

# TACTICAL URBANISM

Application, Permit, & Implementation Process Guide

City of Texarkana, Texas | August 2018

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**\*\*Photo Insert of Fun Community/  
projects\*\***

"AN APPROACH TO NEIGHBORHOOD BUILDING USING SHORT-TERM, LOW-COST, AND SCALABLE INTERVENTIONS TO CATALYZE LONG-TERM CHANGE."

-Street Plans Collaborative

# BACKGROUND

## What is Tactical Urbanism?

- A community led short term, low budget project that aims to adjust the built environment to help service an area better than the existing arrangement.
- Its goal is to test new designs that better promote health, safety, and happiness.



Austin, TX: reclaim space for pedestrians in an intersection and addition of crosswalks<sup>1</sup>

## Why Utilize Tactical Urbanism?

- City residents have a say in how their daily lives could be better affected by built environments.
- It provides a way for residents to become more involved in their community by starting conversations on projects to improve the neighborhood.
- It pinpoints issues for city officials on what should be addressed to make the city healthier, safer and promote more happiness overall.
- It creates a relationship between the city officials and citizens to implement temporary solutions that may provide the basis to for a more permanent status.

# CASE STUDY

Successful tactical urbanism projects have been completed at a global scale and played a key role in creating iconic destinations such as Times Square in New York City. Tactical urbanism comes in all shapes and sizes, such as wayfinding signs placed in popular locations, pop-up parks in parking spaces, or adding a brand new bike lane as they did in Dallas, Texas.



Dallas, TX: Seating in Oak Cliff Neighborhood<sup>2</sup>

On Tyler Street in the Oak Cliff neighborhood of Dallas, Texas a revolution was used to jumpstart revitalization in a dying neighborhood. Jason Roberts modeled their event after tactical urbanism projects as his team took on the outdated zoning codes of the area. They were able to demonstrate what was no longer needed to be in the city's guidelines through a peaceful demonstration consisting of painted bike lanes, pop-up shops, historic lighting and other elements to make the streets livelier.



Dallas, TX: before and after painted bike lanes on Tyler Street in the Oak Cliff Neighborhood<sup>2</sup>

Their intentions were to show their neighborhood's potential as a destination and the city of Dallas acknowledged their work as a success. Many of the codes Roberts and his community found restrictive were reworked, allowing growth back into the Oak Cliff neighborhood. One of the implemented pop-up shops began leasing the spot after their two-day project had ended thanks to success of the demonstration. The city created actual bike lanes over the painted originals. It only takes one voice with one great idea to transform a neighborhood, as Jason Roberts was able to showcase through his determination to revitalize Tyler Street in Oak Cliff neighborhood in Dallas, Texas.<sup>2</sup>

# GETTING STARTED

Key elements to having a successful project are location and teamwork!

## Location, Location, Location!

Look for a project site that...

- Has lots of activity in the form of pedestrian or bike activity so that plenty of people will be able to experience the demonstration up close and in person!
- Has excitement from local business and homeowners from the get-go! The more community support early on, the better the project will be.
- Holds identity for key groups in Texarkana. The more people effected by the project in a positive way are more people who can support the project's goals!

### Helpful Hint

After choosing the location, visit the site and document existing conditions. Measure key parts such as lanes, green space, or sidewalks. Consider limitations such as fire lanes or hydrants. Take "before" pictures to compare once the demonstration is installed. All information collected while finalizing the site location will help to refine the project and make it much more successful.

Photo

Photographing the project site

The success of the project is hinged on an optimal location, consider the Policies and Guidelines to make sure your location allows for a smooth permit and implementation process. To make any project a bit easier it is important to consider:

- Manageable traffic speeds or amount during certain hours
- Physical features such as curves or hills that significantly reduce visibility
- Conflict with waste, transit, or emergency response vehicles
- Avoiding current construction projects during demonstration
- Upgrading current bike and walking infrastructure, such as providing a barrier between cars and pedestrian to create a safer environment.
- Good amount of green space or shoulder to stage supplies during implementation.

# GETTING STARTED

Key elements to having a successful project are location and teamwork!

## Teamwork Makes the Dream Work!

The time, willingness, and energy the group can give to the project

- Recruit local businesses, property owners, residents, neighborhood organizations, arts or educational institutions, artists, student groups, activists, DIY-ers and really, anyone who is motivated to help!
- If the project effects traffic flow or other major city systems consulting a professional in engineering, urban planning, architecture, or other similar fields will help to make it more functional and safe for those involved.
- To be cautious during implementation, consider applying an age limit to the volunteers.
- Assign jobs to dependable team members such as...

