

CITY PLAN COMMISSION

THURSDAY, AUGUST 7, 2025

Planner: Tasfia Zahin, M. Arch

FILE NUMBER: MZ-25-000017

DATE FILED: July 16, 2025

LOCATION: Northwest corner of LBJ Freeway and Willoughby Boulevard

COUNCIL DISTRICT: 8

SIZE OF REQUEST: Approx. 9.9997 acres

CENSUS TRACT: 48113011104

REPRESENTATIVE: Elsie Thurman – Land Use Planning and Zoning Services

APPLICANT/OWNER: Dallas Independent School District

REQUEST: An application for minor amendment to the development and traffic management plans for a public school on property zoned Planned Development District No. 678.

STAFF RECOMMENDATION: Approval.

Planned Development District No. 678:

<https://dallascityhall.com/departments/city-attorney/pages/articles-data.aspx?pd=678>

BACKGROUND INFORMATION:

- The area of request is currently developed with a public school [Martin Weiss Elementary School].
- Planned Development District No. 678 was approved by City Council on March 24, 2004, by Ordinance 25532.
- In November 2010, the City Plan Commission approved a minor amendment.
- The purpose of the request is to modify the building footprint, relocate portable buildings, and provide a traffic management plan update.

MINOR AMENDMENT CRITERIA:

SEC. 51A-4.702. PLANNED DEVELOPMENT (PD) DISTRICT REGULATIONS

(h) Amendments to the development plan.

(1) Purpose and scope. The minor amendment process allows flexibility as necessary to meet the contingencies of development. Amendments that do not qualify as minor amendments must be processed as a zoning amendment. Minor amendments are limited to minor changes in the development plan that otherwise comply with the PD ordinance and do not:

(A) alter the basic relationship of the proposed development to adjacent property;

(B) increase a height shown on the original development plan by more than 10 percent or 12 feet, whichever is less, provided there is no increase in the number of habitable stories or parking levels above grade;

(C) decrease the amount of off-street parking spaces shown on the original development plan so as to create a traffic hazard or traffic congestion or fail to provide adequate parking; or

(D) reduce building setbacks at the boundary of the site shown on the original development plan.

(2) [omitted for brevity]

(3) “Original development plan.” For purposes of this subsection, “original development plan” means the earliest approved development plan that is still in effect and does not mean a later amended development plan. For example, if a development

plan was approved with the planned development district and then amended through the minor amendment process, the original development plan would be the development plan approved with the planned development district, not the development plan as amended through the minor amendment process. If, however, the development plan approved with the planned development district was replaced through the zoning amendment process, then the replacement development plan becomes the original development plan. The purpose of this definition is to prevent the use of several sequential minor amendments to circumvent the zoning amendment process.

REQUEST DETAILS:

This is not a zoning change request and no changes to the existing zoning standards can be considered. The only purpose of this hearing is to determine if the proposed amendment to the development plan and traffic management plan complies with the standards established for minor amendments. The Dallas City Code requires that if the plan amendment complies with the standards for a minor amendment, the plan shall be approved.

When evaluating compliance with the standards for a minor amendment, the proposed plans must be compared to the “original” plans rather than with later amended plans.

With the current request, the applicant proposes the following changes (as compared to the “original” plans):

1. Modify the building footprint to add an addition for the vestibule;
2. Relocate the existing portable buildings to the southeast portion of the site;
3. Provide an update to the traffic management plan.

The city arborist has reviewed the request and has no objection to the proposed landscaping on the development plan.

The Transportation Development Services Division of the Planning and Development Department, in coordination with the Transportation Department, has reviewed the current request and has no objections to the proposed changes.

Upon review of the proposed development plan and traffic management plan, staff has determined that the request meets the minor amendment criteria for a development plan, complies with the requirements set forth by Planned Development District No. 678, and does not impact any other provisions of the ordinance.

