

TOWN OF WINTHROP

CROSSWALK POLICY AND DESIGN GUIDELINES



**Transportation Safety
Advisory Committee**

Based on the policy drafted by the Town of Concord, MA

May 2023

Crosswalk Policy and Design Standards

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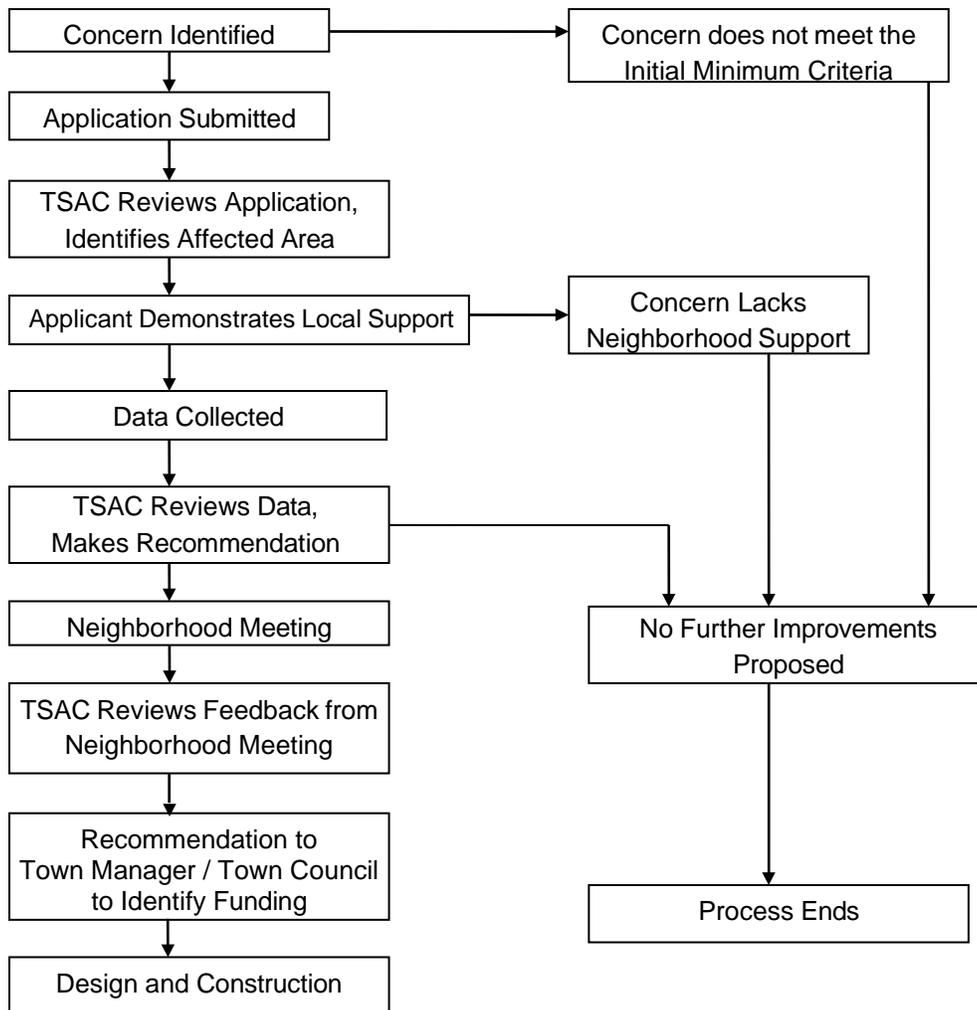
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Preface

This policy has been developed in order to establish a structured process and consistent criteria through which the Town's Transportation Safety Advisory Committee (TSAC) can respond to and address requests for the installation of crosswalks on Town maintained intersections and streets. All requests shall be evaluated on a case-by-case basis to determine whether the installation of a crosswalk in the requested location is warranted. TSAC is an advisory committee and not a policy making body. Therefore, this policy will guide the committee when handling requests for crosswalks but does not require other committees, bodies, or departments to follow the same policy.

