

**City of Rosenberg**

**POLICIES AND PROCEDURES**

**For STOP SIGN INSTALLATION REQUESTS**

*EFFECTIVE: November 07, 2017*

**CITY OF ROSENBERG  
POLICIES AND PROCEDURES  
For  
STOP SIGN INSTALLATION REQUESTS  
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**Policies and Procedures for Stop Sign Installation Requests**  
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**I. Authority and Scope**

- A. The City Manager, or his/her designated representative, issues and administrates this policy.
- B. This policy is effective immediately and retroactively to all currently active stop sign installations and stop sign requests.
- C. The Rosenberg City Council retains the authority to install stop signs for cause independent of this policy and consistent with state law.
- D. Stop signs shall be used to establish the right-of-way at intersections and are not designed to be used as speed control measures. Traffic engineering judgment shall be used to establish the placement/removal of stop signs in conformance with Texas Manual on Uniform Traffic Control Devices (TMUTCD) recommendations and to achieve the optimal flow of traffic consistent with the City's thoroughfare plan.

**II. Installation of Stop Signs by Citizen Request**

A. Request Process

- 1. The initial request for the installation of a stop sign(s) must originate from a resident, property owner, business, school, homeowner's association, or other entity whose property abuts the requested street segment. The requestor must be willing to act as the primary contact and take responsibility for notification and the compilation of evidence of support for their requested street should it be determined eligible. A written request should be submitted to:

City of Rosenberg  
City Manager  
Stop Sign Request Program  
2110 4th Street  
Rosenberg, Texas 77471

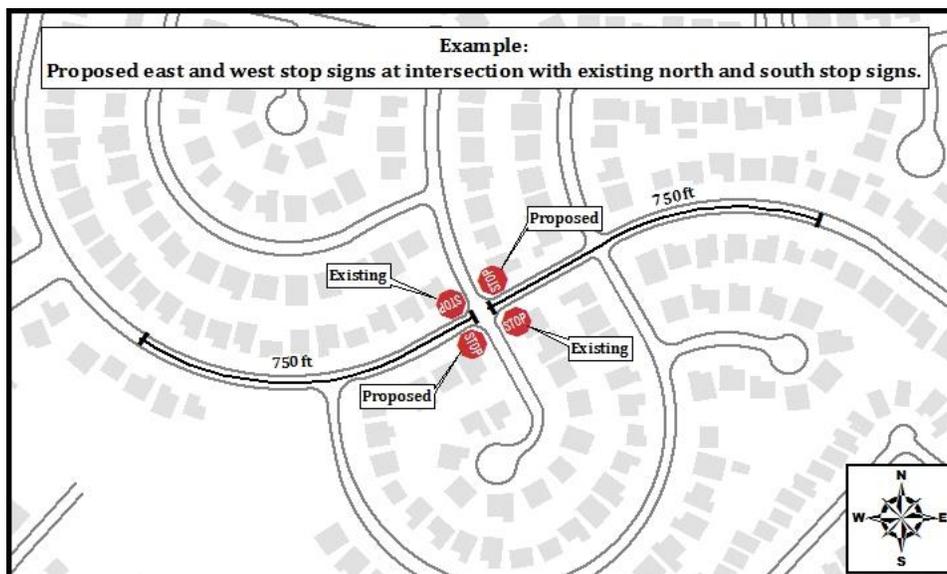
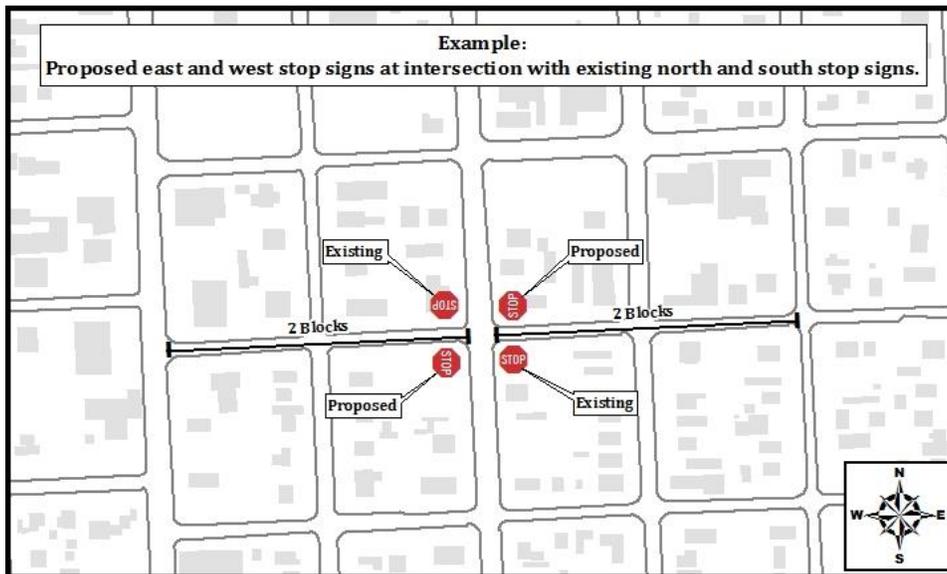
- 2. The request should identify the street intersection(s) where the applicant(s) desires placement of stop sign(s), and the name, address, phone number and e-mail address for a contact person.
- 3. See **Appendix A** for a copy of the application packet for requesting the installation of stop signs(s).

