

June 21, 2021

PK# 4526-20.021

Z190-341

TRAFFIC MANAGEMENT PLAN (Future Conditions)



EPISCOPAL SCHOOL OF DALLAS CITY OF DALLAS

NOTE: The findings and recommendations presented in this report are contingent upon proposed on-site improvements and public right-of-way modifications that have not yet been formally approved and implemented at the time of this study publication. Details of this plan are subject to change as part of the requisite review and approval process.

Introduction

The services of **Pacheco Koch** (PK) were retained by the **Episcopal School of Dallas (ESD)**, to prepare a Traffic Management Plan (TMP) for zoning approval in the City of Dallas for the Episcopal School Dallas (the "School") located at 4100 Merrell Road in Dallas, Texas. This TMP is site-specific and relates to the peak traffic activity associated with school traffic at the site.

School Description

- Type: Existing Private School Campus
- Address: 4100 Merrell Road, Dallas, Texas
- Grades: Pre-Kindergarten-12th
- Start/End Times:
 - Pre-Kindergarten – Kindergarten: 8:00 AM – 2:30 PM (Montwood)
 - Grades 1st – 2nd: 8:00 AM – 3:00 PM (Montwood)
 - Grades 3rd – 4th: 8:00 AM – 3:15 PM (Montwood)
 - Grades 5th – 8th: 8:15 AM – 3:25 PM (Merrell)
 - Grades 9th – 12th: 8:45 AM – 3:45 PM (Merrell)
- Existing Zoning/Proposed Zoning: PD 400/PD Amendment



7557 Rambler Road, Suite 1400
Dallas, Texas 75231-2388
(972) 235-3031 www.pkce.com
TX.REG: ENGINEERING FIRM F-469
TX. REG. SURVEYING FIRM LS-100080-00

- Existing Enrollment: 1,158 Students
- Future Enrollment: No appreciable change anticipated. (Although the intent of ESD is to generally maintain the existing enrollment, a voluntary maximum of—(1) average daily on-campus attendance of 1320, or (2) maximum total enrollment of 1,400—was established in the proposed PD conditions. If the future enrollment increases to more than five percent of the existing enrollment (i.e., 1,216), then a TMP Review shall be required if a regularly-scheduled TMP Review is not already planned within the same school year.)
- Drop-off Loading System: Managed Loading System

NOTE: A "managed loading system" at schools refers to the established protocol for picking up passengers at a specific release time. Passenger loading and vehicle departures are sequential based upon order of arrival. During a prior coordination phase, drivers are provided with some form of identification that school personnel observe upon arrival so that the corresponding passenger is prepped for loading before the vehicle arrives at the designated loading area.

School Access

- Adjacent Streets:
 - Midway Road: Six lanes, two-way operation, median-divided. Sidewalk connectivity evident along frontage of school.
 - Merrell Road (existing): Two lanes, two-way operation, no median [Proposed condition: restripe to add center turn lane]. Sidewalk connectivity evident along frontage of school. [School Zone]
- Adjacent Intersections:
 - Midway Road and Merrell Road [signalized] - Marked crosswalks on all approaches, barrier free ramps provided on all corners. (The City plans to replace the existing signal in 2021.)

NOTE: It is generally recommended that all applicable crosswalks/barrier free ramps comply with current ADA accessibility requirements. All pavement markings, traffic signs, and school zones are recommended to meet current city standards.

- Projected Travel Modes:
 - Bus: 0%
 - Walk: ~1%
 - Students Drivers: ~100% (Grades 11th-12th)
 - Picked Up by Parent: ~100%, includes carpools (Grades Pre-Kindergarten-10th*)

* Most 10th graders start driving once they get a driver's license. Approximately 30% are driving by the end of the first semester; approximately 70% are driving by the end of the second semester.

- o Other (After School Activities, etc.): ~40%

NOTE: Enrollment and Travel Mode Data provided by Episcopal School of Dallas

TRAFFIC MANAGEMENT PLAN

A summary of existing conditions from observations performed in January 2020 is provided below:

- Parent drop-off and pick-up activity currently occurs on Montwood Lane (for Grades Pre-K – 4th; NOTE: Montwood Lane is privately owned by ESD) and on Merrell Road (for grades 5th – 10th). Off-duty deputized officers aid in traffic maneuvers on Midway Road at Montwood Lane. ESD Security and staff assist with traffic circulation within the campus.
- Student Parking is located north of Merrell Road. Students cross Merrell Road via marked crosswalks with the aid of an off-duty deputized officer.

Proposed Traffic Management Operations

The following operations generally describe the afternoon pick-up operation, which results in greater queuing of parent traffic due to the specific dismissal times. The morning drop-off operation, which results in less queuing since it is more time independent, generally follows the same protocols except it is for passenger unloading rather than loading.

