



**CENTRAL TEXAS
Regional Mobility Authority**

AGENDA ITEM #8 SUMMARY

Approve an amendment to the Policy Code relating to gateway monuments on Mobility Authority right-of-way.

Strategic Plan Relevance: Innovation, as this policy will allow local entities that interact with the Mobility Authority to receive a prompt, courteous and forthright response that exceeds expectations.

Department: Engineering

Associated Costs: Not Applicable

Funding Source: Not Applicable

Board Action Required: Yes

Description of Matter: This policy uniformly addresses the implementation of gateway monuments which are freestanding structures used to welcome travelers to a city or community. It establishes financial responsibility; provides components to be included in the proposal process; and defines regulations related to the design, installation, and maintenance of the monument.

Reference documentation: Gateway Monuments Policy Statement
Draft Resolution adopting Policy Code Amendments
Exhibit 1 to Resolution to be provided Monday

Contact for further information: Wesley M. Burford, P.E. Director of Engineering

**GENERAL MEETING OF THE BOARD OF DIRECTORS
OF THE
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**

RESOLUTION NO. 13-___

**APPROVING AN AMENDMENT TO THE POLICY CODE
RELATING TO GATEWAY MONUMENTS ON MOBILITY
AUTHORITY RIGHT-OF-WAY.**

WHEREAS, the use of Mobility Authority right-of-way is primarily reserved for the development and operation of safe, efficient, transportation projects to benefit residents and travelers in the Central Texas region; and

WHEREAS, the installation of gateway monuments on Mobility Authority right-of-way can be useful to travelers by identifying the city or county within which the Mobility Authority right-of-way is located; and

WHEREAS, gateway monuments on Mobility Authority should be designed and maintained to ensure the safety of the traveling public and to be consistent with the Mobility Authority's landscaping and design for the travel corridor;

WHEREAS, the Executive Director recommends amending the Policy Code to establish a process for the review and approval of proposed gateway monuments to meet these goals.

NOW THEREFORE BE IT RESOLVED, that the Board hereby amends the Policy Code to add a new Article 5 (Monuments on Mobility Authority Right-of-way) to Chapter 3 (Operations) of the Policy Code, to read as set forth in Exhibit 1 to this resolution.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 20th day of November, 2013.

Submitted and reviewed by:

Approved:

Andrew Martin
General Counsel for the Central
Texas Regional Mobility Authority

Ray A. Wilkerson
Chairman, Board of Directors
Resolution Number 13-___
Date Passed 11/20/13

EXHIBIT 1 TO RESOLUTION 13-

CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY

GATEWAY MONUMENTS POLICY DISCUSSION

A **Gateway Monument** (“Monument”) is a freestanding structure or sign which is a non-integral or non-required highway feature, constructed within a roadway right-of-way. A Monument communicates the name of a city, county, or other Entity (“Entity”), and is typically solely planned, designed, funded, constructed and maintained by the Entity. The erection of any Monument within the right of way of the Central Texas Regional Mobility Authority (the “Authority”) will be subject to the following policies:

- (1) **Review/Approval:** Monument submittals shall be reviewed for approval or denial with primary considerations to safety (location), appropriateness, aesthetics, and access or maintenance. The Entity shall submit a Monument proposal. Proposals shall be subject to approval based on the requirements detailed herein. A proposal will be approved or disapproved at the sole discretion of the Authority Board. A cooperative Monument Agreement (the “Agreement”) between the Authority and the Entity will be established and must be fully executed by both the Authority and the Entity prior to the commencement of any construction associated with the Monument.
- (2) **Financial Responsibility:** All costs associated with the proposed design, construction, maintenance, access for maintenance, and if required, removal of the Monument will be the responsibility of the Entity and stipulated in detail within the preliminary and final Monument submittals.

All costs, including labor, materials, supplies, and traffic control (if required) for design, engineering, testing, construction, installation, maintenance, and removal of the Monument shall be the responsibility of the Entity. Coordination and resolution of any utility issues will be the responsibility of the Entity.

- (3) **Maintenance:** The Entity shall be required to provide for regularly scheduled maintenance, as described in the Agreement, for its lifespan. Maintenance shall include, but not be limited to, restoration work to maintain the integrity of the approved Monument, maintenance of any associated landscaping or lighting and graffiti removal. Corrective action for any graffiti or vandalism which compromises the integrity of the Monument shall be taken within 48 hours of the incident. Furthermore, the Authority may request immediate corrective action to address any deterioration or inadequate maintenance of the Monument. In the event that the Entity does not respond in a timely manner (as specified above) the Authority reserves the right to perform any necessary maintenance (and/or removal) and hold the Entity responsible for all costs incurred.
- (4) **Removal:** The Entity shall remove Monuments which in the opinion of the Authority create safety or operational concern due to deterioration or inadequate maintenance. In the event the Entity fails to maintain, repair, rehabilitate, or remove the Monument in a timely manner, the Authority may remove the Monument after 60 days following notification to the Entity, and bill the Entity for all costs of removal and restoration of the area. The Authority reserves the right to remove the Monument due to construction, rehabilitation, or other necessary activities affecting the transportation facilities without any obligation, compensation to, or approval of the Entity.

