

USER GUIDE & AGREEMENT

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OVERVIEW

WHAT IS THIS TOOLKIT?

The Street Pop! Placemaking Toolkit is a trailer full of materials that can be used for quick-build traffic calming and or placemaking demonstration projects within a neighborhood.

Quick build means that the items in this toolkit are ready to go and can be deployed quickly to try out ideas in your neighborhood without delay.

Traffic calming is the practice of reducing automobile speeds or volumes using physical infrastructure so that safety and comfort is improved for pedestrians, cyclists, and drivers. Traffic calming is achieved through three types of interventions:

- *Deflection*: Slowing traffic by requiring drivers to change their path
  Vertical deflection (speed bumps, speed humps, speed cushions, raised crosswalks, raised intersections)
  Horizontal deflection (chicanes, roundabouts, pinch points, lateral shifts)
- *Constriction*: Slowing traffic through reducing available space for drivers (curb extensions, narrowed lanes, lane reductions)
- *Friction*: Slowing traffic by increasing the driver's perception of complexity, activity, or enclosure, which encourages slower speeds (Painted intersections, street trees, parklets, outdoor dining, buildings with zero setbacks)

Demonstration means that these projects aren't permanent. They're a test to see how making small changes to our built environment can make things better for the families and neighbors who live in our communities. When successful, neighborhoods can look for ways to convert these trial projects into more permanent changes. If the test doesn't work as expected, however, the materials can be quickly and easily removed and the place returned to its former configuration – no harm, no foul!

This toolkit was created with ACOG community members in mind. It can be used by anyone interested in trying out ideas to help make their streets safer and easier to use for their family and neighbors. The items in this toolkit were selected for flexibility and ease of use to allow municipalities, nonprofits, commercial districts, and neighborhood associations to quickly deploy safety-enhancing and placemaking interventions that improve the livability of our Central Oklahoma communities.

ELIGIBILITY

WHO IS THIS TOOLKIT FOR?

This toolkit is for everyone! Eligible applicants include municipalities, nonprofit organizations, commercial districts, community organizations, neighborhood associations, individuals, and businesses – anyone interested in making their street safer or their neighborhood a more welcoming place for people. Because the Street Pop! Placemaking Toolkit is for everyone, its use is limited to public rights of way. The Street Pop! Placemaking Toolkit may not be used on private property.

FINDING & SELECTING A PROJECT

FOUR STEPS TO MAKE YOUR PLACE BETTER

Selecting a Street Pop! placemaking project starts with **humble observation**. Where do you, your kids, or your neighbors struggle to use your neighborhood as it is currently built? Maybe you've struggled to push a stroller down the sidewalks of your neighborhood. Maybe you've seen the neighborhood kids running across a busy street to get to the park or playground on the other side. Maybe your elderly neighbor struggles with their walker or wheelchair to get to the corner store. Perhaps waiting for the bus is uncomfortable due to a lack of seating or

shade. We encourage applicants to humbly observe how and where people are struggling in their neighborhoods by walking with their neighbors. By treading the path with them it can become easier to understand how they struggle, which can help you identify a Street Pop! placemaking project.

The next step in finding and selecting a Street Pop! placemaking project is to ask the question: **What is the next *smallest* thing that we can do right now to help reduce the struggle(s) we've observed?** The Street Pop! Placemaking Toolkit is not about big plans, comprehensive solutions, or trying to fix everything all at once. The Street Pop! Placemaking Toolkit is designed to test quick-build ideas. Through our humble observation, we want to choose a project that tries to make that struggle just a little bit easier. This incremental action allows our friends and neighbors in the community to provide feedback on the project so that we can learn, through their actions, where the next struggle is and what our next step(s) should be.

The Street Pop! Placemaking Toolkit is designed for quick-build projects that can be implemented immediately.

Once, after humble observation, we have identified the project we want to build, the next step is to go out and **build it**! That's where the Street Pop! Placemaking Toolkit comes in – it's full of materials you can use to implement solutions to the struggles you've observed.

The final step to help make your place better is to go back and **repeat the process**. After observing one struggle and working to make it better, it's time to get back out and humbly observe how things are working now. Was our intervention successful? Did we make it better? If so, what's the next smallest thing we can do to build off our success? If our intervention didn't work, is there anything we can change to what we did that might achieve our goal? What's the next struggle we want to tackle? By following these four steps, we can start working now to make our places better for ourselves, our families, and our neighbors.



