



Santa Cruz County Regional Transportation Commission's  
**Interagency Technical Advisory Committee (ITAC)**

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**AGENDA**  
**Thursday, February 19, 2026**  
**1:30 p.m.**

**SCCRTC Conference Room**  
**1101 Pacific Ave, Suite 250A**  
**Santa Cruz, CA**

*The conference room is located in the middle of the 2<sup>nd</sup> floor.*

**Alternative In-Person Location**

**Caltrans District 5 Office: 50 Higuera St, San Luis Obispo, CA**

*Attendees arriving at this location need to check in at the main building's Front Desk and ask to meet with Paul Guirguis in Planning.*

**Remote Participation**

*Remote participation for a) members of the public, b) nonvoting committee members/alternates, or c) voting Committee members unable to attend in person due to a disability that prevents them from attending in person; or due to an emergency or for cause per AB2449 (see end of agenda for more information and inform RTC ITAC staff of justification prior to the meeting).*

*Zoom:*

<https://us02web.zoom.us/j/87482198801?pwd=TDNjZDF3aloyenFRRU5OQmZpKzBKdz09>

*Meeting ID: 874 8219 8801; Passcode: 250250*

*Alternately participants may dial-in to: 1-669-900-9128*

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**NOTICE/NOTICIA:**

- **Servicios De Traducción/ Translation Services:** *Si gusta estar presente o participar y necesita información o servicios de traducción al español, por favor llame por lo menos con tres días laborables de anticipo al (831) 460-3218 o email [info@sccrtc.org](mailto:info@sccrtc.org) y diríjase a página 3.*
- *See the end of this agenda for details about access for people with disabilities, translation services and other information.*
- **Agendas Online:** *To receive email notification when the meeting agenda packet is posted on our website, please call (831) 460-3200 or visit <https://sccrtc.org/about/esubscriptions/>*

1. Call to Order
2. Roll Call/Introductions
3. Additions, deletions, or other changes to consent and regular agendas

## **CONSENT AGENDA**

*Items appearing on the consent agenda are considered to be minor or non-controversial and will be acted upon in one motion if no member of the Committee or public wishes an item be removed and discussed on the regular agenda. Members of the Committee may raise questions, seek clarification or add directions to Consent Agenda items without removing the item from the Consent Agenda as long as no other committee member objects to the change.*

4. Approve Minutes of the January 22, 2026 ITAC meeting
5. Receive Highlights from the February 2026 Regional Transportation Commission Meeting
6. RTC and ITAC Committee Bylaws

## **REGULAR AGENDA**

7. Receive information and provide input regarding the Highway 17 Comprehensive Multimodal Corridor Plan
  - a. Staff Report, Marshall Ballard, Presentation from Kelly McClendon Caltrans D5.
8. Receive information about Construction Zone Safety from the Bicycle Advisory Subcommittee
  - a. Staff Report, Marshall Ballard, Presentation from BAC ad hoc committee.
9. Status of transportation projects, programs, studies and planning documents
  - a. Verbal updates from ITAC members and RTC staff
10. Solicitation of interested parties to serve as Chair and Vice Chair of ITAC for the new term.
11. Oral Communications on Matters Not on the Agenda

*Members of the public may address the Committee on any item within the jurisdiction of the Committee that is not already on the agenda. At the discretion of the chair, the amount of time for oral communications may be limited. Committee members will not take action or respond immediately to any Oral Communications presented but may choose to follow up at a later time, either individually, or on a subsequent Committee agenda.*

12. Next Meeting and Future Items – The next ITAC meeting is scheduled for

1:30pm **March 19, 2026.** ITAC meetings will be canceled if there are no action items to be brought before the committee. Future agenda items:

### 13. Adjourn

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**SERVICIOS DE TRADUCCIÓN/ TRANSLATION SERVICES:** Si gusta estar presente o participar en juntas de la Comisión Regional de Transporte del condado de Santa Cruz y necesita información o servicios de traducción al español por favor llame por lo menos con tres días laborables de anticipo al (831) 460-3200 para hacer los arreglos necesarios. (Spanish language translation is available on an as needed basis. Please make advance arrangements at least three days in advance by calling (831) 460-3200.)

**HOW TO REACH US:** Santa Cruz County Regional Transportation Commission  
**1101 Pacific Avenue, Ste 250;** Santa Cruz, CA 95060; phone: (831) 460-3200  
email: [info@sccrtc.org](mailto:info@sccrtc.org) / website: [www.sccrtc.org](http://www.sccrtc.org)

**AGENDAS ONLINE:** Agendas are posted online (<https://sccrtc.org/meetings/inter-agency/agendas/>) at least 72 hours prior to the meeting. Full agenda packets, including handouts and other documents relating to items on the agenda, are also posted online. To receive email notification when the Committee meeting agenda packets are posted on the RTC website, please fill out the e-subscription form on the website: <https://sccrtc.org/about/esubscriptions/> or call (831) 460-3200.

#### **REMOTE PARTICIPATION –Committee Members**

This meeting is being held in accordance with the California Ralph M. Brown Act as amended by AB2449 (2022) and AB2302 (2024) and as interpreted by Attorney General Opinion 23-1002. Under any circumstance that a member is participating remotely: The members must be 1) connected in real time through both audio and visual means, and 2) they must publicly disclose before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member and the general nature of the member's relationship with that individual.

1. Members of the committee may attend by teleconference if the location from which they are attending is open to the public to participate and the remote meeting location is listed on the agenda under regular Brown Act rules. OR
2. Members of the committee may attend via zoom up to two times per year due to an "emergency" or "for cause" according to requirements set forth in Government Code Section 54953, as long as a quorum of the committee is present in person at one meeting location within the county. The remote location from which the member is participating does not need to be listed on the agenda and does not need to be available to the public.
  - Government Code Section 54953(j) defines "just cause" as:
    - Care of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely;
    - a contagious illness that prevents a member from attending in person;
    - a need related to a physical or mental disability as defined by statute; or
    - travel while on official business of the RTC or another state or local agency.
  - Government Code Section 54953(j) defines "emergency circumstances" as a physical or family medical emergency that prevents a member from attending in person. The committee member must provide a general description of the circumstances relating to your need to appear remotely at the given meeting (not exceeding 20 words). Medical condition does not need to be disclosed. The ITAC must take action to approve the

*request to participate due to an emergency circumstance at the start of their regularly scheduled meeting.*

- 3. Per Attorney General Opinion 23-1002, members with an Americans with Disabilities Act (ADA) qualifying disability that precludes their in-person attendance may participate remotely as a reasonable accommodation due to their disability.*

### **REMOTE PARTICIPATION - Public**

*The public may participate in the meetings of the Regional Transportation Commission (RTC) and its committees in person or remotely via the provided Zoom link. If technical difficulties result in the loss of communication for remote participants, the RTC will work to restore the communication; however, the meeting will continue while efforts are being made to restore communication to the remote participants. Members of the public participating by Zoom are instructed to be on mute during the proceedings and to speak only when public comment is allowed, after requesting and receiving recognition from the Chair.*

### **PARTICIPACIÓN REMOTA – El público**

*El público puede participar en las juntas de la Comisión Regional de Transporte (RTC) en persona o remotamente a través del enlace Zoom proporcionado. Si problemas técnicos resultan en la pérdida de comunicación con quienes participan remotamente, la RTC hará lo posible por restaurar la comunicación. Pero, la junta continuará mientras se hace lo posible por restaurar la comunicación con quienes participan remotamente. A los miembros del público que participan por Zoom se les indica que permanezcan en silencio durante los procedimientos y que hablen solo cuando se permitan comentarios públicos, después de solicitar y recibir el reconocimiento del presidente.*

**Zoom Meeting Tips:** *Meeting attendees are strongly encouraged to use the Zoom app for best reception. Prior to the meeting, participants can download the Zoom app at: <https://zoom.us/download>. A link to simplified instruction for the use of the Zoom app is: <https://blog.zoom.us/video-communications-best-practice-guide/>*

**ACCESSIBILITY/ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES:** *The Santa Cruz County Regional Transportation Commission does not discriminate on the basis of disability and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. This meeting location is an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please contact RTC staff at 460-3200 (CRS 800/735-2929) at least three working days in advance of this meeting to make arrangements. People with disabilities may request a copy of the agenda in an alternative format. As a courtesy to those persons affected, please attend the meeting smoke and scent-free.*

**TITLE VI NOTICE:** *The RTC operates its programs and services without regard to race, color and national origin in accordance with Title VI of the Civil Rights Act. Any person believing to have been aggrieved by the RTC under Title VI may file a complaint with RTC by contacting the RTC at (831) 460-3212 or 1101 Pacific Avenue, Ste 250, Santa Cruz, CA 95060 or online at <https://sccrtc.org/about/title-vi-civil-rights-program/>. A complaint may also be filed directly with the Federal Transit Administration to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.*



**Santa Cruz County Regional Transportation Commission  
Interagency Technical Advisory Committee (ITAC)**

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**MINUTES**

Thursday, January 22, 2026, 1:30 p.m.

**In Person:** RTC Conference Room, 1101 Pacific Ave, Ste 250A, Santa Cruz

*Alternate Location: Caltrans District 5, Planning, San Luis Obispo*

*Online: Zoom*

**ITAC Members Present:**

Association of Monterey Bay Area Governments	Regina Valentine
California Department of Transportation	Paul Guirguis (online)
Capitola Public Works and Planning Proxy	Kailash Mozumder
County Public Works	Casey Carlson
County Planning	Fernanda Dias-Pini
Ecology Action – Transportation Programs	Matt Miller
Santa Cruz Metropolitan Transit District (METRO)	John Urgo
Santa Cruz Public Works	Matt Starkey
Santa Cruz Planning Proxy	Claire Gallogly
Scotts Valley Public Works and Planning Proxy	Andrew Lee
Watsonville Public Works	Miguel Lizzaraga
Watsonville Community Development	Justin Meek
University of California Santa Cruz (UCSC)	Georgina Arias

**RTC Staff Present:** Marshall Ballard, Max Friedman (online), Rachel Moriconi, Jason Thompson, Janine Ramirez, Riley Gerbrandt, Amin AbuAmara

**Non-Voting Alternates Present:** Murray Fontes (Watsonville DPW), Oxo Slayer (UCSC)

**Others Online:**

Caltrans District 5 - Lillian Bennetzen, Jason Kline, Bing Yu, Zach Coldwell, Tanner Reed  
Members of Public - Griffin McKenzie, Molly O'Dell, Michael Paisano, Nadene (no last name provided)  
Ecology Action: Bennett Williamson  
County Planning: Mark Connolly

- 1. Call to Order:** Chair Starkey called the meeting to order at 1:31 p.m.
- 2. Introductions** were made. It was announced that Marshall Ballard will be taking over as ITAC staff lead from Rachel Moriconi.
- 3. Additions, deletions, or other changes to consent and regular agendas:** Item 8 (Work Zone Data Exchange) was moved to the start of

the regular agenda, followed by Item 7 (Project Status). A 20-minute recess was scheduled after Item 7 to celebrate Rachel Moriconi's 26 years of service.

## **CONSENT AGENDA**

***ITAC members unanimously approved a motion (Valentine/Gallogly) approving the consent agenda with members Mozumder, Carlson, Dias-Pini, Starkey, Gallogly, Lee, Lizzaraga, Meek, Guirguis, Valentine, Miller, Arias, voting "aye". Members from METRO were not yet present at the time of the vote.***

- 4. Approved Minutes of the December 18, 2025 ITAC meeting**
- 5. Received January 2026 Regional Transportation Commission Meeting Highlights**
- 6. Received State Budget and Legislative Updates**

## **REGULAR AGENDA**

- 7. Work Zone Data Exchange (WZDx) and Connected Work Zones (CWZ) and Construction Coordination**

RTC Planner Marshall Ballard presented information on the FHWA Work Zone Data Specification. The WZDx initiative provides a well-defined pathway towards harmonizing work zone data across agencies and jurisdictions. It supports improved safety and operational awareness for construction crews, and both human drivers and connected vehicle driving systems by enabling consistent, third-party usable feeds of work zone activity. Adoption of the WZDx standard positions Santa Cruz County to support improving traveler information, enhance safety and mobility through better visibility of work-zone operations, and prepare for emerging vehicle technologies.

Claire Gallogly asked about staff roles and who would implement the system. Paul Guirguis sought clarification on whether this system was intended to provide more detail than what is available on Caltrans' current system, QuickMaps and he asked if the system is specific to real-time closures and asked for clarity on the level of detail required. Kailash Mozumder asked if the data should apply to all road classifications or just major roadways and closures that could significantly impact traffic. Several ITAC members expressed concerns about additional workload and frequently changing construction and dynamic lane closure schedules. Casey Carlson spoke about the Santa Cruz County's current practices and

expressed concerns about setting up a new platform. Regina Valentine commented on the benefits of using the same system as Metropolitan Transportation Commission (MTC). Jason Kline discussed practices from other regions and explained the benefits of specifications requiring contractors to report planned closures. Several ITAC members discussed coordination with navigation applications and utilizing news releases and social media posts to share information with the public. Claire Gallogly recommended contacting MTC about joining their network. Kailash Mozumder recommended the data should be filtered by functional classification (arterial/collectors). Matt Starkey suggested possibly setting up a call center where contractors call in closures. Members also suggested coordinating with GIS and public information staff at each agency, as well as water, sanitation, utilities, the Office of Response, Recovery & Resilience (OR3), and others.

**Marshall Ballard will reach out to MTC, provide additional information and responses to questions raised at a future meeting.**

## **8. Status of transportation projects, programs, studies and planning documents**

ITAC members provided brief updates on transportation projects and planning in development, including grant applications and upcoming public outreach efforts.

- City of Santa Cruz: Claire Gallogly and Matt Starkey reported that one lane on the Murray Street bridge will be temporarily reopened to traffic. Claire announced the completion of several traffic calming pilot projects, an open house on the Active Transportation Plan at Gault Elementary school on Wednesday 1/28 from 5-7 pm, and design work on the rail trail.
- Scotts Valley: Andrew Lee reported the Scotts Valley Drive and Mount Hermon Road Complete Streets projects are in design and will be going to bid this spring for construction this summer.
- Capitola: Kailash Mozumder noted the Local Roads Safety plan is almost complete, the Active Transportation Plan is starting, construction of the 41<sup>st</sup> Avenue Multimodal project is planned for Summer 2026, the 41<sup>st</sup> Avenue Corridor Visioning project received public feedback, and the Bay Avenue Corridor project design will be reinitiated.
- SCMTD: John Urgo reported minor delays to awarding the design contract for the Rapid Corridor project in order to meet California

Transportation Commission (CTC) funding requirements. John also gave an update on the temporary hydrogen fueling process for METRO's buses. METRO, in partnership with the Watsonville and Midpeninsula Housing received an AHSC grant for the Watsonville Transit Center/housing project, that also includes funding for bus route 2.

