



City of Coeur d'Alene Street/Lane Closure Advance Notification Policy and Procedures

Introduction

Each year the City of Coeur d'Alene Streets & Engineering Department issues encroachment permits to contractors to perform construction work within the City rights-of-way, often impacting the traveling public. This policy and procedures document discusses the issues that are involved with road and lane closures that cause travel delays, and identifies the requirements for contractors to provide ample notice to the public of upcoming lane or street closures.

Policy Objective

It is the objective of this policy to reduce traffic congestion and community frustration during street and lane closures by requiring advance notification to the public so they can allow for additional travel time and/or modify their travel route to avoid construction. This policy establishes the requirements for contractors to notify the public based on the anticipated level of impact, duration, and location of the project.

Need

Traffic disruptions from construction work within the City rights-of-way not only creates public frustration but also impacts local businesses. This policy and procedure document is necessary to assure that the public is informed of possible traffic delays and thereby improve efficiency in the local street network during street and/or lane closures.

Critical Notification Areas

Specific streets and areas of the City are critical for advance notification. In general, the following streets and areas will require advance notification.

- Arterial Streets*
- Collector Streets*
- Downtown*
- Major Entrances to Subdivisions*
- Near Schools*



Advance notification requirements for all other streets and locations will be determined by the Streets & Engineering Department on a case-by-case basis.

Requirements of Advance Notification

Advance notification shall be provided for street and lane closures, as outlined in this policy, three business days prior to the closure. An approved encroachment permit must be obtained from the Streets & Engineering Department prior to any closures. Notification to the traveling public may be in the form of electronic message boards or standard construction signage meeting the requirements of the Manual on Uniform Traffic Control Devices (MUTCD), most recent edition. Signage must be placed on all directions of travel likely to be impacted by the street or lane closure. Detours must be as direct as feasible, with clear signage to avoid confusion. All detour signs must state the name of the street closed. Side street closures must state "Side Street" or the street's name on the closure signs. Those who fail to obtain an encroachment permit and/or abide by these policies and procedures will be in violation of City of Coeur d'Alene Municipal Code § 12.44.020 and will receive a stop work order, and be subject to all applicable civil penalties and fines. Furthermore, it shall be the responsibility of the encroachment permit applicant to make direct contact with all property owners, residents, and/or business owners who will be impacted by the proposed work.

Maintenance of Advance Signage

Throughout the duration of the street or lane closure, the contractor must ensure that all appropriate signage is in place and meeting the intent of this policy. Some adjustments to signage may be needed depending on the impacts to the traveling public and local business, as directed by the Streets & Engineering Department. Contact information for the project's Traffic Control Manager (TCM) must be provided to the Streets & Engineering Department with the encroachment permit. The TCM must be available at all times to make adjustments deemed necessary by the City. Signage must not block pedestrian or bicycle travel unless approved detours are provided. The contractor is responsible for securing permissions and/or applicable permitting by the regulatory agency for any signage location not within City right-of-way. The City of Coeur d'Alene will not modify or maintain public traffic control devices within a contractor's work zone. It is imperative that the contact information provided for the Traffic Control Manager is accurate and kept up-to-date. If the City finds the work zone's traffic control



devices in need of maintenance or modification, we will attempt to contact the number that is listed on the contractor's approved traffic control plan. If a qualified person is not readily available to remedy the concerns, a stop work order may be issued, and all signage and private traffic control devices must be promptly removed from the right-of-way. The City reserves the right to remove all non-conforming private traffic control devices placed by the contractor or its agents. The contractor will be invoiced for any and all expenses incurred by the City to remedy work zone and traffic control issues whenever the contractor failure to comply with this policy.

Responsibility for Associated Costs

The contractor shall be solely responsible for all costs incurred for setup and maintenance of required traffic control and advance notification, and any damages to the traffic control devices or other property arising out of the use of the traffic control devices placed by the contractor.