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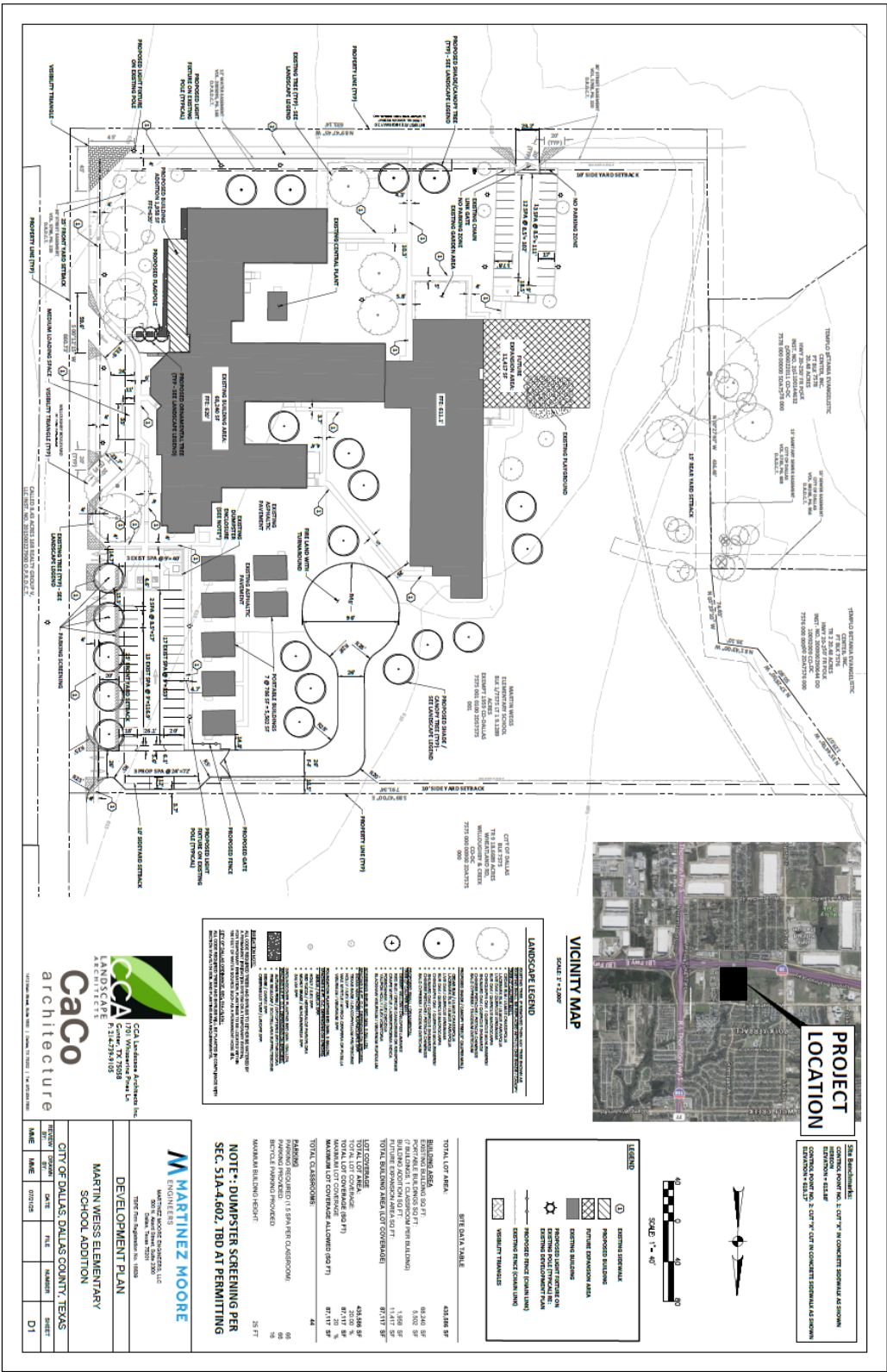
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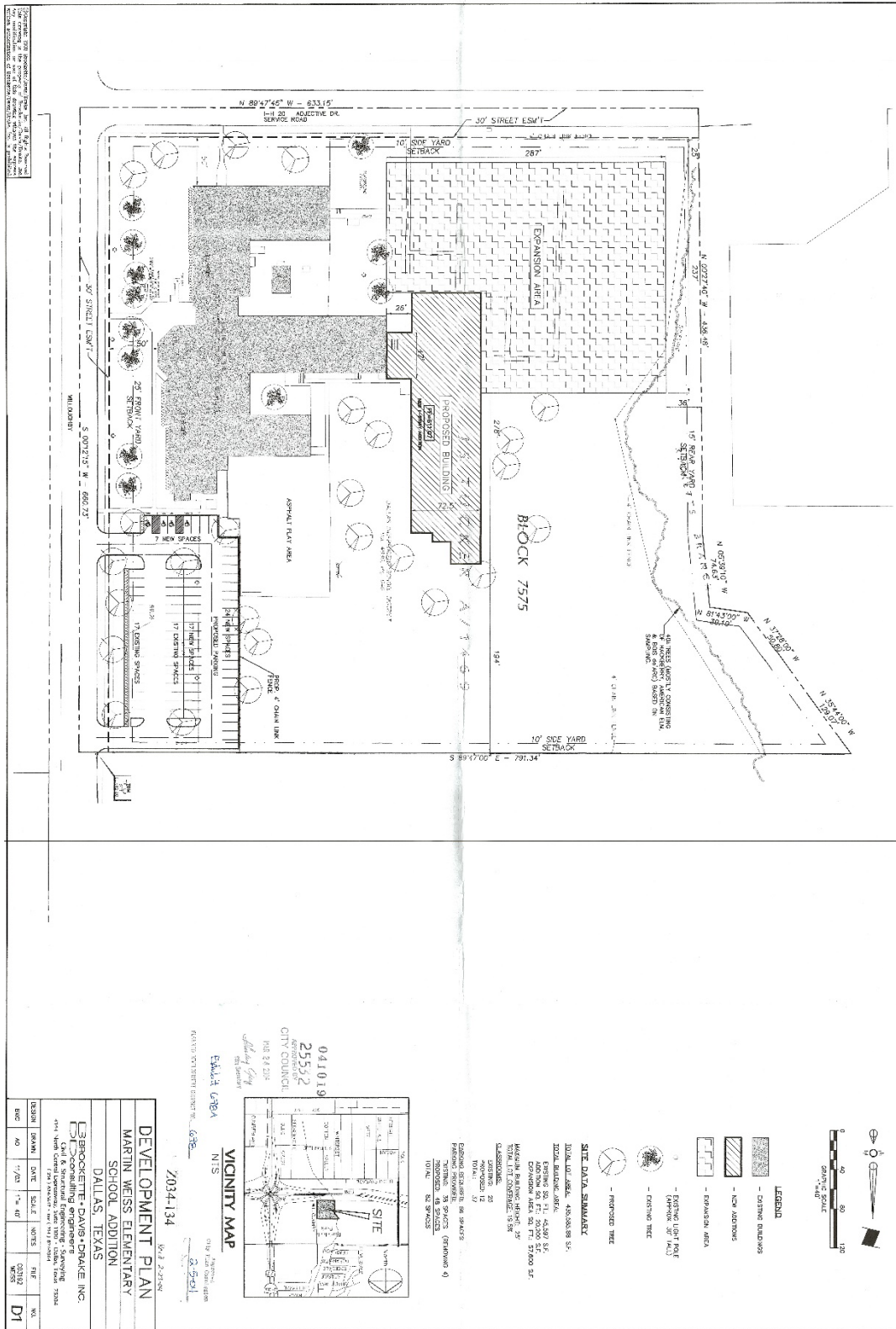
Eduardo Ramos – Chief Financial Officer