- Ecology Action: Bennett Williamson reported that Ecology Action is working with the cities of Santa Cruz and Capitola on Active Transportation Plans. Bennett also reported that the Watsonville Vision Zero Corridor Plan is almost ready for public review. Bennett noted the countywide Safe Steets For All public comment period was extended to January 23, 2026. Matt Miller provided updates on the CARB Grant (Adelante Watsonville) that includes an Earn an E-Bike program, and the Complete Streets Collaborative.
- County of Santa Cruz: Fernanda Dias-Pini reported the Pro-Housing designation application was submitted. Casey Carlson provided updates on storm damage and prioritization of the bridge program due to funding deadlines. He also provided updates on road operations projects, including the Green Valley Path ribbon cutting. Soquel Avenue/San Jose Road paving project will start Summer 2026 along with Trout Gulch Road and several local roads in San Lorenzo Valley. Casey reiterated that Jeff de los Santos is now leading the traffic section for public works. Casey reported the Soquel Multimodal project first phase is almost complete and the second phase is starting design.
- Watsonville: Murray Fontes provided updates on the ATP Cycle 6 Safe Routes for Downtown Watsonville project design; preliminary design for Main Street/Freedom Blvd. intersection which includes a roundabout. The Highway 1/Harkin Slough Road pedestrian bridge will go out to bid later in the year. Miguel Lizzaraga reported several paving projects were completed as part of the 2025 Pavement Rehabilitation project. The next phase will include Freedom Boulevard and Green Valley Road. Justin Meek reported AHSC grant was awarded, and the city is working on a new ATP grant application to implement the road diet concept and sections of the rail trail along Rodriguez and Beach Streets. City staff will be meeting the County Administrative Officer (CAO) and Supervisor Hernandez to collaborate on complete streets projects, including trails to the beach. Rachel Moriconi suggested County planning or public works staff participate in the meeting.

- UCSC: Georgina Arias reported UCSC is applying for the BUILD grant. Oxo slayer announced USCS initiated a public EV charging study. UCSC is analyzing a fleet Electric Vehicle (EV) charging plan and is installing EV chargers at the Silicon Valley campus. Oxo reported fleet chargers are planned to be installed on the norther campus. He reported UCSC is applying for a grant to install fast chargers at the campus entrance and announced the UCSC planning team is working on a network master plan, including coordination with METRO.
- AMBAG: Regina Valentine reported the 2050 Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) and draft Environmental Impact Report (EIR) are out for public comment. Public comments are due January 30, 2026. Regina also announced a public hearing on January 27, 2026.
- RTC: Rachel Moriconi reminded ITAC members to review the Regional Transportation Plan (RTP) project list and financial estimates. Rachel reported the RTC will support coordination meetings concerning the SB1-funded Soquel Drive and Rapid Corridors projects County and METRO and encouraged coordination with Watsonville staff regarding projects on Freedom Boulevard.
- Caltrans: Paul Guirguis reported the Equity and Engagement team will perform outreach on the draft Caltrans engagement playbook. He also announced the Complete Streets Climate Change and Equity Branch has been directed to set up a complete streets Advisory Committee and requested ITAC members identify potential contacts and complete the Caltrans SB960 survey.

*Recess 2:42 – 3:10pm*

## **9. Zero Emission Passenger Rail and Trail Project (ZEPRT) Updates**

RTC Engineer Riley Gerbrandt presented an update on the Zero Emission Passenger Rail and Trail Project's Final Concept Report and next steps.

Riley Gerbrandt responded to questions from ITAC members regarding project cost estimates and peer review; next steps for design plans; areas identified in the Climate Adaptation Resilience project; environmental clearance and how it would relate to splitting the project; and asked about the NEPA and CEQA timing in relation to the Progressive Rail ACL

agreement termination.

## **10. Monterey Bay Sanctuary Scenic Trail (MBSST) Coastal Rail Trail Southern Segments Project Update**

RTC Engineer Riley Gerbrandt and Janine Ramirez reported that the RTC issued a Request for Proposals (RFP 2603) for the MBSST Coastal Rail Trail Southern Segments Project Approval/Environmental Document (PA/ED), with proposals due January 27, 2026. They requested ITAC members provide input on interagency coordination needs and inform Riley if they would like to participate in the Project Development Team that will assist and advise project delivery.

Paul Guirguis asked for clarification on the timeline related to the climate resiliency grants. Matt Starkey suggested that costs and value engineering be a significant consideration during the preliminary design.

## **11. Oral Communications on Matters Not on the Agenda:**

Email correspondence: The local Personal Rapid Transit Advocacy group provided information about their website and encouraged anyone who would like to contribute to PRT plans for Santa Cruz County to visit <https://santacruzprt.org>.

## **12. Next Meeting and Future Items:**

The next ITAC meeting is scheduled for 1:30 p.m. on **February 19, 2026**. ITAC meetings will be canceled if there are no action items to be brought before the committee. Future agenda items:

- Construction Mitigation (Bike Committee)
- WZDx information from San Francisco Bay Area Metropolitan Transportation Commission
- Chair/Vice Chair Elections (March)
- Planning for Climate Resilience of the Rail Corridor (April)

The meeting adjourned at 3:43 p.m.

*Minutes respectfully submitted by Jason Thomson, Transportation Planning Tech*

<https://rtcsc.sharepoint.com/sites/Planning/Shared Documents/ITAC/2026/Jan/ITAC Minutes-Jan2026-draft.docx>



*Santa Cruz County Regional Transportation Commission  
1101 Pacific Avenue, Suite 250, Santa Cruz, CA 95060  
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*CONTACT: Shannon Munz, Communications Specialist ([smunz@sccrtc.org](mailto:smunz@sccrtc.org))*

## **Santa Cruz County Regional Transportation Commission (RTC) February 5, 2026 Meeting Highlights**

### **RTC Committee Appointments**

The Commission approved appointments of Commissioners Clark, Keeley, De Serpa, Cummings, Koenig, and Montesino to the RTC's Budget and Administration/Personnel Committee. The Budget and Administration/Personnel Committee is the RTC's only standing committee of Commissioners and it serves to review and monitor issues relating to the budget, work program, and other administrative and personnel functions of the RTC and makes recommendations to the Commission regarding such items.

### **Termination of the Administration, Coordination and License Agreement with Progressive Rail**

The Commission voted to formally terminate the Administration, Coordination, and License agreement with St. Paul & Pacific Railroad, a subsidiary to Progressive Rail, Inc., and authorized the Executive Director to take necessary administrative steps to have the RTC or its designee become the common carrier of the Santa Cruz Branch Rail Line.

### **Cooperative Agreements for Coastal Rail Trail Segments 8 & 9 and 10 & 11**

The Commission entered into a three-way Cooperative Agreement with the City of Santa Cruz and County of Santa Cruz for the environmental, design, and right-of-way components of Coastal Rail Trail Segments 8 & 9 and amended the Cooperative Agreement with the County of Santa Cruz for environmental, design and right-of-way components of Coastal Rail Trail Segments 10 & 11. The Cooperative Agreements for Coastal Rail Trail Segments 8 & 9 and Segments 10 & 11 need to be executed or amended to enable the implementing agencies to continue project development activities and to define roles and responsibilities for project delivery. As part of the design process, the City of Santa Cruz and County of Santa Cruz, in consultation with staff, will consider options for preserving the existing tracks or that do not require removal or covering of the tracks.

### **Upcoming RTC and Committee Meetings**

#### **[Regional Transportation Commission Meeting](#)**

Thursday, March 5, 2026, 9:00 a.m.

#### **[Bicycle Advisory Committee](#)**

Monday, February 9, 2026, 5:30 p.m.

#### **[Elderly & Disabled Transportation Advisory Committee](#)**

Tuesday, February 10, 2026, 1:30 p.m.

## **Interagency Technical Advisory Committee**

Thursday, February 19, 2026, 1:30 p.m.

## **Budget, Administration & Personnel Committee**

Thursday, March 12, 2026, 1:30 p.m.

RTC and committee meetings are held in person. Non-voting members of the Commission and its committees, as well as members of the public and staff, will have the option to participate in person or remotely, provided equipment is available at the meeting location to allow remote participation. If there are technical difficulties during a meeting that prevent remote participation, the meeting will continue. Please check the RTC website [<https://sccrtc.org/meetings/calendar/>] or call 460-3200 to confirm meeting and video conference information for future meetings. Agendas are posted to the website at least 3 days before the meeting and will also include attendance information. Meetings may be canceled if there are no action items to be considered by the committee.

The RTC is committed to its compliance with the Americans with Disabilities Act (ADA). Please contact the RTC at least 3 days in advance of a meeting if special accommodations are needed. If any document, webpage, meeting, or recording is inaccessible to you, kindly notify us at [info@sccrtc.org](mailto:info@sccrtc.org) or by calling 831-460-3200.

*Public input on transportation issues is welcomed and encouraged. For more information, visit the SCCRTC website at [www.sccrtc.org](http://www.sccrtc.org) or call 460-3200. Some Regional Transportation Commission meetings are televised countywide by Community TV of Santa Cruz. Consult [www.communitytv.org](http://www.communitytv.org) or call 831-425-8848 for schedule and station information.*

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**Bylaws for Commission Committees**  
**May 2, 2024**

CREATION OF COMMITTEES

As needs arise, the Santa Cruz County Regional Transportation Commission (Commission) can establish working Committees to serve as advisory or oversight bodies to the Commission for any designated length of time. Such Committees will adopt the bylaws below, as approved by the Commission, for rules and procedures.

PURPOSES, POWERS AND DUTIES

A separate attachment describing the purpose, membership, quorum and meeting frequency and location of each authorized Committee is included with these bylaws.

MEMBERSHIP

Consistent with state law and local ordinance, the Commission shall designate the number of members and affiliations to serve on each Committee at the Commission's pleasure. Committees may include Commissioners and non-Commission members, representatives from other agencies and jurisdictions, and members of the general public as deemed appropriate by the Commission, state statute, or local ordinance. For each committee, an individual may be appointed to one membership seat only, as either member or alternate.

APPOINTMENTS

Commissioner appointments to Committees with RTC board member membership are made by the Commission Chair with the concurrence of the Commission. The Chair shall ensure fair Committee representation by the entities represented on the Commission itself. Non-Commissioner appointments to agency membership slots for Committees are made by the represented agency. Each represented agency shall inform the Commission in writing of its appointment. Appointments of members of the general public to Committees are made by the Commission based on an open application process and consistent with state law and local ordinance. Each of the cities and each member of the Board of Supervisors are encouraged to nominate members to the Bicycle Advisory Committee and the Elderly and Disabled Transportation Advisory Committee. The nominations are limited to representation for the appointing entity's jurisdiction. The nominations will be considered along with any other applications for the seats to be filled. Current membership lists shall be maintained by the Commission's Executive Director.

Commissioner appointments to committees shall be made annually at the March Commission meeting by the Chair with concurrence of the Commission. When a Commissioner vacancy on a Committee is created, the Commission Chair shall make an interim appointment with concurrence of the Commission at the next meeting.

## ALTERNATES

Commissioners' designated alternates shall serve as their alternates on Committees. Alternates for non-Commissioner committee member seats shall be appointed in the same manner as appointments to the corresponding regular membership slot.

## VACANCIES

A vacancy may be created when an appointed member of the Committee misses three consecutive regular meetings without good cause so entered in the minutes. A vacancy shall be created when due to death, disability, or extenuating circumstances, an appointed member can no longer carry out responsibilities; when an appointed member resigns as a Committee member; or when a Commissioner appointed to a Committee resigns from the Commission. Vacancies are to be filled in the same manner as the original appointments were made.

Commission staff shall notify Committee members when they have missed two consecutive meetings without good cause so entered in the minutes, in order to inform them of the potential creation of a vacancy.

For membership slots filled by members of the public, Commission staff shall advertise the opening on the Commission website and in other manners as to notify the public of the membership opportunity.

The membership structure, including alternates and ex-officio members, of each Committee is included as separate attachments to these bylaws.

## COMMITTEE MEMBERS ATTENDANCE RESPONSIBILITIES

A Committee Member on a given Committee shall be responsible for contacting his or her Alternate in the event the Committee Member cannot attend a scheduled meeting.

A Committee Member or Alternate on a given Committee shall be responsible for notifying staff 24 hours prior to the meeting that the Alternate will be serving as the representative to that Committee on behalf of the Committee Member or that neither the member nor alternate will be in attendance.

Should a Committee Member comply with the above (contacting the Alternate and notifying staff), in the event the Alternate does not attend the meeting, it will be noted in the minutes that the Committee Member is excused.

Should a Committee Member fail to notify staff that his or her Alternate will be serving as the representative to the Committee, and should the Alternate not be in attendance at the meeting, the Committee Member shall be entered in the minutes as absent without cause and subject to the Vacancies requirement.

## ALTERNATES ATTENDANCE RESPONSIBILITIES

An Alternate shall be required to attend Committee meetings only in the event that his or her Committee Member is unable to attend; however, the Alternate may attend and may participate as a member of the public (but may not vote) at Committee meetings even if the Committee Member is present.

## TERMS OF OFFICE

Commissioners appointed to Committees shall serve a term of one year, and continue to serve until a new appointment is made. Non-Commissioner members of Committees shall serve three year terms. Alternates shall serve a term that coincides with the term of the committee member for whom they are an alternate. Terms of office for all Committee members are renewable by the Commission. At its discretion the Commission may review and change Committee appointments at any time.

## OFFICERS

A Chairperson and Vice Chairperson for each Committee shall be elected to serve for a term of one or two years. The Chairperson shall preside at all meetings of the Committee. The Chairperson shall maintain order and decorum at the meetings, decide all questions of order, and announce the Committee's decisions. The Vice Chairperson shall perform the duties of the Chairperson in his or her absence. In the event both officers are absent from the Committee, the majority of quorum may appoint a presiding officer for that meeting. All officers shall continue in their respective offices until their successors have been elected and have assumed office.

## COMMITTEE STAFF

The Executive Director of the Commission shall appoint a staff member to serve as the primary staff to each Committee.

## ORGANIZATION AND PROCEDURES

- a) Meetings. Committee meetings are to be open and public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.). The meetings are to be held in a freely accessible location in order to facilitate the attendance of disabled members of the Committee and community in general. The scheduled meeting time for each committee is listed on the separate attachments but may be changed at the decision of a quorum of the Committee. The date, time and place of the meeting may also occasionally be changed due to availability of members or timeliness of agenda items.
- b) Quorum. A majority of the voting members shall constitute a quorum for the transaction of business. No official action shall be taken during any Committee meeting at which a quorum is not present. No act of a Committee shall be valid unless a majority of the members present concur therein.

