



February 2023

Kāpala Toolbox

Design, process, and materials guidance for the delivery of community-led roadway art projects on City & County of Honolulu streets.

kāpala / kā.pala /

To paint or print a design; to smear, stamp, smudge, blot, dab, stain, spot

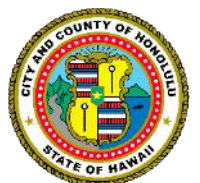


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Credit: Better Block Hawaii
Location: 'A'ala Park, Honolulu

FOREWORD

In response to public demands for safer streets and faster delivery of roadway projects, we have developed the Kāpala Toolbox to provide guidance for community groups spearheading public art and "quick-build" projects on City and County of Honolulu roadways.

The improvements highlighted in this guide complement the City's commitment to Complete Streets that are safe for everyone trying to get around our island, whether by foot, bike, transit or car. This approach is critical for making O'ahu move livable for everyone, from keiki to kūpuna.

We are so excited that communities across our island increasingly wish to participate in the planning and design of their local streets. Quick-build projects are great ways to engage the knowledge of those who walk our streets daily, test out longer-term changes, and transform extra roadway space into works of art. These projects use low-cost and scalable interventions to create immediate changes in driver behavior, as well as improve walkability, transportation choice, and health.

- Honolulu Complete Streets Team



Location: Prospect St, Makiki Heights

INTRODUCTION



What is the Kāpala Toolbox?

The Kāpala Toolbox provides guidance on community-led quick-build art projects on City-owned streets. Quick-build projects are short-term improvements to streets, utilizing inexpensive materials to achieve community goals. Involving community members and local artists, quick-build projects can leverage relationships within communities to collaboratively transform the built environment to improve road safety and enhance neighborhood aesthetics. The collaborative and expressive nature of quick-build projects strengthens community cohesion and sense of community identity.

Toolbox-Supported Installations:

The Kāpala Toolbox contains guidance on the following types of community-led quick-build projects to make short-term improvements within the City right-of-way:

- Traffic Signal Boxes
- Curb Extensions (i.e., "bulb-outs")
- Bus Stops

Project Management & Oversight

The project's applicant is responsible for all relevant approvals and overseeing installation of the project. The Honolulu Complete Streets Office in the Department of Transportation Services (DTS) can assist with project scoping, design, and approvals.



Communities across O'ahu are using quick interventions to advance long-term goals related to street safety, public space, and more. Below are some of the ways quick-build projects can support communities:



Placemaking:

Quick-build projects can strengthen the connection between people and the places they share through reimagining of place



Safety & Design Testing:

Quick-build projects can enhance street safety and test future roadway safety improvements.

TYPES OF INSTALLATIONS

TRAFFIC SIGNAL BOXES

Traffic signal boxes are commonly found at the corners of a signalized intersection but may also be found in other locations. Artwork on traffic signal boxes can help create vibrant, inviting, and attractive streetscapes. Painted traffic signal boxes can also foster community pride, contribute to a sense of community identity for residents and businesses, and counteract vandalism,



Credit: Kahi Ching
Location: Wai'alae Ave at Koko Head Ave



Credit: Solomon Enos
Location: Maipalaoa Rd, Wai'anae



Eligibility

Traffic signal boxes owned by the City and County of Honolulu across the island may be eligible to be painted. Utility boxes owned by other agencies and utility companies are not covered by this guidance.



Credit: Kamehameha Schools Mural Club
Location: Beretania St at North King St

PROJECT CONSIDERATIONS

- The artwork shall have a continuous design that wraps around the entire box. Each panel should not depict a complete design.
- The artwork should have minimal negative space as large amounts of negative space may attract vandalism.
- The signal box should be thoroughly cleaned, washed, and sanded before applying paint to ensure longevity.
- Avoid painting on handles, hinges, and keyholes.