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PROPOSED DEVELOPMENT PLAN



ORIGINAL DEVELOPMENT PLAN



PROPOSED TRAFFIC MANAGEMENT PLAN UPDATE



Traffic Management Plan Martin Weiss Elementary



July 21, 2025

Introduction

The services of Lambeth Engineering Associates, PLLC, (herein Lambeth Engineering) were retained to conduct a traffic management plan (TMP) for Martin Weiss Elementary (Weiss ES). The purpose of this TMP is to ensure safe vehicular and pedestrian circulation during peak morning drop-off and afternoon pick-up periods. It is our understanding that this project includes renovating administrative areas and a zoning change. The renovations will not increase classrooms, and the student capacity is not expected to increase.

Below is general information about Weiss ES.

School:

- Location: 8601 Willoughby Boulevard, Dallas, TX, 75232
- School District: Dallas Independent School District
- School Times: 8:00 AM – 3:20 PM

Zoning:

- Existing Zoning: PD-678
- Proposed Zoning: Minor amendment to the PD.
- Project: The current project is to renovate administrative areas.

Students:

- Existing Student Enrollment: 453 students in Pre-K – 5th grade
- Projected Student Enrollment: Enrollment is not expected to increase
- Table 1 summarizes the total number of students per grade

Table 1. Student Enrollment

Grade	2024 Current Enrollment
Pre-K	69
K	53
Pre-K - K:	122
1 st	70
2 nd	69
3 rd	72
4 th	60
5 th	60
1 st - 5 th :	331
Total:	453

School Access:

- Surrounding Roadways:
 - Willoughby Boulevard: Two-lane, undivided roadway
 - I-20 WB Frontage Road: Two-lane, undivided roadway
- Sidewalks are provided on all streets adjacent to the school.

Traffic Management PlanQueue

Lambeth Engineering met with DISD staff during the process of developing the TMP. Traffic observations were conducted on the following dates and times:

- Friday, September 20, 2024 – PM Dismissal
- Tuesday, September 24, 2024 – PM Dismissal
- Wednesday, September 25, 2024 – AM Arrival
- Wednesday, September 25, 2024 – PM Dismissal

The peak queue of parent vehicles picking up students was observed to be about 77 vehicles. For planning purposes, a rate of one parent vehicle per six students is used for this TMP.

As expected, the peak period of parent vehicles accumulating at the school occurred during the afternoon dismissal period. Most of the traffic clears the campus within ten (10) minutes once school is dismissed. The current traffic pattern is summarized in the Appendix.

Parents are currently not arriving too early to begin queuing on the southbound Willoughby Boulevard curb lane. The school should remind parents of this at the beginning of every school year and notify parents that they have from 3:20 PM (dismissal) to 3:45 PM to arrive and pick up their students.



During dismissal, parent vehicles traveling southbound on Willoughby Boulevard were observed nearing the W. Wheatland Road intersection. During our observations there were no occurrences where they backed to the intersection or caused any traffic flow issues. We recommend that the City of Dallas consider allowing the school to extend their "Move Forward to Loading Zone -No Parking" area, on the southbound Willoughby Boulevard right-lane, 500 feet from the Weiss ES property line towards Danieldale Park and W. Wheatland Road and add new signage every 100 feet. Doing so will prevent on-street parking which will allow traffic flow to move more efficiently and reduce the number of parent vehicles queued.

