

Section 2D.6

USE OF SUPPLEMENTAL GUIDE SIGNS ON NON-INTERSTATE HIGHWAYS

2D.6.1 MUTCD SECTION REFERENCE

Chapter 2D and Chapter 2M

2D.6.2 DEFINITION

A supplemental guide sign is a “directional sign” which serves the public purpose of directing vehicular traffic to or identifying buildings, facilities, or other entities or locations which are of interest to the public.

2D.6.3 LEGAL

Revised Statute 32:238 requires that local governing authority request a directional sign on a state route.

2D.6.4 PURPOSE

Normal guide, information and destination signs are used to inform vehicle operators of a specific route or destination and guide them along the route to their destination. Frequently, a private or public development which generates a significant volume of traffic that is unfamiliar with the local area is encountered adjacent to or near a highway. To properly serve traffic, it is desirable to provide additional guide signs to direct traffic to these traffic generators.

The purpose of traffic generator signing is to provide supplemental signing that will inform vehicle operators of facilities that generate a comparatively large volume of traffic and improve traffic flow and safety near traffic generators. It is necessary to establish criteria for determining which traffic generators should be shown on supplemental guide signs, so that the traffic generators shown are the ones which best satisfy the information requirements of vehicle operators that are unfamiliar with the area. The criteria should also limit the number of traffic generator signs installed to minimize confusion that may occur when vehicle operators are faced with an informational overload.

Not all facilities that meet the criteria for signing should automatically receive it. Signing for traffic generators is considered supplemental to the overall signing.

2D.6.5 APPROVAL

If the sign is supplied by permit, the owner shall request the sign through a permit application in which the District Traffic Operations Engineer shall recommend for approval. The unanimously passed resolution and supplemental guide sign permit request form shall be submitted to the District for processing. The District Traffic Operations Engineer, Area Engineer and the Traffic

Engineering Management Administrator will need to sign the permit prior to the DOTD headquarter permit approval.

2D.6.6 CRITERIA FOR PLACING SIGNS

Once the supplemental guide sign permit has been approved by DOTD and assigned a permit number, the requesting governing authority shall deliver the sign to their local DOTD District for installation according to RS 32:238.

2D.6.7 CONDITIONS FOR USE

1. The distance of the generator shall be no more than 5 road miles from the intersection of a state route unless it is a state park.
2. No trailblazing or multiple signs directing people onto multiple routes (state or local) shall be allowed except for state parks and state museums.
3. DOTD shall not place a sign in front of the facility.
4. Signs at the facility shall be in place prior to DOTD signing.
5. Verbiage of the facility shall match the official name (including what is on the facility sign and on the internet).
6. Only 3 supplements (both green and brown) shall be installed at an intersection.
7. Only 2 routes to get to the facility shall be signed.
8. If 2 facilities have similar names, then a common name with supplemental plaques shall be installed.
9. Prior to DOTD installing these signs, additional signing may be required on local streets.
10. The request for directional signs shall be in the form of a resolution unanimously passed by the governing authority making the request, and shall state the information which is to appear on the sign, the name and general location of the entity to which the public is to be directed, and the general location at which the sign is to be located.
However, if the request is to sign for a state park or state museum, the request shall come on official letterhead from the Secretary of the Department.
11. See figure 2D.6.1 below for locations that qualify for signing.

Figure 2D.6.1 Non-Interstate Highway Traffic Generator Criteria
(Only facilities listed in chart will qualify for a sign.)

