SIGN REQUEST FORM

APPLICANT NAME ________________________________________________________________

APPLICANT MAILING ADDRESS _____________________________________________________

CITY ___________________________ STATE ___________________________ ZIP _____________

TELEPHONE _______________________ CELL _______________________ FAX ______________

EMAIL: ___________________________ ROAD NAME: __________________________ REGION/UNIT __________

REGULATORY SIGNS

☐ Business (20 mph)  ☐ Residential (25 mph)  ☐ Stop  ☐ Yield

☐ Other ____________________________________________________________________________

**Pursuant to RSA Policy 2001.01, the RSA Director may provide speed limit signs for only business and residential roads. Speed limit signs shall not be places by the RSA where the road does not meet borough road standards.**

WARNING SIGNS

☐ No Outlet  ☐ Dead End  ☐ Special

Specify reason for Warning Sign request: ______________________________________________

___________________________________________________________________________________

Applicant Signature ___________________________ Date ________________________________

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Pursuant to RSA Policy 2001.01, the RSA board may require a licensed professional civil engineer’s investigation and recommendation that the type of warning sign requested is necessary. Special request signs must meet the criteria and will be subject to the discretion of the Roads Director.

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Inspector Initials ___________  ☐ Approved  ☐ Denied

RSA Director ___________________________ Date ________________________________

RSA Director Recommendations: ________________________________________________________

___________________________________________________________________________________

Revised 12/6/2018
This policy is adopted by the Kenai Peninsula Borough Road Service Area board pursuant to the authority delegated by the assembly in KPB Chapter 14.06, Road Standards. This policy provides guidance for the placement of various types of road signs within the road service area ("RSA") and recognizes that the RSA has paramount priorities over signage including the maintenance and improvement of roads certified for road maintenance.

I. STREET SIGNS

A. Pursuant to KPB 14.06.200, Road Construction Standards—Signs, street-name signs for roads certified for maintenance shall be provided by the applicant before permanent maintenance is undertaken by the RSA.

B. Street signs for existing constructed rights-of-way shall be placed by the RSA with a priority over other types of signage with availability of funding, staffing, and other RSA priorities and resources considered.

C. Preference for placement of street signs is in the following order: collector, subcollector, internal subdivision road.

D. An effort will be made to replace missing or damaged street signs annually; however, replacement will be based on funding, staffing, and other RSA priorities.

E. Street sign placement shall be consistent with the Alaska Traffic Manual and Alaska Sign Design Specifications and .

II. STOP SIGNS AND YIELD SIGNS

A. The RSA staff should determine whether the stop sign program to sign the intersections of state and borough-maintained roads was completed. If not, complete the signage of borough and state intersections as funding and other RSA priorities allow.

B. As funding, staffing, and RSA priorities permit, the RSA director may cause stop signs and yield signs to be placed at the intersections of borough-maintained roads. Where a local road intersects with a subcollector or collector road, the local road is signed. Where a subcollector road intersects with a collector road, the subcollector road is signed. This provision does not require all borough-maintained intersections with through streets to be signed.
C. Placement of stop signs and yield signs will be based on a written request by RSA resident on a form provided by the RSA, or at the discretion of the RSA director.

D. Stop signs and yield signs generally will not be placed by the RSA where a borough-maintained road is not involved in the intersection.

E. Stop sign and yield sign placement shall be consistent with the Alaska Traffic Manual ("ATM") and Alaska Sign Design Specifications.

III. SPEED LIMIT SIGNS

A. All requests for speed limit signs shall be in writing on a form provided by the RSA. Where there are multiple requestors for signage for a particular road or section of road, the name, address, and telephone number for a sponsor for the request shall be provided to the RSA director.

B. Pursuant to KPB 12.02.275, the RSA director may place speed limit signs on borough-maintained roads for the following categories of roads:

1. 15 miles per hour in an alley
2. 20 miles per hour in a business district
3. 25 miles per hour in a residential district
4. 55 miles per hour on any other roadway

C. Unless changed by further policy, the RSA director may provide speed limit signs for only business and residential roads. Alleys are not currently platted by the KPB planning commission, and any in existence are likely not to meet borough road maintenance standards. The RSA does not maintain roads where a 55 mile-per-hour speed limit is applicable.

