REQUIREMENTS FOR TRAFFIC CONTROL PLAN SUBMISSION

A draft traffic control plan, consistent with the following applicable conditions, must be included in every permit application submitted to the City of Palo Alto Public Works Department for projects that involve work within the City right-of-way. The traffic control plan must be approved prior to the start of work within the City right-of-way. The Public Works Department and the Planning and Community Environment Department - Transportation Division may require additional measures of traffic control or time-of-work restrictions on a case-by-case basis. Below are some guidelines for producing this required plan:

General Traffic Control Plan Submission Requirements:

The Applicant shall submit traffic control plans to the Public Works Department for approval at the time of the submission of the permit application. The Public Works Department may require approval from other departments depending on the location, duration, and type of work to be conducted. Additional requirements include, but may not be limited to the following:

- 1. Submitted traffic control plans shall include a schedule of construction showing each phase of the Project and the anticipated method of handling traffic for each phase. The plan shall include a to-scale drawing of the street, lane configuration (including all bicycle lanes), on-street parking, and sidewalks relative to the Project area extended the furthest temporary traffic control device. The location of signs, barricades, cones, etc., to warn, direct, and guide the traffic shall be shown on the plan. The work shall not restrict visibility of any existing traffic control devices, including traffic signals, signs, etc. Otherwise, temporary installation of supplemental traffic control devices will be required.
- 2. The Applicant shall refer to the California Manual on Uniform Traffic Control Devices (CA-MUTCD) and/or the Work Area Traffic Control Handbook (WATCH) for traffic control planning. The plan shall meet the requirements for the speed limit of the street(s) affected, or post temporary, reduced construction zone speed limits.
- 3. An electronic arrow board warning device may be required for shifting of traffic to the wrong side of the road, merging of lanes on arterial roadways, and as otherwise required in the approved traffic control plan.
- 4. All signs at the Project site shall conform to the most recent Caltrans standards and be of the international symbol design whenever available.
- 5. The Applicant will be required to pay for any public off-street time-limited parking spaces, within the University Avenue and California Avenue business districts or Stanford University areas that will be rendered unusable to the public as a result of the Project. These permits are available from the Public Works Department. This includes spaces to maintain traffic lanes, for parking of construction vehicles during the work hours, or for issuing parking permits to the parked vehicles displaced from their private parking spaces, etc. The proposed use of parking spaces must be included in the draft traffic control plan.
- 6. The Applicant shall maintain one lane of traffic in each direction at all times on all streets. The clear width of the lane shall be a minimum of 10 feet per lane, or 12 feet, if only one lane is provided. Any required flagging operations shall conform to Caltrans standards for dress, equipment and execution of this operation.

7. If the Project site does not conform to the approved traffic control plan at all times, the Police Department may take over the traffic control at the expense of the Applicant. The Public Works Department and the Planning and Community Environment Department -Transportation Division have the authority to issue a stop-work order if the Project site violates minimum traffic safety standards.

Temporary Detours (Vehicle, Bicycle, and Pedestrian)

In general, the Applicant shall maintain all motor vehicle, pedestrian, and bicycle movements. Total closures of arterials, collector streets, business district streets, driveways, or alleys will normally not be permitted. Closures of designated bicycle boulevards and school routes, as shown on adopted Walk and Roll Maps, will only be permitted on a case-by-case basis. Closure of local streets may be permitted; however, the Applicant shall always maintain access to abutting parcels and access for emergency vehicles.

8. A minimum four-foot-wide (4-foot-wide) clear sidewalk shall be maintained at all times, unless the Project makes closure unavoidable, in which case the sidewalk may be closed only while working, subject to permit approval. An alternate pedestrian route may be required for the duration of the closure. These alternate pedestrian routes shall conform to the requirements of the California Building Code (CBC) and the U.S. Access Board Guidelines for Public Rights-of-way. At intersections, work will be permitted on only one corner at a time in order to maintain safe pedestrian movements through the intersection. Each crosswalk and sidewalk, when interrupted by excavation, shall be provided with a safe pedestrian crossing platform with handrails. Any damaged pavement markings shall be temporarily restored prior to returning the area to the public use. Permanent restoration must be accomplished within seven

(7) days of project completion.

- Any Project that requires detouring bicycle traffic from bicycle boulevards and school routes, as shown on adopted Walk and Roll Maps, shall provide a continuously-signed bicycle detour route that does not require bicyclists to travel along a sidewalk, arterial, expressway, or highway (i.e. El Camino Real). Temporary two-way bicycle paths must be a minimum of eight (8) feet wide and approved by the Planning and Community Environment Department Transportation Division. Temporary one-way bicycle paths must be a minimum of six (6) feet wide and approved by the Planning and Community Environment Department Transportation Division.
- 10. If Project will impact transit stops or transit routes, the traffic control plan should indicate what actions will be taken to mitigate impacts on transit services such as providing alternative/temporary transit stop locations, temporary wayfinding signage, and alternative route locations suitable for oversized buses.

General Time Restrictions for Construction Activities

General work hours allowed are Monday through Friday, 8:00 AM to 6:00 PM, and Saturday 9:00 AM to 6:00 PM. Area specific time restrictions for temporary traffic control are considered on a case by case basis; however the following restrictions are typically followed:

11. Work on arterial and collector streets will not be permitted between the hours of 7:00 and 9:00 AM and 4:00 and 6:00 PM. The streets include: Alma St, Arastradero Rd, Arboretum Dr, California Ave, Channing Ave, Colorado Ave, E Bayshore Rd, E Charleston Rd, E Meadow Cir, E

Meadow Dr, Embarcadero Rd, Fabian Wy, Louis Rd, Middlefield Rd, Palo Alto Ave (west of Alma St), San Antonio Rd, Sand Hill Rd, University Ave, Hansen Wy, Hillview Dr, Park Blvd, Stanford Ave, Quarry Rd, W Charleston Rd, Bayshore Rd W Meadow Dr, and Welch Rd. Any exceptions to these must be approved by both the Public Works Department and Planning and Community Environment Department – Transportation Division.

