

ORDINANCE NO. 31566

An ordinance amending Ordinance No. 24202, passed by the Dallas City Council on March 8, 2000, as amended Ordinance No. 26542, passed by the Dallas City Council on January 10, 2007, which amended the zoning ordinances of the City of Dallas, and granted Specific Use Permit No. 1396 for a public or private school; amending the property description in Section 1 of that ordinance; amending the conditions in Section 2 of that ordinance; providing a traffic management plan; providing a penalty not to exceed \$2,000; providing a saving clause; providing a severability clause; and providing an effective date.

WHEREAS, the city plan commission and the city council, in accordance with the Charter of the City of Dallas, the state law, and the ordinances of the City of Dallas, have given the required notices and have held the required public hearings regarding this amendment to Specific Use Permit No. 1396; and

WHEREAS, the city council finds that it is in the public interest to amend Specific Use Permit No. 1396; Now, Therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That the property description in Section 1 of Ordinance No. 24202, as amended, is replaced by the property description attached to this ordinance as Exhibit A.

SECTION 2. That the conditions in Section 2 of Ordinance No. 24202, as amended, are amended to read as follows:

“1. USE. The only use authorized by this specific use permit is a public or private school.

2. SITE PLAN. Use and development of the Property must comply with the attached site plan.
3. TIME LIMIT. This specific use permit [~~is approved for a period that~~] expires on June 24, 2040 [~~March 8, 2010~~], but [~~and~~] is eligible for automatic renewal for additional 20[~~ten~~]-year periods[~~s~~] pursuant to Section 51A-4.219 of Chapter 51A[~~CHAPTER 51A, "PART II OF THE DALLAS DEVELOPMENT CODE,"~~] of the Dallas City Code, as amended. [~~In order f~~]For automatic renewal to occur, the P[~~p~~]roperty owner [~~or the owner's representative~~] must file a complete application for automatic renewal with the director before the expiration of the current period. Failure to timely file a complete application will render this specific use permit ineligible for automatic renewal. (Note: The [~~Dallas Development~~] Code currently provides that applications for automatic renewal must be filed after the 180th but before the 120th day before the expiration of the current specific use permit period. The P[~~p~~]roperty owner is responsible for checking the Code for possible revisions to this provision. The deadline for applications for automatic renewal is [~~will be~~] strictly enforced.)
4. LANDSCAPING. Landscaping must be provided as shown on the attached landscape plan. Development of the Property must comply with Article X of the Dallas Development Code, as amended.
5. FENCING. A four-foot-high chain link fence must be provided and maintained on the entire north and east P[~~p~~]roperty line as shown on the attached landscape plan.
6. GATES. Gates complying with the Dallas Fire Code must be provided within the existing fire lane as shown on the attached site plan and must remain closed at all times except for emergency access and maintenance.
7. MAXIMUM SITE COVERAGE. Maximum permitted site coverage is 12.7 percent of the Property.
8. INGRESS-EGRESS. Ingress and egress must be provided as shown on the attached site plan. No other ingress or egress is allowed.
9. OFF-STREET PARKING. Off-street parking must be provided as shown on the attached site plan. A minimum of 69 off-street parking spaces must be provided. Lighting must be provided in compliance with the off-street parking regulations of the Dallas Development Code, as amended.
10. TRAFFIC MANAGEMENT PLAN:
 - A. In general. Operation of the public or private school must comply with the attached traffic management plan.

- B. Queuing. Queuing is only permitted inside the Property. Student drop-off and pick-up are not permitted within city rights-of-way.
- C. Traffic study.
- i. The Property owner or operator shall prepare a traffic study evaluating the sufficiency of the traffic management plan. The initial traffic study must be submitted to the director by March 1, 2022 or within three months after students first begin attending classes, whichever is later. After the initial traffic study, the Property owner or operator shall submit annual updates of the traffic study to the director by March 1 every two years.
- ii. The traffic study must be in writing, performed by a licensed engineer, based on a minimum of four samples taken on different school days at different drop-off and pick-up times over a two week period, and must contain an analysis of the following:
- aa. ingress and egress points;
- bb. queue lengths;
- cc. number and location of personnel assisting with loading and unloading of students;
- dd. drop-off and pick-up locations;
- ee. drop-off and pick-up hours for each grade level;
- ff. hours for each grade level; and
- gg. circulation.
- D. Within 30 days after submission of a traffic study, the director shall determine if the current traffic management plan is sufficient
- i. If the director determines that the current traffic management plan is sufficient, the director shall notify the applicant in writing.
- ii. If the director determines that the current traffic management plan results in traffic hazards or traffic congestion, the director shall require the Property owner to submit an amended traffic management plan. If the Property owner fails to submit an amended traffic management plan within 30 days, the director shall notify the city plan commission.