Pre-Kindergarten – 4th Grade*:

- o Parent traffic is to enter the campus from Midway Road at the new entry-only site driveway aligned with Middleton Road. Parent traffic is to queue along the provided on-site queuing area in a one-way, westbound direction. As needed, internal signage should be provided to direct parents to the proper staging areas for the later pick-up times. For each pick-up time, parent traffic is to advance to the designated (existing) loading area on the south side of the school.
- o Students shall exit from the southern side of the building to approach the designated queuing area for pick-up.
- o After staff-assisted loading, parent traffic is to exit the queuing area continuing one-way eastbound and exit the site from the exit only driveway (Montwood Lane) onto Midway Road. The egress onto Midway Road shall be assisted by off-duty officers.

* 3rd and 4th Graders who do not have a younger sibling are dropped off at the Merrell Road entrance.

5th Grade – 10th Grade*:

- o Parent traffic is to enter the campus via the westernmost site driveway on Merrell Road and queue along the provided on-site queuing area in a one-way, southbound direction. The vast majority of parent traffic comes from Midway Road and therefore enters from the east by left turn. Queuing within the site is to be maximized but typically extends onto Merrell Road under peak conditions as shown in **Exhibit 1**. (See recommendation to re-stripe Merrell Road.)
- o Students shall exit from the northern side of the building to approach the designated queuing area for pick-up.
- o After staff-assisted loading, traffic is to exit the queuing area continuing one-way northbound and exit from the central site driveway onto Merrell Road. The vast majority of parent traffic returns to Midway Road and therefore turns right.
- o Student drivers use the designated crosswalk to cross Merrell Road with the aid of pavement markings, signage, and an off-duty police officer. Student traffic exits from the preferred driveway on the north side of Merrell Road, then travel east or west.

* 5th-8th Graders who have a sibling in 3rd-4th Grade are picked up at the Montwood Lane entrance.

Parking lots for staff and visitor traffic are accessible via Midway Road and Merrell Road.

Staff assistance shall be present for all queuing areas to allow students to enter and exit the school building in a safe and efficient manner.

A graphical summary of specific recommendations and proposed conditions is provided below and depicted in **Exhibit 1**: [NOTE: The Exhibit 1 is prepared over a preliminary master plan prepared by Overland Partners. The plan is intended to reflect the proposed zoning change requests but is pending approval and is subject to change.]

- 1) **New South Car Loop** - In accordance with the preliminary master plan, create a new South Entry at the existing Middleton Road median opening on Midway Road and construct a new NB left-turn bay. A new, one-way, internal loop road will provide on-site queuing, access to new surface parking lots, and access to the student loading/unloading area. A portion of the existing "Montwood Lane" (private drive) will be retained to serve as the loop road exit onto Midway Road.
- 2) **Traffic Officers** – Off-duty police officers will continue to be used to facilitate ingress/egress on Midway Road and assist pedestrian crossings on Merrell Road during pick-up and drop-off periods.
- 3) **Merrell Road Restriping** – Restripe Merrell Road west of Midway Road, along the School's frontage, to create a new center turn lane to accommodate overflow school queuing while maintaining one through travel lane in each

direction. On-street parking shall be permitted on the south side of Merrell and prohibited on the north side of Merrell in the restriped section. The restriped section will transition back to existing conditions west of the school frontage. [NOTE: A preliminary drawing of the proposed restriping plan is attached to this report for reference purposes only. Review of this plan by the City of Dallas is currently underway as of publication of this study.]

Acknowledgement Statement

REVIEW AND COMMITMENT

This school traffic management plan (TMP) for Episcopal School of Dallas was developed with the intent of optimizing safety and efficiently accommodating vehicular traffic generated during the school's typical student drop-off and pick-up periods. This plan was developed with direct input from individuals familiar with the general characteristics of the traffic needs of the school. It is important to note that a concerted and ongoing effort by and the full participation of the school administration are essential to accomplish these goals.

By the endorsement provided below, the school administration hereby agrees to implement, adhere to, and support the strategies presented in this TMP for which the school is held responsible until or unless the City of Dallas deems those strategies are no longer necessary or that other measures are more appropriate.