- 12. Projects affecting motor vehicle, pedestrian or bicycle traffic in business districts is generally only permitted between the hours of 9:00 AM and 4:00 PM. Business Districts are generally considered to be the following areas:
 - University Ave District (Downtown): bounded by Alma St, Webster Ave, Lytton Ave, Forest Ave
 - **California Ave District:** bounded by El Camino Real, Caltrain corridor, Sherman Ave and Cambridge Ave
- 13. No work will be permitted within 1500 feet of school grounds or along school routes, as shown on adopted Walk and Roll Maps, until after 8:45 AM on school days (see current *PAUSD School Year Calendar*). Other special restrictions may be required at heavily used school crossings or on school routes beyond the 1500-foot distance, as deemed necessary for student safety.

Public Notification

The Applicant shall notify the abutting property owners and tenants at least 72 hours before commencing work on the project. If the driveway to any garage or parking area will need to be closed for permitted construction work, the affected property owner or tenant shall be served notice in writing regarding this necessary closure. Arrangements shall be made with this owner or tenant to provide mitigation measures that are acceptable to them. Evidence of these negotiated mitigation measures must be submitted with the draft traffic control plan. Additional notification may be required by the Public Works Department, depending on the location and scale of the project.

- 14. The Permittee is responsible for posting "No Parking-Tow Away" signs if temporarily restricted parking is necessary. A minimum of 72 hours advance notification is required for this posting. A sign must be placed at each affected parking space. A minimum of one inch printed letters shall be used on the sign and provide the following information: (1) complete date(s) and hours of parking closure, and (2) telephone number of Police Department for inquiry of towed vehicles. The Police Department must be notified at the time of posting.
- 15. If the Project will impact school routes, as shown on adopted Walk and Roll Maps, the Applicant will be required to contact school administrators and PTA officers to address student access prior to submittal and approval of the draft traffic control plan.
- 16. If the project will impact transit stops or transit routes, the Applicant will be required to contact AC Transit, Santa Clara Valley Transportation Authority, SamTrans, Stanford University Parking and Transportation Services, the Planning and Community Environment Department Transportation Division, and/or any other affected transit operators to address relocation of facilities or rerouting of buses prior to submittal and approval of the draft traffic control plan. The draft traffic control plan shall indicate what actions will be taken to mitigate impacts on transit services.
- 17. The Applicant may be required, at Applicant's cost, to hire Palo Alto police officers or a

Certified Traffic Control Contractor to direct traffic when working at signalized intersections. A minimum of two police officers per intersection may be required. This requirement will primarily be enforced when:

- a) equipment is intermittently blocking or crossing a travel lane,
- b) only one travel lane is available for two-way traffic,
- c) multiple movements are temporarily required to share the same travel lane,
- d) working at multi-lane signalized intersections, and
- e) traffic signals are inoperable, unsafe conditions, or capacity is significantly reduced due to the project.
- 18. The above requirements are minimum, and do not limit the Applicant's responsibility and liability for doing all that is practical and necessary to ensure the safety of workers, pedestrians, bicyclists, and motorists. The Applicant shall conform to the required traffic control conditions which are generally applicable to most common situations. Based on the nature of a job, additional conditions or exceptions to the above conditions may be necessary.

This publication is intended to be an informal means of informing the public about a City process. Although it is assumed that the information provided is accurate, the sheet is not intended to create any sort of legal obligation on the City's part. The actual process is governed by City code, regulations and procedures, and the reader should make specific inquiry to the City for specific cases.

