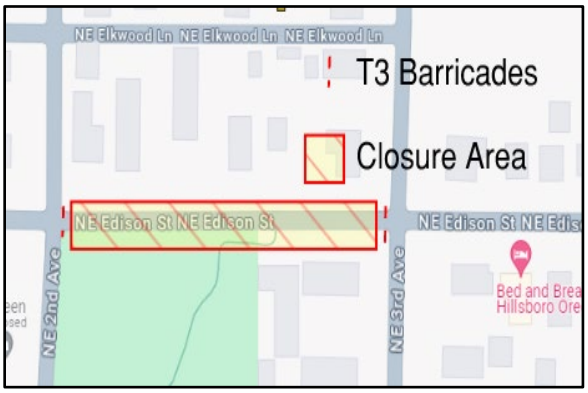
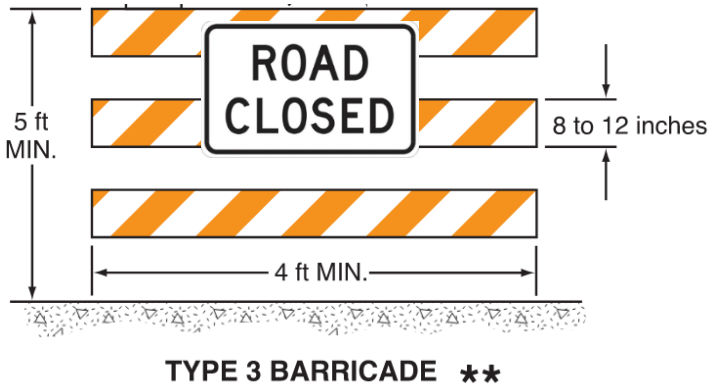
HOW TO DEVELOP A TRAFFIC CONTROL PLAN FOR YOUR EVENT

If you are putting on a special event that impacts the public right-of-way, especially our City streets, you must submit a traffic control plan (TCP) for your event. The goal of the plan is to make sure everyone who is moving around the area is aware of your event and can detour around it consistently and safely – both for them, and for the people who are enjoying your event. This guide will walk you through the steps of developing a TCP by using a sample project which will shut down several streets in the downtown core.

Step 1, Marking the Closure :

Start with an aerial map of the affected area. Make sure to highlight which streets are being closed, and for how long (this is usually a little longer than your event itself, since there is set-up and take-down time). Everywhere a public street would come onto your event, you need to place T3 traffic barricades to prevent automobile access. The barricades should have a Road Closed sign attached to them. If your event will involve pedestrians in the street (crossing it from one side to the other, attending booths which have been set up, etc), you may also be required to deploy anti-vehicle barricades (AVB) for additional safety. Contact the Development and Permitting team if you think this will apply to you.