A flow chart of the overall evaluation process can be viewed below, while a description of each step is outlined in the following section:

Crosswalk Policy Evaluation Process



1.0 Process and Requirements

Step 1 – Report the Problem

If a resident feels that a specific intersection or mid-block crossing location requires a crosswalk, they should request a review of the location by the Transportation Safety Advisory Committee in writing or by email to tsac@town.winthrop.ma.us

Town staff will review the request to verify that it meets the following initial minimum criteria:

- Location of crosswalk must be on a Town maintained roadway
- Location meets the Criteria for Installation (not requiring extensive data collection) based on the crosswalk type, as outlined within the Crosswalk Policy and Design Guidelines (See Section 3.0).

If the initial criteria are met, the resident will be provided a Crosswalk Request Form (a copy of the Request Form is provided in Appendix A).

Once this form is completed and submitted to the TSAC, a letter or email will be sent to the Applicant with notification of the upcoming Transportation Safety Advisory Committee (TSAC) meeting date. Requests by elected officials or town employees acting in their official capacity shall not require the request form or neighborhood petition.

Step 2 –Transportation Safety Advisory Committee (TSAC) Initial Review

The TSAC will review the application to determine the limits of the affected area and will require a petition from a representative number of residents in this affected area to promote community involvement in regard to the potential crosswalk location (a blank copy of the petition to be signed is provided in Appendix A). The neighborhood shall identify and list on the petition a resident who will serve as the primary contact with the Town.

A letter or email will be sent to the Applicant with the petition forms and limits of the affected area.

Step 3 – Neighborhood Support

Once the Applicant submits the petition signed by at least 75% of the residents and/or abutters within the subject area, it will be reviewed by Town staff. A letter or email will be sent to the Applicant indicating receipt of petition forms and that data will be collected to evaluate the location.

In the event that the Applicant is not able to obtain 75% of the required signatures, the TSAC may, at its discretion, continue to move the application on to the next step if it is determined that the potential crosswalk location is beneficial to the Town.

Step 4 – Data Collection and Evaluation

Following the showing of neighborhood support, the TSAC will determine the types of data required to evaluate the crosswalk request. This is dependent on the location and existing conditions and is outlined in depth in the Crosswalk Policy and Design Guidelines. If resources allow the Town will collect data, otherwise the applicant will be responsible for the collection of the required data.

Step 5 – TSAC Data Review, Evaluation, Recommendation

The TSAC reviews and evaluates data. If the data meets all Criteria for Installation based on crosswalk type, as outlined within the Crosswalk Policy and Design Guidelines attached in Section 4.0, the TSAC may recommend the installation of the crosswalk at the proposed location. A letter or email will be sent to the Applicant indicating the TSAC's determination.

Step 6 – Neighborhood Meeting

A neighborhood meeting will be organized by TSAC and held to present the proposed crosswalk location and any associated signage/infrastructure improvements. This informational meeting will provide a public forum to solicit comments regarding the proposed project. This meeting may be held as an agenda item at a regularly scheduled TSAC meeting. Accommodations for additional comments will be made for those unable to attend.

Step 7 – TSAC Review Neighborhood Meeting Comments

The TSAC will review feedback presented at the neighborhood site meeting and determine the scope of the design and construction of the proposed recommendations.

Step 8 – Identify Funding

If TSAC determines that the proposed location warrants a crosswalk, their recommendation will be passed on to the Town Manager for review. Funding for the proposed improvements will be identified and prioritized as the Town Manager and/or Town Council sees fit.

Step 9 – Design and Construction

Once funding is in place, design and construction of the crosswalk will proceed under the direction of the Director of Public Works or their designee.

Crosswalk Policy and Design Guidelines

2.0 Introduction

2.1 Statement of Policy

It shall be the policy of Transportation Safety Advisory Committee to provide for safe pedestrian crossings of public streets by installing and maintaining marked crosswalks at all locations where there is an identified substantial conflict between vehicle and pedestrian movements, where significant pedestrian concerns occur, where pedestrians could not otherwise recognize the proper place to cross, and where traffic movements are controlled.

A “marked crosswalk” is any crosswalk that is delineated by painted marking placed on the pavement for the purpose of directing pedestrians to use a particular location to cross the street. Crosswalks may be marked at intersections controlled by traffic signals or stop/yield signs (“controlled crossings”), or at locations where traffic is not controlled by signals or stop/yield signs (“uncontrolled crossings”).

