



BPAG 09/01/2011

City of Tulsa Special Event Permit Application

Summary of Event

Event Title: Traffic Calming Exercise Date of Event: March 31, 2017
 Event Location: Intersection: N Cheyenne Ave & W Archer St Council District: 4
 Event Description: see attached (Submit Flyer or Brochure in Electronic Format)
 Event Sponsors: Strong Towns
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 21 Per Day: 21

Event Organizer Information

Organizing Agency: Strong Towns Web Address: www.strongtowns.org
 Agency Contact: Rachel Quednau Email Address: quednau@strongtowns.org
 On-Site Contact: Rachel Quednau On-Site Phone: 6124230063
 Billing Contact: Kimberly Dunlap Billing Phone: 844-218-1681
 Billing Address: 1511 Northern Pacific Rd. Rm 206, Brainerd, MN 56401 Brainerd, MN 56401
Street City State Zip
 Agency Status: Profit Non-Profit Fundraiser? / What cause: NA

Site Plan and Route Map

Event Set-up: Date: March 31, 2017 Day of Week: Friday Time: 9:30am
 Street Closing for Set-up, Stages, Tents, etc.: Date: n/a Time: n/a
 Street(s) to be Closed: N/A

(Submit a Site Map in CAD/Electronic Format)

Event Opens: Date: March 31, 2017 Day of Week: Friday Time: 10:30am
 Street Closing for Race, Parade, Festival, etc.: Date: n/a Time: n/a
 Street(s) to be Closed: n/a

(Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: n/a
 Daily Festival or Street Party Times: n/a
 Road Race Service Co. and Phone: n/a

Event Closes: Date: 12:30pm Day of Week: Friday Time: March 31, 2017
 Street Opening: Date: n/a Day of Week: n/a Time: n/a
 Event Dismantle: Date: 12:30pm Day of Week: Friday Time: March 31, 2017
 Street Opening: Date: n/a Day of Week: n/a Time: n/a

Secondary Permit Requirements

Yes No Is this an Open Air Event? Public Property Private Property Parking Lot
 Yes No Alcohol or Beer On-Site? Alcohol Sales Beer Sales Free Beverages
 Yes No Concessionaires On-Site? Number of Food Vendors: _____ Number of Item Vendors: _____
 Yes No Food Preparation On-Site? Charcoal Electric Gas
 Yes No Tents or Stages On-Site? If yes, what sizes: _____
 Yes No Other Structures On-Site? If yes, please explain: _____
 Yes No Using a City or River Park? Name and location: _____

Security, Medical, Traffic, and Parking Plans

Yes No Security or Police On-Site? Agency and Phone: _____
 If yes, please describe or provide an attachment of your plan: _____

Yes No Medical First Aid On-Site? Agency and Phone: _____
 If yes, please describe or provide an attachment of your plan: _____

Yes No Using Barricade Company? Agency and Phone: _____
 If yes, the Barricade Co. providing equipment for the street closure must submit the plan in CAD/Electronic Format.
 Equipment Setup: Date: _____ Time: _____ Equipment Pickup: Date: _____ Time: _____

Yes No Is there Parking Available? If yes, please describe or provide an attachment of your plan: _____
 Participants will walk to event so no parking is needed. Street parking is available if necessary.

Yes No Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: _____

Yes No Using a Shuttle Service? If yes, please describe or provide an attachment of your plan: _____

Other Related Activities and Information

Yes No Entertainment On-Site? Live Music Recorded Music Dancing
 Fireworks Inflatables Animals Other (specify): _____

Yes No Sound Amplification? Setup Time: _____ Start Time: _____ Finish Time: _____

Yes No Certificate of Insurance? Agency and Phone: _____

If yes, submit certificate. If no, please explain: We will obtain one if it is necessary for this event.

Yes No Portable Rest Rooms? Agency and Phone: _____

Number of Portable Rest Rooms: _____ Number of Disability Accessible Portable Rest Rooms: _____

Equipment Setup: Date: 3/31/17 Time: 9:30am Equipment Pickup: Date: 3/31/17 Time: 12:30pm

Mitigation of Impact

Please describe your plan for cleanup and removal of waste and garbage during and after your event: _____

We do not plan to create any waste or garbage as no food or drink will be part of this event. _____

Number of Trash Receptacles: n/a Number of Dumpsters: n/a Number of Recycling Containers: n/aYes No Using a Sanitation Service? Agency and Phone: _____

Equipment Setup: Date: _____ Time: _____ Equipment Pickup: Date: _____ Time: _____

Yes No Have you presented your event concept to the affected residents, businesses, churches, and schools?