PAUSD BELL TIMES 2016-2017

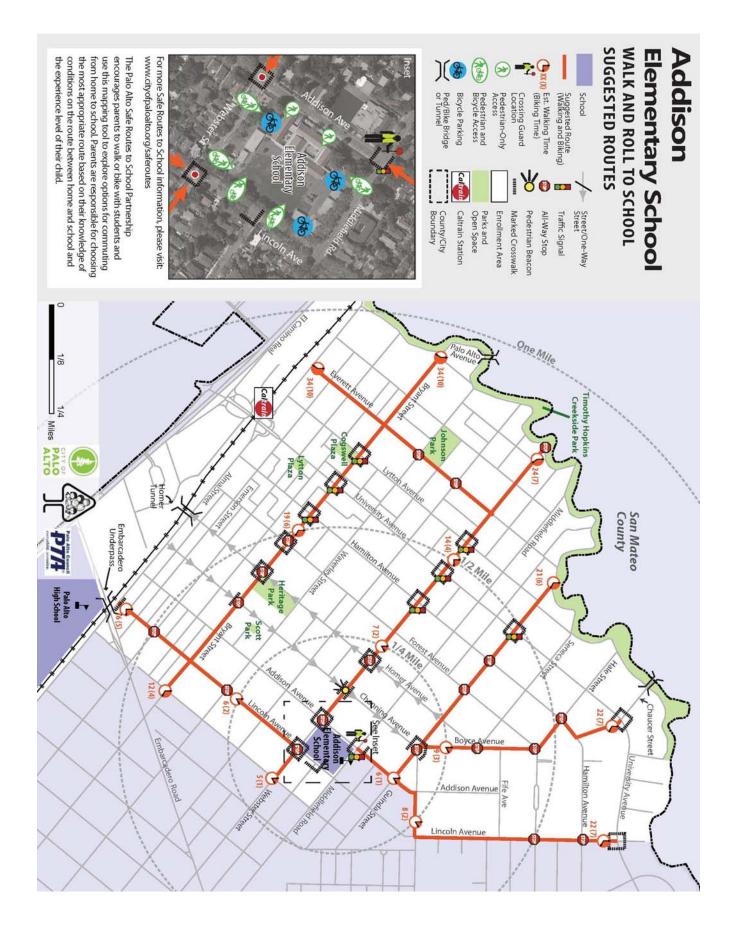
SCHOOL	AM	ΡΜ	WEDS	KINDER
Elementary:				
Addison	8:15	2:55	1:15	12:00
Barron Park	8:15	2:45	1:30	11:50
J. Briones	8:15	2:40	1:30	11:50
Duveneck El	8:05	2:35	1:05	11:45
Carmelo	8:25	2:55	1:30	12:00
Escondido	8:10	2:45	1:30`	12:00
Fairmeadow	8:30	3:00	1:40	12:05
W. Hayes	8:25	2:55	1:30	12:00
Hoover	8:00	2:30	1:30	12:00
Nixon	8:00	2:30	1:20	11:40
Ohlone Palo	8:15	2:45	1:30	11:55
Verde	8:15	2:50	1:25	11:45
Greendell PS	8:45	11:45		
Middle:				
Jordan	8:10	3:05	1:40	
JLS	8:15	3:00	1:50	
Terman	8:10	3:05	1:40	
High School:		МТ	w т	'H FRI
Gunn	8:25	2:35 3:40	2:55 2	:35 3:35
Paly	8:15	3:25 2:55	3:25 2	:25 3:25