- c) Voting. Voting on all matters shall be on a voice vote unless a roll call vote is requested by any member in attendance. Ex officio members of the Committee shall not be eligible to vote although they may participate freely in any and all discussions of the Committee.
- d) Agenda. Except as otherwise specified, all Committees shall comply with the notice and agenda requirements applicable to the Commission. All issues requiring a vote or Committee discussion must be included on the meeting's agenda. Written materials concerning these items must be included in the agenda packet of the meeting for which that item is scheduled for discussion. A Committee member may request that an issue not on the agenda be put on the next meeting's agenda for discussion and/or vote. By majority vote, the Committee may approve continuation of an agenda item to the next meeting.

Members who wish to place items on the agenda shall notify commission staff and provide appropriate documentation to staff at least two weeks prior to the meeting except for emergency items considered pursuant to requirements of the Brown Act.

- e) Limitation of Discussion. Discussion on any particular matter by either Committee members or by any member of the general public may be limited, at the discretion of the Chairperson, to such length of time as the Chairperson may deem reasonable under the circumstances.
- f) Conduct of Meetings. The meetings are to be conducted in accordance with the principles of Rosenberg's Rules of Order (Attachment 1).
- g) Minutes. Official minutes recording the members and visitors present, motions entertained, actions taken, and the votes cast at each Committee meeting, shall be prepared by staff and submitted to the Committee for approval and to the Commission for its acceptance.
- h) Oral Communications. A time for Oral Communications will be included on all agendas to hear comments from non-committee members on items not on the Committee agenda but within the jurisdiction of the Committee's business. Permission to address the Committee must first be secured from the Presiding Officer. The general time limit is three minutes, unless more time is granted by the presiding officer. Matters raised during oral communications, or at other times, which require further information or investigation can be referred by the Committee to staff, and if action is required, placed on a future agenda.
- i) Bylaws. The information set forth herein shall be deemed sufficient to serve as the bylaws for the Commission's Committees subject to approval by the Commission. The committee descriptions included in the Commission's Rules and Regulations can be amended by a majority vote of the subject committee's members with approval by the Commission.

## CONFLICTS OF INTEREST

A member of the Commission or its committees is prohibited from participating in a governmental decision, including, but not limited to the making of a contract, in which he or she has a financial interest.

### Committee: **INTERAGENCY TECHNICAL ADVISORY COMMITTEE**

Committee Objective: Serves to coordinate regional transportation capital improvement projects and transportation planning programs; serves as a technical and planning forum for local jurisdictions, SCMTD, AMBAG, UCSC, Cabrillo College, Caltrans and the Ecology Action Transportation Group; serves as a forum to consider technical and policy issues; land use-transportation/air quality issues, such as general plans, development projects, housing elements; serves as an arena to distribute and share information on state and federal funding opportunities and requirements; and makes recommendations to the Commission regarding these issues. Specific actions taken by the committee include, but are not limited to:

- 1) Provides recommendation for funding programmed by the Regional Transportation Commission (RTC) in the Regional Transportation Improvement Program (RTIP);
- 2) Reviews and provides recommendations on the Regional Transportation Plan, including policies, programs and capital improvement projects;
- 3) Reviews transportation studies, programs and plans prepared by the Commission;
- 4) Reviews and provides recommendations on the RTC's Legislative Program.

### Committee Membership: # voting members

City and County Public Works Department	5
City and County Planning/Community Development	5
Santa Cruz Metropolitan Transit District	2
Caltrans District 5 Transportation Planning Branch	1
Association of Monterey Bay Area Governments	1
Ecology Action Transportation Group	1
University of California, Santa Cruz	1
Monterey Bay Air Resources District (ex-officio)	
Cabrillo College (ex-officio)	
California Highway Patrol (ex-officio)	

Total voting members: 16

The local jurisdiction members may also assign an alternate for a specific meeting as appropriate for the topics on the agenda.

Quorum:

One member from a local jurisdiction or the SCMTD may serve as proxy for the other voting member from that jurisdiction or agency for purposes of voting. A majority of members (including proxy votes) will constitute a quorum. Committee members or alternates should notify staff or other local jurisdiction staff prior to the meeting if a proxy will be representing the member in the member's absence.

Meeting Frequency and Time:

Committee meets on the third Thursday of the month at 1:30 pm, as needed.



# Rosenberg's Rules of Order

REVISED 2011

*Simple Rules of Parliamentary Procedure for the 21st Century*

*By Judge Dave Rosenberg*



## MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

## VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

### About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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### ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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## INTRODUCTION

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The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

### Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

### The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

### The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

**First**, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

**Second**, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

**Third**, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

**Fourth**, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

**Fifth**, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

**Sixth**, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

**Seventh**, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

**Ninth**, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

**Tenth**, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

## Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

## The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

**The basic motion.** The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

**The motion to amend.** If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

**The substitute motion.** If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

### Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

**First**, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

**Second**, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

**Third**, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

### To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

**Motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**Motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

**Motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

**Motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**Motion to limit debate.** The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

**NOTE:** A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

## Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

**Motion to limit debate.** Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

**Motion to close nominations.** When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

## Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

*How does this work in practice?*

*Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

## The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

## Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

**Order.** The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

## Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.



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# Rosenberg's Rules of Order at a Glance

## The Three Basic Motions

*Simple majority to pass / open to debate*

**Basic Motion:** "I move that we..."

**Motion to Amend:** suggests changes to the basic motion.

**Motion to Substitute:** replaces the basic motion entirely.

## Special Motions

*Simple majority to pass / no debate, goes directly to vote*

**Motion to Adjourn:** ends the meeting.

**Motion to Fix a Time to Adjourn:** ends the meeting at a set time.

**Motion to Recess:** break in the meeting. Chair sets length of the break.

**Motion to Table:** defers the motion under discussion to a future date.

## Motions that Permanently Close Discussion

*2/3 majority to pass / no debate, goes directly to vote*

**Motion to Limit Debate:** stops debate. "I move the question."

**Motion to Close Nominations:** stops new nominations for a position.

**Motion to Object to the Consideration of a Question:** rare, stronger form of tabling. Used before debate has begun.

**Motion to Suspend the Rules:** temporarily changes meeting rules. Cannot be used to suspend non-parliamentary bylaws. Can be debated.

## Meeting Interruptions

*May be used at any time. Chair responds by asking you to state your point.*

**Point of Privilege:** points out uncomfortable surroundings, like a cold room or being unable to hear a speaker.

**Point of Order:** points out failure to follow correct meeting procedures.

**Call for Orders of the Day:** points out that the discussion has strayed from the agenda.

**Appeal:** reverses a Chair's ruling when passed by simple majority. Requires a second and can be debated.

**Withdraw a Motion:** used by the person making the motion. Others may immediately reintroduce the motion if they wish.

## Motion to Reconsider

*Simple majority to pass / open to debate*

May only be made by a member who previously voted in the majority for the item. Must be made during the same meeting (or at the very next meeting, assuming it's been added to the agenda).

## Voting:

Public Comment must be heard before votes are cast. See "Life of a Motion" for process relating to motions, public comment and votes.

## Life of a Motion

1. Chair announces item subject and number
2. Sponsor introduces item
3. Board asks technical questions for clarification purposes
4. Public comment on the item
5. Chair asks for motion
6. Chair asks for second
7. Board debates motion
8. Board votes
9. Chair announces result

## Notes:

- All motions require a second before they can be voted upon.
- You must be recognized by the Chair before speaking.
- Chair may set limits on debate time or number of speakers.
- Abstentions don't count in vote tally.
- A tie vote fails to pass.
- To recuse, publicly state reason for recusal and leave room during debate and vote.

**AGENDA:** February 19, 2026

**TO:** Interagency Technical Advisory Committee (ITAC)  
**FROM:** Marshall Ballard, Transportation Planner  
**RE:** Caltrans Highway 17 Comprehensive Multimodal Corridor Plan (CMCP)

---

## **RECOMMENDATION**

RTC Staff recommends that the Interagency Technical Advisory Committee (ITAC):

1. Receive information from Caltrans staff regarding the Highway 17 CMCP, including a summary, current status, and planned next steps; and
  2. Provide feedback to Caltrans staff.
- 

## **BACKGROUND**

Caltrans is developing the State Route 17 (SR 17) Comprehensive Multimodal Corridor Plan (CMCP). The plan will address topics such as safety, reliability, and multimodal accessibility throughout the corridor. The plan will also have a focus on critical sustainability issues along the corridor, such as climate change resiliency, emergency management, and wildlife habitat connectivity. The plan will set a corridor vision and identify potential transportation improvements and resiliency strategies along the corridor.

The study area includes the length of the SR 17 facility, from SR 1 in Santa Cruz to the I-280/I-880 interchange in San Jose. The corridor is facing growing challenges in resilience, emergency response, and access. Building on previous efforts, the SR 17 Plan seeks to:

- Work with communities to define a long-range vision for the corridor
- Advance goals outlined in the California Transportation Plan 2050 and Climate Action Plan for Transportation Infrastructure
- Support projects that integrate climate resiliency with mobility and safety improvements

The Plan's goals and objectives are in alignment with the California Transportation Commission's (CTC) CMCP guidelines. A CMCP is a long-range system plan developed in collaboration with state, regional, and local governments and

communities. A CMCP identifies current and anticipated challenges such as congestion, safety, and climate change.

As a *comprehensive* planning effort, in addition to the SR 17 highway facility the study area includes the surrounding arterial roadway network. The plan's study area includes *multimodal* facilities such as transit systems, bicycle and pedestrian facilities, shared mobility hubs, and zero-emission charging systems within the corridor.

## **DISCUSSION**

Caltrans is soliciting feedback from ITAC as part of its community and stakeholder engagement strategy. Based on prior assessment and partner feedback, Caltrans has identified the following themes as the most valuable opportunities with regards to potential transportation improvement categories within the corridor:

- Highway Operational Mobility Improvements
  - Strategic improvements at spot locations/bottlenecks
- Access Management and Functional Preservation
  - Balancing overall safety and mobility for all users along with the needs of adjacent land uses
- Transit Improvements
  - In coordination with SC Metro, enhancements to transit services and infrastructure
- Active Transportation Improvements
  - Enhance active transportation crossing opportunities, mobility on parallel facilities, and connectivity with mobility hubs.

Caltrans plans to seek feedback from the ITAC regarding these themes. Discussion questions include:

- Are these themes appropriate based on the ITAC member technical and local expertise?
- Are there other themes that should be considered?
- Are there any specific locations or examples of needs, challenges, or improvement concepts within these areas?

Caltrans is emphasizing that the corridor planning effort is merely the beginning of a lengthy process. Recommendations and improvement concepts identified in the plan would require additional steps to advance toward project implementation. These steps typically involve ability to obtain grant funding and/or funding partnerships with local agencies and jurisdictions. While a project's inclusion in a corridor plan does not in itself guarantee implementation, it is a valuable first step in the process.

**Staff recommends that committee members receive information from Caltrans staff and provide input regarding the Highway 17 CMCP, including a summary, current status, and planned next steps.**

## **SUMMARY**

Caltrans staff will present information on the State Route 17 Comprehensive Multimodal Corridor Plan (CMCP).

### Attachments:

1. CMCP Workshop Flyer
2. CMCP Fact Sheet
3. CMCP Goals and Objectives



## Join a Virtual Public Workshop to Learn About and Provide Input on the State Route (SR) 17 Comprehensive Multimodal Corridor Plan (CMCP).

- Thursday, February 19, 2026 at 6 p.m. PST
- Tuesday, February 24, 2026 at 6 p.m. PST

Join us via Teams for a virtual public workshop on the SR 17 CMCP. There will be one workshop on Thursday, February 19<sup>th</sup> at 6 p.m. and one workshop on Tuesday, February 24<sup>th</sup> at 6 p.m. Both workshop dates will have the same content. The workshops will be recorded and posted to the project website.

This meeting serves as an opportunity to learn more about the Plan and proposed projects, ask questions, and share your experiences traveling on the SR 17 corridor.

**Interpretation will be available in Spanish and Chinese.**

### Meeting Information

<https://teams.microsoft.com/meet/25242995577988?p=QPxEf9akg7zxG00Ua3>

\*Pre-registration is not required.

To join from a computer: open the link in a browser.

To join from a cell phone or tablet: download and install the Microsoft Teams app.

**Dial-in:** [+1 279-895-7250](tel:+12798957250), [267336722](tel:+1279336722)#

**Meeting ID:** 252 429 955 779 88

We will conduct an interactive Q&A during the meeting. We are interested in hearing from you - if you have any questions, comments, or discussion topics, please contact us at [stateroute17ra@dot.ca.gov](mailto:stateroute17ra@dot.ca.gov) or by voicemail at **855-925-2801 (code 4936)**

For more information on the plan, visit the Caltrans SR 17 CMCP

Project Website: <https://engage.dot.ca.gov/t31212>



# FREQUENTLY ASKED QUESTIONS

This is a reference with common questions fielded by the project team and a brief summary of responses and discussions connected to these FAQs. This is intended to serve as a living document that will be updated periodically throughout the plan's development.

## What is the purpose of this plan?

This plan will discuss critical sustainability issues along the corridor, such as climate change resiliency, emergency management, and wildlife habitat connectivity. These topics are included in addition to the topics that are studied in a typical corridor plan, such as safety, reliability, and multimodal accessibility.

## What is a Comprehensive Multimodal Corridor Plan?

A Comprehensive Multimodal Corridor Plan, or CMCP, is a type of plan designed to reduce congestion in highly traveled corridors by providing more transportation choices for residents, commuters, and visitors to the area of the corridor while preserving the character of the local community and creating opportunities for neighborhood enhancement projects. A CMCP follows guidelines established by the California Transportation Commission (CTC). The CTC requires projects to be included in a CMCP to be eligible for the [Senate Bill 1 \(SB 1\) Solutions for Congested Corridors Program](#).

## What are the primary goals?

The overarching vision guiding this plan is resiliency. Resilience is the characteristic of a system that allows it to absorb, recover from, or more successfully adapt to adverse effects. In addition to this vision, the primary goals include safety and efficiency; goods movement and economy; maintenance and emergency management; air quality and demand management; and multimodal accessibility.

## What are the plan limits/what communities will be affected?

The study area includes the full limits of the SR 17 corridor, between the City of Santa Cruz in Santa Cruz County and the City of San Jose in Santa Clara County. As a Comprehensive Multimodal Corridor Plan, the study area includes communities that may be impacted by the plan as well as intersecting, adjacent, and surrounding transportation facilities in addition to the highway corridor.