Signature

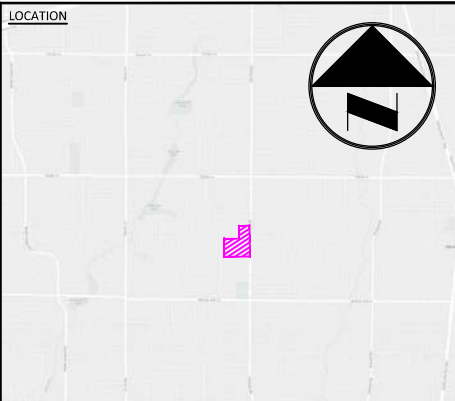
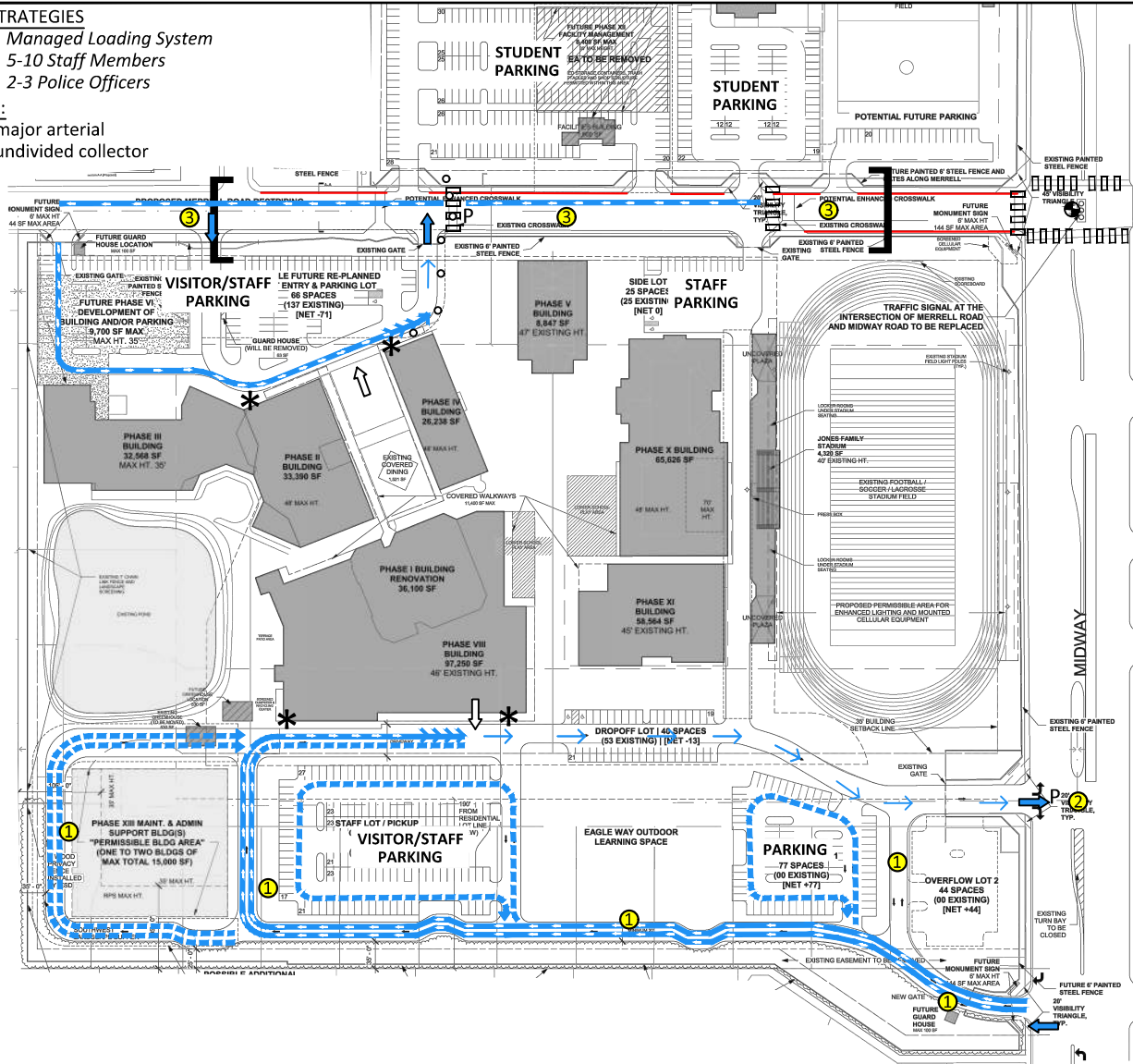
6-21-21
Date

Name: RUTH BURKE

Title: Assoc. Head of School

END OF MEMO

TMP MANAGEMENT STRATEGIES
 Student ID System: *Managed Loading System*
 # of Staff Assistance: *5-10 Staff Members*
 # of Police Officers: *2-3 Police Officers*
ADJACENT ROADWAYS:
 Midway Road: 6-lane, major arterial
 Merrell Road: 2-lane, undivided collector



LEGEND

- - No On-Street Parking Allowed
- Queue Area (Managed Loading)
- Queue Area (Overflow if Needed)
- ←←← - Front (or Start) of Queue
- - Circulation/Flow
- ↔ - Parent Access Point
- ↔ - Pedestrian Access Point
- - Pedestrian Route
- □ □ □ - Crosswalk
- [] - School Zone
- ⊙ - Traffic Signal
- * - Staff Assistance
- P - Off-Duty Police Officer(s)

GENERAL NOTES:

- The subject school administration shall issue a formal communication that summarizes the intent of the Traffic Management Plan at least once every school year.
- Parent drop-off activity in the morning has a similar protocol as the parent pick-up in the afternoon. Generally, excessive traffic delays and queuing were not evident during the morning peak.

