Community-Led Traffic Calming Guidelines

Draft

August 12, 2025

City of Oakland
Department of Transportation

Acknowledgements

This public-facing guide intends to set expectations for community members who desire to make their streets safer when the City does not have the resources to design and implement a project on its own.

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Introduction

This documents provides guidelines to enable community members to apply to the City of Oakland to implement temporary street safety interventions as part of the Community Traffic Calming Pilot Program, initiated in July 2025.

More information on this program and Frequently Asked Questions can be found on the City's website at:

https://www.oaklandca.gov/Public-Safety-Streets/Traffic-Safety/Community-Led-Traffic-Safety-Pilot-Program

Types of Projects

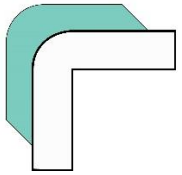
Applicants will be able to apply for the following types of projects to enhance their neighborhood space: Curb Extensions/Public Space, Traffic Circles, and Daylighting.

Additional project types may be considered.

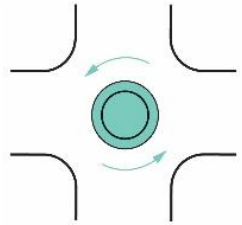
See this link for streets eligible to perform community traffic calming:

https://oakgis.maps.arcgis.com/apps/instant/basic/index.html?appid=3457f690d96941af886f6e418d1593c3

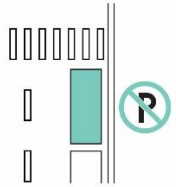
Curb Extension/ Public Space



Traffic Circle

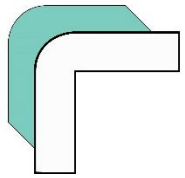


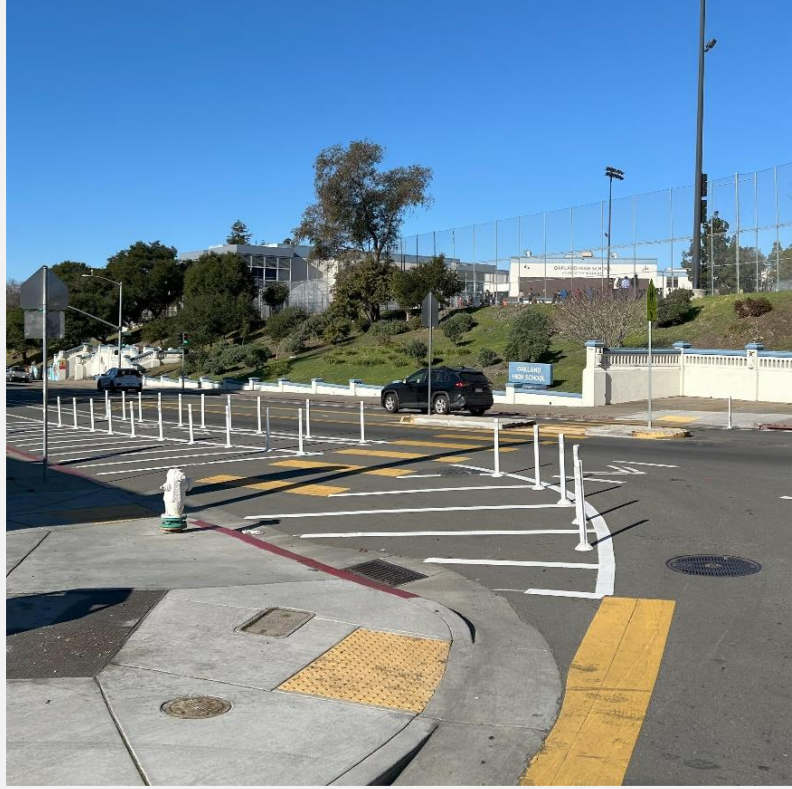
Daylighting



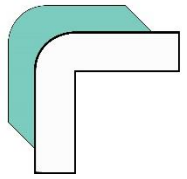
Curb Extension / Public Space

A curb extension increases the pedestrian space from a sidewalk into the street to enhance the visibility of pedestrians wishing to cross. When there is a generous amount of curb extension space, the area may be transformed into small pedestrian plazas or other pedestrian-friendly spaces.





