

**Policy.230.3**

## **COMMUNITY WAYFINDING SIGNS**

According to the Manual on Uniform Traffic Control Devices (MUTCD), community wayfinding guide signs are part of a coordinated and continuous system of signs that direct tourists and other road users to **key** civic, cultural, visitor, and recreational attractions and other destinations within a city, local urbanized, or downtown area. Community wayfinding guide signs are a type of destination guide sign for conventional roads with a common color and/or identification enhancement marker for destinations within an overall wayfinding guide sign plan for a particular area. Business names or logos, commercial graphics, or other forms of advertising shall not be used on community wayfinding guide signs or sign assemblies.

The Nebraska Department of Roads (NDOR) may allow a community to place and maintain wayfinding guide signs on the state highway system if the signs comply with the requirements of the MUTCD (presently found in Section 2D.50 in the 2009 Edition,) and if the NDOR has approved the proposed destinations, sign design, and sign locations in advance of the placement of the signs. Wayfinding guide signs shall not be allowed on Interstate Highways or on Freeways, including ramps.

Because wayfinding signs are lower priority devices, the NDOR reserves the right to reject any request for the placement of wayfinding signs on the state highway system at its sole discretion.

- Community wayfinding signs shall be limited to "key" or major non-profit attractions or destinations. The following are examples of the types of destinations allowed to be included on a community wayfinding sign:
  - Public Park
  - Community Center
  - College or University
  - City Hall
  - Scenic Overlook
  - Historic Property
  - Recreational Lake
  - Performing Arts Center
  - Regionally Recognized Art Museum

At locations where a community obtains approval to place a community wayfinding guide sign any existing guide sign provided by NDOR for the same destination will be removed.

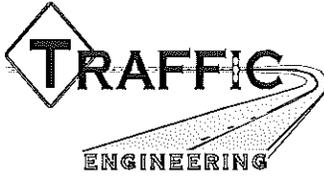
- Community wayfinding signs shall only be placed within the community's corporate limits. Thus, NDOR will not allow an initial wayfinding sign to be placed outside the corporate limits for attractions within the city limits. A community may, with prior approval of NDOR, install wayfinding signs within its corporate limits for an attraction located outside its corporate limits, if the destination is within the community's zoning jurisdictional boundary.



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- Wayfinding signs shall conform to the requirements of the MUTCD. Design features that must be met from the MUTCD include:
  - Text size
  - Arrow size and shape
  - Number of destinations per sign (3 recommended; no more than 4 rows will be allowed)
  - All wayfinding signs intended for vehicular traffic shall be retroreflective
  - Pictograph size
  - Background color
- All sign locations and proposed destinations shall be reviewed and approved by the appropriate District Office. All sign designs and destinations shall be submitted to and reviewed and approved by the Traffic Engineering Division.
- The cost to manufacture, install and maintain community wayfinding signs shall be the responsibility of the community.
- Prior to installation, the community shall contact One-Call and NDOR to check for the location of underground utilities.
- If signs are installed within the highway clear zone, all sign mountings shall be crashworthy according to National Cooperative Highway Research Program (NCHRP) Report 350 or Manual for Assessing Safety Hardware (MASH) guidelines.
- In speed zones of 40 mph or lower, a community wayfinding sign shall be placed no closer than 100' from any other existing traffic control device. In 45 mph or greater speed zones, there shall be a 250' space between the guide sign and any other traffic control device.
  - Community wayfinding guide signs shall not be installed in a position where they may obscure the road users' view of other traffic control devices.
  - Because regulatory, warning, and other guide signs have a higher priority, community wayfinding signs shall not be installed where adequate spacing cannot be provided between the community wayfinding sign and other higher priority signs.
  - A wayfinding sign shall not be allowed in any area where, in the sole discretion of NDOR, sign clutter exists or will exist with the addition of any additional signs.
- The placement of a wayfinding sign by any community with a population of more than 40,000 residents, shall comply with the MUTCD and this policy after advance consultation with NDOR.