## Who is Caltrans working with during the plan development?

We are interested in working with a broad range of partners, stakeholders, organizations, and the traveling public. Examples of partners and stakeholders include regional transportation agencies, counties, cities, transit agencies, emergency services, environmental organizations, and community groups.

## When will the plan be completed?

A draft report is scheduled to be released for public review and comment in late fall 2025. This review period will include opportunities to provide input and help prioritize the strategy and project recommendations in the final plan. The plan is scheduled to be approved and finalized in early calendar year 2026.



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# FREQUENTLY ASKED QUESTIONS

## What types of projects are expected to be included in the plan?

As a comprehensive plan, we expect the project recommendations to reflect the broad range of goals and objectives established for the plan. We anticipate major project recommendations from previous planning efforts to be carried forward within this plan, if confirmed as applicable.

## When will improvements occur? How soon can we expect improvements after the study is completed?

There is no definitive timeline for project implementation. The corridor planning phase is the first step of the long process of transportation project implementation. Following completion of the plan, the next step will be to incorporate priority projects into Regional Transportation Plans (RTPs) for Santa Cruz and Santa Clara Counties. Integration within future RTPs will be essential for bringing these concepts into further project phases.

## Why is a corridor plan needed?

The Caltrans Mission is to improve lives and communities through transportation. Corridor plans play an active role in achieving this mission to serve the traveling public. This corridor plan will identify trends and deficiencies within the SR 17 multimodal corridor. It is intended to provide a basis for considering future actions to meet our goals and objectives of the corridor over the long-term. This information is valuable to Caltrans and its local and regional partners as they consider needs and priorities for future investments.

## Who can I contact if I have questions?

General inquiries can be sent to our team's shared email account at [stateroute17ra@dot.ca.gov](mailto:stateroute17ra@dot.ca.gov). For detailed questions, comments, or discussion feel free to contact Kelly McClendon, Senior Transportation Planner, at [Kelly.McClendon@dot.ca.gov](mailto:Kelly.McClendon@dot.ca.gov) or 805-393-4729.

## How can I get involved?

To receive updates and learn about opportunities to provide input, press the subscribe button found on the [website](#). Engagement opportunities include general input about the corridor through the website and email, engagement through public meetings, and a review of the draft document. More information about the public meetings and draft document will be released following the published schedule.

## Who do I contact with general questions about the corridor not relating to the plan?

Please refer to the following resources as necessary:

- To report an emergency, please call 911
- To report non-emergencies to California Highway Patrol, please call 1-800-TELL-CHP (1-800-835-5247)
- To review road conditions, incidents, closures, and other info, please visit <https://quickmap.dot.ca.gov/> or call the hotline at 1-800-427-7623
- To submit a Caltrans Customer Service Request, please visit <https://csr.dot.ca.gov/>

June 27, 2025



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# GOALS AND OBJECTIVES

The Goals and Objectives for the State Route 17 (SR 17) Comprehensive Multimodal Corridor Plan represent a consensus that was reached through a collaborative process. These were developed based on input from our partners, stakeholders, and travelers throughout the SR 17 corridor study area. This process also included participation from multiple functional units within Caltrans. Furthermore, this policy framework aligns with established policies at the state, regional, and local levels as well as Caltrans and California Transportation Commission guidelines relating to corridor planning.

OVERARCHING VISION
Preserve and enhance the SR 17 corridor by tying resiliency into all steps of the corridor planning process, leading to projects and strategies that help address events related to climate change and other emergencies

GOAL	OBJECTIVE
Improve safety, efficiency, and reliability along the corridor	<ul style="list-style-type: none"> <li>• Reduce collision rates for all modes of transportation</li> <li>• Reduce recurring delay and congestion along the corridor</li> <li>• Improve travel time reliability across all modes</li> </ul>
Ensure that the infrastructure within the SR 17 corridor is well maintained, creating ease of access for emergency responders needing to travel on the corridor	<ul style="list-style-type: none"> <li>• Maintain the “Fix-it-First” approach to minimize closures due to infrastructure along the corridor</li> <li>• Provide optimal roadway conditions for emergency response and first responders needing to travel through the corridor.</li> </ul>
Improve the air quality and reduce greenhouse gas (GHG) emissions along the corridor	<ul style="list-style-type: none"> <li>• Promote alternative modes of transportation and reduce reliance on single occupant vehicles to reduce emissions</li> </ul>
Support projects and strategies that increase the efficiency of goods movement and accessibility to economic opportunities	<ul style="list-style-type: none"> <li>• Improve freight mobility</li> <li>• Promote access to economic opportunities for travelers and communities within the corridor</li> </ul>
Reinforce efficient land use policies and strategies that reduce vehicle trips and trip length, help to promote equity in underserved communities, and increase accessibility to multimodal transportation choices	<ul style="list-style-type: none"> <li>• Make access to sustainable, affordable multimodal transportation systems easier for all commuters to improve connections to other regional hubs</li> <li>• Promote access to affordable transportation options for residents with limited access to personal vehicles</li> </ul>

June 27, 2025



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**AGENDA:** February 19, 2026

**TO:** Interagency Technical Advisory Committee (ITAC)  
**FROM:** Marshall Ballard, Transportation Planner  
**RE:** Construction safety for roadwork and encroachments affecting bicyclists and pedestrians

---

## **RECOMMENDATION**

Staff recommends that the Committee discuss an issue brought forth by RTC Bicycle Advisory Committee (BAC) members serving on the ad-hoc subcommittee for construction zone safety and previously discussed in past meetings of the BAC and the Community Traffic Safety Coalition (CTSC) regarding construction safety for roadwork and encroachments affecting bicyclists; the subcommittee also requests that the RTC Elderly & Disabled Transportation Advisory Committee (E&DTAC) and the Interagency Technical Advisory Committee (ITAC) consider joining efforts.

---

## **BACKGROUND**

Since February 2023, the topic of construction zone negative impacts on bicyclists has been discussed at multiple meetings of the BAC, including a staff report in May 2023. The topic has also been raised at E&DTAC meetings. Especially since Fall of 2022, lengthy roadwork projects in Santa Cruz County have shown that bicyclists can be either not considered or inadequately considered when construction work occurs along roadways. An ad-hoc subcommittee of the BAC was formed and members had individual meetings with managers of the public works departments of the county and four cities. Since that time, noticeable progress has not occurred. However, the subcommittee has made recent strides in discussions with the public works departments and has prepared solutions that they may be willing to implement.

## **DISCUSSION**

In order to facilitate discussion and ideas to improve bicycle safety and accommodation near construction zones, in early 2023 staff and members of the subcommittee requested information from the CTSC and the local road jurisdictions regarding what is currently recommended and what is required.

The topic has been discussed in the past by the CTSC, who produced a set of recommended guidelines over 20 years ago which were last updated in 2015 ([Attachment 3](#)).

Current requirements as reported by the jurisdictions tend to refer their employees, contractors, or encroaching parties to follow certain sections of the California MUTCD. However, many sections pertaining to bicyclist safety and access are not being followed. Many of the issues that have been observed by BAC members, staff, and RTC Hazard Reports indicate that inspections are not occurring or are not recognizing violations of the MUTCD standards. Since January 2023, there have been 20 bicycle and 4 pedestrian hazard reports related to construction zone issues.

In December 2025, the subcommittee met with managers of all the public works departments together except for the City of Santa Cruz. The managers indicated they will consider recommendations that reference the MUTCD. The subcommittee has prepared two documents:

1. "Draft Issues and Priorities for Bicycle and Pedestrian Safety in Construction Zones" ([Attachment 1](#)) *summarizes need for improvement and identifies, with references to the MUTCD, recommended actions for jurisdictions to implement*
2. "Bicycle and pedestrian excerpts from the MUTCD Section 6 Temporary Traffic Control" ([Attachment 2](#)) *identifies and highlights relevant parts of the California MUTCD more completely, preserving the MUTCD formatting*

It may be the case that local jurisdictions need to improve the amount of review of their own and contractors' temporary traffic control (TTC) plans, as well as the amount of field inspections performed during major projects, to ensure that requirements are being followed. Fines or contractor disqualification for future work or encroachments may be considered as enforcement options. In addition, for major projects, jurisdictions could attempt to provide TTC plans to the public or advisory committees in advance to allow input.

Any jurisdiction may take action to use non-standard signs on their roads if they choose to do so. The size and quantity of signs placed in the road should be considered if their presence itself is an unavoidable hazard to bicyclists.

The Committee may wish to discuss these or other ideas and consider its own specific recommendations to local jurisdictions and/or RTC Commissioners to make policy changes to improve bicycle safety in construction zones.

## **SUMMARY**

Staff recommends that the ITAC discuss the issue of bicyclist and pedestrian safety in construction zones, provide input, and consider next steps.

## **ATTACHMENTS**

1. "Draft issues and Priorities for Bicycle and Pedestrian Safety in Construction Zones"
2. "Bicycle and Pedestrian excerpts from the MUTCD Section 6 Temporary Traffic Control"
3. "Recommended Guidelines to protect the safety of bicyclists and pedestrians, including those with disabilities, during road construction, maintenance, or encroachment" (2015)

**Bicycle Advisory Committee**  
**Draft Issues and Priorities for Bicycle and Pedestrian Safety in Construction Zones, dated January 18, 2026**

This document is intended to prioritize the measures and signage that the BAC considers necessary to improve safety for bicyclists and all types of pedestrian users in construction zones. Originally, this document was the “Recommended Guidelines to Protect the Safety of Bicyclists and Pedestrians Including Those with Disabilities,” dated January 2015, prepared by the Santa Cruz County Community Traffic and Safety Coalition, with funding from the SCCRTC. This new document is revised and updated, but includes the original recommendations, identified as Problems and Solutions. References to sections in the CA MUTCD 2014, revision 9, effective 4/01/25 pending ADA compliance review, are **highlighted in yellow**. Problems and goals identified are:

1. The MUTCD is the state standard for all road construction projects, but the measures one sees in practice as a bicyclist or pedestrian vary widely or are not implemented. Improvement is needed to ensure the safety of all road users, especially bicyclists and pedestrians.
2. The MUTCD standards are often not implemented consistently or are absent from construction zones, creating hazardous conditions for all users - improvement is critical to avoid injury or collisions.
3. The MUTCD designates measures and signs as “Standards,” “Guidance,” and “Support,” but many of these items should be considered requirements.
4. During road construction, Temporary Traffic Control (TTC) devices, such as large signs and cones, may create hazards for bicyclists and pedestrians by blocking the bike lane or sidewalk where it wouldn’t otherwise be blocked unless due to construction.
5. Additional hazards may include a lack of lighting at night and/or lack of advance warning of construction ahead.

**Goal 1: Consistent MUTCD standards implementation across all jurisdictions within the County.**

**Goal 2: Implement more fully the MUTCD standards pertaining to bicyclist and pedestrian safety. See attached excerpts from the MUTCD Section 6 TTC pertaining to pedestrian and bicyclist safety (28 pages).**

6. Actions to improve traffic and construction zone safety and putting traffic control plans into practice need to be actively not passively (complaint driven) enforced. Standards compliance should be **inspected** in the field on a regular basis by a designated Public Works Inspector and periodically during each phase of a construction project. **Section 6D.01 Pedestrian Considerations, Guidance 11 G**

**Goal 3: Improve safety and consistency by active enforcement of the standards**

and traffic control plans. If education is ineffective, consider penalties.

## I. Overall Considerations:

**The California Manual of Uniform Traffic Control Devices 2014 Edition revision 9 (CA MUTCD), Part 6, Section 6A.01 General states:**

“The needs and control of all road users (motorists, bicyclists, and pedestrians within the Highway, or on private roads open to public travel (see definition in Section 1A.13), including persons with disabilities, in accordance with the Americans with Disabilities Act of 1990 (ADA), Title II, paragraph 35.130), through a TTC zone shall be an essential part of highway construction, utility work, maintenance operations, and the management of traffic incidents.

And

### **Section 6C.01 Temporary Traffic Control Plans**

Support:

*06 Provisions for effective continuity of accessible circulation paths for pedestrians should be incorporated into the TTC process. Where existing pedestrian routes are blocked or detoured, information should be provided about alternative routes that are usable by pedestrians with disabilities, particularly those who have visual disabilities. Access to temporary bus stops, travel across intersections with accessible pedestrian signals (see Section 4E.09), and other routing issues should be considered where temporary pedestrian routes are channelized. Barriers and channelizing devices that are detectable by people with visual disabilities should be provided.*

The following fundamental principles **shall** be followed in TTC zones:

1. **Bicycle and pedestrian movement shall be disrupted as little as practicable. Section 6B.01 Fundamental Principals, Guidance 2, E**
2. Bicyclists and pedestrians, including those with disabilities, **shall** be provided with access and reasonably safe passage through the TTC zone. **Section 6B.01, Guidance 2, E**
3. Motorists, bicyclists, and pedestrians **shall be guided in a clear and positive manner** while approaching and traversing TTC zones and incident sites. **Section 6B.01, Guidance 2 E, and Guidance 3**
4. Adequate warning shall be provided in advance, through TTC zones. **Section 6B.01, 3, A and 4 B** and when the roadway is inadequate to allow bicycles and motor vehicles to travel side by side, warning signs to motorists **Section 6D.101, Bicycle Considerations, Support B signs directing bicyclists, and Guidance, 01 D**
5. Consider reduced speed limits in TTC zones per **Section 6C Temporary Traffic Control Zones Reduced Speed Limits in TTC Zones.**
6. Signalized traffic control shall allow **adequate time** for pedestrians and bicyclists to pass through.
7. Appropriate caution signs **shall be posted** to warn motorists to slow down and watch for bicyclists and pedestrians whenever the bikeway or walkway is blocked or narrowed including Share the Road signs. **Section 6G.05 (Work Affecting Pedestrian and Bicycle Facilities) 6b (Share the Road plaque)**
8. Different signage and controls may be necessary during and after construction hours. Construction signs **shall be removed promptly** when construction pauses or ends for the day.

9. Prior to project sign off or final, pavement in the bikeway and walkway surfaces must be verified as even. Overlay shall be smoothed at drainage grates, manholes, gutter pans, and after trenching.
10. The highway agency in charge of the TTC zone should regularly inspect the activity area so that effective pedestrian TTC is maintained. **Section 6D, Guidance 30**

Considerations for Bicyclists and Pedestrians are different, generally a travel route that replicates characteristics of a wide paved shoulder or bikeway through the TTC zone is desirable; however safe road conditions need to be addressed along with signs through the TTC zone **Section 6D.101(CA) Bicycle Considerations**. Considerations for Pedestrian safety, especially those for wheelchair users and visual and auditory disabilities are numerous and complex.

