



## TRANSPORTATION COMPLETENESS RESPONSE

Community Development Department

**Project Name: Greenway Elementary School Portables**

**Project #: LU32024-00179**

**Site: 9150 SW Downing Dr**

Date: May 17, 2024

Applicant: Seven Sparks, Beaverton School District

Project Planner: Aaron Harris, Senior Planner

Response prepared by: Fabio de Freitas, Senior Planner

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### **PROJECT DESCRIPTION**

The applicant requests a Conditional Use Modification and Design Review approval to accommodate 3 temporary portable classroom structures and a temporary extension of the existing parking lot on the Greenway Elementary School campus.

**COMPLETENESS ISSUES:** Pursuant to Section 50.25.1 of the Development Code, a complete application is one that contains the information required by the Director to address the relevant criteria, development requirements and procedures of this Code. City of Beaverton/Transportation staff has reviewed the application for completeness purposes and offers the following in response – there are no additional items that must be submitted in order for the application to be deemed complete. Please note that there may be completeness requirements from other City of Beaverton staff – the applicant should refer to all written responses from City of Beaverton staff.

### **PRELIMINARY TRANSPORTATION STAFF COMMENTS (NOT COMPLETENESS ITEMS):**

While not strictly completeness items, the following are matters that will need to be addressed prior to the Facilities Review Committee meeting. Please note that this list may not be exhaustive of all potential issues that may arise during development but are items that came to the attention of staff during completeness review:

1. City of Beaverton / Transportation staff reviewed the applicant's submitted transportation memorandum (DKS memo) and provided a written response on March 29, 2024 requesting clarifying information. Staff provides the following supplemental response and request(s):

## Project Description –

- Please revise the project description to include:
  - Although the DKS memo indicated that Greenway Elementary School (GES) start times would be staggered to potentially help reduce impacts to the transportation system during the morning peak period and address safety considerations, it is unclear if end of classes timeframes will also be staggered. *The applicant's traffic consultant should provide information related to expected pick-up activities, including whether pick-up times will be staggered and how pick-up will be managed for GES and RHES students.*

**RESPONSE: End of class time will be staggered for GES and RHES in the same manner that beginning of class time will be staggered. GES currently has no bus traffic allowing parent pickup to be complete prior to bus and parent arrival for RHES student pick up.**

- Although the DKS memo included trip generation information related to the Pre-K students at GES, there is no information regarding drop-off/pick-up schedule or protocols for Pre-K students. *The applicant's traffic consultant should provide information relative to the Pre-K component at GES in terms of when parents will be dropping off and picking up their children (in relation to the general school hours) and where parents are expected to park in order to presumably walk their students into and out of the school building.*

**RESPONSE: Pre-K start schedule is anticipated to follow the staggered schedule to align with RHES. Parent pick up and drop off vehicles are expected to park in available parking lot stalls. Mid-day and afternoon pick up times do not align with the end of class time for either RHES or GES.**

*Responses to the above referenced requests are necessary to adequately address relevant approval criteria, standards and provisions in BDC Chapters 40.03 and 60.55. Pursuant to BDC Section 10.60.1, "except as otherwise provided, the applicant shall bear the burden of proof and persuasion that the proposal is in compliance with the applicable provisions of this Code."*

## Trip Generation:

The DKS memo describes two scenarios in the necessary trip generation assessment – a full capacity scenario and a projected capacity scenario.

- In order to assist staff in better understanding the provided trip generation assessment, the applicant's traffic consultant is requested to:
  - *Please provide enrollment numbers for each school under the projected capacity scenario;*  
**RESPONSE: Updated projected enrollment total for the combined schools is 519; 259 students from GES and 260 from RHES.**
  - *Please document the expected staff numbers for RHES associated with approved school capacity (full capacity scenario (pg. 3)).*

**RESPONSE: Per previously provided Trip Generation Analysis document, RHES will increase the 45 current staff to 69 total staff (addition of 24 staff).**

- Please add discussion documenting how the estimate for total enrollment of 538 students was made (projected scenario capacity (pg. 4)).

