

FILE NUMBER: Z234-132(MB) **DATE FILED:** November 29, 2023

LOCATION: Southwest corner of Harvest Hill Road and Inwood Road

COUNCIL DISTRICT: 13

SIZE OF REQUEST: ±12.8577 acres **CENSUS TRACT:** 48113009603

OWNER/APPLICANT: SRCP RC

REPRESENTATIVE: Bill Dahlstrom [Jackson Walker L.P.]

REQUEST: An application for an amendment to Specific Use Permit No. 959 for a private school on property zoned an R-16(A) Single Family District and an R-10(A) Single Family District.

SUMMARY: The purpose of the request is to construct an addition to the existing private school use.

STAFF RECOMMENDATION: Approval, subject to an amended site plan, amended landscape plan, and staff's recommended conditions.

BACKGROUND INFORMATION:

- The area of request is currently zoned with R-16(A) and R-10(A) Single Family Districts with SUP No. 959 for a private school.
- SUP No. 959 was originally approved by City Council on April 8, 1987, for a private school use. The SUP has since been amended several times, most recently on October 8, 2014, for expansion of classrooms and administrative areas. SUP No. 959 is approved for a permanent time period.
- The applicant proposes the construction of a new athletics facility in place of the existing facility, as well as additional spaces for classrooms, offices, and a playground.

Zoning History:

There has been one zoning cases on one property in the area in the last five years.

1. **Z201-293:** On January 12, 2022, City Council approved a resolution amending deed restrictions [Z789-149] on property zoned an MU-3 Mixed Use District on the southeast corner of Lyndon B. Johnson Freeway and Dallas North Tollway.

Thoroughfares/Streets:

| Thoroughfare/Street | Type | Existing/Proposed ROW |
|---------------------|--------------|-----------------------|
| Harvest Hill Road | Local street | 60 feet |
| Inwood Road | Local street | 80 feet |

Traffic:

The Transportation Development Services Division of the Transportation Department has reviewed the request and determined that it will not significantly impact the surrounding roadway system. Staff will continue review of engineering plans at permitting to comply with city standards.

SUP No. 959 requires a traffic management plan be submitted to Transportation by November 1 of each odd-numbered year; the most recent traffic management plan [was/wasn't reviewed, check w/ David].

STAFF ANALYSIS:

Comprehensive Plan:

The *forwardDallas! Comprehensive Plan* was adopted by the City Council in June 2006. The *forwardDallas! Comprehensive Plan* outlines several goals and policies which can serve as a framework for assisting in evaluating the applicant's request.

The request complies with the following land use goals and policies of the Comprehensive Plan:

LAND USE ELEMENT

GOAL 1.2 PROMOTE DESIRED DEVELOPMENT

Policy 1.2.1 Use Vision Building Blocks as a general guide for desired development patterns.

ECONOMIC ELEMENT

GOAL 2.1 PROMOTE BALANCED GROWTH

Policy 2.1.1 Ensure that zoning is flexible enough to respond to changing economic conditions.

TRANSPORTATION ELEMENT

GOAL 4.2 PROMOTE A VARIETY OF TRANSPORTATION OPTIONS

Policy 4.2.2 Promote a network of on-street and off-street walking and biking paths.

URBAN DESIGN ELEMENT

GOAL 5.1 PROMOTE A SENSE OF PLACE, SAFETY AND WALKABILITY

Policy 5.1.1 Promote pedestrian-friendly streetscapes.

GOAL 5.3 ESTABLISHING WALK-TO CONVENIENCE

Policy 5.3.2 Direct pedestrian routes to home, school, or work.

Land Use:

| | Zoning | Land Use |
|--------------|--|---|
| Site | R-10(A) and R-16(A) Single Family with SUP No. 959 | Private school, church |
| North | R-10(A) Single Family | Single family |
| East | NO(A) Neighborhood Office, MU-3 Mixed Use, PD 50 | Office, restaurant w/o drive through, single family |
| South | PD 353 | Private school |
| West | R-10(A) Single Family | Single family |

Land Use Compatibility:

The area of request is being used for a private school and a church. SUP No. 959 has been in effect for a private school for nearly four decades. The surrounding area is a single-family neighborhood and a private school to the south; while office uses are present to the east, they are separated by Inwood Road and the Dallas North Tollway.

The general provisions for a Specific Use Permit in Section 51A-4.219 of the Dallas Development Code specifically state: (1) The SUP provides a means for developing certain uses in a manner in which the specific use will be consistent with the character of the neighborhood; (2) Each SUP application must be evaluated as to its probable effect on the adjacent property and the community welfare and may be approved or denied as the findings indicate appropriate; (3) The city council shall not grant an SUP for a use except upon a finding that the use will: (A) complement or be compatible with the surrounding uses and community facilities; (B) contribute to, enhance, or promote the welfare of the area of request and adjacent properties; (C) not be detrimental to the public health, safety, or general welfare; and (D) conform in all other respects to all applicable zoning regulations and standards. The regulations in this chapter have been established in accordance with a comprehensive plan for the purpose of promoting the health, safety, morals, and general welfare of the city.

The proposed additions would add approximately 42,200 square feet of building area to the site, of which 28,000 square feet will be for the new athletic facility. The athletic facility will replace an existing structure used for athletics, and the remaining additions will be part of existing structures. As such, staff does not foresee the additions being a detriment to the surrounding areas.

The proposed increase of maximum enrollment from 725 students to 810 students is an increase of approximately 11.7 percent. The updated traffic management plan reflects this increase, and staff found the impact to be minimal relative to the existing enrollment.

The adjacency of a school to residential uses is appropriate. The proposed additions to the school would not be detrimental to the public health, safety, or general welfare of the neighborhood. Additionally, applicant's proposed conditions include improvements to sidewalks along Harvest Hill Road and Inwood Road which will improve pedestrian safety.

Staff's recommendation on sidewalk conditions is intended to provide additional buffer space along the location of proposed pedestrian amenities in order to improve pedestrian safety and the safety of users of those amenities.

Landscaping:

Landscaping must be provided in accordance with the attached landscape plan.

Parking:

Per the Dallas Development Code, parking for multiple institutional uses on the same property may share off-street parking areas when mutually exclusive hours of operation exist.

Parking requirements for a church can be derived from the total inches of fixed pew seating. One parking space must be provided for every four occupants; occupants are calculated by dividing total inches of fixed pew seating by 18. At 17,714 inches of fixed pew seating, or 986 occupants, 247 parking spaces are required.

For schools, 1.5 parking spaces are required per elementary classroom and 3.5 spaces are required per middle school classroom. With 23 elementary classrooms and 12 middle school classrooms, 77 parking spaces are required.

A total of 324 parking spaces are required on this site and 331 spaces are provided. Of the total spaces provided, 316 spaces are standard parking spaces, and 15 spaces are ADA spaces.

Market Value Analysis:

Market Value Analysis (MVA), is a tool to aid residents and policy-makers in understanding the elements of their local residential real estate markets. It is an objective, data-driven tool built on local administrative data and validated with local experts. The analysis was prepared for the City of Dallas by The Reinvestment Fund. Public officials and private actors can use the MVA to more precisely target intervention strategies in weak markets and support sustainable growth in stronger markets. The MVA identifies nine market types (A through I) on a spectrum of residential market strength or weakness. As illustrated in the attached MVA map, the colors range from purple representing the strongest markets (A through C) to orange, representing the weakest markets (G through I). The area of request is located within a “B” MVA area.

List of Officers

Officers

Rev. Joshua Whitfield, President

Bishop Gregory Kelly, Vice President

Helaine Blizzard, Secretary

Steve Brockett, Treasurer

Directors

The Most Reverend Edward J. Burns, Bishop of the Roman Catholic Diocese of Dallas

The Most Reverend Bishop Gregory Kelly, Auxiliary Bishop of the Roman Catholic
Diocese of Dallas

Rev. Joshua Whitfield

PROPOSED SUP CONDITIONS (CHANGES HIGHLIGHTED)

1. USE: The only use authorized by this specific use permit is a 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 has no expiration date.
4. LANDSCAPING:
 - A. Landscaping must be provided as shown on the attached site plan.
 - B. Plant materials must be maintained in a healthy, growing condition.
5. DEDICATION OF RIGHT TURN LANE ON EAST BOUND HARVEST HILL ROAD: Before the issuance of a certificate of occupancy for the private school on the Property, an easement for street purposes for a right turn lane on eastbound Harvest Hill Road, with the approximate dimension of 10 feet by 300 feet, must be conveyed to the City of Dallas.
6. ENROLLMENT: Maximum enrollment for the private school is ~~725~~ **810** students.
7. FLOOR AREA: Maximum floor area for a private school is ~~91,242~~ **105,000** square feet.

STAFF RECOMMENDATION

8. SIDEWALKS/BUFFER: Prior to the issuance of a certificate of occupancy, minimum six-foot-wide unobstructed sidewalks with a minimum five-foot-wide buffer must be provided along the entire length of all street frontages. The required buffer width may be reduced when existing trees as identified on the landscape plan, transit infrastructure, utilities, or existing right of way dimensions prevent the full width.

9. PEDESTRIAN AMENITIES: A minimum of one bench, one trash receptacle, and one bicycle rack shall be located within the area shown on the site plan along Harvest Hill Road, immediately east of the westernmost driveway.

10. TRAFFIC MANAGEMENT PLAN:

- A. In general. Operation of the 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 November 1, 2015. After the initial traffic study, the Property owner or operator shall submit updates of the traffic

study to the director by November 1 of each odd-numbered year beginning in November 2017.

- 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:
 - a. ingress and egress points;
 - b. queue lengths;
 - c. number and location of personnel assisting with loading and unloading of students;
 - d. drop-off and pick-up locations;
 - e. drop-off and pick-up hours for each grade level;
 - f. hours for each grade level; and
 - g. circulation.
- iii. Within 30 days after submission of a traffic study, the director shall determine if the current traffic management plan is sufficient.
 - a. If the director determines that the current traffic management plan is sufficient, the director shall notify the applicant in writing.
 - b. 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.

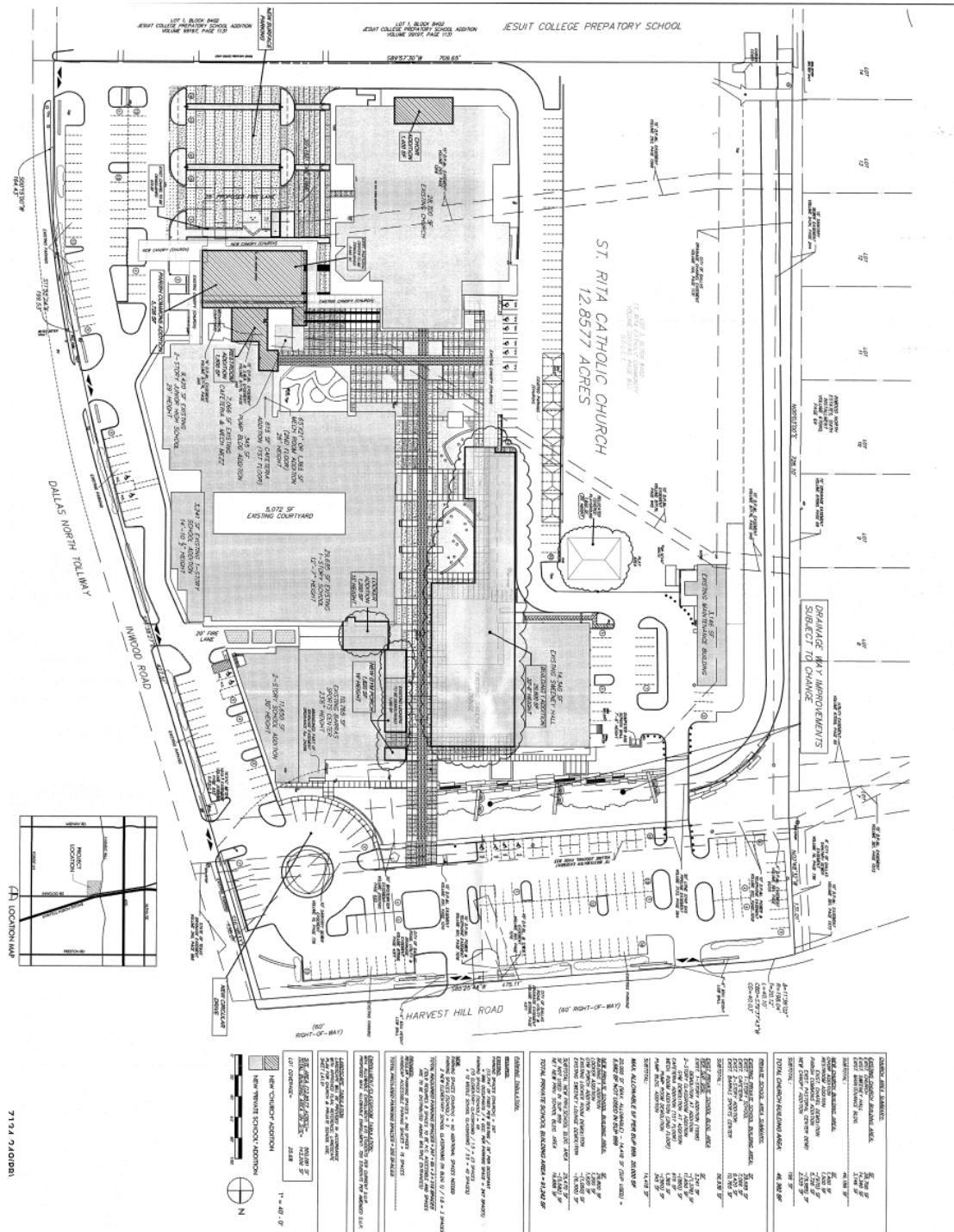
D. Amendment process.