BACKGROUND:
 Approving Agency: City of Dallas
 Event/Type: Private School (Pre-K - 12th)
 Event Time(s)/Date (s): Weekday mornings & evenings
 On-Site Contact: Jody Trumble/Head of Security/(214) 358-4368

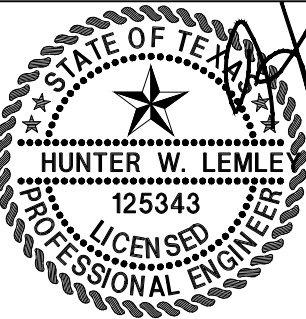
NOTE: This drawing is conceptual only and does not reflect a detailed design. Site plan designed and provided by others.

Vehicle Accumulation/Capacity	Notes		
	Pre-K-2	3 rd -4 th	5 th -12 th
Projected Enrollment	268	121	441*
Deductions:			
By School Bus (0%)	0	0	0
By Walking (0%)	0	0	0
Other (40%)	0	0	176
Students by Pick-up/Drop-off	247	121	265
Engineer Recommended Rate:	5.12	5.12	5.12
Average Length of Vehicle:	23.5	23.5	23.5
"Projected Maximum Vehicle Accumulation":	58	26	58
Projected Off-Street Capacity:	107	36	27
	SURPLUS	+49	+10

* Does not include students in grades 10th-12th that drive.

- RECOMMENDATIONS**
- New South Car Loop
 - Traffic Officers
 - Merrell Road Restriping

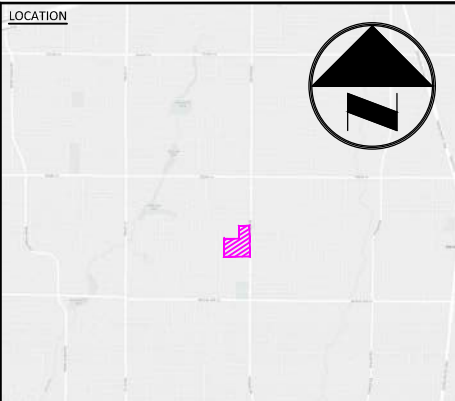
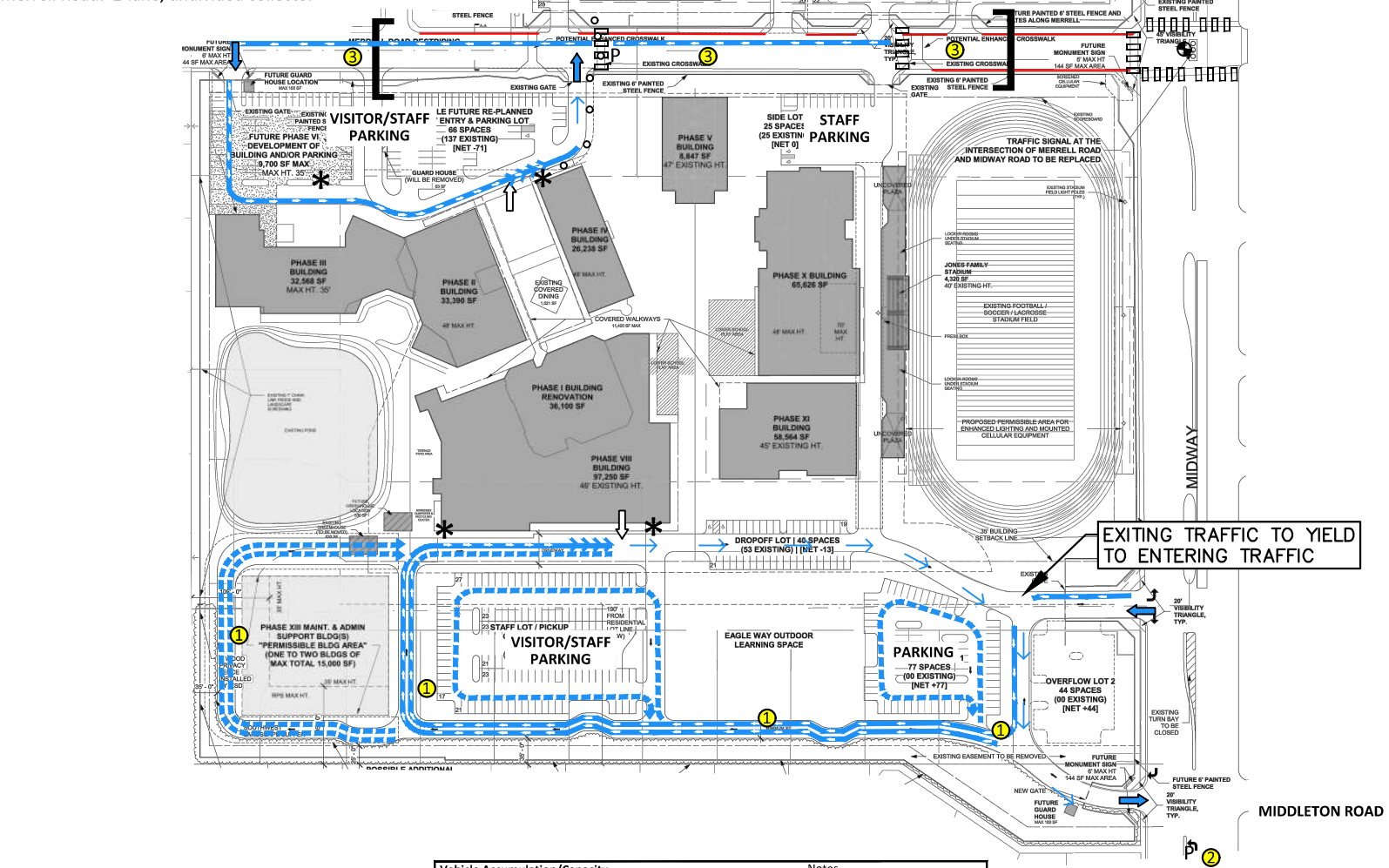
TX. REG. ENGINEERING FIRM F-469
 TX. REG. SURVEYING FIRM LS-100080-00
 PK 4526-20.021
 (HWL: 06/21/21)



