



People St

Special Application Cycle 2018-2019: Decorative Crosswalk

About Decorative Crosswalks

NOTE: Decorative Crosswalks are pending Metro approval as a People St Special Cycle project.

A **Decorative Crosswalk** activates public space and helps grab attention of drivers while enlivening the pedestrian experience. Decorative Crosswalks are a new addition to People St project typologies in 2018. The Community Partner is responsible for maintaining the Decorative Crosswalk.



DECORATIVE CROSSWALK IN SHENYANG, CHINA



DECORATIVE CROSSWALK IN MADRID, SPAIN

Community Partner Criteria

People St

Community Partners will accept the responsibility for operations, programming, management, and maintenance of the Decorative Crosswalk and must meet the following conditions.

ELIGIBLE ORGANIZATIONS

- Business Improvement District (BID)
- Community Benefit District (CBD)
- Chambers of Commerce
- Ground-floor business owner
- Fronting property owner
- Nonprofit and community-based organizations
- Other eligible Community Partners may be considered on a case-by-case basis.

COMMUNITY CONNECTION

The Community Partner should have strong and productive relationships with property owners, business operators, and area residents. Prior collaboration with other community groups is also highly preferred. The Community Partner must have the organizational capacity to conduct outreach and organize public meetings regarding the Decorative Crosswalk project.

HISTORY OF PUBLIC REALM IMPROVEMENTS

The Community Partner should have a track record of work in the public realm. Examples of this include community clean-up programs, planting and streetscape projects, or public safety and monitoring programs.

CAPACITY FOR MAINTENANCE

The Community Partner should have previous maintenance experience and/or demonstrated capacity to maintain the Decorative Crosswalk on a daily basis. Repairs and upkeep of vegetation are required throughout the lifetime of the Decorative Crosswalk.

CAPACITY FOR PROGRAMMING

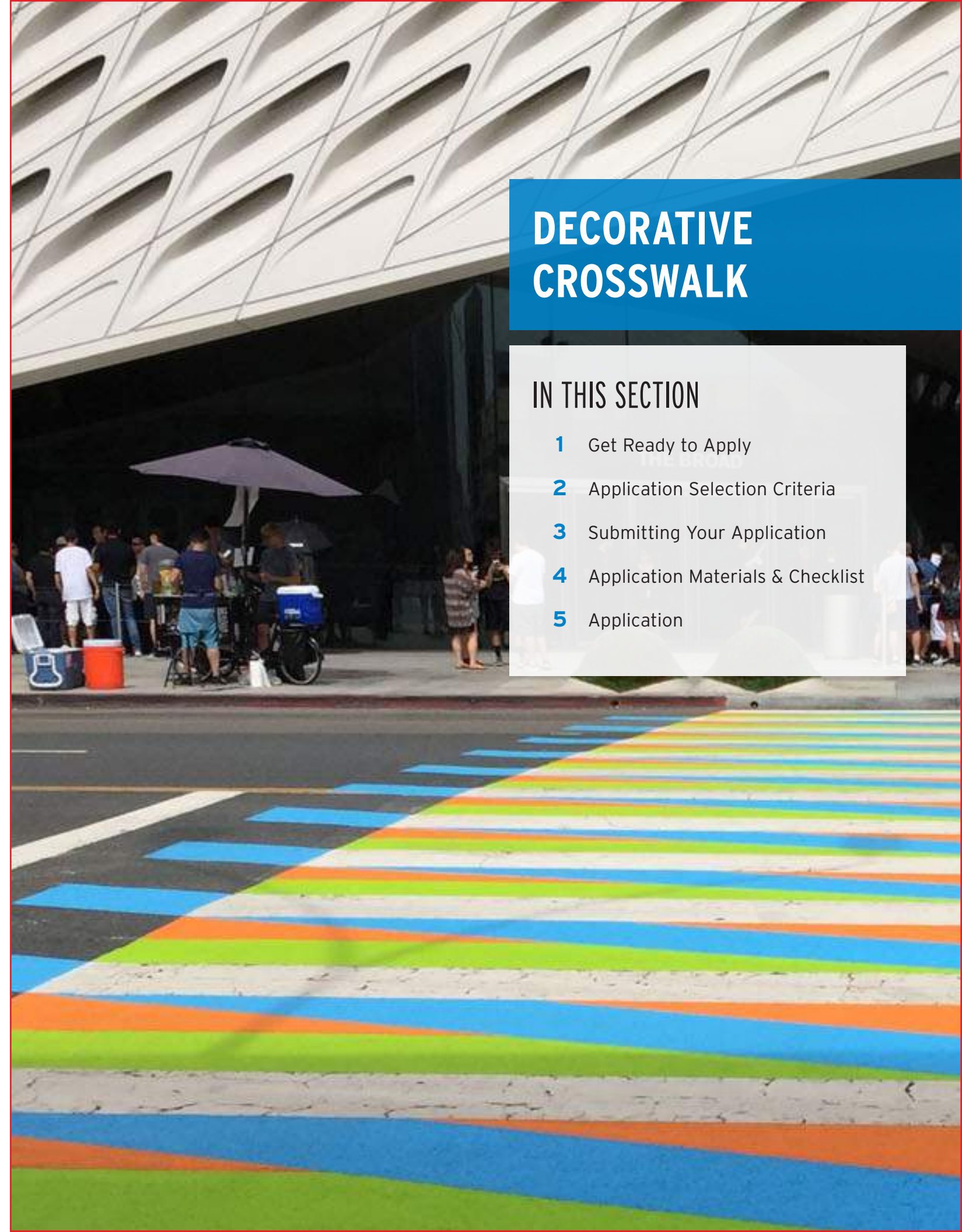
The Community Partner should have previous experience and/or demonstrated capacity to coordinate or provide free public programs in the Decorative Crosswalk on a routine basis. Examples of programming include but are not limited to farmers' markets, movie nights, dances, bicycle rides and repair workshops, and music and performance events.