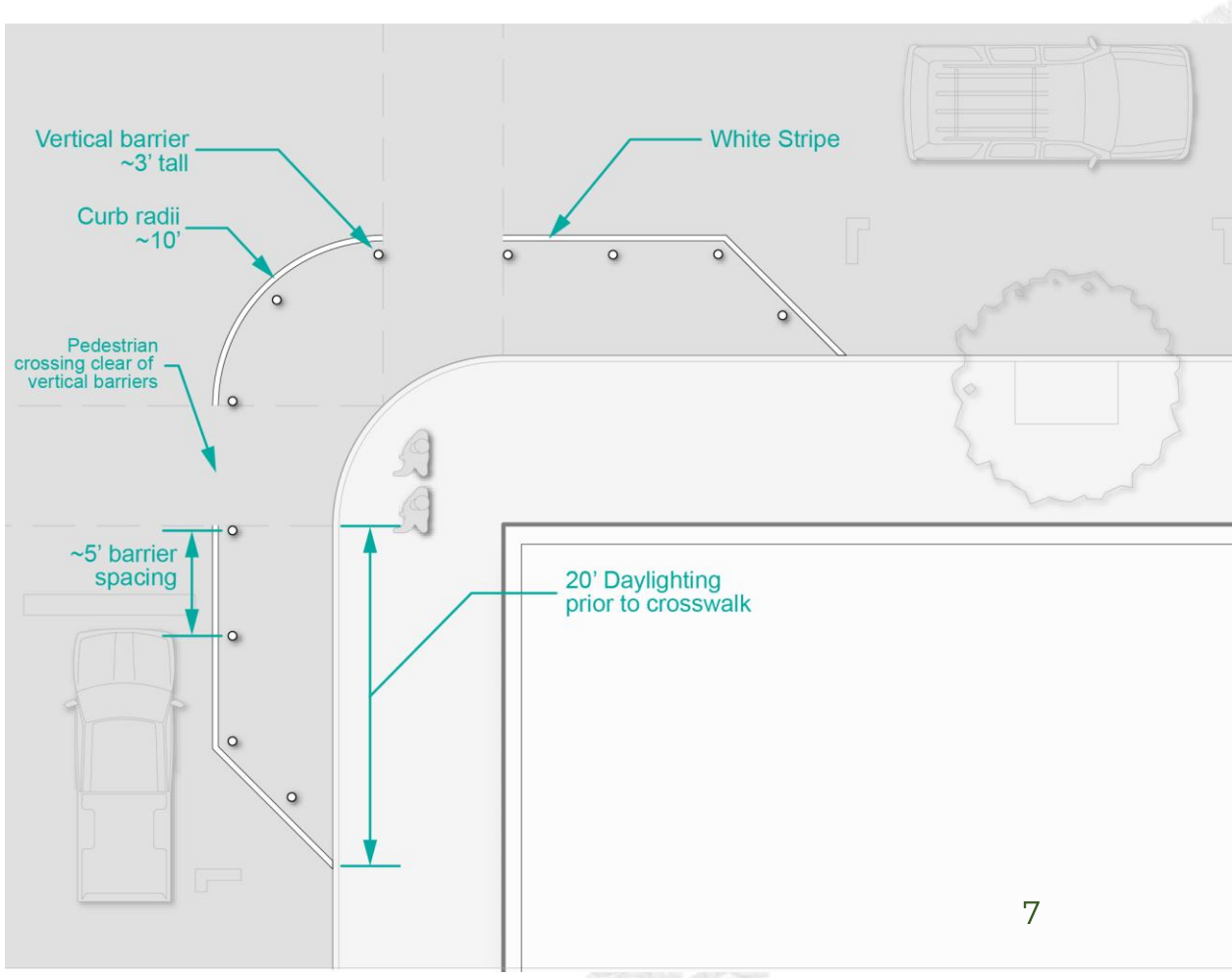
Curb Extension / Public Space



Applicant may propose curb extensions that meet the following criteria:

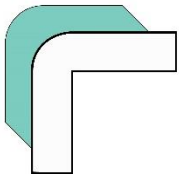
- On-street parking is present.
- Large vehicles, such as buses or trucks, can still perform turns.
- ADA-compliant sidewalks are present.
- Bus stops are not present.

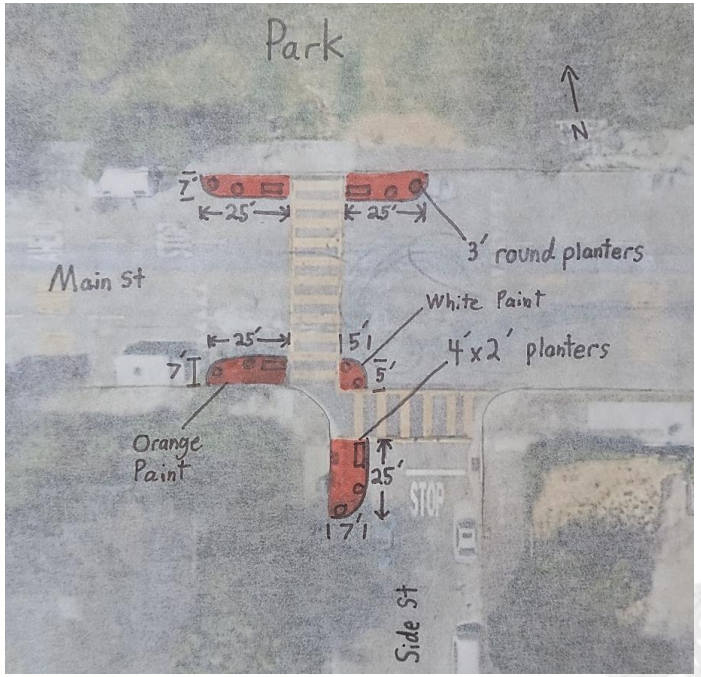
Here are some general dimensions that community groups should follow when generating their proposed improvement.

