



Department of Public Works Policy

Title: Traffic Operations

Policy No: PW-31

Date: April 10, 2014

Purpose

To provide for safe vehicular and pedestrian traffic.

Objective

To implement and manage traffic control devices to effectively regulate vehicular and pedestrian traffic through the public road network.

Responsibility

The Operations Division shall be responsible for the placement, maintenance, and operation of traffic control devices.

Procedures

31.1 Traffic Policy and Procedures Manual

Public Works' Traffic Operations Policy and Procedures Manual establishes and documents policies and procedures for traffic control. It shall be reviewed and updated annually or as needed by the Operations Manager and Engineering Division Manager. The Manual shall be issued to Traffic Control Technicians and made available on the Public Works S-Drive.

31.2 Traffic Control Devices

- A. Installation and removal: The Manual on Uniform Traffic Control Devices (MUTCD), the Florida Department of Transportation (FDOT) Design Standards and the Florida Statutes (F.S.) Chapter 316, Florida Uniform Traffic Control Law shall be followed when establishing warrants, guidelines, and minimum criteria for the installation and removal of all traffic control devices.
- B. Inspection and maintenance:
 1. Signs: The Engineering Division shall maintain an inventory and condition assessment of all signs through a regular inspection program. A work order shall be generated when a sign requires maintenance, which is then carried out by the Operations Division.
 2. Traffic Signals: The Operations Division shall annually inspect all traffic signals to ensure optimum performance, making any necessary repairs that are required and documenting in a work order. The Engineering Division shall conduct inspections of all traffic signal hardware every ten years to address any structural deficiencies.

3. Pavement Markings: The Engineering Division shall maintain an inventory of all pavement markings through a regular inspection program. A work order shall be generated when pavement markings require maintenance. If adequate resources are available within Public Works to maintain the pavement markings, then the pavement markings shall be maintained in-house by the Operations Division. If not, the services of a pavement markings contractor shall be procured.

31.3 Traffic Control Device Installation

A study by a qualified traffic engineer is required for the installation of traffic control devices within the public right-of-way. The scope, size and funding of the traffic study shall first be determined. If adequate resources are available within Public Works to perform the study, then the study shall be done in-house by the Engineering Division. If not, the services of a qualified traffic engineering consultant shall be procured.

31.4 Petitioning for Installation of Traffic Control Devices

The procedures for considering petitions for the placement of traffic control devices within the City right-of-way are as follows:

- A. When a request or petition for the installation of traffic control devices in the City right-of-way is received, the following procedures shall be adhered to:
 1. A work order shall be entered into the Work Management System.
 2. The Engineering Division Manager shall be informed immediately of the request via e-mail.
 3. The Engineering Division Manager shall evaluate the request and if necessary initiate a traffic study. If adequate resources are available in Public Works to install the traffic control devices, then the traffic control devices shall be installed in-house by the Operations Division. If not, the services of a traffic control devices contractor shall be procured.
 4. The Engineering Division Manager shall inform the requestor of the schedule for the installation of the device in the right-of-way.

31.5 Traffic Signs

- A. The Manual on Uniform Traffic Control Devices (MUTCD), the Florida Department of Transportation (FDOT) Design Standards and the Florida Statutes (F.S.) Chapter 316, Florida Uniform Traffic Control Law shall be followed to ensure standard signs are used and comply with uniform size, color, letter height, retroreflectivity and illumination, and ensure signs are effective during all hours of the day.
- B. The Engineering Division shall maintain an inventory and condition assessment of all signs through a regular inspection program. A work order shall be generated when a sign requires maintenance, which is then carried out by the Operations Division.

31.6 Sign Installation Policy

- A. The Manual on Uniform Traffic Control Devices (MUTCD), the Florida Department of Transportation (FDOT) Design Standards and the Florida Statutes (F.S.) Chapter 316, Florida Uniform Traffic Control Law shall be followed to place signs within the public rights-of-way.

- B. All signs placed within the public rights-of-way shall be in accordance with the MUTCD's installation guidelines.
- C. The primary principles behind any sign installation are to fulfill a need, command attention, convey a clear simple meaning, command respect from road users and give adequate time for a proper response. Placement of traffic control devices shall be within the road user's view so that adequate visibility is provided. To aid in conveying the proper meaning, the traffic control device shall be appropriately positioned with respect to the location, object or situation to which it applies. The location and legibility of the traffic control device shall be such that a road user has adequate time to make the proper response in both day and night conditions. Traffic control devices shall be placed and operated in a uniform and consistent manner. Unnecessary traffic control devices shall be removed. The fact that a device is in good physical condition shall not be a basis for deferring needed removal or change.

