

TRAFFIC CONTROL POLICY

For Public Utilities Performing Work Under a Public Utility Right-of-Way Occupancy Permit
Approved by the Board of Public Works on _____, _____¹

I. INTRODUCTION

Public utilities with facilities in the public right-of-way may apply for a Public Utility Right-of-Way Occupancy Permit under MGO Sec. 10.055(9). The Public Utility Right-of-Way Occupancy Permit (the "Permit") is an alternative to a Street Occupancy Permit that would normally be required under MGO Sec. 10.055(1) and is valid for one calendar year. The Permit addresses temporary street occupancy associated with public utility work only, by entities registered with the City under MGO Sec. 10.05(2). Any entity that has a project that involves excavation within the public right of way or an occupation that falls outside of this Traffic Control Policy ("Policy") shall obtain a Street Excavation Permit and/or a Street Occupation Permit. For some utilities, it may be more cost effective to obtain an individual Street Occupancy Permit. The annual Permit cost will be set by the Board of Public Works as will the cost for reviewing supplemental materials.

Once obtained, the purpose of the Permit is to allow registered public utilities to perform routine maintenance activities without the need to apply for individual Street Occupancy Permits if the work follows the criteria set forth in this Policy.

Permit holders are required to comply with this Policy, which allows for three distinct categories of activities that the utility may perform, including: **Exempt Activities**, **Prior Notice Activities**, and **Additional Submittal Activities**. The details and conditions of such activities are set forth below and further summarized on a matrix which is attached to and made part of this Policy.

Categorization of activities will depend on the classification of the right-of-way being used. The City classifies its rights-of-way as either local, collector or arterial, which designations shall control. It is the permittee's responsibility to know which type of street is being used. Classifications can be found at this website: <https://www.cityofmadison.com/trafficEngineering/maps.cfm>

Public utility work in the City right-of-way that satisfies the Exempt Activities conditions shall not require any additional approval by or notification to the City. For work that does not fit into the Exempt Activity category, prior notification and/or supplemental materials are required to ensure traffic control measures and that timing is in the public's best interest.

II. APPLICABLE STANDARDS

Traffic control measures for all work performed under the Permit and this Policy shall adhere to the standards set forth in the *Work Zone Safety* handbook and the *MUTCD Guidance on Temporary Traffic Control*, as those documents may be updated from time-to-time. The City may supplement and add additional requirements via the *Madison Traffic Engineering Addendum*, provided that the *Madison Traffic Engineering Addendum* is published and made publicly available to the applicant at the time the annual Permit is granted by the City, or within thirty (30) days of any updates or amendments thereto. Collectively, the i) *Work Zone Safety* handbook, ii) *the MUTCD Guidance on Temporary Traffic Control*, and iii) the *Madison Traffic Engineering*

¹ See Legistar File No. _____

Addendum, as approved by the City Traffic Engineer, shall be referred to in this Policy as the “Standards”.

III. EXEMPT ACTIVITIES

The following exempt activities do not require any additional notification to Traffic Engineering or the submittal of additional materials, but are subject to the following conditions and stipulations:

A. Local Street Occupancy

1. General.
 - a. Sidewalks may be occupied as follows:
 - (1) Partial closure (PC) of a sidewalk is permitted, provided that, during a PC, utility will remove obstructions when the public approaches and/or will assist the public safely around the obstruction.
 - (2) Full closure (FC) of a sidewalk is permitted if an open sidewalk is available on the opposite side of the street and proper traffic control is in place to direct pedestrians safely to the open sidewalk. Maximum duration of FC is 8 hrs.
 - (3) Sidewalks should be maintained open as long as feasible.
 - b. A parking lane and the terrace may be occupied for partial closure or full closure.
 - (1) Such occupancy shall be consistent with the Standards and provide Tree Protection Measures for terrace areas.
 - c. Full closure of one travel lane is permitted with traffic control measures consistent with the Standards.
 - (1) Traffic flow shall be maintained at all times.
 - (2) A flag person shall be implemented when all lanes in one direction are blocked, or as directed by the Standards.
 - d. An Intermittent Mobile Operations maintenance vehicle may occupy one travel lane for less than 30 minutes, provided the vehicle has adequate warning lights (strobes, signs, flashers, light bars, arrow lights, etc.) and otherwise complies with the Standards.
2. Additional Guidance for Exempt Activities for Local Streets.
 - a. Intersection sight lines should be maintained as much as possible. Intersection sight lines may be obstructed if necessary to perform work, provided no travel lane is encroached upon and appropriate temporary traffic control signage is placed. The signage, typically “Road Work Ahead”, will be placed in advance of each approach to the work area as set forth in the Standards.
 - b. All reasonable measures shall be taken to avoid encroaching on or closing a crosswalk. If it is not feasible to avoid this, utility shall provide a safe/coned-off temporary walkway around the work zone (see Standards) or close the crosswalk per the Standards.
 - c. Vehicles shall be parked in a forward facing orientation consistent with the portion of the right-of-way it is occupying, unless the front of the vehicle is obstructed from oncoming traffic with type 2 or 3 barricades or traffic barrels (see the Standards).
 - d. Occupancy must have a duration of less than 5 days (for sidewalk duration see above restriction).

B. Collector Street Occupancy

1. General.
 - a. Sidewalks may be occupied as follows:
 - (1) Partial closure (PC) of a sidewalk is permitted, provided that, during a PC, the utility will remove obstructions when the public approaches or will assist the public safely around the obstruction.
 - (2) Full closure (FC) of a sidewalk is permitted if an open sidewalk is available on the opposite side of the street and proper traffic control is in place to direct pedestrians safely to the open sidewalk. Maximum duration of FC is 4 hrs.
 - (3) Sidewalks should be maintained open as long as feasible.
 - b. A parking lane and the terrace may be occupied for full closure (FC).
 - (1) Such occupation shall be consistent with the Standards and provide Tree Protection Measures for terrace areas.
 - c. Full closure (FC) of one travel lane during off-peak hours may be permitted with traffic control measures consistent with the Standards.
 - (1) Traffic flow shall be maintained at all times.
 - (2) A Flag person shall be implemented when all lanes in one direction are blocked, or as directed by the Standards.
 - d. An Intermittent Mobile Operations maintenance vehicle may occupy one travel lane for less than 30 minutes during off peak hours provided the vehicle has adequate warning lights (strobes, signs, flashers, light bars, arrow lights, etc.) and otherwise complies with the Standards.
 - e. Full closure (FC) of a bicycle lane may be permitted when "Bikes May Use Full Lane" sign is in place prior to the occupancy.
 - (1) Bicycle lanes should be maintained open as long as feasible.
2. Additional Guidance for Exempt Activities for Collector Streets.
 - a. Intersection sight lines should be maintained as much as possible. Intersection sight lines may be obstructed if necessary to perform work provided no travel lane is encroached upon and appropriate temporary traffic control signage is placed. The signage, typically "Road Work Ahead", will be placed in advance of each approach to the work area as set out in the Standards.
 - b. All reasonable measures shall be taken to avoid encroaching on or closing a crosswalk. If not feasible to avoid this, provide a safe/coned-off temporary walkway around the work zone (see Standards) or close the crosswalk per the Standards.
 - c. Vehicles shall be parked in a forward facing orientation consistent with the portion of the right-of-way it is occupying, unless the front of the vehicle is obstructed from oncoming traffic with type 2 or 3 barricades or traffic barrels (see the Standards).
 - d. Occupancy must have a duration of less than 3 days (for sidewalk duration see above restriction).

C. Arterial Street Occupancy

1. Sidewalks may be occupied as follows:
 - a. Partial closure (PC) is permitted, provided that, during a PC, the utility will remove obstructions when the public approaches or will assist the public safely around the obstruction.
 - b. Full closure (FC) of a sidewalk is permitted if an open sidewalk is available on the opposite side of the street and proper traffic control is in place to direct pedestrians safely to the open sidewalk.
 - c. Sidewalks should be maintained open as long as feasible.
 - d. Any occupancy of the sidewalk must have a duration of less than 4 hours.
2. Non-metered parking stalls and the terrace may be occupied for full closure (FC).