- i. A traffic management plan may be amended using minor plan amendment fee and public hearing process in Section 51A-1.105(k)(3) of Chapter 51A of the Dallas City Code, as amended
- 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.

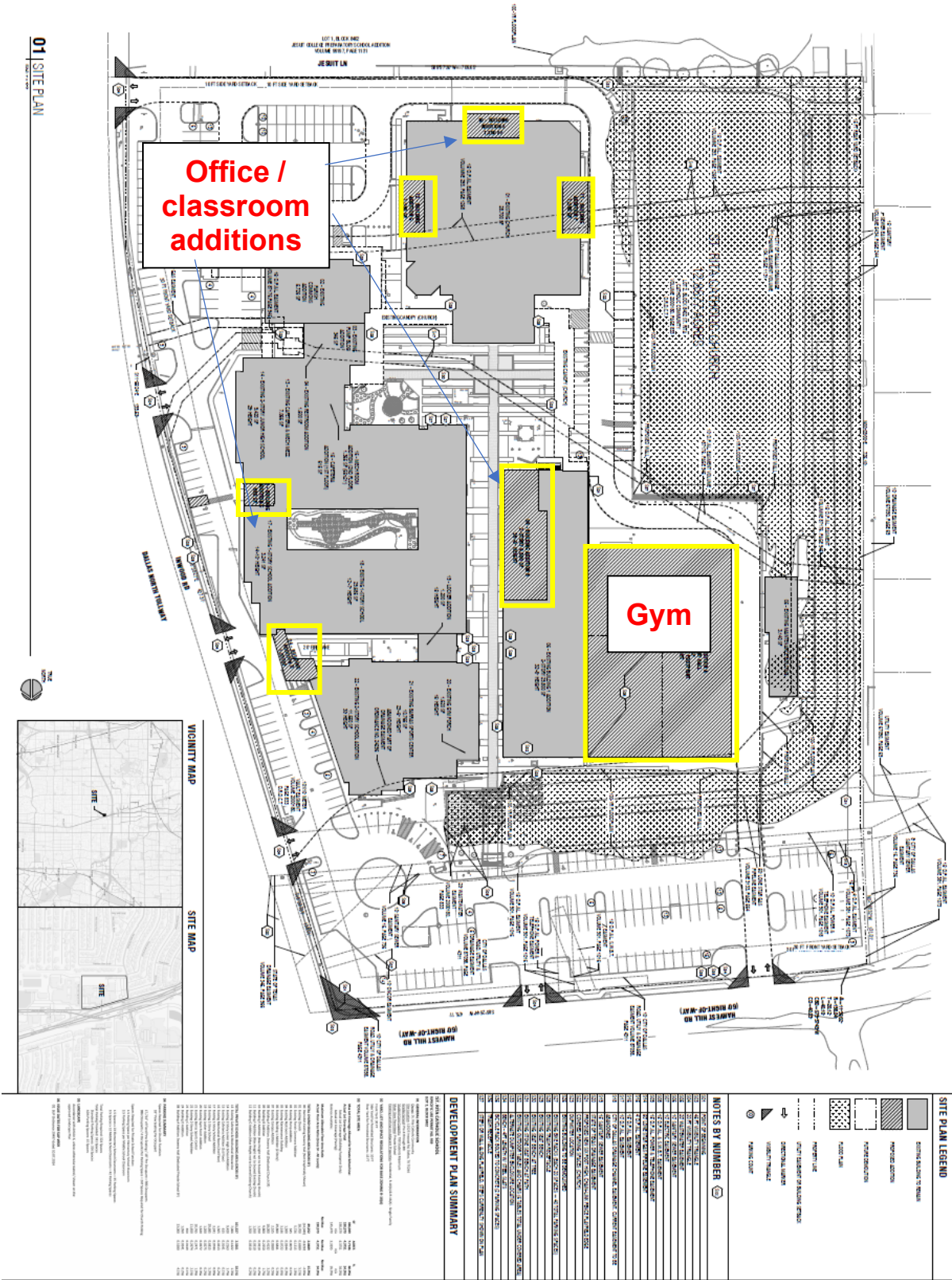
11. MAINTENANCE: The Property must be properly maintained in a state of good repair and neat appearance.

12. 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.

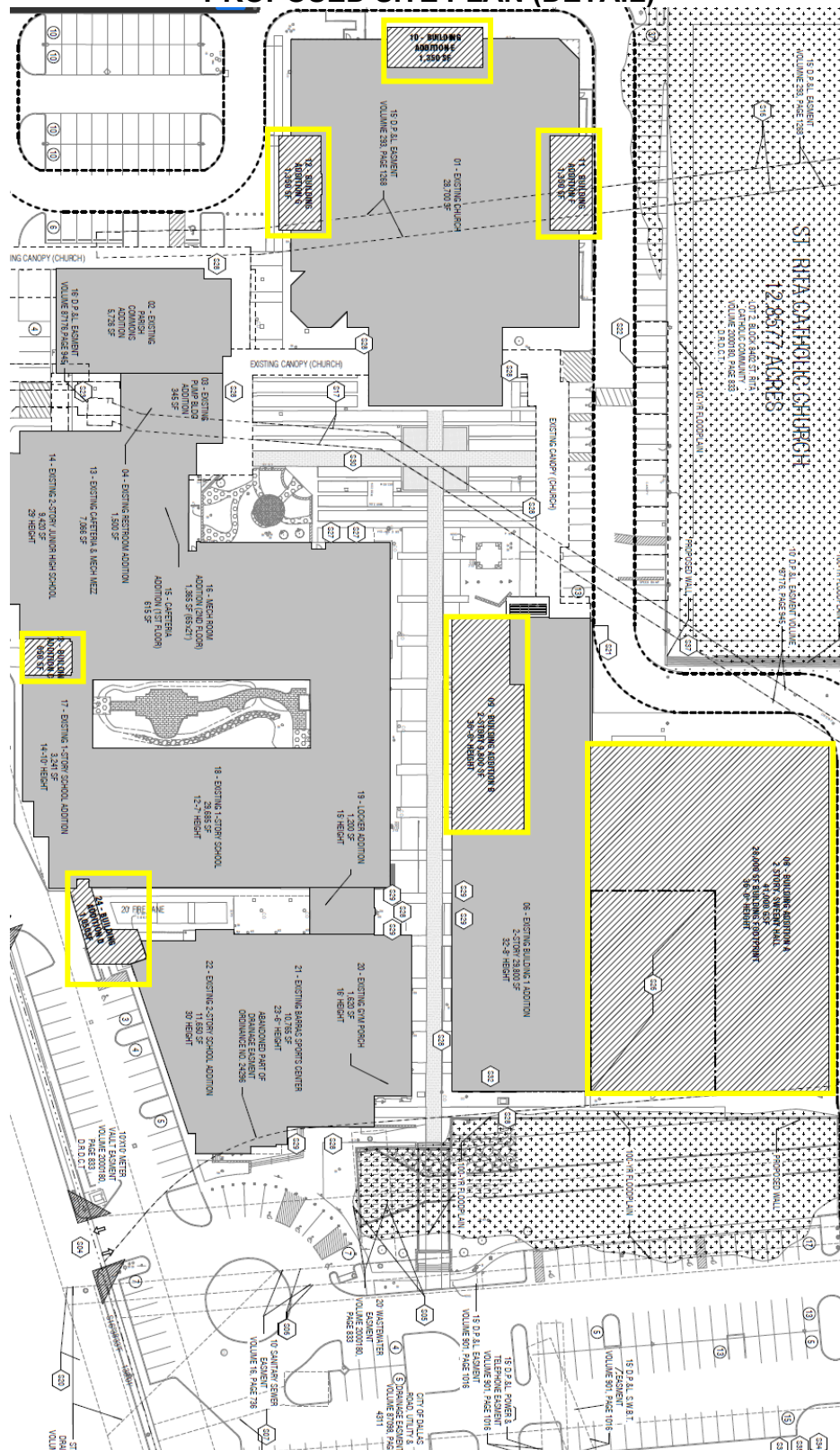
EXISTING SITE PLAN



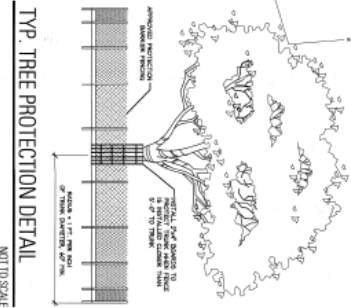
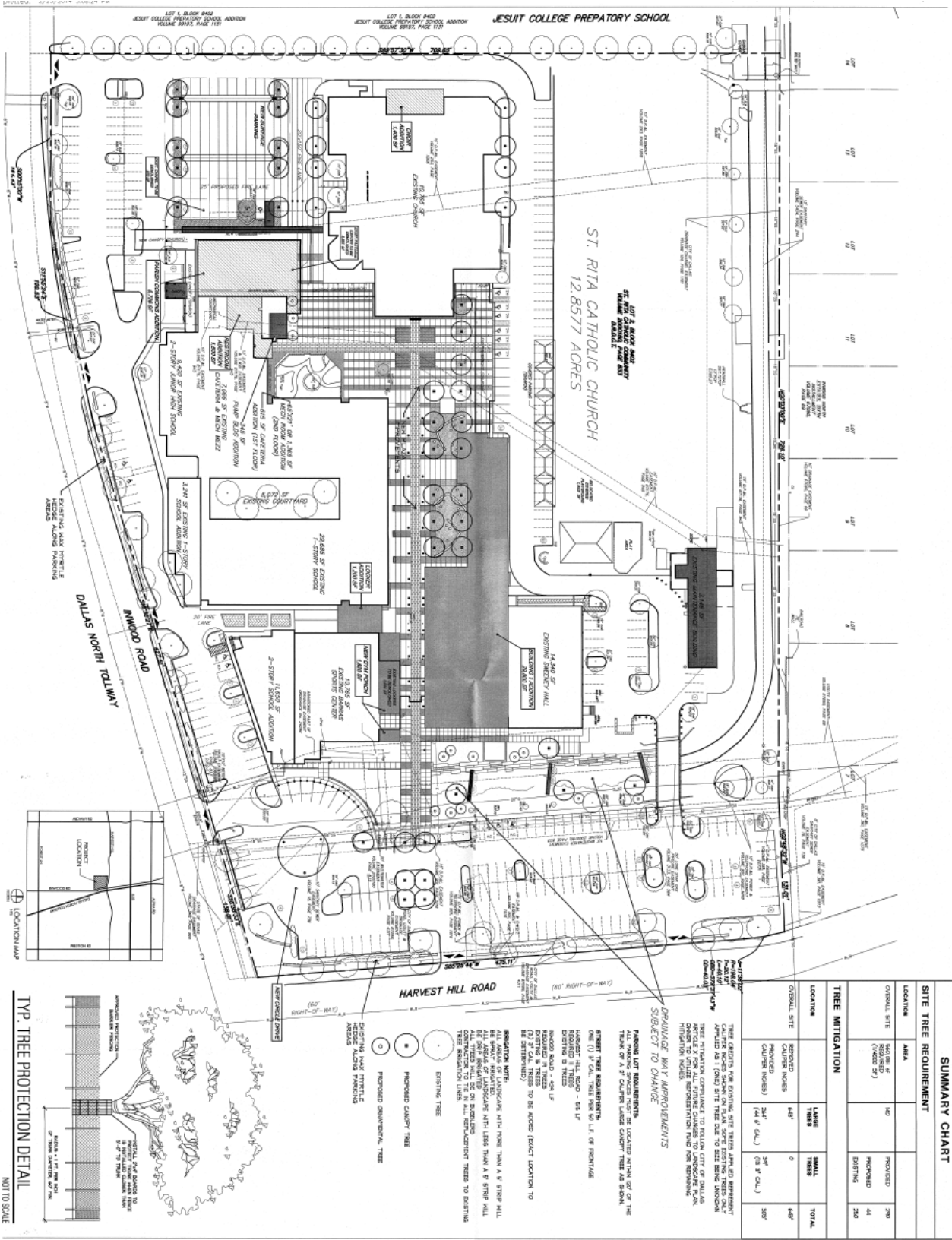
PROPOSED SITE PLAN