CURB EXTENSIONS

Curb extensions, also known as bulb-outs, are traffic calming devices constructed at crosswalks that physically and visually narrow the roadway by extending the sidewalk into the roadway. This same strategy can also be accomplished with low-cost, quick-build materials. The additional pedestrian space improves the visibility of pedestrians at crosswalks, increases waiting space, shortens crossing distances, and slows the speed of turning traffic. Mural installations or other paint in the curb extensions enhances safety and the pedestrian experience at busy crossing locations.



Credit: Cody Ketchum
Location: Papa Ave in Kahului



Location: Onehe'e Avenue
and Uhu Street in Kahului

Eligibility

Streets with a marked crosswalk, wide curbside lane, and/or an adjacent full-time parking lane may be eligible for curb extensions. It is recommended to utilize hatched areas where excess road space is already delineated. Other recommended locations include streets with high pedestrian volumes and/or vehicular traffic, and locations with a history of crashes.



Credit: Ulupono Initiative
Location: North King St, Kalihi



Credit: Blue Zones Project Hawai'i
Location: Papipi Rd, 'Ewa Beach

PROJECT CONSIDERATIONS

- The curb radius will vary depending on location and typical turning vehicle type. New striping must be approved by a licensed engineer, unless the area to be painted is already hatched.
- Vertical separation (e.g., delineator posts and modular curbs) must demarcate the extended "curb line" and prevent motor vehicles from encroaching into the space. Delineators shall be 36" in height.
- Murals must not be painted over curbs, gutters, utility hole covers, or raised pavement markers.
- Streetscape amenities such as bike corrals and planters may be placed within the extended curb areas.

BUS STOPS

Bus stops are commonly found at intersections, but may also be found in other locations. Artwork on bus stops can contribute to creating lively, inclusive, and attractive seating areas for transit riders and enhance the local environment. Painted bus stops can cultivate community pride and a sense of identity for residents and businesses, as well as prevent vandalism.



Credit: Kamehameha Schools Mural Club
Location: Beretania St at North King St



Credit: Kamehameha Schools Mural Club
Location: North King St at Beretania St

Eligibility

Bus stops owned by the City and County of Honolulu across the island may be eligible to be painted. Bus stops owned by private companies are not covered by this guidance



PROJECT CONSIDERATIONS

- The artwork should have minimal negative space as large amounts of negative space may attract vandalism.
- The bus stop should be thoroughly cleaned, washed, and sanded before applying paint to ensure longevity.
- If the project significantly impacts the operations of the bus stop, then a temporary bus stop may be required.
- As part of the Bus Stop Volunteer Program, the Department of Transportation Services (DTS) may provide painting materials to approved volunteers.
- Applicants must fill out an application, which can be downloaded at honolulu.gov/completestreets/community-resources.

ARTWORK & MATERIALS



Mural & Artwork Guidance

A successful street mural meets the following criteria:

- Has a simple, visually appealing pattern, such as an abstract and repeating pattern without excessive detail
- Reflects and enhances the community's sense of identity, values, and character
- Does not contain any logo, advertisement, symbol, text, or numbers
- Not a form of expression intended to initiate public discussion
- Does not indicate a path of travel or direct vehicle, pedestrian, or passenger traffic
- Does not mimic or resemble pavement markings and other traffic control devices (e.g., traffic lane marking, crosswalk, and stop sign)

Any installation that may be driven over by vehicles must comply with the Manual on Uniform Traffic Control Devices (MUTCD), which restricts using certain colors and markings.

Material Guidance

Curb extension projects must have paved surfaces that are non-retroreflective, skid- and slip-resistant.

- Performed thermoplastic panels have been used in other quick-build projects with optimal performance against wear and tear
- Other recommended materials include acrylic traffic paint and latex anti-skid texturing coating

Vertical separation (e.g., delineator posts and modular curbs) must demarcate the extended "curb line."