- a. Such occupation shall be consistent with the Standards and provide Tree Protection Measures for the terrace area.
 - b. Occupation of non-metered parking stalls must have a duration of 3 days or less.
3. One half of a Shared Use Path may be occupied by a partial closure (PC) consistent with the Standards.
4. An Intermittent Mobile Operations maintenance vehicle may occupy one travel lane for less than 30 minutes during off peak hours provided the vehicle has adequate warning lights (strobes, signs, flashers, light bars, arrow lights, etc.) and otherwise complies with the Standards.

IV. PRIOR NOTICE ACTIVITIES

The following activities require the utility to provide prior notice to the City:

A. Prior Notification to Traffic Engineering:

1. Required for:
 - a. Any occupancy (FC) of the public sidewalk greater than 4 hours for a collector or arterial street, or for greater than 8 hours for a local street.
 - b. One-half of a path may be occupied PC with approved traffic control, provided 2-way traffic flow of pedestrians and bicycles is maintained at all times (typically achieved with the use of a flagger) for more than 8 hours.
 - c. The occupation (FC) of one travel lane on arterial streets during Night Time hours for more than 30 minutes with traffic control measures consistent with the Standards. For such occupations, traffic flow must be maintained at all times, a flag person must be implemented, and adequate lighting measures deployed.
2. Process:
 - a. Prior notification of Traffic Engineering shall be made by e-mail or phone.
 - b. Traffic Engineering shall review such notifications for conflicts or other public safety concerns within 2 business days of receipt and may require alterations to the proposed activities or impose conditions on the work consistent with the Standards.
 - c. If no response is received, the activity shall be allowed.

B. Prior Notification to Parking Utility:

1. Required when:
 - a. Parking areas that require posting for no parking or if meters must be bagged.
2. Process:
 - a. Prior notification of Parking Utility shall be made by e-mail or phone.
 - (1) Meter fees for meters taken out of service must be paid to the Parking Utility, consistent with adopted City ordinances, prior to the work commencing.
 - (2) Official No Parking signs may be purchased from the Parking Utility as needed.

C. Prior Notification to Madison Metro:

1. Required for:
 - a. Any occupancy (PC or FC) for more than thirty (30) minutes of a travel lane, sidewalk or terrace adjacent to a marked bus stop; and
 - b. Where the occupation will interfere with the safe boarding and disembarkation of passengers.
2. Process:
 - a. Prior notification of Madison Metro shall be made by e-mail or phone.

- b. Madison Metro shall review such notifications for conflicts or other public safety concerns within 5 business days of receipt and may require alterations to the proposed activities or impose conditions on the work consistent with the Standards.
- c. If no response is received, the activity shall be allowed.

V. ADDITIONAL SUBMITTAL ACTIVITIES

The following activities require prior notification and approval of Traffic Engineering, and shall also require submittal of Supplemental Materials:

A. Activities:

- 1. Occupancy of the public sidewalk where there is no open sidewalk available.
- 2. Local street lane occupancy longer than 5 days.
- 3. Local street lane occupancy that fully restricts 2-way travel.
- 4. Collector street lane occupancy longer than 3 days.
- 5. Collector street lane occupancy that fully restricts 2-way travel.
- 6. Collector street lane closure during peak hours.
- 7. Arterial street travel lane occupancy (FC) longer than 30 minutes that occurs during Off Peak Hours that are not Night Time hours.
 - a. 9:00 am to 3:00 pm and 6:00 pm to 8:00 pm.
- 8. Any arterial street travel lane closure that occurs during peak hours.
 - a. Monday – Friday, 7:00 am – 9:00 am or 3:00 pm to 6:00 pm.
- 9. Arterial street lane occupancy that restricts more than one travel lane.
- 10. Full closure (FC) of shared use paths.