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EXHIBIT 1(A) Z190-341
 Recommended and School-Preferred Option
Traffic Management Plan
 DISD Episcopal School of Dallas, Dallas, Texas
Pacheco Koch

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 # of Police Officers: *2-3 Police Officers*
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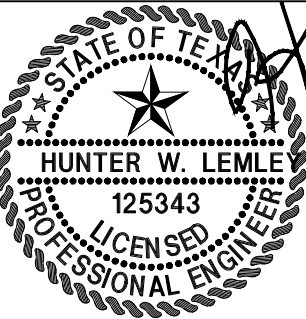


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SURPLUS	+53	+10	-31

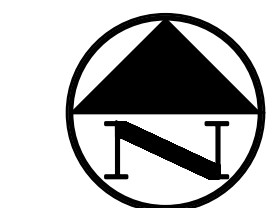
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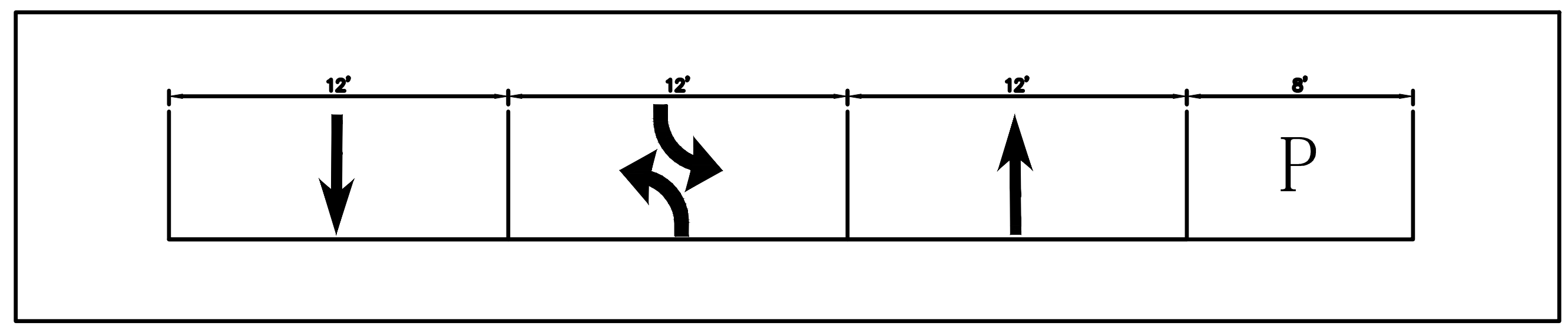
EXHIBIT 1(B) Z190-341
 Contingency Option If Warranted By
 Undue Impact on Midway Road
Traffic Management Plan
 DISD Episcopal School of Dallas, Dallas, Texas
Pacheco Koch



- LEGEND**
- EXISTING CURB
 - PROPOSED 4" SOLID STRIPE
 - PROPOSED 4" SOLID YELLOW DIAGONAL CROSS HATCH MARKINGS
 - ← PROPOSED SOLID WHITE ARROW
 - POST MOUNTED TRAFFIC SIGN

