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TX. REG: ENGINEERING FIRM F-469  
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## TECHNICAL MEMORANDUM

**To:** Harmony School of Business, Dallas, Texas

**From:** Hunter W. Lemley, P.E. – Pacheco Koch

**Date:** August 29, 2019

**Subject:** **Traffic Management Plan Review: Harmony School of Business**  
*PK#:3979-19.351*

### INTRODUCTION

Pursuant of the Specific Use Permit No. 1937, this study is the required traffic study to validate the initial Traffic Management Plan for Harmony School of Business issued in 2015. A copy of the original Traffic Management Plan Exhibit is attached for reference. NOTE: Since the creation of the original Traffic Management Plan in 2015, Harmony School of Business has reduced from grades Kindergarten through 12<sup>th</sup> to grades 6<sup>th</sup> through 12<sup>th</sup>.

The zoning conditions call for the traffic study to assess the following:

1. ingress and egress points;
2. queue lengths;
3. number and location of personnel assisting with loading and unloading of students
4. drop-off and pick-up locations
5. drop-off and pick-up hours for each grade level
6. hours for each grade level; and
7. circulation.

### OBSERVATIONS/ANALYSIS

Pacheco Koch reviewed the initial Traffic Management Plan and conducted four site observations during the months of August-September of 2019. The following observations were made -- and only pertain to the afternoon pick-up period unless otherwise noted -- during the field visits for Harmony School of Business:

1. ingress and egress points:
  - a. The ingress and egress points shown on the Traffic Management Plan Exhibit were observed to work well. One driveway is located on W President George Highway

Frontage Road (Inbound only) and one driveway is located on Frankford Road (outbound only). Staff parking is generally reserved in the south parking lot, adjacent to Frankford Road. The rest of the parking is for visitors.

2. queue lengths:
  - a. The school's parent pick-up operations function as a managed queue protocol (with staff assistance). Parent pick-up queuing operations begin at the south side of the school building and circulates clockwise around the school building.
3. number and location of personnel assisting with loading and unloading of students
  - a. Personnel assistance was highly involved in the school's managed queue protocol operation during drop-off and pick-up activities. Communication was used between staff members from within the school building to other staff members outside the school building.
4. drop-off and pick-up locations
  - a. The school has a single drop-off area for all grades located south of the school building.
5. drop-off and pick-up hours for each grade level
  - a. Morning drop-off activities occurred as early as 7:00 am in the morning (lasting approximately 30 minutes) and 2:45 pm in the afternoon (lasting approximately 45 minutes for each pick-up period).
6. hours for each grade level
  - a. The school currently consists of grade levels 6<sup>th</sup> through 12<sup>th</sup>. Hours for 6<sup>th</sup> Grade through 12<sup>th</sup> Grade start at 7:35 am and end at 3:00 pm.
7. circulation
  - a. Traffic enters the site through the northern driveway on W President George Bush Highway Frontage Road and exits from the southern driveway on Frankford Road. School traffic accumulates adjacent to the school building and generally circulates clockwise throughout the site.

## STATUS OF ORIGINAL TRAFFIC MANAGEMENT PLAN RECOMMENDATIONS

In conclusion, Harmony School of Business should continue using the system of pick-up and drop-off which has been used for a number of years at the school.

NOTE: The school has expressed interest in reducing the number of queue lines from two queue lines to a single queue line. Recently, Harmony School of Business has significantly reduced in enrollment as a result of the removal of grades K-5<sup>th</sup>. Based on this reason and observations performed by Pacheco Koch, it was found that plenty of available space is on-site for a single queue line to take effect from drop-off and pick-up activities. Should the enrollment ever increase and the queue line begins to encroach onto public right-of-way, a double queue line will need to be reinstated.

## ACKNOWLEDGEMENT STATEMENT

### REVIEW AND COMMITMENT

The original traffic management plan (TMP) for Harmony School of Business 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. 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.

Documented to which this acknowledgement statement is attended to is a review that indicates the assessment and performance of the original TMP. This TMP review contains the recommendations that apply to the subject site.

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. If, for any reason, the school is not adhering to the recommendations of the original TMP, the school administration hereby agrees that the current operations for student drop-off and pick-up are satisfactory at this point in time.