## II. Safety Requirements

### Hazards to Bicyclists

- Advance warning is required if bikeway is obstructed or blocked, **Section 6D.101 (CA) Guidance Bicycle Considerations, D; and Section 6B.01 Fundamental Principles, Guidance 7A** and for rough pavement or gravel.
- If motorists are detoured, a safe corridor shall be left open for bicyclists where possible.
- When construction blocks the bikeway, accommodations shall be made for bicyclists if they are made for motorists.
- Bicyclists shall not be led into direct conflicts with mainline traffic, work site vehicles, or equipment moving through or around the TTC zone. **Section 6D.101 (CA) Guidance Bicycle Considerations, Standard, E**
- No signs, equipment, or debris shall be placed in the bikeway without a safe clearly marked detour. Signs placed in the bike lane create a hazard. **Section 6C.03 Components of TTC zones; and 6D.01 Pedestrian Considerations, 05 and Section 6F.03 Sign Placement, Guidance 08 and Standard 09**. Where a lane is closed, placing a 36" x 36" diagonal (4.24' wide) or larger sign and a cone blocking the sidewalk or bike lane without a detour is not acceptable. The minimum size sign shall be used. **Section 6F.02 General Characteristics of Signs, Standard 09, Table 6F-1 and 6F1(CA)**. Typically signs are placed in the bike lane instead of blocking the sidewalk (when a sidewalk is present).

Bicyclists prefer, if signs must be placed in the bike lane, that they are smaller than the MUTCD minimum size so the signs do not block or obstruct the bikeway, which otherwise wouldn't be blocked without a sign.

Although engineers have stated that only measures and signs referenced in the MUTCD will be utilized, the MUTCD does allow flexibility: "...Such statutes shall provide sufficient flexibility in the applications of TTC to meet the changing conditions in the TTC zone." **Section 6A.01 General, Standard 10 and Option 13**. The rigid application of TTC may be easier to gain acceptance but is not a requirement. The statute states that flexibility, more specific requirements & practices than the state standards including for signs can be utilized. **Section 6F.02 General Characteristics of Signs, Standard 11, Support 13**

(deviations and special wording); and Section 6G.05, Guidance 03. The MUTCD also references standards including NACTO and ADA, ADAAG.

- Construction warning signs shall **be placed a minimum of 2 feet outside** the bikeway and walkway to prevent the sign itself from becoming a barrier.
- Where it is not safe road passage, a safe **alternative route or well-marked detours shall be provided**. Section 6G.05 Work Affecting Pedestrian and Bicycle Facilities, Option 10; and Section 6F.59 Detour Signs
- If a safe rideable **alternative route** is not possible, **"End Bike Lane"** and **"Bikes May Use Full Lane" (BMUFL) signs** and **"Share the Road" signs shall be posted** to require cyclists to merge into the travel lane or TTC signal. Section 6D.01 Pedestrian and Worker Safety, Guidance 11 E; and Section 6G.05 Work Affecting Pedestrian and Bicycle Facilities, Guidance 05, 6a, 6b, 07, 08, 09 and Option 10  
Additionally: Utilize three-foot distance between vehicles and bicyclists as a road sign (required by law).
- **Safe, accessible, and well-signed alternative routes or detours shall be established** for pedestrians when the walkway is blocked, ensuring access for wheelchairs users Section 6D.01 Pedestrian and Worker Safety, Option 05 and for stroller and carts.
- Reflective signage on barricades with flashers **shall be used for night safety**. Section 6F.02 General Characteristics of Signs, Standard 14; and 6F.71 Longitudinal Channeling Devices, Guidance 03; and 6F.72 Temporary Lane Separators, Standard 04
- Any construction or sign that blocks the bikeway **shall allow sufficient sight minimum distance of 100 feet**, including **nighttime visibility**, for cyclists to merge safely. Utilize "Share the Road" (and "End Bike Lane", "BMUFL" signs similarly for vehicles Section 6G.05 Work Affecting Pedestrian and Bicycle Facilities, Guidance 05, 6a, 6b.
- Poor pavement transitions (e.g., metal plate edges or pavement removal/resurface areas) **must be tapered** with a smooth taper ratio (e.g., "1:12 slope ratio") and **must not** be parallel to the line of travel. Section 6D.01, Pedestrian Considerations, Guidance C, 11A to G
- Metal plate edges **shall not** be placed in the middle of the bikeway.
- Debris in the bikeway or walkway shall **be cleared at the end of each workday**.
- **"Rough Surface"** or **"Uneven Pavement"** warning signs **shall be posted** at the beginning of the work area and **kept posted** at the end of the workday.
- Temporary traffic signals **shall** be timed to accommodate bicyclists, factoring in slower speeds (especially uphill). Push button signals or special bicycle loop detectors shall be utilized if practical.

#### **Hazards to All Pedestrians (Including Visually Impaired and Mobility Device Users)**

- If any sidewalk is affected: blocked or hazardous including blocked by signs, there shall be **advance warning**. 6D.01 Pedestrian Considerations, Standard 03, 04, Option 05. Allow pedestrians to exit the walkway at a prior curb cut and the alternative route shall include a curb cut or ramp to exit.
- If any sidewalk is affected: blocked or hazardous including blocked by signs, provisions are required for **safety at night** including reflectorized surfaces. Section 6F.02 General Characteristics of Signs, Standard 14; and Section 6F.71 Longitudinal Channelizing

**Devices, Guidance 03; and 6F.72 Temporary Lane Separators, Standard 04**

- Provisions for effective continuity of accessible circulation paths for pedestrians shall (not should) be incorporated in the TTC process including **alternative routes** that are usable by pedestrians with disabilities, especially those with visual disabilities. **Section 6D.01 Pedestrian Considerations, Option 05; and Section 6C.01 Temporary Traffic Control Plans, Support 06; and Section 6G.05 Work Affecting Pedestrian and Bicycle Facilities, Guidance 03 and 07, Standard 08, 09, and 10**
- Pedestrians shall not be led into conflicts with vehicles, equipment, and operations through or around the worksite. **Section 6D.01 Pedestrian Considerations, 07, A, B, and C**
- An **alternate route or detour shall** be negotiable by pedestrians using wheelchairs **Section 6D.01 Pedestrian Considerations, Standard 04, Option 05 and 07 A, B, C, and Guidance 11 A through G**, (and for strollers, carts, etc).
- Signs, barricades **shall not** block the walkway or encroach on the minimum clearance. Sign supports shall be located a minimum lateral width of 4 feet for pedestrian sidewalk or pathway, signs and a minimum height shall be 7 feet unobstructed. **Section 6D.01, 10, 11 D and Section 6F.03 Sign Placement, Standard 05, Guidance, 08; and Standard 09; including Section 4.4; ADAAG (see section 1A.11);** Maintain a pedestrian facility a minimum 60-inch width or provide passing space, 60" x 60" every 200 feet.). **Section 6F.68 Barricades, Guidance 10 and 11**
- The continuous pedestrian facility surface and within the 60-inch envelope **shall be firm, stable, and slip-resistant** for complete ADA compliance. **Section 6D.01 Pedestrian Considerations, Guidance, 11, C, and Signs 6F.45 Uneven Lanes Guidance 01 through 02, Support 03, Option 04**
- If sidewalk closed or pedestrian flow is restricted **Section 6F.14 Sidewalk Closed Signs, Guidance 01 to 05 and Support 06.** Provide audible information or detectable barriers for people with visual disabilities. **Section 6F.16 Warning Signs, Standard, Option 08 and Support 09.** Obstruction includes equipment, or debris in addition to signs and devices.
- Devices used to channelize pedestrians: there shall be a **continuous detectable** (solid barrier) bottom and top surfaces to users of long canes and persons with low vision. **Section 6F.63 Channelizing Devices, Standard, 04 and 05.** Continuous detectable edging **shall** (not should) be provided throughout the entire length of the pedestrian facility. **Section 6D.01 Pedestrian Considerations, Guidance 11, F and Section 6F.74 Detectable Edging, Support 01, Guidance 02, through 05).**
- A blocked or hazardous walkway shall have a **solid barrier** discernible by a guide dog or cane. **Section 6D.01 Pedestrian Considerations, Standard 04.** Barriers **shall** have a portion low and solid enough to be easily discernible by a cane, guide dog, or child with a maximum height of 27 inches for the lower solid portion to ensure cane detection, consistent with ADA guidelines (**Note: Check ADA to verify**).
- Accommodation for the needs of pedestrians including those with disabilities such as hearing, visual, or mobility is required for a clearly delineated and usable travel path including surfaces rough pavement, grooves, or gravel. **Section 6D.01, Pedestrian Considerations, Support 01 and Guidance, 11 and, A and C**
- Rocks of **3 inches in diameter or greater are strictly prohibited (?)** as they may

cause severe injury to wheelchair occupants. (Note: Check with ADA re rocks - I would think a 1" rock would be hazardous, I don't know where the 3" came from).

- Temporary pavement or metal plates **shall** have **cold mix asphalt tapered at the edges** with a smooth taper ratio (e.g., "1:12 slope ratio") to ensure bicyclist, pedestrian, and wheelchair traveler safety. Sign **Section 6F.46 Steel Plate Ahead** may have a warning sign (uneven & slippery).
- Prior to project sign-off, pavement in the bikeway and walkway **must be verified as even**. Overlay **shall be smoothed** at drainage grates, manholes, gutter pans, and after narrow trenching in the bikeway.

**References:**

Source document: CA MUTCD, Part 6 TTC:

<https://dot.ca.gov/-/media/dot-media/programs/safety-programs/documents/ca-mutcd/rev9/2025-camutcd-2014-rev9-all.pdf>

BAC Bicycle & Pedestrian Safety References:

<https://docs.google.com/document/d/10gR-l3wyZ7-vZh5EopvPzisO65mdvFky/edit>

SCCRTC Bicycle Advisory Committee (BAC) Adhoc Committee – Safety in Construction Zones, BAC Bicycle & Pedestrian Safety References, dated 1-19-26

KEY:

Sections highlighted in yellow are relevant to bicycle and pedestrian users

Blue text - is original from the CA MUTCD revision 9, ADA review pending

Underline - is added for emphasis or informational purposes

**BAC priorities** (highlighted green, not highlighted are desired measures, but not referenced to the MUTCD)

Note: BAC committee comments are included as NOTE:

The original MUTCD formatting is preserved

The following are excerpts from: CAMUTCD 2014, Revision 9, effective 4/01/25, pending ADA compliance review:

Part 6 – Temporary Traffic Control,

Chapter 6a General

Section 6A.01 General

Standard:

02 The needs and control of all road users (motorists, bicyclists, and pedestrians within the highway, or on private roads open to public travel (see definition in Section 1A.13), including **persons with disabilities** in accordance with the Americans with Disabilities Act of 1990 (ADA), Title II, Paragraph 35.130) through a TTC zone shall be an essential part of highway construction, utility work, maintenance operations, and the management of traffic incidents.

Support:

03 **When the normal function of the roadway, or a private road open to public travel (see definition in Section 1A.13), is suspended, TTC planning provides for continuity of the movement of motor vehicle, bicycle, and pedestrian traffic (including accessible passage); transit operations; and access (and accessibility) to property and utilities.**

Standard:

10 TTC plans and devices shall be the responsibility of the authority of a public body or official having jurisdiction for guiding road users. There shall be adequate statutory authority for the implementation and enforcement of needed road user regulations, parking controls, speed zoning, and the management of traffic incidents. **Such statutes shall provide sufficient flexibility in the application of TTC to meet the needs of changing conditions in the TTC zone.**

Option:

13 **TTC plans may deviate from the typical applications described in Chapter 6H to allow for conditions and requirements of a particular site or jurisdiction.**

17 It is the responsibility of the Contractor or Organization performing work on, or adjacent to, a highway to install and maintain such devices which are necessary to provide passage for the traveling public (including **pedestrians and bicyclists**) through the work, as well as for the safeguard of workers.

## CHAPTER 6B. FUNDAMENTAL PRINCIPLES

### Section 6B.01 Fundamental Principles of Temporary Traffic Control

Support:

*Guidance:*

*05 Road user and worker safety and accessibility in TTC zones should be an integral and high-priority element of every project from planning through design and construction. Similarly, maintenance and utility work should be planned and conducted with the safety and accessibility of all motorists, **bicyclists, pedestrians (including those with disabilities)**, and workers being considered at all times. If the TTC zone includes a grade crossing, early coordination with the railroad company or light rail transit agency should take place.*

Support:

06 **Formulating specific plans for TTC at traffic incidents is difficult because of the variety of situations that can arise.**

*Guidance*

*07 The following are the seven fundamental principles of TTC:*

*1. General plans or guidelines should be developed to provide safety for motorists,*

*bicyclists, pedestrians, workers, enforcement/emergency officials, and equipment, with the following factors being considered:*

*B. A TTC plan, in detail appropriate to the complexity of the work project or incident, should be prepared and understood by all responsible parties before the site is occupied.*

#### Standard:

Any changes in the TTC plan should **shall** be approved by an official who is knowledgeable (for example, trained and/or certified) in proper TTC practices **the Engineer or the Engineer's designee of the public agency or authority having jurisdiction over the highway.**

#### Guidance

*2. Road user movement should be inhibited as little as practical, based on the following considerations:*

*E. Bicyclists and pedestrians, including those with disabilities, should be provided with access and reasonably safe passage through the TTC zone.*

*3. Motorists, bicyclists, and pedestrians should be guided in a clear and positive manner while approaching and traversing TTC zones and incident sites. The following principles should be applied:*

*A. Adequate warning, delineation, and channelization should be provided to assist in guiding road users in advance of and through the TTC zone or incident site by using proper pavement marking, signing, or other devices that are effective under varying conditions. Providing information that is in usable formats by pedestrians with visual disabilities should also be considered.*

*B. TTC devices inconsistent with intended travel paths through TTC zones should be removed or covered. However, in intermediate-term stationary, short-term, and mobile operations, where visible permanent devices are inconsistent with intended travel paths, devices that highlight or emphasize the appropriate path should be used. Providing traffic control devices that are accessible to and usable by **pedestrians with disabilities** should be considered.*

*7. Good public relations should be maintained by applying the following principles:*

*A. The needs of all road users should be assessed such that appropriate advance notice is given and clearly defined alternative paths are provided.*

## CHAPTER 6C. TEMPORARY TRAFFIC CONTROL ELEMENTS

### Section 6C.01 Temporary Traffic Control Plans

#### Support:

*06 Provisions for effective continuity of accessible circulation paths for pedestrians should be incorporated into the TTC process. Where existing pedestrian routes are blocked or detoured, information should be provided about alternative routes that are usable by pedestrians with disabilities, particularly those who have visual disabilities. Access to temporary bus stops, travel across intersections with accessible pedestrian signals (see Section 4E.09), and other routing issues should be considered where temporary pedestrian routes are channelized. Barriers and channelizing devices that are detectable by people with visual disabilities should be provided.*

#### Guidance:

10 Provisions for effective continuity of transit service should be incorporated into the TTC planning process because often public transit buses cannot efficiently be detoured in the same manner as other vehicles (particularly for short-term maintenance projects). Where applicable, the TTC plan should provide for features such as accessible temporary bus stops, pull-outs, and satisfactory waiting areas for transit patrons, **including persons with disabilities**, if applicable (see Section 8A.08 for additional light rail transit issues to consider for TTC).

