

PEDESTRIAN ISSUES IN WORK ZONES
TECHNICAL GROUP MEETING MINUTES
January 28, 2008

The technical group met on January 23, 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
Elise Groundwater
Ron Hancock, PE
Jennifer Portanova, PE
Keith Raulston
Walt Thompson

Representing

Work Zone Traffic Control Unit
Roadway Design Unit
Bicycle and Pedestrian Division
Project Development and Environmental Analysis (PDEA)
PDEA – Public Involvement & Community Studies
Traffic Engineering Branch
Work Zone Traffic Control Unit
Construction Unit
Work Zone Traffic Control Unit
Division 9
ADA Coordinator

The purpose of the meeting was for the group to provide updates on the action items from the last meeting. The following are the discussion and action items from the meeting.

➤ **Criteria flow chart**

The group discussed the flow chart logic and how others may interpret or misunderstand. The group discussed revising the first box of the flow chart to begin with conducting a site assessment to identify the need for pedestrian accommodations. Everyone was asked to spend time reviewing the flow chart to determine if the terms are clear and will be easily understood by the end users.

Action Item: The committee will send all comments on the flow chart to Jennifer Portanova by February 1, 2008 and she will work on incorporating the comments and recreating the flow chart in Visio.

➤ **Exceptions and Draft Waiver Letter**

The committee decided that the waiver document should be sent from the PDEA project engineer to Bill Rosser with a statement that includes the various units the exception was coordinated with. PDEA would coordinate the exception with Roadway Design Unit (RDU), Work Zone Traffic Control Unit (WZTCU), Division, and Bicycle and Pedestrian Unit. The title of the exception letter would be “Exception for Accommodation Pedestrian/Bicycle Access during Construction” and would be copied to all units involved in the exception decision, Traffic Engineering, ADA Coordinator, and FHWA (federally funded projects). The attachment to the exception letter would include space to provide a description of the pedestrian facility, the studied alternatives, and the basis for the exception.

Action Item: Bucky Galloway will revise the waiver letter and send it to the committee for review.

It was also discussed forming a “team of experts” that could offer advice when assessing projects or address questions before they are elevated to Mr. Rosser. This team would consist of a representative from WZTCU, RDU, Division, and Construction Unit.

➤ **Draft Recommendation Letter**

The group was provided a revised draft recommendation letter. The recommendation letter will be revised to include a statement about persons with disabilities.

➤ **Education Plan**

In February, committee representatives will discuss the topic with Debbie Barbour and Jon Nance in preparation for going to Bill Rosser. Ron Hancock, Keith Raulston, and Joseph Ishak will present the topic at the Construction Conference in March 2008. The committee will have more discussion on the education plan at the next meeting.

➤ **Recommended Changes Update**

Jennifer Evans and Tris Ford presented the recommended changes and criteria for accommodating pedestrians to the PDEA leadership team on January 11, 2008 and asked for comments by end of the month. Jay Bennett has updated the checklist for field inspections to address pedestrian accessibility within the work zone, and he will be issuing a letter to the Roadway Project Engineers this week.

Next meeting is scheduled for **Tuesday, February 19, 2008** at 2 PM. The conference room location will be determined and communicated to attendees. All interested parties should plan to attend the next meeting.

SUMMARY OF ACTION ITEMS

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| <ul style="list-style-type: none"><input type="checkbox"/> The committee will send all comments on the flow chart to Jennifer Portanova by February 1, 2008 and she will work on incorporating the comments and recreating the flow chart in Visio.<input type="checkbox"/> Bucky Galloway will revise the waiver letter and send it to the committee for review.<input type="checkbox"/> Next meeting is scheduled for Tuesday, February 19, 2008 at 2 PM |
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