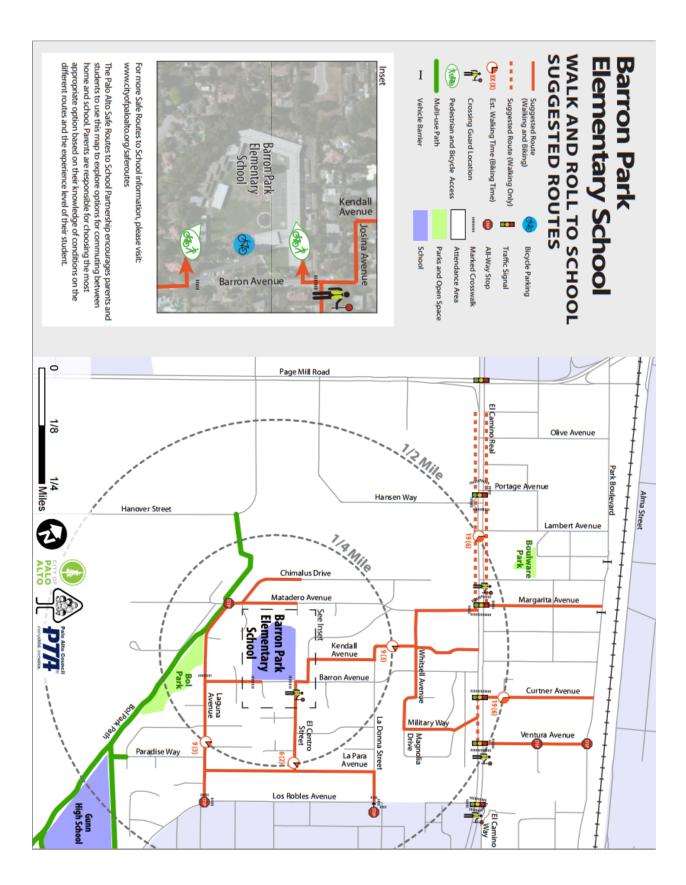
Late Kinders will begin in October

Palo Alto Unified School District SCHOOL YEAR CALENDAR FOR 2016-17

JULY 2016					JANUARY 2017 H19/EM20 days									
S	м	Т	w	Т	F	S	Important Dates	S	м	Т	w	Т	F	S
					1	2		1	н	3	4	5	6	7
3	н	5	6	7	8	9	8/15/16 First Day for 9 -12 Students	8	9	10	11	12	13	14
10	11	12	13	14	15	16	K-8 Teacher Work Day	15	н	17	18	19	20	21
17	18	19	20	21	22	23	No school for K-8 students	22	23	24	25	26	27	28
24	25	26	27	28	29	30	8/16/16 First Day for K-8 Students	29	30	31				
31									FEBRUARY 2017					
AL	IGUS	it 20	16	H13/E	M12 d	lays	1/3/17K-8 Students Return to School	FE	BRU	ARY	2017	/	17 days	
S	м	Т	w	Т	F	S	High School Teacher Work Day	S	м	Т	w	Т	F	S
	1	2	3	4	5	6	No School for 9 -12 Students				1	2	3	4
7	8	9	WD	WD	SD	13	1/4/179-12 Students Return to School	5	6	7	8	9	10	11
14	15 18WD	16	17	18	19	20	10/6/16End of 1 st Quarter	12	13	14	15	SD	н	18
21	22	23	24	25	26	27		19	н	21	22	23	24	25
28	29	30	31				12/16/16 End of Semester (85 days)	26	27	28				
SE	PTE	TEMBER 2016 21 days 8/1/17End of 3rd Quarter 8/1/17 End of Semester (95 days)		6/1/17End of Semester (95 days)	M/	MARCH 2017				22 days				
s	Μ	Т	×	Т	F	S		s	м	Т	¥	Т	F	S
				1	2	3	6/1/17Last Day for Students				1	2	3	4
4	н	6	7	8	9	10		5	6	7	8	9	LH	11
11	12	13	14	15	16	17	Non-Student Days	12	13	14	15	16	17	18
18	19	20	21	22	23	24	Hon otdadit Days	19	20	21	22	23	24	25
25	26	27	28	29	30		9/5Labor Day	26	27	28	29	30	31	
00	тов	ER 2	ER 2016 20 days 10/7No School—Staff PD Day		APRIL 2017				15 days					
s	м	т	w	т	F	S	11/11Veterans Day		м	т	w	т	F	s
						1	11/23-25Thanksgiving Break							1
2	3	4	5	6	SD	8	12/19-1/2Winter Break	2	LH	LH	LH	LH	LH	8
9	10	11	12	13	14	15	1/16ML King Birthday	9	10	11	12	13	14	15
16	17	18	12	20	21	22	2/16No School—Staff PD Day	16	17	18	12	20	21	22
23	24	25	26	20	28	29	2/17Lincoln's Birthday	23	24	25	26	20	28	22
30	31	20	20	21	20	20	2/20Washington's Birthday	30	24	20	20	21	20	20
_	3/10Local Holiday		MAY 2017				22 days							
			_	-		-	4/3-4/7Spring Break		_			-		- - -
S	м	T	W	Т 3	F 4	S	5/29Memorial Day	S	M	T 2	W	T 4	F 5	S
	-	1	-	-		- v		-	1	-	Ŭ,			-
6	7	8	9	10	H	12	Legend	7	8	9	10	11	12	13
13	14	15	16	17	18	19		14	15	16	17	18	19	20
20	21	22	LH	н	LH	26	H = Federal/State Holiday	21 28	22	23	24	25	26	27
27	28	29	30				LH = Local Holiday		н	30	31			
DECEMBER 2016 12 days					JUNE 2017			_	1 days					
S	м	Т	w	Т	F	S	SD = Staff Development Day	S	м	Т	w	Т	F	S
				1	2	3	WD = Teacher Work Day					1	WD	3
4	5	6	7	8	9	10	= District-Wide Minimum Day	4	5	6	7	8	9	10
11	12	13	14	15	16	17	- District-wide Minimum Day	11	12	13	14	15	16	17
18	LH	LH	LH	LH	LH	24	= Finals Testing Day	18	19	20	21	22	23	24
25	н	LH	LH	LH	LH	31		25	26	27	28	29	30	

Adopted December 10, 2013; Revised June 9, 2015





SUGGESTED ROUTES WALK AND ROLL TO SCHOOL Briones Elementary School Suggested Route (Walking and Biking) Suggested Route (Walking Only)

Pedestrian-Only Access **Crossing Guard Location**

Pedestrian and Bicycle

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Access

Parks and Open Space Attendance Area Marked Crosswall All-Way Stop Traffic Signal

(x) XX

Est. Walking Time (Biking Time)

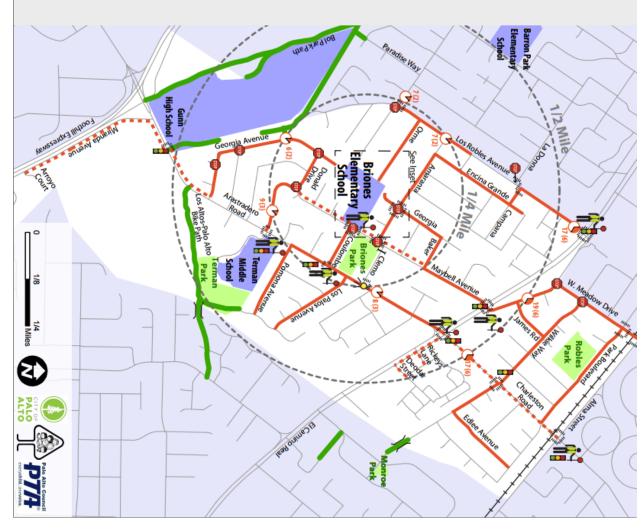
Pedestrian Beacon **Bicycle Parking**

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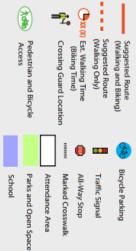


For more Safe Routes to School information, please visit: www.cityofpaloalto.org/saferoutes

students to use this map to explore options for commuting between The Palo Alto Safe Routes to School Partnership encourages parents and different routes and the experience level of their student. appropriate option based on their knowledge of conditions on the home and school. Parents are responsible for choosing the most



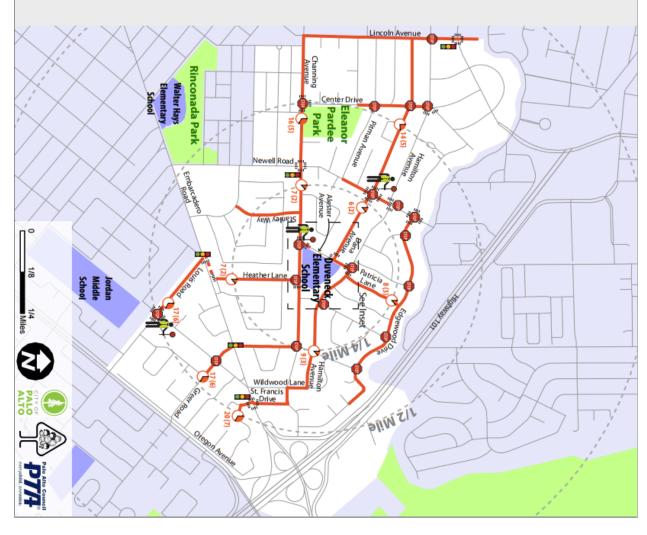




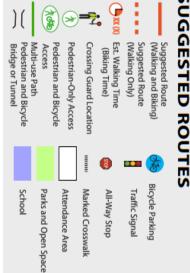


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The Palo Alto Safe Routes to School Partnership encourages parents and students to use this map to explore options for commuting between home and school. Parents are responsible for choosing the most appropriate option based on their knowledge of conditions on the different routes and the experience level of their student.