PROPOSED SITE PLAN (DETAIL)



EXISTING LANDSCAPE PLAN



| SUMMARY CHART | | | |
|-------------------------|-----------------|-------------|----------|
| SITE TREE REQUIREMENT | | | |
| LOCATION | AREA | PROPOSED | EXISTING |
| OVERALL SITE (4,000 SF) | 40 | 200 | 200 |
| TREE MITIGATION | | | |
| LOCATION | LANDSCAPE TREES | SMALL TREES | TOTAL |
| OVERALL SITE | 400 | 0 | 400 |
| PROPOSED | 400 | 0 | 400 |
| EXISTING | 400 | 0 | 400 |

THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION. THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION.

THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION. THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION.

THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION. THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION.

THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION. THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION.

THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION. THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION.

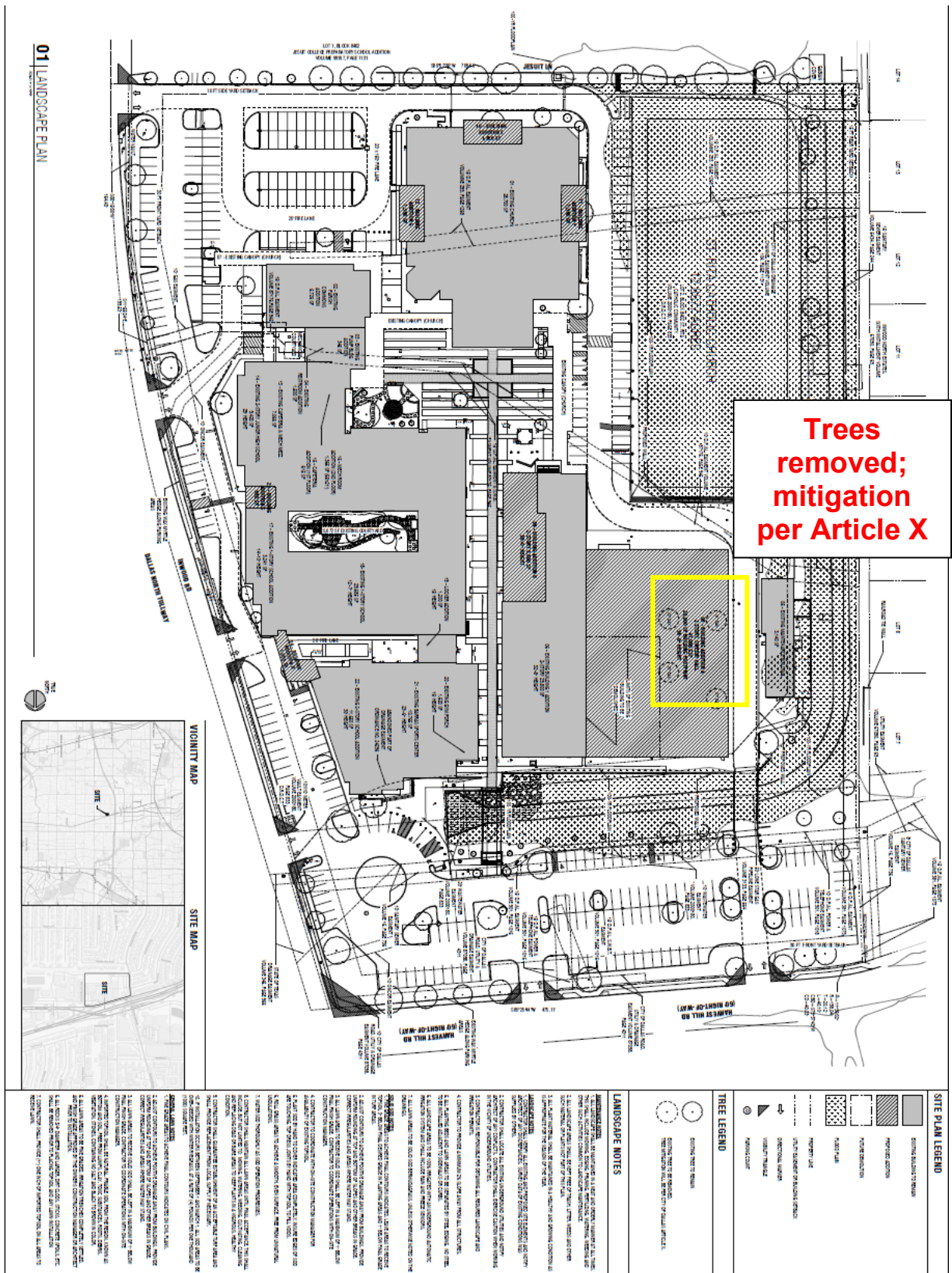
THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION. THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION.

THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION. THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION.

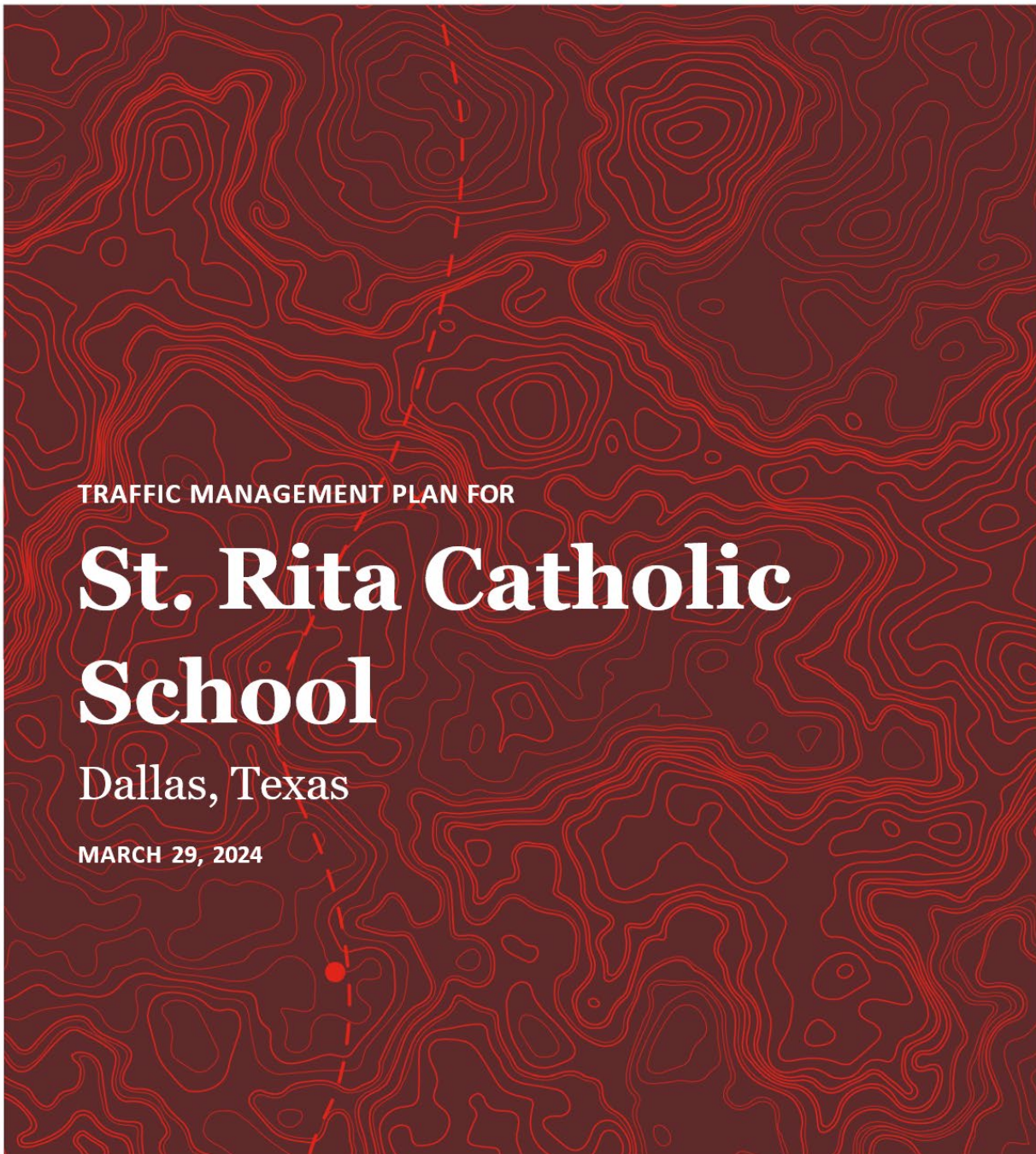
THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION. THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION.

THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION. THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION SHALL BE THE CLIENTS FOR EXISTING SITE TREES, LANDSCAPE TREES, AND TREES TO BE REMOVED DURING CONSTRUCTION.

PROPOSED LANDSCAPE PLAN



TRAFFIC MANAGEMENT PLAN



PREPARED BY:

Westwood

PROJECT 0045755.00

Traffic Management Plan For:

St. Rita Catholic School

Dallas, Texas

Commissioned By: St. Rita Catholic School

For Submittal To: City of Dallas

Reference: Z234-132

Prepared By: Steve E. Stoner, P.E., PTOE
Westwood Professional Services, Inc.
7557 Rambler Road, Suite 1400
Dallas, Texas 75231-2388
(972) 235-3031
westwoodps.com
TBPELS Firm #10074301, Firm #11756



INTRODUCTION

The services of **Westwood Professional Services** (Westwood) were retained by **St. Rita Catholic School** to prepare a School Traffic Management Plan (TMP) for the St. Rita Catholic School (the “School”) as required by the City of Dallas. The School is an existing campus located at 12521 Inwood Road in Dallas, Texas. Enrollment is summarized as follows:

- Existing Enrollment: 792 (Grades Pre-K through 8th)
- Proposed Maximum Enrollment: 810 (Grades Pre-K through 8th)

As described in Appendix A6 of the City of Dallas *Street Design Manual*, a School Traffic Management Plan is a “site-specific plan providing guidelines to coordinate traffic circulation during school peak hours. TMPs should promote strategies to manage all modes of transportation and maintain student safety paramount at all times. An effective plan requires continual planning, renewed understanding and coordinated efforts by city staff, school administration and staff, neighbors, parents, and students.” The TMP presented in this report substantially maintains the current strategies deployed by the School.

