

CITY OF CLEARLAKE

STOP SIGN POLICY

1. Purpose

This policy establishes a consistent and transparent process for evaluating community and staff requests for new stop sign installations in the City of Clearlake. It ensures that traffic control decisions are based on public safety, engineering standards, and equitable application of traffic laws.

2. Scope

This policy applies to all public streets within the City of Clearlake's jurisdiction. It governs the procedures used by the Traffic Safety Committee and supports City staff to evaluate and act upon new stop sign requests.

3. Policy Statement

Stop signs are used to assign right-of-way and improve safety at intersections. They are not intended as a speed control device. All decisions must align with the guidelines in the **California Manual on Uniform Traffic Control Devices (CA MUTCD)** and sound traffic engineering judgment.

4. Request Process

A. Submission:

- Requests must be submitted in writing using the City's Traffic Safety Request Form, available at City Hall and on the City's website.
- Requests may be submitted by residents, business owners, neighborhood groups, City staff, or elected officials.

B. Required Information:

- Exact location and intersection in question.
 - Specific safety concerns or incidents (e.g., near-misses, visibility issues).
 - Contact information of the requester.
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5. Evaluation Criteria

Upon receiving a request, City staff will review the location using the following criteria:

A. Engineering Review

- Review of traffic volumes (vehicular, bicycle, and pedestrian).
- Review of intersection geometry and visibility.
- Evaluation of crash history (typically the most recent 3 years).
- Sight distance analysis.
- Compliance with CA MUTCD guidelines for stop sign warrants.

B. Field Observations

- Staff will visit the location to assess actual conditions.
- Photographs or traffic counts may be collected if necessary.

C. Additional Considerations

- School zones or proximity to parks.
 - Feedback from residents and schools (if applicable).
 - Availability of alternative traffic calming measures.
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6. Committee Review Process

- Findings and staff recommendations will be presented at a regular meeting of the Clearlake Traffic Safety Committee.
 - The Committee may approve, deny, or defer the request pending additional data.
 - Decisions will be documented in the meeting minutes and formally communicated to the requester.
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7. Installation

If approved, Public Works will install the stop sign(s) in accordance with City standards and CA MUTCD specifications, subject to budget availability and staff scheduling.

8. Review and Updates

This policy will be reviewed every five (5) years or as needed to reflect updated traffic engineering practices or changes in state law.

Attachments:

- Sign Request Form

Stop Sign Request Form

1. The purpose of this form is to enable neighborhoods to request the possible initiation of a stop sign warrant analysis in accordance with the City of Clearlake's Policy and Procedures for the Installation of Stop Signs Request Form.
2. Per the California Manual on Uniform Traffic Control Devices (CA MUTCD), stop signs are used to assign right-of-way for vehicles, bicyclists, and pedestrians. The CA MUTCD provides guidance on thresholds that should be met for two-way and all-way stops to be installed, called warrants. These warrants can sometimes take up to 6 months to complete.

The CA MUTCD also states that stop signs should not be used for speed control, and also that the need for a stop sign can be eliminated if the sight distance at an intersection is increased by removing obstructions. Please note that requests for stop signs will be evaluated through the City Engineer and Traffic Safety Committee. Additionally, where a stop sign is being requested to address visibility concerns at an intersection, the request will first be evaluated for installation of red curb. These requests can generally be addressed much more quickly than the stop sign warrant process. If you'd like to make a request regarding speeding or intersection visibility issues, please use this form: [\(Insert link to PW Service Request Form\)](#)

Personal Information

Name:

Phone Number:

Email Address:

Address:

Stop Sign Request Information

- Please describe the location of the traffic concern:
- Please describe the nature of the traffic problem you are concerned with:
- Please describe how stop signs will be able to eliminate or reduce your traffic concerns:
- Is there neighborhood support, including support from the Homeowners Association, for the installation of stop signs at this location? Can you demonstrate these supports if required?