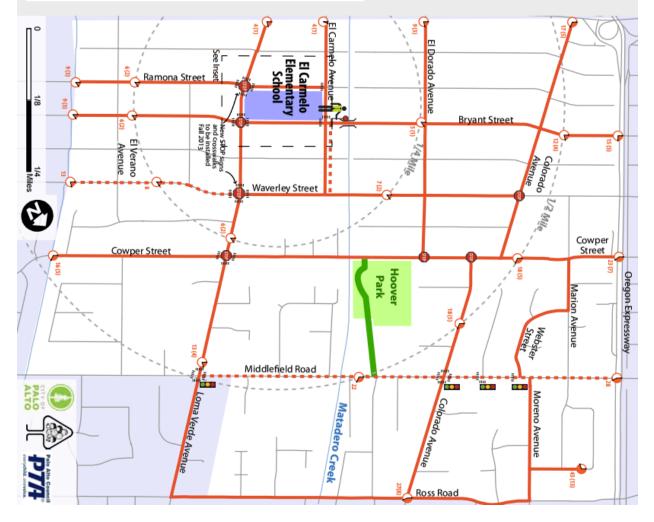
El Carmelo Elementary School WALK AND ROLL TO SCHOOL SUGGESTED ROUTES



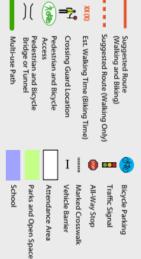


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Escondido Elementary School WALK AND ROLL TO SCHOOL SUGGESTED ROUTES