B. Process:

- 1. The Permit shall set forth in writing the required information that must be specifically provided by the utility for an additional submittal activity, or such information will be made available to the utility by Traffic Engineering through an addendum to the Permit.
- 2. Where Supplemental Materials are required for additional submittal activities, the plans shall be reviewed by the City within 48 hours.
- 3. If plans do not comply with the Standards or if the plans do not contain required information, approval of the Supplemental Materials could be delayed and/or impact project start dates.
- 4. Once all required information has been provided to the City, the application shall be reviewed and approved / denied, typically in 48 hrs but no longer than 5 business days.

VI. GENERAL POLICY PROVISIONS

The goal of the City and Utilities is to minimize the impact on the public's use of the right-of-way while allowing the Utilities to maintain their infrastructure in a safe and efficient manner. For work that does not fit into the above Exempt Activity, Prior Notice Activity, and Additional Submittal Activity categories, the utility is required to obtain an individual Street Occupancy Permit, and as such Traffic Engineering reserves the right to set forth requirements for such individual Street Occupancy Permits that will allow the Utility to complete its work in a timely and safe fashion while minimizing the impact to the public's use of the right-of-way.

As the City has worked diligently to provide a separation between the different modes of travel (pedestrians, bicyclist and motor vehicles), the encroachment or closure of sidewalks and bicycle

lanes should only be done when there is no other safe alternative; encroachments should be removed and facilities should be reopened as soon as possible.

If a public utility wants to perform work that satisfies Exempt Activities conditions at the location and time of a Traffic Intensive Special Event, then the public utility shall seek and acquire Additional Submittal Activity approval prior to performing such work.

An individual Street Occupation Permit shall be required for all work that occupies the public right-of-way following the non-renewal or revocation of the Permit.

VII. EMERGENCIES

Notwithstanding the standards set forth in this Policy, a public utility may respond to utility emergencies that threaten the health, safety or welfare of the public without strictly complying with this Policy or its Permit. In such situations, the public utility shall make reasonable effort to comply with the Standards until such time as the emergency no longer exists.

VIII. DEFINITIONS

Closures:

Full Closure (FC) – a closure of a significant portion of the public Right-of-Way (Sidewalk, Terrace, Travel/Bicycle Lane) so as to require the traveling public to deviate from their route. For example, a vehicle encountering the closure may have to switch lanes and use an adjacent travel lane or a pedestrian may have to cross the street to use the sidewalk on the opposite side of the public Right-of-Way.

Partial Closure (PC) – a closure of a portion of the public Right-of-Way (Sidewalk, Terrace, Travel/Bicycle Lane) where there is a reasonable path for all modes of traveling public to navigate the corridor. For example, a partial travel lane is occupied but a motor vehicle or bicycle is still able to pass by the obstruction without deviating from the travel lane/sidewalk. It is also considered a partial closure if a utility is working in the sidewalk and is able to remove what would otherwise close the sidewalk when a pedestrian/bicyclist approaches (typically a tool or small piece of equipment easily moved).

Hours:

Night Time – 8:00 pm – 7:00 am

Peak – Monday – Friday, 7:00 am – 9:00 am and 3:00 pm to 6:00 pm

Intermittent Mobile Operations – Any utility maintenance vehicle operating in the right of way that operates for short period of time, and further means the vehicle must move on a regular and frequent basis and cannot stay stationary or parked for more than 30 minutes.

Shared Use Path – a multi-use facility separated from the vehicular traffic (typically by curb and/or terrace or in its own corridor - ex. Southwest Path)

Supplemental Materials – Custom traffic control plan (typically drawn in a CADD) including all appropriate dimensions as required by the Standards. Subject to Supplemental Material Review fee.

Traffic Intensive Special Event – Special events with limited duration traffic intensive impacts, including the following events: Art Fair on the Square, Monroe Street Festival, Willy Street Festival, Concerts on the Square, Madison Marathon, Iron Man, Crazy Legs, and UW Home Football Games.

Tree Protection Measures – The requirements set forth in Sec. 107.13 of the City of Madison Standard Specifications for Public Works Construction, which are applicable to any person given permission to work in the Public Right of Way.