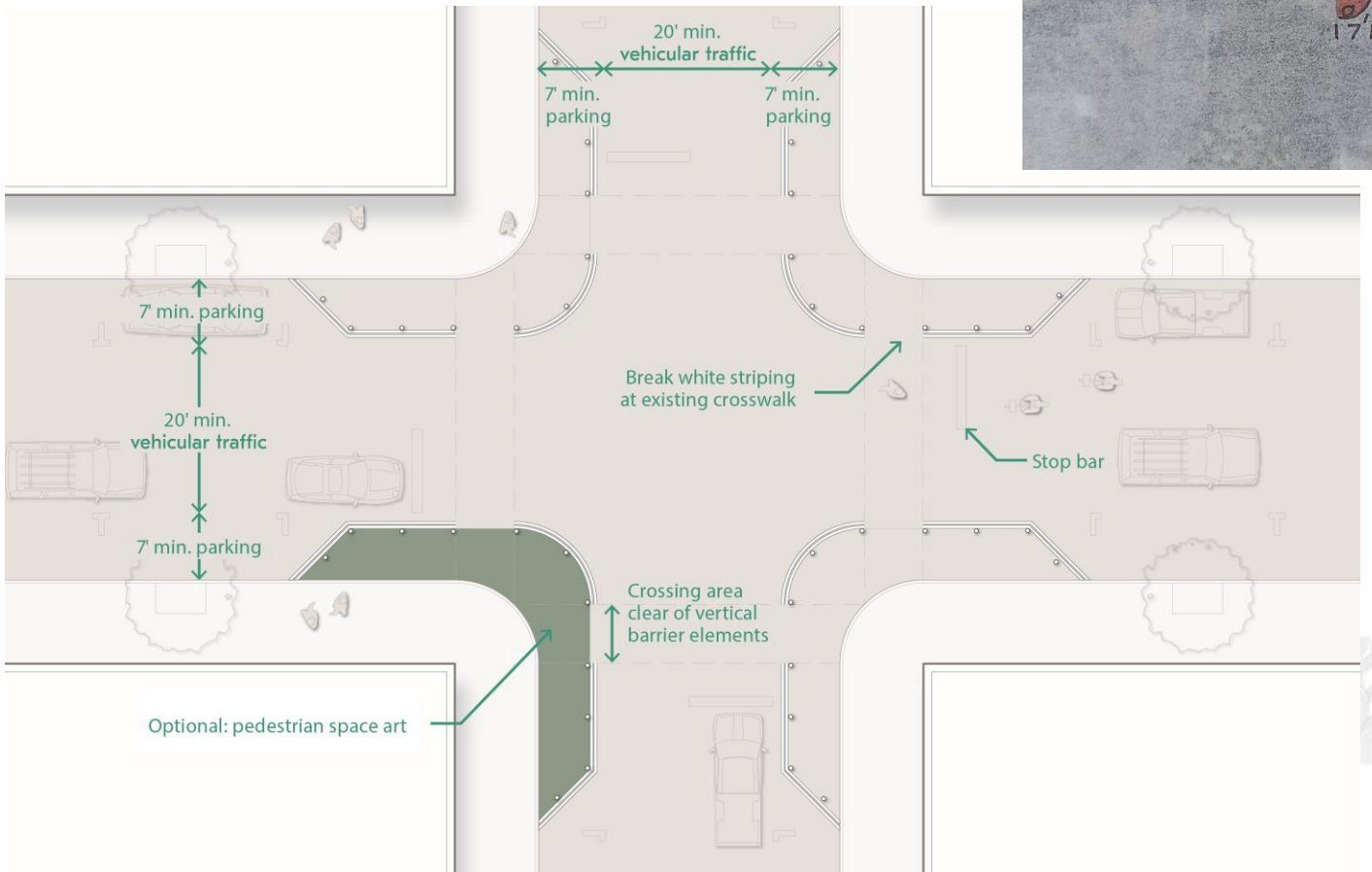


Curb Extension / Public Space

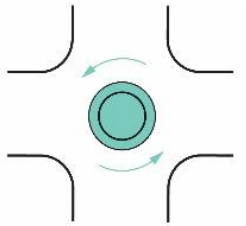
Here is another schematic of curb extensions, and an example sketch that community groups could produce to show their proposed project.





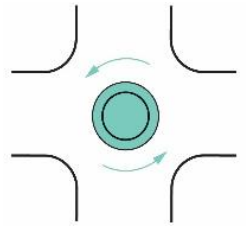


Traffic Circle



Traffic circles are objects located at intersections that force vehicles to slow down and navigate around them. Slower vehicle speeds generally improve safety for all roadway users because slower speeds increase the amount of time roadway users can react to each other to avoid a collision.