THIS SPACE RESERVED - BLDG INSPECTION

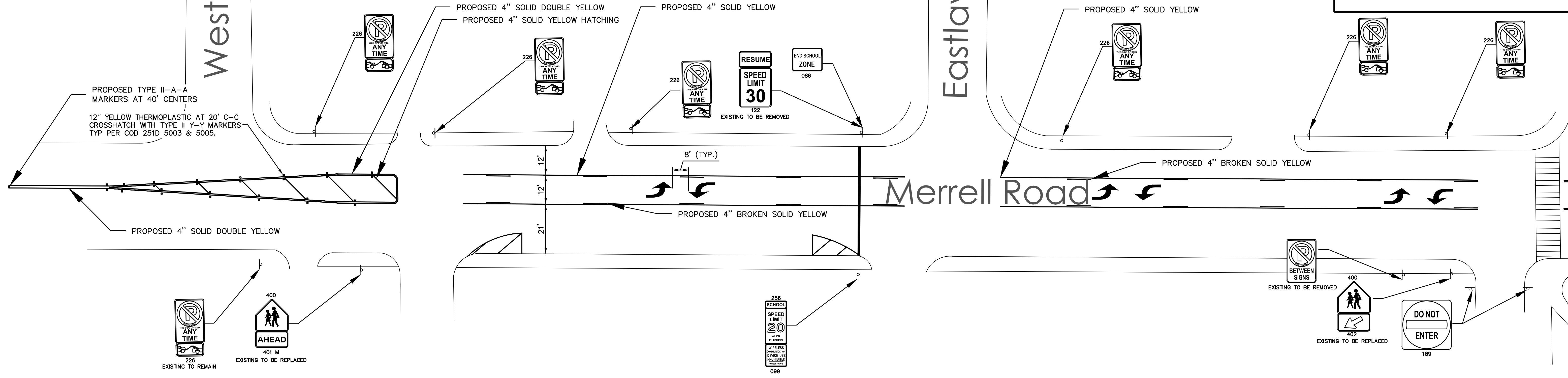
THIS SPACE RESERVED - ENGINEERING



Westlawn Drive

Eastlawn Drive

Merrell Road



PROPOSED TYPE II-A-A MARKERS AT 40' CENTERS
 12" YELLOW THERMOPLASTIC AT 20' C-C CROSSHATCH WITH TYPE II Y-Y MARKERS TYP PER COD 251D 5003 & 5005.

PROPOSED 4" SOLID DOUBLE YELLOW

226 ANY TIME
 EXISTING TO REMAIN

400 AHEAD
 401 M
 EXISTING TO BE REPLACED

256 SCHOOL SPEED LIMIT 20
 099

PROPOSED 4" BROKEN SOLID YELLOW

PROPOSED 4" BROKEN SOLID YELLOW

400 AHEAD
 402
 EXISTING TO BE REPLACED

DO NOT ENTER
 189

NOTE:
 1. SEE TxDOT DETAIL SHEET PM(4)-03 FOR CROSS HATCHING PAVEMENT MARKINGS FOR TWO-WAY TURN LANES. SEE CITY OF DALLAS 251D-P 5003 FOR CONTINUOUS TWO-WAY LEFT TURN LANE.

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 PLANS PREPARED UNDER THE DIRECT SUPERVISION OF HUNTER W. LEMLEY, P.E. TEXAS REGISTRATION NO. 125343
 DATE: 09/29/2020

CONTRACT INFORMATION

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CONTRACTOR _____

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REV NO.	DATE	DESCRIPTION	BY

Pacheco Koch 7557 RAMBLER ROAD SUITE 1400
 DALLAS, TX 75231 972.235.3031
 TX REG. ENGINEERING FIRM F-14439
 TX REG. SURVEYING FIRM LS-10193805

PLAT NO. BLDG PERMIT NO. SDC ENGINEERING TRACKING NOS.
 SXXX-XXX YYYYMMDDXXXX WW18-XXXX DP20-137

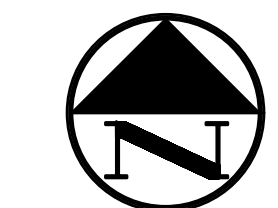
STRIPING & SIGNAGE PLANS
ROADWAY STRIPING & SIGNAGE
EPISCOPAL SCHOOL OF DALLAS
SUSTAINABLE DEVELOPMENT & CONSTRUCTION
CITY OF DALLAS, DALLAS COUNTY, TEXAS