CHOOSING A PROJECT LOCATION

Now that we understand the four steps to making our places better, we're ready to choose a location for your project. The best locations are the ones you know. Perhaps it's the street on which you live, or maybe it's the route your kids take to school or to the local park. Maybe it's a bus stop you use or an intersection you have to cross to get to the office.

While our goal is for applicants to use the Street Pop! Placemaking Toolkit wherever they have humbly observed a struggle and want to make it better, there are some practical limitations to where interventions can be installed. When choosing a project location, please keep in mind the following constraints:

- Streets owned and managed by the Oklahoma Department of Transportation (ODOT) or the Oklahoma Turnpike Authority (OTA) may require additional permissions and permitting through those jurisdictions and may not be eligible for Street Pop! projects.
- Municipal streets with high posted speed limits and/or high traffic counts (such as those streets classified as arterials or collectors) may receive higher scrutiny from municipal staff and may require additional review, permitting, or may not be eligible for Street Pop! projects.
- Street Pop! project locations should not interfere with public services, such as public transit, trash or recycling collection, fire hydrants, or delivery truck access. Additional approvals from the affected parties may be required if a Street Pop! project is expected to cause any interference.
- Access to public utilities is required at all times. Street Pop! projects cannot block access to any public utility access points, including utility covers, manholes, valves, utility poles, etc.

- Street Pop! project locations should not interfere with public access. Additional approvals from affected parties may be required if a Street Pop! project plans to block any driveways or other access routes.
- Emergency vehicle access is required for all projects. A minimum horizontal roadway clearance of 20 feet is required for emergency vehicles like ambulances and fire trucks. Fire hydrants must have a minimum clear distance of 15 feet. Street Pop! projects expected to narrow the street below 20 feet or reduce fire hydrant clearance to less than 15 feet may require additional review, permissions, and the use of mountable materials that can be driven over by a vehicle without causing any vehicle damage.

CHOOSING A PROJECT

The four-step framework for making places better can result in any number of projects as we humbly observe where the people in our neighborhood struggle and look for that next smallest thing we can do to make it better. When it comes to projects, the Street Pop! Placemaking Toolkit was designed to maximize flexibility, so we encourage applicants to get creative when working to implement their solutions. And, while we tried to stock the trailer with lots of useful materials, don't be afraid to visit your local hardware store to get some extra lumber to build that park bench or pick-up some more marking paint to make some street art. It's helpful to outline the goals, outcomes, and objectives you hope to achieve with your project, which can guide you toward specific interventions that might be useful in making your place better. To help get your creative juices flowing, here are some examples of some quick-build street safety and placemaking demonstrations successfully executed by others:

BICYCLE LANES







CROSSWALKS





MINI-ROUNDABOUT





BUS STOPS





CURB EXTENSIONS





PARKLETS





PLAZAS



PROJECT LIFE CYCLE

Each Street Pop! placemaking project begins with identifying where your community struggles and coming up with potential solutions to alleviate that struggle. Before we dive into your project plan, it's good to understand the life cycle of a quick-build demonstration project. Street Pop! placemaking projects go through four phases:

1. Planning & Permitting
2. Organization & Installation
3. Observation & Maintenance
4. Evaluation & Removal

PLANNING & PERMITTING

The first step is to outline your project plan and apply for any permits or permissions that may be required by your town, city, other jurisdictions, or property owners. A concept sketch is often the most effective way to develop and communicate your plan. This doesn't have to be an engineered drawing with everything perfectly to scale. You can use a printout from Google Maps or even just draw on a blank piece of paper. The most important things are to show how things currently are on the ground where you plan to install your project and to illustrate what things you want to place in order to bring your project to life. Your sketch can not only help you organize and envision your project, it will also help the jurisdictions and any property owners understand what you want to do as you apply for the necessary permits and permissions. Note that permits can take anywhere from a few weeks to a few months to process, so be sure to understand the timeline and requirements for your specific jurisdiction when applying for permits. ACOG staff are available to advise and assist applicants with navigating planning and permitting.