Traffic Circle

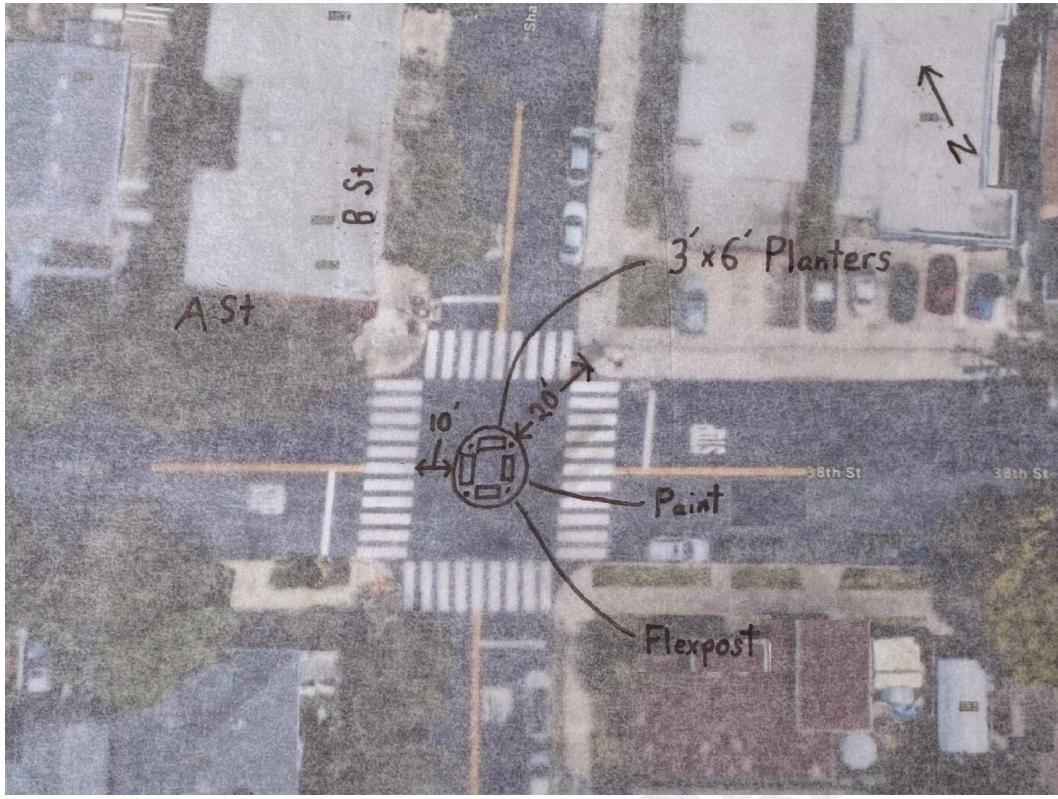


Applicant may propose traffic circles that meet the following criteria:

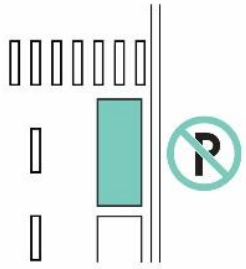
- The proposed location intersects local streets.
- There is 20' of clear distance between the traffic circle and the street curb, which is for Fire Department emergency response.

Other design constraints:

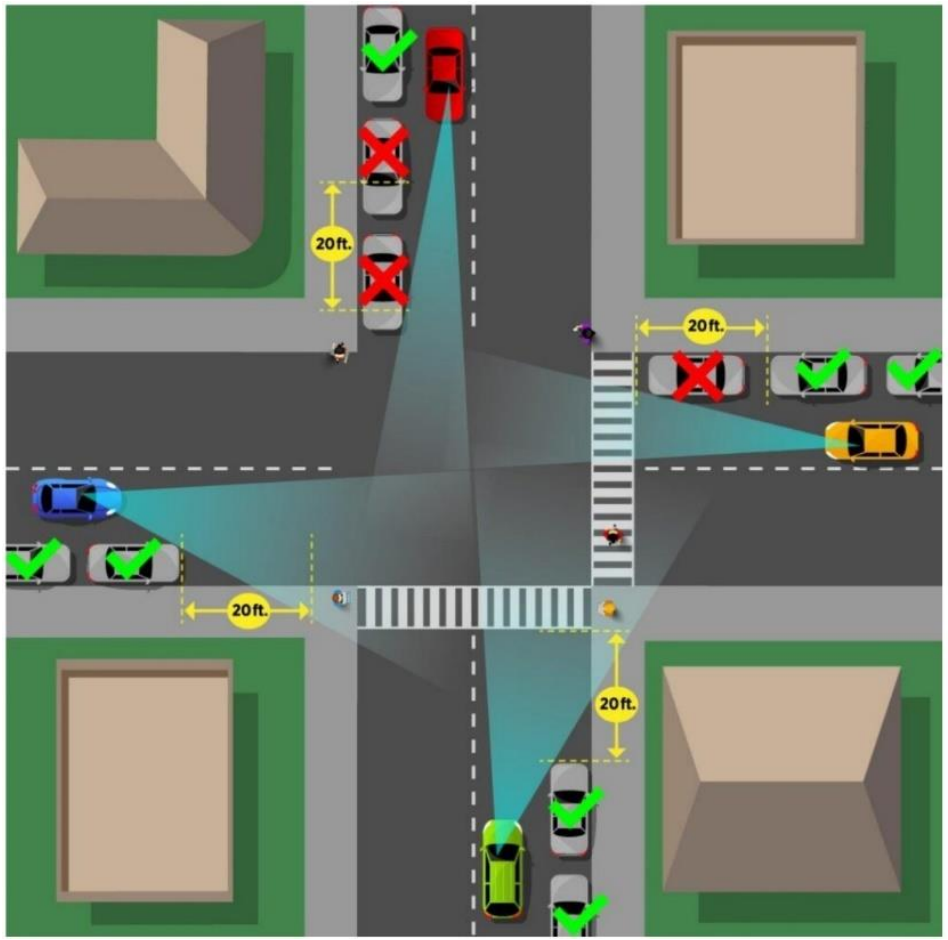
- The proposed traffic circle will need to be an existing All-Way Stop controlled intersection.
- Physical elements cannot be placed on top of utilities such as manholes.



Daylighting



A clear distance between a marked crosswalk and parked cars “Daylights” the crosswalk and increases visibility for a crossing pedestrian. As of 2025, a 20-foot clearance to crosswalks is mandatory, but the City needs help identifying the most active and dangerous crosswalks. Therefore, community groups can help the City prioritize these locations.



Project Duration

Community-supported traffic calming projects can generally be separated into two time frames: Short (~1 month) & Long (~1 year).

Short projects would use distinctly low-cost and inexpensive materials and would require less maintenance by a community group. These projects would be removed after their allowed time frame.

Longer-term projects would need to use materials that are durable and withstand weather, regular wear and tear, and tampering. Furthermore, applicant would need to have a consistent maintenance plan to ensure the project does not create adverse conditions for daily use.

The permits associated with this program will expire after three months. If things are going well and the project is well-maintained, the permit will be renewed for another six months.