**RESPONSE: BSD Demographer maintains detailed enrollment and projection statistics of the school district resulting in current projections for enrollment.**

- It is stated in DKS' memo that "there will be an increase of 24 staff at the GES site ...". On pg. 5 of the submitted narrative, it is stated that "the number of staff at the school (GES) will exceed the authorized capacity by approximately 25 staff positions. Please reconcile this discrepancy - accuracy and consistency are important in accurately assessing associated trip generation and parking demand/supply (projected scenario capacity (pg. 4)).

**RESPONSE: Current Trip Generation Analysis document only refers to increase of 24 staff. Referenced discrepancy no longer exists.**

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#### **Added Vehicle Trips:**

- Please provide responses to the following questions to support the assumption that most RHES students will use provided bus service during the temporary relocation to GES:
  - Will riding the bus to GES be mandatory for all RHES students?  
**RESPONSE: No.**
  - What percentage of RHES students currently utilize bus service to travel to/from RHES?  
**RESPONSE: Current ridership at RHES is 57% of the eligible riders.**
  - How much additional travel time will the relocation of RHES students to GES add to the bus route(s)?  
**RESPONSE: Final routes have not yet been determined for the bus routes of RHES to GES. We are as yet unable to determine ride times.**
  - For assumption #2 on pg. 5, are these five buses in addition to buses already serving GES or are these five total buses expected to serve both schools? Please clarify the number of buses currently serving GES and the additional number of buses that will be needed to transport RHES students to/from GES.  
**RESPONSE: There are currently no buses serving GES. All buses at GES will be those serving RHES students.**
- Please add a table similar to Table 1 for the projected capacity scenario.  
**RESPONSE: Table can be added as a COA if needed. Responses to questions**

**above adequately provides all information that would be included in a table.**

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#### **Internal Circulation Evaluation:**

- In order to assist staff in better understanding the internal circulation at GES with the additional students from RHES, the applicant's traffic consultant is requested to:
  - Please describe how the vehicle operations currently occur at GES and how vehicle operations will function at GES with the additional students from RHES. Vehicles operations include those related to bus circulation/temporary staging, parent drop-off/pick-up (for all grades, including Pre-K), parent parking to enter the school and faculty-staff arrival/parking.  
**RESPONSE: Vehicle operations for GHES currently are personal vehicle traffic only (no bus). This will not change for GES traffic RHES bus queuing is anticipated to be at curbside with parent pickup/drop off being on adjacent drive aisle for RHES.**
  - On pg 6 it is stated that "there will be an internal sidewalk connection between the proposed portable classrooms on the SEC of the property to the bus loading area (dashed red line in Figure 2)." There is no such sidewalk connection shown on Figure 2. Please provide clarification on this matter.  
**RESPONSE: Current planned portable location no longer will be adjacent to the parking lot. With portable location at back of property, student pedestrian path to bus loading area will be through the permanent school building access points.**
  - In Figure 2 shown on pg 6, five buses are shown to be queued for student drop-off/pick-up. Please clarify if the end of class schedules for GES and RHES students are will be staggered. If end of class day schedules are not proposed to be staggered. where are additional buses (those picking up RHES students to return them to RHES) expected to queue?  
**RESPONSE: End of day schedules will be staggered.**
  - The project narrative provided by the applicant states that the proposed changes include a net increase of 17 new parking spaces; however, the DKS Memo indicates that the temporary relocation will add 24 staff to the site. As there is no parking allowed on Downing Dr adjacent to GES, please indicate where additional staff are expected to park.  
**RESPONSE: Current parking lot is not filled to capacity with staff parking. Added 17 parking spaces will be adequate to accommodate increase of 24 staff parking needs.**

*Responses to the above referenced requests are necessary to adequately address relevant approval criteria, standards and provisions in BDC Chapters 40.03 and 60.55. Pursuant to*

*BDC Section 10.60.1, "except as otherwise provided, the applicant shall bear the burden of proof and persuasion that the proposal is in compliance with the applicable provisions of this Code."*

2. City staff request that the applicant's traffic consultant address the items identified above and amend the traffic memorandum for a second round of City staff review. The applicant should submit the amended traffic memorandum via the City's Electronic Permitting System portal. Staff requests that the applicant's traffic consultant send a copy of the amended traffic memorandum directly to Fabio de Freitas ([fdefreitas@beavertonoregon.gov](mailto:fdefreitas@beavertonoregon.gov)) and to Kara Hall ([khall@beavertonoregon.gov](mailto:khall@beavertonoregon.gov)).