Decorative Crosswalk Cost & Responsibility Breakdown

The table below describes how costs and responsibilities are shared between the Community Partner and LADOT. Additional details can be found on the following pages.

COMMUNITY PARTNER	LADOT & CONSULTANTS
<ol style="list-style-type: none"> 1. Design development (with LADOT) 2. General liability insurance 3. Maintenance & upkeep 4. Removal 	<ol style="list-style-type: none"> 1. Design development 2. Materials 3. Construction and installation

Note: Each party is responsible for facilitating the *purchase, installation, repair and replacement* of each expense item listed above.



DECORATIVE CROSSWALK

IN THIS SECTION

- 1 Get Ready to Apply
- 2 Application Selection Criteria
- 3 Submitting Your Application
- 4 Application Materials & Checklist
- 5 Application

Get Ready to Apply

STEP 1: CHECK OUT INSTALLED PROJECTS

Experiencing pilot projects already on the ground can help you understand how a People St project might work in your neighborhood. Information on the location of installed pilot projects is on the People St website (peoplest.lacity.org). Consider taking a group of interested potential project partners on a People St Pilot Project tour, perhaps by bike, transit, or carpooling.

STEP 2: THINK ABOUT SITES

Review site location criteria carefully. This section of the [Application Manual](#) outlines safety and design considerations required by the City of Los Angeles for determining if a potential site is appropriate and allowable for an Decorative Crosswalk. Prospective Community Partners are strongly encouraged to confirm initial site location feasibility with People St staff before proceeding on to the next steps of building support and starting the application process. Contact us by emailing peoplest@lacity.org

STEP 3: BUILD COMMUNITY SUPPORT

Generating community support and building relationships are important for future project success. Contacting your local Council District office and Neighborhood Council are great ways to start building a coalition of support.

Prospective Community Partners may wish to get an early start with generating funds for long-term maintenance. A great place to start is by contacting your local Council Office for ideas or by studying up on the People St projects already implemented. Information on partners involved in existing projects can be found on our website.

STEP 4: RUN IDEAS BY US

Think you are ready to start your application? People St is here to answer any questions you may have. If you want to inquire about launching a People St project at a desired location, or have questions about the site location criteria, email us at peoplest@lacity.org

HELPFUL TIPS

Request letters early. Ask your Council Office, community stakeholders, and volunteer collaborating organizations for these important documents as early as possible. You may wish to show a draft application package to your Council Office when soliciting their letter of acknowledgement.

