

	<p><i>Section</i></p> <p>GUIDE SIGNS</p>
	<p><i>Subject</i></p> <p>Community Wayfinding</p>

GENERAL: Community wayfinding signs are to be part of a coordinated and continuous system of guide signs that direct road users to key civic, cultural, and recreational attractions and other destinations within a city, downtown area, area of adjoining municipalities, county, or other identifiable geographic entity that is conducive to a cohesive system of guide signs.

If possible, districts should attempt to incorporate other guide sign programs (green, brown, and blue guide signs) into the community wayfinding sign application to provide a comprehensive and consistent guide sign system for the community. If space for guide signing is limited, the order of priority for guide signs should be: green signs (highest), community wayfinding signs, and TODS (lowest).

SIGN DESIGN: Community wayfinding signs within an overall wayfinding guide sign plan shall have a common color and may include an identification enhancement marker to help identify the community wayfinding signs system for a given area.

If an identification enhancement marker is used, the area of the marker shall not exceed the following sizes:

<u>Road Characteristics</u>	<u>Max size of enhancement marker</u>
Less than 400 ADT	1,000 in ²
Urban, speed limit 25 MPH or less	1,000 in ²
Conventional roads	1,000 in ²
Expressways	2,000 in ²

Identification enhancement markers may consist of shapes, colors, and/or pictographs.

Pictographs, as defined by the *MUTCD*, are a pictorial representation used to identify a governmental jurisdiction, an area of jurisdiction, a governmental agency, a military base or branch of service, a government-approved university or college, a toll payment system, or a government-approved institution. If used on individual sign panels, pictographs shall not exceed two times the height of the upper case letters of the principle legend on the sign.

SIGN

DESIGN (cont.): Sign layouts should normally exclude mileage to the destinations. In situations where mileage is deemed necessary, the mileage should be incorporated into the sign layout in one of the following ways:

- Distance below the directional arrow (similar to placement on TODS, see Figure 2K-1 of the *MUTCD*)
- Distance to the right of destination (similar to placement on distance signs, see Figure 2D-7 of the *MUTCD*)

SHEETING: Signs, including any identification enhancement markers, shall be retroreflective. Legends and backgrounds shall be fabricated with Type XI retroreflective sheeting.

COLOR: The standard colors of red, orange, yellow, purple, or the fluorescent versions thereof, fluorescent yellow-green, and fluorescent pink shall not be used as background colors for community wayfinding signs. These color restrictions do not apply to identification enhancement markers unless the marker could be mistaken as a traffic control device.

LETTERING: Lettering for destinations on community wayfinding signs shall be a combination of lower-case letters with initial upper-case letters. All other word messages on community wayfinding signs shall be all upper-case letters.

Lettering shall be standard highway fonts. For the principle legend on community wayfinding signs, letters shall have the following minimum heights:

<u>Road Characteristics</u>	<u>Upper-case</u>	<u>Lower-case</u>
Less than 400 ADT	4"	3"
Urban, speed limit 25 MPH or less	4"	3"
Conventional roads	6"	4.5"
Expressways	8"	6"

ARROWS: Type B arrows should be used. The width across the arrowhead shall be between 1.5 and 1.75 times the height of the upper-case letter in the principle legend on the sign.

DESTINATIONS: Community wayfinding guide signs shall be limited to three destinations per sign assembly. No more than two sign assemblies should be allowed per intersection approach.

Destinations shall be ordered by direction, with those lying straight ahead listed on top, followed by destinations to the left, and then destinations to the right at the bottom. Multiple destinations in the same direction shall be sub-ordered by distance, with the nearest destination listed on top. Normally, signs would not be installed more than three turns from the destination.

In instances where the number of desired destinations exceeds the number of allowable signs/assemblies, preference should be given to the following:

DESTINATIONS**(cont.):**

- Trailblazing signs for destinations with Supplemental or Limited Supplemental Guide signs at interchanges
- Governmental destinations
- Quasi-governmental destinations
- Destinations that require a turning maneuver as opposed to destinations that involve a through movement

Horizontal lines of the same color as the legend shall be used to separate all destinations from each other.

