

	ADMINISTRATIVE ORDER	Approved By:	No. 27
		 City Manager	Effective Date: 01/18/2017
Subject: SPECIAL SIGN INSTALLATION POLICY			

PURPOSE:

This policy identifies the City of Highland Park’s protocol concerning special sign requests and establishes the procedure used in determining the placement and necessity of those signs.

POLICY:

A: Special signs are those signs that are not included in the Manual on Uniform Traffic Control Devices (MUTCD) or Illinois Supplement to the MUTCD (IMUTCD). Signs include, but are not limited to “Children Playing”, directional signs and school achievement signs. The City discourages and does not support the use of any sign not included in the MUTCD or IMUTCD.

B: Specific signage requests have been identified and a procedure established for each as noted below:

1. **“Children Playing” Sign Installation Policy**

Although “Children Playing” signs have been used in some residential areas, no factual evidence exists documenting their success in reducing pedestrian accidents, vehicle operating speeds or legal liability. Studies have shown that many types of signs attempting to warn of normal conditions in residential areas have failed to achieve the desired safety benefit. Signs encouraging parents and children to believe they have an added degree of protection, which the signs do not and cannot provide, may result in creating a false sense of security.

Due to these considerations, federal standards discourage and do not recognize the use of “Children at Play” signs. Specific warning signs for schools, playgrounds, parks and other recreational facilities are used where clearly justified. Children should not be encouraged to play in the vicinity of any street.

“Children Playing” signs are occasionally requested by residents in the hope of slowing traffic near their residence and increasing safety for neighborhood children.

Although the City does not endorse the use of these signs, the City will consider installing them under the following criteria:

- i. The resident requesting the sign must provide the Department of Public Works a letter requesting the “Children Playing” sign, and explain the reason for the request. The letter must specify the location of the requested sign and the signature of the property owner(s) adjacent to the proposed location. Forms are available from Public Works.
- ii. The requested sign, if approved, will be located on City right-of-way nearest the property line extension into the parkway where the sign is requested to be located. The approval of the adjacent property owner is required.
- iii. Signs shall not be located within 400 feet of each other on the same side of any street.
- iv. Residents signing the request for “Children Playing” signs acknowledge that they understand that such signs are not endorsed by the Federal Highway Administration, American Association of State and Highway Transportation Officials (AASHTO), American Traffic Safety Services Association (ATSSA), MUTCD, IMUTCD and Institute of Transportation Engineers (ITE) for the reasons explained herein.

2. Directional Sign Installation Policy

This policy provides that the City, non-profit organizations, and religious institutions, may request to cause the installation of no more than two permanent directional signs within city limits which will be allowed on City right-of-way.

The directional signs shall be substantially equal in size to the current street name signs used in the City, shall consist of white lettering on brown background, shall be affixed to an existing street name pole or other fixture posting a street name and shall be installed by City employees.

The sign layout shall consist of one or two lines of text and a directional arrow. If the text of the institution name is too long to fit on the sign, abbreviations may be used upon confirmation and signed approval from the requestor.

Additionally, if a requested location for a directional sign is not feasible as determined by the City, an alternate location may be considered.

Requests for directional signage must be submitted to the Department of Public Works on the policy form for consideration.

3. High School Achievement Signs

Township High School District 113 Superintendent submits a letter to the City Manager to request the City post a sign to acknowledge the accomplishments or achievements of a specific high school student or student organization. The letter should include specific language regarding what is to be included on the sign,

with the recognition that the amount of information that can be included is limited by the size of the sign. The City Manager approves or denies the request, in consultation with the Director of Public Works.

Once approved, the sign is constructed and installed in the vicinity of Wolters Field for a period of time, typically a year or until the student graduates. New sign installations necessitate the removal of older signage; signs that have been removed may be provided to the student if so requested.

PROCESS:

- A: All signage requests must be submitted in writing per the direction as outlined above. Contact information of the requester must be provided to allow for any necessary communication regarding the request.
- B: Department of Public Works will review the request, including the proposed location(s) of the signage to ensure there is adequate space and no conflict with existing signs and/or infrastructure.
- C: Other requests for special signage may be considered on a one-on-one basis and are subject to the City Manager's approval.

INTERPRETATION:

All questions pertaining to the meaning or applicability of this policy should be submitted in writing to the office of the City Manager. The City Manager's office will provide a written interpretation to all departments, which will serve as a supplement to the policy.



1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0807
cityhpil.com

"CHILDREN PLAYING" SIGN REQUEST

Name of Person Initiating Request: _____

Address: _____

Phone Number: _____

Requested Location of Sign: _____

Property Owner's Name: _____

I am the owner of the above property and I have read and understand the Highland Park "Children Playing" sign policy, and I hereby approve the installation of a "Children Playing" sign in the parkway in front of my property.

Name: _____

Signature: _____

Date: _____

Name of Adjacent Property Owner: _____

Address: _____

I am the owner of the above property and I have read and understand the Highland Park "Children Playing" sign policy, and I hereby approve the installation of a "Children Playing" sign in the parkway adjacent to my property.

Signature: _____

Date: _____



Approved by: _____

Director of Public Works

Date: _____





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Directional Sign Installation Policy

This policy provides that the City, non-profit organizations, and religious institutions, may request to cause the installation of no more than two permanent directional signs within the City limits which will be allowed on public right-of-way locations; such directional signs shall be substantially equal in size to the current street name signs used in the City, shall consist of white lettering on brown background, shall be affixed to an existing street name pole or other fixture posting a street name and shall be installed by City employees. The sign layout shall consist of one or two lines of text and a directional arrow. If the text of the institution name is too long to fit on the sign, abbreviations may be used upon confirmation and signed approval from the requestor. Additionally, if a requested location for a directional sign is not feasible as determined by the City, an alternate location may be considered.

Name of Person Initiating Request: _____

Name of Institution: _____

Title or Position of Requestor: _____

Address: _____

Phone Number: _____ e-mail: _____

Institution Name to be printed on sign: _____

Institution Name (with abbreviations, if needed): _____

Requested Location of Signs (please provide street names of intersection)

Intersection 1—Street Name1: _____ Street Name2: _____

Intersection 2—Street Name1: _____ Street Name2: _____

Alternate Location (if one or both above locations are not feasible)

Intersection 1—Street Name1: _____ Street Name2: _____

Intersection 2—Street Name1: _____ Street Name2: _____

Signature of Requestor: _____

Date of Submittal: _____

Approved by: _____ Date: _____
Director of Public Works

Approved by: _____ Date: _____
City Manager





Township High School District 113

1040 Park Avenue West • Highland Park, IL 60035-2257
224-765-1000 • Fax 224-765-1060

July 11, 2012

Ms. Nancy R. Rotering, Mayor
City of Highland Park
1707 St. Johns Avenue
Highland Park, IL 60035

Dear Mayor Rotering:

Please consider this a formal request to post a city limits sign to acknowledge the accomplishments of the Highland Park High School Symphonic Band. The Band won the Gold Medal at the Young Prague Youth Competition this past spring break 2012 in Prague, Czech Republic. The following is a sample of what the sign could say:

*HPHS Band
Gold Medal 2012
Prague Internat'l
Music Festival*

Please feel free to call me if you have any questions. I appreciate your consideration of this request.

Sincerely,

George V. Fornero

pc: Brad Swanson
Alicia and Frank Lieberman, HPHS Bandstand Co-Presidents