B. Notification/Evidence of Support

- 1. After receipt of the Request for Installation, the City Manager will define the intersection location(s) on a map, which will be provided to the applicant(s) with an application of notification on which to gather evidence of support. Notification/evidence of support must be submitted on forms produced by the City Manager or exact duplicates of it. Documents that do not include placement information (map showing locations of stop sign(s)) will not be accepted as valid under any circumstances.

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2. The application area for the street segment(s) near the proposed intersection will be determined by the City Manager. As a general rule, the application area should include two (2) blocks, or approximately 750 feet, from the proposed stop sign location. The application area will only include the street(s) that would be required to stop. The City Manager may take into account a number of factors, including but not limited to:
  - a. Properties facing or abutting the street segment on which a stop sign(s) is proposed to be located at an intersection.
  - b. Properties that must use the street segment on which a stop sign(s) is proposed to be located as an access/egress route.
  - c. Properties that are in close proximity to the street segment or intersection at which a stop sign(s) is proposed to be located.
  - d. Other traffic-related issues that the installation of stop sign(s) may have a direct or indirect impact.



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3. Notification/evidence of support applications must be completed and returned to the City Manager for the intersection to be considered. There must be at least 75% of the property owners and residents in support of the installation request in order to proceed with the review process. Requests without applications will be considered incomplete.
4. Each property identified by the City Manager as lying within the application area must be represented on the application by signature. A statement of exception must be submitted by the applicant(s) explaining the absence of any property not so represented. Requests that do not account for all properties will be considered incomplete.
5. Property managers or property owner signature may be considered as approval for all units of multi-family properties of ten or more units. The manager or property owner must be properly identified on the application form.
6. Any person who wishes to alter their indication of support on the application form after its submittal must do so by individual letter of request to the City Manager. No such request will affect funding that has already been awarded.
7. A complete listing of all active requests may be posted on the City's web site.

C. Eligibility

1. Minor Street Approaches: The City Engineer will conduct the necessary traffic engineering studies. The City Engineer will first conduct an initial review of the request. If the City Engineer determines the stop sign warrants cannot be met, the complete traffic engineering study will not be conducted and the results may be presented to the City Council along with the stop sign request. A determination of the street's eligibility for the stop sign installation will be made in a timely manner, based on one or more of the following policy criteria for minor streets and approaches:
  - a. Vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;
  - b. A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway;
  - c. Crash records indicate that three (3) or more crashes that are susceptible to correction by the installation of a stop sign have been reported within a 12-month period; or that five (5) or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.
2. Multi-Way Stop Sign Installation: The City Engineer will conduct the necessary traffic engineering studies. A determination of the street's eligibility for the stop sign installation will be made in a timely manner, based on the following policy criteria for multi-way stop sign installation:

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- a. Five (5) or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions;
  - b. Minimum volumes:
    1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and
    2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but
    3. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.
  - c. Where no single criterion is satisfied, but where Criteria a, b.1, and b.2 are all satisfied to 80 percent of the minimum values, Criterion b.3 is excluded from this condition.
3. Other factors that may be considered in the engineering study include:
- a. The need to control left-turn conflicts;
  - b. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
  - c. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and
  - d. An intersection of two (2) residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.
4. If the street intersection is determined not to be eligible for stop sign installation based on the engineering criteria, the request may be presented to the City Council for consideration. If the request is denied by the City Council, applicants will not be able to reapply to the stop sign program for the following two (2) years unless there is a considerable change in conditions.
5. Requests for recounts will be considered following the adopted policy located in **Appendix B**. Approved recounts will occur as soon as possible and preferably within the active request round, unless circumstances indicate otherwise.
6. A request for enforcement of traffic laws will be sent to Rosenberg Police Department for those segments that are ineligible for consideration for stop sign installation. This referral will include a copy of the traffic study indicating the speed and volume profiles for the segment on an hourly basis.
- D. Diversion Issue