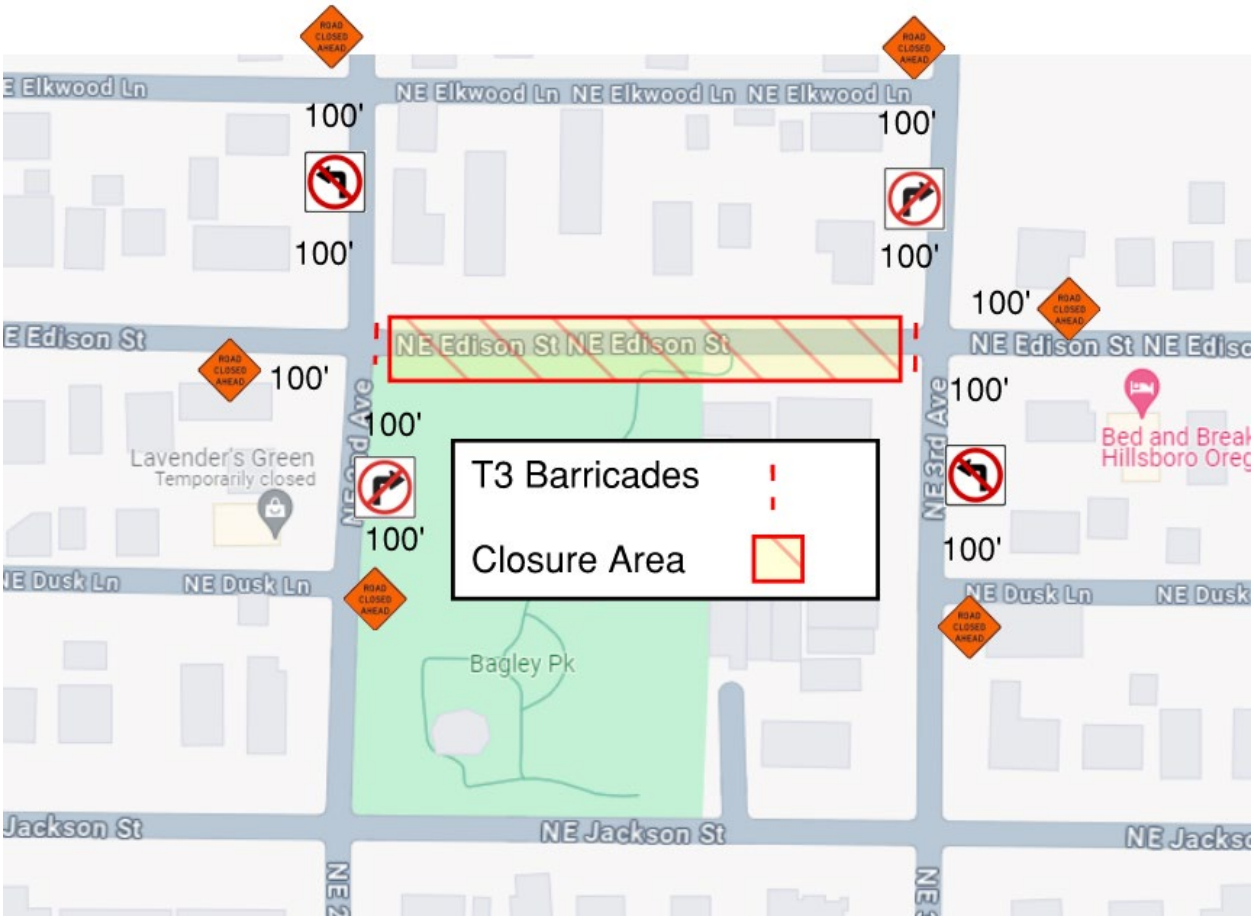


In this sample project, we are planning to close one block of NE Jackson St between second and third. We must place barricades at both ends – at NE 2nd Ave, and at NE 3rd Ave.

Step 2, Road Work Ahead Signs :

Next, consider ALL traffic movements that might place a vehicle in conflict with the barricades. Any roadway that would generate a conflict needs to have a "Road Closed Ahead" sign on it at a set distance from the intersection, as well as additional signage if a turning movement is not allowed.

- Spacing : For most City streets with a speed limit under 35mph, the signs should be spaced 100' apart; for 35mph roadways, the signs should be spaced 350' apart.
- Placement : Signs should always be placed on the right side of the road and should not obstruct pedestrians or roadway traffic. If the road is one-way and has more than one lane, signs should also be placed on the left side of the road.



In the sample project, traffic approaching the area on 2nd and 3rd will not be able to turn onto Edison – both approaches will need to have Road Closed Ahead signs as well as No Left Turn (NB on 3rd, SB on 2nd) and No Right Turn (NB on 2nd, SB on 3rd) signs. Traffic approaching on Edison will not be able to continue straight, requiring a Road Closed Ahead sign. Both turns are permitted so no additional signage is needed on these two approaches.

Step 3 : Bike & Pedestrian Facilities

Are you closing any sidewalks or marked bike lanes? If you are closing sidewalks, you must place "Sidewalk Closed" signs at either end of the sidewalk closure, mounted on T2 barricades (sandwich boards). You must also provide an alternate route for pedestrians to get from one side of the closure to the other, using appropriate arrowed signage. If you are closing a bike lane, you must place a "Bikes on Roadway" or "Bikes Merge With Traffic" sign. This sign should come after the "Road Closed Ahead" sign, but before any other signs being placed along that roadway.

Step 4 : Closing a Multi-Lane Roadway

If the street you are closing has more than one lane of traffic entering it (this is common downtown on the one-way grid), you must close one of the lanes in advance of your event closure so that there is only one lane of traffic. Any legs being left open must also be reduced to one lane, to avoid traffic collisions. Three signs should be deployed in this event – Road Closed Ahead, Right (or Left) Lane Closed Ahead, and a Merge Left/Right. A typical layout of these signs is shown in the following example.

Consider this closure of Main St. Main St going westbound has two lanes at the intersection of 3rd & Main; 3rd Ave also has two lanes approaching the intersection. Both must close a lane, and the exiting lane on 3rd heading south away from the intersection must also close a lane. If both lanes on Main were left open, they would both be attempting to turn onto 3rd at the same time and this would cause additional potential conflicts.

The length of the taper and the needed cone spacing can be found by referencing ODOT's Standard Drawing TM800, which can be found at : https://www.oregon.gov/odot/engineering/202307/TM800.pdf.

Other Considerations : The City follows the Oregon Temporary Traffic Control Handbook, which can be found at : https://www.oregon.gov/odot/engineering/pages/ottch.aspx. If your special event has unique considerations not covered here, please refer to that handbook or reach out to the Development and Permitting team for additional guidance.