



# TACTICAL URBANISM



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

PERMITTING PROCESS, APPLICATION, AND MATERIALS GUIDE



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FOR MORE INFORMATION:  
[TACTICALURBANISM.JACKSONTN.GOV](http://TACTICALURBANISM.JACKSONTN.GOV)  
ENGINEERING DEPARTMENT  
(731)425-8220

# WHAT IS TACTICAL URBANISM?

Tactical Urbanism is a set of techniques that cities or community groups can use to test out low-cost, short-term improvements to the built environment. The goal of Tactical Urbanism is to test new designs and ideas that will improve the safety, health, and happiness of our neighborhoods.

## **WHAT IS THE BUILT ENVIRONMENT?**

The built environment is any of the human-made aspects of our world - streets, parks, homes, offices, etc. The built environment has a significant impact on our daily lives. We are affected by the presence of (or absence of) sidewalks and bike lanes, the width of streets, and the number of trees lining the road. Health, happiness, and safety depend in large part on the physical world around us. Public safety, public health, and overall quality of life are improved when the built environment reflects the values, character, and history of our community.

## **HOW CAN TACTICAL URBANISM IMPROVE OUR BUILT ENVIRONMENT?**

In order to encourage and enable residents to participate in improving the built environment, the City of Jackson has developed a community-led Tactical Urbanism permit application. By working with city staff, using Tactical Urbanism techniques, and gathering information on a project's successes and failures, residents can take an active role in improving the built environment in their own neighborhoods. Successful Tactical Urbanism projects are happening all across the globe. These projects come in all shapes and sizes.

Examples of installations include creating pop-up parks in parking spaces, and installing crowd-sourced signage to key community destinations. Right here in the City of Jackson, bike lanes and pedestrian infrastructure can be installed temporarily using Tactical Urbanism techniques.



# THE APPLICATION PROCESS

1

## UP TO TWO MONTHS PRIOR TO INSTALLATION DATE:

Read the City of Jackson's Tactical Urban Guide.

Define the scope, purpose, and intended results of your project.

Meet with neighbors, design your site plan, collect pre-installation data, and create an initial materials list.

2

## BETWEEN 30-55 DAYS PRIOR TO DESIRED INSTALLATION DATE:

Fill out your permit application. Make sure to include the full project description, timeline, and any required supporting materials.

Submit application.

3

## WITHIN 14 DAYS OF APPLICATION SUBMITTAL:

You will receive an email from the Engineering Department with one of the following responses:



**APPROVED**

Congratulations! You may install your project as submitted in your application. Please understand your project may need one of the following:



### EVENT PERMIT

Allows for block parties, noise variances, parades or other large events. (Up to 45 days to prepare)



### TEMPORARY STREET CLOSURE

Allows for detour routes, and lane and street closures while projects are being set up. (Up to 5 days to approve)



**REJECTED**

Your application needs changes. Your application will be returned with suggestions.



### REAPPLY

We love to hear new ideas! Complete suggestions, and resubmit your application.

# THE APPLICATION PROCESS



## GUIDELINES FOR A SUCCESSFUL APPLICATION

To help citizens design the best possible projects, City of Jackson staff has put together the following guidelines for community-led Tactical Urbanism. By following these guidelines, your project will have the best possible chance of approval. These guidelines were collected from existing codes, ordinances, and laws on the national, state, and city level.

### INELIGIBLE PROJECTS:

- **STATE HIGHWAYS:** The Tennessee Department of Transportation (TDOT) will not approve citizen-led project within a TDOT right of way. All projects must avoid state highways.
- **STREETS CLASSIFIED AS ARTERIAL OR COLLECTOR:** These streets have high volumes of traffic and high speeds, making them difficult for citizen-led projects.
- **STREETS WITH SPEED-LIMITS OF MORE THAN 30 MILES PER HOUR:** These streets may be deemed too dangerous for citizen-led projects.
- **STOPS FOR DELIVERY TRUCKS, PUBLIC TRANSIT OR TRASH AND RECYCLING COLLECTION:** If you choose a location where you will interfere with these services, you are required to contact the affected parties and receive written confirmation that they are aware of and approve of your project. You are not required to contact these services if you will only temporarily impede access during the day of installation or removal.
- **PUBLIC UTILITIES, UTILITY COVERS, VALVES, ETC:** If you prevent access to public utility access points, City of Jackson staff are not likely to approve your design. These features must be accessible.
- **BLOCKING DRIVEWAYS:** If you will be designing a project that blocks a driveway, please include signed letters of approval from occupants in the application.
- **STREET CLOSURES:** Street closures must follow an approval process through the Planning Commission and City Council are not eligible for Tactical Urbanism.

