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TRAFFIC MANAGEMENT PLAN

Project:

Saint Michael Episcopal School

In Dallas, Texas

Prepared for:

City of Dallas

On behalf of:

Lincoln Property Company Commercial, Inc.

Prepared by:

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TRAFFIC MANAGEMENT PLAN Saint Michael Episcopal School

Dallas, Texas

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Exhibit 1. Recommendations/Proposed Conditions

INTRODUCTION

The services of **Pacheco Koch** (PK) were retained by **Lincoln Property Company Commercial, Inc.**, to prepare a Traffic Management Plan (TMP) for Saint Michael Episcopal School (the "School") located adjacent to the intersection of Douglas Avenue and Frederick Square in Dallas, Texas. This TMP is site-specific and relates to the peak traffic activity associated with school traffic at the site.

Saint Michael Episcopal School has made a request to the City of Dallas (the "Approving Agency") to create a new Planned Development District for the property. Submittal of a TMP, prepared by a registered professional engineer experienced and skilled in the field of traffic/transportation engineering, is one of the requirements of Approving Agency's application process. This TMP was prepared by registered professional engineers employed by Pacheco Koch. Pacheco Koch is a licensed engineering firm based in Dallas, Texas, that provides professional services in traffic engineering, transportation planning, and other fields.

School Description

The school is located within the campus of Saint Michael & All Angels Episcopal Church. The School serves Pre-Kindergarten, Kindergarten, and Mother's Day Out. The majority of students attend only two days per week, while some students attend Monday-Thursday. As summarized in **Table 1**, enrollment is expected to increase from 211 students to 300 students. Pre-K and Kindergarten students arrive between 8:40 AM. Pre-K students are dismissed at 11:40 AM and Kindergarten students are dismissed at 2:40 PM. Calculations for vehicle accumulation and parking numbers are based upon previously city-staff-approved ratios and validated by on-site dismissal observations conducted on May 14, 2018.

Table 1. School Enrollment

LEVEL	CURRENT ENROLLMENT	FUTURE ENROLLMENT
Pre-K-Kindergarten	211	300

*Enrollment Data provided by Saint Michael Episcopal School

Access to the campus is provided by Douglas Avenue, Colgate Avenue, and Lomo Alto Drive. The intersections of Douglas Avenue with Colgate Avenue and Lomo Alto Drive with Colgate Avenue are all-way, STOP-sign controlled.

NOTE: AT the time of the on-site observations, the Episcopal School of Dallas was also in operation on the campus. However, this school will be relocating to another campus and is, therefore, no considered in this analysis.

TMP Objectives

A Traffic Management Plan (TMP) is a site- or area-specific plan of recommended actions and strategies to manage vehicular traffic and parking, pedestrian activity, and travel by all other modes during peak demand conditions for a planned event. The “Objectives” of a TMP are to:

1. Provide a safe environment for all Users on site and the travelling public in the vicinity of the site during the Event times;
2. Minimize (and maintain within reasonable levels) travel delays and traffic congestion on site and in the vicinity of the site during the Event;
3. Ensure reasonable access and circulation is maintained on the public street system in the vicinity of the site during the Event;
4. Provide appropriate information to the travelling public in the vicinity of the site to allow for proper awareness of anticipated traffic conditions during the Event; and,
5. Promote reasonable strategies to manage travel demand to and from the site, including use of alternative modes of travel (such as walk, bike, bus, transit, etc.), when practical.

DEFINITIONS:

Terms are used in this report:

“Event” – a planned event(s), recurring or non-recurring, for which this TMP is being prepared (i.e., “school day”)

“School” (a.k.a., “Event Organizer”) – the person, group, or organization responsible for the Event

“TMP Manager” – a person or persons designated by the School to implement the TMP (also see additional tasks in the *Expectations* section)

“Users” – guests/patrons attending the Event

“Analyst” – the person(s) preparing the TMP for the School

“Approving Agency” – the municipality or government agency requiring the Traffic Management Plan

“Traffic Department” – the department of the public agency responsible for traffic operations for a given right-of-way

“Site” – the property at which the Event is located (generally assumed to be occupied by the School)

“TMP Strategies” – actions recommended by the Analyst to be undertaken before, during, or after the Event in order to manage traffic on or off site

DISCLAIMERS:

A TMP should be developed by, or in concert with, an individual familiar with the general characteristics of the Event and the associated traffic/transportation needs. For this study, PK worked with School representatives to develop the proposed recommendations.

