COMMUNITY-LED DEMONSTRATION PROJECT POLICY + GUIDE

City of Burlington, VT | April 2016

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Acknowledgments

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tactical urbanism:

a city and/or citizen-led approach to neighborhood building using short-term, low-cost and scalable interventions to catalyze long-term change.

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INTRODUCTION

Using Short-term Projects for Long-term Change

Open Streets Events. Parklets. Pilot Street Design Projects. Whether on the streets of Burlington or elsewhere, you've likely seen it for yourself: cities around the world are using temporary and short-term projects to advance long-term goals related to street safety, neighborhood public space, and more.

Examples include highly-visible, city-led efforts, such as New York's Pavement to Plazas program, or San Francisco's Parklet program, both of which have been replicated in dozens of cities across North America. In Vermont, similar efforts include the Rialto Bridge Parklet in Montpelier, or the Dewey Park public space on Burlington's Spring Street.

Non-profit organizations and grassroots groups around the country are also undertaking small-scale Tactical Urbanism "demonstration projects" (typically lasting 1 or 2 days) to experiment with and spark conversation about street design changes. Demonstration projects are typically heavy on volunteers and collaboration and light on budget.

Why Use This Approach?

Depending on the form the project takes, municipal authorities, organizations, and everyday citizens use short-term projects as a tool to:

- Deepen their understanding of local user's needs at the neighborhood, block or building scale;
- Draw attention to perceived shortcomings in policy and physical design;
- Widen public engagement;
- Test aspects of a project or plan before making large political or financial investments;
- Expedite project implementation;
- Gather data from the real-world use of streets and other public spaces; and/or
- Encourage people to work together in new ways, strengthening relationships between residents, non-profits, local businesses, and government agencies.

From New York City (top), to Montpelier (middle), to Burlington (bottom) cities and citizens are finding ways to integrate Tactical Urbanism into the project delivery process.

Case Study

2-day Demonstration Informs 6-month Pilot Project in Morgan Hill, CA

In response to requests for a quieter, safer, and more bike- and pedestrian-friendly downtown, the City of Morgan Hill initiated a Complete Streets project to study new design options for Monterey Road, the City's primary commercial corridor.

Monterey Road features four lanes of vehicle traffic, two in each direction, with left turn lanes at each intersection. Through a year-long planning process Morgan Hill arrived at two potential design alternatives for the community to consider. Both alternatives involved a "road diet" that would re-appropriate one travel lane in each direction for alternative modes of transportation. The first alternative would transform one travel lane on each side into expanded sidewalk space. The second alternative would re-stripe travel lanes to create one buffered bicycle lane in each direction. Because both options involved significant transformations on the roadway, the City wanted to begin with a short-term, low-risk trial.

As a first step, the Morgan Hill Downtown Association worked with local businesses and volunteers to spearhead a weekend-long demonstration project that illustrated the two options - one on each side of the street. The goal of the demonstration project was to increase public understanding of the two options, and to gather feedback from downtown stakeholders.

Build out of the demonstration involved dozens of volunteers who helped transform the street. The Downtown Association used temporary, low-cost, and borrowed materials. Once the demonstration project was installed, a series of public engagement activities over the weekend were conducted to gather feedback.

Based on results from the two-day demonstration project, the Morgan Hill City Council authorized a more formalized six-month pilot project to further vet the buffered bicycle lane option. The pilot allowed the City to measure impacts to traffic and retail sales, educate people further, work out design flaws, and solicit ongoing input from the general public to decide if it was appropriate to commit to long-term change.

Demonstration Project:

A short-term street design project that lasts less than 7 days and can be community-led. Evaluated and permitted by city agencies through the structure designed in this guide.

Pilot Project:

A temporary parking or transportation project created by the Department of Public Works. Pilot projects are created to help evaluate the merits of a project based on data and public input.

Tactical Urbanism in Burlington

The Tactical Urbanism approach is not completely new to Burlington:

- The City already provides permits for special events in parks through the Parks and Recreation Department, and in other locations through the Police Department.
- The City's existing Pilot Project Ordinance authorizes the Department of Public Works (DPW) to implement temporary traffic and parking projects for up to 30 days on public streets (Article 1 Chapter 20 Section 3). The ordinance creates an official pathway for DPW to initiate short-term or **"pilot projects"** to evaluate the merits and impacts of proposed street design projects. DPW may also lead pilot projects that last longer than 30 days with Public Works Commission approval.
- And, as noted previously, Burlington has already used low-cost materials to transform a section of Spring Street in the Old North End into the Dewey Park Annex recreation space. This project is an example of how interim improvements can provide a public benefit in the short-term, while the City prepares to make more substantial capital upgrades to the park.
- The City has also led two successful Open Streets projects. Open Streets initiatives temporarily close streets to vehicle traffic so that people may use them for walking, biking, dancing, playing, and socializing.

This guide and policy builds off of these successful precedents and the existing pilot project ordinance. It breaks the pilot project process into smaller segments, making it easier for everyday residents, advocacy organizations, and community groups to spearhead short-term **"demonstration projects"** alongside DPW and other agencies.

The next page provides a glossary of terms, followed by an overview of the Permit Process for the Demonstration Project Program.

> This policy aims to make it easier for everyday residents, advocacy organizations, and community groups to spearhead short-term demonstration projects alongside DPW and other agencies.

We want to create a short-term demonstration project to improve pedestrian safety at a dangerous intersection in our neighborhood.

- How can we get city approval? This type of work does not fall within existing permitting structures.
- What is the best way to design the temporary facility?
- What are the best materials for our project and budget?

We like the idea and the spirit. But...

- What materials are safe to approve?
- What level of design is needed, and what are the standards?
- What are the protocols for safe installation and removal?
- What are our evaluation metrics?

Glossary of Terms

BFD: Burlington Fire Department

BPD: Burlington Police Department

CCTA: Chittenden County Transportation Authority - public bus service

Community Partner: In the context of this document, a Community Partner is defined as a person, organization, or business that leads a short-term Demonstration Project.

Demonstration Project: Short-term street design project that lasts less than 7 days and can be community-led. Evaluated and permitted by city agencies through the structure designed in this guide.

DPW: Burlington Public Works Department

MUTCD: Manual on Uniform Traffic Control Devices, the document that provides uniform standard for signs, signals, and pavement markings in the United States

Pilot Project: A temporary parking or transportation project created by DPW. Pilot projects are created to help evaluate the merits of a project based on data and public input.

TCP: Traffic Control Plan

THE PERMIT PROCESS

PHASE 1: PROJECT DEVELOPMENT

2-5 months before event

Community Partner hosts visioning meeting and submits Phase 1 Application

DPW reviews proposal w/n 2 weeks to assess Traffic Control requirements, confirm compliance with applicable laws/regulations, and provide advice on Phase 2 Permit Application development.

Major Proposal Revisions Required*

Minor Proposal Revisions Required

PHASE 2: PERMITTING & REVIEW

Min. 45 days before event

Community Partner submits complete permit application 45-60 days before target event date.

DPW reviews application for completeness and works with community partner to revise if needed. If complete, DPW distributes to agency partners within 1 week, and a min. 30 days before event.

All Good!

Problems!*

Return to start of Phase 2 to revise application. Event date may need to be adjusted.

PHASE 3: NOTIFICATION & IMPLEMENTATION

Min. 2 weeks before event

DPW sends approved permit package to Public Works Commission, BPD, BFD, and CCTA for information only (min. 2 weeks before event)

Community Partner notifies all impacted residents and businesses with an informational letter or flyer (1-2 weeks before event)

PHASE 4: THANK YOUS & RECAP

Within 1 week of event

DPW and Partner obtain feedback from CCTA, BFD, BPD, Public Works Commission.

Partner compiles any feedback obtained from residents, businesses, and others. (See optional feedback form on page 48.)

CONTINUE TO PHASE 2...

Community Partner revises materials and completes Phase 2 Permit Application. Application includes Traffic Control Plan created with Engineering Partner. For more information on Traffic Control Planning, see page 22.

CONTINUE TO PHASE 3...

DPW sends permit app. to CCTA, BFD, BPD a min. of 30 days before target event date. Within 30 days of DPW's distribution, CCTA, BFD, BPD report problems to DPW.**

All Good!

Problems!*

CONTINUE TO PHASE 4...

Community Partner places required project sign for duration of event (see page 44 for details) and collects feedback during project using optional feedback form on page 48.

PROJECT HAPPENS!

Partner shares metrics/ evaluation summary using the Recap Worksheet (page 45).

PROJECT COMPLETE

Process Diagram Notes:

Number of days listed refer to *calendar* days.

* See page 12-14 for more information about how to avoid having your project kicked back for revisions.

**A 30-day review cycle is a reasonable estimate for typical work flow for emergency services departments. However, in situations where extreme emergencies of abnormal scale occur, emergency services departments may be delayed in meeting this deadline.

GETTING STARTED

The 2 biggest factors impacting the success of a demonstration project:

#1 is the time, energy, and willingness of the people who are planning the project (residents, community partners, business owners etc.). Do you have a unified spirit and a clear vision? Do you have a strong desire to make a change and a willingness to put the time in to make it happen? If yes, read on!

#2 is the project location. Context is everything - more guidance on picking a high-potential site below.

Who?

Assembling your planning team

You'll need a team to make this happen. Look for opportunities to include: local businesses, property owners, residents, neighborhood organizations, arts or educational institutions, people with professional experience in urban planning/architecture/design, members of the press, artists, student groups, activists, designers, DIY-ers... and really, anyone who is motivated and excited to help!

You may be required to submit a Traffic Control Plan (TCP) as part of your permit application. The TCP must be completed by a licensed Engineer, so if you can find an Engineer or Engineering company to support your team early, you'll be ahead of the game! If you do not have an Engineering Partner, don't worry. This permit process is designed to help you work with DPW to meet this requirement.

