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Public Works

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MEMORANDUM

Equipment Maintenance
Roadway Maintenance
Collection & Drainage
Building & Grounds
Engineering

To: Gregg Mandsager, City Administrator
CC: Fran Donelson, Secretary
FROM: Randy Hill, Public Works Director
DATE: December 14, 2015
RE: Iowa Great River Road Signage Agreement

INTRODUCTION:

The Iowa scenic byways program plans to remove and replace the Iowa Great River Road (IGRR) signs. The current signs were installed in 2003. The new signs will include the Iowa byways logo as well as the familiar IGRR pilot's wheel.

BACKGROUND:

The Iowa Department of Transportation's Office of Systems Planning is asking local jurisdictions to sign the IGRR signage agreements and to plan to participate in communications before the sign installation begins. The Agreement confirms the responsibilities of the Iowa DOT and the local jurisdictions that host byways with regard to byway signage.

RECOMMENDATION/RATIONALE:

Funding is provided by a National Scenic Byways Federal Highway Administration (FHWA) grant and the Iowa DOT. Once the existing signs have been replaced, the City of Muscatine will be responsible for additional materials and work needed on our segment (Mississippi Dr. and Grandview Ave.) to properly repair or reinstall such signs as needed.

The Agreement affirms the responsibilities of the Department and the Jurisdiction related to the installation and maintenance of Iowa Great River Roads signs.

It is staff's recommendation to enter into the Iowa Byways Signage Installation and Maintenance Agreement.

**"I remember Muscatine for its sunsets. I have never seen any
on either side of the ocean that equaled them" — Mark Twain**

BACKUP INFORMATION:

1. Cover letter and Agreement
- 2.
- 3.
- 4.



www.iowadot.gov

Office of Systems Planning

800 Lincoln Way | Ames, IA 50158

Phone: 515-239-1369 | Email: Mary.Stahlhut@dot.iowa.gov

November 24, 2015

Dear Iowa Great River Road (IGRR) host jurisdiction,

The Iowa scenic byways program is pleased to announce plans to remove and replace the Iowa Great River Road (IGRR) signs. The funding is provided by a National Scenic Byways Federal Highway Administration (FHWA) grant and the Iowa Department of Transportation (Iowa DOT). Installation is expected to begin early spring 2016.

The familiar white square signs with the green pilot's wheel were installed in 2003. The new signs will include the Iowa byways logo as well as the familiar IGRR pilot's wheel. When this signing is complete, all eleven Iowa byways will share the distinctive Iowa Byways™ brand.



At this time, the Iowa DOT is asking local jurisdictions to sign IGRR signage agreements and to plan to participate in communications before the sign installation begins.

Jurisdiction Agreement

While all byways have been operating under these requirements since their designation; this document confirms the responsibilities of the Iowa DOT and the local jurisdictions that host byways with regard to byway signage.

Please have two copies of the attached Jurisdiction Agreement signed by the appropriate jurisdiction authority and sent back to the Iowa Byways Program Manager by January 1, 2016.

The Iowa DOT will then execute both copies and send an original back to the jurisdiction.

Communications and Preconstruction Information

The Iowa DOT will host a preconstruction information meeting in each of the three Iowa DOT districts along the IGRR beginning in March. This project includes 10 counties and 30 cities. These meetings will help facilitate communications between the project consultant, contractor, Iowa DOT and local representatives. Preconstruction meetings will include what to expect before during and after the work crew is in your jurisdiction, the approximate project timeline, and a question and answer period.

Jurisdictions are encouraged to participate to help ensure the project runs efficiently and all parties are

well-informed. Jurisdictions will be notified of the meeting dates and locations after the contractor is selected.

The following resources provide additional information for your consideration:

- Iowa Byways Signage Frequently Asked Questions (FAQs) policy summary and other information is included in this document.
- An informational website for this project has been developed and may be found at the Iowa Byways Signage webpage: <http://www.iowadot.gov/iowasbyways/signage.html> . Periodic updates, meeting details and other information for the IGRR signing project will be posted on this website under the project section near the bottom of the page.
- Draft sign location maps for your jurisdiction are also available online at the Iowa Byways Signage website.

Please note that most signs will be replaced at the existing locations. Other changes will be consistent with the current Iowa Byways Signage Policy which was not in effect when the 2003 IGRR signing was installed. Some route updates are not yet reflected in these initial maps.

- Iowa Byways Signage Policy is available online at:
<http://www.iowadot.gov/traffic/manuals/pdf/02g-01.pdf>)

When you have questions, please contact me directly. Thank you for your prompt attention to executing and returning the agreement. We look forward to working with your jurisdiction as we install the beautiful new Iowa Great River Road byway signs in 2016.

Respectfully,



Mary K. Stahlhut
Iowa Byways Program Manager

Iowa Byways Signage Frequently Asked Questions

1. What does the Iowa Byways signage policy include?

- The policy explains the concept of wayfinding for travelers and sets out specifications, placement and hierarchy standards based on the federal Manual of Uniform Traffic Control Devices (MUTCD).