E. Amendment process.

- i. A traffic management plan may be amended using the minor plan amendment fee and public hearing process in Section 51A-1.105(k)(3).
- ii. The city plan commission shall authorize changes in a traffic management plan if the proposed amendments improve queuing or traffic circulation; eliminate traffic hazards; or decrease traffic congestion.

11. MAINTENANCE. The Property must be properly maintained in a state of good repair and neat appearance.

12[44]. GENERAL REQUIREMENTS. Use of the Property must comply with all federal and state laws and regulations, and with all ordinances, rules, and regulations of the City of Dallas.”

SECTION 2. That a person who violates a provision of this ordinance, upon conviction, is punishable by a fine not to exceed \$2,000.

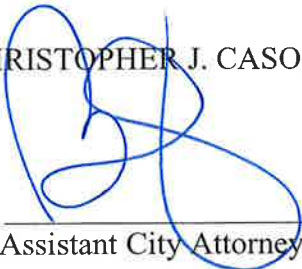
SECTION 3. That the zoning ordinances of the City of Dallas, as amended, shall remain in full force and effect, save and except as amended by this ordinance.

SECTION 4. That the terms and provisions of this ordinance are severable and are governed by Section 1-4 of Chapter 1 of the Dallas City Code, as amended.

SECTION 6. That this ordinance shall take effect immediately from and after its passage and publication, in accordance with the Charter of the City of Dallas, and it is accordingly so ordained.

APPROVED AS TO FORM:

CHRISTOPHER J. CASO, City Attorney

By  _____
 Assistant City Attorney

Passed JUN 24 2020

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EXHIBIT A

BEING Lot 1 in City Block D/8748.



31566

201041

Halff Associates, Inc.
1201 North Bowser Road
Richardson, Texas 75081
(214) 346-6200
Fax (214) 739-0095

TECHNICAL MEMORANDUM

TO: Lelia Goehring

FROM: Dean Stuller, P.E.

EMAIL: dstuller@halff.com

SUBJECT: McWhorter Elementary School Traffic Management Plan (TMP)



DATE: May 14, 2020

AVO: 38347

Dean S. Stuller 05/14/2020

I. INTRODUCTION

Halff Associates, Inc. (Halff) is a full service architectural / engineering firm based in Richardson, Texas with licensed engineers specializing in traffic and transportation. Halff was retained by LPA Design Studios (Client) to prepare a Traffic Management Plan (TMP) for the Carrollton-Farmers Branch Independent School District's (CFBISD) McWhorter Elementary School (ES) in Dallas, Texas. The school does not have an existing TMP. As part of the school's Special Use Permitting (SUP) renewal, the City of Dallas is requiring a TMP be developed.

The site is bordered by Vail Street on the south, Timberglen Road on the west, single-family residences on the north and a trail on the east. Figure 1 below is a map detailing the site location.



Aerial photo reprinted with permission from Nearmap

Figure 1 – Site Location Map



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As mentioned above, as part of the school's SUP renewal a TMP is required. With this TMP submittal, the school is agreeing to implement the management plan strategies as presented and will be self-accountable unless the City of Dallas deems further measures are appropriate or necessary.

II. TRAFFIC MANAGEMENT PLAN

The purpose of the TMP is to identify established procedures for traffic flow and circulation around the elementary school related to student drop-off and pick-up operations. Use of a TMP helps improve traffic / student safety and helps maximize the efficiency of drop-off and pick-up operations, reducing delays during those time periods. The analysis summarized in this report identifies critical elements of the TMP such as existing available queuing space on- and off-site, existing queuing during the drop-off and pick-up periods and circulation patterns for the school facility. A successful TMP requires effort and compliance by school administration, staff, students, and parents.