No matter the exact makeup of your team, having people who can fill the below roles will help you implement your project:

- **Mouthpieces:** To assist with communications and social media
- **Coordinators:** To help organize programming, logistics, budget, permit applications etc.
- **Gatherers:** To help track down borrowed/donated/low-cost materials. (This should be someone comfortable with asking for donations and signatures.)
- **Makers:** To assist with design and building.
- **Shepherds:** To recruit and manage volunteers.

What?

Picking the right project type

This policy document outlines 7 pre-approved project types that improve street safety for people walking, bicycling, driving. You don't have to pick one of these projects, but doing so will help you navigate the permit process quickly. Additional project types will be considered on a case by case basis, and may be included in future versions of this Guide.

The best projects are typically closely aligned with a clear understanding of needs and/or challenges at a specific location. If you have a site and goal in mind but aren't sure what project type is best, consider conducting an observational site visit to learn more about existing conditions and behaviors. You may also wish to research data relevant to your project goals. For example, you may find publicly available data about crime statistics, crashes involving cars, cyclists and pedestrians, or transit ridership will help you refine your project idea. Observational site visits and background data may also help you refine what you want to measure when your project is in place.

Qualitative information can also help inform your project idea. You might, for example, want to conduct interviews to deepen your understanding of the issues at play. For example, if you're creating curb extensions near a school, you may want to interview the crossing guard to get their input. Make a list of people you'd like to interview, and record their thoughts so that, with their permission, you can share their perspectives on the impact of your demonstration project once it is installed.

Where?

What makes a good project site?

Look for a project site that has:

- Support and excitement from nearby property owners (residents, business owners, etc.). You'll need to demonstration community support for your project, and it is helpful to have some excitement and momentum from the start.
- Activity. For maximum impact, look for a site that will have high volumes of foot/bike traffic during your demonstration. (Don't forget that piggy-backing on an existing event can help you achieve this.)
- "Iconic" identity. Look for a street or intersection that represents something important to a key user group in Burlington. For example, what is that one intersection that people in a particular neighborhood feel unsafe crossing?

At a more detailed level, the optimal location will depend on your project type. Consult the *Location Considerations* in the project descriptions on the pages ahead to get a sense of where each project type is appropriate, and where it will be easiest to permit and implement. No matter the project type, permitting and implementation will be easier if your site features:

- Ample shoulder or greenbelt area that can be used to stage supplies or work on the project. Curbside parking is almost always a desirable trait in a project site, as parking can be temporarily restricted in a few spaces during the event.
- Existing walk/bike infrastructure that can be upgraded. For example, you can make a big impact by adding protective/barrier elements to an existing, conventional bike lane.
- Limited curb cuts for driveways / driveway access
- Minimal conflict with transit, waste collection, or emergency vehicle response routes.
- Absence of construction projects in the immediate vicinity during the time period you're targeting for the demonstration.
- Free of physical features that significantly limit visibility (curves, hills, etc.)
- Manageable traffic volumes/speeds. Look for streets that can *either* be closed for a short period without major traffic disruptions (such as a neighborhood street) *or* that has enough space to allow traffic flow to continue while you install or clean-up the project. (See page 22 for more info on traffic control.) While not impossible, demonstration projects will be more difficult to permit on main arterial streets such as Pearl Street, Main Street, and Colchester Avenue, due to traffic control and safety considerations. Note that projects cannot be located on VT Route 127. Proposals for Routes 2, 7 or Alternate Route 7 are approved on a case by case basis and may require additional review.

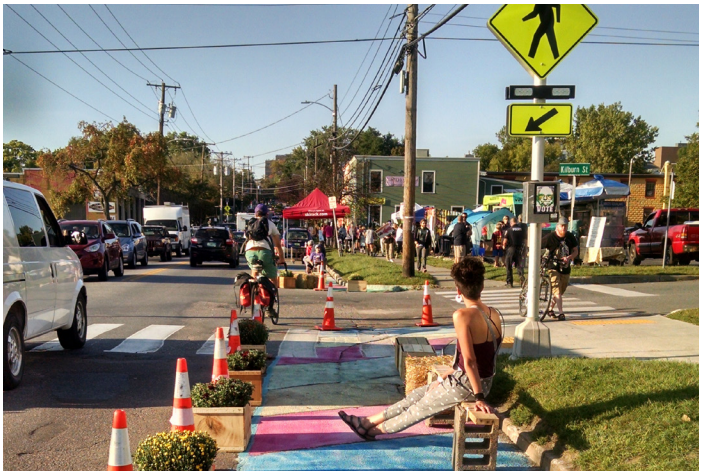
The Design and Location Criteria chart on the following page provides a checklist of items which will help you select a site that will be quick and easy to approve.

Once you have a potential project location in mind, visit your site to observe and document existing conditions. If it is safe to do so, enter the road with caution, and measure widths of existing lanes, sidewalks, greenspace, etc. Take photographs to illustrate the "before" conditions - you'll want to compare these to your work "after" the demonstration is installed. The data you collect during the site visit will help you refine your ideas and create the Phase 1 initial proposal to the city.

DESIGN AND LOCATION CRITERIA		
Does your project meet the below requirements for quick and easy approval? Projects that do not meet the criteria listed here are not impossible, but they will require special consideration and longer approval times. Such projects are subject to approval by the Public Works Director on a case-by-case basis. For additional details about requirements related to clearance, access, and community support, please see the policy document in the Appendices of this Guide.		
	YES	NO
Does your site avoid State Highways (VT 127 and Routes 2, 7, and Alt. Route 7)? Demonstration projects cannot be located on VT Route 127. Proposals for Routes 2, 7 or Alt. Route 7 are approved on a case by case basis and may require additional review.		
Does your site avoid streets classified as "arterial" by the City of Burlington? (North Avenue, Colchester Avenue, Shelburne Road or Main Street)		
Is your site a public right of way, with a speed limit that is 25 MPH or less?		
Will your project avoid interference with normal operation for delivery trucks, public transit routes/stops, or trash/recycling pick-up? If project will impact these services, alternate access must be provided and negotiated with the impacted parties.		
Does your project design preserve access to public utilities, utility covers, valves, building standpipes, etc.?		
Does your project design preserve vehicle access within 25 ft. of any fire hydrants at your location?		
Does your project preserve normal access to driveways? Projects should not block or limit driveway access, unless the driveway owner specifically permits use of their driveway for the demonstration (demonstrated by letter of support - attach if relevant).		
Does your project design preserve full access for emergency vehicles? (Project design must provide at least 14 feet of horizontal roadway clearance.)		
Does your project design preserve normal street/sidewalk access for individuals with disabilities?		
Is your project located on the same block as any ongoing construction projects?		
Are all street closures needed for your project expected to last less than 24 hours? Streets or public rights-of-way cannot be blocked for more than 24-hours unless special permission is obtained from DPW, BPD, BFD, and CCTA.		

PROJECT TYPES

The following pages outline recommended project types. If you have something in mind that is not listed here, draw up a proposal describing it. Additional project types will be considered on a case by case basis, and may be included in future versions of this Guide. Details about sourcing and estimated costs for materials is provided on page 19. For more details and images of how to design these projects, visit: www.nacto.org



Wayfinding Signs

Definition: Wayfinding signs help people know where they are, where desired destinations are, and how to get there from a specific location.

Location Considerations: Wayfinding information should be placed at key decision points, where the direction will be easily seen by pedestrians, bicyclists, and/or drivers. (This means sidewalk chalk messages are an option if you're trying to reach people walking.) Sign-based demonstrations will be easiest if you affix signs to existing posts using zip ties or other easily removable material.

Design Considerations: Signs or stencils should include clear, easy to read typography. The best wayfinding signs include information about the time and distance needed to travel to specific destinations.

Components and Materials:

- Coroplast signs, with fasteners such as zip ties;
- For sidewalk wayfinding, use spray chalk and stencils

Photo top left: Walk [Your city] Project, by Matt Tomasulo. For more info visit: walkyourcity.org

Photo top right: Burlington South End Demonstration Projects, September 2015. Photo by Street Plans.

Curb Extensions

Definition: Curb extensions (sometimes called bulb-outs) expand sidewalk space into the parking lane to narrow the street and provide additional space for people walking. They increase pedestrian visibility, shorten crossing distances, slow turning vehicles, and visually narrow the street. They can also integrate green infrastructure elements (such as rain gardens).

Location Considerations: May be used at intersections or mid-block, on commercial or residential streets. Often used in areas with high pedestrian volumes. Demonstrations will be easiest on streets that have curbside parking, and at intersections that already have a crosswalk in place.

Design Considerations: The length of a curb extension should at least be equal to the width of the existing crosswalk. The curb extension should generally be 1–2 feet narrower than the parking lane. Include barrier elements (see below) to demarcate the curb extension from the existing street.

Components and Materials:

- Barrier elements - planters, bollards or cones
- Washable paint - at minimum, stripe in a solid line to define the curb extension.

Parklets

Definition: A parklet is a sidewalk extension that provides more public space and amenities for people using the street.

Location Considerations: Parklets are typically installed within 1-3 on-street parking spaces. They work best in areas with unmet demand for public space, usually on thriving neighborhood retail streets or within downtown commercial areas. Avoid blocking bus stops or any active driveways, and look for areas that are free from obstruction of news racks, signs or other street furniture.

Design Considerations: Most parklets feature unique design elements that incorporate seating, landscaping, and/or bike racks. Very short-term demonstration projects (1-2 days) may make use of reclaimed and/or borrowed materials (see below) in order to demonstrate the viability of semi-permanent/seasonal parklet installations using more durable materials.

