

Introduction

Crosswalk markings are a traffic control device that provides guidance for pedestrians crossing a roadway by defining and delineating paths and alerts roadway users of designated pedestrian crossing points. All pavement markings installed on City of San Antonio roadways are governed by the requirements set forth in the *Texas Manual on Uniform Traffic Control Devices*. In June 2018, San Antonio City Council requested Transportation & Capital Improvements (TCI) develop guidelines for future community-based crosswalks (Community Crosswalks) as part of a pilot program initiated by the installation of a rainbow-themed crosswalk at the intersection of N. Main Avenue and E. Evergreen Street. The following guidelines outline the City of San Antonio's Community Crosswalk Program requirements.

Community Crosswalk Program Sponsorship & Funding

Community Crosswalks may be sponsored by individuals or organizations that have a connection with the community where the proposed crosswalk is to be located. Eligible sponsors should meet one of the following criteria:

- Area property owner or business owner
- Area property owner or business owner association
- Area nonprofit and community-based organization

"Area" as used herein shall mean properties one-quarter mile along the roadway intersected by the crosswalk or, if the crosswalk is located at an intersection of two roadways, one-quarter mile along either of the intersecting roads.

The program sponsor will be responsible for funding the proposed crosswalk, including design, manufacturing, installation by an approved vendor/contractor, and applicable permits and traffic control required during installation. TCI will contribute funding equivalent to the cost of a City of San Antonio standard crosswalk if the identified location has been designated for maintenance and funding has been allocated during that fiscal year. Additionally, the program sponsor will be responsible for on-going maintenance of the Community Crosswalk.

When the condition of the Community Crosswalk reaches the end of its serviceable life, the program sponsor may choose to fund the reinstallation of the Community Crosswalk by submitting a new application to TCI. Depending on the materials used, the serviceable life may be 2-3 years. If program sponsor fails to fund the reinstallation of the Community Crosswalk, the City of San Antonio will install a new crosswalk conforming only to City of San Antonio specifications as part of the City of San Antonio's routine pavement marking maintenance program within the regular maintenance cycle.

Community Crosswalk Program Sponsor Contact Person

The program sponsor must provide a point of contact to receive all correspondence and be responsible for organizing outreach and gathering evidence of community support. If the request is being submitted by a property owner association, business owner association, or other area organization, the name, address, and telephone number of the duly authorized representative shall be provided.

Community Outreach and Support

The program sponsor will be responsible to conduct outreach and obtain consensus from the community regarding the Community Crosswalk project. Such outreach shall include:

- Holding a meeting within the community in which the Community Crosswalk is located. All fronting property owners, business owners, area property owners associations, area business organizations, and local community groups shall be invited to the meeting. Requesting sponsor shall create an agenda, provide a presentation, record minutes, and provide a sign-in sheet. The sponsor should provide notification to TCI of the planned community meeting.

- Requesting sponsor shall obtain signatures from Property and business owners (not tenants) representing at least two-thirds of the properties one-quarter mile along the roadway intersected by the Community Crosswalk or each of the intersecting roadways if the crosswalk is located at an intersection.
 - Written approval from all property and/or business owners (not tenants) that are directly adjacent to the proposed Community Crosswalk supporting the project is required for the crosswalk to be considered.
- Obtain a letter of support from the City Councilmember(s) representing the district(s) in which the Community Crosswalk is located.

Locations Eligible for Crosswalk Consideration

The location of the proposed Community Crosswalk shall be coordinated with the TCI City Engineer/Director, or designee, for the purposes of ensuring public safety. Only an intersection, designated pedestrian crossing, or existing crosswalk where the crosswalk is controlled by a stop sign, traffic signal, or pedestrian hybrid beacon shall be considered for the Community Crosswalk location.

Designated school crosswalks are not eligible for the Community Crosswalk Program. The decorative element may detract the driver's attention away from the school children, or may detract the school children's attention from safely crossing the roadway.