2.1 Current Drop-Off and Pick-Up Operations Queuing Evaluation

Halff conducted traffic counts and observations at the school on Tuesday February 25, 2020 during the AM and PM peak periods. Based upon the observations, at no time during the AM peak period did the vehicle drop-off queue in the front loop get close to spilling out into Timberglen Road. (There is no official student drop off in the back loop.) During the PM peak pick-up period, there was a maximum of 36 vehicles queued in the front loop and six vehicles queued out into Timberglen Road. (It was noted that the vehicles queued in the front loop were not using the space very efficiently. Some sections of the queue had large gaps between the vehicles.) Based on the amount of queue space in the front loop and assuming 22 feet per vehicle, the front loop has a capacity of approximately 39 vehicles.

In the back loop there are two lanes for pick up during the afternoon peak pick-up period. The left lane is used by parents picking up students. The maximum vehicle queue in this lane was nine vehicles with a queue capacity in this lane of 18 vehicles. The right lane, closest to the building, is used by the special education school bus and day care vehicles. The maximum queue in this lane was the school bus and five day care vehicles which in total occupied approximately 220 feet of the available 390 feet of queue space.

Based on the afternoon peak period observations, the front loop had a maximum vehicle queue demand of 42 vehicles (36 vehicles queued on the site and six vehicles queued on Timberglen Road waiting to enter the site. The back loop had a maximum parent pick-up queue demand of nine vehicles for a total parent school queue demand of 51 vehicles. With a parent pick-up queue capacity of 39 vehicles in the front loop and 18 vehicles in the back loop for a total of 57 vehicles, the school site has sufficient queue capacity to accommodate the typical PM peak period pick-up demand.



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Based upon the information above and discussions with school staff, Halff developed the attached TMP to serve the school.

III. RECOMMENDATIONS AND SUMMARY

Based on the morning and afternoon traffic counts / observations and discussions with school staff, Halff offers the following recommendations to assist in providing for the safe and efficient movement of pedestrians and vehicles on and around the McWhorter ES campus.

1. All student drop-offs should occur in the front loop.
2. All day care vehicles and the special education school bus should drop off and pick up in the back loop.
3. Add a third staff member in the front loop in the AM peak to assist with unloading vehicles.
4. Position the three staff members unloading the vehicles in the front loop at stations 1 - 3 to encourage parents to pull up to the white line when dropping off.
5. Have the staff member working the front loop crosswalk wave parents forward to pull up to the white line at the end of the drop off area.
6. Assign one staff member to each of the eight loading zones in the front loop in the PM peak to increase the capacity of loading students into the vehicles.
7. Continue using the hanging tag identification system in the front loop for calling students for loading. A staff member should be positioned upstream of the drop off / pick up area to identify vehicles entering the area, direct them to a designated loading space and call for the associated student to move to the designated space to load into their vehicle.
8. Provide a minimum of two staff members in the back loop to assist with loading students into private vehicles.
9. School staff should continue to encourage parents to use only designated areas located on-site for pick-up and drop-off activity. Pick-up and drop-off activity on public right-of-way should be discouraged.
10. The school administration should continue to train school staff on their duties associated with pick-up and drop-off procedures as outlined in the TMP.
11. The school administration should communicate to parents and students regarding expectations and responsibilities related to the TMP throughout the school year as needed. It is particularly important to communicate to parents of new students, who may not be familiar with pick-up / drop-off procedures.

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The purpose of the TMP is to identify established procedures for traffic flow, circulation student drop off / pick up operations around the McWhorter ES site. Using a TMP helps to improve student and driver safety and maximize the efficiency of drop-off and pick-up operations, reducing delays during those time periods. This report identifies critical elements of the TMP such as existing available queuing space on- and off-site, projected queuing during the drop-off and pick-up periods and vehicular and pedestrian circulation patterns for the school facility. A successful TMP requires effort and compliance by school administration, staff, students, and parents. The TMP procedures should be distributed to parents in advance of school starting each semester and posted on the school's website to be available at all times.