Recommended TMP Strategies should be based upon applicable engineering principles of traffic safety and traffic operations.

Any recommended TMP Strategies involving traffic control devices in the public right-of-way (including installation or removal of signs, pavement markings, etc.) are subject to the approval of, and must be implemented under direction of, the Traffic Department.

No private individual should perform, or attempt to perform, any act of traffic control within public right-of-way; only deputized officers of the law or other authorized representatives of the Traffic Department may manipulate traffic conditions within the public right-of-way.

The recommendations presented in this report reflect Pacheco Koch's assessment of current and projected traffic needs based on observations and professional judgment and incorporate feedback from Saint Michael Episcopal School representatives. Pacheco Koch is not responsible for operations at the school; however, the recommendations have been presented to on-site school personnel with authority over implementation of the Plan (see **Exhibit 1** for on-site contact information). Pacheco Koch was not involved with site selection, site design, or the current operations for this project.

Methodology

When feasible, the Analyst should conduct first-hand observations of existing event to develop an understanding of site-specific traffic/transportation characteristics, such as: drop-off/pick-up frequency, parking needs, alternative travel mode use, safety issues, queuing, traffic congestion, site access, current traffic management strategies in use, etc. When it is not feasible to conduct such observations, interviews with staff or personnel familiar with those items is desirable. When neither option is available, the Analyst may be required to rely upon published information and/or professional judgment and experience.

Once the base information is assembled, the Analyst should estimate the projected traffic/transportation characteristics generated by the proposed Event. Next, the Analyst should inventory the attributes and resources of the subject site and determine how the site can best accommodate those projected conditions. Based upon that assessment, the recommended TMP Strategies shall be developed to optimally achieve the basic TMP Objectives. The recommended TMP Strategies should be reviewed by the School (ideally, the TMP Manager) for refinement and approval before formal submittal to the Approving Agency.

Expectations

NOTE TO SCHOOL: By submittal of a TMP to the Approving Agency, the School is implicitly agreeing to implement, maintain, and comply with the recommended actions presented herein subject to acceptance by Approving Agency and any associated conditions Approving Agency may impose. It is also inferred that the School agrees to be self-accountable for these actions until and unless Approving Agency deems further measures are appropriate or the TMP is no longer required.

Recommended TMP Strategies may include one-time measures to be implemented before the Event and/or ongoing actions to be performed before, during, or after the Event. Recommended TMP Strategies involving on-site measures or actions are generally considered to be the responsibility of the School.

To ensure appropriate compliance and consistent implementation of the TMP, it is recommended that the School appoint a TMP “Manager”. In general, a Manager should be a qualified and capable individual or group of individuals assigned to take responsibility of the TMP and be accountable for successful implementation in order to achieve the Objectives described earlier (see “**Exhibit 1**”). Other specific duties of the Manager include:

- Monitor effectiveness of TMP strategies and make prudent adjustments, as needed, to more effectively accomplish the TMP Objectives
- Maintain an awareness of readily-available alternative transportation modes serving the site and facilitate and promote their use during the Event when practical
- Serve as a liaison to the Approving Agency(-ies), when needed
- When applicable, provide training and direction to other personnel assigned to implement the TMP measures
- Provide instruction to Users on how to comply with the intent of the TMP

Recommended TMP Strategies were developed specifically for the period(s) of peak traffic demand and are depicted in the respective exhibit. For periods of less intense traffic demand, recommended TMP Strategies may be utilized, in part or in whole, as needed to realize the TMP Objectives.