31.7 Statutory Speed Limits on Roadways

Public Works shall adhere to Ordinance Number 83-130, Ordinance Number 84-157, Ordinance Number 88-11, Ordinance Number 94-25, Ordinance Number 2000-09, Ordinance Number 2000-32, Ordinance Number 01-31, Ordinance Number 02-26, Ordinance Number 03-20, Ordinance Number 2009-20 and Resolution Number 08-R-20 which specifies the statutory speed limits on residential roadways and on other streets where no sign is posted.

31.8 Advisory Speed Limit Signs

Advisory speed limit signs shall be incorporated into warning signs to indicate the maximum safe speed which vehicles will traverse a geometric roadway conditions when determined necessary by engineering judgment or traffic study.

- A. A ball bank indicator is used to determine the advisory speed in the American Association of State Highway and Transportation Officials' (AASHTO) "A Policy on Geometric Design of Highways and Streets."
- B. Advisory speeds are displayed in MPH/English Units on a combination horizontal alignment/advisory speed sign, or on a plaque below the appropriate warning sign, in accordance with the MUTCD.

31.9 Street Name Signs

Street name signs shall be installed for public streets and intersections in accordance with the guidelines set forth in the Manual on Uniform Traffic Control Devices (MUTCD) and the Florida Department of Transportation's Design Standards Indexes.

- A. Street Name Signs shall be post, overhead span wire, or mast arm mounted.
 - 1. Sign details: MUTCD specifications shall be used for vinyl color, letter font/size, and aluminum blank size/shape when designing street name signs.
 - 2. Installation details: MUTCD specifications shall be used for the placement of street name signs.
 - a. Post mounted: Posts shall be typically placed five feet horizontally from the edge of pavement and buried three feet in the ground. A single sign shall be typically placed seven feet vertically from the pavement's surface. If multiple signs occupy the same post, a minimum vertical height of six feet shall be maintained.

- b. Signal mounted signs: For the purpose of maintaining public safety and ease of use for drivers and pedestrians, all City-owned or City-operated signalized intersections shall have lighted vertical identification/street name signs.
 - i. The vertical signs shall be mounted approximately 12 feet above the pedestrian signals.
 - ii. The signs shall be mounted so oncoming traffic can see the name of the road they are approaching.
 - iii. Because each intersection is different, engineering judgment shall be used to determine the best installation.
 - iv. The number of signs used shall be based on the design of the intersection, with each approach being signed.
- 3. If vandalism or an accident damages a street name sign, a work order shall be created and forwarded to the appropriate Field Supervisor who assigns staff to make the repair during normal business hours. If an accident damages a sign after hours, then the Police Department calls the On-Call staff member to make repairs. The information about the repair and any additional needed work shall be relayed the following work day to the Staff Assistant for Planning and Scheduling who shall create a work order.
- 4. Street name signs within private subdivisions and developments are to be manufactured, installed, and maintained by the development. The street name signs' materials, placement and installation methods must be in compliance with the Unified Land Development Code.

31.10 Sign Visibility

Adequate visibility of all traffic control signs and signals shall be maintained in accordance with the sight-distance recommendations in the Florida Department of Transportation's Design Standards and placement/visibility recommendations in the Manual on Uniform Traffic Control Devices (MUTCD).

- A. The Customer Service Section of the Administrative Division shall create work orders for obstructed signs reported by customers and others.
- B. The Engineering Division shall create work orders for obstructed signs from its regular sign inventory program.
- C. The Traffic Control Technicians shall routinely remove tree limbs, vegetation or obstructing signs while replacing or repairing signs.

31.11 School Pedestrian Crossings

School pedestrian crossings for school zones are recommended to Public Works by the Sarasota County School Board or the appropriate charter school to Public Works at the time the crossings are proposed. The Engineering Division shall review and approve or deny the crossings based on F.S. Chapter 316, the MUTCD, the FDOT Design Standards, and engineering judgment. Once installed, the Engineering Division shall inspect the school pedestrian crossings and the Operations Division shall accept them for maintenance.