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The Authority will notify the Entity of its intent to remove the Monument to allow for timely removal and salvage by the Entity, if possible. The Authority reserves the right to remove or alter any Monument that presents an immediate safety hazard to the public without delay or advanced notification to the Entity.

(5) Design and Placement: A proposed Monument shall:

- Be freestanding.
- Incorporate a community name, logo, graphic, seal, or slogan that has been associated historically with the community.
- Include, if required by the Authority, approved protective graffiti coatings.
- Be developed to require low or no maintenance to minimize exposure of workers and others to potential risks.
- Be appropriate to its proposed setting and community context.
- Be in proper size and scale with its surroundings. The maximum size shall fit within 353 cubic feet. The Monument face shall not exceed 400 square feet, the width shall not exceed 20 feet and the height shall not exceed 20 feet above existing grade.
- Be composed of materials that are durable for the projected life span of the Monument.
- Be subject to the review and approval of the Authority in consideration of design, size, and scale for appropriate integration on urban or rural highway features.
- Conform to all appropriate requirements identified in the AASHTO Roadside Design Guide and/or the TXDOT Roadway Design Manual.
- Be placed outside of existing and/or planned frontage roads.

A proposed Monument shall not:

- Contain religious, political, special interest, private, or commercial messages of any sort, including, but not limited to, symbols, logos, business names, trade names, jingles, or slogans.
- Contain advertising, decorative banners, flags, or flag poles.
- Display telephone numbers, street addresses, or Internet addresses.
- Interfere with airspace above the roadway.
- Create a distraction to the motoring public, for example, the proposed Monument shall be large enough to interpret at highway speed, but not be so large that it demands attention from the motorist.
- Include reflective or glaring surface finishes.
- Include illumination that impairs or distracts the vision of transportation system users. Other lighting may be permitted.
- Display blinking or intermittent or moving lights, including changeable message signs or digital displays.
- Include moving elements (kinetic art) or simulate movement.
- Include images of flags.

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- Interfere with official traffic control devices nor interfere with the operational right-of-way above the roadway.
 - Be placed upon trees, or painted or drawn upon rocks or other existing natural features.
 - Make use of or simulate colors or combinations of colors usually reserved for official traffic control devices described in the FHWA Manual on Uniform Traffic Control Devices.
 - Restrict sight distance requirements as specified by the AASHTO Roadside Design Guide and/or the TXDOT Roadway Design Manual.
 - Require the removal of trees or other vegetation for visibility, or harm trees during construction. Pruning of tree branches or roots, and removal of shrubs should be avoided.
 - Negatively impact existing highway features, including existing signs, irrigation systems, necessary drainage patterns, and facilities.
 - Protrude or span over travel lanes or roadbed.
 - Be placed inside of existing and/or planned Authority Frontage Roads.
 - Be placed within the clear recovery zone of any operational roadway.
- (6) Submittal Requirements: A Monument proposal must be supported by the Entity that has jurisdiction in the area where the Monument will be incorporated. The Entity shall issue an official document recommending approval of the proposed design of the Monument and requesting installation within the Authority right-of-way.

The Entity shall provide the Authority an adopted resolution or other official documentation that describes the Entity's:

1. Jurisdiction over the area of the project site.
2. Approval of the Monument content.
3. Funding responsibility.
4. Commitment to ensure maintenance of the Monument (and any associated landscaping and/or lighting), including timely graffiti removal/repair, and removal (or restoration) of the Monument as needed.
5. Proposed schedule for commencing and completing project installation.

A licensed landscape architect, architect, or professional engineer shall professionally prepare, sign and seal submittals for a Monument proposal. Exhibits, plans, and details shall include, but are not limited to the following:

1. A full description of the proposed Monument, including location, construction, and installation techniques, details necessary to convey construction methods, and proposed materials, including, but not limited to, paint and protective coatings.
2. Specifications for proposed materials, including material data sheets.
3. A scaled drawing or model or both.
4. Construction schedule.

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5. Cost estimate.
6. Traffic control plans and provisions if required.
7. Maintenance plan and schedule.
8. Environmental documentation.
9. Location for placement of the proposed Monument.
10. Elevations and details clearly illustrating and dimensioning the proposal (the Monument must be aesthetically pleasing on all visible sides).
11. Proposed access for maintenance purposes.
12. Proposed color scheme.
13. Proposed lighting.

After review and approval by the Authority Board of Directors, the Monument proposal and approval documents will be submitted by the Entity for processing.

If, at any time during the process, the Authority recommends any changes or withholds concurrence on a Monument that has not yet received final approval, the proposal may be returned to the Entity for revision. Once the Authority approves a Monument proposal, no changes shall be made to the Monument without prior written approval of the Authority Board of Directors.