2.2 Purpose of Guideline

The purpose of this guideline is to describe the warrants and criteria for the installation of marked crosswalks and the design specifications for crosswalk markings and signage. Compliance with these guidelines will ensure that the pavement markings and signs associated with safe pedestrian crossings are treated consistently throughout the Town of Winthrop with respect to their placement, design, installation, and maintenance.

This guideline incorporates the guidance and standards contained within the Manual on Uniform Traffic Control Devices (MUTCD), The Massachusetts Amendments to the MUTCD, the MassDOT Project Development & Design Guide and Engineering Directive concerning the standardization of crosswalk markings, the American with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities, and applicable Massachusetts State Laws which are in place as of the date of this document’s acceptance by TSAC. In the event any of these are updated after the date of acceptance, the updated language shall apply until such time as this document is updated with the new language.

2.3 General

Marked crosswalks are useful traffic engineering device for helping pedestrians across complex intersections, channelizing pedestrians to safe crossing locations, and minimizing their exposure to vehicular conflicts, as long as sound engineering judgment is exercised in their location and design.

Marked crosswalks are viewed widely as “safety devices”, and most municipalities give the pedestrian the right-of-way when within them. However, there is strong evidence that these facts prompt many pedestrians to feel overly secure when using a marked crosswalk. As a result, pedestrians will often place themselves in a hazardous position by believing that motorists can and will stop in all cases, even when it may be impossible to do so. It is not unusual for this type of aggressive pedestrian behavior to contribute to a higher incidence of pedestrian accidents and causes a greater number of rear-end collisions. In contrast, a pedestrian using an unmarked crosswalk generally feels less secure and less certain that the motorist will stop and thereby exercise more caution and waiting for safe gaps in the traffic stream before crossing. The end result is fewer accidents at unmarked crosswalks. For these reasons, the committee shall recommend implementation of all signage and enforcement techniques to successfully slow traffic at all newly proposed crossing locations prior to installing a new crosswalk to ensure that traffic calming is achievable and to ensure pedestrians will not inadvertently be put into harm’s way with a false sense of security in the newly marked crosswalk. The purpose of this recommendation is to ensure pedestrian safety and not to prioritize vehicular traffic.

Despite the above safety issues, Crosswalk lines should not be used indiscriminately at mid- block locations away from traffic signals or stop signs. Crosswalks may be marked at mid-block locations, however, if an engineering study determines it is safe to do so, and their presence is necessary to concentrate pedestrian crossing activity at a specific location. A mid-block crosswalk is not likely to be effective if pedestrian crossings occur at random locations within a block and if vehicle volumes are low or moderate (adequate gaps are available).

Crosswalks should also not be marked on 2-lane roadways with ADT greater than 9,000 vehicles per day, or 4-lane roadways with ADT greater than 12,000 vehicles per day, unless other special treatments – such as raised median refuges, curb extensions, overhead lighting, pedestrian- activated signals, or warning lights – are provided, and an engineering study concludes that pedestrian safety will be ensured by the special treatments.

2.4 Traffic Engineering Study

A traffic engineering study is required to determine if the criteria and warrants are satisfied for the installation of a marked crosswalk at a particular location, and to determine the level of marking justified. The components of a traffic engineering study will vary by location, but may include consideration of:

- Speed and volume on the street(s) involved
- Pedestrian volume, age, and level of mobility
- Location of pedestrian origins and destinations and crossing patterns
- Existing sidewalk network and sidewalk ramps
- Adequacy of sight distances (absence of sight obstructions)
- Street characteristics including grade, curvature, pavement widths, number of vehicle and bicycle lanes
- Location of adjacent driveways
- On-street parking
- Street lighting
- Location of drainage structures
- Distance to nearest marked crossing
- Traffic signal progression
- Potential for rear-end accidents

2.5 Crosswalk Maintenance

Crosswalk markings and signs should be maintained in a high state of visibility and meet reflective standards. All crosswalk markings and signs should be inspected at least once a year and be replaced as needed. Markings and signs for crosswalks located in school zones will be inspected by the Director of Public works or their designee prior to the beginning of the school year and replaced as needed.