### Team Leader

This person should know exactly what the project is and how it should be executed. They should have strong leadership skills and be able to delegate effectively to their team members in order create a successful demonstration.

### Crowd Control

Have someone in your group keep a count of who is doing what and where. For the tactical urbanism project to be done smoothly, it's important to make sure the team is functioning well.

### Materials Manager

Have someone gather and keep charge of the materials needed to put your demonstration into action! Have them order the supplies and make sure it arrives to your location on the day of implementation.

### Safety Captain

Have this person ensure everyone working on the project is always aware of and using the safety regulations to the best of their ability. A safe project zone equals a fun and successful tactical urbanism project.

# THE APPLICATION PROCESS

## Timeline

Before submitting an application use this timeline to determine the amount of time the approval process might take, which can vary between 10 to 55 days based on the extent of the project and the necessary permits to put the project into action.

### Step 1

*Up to 2 months before intended installation date:*

- Read Texarkana, Texas's Tactical Urbanism Guide
- Decide the scope, goals and desired results of your project
- Meet with stakeholders, design a site plan, collect data dealing with the current site status and make an initial materials list.

### Step 2

*Between 10 and 55 days before intended installation date:*

- Fill out the necessary permit applications. Make sure to include project name, description, timeline and any required supporting materials.
- Submit the application.

### Step 3

Within 10 days of application submittal

- The Engineering Division will give one of the two responses...

#### Approved

You may install your project as submitted!

Check to make sure you have the correct permit: License to Encumber Public Right of Way or Special Event Permit (p. 14)

#### Not Approved

If more information or changes are needed, the application will be returned. Once you have addressed the comments and concerns, then you can resubmit.

# THE APPLICATION PROCESS

## Guidelines

By following these guidelines, your project is ensured a better chance for approval and overall success! These guidelines were collected from existing codes, ordinances and laws on the national, state, and city level.

It is best to AVOID:

- State highways
- Streets classified as arterial collectors (MAP LINK)
- Streets with speed limits of more than 25 mph
- Stops for delivery trucks, public transit, or trash and recycling collection
- Public Utilities, utility covers, valves, etc.
- Blocking Driveways

PHOTO

Caption<sup>3</sup>

### Helpful Hint

Good things to keep in mind when designing your project:

- Emergency Vehicle Access
- Neighborhood Involvement
- MUTCD and ADA Compliance

Your project should be accessible by everyone, including the disabled and rescue teams! That way it stays completely safe and enjoyable for everyone in the community!

# THE APPLICATION PROCESS

Policies

# PROJECT INSTALLATION

## Signs & Safety

Once the project has been approved by the City, then it's time to put the idea into action! Gather up volunteers and plan an installation day. Encourage your friends and neighbors to join the implementation process, construct your tactical urbanism project alongside your community. Consider creating a social media page to gain support and publicity for the demonstration!

### Required Signage

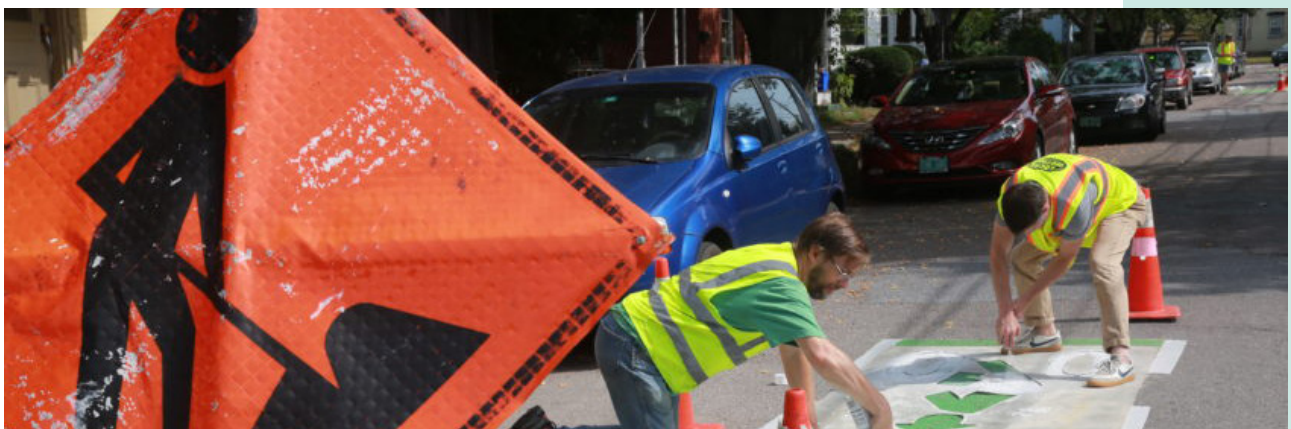
Print out the Sign on the last page of this guide, fill it out and post at least one copy at the project site. This informs passersby of what you are doing and that it has been approved by the city's standards. Add any information you feel would best educate others on why your project should be implemented long term!



