



Complete KC DIY Guide

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Introduction

Purpose

The purpose of this guide is twofold: first, it informs the average person about the myriad elements that make a street not only a street, but a valuable public resource. Second, it details how to access the resources necessary to change the local streetscape for the better.

Everyone wants to have a street that is inviting, safe, and allows for easy transportation in a multitude of ways. This guide helps to make that process easier by clearly defining the who, what, when, where, and how of it all.

This resource guide is broken into four sections:



POP-UP EVENTS AND DEMONSTRATIONS describes how residents can conduct temporary activities to serve the community and re-imagine the streetscape.



NEIGHBORHOOD PRESERVATION explains how residents can access services and resources that help them maintain a safe and clean streetscape.



DIY: PERMANENT deals with how one can request more permanent changes to the built environment.



CAPITAL IMPROVEMENT details how residents can start the process for bringing new infrastructure to parts of the city.

Streets as Public Spaces

Streets are a major resource for the community. This jumble of concrete, paint, and lights represents a city's largest public space.

Streets offer numerous resource benefits to residents and visitors alike. While a fast moving or poorly designed street can divide communities, a vibrant and well-planned streetscape can connect them. Streets are where people can engage in active transportation through walking and biking. They are places for neighborhoods to exhibit their uniqueness to those passing through. Streets are some of the most important places people can engage with others, be it through pleasantries or protest.

How we prioritize the use of these precious resources has serious ramifications for our neighborhoods, schools, health, and equity, and how we deal with issues such as conservation and crime. Understanding what changes we can make and what resources the city offers to maintain this important public space is key to getting the most out of Kansas City's streets.

What is Complete KC?

Complete KC is a campaign, driven by a diverse coalition, to plan, design, and implement a network of "Complete Streets" to better connect neighborhoods, improve quality of life, and restore a sense of place. We imagine a community where everyone from 8 to 80 years old can move around their city and feel safe regardless of their mode of travel. To learn more, visit www.completekc.org.



Pop-Up Events and Demonstrations

Pop-up events are an opportunity to help residents, neighborhood organizations, city officials, and others reimagine how the built environment could function with changes that involve everything from markings on the road to foliage and trees. In this section, you'll learn more about various types of events and demonstrations as well as other aspects to consider when carrying out your event of choice.



Block Party

What is it? The City of KCMO allows neighborhood organizations to temporarily close down a side street to hold a party. There is no permit fee and the city will loan the necessary signs and barricades.

Why do it? Block parties offer the chance to bring a community together to celebrate special events or just allow for recreational interaction for residents of a neighborhood. Closing down the street, even temporarily, allows residents to reclaim that valuable public space for social activities. Use the time to grill food, visit neighbors, play yard games, or host live music.

Who is eligible? The applicant must be either a neighborhood resident or the Neighborhood Homes Association Group.

How do you pull it off? In addition to filling out the permit (link below) you will need to get 60% of the neighbors who live in the block party area to sign a petition.

How long will it take? It's best to submit your permit and all the necessary signatures to the KCMO Public Works Department a month in advance of your event. Any permit submitted within five days of the event will be denied outright. You should plan to allow for at least a couple of weeks to gather the signatures. As for the amount of time to spend planning the event, this all depends on how many activities you want to include. At minimum, it is best to gather a few volunteers three to six months in advance to begin the process.

Application: [Compass KC](#)

Fee: There is no fee for the party itself, but you will need to pay a \$30 security deposit for signs and barricades.

Contact:

Public Works Department - Capital Projects Division
City of Kansas City, Missouri
414 E. 12th Street, 5th Floor
Kansas City, MO 64106
(816) 513-2581



Commuter Pit Stop

What is it? A little pick-me-up for people who walk/bike/roll/bus/scoot to work.

Why do it? This is a quick, easy, and cheap way to give your neighborhood's active commuters a little love.

Who is eligible? Anyone with a spare morning or afternoon

How do you pull it off?

Site: Choose a corner with high bicycle and/or pedestrian traffic, preferably near a bus stop.

Timing: Set up just before the morning or afternoon commute.

Treats: Offer drinks like coffee or water and snacks like fruit or donuts; this will require a Temporary Food Permit. Or, skip the permit process and hand out non-edible tokens like stickers.

Partners: You can expand the pit stop by partnering with neighborhood businesses. A cafe might donate coffee and cups, or a community center might loan you a folding table. Contact a local bike shop to see if they could offer on-the-spot tune ups.

How long will it take? Depending on how many people and businesses get involved, a simple pop-up stop can take just a few hours to plan, or it can take a couple of months to solicit donations, collaborate with neighborhood associations, and work with the KCMO Health Department. Commuter rush doesn't usually last more than 1.5 or 2 hours, so the event itself should be a quick pop-up/teardown.

Application KCMO Health Department: [Food Safety](#)

Cost: Your biggest expense will be your handouts, whether that is coupons or muffins. Health Department permits and training may also incur expense.



The screenshot shows the COMPASS KC web portal. The header features the COMPASS KC logo with the tagline 'CITY SERVICES AT YOUR FINGERTIPS' and the City of Kansas City, Missouri logo. A navigation bar includes links for Home, Report, Fee Estimator, Search, and Calendar. On the right, there are links for Submission Forms and Helpful Resources. The main content area is titled 'Welcome' and 'Welcome to Self Service!'. It contains three search tool cards: 'Search Permits' (with a checklist icon), 'Search Plans' (with a triangle icon), and 'Search Inspections' (with a magnifying glass icon). To the right of these cards are links for 'Not a Member? Register.' (with a 'Sign Up' button), 'Today's Inspections' (with a 'View' button), and 'Log In' (with a 'Log In' button). At the bottom, there is a footer with links for Site Issues, Comments, Terms of use, Privacy, and Accessibility, along with a copyright notice for 2018. A small disclaimer text is also present at the bottom left.