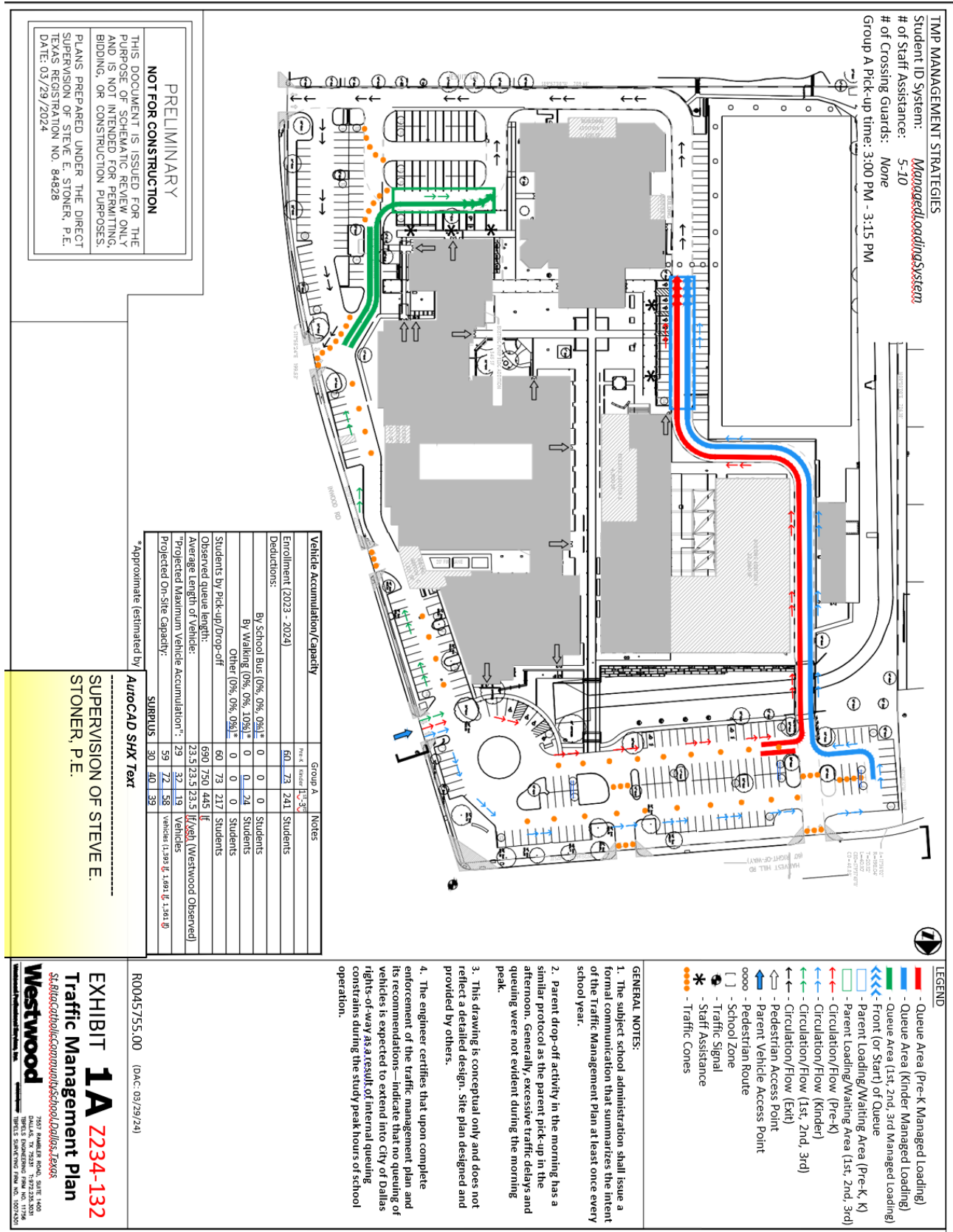
This study was prepared by traffic engineers at Westwood (the “Engineer”) in accordance with industry and local standards. Westwood is a licensed engineering firm that provides professional engineering and related services.

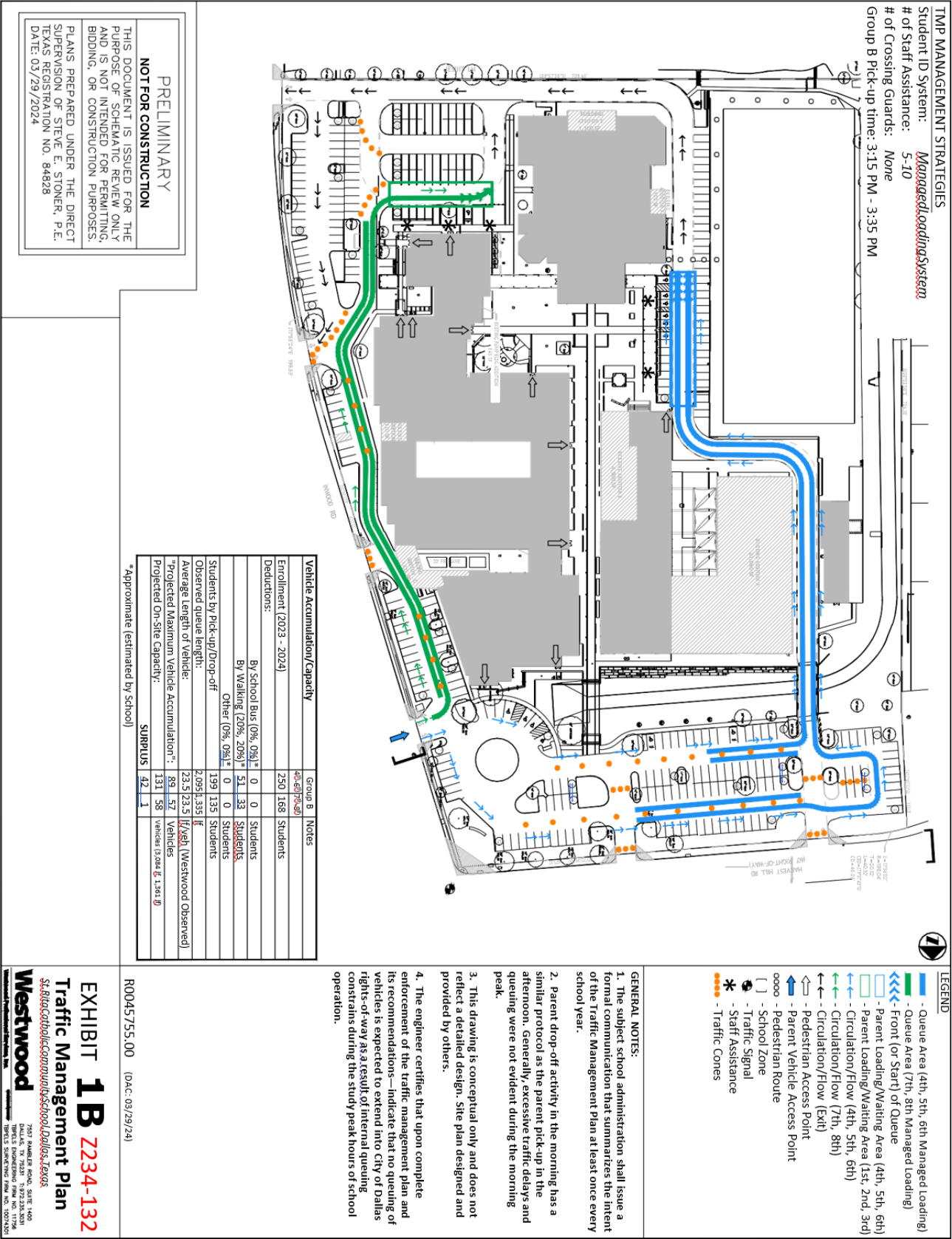
Westwood performed on-site, traffic observations on Tuesday, September 12, 2023 and other dates to validate the traffic characteristics presented herein.

1. TMP EXHIBIT

(See attached Exhibits 1A and 1B - Traffic Management Plan)

NOTE: Base site plan, prepared by **Glenn Partners**, provided to Westwood for use in this study.





2. SCHOOL LOCATION AND DESCRIPTION

School site location: 12521 Inwood Road, Dallas, Texas

Description of adjacent roadways:

- Harvest Hill Road:
 - Cross-section: Approximately 40' in width, four lanes, two-way operation, undivided.
 - Sidewalk connectivity evident along frontage of school. *[School Zone]*.
 - Posted Speed Limit: 30 mph *[School Zone of 20 mph]*.
- Inwood Road:
 - Cross-section: Approximately 30' in width, three lanes, one-way (southbound) operation.
 - Sidewalk connectivity evident along frontage of school. *[School Zone]*.
 - Posted Speed Limit: 40 mph *[School Zone of 20 mph]*

Adjacent Intersections:

- Harvest Hill Road and Inwood Road:
 - Existing Traffic Control: traffic signal.
 - Existing Marked Crosswalks [Condition]: north leg, west leg, south leg.
 - Existing Barrier-Free Ramps (BFRs): barrier free ramps provided on all corners.

NOTE: It is generally recommended that all applicable crosswalks/barrier free ramps/sidewalks comply with current ADA accessibility requirements. Westwood Professional Services is not certified to provide a full ADA compliance inspection, which is performed by licensed inspectors during the design and permitting process. All pavement markings, traffic signs, school zones, and pedestrian infrastructure improvements are recommended to be upgraded at permitting as applicable and meet current city and TMUTCD standards.

3. INGRESS/EGRESS, POINTS OF ACCESS

Vehicular Ingress/Egress Points:

- Harvest Hill Road (2):
 - Western Driveway (existing) – type: entrance and exit; primary use: parents, visitors, and staff; closed during pick-up time.
 - Eastern Driveway (existing) – type: entrance and exit; primary use: parents, visitors, and staff; closed during pick-up time.
- Inwood Road (4):
 - Northern Driveway (existing) – type: entrance and exit; primary use: parents, visitors, and staff; operates as entry only during pick-up time.
 - Middle-North Driveway (existing) – type: entrance and exit; primary use: staff; closed during pick-up time.
 - Middle-South Driveway (existing) – type: entrance and exit; primary use: parents, visitors, and staff; operates as exit only during pick-up time.
 - Southern Driveway (existing) – type: entrance and exit; primary use: parents, visitors, and staff; operates as exit only during pick-up time.

Student (Pedestrian/Building) Ingress/Egress Points:

- Multiple, including interior courtyard

4. QUEUING SUMMARY TABLE

The following table presents the projected queuing vehicle accumulation for the subject campus. The calculations for vehicle accumulation and parking are based upon on-site observations conducted on Tuesday, September 12, 2023 and other dates. All information provided in the table below is strictly for the afternoon student pick-up release period.

Table 1. Queuing Summary Table (Dismissal)

| DISMISSAL PERIOD | GRADES | START/ END TIMES* | TOTAL ENROLLMENT** | MAXIMUM OBSERVED VEHICLE ACCUM. | (ON-SITE) STORAGE CAPACITY (VEH) | SURPLUS/ DEFICIT (VEH) |
|------------------|-----------------------------------|-------------------|--|---------------------------------|----------------------------------|------------------------|
| Group A | Pre-K | 7:20 AM – 2:50 PM | Pre-K – 60 | 29 | 59 | 30 |
| | Kinder | 7:20 AM – 2:50 PM | Kinder – 73 | 32 | 72 | 40 |
| | 1 st – 3 rd | 7:20 AM – 2:50 PM | 1 st – 75 2 nd – 93 3 rd – 73 | 19 | 58 | 39 |
| Group B | 4 th – 6 th | 7:20 AM – 3:05 PM | 4 th – 78 5 th – 84 6 th – 88 | 89 | 131 | 42 |
| | 7 th – 8 th | 7:20 AM – 3:05 PM | 7 th – 87 8 th – 81 | 57 | 58 | 1 |

* All times are subject to change

** 2023-'24 enrollment shown. The proposed maximum enrollment of 810 students is intended to provide modest flexibility to accommodate slight variations in enrollment that normally occur from year to year. However, generally, the current enrollment is considered to reflect a typical, representative condition. The observed queues reflected in the table above reflect current conditions with current enrollment, but the available capacity is anticipated to provide adequate surplus to accommodate minor fluctuations.

5. CIRCULATION

Description of Proposed Conditions

NOTE: Proposed conditions will generally follow existing conditions. The school provides detailed instructions to parents with a “Carpool 101” package (see Appendix).

On-Site Circulation (Group A):

- Harvest Hill Road, Western Driveway: closed
- Harvest Hill Road, Eastern Driveway: closed
- Inwood Road, Northern Driveway: entrance for all vehicles
- Inwood Road, Middle-North Driveway: closed
- Inwood Road, Middle-South Driveway: exit for all vehicles
- Inwood Road, Southern Driveway: exit for all vehicles

Loading Areas (Group A):

- Grades PreK, K: “Bell Tower” (west side of courtyard)
- Grades 1, 2, 3: south side of Commons Building

Temporary traffic control devices (Group A):

- Cones are placed in multiple locations throughout campus to direct traffic and separate lanes.
- Staff assistance provided at all loading areas.