Components and Materials:
- Wood pallets
- Plywood
- Planters/landscaping
- Astroturf
- Movable seating
- Paint
- Barrier elements, such as bollards or cones

Photo by Street Plans. Pop-up parklet in Atlanta, GA, June 2014.

Bike Corrals

Definition: Bicycle Corrals provide on-street bicycle parking, accommodating up to 16 bicycles in the same area as a single vehicle parking space.

Location Considerations: Bike corrals are usually placed where sidewalks are too narrow to accommodate bicycle racks and in areas with both high levels of people bicycling and demand for bicycle parking. When placed near street corners, a Corral also increases visibility and creates an additional buffer between people walking and people driving. Demonstrations should be planned to re-appropriate 1-2 curbside parking spaces, without blocking bus stops or active driveways. Look for areas that are free from obstruction of news racks, signs or other street furniture.

Design Considerations: Corrals should be at least 8′ in width (the width of a typical parking spot). Corral should orient bikes perpendicular to the curb and be designed to allow 10-16 bikes to be parked and secured to a fixed, heavy object.

Components and Materials:
- Bike rack element. Can be created from wood pallets (can be used to park bikes in the slats of the pallet), collapsible A-Frame Bike Racks, or any other rack design that allows bikes to be safety secured.
- Barrier elements - planters, bollards or cones

Photo by Los Angeles DOT.

Median Refuge Island

Definition: A curb- or barrier-protected area between travel lanes that provides people crossing the street on foot or on bike with a safe place to wait mid-way through the crossing.

Location Considerations: Refuge islands are most useful on streets with high vehicle volumes and speeds, combined with high volumes of pedestrian and bicycle traffic. They can be used at signalized or unsignalized intersections along streets where people walking or biking would benefit from a safe place to rest part way through the crossing. Note that installation and removal of this project type can be particularly tricky, because the medians are located within a center of an active street. Traffic control and safety planning may be more complicated

Design Considerations: Ideal medians are at least 10ft wide, with 6ft as an absolute minimum. When applied on a two-way street, the median refuge should be placed along the centerline of the roadway between the opposing directions of travel.

Components and Materials:

- Barrier elements, such as planters, bollards or cones. Straw bales also work well for median refuge island barriers.
- Temporary "curb" can be created with straw wattle
- Washable paint

Photo by Street Plans. Median demonstration project in Ponderay, ID, Fall 2015.

Pedestrian Plaza

Definition: Public space created from an underutilized street right-of-way space into an area reserved exclusively for non-motorized public use. Pedestrian plazas enhance local economic and social vitality, pedestrian mobility, access to public transit, and safety for all street users.

Location Considerations: Plazas work best on underutilized or "stub" street segments with low vehicle traffic volumes. Look for a space where additional public space would be an amenity, or where high volumes of pedestrian traffic merit enhancing space available for walking, sitting, etc.

Design Considerations: Create a clear, strong edge to define the plaza space using a combination of barrier elements, paint, and/or planters (more below). Keep your plaza compact so that activity is not spread too thin.

Components and Materials:

- Landscaping elements, such as planters, etc.
- Washable paint
- Barrier elements, such as bollards or cones
- Seating: movable chairs and tables are preferable. Create seats from straw bales, milk crates, cinder blocks/wood planks, etc.
- Consider including shade elements if sunny

Photo by Street Plans. Dewey Park Annex Pedestrian Plaza in Burlington, VT.

Protected or Conventional Bike Lane

Definition: A bike lane is a designated space for people to ride bikes on the street right-of way. A protected bike lane features a physical barrier separating people bicycling from car traffic. Protected bike lanes come in a number of configurations but always use a vertical element to differentiate cycling space from driving space.

Design Considerations: Ideal dimensions for a bike lane are 5-7ft, with a buffer/protective space of at least 3ft. A vehicle travel lane of 10-11ft should be preserved (minimum of 10.5ft required in most cases). See the NACTO Urban Bikeway Design Guide for more information and diagrams: www. nacto.org

Location Considerations:
Like the median refuge island, bike lane demonstrations can be tricky to install and typically require more detailed traffic control planning. Location elements to consider:

- The easiest way to create a protected bike lane is to simply add a protective element to an existing, conventional bike lane (see photos at right).
- Streets with curbside parking can work well, as parking can be prohibited for one day to create space for the lane (see more info on parking prohibitions on page 21)
- Installation can be challenging on streets with high vehicle volumes and speeds, frequent curb cuts for driveways / driveway access, or where the demonstration would conflict with waste collection schedules.

Components and Materials:

- White striping - created with traffic tape, duct tape, spray chalk or similar material
- Surface treatments such as green paint and a bike lane marking (created with stencil)
- For a protected lane, add barrier elements, such as planters, bollards, cones

Photo by Nic Anderson

Photo by Julie Campoli

IDEAS FOR MATERIALS

Item	Details	Potential Source	Cost
Astroturf or Felt (cut-able)	Can be used to create a green/grass effect in a parklet or to simulate a grassy median	Can be purchased online, or from a local garden store. Typically $25-35 for 4' x 6' of Astroturf.	Medium
Bike Lane Stencil	Stencil should conform to official MUTCD standards if possible	Can borrow official DPW stencil with advance notice through loan system	$0 (if not damaged)
Bollards	Aim for movable, reflective, waist-high bollards - they are ideal for creating a visual barrier and channelizing traffic	Approx. 30 movable bollard posts are available for loan from Local Motion	$0-$XX
Duct Tape	Cheapest tape option for striping, easy to source and work with. Not appropriate for overnight use because it is not reflective!	Can purchase online.	Low
Paint - Corn Starch	Very washable, non-toxic. Requires minimum of 30 min. to dry.	Easy to make from equal parts corn starch and water + food coloring. The more corn starch, the thicker the paint.	Low
Paint - Tempera	Powdered tempera can be used in place of or to enhance corn-starch paint	Can purchase online. (Ex: Sargent Art Time Powder Tempera)	Low
Planter Boxes	Simple wooden boxes will suffice	Can be borrowed from Local Motion	$0-$XX
Plants	Add beauty to project, but also require careful transport, watering, etc.	Try to borrow from local nursery or garden store where possible. Be prepared to pay for any plants that are damaged during the demonstration.	Medium
Seating	Comfortable, movable seating can be created using benches, milk crates, hay bales, and more.	Consider borrowing chairs or benches from nearby businesses or residents. Or, create simple benches from raw materials like cinder blocks and planks of wood. (Many items may be available from the ReSOURCE and ReBUILD stores or loan programs).	Varies
Spray Chalk	Eco-friendly spay-able chalk. May require a power washer to remove.	Can be purchased online. Price typically ranges from $5-$15 per 15 oz. can	Medium
Straw Wattle	Creates a curb-level barrier - easy to install and morph into the shape needed	Available at landscape/garden stores.	~$150 per 25' x 9"
Traffic Cones	Movable, reflective - can be used to create a visual barrier and/or channelize traffic	Can be borrowed from DPW with advance notice through a loan system	$0 (if not damaged)
Traffic Tape	Higher durability tape, reflective. Purchase 4" wide if possible.	Can purchase online.	High
Wayfinding Signs	Can purchase complete kit from Walk [YourCity], or make your own!	DIY, or try walkyourcity.org/ (Complete kit for 16-sign campaign = approximately $375)	Varies
Wood Pallets	Use pallets to make chairs, benches, tables, planters, a stage, parklets, a bike rack, and more.	Often available as an in-kind donation from local businesses. Use pallets with "HT" stamp not "MB" (the later means the pallet was treated with toxic methyl bromide)	

Host a Visioning Meeting

Ok, you've got a basic idea of what you want to do, and when/where you want to do it. Now it is time to bring people together to think through the details and create your initial proposal (Phase 1 of the permit process - detailed on page 36). Convene your team (see page 12 for details on who this might include) for a visioning meeting. This might be a pot-luck or happy hour - make it fun and social, but stay focused! See the sample agenda to the right.

Committee Roles

During your initial visioning meeting you'll want to identify the strengths and interests of people on their team, and create committees/work plans around those areas. Typical committees typically mirror the roles described on page 12 (under "Who?").

Tips for Event Timing

Depending on your goals, you may want to avoid timing your demonstration project with conflicting events in the community, or you may want to piggy back on them to maximize visibility/impact. In either scenario, set a target date as early in your planning process as possible - this will help hold everyone accountable!

VISIONING MEETING AGENDA

- **Introductions.** Assign a note taker!
- **Brainstorming:** Collect and share ideas about how you can make the project happen, and what it will look like. Agree on a project goal.
- **Location:** Discuss potential opportunities and challenges at your project location. Shrink the scale and narrow the scope of your project wherever possible. If you attempt to cover too large an area, you run the risk of being spread too thin and "diluting" your project's visual and physical impact.
- **Skills/Resources Inventory:** What skills do you have represented in your group? What materials do you have access to through donation/borrowing? Note what you're missing so you can try to fill in the gaps.
- **Evaluation:** How will you know if your project was a success? What will you document and measure to tell that story? What baseline data do you need to document to show change?
- **Roles and Next Steps:** Identify roles and outline next steps to start the project planning process. Break the project into measurable tasks and assign those tasks to people (or committees). Discuss what date/time is best for regular meetings, and set your next meeting date. Regular meetings are critical!