Compass KC

Compass KC is a web portal where you can apply and search for permits, request inspections, search plans and code cases, as well as pay fees online.

Though any person may access public information through the portal, actual account holders will have expanded access in order to conduct business necessary for their trade or profession. By establishing an account, you will have access to tools which allow you to conduct financial transactions, apply for permits, access records and submit service requests of various types related to your project.

Before you get started, it is beneficial to check out **the Registration Guide** as well as the **User Manual**. There is also a **complete tutorial document** from the City Planning and Development department. Beyond that, you can also learn more about the portal by checking out the **City's website** for information.

For general questions, you can contact Compass KC at compasskc@kcmo.org.



Data Collection

Data collection is an important element to consider when planning and conducting traffic calming activities. Demonstrating a real change in the behavior of people who use the area where the intervention is taking place is necessary to support efforts to make a temporary demonstration a permanent installation.

Elements to Consider: The data you collect will be highly dependent upon the type of event/design you choose to implement and can be very simple or incredibly complex. The purpose is to demonstrate the effectiveness of your design.

From a quantitative standpoint, there are a number of common elements of data to be recorded, regardless of design. They include counts of road users before and during an event (cyclists, pedestrians, transit riders). Collecting data on speed should be another area of

focus. This is because motorist speed is often the most dangerous aspect of a street.

Conversely, qualitative data can be collected through surveys or interviews. For example, ask people at your event how they feel about the re-design as opposed to how they feel about the street before. Do they feel safer? Do they like what you have done? What would they have done differently? Recording the thoughts and inputs of users can help justify your case for the need for improvements.

Examples of data collection methods: The table below can help guide what you might want to record based on your type of project. Please note that this is just a guide and should not limit you from coming up with new and innovative ways to capture data related to your traffic calming event:

Design Features	Examples	Quantitative	Qualitative
Crosswalks	Add crosswalk(s) to a street or intersection.	Record vehicles yielding to pedestrians before and during events.	Survey pedestrians' perception of safety before and after.
Bike Lanes	Add bike lanes or other forms of bicycling infrastructure.	Record bike/car conflicts. For longer term events, record number of cyclists before and during events.	Survey riders' perception of safety with and without the lanes.
Traffic Calming Features	Narrow lanes; add speed bumps, and chicanes.	Record car speed before and during events.	Survey pedestrians' perception of safety before and during events.
Traffic Signs	Add stop signs, yield signs, or other signage to improve safety.	Record automobile behavior before and during events.	Survey pedestrians' perception of safety before and during events.
Bump-Outs (Curb Extensions)	Add bump-outs at intersections in order to increase car-turning radius.	Record car speed before and after installation of bump-outs.	Survey pedestrians' comfort level before and after installation of bump-outs.

What to do with data: Once you have finished an event, compile and deposit the data in a central place that you can easily access and refer to after the fact. Along with any other information you may have captured during the event (potential partnerships, pictures of the event), begin to organize the information you have into something that is easy to share with others.

The final document is important for a number of reasons. First, it helps to show others, whether they be residents, city or elected officials, that the temporary installation made a difference and that something permanent should be considered. Second, the information you gathered can help to inform considerations for what that permanent installation should be. Finally, it can help with efforts to get broader support, and potential funding for the permanent project.



Open Streets/Ciclovía

What is it? Think of Open Streets or Ciclovía like a giant block party for moving around the city without cars, typically held on a larger commercial street.

Why do it? Cities all over the world have launched open streets programs to temporarily transform car dominated spaces into people spaces.

Who is eligible? There is not currently a specific program for the City of KCMO to approve open streets events, but anyone can close down a street with the proper permit. However, given the scale of this type of event, it would be best to partner with multiple stakeholders and work closely with the city.

How do you pull it off?

Fill out and submit the following permits:

Traffic Control Permit

Encroachment Permit

How long will it take? For a well-mobilized organization and event committee, it could take a year or more to plan, fundraise for, and execute a successful, full-scale open streets event.



Traffic Calming Demonstration

What is it? Demonstrate how simple changes can bring big improvements to your street. A temporary installation of crosswalks, “bump outs”, or other traffic calming measures can show people just how much safer and more inviting our streets can be.

Why do it? When it comes to traffic calming, seeing – and more importantly, experiencing – is believing for many. It isn’t until neighbors walk, bike, drive, or just observe the result of traffic calming that they understand just how much nicer their street can be. A well-executed traffic calming demonstration is a fantastic way to provide such an experience. It also gives you an opportunity to collect data and community input to make the case for making your traffic calming permanent.

Who is eligible? Anyone

How do you pull it off?

Start with a plan: There are many methods for calming traffic and most can be installed with temporary equipment. Streets come in all shapes and sizes, so you will need to spend some time planning out your design.

Recruit help: Enlisting the help of friends, neighbors, or community advocates can help divide up the work. It is also advised to let your neighbors know what you are up to well in advance of the demonstration.



Better Block

If you want to make an even bigger impression, try combining your traffic calming demonstration with extra programming to make it a “Better Block”.

To make the most of your Better Block event, partner with local businesses and neighborhood organizations to offer additional ways for people to experience the new streetscape. This is also an opportunity to bring life back to vacant storefronts by coordinating pop-up retail shops.



Get the proper permit: A traffic calming demonstration will require a traffic control permit. You will need a site plan for this. You may also be required to hire an off-duty police officer or a traffic control contractor.

Build it: This is the fun part! Make sure you give clear instructions to your volunteers. You will also need to have your traffic control person on site during the build and the teardown.

Collect data: This may be as simple as writing down some of your observations before and during the demonstration. Or you can get really technical by doing traffic counts, measuring speed, or recording adherence to traffic signs.

How long will it take?

Once you have all of the necessary paperwork, including the traffic control plan in place, the permit can be approved within a few days. But getting everything in line for a final permit can take several months.

As for the planning and design, get started about six months in advance of the demonstration. It doesn't have to take six months, but if you are doing this for the first time, it is recommended to at least start working on the concept that far out.