3.0 Crosswalk Installation Criteria

3.1 Signalized Intersections

Intersections with a traffic signal timed for concurrent pedestrian movements shall have crosswalks applied on the roadway approaches that have sidewalks on both sides of the approaching street. Crosswalks should not be installed where no sidewalks exist unless adequate shoulders exist for use by pedestrians. The determination of adequate shoulder should be based upon an assessment of traffic volumes, adjacent land uses, and other site-specific considerations.

Intersections with a traffic signal which is not timed to accommodate concurrent or exclusive pedestrian movements, or have traffic heads that cannot be seen by the pedestrian, shall have crosswalks applied only on those approaches which might be used by the pedestrian.

3.2 Unsignalized Intersections – Stop- or Yield-Controlled

A crosswalk may be placed across an approach controlled by a stop or yield sign if a sidewalk exists on both sides of the roadway approach controlled by the stop or yield sign. Crosswalks should not be installed at locations where sidewalks do not exist unless adequate shoulders exist for use by pedestrians. The determination of adequate shoulder should be based upon an assessment of traffic volumes, adjacent land uses, and other site-specific considerations.

In general, the installation of crosswalks across the throat of driveways or minor side roads is not recommended unless there is a high potential for vehicle/pedestrian conflicts that will be mitigated by a marked crosswalk.

3.3 Unsignalized Intersections – Roundabout

A crosswalk may be placed across a roundabout approach if a sidewalk exists on both sides of the approach. Crosswalks should not be installed at locations where sidewalks do not exist unless adequate shoulders exist for use by pedestrians. The determination of adequate shoulder should be based upon an assessment of traffic volumes, adjacent land uses, and other site-specific considerations.

In accordance with the MUTCD, crosswalks that are marked on the approaches to a roundabout shall be placed a minimum of 25 feet in advance of the yield line, or if none, from the edge of the circulating lane.

3.4 Unsignalized Intersection – Uncontrolled Approaches

A crosswalk should not be installed at an intersection on a roadway approach that is not regulated by a traffic signal, a stop sign, or a yield sign unless all of the following criteria are met:

- a. The speed limit is 25 mph or less; and,
- b. There are 20 or more pedestrians using the crossing per hour during the peak AM and PM periods of vehicular traffic (lesser volumes may be considered if a large pedestrian population consists of young, elderly, or disabled pedestrians); and,
- c. The ADT (average daily traffic) for the roadway (both directions combined) exceeds 3,000 vehicles per day; and,
- d. A sidewalk or adequate shoulder for use by pedestrians (as determined by traffic volumes, adjacent land uses, and other site-specific considerations) exists on both sides of the roadway approach; and,
- e. There is not another crosswalk within 200 feet of the intersection; and,
- f. Adequate stopping sight distance (equal to three times the posted speed limit) is available in both directions. Because a driver must be able to see either the crosswalk or the pedestrian warning sign, the sight distance should be measured from the driver's perspective to the outer edges of the travel lane so that an approaching driver can see a pedestrian at any point on the crosswalk. The adequacy of stopping sight distance shall be determined in accordance with the guidance contained in the AASHTO "Green Book" – A Policy on the Design of Highways and Streets (2011).

When a crosswalk is proposed in conjunction with a new development, change in land use, or new pedestrian facilities, an engineering study may be used to predict whether or not the above criteria will be met once the development or facility has been constructed and is fully occupied.

Crosswalks should not be marked on 3 or 4 lane roadways with ADT greater than 9,000 vehicles per day unless other safety features – such as raised median refuges, traffic calming measures, or overhead lighting – are provided, and an engineering study concludes that pedestrian safety will be enhanced by their presence.

3.5 Mid-Block Crosswalks

Crosswalk lines should not be used indiscriminately at locations away from traffic signals or stop signs. **Crosswalks may be marked at mid-block locations only if an engineering study determines that it is safe to do so** and their presence is necessary to concentrate pedestrian crossing activity at a specific location and position pedestrians to be more visible by motorists.

Crosswalks should not be marked on 2-lane roadways with ADT greater than 9,000 vehicles per day, or 4-lane roadways with ADT greater than 12,000 vehicles per day, unless other special treatments – such as raised median refuges, curb extensions, overhead lighting, pedestrian- activated signals or warning lights – are provided, and an engineering study concludes that pedestrian safety will be ensured by the special treatments.