Project Cost

The cost of the application and overall project will vary depending on the project complexity and use of City materials/resources. Furthermore, the applicant may have access to streetscape materials and people power that would reduce the City burden of involvement. City staff will work with the applicant to determine the cost to implement meaningful street improvements.

$500 is the base price expected of the applicant; however, this price is NOT due at the time of submission because City staff will work with the applicant to determine the amount of City staff time and materials needed to complete the project.

$500 to $5,000-ish is the project cost range, which depends on the project complexity, amount of City staff needed, City-borne materials, etc. The project cost will be calculated and shared with the applicant around the time of the City/Applicant kick-off meeting.

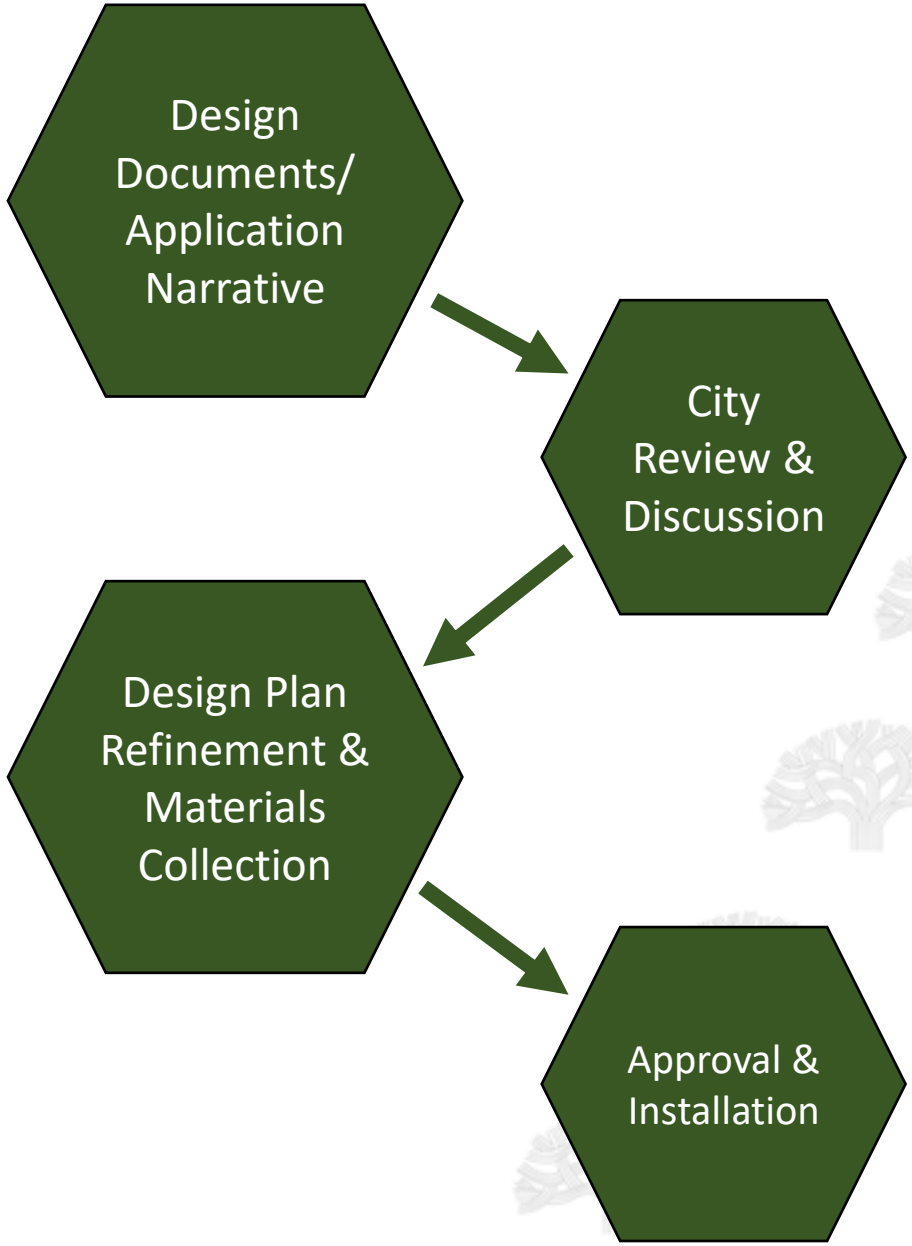
Applicant costs may be reduced by producing clear, simple, and illustrative design/visioning documents illustrating the proposed changes to the streetscape.

Project Application Process

To successfully implement a community traffic calming project, applicants need to effectively communicate the vision of the project to the City. As a City, we want to implement projects that citizens want and that have meaningful safety benefits; however, we need to completely understand the project sketches, details, and support.

The applicant will compile materials and submit them through the City's online portal. The following text will describe the initial and total materials needed for a successful project.

www.oaklandca.gov/Public-Safety-Streets/Traffic-Safety/Community-Led-Traffic-Safety-Pilot-Program



Project Application Process

Applicants must submit the following materials:

1. **Project Type & Description –** A brief paragraph outlining the project including its goals, components, and support by local residents/stakeholders.
2. **Letters of Support –** Support letter from the City Council office where the project is located. Support letters from local residents and/or stakeholders should also be provided.
3. **Photos & Location Details –** Images and a Google Maps link to the proposed site.
4. **Design Sketch/Plan –** A visual representation of the proposed improvements.
5. **Materials List –** An inventory of materials required for implementation.
6. **Maintenance Plan –** A strategy for upkeep and addressing potential issues.