Application: Compass KC

Fee: Varies, but may be waived. See example below:



BikeWalkKC Lending Library

When you have a clear idea of what you need for your installation, it can seem a bit daunting to gather all the materials. Fortunately, BikeWalkKC has a lending library that offers the tools and resources needed to make your traffic calming venture a success!

If you are interested in checking out the materials, please contact consulting@bikewalkkc.org.

INVOICE (00195486)

BILLING CONTACT

Remit to:
City of Kansas City, MO
KCMO City Treasurer
414 E 12th St
Kansas City, MO 64106



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
00195486	08/13/2019	08/13/2019	Due	PW-SP-2019-01032

REFERENCE NUMBER	FEE NAME	TOTAL
PW-SP-2019-01032	PW - Street Plate Application Fee	\$29.00
Kansas City, MO 64113		SUB TOTAL \$29.00

TOTAL \$29.00



Neighborhood Preservation

While the many neighborhoods of Kansas City are unique in a number of ways, one similarity they all share is the need for upkeep and maintenance. This section details resources you can access to make a cleaner, safer, more inviting environment for you and your neighbors.



311

What is it? 311 is a central hub for information and access to many of the services offered by the City of KCMO. The page for 311 on the city's website has a host of helpful information, including how to make a 311 request, checking the status of a request, and finding what other services are covered. There's also information on how to stay up to date with 311 activities as well as other helpful information for navigating 311.

Steps in the Process:

Request: You can make a request via phone call, walk-in at City Hall, mail, fax, even through Twitter. However you choose to access 311, your request will be entered and routed to the appropriate department work group within two business days.

Assignment: Once your request is entered, a unique case number is assigned that can be used to track the status of the case. **Click here** to check on the status of your request. If your request is related to a property or nuisance violation, **click here**.

Investigation: The responsible department work group will investigate your issue and take necessary steps to address it. If you'd like to provide an update or want to check on the status of your request, contact 311 again and they will route you to the appropriate department.

Notification: If you provided an email or mailing address, you will be notified when the service request has been completed. You can provide **feedback on the process**, which will help agency officials monitor the quality of services throughout the city.



Adopt-a-Lot/Lease-a-Lot

What is it? The Land Bank of Kansas City allows residents and neighborhood groups to maintain and improve vacant lots.

Why do it? The Adopt-a-Lot/Lease-a-Lot programs are an opportunity for neighbors to turn vacant lots into active, vibrant space. Rather than allow the thousands of Land Bank owned properties to contribute to blight, neighbors can use the lots for gardening, pocket parks, or gathering spaces.

Who is eligible? Residents, Neighborhood Associations, Civic Organizations

How do you pull it off? To begin the process, you will have to fill out an application and pass a background check. You will also have to get appropriate insurance and name the city as an insured party.

Once you've adopted or leased the lot, you will have to keep it clean and neat; just like any other property, it's subject to nuisance property enforcement. Under the Adopt-a-Lot, you cannot build any structure on the property, even fencing.

However, the longer-term Lease-a-Lot does allow you to build things like fences and rainwater collection structures.

How long will it take? It will take about 30 days for the Land Bank to review and approve your application.

Application: [Background Check and Application](#)

Fee: None, unless the applicant chooses to purchase the lot. If the applicant does decide to purchase, they will obtain possession of the lot upon expiration of the adoption agreement.

Contact:
KCMO Land Bank
4400 Blue Parkway, 1st Floor
Kansas City, MO 64130
(816) 513-9020



Crosswalk Maintenance

What is it? Neighbors can freshen up their crosswalks with new paint! You provide the labor and the City will provide the paint.

Why do it? Crosswalk paint wears away quickly and needs to be refreshed more frequently than is typically done by the city.

Who is eligible? Private entities such as homeowners associations, community improvement districts, business associations, educational institutions, and the like may apply to restore crosswalks.

How do you pull it off? It is important to note that this program only applies to restoring the existing crosswalk markings. Changes to the roadway width (bump outs, for example), new or decorative crosswalks, and additional traffic control measures cannot be installed as part of this program.

Once you have identified a crosswalk you want to repaint, you will have to enter a three-year agreement with the city and promise to freshen up the paint every 10 months.

You will also need to obtain a traffic control permit for the time you intend to paint the crosswalks.

Application:
Crosswalk Waiver
Crosswalk Restoration Program Agreement Form
Traffic Control Permit

Fee: None

Contact:
311
 Dial 311 or (816) 513-1313



Neighborhood Cleanup

What is it? The city provides several services at low or no cost to clean up neighborhoods. So get out there and take some simple steps toward improving your community!

Why do it? It may not seem like a huge deal, but wayward trash can make neighbors feel less inclined to get out and about. Organizing your friends and neighbors to do regular litter cleanup can have a very positive impact on the community. It's also a great way to interact with the community and develop lasting relationships.

Who is eligible? Anyone can organize a litter pickup. To take advantage of the city services, there are some eligibility requirements.

How do you pull it off? Start by contacting the Community Action Network (CAN) center to request yellow/blue litter bags. Then spend a little time scheduling a litter pickup event with some of your neighbors. It helps to make these a regularly occurring event. For added incentive, offer coffee and snacks - ask your neighborhood businesses if they can donate refreshments.

How long will it take? As for the event itself, 5-10 volunteers can cover a square block in under an hour. The planning should start a month or two in advance of your first cleanup. Stay consistent with your events to keep momentum.

Application: Contact the CAN Center nearest you to inquire about the bags.

Fee: Minimal to none

Contact: See table on following page.

Neighborhood Beautification City Programs

Have larger items or bigger cleanup needs?

How about hazardous materials? The city offers several other programs to help neighbors beautify their community and rid their streets and parks of refuse.

Neighborhood Dumpster Program - Bring a dumpster to your neighborhood for \$60. Fill out the application or call Neighborhood Services for more information at (816) 513-2670.