IX. FEES

Permit fees shall be established by the Board of Public Works, and shall be set at an amount sufficient for the City to recover the costs to administer the Permit and this Policy.

The initial Permit Fee is \$2,000.00 – based on an estimated 20 hours of staff time annually per permit holder.

The initial Supplemental Materials Review Fee is \$200 per application – based on an estimated 1 hour of field time and 1 hour of review time for such activities.

The fees shall be reviewed and adjusted annually to account for the City's actual costs to administer the Permit and this Policy.

Traffic Control Policy Summary Matrix

<i>ROW Classification</i>	<i>ROW Component</i>	EXEMPT ACTIVITIES	PRIOR NOTICE ACTIVITY	SUBMITAL ACTIVITIES
<i>Local Street</i>	Parking Lane (unmetered) and Terrace	<u>Full Closure</u> allowed. *Allowed for less than 5 continuous days. **Traffic Control Signage is required as stated in the Standards. Tree protection is required in grassed areas (Sec. 107.13 Standard Specifications).		
<i>Local Street</i>	Parking Lane (metered and "no parking areas")	<u>Full Closure</u> allowed. *Must Contact Parking Utility Ahead of time **Meter fees must be paid to the Parking utility ***No Parking signs purchased from Parking Utility as needed		
<i>Local Street</i>	Travel Lane - One (At any time of day)	<u>Full Closure (or partial closure) allowed.</u> *Allowed for less than 5 continuous days. **Traffic Flow to be maintained at all times. ***Flag person shall be implemented when all lanes in one direction are blocked, or as directed by the Standards.		<u>Full Closure</u> where occupancy is for MORE than 5 continuous days.
<i>Local Street</i>	Travel Lane - all lanes in both directions			<u>Full Closure</u> where occupancy fully restricts 2-way travel.

ROW Classification	ROW Component	EXEMPT ACTIVITIES	PRIOR NOTICE ACTIVITY	SUBMITAL ACTIVITIES
<i>Collector Street</i>	Parking Lane (unmetered) and Terrace	<i>Same as Local Street Exempt</i> *Allowed for less than 3 continuous days.		
<i>Collector Street</i>	Parking Lane (metered and "no parking areas")	<i>Same as Local Street Exempt</i>		
<i>Collector Street</i>	Travel Lane - One (During off-peak hours)	<u>Full Closure (partial closure) allowed.</u> *Allowed for less than 3 continuous days. **Traffic Flow to be maintained at all times. ***Flag person shall be implemented when all lanes in one direction are blocked, or as directed by the Standards. ****See Intermittent Mobile Operations below		<u>Full Closure</u> where occupancy is for MORE than 3 continuous days.
<i>Collector Street</i>	Travel Lane - One (During on-peak hours)			<u>Full Closure.</u>
<i>Collector Street</i>	Travel Lane - all lanes in both directions			<u>Full Closure</u> where occupancy fully restricts 2-way travel.

<i>ROW Classification</i>	<i>ROW Component</i>	EXEMPT ACTIVITIES	PRIOR NOTICE ACTIVITY	SUBMITAL ACTIVITIES
<i>Arterial Street</i>	Parking Lane (unmetered) and Terrace	<u>Full Closure</u> allowed. *Non-metered parking stalls must have a duration of 3 days or less		
<i>Arterial Street</i>	Parking Lane (metered and "no parking areas")	<i>Same as Local Street Exempt</i>		
<i>Arterial Street</i>	Travel Lane - One less than 30 minutes during off peak hours Meaning 8:00 pm - 7:00 am	<i>See Intermittent Mobile Operations</i> below - Allowing less than 30 minutes during off peak hours		
<i>Arterial Street</i>	Travel Lane - One *more than 30 minutes ** Night Time Hours (8:00 pm - 7:00 am)		<u>Full Closure</u> allowed of one travel lane. *Must give Prior Notice **Traffic flow shall be maintained at all times. A Flag person and adequate lighting shall be implemented.	
<i>Arterial Street</i>	Travel Lane - One *More than 30 minutes **Off Peak Hours that are not Night Time hours (9:00 am to 3:00 pm and 6:00 pm to 8:00 pm)			<u>Full Closure.</u>
<i>Arterial Street</i>	Travel Lane - One *Any duration **During Peak Hours (7:00 am to 9:00 am or 3:00 pm to 6:00 pm)			<u>Full Closure.</u>