Seek the guidance and assistance of qualified design professionals. Professionals can lend their skills to help you develop your project or produce required Decorative Crosswalk application documents.

Form a project team and secure partnerships. Maintenance costs and responsibilities can be supplemented by commitments from local stakeholders. Submit letters from individuals or organizations willing to pitch in.

Share information. Photos and studies on pilot projects can be downloaded for your use in flyers or presentations from the People St website.

Application Selection Criteria

40% ORGANIZATIONAL CAPACITY

Applicants should have the good financial standing, organizational skills, capacity, and initiative to facilitate community outreach, conduct comprehensive maintenance of the site, and creatively develop programming ideas. Applicants with a demonstrated history of community investment and stewardship are ideal. Applicants with previous maintenance experience and demonstrated capacity for maintenance will be regarded favorably.

15% SITE LOCATION

The applicant must provide an existing-conditions site plan showing the proposed site. The plan can be drawn by hand or by computer and does not need to show final design concepts. An example of an "Existing-Conditions Site Plan" can be found on pages 40-41 in this document.

15% SITE CONTEXT

The proposed site should be fronted by commercial businesses, be adjacent to pedestrian and/or bicyclist activity, and have surrounding uses that attract people to the site. The proposed site should be demonstrated to be underused.

15% COMMUNITY SUPPORT

The applicant must demonstrate potential or pre-existing community support for the proposed Decorative Crosswalk.

15% ACCESS

Proposed sites located in areas that lack access to existing public open space (parks, Decorative Crosswalks, gathering places within half a mile) are preferred.

Submitting Your Application

The following section contains all materials—application and supporting items—that you must assemble in preparation for submitting your application online to LADOT. Complete applications with no missing information are encouraged and will be prioritized.

Once you complete your initial application form and gather all the required supporting materials, visit peoplest.lacity.org/specialcycle to access our online portal and officially submit your application for LADOT review.

LADOT strongly encourages applications be submitted via peoplest.lacity.org/specialcycle.

VIA PEOPLEST.LACITY.ORG (PREFERRED)

SUBMIT ONLINE

peoplest.lacity.org/specialcycle



APPLICATION WINDOW

Initial applications are accepted until **January 22, 2019**.



If you cannot submit via the website, there are two other options:

VIA E-MAIL

Applicants may submit the application via e-mail. Please use “Decorative Crosswalk Submittal” as the e-mail subject line. Original hardcopy documents requiring signatures—such as letters of support and petitions—should be electronically scanned and submitted as individual PDF documents.

peoplest@lacity.org

VIA MAIL

Hardcopy packages of this Decorative Crosswalk Initial Application form and all required application materials must arrive on or by the application-window closing date. Packages may be addressed to:

People St Decorative Crosswalk Application Submittal
City of Los Angeles Department of Transportation
Vision Zero Division
Attn: Kevin Ocubillo
100 S. Main Street, 9th Floor
Los Angeles, CA 90012


Decorative Crosswalk Application Materials & Checklist

- 1 APPLICATION FORM
- 2 PROOF OF COMMUNITY OUTREACH AND SUPPORT
- 3 EXISTING-CONDITIONS SITE PLAN
- 4 EXISTING-CONDITIONS PHOTOS
- 5 CONCEPT DRAWING

1 Application Form

The Community Partner must complete this form in its entirety before submitting online to LADOT.

SUBMIT ONLINE
peoplest.lacity.org/specialcycle



APPLICANT CONTACT INFORMATION

First Name

Last Name

Title

E-mail

Phone

Organization

Street Address

City and State

Zip

ORGANIZATION TYPE

- Business Improvement District (BID)**
- Community Benefit District (CBD)**
- Chamber of Commerce**
- Property owner**
- Ground-floor business owner**
- Nonprofit and community-based organizations**
- Other** _____

PROPOSED LOCATION

Nearest Valid Street Address

Nearest Cross Street

City and State

Zip

Council District

SITE LOCATION INFORMATION

(Please select all that apply.)