Note: The below Reduced Speed Limit in TTC Zones section excerpt is included as an informational reference since lower speeds are considered safer for bicyclists and pedestrians and reduce the severity injuries from collisions, so therefore the BAC recommends reduced speed limits.

#### **Reduced Speed Limits in TTC Zones**

#### Guidance:

12 Reduced speed limits should be used only in the specific portion of the TTC zone where conditions or restrictive features are present. However, frequent changes in the speed limit should be avoided. A TTC plan should be designed so that vehicles can travel through the TTC zone with a speed limit reduction of no more than 10 mph.

13 A reduction of more than 10 mph in the speed limit should be used only when required by restrictive features in the TTC zone. Where restrictive features justify a speed reduction of more than 10 mph, additional driver notification should be provided. The speed limit should be stepped down in advance of the location requiring the lowest speed, and additional TTC warning devices should be used.

14 Reduced speed zoning (lowering the regulatory speed limit) should be avoided as much as practical because drivers will reduce their speeds only if they clearly perceive a need to do so.

**Standard:**

**14a The justification for the reduced regulatory speed limit shall be documented in writing. Refer to CVC 21367 and 22362.**

**Option:**

**14b Reduced speed limits in construction zones may be established by an engineering analysis, which may include a traffic and engineering survey.**

**Support:**

15 Research has demonstrated that large reductions in the speed limit, such as a 30 mph reduction, increase speed variance and the potential for crashes. Smaller reductions in the speed limit of up to 10 mph cause smaller changes in speed variance and lessen the potential for increased crashes. A reduction in the regulatory speed limit of only up to 10 mph from the normal speed limit has been shown to be more effective.

**Section 6C.03 Components of Temporary Traffic Control Zones**

**Support:**

01 Most TTC zones are divided into four areas: the advance warning area, the transition area, the activity area, and the termination area. Figure 6C-1 illustrates these four areas. These four areas are described in Sections 6C.04 through 6C.07.

**CHAPTER 6D. PEDESTRIAN AND WORKER SAFETY**

**Section 6D.01 Pedestrian Considerations**

**Support:**

01 A wide range of pedestrians might be affected by TTC zones, including the young, elderly, and people with disabilities such as hearing, visual, or mobility. These pedestrians need a clearly delineated and usable travel path. Considerations for pedestrians with disabilities are addressed in Section 6D.02.

**Standard:**

02 The various TTC provisions for **pedestrian** and worker safety set forth in Part 6 shall be applied by knowledgeable (for example, trained and/or certified) persons after appropriate evaluation and engineering judgment.

03 Advance notification of sidewalk closures shall be provided by the maintaining agency.

04 If the TTC zone affects the movement of pedestrians, adequate pedestrian access and walkways shall be provided. If the TTC zone affects an accessible and detectable pedestrian facility, the accessibility and detectability shall be maintained along the alternate pedestrian route.

**Option:**

05 If establishing or maintaining an alternate pedestrian route is not feasible during the project, an alternate means of providing for pedestrians may be used, such as adding free bus service around the project or assigning someone the responsibility to assist pedestrians with disabilities through the project limits.

**Support:**

06 It must be recognized that **pedestrians** are reluctant to retrace their steps to a prior intersection for a crossing or to add distance or out-of-the-way travel to a destination.

*Guidance:*

07 The following three items should be considered when planning for pedestrians in TTC zones:

A. Pedestrians should not be led into conflicts with vehicles, equipment, and operations.

B. Pedestrians should not be led into conflicts with vehicles moving through or around the worksite.

C. Pedestrians should be provided with a convenient and accessible path that replicates as nearly as practical the most desirable characteristics of the existing sidewalk(s) or footpath(s).

08 A pedestrian route should not be severed and/or moved for non-construction activities such as parking for vehicles and equipment.

09 Consideration should be made to separate pedestrian movements from both worksite activity and vehicular traffic. Unless an acceptable route that does not involve crossing the roadway can be provided, pedestrians should be appropriately directed with advance signing that encourages them to cross to the opposite side of the roadway. In urban and suburban areas with high vehicular traffic volumes, these signs should be placed at intersections (rather than midblock locations) so that pedestrians are not confronted with midblock worksites that will induce them to attempt skirting the worksite or making a midblock crossing.

Support:

10 Figures 6H-28 and 6H-29 show typical TTC device usage and techniques for pedestrian movement through work zones.

*Guidance:*

11 To accommodate the needs of pedestrians, including those with disabilities, the following considerations should be addressed when temporary pedestrian pathways in TTC zones are designed or modified:

A. Provisions for continuity of accessible paths for pedestrians should be incorporated into the TTC plan.

B. Access to transit stops should be maintained.

C. A smooth, continuous hard surface should be provided throughout the entire length of the temporary pedestrian facility. There should be no curbs or abrupt changes in grade or terrain that could cause tripping or be a barrier to wheelchair use. The geometry and alignment of the facility should meet the applicable requirements of the "Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG)" (see Section 1A.11).

D. The width of the existing pedestrian facility should be provided for the temporary facility if practical. Traffic control devices and other construction materials and features should not intrude into the usable width of the sidewalk, temporary pathway, or other pedestrian facility. When it is not possible to maintain a minimum width of 60 inches throughout the entire length of the

pedestrian pathway, a 60 x 60-inch passing space should be provided at least every 200 feet to allow individuals in wheelchairs to pass.

E. Blocked routes, alternate crossings, and sign and signal information should be communicated to pedestrians with visual disabilities by providing devices such as audible information devices, accessible pedestrian signals, or barriers and channelizing devices that are detectable to the pedestrians traveling with the aid of a long cane or who have low vision. Where pedestrian traffic is detoured to a TTC signal, engineering judgment should be used to determine if pedestrian signals or accessible pedestrian signals should be considered for crossings along an alternate route.

F. When channelization is used to delineate a pedestrian pathway, a continuous detectable edging should be provided throughout the length of the facility such that pedestrians using a long cane can follow it. These detectable edgings should comply with the provisions of Section 6F.74.

G. Signs and other devices mounted lower than 7 feet above the temporary pedestrian pathway should not project more than 4 inches into accessible pedestrian facilities.

Option:

12 Whenever it is feasible, closing off the worksite from pedestrian intrusion may be preferable to channelizing pedestrian traffic along the site with TTC devices.

*Guidance:*

15 Movement by work vehicles and equipment across designated pedestrian paths should be minimized and, when necessary, should be controlled by flaggers or TTC. Staging or stopping of work vehicles or equipment along the side of pedestrian paths should be avoided, since it encourages movement of workers, equipment, and materials across the pedestrian path.

16 Access to the work space by workers and equipment across pedestrian walkways should be minimized because the access often creates unacceptable changes in grade, and rough or muddy terrain, and pedestrians will tend to avoid these areas by attempting non-intersection crossings where no curb ramps are available.

Option:

17 A canopied walkway may be used to protect pedestrians from falling debris, and to provide a covered passage for pedestrians.

*Guidance:*

18 Covered walkways should be sturdily constructed and adequately lighted for nighttime use.

19 When **pedestrian** and vehicle paths are rerouted to a closer proximity to each other, consideration should be given to separating them by a temporary traffic barrier.

20 If a temporary traffic barrier is used to shield **pedestrians**, it should be designed to accommodate site conditions.

**Standard**

**22 Short intermittent segments of temporary traffic barrier shall not be used because they nullify the containment and redirective capabilities of the temporary traffic barrier, increase the potential for serious injury both to vehicle occupants and **pedestrians**, and encourage the presence of blunt, leading ends. All upstream leading ends that are present shall be appropriately flared or protected with properly installed and maintained crashworthy cushions. Adjacent temporary traffic barrier segments shall be properly connected in order to provide the overall strength required for the temporary traffic barrier to perform properly.**

*Option:*

24 Temporary traffic barriers or longitudinal channelizing devices may be used to discourage **pedestrians** from unauthorized movements into the work space. They may also be used to inhibit conflicts with vehicular traffic by minimizing the possibility of midblock crossings.

*Support:*

25 A major concern for **pedestrians** is urban and suburban building construction encroaching onto the contiguous sidewalks, which forces pedestrians off the curb into direct conflict with moving vehicles.

*Guidance:*

26 If a significant potential exists for vehicle incursions into the **pedestrian** path, pedestrians should be rerouted or temporary traffic barriers should be installed.

*Support:*

27 TTC devices, jersey barriers, and wood or chain link fencing with a continuous detectable edging can satisfactorily delineate a **pedestrian** path.

Guidance:

28 Tape, rope, or plastic chain strung between devices are not detectable, do not comply with the design standards in the “Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG)” (see Section 1A.11), and should not be used as a control for **pedestrian** movements.

29 In general, **pedestrian** routes should be preserved in urban and commercial suburban areas. Alternative routing should be discouraged.

30 **The highway agency in charge of the TTC zone should regularly inspect the activity area so that effective pedestrian TTC is maintained.**

Support:

31 [Other laws and requirements are unique to California and need to be followed when providing \*\*pedestrian\*\* access through or around TTC zones.](#)

32 Additional information on this topic can be found in publication titled “**Pedestrian Considerations for California Temporary Traffic Control Zones on Caltrans’** following web link:

<https://dot.ca.gov/-/media/dot-media/programs/safety-programs/documents/ca-mutcd/rev8/temp-ped-access-route>

**Section 6D.02 **Accessibility Considerations****

Support:

01 Additional information on the design and construction of **accessible** temporary facilities is found in publications listed in Section 1A.11 (see Publications 12, 38, 39, and 42).

Guidance:

02 The extent of **pedestrian** needs should be determined through engineering judgment or by the individual responsible for each TTC zone situation. Adequate provisions should be made for pedestrians with disabilities.

Standard:

03 **When existing pedestrian facilities are disrupted, closed, or relocated in a TTC zone, the temporary facilities shall be detectable and include accessibility features consistent with the features present in the existing pedestrian facility. Where pedestrians with visual disabilities normally use the closed sidewalk, a barrier that**

is detectable by a person with a visual disability traveling with the aid of a long cane shall be placed across the full width of the closed sidewalk.

Support:

04 Maintaining a detectable, channelized pedestrian route is much more useful to pedestrians who have visual disabilities than closing a walkway and providing audible directions to an alternate route involving additional crossings and a return to the original route. Braille is not useful in conveying such information because it is difficult to find. Audible instructions might be provided, but the extra distance and additional street crossings might add complexity to a trip.

Guidance:

05 Because printed signs and surface delineation are not usable by pedestrians with visual disabilities, blocked routes, alternate crossings, and sign and signal information should be communicated to pedestrians with visual disabilities by providing audible information devices, accessible pedestrian signals, and barriers and channelizing devices that are detectable to pedestrians traveling with the aid of a long cane or who have low vision.

Support:

06 The most desirable way to provide information to pedestrians with visual disabilities that is equivalent to visual signing for notification of sidewalk closures is a speech message provided by an audible information device. Devices that provide speech messages in response to passive pedestrian actuation are the most desirable. Other devices that continuously emit a message, or that emit a message in response to use of a pushbutton, are also acceptable. signing information can also be transmitted to personal receivers, but currently such receivers are not likely to be carried or used by pedestrians with visual disabilities in TTC zones. Audible information devices might not be needed if detectable channelizing devices make an alternate route of travel evident to pedestrians with visual disabilities.

Guidance:

07 If a pushbutton is used to provide equivalent TTC information to pedestrians with visual disabilities, the pushbutton should be equipped with a locator tone to notify pedestrians with visual disabilities that a special accommodation is available, and to help them locate the pushbutton.

## Section 6D.101(CA) Bicycle Considerations

Support:

01 There are several considerations in planning for bicyclists in TTC zones on highways and streets:

A. A travel route that replicates the most desirable characteristics of a wide paved shoulder or bikeway through or around the TTC zone is desirable for bicyclists.

B. If the TTC zone interrupts the continuity of an existing bikeway system, signs directing bicyclists through or around the zone and back to the bikeway is desirable.

C. Unless a separate bike path through or around the TTC zone is provided, adequate roadway lane width to allow bicyclists and motor vehicles to travel side by side through or around the TTC zone is desirable.

Guidance:

D. When the roadway width is inadequate for allowing bicyclists and motor vehicles to travel side by side, warning signs should be used to advise motorists of the presence of bicyclists in the travel way lanes. See Section 6G.05 for more details.

Standard:

E. Bicyclists shall not be led into direct conflicts with mainline traffic, work site vehicles, or equipment moving through or around the TTC zone.

Support:

02 Figures 6H-15, 6H-30, 6H-32(CA), 6H-36(CA), 6H-101(CA), 6H-102(CA), 6H-103(CA), and 6H-104(CA) show typical TTC device usage and techniques for bicycle movement through TTC zones.

## CHAPTER 6F. TEMPORARY TRAFFIC CONTROL ZONE DEVICES

### Section 6F.01 Types of Devices

Guidance:

01 The design and application of TTC devices used in TTC zones should consider the needs of all road users (motorists, bicyclists, and pedestrians), including those with disabilities. Section 6F.02 General Characteristics of Signs

## Section 6F.02 General Characteristics of Signs

### Standard:

09 Except as provided in Section 2A.11, the sizes for TTC signs and plaques shall be as shown in Table 6F-1 and 6F-1(CA). The sizes in the minimum column shall only be used on local streets or roadways where the 85th-percentile speed or posted speed limit is less than 35 mph.

11 Deviations from standard sizes as prescribed in this Manual shall be in 6-inch increments.

### Support:

12 Sign design details are contained in the “Standard Highway Signs and Markings” book (see Section 1A.11).

13 Section 2A.06 contains additional information regarding the design of signs, including an Option allowing the development of special word message signs if a standard word message or symbol sign is not available to convey the necessary regulatory, warning, or guidance information.

### Standard:

14 All signs used at night shall be either retroreflective with a material that has a smooth, sealed outer surface or illuminated to show the same shape and similar color both day and night.

