

PEDESTRIAN ISSUES IN WORK ZONES
TECHNICAL GROUP MEETING MINUTES
May 15, 2008

The technical group met on May 8, 2008 at 2 PM in the Traffic Control Conference Room, with the following in attendance:

Attendees

Joseph Ishak, PE - Chair
Jay Bennett, PE
Jeff Cox, PE
Jennifer Evans, PE
Tris Ford
Bucky Galloway, PE
Mitch Hendee, PE
Jennifer Portanova, PE
Walt Thompson

Representing

Work Zone Traffic Control Unit (WZTCU)
Roadway Design Unit
Bicycle and Pedestrian Division
Project Development and Environmental Analysis (PDEA)
PDEA – Public Involvement & Community Studies
Traffic Engineering Branch
Alternative Delivery Unit
Work Zone Traffic Control Unit
ADA Coordinator

The following items were discussed during the meeting:

- There were no comments from the Divisions or Branches on the Guide. Since the meeting, Joseph Ishak and Stuart Bourne met with Debbie Barbour and she agreed to take the memo to Mr. Rosser for his signature.
- Joseph Ishak and Jennifer Portanova met with Sharon Smith with the Division of Services for the Blind (DSB) on April 2, 2008 to discuss visually impaired pedestrians in work zones. Sharon will develop a list of DSB contacts to filter work zone information through. The contacts will have the ability to provide the information to visually impaired people throughout the state. In addition, information can be provided through the DSB's website along with a link to the NCDOT website. Sharon has been invited to attend the next committee meeting on July 2, 2008.
- The Recommended Changes list was updated as follows:
 1. No change. Item Completed.
 2. No progress has been made on the PDEA procedures since the last meeting. Jennifer Evans was waiting on comments from the Division before proceeding.
 3. Existing Community Studies procedures may not need to be changed to accommodate the Guide. However, Tris Ford will confirm and follow up with the Committee. In the meantime, more requests for pedestrian counts and surveys are being made on projects that are past the planning phase as people become aware of the new Guide. A procedure is needed for how to handle these requests. Therefore, a subcommittee meeting has been scheduled for June 4, 2008 to discuss the interim procedure for how to handle pedestrian counts and surveys. The meeting attendees will include representatives from PDEA, WZTCU, Roadway, and Transportation Planning.
 4. Jennifer Evans will follow up with Charles Cox on the progress of revising the Minimum Criteria Checklist. The contact name for this item will change from Joseph Ishak to Jennifer Evans.
 5. ADA/504 will be handled during the workshop for planners and designers. The workshop will be discussed later in the minutes.
 6. No change. Item Completed.
 7. No change. Item Completed.
 8. A draft revision to Chapter 28 – Sidewalks of the Policy Manual was given to the committee members for review. Changes to this chapter will need to be sent through the Implementation Committee for review and approval. Committee members will send their comments on this chapter to Jennifer Portanova by May 30, 2008.

9. The formation of the Pedestrian Policy Task Force (Tom Norman) may be delayed; therefore, the status will be changed to TBD.
 10. The wording for encroachment agreements will change in July 2008 to require encroachers to follow the MUTCD. The status of this item will change to July 2008.
- Two projects were discussed as possible candidates to elevate to the Pedestrian Task Force, B-4072 (Cherokee County) and B-4434 (Bertie County). It was decided that neither project was at a point that required involvement from the Pedestrian Task Force. Jay Bennett will follow up on the issues with B-4072, and B-4434 will continue through the normal design process.
 - The following is a list of the Education Session that have been conducted up to the date of the meeting and the number of participants exposed to the issue:

Training	Dates	Approximate Number of Participants
Work Zone Rodeo	February 26-28, 2008	500+
Work Zone Traffic Control Unit	April 3, 2008	25
Construction Conference	March 26, 2008	100
Operations Staff Meeting	April 2008	30
PDEA Senior Staff Meeting	January 16, 2008	45

- Future education opportunities include the MPO conference (November 12-14, 2008), ACEC/DOT Conference (October 2008), and the NCSITE Conference (December 2, 2008). Jennifer Portanova will send a presentation proposal to the contacts for the MPO Conference and NCSITE Conference. Jay Bennett will present at the MPO Conference, and Joseph Ishak will present at the ACEC/DOT Conference and NCSITE Conference.
- The workshop for planners and designers will be discussed at a separate meeting on June 26, 2008 at 2pm in the Traffic Control Conference Room. Participants for this meeting include representatives from WZTCU, Roadway, PDEA, Division of Pedestrian and Bicycles, and the ADA Coordinator. Walt Thompson agreed to dedicating his staff to organizing and planning the logistics of the workshop. The committee discussed the following agenda items that need to be presented during the workshop:
 - ADA/504 Training (~15 minutes)
 - Guide for Accommodating Pedestrians during Construction
 - New Procedures associated with Guide (Pedestrian Count/Survey procedures to be discussed at a meeting on June 4, 2008)
 - Example Projects
 - Pictures from work zones
 - Contact information (who to call when issues arise)
- The next committee meeting is scheduled for July 2, 2008 at 2pm in the Traffic Control Conference Room (TTCR).

SUMMARY KEY DATES

<ul style="list-style-type: none"> ❑ May 30, 2008 – Comments due on Chapter 28-Sidewalks ❑ June 4, 2008 – Meeting on Interim Procedures for Pedestrian Survey/Counts (2pm, TTCR) ❑ June 26, 2008 – Meeting for Workshop Planning (2pm, TTCR) ❑ July 2, 2008 – Committee Meeting (2pm, TTCR)