All of the following criteria should be met before installing a crosswalk at an uncontrolled, mid- block location:

- a. The 85th percentile speed of traffic at the marked crosswalk location must be less than 30 mph; and,
- b. The pedestrian volume at the location of the crosswalk must be more than 30 pedestrians per hour (pph) during the peak pedestrian hour (lesser volumes may be considered if a large percentage of the pedestrian population consists of young, elderly, or disabled pedestrians); or 15 pph for each of 4 hours; and,
- c. The ADT (average daily traffic) for the roadway (both directions combined) must exceed 3,000 vehicles per day; or the number of unimpeded vehicle time gaps that equal or exceed the pedestrian crossing times in an average 5-minute period during the peak vehicle hour must be greater than 4;
- d. A sidewalk or adequate shoulder for use by pedestrians, or a distinct pedestrian destination such as a recreation field, must exist on both sides of the roadway approach; and,
- e. Another crosswalk across the same roadway cannot exist within 300 feet of the proposed location; and,
- f. The proposed crosswalk location must have adequate street lighting near the crosswalk already in existence or scheduled for installation; and,
- g. Adequate stopping sight distances (equal to three times the posted speed limit) must be available in both directions. The adequacy of stopping sight distances shall be determined in accordance with the guidance contained in the AASHTO “Green Book” – A Policy on the Design of Highways and Streets (2011).

When a crosswalk is proposed in conjunction with a new development, change in land use, or new pedestrian facilities, an engineering study may be used to predict whether or not the above criteria will be met once the development or facility has been constructed and is fully occupied.

3.6 Mid-Block School Crossings

Crosswalks should be marked at locations on established routes to a school (if the school has established a school route plan) where there exists a conflict between vehicles and school children, or where school children would not otherwise know the proper place to cross the street. The following guidance applies only to locations adjacent to schools.

All of the following criteria should be met before installing a crosswalk at a mid-block location on an established school route:

- a. The speed limit is 25 mph or less; and
- b. A sidewalk or adequate shoulder for use by pedestrians (as determined by traffic volumes, adjacent land uses, and other site-specific considerations) exists on both sides of the roadway approach; and,
- c. There is not another crosswalk within 200 feet of the intersection; and,
- d. Adequate stopping sight distance (equal to three times the posted speed limit) is available in both directions. Because a driver must be able to see either the crosswalk or the pedestrian warning sign, the sight distance should be measured from the driver's perspective to the outer edges of the travel lane so that an approaching driver can see a pedestrian at any point on the crosswalk. The adequacy of stopping sight distance shall be determined in accordance with the guidance contained in the AASHTO "Green Book" – A Policy on the Design of Highways and Streets (2011).

Crosswalks should not be marked on 2-lane roadways with ADT greater than 9,000 vehicles per day, or 4-lane roadways with ADT greater than 12,000 vehicles per day, unless other special treatments – such as raised median refuges, curb extensions, overhead lighting, pedestrian- activated signals or warning lights – are provided, and an engineering study concludes that pedestrian safety will be ensured by the special treatments.

While there is no minimum pedestrian volume for a school crossing, it is recommended that a trained crossing guard be present whenever there is crossing activity by students.

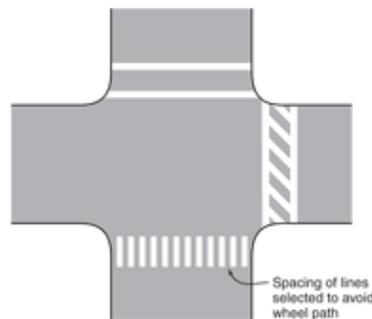
When a crosswalk is proposed in conjunction with a new development, change in land use, or new pedestrian facilities, an engineering study may be used to predict whether or not the above criteria will be met once the development or facility has been constructed and is fully occupied.

4.0 Design Features of Marked Crosswalks

4.1 Pavement Marking Patterns

The standard crosswalk marking shall consist of twin transverse lines as depicted in the figure below. For added visibility, the area of the crosswalk may be marked with white diagonal lines at a 45-degree angle to the line of the crosswalk or with white longitudinal lines parallel to traffic flow as shown in the figure below. When diagonal or longitudinal lines are used to mark a crosswalk, the transverse crosswalk lines may be omitted. This type of marking may be used at locations where substantial numbers of pedestrians cross without any other traffic control device, at locations where physical conditions are such that added visibility of the crosswalk is desired, or at places where a pedestrian crosswalk might not be expected.