<i>ROW Classification</i>	<i>ROW Component</i>	EXEMPT ACTIVITIES	PRIOR NOTICE ACTIVITY	SUBMITAL ACTIVITIES
<i>Arterial Street</i>	Travel Lane - both lanes in same direction/all lanes on same side *Any duration **Any time of day			<u>Full Closure.</u>
<i>Arterial Street</i>	Travel Lane - all lanes in both directions at any time	Need separate individual street occupancy permit		

<i>ROW Classification</i>	<i>ROW Component</i>	EXEMPT ACTIVITIES	PRIOR NOTICE ACTIVITY	SUBMITAL ACTIVITIES
<i>All Streets, Sidewalks and Terraces</i>	Bus Stops		For otherwise exempt closures (PC or FC) of travel lane, sidewalk or terrace, 5 days prior notice to Madison Metro is required, if: * Bus stop is occupied for more than 30 minutes, and ** The occupation will interfere with the safe boarding and disembarkation of passengers.	

ROW Classification	ROW Component	EXEMPT ACTIVITIES	PRIOR NOTICE ACTIVITY	SUBMITAL ACTIVITIES
<i>Sidewalks</i>	Sidewalks -Partial Closure	<u>Partial Closure.</u> Allowed with open sidewalk on other side of street. Means sidewalk is occupied but a pedestrian is able to pass by the obstruction without deviating from the sidewalk or where utility is able to remove obstructions when the public approaches (typically tools or small piece of equipment easily moved).		
<i>Sidewalks</i>	Sidewalks -Full Closure Local Streets	<u>Full Closure.</u> Sidewalks may be fully closed if an open sidewalk is available on the opposite side of the street and proper traffic control is in place to direct pedestrians safely to the open sidewalk. *Allowed if less than 8 hours. **Traffic Control Signage is required as stated in the Standards.	<u>Full Closure.</u> *Give Prior notice when greater than 8 hours.	<u>Full Closure</u> where there is NOT an open sidewalk available on the opposite side of the street.
<i>Sidewalks</i>	Sidewalks -Full Closure Collector and Arterial Streets	<u>Full Closure.</u> Sidewalks may be fully closed if an open sidewalk is available on the opposite side of the street and proper traffic control is in place to direct pedestrians safely to the open sidewalk. *Allowed if less than 4 hours. **Traffic Control Signage is required as stated in the Standards.	<u>Full Closure.</u> *Give Prior notice when greater than 4 hours.	<u>Full Closure</u> where there is NOT an open sidewalk available on the opposite side of the street.

ROW Classification	ROW Component	EXEMPT ACTIVITIES	PRIOR NOTICE ACTIVITY	SUBMITAL ACTIVITIES
<i>All Streets</i>	Intermittent Mobil Operations Any Travel Lane *During Off Peak Hours for less than 30 minutes	<u>Intermittent Mobil Operations</u> for_valve maintenance vehicle *Must have adequate warning lights (strobes, flashers, light bars, arrow lights, etc.). **Must comply with the Standards. ***Place advance warning signs on high volume streets.		
<i>All Streets</i>	Bike Lane	<u>Full Closure</u> allowed. *Allowed for less than 3 continuous days. ** “Bikes May Use Full Lane” signage is required as stated in the Standards.		
<i>All Streets</i>	Shared Use Path	<u>Partial Closure</u> allowed. *One half of the path may be occupied. **Less than 8 hours	<u>Partial Closure allowed.</u> *More than 8 hours **Traffic Control Signage is required as stated in the Standards. ***2-way traffic flow of pedestrians and bicycles shall be maintained at all times - typically with use of a flagger. ****Allowed for a continuous 1-hour duration.	<u>Full Closures</u> allowed of the entire path. Must complete additional submittals.