- Existing Continental (zebra-striped) Crosswalk**
- Crosswalk controlled by traffic signal**
- Crosswalk controlled by a stop sign**
- Crosswalk in uncontrolled** (disqualifies location)
- Crosswalk is a yellow school crosswalk** (disqualifies location)
- Site is within 1/2 mile of Metro Rail station area**
- Site is within 1 mile of Metro Rapid bus station area**

USE TYPES WITHIN TWO-BLOCK RADIUS

(Check all that apply.)

- Business**
- Retail store**
- Restaurant**
- Cafe**
- Bar**
- Multifamily residential**
- Single-family residential**
- Office/commercial**
- Other** _____

site must meet at least one of these criteria

2 Proof of Community Outreach and Support

Applicants must speak with each site-adjacent business as well as fronting property owners about their intent to apply. Applicants are also encouraged, but not required, to inform local community groups and/or business organizations.

- One letter of acknowledgement is required** for applications. If submitting electronically, scan and upload as individual PDF documents, or submit original hardcopies.
 - A letter of acknowledgement must come from the local Council District Office.
 - Optional: Letter(s) of support from adjacent property owner(s) and/or others directly impacted by or fronting the Decorative Crosswalk.

Applicants are required to present their proposed People St project at a local Neighborhood Council meeting. Neighborhood Council meetings occur monthly and applicant presentations should be scheduled well in advance of application deadline.

A minimum of one document must be submitted as proof of presentation to the applicable Neighborhood Council. Acceptable documentation obtained from the Neighborhood Council includes:

- Meeting agenda
- Meeting minutes

Optional documentation that may also support a robust application include:

- Additional letters of support from other project stakeholders including, but not limited to: neighboring businesses, schools, neighborhood councils, community groups, and neighboring residents*
- Petitions in support of the Decorative Crosswalk*
- Fliers and posters created by applicant
- Community surveys
- Documentation of community-outreach meetings and/or visioning workshops
- List of coordinating participants and project partners

* **Note:** A sample letter of support and petition of support can be found on peoplest.lacity.org.

LADOT encourages applicants to actively involve the community in the development of the application as it evolves. In review, LADOT will pay special attention to the description of outreach efforts within the submitted application. Once an application is approved, a public notice will be placed in the window of the adjacent business for 10 days to solicit any public comment that may influence the acceptance or rejection of the application.

XYZ GROUP

Los Angeles

January 1, 2015

People St
City of Los Angeles Department of Transportation
100 S. Main St., 9th Floor
Los Angeles, CA 90012

Dear People St,

I would like to express my support for the proposed plaza next to my property at 1001 Chapparral Blvd. The Sunset BID, who is submitting the application for this plaza and would be the Community Partner for this project, has my complete support to move forward in this location.

For a few years, I have seen the need for more quality public space in the Sunset area, especially in this neighborhood. This particular part of Sunset Blvd experiences calm traffic and would be a good candidate site for a plaza. My property includes two restaurants and an incoming bike shop.

I recognize that the plaza needs to be located in front of a business that can help keep an eye on it, while the BID maintains and cleans the space. I look forward to becoming a partner in the care of such a space and have offered my commitment to store tables, chairs and umbrellas at night.

I urge you to strongly consider their application and help us bring back some public open space back in this neighborhood.

Sincerely yours,



Joe A. Smith
XYZ GROUP | Partner

XYZ GROUP | 500 Los Feliz Blvd | Los Angeles, CA 90000 | Tel. 213-555-0203 | www.xyz-group.com

Example of a Letter of Support

3 Existing-Conditions Site Plan

The Community Partner must submit an **Existing-Conditions Site Plan** with the application.

The Community Partners should work closely with LADOT's technical assistance consultant to produce this plan. The plan may be hand-drawn as long as all the required elements are included, and the drawing is legible. LADOT prefers electronic submission of individual PDFs using the online application portal at peoplest.lacity.org/Decorative Crosswalk. If submitting hard copies, please print at 11x17 inches.