ORGANIZATION & INSTALLATION

With an approved plan and permits in-hand, it's time to organize your volunteers and install the project. Community involvement is an important part of successful street safety and placemaking demonstrations, and we encourage applicants to work with their neighbors when identifying, planning, and installing any Street Pop! placemaking project. Quick-build demonstrations should take no more than a day to install and the Street Pop! Placemaking Toolkit is designed and organized to have most of the tools and equipment necessary to successfully install your intervention. Prior to installation, applicants are recommended to review the Street Pop! Placemaking Toolkit inventory and ensure all items necessary for their project are available. Any additional materials required for your project will be your responsibility to acquire. ACOG staff are available to work with applicants to help design projects using the tools and materials available in the Street Pop! Placemaking Toolkit.

OBSERVATION & MAINTENANCE

Once your project is installed, it's important to observe how the community is interacting with your intervention. Does the project successfully improve the struggle(s) you observed? Has it

identified new struggles that need to be addressed? Are there tweaks that can be made to improve your solution? If the project is scheduled to be in place for more than a few days, maintenance may be required to ensure all items continue to function as installed. Change can be hard for some people, and it may take some time for your neighbors to adjust to new things in their environment. In addition, the weather here in Central Oklahoma will take its toll on your project. Over time (and sometimes not a very long time!), wind, rain, sun, cold, snow, and ice can wreak havoc on an installation. It's important that applicants have a plan to regularly check on their project installation and be prepared to conduct routine maintenance to ensure the project continues to perform as expected. Failure to properly maintain your project could shorten its duration and may result in your town or city requiring you to remove the installation prematurely.

EVALUATION & REMOVAL

When your quick-build demonstration is complete, it's time to share the lessons learned from your project and remove the equipment to restore the area to its former design. After a successful demonstration, it can be hard to say goodbye to the changes your project brought to life. This is where good documentation, data, and feedback can help! Providing positive feedback from the community to elected leaders and sharing data with municipal staff showing how your project made things better for your neighbors can help them understand the changes necessary to make your neighborhood better. While the materials in the Street Pop! Placemaking Toolkit are designed for shorter-term demonstration projects, the lessons learned from your quick builds can be applied using more durable materials to allow longer-term solutions until permanent changes can be made.

PLANNING THE PROJECT

Once you have a project in mind, it's time to organize your project with a plan that you can present to your town or city for approval. The plan for your Street Pop! placemaking project should provide all the relevant information necessary for the staff and elected leaders of your town or city to understand who's responsible for the project; what you want to do; where you want to do it; how long the project will last; and if there are any impacts to public services, public utilities, public access, or emergency services. The following checklist can help ensure you have all the information necessary to apply for the permits and permissions necessary to execute your Street Pop! placemaking project:

- Applicant name and/or organization
    - Contact name
    - Contact phone number
    - Contact email address
- Project description (pictures, drawings, and diagrams are helpful)
    - Give an overview of what you want to do
    - Sketch-out the concept of your project
    - Include any design or detail drawings as necessary
- Project location (maps, pictures, and drawings are helpful)
    - Address for point projects
    - Start and end locations for linear projects
- Project duration (total number of days or weeks)
    - Installation date
    - Removal date
- Installation, Maintenance, and Removal plans
    - Number of volunteers
    - Observation, evaluation, and inspection schedule
    - Evaluation metrics
    - Deadline for providing feedback
- Projected or anticipated impacts
    - Public services impacted
    - Public utilities impacted
    - Limits to public access
    - Impacts to emergency services
    - Permissions and approvals from impacted parties

HOW TO USE THIS TOOLKIT

INVENTORY OF AVAILABLE ITEMS

See Appendix B: Street Pop! Placemaking Toolkit Inventory List.

APPLICATION PROCESS

Applicants can apply to use the Street Pop! Placemaking Toolkit application online at www.watchformeok.org/streep-pop. Applicants should respond to the following questions via the email address linked to the application button on the Street Pop landing page:

1. Name
2. Email
3. Phone Number
4. Address
5. Organization or affiliation
6. What struggle have you observed that you want to address? (i.e. What goal(s), outcome(s), and/or objective(s) do you hope to achieve with your project
7. How do you intend to address that struggle? (i.e. What is your project? Please provide a brief description.)
8. Where would you like to install your project? (e.g. "Along N Shartel Ave between NW 18th St and NW 23rd St.")
9. Provide a concept sketch for your project. Sketches can be digital or hand drawn.
10. Do you have any questions for ACOG Staff?
11. Is there any other information you would like to share that can help us understand you or your project?