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1. In the preliminary studies of land use and application area, probable shifts in traffic routes will be identified. In these areas, prior to the installation along a street segment, traffic studies will be conducted along adjacent alternate routes to provide base data to document any occurrence of traffic shifts.
2. If the adjacent alternate route is requested to be considered for a stop sign at a later date, it will be considered as all other requested stop sign installations are considered.

E. Stop Sign Location

1. The City Engineer will determine the final location of all stop sign(s) installation according to the guidelines in these Policies and Procedures and in accordance with current engineering principles, including compliance with state law:
  - a. Ensuring that all stop sign(s) or devices conform to the dimension, shape, color and placement required by the TMUTCD.
  - b. Ensuring that the stop sign(s) is not erected in a place or manner at any location so as to require the traffic of any State highway, Farm-to-Market or Ranch-to-Market roads to stop before entering or crossing any intersecting highway unless authorized by agreement with the Texas Department of Transportation.
  - c. Controlling the direction that conflicts the most with established pedestrian crossing activity or school walking routes.
  - d. Controlling the direction that has obscured vision, dips, or bumps that already require drivers to use lower operating speeds.
  - e. Controlling the direction that has the best sight distance from a controlled position to observe conflicting traffic.
2. Traffic control consisting of signs and markings shall be installed in accordance with **Appendix C** to advise roadway users of the presence of stop signs(s).

**III. Design Standards, Construction, and Maintenance**

- A. The Public Works Director shall prepare and maintain current design standards and installation procedures for stop signs in accordance with this policy.
- B. Design and construction of the stop signs and associated pavement markings and signs will be the responsibility of the Public Works Director.
- C. The City Public Works Department will maintain the stop signs and all related features.

## Appendix A

# City of Rosenberg

## Stop Sign Request Program

2110 4<sup>th</sup> Street Rosenberg, TX 77471  
Phone (832) 595-3310 Fax (832) 595-3311

### General Description

The STOP sign is a regulatory sign that is used when traffic is required to stop. It is a red octagon that has a white border and large white letters that read STOP. At multi-way stop intersections, a small plate is placed below the stop sign to inform the driver of how many approaches are required to stop. Stop signs are used to establish the right-of-way at intersections and are not designed for use as speed control measures.

The following is a summary of the process for stop sign allocation and installation.

### Step One: Request for Study

A request can be made by either a neighborhood, homeowner's or business association, by a single resident or a group of residents, property owner, or by a business located on the street requesting a stop sign. Each request must include a name, address and phone number of a resident from the requested street who agrees to be the contact person. The contact person will receive all correspondence and be responsible for gathering evidence of support. Each contact person must acknowledge designation by signing the request. Written requests should be submitted to the City Manager at the above address. An application form can be obtained from the City Manager. A request may not automatically be withdrawn from consideration once a traffic study determines the street to be eligible for stop signs.

The request must be for a specific street intersection and should include at least the following information:

- The requested street name and intersecting street
- Name of contact person
- Address of contact person
- Daytime phone number and cell phone number of contact person
- E-mail address of contact person
- Signature of contact person