SAMPLE PLANNING MEETING AGENDA

- Introductions
- Stakeholder Outreach (Mouthpieces)
- Media and PR (Mouthpieces)
- Site Plan/Permitting (Coordinators)
- Budget (Coordinators)
- Supply and Materials Procurement (Gatherers)
- Sponsorship/Fundraising (Gatherers)
- Build-Day Planning/Logistics (Builders/Coordinators)
- Volunteer Recruitment (Shepherds)
- Next Steps/Action Items & Next Mtg Date

Phase 1: Creating Your Initial Proposal

The diagram on page 10-11 provides an overview of the permit process. The first step is creating an initial proposal describing your project. An application form for the initial proposal is provided on page 36. You should plan to hand this proposal in to DPW 2-5 months ahead of your target event date. The proposal must include a detailed description of your project idea, along with photos of your proposed location and a site plan (sketches, or drawings depicting your vision for the completed project). If you've got someone on your team with graphics/urban design skills and access to design programs, awesome! If not, other tools include:

- **Old-fashioned drawing -** trace paper over a printout of an aerial image can be enough to get your idea across
- **Case study images from similar projects**
- **Streetmix** - an online tool that lets you experiment with the design of your street by mixing/matching street components. See: http://streetmix.net
- **Google Maps** - add shapes and lines onto a Google aerial image right in your browser
- **PowerPoint** - if you don't have access to fancy design software, use PowerPoint to add shapes and lines onto a map or aerial image

When ready, attach the description and site plan to the Phase 1 application form on page 36, and send your proposal packet to DPW as directed. DPW will review your initial proposal within 2 weeks to assess Traffic Control requirements, confirm compliance with applicable laws/regulations, and provide advice on Phase 2 Permit Application development. Based on this assessment, you may be asked to revise your idea before beginning the next phase of your application.

Vehicle Parking

In the Phase 1 application, you will be asked to describe parking conditions at your project site. The type of parking present will impact your permit requirements for Phase 2. Visit your site to check:

- Is metered parking present? If so, is it a single or double meter? Meter bag placement cannot impact ADA accessible spaces or block fire hydrants or bus stops.
- Remember that no matter the parking conditions, you may not place any obstructions between a transit stop and the travel lane.

If metered parking is present you'll need to:

- Complete the "Application for Possession and Use of Meter Hoods" available from the DPW Traffic Division. (During Phase 2.)

  » DPW Director approval is required for multiple bags or bags that have a duration greater than 3 days.

  » With advance notice, DPW may be able to waive per-day meter fees. The $10 deposit and fees for lost, stolen or damaged equipment cannot be waived.
- Visit the DPW office after 12:00pm the day before the spot is needed to hand in your application and obtain a meter bag. Cover your meter between 5:00 - 6:00pm the day before the spots are needed.
- Call or email the Police Department with the location of your meter bag 24-36 hours before the ban is needed. If someone does park in your bagged space on the day of your event, call the non-emergency line for BPD at: (802) 658-2704

If curbside parking is allowed, but no meters are present, you'll follow these steps:

- 36 hours before event, notify BPD and CarShare VT (if event impacts their vehicles/parking).
- 24 hours before the event, post "No Parking"signs (provided by DPW) with the date and time of parking restrictions.

  » If wooden stakes will be used, call Dig Safe at 811 to verify clearance 48 hours prior to event.

  » If 1/2 to 1 full block of parking will be restricted, flyer all cars parked on the street 24 hours before event.

Traffic Control & Safety

A major goal of this guide is to allow people to experiment with and experience new street design conditions. So, with the exception of the Plaza project type, it is likely that the street will be open to vehicle traffic once the demonstration is installed. Depending on the project type, the street may also be open during installation and clean-up.

Safety is an essential consideration - for volunteers working on the project, and for people driving, walking or biking through the space. Project leaders must think through traffic control and safety for all aspects of the project: build-out/installation; project duration; removal/clean-up.

When you hand in your initial proposal in Phase 1, DPW will help you assess the traffic control requirements for your project and give you feedback on next steps for creating a complete permit application (Phase 2). In most cases, the TCP must be completed by a professional engineer, in accordance with guidelines set out in the Manual on Uniform Traffic Control Devices (MUTCD). The person or organization who creates your traffic control plan is your Engineering Partner. If you don't have an engineer on your team, don't despair!

- Some projects may be simple enough that they do not require a TCP.
- DPW will assist with up to 4 TCPs for demonstration projects each year. If you need help creating a traffic control plan, check the appropriate box in your Initial Proposal to indicate this need to DPW.
- If DPW is unable to assist with the creation of your TCP, local engineering firms may be willing to assist you in creating a plan on a volunteer basis. (See page x for ideas.)
- Once your TCP has been approved and your Phase 2 Demonstration Project Permit is awarded, you can work with DPW to use official city signs to execute the plan. Depending on the complexity of the TCP, DPW may be actively involved in implementing the plan.

Photo by Julie Campoli.

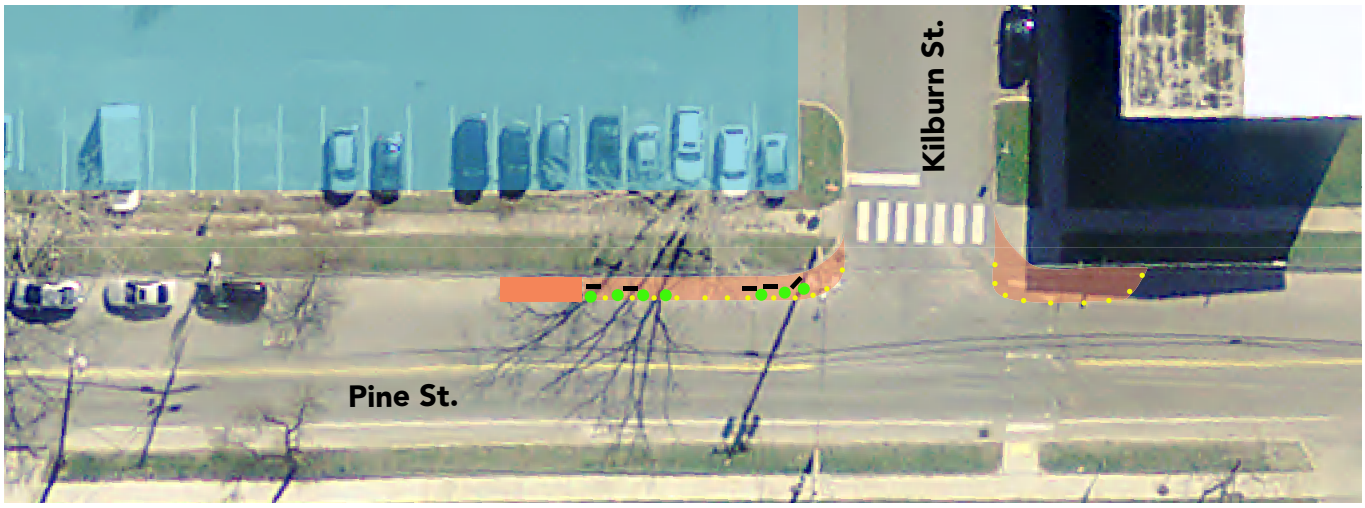
Safety First!

When the big event day arrives, the project leader will be responsible for making sure that everyone who assists with the temporary Demonstration Project reads the Safety Guidelines, completes a Release of Liability Waiver, and completes the Sign-in Sheet.

Participants must follow safety rules, laws, and procedures to ensure that their work environment is safe. This including making sure volunteers remain in the coned-off, safe work zone at all time. It might also include obtaining and wearing safety equipment, such as gloves, face protection, hearing protection, and clothing and footwear appropriate for the job to be performed (such as closed toed shoes or safety vests - which may be borrowed from Local Motion or DPW).

See the 3-part packet of required materials in the appendices for more information and required material.

Example: Easy Project



Curb Extension & Parklet in the South End

This project involved creating a temporary parklet and a curb extension. It was easy to plan/install because:

- The greenbelt next to the sidewalk provided space to gather for discussions and store supplies
- All work was taking place in the parking lane area, out of the way of the vehicle travel lane.

Traffic control for installation involved:

- Creating a simple Traffic Control Plan using standard plan types from the Manual on Uniform Traffic Control Devices (MUTCD) - the guiding document for traffic control and signage planning.
- Working with DPW to have signs posted prohibiting parking in a few curbside parking spaces in advance of the build day.
- Putting DPW's traffic control signs in place to warn oncoming cars of "shoulder work" - just as you'd see for an official construction project in the shoulder of a road. Placement of signs was guided by the traffic control plan.
- Placing traffic cones to create a barrier to protect volunteers working in the shoulder.
- Making sure all volunteers wore safety vests for visibility and stayed within the coned-off area.

Example: Complicated Project

Parking Protected Bike Lane on N. Winooski Ave.

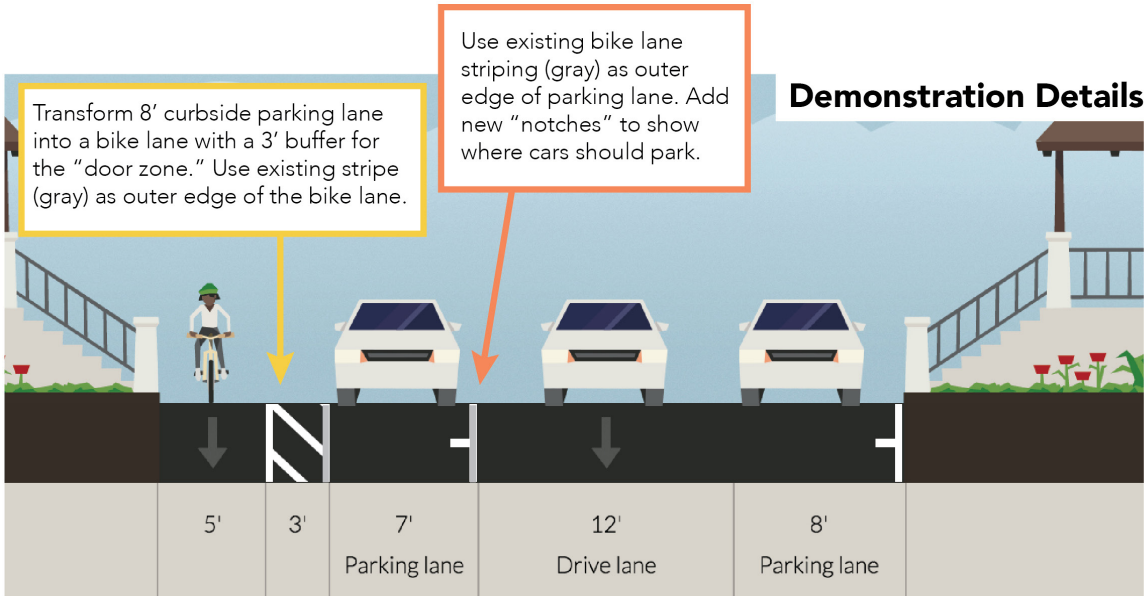
The sketch below is an example of a site plan diagram for a more complicated bike lane project - a parking-protected bike lane along one block of N. Winooski Ave. This project was complicated to plan/install because:

- Installation occurred in the middle of the road for an entire block, requiring a temporary street closure for about 6 hours on a Saturday morning.
- A CCTA bus route had to be adjusted while the street was closed for project installation.
- The project design required a major shift in normal parking patterns. BPD assistance was needed to create and enforce a parking ban on the morning of project installation. When installation was complete, the design required drivers to park in an configuration that was totally new to Burlington. BPD assistance was needed to restore parking to the normal configuration.