D. The RSA director, in his discretion, may decide not to sign the road based on lack of available funding, level of maintenance, other signage or RSA priorities, the RSA director's consideration, the convenience and best interest of the borough, or other factors the RSA director considers relevant to the decision.

E. The director shall deny a speed limit signage request in writing stating the reasons for the denial to the requestor and allow the requestor to request reconsideration by the RSA board pursuant to KPB 12.02.020. The requestor shall file the request for reconsideration in writing with the RSA director within twenty days of the date of the denial letter.

F. Speed limit signs shall not be placed by the RSA where the road does not meet borough road maintenance standards.

G. Most roads maintained by the RSA are for purposes of residential service which is subject to a 25 mile-per-hour speed limit sign.
H. For an altered speed limit and corresponding signage, the RSA director shall decide based on an evaluation of road conditions whether or not to present a request for an altered speed limit sign to the RSA board. If an engineering and traffic investigation as referenced in 13 AAC 02.280 has been completed by a civil engineer in order to determine the appropriate speed limit consistent with State of Alaska standards, the RSA director shall present the request and engineer’s investigation to the RSA board for consideration. The request for an altered speed limit shall be placed on an agenda for a board meeting for which the agenda deadline has not passed with staff providing appropriate background information including, but not limited to, maintenance history, traffic counts, road width, road condition, and right-of-way status.

I. The RSA board shall not approve an altered speed limit and corresponding signage without consideration of an engineering and traffic investigation as referenced in 13 AAC 02.280 to be conducted by a civil engineer in order to determine the appropriate speed limit consistent with State of Alaska standards and speed restrictions. The board may decide to fund a civil engineer’s investigation to be considered at a later date upon a finding that it is in the best interest of the road service area and borough residents.

J. Orders for speed limit signs need not be placed more than once annually, and placement or replacement of signs need not take place more than once annually.

K. The borough does not have a police force to enforce speed limits. Pursuant to KPB 12.02.340 the borough may coordinate with the Department of Public Safety for the enforcement of speed restrictions on borough-maintained roads by the troopers. The RSA director may coordinate with the Department of Public Safety in order to provide patrol of borough-maintained roads subject to speed limits. It is understood that state enforcement on borough-maintained roads is subject to state funding, staffing, and priorities.

L. Placement of speed limit signs will be consistent with the Alaska Sign Design Specifications and ATM.

M. DEFINITIONS:

1. Residence district means the territory contiguous to and including a highway except a controlled-access highway and not comprising a business district, if the property fronting the highway for a continuous distance of 300 feet or more is in the main improved with residences, or residences and buildings in use for business.

2. Business district means the territory contiguous to and including a highway, other than a controlled-access highway, when within any 600 feet along the highway there are buildings in use for business or industrial purposes, including, but not limited to, hotels, banks, office buildings, railroad stations or public buildings other than schools which occupy at least 300 feet of frontage on one side or 300 feet collectively on both sides of the highway; however, if
the highway is physically divided into two or more roadways, only those buildings facing each roadway separately may be regarded.

IV. WARNING SIGNS

A. If a written request is received by the RSA director for a warning sign, he may deny the request in his discretion based on lack of funding, other signage or RSA priorities, the condition subject to the warning request not being created by the borough’s design, construction, improvement, or maintenance of the road, the RSA’s convenience, or any other reasons the RSA director determines sign placement would not be in the best interest of the borough.

B. Generally, a preference for placement of warning signs will be given to roads where it is determined that the borough’s design, construction, improvement, or maintenance of the road contributed to the condition requiring the warning.