Bulky Item Pickup - Schedule a time for the city to pick up large pieces of junk at no cost. Make an appointment online or dial 311 to set it up.

Tire Amnesty Program - Illegally dumped tires can be a major problem for neighborhoods to deal with. The city offers neighborhood organizations the opportunity to dispose of these at no charge. Visit the Neighborhood Services' [tire amnesty webpage](#) or call 311.

Hazardous Materials Drop Off - KCMO residents can drop off old paint, dead batteries, and other potentially dangerous materials free of charge. Visit the [page on the Water Department's website](#) for more info or call (816) 513-8400 for hours and info.

Leaf and Brush Drop Off - Cleaning up leaves and brush trapped in the gutter, on a sidewalk, or in a bike lane? KCMO residents can drop off for free on Saturdays or pay minimal fees the rest of the week (mid-March through mid-January only). Visit the [leaf and brush webpage](#) or call 311.



CAN Center	Location	Phone
Blue Hills CAN Center	5309 Woodland Avenue	(816) 333-7232
Blue Valley NA CAN Center	1512 Van Brunt	(816) 949-9021
Community Assistance Council	10901 Blue Ridge Boulevard	(816) 763-3277
East 23rd Street PAC	1600 John Buck O'Neil Way	(816) 405-0195
Ivanhoe Neighborhood Council	3700 Woodland Avenue	(816) 921-6611
Marlborough Community Coalition	1809 E. 80th Street	(816) 304-2517
Northland Neighborhoods, Inc.	4420 NW Chouteau Trafficway	(816) 825-4316
Vineyard Neighborhood CAN	4301 E. 43rd Street	(816) 921-5303
Westside CAN	2130 Jefferson Street	(816) 842-1298

Don't know which CAN Center to visit? Call 816-878-9768 or 816-531-3227.





Street Trees

What is it? A street tree is one that is generally planted between the sidewalk and curb in the public right of way. Property owners can add these either by obtaining a permit from the city or can request one from the Heartland Tree Alliance (HTA). Not every request for a tree through HTA can be fulfilled.

Why do it? Street trees bring a lot of value to the community. They provide shade for people and nearby homes; they can calm traffic and provide a buffer between pedestrians and traffic; they help with stormwater management; they mitigate the urban heat island effect; they help offset greenhouse gas emissions. Planting trees, particularly along the street, is an inexpensive and easy way to improve your neighborhood in a big way.

How do you pull it off? There are two ways to add street trees in the right of way along your property:

1. Consult the guidelines from KCMO's **Natural Resources Management** and obtain a permit. Once you have approval for your tree, you will need to have any buried utilities located through Missouri One Call at 1-800-DIG-RITE. You will be responsible for purchasing and planting the tree.
2. In partnership with the KCMO Parks and Recreation Department, Heartland Tree Alliance (HTA) volunteers can plant free trees in your neighborhood in the public right of way. Annual supplies are limited, but you don't have to obtain a permit, locate utilities, or even pay for or plant the tree. HTA provides a tree watering bag with each tree and you must promise to water the tree weekly for two years after planting.

Who is eligible? There are a few guidelines for eligibility for both programs. As outlined in the Forester's Office guidelines, there must be a minimum of five feet between the sidewalk and the curb to place any tree. And the species of tree is also dependent on several factors. You will need to consult with the guidelines to make sure your space qualifies.

If you request a tree from HTA, their staff and volunteers will conduct a site visit to verify if you meet the requirements before placing a tree. They will also determine the appropriate tree species for the space.

How long will it take? The exact timeline for HTA trees varies, but applicants should expect the process to take about one year from start to finish. Another element to consider with the time frame is that the HTA generally tries to plant trees in groups so there may be an additional waiting period while they wait for other people in the area to request additional trees.

Some neighborhoods have organized a larger request and pitched in to help with the planting efforts. This helped accelerate the time frame and requests were fulfilled within weeks.

Application: Heartland Tree Alliance Request

Fee: There may be a permit fee for planting a tree on your own. There will also be a cost to purchase the tree. There is no fee for the HTA program.

Contact:
Parks and Recreation
Natural Resource Management
(816) 513-7776

Heartland Tree Alliance
1427 W. 9th Street, Suite 201
Kansas City, MO 64101
(816) 944-2548



Turf Grass to Natives

What is it? That grassy strip between the sidewalk and the street can be turned into a space for low-maintenance native landscaping. It is part of the public right of way, but with the permission of the adjacent property owner, you can use this space for flowers or even to grow food.

Why do it? Planting flowers and grasses that grow naturally in Kansas and Missouri prairies and forests can not only help beautify your neighborhood, but they cut down on harmful emissions from mowing and can better manage stormwater. Walking in the neighborhood can be more enjoyable when sidewalks are bordered by beautiful, fragrant flowers full of butterflies.

How do you pull it off? You don't need a permit to convert the turf grass along the street into a garden, but it is a good idea to start with a plan and inform your neighbors of your plans.

You must first call Missouri One Call at 1-800-DIG-RITE (344-7483) to have any buried utilities located and marked.

Keep in mind that even the prettiest flowers and yummiest veggies are subject to the City's nuisance weed ordinances. Commit to keeping all vegetation trimmed back away from the sidewalk and curb. Don't plant anything that will grow more than 12-18" tall; keep the plants short at driveways and intersections to maintain visibility. Adding mulch and stepping stones can help keep the garden looking neat and well maintained.

Who is eligible? Anybody who owns property next to a sidewalk with a grassy space between the sidewalk and the curb can do this without special permission from the city. Even if you don't own a particular property where you'd like to add some plants, just reach out to the owner and ask permission. It would be best to get this in writing.

How long will it take? There is no application or permit for this, but it is a good idea to spend some time planning your garden and talking with your neighbors. Winter and early spring are great times to get started. Call Missouri One Call a few days before you plan to start digging.