31.12 School Zone Speed Limit Signs

School zone speed limit signs are recommended to Public Works by the Sarasota County School Board or the appropriate charter school to Public Works at the time the speed limit signs are proposed. The Engineering Division shall review and approve or deny the signs based on F.S. Chapter 316, the MUTCD, the FDOT Design Standards, and engineering judgment. Once installed, the Engineering Division shall inspect the school zone speed limit signs and the Operations Division shall accept them for maintenance.

31.13 Special Signs

The following special signs shall be installed and maintained in the public rights-of-way when they are advantageous for the motoring public: 1) Adopt-a-Street, 2) Children at Play, 3) Hearing Impaired, 4) Vision Impaired and 5) Directional Guide.

- A. Requests for Adopt-A-Street signs shall be processed through the Project Administrator, who manages the Adopt-A-Street program. A work order shall be generated upon approval for the signs by the Project Administrator. The signs shall then be ordered and installed by the Operations Division.
- B. Per Commission directive, Children at Play, Hearing Impaired and Vision Impaired signs shall be installed if the requestor pays for the signs and in accordance with City Commission directives.
- C. Requests for Directional Guide signs shall be installed for schools and community related not-for-profits if they pay for the signs as directed by the City Manager's office.

31.14 Special Signs

Stop signs shall be required to be placed at the end of alleys and private roads where they intersect with through streets.

31.15 Yield Signs

- A. The Manual on Uniform Traffic Control Devices (MUTCD), the Florida Department of Transportation (FDOT) Design Standards and the Florida Statutes (F.S.) Chapter 316, Florida Uniform Traffic Control Law shall be followed on when and how yield signs are used and also that yield signs comply with uniform size, color, letter height and retroreflectivity and illumination.
- B. The Engineering Division shall maintain an inventory and condition assessment of all yield signs through a regular inspection program. A work order shall be generated when a sign requires maintenance, which is then carried out by the Operations Division.

31.16 Railroad Crossing Signs and Markings

- A. The Manual on Uniform Traffic Control Devices (MUTCD), the Florida Department of Transportation (FDOT) Design Standards and the Florida Statutes (F.S.) Chapter 316, Florida Uniform Traffic Control Law shall be followed to ensure railroad crossing signs and markings are used and comply with uniform size, color, letter height, retroreflectivity and illumination, and ensure signs are effective during all hours of the day.
- B. The Engineering Division shall maintain an inventory and condition assessment of all railroad crossing signs and markings through a regular inspection program. A work

order shall be generated when a sign requires maintenance, which is then carried out by the Operations Division.

31.17 Pavement Markings

- A. The Manual on Uniform Traffic Control Devices (MUTCD), the Florida Department of Transportation (FDOT) Design Standards and the Florida Statutes (F.S.) Chapter 316, Florida Uniform Traffic Control Law shall be followed to ensure pavement markings are used and also that pavement markings comply with uniform size, color, letter height and retroreflectivity and illumination.
- B. The Engineering Division shall maintain an inventory and condition assessment of all pavement markings through a regular inspection program. A work order shall be generated when a marking requires maintenance, which is then carried out by the Operations Division.
- C. Public Works shall primarily use thermo-plastic on arterial, collector and local roads. Traffic paint may be used for temporary striping, in areas of low traffic volume or on stamped concrete or painted street name identifiers where thermo-plastic does not adhere.

31.18 Pedestrian and School Crosswalk Pavement Markings

- A. The Manual on Uniform Traffic Control Devices (MUTCD), the Florida Department of Transportation (FDOT) Design Standards and the Florida Statutes (F.S.) Chapter 316, Florida Uniform Traffic Control Law shall be followed in the installation of pedestrian and pavement crosswalk markings and to ensure markings comply with uniform size, color, letter height, retroreflectivity and illumination.
- B. The Engineering Division shall maintain an inventory and condition assessment data of all pedestrian and school crosswalk pavement markings through a regular inspection program. A work order shall be generated when a crossing requires maintenance, which is then carried out by the Operations Division.
- C. Thermo-plastic shall be used on most roadways. Traffic paint may be used for temporary striping, in areas of low traffic volume, or on stamped concrete where thermo-plastic will not adhere.
- D. School pedestrian crossings are recommended for school zones by the Sarasota County School Board or the appropriate charter school to Public Works at the time they are proposed. Recommendations shall be reviewed and either approved or denied based on State Statute 316, the Manual on Uniform Traffic Control Devices (MUTCD), the Florida Department of Transportation's Design Standards, and engineering judgment. Once installed, the school pedestrian crossings shall be inspected and accepted for maintenance.