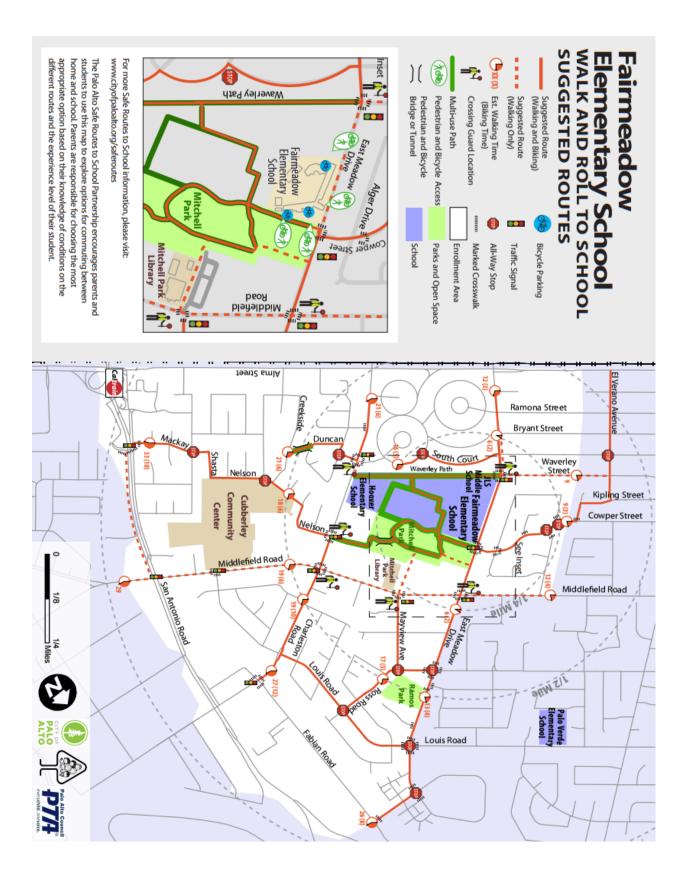


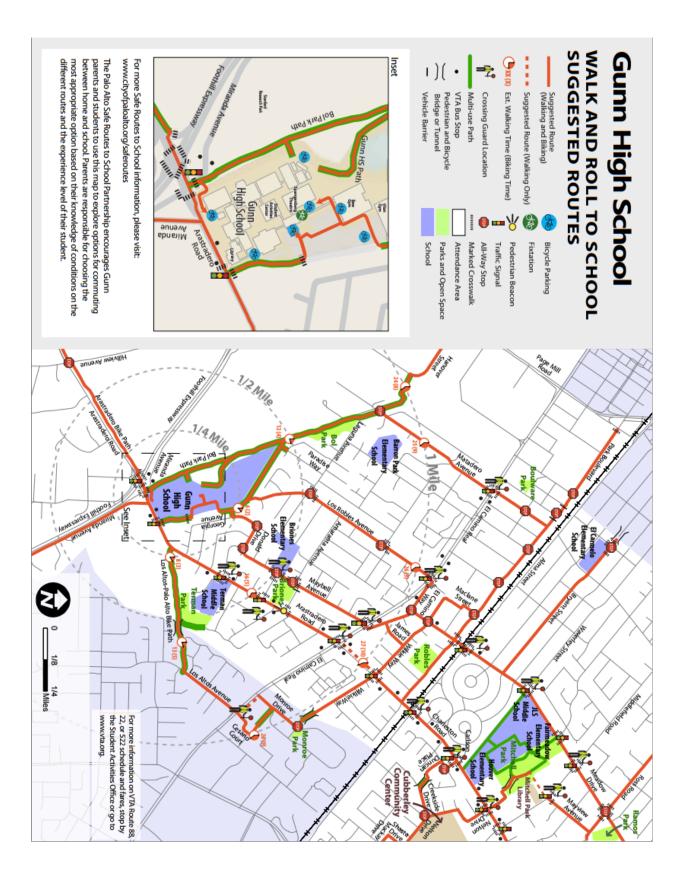


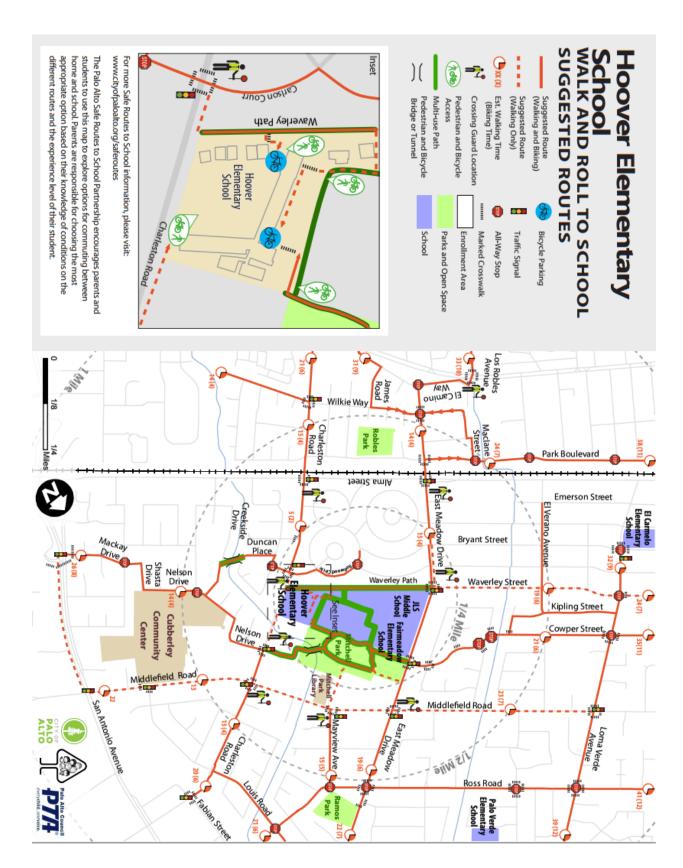
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Jordan Middle School WALK AND ROLL TO SCHOOL