## Section 6F.03 Sign Placement

### Standard:

05 The minimum height, measured vertically from the bottom of the sign to the top of the curb, or in the absence of curb, measured vertically from the bottom of the sign to the elevation of the near edge of the traveled way, of signs installed at the side of the road in business, commercial, or residential areas where parking or pedestrian movements are likely to occur, or where the view of the sign might be obstructed, shall be 7 feet (see Figure 6F-1).

### Guidance:

08 Neither portable nor permanent sign supports should be located on sidewalks, bicycle facilities, or areas designated for pedestrian or bicycle traffic. *Sign supports should be located so as to accommodate pedestrians and bicyclists in areas designated for their use. A minimum lateral width of 4 feet should be maintained*

*for pedestrian pathways. If the bottom of a secondary sign that is mounted below another sign is mounted lower than 7 feet above a pedestrian sidewalk or pathway (see Section 6D.02), the secondary sign should not project more than 4 inches into the pedestrian facility.*

**Standard:**

**09 Where it has been determined that the accommodation of pedestrians with disabilities is necessary, signs shall be mounted and placed in accordance with Section 4.4 of the “Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG)” (see Section 1A.11).**

**Section 6F.13 PEDESTRIAN CROSSWALK Sign (R9-8)**

**Option:**

**01 The PEDESTRIAN CROSSWALK (R9-8) sign (see Figure 6F-3) may be used to indicate where a temporary crosswalk has been established.**

**Standard:**

**02 If a temporary crosswalk is established, it shall be accessible to pedestrians with disabilities in accordance with Section 6D.02.**

**Section 6F.14 SIDEWALK CLOSED Signs (R9-9, R9-10, R9-11, R9-11a)**

*Guidance:*

**01 SIDEWALK CLOSED signs (see Figure 6F-3) should be used where pedestrian flow is restricted. Bicycle/Pedestrian Detour (M4-9a) signs or Pedestrian Detour (M4-9b) signs should be used where pedestrian flow is rerouted (see Section 6F.59).**

**02 The SIDEWALK CLOSED (R9-9) sign should be installed at the beginning of the closed sidewalk, at the intersections preceding the closed sidewalk, and elsewhere along the closed sidewalk as needed.**

**03 The SIDEWALK CLOSED, (ARROW) USE OTHER SIDE (R9-10) sign should be installed at the beginning of the restricted sidewalk when a parallel sidewalk exists on the other side of the roadway.**

**04 The SIDEWALK CLOSED AHEAD, (ARROW) CROSS HERE (R9-11) sign should be used to indicate to pedestrians that sidewalks beyond the sign are closed and to direct them to open crosswalks, sidewalks, or other travel paths.**

05 The SIDEWALK CLOSED, (ARROW) CROSS HERE (R9-11a) sign should be installed just beyond the point to which pedestrians are being redirected.

Support:

06 These signs are typically mounted on a detectable barricade to encourage compliance and to communicate with pedestrians that the sidewalk is closed. Printed signs are not useful to many pedestrians with visual disabilities. A barrier or barricade detectable by a person with a visual disability is sufficient to indicate that a sidewalk is closed. If the barrier is continuous with detectable channelizing devices for an alternate route, accessible signing might not be necessary. An audible information device is needed when the detectable barricade or barrier for an alternate channelized route is not continuous.

### Section 6F.16 Warning Sign Function, Design, and Application

Standard:

Option

08 Where road users include pedestrians, the provision of supplemental audible information or detectable barriers or barricades should be considered for people with visual disabilities.

Support:

09 Detectable barriers or barricades communicate very clearly to pedestrians who have visual disabilities that they can no longer proceed in the direction that they are traveling.

### Section 6F.45 UNEVEN LANES Sign (W8-11)

*Guidance:*

01 The UNEVEN LANES (W8-11) sign (see Figure 6F-4) should be used during operations that create a difference in elevation between adjacent lanes that are open to travel.

02 The UNEVEN PAVEMENT (C46(CA)) sign (see Figure 6F-101(CA)) should be used during operations that create a difference in elevation in the pavement that is not along a lane line.

Support:

03 Uneven pavement conditions include elevation difference adjacent to lanes but not at the lane line; between a vehicle lane and a bicycle lane or an unmarked

shoulder, and a step in any direction in the pavement. A step is defined as a ridge in the pavement, such as that which might exist between the pavement and a concrete gutter or manhole cover, or that might exist between two pavement blankets when the top level does not extend to the edge of the roadway.

Option:

04 In situations where there is a need to warn bicyclists or other road users of the uneven pavement condition the UNEVEN PAVEMENT (C46P(CA)) plaque (see Figure 6F-101(CA)) may be used.

#### Section 6F.46 STEEL PLATE AHEAD Sign (W8-24)

Option:

01 A STEEL PLATE AHEAD (W8-24) sign (see Figure 6F-4) may be used to warn road users that the presence of a temporary steel plate(s) might make the road surface uneven and might create slippery conditions during wet weather.

#### Section 6F.59 Detour Signs (M4-8, M4-8a, M4-8b, M4-9, M4-9a, M4-9b, M4-9c, and M4-10)

Standard:

01 Each detour shall be adequately marked with standard temporary route signs and destination signs.

Option:

10 The Pedestrian/Bicycle Detour (M4-9a) sign (see Figure 6F-5) should be used where a pedestrian/bicycle detour route has been established because of the closing of a pedestrian/bicycle facility to through traffic.

Standard:

11 If used, the Pedestrian/Bicycle Detour sign shall have an arrow pointing in the appropriate direction.

Option:

12 The arrow on a Pedestrian/Bicycle Detour sign may be on the sign face or on a supplemental plaque.

13 The Pedestrian Detour (M4-9b) sign or Bicycle Detour (M4-9c) sign (see Figure 6F-5) may be used where a pedestrian or bicycle detour route (not both) has been

established because of the closing of the pedestrian or bicycle facility to through traffic.

### **Section 6F.63 Channelizing Devices**

#### **Standard:**

**01 Designs of various channelizing devices shall be as shown in Figure 6F-7 and 6F-102(CA). All channelizing devices shall be crashworthy.**

#### **Support:**

**02 The function of channelizing devices is to warn road users of conditions created by work activities in or near the roadway and to guide road users.** Channelizing devices include cones, tubular markers, **channelizers (CA)**, **portable delineators**, vertical panels, drums, barricades, and longitudinal channelizing devices.

**03 Channelizing devices provide for smooth and gradual vehicular traffic flow from one lane to another, onto a bypass or detour, or into a narrower traveled way. They are also used to channelize vehicular traffic away from the work space, pavement drop-offs, pedestrian or shared-use paths, or opposing directions of vehicular traffic.**

#### **Standard:**

**04 Devices used to channelize pedestrians shall be detectable to users of long canes and visible to persons having low vision.**

**05 Where channelizing devices are used to channelize pedestrians, there shall be continuous detectable bottom and top surfaces to be detectable to users of long canes. The bottom of the bottom surface shall be no higher than 2 inches above the ground. The top of the top surface shall be no lower than 32 inches above the ground.**

#### **Guidance:**

*07 Where multiple channelizing devices are aligned to form a continuous **pedestrian** channelizer, connection points should be smooth to optimize long-cane and hand trailing*

### **Section 6F.68 Type 1, 2, or 3 Barricades**

#### **Guidance:**

*06 Where barricades extend entirely across a roadway, the stripes should slope downward in the direction toward which road users must turn.*

07 Where both right and left turns are provided, the barricade stripes should slope downward in both directions from the center of the barricade or barricades.

08 Where no turns are intended, the stripes should be positioned to slope downward toward the center of the barricade or barricades.

09 Barricade rails should be supported in a manner that will allow them to be seen by the road user, and in a manner that provides a stable support that is not easily blown over or displaced.

10 The width of the existing pedestrian facility should be provided for the temporary facility if practical. Traffic control devices and other construction materials and features should not intrude into the usable width of the sidewalk, temporary pathway, or other pedestrian facility. When it is not possible to maintain a minimum width of 60 inches throughout the entire length of the pedestrian pathway, a 60 x 60-inch passing space should be provided at least every 200 feet to allow individuals in wheelchairs to pass.

11 Barricade rail supports should not project into pedestrian circulation routes more than 4 inches from the support between 27 and 80 inches from the surface as described in Section 4.4.1 of the "Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG)" (see Section 1A.11).

## Section 6F.71 Longitudinal Channelizing Devices

Guidance:

03 If used to channelize vehicular traffic at night, longitudinal channelizing devices should be supplemented with retroreflective material or delineation for improved nighttime visibility.

Option:

04 Longitudinal channelizing devices may be used instead of a line of cones, drums, or barricades.

05 Longitudinal channelizing devices may be hollow and filled with water as a ballast.

06 Longitudinal channelizing devices may be used for pedestrian traffic control.

Standard:

07 If used for **pedestrian** traffic control, longitudinal channelizing devices shall be interlocked to delineate or channelize flow. The interlocking devices shall not have gaps that allow pedestrians to stray from the channelizing path.

*Guidance:*

08 Longitudinal channelizing devices have not met the crashworthy requirements for temporary traffic barriers and should not be used to shield obstacles or provide positive protection for **pedestrians** or workers.

## **Section 6F.72 Temporary Lane Separators**

Option:

01 Temporary lane separators may be used to channelize road users, to divide opposing vehicular traffic lanes, to divide lanes when two or more lanes are open in the same direction, and to provide continuous **pedestrian** channelization.

**Standard:**

**02 Temporary lane separators shall be crashworthy. Temporary lane separators shall have a maximum height of 4 inches and a maximum width of 1 foot, and shall have sloping sides in order to facilitate crossover by emergency vehicles.**

Option:

03 Temporary lane separators may be supplemented with any of the approved channelizing devices contained in this Chapter, such as tubular markers, vertical panels, and opposing traffic lane dividers.

**Standard:**

**04 If appropriate channelizing devices are used to supplement a temporary lane separator, the channelizing devices shall be retroreflectorized to provide nighttime visibility. If channelizing devices are not used, the temporary lane separator shall contain retroreflectorization to enhance its visibility.**

*Guidance:*

*05 A temporary lane separator should be stabilized by affixing it to the pavement in a manner suitable to its design, while allowing the unit to be shifted from place to place within the TTC zone in order to accommodate changing conditions.*

**Standard:**

06 At pedestrian crossing locations, temporary lane separators shall have an opening or be shortened to provide a pathway that is at least 60 inches wide for crossing pedestrians.

#### Section 6F.74 Detectable Edging for Pedestrians

Support:

01 Individual channelizing devices, tape or rope used to connect individual devices, other discontinuous barriers and devices, and pavement markings are not detectable by persons with visual disabilities and are incapable of providing detectable path guidance on temporary or realigned sidewalks or other pedestrian facilities.

Guidance:

02 When it is determined that a facility should be accessible to and detectable by pedestrians with visual disabilities, a continuously detectable edging should be provided throughout the length of the facility such that it can be followed by pedestrians using long canes for guidance. This edging should protrude at least 6 inches above the surface of the sidewalk or pathway, with the bottom of the edging a maximum of 2.52.0 inches above the surface. This edging should be continuous throughout the length of the facility except for gaps at locations where pedestrians or vehicles will be turning or crossing. This edging should consist of a prefabricated or formed-in-place curbing or other continuous device that is placed along the edge of the sidewalk or walkway. This edging should be firmly attached to the ground or to other devices. Adjacent sections of this edging should be interconnected such that the edging is not displaced by pedestrian or vehicular traffic or work operations, and such that it does not constitute a hazard to pedestrians, workers, or other road users.

Support:

03 Examples of detectable edging for pedestrians include:

- A. Prefabricated lightweight sections of plastic, metal, or other suitable materials that are interconnected and fixed in place to form a continuous edge.
- B. Prefabricated lightweight sections of plastic, metal, or other suitable materials that are interconnected, fixed in place, and placed at ground level to provide a continuous connection between channelizing devices located at intervals along the edge of the sidewalk or walkway.

C. Sections of lumber interconnected and fixed in place to form a continuous edge.

D. Formed-in-place asphalt or concrete curb.

E. Prefabricated concrete curb sections that are interconnected and fixed in place to form a continuous edge.

F. Continuous temporary traffic barrier or longitudinal channelizing barricades placed along the edge of the sidewalk or walkway that provides a pedestrian edging at ground level.

G. Chain link or other fencing equipped with a continuous bottom rail.

*Guidance:*

04 Detectable pedestrian edging should be orange, white, or yellow and should match the color of the adjacent channelizing devices or traffic control devices, if any are present.

05 If prefabricated edging is used to separate pedestrians and vehicular traffic, such edging should be certified as crashworthy (see section 6F.01). If section of lumber is used to form a railing system, any part of the railing that is more than 3 feet above pavement should be treated lumber and cause no harm to bare hand touching it.

**Section 6F.75 Temporary Raised Islands**

**Standard:**

**01 Temporary raised islands shall be used only in combination with pavement striping and other suitable channelizing devices.**

**Option:**

02 A temporary raised island may be used to separate vehicular traffic flows in two-lane, two-way operations on roadways having a vehicular traffic volume range of 4,000 to 15,000 average daily traffic (ADT) and on freeways having a vehicular traffic volume range of 22,000 ADT to 60,000 ADT.

03 Temporary raised islands also may be used in other than two-lane, two-way operations where physical separation of vehicular traffic from the TTC zone is not required.

*Guidance:*

*04 Temporary raised islands should have the basic dimensions of 4 inches high by at least 12 inches wide and have rounded or chamfered corners.*

**Standard:**

**06 At pedestrian crossing locations, temporary raised islands shall have an opening or be shortened to provide at least a 60-inch wide pathway for the crossing pedestrian.**

**Section 6F.76 Opposing Traffic Lane Divider and Sign (W6-4)**

**Support:**

01 Opposing traffic lane dividers are delineation devices used as center lane dividers to separate opposing vehicular traffic on a two-lane, two-way operation.

**Standard:**

02 Opposing traffic lane dividers shall not be placed across **pedestrian** crossings.

**Section 6F.84 Temporary Traffic Control Signals**

**Standard:**

**03 A temporary traffic control signal that is used to control traffic through a one-lane, two-way section of roadway shall comply with the provisions of Section 4H.02.**

*Guidance:*

**04 Where pedestrian traffic is detoured to a temporary traffic control signal, engineering judgment should be used to determine if pedestrian signals or accessible pedestrian signals (see Section 4E.09) are needed for crossing along an alternate route.**

**Section 6F.85 Temporary Traffic Barriers**

**Support:**

01 Temporary traffic barriers, including shifting portable or movable barriers, are devices designed to help prevent penetration by vehicles while minimizing injuries to vehicle occupants, and to protect workers, **bicyclists, and pedestrians.**

02 The four primary functions of temporary traffic barriers are:

- A. To keep vehicular traffic from entering work areas, such as excavations or material storage sites;
- B. To separate workers, bicyclists, and pedestrians from motor vehicle traffic;
- C. To separate opposing directions of vehicular traffic; and
- D. To separate vehicular traffic, bicyclists, and pedestrians from the work area such as false work for bridges and other exposed objects.