- Delineators shall be 36" in height
- All delineators should have reflective sheeting
- The reflective sheeting on a delineator should be the same color as the delineator
- Delineator bases should be installed as per manufacturer instructions

COSTS & FUNDING



Who is Responsible for Costs?

The applicant is responsible for costs that the project may incur, such as paint materials, temporary traffic control during installation, and any artist fees. The City may be able to provide traffic delineators, pending available resources.



How are Projects Funded?

The completed projects featured in this Toolbox used the following sources for funding:

- Grants from local or state agencies
- Private grants (e.g., AARP Community Challenge Grant)
- In-kind contributions from businesses and individuals

SAMPLE PROJECT COSTS

Curb Extensions

The cost and materials required for curb extensions varies, but often averages between \$5,000 to \$10,000. For example, the Pāpipi Road curb extensions, including costs for materials, temporary traffic controls, engineering, and paint equipment had a total cost of nearly \$9,000. Project team's seeking to hire a professional artist should also include the costs for consultation and design work.

Bus Stops and Traffic Signal Boxes

The cost and materials required for painted bus stops and traffic signal boxes are substantially less than curb extensions, with one traffic signal box having an estimated cost of between \$100 - \$300 in materials. An individual painted bus stop has an estimated cost of between \$800 - \$1,000 in materials. In addition, the commission fee of an artist should be factored into the project's budget.

INSTALLATION & MAINTENANCE

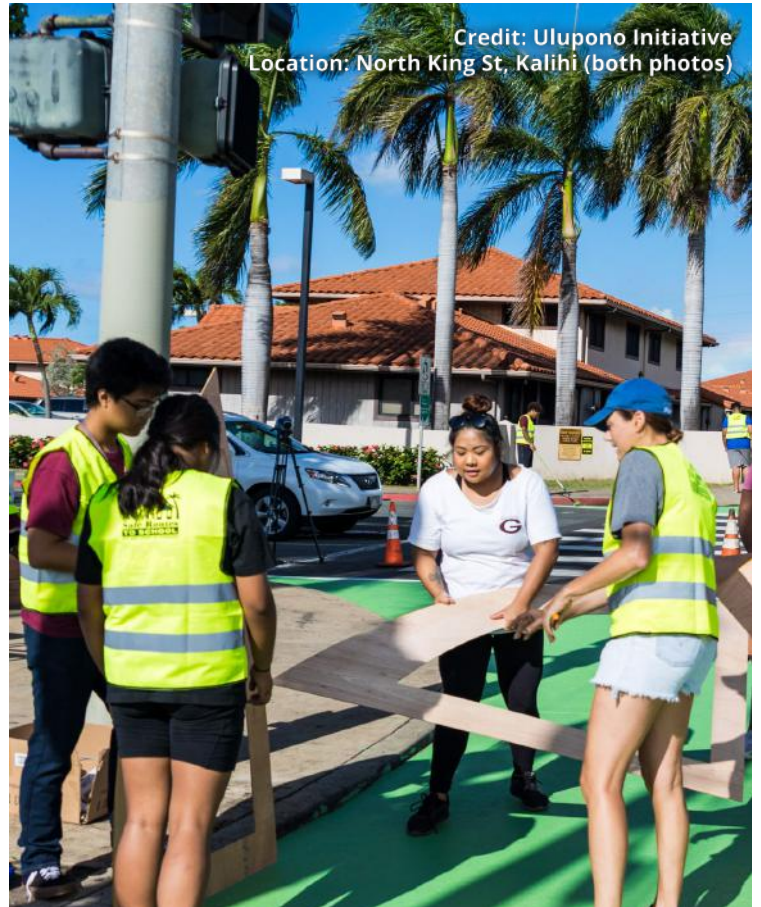
Installation Day Logistics

- If the project will use volunteers, applicants are advised to set up a designated volunteer rest site with the provision of food, water, and seating.
- Applicants should identify parking and restroom facilities ahead of time for volunteers.
- Applicants should clean and prepare the site.
- For painted bus stops, determine if a temporary bus stop location is necessary.
- Community members may participate in painting project murals.