Application: None

Fee: None, but you will have to cover the cost of plants and upkeep.

Contact:
Missouri One Call
1-800-DIG-RITE

Kansas City Native Plant Initiative is a resource for growing plants native to the KC region. www.kcnpi.org

CultivateKC grows food, farms, and community in support of a sustainable and healthy local food system for all.
www.cultivatekc.org



DIY: Permanent

When you're ready to move from the temporary to the permanent, this is the section for you! Here you can find information on how to apply for materials and elements to make your mark permanent.



Bike Racks

What is it? Bike racks are structures that allow cyclists to securely park their bicycles near buildings and away from sidewalk foot traffic. The City of KCMO simplified the process in 2018 to encourage more of them to be installed throughout the city.

Why do it? Providing bike parking is an inexpensive way to increase foot traffic at local businesses and encourage residents to drive less. Cyclists tend to patronize local businesses more frequently and spend more than motorists.

How do you pull it off? The submitted application needs to include evidence that all owners of property adjoining the bicycle racks have been notified of the styles and locations.

In addition to the application itself, the applicant must submit a signed maintenance agreement, including annual insurance. Moreover, the construction company contracted

to install the bike rack must submit a traffic control permit application with a traffic control plan for construction.

Who is eligible? Private property owners

How long will it take? The typical timeframe for installation is about 60-90 days.

Application:
[Bike Rack Application Form](#)
[Traffic Control Permit](#)

Fee: \$25 per property address

Contact:
 Public Works Department - Traffic Permit Section
 City of Kansas City, Missouri
 414 E. 12th Street, 5th Floor
 Kansas City, MO 64106
 (816) 513-2670



Bike Share Stations

What is it? Bike Share Stations in KCMO are run by BikeWalkKC, a non-profit organization. While the concept of these stations is simple, it is important to note that the process for installing them is complex and easily customized. It is strongly encouraged that you use a local expert to determine the best path forward.

In the simplest terms, there are several key requirements that must be met for such a project to move forward: space and subsidies.

First, a bike share station requires at least six feet by thirty feet (6x30) of space to operate. In this configuration, a station can hold between 9 and 11 bikes. This also leads to another key element of space, which is power. While it is possible to equip a bike share station with solar panels, A/C power is preferred because it is much more reliable.

Second, a bike share station needs to be subsidized. When approaching a project like this, it is important for the applicant to realize that there will be a cost for this service. Average station sponsorships are around \$10,000 and need to be secured before the project can be expected to proceed.

Who is eligible? Neighborhood organizations, developers, businesses, and public groups, such as KCATA working in conjunction with BikeWalkKC.

Community Engagement Process: While there is no formal process, applicants must obtain a written agreement from any adjacent property owner for projects involving the right of way. The applicant should also plan to do a fair amount of marketing

depending on the neighborhood surrounding the location of the planned station.

How long will it take? In the most basic terms, the applicant should plan for the process from start to finish to take between three and six months. It is important to note that the process will likely move faster if the project is located on private property as opposed to public property. Other factors that could impact the timeframe include the size of the project and what is available from suppliers.

Application: There is no formal application, but whether the proposed station is on private or public property will impact what documents will need to be obtained. If the station will be on private land, you will need to obtain a license agreement, which is much like a lease when you rent a house. If the station will be on public land, you'll need to obtain permission from the City for the right of way space it will occupy.

Fee: Fees for any documents that must be obtained or processed are waived in this instance. This is because BikeWalkKC has a direct permit with the City.

Contact:

Wes Minder
Innovation Engineer
City of Kansas City, Missouri
414 E. 12th Street
Kansas City, MO 64106
wes.minder@kcmo.org



Neighborhood Banners

What is it? Whenever an organization wishes to put up street banners advertising an event or activity, it must first obtain approval from the City. Read through the application in the link below for details on the types of banners which may be hung, where they must be located, specifications for approved banners, and the duration of time the banners can be displayed.

Who is eligible? Neighborhood Associations and Civic Organizations

Community Engagement Process: The applicant must obtain permission from the person or organization where the poles that will be used for the banners are located. To secure this permission, the applicant must submit a Temporary Encroachment of Banners on Public Property Consent Form completed by the person or organization in question.

How long will it take? Upon submission, application approval takes approximately three weeks.

Application: [Temporary Encroachment of Banners](#)

Fee: Depending on who the applicant is and in addition to printing costs for the banner itself, there could be as many as three fees that need to be paid for a banner: 1) a restoration deposit, 2) an application processing fee, and 3) an inspection fee. The restoration deposit and inspection fees are not

required upon application, but they must be submitted prior to the issuance of a permit.

Restoration Deposit: The applicant is required to pay a \$58 restoration deposit, which shall be held by the City Treasurer, unless they are renewing the permit for the same banners on the same facilities. The city will return the deposit after it has conducted a satisfactory inspection of the facilities used and received a written application requesting a refund from the applicant.

Application Processing Fee: The current fee is \$58 per permit or renewal.

Inspection Fee: \$58 for the first pole and \$2 for each additional pole. There is no inspection fee for neighborhood associations or registered residential neighborhoods.

In addition to the fees listed above, the City requires the applicant to retain liability insurance for both the installation and duration period of the banner usage.

Contact:

Public Works Department - Permits Division
City of Kansas City, Missouri
414 E. 12th Street, 5th Floor
Kansas City, MO 64106
(816) 513-2671



On-Street Bike Corrals

What is it? On-street multi-rack bike parking can be offered near key destinations in lieu of a parking space or two.

Why do it? Installing a bike corral is an inexpensive and effective way to improve a street's livability and vitality. Some of the numerous benefits include attracting more pedestrians and cyclists to local businesses and events, reclaiming sidewalk space for pedestrians, shortening crossing distances, and improving visibility for all road users.

