

PEDESTRIAN ISSUES IN WORK ZONES
TECHNICAL GROUP MEETING MINUTES
November 30, 2007

The technical group met on November 28, 2007 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
Elise Groundwater
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
Work Zone Traffic Control Unit
Work Zone Traffic Control Unit
Division 9
Productivity Services

The purpose of this meeting was for the small groups to provide progress updates to the committee and to determine how the final product will be presented. At the meeting, the committee was also provided an update on project B-3446 and shown pictures from current project with work zone pedestrian challenges. The following are the discussions and action items from the meeting.

PROJECT UPDATES AND DISCUSSION

Keith Raulston provided an update on the project in Lexington (B-3446) where the Department provided a pedestrian shuttle. Few people are using the pedestrian shuttle, and are likely choosing to cross the railroad tracks instead. Keith will provide updates at future meetings.

Joseph Ishak showed pictures from a Town of Cary project where a citizen complained to the Department about the condition of work zone in relation to pedestrians. Walt Thompson is familiar with this issue and may meet later with the Work Zone Traffic Control Unit to discuss it further.

SMALL GROUP UPDATES AND ACTION ITEMS

Criteria and Exceptions

There was no representative from either group present at the meeting. Joseph will contact someone from each group to determine if any action was taken since the last meeting.

Action Items:

- **Criteria Group will** update the flow chart to reflect the recommendations from the October 2007 meeting as follows:
 - Move “Pedestrian counts...” Box to below “Is pedestrian detour available and ADA appropriate” position
 - Revise language in “Pedestrian counts...” Box to “Perform Pedestrian counts – Are pedestrian counts and generators low – based on survey assessment?”
 - Move the asterisk (*Survey should be conducted...) to below “Pedestrian Counts” Box or create a box to include this action at this location
 - Revise “Is pedestrian detour available that is less than 1 mile long and ADA appropriate” to “Is there an acceptable detour available that is ADA compliant”
- **Exceptions Group will** draft an Exceptions Waiver template letter.

Procedures

The Procedures Group assignment was to determine how all the categories fit together. This task was accomplished by including a reference to the Criteria Flow Chart, Exception, and Exceptions Waiver in

the Timeline, now known as the *Project Flow* document. The *Project Flow* document is attached to the meeting minutes.

During the meeting, the list of *Recommended Changes* was updated to include the responsible unit and a committee contact. The committee contact would be responsible for following up on the progress of the action item. The updated Recommended Changes document is attached to the meeting minutes.

Action Items:

- ❑ **Committee Contacts will** contact the responsible unit or group and provide a target date for completion to the committee at the next meeting.
- ❑ **Jay Bennett will** begin working on a recommendation letter to present the recommended changes and accompany all the information developed by the committee.

Education Plan

The DOT Engineers Conference could provide an opportunity to promote general awareness about pedestrian issues during construction, since there are measures of protecting pedestrians in the work zone that can be implemented in the field that do not require Policy provisions.

Action Items:

- ❑ **Joseph Ishak will** contact the Construction Unit about getting on the agenda for the conference.
- ❑ **Walt Thompson will** prepare a presentation for the conference that includes photos and sample projects like Lexington and Jamestown.

The next meeting is schedule for **Monday, December 17, 2007** at 2 PM in the Traffic Control Conference Room.

SUMMARY OF ACTION ITEMS

- | |
|--|
| <ul style="list-style-type: none"> ❑ Criteria Group will update the flow chart to reflect the recommendations from the October 2007. ❑ Exceptions Group will draft an Exceptions Waiver template letter. ❑ Committee Contacts will contact the responsible unit or group and provide a target date for completion to the committee at the next meeting. ❑ Jay Bennett will begin working on a recommendation letter to present the recommended changes and accompany all the information developed by the committee. ❑ Joseph Ishak will contact the Construction Unit about getting on the agenda for the conference. ❑ Walt Thompson will prepare a presentation for the conference that includes photos and sample projects like Lexington and Jamestown. ❑ The next meeting is Monday, December 17, 2007 at 2 PM in the Traffic Control Conference Room. |
|--|