On-Site Circulation (Group B):

- Harvest Hill Road, Western Driveway: closed
- Harvest Hill Road, Eastern Driveway: closed
- Inwood Road, Northern Driveway: entrance for all vehicles
- Inwood Road, Middle-North Driveway: closed
- Inwood Road, Middle-South Driveway: exit for all vehicles
- Inwood Road, Southern Driveway: exit for all vehicles

Loading Areas (Group B):

- Grades 4, 5, 6: “Bell Tower” (west side of courtyard)
- Grades 7, 8: south side of Commons Building

Temporary traffic control devices (Group B):

- Cones are placed in multiple locations throughout campus to direct traffic and separate lanes.
- Staff assistance provided at all loading areas.

Evaluation of School Reduced Speed Limit Zones:

- Designated Locations (Dallas Development Code Section 28-50):
 - Harvest Hill Road: 200'E. of Inwood Road (East Leg) to Forest Bend Road (flashers: yes)
 - Inwood Road: 260'N. of Harvest Hill Road to 760'N. of Willow Lane (flashers: yes)
- Appears effective

6. DROP-OFF/PICK-UP COORDINATION

NOTE: This section provides student drop-off/pick-up coordination information for the proposed condition.

Subject School Recommended Loading System:

- Administered Sequential Loading System (an “Administer Sequential Loading System” refers to a managed system that enforces a prescribed procedure for picking up students at a specific release time. Passenger loading and vehicle departures are sequential and consecutive order based upon order of arrival. During a prior coordination phase, drivers are provided with some form of identification that school personnel observe upon arrival so that the corresponding passenger is prepped for loading before the vehicle arrives at the designated loading area. Generally, multiple vehicles are loaded concurrently. Students are prepped in advance of pick-up to expedite loading. Vehicles are stopped by a School staff member until each group of students is loaded, then the loaded vehicles are released and replaced by the next group of vehicles until all vehicles are loaded. Typically utilizes single or double queue line.

Transportation Mode Split:

Table 2. Mode Split (Approximate)

| GRADE | PICK-UP | WALK | BUS | OTHER |
|-----------------------------------|---------|------|-----|-------|
| Pre-K | 100% | 0% | 0% | 0% |
| K | 100% | 0% | 0% | 0% |
| 1 st – 3 rd | 90% | 10% | 0% | 0% |
| 4 th – 6 th | 80% | 20% | 0% | 0% |
| 7 th – 8 th | 80% | 20% | 0% | 0% |

NOTE: Information provided by St. Rita Catholic School and validated with field observations

Westwood

March 29, 2024

Start/End Times:

- 7:20 AM – 3:00 PM (Pre-Kindergarten – 3rd)
- 7:20 AM – 3:15 PM (4th – 8th)

7. SCHOOL STAFF ASSISTANCE

Number:

- Observed: 5 - 10
- Desired: 5 - 10

Location(s):

- Observed: Bell Tower and Commons
- Desired: Bell Tower and Commons

Staff Requirements and Expectations:

- Staff assistance shall be present in designated loading areas and elsewhere, as needed, to ensure safety and orderly loading of students during the designated pick-up times.

8. ADULT SCHOOL CROSSING GUARDS AND/OR OFF-DUTY DEPUTIZED OFFICERS

Crossing Guards: 0

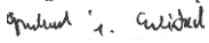
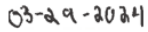
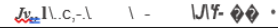

- Existing Conditions: 0
- Proposed Conditions: 0

Security/Off-Duty Peace Officers:

- Existing Conditions: 1 – 2 (security only)
- Proposed Conditions: 1 – 2 (security only)

9. SCHOOL ADMINISTRATION INPUT STATEMENT

The engineer collaborated with School personnel as needed, before and during the process of creation of the Traffic Management Plan.

| REVIEW AND COMMITMENT | |
|---|--|
| <p>This school traffic management plan (TMP) for St. Rita Catholic School was developed with the intent of optimizing safety and efficiently accommodating vehicular traffic generated during the school's typical student drop-off and pick-up periods. This plan was developed with direct input from individuals familiar with the general characteristics of the traffic needs of the school. It is important to note that a concerted and ongoing effort by and the full participation of the school administration are essential to accomplish these goals.</p> <p>By the endorsement provided below, the school administration hereby agrees to implement, adhere to, and support the strategies presented in this TMP for which the school is held responsible until or unless the City of Dallas deems those strategies are no longer necessary or that other measures are more appropriate.</p> | |
|  _____ Principal Signature |  _____ Date |
| NAME:  | |
| TITLE:  | |
| _____ Police Department Signature | _____ Date |
| NAME: _____ | |
| TITLE: _____ | |

10. ENGINEER SEAL

This report is signed, stamped, and dated by a licensed Professional Engineer in the State of Texas with specific expertise in transportation and traffic engineering.

11. REPORT FORMAT

This report follows the City of Dallas Traffic Management Plan format as described in Appendix A6 of the City of Dallas Street Design Manual.

12. OTHER ITEMS WHERE APPLICABLE

1. School Bus Operations: Not Applicable
2. Methodology: Per Observations
3. Proposed Pedestrian Routes: No change to existing
4. Proposed Parking Management Strategies: Not Applicable
5. Recommendations (if applicable) for walking/biking: No change to existing
6. Other Recommendations: Not Applicable
7. Traffic Control (Signage) Plan: No change to existing
8. If posted speed is greater than 35 mph, include: Not Applicable

END OF MEMO

APPENDIX A. — “Carpool 101” Brochure



PURPOSE FOR UPDATES

The purpose for updated carpool plan is to simplify and expedite our student dismissal plan in the safest and most efficient manner.

F.A.Q.

1) WHAT ENTRANCE DOES MY CHILD USE?

The entrance closest to the drop-off location.

2) WHAT TIME CAN I ARRIVE ON CAMPUS IF I AM IN GROUP B?

ALL GROUP B PARENTS MUST NOT ARRIVE UNTIL 3:05, AT THE EARLIEST, TO AVOID CONGESTION AND TRAFFIC WITH GROUP A.

3) WHAT IS THE EARLIEST I CAN DROP MY CHILD OFF IN THE MORNING?

Students cannot be dropped off any earlier than 7:20AM

AM Holding Areas

- PK/K - Classrooms
- 1/2 - Dining Hall
- 3/4 - Heaney Court Yard - (Rain) Hall
- 7/8 - Heaney Gymnasium

SRS 2023-2024 CARPOOL 101

MORNING CARPOOL (7:20AM – 7:45AM)

- 1) Follow your grade level map to your designated drop off locations.
- 2) Drop your child only at the designated drop area.
- 3) Faculty members will greet your child and direct them to the correct entrance.
- 4) Your child will use the nearest entrance to your designated drop-off location.

ALL SIBLINGS WILL BE DROPPED AT THE YOUNGEST SIBLING'S DROP AREA.

AFTERNOON CARPOOL (PLEASE REFER TO THE MAP FOR CLARIFICATION)

GROUP A – 2:50PM – 3:05PM

PreK – 3rd grade -with no 4th-8th siblings

Bell Tower Location:

- ALL PREK AND KINDER AND SIBLINGS IN 1ST-3RD GRADE
- PREK FAMILIES USE THE LEFT LANE AND KINDER FAMILIES USE RIGHT LANE

Commons Location:

- ALL 1ST – 3RD GRADERS WITH NO PREK OR KINDER SIBLINGS

Group B – 3:05PM – 3:25PM

4th – 8th graders and all younger siblings

Bell Tower Location:

- ALL 4TH - 8TH AND YOUNGER SIBLINGS
- PREK AND KINDER AND SIBLINGS ARE ALWAYS PICKED UP AT THE BELL TOWER.

Commons Location:

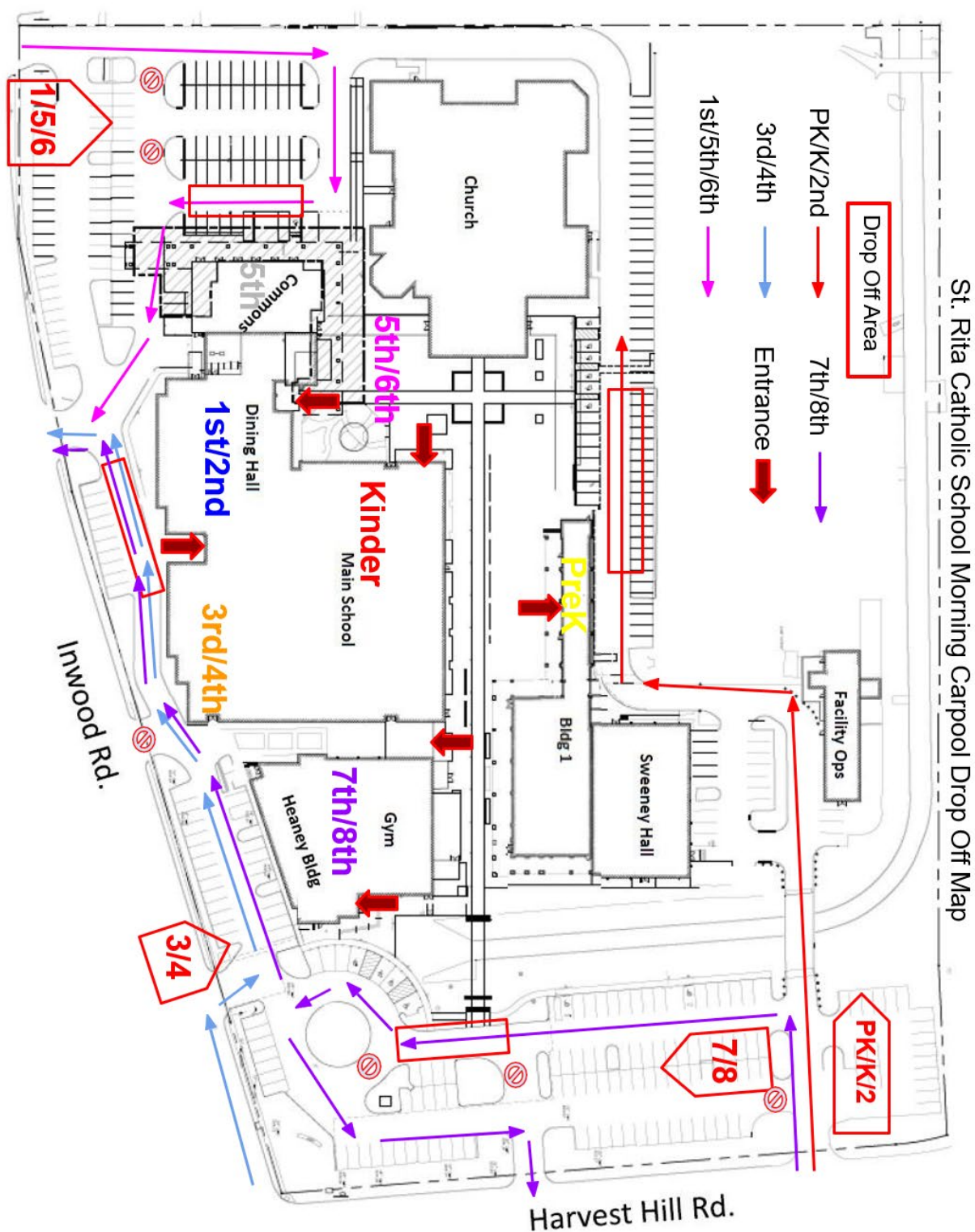
- ALL 7TH AND 8TH GRADERS AND YOUNGER SIBLINGS
- ALL PREK AND KINDER STUDENTS AND SIBLINGS ARE ALWAYS PICKED UP AT THE BELL TOWER