It is recommended that the pavement be in good condition, allowing the materials to bond well and prolong the life of the crosswalk. City will in no way be responsible for any damage to the Community Crosswalk and shall not be responsible for repairing or paying Sponsor to repair to the Community Crosswalk resulting from street conditions, road work, or any other action by City.

Community Crosswalk Designs & Materials

Designs that are inconsistent with broader community values established by City Council will not be allowed. The decorative element of the proposed design shall be incorporated with the standard crosswalk as shown in Figure 1 and Figure 2.

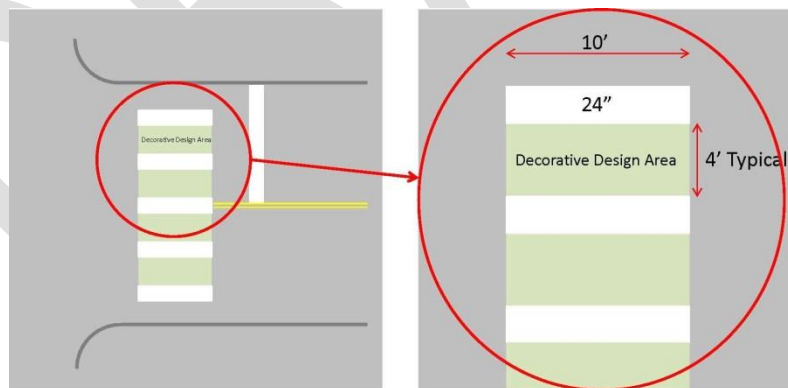


Figure 1

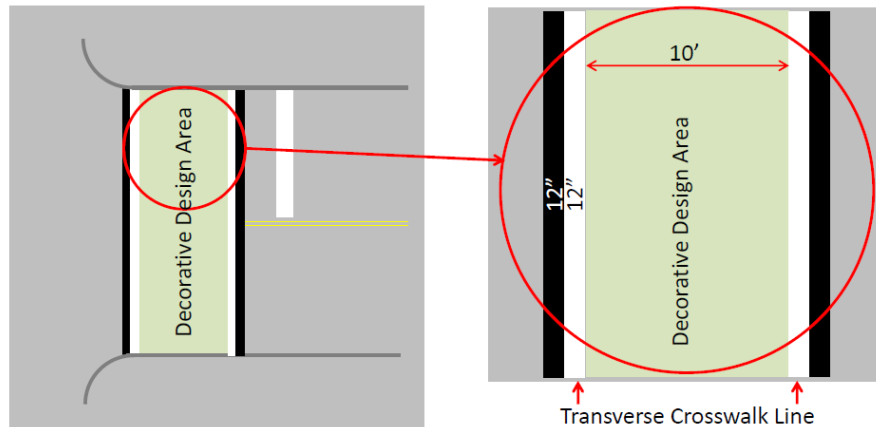


Figure 2

- Colors and patterns used shall not degrade the contrast of the standard crosswalk or be mistaken by road users for other traffic control devices.
- Any proposed decorative design shall include the standard crosswalk markings installed in compliance with the City of San Antonio specifications.
- No component of the decorative design shall be superimposed on any part of the standard crosswalk element.
- Detailed pictures, drawings, words/text, symbols or shapes such as octagons, triangles, or logos that may be confused with standard traffic control devices or provide some type of messaging will not be allowed in the design to avoid any type of driver or pedestrian confusion.
- Material used for decorative crosswalks shall be preformed thermoplastic approved for roadway pavement markings with no retroreflective properties. Preformed thermoplastic material provided shall comply with the Texas Department of Transportation's DMS-8240 "Permanent Prefabricated Pavement Markings".
- In consideration of pedestrian and bicyclist/motorcyclist safety, the material shall be skid/slip resistant. Consequently, hand painting of decorative crosswalk elements shall not be allowed.