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- NDOR may require the community to replace or remove a sign that falls below minimum acceptable conditions.
- The community must acknowledge, in writing, that the installation of these signs does not confer any vested interest in lands of the public; and where NDOR deems it necessary to remove such signs in order to improve its highway and right-of-way, community wayfinding signs will be removed, and when appropriate, replaced by the community at no cost to the State.
- The community shall remove any sign within 10 days after receiving written notice for its removal from NDOR. In order to obtain a permit the governing body of the community must authorize the proper official of the community to enter into a written agreement with NDOR stating, among other things, that the community grants NDOR the right to remove any community wayfinding sign on or visible from a State highway, whenever NDOR determines that (a) the sign or signs do not conform to this policy; (b) the sign or signs do not conform to the MUTCD; (c) the community has failed to keep the sign or signs in good repair; or (d) the sign or signs must be removed for the placement of a higher priority traffic control device.
- NDOR shall make a good faith effort to notify the community that it will be removing a sign for any of these reasons.

Recommended: David Middle  
Traffic Engineer

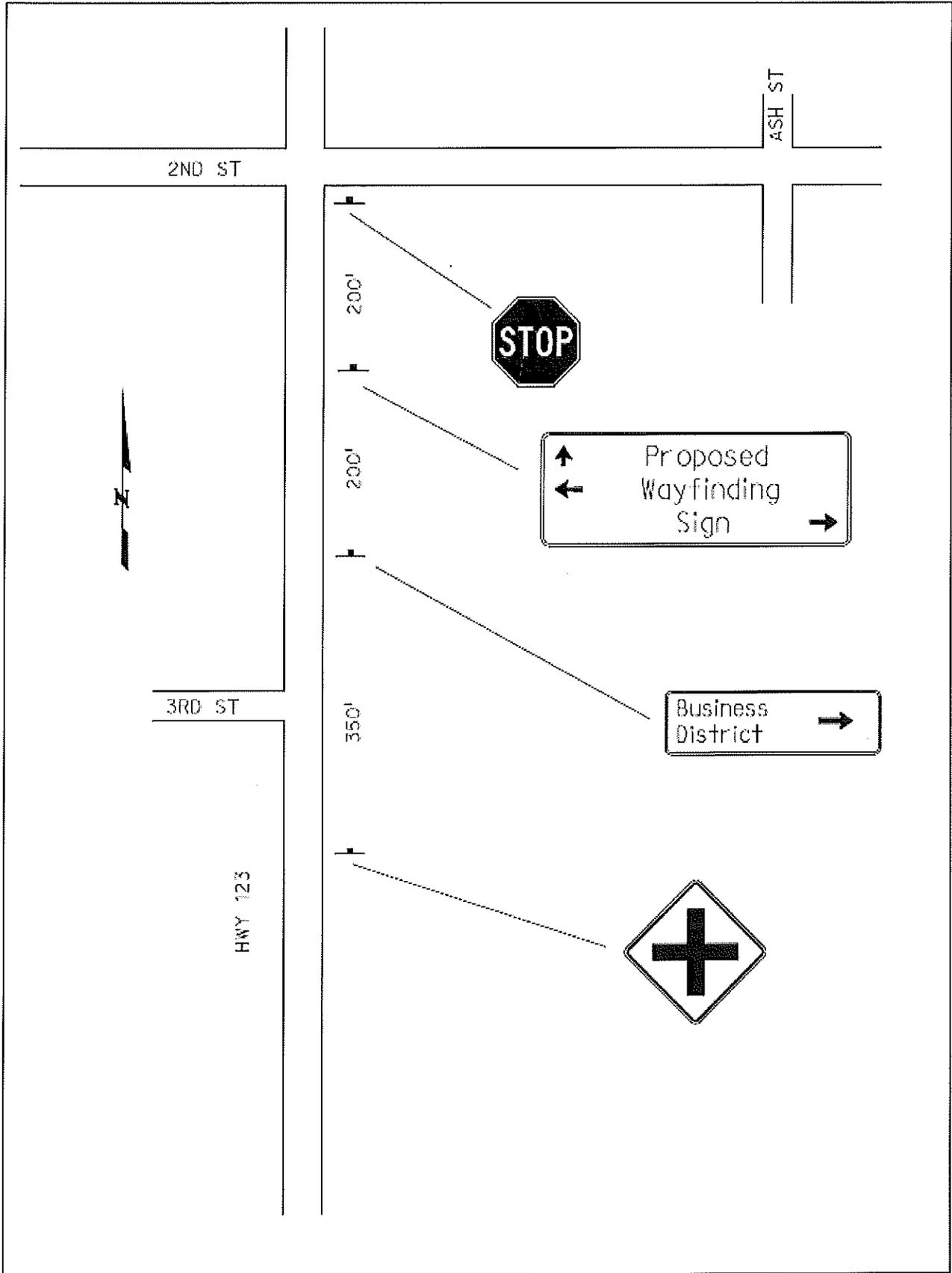
Date: 2-1-13

Approved: Khahiga  
Deputy Director - Engineering

Date: 2/5/2013

## **Community Wayfinding Sign Duties and Responsibilities**

1. Communities interested in Wayfinding signs should first contact their respective **District Engineer** or **Traffic Engineering Division**.
2. **Traffic Engineering Division** will review the proposed sign design to ensure it adheres to the principles in the MUTCD and our policy. To facilitate the review, the **community** shall provide NDOR with proposed sign designs that include the dimensions of signs, text, borders, pictographs, etc.
3. Upon approval of the sign designs, the **community** shall provide a map showing an overall plan of the wayfinding signs they plan on installing. The **community** shall also provide maps for each individual sign showing the location and distances of wayfinding sign and all other signs/ driveways in the vicinity. See the following sheet for an example.
4. Upon receipt of the location plans, the **District** will review the sign locations to ensure proper spacing with other signs/ traffic control devices.
5. Upon successful completion of these steps, the **community** will enter into an agreement with NDOR for the installation of their wayfinding signs.



