

## Report TR-TAPS-50-16

**To:** Chair Bell and Members of the Transportation and Public Safety Committee  
**From:** Matt Marck, Engineering Manager  
**Meeting Date:** November 17, 2016  
**Subject:** Hidden Entrance Sign Procedure  
**Status:** Endorsed by County Council per Resolution TAPS118-16; Endorsed by County Council November 22, 2016 per Resolution CC148-16;

### Recommendation(s)

- 1. That Report TR-TAPS-50-16 be received; and the Hidden Entrance Sign Procedure be endorsed; and**
- 2. That staff begin to implement the criteria contained within the procedure.**

### Background

Grey County utilizes signage as presented in the Ontario Traffic Manual (OTM); however, road signs indicating a Hidden Entrance are not addressed in the OTM.

The Transportation Services Department regularly receives requests from people who would like to have a Hidden Entrance sign installed on Grey County Roads and wish to implement a procedure to outline the criteria for installing Hidden Entrance signage.

### Financial/Staffing/Legal/Information Technology Considerations

The cost to manufacture and install a 'Hidden Entrance' sign is approximately \$250.00

### Link to Strategic Goals/Priorities

N/A

## Attachments

Hidden Entrance Sign Procedure

Respectfully submitted by,

Matt Marck  
Engineering Manager

Director Sign Off: *Pat Hoy, Director of Transportation Services*

## Hidden Entrance Sign

**Approved by:**

**Date Approved:**

**Replaces:** N/A

**Last Modified Date:** N/A

**Scheduled for Review by:**

**Procedure Number:** MS-TS-005-002 **Parent Policy:** MS-TS-005

**Author:** Transportation Services

### References and Related Documents

Ontario Traffic Manual Book 6

[Road Sign Policy](#)

### Purpose

The purpose of this procedure is to outline the criteria for installing Hidden Entrance signs (figure 1) on Grey County Roads.

### Scope

This procedure will apply to all Grey County Roads as determined by the Director of Transportation Services.

### *Criteria and Guideline*

### Criteria for Placement

Staff will consider placing Hidden Entrance signs as requested by a property owner. Signs will be considered if:

- the sight distance available from the entrance is less than the minimum requirement under the criteria for a Hidden Intersection sign as outlined in Ontario Traffic Manual (OTM) Book 6 (see table 1 below).

The Transportation Services Department will review each request as a unique situation and recommend whether or not signage be installed. If a request is declined, the decision may be appealed to the Transportation and Public Safety Committee for a final decision.

## Guidelines for Placement

The hidden entrance sign should be placed a distance from the entrance as outlined in table 1 below, adjusted as visibility requirements dictate. The sign should be installed in the direction of travel for which the entrance appears hidden.

**Table 1**

Type of Roadway	Posted Speed			
	50	60	70	80
	Distance from Entrance (m)			
Two Lane Roadway	95	115	135	150
Four Lane Roadway	115	135	160	180



Figure 1 – Black on yellow Hidden Entrance warning sign