C. The RSA director may refer a road to the RSA board for placement of a warning sign either upon his own request or a written request from a RSA resident. Accompanying the request shall be a staff report including but not limited to the name of the road, the condition of the road, the condition subject to the warning request, the approximate traffic count or number of improved parcels served by the road, and background information regarding the borough’s maintenance and design, construction, or improvement of the road, if any, and a map and photos if available.

D. Based on the criteria set forth in IV, B-D, above, the RSA board may request an engineer’s determination of whether a warning sign is recommended.

E. The RSA board may decide to batch all warning sign requests and review the same at one meeting on an annual basis.

F. Placement of warning signs shall be consistent with the Alaska Sign Design Specifications and ATM.

G. Generally, unless the RSA director determines in writing there are exigent circumstances, warning signs placed by the RSA are limited to the following:

   Curve Signs
   Road Narrows Sign
   End Signs

V. OVERWEIGHT SIGNS

A. Pursuant to KPB 14.40.110, the RSA director may sign roads that are subject to seasonal weight restrictions.

B. The RSA director, in his discretion, may determine which roads, if any, subject to weight restrictions require signage based on available funding, signage and other
RSA priorities, road condition, type and volume of traffic, weather, and other factors the RSA director considers indicate signage would be in the borough's convenience or best interest.

C. The RSA board may modify overweight restrictions established by the RSA director. (KPB 14.40.070(A)).

D. Overweight restrictions for roads which are signed with the restriction shall be lifted when the sign is removed by the RSA and in conjunction with the publication requirements of KPB 14.40.070(A).

E. Overweight signage shall be consistent with the ATM and Alaska Sign Design Specifications.

**VI. PARKING SIGNS**

A. Pursuant to KPB 12.04, parking signage may be placed on an as-needed basis depending on the circumstances applicable to a particular road or section of road. Parking restrictions are initiated in writing by the RSA staff, request of a property owner adjacent to the subject road, or a user of the road. (KPB 12.04.030(B)).

B. Requests for parking restrictions are filed with the RSA director who places the request on the next open RSA board agenda. A public hearing on the parking restrictions shall be held by the RSA board after advertisement of the hearing which shall be at least seven days before the hearing is held. (KPB 12.04.030(C)).

C. The RSA board may determine the need for parking restrictions and signage based on available funding, signage and other RSA priorities, inadequate space, damage to the road or adjacent property and waters, the orderly use and maintenance of the road, and other reasons the board considers relevant to whether parking signage in a particular place is appropriate.

D. The parking restriction is effective 24 hours after posting. If the restriction may result in towing, it shall not be effective until 48 hours after posting. (KPB 12.04.050).

E. Notwithstanding the signage provisions of KPB 12.04, KPB 12.04.070 authorizes the removal of a vehicle that is impeding borough road maintenance or the safe flow of traffic by placement of a tag on the vehicle or blockage with a 48-hour warning to remove the vehicle or blockage from the road. If the vehicle or blockage is not removed, it may be removed by the borough at the owner’s expense.

F. Notwithstanding the provisions of KPB 12.04.030(B), the RSA director may establish temporary parking restrictions for particular roads or sections of roads for which there is an immediate need for restrictions and signage. Determination of immediate need may be based on congestion, damage or potential damage to roads, adjacent properties and water bodies, and safety concerns. At the next meeting of
the RSA board where the agenda deadline has not passed, the RSA board shall hold a public hearing and determine whether to continue, modify, or rescind the RSA director's temporary parking restrictions. (KPB 12.04.030(C) and (D)).

G. The placement of parking signage shall be consistent with the ATM and Alaska Sign Design Specifications.

VII. UNAUTHORIZED SIGNS PROHIBITED

A. Signs not authorized for placement by the Kenai Peninsula Borough Code or this policy shall not be placed by the RSA.

END OF POLICY STATEMENT

The Kenai Peninsula Borough Road Service Area Board on July 15, 2008, passed a motion recommending approval of the above amended Road Service Area Policy Statement 2001-01, Signage.

Ron Wille  
Road Service Area Board Chair

ATTEST:

Gary Davis, RSA Director