Maintenance

The project applicant is responsible for ongoing upkeep of the painted areas. Following installation of the project, the applicant must contact the Mālama O Ka 'Āina (MOKA) program to determine whether a maintenance agreement needs to be completed.

The Mālama O Ka 'Āina program is a community volunteer program overseen by the Department of Facility Maintenance (DFM). MOKA's goal is to partner with individuals and organizations to assist in maintaining City-owned properties.



APPLICATION PROCESS



Step 1 | Initiate Project Discussions with the Complete Streets Office

Contact the Honolulu Complete Streets Office in The Department of Transportation Services (DTS) at completestreets@honolulu.gov or (808) 768-8339 to schedule a meeting to discuss the project's concept, location, and layout.



Step 2 | Build Community Support

Notify community members and residents in the area about the proposed concept and collect letters of support for the project. A presentation of the proposed project should be made to the appropriate Neighborhood Board(s), though formal board action is not necessary.



Step 3 | Organize a Team

Identify funding, local artists, partners, and volunteers to collaborate in developing project plans and installing the project. Consult and partner with an engineering professional to provide technical design guidance and support for the project.



Step 4 | Receive Artwork Approval from MOCA

Prior to installation, the applicant must submit a project application and present their proposed artwork to, and receive approval from, the Mayor's Commission on Culture and Arts (MOCA). Any artwork installed in the city right-of-way must be reviewed and approved by the commission. The commission meets every two months.



Step 5 | Receive Approval for Final Design from DTS

Submit the developed project design plan for review and approval to the Honolulu Complete Streets office. A summary of community outreach efforts, along with any relevant outreach documents, should also be provided.

If a project's total direct cost exceeds \$2,500, the applicant is required to inform the Department of Transportation Services, so that a gift resolution can be prepared for the Honolulu City Council.



Step 6 | If Required, Apply for a Street Usage Permit

If your project requires lane closures or parking restrictions during installation, you must apply for a Street Usage Permit (SUP) as detailed on page 10.



Step 7 | Determine Maintenance Agreement Need

Following installation, the applicant must contact the Mālama O Ka 'Āina (MOKA) program to determine whether a maintenance agreement needs to be completed.

STREET USAGE PERMIT



Location: Prospect St, Makiki Heights

Submit Street Usage Permit Application

Work done within the City and County of Honolulu right-of-way must have a Street Usage Permit (SUP). The permit must be submitted along with project plans, a traffic control plan, and liability insurance documents.

An SUP application must be submitted to DTS no earlier than thirty (30) calendar days and no later than five (5) business days prior to installation. There is no processing fee for the application.

Generally, there is a fee for metered parking stalls impacted by a project. However, this fee can be waived by listing the contact info of the City employee you are working with on the SUP application (per ROH 15-22.8).

Applications must be submitted to DTS on the second floor of the Frank Fasi Municipal Building at 650 S. King Street.

Obtain Liability Insurance

Street Usage Permits require the applicant to defend, indemnify, and hold the City and County of Honolulu harmless against any liability, claims, demands, or causes of action of any nature for damages of any kind incurred by the project. The applicant must have a certificate of liability insurance of \$1,000,000 and list the City and County of Honolulu as an additional insured.

Obtain and Receive Approval of Traffic Control Plan

A Traffic Control Plan (TCP) is needed when project installation interferes with regular roadway traffic movements. A TCP is a street layout that details measures to direct traffic and ensure safety within the working zone. The plan must be in compliance with the Manual of Uniform Traffic Control Devices (MUTCD) and must protect the safety of all volunteers working to install the project.

Project applicants may choose to develop a simple TCP for their project by following the MUTCD. However, DTS will require a TCP produced by a licensed professional engineer if the project installation requires any the following:

- Complete road closures
- 24-hour road closures
- 3+ lane closures
- Roadway detours

A TCP produced by a licensed professional from an engineering firm typically costs \$400, excluding fees to rent and set up cones, signs, etc. DTS is responsible for reviewing and approving the TCP.