2. What is the policy basis for Iowa Byways signs?

- The policy manual is supported by Chapter 306D of the Iowa Code and Chapter 132, Iowa Scenic Byway Program, of the Iowa Administrative Rules.
- In turn, this policy is consistent and integrated with the Iowa DOT Traffic and Safety Manual

3. What classification are the byway signs?

- The Iowa Byways signs and the auxiliary signs that accompany them are considered to be "Traffic Control Devices or "TCD's".
- Iowa Byways signs are not advertising signs.

4. What additional installation and use restrictions apply to byway signs?

- Non-TCD or extraneous signs cannot be placed on their poles. (e.g.: DARE, community award signs, service organizations, neighborhood watch etc.)
- When TCD byway signs are replaced, the old signs are retained by the Iowa DOT and are not available for other uses. Iowa Code Chapter 321.259 prohibits display of TCD's for other purposes.

5. What size are the Iowa Byways Signs?

- Byway logo signs are 24" X 42"
- Auxiliary sign sizes vary from 24" X 12" to 21" x 15".
- Several auxiliary arrow sign MUTCD specifications changed as of 2015 so new installations may vary from old installations. (e.g.:New arrow signs are smaller.)

6. Who owns the Iowa Byways Signs?

- The Iowa DOT owns the Iowa Byways signs.
- Current byway signs were acquired and installed with federal funds, and as such the Iowa DOT has additional restrictions on the disposal of these signs.

7. Who is responsible for the Iowa Byways signs?

- The Iowa Byways Program within the Iowa DOT is responsible for managing the byway signs under this program, with the assistance of state and local stakeholders.
- Local jurisdictions assume certain responsibilities as described in Iowa Byways jurisdiction agreements.

8. Who maintains the signs?

- The Iowa DOT or the jurisdiction responsible for the specific road segment is responsible for ensuring that lost or damaged signs are replaced.
- The Iowa DOT will provide new or replacement byway and auxiliary signs for state and local jurisdictions to install along their segments as needed.
- Replacement poles and miscellaneous hardware for maintenance will be the responsibility of the local jurisdiction.

9. Is there a byway signs inventory?

- The Iowa DOT maintains a sign inventory on all state and federal routes.
- The Iowa Byways Program maintains an inventory of the Iowa Byways signs for each byway.
- Each byway has a managing board responsible for sustaining their byway. They may also perform an annual inventory to review the byway signing conditions.

10. What if signs are vandalized or stolen?

- Intentionally damaging signage or unauthorized removal is considered a federal offense and is punishable by federal law. Iowa DOT sign placement stickers include a warning that "Any person convicted of defacing, destroying, or removing this sign may be fined up to \$1,500 and/or imprisoned up to 1 year and/or both. "
- The jurisdiction shall do everything possible to apprehend and prosecute offenders who damage or remove signage from its installed locations.
- Replacement signs will be provided by the Iowa DOT to be installed by the jurisdiction.

11. What is the procedure for receiving replacement signs?

- Contact the Iowa Byways Program Manager by telephone at 515-239-1369 or via email to mary.stahlhut@dot.iowa.gov .

12. Where can I access more Iowa Byways signing information online?

- An informational website has been developed and may be found at the following location: <http://www.iowadot.gov/iowasbyways/signage.html>
- Periodic updates, meeting details and other information for any signing projects underway will be posted here.

13. How can I get the Iowa Byways logo art work?

- Iowa Byways signs are registered and protected by trademark law.
- Contact the Iowa Byways Program Manager for usage permission.

14. Where can I learn more about Iowa Byways?

- Iowa Byways Program <http://www.iowadot.gov/iowasbyways/index.aspx>
- Iowa Byways traveler information www.iowabyways.org

Iowa Scenic Byways Signage Policy Summary

The following are excerpts and details from the Iowa Byways Signage Policy which is available on the Iowa DOT website at: <http://www.iowadot.gov/iowasbyways/signage.html>

Generally

The guidelines contained in the policy, are intended to give field personnel the information needed to install and maintain Byway Guide signs on the primary road system, secondary roads, local roads, and city streets that are designated as Iowa Byways.

The applicable sections of the Traffic and Safety Manual include post mounting supports, longitudinal location of signs along a roadway, lateral placement of signs, sign mounting height, and details on hardware as well as assembly and sign maintenance.

The guidelines have been developed to supplement the Manual of Uniform Traffic Control Devices (MUTCD).

Selected Installation Guidelines

Byway Guide Signs should be:

- Located on the right side of the roadway.
- Installed on posts and with mountings to supplement and be part of route marker and directional guide signs (Route Guide Sign Assemblies)
- Installed on a separate post from the Route Guide Sign Assembly in cases where there are already two numbered route markers

Longitudinal Placement:

- Shall be adjacent to route guide sign assemblies.
- If engineering judgment indicates that a Byway Guide sign assembly cannot be located adjacent to Route Guide Sign Assemblies, alternative placement shall be considered.
- The State Traffic Engineer will provide assistance for individual cases at the request of the District Office for primary routes.

