (85th) percentile approach speed exceeds forty (40) MPH, the minimum vehicular volume warrant is reduced to seventy percent (70%) of the above requirement.

Warrant 3. Visibility

1. A stop sign is warranted where driver visibility is limited at the minor street approach to the intersection, and causes drivers to reduce their intersection approach speed to less than ten (10) miles per hour.

2. The minimum sight distance shall be maintained based on the roadway speed and the criteria described in the latest edition of the AASHTO publication "A Policy on Geometric Design of Highways and Streets."

III. Monitoring and Evaluation

The type, number and extent of studies performed to determine the effectiveness and impacts of stop signs will vary based upon the particular circumstances of each installation. An assessment may be performed to determine if installation or removal of the signs has achieved the desired results without creating unexpected problems. Depending upon the resources available and at the discretion of the City Engineer, the monitoring assessment of a newly installed or removed stop sign may include the following:

A. On-site observations. Immediately after installation or removal of the stop signs and at intervals thereafter, observations may be made to determine motorists' behavior patterns and any unusual operating conditions (such as running the stop sign). The observations will be scheduled during both day and night conditions.

B. Speed studies. Speed studies may be performed before and after stop sign installation or removal, to determine speeds and the effect on vehicle operating speeds.

C. Volume studies. Traffic volume counts may be made on the subject street and on those streets where traffic diversion may be expected. Counts will be made before installation or removal and after traffic patterns have stabilized, to determine the magnitude and specific location of this diversion. Both turning movements and twenty four (24) hour volume counts may be needed to quantify these impacts.

D. Stop sign obedience. Studies may be performed to evaluate stop sign compliance. High violation rates that result in a safety hazard is cause for sign removal.

E. Accident analysis. A thorough before and after accident analysis may be performed to determine if accident trends have been noticeably impacted by the stop sign installation or removal. It may be necessary to establish ongoing analysis at some locations to gauge the longer-term trends of accident rates. An increase in accidents is cause for removal or reinstallation.

F. Resident and driver studies. Within thirty (30) to sixty (60) days after installation (or at end of the established trial period), a survey of adjacent residents and other affected residential areas may be conducted to assess their concerns and perception of the stop signs' performance. Motorists continuing to travel the street may also be selectively surveyed to assess their opinion of the stop signs' effectiveness.