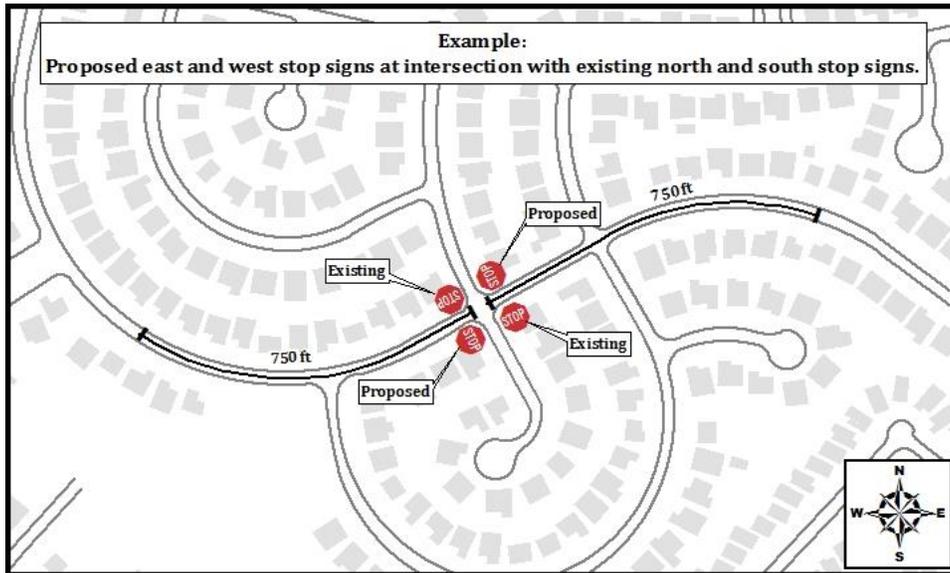
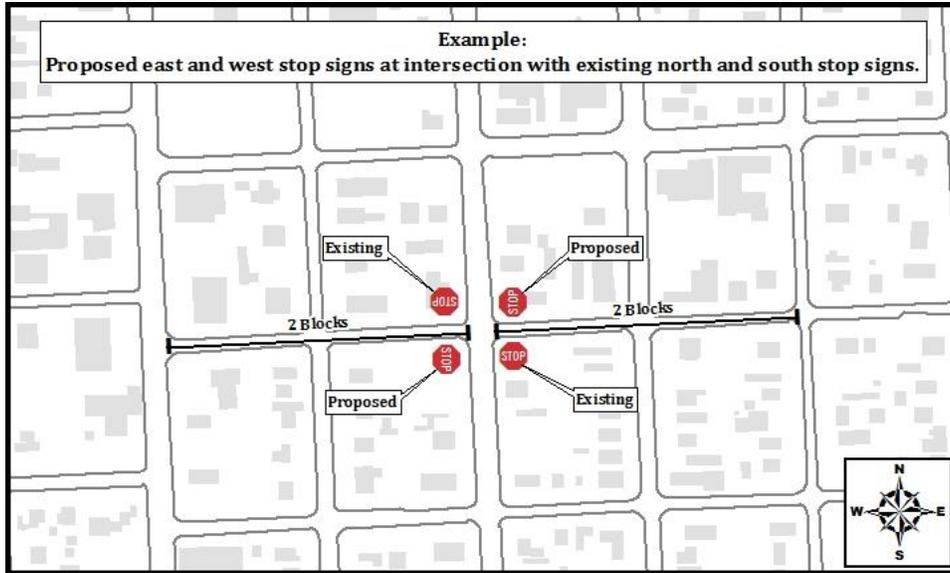
Do not submit applications or other evidence of support with your request. Applications or letters of support gathered without the preliminary placement maps will not be accepted. This process does not preclude the City Council from installing warranted stop signs when and where it is deemed necessary outside the procedures of this program.

### Step Two: Level of Support

After receipt of the Request for Installation, the City Manager will provide preliminary placement maps to the contact person. The contact person is encouraged to gather and present support from the community in the form of applications from residents, property owners, or businesses facing or having

## Appendix A

lot frontage on the street(s) on which a stop sign is proposed to be located. There must be at least 75% of the property owners and residents within the application area in support of the installation request. As a general rule, the application area includes two (2) blocks, or approximately 750 feet, from the stop sign location. The application area will only include the street(s) that would be required to stop.



Applications or letters of support gathered without the preliminary placement maps will not be considered.

**Submission of the required community support documentation does not guarantee the request will meet the established eligibility criteria, nor does it guarantee the request will ultimately be approved, or stop signs installed.**

Step Three: Eligibility

## Appendix A

In order for a request to qualify for consideration, the street must meet criteria set by the City Council. It is the responsibility of the City Engineer to conduct traffic studies to determine if the street segment meets the following criteria:

- The street may not be classified as an Arterial or a Collector.
- The street may not be designated as a Primary Emergency Response Route.
- Minor street and approaches:
  - The sum of traffic volume on the through street or high must exceed 6,000 vehicles per day.
  - The crash records indicate three (3) or more crashes were reported within a 12-month period.
  - The crash records indicate five (5) or more crashes were reported within a 2-year period.
- Multi-way stop sign:
  - The sum of traffic volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day.
  - The sum of traffic for both directions, including vehicular, pedestrian and bicycle traffic, from major street approaches averages at least 200 units per hour for the same 8 hours.