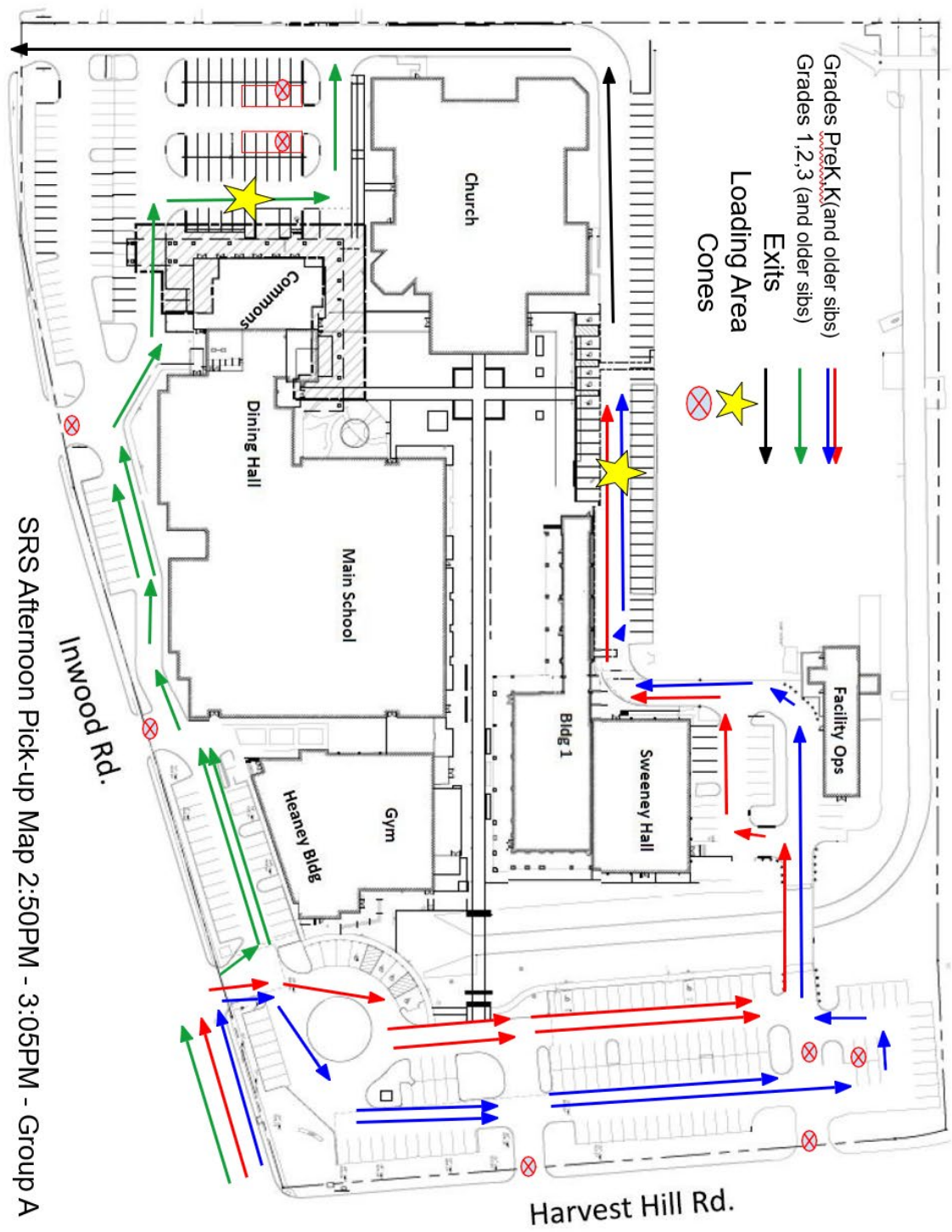
CARPOOL TAGS

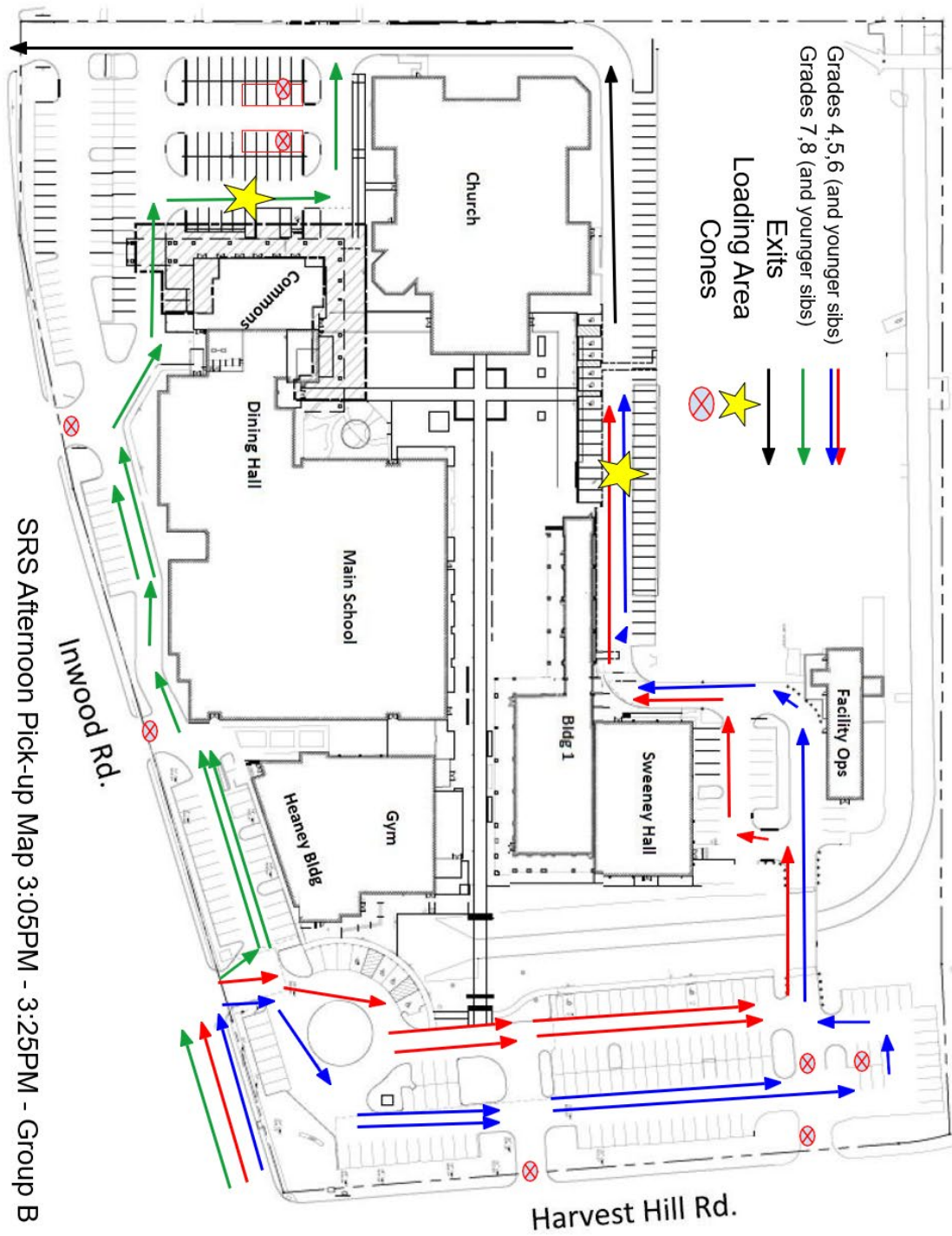
- 1) MAKE SURE YOUR TAGS ARE HANGING FROM YOUR MIRROR AND VISIBLE TO THE CALLERS.
- 2) Bell Tower – ALL PREK WILL BE PICKED UP IN THE LEFT LANE. ALL OTHER STUDENTS CAN BE PICKED UP IN THE RIGHT LANE.

WALKERS

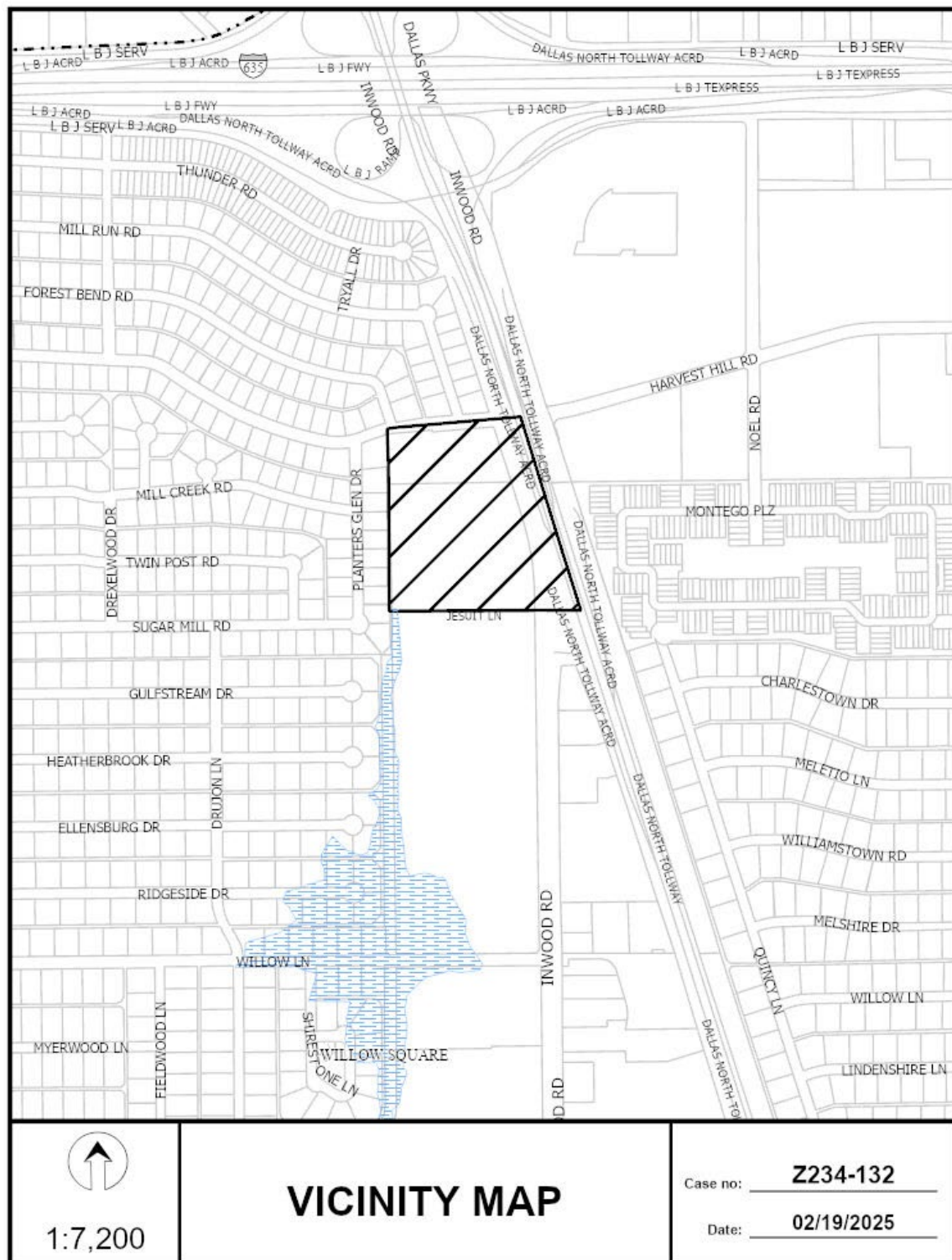
- 1) All 3rd grade walkers (and younger siblings) will be dismissed at 2:50PM, all remaining walkers will be dismissed at 3:05PM.
- 2) Jesuit Walkers – child of a Jesuit employee or older sibling enrolled at Jesuit.
- 3) Jesuit Walkers must exit campus with the rest of the walkers and cross over near the bridge.
- 4) There will be a controlled walker release in the event of a weather emergency.