CHECKOUT PROCESS

Checking out the Street Pop! Placemaking Toolkit is much like borrowing a book from the library. Selected applicants will coordinate with ACOG staff to arrange a date and time to pick up the toolkit. Applicants will come to the ACOG office to complete checkout paperwork, including the User Agreement (Appendix A), an inventory of the toolkit's contents (Appendix B), and a liability waiver (Appendix C) before taking possession of the toolkit. For ease of use, ACOG has assembled all the toolkit's materials into an enclosed trailer to facilitate transportation and storage of the items in the toolkit. Approved applicants will need to provide their own vehicle able to tow the Street Pop! Placemaking Toolkit trailer from the ACOG office to their project location site (the trailer and contents weigh about 3,000 lbs).

USE

The Street Pop! Placemaking Toolkit is designed for flexibility. We encourage applicants to get creative in how they use the materials within the toolkit when building projects to accomplish their goals. So long as the materials are used safely and in a way that does not damage the toolkit's items, any public or private property, or otherwise violates the law, they can be used in any way that makes your place better. Most of the items in the toolkit are durable and will be expected to be returned in good working order at the end of the demonstration. However, some items are expendable and will need to be replaced after use (e.g. marking paint, duct tape, etc.). Refer to your User Agreement to determine if you will be responsible for replacing expendable items. Expendable items may be replaced in-kind using the approved materials list available from ACOG or users may be invoiced by ACOG for the cost of materials replacement. Users who choose to be invoiced will be charged at cost for any expendable materials used and receipts will be included with the invoice for reference.

STORAGE

Throughout the life cycle of the project, from checkout to return, applicants will be responsible for the safe storage of the trailer and its contents. Padlocks and a wheel lock are provided with the toolkit to allow applicants to secure the trailer and its contents. The storage location of the toolkit is the responsibility of the applicant. The trailer should be stored somewhere safe where it is not in danger of being collided with or likely to get stolen or vandalized. Applicants are free to move the trailer wherever they need throughout the

course of their demonstration for project installation, maintenance, and removal. Applicants will follow all federal, state, and local laws, ordinances, and regulations regarding the use, transportation, and storage of the trailer. Applicants may be held responsible for any theft, vandalism, or other damages that occur as a result of improper or unsafe storage.

RETURN PROCESS

Once your demonstration project is complete and you have removed all items from the project location, you will be expected to load everything back into the trailer and return the Street Pop! Placemaking Toolkit back to ACOG. Applicants will coordinate with ACOG staff to arrange a date and time for the toolkit's return. Applicants are responsible for returning the toolkit trailer and its contents to the ACOG office where they will complete the return paperwork, including an inventory of the toolkit's contents and invoicing for any damaged or missing equipment.

USER AGREEMENT AND LIABILITY WAIVER

USER AGREEMENNT AND LIABILITY WAIVER

All applicants must sign and complete the user agreement and liability waiver before using the toolkit. The user agreement can be found in Appendix A: Street Pop! Placemaking Toolkit User Agreement. All applicants must also sign Appendix C: Waiver and Release for Usage.

APPENDIX A: STREET POP! PLACEMAKING TOOLKIT USER AGREEMENT

TOOLKIT PICKUP

Upon application approval, _____ (herein referred to as "User"),
(Print Name)
agrees to pick up the Street Pop! Placemaking Toolkit from ACOG on the agreed upon date of _____.

_____ User agrees to provide an appropriate vehicle to transport the Street Pop! Placemaking Toolkit to the project site.

TOOLKIT USAGE

_____ User agrees to **install** the Street Pop! Placemaking Toolkit at the project site on the agreed upon date of _____.

_____ User agrees to **observe and maintain** the Street Pop! installation throughout the duration of their project.

_____ User agrees to **remove** the Street Pop! Placemaking Toolkit from the project site by the agreed upon date of _____.

_____ User agrees to **obtain any and all required permitting and permissions** from the jurisdiction(s) in and property owners on which the Street Pop! Placemaking Toolkit will be used for the demonstration project.

For items labeled **expendable** on the inventory list (Appendix B of the User Guide), User agrees to:

_____ **Replace in-kind** all items used. Replacement items will be present when returning the Street Pop! Placemaking Toolkit. OR

_____ **Pay by invoice** for all items used. User will receive their invoice after returning the Street Pop! Placemaking Toolkit.