How do you pull it off? The City doesn't currently offer any guidance on bike corral application and installation, but BikeWalkKC successfully applied for and installed a bikeshare bike corral at 4th St and Wyandotte Street by filing an encroachment permit. You might also consider filing a traffic control permit. Maintenance and insurance agreements may also be necessary.

Who is eligible? Private property owners, neighborhood associations, developers, and business owners.

How long will it take? The permitting process is likely going to take the most time for this endeavor. Expect it to take anywhere from several months to a year.

Application:
[Traffic Control Permit](#)
[Encroachment Permit](#)



Parklets

What is it? Transform one or two parallel parking spaces into a space for pedestrians to spread out, congregate, and appreciate street life. Parklets extend the sidewalk to create a publicly accessible space for seating and vegetation, and can revitalize a city block lacking these simple amenities.

Why do it? Parklets create a relaxed and inviting public space where people can congregate and rest without disrupting the flow of the sidewalk or street. They can beautify an otherwise unwelcoming block of roadway, while increasing pedestrian counts and time spent near and in local businesses.

How do you pull it off? Parklets typically require a partnership between the city and adjacent businesses or residents. The City doesn't currently offer any guidance on parklet application and installation, but it has previously

allowed temporary parklet installations. Start by alerting nearby property owners and applying for a traffic control permit or an encroachment permit. Maintenance and insurance agreements may also be necessary.

Who is eligible? Private property owners, neighborhood associations, and business owners

How long will it take? With design, construction, permitting, and installation, this can take 1-3 months. Plan to visit your parklet weekly to keep it clean.

Application:
Traffic Control Permit
Encroachment Permit



Sidewalk Seating, Planters, and other Streetscape Elements

What is it? Street “furniture” that is not permanently anchored to the ground can be placed along the sidewalk. Items must be placed outside of the walkway and can never impede accessibility for people with disabilities.

Why do it? Adding seating and other simple amenities to the streetscape can have a big impact on its appeal.

How do you pull it off? It is important to understand that the City has the authority to remove

items left in the public right of way. It is critical that any piece of street furniture you place along the sidewalk is safe and well maintained. And you would be well advised to communicate with your neighbors about your plans and make sure they are on board so they don't file a complaint with the city.

Who is eligible? Anyone

How long will it take? This will vary widely depending on the scope of your project.



Capital Improvement

Beyond the push from temporary to permanent, there's still plenty of opportunity to make something new where such elements have not existed before. The Capital Improvement section helps you begin to navigate the complex, lengthy path to creating something new.



Bike Lanes

What is it? Bike lanes can best be described as a separate portion of the roadway that is dedicated to exclusive use by cyclists. Bike lanes can take on a number of forms, but within the context of this guide we will refer to two broad groups: conventional bike lanes and protected bike lanes.

Conventional bike lanes are lanes that are marked and separated by paint on the road, much like the dashed and solid lines that indicate where cars can switch lanes and where they cannot.

Protected bike lanes, on the other hand, are bike lanes that can be marked with paint, but are usually separated from car traffic with a physical barrier. The barrier can come in a number of different forms, such as flex posts, bollards, raised sidewalks, or even concrete barriers.

It is important to note that while the details listed below are a general outline of what can be expected, there are numerous aspects of the project that need to be modified to fit the specific elements of the project at hand.

While the process of installing bike lanes can be a long and arduous task, the benefits they bring to communities and a city as a whole are vast. Read on to see how this process works in Kansas City.

Eligibility Criteria: Under the KCMO Bike Plan, an examination of the existing network will likely be done every five years to ensure consistent community feedback.

Beyond that, residents can submit requests through the City's Bicycle Pedestrian Advisory Committee (BPAC) without filling out an application or paying a fee. However, given that the bike network is a system, individual street requests should be the exception, not the rule.

Community Engagement Process: Typically, the city will hold an open house event for the project and send a pre-construction notification once a timeline is established. Additionally, the city's Alert KC text system is used, as are social media channels Nextdoor, Facebook, Twitter, and the city's own BikeKC to inform the public on project updates. Mailers are sent to inform nearby properties of any open houses and press releases are issued for events surrounding these projects.

How long will it take? Because each project is unique and thus presents its own set of potential challenges, it is not possible to outline a potential timeframe for the implementation of bike lanes.

Application: None

Fee: None

Contact:
City Planning and Development
414 E. 12th Street, 16th Floor
Kansas City, MO 64106
(816) 513-1500



New Crosswalks

What is it? The Capital Projects Division works to mark crosswalks at all intersections where there is substantial conflict between vehicle and pedestrian movements. Crosswalk markings at signalized intersections, and across intersectional approaches on which traffic stops, serve primarily to guide pedestrians in the proper paths.

Eligibility Criteria: The primary warrant for the installation of a crosswalk at an intersection is ten pedestrians per hour for any five hours of an average weekday, or fifty pedestrians for any one hour of an average weekday.

It is important to note that Kansas City does not indiscriminately install crosswalks at all intersections, as doing so leads to a false sense of security in pedestrians and a disregarding of pedestrian markings by motorists.

Community Engagement Process: There is no established mechanism to engage the community

when a crosswalk is striped. If a crosswalk installation is part of a larger project or change, the Public Information Officer will inform adjacent residents as part of their public project engagement.

How long will it take? The typical study of a potential crosswalk takes about 3 weeks to complete. Once the study is completed and the project is approved to move forward, it takes about 3 weeks more to sign and stripe the location.

Application: None

Fee: None

Contact:

Public Works Department
City of Kansas City, Missouri - Traffic Operations Center
5310 Municipal Ave
Kansas City, MO 64120
(816) 513-9886



Traffic Calming

What is it? Traffic calming is an integrated approach to traffic planning that seeks to create a more livable urban environment by reducing the undesirable impacts of traffic upon neighborhoods. Traffic calming guidelines for Kansas City have been developed to preserve a vital urban environment where people can live and work without being threatened by traffic related problems.