31.19 Stop Line Pavement Markings

- A. The Manual on Uniform Traffic Control Devices (MUTCD), the Florida Department of Transportation (FDOT) Design Standards and the Florida Statutes (F.S.) Chapter 316, Florida Uniform Traffic Control Law shall be followed in the installation of stop line pavement markings and to ensure the markings comply with uniform size, color, letter height, retroreflectivity and illumination.
- B. The following shall be adhered to in the installation of stop line pavement markings:

1. A stop line is a 24-inch solid white line extending across all approach lanes to indicate the point at which the stop is intended or required to be made. Stop lines shall be used at all stop signs and traffic signals on arterials or collectors to indicate the point behind which vehicles are required to stop.
 2. If a stop line is to be used with a stop sign, it shall ordinarily be placed in line with the stop sign. However, if the stop sign is not located exactly where vehicles are expected to stop, the stop line should be placed at the stopping point. At Locations with crosswalk markings, the stop line should be placed 4 feet in advance of the crosswalk. Where crosswalk markings do not exist, the stop line should typically be placed 10 feet from the edge of the intersected road. Stop lines shall be placed to allow sufficient sight distance for all approaches to an intersection, but not more than 30 feet or less than 4 feet from the nearest edge of the intersected road.
- C. New stop line pavement markings shall be installed by contractors or Operations staff based on striping plans issued by the Engineering Division Manager. Replacement stop line pavement markings shall be in the same place that they had originally been. Thermoplastic shall normally be used, but paint or stamped concrete may be used on a temporary basis.

31.20 Installation of New Signals

- A. The Manual on Uniform Traffic Control Devices (MUTCD), the Florida Department of Transportation (FDOT) Design Standards and the Florida Statutes (F.S.) Chapter 316, Florida Uniform Traffic Control Law shall be followed in the installation of new signals and to ensure the new signals comply with uniform size, color, letter height, retroreflectivity and illumination.
- B. The Engineering Division Manager shall determine the need for new signals and their design and make a recommendation to the Director.

31.21 Temporary Stop Signs for Signal Outage

The Operations Division shall be responsible for responding to outages at City owned and operated traffic signals and the placing of temporary stop signs. The following process shall be adhered to:

- A. Upon notification via telephone, email, mail, personal observation of staff, Police dispatch, etc., staff from the Operations Division shall be dispatched to reported signal failures.
- B. The staff shall remove the electrical-power service panel's cover and use a multi-meter to determine if power is present prior to the circuit breaker.
- C. If no power is present, the staff may place "Signal Out Ahead" warning signs at their discretion and troubleshoot the signal to affect a repair.
- D. If no power is present:
 1. The staff shall call Florida Power and Light Company's (FPL's) customer service line to report the power outage and address of the signal cabinet, and request an estimate of when the power will be restored.
 2. The staff shall relay FPL's estimated duration of power/signal outage to the Police Dispatch.
 3. The staff shall then connect an alternate power source (generator or inverter) to the signal.

4. If no alternate power source is available and the duration of the power outage is more than two hours, the staff shall place temporary stop signs in accordance with the Florida Department of Transportation Traffic Engineering Manual. The temporary stop signs shall be removed when the signal becomes operational.
- E. Staff shall enter their findings and corrective measures in the signal cabinet's log book upon completing the signal repair.
- F. If the signal failure was reported during business hours, staff shall update and close the work order upon returning to the office. If the signal failure was reported after hours, staff shall notify Customer Service the following business day.

31.22 Traffic Signal Timing

The manual on Uniform Traffic Control Devices (MUTCD) and engineering studies shall be utilized in the timing of traffic signals. Plans shall be modified when intersection configurations change, based upon complaints or to coordinate with other regional signals.

