

Town of Scarborough, Maine
CROSSWALK MARKING POLICY
Adopted OCTOBER 7, 2015

The Scarborough Crosswalk Marking Policy represents a commitment by the Town of Scarborough to promote safety and livability in its neighborhoods by striving to provide safe and efficient movement of pedestrians throughout town. The goal of this policy is to promote an open process for citizen participation by: a) providing a formal process for submitting crosswalk requests and b) adopting standard procedures for town staff to follow regarding crosswalk requests.

A. Staff Crosswalk Review Committee

All requests will be initially reviewed by the Staff Crosswalk Review Committee. Members of the Crosswalk Review Committee include the Planning Director, Public Works Director, Town Engineer, and Police Department designee.

B. Procedure for Request for New Crosswalks

1. To initiate a request proposing a new crosswalk, Scarborough residents must submit a completed “*Application for Pedestrian Crosswalk Marking*” form to the Town Engineer in the Planning and Code Enforcement Department. *(The form is available on the town’s website or in hardcopy at the town office).*
2. Upon receipt of the application, the Town Engineer will determine if the proposed location meets the basic criteria cited in **Section D** of this document. If so, the application will be circulated to members of the Staff Crosswalk Review Committee to determine if it merits a more comprehensive review.
3. If further review is warranted, the Crosswalk Review Committee may request any of the following next steps:
 - a. A meeting with the applicant.
 - b. A “walking audit” of the site.
 - c. Pedestrian counts at the proposed location.
 - d. A full, or partial, traffic engineering study evaluating such characteristics as roadway geometry, motorist sight distance, pedestrian and vehicle volume data, posted speed limits, crash history, distance to nearest marked crossing, and any other factor deemed relevant by the Committee.

The Committee will determine which of the above measures are appropriate based on the unique characteristics of each site. The Committee will determine the timing of these measures based on factors such as staff capacity, coordinating improvements with other planned or anticipated construction/maintenance activities, and the availability of funding.

C. Procedure for Staff Response to Request

1. If it is determined the request warrants further consideration by the Committee, the applicant will be directly notified. A final determination letter will also be sent when the Committee reaches a decision on the proposed location.
2. If it is determined by the Town Engineer that the proposed location does *not* warrant a full review by the Committee, a determination letter regarding the matter will be sent to the requestor.

D. Site Criteria

1. In order for an “*Application for Pedestrian Crosswalk Marking*” form to be complete, the proposed location must meet **one** or more of the following site-specific criteria – the strongest applications will likely meet multiple criteria. *(Please note: the criteria below are only used to determine whether a crosswalk proposal will be considered for further review by the Committee. Every crosswalk location is unique and the Committee will evaluate each request independently if warranted).*
 - a. The location is adjacent to a school and is part of an established walking route to/from the school.
 - b. The location is part of an established Walking School Bus (WSB) route to/from a nearby school.
 - c. The location is adjacent to a public park, playground, or other such public recreation area.
 - d. The location is adjacent to, or part of, a designated trail system.
 - e. The location is adjacent to a community center, library, or other high use public facility.
 - f. The location experiences, or is expected to experience, “high pedestrian volume.”¹
 - g. The location experiences, or is expected to experience, high pedestrian volumes for vulnerable demographic groups, such as children, or handicapped/disabled persons.
 - h. The location is adjacent to a senior housing facility or nursing home.
 - i. The location has experienced one or more pedestrian crashes with motor vehicles in the last five years.²
 - j. The location is within a village center area.
 - k. The location has been identified or recommended in previous town plans or traffic studies.
 - l. The location has been identified as part of a formal development review process or similar development opportunity.

E. General Guidelines

1. Crosswalks proposed on state roads, or state aid roads must be in accordance with the MaineDOT Guidelines on crosswalks. (Link: [MaineDOT Crosswalk Guidelines](#).)
2. All marked crosswalks shall lead from one safe landing zone to another. A safe landing zone is an area where a pedestrian is safe from vehicle conflict while waiting to cross or when finished crossing a roadway. *(Safe landing zones can vary by location. In some areas this may be a wide road shoulder, while in others it could be an ADA accessible ramp).*
3. All crosswalks shall meet the criteria put forth in the American’s with Disabilities Act (ADA).
4. Crosswalks shall be placed in areas where there is sufficient stopping sight distance for the posted speed limit and be adequately signed and lighted for nighttime use, if warranted.

¹ “High pedestrian volume” may be seasonal, or occur at specific intervals throughout the day. The Crosswalk Review Committee will use a consistent approach, and its best professional judgment, to determine whether high pedestrian volumes are present at any given location. If warranted, pedestrian counts may be conducted to provide a more detailed assessment.

² Information on bicycle and pedestrian crashes can be found in the “Biking & Walking” section of MaineDOT’s website here: <http://www.maine.gov/mdot/bikeped/safety/>.

5. Pedestrian crosswalks shall not be located on roadways with more than 3 lanes or on roadways with speeds greater than 40 mph unless in conjunction with existing or proposed sidewalks and pedestrian actuated signals.
6. Crosswalks installed at a signalized intersection shall include the installation of pedestrian signal heads with push button actuation and countdown timers. Pedestrian signal timing changes to the signalized operation of the intersection must be completed that meet the requirements stated in the latest version of the Federal Highway Administrations “Manual on Uniform Traffic Control Devices”.
7. Mid-block crosswalks shall be avoided whenever possible, as they are generally not expected by motorists and create an unsafe condition for pedestrians. However, some circumstances warrant their creation such as a location where a trail or a parking area may require a pedestrian to cross a road to reach their destination, or continue on the trail. These crosswalks shall be appropriately signed for advanced warning, and if possible, lighted and provide pedestrian actuated signals, so as to be more visible to a driver.
8. Other than at signalized intersections, a new crosswalk shall not be marked within 200 feet of an existing crosswalk.
9. The style and type of marking for any new crosswalk will be in accordance with the Town of Scarborough’s adopted design guidelines.