



# Public Works Department

## Transportation Engineering Division

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### **Policy Guidelines for Roadway Striping and Signing for Traffic Control In Neighborhood Districts**

**Adopted by the Traffic Advisory Committee  
Last Update **by Staff** on **November 17, 2005****

#### **INTRODUCTION:**

The City of Napa Public Works Department (PWD) receives numerous requests from local citizens and residents who wish to have roadway striping and signing for traffic control installed or changed on their neighborhood streets. The requests typically result from the perception of speeding violations and excessive vehicular traffic volumes on neighborhood streets.

PWD's policies and procedures on roadway striping and signing for traffic control are based on the exact language from California Vehicle Code (CVC) <sup>1</sup>, the Manual of Uniform Traffic Control Devices (MUTCD) <sup>2</sup>, and the California Department of Transportation (Caltrans) Traffic Manual <sup>3</sup>. PWD follows standard professional engineering practices as prescribed in the Caltrans Traffic Manual and the MUTCD.

#### **I. GENERAL POLICY ON TRAFFIC CONTROL STRIPING AND SIGNING**

The California Vehicle Code (CVC) provides that "only those official traffic control devices that conform to the uniform standards and specifications promulgated by the Department of Transportation shall be placed upon a street or highway..." Hence, PWD follows standard professional engineering practices as prescribed in the Caltrans Traffic Manual and the MUTCD, as it becomes the new Caltrans standard reference manual for traffic control devices.

In situations where the Traffic Manual and/or the MUTCD do not provide detailed guidance on a pavement marking relevant to a citizen request or defer the engineering decision to the professional judgment of a traffic engineer, PWD will follow the general procedures in these policy guidelines. PWD prepared these policy guidelines to help the Traffic Advisory Committee in making its recommendation on the appropriate modifications to existing roadway striping and signing used for traffic control in response to citizen requests while considering larger and citywide interests.

PWD reserves complete and total discretion on the appropriate pavement markings and traffic signage on all public streets maintained by the City of Napa. The general procedures in these policy guidelines do not, in any shape, manner or form, pre-empt the professional

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<sup>1</sup> State of California 2001 Vehicle Code Through the 2000 Legislative Session

<sup>2</sup> *Manual on Uniform Traffic Control Devices*, Millennium Edition, Part 2 - Signs, U.S. Department of Transportation Federal Highway Administration, 2001.

<sup>3</sup> California Department of Transportation *Traffic Manual*, Chapter 4 - Signs, January, 1996

engineering judgment of the Public Works Department as they relate to locally-maintained public streets.

## II. SPECIAL PROCEDURES

The overall procedures for processing a citizen request for pavement striping and signing change on neighborhood streets that are not clearly guided by the Caltrans Traffic Manual and/or the MUTCD include following key steps:

- A. Resident(s) formally requests in writing the pavement striping and signing modification for a neighborhood street. This request shall be forwarded to the Transportation Engineering Division (TED) of the Public Works Department.
- B. TED shall review the request and determine the appropriate boundaries for the study area, which will be the boundaries of an entire neighborhood or an area large enough so that potential traffic diversion problems are not moved to adjacent blocks, districts, areas, or neighborhoods. TED shall provide a list of property owners within the defined study area to the resident(s).
- C. Using the study area determined by TED, the resident(s) shall be required to generate a signed petition that must be supported by a minimum of 80 percent of the residents or households in the defined study area. TED will provide standard signature forms, which will include name, address, phone number of signatories, and date of signing. After completing the signed petition, the resident(s) shall submit the completed petition to TED.
- D. Upon TED's receipt of the completed petition, TED shall evaluate the petition and may undertake or cause to be undertaken such survey or study deemed necessary, dependent upon funding availability and staff resource shortages. The surveys/studies will focus on recurring, typical, or normal midweek conditions in the study area.
- E. Since the Public Works Department (PWD) does not have adequate funding for this type of surveys and studies, the TAC shall prioritize the citizen requests and direct PWD accordingly.
- F. Upon completion of the needed traffic surveys/studies, TED shall review the reports and shall agendize the petition for the Traffic Advisory Committee (TAC).
- G. TED shall prepare a staff report and bring the proposed petition to the TAC for its consideration at a regularly scheduled meeting. The TAC shall consider the petition and make a recommendation. If recommended by the TAC, the following steps shall be pursued:
  - 1). TED will prepare traffic change order (TCO) to install the new pavement markings within the defined area.
  - 2). Street Maintenance Section will install the new pavement markings.