

**PEDESTRIAN ISSUES IN WORK ZONES  
TECHNICAL GROUP MEETING MINUTES  
March 18, 2008**

The technical group met on March 18, 2008 at 2 PM in the Traffic Control Conference Room, with the following in attendance:

**Attendees**

Joseph Ishak, PE - Chair  
Jay Bennett, PE  
Stuart Bourne, PE  
Jennifer Evans, PE  
Tris Ford  
Ron Hancock, PE  
Mitch Hendee, PE  
Brad Hibbs, PE  
Jennifer Portanova, PE  
Keith Raulston, PE

**Representing**

Work Zone Traffic Control Unit (WZTCU)  
Roadway Design Unit  
Work Zone Traffic Control Unit  
Project Development and Environmental Analysis (PDEA)  
PDEA – Public Involvement & Community Studies  
Construction Unit  
Alternative Delivery Unit  
Federal Highway Administration (FHWA)  
Work Zone Traffic Control Unit  
Division 9

At the meeting, each attendee was given a packet to review one last time before distributing to the Division Engineers and Branch Heads for review. The packet contained the following:

1. Draft Memo from Rosser
2. Recommended Changes document
3. “Guide” to Integrating Temporary Pedestrian Impacts
4. Guide to Determine Accommodations (flowchart)
5. Pedestrian Task Force Guidelines (formally exceptions)

Ron Hancock mentioned that Jon Nance had a concern about encroachment agreements not being addressed with these guidelines. The committee acknowledged that this was a concern and that the initial focus of the committee was on TIP project development. The committee agreed to add an item to the “Recommended Changes” document to review encroachment agreement to possibly include language to better address temporary pedestrian impacts. A meeting will be arranged with Scott Capps before the Operations Staff Meeting to discuss this issue. The meeting will include Stuart Bourne, Joseph Ishak, Ron Hancock, Keith Raulston, and Meredith McDiarmid, who has been coordinating with Scott on other issues related to the language in the encroachment agreements.

Since the meeting, documents 2, 3, and 4 were compiled into one document named “Guide for Temporary Pedestrian Accommodations”. Stuart Bourne emailed the draft Memo, Guide, and Recommended Changes to the Division Engineers and Branch Heads on March 20, 2008. Stuart Bourne presented at the Operations Staff Meeting on April 1, 2008.

**Implementation Progress**

- Representatives for the **Pedestrian Task Force** were named as follows:

Work Zone Traffic Control	Stuart Bourne - Head
Roadway Design Unit	Jay Bennett (backup Greg Brew)
PDEA	Missy Dickens
Division of Pedestrians and Bicyclist	Jeff Cox
Construction Unit	Ron Hancock
Division	Division Representative

- PDEA has organized an internal group to update procedures to accommodate the new Guidelines.
- A meeting was held on March 12, 2008 with Robin Maycock, Roadside Environmental, to discuss changes to the Minimum Criteria checklist. Jennifer Evans, Joseph Ishak, Jennifer Portanova, and

Charles Cox attended the meeting. The group discussed including changes that addressed temporary impacts for all road users, including pedestrians. As a result of the meeting, Jennifer Evans and Charles Cox will coordinate with Daniel Keel and Robin Maycock to get the changes implemented.

- Recently, the survey/assessment process was tested with a project in Chapel Hill. The challenges on this project provided good insight into the details that need to be worked out to create an effective procedure for pedestrian counts and surveys.
- Joseph Ishak provided an update on the number of pedestrians using the Lexington Shuttle as follows: November (112), December (115), January (135), February (244).

### Education Progress

Completed training includes:

- Work Zone Rodeo – Accommodating pedestrians in work zones was mentioned in a class at the Work Zone Rodeo in February 2008. Over 500 people attended the Rodeo.
- Construction Conference – Since the meeting, two presentations about accommodating pedestrians in work zones were made at the Construction Conference in Raleigh on March 26, 2008.

Future training opportunities includes:

- MPO Conference – This conference will be held in New Bern in the fall.  
**Action Item:** **Stuart Bourne** will contact Mike Bruff about participating in this conference.
- ACEC/DOT Conference – This conference will provide an opportunity to present the issue to private engineering firms (PEF). At the meeting, the group discussed how important educating PEFs would be, especially considering design-build projects. There was some discussion on adding language in the advertisement to highlight pedestrian issues or ensuring the requirements are documented in the green sheet commitments. Since the meeting, Steve Kite confirmed that accommodating pedestrians in work zones is an agenda item for the conference on October 7, 2008.
- ADA Show and Tell – ATSSA contacted the Department about conducting an ADA Show and Tell in Raleigh. The Show and Tell brings vendors to bring in various ADA traffic control devices.  
**Action Item:** **Stuart Bourne** will pursue the ADA Show and Tell opportunity.
- Maintenance Conference – This conference will provide an opportunity to present the issue to maintenance engineers.  
**Action Item:** **Joseph Ishak** will contact Scott Capps about participating in this conference.
- Workshop for Planners and Designers – The workshop will be held in Raleigh after the Memo from Rosser is signed.  
**Action Item:** **Mitch Hendee** will set up a meeting to discuss and plan this workshop.

The next meeting is scheduled for **April 22, 2008** at 2 PM in the Traffic Control Conference Room. All interested parties should plan to attend the next meeting.

### SUMMARY OF ACTION ITEMS

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| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Stuart Bourne</b> will contact Mike Bruff about the MPO Conference.</li><li><input type="checkbox"/> <b>Stuart Bourne</b> will contact ATSSA about the ADA Show and Tell.</li><li><input type="checkbox"/> <b>Joseph Ishak</b> will contact Scott Capps about the Maintenance Conference.</li><li><input type="checkbox"/> <b>Mitch Hendee</b> will set up a meeting to discuss and plan the workshop.</li><li><input type="checkbox"/> Attend the next meeting on <b>April 22, 2008</b> at 2 PM in the Traffic Control Conference Room</li></ul> |
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