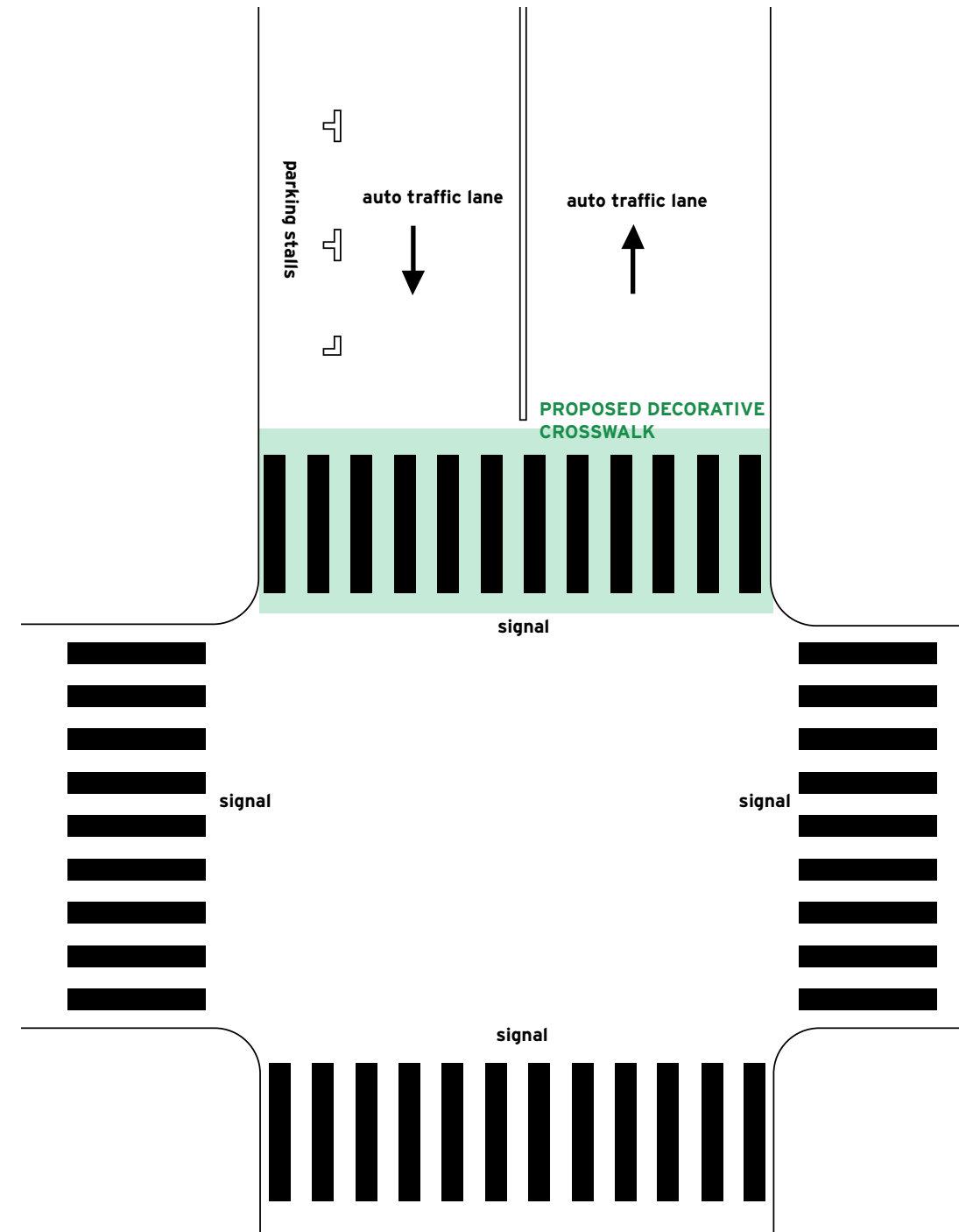
The **Existing-Conditions Site Plan** must show the following:

- Proposed site
- Surrounding streets
- Opposite sidewalks in all directions
- Proposed Decorative Crosswalk* area

The **Existing-Conditions Site Plan** must also include the following existing elements:

- Parking stalls
- Existing bicycle lane and/or auto traffic lanes
- Medians and traffic islands
- Lane and crosswalk striping