While the City employs education, enforcement, and engineering to achieve its goals on this front, for the purpose of the guide, this section will focus primarily on engineering. Engineering solutions include providing a variety of traffic calming device options that can help reduce speed, decrease truck and car volumes, and improve safety on local streets and residential collectors.

The goal of Kansas City's Traffic Calming Program is to provide for the safe and efficient movement of persons and goods while preserving, enhancing, and reclaiming the neighborhood's livability.

Eligibility Criteria: Separate criteria have been prepared for the selection of devices for 1) reducing speeds, 2) decreasing cut through or excessive truck volumes, and 3) eliminating through traffic.

Refer to the most recent version of the **Traffic Operations Manual** for more information on each type of criteria.

Community Engagement Process:

- The requester of the traffic calming will be given the opportunity to receive a copy of the guidelines for being the neighborhood liaison (NL). After reviewing the guidelines, they will need to decide whether they wish to serve as NL.
- The NL must live in the affected area, or be an officer with the relevant neighborhood home association to be eligible to act as the NL.
- The NL must be willing to serve as a contact person with whom the city can work throughout the request process. This person should contact the Street and Traffic Division (listed below) to request a preliminary inspection.
- Following the preliminary inspection, if the location meets the appropriate criteria and favorable conditions exist, the NL and the city representative will review possible device locations.

A survey is needed for property owners who would be directly or indirectly affected by the devices. City staff will determine affected properties in the area.

A copy of the necessary survey can be found in pages 9-13 of the City's Traffic Calming Guidelines.

The NL must then circulate a petition to the affected property owners. The survey must confirm at least 75% approval from the affected property owners to install the devices.

How long will it take? The timeframe is carried out through several activities that take varying amounts of time.

Preliminary inspection: In this phase, a city representative will check for traffic conditions on the street where the devices are desired. A location may not be studied more than once in a 12-month period, unless significant changes in traffic occur. Devices shall be considered for installation only when a location meets all of the warranting criteria. A list of these criteria can be found on pages 24-25 of the **Traffic Operations Manual**.

Funding: The division does not have funding for traffic calming. The neighborhood can either fund the project or request funding from the **Public Improvement Advisory Committee (PIAC)**. If it is self-funded, the survey mentioned above will need to be submitted to the division. If you are seeking PIAC funding, you will need to submit the survey to PIAC along with your request for funding. Projects submitted for PIAC's approval must be submitted by the summer deadline, which can be found on their page. If approved, the funding should be available at the start of the following year.

- **Confirming Neighborhood Support:** Once neighborhood support is confirmed and the project is funded, City staff will identify exact locations for the devices based on input from the survey. Just before construction commences, staff will confirm that property owners still support the device. If not, staff and NL will re-evaluate and determine next steps.

Application: None

Fee: None

Contact:

Public Works Department - Street & Traffic Division
City of Kansas City, Missouri
414 E. 12th Street, 5th Floor
Kansas City, MO 64106
(816) 513-9869



Traffic Calming Glossary of Elements

When it comes to traffic calming, there is a host of tools and interventions at your disposal to make for a safer, more inviting environment for people, regardless of their preferred mode of transportation. Below is an explanation of some of those elements, how best to deploy them, and local examples of how they have been used successfully.

For more information on these and other types of traffic calming interventions, check out the **Urban Street Design Guide** from the National Association of City Transportation Officials.



Chicane is an offset curb extension on residential or low volume downtown streets that slows traffic speeds. Chicanes increase the amount of public space available on a corridor and can be activated using benches, bicycle parking, and other amenities.

Charlotte Street: Chicane elements exist along Charlotte Street between Independence Avenue and Missouri Avenue. These curb bump outs slow traffic and shorten the crossing distance, both inherent safety benefits for pedestrians. This creates additional opportunities for street trees and vegetation for a more inviting streetscape.



Crosswalks are the space in the road designated for pedestrians to cross a given street. The presence of a crosswalk does not in and of itself render a street safe. Based on their surrounding context, speed, and overall roadway width, crosswalks often require additional safety measures such as signals, median refuge islands, or curb extensions.

6th Street: A key element of the recent Better Block event in Strawberry Hill in KCK was the installation of a crosswalk across 6th Street near its intersection with Tauromee Avenue. The colorful spaces on the street invite further pedestrian activity and, along with flex posts and additional elements further north, serve as a visual cue for motorists to slow down as they enter the area.



63rd Street: The City of KCMO installed what is known as a HAWK (high-intensity activated crosswalk signal) to make the crossing safer for pedestrians. Such an intervention is rare in KCMO (not unprecedented), but it does work to regulate the speed of vehicles by forcing them to slow down and stop for pedestrians who activate the HAWK.

Northridge Drive: The City of KCK installed what is known as a "3D crosswalk" to assist residents in the area. The crosswalk is purposefully eye catching. By drawing the attention of drivers and making them believe that the crosswalk is raised out of the ground, drivers are encouraged to at least slow down to investigate further.



Curb Extensions/Bump Outs visually and physically narrow the roadway, creating safer and shorter crossings for pedestrians while increasing the available space for street furniture, benches, plantings, and street trees. Curb extensions decrease the overall width of the roadway and can serve as a visual cue to drivers that they are entering a neighborhood street or area.



35th and Askew: During a traffic calming demonstration, a temporary bump out was placed near the intersection of 35th Street and Askew. The bump out, which was laid out with a set of yellow 4x4s and some plants, decreased the overall width of the roadway and indicated that drivers in the intersection need to slow down.

18th Street: As part of improvements to the overall streetscape, the City of KCMO installed bump outs on 18th Street from the Lydia parking lot to the Attucks School. The bump outs decrease the overall width of the street and, with the help of pedestrian scale lighting and some planting, serve as a visual cue for drivers that they are entering the historic 18th and Vine district.

Median Refuge Islands are protected spaces placed in the center of the street to facilitate bicycle and pedestrian crossings. They work to calm traffic on a street by physically narrowing the roadway and potentially restricting motor vehicle left turn movements.