Kāpala Toolbox

Checklist



PLANNING

- Initiate project discussions with the Department of Transportation Services (DTS)
- Create initial artwork layout and design
- Take site photos before installation and collect pre-installation data
- Develop project materials plan
- Organize a project team
- Develop project budget

OUTREACH

- Present to neighborhood board(s)
- Present to other local stakeholders
- Notify local businesses
- Signup Volunteers

APPLICATION PROCESS

- Receive approval on final design from DTS
- Submit application to the Mayor's Office of Culture and Arts (MOCA)
- If required, apply for a Street Usage Permit and submit a Traffic Control Plan
- Present to MOCA's Commission on Culture and Arts and receive artwork approval from MOCA

INSTALLATION

- Finalize installation and rain dates
- Prepare volunteer sign-in sheet and waivers
- Schedule materials delivery and secure delivery location
- Site cleaning and preparation
- Create an installation day schedule, and identify parking and restroom locations
- On installation day bring a tent, table, chairs, water, cups, safety vests, trash bags, etc.

POST-INSTALLATION

- Take post-installation photos
- Maintain project site
- Collect post-installation data
- Celebrate your project's completion!
- Determine maintenance agreement with the Mālama O Ka 'Āina (MOKA) program if required

RESOURCES

Contact Information

Honolulu Complete Streets Office

(808) 768-8339

www.honolulu.gov/completestreets

Mālama O Ka 'Āina Program (MOKA)

(808) 768-3606

Mayor's Office of Culture and the Arts (MOCA)

(808) 768-6622

www.honolulumoca.org

Neighborhood Boards Office

(808) 768-3710

www.honolulu.gov/nco/boards

Street Usage Permits

(808) 768-8387

www.honolulu.gov/transportation/street-usage-permits-for-construction

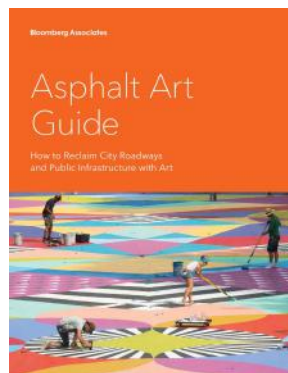
Bus Stop Volunteer Program

(808) 768-8375

Additional Reading

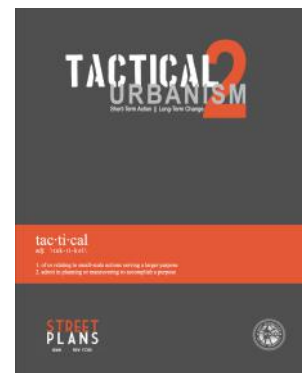
Asphalt Art Guide

Published in 2019 by Bloomberg Philanthropies and Street Plans, this guide contains case studies and detailed how-to tips for the implementation of asphalt art.



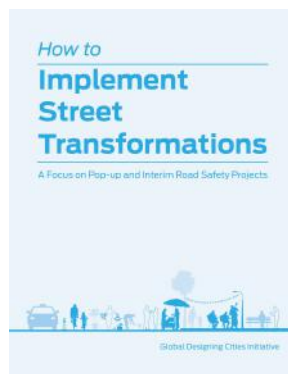
Tactical Urbanist's Guide to Materials and Design

This publication contains detailed guidance on the planning and execution of tactical urbanism and placemaking projects, such as materials spec sheets and programming ideas.



How to Implement Street Transformations

This handbook outlines the steps from initial site selection to planning, implementing, and maintaining pop-up or interim street transformations.



How to Evaluate Street Transformations

This handbook provides ways of measuring, evaluating, and communicating the impact of pop-up and interim projects related to road safety and its co-benefits.