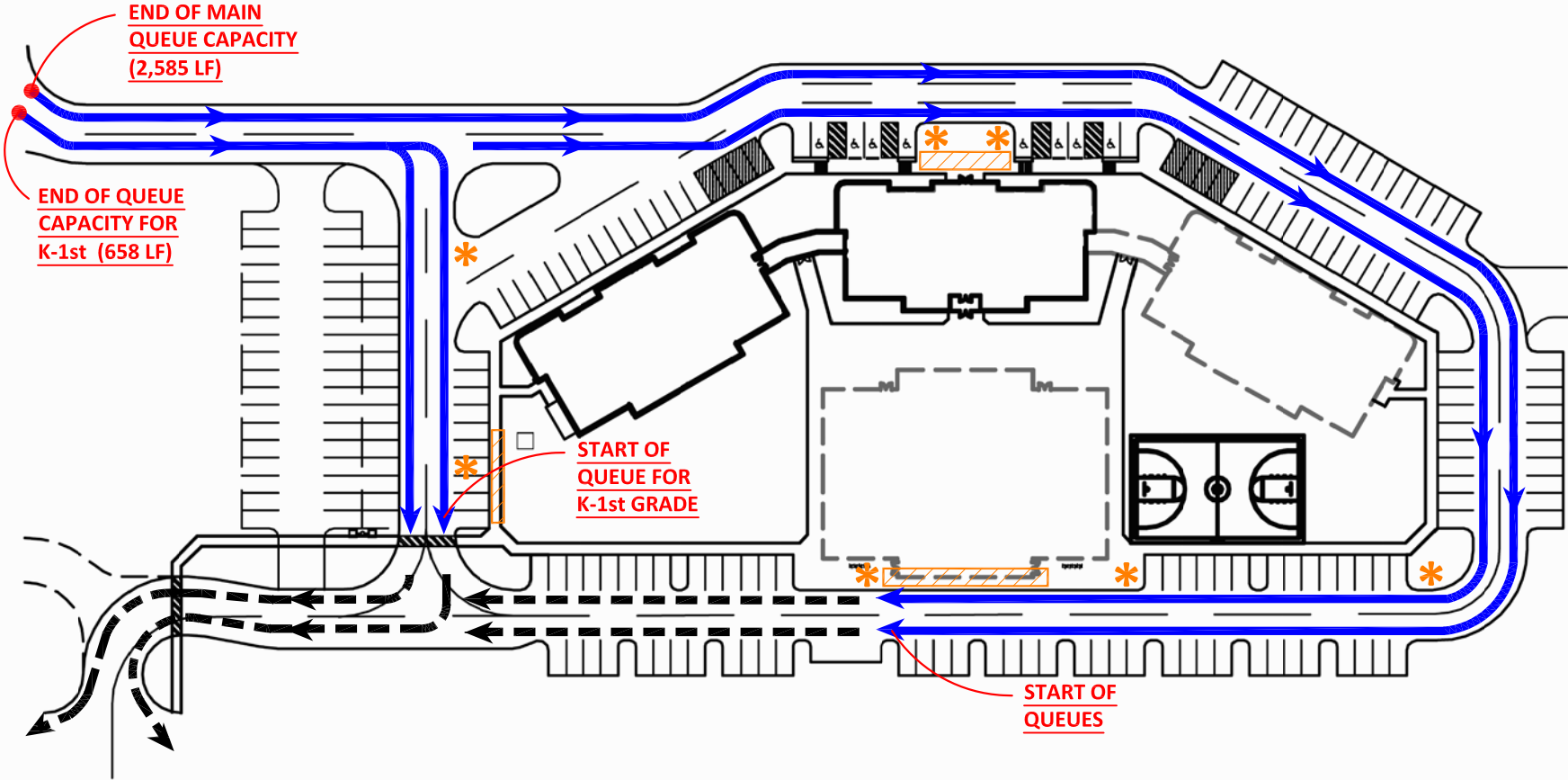
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\*NOTE: Traffic issues related to school traffic operations may be reported using 3-1-1 and the City of Dallas will address the situation accordingly.



NOTE: Background site plan prepared by Kimley Horn & Associates for illustration purpose only.

**Traffic Queuing Summary**

Loading Zone	Dismissal Times	Vehicular Queue
Loading Area 1 (K-1st Grade)	2:45 PM	Provided: 658 LF (28 cars) Required: 470 LF (20 cars) Surplus: 188 LF (8 cars)
Loading Areas 2 (2nd - 11th Grade)	3:40 PM	Provided: 2,585 LF (110 cars) Required: 1,880 LF (80 cars) Surplus: 705 LF (30 cars)

\*Vehicular queue calculated at 23.5 feet/passenger car based on field observations.

**Legend**

- School Staff
- Loading Area
- Queue Capacity
- Outbound Route

The purpose of this Traffic Management Plan (TMP) is to evaluate traffic operations that promote safety and efficient vehicle circulation. This TMP was developed to prevent queuing of drop-off/pick-up related vehicles within the city rights-of-way. The school administration should adhere to this TMP. Any deficiency due to spillover of queuing into undesignated areas of the city rights-of-way, including roadway travel lanes, should be corrected by the school immediately.

I, David Nevarez, P.E. #106200, certify that the results of the queuing analysis—upon complete enforcement of this Traffic Management Plan—indicate that no queuing of vehicles will extend into City of Dallas rights-of-way as a results of internal queuing constraints during the study peak hours of school operation.