



Public Works Department

Transportation Engineering Division

Policy Guidelines: Temporary Traffic Control (TTC) Plans

Adopted by the Traffic Advisory Committee on November 8, 2007

INTRODUCTION:

The City of Napa Public Works Department (PWD) issues road encroachment permits throughout the City for a variety of reasons (construction activities, utility work, special events, etc.). Therefore, the Director of Public Works hereby adopts these guidelines for temporary traffic control plans as of the effective date set forth herein.

BACKGROUND:

Currently, contractors in the City of Napa use a variety of means to provide an acceptable TTC plan. In order to avoid ambiguity and maintain consistency, a uniform policy and a set of guidelines should be provided to contractors upon request. Such guidelines identify the exact measures to be taken. Those measures comply with the California Manual on Traffic Control Devices (MUTCD), the California Vehicle Code, and Caltrans Traffic Manual.

This policy is not meant to be comprehensive. Additional measures may be required by the City Engineer based on his or her judgment and discretion, the additional measures may be required under the circumstances to protect the public health, safety, or welfare. A TTC plan must comply with all other laws, regulations, and ordinances applicable to the site.

1. All Temporary Traffic Control (TTC) plans shall be approved by the City of Napa City Engineer or his/her authorized representative. All references in these guidelines to the City Engineer shall mean the City of Napa City Engineer or his or her authorized representative.
2. TTC plans shall be submitted to the City of Napa for review no less than one week prior to commencement of activities unless a different timing requirement is established by a City ordinance or resolution.
3. A detailed outline of TTC plans can be found in the Manual on Uniform Traffic Control Devices (MUTCD) which could be found at:
<http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/pdf/camutcd/CAMUTCD-Part6.pdf>
4. The basic safety principles governing the design of permanent roadways should also govern the design of TTC zones. The goal should be to route road users through such zones using roadway geometrics, roadside features, and TTC devices as nearly as possible comparable to those for normal road situation.

5. The needs and control of all road users (motorists, bicyclists, and pedestrians including persons with disabilities in accordance with the Americans with Disabilities Act of 1990) through a TTC zone shall be an essential part of roadway construction, utility work, maintenance operations, and the management of traffic incidents.
6. A TTC plan should be prepared and understood by all responsible parties before the site is occupied.
7. A TTC plan shall be provided on a clean 8.5 X 11 or 11 X 17 sheet of paper that includes the dates and name of the event and the name(s) and phone number(s) of person(s) in charge of implementing it. The plan shall label the streets, show a North arrow, and shade or cross-hatch the streets to be closed and show the work zone. The plan shall also delineate the locations of the proposed signs and messages, locations of cones and their spacing, and the distance of transition from the full width of the travel way to the narrowed section if applicable.
8. If the City Engineer determines, after the second submittal, that the proposed TTC does not meet the requirements of these guidelines, the City Engineer shall have the authority to either reject the proposed TTC plan or prepare a TTC plan for the applicant. All costs incurred by the City in review or preparation of the TTC plans shall be charged to the applicant in accordance with City Policy Resolution No. 16.
9. A TTC plan should be designed on the assumption that drivers will only reduce their speeds if they clearly perceive a need to do so. Therefore, three signs should be provided at each approach to a street closure:
 - a. A sign advising motorists that there is a roadway activity ahead. This sign shall be placed at least 1-2 blocks ahead of location.
 - b. A sign explaining what sort of activity taking place (Construction, Street Festival, Lane Closure ahead, etc.), shall be placed midway between the first and the third signs.
 - c. A sign at the location of the activity itself advising motorists and pedestrians of what action needs to be taken (Stop, Detour, Slow Down, Road Closed, etc.)
10. To heighten motorists' awareness to street closures during construction/special events, City Street Division may convert all signals in the immediate vicinity to flashing red until the street closure is lifted.
11. For City-sponsored events, the Traffic Engineering Division will coordinate with the police department and street crew for any intersection control that maybe needed as well as barricades, cones, signs, ... etc.
12. Frequent and abrupt changes in geometrics such as lane narrowing, dropped lanes, or transitions that require rapid maneuvers, should be avoided.