Application Process

Step One – Verify Location Eligibility

Requesting sponsor submits a *Community Crosswalk Location Eligibility Form* for review by TCI to verify if location is eligible and can be considered for the Community Crosswalk Program.

Step Two – Detailed Proposal

Upon notification of a proposed location's eligibility, the requesting sponsor shall submit a detailed proposal that includes evidence of Community Outreach and Support as outlined above, existing site condition information, and a proposed design following the Community Crosswalk Designs & Materials. Incomplete applications will not be considered. The sponsor will be notified of whether the proposal has been approved in writing within 60 days of receipt of complete proposal.

The proposal shall include the following:

Community Outreach and Support

- Meeting agenda, copy of presentation, minutes, and sign-in sheet shall be provided to TCI
- Signatures from property and business owners (not tenants) representing at least two-thirds of the properties one-quarter mile along the roadway intersected by the crosswalk or each of the intersecting roadways if the crosswalk is located at an intersection
- Signatures of the property and/or business owners (not tenants) that are directly adjacent to the proposed Community Crosswalk supporting the project

- A letter of support from the City Councilmember(s) representing the district(s) in which the Community Crosswalk is located

The existing site condition information shall include the following:

- Existing condition site plan that shows the following:
 - Proposed site with street names
 - Existing traffic control (traffic signal, STOP signs, etc.)
 - Existing sidewalks in all directions
 - Existing pavement markings (lane and crosswalks)
 - Proposed decorative crosswalks area
- Existing condition photos depicting the following:
 - All directions approaching the proposed decorative crosswalk area
 - Existing traffic control (traffic signal, STOP signs, etc.)
 - Existing sidewalks in all directions
 - Existing pavement markings (lane and crosswalks)

The proposed design shall include the following:

- List of colors to be used and representative colored image
- Detail dimensions
- Material specifications in compliance with the Texas Department of Transportation's DMS-8240 "Permanent Prefabricated Pavement Markings"

Step Three - Funding and Construction

The sponsor shall be responsible for funding all costs associated with the design and installation of the Community Crosswalk, including all City of San Antonio right-of-way permits and traffic control costs. TCI will contribute funding equivalent to the cost of a City of San Antonio standard crosswalk if the identified location has been designated for maintenance and funding has been allocated during that fiscal year.

Installation of the community decorative crosswalk shall be by a pavement marking contractor recommended by the material manufacturer. Installation shall follow manufacturer recommendations. The sponsor shall provide a contractor and TCI will provide inspections and final approval for material quality and correctness of installation. The sponsor shall coordinate with TCI to determine if there are any planned maintenance activities scheduled at the Community Crosswalk location at the time the Community Crosswalk is to be installed.

Community Crosswalk Location Eligibility Form

Community Crosswalk Sponsor Information

First Name:

Last Name:

E-mail:

Phone:

Organization:

Street Address:

City and State:

Zip Code:

Type of Sponsor:

- ☐ Property Owner
- ☐ Business Owner
- ☐ Property or Business Owner Association:
- ☐ Nonprofit or community based organization:

Proposed Location

Name Street 1:

Name Street 2:

Council District:

Site Location Information (select all that apply)

- ☐ Existing marked crosswalk
- ☐ Crosswalk is controlled by traffic signal
- ☐ Crosswalk is controlled by stop sign
- ☐ Crosswalk is controlled by pedestrian hybrid beacon
- ☐ Crosswalk is uncontrolled (location is not eligible)
- ☐ Crosswalk is a school zone crosswalk (location not eligible)

Land use type one-quarter mile along the roadway approach of the intersecting roads of proposed location (select all that apply)

- ☐ Single Family Residential
- ☐ Multifamily Residential
- ☐ Commercial
- ☐ Industrial
- ☐ School/University
- ☐ Other

Completed applications should be sent to the following address:

City Engineer/Director

Transportation & Capital Improvements

City of San Antonio

Community Decorative Crosswalk Program

PO Box 839966

San Antonio, Texas 78283-3966