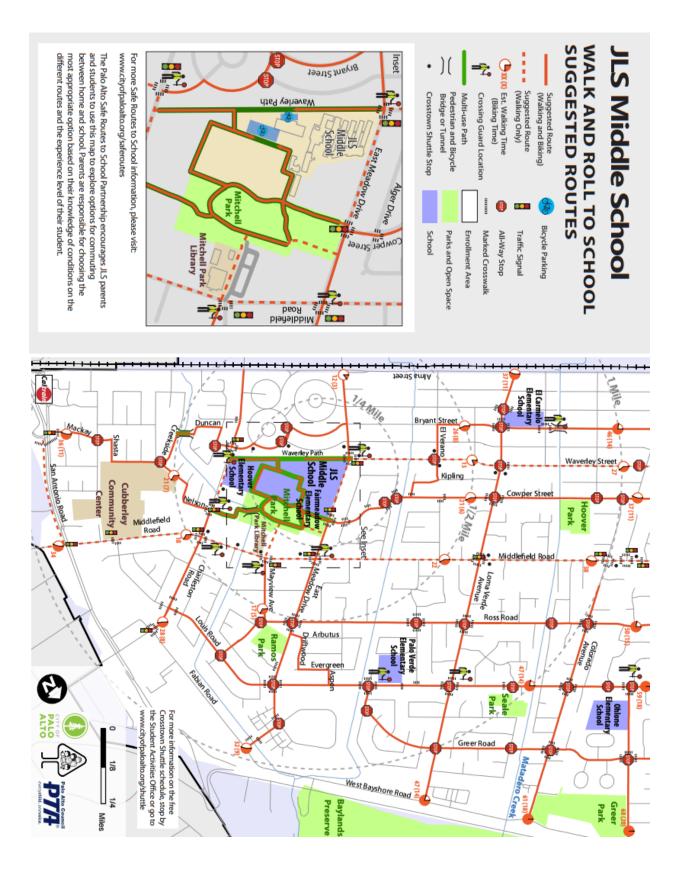


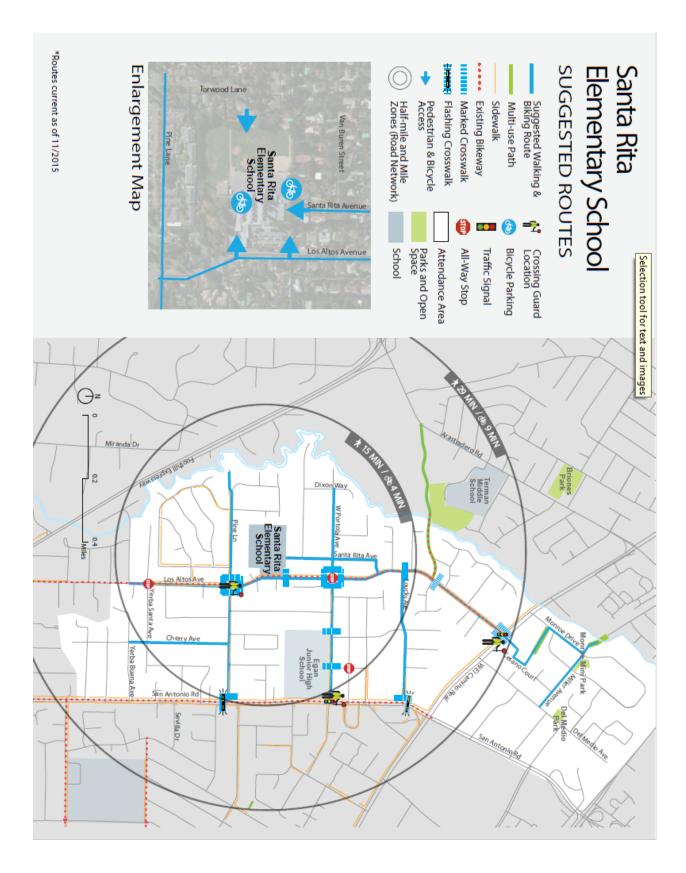


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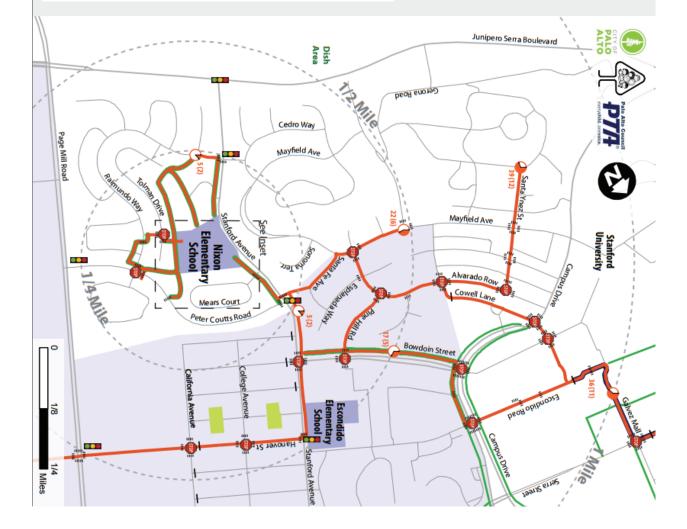


