Complete Streets Demonstration Library

**Program Guide**

# Introduction

Many communities across the country have been implementing flexible, temporary street designs that help implement Complete Streets. These demonstration projects (sometimes called tactical urbanism or pop-ups) allow communities to try out bicycle lanes, corner “bump-outs,” pedestrian plazas, parklets in place of on-street parking spaces, and other safety, placemaking, and traffic calming features. Since these temporary interventions take place within the street, they require demarcation with paint, signage, movable bollards, curbs, and other traffic control devices. They may also include the use of street furniture like benches and planters.

The North Jersey Transportation Planning Authority (NJTPA), in partnership with the Hudson Transportation Management Association (Hudson TMA), created a Compete Streets Demonstration Library to support the broader use of tactical urbanism. We assembled a collection of delineator posts, barricades, traffic signs, paints, stencils, barriers, traffic cones, and other materials available for loan to communities who want to implement a temporary demonstration.

# Purpose

The purpose of the program is to support and encourage greater use of the temporary demonstration project approach. The temporary nature of the projects enables communities to evaluate the impact on street performance and safety, to educate residents about safer street designs, and to collect feedback.

# Eligible Applicants

* New Jersey municipalities and counties are eligible to participate in the program.
* The point of contact must be an official or employee of the government entity with jurisdiction over the project.
* Demonstration projects may be coordinated with and supported by partners such as a community organization (municipal advisory committee, chamber of commerce, nonprofit organization, or religious institution), TMAs, other government entities, or planning/engineering consultants.
* As a program located within the state TMA Program, the TMAs are key partners. Applications should be sent to the NJTPA with a Cc: to the TMA for your area.

# Project Types

A wide variety of project types can be carried out using temporary materials. Projects can vary widely in size and duration, from a one-day parklet in a single parking stall to a multi-block bike lane lasting several months. Some common examples include bike lanes, crosswalks, curb bulb-outs, parklets, pedestrian plazas, and street closures.

# Materials

The following materials are available through this program. Availability is subject to change – contact program staff.

* **Paint** (Acrylic Traffic paint, tempera, spray chalk/paint, Chalk Line)
* **Signs & Stencils** (Bike and Crosswalk Signs, Yield to pedestrian in-crosswalk sign, Bicycle Stencil)
* **Placemaking materials** (Park Bench, picnic table, astro turf mat)
* **Tools** (Tape Measure, utility knife, paint brushes and rollers, paint buckets, Epoxy tube kit)
* **Traffic Control Devices** (cones, barricades, delineators, plastic barriers, rubber parking stops)
* **Tape** (Traffic Tape, duct tape)
* **Clean-up items** (Electric Power Washer, broom, metal scraper)

# Technical Assistance

The program provides materials only. Recipients are responsible for preparing a design that complies with relevant design guidelines and standards that meet the approval of the municipality or private property owner with jurisdiction over the project location. NJTPA staff may be available to provide design advice upon request.

**Assistance and ideas may be available from the following sources:**

* [**Expo: Experimental Pop-ups**](https://www.dvrpc.org/expo) – For communities in the Delaware Valley Regional Planning Commission region, the Expo program offers a variety of technical assistance to selected communities with specific, attainable, near-term projects that promote livability and complete streets;
* [**Transportation Management Associations**](https://www.njtpa.org/Projects-Programs/Transportation-Management-Associations-%28TMAs%29/programs-activities.aspx) – Publicly funded organizations that provide a variety of programs and services to help commuters and community members get where they need to go safely on transit and by walking and biking, the TMA for your area may be able to assist in planning a demonstration; or
* Recommendations in a pedestrian and bicycle master plan, [**Safe Routes to School Travel Plan**](https://www.saferoutesnj.org/existing-school-travel-plans/), walkability or bikeability audit, [**Complete Streets Technical Assistance**](https://www.njtpa.org/completestreets.aspx) program report, or other planning study.

# Design Guidance

The following publications contain guidance useful for designing and implementing a temporary project:

[**The Pop-Up Placemaking Toolkit**](https://www.aarp.org/livable-communities/tool-kits-resources/info-2019/pop-up-tool-kit.html) **|** [**Tactical Urbanist’s Guide to Materials and Design**](http://tacticalurbanismguide.com/guides/tactical-urbanists-guide-to-materials-and-design/) **|** [**The Asphalt Art Guide**](http://tacticalurbanismguide.com/portfolio/asphalt-art-guide-2/)

[**NACTO Design Guides**](https://nacto.org/publications/) **and Publications |** [**New Jersey Complete Streets Design Guide**](https://www.state.nj.us/transportation/eng/completestreets/resources.shtm)

# Requirements

By participating in this program, the lead organizer(s) and their partners agree to the following program requirements.

1. **Point of contact** – A designated point of contact shall be provided for the transportation facility owner(s), such as the government body or private property owner responsible for the operation and management of the transportation facility.
2. **Design and approval** – Project organizers are responsible for the design of the temporary demonstration project, in accordance with accepted engineering standards and practices. Any guidance provided by Hudson TMA or the NJTPA is advisory only. If the project organizer is not the transportation facility owner, they are expected to obtain project from the government body or private property owner responsible for the operation and management of the transportation facility. Documentation of approval shall be provided to the NJTPA.
3. **Transportation** – Project organizers are responsible for picking up, transporting, and returning borrowed materials from the Hudson County, New Jersey, storage location at a mutually agreed date and time. Organizers are responsible for loading and unloading of materials.
4. **Installation** – Project organizers are responsible for project installation, setup, removal, and demonstration breakdown.
5. **Care** – Project organizers agree to treat borrowed materials with reasonable care during use, transportation, and storage to minimize damage and loss. Any damage or loss shall be reported to the NJTPA. Borrowers may be requested to reimburse the program for the replacement cost of materials lost or damaged due to negligence. Unused consumable materials (e.g., paint) shall be returned to the library at the conclusion of the project.
6. **Documentation** – Project organizers agree to share project documentation with the NJTPA. Documentation may include outreach and media such as flyers, advertisements, announcements, press releases, and press coverage; photographs and video; evaluation such as user counts, surveys, or speed studies; and project summary reports.

These guidelines are incorporated into an agreement to be completed by project organizers when a request is approved.

# Agreement

Once a request is approved, the borrower must complete an agreement indicating their acknowledgment of the abovementioned requirements.

# Request Form

The first step in participating in this program is completing a request form describing the demonstration project, the dates, the location, and the requested materials.