Changes to TMP

Informal changes to any recommended TMP Strategies presented herein to improve efficiency or effectiveness may be implemented at the discretion of the School if those changes are prudent and do not compromise the TMP Objectives. It is recommended that changes implemented under such circumstances be documented and retained by the School for future reference or upon request. At the discretion of the Approving Agency, submittal of a formally revised TMP report/document or a validation study may be required on a predetermined or as-needed basis.

TRAFFIC MANAGEMENT PLAN

NOTE: Recommended TMP Strategies contained herein are based upon the best data, site-specific information, and analytical processes readily available at the time of the study. However, specific quantities related to traffic congestion at peak periods (e.g., duration, length of queue, etc.) are estimated values. Actual quantities may vary due to unknown or unquantifiable variables and other operational factors that may occur. In the event that actual, future conditions generate undue burden on Users and/or the travelling public, modifications to the TMP should be considered. (See preceding NOTE for guidance on implementing changes to the TMP.) However, in extreme conditions, TMP actions may not be capable of mitigating all traffic conditions, and it may be incumbent on the School to consider operational, institutional, or other long-term changes to address issues on a more permanent basis.

A summary of existing conditions is provided below:

DISCRIPTION: Parent pick-up activity currently occurs on Fredrick Square (South). Parent vehicles enter the site through the school/church driveway on Lomo Alto Drive and exit onto Douglas Avenue. All parent pick-up activity occurs on site.

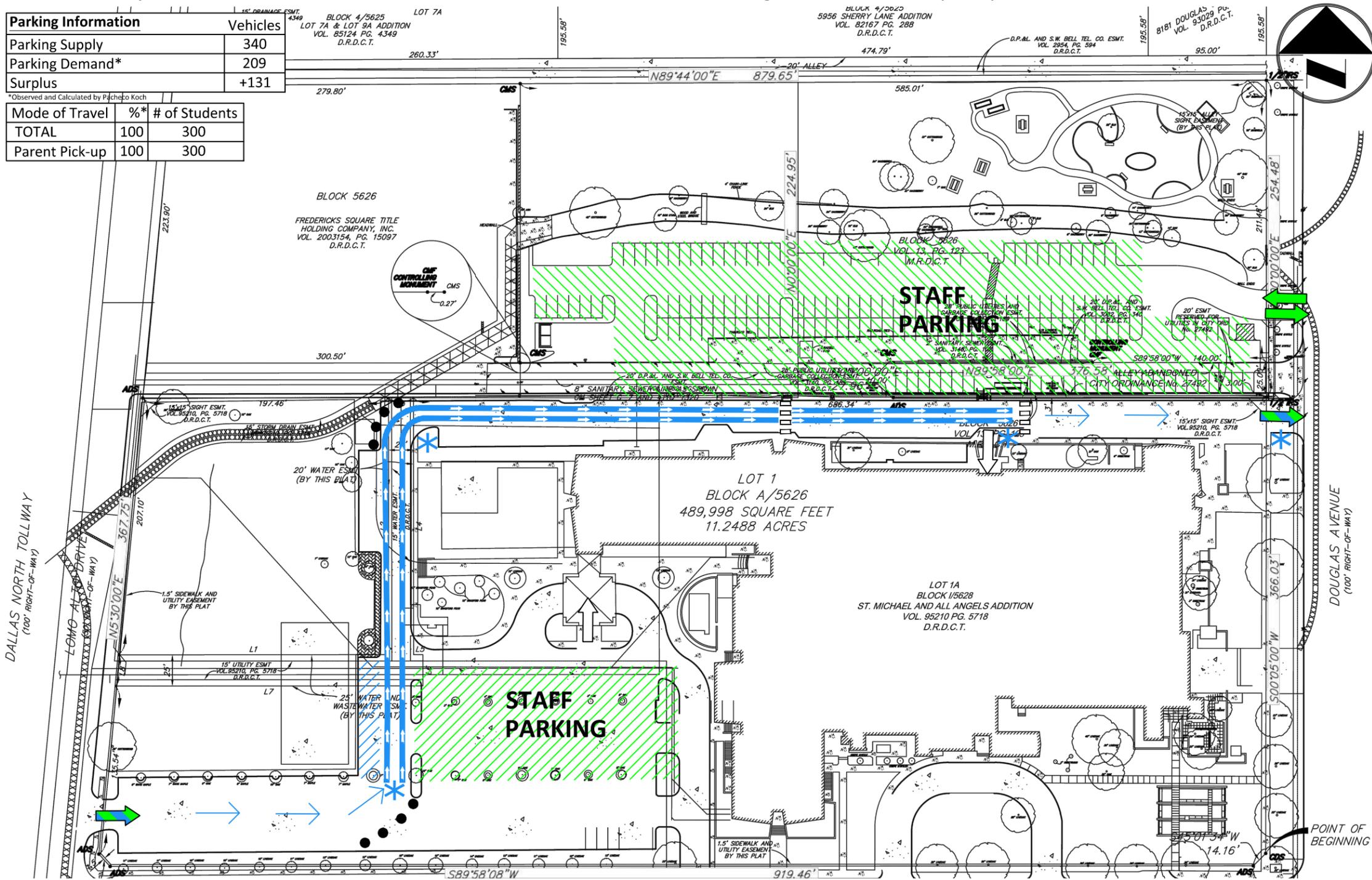
A summary of proposed conditions is provided below:

DISCRIPTION: Parents to enter the site through the existing southern driveway on Lomo Alto Drive, queue in a double-line through the existing parking lot and drive aisles, unload/load on the north side of the building and exit on Douglas Avenue.

END OF MEMO

GENERAL NOTE: The subject school administration shall issue a formal communication that summarizes the intent of the Traffic Management Plan at least once every school year.

Parking Information		Vehicles
Parking Supply		340
Parking Demand*		209
Surplus		+131
*Observed and Calculated by Pacheco Koch		
Mode of Travel	%*	# of Students
TOTAL	100	300
Parent Pick-up	100	300



- Parking**
- Green hatched area - Off-Street Allowed
 - Green arrow - Access Point
- Queuing/Loading**
- Blue hatched area - Parent Waiting and Loading Area
 - Blue arrow with bar - Queue Area (Controlled)
 - Blue dashed arrow - Loading Area (Designated)
 - Blue arrow - Circulation/Flow
 - Blue arrow with bar - Access Point
 - Blue star - Staff Assistance
- Pedestrian/Other**
- Black square - Crosswalk
 - Black circle - Traffic Cone

Proposed Conditions


 THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY STEVE E. STONER, P.E. 84828 ON 08/03/2017. ALTERATION OF A SEALED DOCUMENT WITHOUT PROPER NOTIFICATION TO THE RESPONSIBLE ENGINEER IS AN OFFENSE UNDER THE TEXAS ENGINEERING PRACTICE ACT.

BACKGROUND:
Event Information
 Approving Agency: City of Dallas
 Event/Type: Private School (Pre-K - K)
 Event Organizer: Saint Michael Episcopal School
 Event Frequency: Recurring
 On-Site Contact: Keith Quarterman/Executive Director of Operations/(214) 361-1224

NOTE: This drawing is conceptual only and does not reflect a detailed design.

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*Based on calculations including City approved rates and data provided by DISD

Vehicle Accumulation/Capacity		
Projected Enrollment		
Deductions:		
By School Bus (0%)	0	Students
By Walking (0%)	0	Students
Other (0%)	0	Students
Students by Pick-up/Drop-off	300	Students
City-Approved Rate:	5.12	If of max. queue per student*
Average Length of Vehicle:	23.5	If/veh (Pacheco Koch Observed)
"Projected Maximum Vehicle Accumulation":	65	Vehicles (1,011 lf)
Projected Capacity:	76	Vehicles (2,256 lf)
SURPLUS	+11	

EXHIBIT 1 Z____-____
Traffic Management Plan
Proposed Conditions
 Saint Michael Episcopal School, Dallas, Texas