No stop signs may be placed on state highways, farm-to-market roads, or any other roadways under the jurisdiction of the Texas Department of Transportation (TxDOT) without TxDOT authorization.

Other factors such as, but not limited to, alignments, grades and sight distances may also be evaluated.

Only those requests meeting all the eligibility requirements will proceed. If the City Engineer determines the stop sign warrants cannot be met, the complete traffic engineering study will not be conducted and the results may be presented to the City Council along with the stop sign request. If a request is denied by the City Council, applicants will not be able to reapply to the stop sign program for the following two years unless there is considerable change in conditions.

All traffic counts will be scheduled during regular commuter periods unless a specific weekend problem is noted in the request.

### Step Four: Stop Sign Location

It is the responsibility of the City Engineer to determine the final location of all stop signs in accordance with current engineering principles, including compliance with state law related to state highways, farm-to-market, and ranch-to-market roads.

Appendix A

City of Rosenberg

Stop Sign Request Program

2110 4<sup>th</sup> Street, Rosenberg, TX 77471  
Phone (832) 595-3310 Fax (832) 595-3311

For policy Effective: (DATE)

**Request for Stop Sign Installation Study**

The following is a request for a stop sign installation study. Please feel free to submit this form as a formal request. Each request must contain the completed information as indicated in both Part A and Part B. The request will be processed according to the procedures detailed in the Stop Sign Installation Request Program Policies and Procedures.

**A. Street Study Information**

Each request must provide the name of the street on which a study is requested, and the name of the intersecting street segment. Traffic studies will be conducted only within the boundaries indicated. Please use street intersections, not block ranges.

Requested Street:

Intersection with:

**B. Contact Person Information**

Each request must provide a contact person who lives on the requested street within the study area boundary. The contact person will receive all correspondence and be responsible for gathering evidence of support when requested.

Name:

Address:

City:  Zip Code:  Daytime Ph #:

Cell Ph#:  E-Mail Address:

I agree to be the contact person for the above request. I understand that a request may not automatically be withdrawn from consideration once a traffic study determines the street to be eligible for stop signs.

Signature of Applicant:  Date:

## Appendix B

### Recount Policy

- I. Traffic count data that is reviewed and believed to be questionable or invalid by the Public Works staff for any of the reasons listed below will be scheduled for a recount. This recount will occur as soon as possible and preferably within the current funding round, unless circumstances indicate otherwise.
- II. Segments that have been determined ineligible due to traffic data may be re-evaluated upon written request, by conducting another traffic survey.
- III. Citizen initiated requests for recounts must be submitted in writing. These letters should clearly express specific reasons why the original count should be considered invalid. If approved, these recounts will be scheduled as time permits.
- IV. If it is determined through engineering judgment that the original count did not represent normal conditions and the recount does represent normal conditions, then the data gathered by the recount will be used to evaluate the need for stop signs.
  - A. The following presents some of the valid reasons to authorize a recount:
    1. Incomplete or missing data.
    2. Failure or malfunction of the counting equipment.
    3. Relatively large proportions of large vehicles (trucks, buses, etc.) to passenger cars in the data.
    4. Relatively high percentages of “unknown” or “other” vehicle classifications in the data.
    5. Counter deployed at times and/or locations other than those specified by the requestor.
    6. Counter deployed during non-school times at locations influence by school traffic.
    7. Vandalism or deliberate influence. (This aspect is discussed in more detail below).
    8. Other similar considerations.
  - B. The following reasons require additional records or field research before a recount can be authorized:
    1. Counter deployed at a location typically bypassed by a significant portion of traffic.
    2. Counter deployed relatively close to a traffic control device (STOP sign, traffic signals, etc.) a horizontal or vertical curve, or other physical feature that could be reasonably expected to influence motorists’ behavior on the subject street segment.
    3. Construction or maintenance activities occurring in the vicinity of the deployed counter that can be reasonably expected to influence travel patterns on the subject street segment.
    4. Counter deployed during a special event that can be reasonably expected to influence travel patterns on the subject street segment.
    5. Counters deployed at or near school bus stops, commercial loading zones, frequent on-street parking locations, and other similar locations that can be reasonably expected to influence travel patterns and/or motorists’ behavior on the subject street segment.

