

PEDESTRIAN ISSUES IN WORK ZONES
TECHNICAL GROUP MEETING MINUTES
December 28, 2007

The technical group met on December 17, 2007 at 2 PM in the Traffic Control Conference Room, with the following in attendance:

Attendees

Joseph Ishak, PE - Chair
Ron Hancock, PE
Jeff Cox, PE
Jennifer Evans, PE
Tris Ford
Elise Groundwater
Jennifer Portanova, PE
Keith Raulston
Brad Hibbs
Jay Bennett, PE

Representing

Work Zone Traffic Control Unit
Construction 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
FHWA
Roadway Design Unit

UPDATES AND INFORMATION

➤ **Lexington Project (B-3446)**

During November, 132 pedestrian used the shuttle to cross the bridge in Lexington. Since the meeting, the Division, Work Zone Traffic Control Unit, and Public Transportation representatives from the Department met with Davidson County Transportation Service (DCTS) to discuss the pedestrian shuttle ridership and if the hours of operation needed to be adjusted. At that meeting, it was decided to continue with the current hours of operation and reevaluate at the end of January 2008.

➤ **ATSSA Work Zone Safety Grant**

Attendees were given a document developed by American Traffic Safety Services Association (ATSSA) named “Guidance Sheet – Work Zone Pedestrian Access Consideration” and were asked to review and provide comments to Jennifer Portanova by **January 4, 2008**.

SMALL GROUP UPDATES AND ACTION ITEMS

➤ **Criteria**

Ron Hancock will incorporate changes discussed at a previous meeting into the flow chart and send to Jennifer Evans before **January 8, 2008**.

➤ **Exceptions**

Bucky Galloway and Brad Hibbs will develop a template for a waiver letter and provide it to the committee to review by the next meeting.

➤ **Procedures**

A draft recommendation letter was provided to the Committee for review. Comments can be sent to Jennifer Portanova by **January 18, 2008**.

➤ **Education Plan**

A presentation will be made at the Construction Conference in March 2008 to provide general awareness about pedestrian issues during construction. The group discussed providing a workshop for central design units and division design engineers no later than May 2008 to provide training on the topic. It was suggested to bring the topic up at Debbie’s staff meeting, MPO Conference in Spring 2009, and the ACEC/DOT Conference. Brad Hibbs will spread the message through TCC Meeting.

ACTION ITEMS

At the previous meeting, a committee contact was identified for each of the Recommended Changes and the contacts were asked to provide a target date for completion to the committee. The following were the target dates discussed:

Action Items	Responsible Unit	Committee Contact	Target Date
1	FSU	Joseph Ishak	January 23, 2008
2	PDEA	Jennifer Evans	Will provide after January 8th meeting with senior staff
3	PDEA	Tris Ford	Will provide after January 8th meeting with senior staff
4	PDEA	Tris Ford	Will provide after January 8th meeting with senior staff
5	PDEA	Tris Ford	Will provide after January 8th meeting with senior staff
6	PDEA	Joseph Ishak	Will provide after January 8th meeting with senior staff
7	PDEA	Jennifer Evans/Tris Ford	Will provide after January 8th meeting with senior staff
8	PDEA	Walt Thompson	Will provide after January 8th meeting with senior staff
9	PDEA	Jennifer Evans	Will provide after January 8th meeting with senior staff
10	TEB	Bucky Galloway	January 23, 2008
11	RDU	Jay Bennett	January 23, 2008
12	ADU	Mitch Hendee	Was not present
13	Pedestrian Task Force	Jeff Cox	End of 2008

SUMMARY OF ACTION ITEMS

- Ron Hancock** will update the flow chart and send to Jennifer Evans prior to **January 8, 2008**.
- Exceptions Group** will draft an Exceptions Waiver template letter.
- Jennifer Evans, Tris Ford, and Mitch Hendee** will contact the responsible unit or group for the remaining action items and provide a target date for completion to the committee at the next meeting.
- Committee** will provide comments on the ATSSA document to Portanova by to **January 4, 2008**.
- Next meeting is schedule for **Wednesday, January 23, 2008** at 2 PM in the Traffic Control Conference Room.