Traffic control for installation involved:

- Creating a more customized Traffic Control Plan in line with MUTCD standards.
- Working with DPW to have signs posted prohibiting parking in advance of the build day.
- Putting DPW's traffic control signs in place on the build day.
- Notifying neighbors of the temporary street closure.

The high degree of effort required for this demonstration was merited, because the demonstration was planned to take place in conjunction with the large Open Streets BTV event, as well as a citywide planning process for Burlington's first walk/bike master plan.



Execute Your Work Plan + Complete Your Phase 2 Application

DPW will provide you with feedback on your initial proposal within 2 weeks. Revise your proposal in response to that feedback, and start planning! Work in this phase consists of preparing your Phase 2 permit application (see page 39) and assembling all of the materials you need to create your project. Use the sample planning meeting agenda on page 20 as a resource as you work through the final preparations for the project.

Tips for Marketing/Outreach

Project branding is important - establishing a creative project title and eye-catching poster will help build excitement about your project. Work to disseminate your promotional materials within existing communications channels as much as possible. Create a "promo kit" with sample email text and Facebook posts to make it easy for supporters and partners to share your project information with their networks. At the same time, be sure to honor your responsibilities for outreach to neighbors and business owners around your project. More information about this is provided in the diagram on page 10, and in the Phase 2 Application form.

Tips for Supply Procurement

Look for borrowed, donated or recycled materials whenever possible. Many items may be available from the ReSOURCE and ReBUILD stores or loan programs. Project partners can be a huge help in sourcing materials - local businesses that donate materials should be recognized with signage, etc. as "in-kind" sponsors.

Tips for Volunteer Recruitment

Try to leverage collaborations with existing organizations such as schools, churches, service groups, neighborhood associations and advocacy groups. You may need volunteers to help with pre-event outreach. You'll definitely need them to help with installation, staffing, and clean-up. Be sure to schedule multiple shifts so everyone has fun and avoids burn-out (aim for shifts of no more than 3 hours). And, remember that all volunteers should have a "Safety First" approach to working in the roadway - see the Safety Guidelines on page 41 for more info.

Funding + Donations

Though the City of Burlington may provide limited in-kind support, community partners are responsible for funding the installation, maintenance, and removal of the demonstration project. But, you don't need a large grant to undertake a demonstration project. Look for options to borrow, reclaim, or have materials donated before you think about buying them. Often, all you need to get started is the courage to ask and thank-you notes to send later.

You'll find a wide variety of resources that can be leveraged to support your work.

- **Crowdfunding:** Options include Kickstarter, Indiegogo, and a favorite fundraising tool for community-led projects: ioby. Ioby is a non-profit, crowd-resourcing platform that helps neighborhood projects come to life block by block.
- **In-kind donations from local businesses:** Often helpful in sourcing or borrowing supplies like paint, pallets, plants, benches, tires, cinder blocks, wood, etc.
- **Borrowed supplies from the Local Motion pop-up trailer.** For more information visit: localmotion.org/pop_ups.
- **Small financial grants from local businesses or chains:** With enough advanced notice, small financial grants may be available for neighborhood events or projects.

Baseline Data Collection

The project goal you define at your first Visioning Meeting will help define what metrics you will use to evaluate what worked well about your project, and what could be improved. The following pages outline details of quantitative and qualitative data points that might be appropriate for evaluating your demonstration project. It is important to collect baseline data before your project is installed so that you can make a comparison. Try to collect baseline data under conditions that are relevant to the goals of your project. For example, if you're interested in making it safer for people to bike to work along a certain street, you should count baseline volumes of bike commuters on a normal weekday, avoiding rainy days or holidays.

Build-Day Planning and Logistics

Creating the TCP discussed on page 22 will help you begin to flesh out the details of build-day planning. In addition to the TCP, you should create a detailed timeline for project installation and removal. Elements to consider include: supply transport and arrival, when traffic control begins/ends, set-up of various project elements, and timing for site inspection by DPW, programming, evaluation activities, and volunteer shifts.

Ok - Now Build the Project!

You've obtained your permit, and the big day is finally here. Warning: things will not always go exactly as planned. Expect and plan for the unknown, and welcome and learn from the mistakes - there will be some! It is important to remain flexible even as you roll out your project so you can adjust elements of your plan as needed.

Be sure to refer back to your build-day timeline to be sure you accomplish your various evaluation/ documentation activities as planned. (Details on the following page.) You must also be sure to comply with all permit and notification requirements defined in through the Phase 2 application process, and:

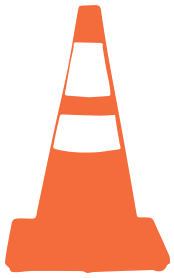
- Complete the 3-part packet of required materials associated with the Safety Guidelines
- Post the Phase 3 info sign at your project site

Students at Bates College create a temporary two-way buffered bicycle lane in Lewiston, ME.

Project Clean-up

Project leaders are responsible for removing the demonstration project according to the timeline stipulated in their permit application. If the Community Partner fails to remove the project as required, the City may be forced to do so at the expense of the partner.

All demonstration project permits are revocable by the Director of Public Works if the permitted project no longer meets the intent of a city plan or policy. To see the fine print, flip to the policy text on page 39.



Project Evaluation

QUALITATIVE TOOLS

Qualitative metrics refer to data that is observed rather than measured. This might include quotes or descriptions. Qualitative data is especially helpful in telling the story of your project, and the goal should be to do so in a genuine and human way. Consider using the following tools:

- **Intercept Surveys** - Develop a very short (1-3 question) survey to ask people who pass through your project area.
- **General Surveys** - Use paper or electronic surveys (via laptop or tablet) to gather more in-depth information on site, or as a follow-up to your project. Platforms such as Surveymonkey can be very useful for this purpose. We recommend keeping surveys to under 5-minutes in length. You may wish to create different surveys for different stakeholder groups (ex: residents, local businesses, etc.).
- **Idea Boards** - This tool is similar to an intercept survey, but it allows people to quickly see what others have said in addition to sharing their own ideas. Create a large chalkboard or use blank paper as a canvas for people to share their ideas, and ask a simple question. For example, you may create two columns with the prompts "I like this because..." and "I don't like this because...". Or, you may ask a more general question that applies to the goal of your project. Provide markers, sticky notes, chalk, or other tools so people can easily share their thoughts on the idea wall. If possible, staff the idea wall with a volunteer facilitator at all times to orient and engage people.
- **Key Person Interviews & Testimonials**- Your project goals may make input from specific stakeholders particularly valuable. For example, if you're creating temporary bulb-outs near a school crossing, you may want to interview the crossing guard who works there every day to get their input. Make a list of key people you'd like to interview, and record their thoughts so that, with their permission, you can share them as testimonials in the future. See the feedback form on page X for more.

QUANTITATIVE TOOLS

Quantitative metrics deal with numbers and data that can be measured, such as pedestrian or bicycle volume counts. Go back to your project goals and think about what numbers will help you know if your project was a success. You will also want to select quantitative metrics that help you understand how it may have impacted key user groups, for better or for worse. Potential data points to consider include:

- **Volume counts for vehicles, pedestrians and/or cyclists.** To measure cyclist volumes, consider using WayCount - an affordable hardware and web platform for crowdsourcing automobile and bicycle traffic count data. Smart phone counter applications (such as CounterPoint) are also available, and can help you collect volumes across multiple transportation modes. To conduct a manual count, start by creating a schedule that accounts for uniform counting time periods (ex: the first 10 minutes of every hour, beginning on the hour). Set a time to collect baseline data for comparison at the time periods before your project is in place. (See Additional Resource section for a sample worksheet.)
- **Stationary Activity Counts**. Beyond counting who is passing through your project area, you may want to record who is staying, and what they are doing. This can be accomplished through regular stationary activity counts, which are conducted in regular intervals just like volume counts. For these counts, you will want to record information about what people are doing, how they are interacting, their age, gender, how long they are staying, etc.
- **Sales figures.** Work with nearby businesses to see if they will share information about their sales figures in relation to your project. You might, for example compare their sales figures on your project weekend to those of an average weekend in the same season from the previous year, and again to a representative weekend after your project is complete. Aim to keep time of year and dates consistent, so you can make an accurate comparison. If you're unable to get sales figures, consider counting/comparing the number of people who visit businesses near your project site.