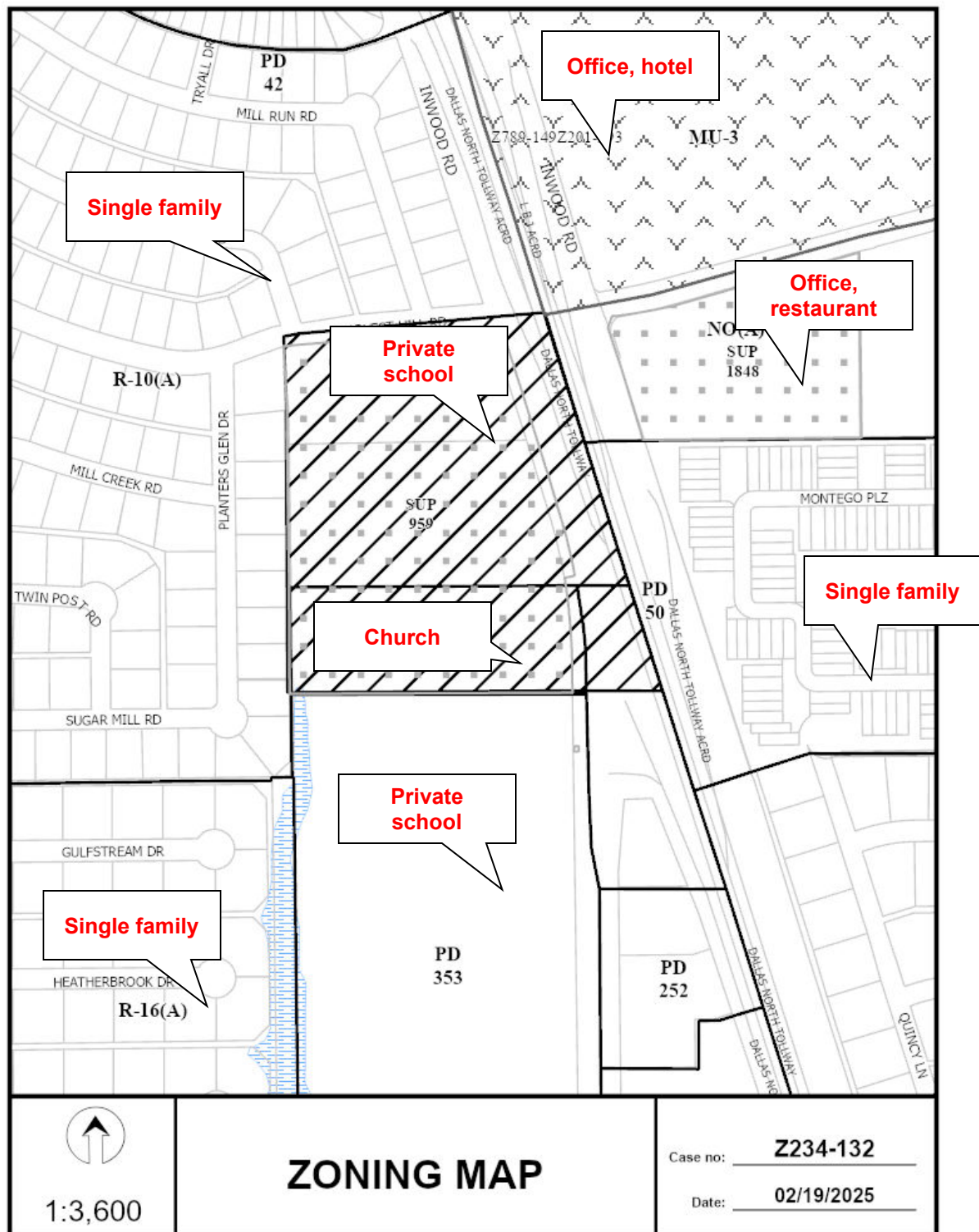


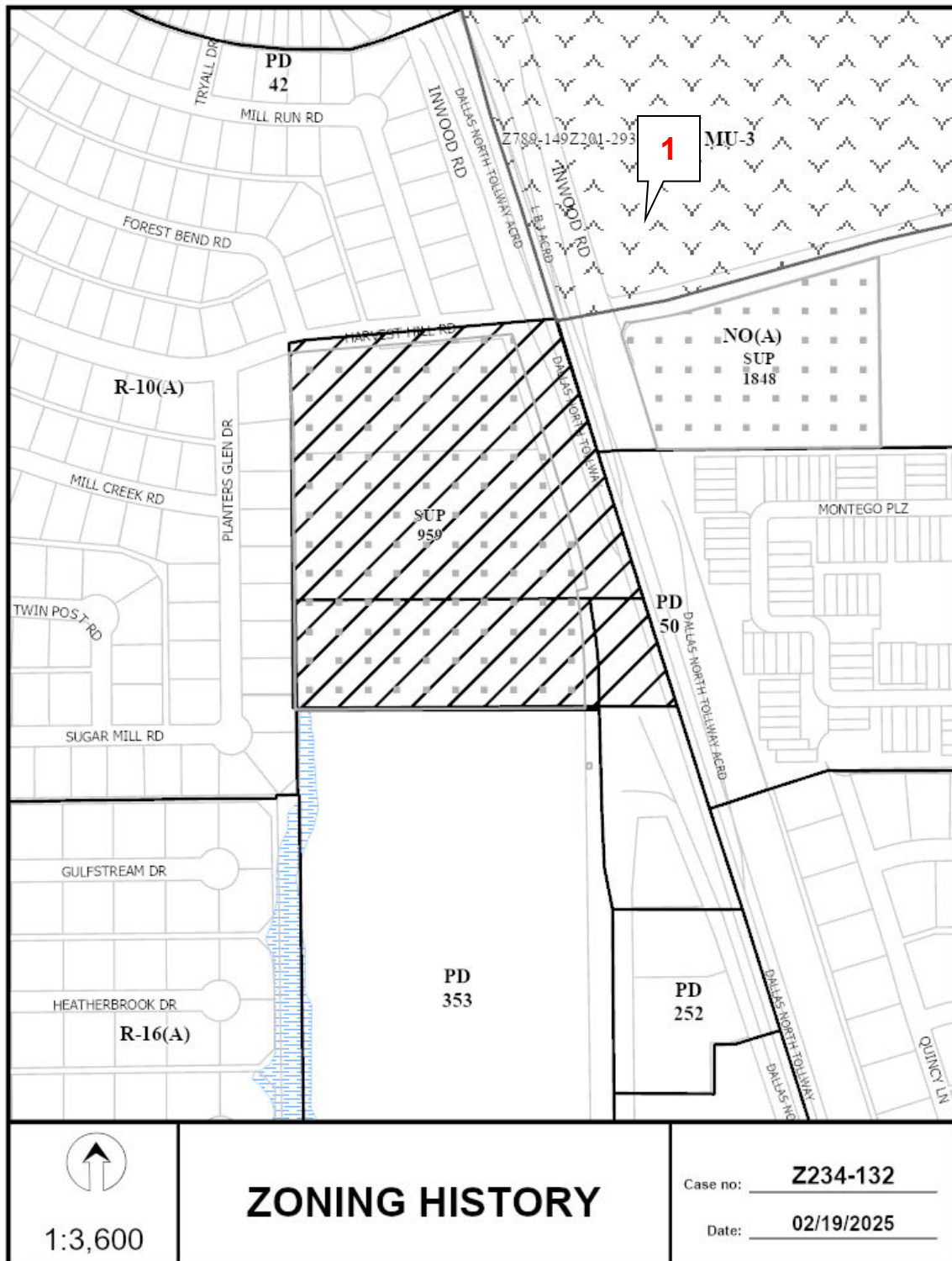


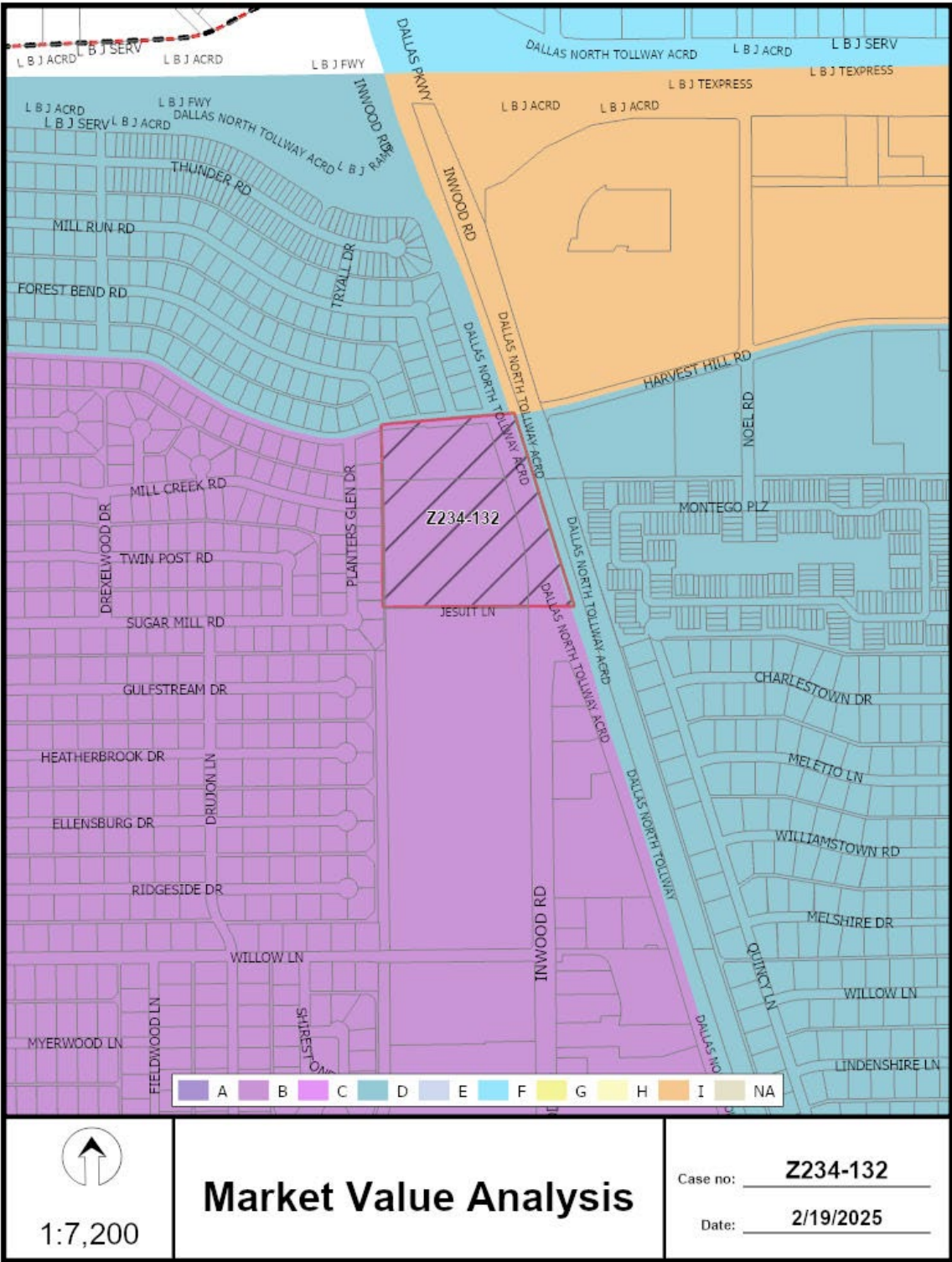
SRS Afternoon Pick-up Map 3:05PM - 3:25PM - Group B