31.23 Truck Routes

Truck routes shall be developed in consultation with the business community, neighborhood groups and the trucking industry. Procedures for designating truck routes, or no truck areas, are established and enforcement mechanisms shall be in accordance with the City of North Port, Florida, Administrative Code Part II Code of Ordinances, Chapter 74 Traffic and Vehicles, Article III Vehicle Operation, Section 74-55 Truck Traffic, as amended. Any signs for designated truck routes shall be designed and installed in accordance with the MUTCD.

31.24 Bike Paths

Bike routes, bike lanes and paths shall be identified in cooperation with neighborhood and organizational cycling groups. Guidelines shall be set for identifying and marking bike paths in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), Unified Land Development Code (ULDC), Section 37-31 Bike Paths, Bike Lanes and Bike Racks, as amended or other legally established standard.

31.25 Bus Stops

Bus stop routes and their associated signs located within the City of North Port are installed and maintained by the Sarasota County Area Transit Authority (SCAT), a department of the Sarasota County Board of County Commissioners, which was established to handle public transportation in the county. However, the City of North Port coordinates the installation of bus shelters within the City.

- A. SCAT shall work with the Engineering Division as they expand future routes to neighborhoods within the City to ensure that bus stops are accessible to the neighborhood sidewalk system, and that adequate shelters are provided to protect citizens from the elements. For Subdivisions and Villages and DRI's, transit stops are to be included into the design and coordinated with SCAT.
- B. SCAT shall notify the Engineering Division of proposed bus route changes and shall depict the bus route changes on the SCAT bus route map for the City of North Port. Upon review, the Engineering Division forwards the changes to the Customer Service Section, the Operations and Solid Waste Division, Utilities, Police and Fire Departments.
- C. Collector and Arterial Roadways: Areas sufficient to accommodate long range plans for mass transit shall be considered when acquiring rights-of-way for collector and arterial

roadways or highways service the area including Villages. The location of bus shelters and benches in any district shall be approved by the Public Works Director for location and setbacks.

- D. Bus shelters shall be permitted only at locations where there is a plan by Public Works or SCAT to establish an authorized SCAT bus stop or in accordance with the City's Unified Land Development Code Regulations and Comprehensive Plan.
- E. SCAT is not required to obtain a City of North Port Right-of-Way Use Permit in accordance with the City of North Port Rights-of-Way Procedures and Requirements Manual. However, SCAT is required to adhere to the Manual of Uniform Traffic Control Devices (MUTCD) standards for sign placement.
- F. Bus stops can affect traffic flow on roadways. Guidelines for placement of bus stops shall be coordinated with SCAT and Public Works for the streets and highways. Efforts shall be made to optimize operations of both bus services and traffic. The Engineering Division shall be responsible for making determinations for bus stops.

31.26 Temporary Street Closings

Roads may be temporarily closed for emergencies and for neighborhood events.

- A. Consideration
 - Issues to be considered in road closing include duration of event, emergency vehicle access, access to properties affected by the closing and alternative traffic routes.
- B. Coordination
 - 2.1 The Engineering Division Manager shall be responsible to provide notifications for planned construction or other known activities requiring road closures. Advanced notifications shall be made as part of the project development process.
 - 2.2 The Operations Manager shall be responsible to provide notifications for emergency or unexpected conditions requiring road closures.
 - 2.3 Closure of arterial and collector road notifications shall be provided to the Police, Fire and Utility Departments, as well as the Sarasota County Area Transit (SCAT) and the Sarasota County School Board.
 - 2.4 On the day of the road closure, the responsible Division Manager, or designee shall notify the Police Department dispatch desk as soon as possible by telephone.
 - 2.5 In addition, the responsible Division Manager, or designee shall notify via email the following:
 - 2.5.1 Fire Chief
 - 2.5.2 Director
 - 2.5.3 Utilities Director
 - 2.5.4 Operations Manager
 - 2.5.5 Engineering Division Manager
 - 2.5.6 Solid Waste Manager
 - 2.5.7 Customer Service
 - 2.5.8 SCAT (as applicable)
 - 2.5.9 Sarasota County School Board (as applicable)
 - 2.6 Should conditions allow, the Engineering Division Manager, or his designee, may temporarily open the roadway to traffic, re-close the roadway to traffic and shall provide notice of such actions as defined above.

- 2.7 Upon completion of work, and/or the roadway is deemed ready for traffic, the responsible Division Manager, or designee, shall permanently open the roadway and shall provide notification of such actions as defined above.