There are currently parking signs on Willoughby Boulevard, across the street from the school, that allows a ten (10) minute parking limit during 7:00 – 9:00 AM and 2:45 – 4:30 PM on school days. These signs are not being followed by nearby residents parking in that area. If parent vehicles begin to back onto W. Wheatland Road, we suggest enforcing these signs and reserve for parent vehicles during school times/school days.

The projected vehicular accumulations are summarized in Table 2 below. As shown, the proposed site plan has adequate space to accommodate the parents on-site and on-street, adjacent to the school.

Table 2. TMP Summary

Student Capacity	Travel Modes		Projected Parent Vehicles	Provided Space for Parents On-Site	Provided Space for Parents On-Street, Adjacent to School	Provided Space for Parents On-Street, Adjacent Across from School	Total Space Provided	Surplus Space for Parents
453 Students	Parents	61%	77 Veh. (1,810 Feet)	14 Veh. (321 Feet)	45 Veh. (1,046 Feet)	20 Veh. (463 Feet)	79 Veh. (1,830 Feet)	2 Veh. (20 Feet)
	Walkers	17%						
	Buses	22%						
Grades	School Times							
Pre-K - 5th	Beginning:	8:00 AM						
	Dismissal:	3:20 PM						

Recommendations

The TMP recommendations are described below and shown in Exhibit 1.

Students

1. Drop-Off and Pick-Up
 - a. Drop-Off:
 - i. All students are dropped off at the front of campus via Willoughby Boulevard.
 - b. Pick-Up:
 - i. Pre-K Students: dismiss from the west side of campus.
 - ii. Student Walkers: dismiss from the north side of campus, facing the staff parking lot and portables.
 - iii. Kindergarten – 5th Grade Riders: are picked up from the east side of the campus via the school driveway on Willoughby Boulevard.
2. Students waiting for parents to pick them up should remain in the designated area and wait for their parents' arrival.



3. Students walking home should be instructed to walk along sidewalks and cross at crosswalks with crossing guards. Students should not be permitted to cross midblock.

Parents

4. Parents pick up students in the following locations:
 - a. On-site:
 - i. Pre-K parents park on-street and walk to pick up their students from the west side of campus.
 - ii. Parents that walk to the school to pick up their students and walk back home, pick up their students from the northside of campus, facing the staff parking lot and portables.
 - iii. K – 5th grade parents use the southbound curb lane on Willoughby Boulevard to queue and enter the school's circular drive to pick up their students. Parents should not use the left-southbound lane to queue and join the designated pick-up queue.
 - b. On-street: Parents may queue on-street, adjacent to the school, on Willoughby Boulevard and may park on the I-20 WB Frontage Road, as shown in the TMP exhibit.
 - c. Parents may not use the staff parking lots to park and drop-off/pick-up their students.
 - d. Parents should be prohibited from turning left into the school's circular driveway on Willoughby Boulevard.

Buses

5. Currently there are two (2) large buses and three (3) SPED buses that serve Weiss ES.

Staff

6. Staff should monitor students at each area where parents are picking up students until all students are dismissed.
7. Staff should assist students into their vehicles.
8. Staff should communicate via microphone (or walkie talkie) to announce which parents are arriving so that the corresponding student(s) can proceed to the loading area in the proper sequence.
9. Staff should monitor pedestrians at crosswalks on-site.
10. If the student is not to the loading area once their parent arrives, staff should move them forward in order to keep the flow of traffic operating smoothly.

Licensed Peace Officers

11. A designated, licensed peace officer is not assigned to Weiss ES, and one is not recommended.

Crossing Guards

12. Currently there is one (1) school crossing guard assigned on Willoughby Boulevard in front of campus at a midblock crosswalk.

Parking Restrictions

13. Parking should be prohibited around the driveway openings, as illustrated in the TMP exhibit.



School Zones

14. Currently there is a school zone on Willoughby Boulevard. It is recommended this remain.

Off-Site Improvements

15. Update school-related signs to satisfy current TxMUTCD criteria. Detailed plans will be submitted with engineering plans.
16. It is recommended to remove the existing "Student Loading Zone Curb Lane" sign on Willoughby Boulevard, adjacent to the school, near the I-20 Frontage Road intersection, as shown in the Exhibit.
17. It is recommended to install a "No Parking – Bus Zone (COD #274) sign on Willoughby Boulevard, adjacent to the school, after the southern driveway, as shown in the Exhibit.
18. It is recommended to install "Do Not Enter (COD #189) signs on each side of the southern most driveway on Willoughby Boulevard, as shown in the Exhibit.
19. It is recommended to install a "No Left Turn (COD #098)" sign with a "School Times/School Days (COD #081)" plaque across Willoughby Boulevard from the school's circular driveway entrance, as shown in the Exhibit.
20. It is recommended to restripe the midblock crosswalk on Willoughby Boulevard where the current crossing guard is stationed.
21. It is recommended to install a "Move Forward To Student Loading Zone – No Parking with School Times/School Days" sign on Willoughby Boulevard, adjacent to the school, in-between the northeast staff parking lot driveways, as shown in the Exhibit.
22. It is recommended to install five (5) "Move Forward To Student Loading Zone – No Parking with School Times/School Days" signs on Willoughby Boulevard, adjacent to the school and Daniieldale Park, every 100 feet from the northern most driveway going north towards W. Wheatland Road, as shown in the Exhibit.

