

## **EXHIBIT B**

### **ADMINISTRATIVE GUIDE FOR BUS STOP LOCATIONS AND BENCH AND SHELTER LOCATIONS AND ADVERTISING**

#### **INTRODUCTION**

This Administrative guide is intended to provide a framework for authorizing bus stops, bus benches, bus shelters, and advertising contained thereon, and shall be considered a part of the annual contract between the City and CART. There are three interrelated actions within this guide. Step I clarifies how, by mutual agreement, CART and the City designate bus stops. Step II discusses the contract between CART and the City that designates in Addendum A which bus stops will have bus benches, bus shelters or bus stoppers. Step II also clarifies where benches and shelters may be placed and where advertising may be allowed after review by the City. Step III details how sign permits are issued on approved shelters or benches.

The placement of benches or shelters within the public right-of-way may have serious safety and aesthetic impacts. Due to their unique location within the public right-of-way, considerable revenue can be generated from commercial advertisement. Any profits earned by the local transit provider by the granting of such an exclusive franchise from the City may be used to reduce operating deficits, and thus the need for additional subsidies.

#### **I. BUS STOP LOCATIONS**

Bus stop locations are designated by CART, subject to review and administrative consent of the Departments of Planning & Community Development and Public Works. The CART system is the primary transit provider in Norman, and routes are designed to connect logical destinations with potential transit users. Bus benches and bus shelters, and advertising on such may only occur at designated bus stops.

In order to be considered, the application for a proposed bus stop location in areas zoned R-1 Single Family Residential must include a letter from the abutting property owner supporting the placement of a bus stop.

#### **II. BENCHES AND SHELTERS AT APPROVED STOPS**

It is anticipated that an annual renewable contract will be accomplished between the City of Norman and CART that will indicate which bus stops will be eligible for bus benches and bus shelters, which may be located within the public right-of-way. Shelters/benches may not be constructed at stops that are not included

within Addendum A, although additional stops and fixtures may be added or deleted upon amendment or at the annual renewal of the contract. Shelters are allowed in areas zoned for industrial, commercial, office, institutional, or multi-family use, while benches are more appropriate in low-density residential or agricultural areas.

Benches or Shelters may be located at designated bus stops adjacent to single-family and two-family dwellings in the following instances and under the criteria below:

1. Benches with no advertising may be located in the right-of-way adjacent to the front, side or rear yard of a single-family or two-family dwelling if the owner of the property provides a letter supporting the placement of the bench.
2. Benches with advertising may be located in the right-of-way adjacent to the side or rear yards of a single-family or two-family dwelling where the land use across the street is non-residential or multi-family and the owner of the property provides a letter supporting the placement of the bench.
3. Benches or shelters with advertising may be located in the right-of-way adjacent to a neighborhood comprised of single-family and two-family dwellings provided the bench/shelter is located on an arterial roadway at the perimeter of the subdivision where an opaque fence separates the dwelling from the bench or shelter.

In order to erect a bus bench or bus shelter, a construction permit must be obtained from the Department of Planning & Community Development. Only one bench or shelter may be erected at a designated bus stop. If the shelter is to be erected in the public right-of-way, a right-of-way permit must be acquired from the Public Works Department in addition to other required permits. The following information is required to obtain that permit.

1. Specific location of the proposed bench/shelter by address and legal description.
2. An accurate site plan, which indicates the location of all public and private improvements within fifteen feet of the proposed bench/shelter, including underground utilities.
3. Name, address, and phone numbers of the person or agency responsible for the construction, maintenance, and repair of the bench/shelter.
4. Whether the bench/shelter is located on public or private property, abutting property owners shall be notified and given the ability to object to the bench/shelter.
5. All construction shall conform to the standards adopted as the "Prototype Bus Bench," dated January 1993, or the "Prototype Bus

Shelter,” dated January 1993, or an alternate design approved by the Public Works Director. All such construction must be

- a. Located at least six feet (6’) from the curb or edge of pavement.
  - b. Located within one to three feet (1’-3’) of any public sidewalk. If no sidewalk exists, the location shall be required to have a sidewalk constructed to meet ADA requirements.
  - c. Constructed outside the sight triangle as defined in the Zoning Ordinance
  - d. Located to not restrict access to aboveground or underground utilities.
  - e. Compliant with the American with Disabilities Act.
6. The permit is considered approved when signed by representatives of the Public Works, Utilities, and Planning Departments. All new benches must be authorized utilizing these procedures and standards.

### **III. ADVERTISEMENTS**

Once specific locations have been ratified by contract with the City Council and received a Construction Permit from the Planning Department, they are eligible for signage as specified in Section II above. By that contract, CART has the authority to request sign permits for each of the authorized stops. That authority may be delegated, or subcontracted, to a third party who may procure any necessary sign permits. The contract would require that CART provide a competitive process for negotiating a third party contract for providing benches, bus stops, and advertising so that individuals and businesses would have the opportunity to have access to advertising.

Signage on the exterior of a bench or shelter is limited to one (1) single-faced area, no larger than twenty-four inches (24”) high by seventy-two inches (72”) long bench or (2) one double-faced sign, fifty inches (50”) wide by seventy inches (70”) tall shelter, with no projections or space extensions allowed. Permits for such signs may be obtained at the Planning Department.

In addition to the normal sign permit information, an emergency phone number shall be submitted to indicate the individual or agency responsible for maintenance of the bench, shelter, and advertisements in the event the sign or structure is damaged, defaced, or needs major repair. Such corrective action should be accomplished within five (5) days of notification. Failure to properly maintain such sign may be cause to revoke the permit and cause removal of the signage. Bus shelters may be lighted from within providing that all lighting and electrical connections are made in accordance with all construction requirements as approved by the Planning Department. An application for signage is not considered complete unless (a) the sign is at a location already approved by the Planning Department, (b) a sign application is completed for each proposed bench/shelter, and (c) all applicable fees have been paid. If the sign permit

application is not submitted by CART, their written authorization must accompany the permit.

Signs on benches and shelters are defined as temporary signs and must be renewed annually. Renewals must be submitted no earlier than thirty (30) days prior to the expiration date of the permit. An expired permit is considered null and void.

If an authorized bus stop is abandoned, CART shall notify the City, in writing, of that action. If a bus stop is abandoned, the bench or shelter, with any signage may be relocated to another designated bus bench/shelter location without payment of any additional sign permit fees. If not transferred, the bench/shelter must be removed within sixty days.