If yes, please attach a complete list of these entities. If no, please explain: _____

We will present the event to affected residents if necessary. _____

Yes No Do you have a sample of the notice that you propose to distribute **two weeks prior to your event**?

If yes, please attach in an electronic format. If no, please explain: _____

Yes No Other Information? _____**Affidavit of Applicant**

Tulsa Police officers and public safety services, and traffic-control signage and barricades will be required for street closings, traffic/crowd control, and security. The Organizing Agency has the responsibility to be aware of and comply with City Ordinances and Regulations including, but not limited to, Curfew Ordinance, City/County Public Health Regulations, and Police/Park Public Safety Requirements. An application approval does not imply City sponsorship. Review the instructions for further information in reference to Special Events.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event. I further certify that I, on the behalf of the Organizing Agency, am also authorized to commit that agency, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Tulsa and Police Department. Any omissions will delay the process.

Print Name: Rachel Quednau Signature: Rachel Quednau Date: 1/26/17

Mail to: **Special Event Coordinating Committee**, 175 East 2nd Street, Suite 590, Tulsa, Oklahoma 74103
Or Email to: sbain@cityoftulsa.org. Your electronic submission will serve as your electronic signature.

For City of Tulsa Special Event Coordinating Committee Use OnlyDate received: 01.27.2017 Date routed: 02.17.2017 Date for review: 03.08.2017

If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 02.28.2017. If any problems are resolved or not resolved by that time, a copy of this application and brief memo stating the solution or reason for the objection should be submitted to: Special Event Coordinating Committee, 175 East 2nd Street, Ste 590 OK 74103. For further information or discussion, contact the City of Tulsa Office of Special Events at 918.576.5636. Fax 918.699.3602.

Special Event Coordinating Committee Recommendation: Pending Yes No : 03.01.2017Date routed to Mayor: 03.01.2017 Mayor's Recommendation: Yes No : _____Date routed to Council: 03.01.2017 City Council Approval: Yes No : _____Comments: Document attached 02.14.2017

Temporary Traffic Calming Exercise

Strong Towns Summit, March 31, 2017

Marielle Brown, who has led similar activities in neighborhoods throughout St. Louis, MO with the organization, Trailnet, will lead this exercise at the intersection of Cheyenne Ave and Archer St in downtown Tulsa. The purpose is to help event participants understand the impact of street width on car speed and safety (for both drivers and pedestrians) and to learn how to host similar exercises in their own towns.

At 9:30am, Marielle will use chalk to draw 1' increments out from each curb into the street. This will not require street closure; she will simply enter the street in a reflective vest when no cars are present and quickly chalk her markings. The presence of a stop sign on Cheyenne should also aid in her chalking.

At 10:30am, she and a group of 15-20 people (attendees of a national transportation summit hosted by Strong Towns) will observe the flow and speed of traffic at this intersection. They will then arrange cones at the edge of each sidewalk corner as a small "bump-out" to temporarily decrease the width of the street and the decrease the crossing distance for pedestrians, using the chalk guides Marielle created. They will observe how traffic responds to this slight decrease in width. After 15 minutes, they will move the cones into the road one more foot.

Participants will continue to observe and move the cones until they are a few feet into the street. At no point will traffic or parking be blocked by this exercise. At the conclusion of the two-hour event (12:30pm), participants will remove the cones and leave the area.

Safety Precautions

All participants will wear reflective vests. Participants will stand within the cone area, close to the curb as they move their cones, ensuring that no one is wandering unprotected in the street. They will also take caution to only enter the road when no cars are present. The cones will be placed in an area that will be free of parked cars, given its proximity to the intersection and pedestrian crossing area.

Here is a simple drawing of the proposed exercise:

<https://drive.google.com/open?id=1lvP7nbCCuACjulUZqcByw71sTAo&usp=sharing>