

CITY OF CARNATION CONSTRUCTION MITIGATION PLAN REQUIREMENTS

Construction Mitigation Plan Guidelines for Major Developments

The City of Carnation is committed to ensuring that the disruptions to the community and traffic associated with construction activity are minimized. Mitigating the disruptive impact of construction-related traffic on public streets is an important part of the development and construction process. This document provides guidelines for developing a Construction Mitigation Plan (CMP) that will be acceptable to the City. **Considering and addressing the general requirements and impacts early will facilitate the process and lead to a successful construction period.**

A Construction Mitigation Plan will be required when a development or construction project is expected to have an impact on:

- the mobility or safety of pedestrians and vehicular traffic
- the typical functioning of the neighborhood including interruptions and impacts to surrounding residents, businesses, and institutions from construction activity and worker/trades parking needs.

The objective of a CMP is to ensure that construction activity minimizes impacts to the surrounding neighborhood and public streets. As such, every effort is to be taken to:

- Minimize delay on all roads.
- Minimize interference or obstruction of pedestrian, bicycle, or vehicular traffic on all public streets and trails.
- Accommodate pedestrians with routing and signage.
- Address sediment/dust control, litter cleanup, and street sweeping of adjacent public streets.
- Mitigate construction impacts such as noise, vibration, and dust.
- Provide effective communication with affected stakeholders.

The CMP is subject to satisfying the following requirements:

- The applicant should use these guidelines to ensure that all required basic elements are included in the plan. The level of detail for each basic element will be determined by the City Planner or City Engineer and will be based on the complexity of the project and the volume and variety of traffic being affected.
- A plan that does not include the required information and/or does not include any additional data requested will be deemed incomplete and returned for revision and re-submittal. If, during the course of construction, the traffic management requirements change to reflect unanticipated construction activities, the applicant shall submit an amendment to the City's Permit Center for review.

A completed Construction Mitigation Plan acceptable to the City is required before the first civil permit will be issued.

Right of Way Permit will be required before any work that impacts the public right of way can begin. A detailed traffic control plan that describes the specific activities and associated needs (i.e. traffic control, materials storage, etc.) along with a schedule of sequenced or concurrent activities will be required.

At every step of the permitting and construction process the applicant must consider how to mitigate the effect of construction traffic and construction activities on the neighborhood in which the project is taking place and the larger transportation network.

Components of a Complete Construction Mitigation Plan (CMP)

Part A	Project Details	<p>Describe the project from demolition to completion.</p> <ul style="list-style-type: none"> • Provide primary on-site contractor’s name, address, phone number as well as the 24-hour contact for the person who has decision making authority representing the applicant. • Describe work to be performed and provide a project timeline. In case of multiple phases, describe each phase and provide a timeline for each phase. • Provide a plan of how the site will be developed (i.e. east to west, north to south, etc.). • Provide a sequence and general schedule of construction activities. • Describe the required grading, utility, and hardscape work, including location and estimated durations. • Describe the location and length of any proposed impacts to the public right-of-way. • Provide a schematic site plan showing the site and surrounding streets, sidewalks, and trails. <ul style="list-style-type: none"> ○ Identify all areas that will be affected by construction activities. ○ Identify site construction access point(s). ○ Identify construction delivery and receiving area(s). ○ Identify off-street location for employee/trade parking. ○ Show extent of temporary construction fencing.
Part B	Project Schedule	<ul style="list-style-type: none"> • Provide a schedule for the phases of work (i.e. demolition, grading, utilities, construction, etc.) • Describe when each phase will start and finish. • Provide duration of work for each phase including the completed project. • Note proposed hours of construction on the project site and for any off-site improvements (i.e., utility installation, frontage improvements, etc.).

