

**Aaron Harris**

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**From:** Jana Fox  
**Sent:** Monday, June 10, 2024 4:27 PM  
**To:** Steven Sparks  
**Cc:** Aaron Harris; Fabio de Freitas; Kara Hall; Steven Regner; Anna Slatinsky  
**Subject:** Greenway Elementary Portables Transportation Info

Steve,

Good afternoon. I wanted to touch base on the next steps for the portables applications given next Wednesday (6/19) is a federal holiday our schedules are a little abnormal. We have to publish the staff report a day early next week – by the end of day Tuesday the 18<sup>th</sup>. In order for staff to have time to review the new material and revise findings based on the new information you are working on we need to have materials no later than noon on Wednesday (6/12) to allow time for staff review, drafting and supervisor review of the staff report to be able to adequately incorporate the updated findings in the staff report prior to distribution to Planning Commission.

I know this is a time sensitive project for you and we want to get this wrapped up for you in a timely manner so I wanted to clearly communicate what we need to do that on our end. I have included below my signature the summary of what is needed for staff to complete their review that was sent to you last Friday. I have no doubt you are already working on it with your traffic consultant. Please reach out if you have any questions before tomorrow's regularly scheduled coordination meeting.

Thank you!

**Jana Fox**

Pronouns: she/her/hers

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**I am working remotely Monday, Tuesday and Friday. My work hours are 8:00 am – 5:00 Monday – Friday. You may reach me at [jfox@beavertonoregon.gov](mailto:jfox@beavertonoregon.gov) or 503.523.8530.**

City transportation staff have reviewed the supplemental information provided by the applicant. We believe that the information provided addresses most of the comments provided and are requesting that the Trip Generation Memorandum be revised to include the supplemental information/clarify as appropriate, such that all the information to make transportation related findings is included in the memorandum stamped by a Professional Engineer, as required by Section 60.55.20 of the Beaverton Development Code. City staff would like to see two additional items addressed in that update based on the information provided:

- **Projected Capacity Trip Generation Scenario** – Based on the provided information, which notes that only 57% of students currently use the bus to travel to RHES and riding the bus to GES will not be a requirement, the assumption that there are no new trips to the site associated with the students attending RHES should be revised. While some students that currently walk/bike to school may choose to use the bus, the increase in bus travel time may result in some students switching from the bus to getting dropped-off/picked-up. In the past,

when schools have been temporarily relocated, the City has seen a substantial increase in vehicle traffic at the sites as many families opt for driving to the new site over utilizing the bus.

- **Update Site Circulation Plan** – City staff recognize that BSD will actively manage and adjust pickup and drop off operations on site throughout the school year. To support city staff making findings that it is feasible for students arriving on site in different ways to be accommodated safely and better understand adequacy of on-site queuing/stacking, staff requests as much information as possible related to how drop-off/pick-up activities will be programmed and managed on-site to ensure pedestrian safety and to minimize impacts to the operations along SW Downing Dr. Specifically, City staff are requesting the updated memorandum include an updated site circulation plan (Figure 2. in the original memo) that includes the following information:
  - Updated proposal for site features such as the relocation of the proposed walkway
  - Anticipated start and end times for GES, RHES, and Pre-K programs;
  - Bus circulation, queueing, and student arrival and departure locations reflecting the estimated number of buses that correspond to the updated Trip Generation Scenario.
  - Private vehicle circulation, queueing, and student arrival and departure locations on site reflecting the estimated number of vehicles corresponding to the updated Trip Generation Scenario;
  - Locations of parent parking for picking up and dropping off students, including Pre-K students who will need to be escorted to/from their classrooms.
  - Locations of pedestrian access to/from parking lots and drop-off and pick-up areas.