After the initial submission, City staff will review the proposal, meet with the applicant, and provide feedback for necessary revisions.

Second (Refined) Document Submission

Applicant must refine and resubmit the following materials:

1. **Permit Fee** – The City will work with applicant to develop on a project cost
2. **Revised Documents** – Updated versions of all materials from the initial submission.
3. **Installation Safety Plan / Traffic Control Plan** – A sketched plan showing how community members will remain safe during installation. This should include a map detailing "Road Work" warning signs, cones, and methods to notify motorists of temporary traffic changes.

- The City will provide traffic cones, road work signs, yellow vests, and other equipment to modify traffic temporarily for project implementation, unless applicants have access to these materials.

3. **Proposed Schedule** – The planned installation date and anticipated project duration.

Continued on next page...

Second (Refined) Document Submission (cont.)

4. **Evaluation Plan** – A framework for assessing the project's impact on the neighborhood, traffic flow, and safety. Evaluation methods may include:
    - Counting pedestrians, bicyclists, and vehicles.
    - Conducting perception surveys.
    - Interviewing local stakeholders.
    - Documenting site visits to monitor conditions and ensure the project remains intact.
    - Community representatives must visit the project site twice weekly for the first month to address any tampering issues. If minimal issues occur, visits can transition to a weekly basis.
5. **Final Design Plan** – A comprehensive and refined version of the project plan, including:
    - A detailed sketch and layout.
    - Identification of any official signage, posts, or striping required, which the City will either assist to install or install directly depending on complexity and City crew availability.
    - An outline of the community's role in project implementation.

This process ensures that community traffic calming projects are well-planned, safe, and sustainable for long-term neighborhood benefit.

Prioritization

Projects will be reviewed based on the order of submission, location on eligible streets, Geographic Equity Area Map, proximity to institutions serving vulnerable populations, and other considerations. Initial interviews can be expected in approximately two weeks after submission.

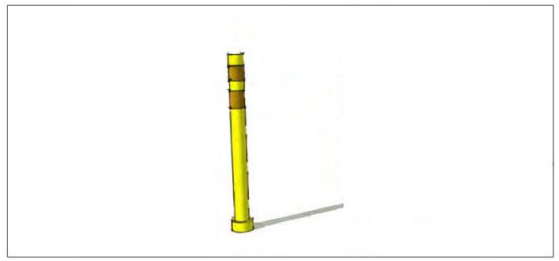
The City aims to work with community groups to approve projects within approximately five months, considering the multiple levels of review and design revisions.

Submitting an application does not guarantee project approval. Projects may also be submitted through the Capital Improvement Project pipeline for potential future consideration.

Materials

Project materials should be durable, visible, and clear in their intended use. The City has identified a recommended palette of materials for applicants; however, applicants who have access to surplus materials should include those in their project proposal.

The following materials are permissible as barrier elements:



Flex Post

Typical Dimensions: 3"DIA. x 36"H (28"H for bike projects)

Estimated Cost: $40

Overview:
Delineator posts, also known as flex posts, are low cost products that provide a visual barrier delineating the roadway from spaces for people.

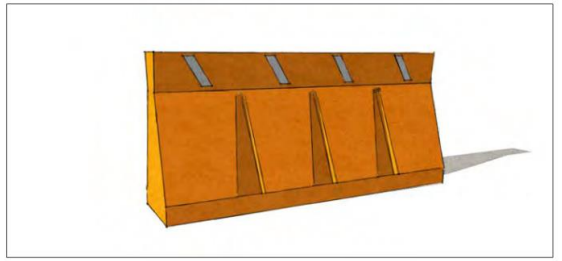
Wheel Stop

Typical Dimensions: 3'L x 6"W x 4"H (barrier height exception)

Estimated Cost: $50

Overview:
Easily installed and removed, wheel stops are used as low barriers and to demarcate tactical interventions. They should allow gaps for curbside pedestrian access or for cyclists to cross through.

The following materials are permissible as barrier elements:

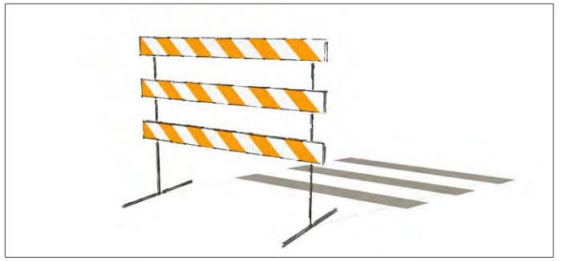


Empty or Sand-filled Plastic Jersey Barrier

Typical Dimensions: 74"L x 18"W x 36"H

Estimated Cost: $500

Overview:
Using water-filled jersey barriers is a simple way to add heavy, substantial barriers that can be easily moved into place with two people prior to being filled with water or sand.



Type III Barricade

Typical Dimensions: 72"-96"L x 63"H

Estimated Cost: $120

Overview:
Type III barricades are lightweight and include three reflective panels.

Materials (cont.)

The applicant should identify the prior materials and/or other materials it intends to use for their installation. Other Notes:

- If the intended materials do not have retroflected material, then reflective tape or similar material needs to be added to the installation materials.
- Materials used need to be generally non-movable, either by being heavy or staked into the ground (City supervision needed)
- Upon implementation of the chosen materials, the City will work with the applicant to maintain a high quality of installation through an inspection.