# THE APPLICATION PROCESS

## GUIDELINES FOR A SUCCESSFUL APPLICATION

In addition to the items previously listed, please keep the following items in mind when planning your design:

- **EMERGENCY VEHICLES:** In order for emergency vehicles to maneuver safely, 20 feet of horizontal roadway clearance is required. Your project may not be approved if it reduces the street width to less than 20 feet, unless materials are mountable (able to be driven over by a vehicle without any damage to the vehicle). Additionally, the diagram to the right shows necessary clearance for a fire hydrant, which is 26 feet. If your design prevents this level of access, it is unlikely that your project will be approved, unless the materials that you choose are easily mountable.
- **NEIGHBORHOOD INVOLVEMENT:** We highly recommend that you involve your neighbors in the planning, design, and construction process. In addition to involving neighbors in the planning process, we encourage you to actively engage individuals who may come in contact with your project. You might put out a homemade comment box or have a message board where visitors can record their reactions. Tactical Urbanism is about building community through safe and happy neighborhoods; involving neighbors is a vital component of the process. **The City may require proof of up to 67% of neighborhood participation. This can be collected by petitioning signatures.**
- **MUTCD AND ADA COMPLIANCE:** We highly encourage applicants to familiarize themselves with the rules for street markings and street designs. The Manual on Uniform Traffic Control Devices (MUTCD) and the Americans With Disabilities Act (ADA) both contain important information about safety, accessibility, and design standards. These standards are periodically updated. Please consider the current MUTCD and ADA street guidelines before submitting your application.



# INSTALLATION

## **INSTALLATION DAY: SIGNAGE AND SAFETY:**

Once you have submitted and received an approval from City of Jackson staff, it is time to plan installation day! We encourage you to reach out to neighbors to alert them to the project and invite them to participate. Tactical Urbanism works best when community-led, and we encourage you to engage neighbors and friends as much as possible in each step of the process.

## **REQUIRED SIGNAGE AT YOUR INSTALLATION:**

For installation day, please create and post approved signage marking your installation.

This sign should be posted in a prominent location near your installation site. The sign will allow anyone who encounters your project to see that it has been approved by the City of Jackson and will also provide them with a link to a survey feedback form. To have your signage approved, reach out to the Tactical Urbanism Committee.

This sign must be present at your installation site for the entire duration of the project, not only installation day. We recommend laminating the sign to help it resist the elements and posting one or more signs near the project.



Consider creating a social media page for your installation day. You can invite neighbors, link to a crowd-funding site for material costs, collect feedback in real-time, or share your project across the globe.

## **MAKE SAFETY YOUR NUMBER ONE PRIORITY!**

We highly suggest using dedicated safety equipment during your installation and removal events. We recommend designating a “safety captain” who can ensure that traffic is safely and efficiently directed away from any project participants.

Traffic vests, cones, and Stop or Yield signs will improve visibility, slow vehicles, and increase the safety of your installation. Homemade signs or barriers are appropriate for slowing traffic during installation day.

# INSTALLATION

## **ADDITIONAL INSTALLATION DAY PERMITS:**

After you have received an approval from City of Jackson staff, you may be directed to fill out an additional permit application specifically for your installation or removal day. City of Jackson staff will indicate if one of these additional forms is necessary. You may be asked for the following:

### **EVENT PERMIT:**

Event Permits are required for large events such as festivals, block parties, parades, etc. Event Permit Applications are required for any event that takes place on City of Jackson property and requires City resources (police assistance, noise ordinance variance request, etc.). If your Tactical Urbanism installation or removal day involves these components, you may be required to fill out an Event Permit.

- If you will be closing a street or parking lot for less than eight hours, you will be required to submit your application 21 days prior to the event date.
- If you will be closing a street or parking lot for more than eight hours, you will be required to submit an Event Permit application 45 days prior to your event date. You will also be required to gather signatures of approval from all residents, occupants, and business owners in a 300-foot radius of your event. We highly suggest restricting your installation day activities to less than 8 hours.

### **PROJECT DAY INSTALLATION STREET CLOSURE PERMIT:**

Even if your project does not meet the conditions for an Event Permit, but you still plan to temporarily close a road, you will be required to fill out a Street Closure Application for your installation day. This permit is necessary if:

- You will be creating a detour route due to a temporarily closed local, residential, or low volume street.
- You will be closing lanes or streets designated as collector streets or higher, or that have higher volumes of traffic.