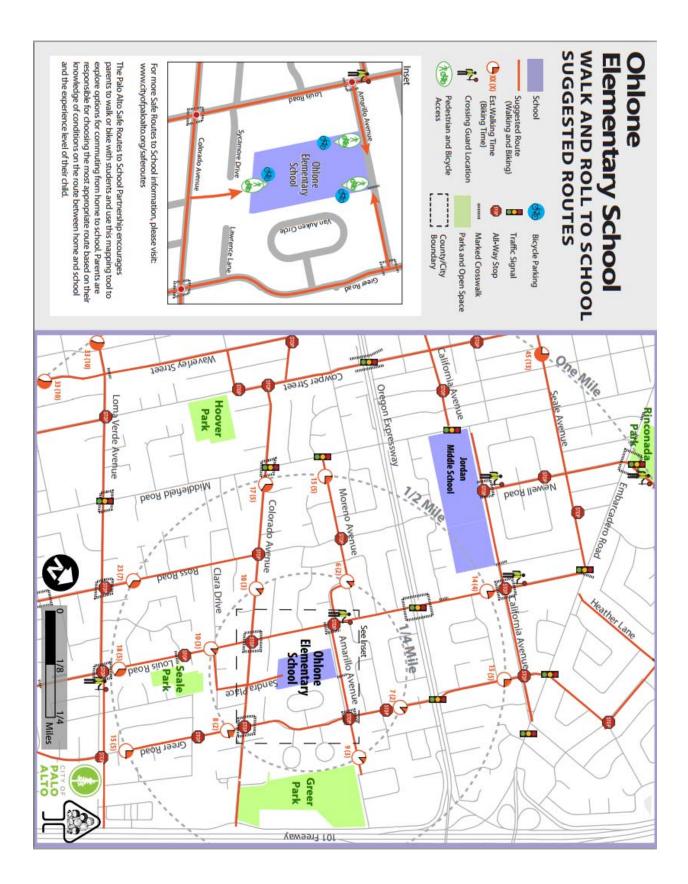


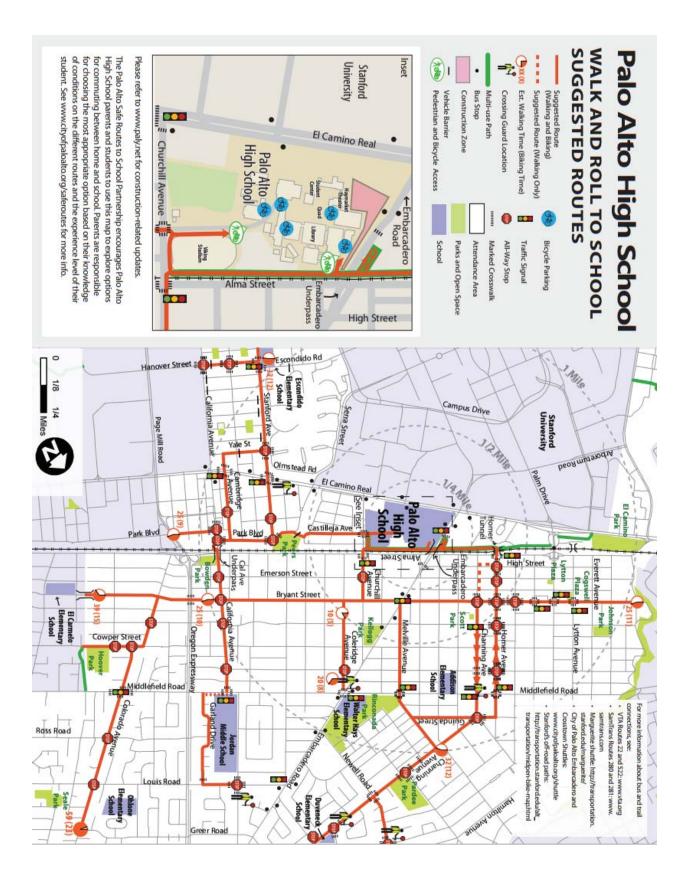


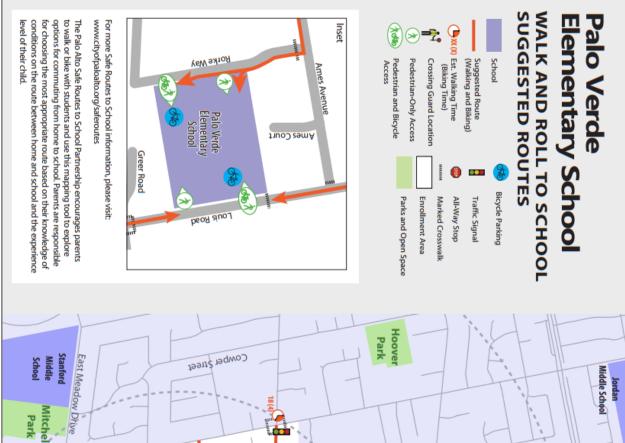


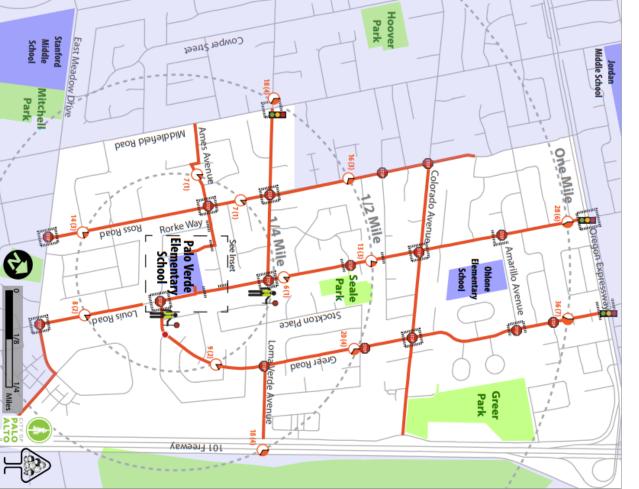
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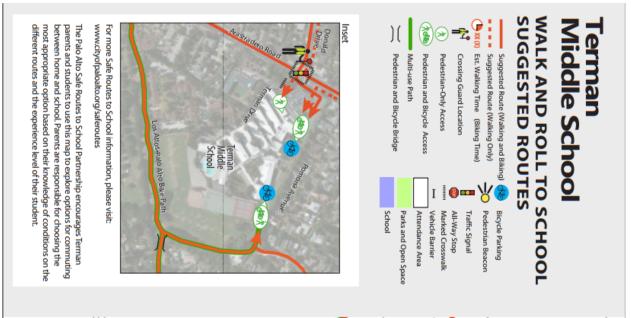


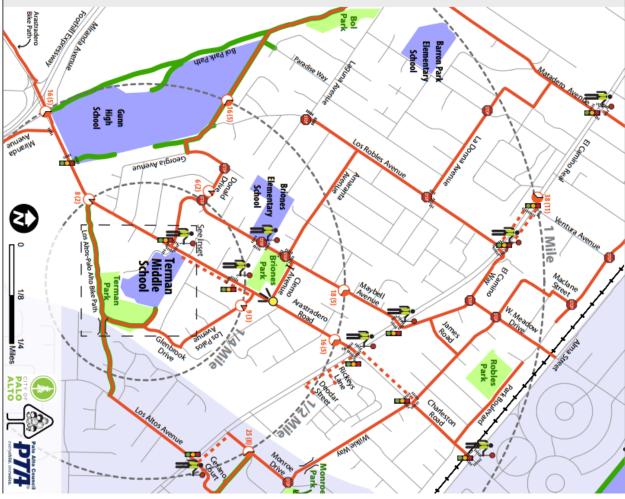




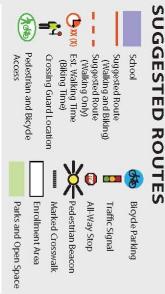


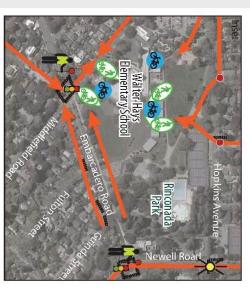






Walter Hays Elementary School WALK AND ROLL TO SCHOOL





For more Safe Routes to School information, please visit www.cityofpaloalto.org/saferoutes

The Palo Alto Safe Routes to School Partnership encourages parents to walk or bike with students and use this mapping tool to explore options for commuting from home to school. Parents are responsible for choosing the most appropriate route based on their knowledge of conditions on the route between home and school and the experience level of their child.