Long Beach, CA: tactical urbanism project with descriptive sign<sup>4</sup>

### Safety is Top Priority

On the project site, we recommend making sure all safety rules are followed at times. To ensure this, create a safety captain that is in charge of making sure volunteers are following guidelines so as reduce risks. Traffic vests, cones and stop signs or even home-made signs will improve visibility, slow cars, and promote safety during the installation.



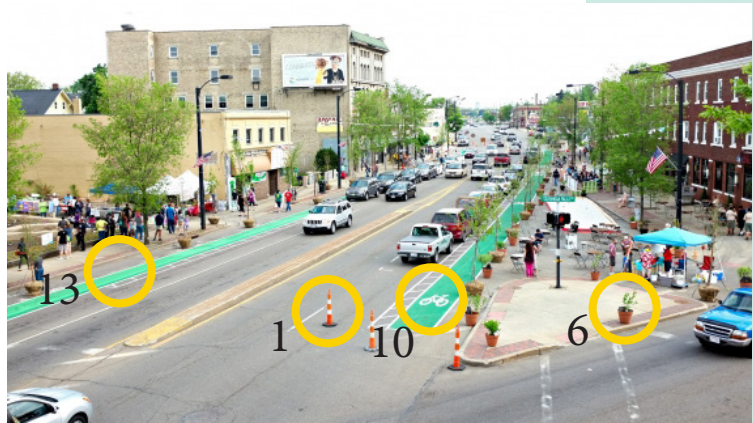
Miami, FL: Signs used during installation to keep workers safe from oncoming traffic<sup>4</sup>

# PROJECT INSTALLATION

## Materials

When deciding what materials to use, think low budget and easy to remove. The city will not be removing your installation once the permit ends, it is your job to make sure that once the appropriate time has passed that the tactical urbanism project is removed without harming the existing built environment. Listed below are some recommendations on what to use to create the demonstration:

- 1) Bollards
- 2) Straw Wattle
- 3) Straw Bale
- 4) Traffic Cones
- 5) Traffic Tape
- 6) Potted Plants
- 7) Astroturf
- 8) Seating
- 9) Wood Pallets
- 10) Cardboard Stencils
- 11) Chalk Line Reel
- 12) Duct Tape
- 13) Spray Chalk
- 14) Hand Painted Signs
- 15) Found/recycled items



Showcases the use of Spray Chalk, Bollards, Cardboard Stencils, and Potted Plants in a tactical urbanism project in Akron, OH<sup>5</sup>



Displays the use of Seating, Straw Bales, and Wood Pallets to create a mini park in Kansas City, KS<sup>6</sup>

Many of these items can be found at your local gardening store, department store, or even online. However some can also be borrowed from the City of Texarkana - all you have to do is ask!

# PROJECT INSTALLATION

## Permits

Two types of permits are available to be used for a tactical urbanism projects, depending on the scale involved in creating the demonstration. For larger scale ideas, look into the Special Event Permit. For smaller practical projects, obtain a License to Encumber Public Right of Way.

### Special Event Permit

- Costs \$100
- Application must be completed 20 days prior to event. If in a park, must contact the Parks and Recreation department directly
- Must fill out a Indemnity and Hold harmless agreement, liability insurance requirements.
- Documentation (if applicable):
  1. Event flyer and details
  2. Property Owner's permission letter
  3. Ride/safety certification inspection report
  4. Portable toilet company contract
  5. Certificate of liability insurance
  6. Temporary TABC alcohol permit
  7. Vendor List
  8. TxDOT approval letter
  9. Site Plan
- For more information look to the full application: <https://www.ci.texarkana.tx.us/DocumentCenter/View/3333/Special-Event-Application-March-2018?bidId=>

### License to Encumber

- Costs \$100
- Must submit legal documentation of property to be encumbered, 12 copies of detailed site plans, and 12 copies of a section profile depicting the method/details of the installation
- Minimum request must be 3ft
- No obstructing public property
- No installation of permanent structures
- No heavy machinery
- No disposing of waste of any kind.
- License holder will have to repair any damages made
- For more information look to the full application: <https://www.ci.texarkana.tx.us/DocumentCenter/View/818/Application-for-License-to-Encumber?bidId=>

# PROJECT INSTALLATION

## Evaluation

If the intent of the Tactical Urbanism project is to demonstrate a change that could become permanent, then evaluation tactics should be utilized to show how this improvement positively affected your community.