Figure 3B-19. Examples of Crosswalk Markings



The standard crosswalk markings for new crosswalks shall consist of twin transverse lines. In areas where additional visibility is required a ladder type pattern shall be used.

4.2 Crosswalk Marking Width and Color

All crosswalk markings shall be white. Crosswalk marking lines shall not be less than 12 inches in width. If used diagonal or longitudinal lines shall be 12 to 24 inches wide and separated by gaps of 12 to 60 inches. If transverse lines are used to mark a crosswalk, the gap between the lines should not be less than 6 feet. If diagonal or longitudinal lines are used without transverse lines to mark a crosswalk, the crosswalk should be not less than 6 feet wide

4.3 Crosswalk Marking Materials

Crosswalks shall be marked with paint or thermoplastic meeting the requirements set forth in the MassDOT Standard Specifications for Highways and Bridges Section M7.01 Pavement Markings.

4.4 ADA Compliance

Where a crosswalk connects to a sidewalk, the curb ramp must meet the requirements of the latest edition of the Americans with Disabilities Act Accessibility Guidelines, the Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way, Winthrop Public Works Design Standards, and Massachusetts Architectural Board regulations which are in place at the time of initial installation or upgrade.

4.5 Use of Colored and Textured Pavement

The use of colored and textured pavements in crosswalks must comply with section 3G.01 of the MUTCD and MUTCD – Official Ruling 3(09)-24(I) – Application of Colored Pavement. The use of different colored and textured pavements at crosswalks will be evaluated by the TSAC on a case-by-case basis. The Director of Public Works has the authority to use colored and textured pavements in crosswalks in locations where they see fit.

4.6 Pedestrian Warning Signs

4.6.1 At Uncontrolled Crossings

Pedestrian in crosswalk signs (W11A-2 with downward arrow plaque W16-7p) shall be installed at each end of the crosswalk location. The signs shall be placed in advance of the crosswalk adjacent to the travel lane and facing the driver.

Advance pedestrian warning signs (W11-2) shall be installed at a distance of at least 150 feet, but not exceeding 700 feet, in advance of the crosswalk on the approach to the roundabout. No advance warning sign is required within the roundabout. Advance pedestrian warning signs may be accompanied by supplemental plaques with the legend “AHEAD” (W16-9p) or “XXX FEET” (W16-2a).

4.6.2 At Controlled Crossings

In accordance with the MUTCD, no pedestrian crossing signs shall be installed at the location of the marked crosswalks, nor any advance pedestrian warning signs installed at a signalized or at stop/yield-controlled approaches to an intersection.

4.6.3 At School Crossings

A School Crossing Warning Assembly (SCWA) consisting of a School Crossing Sign (S1-1) with a diagonal downward arrow plaque (W16-7p) shall be installed at each end of the crosswalk location. The signs shall be placed in advance of the crosswalk adjacent to the travel lane and facing the driver. The SCWA shall not be used at marked crosswalks other than those adjacent to schools or on established school routes. The SCWA shall not be installed on intersection approaches controlled by traffic signal or stop sign.

A School Advance Warning Assembly consisting of a School Crossing Sign (S1-1) and a supplemental plaque with the legend “AHEAD” (W16-9p) or “XXX FEET” (W16-2a) shall be installed at a distance of at least 150 feet, but not exceeding 700 feet in advance of the crosswalk, in either direction.

4.7 Installation of Stop Lines

4.7.1 At Signalized Intersections

When a crosswalk is installed on the approach to a signalized intersection, a stop line should also be installed. In accordance with MUTCD (Section 3B.16), the stop line should be white in color, have a width of 12 inches, and be marked a minimum of 4 feet in advance of the nearest crosswalk line, as measured by the gap between the stop bar and closest crosswalk marking.

4.7.2 At Stop or Yield Controlled Intersections

In accordance with the MUTCD, no pedestrian crossing signs shall be installed at the location of the marked crosswalks, nor any advance pedestrian warning signs installed at a signalized or at stop/yield-controlled approaches to an intersection.