Summary

The Weiss ES Traffic Management Plan is designed to provide safe vehicular and pedestrian movement to and from school and can accommodate the projected vehicular queues on campus and on-street, adjacent to the school, without blocking through traffic.

If traffic congestion or unsafe movements are noticed, the plan should be reviewed and updated promptly.

END

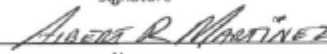
REVIEW AND COMMITMENT

The **Martin Weiss Elementary** traffic management plan (TMP) was developed with the intent of optimizing safety and accommodating vehicular traffic queues generated during school peak hours. A concerted effort and full participation by the school administration are essential to maintain safe and efficient traffic operations.

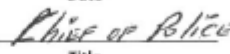
By consent of this TMP submittal, the school administration agrees to the strategies presented herein for which the school is held responsible unless the City of Dallas deems further measures are appropriate.

The school is also committed to continually reviewing and assessing the effectiveness of this plan and if warranted, implementing changes in the interest of increasing safety and minimizing impacts on the surrounding community.


Signature


Name


Date


Title

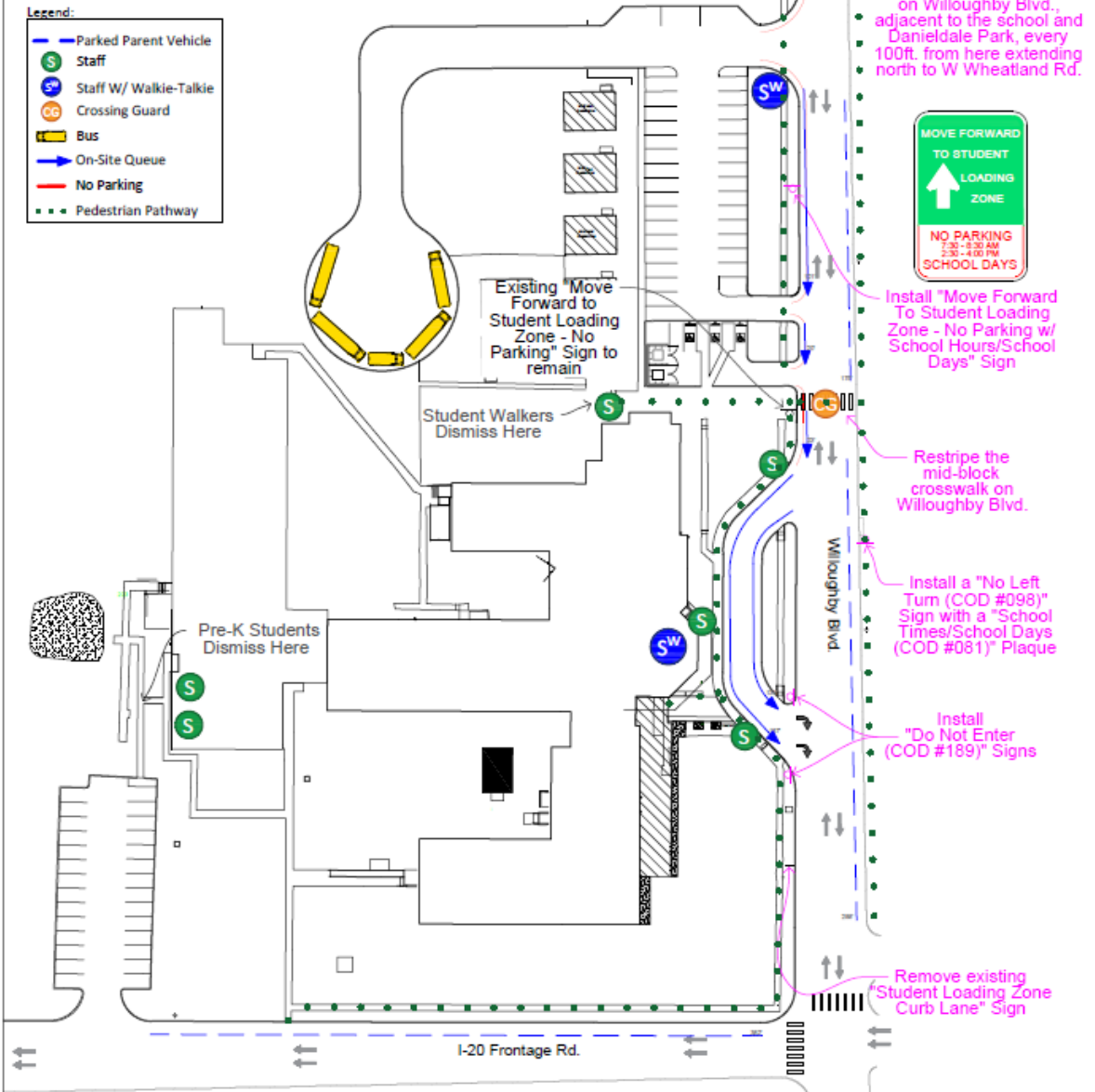
Martin Weiss Elementary

8601 Willoughby Blvd, Dallas, Texas

Student Capacity	Travel Modes	Projected Parent Vehicles	Provided Space for Parents On-Site	Provided Space for Parents On-Street, Adjacent to School	Provided Space for Parents On-Street, Adjacent Across from School	Total Space Provided	Surplus Space for Parents
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Grades	School Times						
Pre-K - 5th	Beginning: 8:00 AM Dismissal: 3:20 PM						

Legend:

	Parked Parent Vehicle
	Staff
	Staff W/ Walkie-Talkie
	Crossing Guard
	Bus
	On-Site Queue
	No Parking
	Pedestrian Pathway



1

Traffic Management Plan

L.A.M.B.E.T.H.
ENGINEERING

The Plan from C&C AutoCAD on 04/01/20

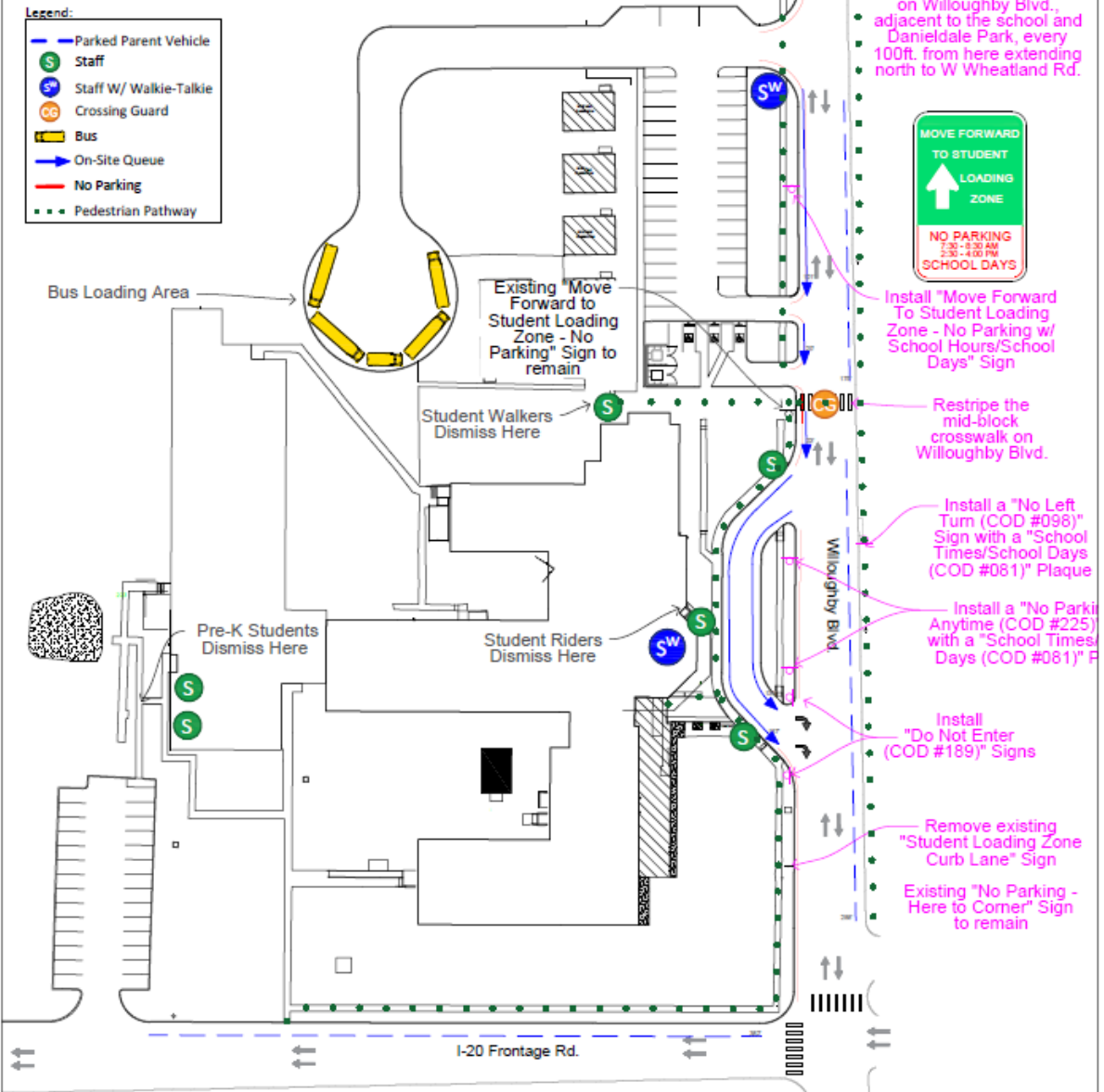
Martin Weiss Elementary

8601 Willoughby Blvd, Dallas, Texas

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Grades Pre-K - 5th	School Times Beginning: 8:00 AM Dismissal: 3:20 PM						

