

City of Northfield, Minnesota	Policy Number: 9.04
PUBLIC WORKS (STREET DIVISION)	Adopted: 9/18/2018 – Motion 2018-098
SIGN RETRO-REFLECTIVITY MAINTENANCE POLICY	Revised:

## 1.04 SIGN RETRO-REFLECTIVITY AND MAINTENANCE POLICY

### A. PURPOSE

The City of Northfield finds that it is in the best interest of the residents for the City to establish uniform procedures for implementing a management method to meet the minimum sign retro-reflectivity requirements in the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD). The City is responsible for management of traffic signs located within public right-of-way and easements along roadways under the jurisdiction of the City of Northfield.

Substantial conformance with the MN MUTCD is achieved by having a method in place to maintain minimum retro-reflectivity levels. Conformance does not require or guarantee that every individual sign in the City will meet or exceed the minimum retro-reflective levels at every point in time.

The goal of this policy is to improve public safety on the City's streets and roads and prioritize the city's limited resources to replace signs.

### B. APPLICABLE SIGNS

This policy applies to all regulatory, warning, and guide signs as set forth in the MN MUTCD. Pursuant to Section 2A.8 of the MN MUTCD the City excludes the following signs from the retro-reflectivity maintenance guidelines:

- Parking, Standing, and Stopping signs (R7 and R8 series)
- Pedestrian Crossing signs (R9 series, R10-1 through R10-4b)
- Acknowledgement signs, including Memorial signs
- Street identification signs
- Bikeway signs that are intended for exclusive use by bicycles or pedestrians

### C. SIGN INVENTORY

To meet the City's goal of maintaining sign retro-reflectivity above certain levels, the City will maintain a sign inventory of all new or replacement signs installed. The inventory shall indicate the type of sign, the location of the sign, the date of installation or replacement, the type of sheeting material used on the sign face, the expected life of the sign, and maintenance performed on the sign.

For existing signs, the City will perform an inventory of all signs covered by this policy. The City recognizes this process will occur over time subject to budget and personnel.

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**D. REMOVAL OF SIGNS**

Excess road signs have been shown to reduce the effectiveness of signage as well as impose an unnecessary financial burden on road authorities. It is the City’s policy to remove signs determined to be unnecessary for safety purposes and those which are not required to comply with an applicable state or federal statute or regulation. The removal of signs shall be based on inspection, review of applicability and conformance with the MN MUTCD, and approval from the City Engineer.

**E. RETRO-REFLECTIVITY EVALUATION METHOD**

The City will use a blanket replacement method combined with an expected service life method to evaluate and maintain the retro-reflectivity of traffic signs on its roads. All signs in a specific area or corridor, or of a given type, are slated for replacement at the same time, when the effective 15-year service life is reached. If sign sheeting materials improve over time, effective service life of the signs of that material type maybe extended. The City will be divided into Ten Zones for conducting sign replacement.

**F. LIMITATIONS**

While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, weather, or other emergencies may prevent the City from meeting the guidelines established herein.

**G. EFFECTIVE DATE OF POLICY**

This Policy will be effective as of September 18, 2018. Modifications of the Policy will be effective on the date said modifications are approved by the City Council.