DESIGN	DRAWN	DATE	SCALE	FILE	NUMBER	SHEET
HWL	AJV	SEPT 2020	1"=20'			T1.1

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EPISCOPAL SCHOOL OF DALLAS

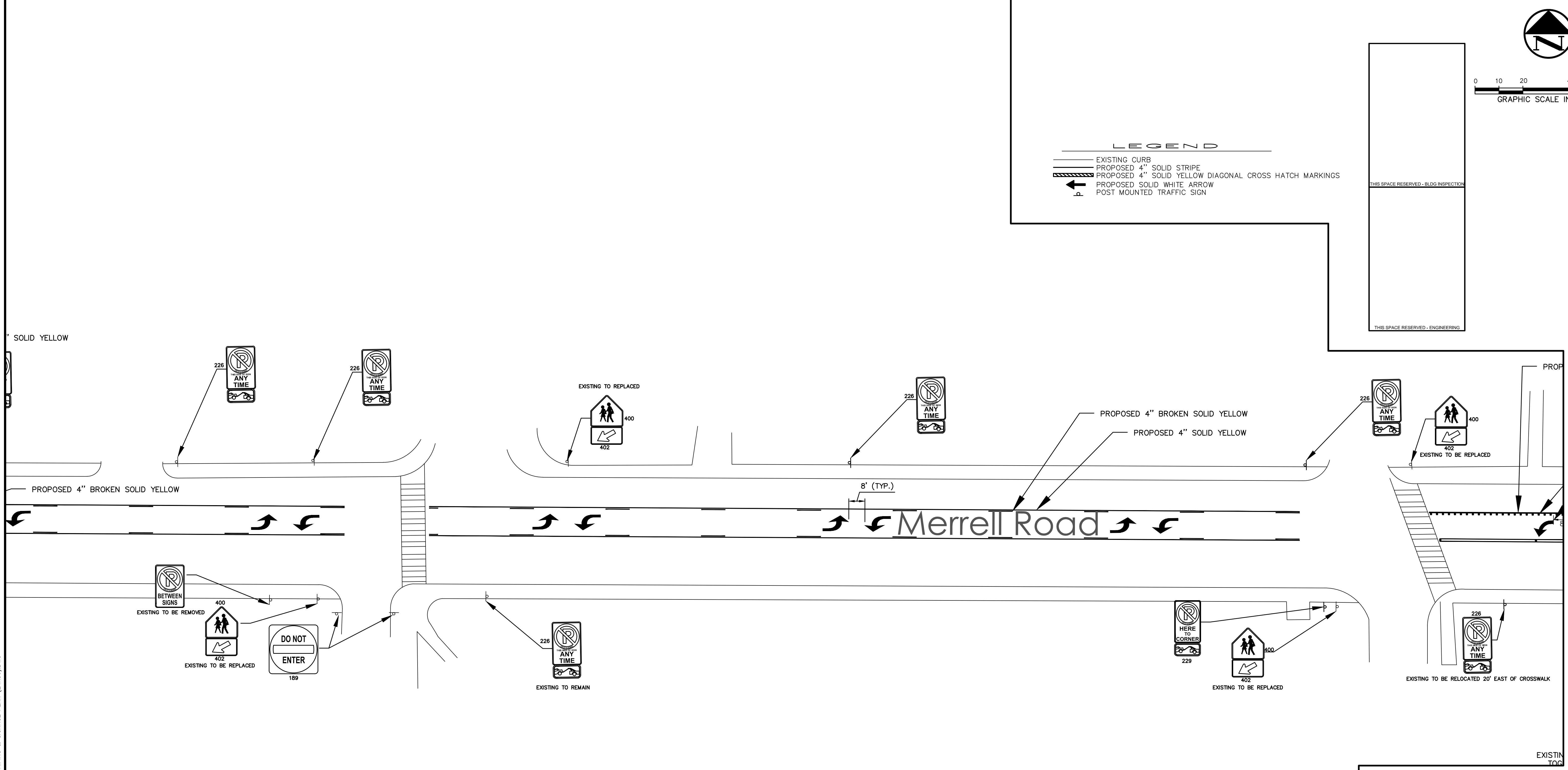
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- LEGEND**
- EXISTING CURB
 - PROPOSED 4" SOLID STRIPE
 - PROPOSED 4" SOLID YELLOW DIAGONAL CROSS HATCH MARKINGS
 - ← PROPOSED SOLID WHITE ARROW
 - ↑ POST MOUNTED TRAFFIC SIGN

THIS SPACE RESERVED - BLDG INSPECTION

THIS SPACE RESERVED - ENGINEERING



NOTE:
 1. SEE TxDOT DETAIL SHEET PM(4)-03 FOR CROSS HATCHING PAVEMENT MARKINGS FOR TWO-WAY LEFT TURN LANES. SEE CITY OF DALLAS 251D-P 5003 FOR CONTINUOUS TWO-WAY LEFT TURN LANE.