Option:

03 Temporary traffic barriers may be used to separate two-way vehicular traffic.

*Guidance:*

*04 Because the protective requirements of a TTC situation have priority in determining the need for temporary traffic barriers, their use should be based on an engineering study.*

## **CHAPTER 6G. TYPE OF TEMPORARY TRAFFIC CONTROL ZONE ACTIVITIES**

### **Section 6G.02 Work Duration**

Support:

01 Work duration is a major factor in determining the number and types of devices used in TTC zones. The duration of a TTC zone is defined relative to the length of time a work operation occupies a spot location.

Standard:

02 The five categories of work duration and their time at a location shall be:

- A. Long-term stationary is work that occupies a location more than 3 days.
- B. Intermediate-term stationary is work that occupies a location more than one daylight period up to 3 days, or nighttime work lasting more than 1 hour.
- C. Short-term stationary is daytime work that occupies a location for more than 1 hour within a single daylight period.
- D. Short duration is work that occupies a location up to 1 hour.
- E. Mobile is work that moves intermittently or continuously

### **Section 6G.05 Work Affecting Pedestrian and Bicycle Facilities**

Support:

01 It is not uncommon, particularly in urban areas, that road work and the associated TTC will affect existing pedestrian or bicycle facilities. It is essential that the needs of all road users, including pedestrians with disabilities, are considered in TTC zones.

02 In addition to specific provisions identified in Sections 6G.06 through 6G.14, there are a number of provisions that might be applicable for all of the types of activities identified in this Chapter.

*Guidance:*

03 Where pedestrian or bicycle usage is high, the typical applications should be modified by giving particular attention to the provisions set forth in Chapter 6D, this Chapter, Section 6F.74, and in other Sections of Part 6 related to accessibility and detectability provisions in TTC zones.

04 Pedestrians should be separated from the worksite by appropriate devices that maintain the accessibility and detectability for pedestrians with disabilities.

05 Bicyclists and pedestrians should not be exposed to unprotected excavations, open utility access, overhanging equipment, or other such conditions.

06 Except for short duration and mobile operations, when a highway shoulder is occupied, a **SHOULDER WORK (W21-5) sign, a SHOULDER CLOSED C30A(CA) sign, or other similar signs** should be placed in advance of the activity area. When work is performed on a paved shoulder 8 feet or more in width, channelizing devices should be placed on a taper having a length that conforms to the requirements of a shoulder taper. Signs should be placed such that they do not narrow any existing pedestrian passages to less than 48 inches.

06a When existing accommodations for bicycle travel are disrupted or closed in a long-term duration project (see Section 6G.02), information and devices contained in Figures 6H-101(CA) through 6H-104(CA), as appropriate per situation encountered, should be used in order to replicate existing conditions for the needs and control of bicyclists through a TTC zone.

06b Except for short durations and mobile operations (see Section 6G.02), when a highway shoulder is occupied and bicyclists would be sharing a lane with vehicular traffic, as a result of the TTC zone, a combination of Bicycle crossing (W11-1) and **SHARE THE ROAD (W16-1P) plaque** should be placed in advance of the activity area. When work is performed on a paved shoulder 8 feet or more in width,

channelizing devices should be placed on a taper having a length that conforms to the requirements of a shoulder taper. Signs should be placed such that they do not block the bicyclist's path of travel and they do not narrow any existing pedestrian passages to less than 48 inches.

*07 Pedestrian detours should be avoided since pedestrians rarely observe them and the cost of providing accessibility and detectability might outweigh the cost of maintaining a continuous route. Whenever possible, work should be done in a manner that does not create a need to detour pedestrians from existing routes or crossings.*

**Standard:**

**08 Where pedestrian routes are closed, alternate pedestrian routes shall be provided.**

**09 When existing pedestrian facilities are disrupted, closed, or relocated in a TTC zone, the temporary facilities shall be detectable and shall include accessibility features consistent with the features present in the existing pedestrian facility.**

*Option:*

*10 If establishing or maintaining an alternate pedestrian route is not feasible during the project, an alternate means of providing for pedestrians may be used, such as adding free bus service around the project or assigning a person the responsibility to assist pedestrians with disabilities through the project limits. See Section 6D.01 for details.*

#### **Section 6G.10 Work Within the Traveled Way of a Two-Lane Highway**

Support:

01 Chapter 6D and Sections 6F.74 and 6G.05 contain additional information regarding the steps to follow when pedestrian or bicycle facilities are affected by the worksite.

#### **Section 6G.11 Work Within the Traveled Way of an Urban Street**

Support:

01 Chapter 6D and Sections 6F.74 and 6G.05 contain additional information regarding the steps to follow when pedestrian or bicycle facilities are affected by the worksite.

02 In urban TTC zones, decisions are needed on how to control vehicular traffic, such as how many lanes are required, whether any turns need to be prohibited at intersections, and how to maintain access to business, industrial, and residential areas.

03 **Pedestrian** traffic needs separate attention. Chapter 6D contains information regarding pedestrian movements near TTC zones.

**Standard:**

04 If the TTC zone affects the movement of **bicyclists**, adequate access to the roadway or shared-use paths shall be provided (see Part 9).

05 Where transit stops are affected or relocated because of work activity, both **pedestrian** and vehicular access to the affected or relocated transit stops shall be provided.

**Guidance:**

06 If a designated bicycle route is closed because of the work being done, a signed alternate route should be provided. Bicyclists should not be directed onto the path used by pedestrians.

07 Worksites within the intersection should be protected against inadvertent **pedestrian** incursion by providing detectable channelizing devices.

**Section 6G.12 Work Within the Traveled Way of a Multi-Lane, Non-Access Controlled Highway**

**Support:**

01 Chapter 6D and Sections 6F.74 and 6G.05 contain additional information regarding the steps to follow when **pedestrian or bicycle** facilities are affected by the worksite.

**Section 6G.13 Work Within the Traveled Way at an Intersection**

**Support:**

01 Chapter 6D and Sections 6F.74 and 6G.05 contain additional information regarding the steps to follow when **pedestrian or bicycle** facilities are affected by the worksite.

**Section 6G.19 Temporary Traffic Control During Nighttime Hours**

**Support:**

01 Chapter 6D and Sections 6F.74 and 6G.05 contain additional information regarding the steps to follow when **pedestrian or bicycle facilities** are affected by the worksite.

## END PART 6

Note: Section 9 is not TTC, but it is the regulations for **bicycle** facilities including definitions, maintenance, other documents references for bicycle facilities, placement and signs.

## **PART 9 TRAFFIC CONTROL FOR BICYCLE FACILITIES** (page 1371)

### NOTE: RESOURCES

#### **Section 9A.05 Relation to Other Documents**

Support:

01 “The Uniform Vehicle Code and Model Traffic Ordinance” published by the National Committee on Uniform Traffic Laws and Ordinances [and the California Vehicle Code](#) (see Section 1A.11) ~~has~~**have** provisions for bicycles and ~~is~~ **are** the basis for the traffic control devices included in this Manual.

[01a Refer to California Streets and Highway Code Section 890.4 for definition of “\*\*Bikeways\*\*”.](#)

02 Informational documents used during the development of the signing and marking recommendations in Part 9 include the following:

A. “Guide for Development of **Bicycle Facilities**,” which is available from the American Association of State Highway and Transportation Officials (see Page i for the address); and

B. State and local government design guides.

C. “Highway Design Manual” (Caltrans).

[D. “Complete Intersections: A Guide to Reconstructing Intersections and Interchanges for \*\*Bicyclists and Pedestrians\*\*”](#)

(Caltrans).

[E. “Separated \*\*Bike\*\* Lane Planning and Design Guide,”](#) which is available from the Federal Highway Administration (see Page ii for the address).

F. NACTO Urban **Bikeway** Design Guide and Urban Street Design Guide (see Page iii for the address); and

G. Design Information Bulletin Number 89 Class IV **Bikeway** Guidance (DIB 98) (Caltrans).

03 Other publications that relate to the application of traffic control devices in general are listed in Section 1A.11.

**References:**

**Source (full CA MUTCD, version 9, Part 6 TTC):**

<https://dot.ca.gov/programs/safety-programs/camutcd>

**Bicycle Advisory Committee, Draft Issues and Priorities for Bicycle and Pedestrian Safety in Construction Zones, dated January 18, 2026:**

<https://docs.google.com/document/d/1k-5qIFMMFI8EkMA1ejkI9LJ6jNXUIEnC/edit>

with added emphases to word "should" on p. 2

## Recommended Guidelines to Protect the Safety of Bicyclists and Pedestrians, Including Those with Disabilities During Road Construction, Maintenance or Encroachment



As stated in the California MUTCD 2012 Edition, “The needs and control of all road users (motorists, bicyclists, and pedestrians within the highway, or on private roads open to public travel, including persons with disabilities in accordance with the Americans with Disabilities Act of 1990 (ADA)) through a temporary traffic control (TTC) zone shall be an essential part of highway construction, utility work, maintenance operations, and the management of traffic incidents.”

### THE PROBLEMS

There are three general situations which impact bicyclists, pedestrians, and disabled travelers:

1. Work in the *bikeway*\* or *walkway* that forces bicyclists or pedestrians to compete with motor vehicles in a narrow car lane.
2. Work which is not in the *bikeway* or *walkway* but which puts equipment, debris, or warning signs in the *bikeway* or *walkway*.
3. Work that blocks the direction of travel without a clear, safe, and convenient detour for cyclists, pedestrians, or wheelchair travelers.

In addition, please be aware of these specific hazards for bicyclists, pedestrians, and disabled travelers:

#### Hazards to Bicyclists

- Signs, equipment, or debris in the *bikeway*.
- *Bikeway* blocked without advance warning.
- Rough pavement or gravel without advance warning.
- Poor pavement transitions, especially when parallel to the line of travel (e.g. metal plate edges or pavement removal/resurface areas which are not tapered).
- Inadequate time to pass through a signalized traffic control.

#### Hazards to All Pedestrians (including those who are visually impaired or use mobility equipment)

- Blocked/hazardous *walkway* that is not marked in a way that is visible in advance, especially at night.
- Alternate route or detour that is not negotiable by pedestrians using wheelchairs, strollers, carts, etc.
- Blocked/hazardous *walkway* without a barrier that is solid enough to be discernible by guide dog or cane.
- Signs, equipment, or debris partially blocking the *walkway* or encroaching on minimum clearance envelope of 4 feet wide by 7 feet tall.
- Sidewalk blocked with no curb cut or ramp to exit or advance warning to exit at a prior curb cut.
- Rough pavement, grooves, or gravel without advance warning. Rocks of 3 inch diameter or greater are especially hazardous as they may cause a wheelchair to stop abruptly and eject the occupant.

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\* For the purposes of these guidelines, “*bikeway*” will be used to refer to the space usually used by bicyclists for travel within a given right-of-way, including painted bike lanes, paved shoulders, the right side of a wide travel lane, or the center of a narrow travel lane if there is no bike lane or shoulder. “*Walkway*” will be used to refer to sidewalks, shoulders, and paths where pedestrians, including people using wheelchairs, usually travel.

## THE SOLUTIONS

The CA MUTCD follows these “fundamental principles” for bicyclists and pedestrians in TTC zones:

1. Bicycle and pedestrian “movement **should** be disrupted as little as practicable”
2. “Bicyclists and pedestrians, including those with disabilities, **should** be provided with access and reasonably safe passage through the TTC zone.”
3. “Motorists, bicyclists, and pedestrians **should** be guided in a clear and positive manner while approaching and traversing TTC zones and incident sites.”

In addition, please consider the following specific safety and access measures:

### Detours

- When construction blocks the *bikeway*, accommodations should be made for bicyclists if they are made for motorists, including safe and well-marked detours when needed. When motorists are detoured, try finding a safe corridor that may be left open for bicyclists. If not possible, post “End Bike Lane” and “Bikes May Use Full Lane” (BMUFL) signs to encourage cyclists to merge into the travel lane. Rather than directing bicyclists to walk their bikes, try to provide a rideable alternative.
- If construction or signs **must** block the *walkway*, establish safe, well-signed detours for pedestrians that are accessible for pedestrians using wheelchairs, strollers, carts, etc.
- When traffic control is conducted using temporary traffic signals, timing **should** accommodate bicyclists, who will be slower than motor vehicles, especially in the uphill direction. **Consider** push button signals or special bicycle loop detectors for bicyclists, if practical.
- Barriers **should** have a portion low enough and solid enough to be easily discernible by a cane, guide dog, or child. If necessary, use flaggers to guide pedestrians in a clear, calm manner.
- For long-term duration projects, the chevron-style “shared roadway bicycle marking” (sharrow) **may** be used along detours with on-street parking and inadequate lane width.

### Signs

- Whenever possible, construction warning signs **should** be placed out of the *bikeway* and *walkway*, so that the sign itself is not a barrier for bicyclists, pedestrians, or wheelchair travelers. Remove construction signs promptly when construction pauses or ends.
- Any construction or sign that blocks the *bikeway* **should** have sufficient sight distance, including nighttime visibility, to allow cyclists time to merge safely into the travel lane. Use “End Bike Lane” and “BMUFL” signs appropriately.
- Any construction or sign which blocks the *walkway* **should** have prior warning to allow pedestrians and wheelchair travelers time to exit the walkway at a prior curb cut.
- For all construction where the *bikeway* or *walkway* is blocked or narrows, post appropriate caution signs to warn motorists to slow down and watch for bicyclists and pedestrians.

### Pavement Surface

- Temporary pavement or metal plates installed during TTC zones **should** have cold mix asphalt tapered at the edges for bicyclist, pedestrian and wheelchair traveler safety. Avoid placing metal plate edges in the middle of the *bikeway*. Debris in the *bikeway* or *walkway* should be cleared at the end of each workday.
- If no smooth surface is available for bicyclists, pedestrians, or wheelchair travelers, post signs warning “Rough Surface” or “Uneven Pavement” at the beginning of the work area. Keep signs posted at the end of the workday. Use reflective signage on barricades with flashers for night safety.
- Prior to “sign off” on projects, verify that the pavement in the *bikeway* and *walkway* is even. Overlay should be smoothed at drainage grates, manholes, and gutter pan, and after narrow trenching in the *bikeway*.