| Classification | Criteria | Color | Sign Supplied By: |
|--|--|-------|--|
| Transportation Facilities | Provide 2 Scheduled movements (one way) per day, such as RR stations, bus stations & commercial airports. | Green | Permit |
| Educational Institutions & Non-Professional Sports facilities | <ol style="list-style-type: none"> 1. Post high-school institutions which own their facilities or have a long term lease (at least 10 years) having a minimum of 1,000 full time students or part-time students where every day at least 500 students must attend a class located on the signed campus grounds. 2. State schools for special education such as Louisiana School for the Deaf & Louisiana School for the Visually Impaired. 3. Public or private schools or non-professional sports facilities that have a football stadium, soccer fields, baseball fields, track or gymnasium where at least 4 events are held each year at the signed campus with rival teams from out of town. 4. Public or private schools that host at least 4 educational competitions each year with at least 5 schools from out of town participating. | Green | <ol style="list-style-type: none"> 1. Permit 2. DOTD 3. Permit 4. Permit |
| Correctional Institutions | Federal or state operated facilities such as correctional centers, youth camps or prisons | Green | DOTD |
| Hospital and Health Care Facilities | <ol style="list-style-type: none"> 1. State or federally owned hospitals, operating 24 hours/day, 7 days/week and/or maintained medical facilities having 10 licensed beds or more, properly staffed and equipped for the diagnosis, treatment and care of persons admitted for overnight stay or longer who are suffering from illness, injury or deformity or other physical or mental condition for which medical, surgical and/or obstetrical services would be available and appropriate. 2. Signs can also be permitted if on DHH hospital site, http://new.dhh.louisiana.gov/index.cfm/directory/category/169?sid=1. | Green | State Owned – DOTD Other – Permit |
| Large Traffic Generating Entertainment Areas | <ol style="list-style-type: none"> 1. Signing shall lead to parking areas. 2. Minimum of 500,000 attendees per year in facilities such as arenas, auditoriums, convention halls, stadiums, fairgrounds or racetracks. | Green | Permit |
| Governmental Facilities | Any building complex housing a local, state or federal governmental agency that is open 8 hours a day for at least 5 days a week & has at least 12 public meetings per year or is open for public business such as military bases, courthouses, police stations, locations of the Department of Motor Vehicles, post offices or libraries. | Green | State Owned – DOTD Other – Permit |
| Parking Facilities | <ol style="list-style-type: none"> 1. Open to the public 2. Located no more than 4 blocks off the marked route 3. Minimum of 400 parking spaces | Green | Permit |

| | | | |
|---|--|-------|--|
| Recreational Facilities <i>(Signs shall lead only to the headquarters buildings for National Parks & National Forests.)</i> | <ol style="list-style-type: none"> 1. Open to the public at least 8 months out of the year. 2. Governmentally owned such as wildlife management or refuge areas, national forests or parks, state parks, lakes, beaches or dams. | Brown | State & Federally Owned – DOTD Other – Permit |
| Historical Facilities, State or Federally Owned | <ol style="list-style-type: none"> 1. Open to the public for 8 hours a day for at least 5 days a week with advertised hours of operation (if seasonal – open for at least 8 months). 2. At least 1000 visitors per year. | Brown | DOTD |
| National Cemeteries, State or Federal Historical Sites | <ol style="list-style-type: none"> 1. Open to the public. 2. If a historical site, then shall be on historical registry. | Brown | DOTD |

Note: If a facility is not on this list, they should apply for Tourist Oriented Directional Signs (TODS).

2D.6.8 EXAMPLES THAT DO NO WARRANT SIGNING

DOTD does not sign for:

TV/Radio stations; Theaters; Motels/Hotels/Inns; Small city or parish parks; Dog parks; Trailer parks; Local, state or private cemeteries; Nursing homes; Halfway houses; Retirement facilities; Animal medical facilities; Churches; Subdivisions; Country Clubs; Golf Courses; Fish Hatcheries; Game farms, preserves or refuges; Tree nurseries; Maintenance facilities; National Guard Armory; City Museum; Historical Downtown; Shopping Areas; Governmental offices not open to the public.

2D.6.9 SIGN DESIGN PERMITTED

The guide signs are standard highway signs and shall be designed as follows:

5. The signs shall be made with background reflective sheeting in the color specified in Figure 2D.6.1. The primary legend in white reflective sheeting in a standard font.
6. Signs within the clear zone shall be installed on breakaway posts or shall be installed behind existing guardrail. Breakaway posts shall be AASHTO approved.
7. The signs shall contain no commercial advertising or sponsorship.
8. Minimum letter heights for capital letters for the primary message are:
 - a. two lane roadways – 4 to 6 inches
 - b. multilane roadways, 45 mph or less - 4 to 6 inches
 - c. multilane roadways, 50 mph or greater – 6 to 8 inches

The back of the supplemental guide signs must have the following information either on a weather proof sticker or written neatly in black permanent marker:

1. The proper agency to call for maintenance
2. The permit number
3. The installation date

2D.6.10 MAINTENANCE

The Department will be responsible for maintaining all supplemental guide signs that meet this policy.

2D.6.11 DOCUMENTATION

The District Traffic Operations Engineer may consider documenting the location of the supplemental signs by either Control Section – Logmile or GPS coordinates.