Traffic Barrel

Typical Dimensions: 18"-23.5"DIA. x 39.7"H

Estimated Cost: $75

Overview:
Traffic barrels are easy to install and create a heavy and durable wall of separation. They should be spaced intermittently to allow curbside access.

Traffic Cone

Typical Dimensions: 14"DIA. x 28-36"H

Estimated Cost: $30

Overview:
Traffic cones are an affordable and easily movable barrier with reflective bands.

Planter

Typical Dimensions: 48"L x 20"W x 24"H

Estimated Cost: $300-$1,000

Overview:
Planters are a vibrant way to create protective barriers between the roadway and spaces for people. This planter provides a self-watering reservoir for easier maintainability.

Concrete Barrier

Typical Dimensions: 18"L x 48"W x 30"H

Estimated Cost: $300-$1,000

Overview:
Concrete barriers are heavier than jersey barriers and add extra protection for projects on streets with higher speeds.

The following materials are permissible as furniture elements:

Bistro Set - Table and Chairs

Typical Chair Dimensions: 17"L x 2"W x 32"H

Typical Table Dimensions: 24"DIA x 29"H

Estimated Chair Cost: $95

Estimated Table Cost: $220

Overview:
Colorful seating creates inviting spaces and encourages use of tactical interventions.

Umbrella

Typical Dimensions: ~8'H

Estimated Cost: varies

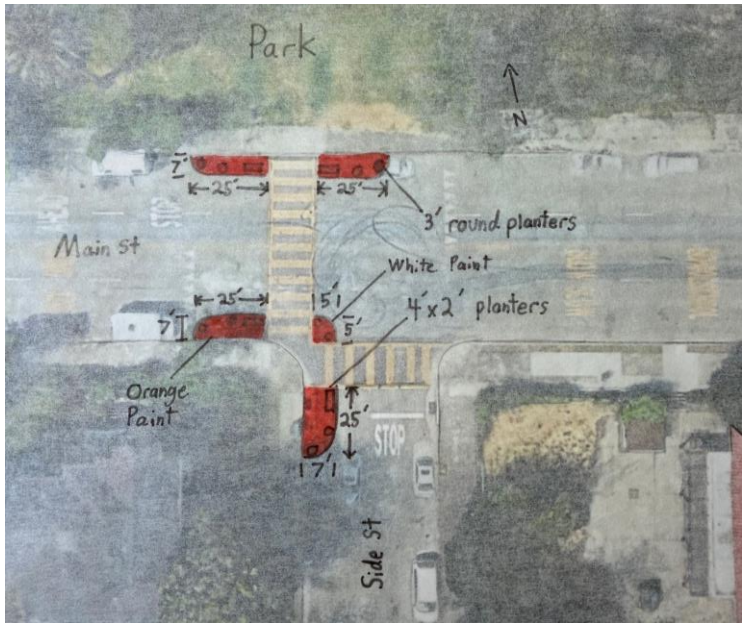
Overview:
Typically paired with seating, umbrellas also create inviting spaces by providing shade to users.

Example Plans

Several examples of plans and supporting documents are shown that describe the breadth of depth of work that needs to be completed by the community for a successful project.

Technical software is not required to be used to create a plan, such as AutoCAD or Adobe Illustrator. However, sufficient clarity of the plan is required for City staff to be able to understand the vision for the project. Clarity can come in the form of neatly drawn hand sketches on photographs, aerials, and/or other exhibits that show the intention of the proposed design.