INSTALLATION: The Cabinet may allow the installation of community wayfinding signs within the right of way of expressways and conventional roads. Community wayfinding signs shall not be permitted along the mainline or ramps of freeways.

Regulatory, warning, and other guide signing shall have priority over placement of community wayfinding signs. In general, regulatory, warning, and other guide signs should be located in accordance with normal standards for advance placement, and community wayfinding should be placed so there is no conflict with these more critical signs. Community wayfinding signs shall not be installed where adequate spacing (200 feet) cannot be provided between community wayfinding signs and other higher priority signs. Community wayfinding sign assemblies should be located at least 200 feet in advance of intersections. Community wayfinding signs shall not be installed in a position where they would limit intersection sight distance or obscure motorists' view of other traffic control devices.

PERMIT

APPLICATION: The installation and maintenance of community wayfinding signs shall be addressed through the encroachment permit process. Applications for community wayfinding signs shall originate from a city/county government or an equivalent jurisdictional level.

The applicant shall be responsible for the cost of the fabrication, installation, and maintenance of these signs. Signs shall not be erected until a completed application and permit are approved.

**QUALIFYING
CRITERIA:**

Generally speaking, the applying agency may define qualifying criteria for inclusion into their community wayfinding sign program. However, districts shall have ultimate approval authority as to qualifying criteria and approved destinations. As needed, the division is available to assist in the review and approval of community wayfinding applications/permits.

At a minimum, the eligibility criteria shall include the following:

- Operating hours shall be regular and reasonable for the type of facility. Hours shall not be by appointment or reservation only.
- Adequate parking is available.

**QUALIFYING
CRITERIA
(cont.):**

- Public bathroom facilities shall be available during open hours of operation.
- Destination signs should be within 10 miles of the attraction. Longer distances (up to 25 miles) may be acceptable for county or regional signing permits.
- The attraction shall not have illegal signs posted in the Commonwealth of Kentucky.
- The attraction shall comply with all local, state, and federal statutes and administrative regulations including those prohibiting discrimination based on race, religion, color, sex, age, disability, or national origin.

**APPLICATION
ITEMS:**

A complete program application shall be submitted to the district Traffic Engineering & Permits Section. Applications should include:

- TC 99-1A form, *Application for Encroachment Permit*
- Clearly defined eligibility criteria
- List of proposed attractions that meet the defined criteria
- Overall map of the city, area, or jurisdiction with proposed sign locations clearly marked
- Detailed map of each new sign assembly location, showing all existing signs with existing spacing between signs labeled along with any signs scheduled to be removed
- Sign design details in color that illustrate:
 - ◆ Sign message(s)
 - ◆ Background colors
 - ◆ Type/manufacturer of retroreflective sheeting
 - ◆ Any pictographs and/or identification enhancement markers
 - ◆ Sign font(s)
- Sign post or support details for each sign assembly
- Approved omni-directional breakaway sign base

REMOVAL:

The Cabinet reserves the right to remove community wayfinding sign panels or assemblies for any reason including, but not limited to, the following:

- Signs are installed, damaged, and/or leaning in a manner that might present a hazard to motorists.
- Signed attractions are no longer open for business.
- Signs are not maintained to provide adequate retroreflectivity.
- Signs no longer comply with requirements of the *MUTCD*.
- Signs no longer comply with this section.
- The need arises for the inclusion of a sign panel to a destination with a higher priority as established in this section.

For signs that pose an immediate hazard to the public, the Cabinet reserves the right to remove signs and/or sign assemblies immediately and shall notify the applicant of the removal within a reasonable timeframe. For other signs that are inadequately maintained, the district should give applicants appropriate notice that signs need to be fixed or they will be subject to removal.