



**CENTRAL TEXAS  
Regional Mobility Authority**

## AGENDA ITEM #5 SUMMARY

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

Strategic Plan Relevance: Innovation.

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.

Exhibit 1 to the draft resolution is the language that amends the Policy Code. That Policy Code amendment establishes general policies and reserves to the Board the power to approve or deny a specific application for a gateway monument.

The Gateway Monument Guidelines are the more detailed design and operational standards for a monument. These guidelines are intended to be adopted by the executive director.

Reference documentation: Draft Resolution; Exhibit 1 Policy Code amendment  
Gateway Monuments Guidelines

Contact for further information: Sean Beal, P.E., Engineering Manager

# CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY

## GATEWAY MONUMENT GUIDELINES

1 The design, installation, maintenance, and removal of any monument by a local government entity (an  
2 “LGE”) in the right of way of the Central Texas Regional Mobility Authority (the “Authority) is  
3 subject to the following standards:  
4

5 (1) The Executive Director and Authority staff will review, analyze, and recommend Board approval or  
6 denial of an application to locate a monument on Authority right-of-way in accordance with these  
7 guidelines. The Board may approve or deny an application in its sole discretion. The Board in its sole  
8 discretion may waive compliance with a standard established by these guidelines and may condition  
9 its approval of a proposed monument on a standard or requirement specific to a proposed monument.  
10

11 (2) The LGE shall pay all expenses incurred for design, construction, provision of utilities, maintenance,  
12 access for maintenance, and, if required, removal of the monument. The LGE shall also pay the actual  
13 costs incurred by the Authority for review and analysis required for Board consideration of a  
14 monument application.  
15

16 (3) An application to locate a monument on Authority right-of-way must be filed by the LGE within  
17 whose jurisdiction the monument will be located. The application shall include:  
18 • a statement that the LGE has reviewed and understands these *Gateway Monument Guidelines*;  
19 • all information required under section 4 of these guidelines;  
20 • a statement that the LGE understands and will accept all responsibilities to be assumed and  
21 performed by the LGE if the monument application is approved; and  
22 • a certification by the appropriate official on behalf of the LGE that the governing body of the  
23 LGE has authorized filing the application and has approved the proposed design and location of  
24 the monument.  
25

26 (4) A licensed landscape architect, architect, or professional engineer shall prepare, sign, and seal the  
27 following information to be submitted with the application:  
28  
29 • a full description of the proposed monument, including location, construction, and installation  
30 techniques, details necessary to convey construction methods, and proposed materials, including,  
31 but not limited to, paint and protective coatings;  
32 • specifications for proposed materials, including material data sheets;  
33 • a scaled drawing, a model, or both;  
34 • the proposed construction and completion schedule;  
35 • a cost estimate;  
36 • traffic control plans and provisions, if required;  
37 • a proposed maintenance plan and schedule;  
38 • environmental documentation;  
39 • elevations and details clearly illustrating and dimensioning the proposal, demonstrating that the  
40 Monument is aesthetically pleasing on all visible sides;

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## GATEWAY MONUMENT GUIDELINES

- 1 • proposed access for maintenance purposes;
- 2 • proposed color scheme; and
- 3 • proposed lighting.

4  
5 (5) Design Standards: A monument shall be located in Authority right-of-way between an existing or  
6 planned frontage road and the outer limit of the Authority right-of-way and must:

- 7 • be freestanding;
- 8 • incorporate a community name, logo, graphic, seal, or slogan that has been associated historically  
9 with the community;
- 10 • include approved protective graffiti coatings if required by the Authority;
- 11 • require low or no maintenance to minimize exposure of workers and others to potential risks;
- 12 • be appropriate to its proposed setting and community context;
- 13 • be in proper size and scale with its surroundings, with a monument face that does not exceed 400  
14 square feet, a width of no more than 20 feet, and a maximum height of 20 feet above existing or  
15 finished grade;
- 16 • be composed of materials that are durable for the projected life span of the monument;
- 17 • in the sole determination of the Board of the Authority, be designed in size and scale for  
18 appropriate and safe integration with existing and future highway features; and
- 19 • comply with all applicable requirements identified in the FHWA Manual on Uniform Traffic  
20 Control Devices, the TxDOT Manual on Uniform Traffic Control Devices, the TXDOT Roadway  
21 Design Manual, the AASHTO Roadside Design Guide, and other applicable law.

22  
23 A monument may not:

- 24 • include religious, political, special interest, private, or commercial messages of any sort,  
25 including, but not limited to, symbols, logos, business names, trade names, jingles, or slogans;
- 26 • include advertising, decorative banners, flags, images of flags, or flag poles;
- 27 • display telephone numbers, street addresses, or Internet addresses;
- 28 • protrude into or otherwise interfere with airspace above a roadway, sidewalk, bikeway, or shared  
29 use path;
- 30 • create a distraction to the motoring public;
- 31 • include reflective or glaring surface finishes;
- 32 • be illuminated in a way that creates a safety issue by distracting or impairing the vision of a user of a  
33 roadway, sidewalk, bikeway, or shared use path;
- 34 • display blinking or intermittent or moving lights, including a changeable message sign or a digital  
35 display;
- 36 • include moving elements (kinetic art) or simulated movement;
- 37 • interfere with a traffic control device or the operational right- of-way above a roadway, sidewalk,  
38 bikeway, or shared use path;

