

City Council – Action Request Form

Date: March 20, 2018

To: The City Manager

From: Gregory M. Turner, Assistant City Manager
Toneq' McCullough, Director of Transportation

Council Action Requested:

Consideration of a Resolution Approving a Lane and Sidewalk Closure Policy Authorizing Permit Fees for Temporary Right-of-Way Closures

Strategic Focus Area: Quality Transportation
Strategic Objective: Improve Integrated Road Network
Strategic Plan Action Item: No
Key Work Item: No



Summary of Information:

The Department of Transportation (DOT) has investigated the need to add fees to the City's User Fee Schedule for road closures. Business 40 between Fourth and Peters Creek Parkway is scheduled to close for approximately 2 years beginning November 2018. The highway closure and associated detours will affect traffic flow downtown such that any reduction in roadway capacity would create detrimental impacts to traffic flow. In preparation for the closures and in response to the request from the North Carolina Department of Transportation (NCDOT), staff recommends incorporating a lane and sidewalk closure permit fee. Staff surveyed other municipalities and developed the following draft guidelines.

A permit to block a sidewalk and/or street would be required whenever a portion of a sidewalk and/or street is to be blocked in any way that will alter traffic flow, affect parking or alter pedestrian patterns. The City's Special Events office issues permits for parades as well as other special events. The Winston-Salem Community and Business Development coordinates the route of parades and other special events. The DOT investigates and approves closures associated with construction. The recommended fees would apply anytime a road closure is approved. The

Committee Action:

Committee	Finance 3/19/2018 Public Works 3/20/2018	Action	Approval
For	Unanimous	Against	
Remarks:			

recommended fees define peak hours as the hours between 7-9 am and 4-6 pm, Mondays through Fridays. Under the policy, peak hour closures would not be permitted without special approval. Additionally, permits can be revoked and accompanied by a fine of \$1,000 should the holder fail to follow the stated conditions of the permit or a fine would be assessed for failure to obtain a permit.

Permits to block a sidewalk and/or street shall be issued in accordance with all the requirements of the Manual on Uniform Traffic Control Devices Handbook.

This action is to request approval of a policy and authorization to collect the associated fees.