6th Street: While the median refuge island along 6th Street isn't itself temporary, elements around it are and serve to augment the value it provides to the overall streetscape. During the recent Better Block event, organizers used plants to make the scene more inviting. A colorful crosswalk and narrowed travel space for cars with the help of traffic cones encourages slower car speeds while opening the area for further movement and exploration via alternative modes of transportation, such as foot, bike, or scooter.

NE 70th Street and Cherry Lane: The median refuge island at the intersection of NE 70th Street and Cherry Lane is part of a longer set of medians that runs from N. Holmes Street to N. Locust Street. In addition to offering additional protection for pedestrians, the island uses signs as visual cues for drivers to be watchful as they move through the space.

Parked Cars: Assigning a travel lane to cars for the purposes of parking is another way to narrow the road and encourage vehicles to travel at a slower speed. As traveling cars enter the area, they are encouraged to slow down in order to be mindful of cars leaving parking spaces as well as drivers and passengers opening doors to enter or exit vehicles. Additionally, space allocated to parked cars can provide a layer of protection for cyclists and pedestrians.



Southwest Boulevard: During a traffic calming activity organized in part by local businesses and the Rosedale Development Association, spaces for parked cars were placed along existing bike lanes on both sides of the street. The benefit of this is twofold: 1) It allocates travel space for vehicles to parking space, and 2) by creating a barrier, it improves the safety element for those in the bike lanes.

Armour Boulevard: As part of a broader effort to implement a road diet and slow traffic, the City of KCMO installed the region's first parking-protected bike lanes along Armour Boulevard. To accomplish this, the city removed a travel lane from each side of the street and reassigned that space for car parking.

Additional leftover space was then used to create bike lanes that run from Broadway Boulevard to the Paseo (now known as Dr. Martin Luther King Boulevard). Cars along the route are now encouraged to slow down, and cyclists and pedestrians can enjoy an expanded streetscape.



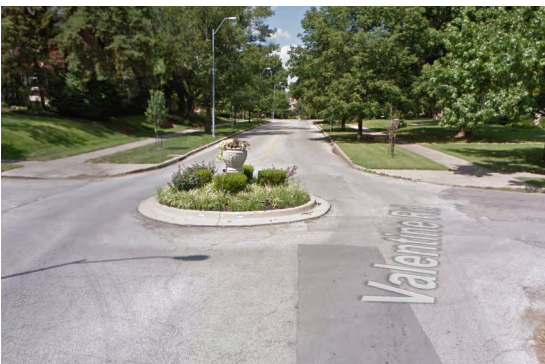
Raised Crosswalk: Another iteration of the crosswalk, the raised crosswalk can be erected on its own or as part of an entire raised intersection. Raised intersections are flush with the sidewalk and ensure that drivers traverse the crossing slowly. Crosswalks do not need to be marked unless they are not at grade with the sidewalk. ADA-compliant ramps and detector strips are always required.

29th and Swift: The raised crosswalk at 29th and Swift is also aided by a median to help create a safer environment for pedestrians to cross. The crosswalk is level with the curb opening for pedestrians and has an arrow to show motorists where the raise will begin. This helps to prevent them from speeding through the intersection.



Speed Humps are parabolic vertical traffic calming devices intended to slow traffic speed on low volume, low speed roads. Speed humps are 3-4 inches high and 12-14 feet wide, with a ramp length of 3-6 feet, depending on target speed. They reduce speeds to 15-20 miles per hour and are often referred to as “bumps” on signage and by the general public.

W. 71st Street: This speed hump is located along a residential street in Prairie Village. In addition to the signage, pavement markings serve as a visual warning for drivers to prepare to traverse the speed hump. The intervention is placed along a flat stretch of the street that would otherwise allow motorists to believe that speeding is allowed.



Traffic Circle: Also known as “mini roundabouts,” traffic circles lower speeds at minor intersection crossings and are an ideal treatment for uncontrolled intersections. They may be installed using simple markings or raised islands, but are best applied in conjunction with plantings that beautify the street and the surrounding neighborhood. Careful attention should be paid to the available lane width and turning radius used with traffic circles.

Valentine and Madison: Valentine Road and Madison Avenue play host to a mini roundabout. Coupled with stop signs leading into the intersection on Madison Avenue, the mini roundabout also features a raised island topped with plants and sculpture work that not only slows traffic, but beautifies the streetscape as well.



Wayfinding & Branding: Clear branding and route legibility are critical features of an easy-to-use transit or bikeway system. A strong, unified brand makes a system look just like that: a network to get everywhere you need to go. Predictable, incremental wayfinding and brand identification guides travelers through the entire trip. Distinction between types of service, be it bus transit or bike share, can be highlighted through distinctive branding of stops.

Trolley Track Trail: The Harry Wiggins Trolley Track Trail serves as a popular route for cyclists and pedestrians from Volker Boulevard to 85th and Prospect. There is signage along the trail that informs people of the name and the purpose of the trail, and creates a sense of continuity and connectedness.



Conclusion

The Complete KC DIY Guide works to illuminate the lengthy, sometimes confusing path to bringing resources and elements to bear to help build a better Kansas City. You can help others see the better streetscape you imagine with pop-up events and demonstrations. Resources are available to make your neighborhood whole and to keep it that way. When you're ready to make your vision a reality, there are options for how to work through processes with the City to make it happen. There is even advice on how to create something new.

This guide may have a finite amount of pages, tables, and pictures, but the possibilities for improving the streetscape, preserving neighborhoods, making something better, or making something new, are endless. Whatever the change to the built environment, none of it can happen without a key ingredient: you. Making Kansas City a better place to experience requires people with vision and determination to see the necessary work through.

Contact



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Kansas City, MO 64109
(816) 205-7056
info@bikewalkkc.org
<http://www.bikewalkkc.org>