4.8 No Parking Zone

In accordance with the MUTCD (Section 3B.18), parking spaces shall not be marked within 20 feet of a marked crosswalk at an intersection, as measured by the gap between the parking space and the closest crosswalk marking.

4.9 Use of Fluorescent Yellow-Green Signs

The 2009 edition of the MUTCD changed the use of fluorescent yellow-green (FYG) background signs in school zones from an option to a requirement. All new school crosswalk signs installed shall be FYG.

The option to use a FYG background for warning signs associated with pedestrians, bicyclists, and playgrounds is retained, and may be used. When a FYG background is used, a systematic approach featuring one background color within a zone or area should be used. The mixing of standard yellow and fluorescent yellow-green backgrounds within a selected site area should be avoided.

4.10 In-Street Pedestrian Crossing Signs

In-street pedestrian crossing signs may be used at crosswalks as to increase remind road users of the applicable laws. To reflect the legal requirements stated in MGL Ch. 89, Sec. 11, all R1-5, R1-6, and R1-9 series signs installed under the provisions of these sections shall read “Yield to Pedestrians”. Signs indicating “Stop for Pedestrians” shall not be used. R1-6 and R1-9 signs shall include the legend “STATE LAW”. The yellow portion of the sign background shall be fluorescent yellow-green in color.

The signs shall not be used at signalized intersections and may be used seasonally to prevent damage caused by snow plowing operations. In-street pedestrian crossing signs may be installed or removed by the Chief of Police or their designee.

A School Crossing Warning Assembly (SCWA) consisting of a School Crossing Sign (S1-1) with a diagonal downward arrow plaque (W16-7p) shall be installed at each end of the crosswalk location. The signs shall be placed in advance of the crosswalk adjacent to the travel lane and facing the driver. The SCWA shall not be used at marked crosswalks other than those adjacent to schools or on established school routes. The SCWA shall not be installed on intersection approaches controlled by traffic signal or stop sign.

A School Advance Warning Assembly consisting of a School Crossing Sign (S1-1) and a supplemental plaque with the legend “AHEAD” (W16-9p) or “XXX FEET” (W16-2a) shall be installed at a distance of at least 150 feet, but not exceeding 700 feet in advance of the crosswalk, in either direction.

Appendix A. Request Form and Petition

Attachment 1 – Crosswalk Request Form

This form is used to request the installation of a crosswalk on a Town maintained street. When this form is submitted, Town staff will evaluate the request to determine the potential type of crosswalk, and make sure that the location is a Town maintained street. After the initial report Town staff will explain how residents may put together a petition to promote community involvement in regard to the potential crosswalk location.

1. Contact Information

Name (please print): _____

Address, City, and Zip: _____

Phone Number: _____

Email: _____

2. Please describe the potential crosswalk location. Attach a map or picture if necessary:

3. Please describe the nature of the neighborhood traffic and why it may be beneficial to install a crosswalk (attach additional sheets if necessary): _____

4. Please list locations of existing sidewalks and crosswalks in the immediate area:

Please fill out this form and return to:

Transportation Safety Advisory Committee

Winthrop Town Hall

One Metcalf Square

Winthrop, MA 02152

Email: tsac@town.winthrop.ma.us

Attachment 2 – Neighborhood Petition Form (Page 1)

Please fill out this form and return with attached sheets to:
Transportation Safety Advisory Committee
Winthrop Town Hall
One Metcalf Square
Winthrop, MA 02152
Email: tsac@town.winthrop.ma.us

THE UNDERSIGNED AGREE TO THE FOLLOWING:

1. All persons signing this petition do hereby certify that they own property or reside within the following area: _____

2. All persons signing this petition do hereby agree to the following problem in the defined area: _____

3. All persons signing this petition do hereby agree that the following contact person(s) represents the neighborhood in matters pertaining to items 1 and 2 above:

Name of key contact person #1 (please print): _____

Address, City, and Zip Code: _____

Telephone (day): _____ Fax: _____ E-mail: _____

Name of key contact person #2 (optional) (please print): _____

Address, City, and Zip Code: _____

Telephone (day): _____ Fax: _____ E-mail: _____

Please attach additional pages if necessary to discuss the request.

Date Submitted: _____