## COMMUNITY WAYFINDING SIGN AGREEMENT

THIS AGREEMENT is made between the State of Nebraska, Department of Roads, (hereinafter "NDOR"), and the City of \_\_\_\_\_, Nebraska (hereinafter "City").

WHEREAS, the City wishes to install Community Wayfinding Signs (hereinafter "Wayfinding Signs") on a State highway within the corporate limits of the City, in accordance with NDOR policy and consistent with the Manual on Uniform Traffic Control Devices (hereinafter "MUTCD"); and

WHEREAS, the City is willing to construct, install, operate, maintain and remove, when applicable, its Wayfinding Signs in strict accordance with the terms of this agreement; and

NOW, THEREFORE, in consideration of these facts, the parties hereto agree as follows:

1. The City agrees to seek advanced written approval from NDOR for the designated destinations, sign design, sign posts and mountings, and sign locations for the proposed Wayfinding Signs on a State highway.
2. The Wayfinding Signs will be placed solely within city limits, and will be designed, manufactured, installed, operated, and maintained by the City in compliance with NDOR policy and the MUTCD.
3. The City hereby acknowledges that the installation of Wayfinding Signs does not confer upon City any vested interest in State highway property
4. The City will remove its Wayfinding Signs, and if the City fails to remove said signs, NDOR is authorized to remove such signs, whenever NDOR determines that (a) the sign or signs do not comply with its policy; (b) the sign or signs do not comply with the MUTCD; (c) the City has failed to keep the sign or signs in good repair; (d) the sign or signs must be removed

for the placement of or spacing for a higher priority traffic control device, or (e) the sign or signs must be moved or removed in order for NDOR to improve its highway and right-of-way.

4. NDOR shall make a good faith effort to notify the City prior to removing a Wayfinding sign for any of these reasons.

THIS AGREEMENT is executed by the State of Nebraska, Department of Roads, on this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

STATE OF NEBRASKA  
DEPARTMENT OF ROADS

By \_\_\_\_\_  
Deputy Director – Engineering

RECOMMENDED:

\_\_\_\_\_  
District Engineer

\_\_\_\_\_  
Traffic Engineer

THIS AGREEMENT is executed by the City of \_\_\_\_\_, Nebraska,  
on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

CITY OF \_\_\_\_\_, NEBRASKA

By \_\_\_\_\_

Title: \_\_\_\_\_

# Nebraska ♦ Department ♦ of ♦ Roads

District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8
Lincoln	Omaha	Norfolk	Grand Island	Gering	North Platte	McCook	Ainsworth
402-471-0850	402-595-2534	402-370-3470	308-385-6265	308-436-6587	308-535-8031	308-345-8490	402-387-2471