IV. SCHOOL REVIEW AND COMMITMENT

The Traffic Management Plan for McWhorter Elementary School was developed to optimize safety and accommodate vehicular queues generated by the school on the school site. Full participation by and cooperation between the school administration, staff, parents and students is essential to maintain safe and efficient traffic operations on and around the school campus.

By consent of this TMP submittal, the school agrees to the strategies presented herein for which the school will be held accountable unless the City deems further measures are appropriate.

The school is committed to continually reviewing and assessing the effectiveness of the TMP and, if warranted, implementing changes to increase safety and minimize impacts on the surrounding community.

Signed: Eddie F. Reed 

Date: 4/7/20

Title: Principal

McWhorter Elementary School

McWHORTER ELEMENTARY SCHOOL
3878 TIMBERGLEN ROAD
DALLAS, TEXAS



Project No.:	38347.001
Issued:	MAY 2020
Drawn By:	TMM
Checked By:	SM
Scale:	NTS
Sheet Title	TRAFFIC MANAGEMENT PLAN
Sheet Number	EXHIBIT 1

EXISTING CONDITIONS

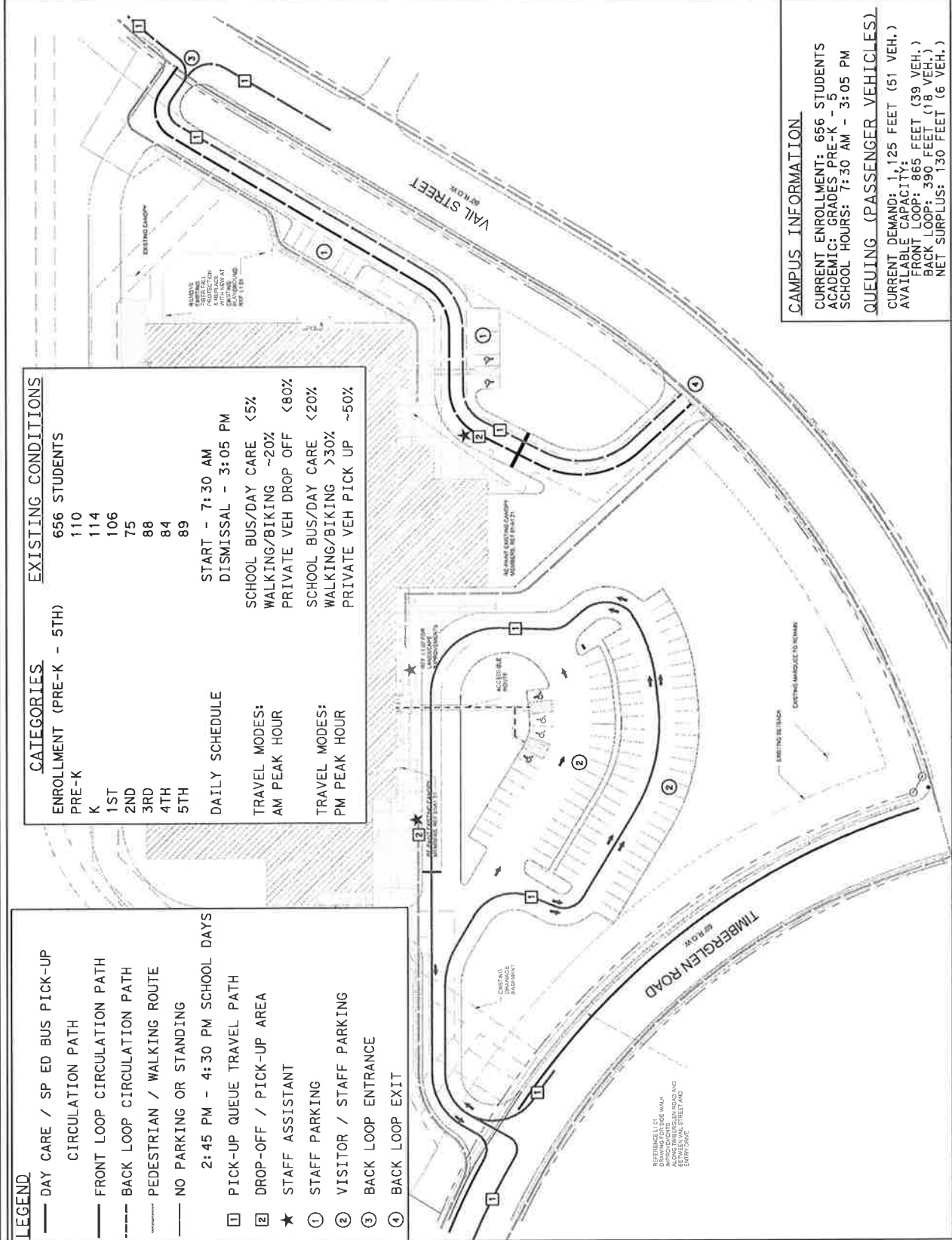
CATEGORIES:	EXISTING CONDITIONS
ENROLLMENT (PRE-K - 5TH)	656 STUDENTS
PRE-K	110
K	114
1ST	106
2ND	75
3RD	88
4TH	84
5TH	89
DAILY SCHEDULE	START - 7:30 AM DISMISSAL - 3:05 PM
TRAVEL MODES: AM PEAK HOUR	SCHOOL BUS/DAY CARE <5% WALKING/BIKING ~20% PRIVATE VEH DROP OFF <80%
TRAVEL MODES: PM PEAK HOUR	SCHOOL BUS/DAY CARE <20% WALKING/BIKING >30% PRIVATE VEH PICK UP ~50%