**1** First, consider what your project aims to achieve. Do you want to determine how many bikers will actually use a new lane, or if traffic calming measures make an area more safe for pedestrians? Is your project more focused on increasing sales and attendance in an area? Consider your main goal for the project, and then create a strategy for how to collect data to show how this project will make an impact.

**2** Second, collect pre-installation data. If creating a bike lane is your goal, count the number of bikers who use the area now and their experience using this road without a specific lane. If the goal is increasing sales, ask local businesses to fill out simple retail performance forms and obtain sales records for the area currently. Survey the local community of the area to see how they feel about current conditions. The key is to create a picture of the status-quo.

**3** Third, observe once your project is installed how it affects the community. Create surveys online and on paper for people to provide opinions. Take daily counts of how much usage your project receives. Consider your feedback mechanisms as another way the community can engage with the built environment.

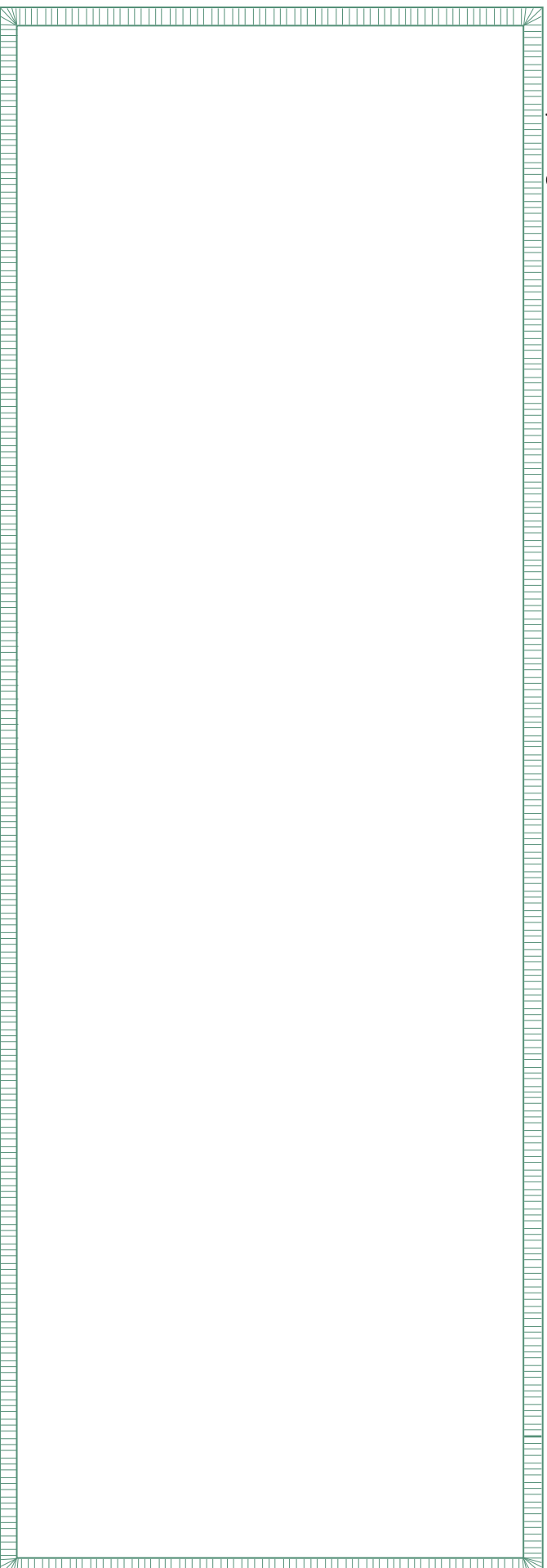
**4** Finally, gather your data and create a report or portfolio for City Staff to easily access your discoveries. They will be able to consider your project, public feedback, and budget concerns to decide whether the project would be viable for long term use.

This is a City of Texarkana, Texas Approved



# TACTICAL URBANISM PROJECT

This project includes:



Tactical Urbanism is a community led short term, low budget project that aims to adjust the built environment to help better service an area. Its goal is to test new designs created by the local people and be a catalyst for positive long term changes.

Want to create your own Tactical Urbanism Project?

[www.WEBSITE](http://www.WEBSITE).

## References:

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4. Street Plans Staff. "Public Workshops." Tactical Urbanist's Guide. June 2016. <http://tacticalurbanismguide.com/latest/>.
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6. Fayetteville, Arkansas Tactical Urbanism Guide
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