Lateral Placement:

- Good signing practice requires that signs be at least 6 feet from the edge of the shoulder and at least 12 feet from the edge of the traveled way.
- Standard offsets are:
 - Minimum - 18 feet distance from edge of the traveled way to near post
 - Desirable - 24 feet distance from edge of the traveled way to near post
- It is recognized that there may be unusual circumstances where these distances cannot be attained and more guidance is provided in the manual.

Mounting Height

- 7' urban
- 5' rural

Confirmation and Reassurance Signs

- Confirming Assembly shall be erected just beyond primary and secondary intersections and intersections of numbered routes to inform motorists when they turn onto a byway route.
- Reassurance Assemblies as necessary
 - Rural minimum of two miles
 - Urban minimum of about 6 blocks

Post Type

- Beginning September 2015, standard new or replacement post installation is Perforated Square Steel Tube (PSST)

Typical Inspection Checklist for Byway Sign Installation Contractors

- ✓ GPS location is obtained.
- ✓ Photos have been taken of both front and back of sign assembly.
- ✓ Sign height has been measured and confirmed to be within acceptable range.
- ✓ Sign height and placement is confirmed.
- ✓ Threads for bolt tying bracket are crimped for prevention of removal.
- ✓ Signs are installed in the correct order. (Most important sign closest to the road.)
- ✓ Sign is stable when test shaken.
- ✓ Punch sticker has been placed on the back of each byway sign and auxiliary sign
- ✓ Verify directional assembly (auxiliary) is pointing visitors the correct way

The Iowa Mississippi River Parkway Commission

The Iowa Mississippi River Parkway Commission is the managing organization for the Iowa Great River Road. The Commission was established in 1959 by an act of the Iowa Legislature to steward and promote the route. Its 10 members represent the 10 Iowa Mississippi River counties and are appointed by the Governor.

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Technical Support
Ames

Jurisdiction Agreement for Iowa Byways Signage Installation and Maintenance

The following provides the terms of agreement between the Iowa Department of Transportation (hereinafter known as the Department) and City of Muscatine (hereinafter known as the Jurisdiction) for the installation and maintenance of byway signage on the Iowa Great River Road National Scenic Byway as previously agreed in accordance with scenic byway designation requirements.

This agreement affirms the responsibilities of the Department and the Jurisdiction related to the replacement and maintenance of Iowa Great River Road signs to be installed during the 2016 construction season. Signature by authorized parties establishes acceptance of these terms.

Iowa Byways Designation

The Iowa scenic byways program is established under Iowa Code Chapter 306D and provides for state and local development and Department designation of Iowa Byways. The Iowa Byways Program was established to identify, protect and enhance roadways in Iowa which exemplify the state's scenic and historic resources. This effort is carried out through volunteer work and cooperation between interested citizens, organizations, local governments, and the Department.

Applications to designate the Iowa Great River Road as an Iowa scenic byway and as a national scenic byway were originally submitted by the Iowa Mississippi River Parkway Commission (MRPC). The Iowa Great River Road National Scenic Byway is designated as an Iowa Byway by the Iowa Department of Transportation and is part of America's Byways®, a collection of 150 distinctive routes nationally designated by the U.S. Secretary of Transportation.

Iowa Byways Signing

Upon designation as a state and national scenic byway, the Department agreed to provide way-finding Iowa Byways signage for the designated route.

- The Department provides all Iowa Byways assembly replacement signs when these signs are damaged or missing on both state and local jurisdiction segments.
- The Department is responsible for additional materials and work needed on state routes to properly repair or reinstall such signs once initially installed.
- The local city and county jurisdictions along the byway are responsible for additional materials and work needed on their jurisdiction segments to properly repair or reinstall such signs following the initial installation by the Department.
- A periodic sign inventory to ensure maintenance and replacement of signs may be conducted by the Department, the Jurisdiction or a designee of the Mississippi River Parkway Commission which is responsible for byway management.

Iowa Byways Signage Agreement

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Iowa Byways Signage Agreement

This agreement affirms the responsibilities of the Department and the Jurisdiction related to the installation and maintenance of Iowa Great River Road signs.

IN WITNESS WHEREOF, each of the parties hereto has executed this Agreement as of the date shown opposite its signature below.

For the Jurisdiction:

By _____ Date _____, _____

Title _____

ATTEST: (for RECIPIENT)

Signed _____

Title _____

Date _____, _____

**For the Iowa Department of Transportation:
Office of Systems Planning:**

By _____ Date _____, _____

Craig Markley,
Director

IN WITNESS WHEREOF, each of the parties hereto has executed this Agreement as of the date shown opposite its signature below.

For the Jurisdiction:

By _____ Date _____, _____

Title _____

ATTEST: (for RECIPIENT)

Signed _____

Title _____

Date _____, _____

**For the Iowa Department of Transportation:
Office of Systems Planning:**

By _____ Date _____, _____

Craig Markley,
Director