Legend:

	Parked Parent Vehicle
	Staff
	Staff W/ Walkie-Talkie
	Crossing Guard
	Bus
	On-Site Queue
	No Parking
	Pedestrian Pathway



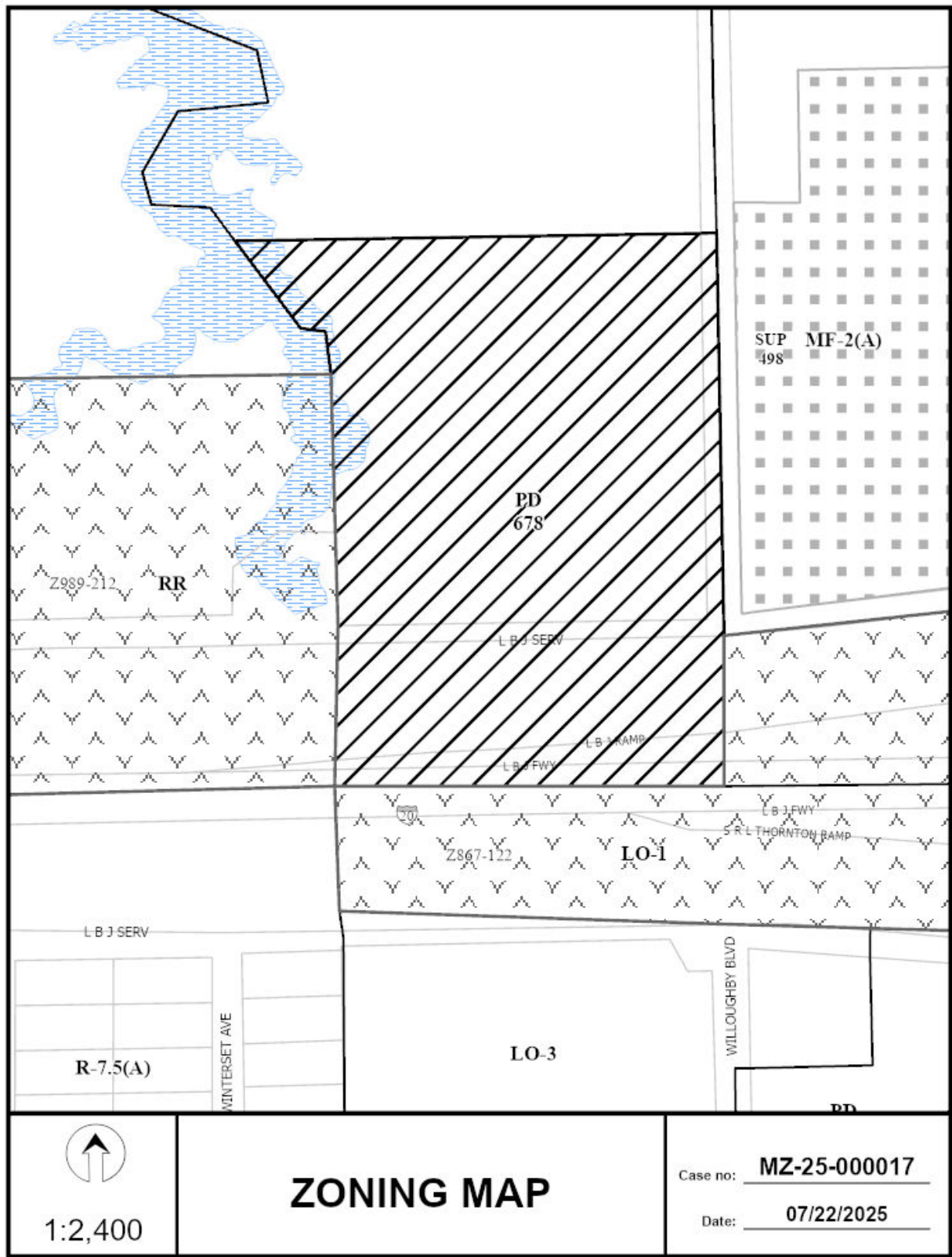
1 Traffic Management Plan

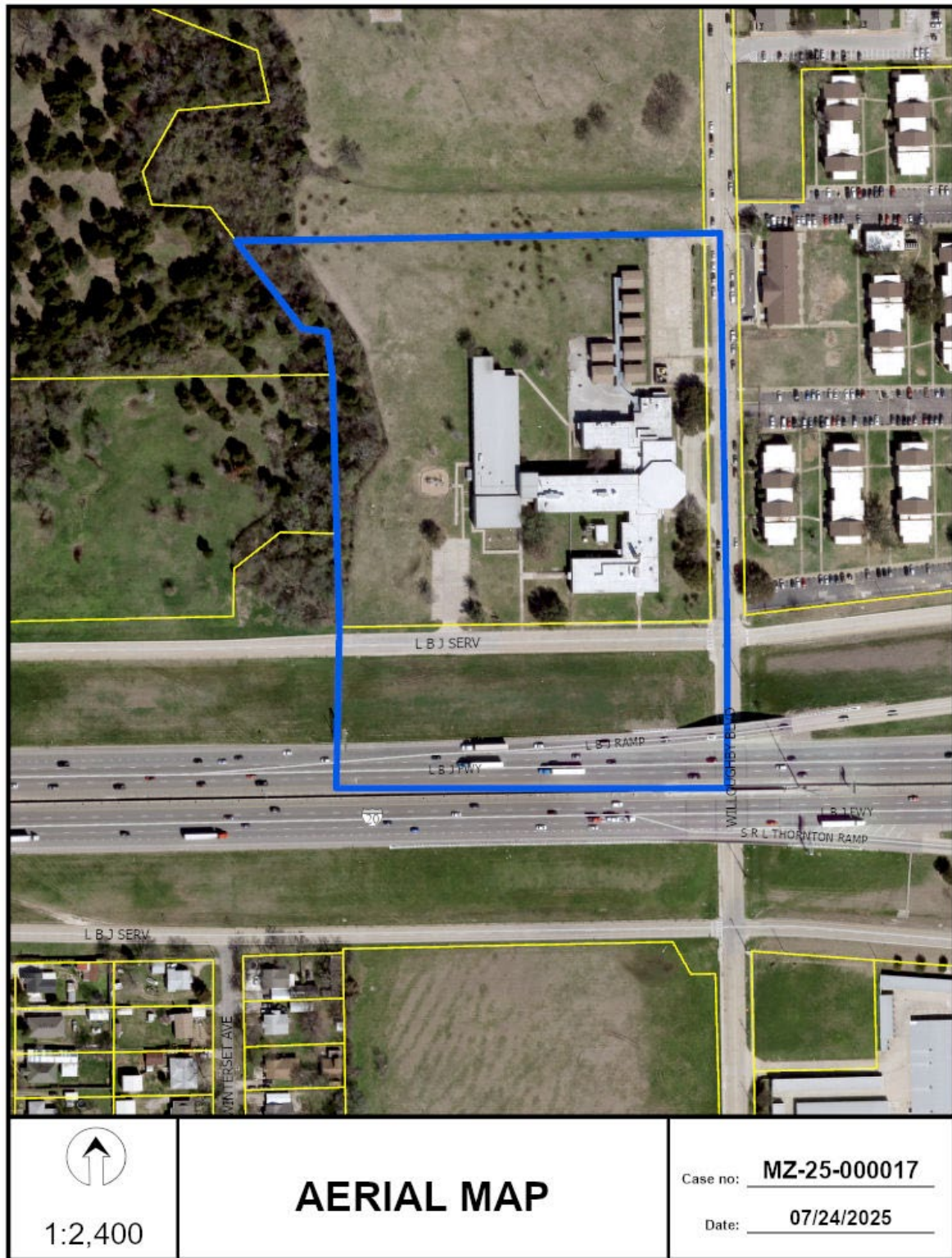
L.A.M.B.E.T.H.
ENGINEERING

The Plan Book: C:\Users\Acad\Documents\2021\2021-2022

Appendix







<p>The area of request is hatched . Notification is sent to all property owners within the notification buffer area (shown by the dashed circle). Your property is not being rezoned if you are outside of the hatched area. If your property is not within the hatched area, you are receiving this notice only to let you know of the request.</p>	<p>El área de solicitud está sombreada . La notificación se envía a todos los propietarios dentro del área de notificación (que se muestra con un círculo discontinuo). Su propiedad no será re zonificada si está fuera del área sombreada. Si su propiedad no está dentro del área sombreada, recibió este aviso solo para informarle sobre la solicitud.</p>
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The number '0' indicates City of Dallas Ownership

 <p>1:2,400</p>	<h2 style="margin: 0;">NOTIFICATION</h2> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px 5px; text-align: center;">200'</div> <div>AREA OF NOTIFICATION</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px 5px; text-align: center;">5</div> <div>NUMBER OF PROPERTY OWNERS NOTIFIED</div> </div>	<p>Case no: MZ-25-000017</p> <p>Date: 7/22/2025</p>
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07/22/2025

Notification List of Property Owners

MZ-25-000017

5 Property Owners Notified

<i>Label #</i>	<i>Address</i>	<i>Owner</i>
1	8601 WILLOUGHBY BLVD	Dallas ISD
2	8328 WILLOUGHBY BLVD	WILLOUGHBY WHEATLAND LLC
3	8404 WILLOUGHBY BLVD	168 REALTY GROUP V LLC
4	900 W WHEATLAND RD	Taxpayer at
5	8500 S POLK ST	Taxpayer at

**Records without a site address listed indicate locations where DCAD does not recognize an address for the parcel. Owners of these parcels received a notice of hearing at the mailing address listed in DCAD.*