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LEGEND

- DAY CARE / SP ED BUS PICK-UP
- CIRCULATION PATH
- FRONT LOOP CIRCULATION PATH
- BACK LOOP CIRCULATION PATH
- PEDESTRIAN / WALKING ROUTE
- NO PARKING OR STANDING
- 2:45 PM - 4:30 PM SCHOOL DAYS
- ① PICK-UP QUEUE TRAVEL PATH
- ② DROP-OFF / PICK-UP AREA
- ★ STAFF ASSISTANT
- ① STAFF PARKING
- ② VISITOR / STAFF PARKING
- ③ BACK LOOP ENTRANCE
- ④ BACK LOOP EXIT

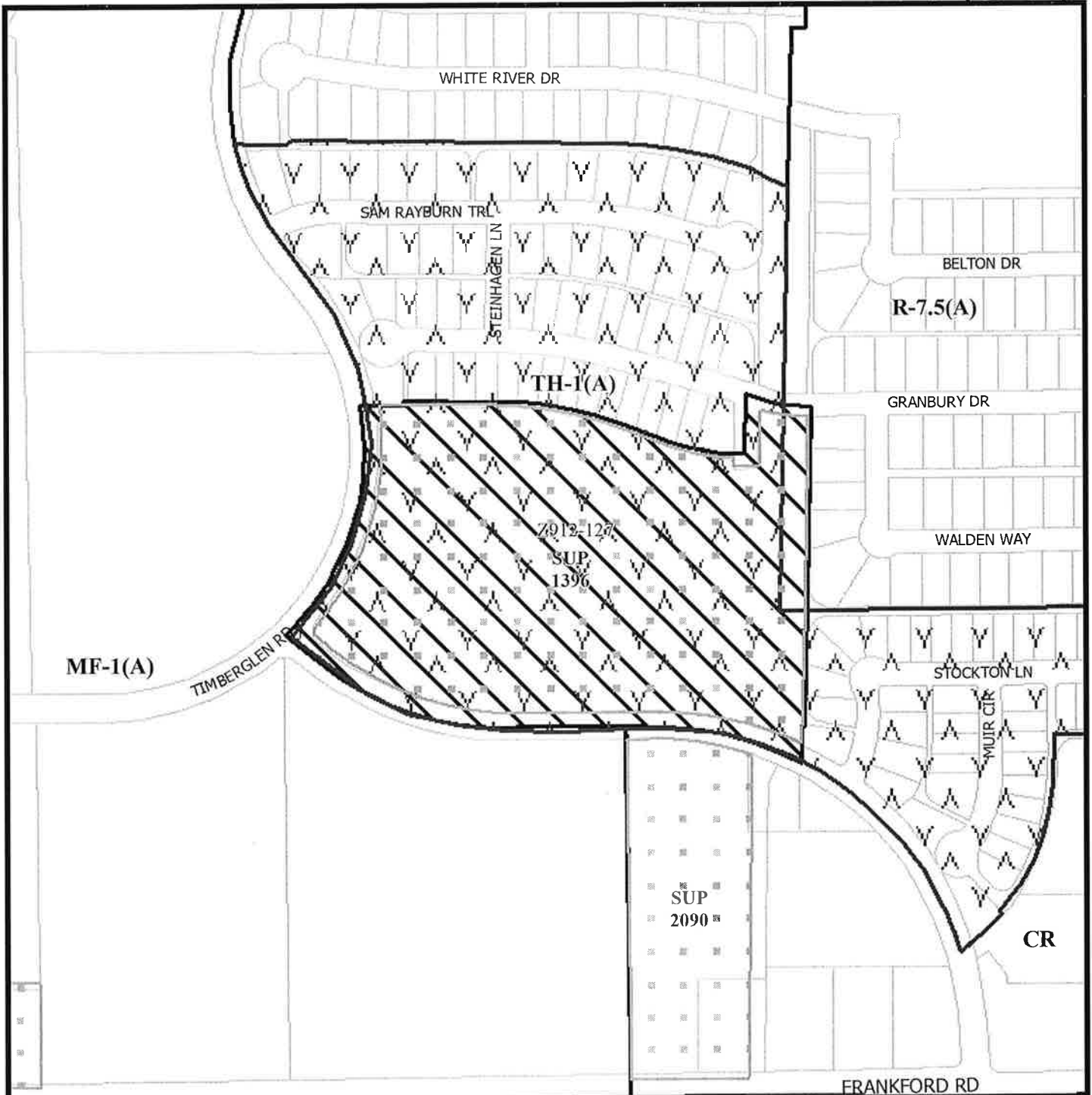


CAMPUS INFORMATION

CURRENT ENROLLMENT: 656 STUDENTS
ACADEMIC: GRADES PRE-K - 5
SCHOOL HOURS: 7:30 AM - 3:05 PM
QUEUING (PASSENGER VEHICLES)
CURRENT DEMAND: 1,125 FEET (51 VEH.)
AVAILABLE CAPACITY: 865 FEET (39 VEH.)
FRONT LOOP: 390 FEET (18 VEH.)
BACK LOOP: 390 FEET (16 VEH.)
NET SURPLUS: 130 FEET (6 VEH.)

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MF-1(A)

TH-1(A)

R-7.5(A)

CR

PD



1:3,600

ZONING MAP

Case no: Z190-167

Date: 1/17/2020



PROOF OF PUBLICATION – LEGAL ADVERTISING

The legal advertisement required for the noted ordinance was published in the Dallas Morning News, the official newspaper of the city, as required by law, and the Dallas City Charter, Chapter XVIII, Section 7.

DATE ADOPTED BY CITY COUNCIL JUN 24 2020

ORDINANCE NUMBER 31566

DATE PUBLISHED JUN 27 2020

ATTESTED BY:



Agenda Information Sheet

File #: 20-1141

Item #: Z2.

STRATEGIC PRIORITY: Mobility Solutions, Infrastructure, and Sustainability
AGENDA DATE: June 24, 2020
COUNCIL DISTRICT(S): 12
DEPARTMENT: Department of Sustainable Development and Construction
EXECUTIVE: Majed Al-Ghafry

SUBJECT

A public hearing to receive comments regarding an application for and an ordinance granting the renewal of Specific Use Permit No. 1396 for a public or private school on property zoned a TH-1(A) Townhouse District with deed restrictions [Z912-127], on the northeast corner of Timberglen Road and Vail Street

Recommendation of Staff and CPC: Approval for a ten-year period with eligibility for automatic renewals for additional ten-year periods, subject to a traffic management plan and conditions Z190-167(AU)