- **Vehicle Speeds.** In many cases, your goal may be to slow cars down to a safer speed. You can easily count speed with a radar gun. (Contact Burlington Police Department to see if you might be able to borrow one!) If you cannot get access to one, simply mark out a 100-ft stretch on the roadway near your project and use a stopwatch tool on your phone to record the time it takes a driver to cover this distance.
- **Yielding Rates for Pedestrians in Crosswalk.** Observe and record how many drivers yield to pedestrians in the crosswalk before, during, and after your project.
- **Red light stop times** can be valuable measurements if there is concern about back ups at traffic lights as the result of your project. Have a friend or fellow volunteer use a stopwatch to time how long it takes them to get through the relevant intersection before and after your project is in place. Another option is an informal queue count- just count the number of cars waiting at the red light.
- **Emergency and transit vehicle access** is an incredibly important consideration. Invite the Fire Department and CCTA to come out to your demonstration site to test how well their vehicles can maneuver around the demonstration, and record the results.
- **Noise levels** impact quality of life, and measuring decibels can be useful. Many smart phones support apps which will allow you to take decibel readings directly from the phone.
- **Resources Leveraged**. Don't forget to track volunteer involvement, in-kind donations, financial donations, etc. These metrics demonstrate support for your project in an impactful way.
- **Online Conversations**. Create a project hash tag, and display it prominently near your project. Use it to share project imagery, and check in regularly to see how many people are talking about your project online, and what they are saying.

A simple idea board in Morgan Hill, CA.

Using a WayCount counter in Atlanta, GA.

DOCUMENTATION TOOLS

Collecting visuals to tell the story of your project is a must. Potential tools include:

- Video recordings of people interacting with the project or sharing their thoughts about it
- Time-lapse video applications allow you to use your smart phone to create a dynamic video illustrating how your project transforms public space and functions while installed.
- Before and After photographs can be a striking visual. Be sure to consider options for capturing aerial images (from a nearby window or balcony, for example), and establish a uniform shot angle for clear comparison.
- Event Photos documenting the various aspects of your project through all stages of its life, from installation to tear-down.

#BTVdemoproject

When uploading your photos to social media, use the Burlington Demonstration Project hashtag: #BTVdemoproject. Doing so will help us track photos as inspiration to other demonstration project organizers!

An impromptu discussion about the pros and cons of a parking protected-bike lane occurred between a passing bicyclist, a demonstration project team member, and the local mailman.

EDUCATION AND PUBLIC DISCUSSION

One of the most exciting things about Tactical Urbanism is that it takes the urban design discussion out of the office or public meeting and puts it right into the street. With the proper set-up, your demonstration project can spark meaningful dialogue about public space design, safety, and your project goals. In addition to collecting input through the Qualitative Tools mentioned on page 27, consider how you want to inform people about the context and purpose of your project. Tools include:

- Talking points insure that all volunteer and project participants are on the same page about messaging and communications
- One-pagers or postcards allow people to take home key info about your project, and can be used to direct them to a website or online survey for follow-up

FOLLOW UP

Great Work! Now What?

Thank Yous

Follow-up immediately after your event thanking everyone who was involved: volunteers, donors, city staff, local businesses, etc. Share photos and include evaluation surveys where appropriate (more on that below). Don't forget public shout-outs thanking sponsors and donors via social media, email newsletters, and any other public recaps of the event.

Debriefing

Gather your core planning team as soon as you can following the event to debrief. Aim to meet within 1 week so the event is still fresh in everyone's mind.

You may want to create a short questionnaire to gather input from key stakeholder groups such as residents, local businesses, and volunteers. Find out what they think about the impact of the demonstration, what worked about the process, and what didn't. A link to the questionnaire might be included right in your thank you communications. You may also simply compile feedback forms completed on site - see the template on page 48.

Publish a recap of your project. Include any data you collected, relevant observations from stakeholder surveys, along with any media coverage, photos, and/or videos. Share this recap with the general public, media outlets, elected officials, and sponsors/donors.

Building Capacity Moving Forward

Ideally, your demonstration project brought a diverse group of people to work together on a project that impacts your neighborhood. Don't lose momentum! Some of the findings from your demonstration project might result in recommendations for next steps or long term actions. Record these findings and share them with the City using the Recap Worksheet (Phase 4) so you can continue to work in partnership towards improving your neighborhood.

If you've learned lessons you feel will benefit future groups leading demonstration projects, share these with the City as well. You might want to share recipes for paint, sources for supplies or funding, or any other tips that will help others plan and execute a successful demonstration.

THE POLICY

Burlington, VT
Demonstration Project Policy

AUTHORITY TO ENABLE COMMUNITY-LED DEMONSTRATION PROJECTS WITHIN PUBLIC RIGHTS-OF-WAY

With the conditions set forth in this policy, the City of Burlington Public Works Department, Police Department, and Fire Department shall enable non-municipal groups and organizations, hereby known as Community Partners, to undertake short-term demonstration projects in public rights-of-way. Demonstration Projects shall be defined as those lasting one (1) to seven (7) days. Projects that exceed this in duration will be subject to the City of Burlington's Pilot Project Ordinance (Article 1 Chapter 20 Section 3).

COMMUNITY PARTNERS

(1) Eligible Community Partners include, but shall not be limited to the following entities:

- Business Improvement District or merchant group
- Neighborhood Planning Assembly
- Residents
- Chamber of Commerce
- Business owner
- Commercial property owner
- Not-for-profit organizations
- Community-based organizations and civic groups
- University or other academic clubs, organizations, classes
- Other eligible Community Partners may be considered on a case-by-case basis.

SITE REQUIREMENTS, CLEARANCE AND ACCESS

(2) State Highways and Arterial Roads: Demonstration projects cannot be located on VT Route 127. Proposals for Routes 2, 7 or Alt. Route 7 are approved on a case by case basis and may require additional review. Projects located on streets classified as "arterial" by the City of Burlington are possible, but are likely to require more robust review and traffic control (North Ave., Colchester Ave., Shelburne Rd. or Main St.).

(3) Speed Limit: Project should be located on a street in the public right of way, with a speed limit that is 25 MPH or less.

(4) Services: Project design and location should avoid interference with normal operation for delivery trucks, public transit routes/stops, or trash/recycling pick-up. If a demonstration project will impact these services, alternate access must be provided and negotiated with the impacted parties.

(5) Public Utilities: Projects should not restrict access in any way to public utilities, utility covers, valves, building standpipes, etc.

(6) Fire Hydrants: Projects must preserve vehicle access within 25 ft. of fire hydrants.

(7) Driveways: Projects should not block or limit driveway access, unless the driveway owner specifically permits use of their driveway for the demonstration. Such permission must be illustrated by letter of support.

(8) Emergency Vehicles: Project design must preserve full access for emergency vehicles, providing at least 14 feet of horizontal roadway clearance.

(9) Demonstration Projects shall maintain accessibility to individuals with disabilities per the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

(10) Demonstration projects should not be located on the same block as ongoing construction projects.

(11) No street or public right-of-way shall be blocked for project installation for more than 24-hours unless specifically allowed by the Burlington Department of Public Works, Police Department, Fire Department, and the Chittenden County Transportation Authority (CCTA).

Demonstration Projects that do not meet these criteria will require special consideration and longer approval times. Such projects are subject to approval by the Public Works Director on a case-by-case basis.

FUNDING

(12) The Community Partner should expect to purchase, install, maintain, and remove various project materials and elements at no cost to the City. In some scenarios, the City of Burlington may provide funding or in-kind support to benefit the project, but financial support from the City is not guaranteed or required.

COMMUNITY SUPPORT

(13) Demonstration projects must demonstrate community support from 75% of property owners/ business entities on the block adjacent to the project site. Support must be demonstrated through individual letters or petition.

(14) The Community Partner must provide individual letter(s) of support from any property owners/ businesses whose driveway access will be impacted by the demonstration.

PERMITTING + NOTIFICATION

For a diagram of the process, please see page 10.

(15) Phase 1: Project Development: Community partner shall submit initial proposal via the Phase 1 Application, with draft site plan sketch a minimum of 2 months from the desired event date (though a longer time frame is recommended). The Burlington Public Works Department will review the proposal within 2 weeks to assess Traffic Control requirements, confirm compliance with applicable laws/ regulations, and provide advice on Phase 2 Permit Application development. DPW will also ensure that Demonstration Project will not interfere with emergency access to utilities such as fire hydrants, public utilities access panels, building standpipes, etc. at this stage. The Community Partner must revise materials in response to DPW feedback and create a complete a Phase 2 permit application.

(16) Phase 2: Permit Application: Community partner shall submit a complete Phase 2 permit application to DPW a minimum of 45 days before target event date. DPW shall be the primary point of contact between the Community Partner and the other agencies whose approval is required: BPD, BFD, CCTA, and the Public Works Commission (referred to as agency partners). Permitting process will follow the diagram on page 10. If application is complete, DPW will distribute it to agency partners within 1 week, and a minimum of 30 days before the target event date. Agency partners report any concerns to DPW within 30 days of DPW's distribution.

(17) The Department of Public Works must send the approved permit package to Public Works Commission, BPD, BFD, and CCTA for informational purposes a minimum of 2 weeks before event.

(18) The Community Partner shall notify all households and businesses (including CarShare providers if impacted) within two (2) city blocks of the proposed project at least seven (7) days before the installation date, via an informational flyer or a letter.

(19) Any temporary changes to parking will be subject to existing protocols for placement of notification signs and meter bags. If metered parking is present, applicants shall complete the "Application for Possession and Use of Meter Hoods" available from the DPW Traffic Division. If curbside parking is allowed, but no meters are present, applicant must: (1) notify BPD and CarShare VT 36 hours prior to event; (2) post "No Parking"signs (provided by DPW) with the date and time of parking restrictions 24 hours prior to event. See page 21 of the Guide for more details.

