

# Public Works Policy #: 24-001

## Planned Road Closures

---

Effective Date: May 1, 2024

Replaces and Cancels: N/A

References: N/A

---

### **Purpose**

The overall purpose and goal of this policy is to:

1. Establish a formal process for planned public road closures; and
2. Ensure timely notifications of all affected agencies.

### **Applicability**

This policy will apply in all cases where there is a planned lane or full road closure on the City's collector or arterial road system of duration lasting at least one day (24 hours). For emergency situations such as snow/ice events, utility emergencies, slides or other unexpected event(s), those situations will be handled on a case-by-case basis.

### **Policy**

The operations plan in this policy will be activated when the City anticipates and/or receives a request for lane or full road closures for either public or private projects. All requests considered under this policy must be made at least three (3) weeks prior to the planned closure in order for the City to convene to develop a plan with appropriate notice to all affected agencies.

### **Process**

There are various forums for where a planned closure request is developed:

- Regular (weekly) coordination meetings for a city public works project
- Notification from a utility of planned work which involves partial or full road closures
- Notification from a developer (or their contractor) of a request for a partial or full road closure
- A group planning for an event which would involve a partial or full road closure.

This is not an exhaustive list.

The request must be accompanied by the expected duration of the planned closure and contact information. Closure requests must be submitted no later than three weeks prior to the planned closure.

### **Activation**

Once a request is received, within one business day, the Public Works Director will schedule and within one week convene an internal review committee, consisting of, at a minimum, the Director, City Manager, Police Department representative, Communications representative, Maintenance Road Supervisor, and other representatives of internal groups as necessary. The committee will review the request, and then reach out to affected agency(ies) as necessary for their input, prior to making a

# Public Works Policy #: 24-001

## Planned Road Closures

---

Effective Date: May 1, 2024

Replaces and Cancels: N/A

References: N/A

---

decision on the request. Full road closures and partial closures anticipated to have measurable impacts on the public will require approval from the City Manager.

The review committee will provide a decision on the request:

1. Approval as presented.
2. Conditional approval requesting modification to the request.
3. Denial.

The Public Works Director or designee will provide the committee's decision back to the requestor. For items #1 and #2, the Director or designee will request a traffic control and detour plan from the applicant, modified as necessary, for encroachment permit approval and for sharing with the City's Communications staff for the Traffic Impacts Page, social media and other outward communications.

The Public Works Director or designee will also send out, no less than two weeks before the planned closure, notifications to all agencies affected by the closure.

### **Agencies to Notify**

Table 1 below shows the list of agencies to be notified in advance of the closure. Based on the specific request, this list may be extended for additional notification needs.

Agency	Phone Number	Email
School Bus Service (KWRL Transportation)	(360) 841-2023	<a href="mailto:barnetts@kwrl.org">barnetts@kwrl.org</a>
Ridgefield School District	(360) 619-1301	<a href="mailto:chris.griffith@ridgefeldsd.org">chris.griffith@ridgefeldsd.org</a> <a href="mailto:joe.vajgrt@ridgefeldsd.org">joe.vajgrt@ridgefeldsd.org</a>
Clark-Cowlitz Fire/Rescue	(360) 887-4609	<a href="mailto:Maureen.groat@clarkfr.org">Maureen.groat@clarkfr.org</a> <a href="mailto:Mike.jackson@clarkfr.org">Mike.jackson@clarkfr.org</a> <a href="mailto:Ben.peeler@clarkfr.org">Ben.peeler@clarkfr.org</a> <a href="mailto:eamonn.ryan@clarkfr.org">eamonn.ryan@clarkfr.org</a> <a href="mailto:firemarshal@clarkfr.org">firemarshal@clarkfr.org</a>
Ambulance Service (AMR Dispatch)	(360) 750-4679	<a href="mailto:Melanie.eller@gmr.net">Melanie.eller@gmr.net</a>
Post Office	(360) 887-2043	<a href="mailto:vincent.j.borca@usps.gov">vincent.j.borca@usps.gov</a>
Ridgefield Police Dept.	(360) 887-3556	<a href="mailto:Sandra.Hoots@ridgefieldwa.us">Sandra.Hoots@ridgefieldwa.us</a> <a href="mailto:Dani.Bowerman@ridgefieldwa.us">Dani.Bowerman@ridgefieldwa.us</a>
Waste Connections	(360) 892-5370	<a href="mailto:Lee.keomuangtai@wasteconnections.com">Lee.keomuangtai@wasteconnections.com</a>
CRESA	(360) 992-9222	<a href="mailto:Cresa.helpdesk@clark.wa.gov">Cresa.helpdesk@clark.wa.gov</a>

# Public Works Policy #: 24-001

## Planned Road Closures

---

Effective Date: May 1, 2024

Replaces and Cancels: N/A

References: N/A

---

C-Tran	(360) 906-7490 (360) 696-5022	<a href="mailto:Peter.lawson@c-tran.org">Peter.lawson@c-tran.org</a> <a href="mailto:Eric.florip@c-tran.org">Eric.florip@c-tran.org</a> <a href="mailto:devrev@c-tran.org">devrev@c-tran.org</a>

### Monitoring During Closure Event

The City may request periodic coordination and update meetings with the applicant. The City may also visit the site from time-to-time to monitor and inspect the closure, including signage, traffic routing, etc. The City request modifications to the closure and/or signage as necessary during the closure.

### End of Closure

The applicant shall notify the Public Works Director or designee at least four hours before the planned closure is to come to an end. Signage for the closure(s) shall be removed within 24 hours of reopening to traffic.

### Follow-up

The City may, from time to time, follow up with a debrief or a quick check-in with the applicant to identify items for future consideration that may improve this policy or its procedures.

Approval:



---

Chuck Green, PE, Public Works Director

Date: May 1, 2024