13. Road users should be encouraged to use alternative routes that do not include TTC zones.
14. Bicyclists and pedestrians, including those with disabilities, should be provided with access and reasonably safe passage through the TTC zone.
15. Roadway closures should be scheduled during off-peak hours and, if necessary, night work should be considered.
16. Signs that are no longer applicable through TTC zones should be covered.
17. Flagmen shall be used if one lane of the roadway is used for both directions of traffic or if the City Engineer deems it necessary.
18. Emergency vehicles access to the site shall be planned for and provided at all times.
19. Contractor shall identify the person responsible for implementing and enforcing the TTC plan and provide the name and telephone number to the City as well as post such information at the site.
20. Channelization of road users should be accomplished by the use of pavement markings, signing, and crashworthy, detectable channelizing devices.
21. Detours and diversion routes shall be clearly identified on the TTC plan for both vehicles and pedestrians.
22. If a pilot car is deemed necessary, "Follow Me" G20-4 sign shall be mounted at a visible place in the rear of the vehicle.
23. TTC devices used to delineate a TTC zone pedestrian walkway shall be crashworthy and, when struck by vehicles, present a minimum threat to pedestrians, workers, and occupants of impacting vehicles.
24. When barricades are used in TTC zones, there shall be no gaps between the many segments that form the barrier, but rather a continuous barrier from beginning to end.
25. When existing pedestrian facilities are disrupted, closed, or relocated in a TTC zone, the temporary facilities shall be detectable and include accessibility features consistent with the features present in the existing pedestrian facility. The appropriate sign to be used is (R9-11a) "Sidewalk Closed Cross Here".
26. All workers at a construction site should be trained on how to work next to motor vehicle traffic in a way that minimizes their vulnerability. Workers having specific TTC responsibilities should be trained in TTC techniques, device usage, and placement.

27. All signs used for TTC shall be standard signs placed where specified on the TTC plan. No makeshift signs are allowed unless authorized by a City official. Signs that are used at night shall be reflective and/or illuminated to be clearly visible.
28. Signs shouldn't be placed in a location that may obstruct the roadway. Place signs off the travel way whenever possible.
29. Signs in TTC zones during floods shall be black and white (regulatory signs) and shall read "Road Closed: Subject to Section 409.5 of the California Penal Code".
30. TTC warning signs shall conform to the Standards for warning signs presented in the Federal Highway Administration's "Standard Highway Signs" manual.
31. For major road closures that block or detour at least one direction of traffic, and which will last for more than two days, the Contractor shall display closure notifications two weeks in advance to alert the public. Contractor may also be required to hand-deliver such notices to businesses in the immediate vicinity of the closure.
32. Contractor shall notify City staff immediately if any changes to the approved TTC plan have occurred.
33. More traffic-related information can be found on-line:
<http://www.napatraffic.info/newsletter.htm>

Checklist for Temporary Traffic Control (TTC) Plans

	YES	NO
1. Street Closure required?	_____	_____
2. On-Street Parking will be impacted?	_____	_____
3. Sidewalks will be closed?	_____	_____
4. Driveways fronting street will be closed?	_____	_____
5. Crosswalks will be impacted?	_____	_____
6. Bike lanes will be impacted?	_____	_____
6. Temporary Construction Easement needed?	_____	_____
7. Will there be detours?	_____	_____
8. TTC devices have been purchased?	_____	_____
9. Flagmen will be provided?	_____	_____
10. Pilot vehicle will be provided?	_____	_____
11. Fee has been paid?	_____	_____

Provide name and dates of event:

Provide Contact Info. Of person(s) in charge of implementing and enforcing the TTC plan during the event:
