Chapter 12

Construction Traffic Management Plan

Construction Impact Mitigation

57-12-1: Purpose

A. Salt Lake City Corporation (SLC) is committed to ensuring that the disruptions to the community and traffic associated with construction activity are minimized. Mitigating the disruptive impact of construction-related traffic on city streets is an important part of the development and construction process. This chapter provides guidelines for developing a Construction Traffic Management Plan (CTMP) as part of the permit to work in the right of way.

B. A CTMP will be required by the City when a development or construction project (private or public) is expected to have an impact on the right of way, including:

1. The mobility and safety of any modes of transportation including pedestrians, cyclists, transit, and vehicular traffic, or
2. The typical functioning of the neighborhood's transportation system including interruptions and impacts to surrounding residents, businesses, and institutions from construction activity and worker/trades parking needs.

57-12-2: Scope

Salt Lake City is striving to become a Vision Zero city with a goal of reducing all traffic fatalities and severe injuries to zero by 2035. A key component of achieving this goal is to improve safety around our construction sites.

57-12-3: Construction Traffic Management Plan Requirement

A. An approved CTMP is required as part of the approval of any permit related to work within the pubic way (e.g. site development permit, demolition permit, building permit, urban forestry permit, public way permit, traffic control permit),. The requirement to complete a CTMP shall be presented to potential applicants at development review team meetings, and a CTMP that is approved by the City and shall be a as part of a permit to work within the right of way. The City Engineer hereby delegates the review and approval of the CMTP to the City's Transportation Division. As such, any questions related to the necessity, implementation, or compliance with the CMTP shall be directed to the City's Transportation Division.

B. This policy is intended to be guidance for staff as well as the public to understand Salt Lake City's policies and procedures as they relate to traffic management during construction. This Chapter does not address other construction impacts such as noise, night work, storm water pollution prevention, materials, or means and

methods of construction. This guidance can be found from other sources including SLC Engineering Division, SLC Public Utilities, APWA, Salt Lake County (night work), etc.

C. The development and implementation of CTMPs are required by the City to accomplish the following goals:
   1. Reduce traffic impacts from construction for all roadway users, including those with accessibility needs, those who walk, bike, take transit and drive.
   2. Provide an appropriate level of traffic control to ensure safety for construction workers, adjacent properties and the traveling public.
   3. Alert the public to pending construction activities so that they can plan how they are going to navigate the transportation system during construction.
   4. Make provisions for staging of construction materials and parking of construction workers.

D. This policy is intended to be "scaled" to the appropriate level of impact from construction activities that meet the specific need of certain areas and/or interface with other nearby construction. Not all construction activities will need to follow all guidelines addressed herein. Permit applicants will need to coordinate directly with the City's Transportation Division to identify which of these guidelines are applicable to their individual project circumstances. This policy provides thresholds that trigger additional requirements. The City may require additional items for the purpose of protecting the public way, improving pedestrian and vehicular traffic safety around construction sites, and reducing conflicts between construction activities and use of the public way.

E. City-sponsored projects shall also comply with these requirements. City-sponsored project managers should include traffic control requirements and limitations during project development and design, prior to advertising the project for bids. Failure to do so may result in additional requirements on the contractor that were not anticipated during the bidding process. Routine maintenance by the City's Streets Division is exempt from the permit process as outlined in SLC Code 14.32.

F. The City may at their sole discretion require adjustments to an approved CTMP at any time during the application period or during construction in order to better meet the above-identified goals. Failure of the applicant to adjust as directed, or to comply with the terms of an approved CTMP, may result in a permit being revoked, the applicant being required to immediately restore the impacted roadway to acceptable conditions and vacate the public way, opening it back up to the public. The standard operating procedures for the City to respond to these issues is outlined in Appendix A of this document.

57-12-4: Prioritization

A. Prioritization of limited space within a work zone is as follows, in order of priority:
   1. Provide minimum space needed for construction (including appropriate buffer space).
   2. Provide space needed for barricade equipment.
   3. Maintain a minimum of 1 travel lane in each direction for property access (10' minimum width, 10.5' minimum width when buses are present).
   4. Provide space for pedestrian diversion (4' minimum width).
   5. Provide space for bicycle lanes (4' minimum width not including gutter pan). More space may be needed when vertical obstructions are immediately adjacent to the bike facility.
   6. Provide space for transit access (temporary bus stops)
   7. Provide space for left turn lanes (10' minimum width)
   8. Provide space for parked vehicles (8' minimum width including gutter pan).

B. Note that this prioritization may be adjusted for specific locations based on typology or use. For example, 200 South has been designated as a key corridor for transit use, so transit access may have a higher prioritization on that roadway. Variation from the prioritization above will be at the direction of the Transportation Division.

57-12-5: CTMP Requirements

A proposed CTMP shall be submitted to the City's Transportation Division for approval at the time an applicant is seeking a permit to work in the right of way. All construction projects requiring traffic control within the public way within Salt Lake City boundaries must develop a CTMP, which includes the following elements (if applicable), each discussed in greater detail below:

A. Project Schedule
B. Project Coordination Documentation
C. Site-Specific Traffic Control Plan
D. Construction Site Plan & Haul Route Map
E. Traffic Signal Coordination Plan
F. Alternative Traffic Control Schemes Evaluation
G. Pedestrian, Transit and Bicycle Accommodation Plan
H. Detour Maps
I. Communications Plan
J. Monitoring and Contingency Plan

A. Project schedule to include the following:
   1. Specific notes on dates of closures, detours, and diversions that include a planned start date and a planned duration.
   2. A narrative description of the following, with a summary of the total planned duration in weeks for each of these impacts (See Appendix B for sample form):
      a. Planned Sidewalk Diversions
      b. Planned Sidewalk Detours
      c. Planned Bike Lane Closures
      d. Planned Bike Lane Detours
      e. Planned Lane Closures
      f. Parking Impacts
   3. The Transportation Division shall be notified by the applicant of any changes to the planned start date or duration at least 2 days prior to the change.
   4. The Transportation Division may deny any requested changes to permit dates and require a new permit submittal. The new permit would replace the existing permit, and the existing permit would be closed.
   5. The Transportation Division may choose not to grant a Traffic Control Permit extension request.

B. Documentation of Project Coordination to include:
   1. The Transportation Division will provide applicants with contact information for any projects that are taking place in the vicinity. This happens during the period of time between initial application and approval. This is to be tracked through the SLC GIS Conflict Identification Tool.
   2. Applicants will coordinate with Transportation Division staff to review the City's Conflict Map to identify events and other construction activities within close proximity of the planned work and coordinate with major events in the city that could potentially conflict with the construction project (SLC Marathon, parades, University of Utah Football games, etc.)
   3. Applicants shall coordinate with Public Utilities, Public Services and Sustainability Departments to ensure that water, sewer and trash collection services are maintained during construction.
   4. Applicants shall coordinate with UTA when impacting any bus routes to identify operational and long-term detours, as well as impacts to individual bus stops within the impacted area.
   5. Applicants shall apply for any necessary permits with other local, state and federal entities such as UDOT, Salt Lake County, etc.
   6. Note that a noise permit is required from Salt Lake County Health Department for any night-time construction activities and this permit must be secured prior to approval of the CTMP.

7. Applicant to provide the City with documentation of this coordination.

C. Site-Specific Traffic Control Plan which includes the following information:
   1. Plans should be developed with the prioritization listed in this policy.
   2. Identify any traffic control devices that are planned to be used by the project.
      a. Design of traffic control shall be compliant with the currently adopted Manual of Uniform Traffic Control Devices (MUTCD). The current edition as adopted in the State of Utah is the 2009 MUTCD.
   3. Proposed duration of Overall Traffic Control Plan
      b. Proposed duration of each Traffic Control phase (if multiple)
   4. The Transportation Division will review the proposed impacts and will deny any proposed closures that are deemed unnecessary for completion of the work. Applicants are encouraged to apply for sidewalk, bike lane or travel lane impacts that are strictly necessary for completion of the project in order to expedite approval of the proposed CTMP and traffic control permit. Applicants should eliminate any and all impacts to the traveling public that aren't needed for execution of the work.
   5. This plan should identify any required pedestrian safety measures such as canopied walkways per SLC Traffic Control Manual for Construction which can be found here https://www.slc.gov/mystreet/permits/ under "Design Guides and Manuals". An FAQ document about these requirements can be found in Appendix A.
   6. Plan(s) that show how access will be maintained to adjacent businesses and residents at all times.

D. A construction site plan that includes identification of the following work zones in the right of way:
   1. Construction Work Areas – these are areas which are needed for the actual construction of the project and include trench locations and areas where construction equipment such as loaders, tractors, excavators, etc. are to be in active use.
   2. Buffer spaces around construction areas that provide a safe working environment for the construction workers as well as the traveling public.
   3. Construction Staging Areas - these are to be used for material stockpiling, staging, etc.
      a. Note that material storage and staging areas are required to be contained on-site and outside of the public way unless an exception is granted by the City Engineer or designee. Public Way obstruction fees would apply for any approved exceptions for storage/staging areas within the public way, consistent with the fees outlined in the Consolidated Fee Schedule.
      b. Projects that are contained primarily within the public right-of-way (public utilities, street reconstructions, etc.) commonly have staging and storage areas within the public right-of-way. Where off-site facilities are required for these projects, the requirement will typically be contained within the project bidding documents.
   4. Construction Contractor Parking – these are areas where construction workers will park.
      a. Note that construction worker parking is allowed within existing parking areas, if any, on the project frontage but shall not encroach on the public way in front of neighboring properties without coordination with those impacted and the Transportation Division. Applicants shall provide the Transportation Division with documentation of that coordination.
      b. For medium and large-scale projects, off-site parking may be needed with car-pooling or shuttling to the project.
   5. Construction site plans should be provided for each major phase of construction as limits of the various zones may change as construction progresses. Efforts should be made to reduce the impact on the public way as quickly as possible which will result in benefits for the public as well as reduced permit fees for the applicant (fees are charged by impact level on a weekly basis as outlined under the Consolidated Fee Schedule). Each individual phase should be tailored to result in the fewest impacts possible.
   6. Haul route map to identify how materials will be brought into and removed from the site.

E. This requirement is for when a traffic signal is impacted by construction. This could include shifting lanes within the signal or changing detection zones. This could also include reconstruction of a signal or signal equipment. This plan element shall include:
   1. Description of what impacts are expected to the traffic signal
   2. Schedule of planned impacts
   3. Documentation of coordination with City Traffic Signal Staff prior to issuance of permit. Salt Lake City Traffic Signal Control Center can be reached at 801-535-6530.
   4. Documentation of coordination with UDOT Traffic Control Center for impacts to UDOT signals. UDOT Traffic Operations Center can be reached at 801-887-3710.

F. Alternative Traffic Control Strategies Schemes Evaluation.
   1. One-way or full roadway closure is being requested.

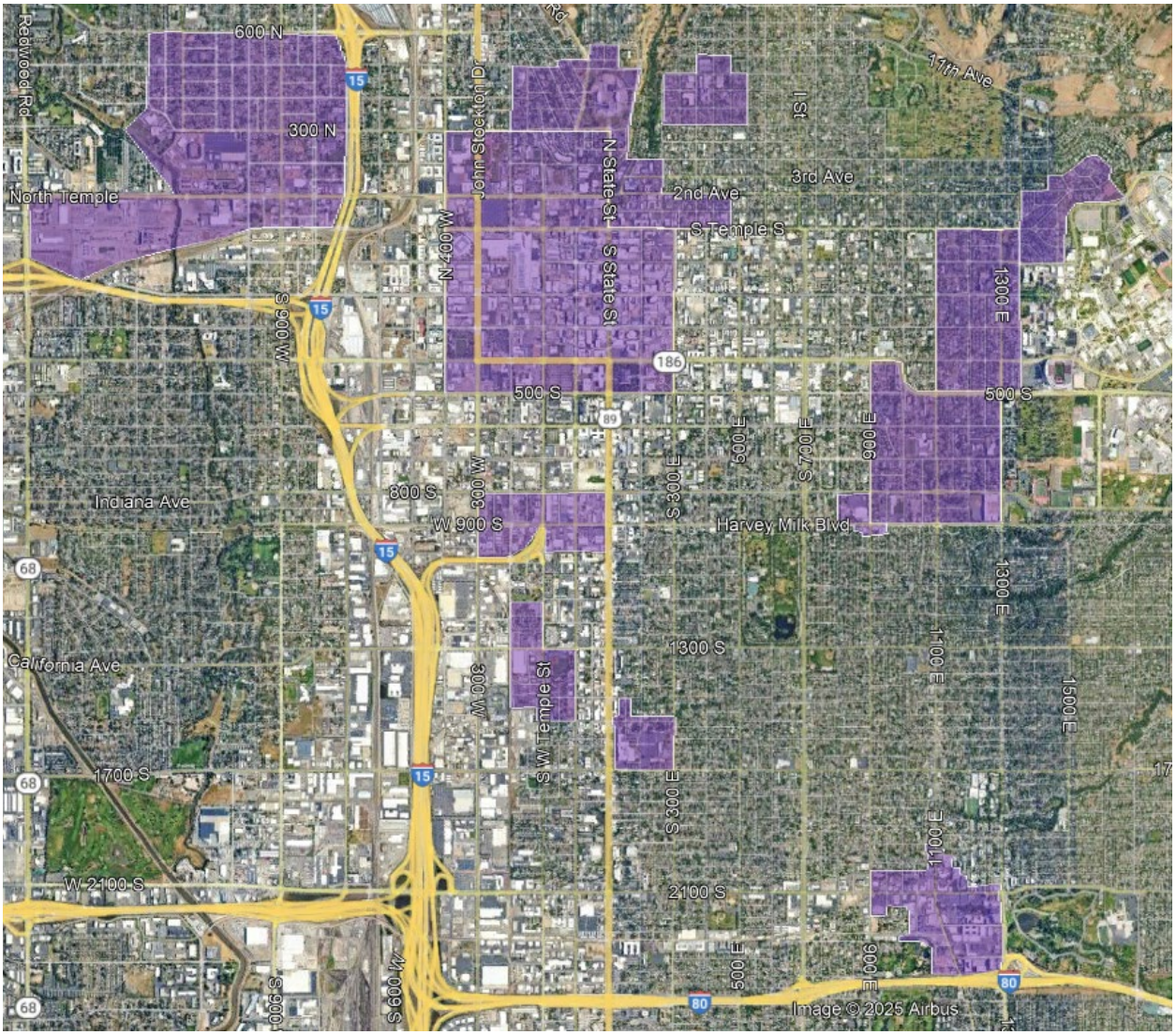
G. Pedestrian and bicycle accommodations are to be considered based on the following:
   1. Pedestrian Diversion: SLC mandates that, where feasible, a pedestrian diversion on the same side of the street as the impacted sidewalk should be provided. These diversions must meet PROWAG (Public Right-of-Way Accessibility Guidelines), with ramps and temporary surfaces as required. They also need to have adequate protection from vehicular traffic (water barricade or similar).
   2. Pedestrian Detour/Closure: When diversions are impractical (e.g., short-term conditions or space limitations), detours are permitted, but only under conditions such as:
      a. Short-term impact (e.g., one week or less).
      b. Lack of roadway space for pedestrian diversion.
      c. Low-volume, low-speed streets where pedestrians may safely navigate along the work zone if not following the detour.
   3. Pedestrian detour routes must be accessible
   4. For impacts to bus stops, coordinate with UTA. Bus Stops that have activity levels exceeding 20 boardings and alightings per day, provide a temporary bus stop either at the same location or within ½ block of the original stop.
   5. Bicycle Diversion: Similar to pedestrian accommodation, SLC requires bicycle diversions whenever feasible, using either a temporary shift in the bike lane or closure of a vehicle lane on multi-lane roads.
   6. Bicycle Shared Lane Condition: If the Transportation Division deems that a bicycle diversion is not possible and the facility is appropriate (e.g., posted speed limits of 30 mph or lower, or volumes under 20,000 AADT) bicycle lanes can be temporarily handled with a shared lane configuration. When this alternative is used, signage should indicate “Bicyclists may use full roadway” (MUTCD R4-11).
   7. Bicycle Detour/Closure: Bicycle detours or closures are acceptable in cases where:
      a. High-speed/high-volume roads (e.g., posted speed limits of 35 mph or higher, or volumes over 20,000 AADT) make shared lanes unsafe.
      b. Roadway conditions are unsafe for cycling.
      c. In these cases, a bicycle detour should be identified and communicated to the public through outreach and/or bicycle detour signage.
   8. Detour signage should prioritize safe, accessible, and clear routing specifically for pedestrians and cyclists around active construction areas as these groups are the most at risk.

H. Detour maps for any planned closure of pedestrian, cyclist, or vehicular facilities showing planned detours.
   1. Note that Local Streets should not be used for Collector or Arterial detours.
   2. Pedestrian diversions are preferred to pedestrian detours.
   3. Detour signage should accommodate pedestrians and cyclists signage adjacent to active construction when safe and appropriate.
   4. Detour signage shall not be placed in locations that obstruct bike lanes or sidewalks.

I. Communications plan that should include the following:
   1. Notification plan identifying how stakeholders (area businesses, community councils, chambers of commerce, etc.) are to be notified of the upcoming impacts and detour routes as well as changes to the project schedule as they occur.
   2. Engagement plan showing how the project will integrate communications with SLC engagement staff in the Transportation and Engineering Divisions
   3. A phone tree identifying contact information for construction staff. Care should be taken to ensure that the applicant contact on this phone tree shall be available at all times (24-hour contact information) to respond to project emergencies. Applicants shall notify SLC of any changes to personnel or contact information prior to implementing the change.
   4. Note that all contractors shall adhere to pre-notification requirements per SLC Ordinance 14.32.036

J. The Monitoring and Contingency Plan will document:
   1. How the contractor will monitor impacts on the surrounding community and traveling public.
   2. For large-scale projects, contingency plans should be developed when the impact to the traveling public is expected to be severe and may need to be modified.
   3. Provide a schedule that identifies when SLC will be provided with regular updates on the project's status.

FIGURE 1: Parking Sensitive Areas



57-12-7: Appendix

APPENDIX A – Compliance Escalation Steps

The Salt Lake City Corporation (SLC) is committed to ensuring that the disruptions to the community and traffic associated with construction activity are minimized. Mitigating the disruptive impact of construction-related traffic on city streets is an important part of the development and construction process.

When construction is happening within the city, implementation of appropriate traffic control is critical to the success of the construction traffic management program. When construction happens without the proper permitting or compliance with the requirements of an approved permit, it is common for projects to either create impacts that are beyond the approved scope or to deviate from the approved permit requirements in a way that violates community trust.

SLC's primary goal with our permit program is to protect the safety and interests of the traveling public by achieving compliance with the terms of the permit.

When traffic control is set up within Salt Lake City Right-of-Way (ROW) without the appropriate permits or if the traffic control set-up does not match the permit, the following steps will be followed to correct the deficiency:

1) The City Engineer will inform the site superintendent and/or company owner of the deficiency. This notification will happen first verbally than in writing.
2) In the case of working without a CMTP, the contractor shall apply for and receive the CMTP. Application shall be submitted within 24 hours of initial contact. The CMTP (and ROW permit as applicable) shall be charged a double fee as allowed by City Code.
3) The Transportation Division will work with the contractor to determine an appropriate schedule for the contractor to implement the new traffic control and/or come into compliance.
4) If contractor fails to complete any of the above steps in the time frame outlined, the Transportation Division may coordinate with the Engineering Division to hire a separate contractor to clean up the ROW and reopen it.
5) The Citymay take legal action to recover any expenses incurred to remediate unsafe conditions.

If at any time within the above process, it is determined that the conditions pose a life and safety risk or the contractor fails to meet the specified time requirements, the process may immediately escalate to steps 4-5. The Transportation Division will record each violation. Repeated offenses of either operating without a permit and/or violation of the terms of a permit can result in denial of future permits. The Transportation Division may modify the terms of the traffic control permit at any time to prevent unsafe conditions. .

APPENDIX B – Sample Closure Impact Form

Closure Location	Extents	Length (Blocks[1])	Duration (Weeks[2])	Impact[3]
Sidewalk Diversions (Sidewalk maintained on same side of street)				
2100 South – N. Side	McClelland to Lincoln	2	5	10
			Total	
Sidewalk Detours (Sidewalk closed and pedestrians detoured to other side of street or route)				
			Total	
Bike Lane Closures				
			Total	
Lane Closures (List each lane separately for multiple Lane Closures)				
			Total	
Parking Impacts	# Spaces			
			Total	

1. Round number of blocks up to nearest whole number
2. Round number of weeks up to nearest whole number
3. Multiply the number of blocks times the number of weeks.