## Appendix B

6. Speed humps or other mitigation devices installed on adjacent streets after the original study that can be reasonably expected to influence travel patterns on the subject street segment.
  7. Physical modification of the roadways (reconstruction, overlays, traffic signals, etc.) changes in land use (apartments, shopping centers, theaters, etc.) and other similar factors that can be reasonably expected to influence travel patterns on the subject street segment.
  8. Other similar considerations.
- C. The following are generally considered invalid reasons to authorize a recount:
1. Fear of accidents or incidents occurring.
  2. Recent accidents or incidents that are not part of a discernible pattern of occurrence. Only those accidents or incidents reported to Rosenberg Police Department or other comparable public agency will be considered in determining if a trend exists.
  3. Unspecified doubt in the validity of the study.
  4. Requests for recounts to be conducted during a specified time period that can reasonably be considered part of a special event.
  5. Unsupported allegations of traffic patterns being deliberately and significantly influenced by individuals or groups.
  6. Other similar considerations.
- V. Traffic count locations that are vandalized (tubes disconnected or cut, counter damaged or stolen, etc.) or deliberately influenced (vehicles parked on or near tubes, multiple passes across tubes, etc.) will be recounted in the following manner:
- A. A first recount will occur automatically. Consideration will be given to moving the counter to a more secure location.
  - B. If the counter is vandalized or deliberately influenced during the first recount, the study will be suspended and the requester contacted and informed of the adverse occurrence. A second recount will be authorized only if assurances are secured from the requester that a resident of the street segment will closely monitor the counter. If no assurances are received, then the request is considered ineligible and may not be reconsidered for one year.
  - C. If the counter is vandalized or deliberately influenced during the second recount, then the request is considered ineligible and may not be reconsidered for one year.

## Appendix C

### PLACEMENT OF STOP SIGN WARNING SIGNS POLICY

- I. The general design, layout, and placement of the stop sign warning sign assemblies shall be in conformance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD), latest version.

## Appendix D

### DEFINITIONS

**City Engineer:** The City Engineer or designated representatives.

**City Manager:** The City Manager or designated representatives.

**Institution:** A park or school that could reasonably be anticipated to generate volumes of pedestrian traffic.

**Arterial or Collector:** Any street designated respectively as an Arterial or Collector on the City's Master Thoroughfare Plan.

**Primary Emergency Response Route:** Any street segment designated by Rosenberg Police Department or Rosenberg Fire Department as an emergency access route.

**Public Works Director:** The Public Works Director or designated representatives.

**Residential:** Any single-family residence, townhouse, duplex, triplex, quadruplex, condominium, or apartment complex or any other structures used as dwelling units.

**Stop Sign:** The STOP sign is a regulatory sign that is used when traffic is required to stop. It is a red octagon that has a white border and large white letters that read STOP. At multi-way stop intersections, a small plate is placed below the stop sign to inform the driver of how many approaches are required to stop. Stop signs are not designed for use as speed control measures

**Appendix E**

**STOP SIGN REQUEST  
NOTIFICATION/EVIDENCE OF SUPPORT APPLICATION**

We, the undersigned homeowners, residents, business owners, or property owners of \_\_\_\_\_ Subdivision, located \_\_\_\_\_ request that the City of Rosenberg install stop signs at the intersection of \_\_\_\_\_ to be considered for approval by the City Council. We understand that this application only represents our desire for stop signs and does not warrant or guarantee their installation. It is further understood that all in the affected area as defined by the City Manager must complete this form, by affixing the date, their address, whether renter or owner, name, signature, and whether support installation or not on the list below. All submitted names are subject to verification.

**Stop signs will more than likely cause: modification in traffic patterns; aesthetic changes to the subdivision streets due to the stop signs, and the associated signs and pavement markings; and impacts on street maintenance and emergency vehicle response times.**

Please list only one signature per residence/property owner/business owner.

Date	Address	Renter or Owner	Name (Printed)	Signature	Installation Support Yes	Installation Support No

Appendix E

**Notification/Evidence of Support Application**

Please list only one signature per residence/property owner/business owner.

Date	Address	Renter or Owner	Name (Printed)	Signature	Installation Support Yes	Installation Support No

**DO NOT SIGN this APPLICATION if you have NOT READ the front page of this APPLICATION.**

Please do not use any other form. This sheet may be reproduced if necessary.