(20) The Community Partner shall post the mandatory project information sign at the project site for the duration of the project. (Sign template provided in the Required Items section of this Guide.)

STEWARDSHIP

(21) The Community Partner shall not be exempt from complying with all applicable traffic laws, including laws regarding bicyclists and pedestrians, or other relevant city ordinances unless otherwise approved by the Public Works Director. DPW will identify any concerns related to compliance when reviewing the Community Partner's initial proposal (Phase 1 of application process).

(22) The Community Partner is responsible for designating a primary contact person who can be reached by the City for the duration of the project in case of emergencies or unexpected issues/concerns. This person must be available for a site inspection once the project has been installed, and must be willing and able to troubleshoot should adjustments be necessary.

(23) Community Partner is responsible for any damage to private property or public property within the right-of-way that occurs as a direct result of the demonstration project.

(24) The Community Partner is responsible for removing all elements/features of the Demonstration Project and restoring the project site to its original conditions by the end of the permit period. If the Community Partner fails to remove the project and its various elements within the agreed time frame, the City will do so at the expense of the Community Partner, and Partner may be considered ineligible to lead future Demonstration Projects. If an emergency situation requires the City to remove or damage parts of the project before the end of the permit period, the City will not be held liable for damages to the project elements.

(25) The Community Partner shall work with affected neighbors to listen to any concerns that may arise during the project's duration. The community partner will attempt to resolve any concerns, assuming such actions do not undermine the goals of the demonstration project. If concerns cannot be addressed, the Community Partner should record the concern for submittal to DPW in the Recap Worksheet provided.

(26) The Community Partner shall notify the Police and Public Works Department of any traffic crashes, or other incidents resulting in injury to persons or property occurring at the Demonstration Project site. Contact Burlington Police Department at 658-2704, and Burlington Public Works at 863-9094.

(27) The Demonstration Project shall be revocable by the Public Works Director if the project no longer meets the intent of the approved Demonstration Project proposal.

PERMIT AND REQUIRED ITEMS

City of Burlington, Department of Public Works
645 Pine Street, Suite A | Post Office Box 849| Burlington, VT 05402-0849
802.863.9094 VOX | 802.863.0466 FAX | 802.863.0450 TTY

Demonstration Project Permit Application (Phase 1 Proposal)

Applicant Contact Information: *(List main project contact person)*	
Full Name:	
Organization Name: (optional)	Title: (optional)
Email Address:	Phone #:

Is this the first time you have participated in the Demonstration Project Program?

☐ Yes ☐ No (if no, please list past project/s below)

Organization/Applicant Type: (check all that apply)

- ☐ Business Improvement District or merchant group
- ☐ Neighborhood Planning Assembly
- ☐ Resident
- ☐ Chamber of Commerce
- ☐ Business owner
- ☐ Commercial property owner
- ☐ Not-for-profit organization
- ☐ Community-based organization or civic group
- ☐ University or other academic institution

Project Proposal Information:
Proposed project location: (Please refer to and complete the site eligibility checklist on the next page)
List City Ward and Councilor(s) representing area where the project is located:

Target Project Timeline: (list date, day of week, and approximate hours for each phase)

Installation:	Duration:
Removal:	

Parking Information:
What type of parking is present in your project site? Describe any restricted zones, accessible spaces, and whether curbside parking is regulated by parking meters.(See page 21 in Guide for more information.)

DESIGN AND LOCATION CRITERIA

Does your project meet the below requirements for quick and easy approval? Projects that do not meet the criteria listed here are not impossible, but they will require special consideration and longer approval times. Such projects are subject to approval by the Public Works Director on a case-by-case basis. For additional details about requirements related to clearance, access, and community support, please see the policy document in the Policy section of this Guide.

	YES	NO
Does your site avoid State Highways (VT 127 and Routes 2, 7, and Alt. Route 7)? Demonstration projects cannot be located on VT Route 127. Proposals for Routes 2, 7 or Alt. Route 7 are approved on a case by case basis and may require additional review.		
Does your site avoid streets classified as "arterial" by the City of Burlington? (North Avenue, Colchester Avenue, Shelburne Road or Main Street)		
Is your site a public right of way, with a speed limit that is 25 MPH or less?		
Will your project avoid interference with normal operation for delivery trucks, public transit routes/stops, or trash/recycling pick-up? If project will impact these services, alternate access must be provided and negotiated with the impacted parties.		
Does your project design preserve access to public utilities, utility covers, valves, building standpipes, etc.?		
Does your project design preserve vehicle access within 25 ft. of any fire hydrants at your location?		
Does your project preserve normal access to driveways? Projects should not block or limit driveway access, unless the driveway owner specifically permits use of their driveway for the demonstration (demonstrated by letter of support - attach if relevant).		
Does your project design preserve full access for emergency vehicles? (Project design must provide at least 14 feet of horizontal roadway clearance.)		
Does your project design preserve normal street/sidewalk access for individuals with disabilities?		
Is your project located on the same block as any ongoing construction projects?		
Are all street closures needed for your project expected to last less than 24 hours? Streets or public rights-of-way cannot be blocked for more than 24-hours unless special permission is obtained from DPW, BPD, BFD, and CCTA.		

PROJECT PLAN INFORMATION

Please attach the following materials to further describe your project idea:

- ☐ A short description of your project idea, including information about the goal/intent of the project.
- ☐ 3-5 photographs of your proposed project location, and any measurement information you were able to collect. (Measurement information *not* required - do not enter the street if it is not safe to do so!)
- ☐ A site plan (sketches, or drawings depicting your vision for the completed project)
- ☐ A brief description of the quantitative and qualitative metrics you intend to use to evaluate and gather public input on your project.

Do you have an Engineering Partner identified to help you create a Traffic Control Plan in the event that one is required? (Note that a Traffic Control Plan may not be needed for all project types. DPW will advise you of Traffic Control requirements when reviewing your Phase 1 proposal.)

☐ No

☐ Yes (List name and contact information below)

Do you have any residents or business owners from the surrounding area (on the block adjacent to your project site) on your planning team, or indicating advance support of the project? *(Note that during Phase 2 of this application process, you will be required to demonstrate community support for your project via a petition.)*

☐ No

☐ Yes (If yes, list below. Attach additional materials as needed.)

Submittal Date*:

** We recommend submitting your initial proposal 2-5 months before your target event date. First time applicants should aim to submit materials as early as possible.*

Please send your initial proposal to: Nicole Losch, Senior Transportation Planner - nlosch@burlingtonvt.gov

City of Burlington, Department of Public Works
645 Pine Street, Suite A | Post Office Box 849| Burlington, VT 05402-0849
802.863.9094 VOX | 802.863.0466 FAX | 802.863.0450 TTY

Demonstration Project Permit Application (Phase 2 Application)

Note: This application form is intended only for those parties who have already submitted in Initial Proposal to DPW (Phase 1), and have revised their project materials in response to DPW feedback.

APPLICANT INFORMATION *(List main project contact person)*	
Full Name:	
Organization Name: (optional)	Title: (optional)
Email Address:	Phone #:

Has the contact person changed since the Initial Application in Phase 1?

☐ Yes ☐ No

PHASE 2 PROJECT PROPOSAL
Proposed project location:
List City Ward and Councilor(s) representing area where the project is located:

Has the project location changed since the Initial Application in Phase 1?

☐ Yes ☐ No

Please attach the following materials to further describe your proposal. Clearly explain any notable changes that you have made in response to DPW feedback from Phase 1.

☐ A description of your project idea, including information about the goal/intent of the project. (1 pg. max)

☐ A site plan - sketches, or drawings depicting your vision for the completed project

COMMUNITY SUPPORT

☐ **Attach your petition and/or letters of support.** Petition/letters must indicate support from 75% of property owners/business entities on the block adjacent to your project site.

PROJECT IMPLEMENTATION

Did DPW indicate that a Traffic Control Plan was required as part of your Phase 2 Proposal?

☐ **No**

☐ **Yes.** If yes, attach the Traffic Control Plan created for your project. The Plan must be completed by a licensed engineer, according to MUTCD guidelines. Provide the contact information for the Engineering Partner who assisted you with preparation of the Traffic Control Plan below.

Name:	
Organization or Company:	
Email Address:	**Phone #:**

Installation: How do you plan to install and break-down the project in accordance with the Traffic Control Plan? Please share the details of your work plan, in the form of a timeline that shows when project elements will be installed/staffed/taken down, and by who (staff, volunteers, etc.). Be sure to indicate:

- Who will lead implementation of the traffic control plan. (Note that DPW may be able to assist with complex plans in some cases.)
- Your desired time for project inspection by DPW staff (must occur at end of installation, before project officially "opens" to the public)
- Who will be the volunteer coordinator/point person? (This person must insure all volunteers sign Wavier)
- Estimated time frames for each phase of work and planned activity (at minimum, indicate timing for installation, duration, tear-down)
- Timeline for posting any required parking impact notifications (see page 21 of the Guide for more information).
- Number of volunteers/staff who will be involved in each phase of the project

Evaluation/Outreach: Describe the quantitative and qualitative metrics you will use to evaluate and gather public input on your project (approx. 1 page). Please include details of when evaluation activities will occur, and how many volunteers/people will be involved in each of your planned evaluation activities. When uploading your photos to social media, please use the Burlington Demonstration Project hashtag: #BTVdemoproject. Doing so will help us track photos as inspiration to other demonstration project organizers.

I understand that I am required to comply with the items stipulated in the Demonstration Project Policy on pages 31-34. I also understand that I am responsible for providing all volunteers with a copy of the Safety Guidelines and ensuring all volunteers sign the Release of Liability.