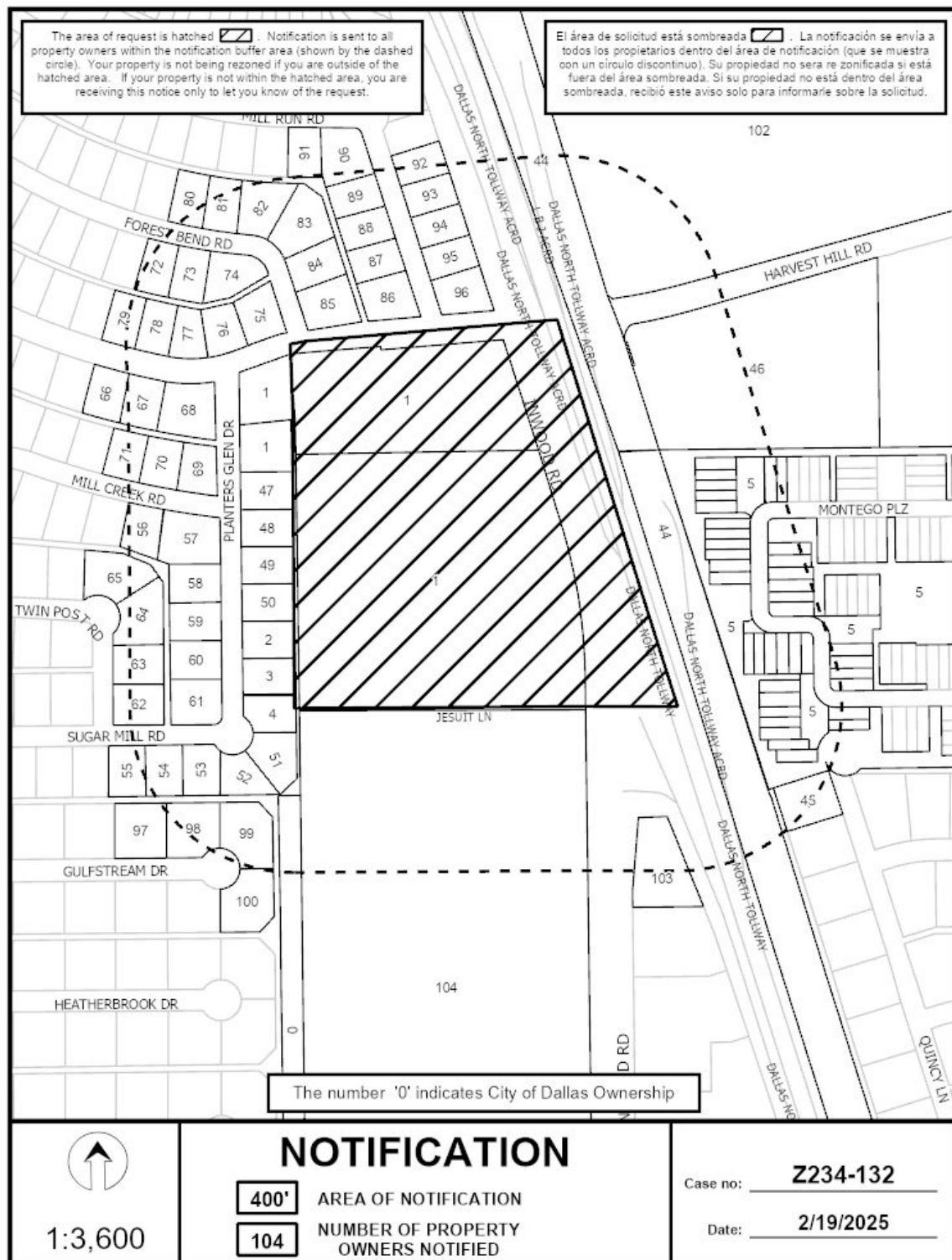












02/19/2025

Notification List of Property Owners***Z234-132******104 Property Owners Notified***

| <i>Label #</i> | <i>Address</i> | <i>Owner</i> |
|-----------------------|------------------------|-------------------------------|
| 1 | 12626 PLANTERS GLEN DR | SRCP RC |
| 2 | 12524 PLANTERS GLEN DR | ANSIAUX ROBERT R & |
| 3 | 12520 PLANTERS GLEN DR | CIVELLO ANDREW H |
| 4 | 12512 PLANTERS GLEN DR | GEORGIA GLENN M & EILEEN M |
| 5 | 900001 NO NAME ST | PRESTON SQUARE INC |
| 6 | 12471 MONTEGO PLAZA | MATHIS ROGER WAYNE & |
| 7 | 12473 MONTEGO PLAZA | CAMPBELL JAMES C |
| 8 | 12481 MONTEGO PLAZA | SCOTT JOHN CHRISTOPHER & |
| 9 | 12483 MONTEGO PLAZA | THOMAS PAMELA LOUISE |
| 10 | 12485 MONTEGO PLAZA | Taxpayer at |
| 11 | 12487 MONTEGO PLAZA | RUBIN TED & PAULA DEBORAH |
| 12 | 12489 MONTEGO PLAZA | ATLAS THOMAS N & DEVRA L |
| 13 | 12491 MONTEGO PLAZA | 12491 MONTEGO PLAZA LLC |
| 14 | 12493 MONTEGO PLAZA | KLEIN CHRISTOPHER P & CAROL |
| 15 | 12501 MONTEGO PLAZA | WORKS MARY |
| 16 | 12503 MONTEGO PLAZA | BREZETTE DAVID R & MARYJANE N |
| 17 | 12505 MONTEGO PLAZA | KOSTAS PAMELA G |
| 18 | 12507 MONTEGO PLAZA | WAKS DAVID M |
| 19 | 12509 MONTEGO PLAZA | MARTINEZ JORGE& |
| 20 | 12511 MONTEGO PLAZA | BARRETT KATHRYN TRIPLETT |
| 21 | 12521 MONTEGO PLAZA | PARSA HASSAN & |
| 22 | 12523 MONTEGO PLAZA | TOLLEFSON JILL |
| 23 | 12525 MONTEGO PLAZA | BONDS HARRIET L |
| 24 | 12527 MONTEGO PLAZA | RANDLE SHELBY |
| 25 | 12529 MONTEGO PLAZA | PETERSON SUSAN E |
| 26 | 12531 MONTEGO PLAZA | DODD ROGER MARC |

02/19/2025

| <i>Label #</i> | <i>Address</i> | <i>Owner</i> |
|----------------|------------------------|---|
| 27 | 12533 MONTEGO PLAZA | DUNKERLEY DORIS J |
| 28 | 12535 MONTEGO PLAZA | LORENTE MARIA E |
| 29 | 12537 MONTEGO PLAZA | BOSSHART PATRICK W |
| 30 | 12539 MONTEGO PLAZA | JACKSON BETTY JANE |
| 31 | 12541 MONTEGO PLAZA | DAVIS CHAD & |
| 32 | 12551 MONTEGO PLAZA | KENNER BEVERLY G |
| 33 | 12553 MONTEGO PLAZA | SCHWARZ CLAIRE COLLINS |
| 34 | 12470 MONTEGO PLAZA | CHEN SIYUAN |
| 35 | 12472 MONTEGO PLAZA | CHEN LIMIN & WEN |
| 36 | 12474 MONTEGO PLAZA | ELNAZAR YOUSEF |
| 37 | 12476 MONTEGO PLAZA | MAGID LAWRENCE IRA & |
| 38 | 12512 MONTEGO PLAZA | TAYLOR MARY FRANCES |
| 39 | 12514 MONTEGO PLAZA | DEHAAS FAMILY LIVING TR |
| 40 | 12516 MONTEGO PLAZA | EBEST CATHERINE |
| 41 | 12518 MONTEGO PLAZA | MOON VALAYNA SCOTT |
| 42 | 12520 MONTEGO PLAZA | DRIVER MARY A |
| 43 | 12522 MONTEGO PLAZA | RODGERS NICOLE & |
| 44 | 12200 DALLAS PKWY | ONCOR ELECRTIC DELIVERY COMPANY |
| 45 | 12515 QUINCY LN | HARRISON FRANK E & |
| 46 | 5310 HARVEST HILL RD | BPRE TOLL HILL HOLDINGS LP |
| 47 | 12608 PLANTERS GLEN DR | MOORE AMY & WILLIAM S |
| 48 | 12542 PLANTERS GLEN DR | LANGLINAIS OSCALIE S J D |
| 49 | 12536 PLANTERS GLEN DR | YLITALO AMANDA |
| 50 | 12530 PLANTERS GLEN DR | STUTZ MARIAN S |
| 51 | 12506 PLANTERS GLEN DR | USA CENTRAL & SOUTHERN PROVINCE |
| 52 | 5024 SUGAR MILL RD | USA CENTRAL & SOUTHERN |
| 53 | 5020 SUGAR MILL RD | INWOOD WILLOW INV PPTIES LTD |
| 54 | 5014 SUGAR MILL RD | INWOOD WILLOW INVESTMENT |
| 55 | 5008 SUGAR MILL RD | INWOOD WILLOW INVESTMENT PROPERTIES LTD |
| 56 | 5026 MILL CREEK RD | COLE JOHN R & |
| 57 | 5034 MILL CREEK RD | SALMERON CARLOS E PEREZ |

02/19/2025

| <i>Label #</i> | <i>Address</i> | <i>Owner</i> |
|----------------|------------------------|-------------------------------------|
| 58 | 12531 PLANTERS GLEN DR | WRIGHT MATTHEW & LYNDSEY |
| 59 | 12525 PLANTERS GLEN DR | FREDERIKSEN CHARLES C JR & REGINA L |
| 60 | 12521 PLANTERS GLEN DR | LINDSEY JEFFREY G & SUSAN B |
| 61 | 12515 PLANTERS GLEN DR | CADENA MINERVA N |
| 62 | 4923 TWIN POST RD | NURRE MICHAEL THEODORE JR |
| 63 | 4917 TWIN POST RD | CHAPA MARCO A & |
| 64 | 4911 TWIN POST RD | WYLL ALLISON N & |
| 65 | 4905 TWIN POST RD | JIEDE THOMAS M & |
| 66 | 5020 HARVEST HILL RD | PUENTE AZENETH |
| 67 | 5026 HARVEST HILL RD | WUNDERLICK ROBERT V & |
| 68 | 5032 HARVEST HILL RD | MALONE PATRICK B & |
| 69 | 5035 MILL CREEK RD | PULS MISTY G |
| 70 | 5027 MILL CREEK RD | SCHORNACK AMY N |
| 71 | 5021 MILL CREEK RD | BILLEAUDEAUX GARY H & |
| 72 | 5020 FOREST BEND RD | ESSENBURG FAMILY TRUST |
| 73 | 5026 FOREST BEND RD | RUSSELL WILLIAM |
| 74 | 5034 FOREST BEND RD | HU XIYU & |
| 75 | 5115 HARVEST HILL RD | CONNELL JORDAN C & |
| 76 | 5107 HARVEST HILL RD | CASIPIT CONCEPCION |
| 77 | 5031 HARVEST HILL RD | KELCHER MANAGEMENT INC |
| 78 | 5025 HARVEST HILL RD | Taxpayer at |
| 79 | 5019 HARVEST HILL RD | STUTZ ROBERT H JR |
| 80 | 5021 FOREST BEND RD | RIVERA DIANA E |
| 81 | 5027 FOREST BEND RD | LAWS PETER QUINN & KRISTEN LYNN |
| 82 | 5035 FOREST BEND RD | ROUBIK JEFFREY R & |
| 83 | 5039 FOREST BEND RD | BAUM STUART F & ANN F |
| 84 | 5045 FOREST BEND RD | SHAW TUCKER & KELSEY |
| 85 | 5051 FOREST BEND RD | WASH DEREK E & REGINA M |
| 86 | 5130 MILL RUN RD | BAYLAN JUDITH M |
| 87 | 5124 MILL RUN RD | JONES BARRY P |
| 88 | 5118 MILL RUN RD | BENNETT JOHN & |

Z234-221(MB)

02/19/2025

| <i>Label #</i> | <i>Address</i> | <i>Owner</i> |
|----------------|---------------------|--------------------------------|
| 89 | 5112 MILL RUN RD | OCHOA CHRISTOPHER DEREK & |
| 90 | 5030 MILL RUN RD | SCHULTZ BRIAN A & KRISTEN |
| 91 | 5024 MILL RUN RD | BRICE CLAUDIA |
| 92 | 5111 MILL RUN RD | SIBLEY GEORGE P JR & |
| 93 | 5117 MILL RUN RD | WOMACK LOUANN REVOCABLE TRUST |
| 94 | 5123 MILL RUN RD | CAMP CAREY D & |
| 95 | 5129 MILL RUN RD | JAX GARTH & ELIZABETH |
| 96 | 5135 MILL RUN RD | JIMENEZCOLBETH MARIE ANTONETTE |
| 97 | 4933 GULFSTREAM DR | ANDREWS PETER J & DOROTHY |
| 98 | 4941 GULFSTREAM DR | LAW GORDON & LAUREN LAW |
| 99 | 4949 GULFSTREAM DR | STACK DAVID E & MARY E |
| 100 | 4948 GULFSTREAM DR | SHROPSHIRE DANIEL BRIAN & |
| 101 | 12586 MONTEGO PLAZA | PRESTON SQUARE INC |
| 102 | 5400 LBJ FWY | TEACHERS INSURANCE AND |
| 103 | 12370 INWOOD RD | INWOOD WILLOW INV PPTIES |
| 104 | 12345 INWOOD RD | JESUIT HIGH SCHOOL |