SAFE STORAGE

_____ User agrees to **safely store** the Street Pop! Placemaking Toolkit as outlined in the Street Pop! Placemaking Toolkit User Guide.

TOOLKIT RETURN

_____ User agrees to **return** the Street Pop! Placemaking Toolkit to ACOG on the agreed upon date of _____.

_____ User understands that, upon return of the Street Pop! Placemaking Toolkit, User will be invoiced for any **non-expendable** items that are damaged or missing from the toolkit. Exceptions may be made for damage deemed acceptable wear and tear or damage caused by an act of God.

Date	Printed Name	Signature

Date	WITNESS - Printed Name	WITNESS - Signature

APPENDIX B: STREET POP! PLACEMAKING TOOLKIT INVENTORY LIST

	Item	Issue Qty	Qty at Checkout	Qty at Return
Durable Items	Trailer (5'x8')	1		
	Tire Lock	1		
	Trailer Hitch Lock	1		
	Trailer Padlock	2		
	Utility Knife	4		
	300' Surveyors Tape Measure	1		
	Pressure Washer	1		
	Extension Cord	1		
	Garden Hose	1		
	Galvanized Steel Planter	6		
	CMU Block	30		
	2 x 4 x 8 Boards	8		
	Milk Crate	20		
	Push Broom	2		
	Work Gloves	8		
	28" Reflective Traffic Cone orange	30		
	16lb delineator weight	30		
	Free-Standing Delineator	30		
	Traffic Control Barricade	8		
	Black/Yellow Reflective Parking Stop	8		
	Marking paint wand	1		
	Crosswalk panel	1		
	Crosswalk base	1		
	LED Light (for crosswalk panel)	1		
	4D batteries (for LED LIGHT)	1		
	Portable Speed Bump	2		
	Mini parking stops	24		
	Bushnell Radar gun	1		
Expendable Items	Marking paint (washable)	36		
	Cardboard for Stenciling	10		
	Duct Tape	3		
	Chalk Line	2		
	Chalk Line Chalk	1		

APPENDIX C: WAIVER AND RELEASE FROM LIABILITY FOR USAGE

I,_____, HEREBY WAIVE AND RELEASE, indemnify, hold harmless and forever discharge THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS, and its agents, employees, officers, directors, affiliates, successors, managers and assigns, of and from any and all claims, demands, debts, contracts, expenses, causes of action, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, in law or equity, that I ever had or may have, arising from or in any way related to my participation in any of the events or activities, conducted while using the Safe Streets Demonstration Toolkit, provided that this waiver of liability does not apply to any acts of gross negligence, or intentional, willful or wanton misconduct.

I have inspected the Street Pop Placemaking Toolkit and believe it to be satisfactory for the purpose of this activity. I understand that the activities or function in which I participate may be inherently dangerous and can cause serious or grievous injuries, including bodily injury, damage to personal property and/or death. On behalf of myself, my heirs, assigns, and next of kin, I waive all claims for damages, injuries and death sustained to me or my property that I may have against the aforementioned released party to such activity.

By signing this Waiver, I assume any risk, and take full responsibility and waive any claims of personal injury, death or damage to personal property associated with using the Street Pop Placemaking Toolkit, including but not limited to using the toolkit, and its equipment in any manner, form or fashion.

This WAIVER AND RELEASE contains the entire agreement between the parties and supersedes any prior written or oral agreements between them concerning the subject matter of this WAIVER AND RELEASE. The provisions of this WAIVER AND RELEASE may be waived, altered, amended or repealed, in whole or in part, only upon the prior written consent of all parties.

The provision of this WAIVER AND RELEASE will continue in full force and effect even after the termination of the activities conducted by, on the premises of, or for the benefit of Individual or Group Named _____, whether by agreement, by operation of law, or otherwise.

I have read, understand, and fully agree to the terms of this WAIVER AND RELEASE. I understand and confirm that by signing this WAIVER AND RELEASE I have given up considerable future legal rights. I have signed this Agreement freely, voluntarily, under no duress or threat of duress, without inducement, promise, or guarantee being communicated to me. My signature is proof of my intention to execute a complete and unconditional WAIVER AND RELEASE of all liability to the full extent of the law. I am 18 years of age or older and mentally competent to enter into this waiver.

Printed Name	Signature	Date

WITNESS - Printed Name	WITNESS - Signature	Date