C. Approval

1. A City of North Port Right-of-Way Use Permit shall be required for all temporary road closings. The Right-of-Way Use Permit shall be obtained from the City of North Port Department of Neighborhood Development Services.
2. A City of North Port Special Event Permit shall be required for all events held in the City that are open to the public, which could limit the normal use and access to an area by the general public, or which is deemed to have an impact on the City rights-of-way or could affect public safety and which is no longer that two weeks in duration. The Special Event Permit shall be obtained from the Department of Neighborhood Development Services.

D. Public Information

1. A press release for road closures shall be required when the following apply:
 - a. The road closure impacts residents on arterial roads, collector roads or local roads affecting more than ten houses.
 - b. Alternate routes are not readily available. Alternate routes are defined as routes which are more than two miles in length or more than fifteen minutes in travel time.
2. The press release shall be prepared by the Project Administrator
3. When required the press release shall include the following:
 - a. Media Release - Title
 - b. Dates: Posting, Release, Event
 - c. Media Contact(s) with telephone numbers
 - d. Description of the events requiring the road closure
 - e. Detour route (if any)
 - f. Expected duration of the road closure and work completion
4. The Project Administrator shall provide a draft copy of the press release for review and approval by the Director and City Manager.
5. The Project Administrator shall forward the approved press release to the City of North Port Community Outreach Manager of the Office of the City Manager for final release.

E. Implementation

The Engineering Division Manager shall be responsible for the implementation of the policy for temporary street closings for emergencies and for special events. The Engineering Division Manager shall coordinate the policy with the Director and Operations Manager.

31.27 One-Way Streets

- A. One-Way street designation is an important device for regulating traffic. Roadways shall be designated one-way upon engineering studies by the Engineering Division Manager and approved by the Director, City Manager and the City Commission.
- B. Once the engineering study is complete, and the decision is made to designate the road as a one-way street, the Operations Division shall install the required signs and

pavement markings as specified in the Federal highway Administration's Manual on Uniform Traffic control Devices (MUTCD).

31.28 Traffic Calming

Traffic calming involves changes in street alignment, installation of barriers, and/or other physical measures to reduce traffic speeds and/or cut-through volumes, in the interest of street safety, livability, and other public purposes. Speed humps are defined by the Institute of Transportation Engineers (ITE) as "a roadway geometric design feature intended to reduce traffic speeds to a desirable neighborhood speed and also reduce cut-through traffic."

- A. Requests for traffic calming measures shall be evaluated by the Engineering Division Manager to determine if they meet the City's eligibility criteria for traffic calming measures. A roadway must meet the following criteria:
 - 1. It must be classified as a "local residential road" in the City of North Port Comprehensive Plan.
 - 2. It cannot be a designated primary fire response route and require concurrence of the Fire-Rescue and Police Departments.
 - 3. It cannot be more than two travel lanes wide.
 - 4. The roadway must be maintained by Public Works and must not be in substantial condition as determined from field evaluation.
- B. If the roadway meets the initial criteria, it shall then be evaluated to determine whether it meets the following:
 - 1. The roadway must be at least 1,000 feet in length.
 - 2. There must be no drainage conflicts.
 - 3. There must be no driveway conflicts.
 - 4. A traffic study shall be conducted to identify the volume, speed, and classification of vehicles traversing the roadway. The resulting data must satisfy the following conditions: either a and b or a and c.
 - a. Between 500 and 3,000 vehicles traverse the roadway per day.
 - b. Sixty-five percent of the vehicles are exceeding the statutory (30 mph) or posted speed limit by 12 mph.
 - c. At least 25% of the vehicles are cut-through traffic.
 - 5. At least 80% of the property owners to be affected must give their written approval.
- C. If the roadway satisfies all of the eligibility criteria for the installation of traffic calming measures, an acceptable traffic calming plan shall be developed in consultation with the property owners to be affected.
- D. Completed traffic calming plans shall be approved by the Engineering Division Manager, Director, City Manager and City Commission before the implementation of the plan.

31.29 Streetlights

The installation, repair and maintenance, and reporting of outages for streetlights is as follows:

- A. Responsibility
 - 1. Installation
 - a. **Florida Power and Light Company (FPL) Leased Streetlights** - Residents can request security streetlights from FPL which are installed on private properties or within the rights-of-way to illuminate the private

properties. FPL will enter into streetlight agreements with residents and the residents will pay the appropriate costs for the security streetlights.