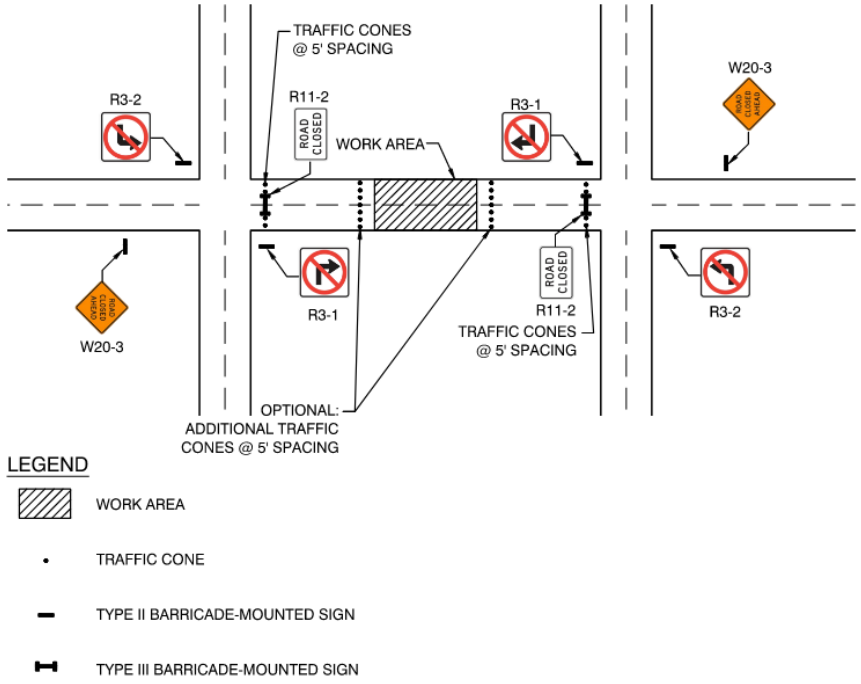
Curb Extension Example



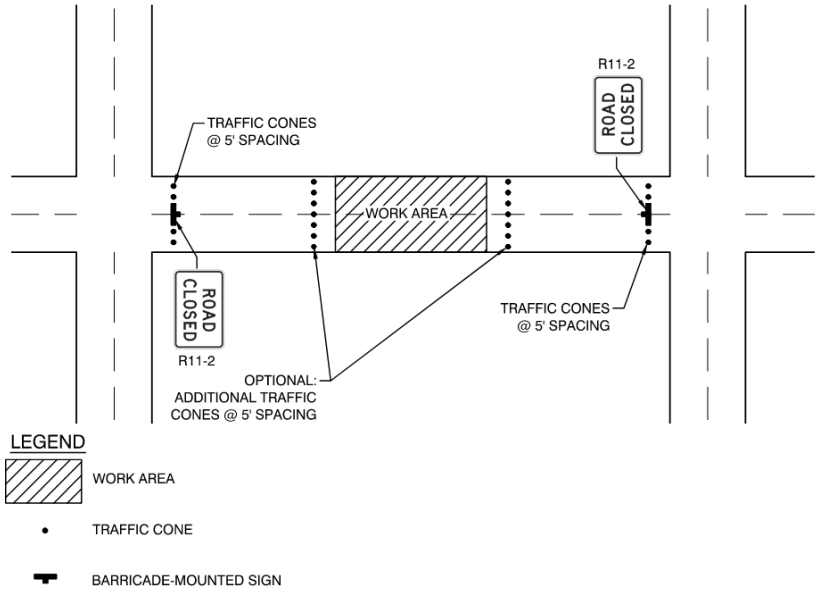
Traffic Circle Example

Example Traffic Control Plans

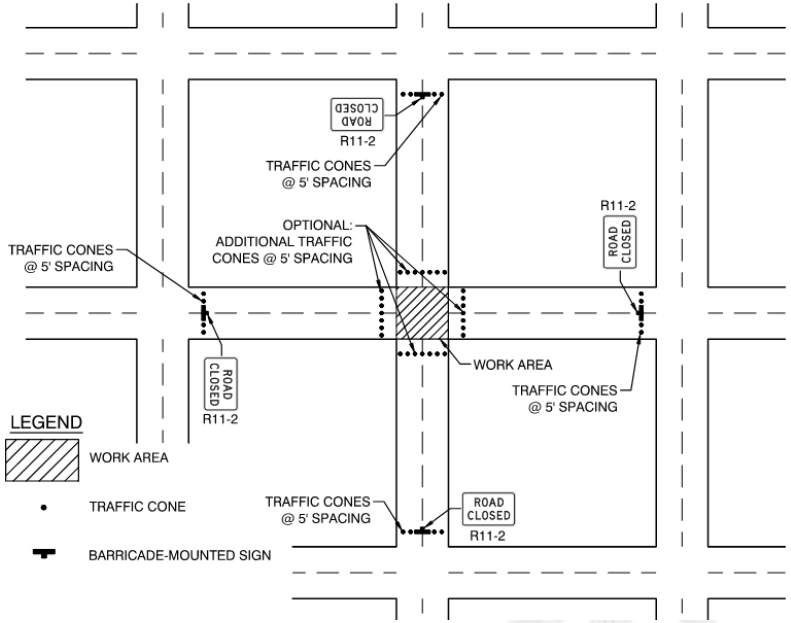
Midblock Project



Midblock Project 2



Intersection Project



Notes:

1. A team of a minimum of two representatives of the applicant shall set up traffic control--one To setup the traffic control equipment and the second to be vigilant and alert the first as traffic approaches. The one setting up the traffic control equipment shall wear a proper reflective vest while doing the traffic control setup prior to the event and again during the Removal of the traffic control after the event. Traffic control shall be set up per this plan.

2. Unimpeded sidewalk access shall be provided for all pedestrians in compliance with ADA Regulations.

3. The city requires 20' clear and unobstructed access be maintained for emergency vehicle Access. The 20' clear space must be free of vehicles, tables, chairs, and items that cannot be quickly moved.

Maintenance Plan

The maintenance plan ensures the project continues functioning as intended. The community must actively monitor the project and report issues to prevent tampering or obstructions. If multiple reports indicate displaced project elements, the City may revoke the permit.

For a 24 week (6 month) pilot.

Week 1-2	Week 3-4	Weeks 5-8	Weeks 9-12	Weeks 13-24
~3 visits per week to reset installation	~2 visits per week to reset installation, assuming little-no tampering	1 visit weekly to check-in	1 visit every other week	1 visit every 4 weeks

Constraints

Streets are a public resource, and some services must be maintained for safety and accessibility. Key constraints include:

- **Emergency Response** – A 20-foot clearance between impassable objects (like metal bollards and curbs) is required to ensure access for fire trucks and first responders.
- **Utility Access** – Project elements cannot obstruct manholes or other utility access points.
- **Waste Management** – The applicant should visit the site and remove garbage, as needed.
- **Vehicle and Accessibility Needs** – Turning access and ADA requirements should be considered in the design.
- **Bus Operations** - For streets where buses run, AC Transit will review for impacts to service operations.

Evaluation

Community-supported projects need to assess their effectiveness to determine if they should be made permanent.

- Speed counts should be collected if the project aims to reduce vehicle speeds.
- Perception data should be gathered from the community before and during implementation.
- After the pilot period, the community must produce a summary document (e.g., PowerPoint) evaluating the project's effectiveness.

How does the pilot become the permanent condition?

The City will determine whether a pilot project can be sustained permanently based on all evaluation factors. Safety is the top priority, and the project must demonstrate long-term feasibility to be adopted permanently.