This permit must be submitted no later than five business days prior to date of closure. Street designations can be found on the Master Street Plan map. It is not necessary to fill out this application for lane closures on local or residential low-volume streets where you use will flaggers to maintain two-way traffic.



# INSTALLATION

## EVALUATION AND METRICS:

If the intent of your project is to demonstrate a change that could be permanent in the long term, we highly encourage you to build evaluation tools and measurements into your planning process.

STRATEGIZE >>> DEVELOP >>> COLLECT >>> EVALUATE >>> SHARE >>>

1

**First,** develop an evaluation strategy for your project. Do you want to demonstrate increased pedestrian use of an area because of your traffic calming measures? Do you hope to show an increase in sales or attendance? Do you need quantitative or qualitative data? How might you best collect this information? Think about your goals and how you might measure the success of your project in achieving those goals.

2

**Second,** complete pre-installation data collection. You might want to do pedestrian or cyclist counts at a street crossing or attendance counts at an outdoor venue. You might ask local businesses if they are willing to fill out a simple retail performance form, or you might create a survey to measure citizen satisfaction with the status-quo situation.

3

**Third,** capture impressions and feedback during the time that your project is installed. You might repeat your cyclist/pedestrian counts, put up a comment box to collect feedback, create a QR code with a link to an online survey, or put up an on-site message board. Think about how your feedback mechanisms can be both a tool for data collection and a way for community members to engage with the built environment.

4

**Finally,** if you are interested in sharing this data with the City, contact the engineering department to set up a post-project discussion. You should be prepared to present a report about the project and its successes. You can also contact the engineering department if you would like to access the City survey feedback on your installation.

The City of Jackson has a dedicated survey form set up to receive feedback on citizen-led Tactical Urbanism projects. You can access this survey at: [tacticalurbanism.jacksontn.gov](https://tacticalurbanism.jacksontn.gov)

City of Jackson staff will consider your project report, public feedback, and budgetary considerations to determine the long term viability of your project.

# INSTALLATION

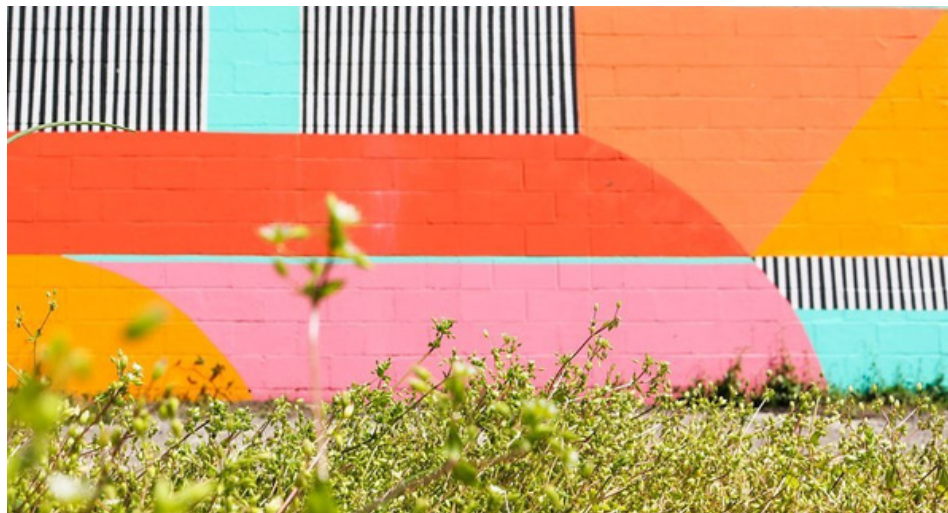
## MATERIALS GUIDE:

We highly suggest researching past Tactical Urbanism projects when selecting materials for your project. You will want to consider the longevity, impending weather, and goals of your project before selecting materials.

Keep in mind - you are responsible for the placement and removal of all materials used for your project (this includes paint on streets or sidewalks). City of Jackson staff will not remove your project, so do not use materials that will require heavy-duty machinery to remove. The emergency contact that you note on your project application will be held responsible for final removal after the project has ended.

## Materials Suggestions:

- Duct tape
- Spray chalk
- Straw bales
- Traffic cones
- Traffic tape
- Potted plants
- Wood pallets
- Hand-painted signs
- Reflective glass beads for street markings
- Chalk line reel for making straight lines
- Cardboard stencils for art or directional signs
- Found objects and recycled materials make great components of Tactical Urbanism projects



The City of Jackson is excited to see how resourceful, artistic, and innovative Jackson citizens can be!