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- 1       • be placed upon trees, or painted or drawn upon rocks or other existing natural features;
- 2       • use or simulate colors or combinations of colors usually reserved for a traffic control device
- 3       described in the FHWA Manual on Uniform Traffic Control Devices;
- 4       • require removal of trees or other vegetation for visibility, or significantly harm a tree during
- 5       construction (pruning of tree branches or roots and removal of shrubs should be avoided):
- 6       • negatively impact an existing highway feature, including signs, irrigation systems, necessary
- 7       drainage patterns, and other facilities; and
- 8       • be located within the clear recovery zone of any operational roadway.
- 9
- 10      (6) All terms and conditions of the Board’s approval of an application for a monument will be
- 11      incorporated into a Monument License Agreement (the “MLA”) between the Authority and the LGE.
- 12      The MLA must be executed by both the Authority and the LGE before any construction associated
- 13      with the monument begins.
- 14
- 15      (7) The LGE shall maintain the monument in accordance with schedules and time deadlines established
- 16      by the MLA while the monument is located on Authority right-of-way. Maintenance shall include,
- 17      but not be limited to, restoration work to maintain the integrity of the monument; maintenance of
- 18      associated landscaping, lighting, irrigation and any other utilities serving the monument; removal of
- 19      graffiti no later than 48 hours after written notice from the Authority to the LGE; and other
- 20      maintenance requirements established in the MLA.
- 21
- 22      (8) The LGE shall promptly repair or remove a monument or any portion thereof which, in the opinion of
- 23      the executive director, creates a safety or operational concern due to damage, deterioration, or
- 24      inadequate maintenance, in accordance with terms and conditions established in the MLA. If the LGE
- 25      fails to repair or remove the monument or a portion of the monument in a timely manner after written
- 26      notice from the executive director, the Authority may repair or remove the monument as necessary to
- 27      remedy the safety or operational concern, and will bill the LGE for its costs to repair or remove the
- 28      monument.
- 29
- 30      (9) The Authority reserves the right to require the LGE to remove a monument due to construction,
- 31      rehabilitation, other necessary activities, or for any other reason the Board, in its sole discretion,
- 32      determines is in the best interests of the Authority, without any obligation, compensation to, or
- 33      approval by the LGE. The Authority will notify the LGE of its intent to remove a monument pursuant
- 34      to this section and will, to the extent feasible and possible, provide a reasonable opportunity for the
- 35      LGE to remove the monument at the LGE’s sole expense for salvage or other uses. The Authority
- 36      reserves the right to remove or alter any monument that presents an immediate safety hazard to the
- 37      public without delay or notice to the LGE.

**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 a city, county, or other political subdivision within which 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 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 18<sup>th</sup> day of December, 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 12/18/13

**EXHIBIT 1 TO RESOLUTION 13-\_\_\_**

**[on the following 2 pages]**

# MOBILITY AUTHORITY POLICY CODE

## Article 5. MONUMENTS ON AUTHORITY RIGHT-OF-WAY

### 301.035 Definitions

In this article:

- (1) a “monument” is a freestanding sign or structure that identifies a local government;
- (2) a “local government” is a city, county, or other Texas political subdivision whose jurisdiction includes authority right-of-way; and
- (3) “guidelines” are standards promulgated and adopted by the executive director to implement the requirements of this article.

### 301.036 Requirements

(a) A monument shall:

- (1) be located in right-of-way between the outer limit of the authority’s right-of-way and an existing or planned authority frontage road;
- (2) comply with all applicable requirements in the Federal Highway Administration Manual on Uniform Traffic Control Devices, the TxDOT Manual on Uniform Traffic Control Devices, the TxDOT Roadway Design Manual, the AASHTO Roadside Design Guide, and other applicable law;
- (3) display only the local government’s name, logo, graphic, seal, slogan associated with the community, or any combination thereof as desired by the local government;
- (4) be designed and maintained to be consistent with the community design context established and maintained by the authority at and near the monument location, including appropriate size, scale, and landscaping;
- (5) be designed and maintained in a manner that does not create a distraction or safety issue for those who operate a vehicle on an authority roadway; and
- (6) be removed by the local government at its expense no later than 60 days after the executive director provides written notice to the local government that the board, after notice to the local government, has determined that the best interests and operational needs of the authority require removal of the monument.

# MOBILITY AUTHORITY POLICY CODE

## 301.037 Application

(a) A local government that seeks to install a monument shall file an application with the authority that includes the following:

(1) the name of the local government and the name, title, mailing address, telephone numbers, and email address of the person authorized to file the application on behalf of the local government;

(2) an agreement to pay all costs incurred by the authority in its review and processing of the application for board consideration;

(3) an agreement to pay all costs related to the design, installation, maintenance, and removal of the monument, as set forth in the license agreement promulgated under Section 301.039; and

(4) a detailed description of the proposed monument establishing that the monument, as constructed and maintained as proposed, will comply with the requirements of this article and the guidelines.

(b) The executive director may adopt and revise guidelines to implement this article, an application form, and other requirements to facilitate processing of an application under this section.

## 301.038 Board Approval

After considering the recommendation of the executive director, the board may approve an application for a monument if the board, in its sole discretion, determines the proposed monument complies with the requirements established by this article and the guidelines. The Board in its sole discretion may waive compliance with a standard established by the guidelines, and may condition its approval of a proposed monument on a standard or requirement specific to a proposed monument:

## 301.039 License Agreement and Financial Requirement

(a) A local government that installs a monument is responsible for all costs related to the design, construction, maintenance, and removal of the monument and associated landscaping.

(b) Before a local government may begin the installation of an approved monument, the local government shall:

(1) enter into a license agreement in the form promulgated by the executive director that establishes the respective obligations of the local government and the authority relating to the monument; and

(2) pay all costs incurred by the authority to review and process the application.