Signature: _____

Print Name: _____ Date: _____

Please send your application to: Nicole Losch, Senior Transportation Planner - nlosch@burlingtonvt.gov

Safety Guidelines

ADOPTING A "SAFETY FIRST" MENTALITY FOR TEMPORARY DEMONSTRATION PROJECTS

OBJECTIVE

The first goal of a demonstration project in the public right-of-way is to provide safer neighborhoods and streets using an open, temporary design and construction approach. The Department of Public Works and its employees, partners and volunteers are all part of this strategic mission and vision. Adopting a "safety first" mentality can help insure that accidents are prevented. Safety should be the first consideration for all parties at all stages of the project - through preparation, pre-build, installation, and clean-up.

GENERAL SAFETY

The project leader is responsible for making sure that everyone who assists with a temporary Demonstration Project reads these Safety Guidelines, completes a Release of Liability waver, and completes the Sign-in Sheet. Participants must follow safety rules, laws, and procedures to ensure that their work environment is safe. This might include obtaining and wearing safety equipment, such as gloves, face protection, hearing protection, and clothing and footwear appropriate for the job to be performed (such as closed toed shoes or safety vests).

Requirements for Accident and Incident Reporting

The Community Partner shall notify the Police and Public Works Department of any traffic crashes or other incidents resulting in injury to persons or property occurring at the Demonstration Project site. Contact Burlington Police Department at 658-2704, and Burlington Public Works at 863-9094.

Anyone who observes an unsafe condition, behavior or protocol at the project site should speak up immediately, so that the group may adjust accordingly.

TRAFFIC CONTROL

Traffic control will be executed in accordance with the Traffic Control Plan developed during the project permitting process (see page 22 for details). Approved traffic control devices, including cones, barrels, barricades, and delineator posts shall be used as described in the Traffic Control Plan.

FIELD SAFETY MEETINGS

Demonstration Project leaders should hold safety meetings/briefings at least every day during implementation and project removal to discuss potential hazards or other safety concerns with the job(s) being performed that day. During the meeting, the project leader should describe safety protocols relevant to the project:

- Rules around accident and incident reporting (required for all projects - see above)
- Details of any personal protective equipment that might be required for work on any specific tasks (ex: work gloves, safety vests, closed toed shoes)
- Overview of the Traffic Control Plan approved for the day's activities.

At the close of the meeting, participants should sign the Sign in Sheet and Release of Liability Waiver on the following page.

Release of Liability

THIS FORM MUST BE COMPLETED BY ALL PERSONS INVOLVED IN INSTALLING AND REMOVING A DEMONSTRATION PROJECT THROUGH THE CITY OF BURLINGTON'S COMMUNITY DEMONSTRATION PROJECT PROGRAM.

TWO ENTRIES PER PAGE - PRINT AS MANY PAGES AS ARE NEEDED

_____ agrees in any event to indemnify and hold harmless the City of Burlington, its appointed or elected officials, employees, and volunteers from any and all claims, actions, and judgments, including all costs of defense and attorney's fees incurred in defending against and arising from and related to vendors, their employees or volunteers actions.

Full Name:_____

Address:_____ Phone:_____

Intending to be legally bound hereby, the undersigned agrees that they agree to the statements above and have read and will abide by the Safety Guidelines described in this Guide.

Signature:_____ Date:_____

_____ agrees in any event to indemnify and hold harmless the City of Burlington, its appointed or elected officials, employees, and volunteers from any and all claims, actions, and judgments, including all costs of defense and attorney's fees incurred in defending against and arising from and related to vendors, their employees or volunteers actions.

Full Name:_____

Address:_____ Phone:_____

Intending to be legally bound hereby, the undersigned agrees that they agree to the statements above and have read and will abide by the Safety Guidelines described in this Guide.

Signature:_____ Date:_____

DRAFT to be finalized by City

Sign In Sheet

THIS SIGN-IN SHEET MUST BE COMPLETED BY ALL PERSONS INVOLVED IN INSTALLING AND REMOVING A DEMONSTRATION PROJECT THROUGH THE CITY OF BURLINGTON'S COMMUNITY DEMONSTRATION PROJECT PROGRAM.

Before you sign in below, you must read the Safety Guidelines provided (Part 1), and sign the Release of Liability Waiver (Part 2). All participants are required to abide by the Safety Guidelines.

NAME	ADDRESS	PHONE #	SIGNATURE

COMMUNITY-LED DEMONSTRATION PROJECT

This pop-up project was created through the City of Burlington's Demonstration Project Program. The program creates a pathway for everyday residents, advocacy organizations, and community groups to spearhead short-term demonstration projects alongside the Department of Public Works and other agencies.

Project Name and Description:

Project Duration:

Lead Contact Person and/ or Organization:

BURLINGTON, VT PUBLIC WORKS

If lead contact person cannot be found, contact the Burlington Department of Public Works at 863-9094.

In case of emergencies, dial 911 for the Burlington Police Department.

City of Burlington, Department of Public Works
645 Pine Street, Suite A | Post Office Box 849| Burlington, VT 05402-0849
802.863.9094 VOX | 802.863.0466 FAX | 802.863.0450 TTY

Recap Worksheet: (Phase 4)

Project Leader Name: *(List main project contact person. Note - this person will be considered the primary contact person should an issue or emergency arise.)*

Organization Name: *(if appropriate)*

Project Leader Address:

Project Date:

Project Location:

Project Budget

Estimated Materials Budget (purchased items)	
Estimated Value of In-Kind Materials Donations:	
Cost of hired services, if any: (list service type)	
Additional Costs:	
TOTAL PROJECT COST:	

List any in-kind donors or sponsors

Name	Item/Service

What worked well? (Attach secondary sheet if needed)

What would you do differently? (Attach secondary sheet if needed)

What challenges arose when planning or implementing your project? How did you deal with them? (Attach secondary sheet if needed)

Please share any relevant findings/evaluation metrics for your project, as well as photographs or links to online information. When posting on social media, please use the Demonstration Project hashtag: #BTVdemoproject. Attach supporting materials as appropriate. (Attach secondary sheet if needed)

Do you have next steps for your group to continue to advance the goals associated with your project? (Attach secondary sheet if needed)

ADDITIONAL RESOURCES

City of Burlington, Department of Public Works
645 Pine Street, Suite A | Post Office Box 849| Burlington, VT 05402-0849
802.863.9094 VOX | 802.863.0466 FAX | 802.863.0450 TTY

(Optional)

Demonstration Project Feedback Form

Name: (optional)_____ Date: _____

Email/Phone Number: (optional)_____

Share your comments about the demonstration project here:

Project Location: _____

Date: _____

(Optional)

National Bicycle and Pedestrian Documentation Project Count Template

FOR DETAILED COUNTING INSTRUCTIONS AND ADDITIONAL RESOURCES, VISIT: HTTP://BIKEPEDDOCUMENTATION.ORG/DOWNLOADS/

STANDARD SCREENLINE COUNT FORM

Name: _____ Location: _____

Date: _____ Start Time: _____ End Time: _____

Weather: _____

Please fill in your name, count location, date, time period, and weather conditions (fair, rainy, very cold). Count all bicyclists and pedestrians crossing your screen line under the appropriate categories.

- Count for two hours in 15 minute increments.
- Count bicyclists who ride on the sidewalk.
- Count the number of people on the bicycle, not the number of bicycles.
- Pedestrians include people in wheelchairs or others using assistive devices, children in strollers, etc.
- People using equipment such as skateboards or rollerblades should be included in the "Other" category.

	Bicycles		Pedestrians		Others
	Female	Male	Female	Male	
00-:15					
15-:30					
30-:45					
45-1:00					
1:00-1:15					
1:15-1:30					
1:30-1:45					
1:45-2:00					
Total					

Who to call for Traffic Control?

Page 22 notes that you may be required to create a Traffic Control Plan (TCP) as part of your Phase 2 application.

In most cases, the TCP must be completed by a professional engineer, in accordance with guidelines set out in the Manual on Uniform Traffic Control Devices (MUTCD). The person or organization who creates your traffic control plan is your Engineering Partner. If you don't have an engineer on your team, don't despair!

- Some projects may be simple enough that they do not require a TCP.
- DPW will assist with up to 4 TCPs for demonstration projects each year. If you need help creating a traffic control plan, check the appropriate box in your Initial Proposal to indicate this need to DPW.
- If DPW is unable to assist with the creation of your TCP, local engineering firms may be willing to assist you in creating a plan on a volunteer basis. The box to the right contains a few ideas for local companies you could try. Note that you should consider any donated engineering services as a valuable form of in-kind sponsorship of your project. Plan to create a sign to publicly recognize your Engineering Partner as a key part of your project's success!

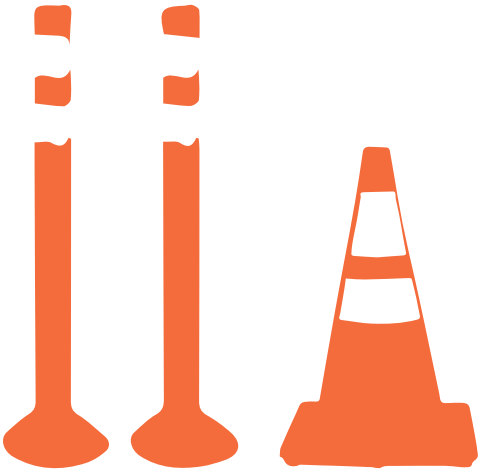
VERMONT-BASED ENGINEERING FIRMS:

Note that inclusion in this does NOT mean the company has agreed to offer free services. You'll have to make a proposal just as you would for any sponsorship or donation to your project.

DuBois & King:
https://www.dubois-king.com/

Greenman-Pedersen, Inc. (GPI)
http://gpinet.com/

Resource Systems Group (RSG):
http://www.rsginc.com/

VHB:
https://www.vhb.com/

Vermont Traffic Control:
http://www.vermonttrafficcontrol.com/