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PLAT NO.	BLDG PERMIT NO.	SDC ENGINEERING TRACKING NOS.
SXXX-XXX	YYYYMMDDXXXX	WW18-XXXX DP20-137

STRIPING & SIGNAGE PLANS
ROADWAY STRIPING & SIGNAGE
EPISCOPAL SCHOOL OF DALLAS
SUSTAINABLE DEVELOPMENT & CONSTRUCTION
CITY OF DALLAS, DALLAS COUNTY, TEXAS

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 DATE: 09/29/2020

CONTRACT INFORMATION

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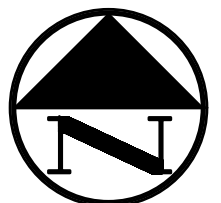
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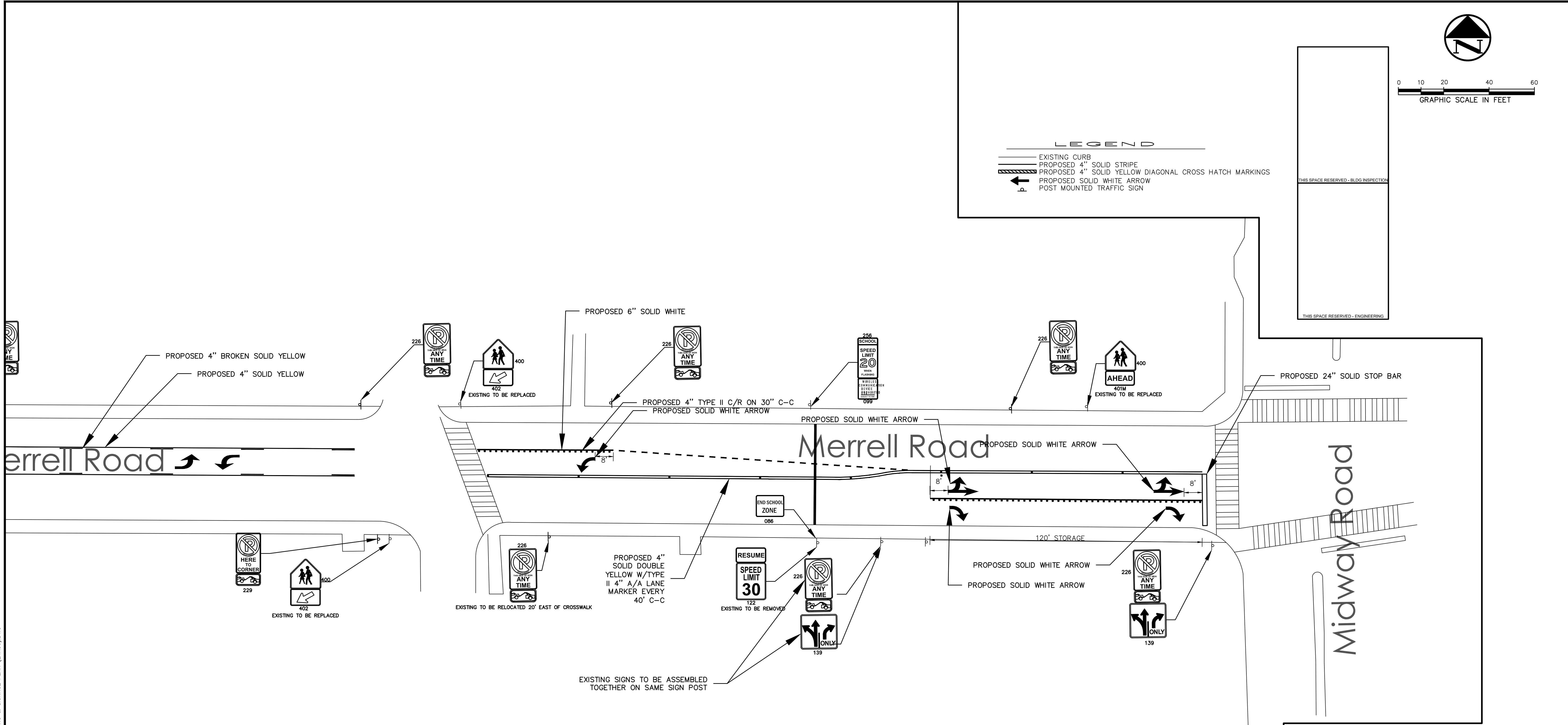
CONTRACTOR _____

EPISCOPAL SCHOOL OF DALLAS



LEGEND

- EXISTING CURB
- PROPOSED 4" SOLID STRIPE
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STRIPING & SIGNAGE PLANS

ROADWAY STRIPING & SIGNAGE

EPISCOPAL SCHOOL OF DALLAS

SUSTAINABLE DEVELOPMENT & CONSTRUCTION

CITY OF DALLAS, DALLAS COUNTY, TEXAS

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EPISCOPAL SCHOOL OF DALLAS