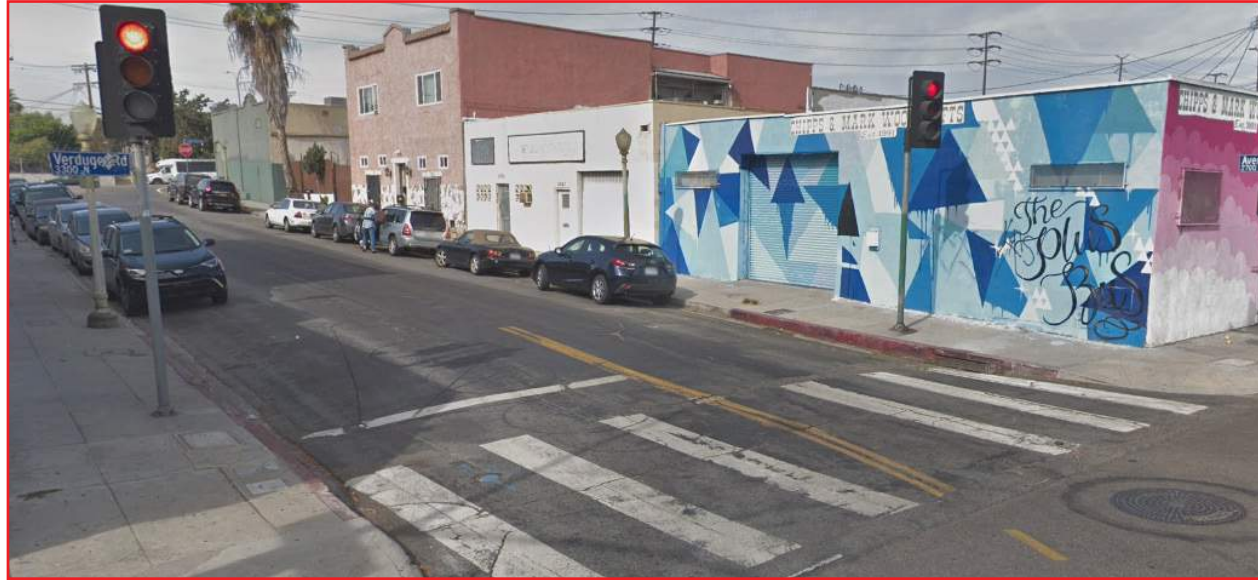
SAMPLE



Example of an Existing-Conditions Site Plan

4 Existing-Conditions Photos

Community Partners are required to submit photos like those shown below. LADOT prefers JPG electronic submission using the online application portal at peoplest.lacity.org/specialcycle. If submitting hardcopies, please print at a minimum of 8x10 inches. Any photos that illustrate pedestrian activity near the site are encouraged.



AERIAL MAP VIEW



File Naming Key:
 YYYY =
 year of application
 MM = month of
 application



CURB, GUTTER, AND DRAINS

Take photos of the curb and gutters surrounding the entire proposed area of closure. Include photos of any storm drains within 20 feet of the proposed area of closure.

Submit as "Curb_[photo number]_YYYY_MM.jpg"



UTILITIES

Take photos of utility access panels on the sidewalk and in the street within 20 feet of the proposed area of closure.

Submit as "Utilities_[photo number]_YYYY_MM.jpg"



ABOVE-GROUND FIXTURES

On the sidewalks surrounding the proposed area of closure, take photos of existing above-ground fixtures, including utility poles, newspaper dispensers, bike racks, parking meters, and street trees. Document movable fixtures such as trash bins, benches, and potted plants.

Submit as "Fixtures_[photo number]_YYYY_MM.jpg"

5 Concept Drawing

Community Partners must submit a concept drawing of their Decorative Crosswalk. **Please note the following design requirements:**

- 24-inch white ladder markings must remain intact - decoration is permitted only between the markings
- 6 colors maximum per crosswalk
- Colored lines, squares or rectangles only - no detailed pictures, drawings, words or symbols
- Paint must be pre-certified by the City

For information on People St
visit **peoplest.lacity.org**
e-mail **peoplest@lacity.org**

 fb.com/ladotpeoplest

 www.flickr.com/groups/peoplest

 [@LADOTPeopleSt](https://twitter.com/LADOTPeopleSt)

 [@LADOTPeopleSt](https://www.instagram.com/LADOTPeopleSt)