Residents can also submit requests to Public Works for streetlights to be installed within the rights-of-way to illuminate the rights-of-way. These requests are submitted to Public Works for review and approval. Requests for residential streetlights are approved if one of the following criteria is met:

- i. Budgeted funding for streetlight is available.
- ii. Streetlight will be located in a cluster of at least five homes. A cluster is defined as houses side by side and/or across the street.
- iii. Streetlight will be located near a signalized intersection.
- iv. Streetlight will be located near an officially designated school bus stop.
- v. Three traffic accidents during night hours have occurred where the streetlight will be located within the last twelve months
- vi. Two incidents of crime during night hours have occurred within one block of where the streetlight will be located within the last twelve months.

If the request is approved, the resident is orally informed. If the request is denied, the resident is sent a letter from the Director. The approved request is forwarded to FPL who provide an installation schedule which is provided to the resident.

Public Works can also submit requests to FPL for streetlights to be installed within the rights-of-way to illuminate the rights-of-way. FPL will enter into streetlight agreements with Public Works and Public Works will pay the appropriate costs for the streetlights.

- b. **City-Owned Streetlights** - The Engineering Division shall be responsible for the design of streetlights to be installed within rights-of-way to illuminate rights-of-way.
2. Repair and Maintenance
 - a. **Florida Power and Light Company (FPL) Leased Streetlights** - FPL repairs and maintains streetlights which are leased to residents and Public Works.
 - b. **City-Owned Streetlights** - The Operations Division shall be responsible for coordinating the repair and maintenance of City-owned streetlights utilizing the services of the Property Maintenance Division of the Neighborhood Development Services Department or a private contractor.
 3. Reporting of Outages

The Operations Division shall be responsible for reporting outages of any streetlight whether leased or City-owned to FPL as soon as they are discovered. Residents may also report outages of streetlights to FPL.
- B. Illumination Levels and Spacing
- Contractors and FPL shall be responsible to provide sufficient calculations, layouts and/or brightness contours completed by a registered professional engineer to assure the proposed streetlight fixtures, height and spacing meet the illumination levels

required under Section 37-50, Lighting of the City's Unified Land Development Code, as amended. All pertinent documentation shall be submitted to the Engineering Division for review and approval.

31.30 Roadside Memorials

- A. Memorials in the Road Right-of-Way
Roadside memorials shall not be disturbed unless their placement presents a potential vehicular or pedestrian hazard. If the Engineering Division determines the memorial presents a potential hazard, the Engineering Division shall attempt to contact the owner to remove it. If the owner cannot be contacted or is unwilling to remove the memorial, the memorial shall be photographed and measured, removed and stored for thirty days. All care shall be taken during the removal and storage to secure the integrity of the memorial. The memorial shall be turned over to its owner if requested or disposed of after thirty days if not claimed.
- B. Requests for Memorials in the Road Right-of-Way
Requests to place a memorial in the road right-of-way shall follow the policy and procedures for right-of-way use permits.

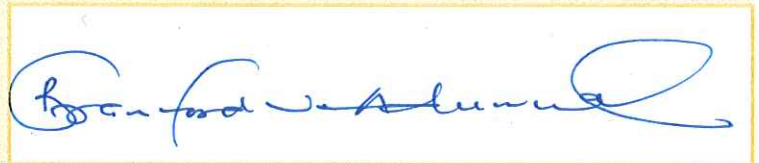
31.31 Roundabouts

Roundabouts can be installed to improve safety and reduce congestion in certain intersections. When used properly roundabouts reduce the frequency and severity of crashes and can save lives. The Engineering Division shall perform the necessary engineering feasibility and impact study or analysis based on the Florida Department of Transportation Manual of Uniform Minimum Standards for Design Construction and Maintenance for Streets and Highways, Florida Department of Transportation Design Standards, American Association of State Highway and Transportation Officials' "A policy on Geometric Design of Highways and Streets," the Manual on Uniform Traffic Control Devices and engineering judgment to determine if a roundabout is appropriate at a road intersection.

Approval

This policy has been approved and is in effect as of May 6, 2014.

Director, Department of Public Works
City of North Port, Florida



Signature