Part C	Mobility Impact	<p>Describe how the project will impact road users, and what measures will be provided to mitigate these impacts.</p> <ul style="list-style-type: none"> • Describe the impact of construction activities on pedestrians, disabled persons, emergency vehicles, trucks, and general purpose traffic. • For each impact identified, describe the mitigation measure(s) that are proposed to minimize inconvenience and delay, and ensure safety. Consideration should be given to: <ul style="list-style-type: none"> ○ Keep major routes, sidewalks, and trails open and allow for freely moving traffic. ○ Pedestrians, cyclists, and/or other vulnerable road users may require special attention. • Describe the expected number of truck trips to and from the site per day. • Provide a haul route plan for truck traffic entering and leaving the site. Describe how contractors and subcontractors will be instructed on truck routing. • Provide specific details about the number of trucks (inbound and outbound) that will be accommodated for queuing on-site, or evidence of agreements with other property owners if queuing is proposed at off-site locations, including information on ease of site access for trucks. Queuing on public streets will not be permitted. • Identify the times of day truck traffic is expected – heavy truck traffic should be outside peak hours. • Describe any unusual or oversized equipment expected and their parking and turning requirements associated with this equipment. • Coordination may be required with other major projects in the vicinity affecting the neighborhood and transportation network.
Part D	Community Impact	<p>Describe the impact of the construction on the neighborhood.</p> <ul style="list-style-type: none"> • Provide the expected hours of work. Identify any activities that may need to occur outside of the City’s construction hours of 7:00 a.m. to 7:00 p.m. Monday through Friday, and 9:00 a.m. to 6:00 p.m. weekends and legal holidays. Any activities that may need to be scheduled outside of the permitted hours will require a variance to the noise standard. • For each phase of construction, provide an estimate of how many construction worker vehicles (including personal vehicles) will be generated by site activity and describe how that parking need will be met. Show designated area(s) on the project site for construction worker parking. No construction vehicle parking is allowed along Tolt Avenue. • Show designated area(s) on the project site for materials and equipment staging and storage. No materials or equipment may be stored in the public right-of-way.

		<ul style="list-style-type: none"> Describe how noise, vibration, dust, litter, and other nuisances will be controlled throughout the duration of construction activities. Additional measures may be required if construction activity occurs within close proximity to sensitive uses, such as schools, day care centers, senior centers, etc.
Part E	Communication	<p>Communication about construction activities and its impacts is of utmost importance to the City. Describe how you propose to inform stakeholders of anticipated project impacts.</p> <ul style="list-style-type: none"> Include a stakeholders list and/or map describing affected agencies, businesses, residents, and property owners that will be contacted and informed about the project. Provide a sample letter/notice that will be distributed to stakeholders prior to commencement of construction (see example provided). The applicant will assume responsibility and any costs for distribution of the letter/notification. Provide a plan for distributing monthly updates to stakeholders throughout the duration of construction. Distribution can take the form of mailings, door hangers, and emails. Provide plans to install traveler information signage sufficiently in advance of the construction area to enable travelers to choose alternative routes. Detail on-site signage displaying the on-site primary contractor's contact information and telephone number for public inquiries. Provide plan to notify the neighborhood and applicable agencies of traffic disruptions or other activities that may disturb the community.
Part F	Monitoring	<ul style="list-style-type: none"> Develop a monitoring strategy to ensure that the plan is effective and that traffic impacts on public streets are minimized. Provide updates to the CMP as necessary, addressing any deficiencies and/or additional needs that arise during the project.
Part G	Coordination	<p>Projects that are taking place in close proximity to other developments and/or major infrastructure works must detail how their works will be coordinated with the other project(s) with the goal of minimizing impacts to the community and travelling public.</p> <p>A map indicating all projects in the area along with details about existing and proposed impacts to the community is required.</p>

Part H	Right of Way Permit	<p>A Right of Way Permit must be obtained before work may begin that impacts the right of way, such as utility work, frontage improvements, etc. The Right of Way Permit application must include a traffic control plan. As part of the CMP, describe any work that will require a Right of Way Permit.</p>
Part I	Traffic Control Plan and Schedule	<p>Detailed traffic and pedestrian control plans are required for any construction activity that will impact pedestrian and/or vehicular circulation on public streets and trails. The plan(s) shall be submitted to the City a minimum of two (2) weeks prior to the proposed commencement date.</p> <p>Traffic control plans must be completed in accordance with Manual on Uniform Traffic Control Devices (MUTCD).</p> <p>Each traffic control plan must also:</p> <ul style="list-style-type: none"> • Provide primary contractor’s name, address, phone number including 24-hour contact information. • Describe the activity being undertaken. • State the proposed dates for which it will be in effect and the total number of days the work is expected to take, and the hours of work for each day. • Describe the manner in which the neighborhood and other stakeholders will be notified of the activity.

**Appendix A
Sample
Letter**

Date

Dear Neighbors:

This is to inform you of some upcoming construction activities and its potential impacts over the next month as part of the ____ Project. These activities include:

- Activity 1 and description of impacts and duration
- Activity 2 and description of impacts and duration
- Activity 3 and description of impacts and duration

We apologize for any inconvenience the work may cause and thank you for your understanding and cooperation. Please contact me at (phone number) or by e-mail at (e-mail address) if you would like to discuss this matter in further detail.

Please also refer to project web site at () for on-going construction updates.

Yours truly,
(Applicant)
(Address, phone number, e-mail address)

cc: City Planner, City of Carnation
City Engineer, City of Carnation