

**CITY OF MILWAUKIE  
PLANNING COMMISSION  
MINUTES  
Milwaukie City Hall  
10722 SE Main Street  
TUESDAY, November 27, 2007  
6:30 PM**

**COMMISSIONERS PRESENT**

Dick Newman, Vice-Chair  
Scott Churchill  
Lisa Batey  
Teresa Bresaw  
Paulette Qutub  
Charmaine Coleman

**STAFF PRESENT**

Katie Mangle, Planning Director  
Robert Yamachika, City Attorney  
Susan Shanks, Associate Planner  
Robert Fraley, Assistant Planner  
Gary Parkin, City Engineer

**COMMISSIONERS ABSENT**

Jeff Klein, Chair

**1.0 CALL TO ORDER**

Vice-Chair Newman called the meeting to order at 6:33 p.m. and read the conduct of meeting format into the record.

**2.0 PROCEDURAL MATTERS**

**3.0 PLANNING COMMISSION MINUTES –**

3.1 February 27, 2007

**Commissioner Bresaw moved to approve the February 27, 2007 meeting minutes as presented. Commissioner Qutub seconded the motion, which passed unanimously.**

3.2 August 14, 2007

**Commissioner Batey** noted and corrected the misspelling, “Feddy’s” to “Fetty’s” in line 702 of page 15.

**Commissioner Bresaw moved to approve the August 14, 2007 meeting minutes as corrected. Commissioner Batey seconded the motion, which passed unanimously**

3.3 September 25, 2007

**Commissioner Coleman moved to approve the September 25, 2007 meeting minutes as presented. Commissioner Batey seconded the motion, which passed 5 to 0 to 1 with Commissioner Bresaw abstaining.**

3.4 October 9, 2007

**Commissioner Bresaw moved to approve the October 9, 2007 meeting minutes as presented. Commissioner Coleman seconded the motion, which passed unanimously.**

Approved PC Minutes can be found on the City web site at [www.cityofmilwaukie.org](http://www.cityofmilwaukie.org).

**4.0 INFORMATION ITEMS – City Council Minutes**

City Council Minutes can be found on the City web site at [www.cityofmilwaukie.org](http://www.cityofmilwaukie.org).

## **5.0 PUBLIC COMMENT – None**

This is an opportunity for the public to comment on any item not on the agenda.

## **6.0 PUBLIC HEARINGS**

### **6.1 Waldorf School Post-Occupancy Traffic Study**

Applicant: Portland Waldorf School

Proposal: Review the results of the post-occupancy traffic study conducted by the Portland Waldorf School as required by the Notice of Decision.

Address: 2300 SE Harrison Street

File Number: CSU-07-04, NR-02-02

Staff Person: Susan Shanks

**Vice-Chair Newman** called the hearing to order at 6:37 p.m. and stated the Applicant had the burden of proving the application was consistent with the City of Milwaukie Zoning Subdivision Ordinance, Comprehensive Plan, and any applicable municipal code provisions.

He called for Staff to cite the Zoning Ordinance sections where the criteria could be found.

**Susan Shanks, Associate Planner** explained the application was not typical; the Commission was reviewing a condition of approval to determine whether or not the school satisfied that condition of approval in a previous land use application.

- She corrected the file number to ~~CSU-07-04~~ **CSO-01-04**. The application had been submitted in 2001 and approved in 2002.

**Vice-Chair Newman** read the conduct of hearing format into the record.

All Commissioners declared for the record that they had visited the site.

**Commissioner Churchill** declared a potential conflict of interest for the record that he was a parent at the Waldorf School and a member of the Facilities Committee, but had not dealt specifically with this particular application as he had abstained from participating in this part of the Facilities Project.

No Commissioners, however, declared a conflict of interest, bias or conclusion from their site visit. No Commissioner's participation was challenged by any member of the audience. No other declarations were made and no Commissioner abstained from the hearing.

**Ms. Shanks** reviewed the Staff Report.

**Commissioner Batey** asked if a map was available that showed the parking lots and streets where the people lived that had complained about parking.

- **Ms. Shanks** apologized that it had not been included, and then explained the Monroe Street parking lot was south of the site and the neighborhood complaining about parking was in the area of 23<sup>rd</sup> and 24<sup>th</sup> Ave just north of Harrison St.
- She assumed people might be parking there and not in the Monroe St parking lot due to the convenience of where they were coming from, but she was not certain.

**Vice-Chair Newman** asked if Staff was recommending another condition to approve the current one.

- **Ms. Shanks** replied it was to affirm that the condition was satisfied.
  - \* Once a land use application has been approved by Planning Commission with conditions it was Staff's responsibility to determine whether or not a Condition of Approval had been met.
  - \* In this case, however, it specifically directed Staff to come back to the Planning Commission to determine whether or not the condition of approval had been met.
    - One condition of approval was finite, requiring a post-occupancy traffic study to affirm [the Applicant] was actually operating within the parameters of the original study, but other ongoing conditions of approval existed.
    - Staff recommends that the City remind the Portland Waldorf School of those ongoing conditions to manage their drop off and pick up activities as well as parking so not to impact neighborhoods and downtown businesses.

**Commissioner Coleman** asked what would result from reminding the Portland Waldorf School to manage their ongoing conditions of approval.

- **Ms. Shanks** replied it would carry some weight, because their continued operation was contingent upon successfully meeting all the conditions of approval, particularly those ones that were ongoing, such as:
  - Condition 9, which requires implementation of a Transportation Demand Management (TDM) Program.
  - Condition 10, which states, "The Waldorf School shall monitor drop off and pick up activities and associated traffic patterns on a regular basis. If the site is not functioning as proposed, or back ups, or other related traffic impacts are occurring in the public right of way the Planning Director may refer the matter to the Planning Commission for consideration of compliance with this condition of approval".
- \* An extreme response would be to say that the school could not operate anymore because they were not complying with their Conditions of Approval to operate at the site. Certainly, no one was near recommending something like that, but the conditions did carry weight in that regard for drop off and pick up activities, as well as parking.
- She clarified Conditions 9, 10 and 11 required off site impacts to be managed as part of their community service use approval.

**Commissioner Batey:**

- Commented that the complaints seemed to be about teachers or students parking, not so much about drop off and pick up activities; did the School's plan and/or the condition address drop off, pick up, and parking.
  - \* **Ms. Shanks** believed both did. Waldorf's TDM Plan, specifically included as an attachment to the Staff report, discussed managing drop off and pick up activities as well as parking and specifically called out that during special events, no parking should occur in neighborhoods.
    - They basically had to develop a TDM Plan as a condition of approval, and then the ongoing condition was that they successfully implement it over time.
- Noted comments about a monitoring program and that the Monroe St parking lot would be monitored, but nothing was stated about monitoring neighborhood streets.
- Asked how the City would get Waldorf to have a self-policing mechanism.
  - \* **Ms. Shanks** explained that would be under the umbrella of the TDM Program, which she believed was strong enough about Waldorf's obligation to manage their offsite impacts and that included parking.

- The school's parking lots were expanded and developed and the drop off and pick up areas were added to the site to prevent offsite impacts of this nature. As a CSU, Waldorf must keep those impacts onsite.

**Commissioner Coleman** understood that because of the TDM Plan the school was attempting to abide by and ongoing Conditions 9, 10, 11, the City would periodically continue to review this on behalf of Waldorf to ensure they were still being met.

- Ms. Shanks replied it was essentially complaint or performance based. If the City received future complaints after the current issues were resolved, then the Planning Director would determine whether the CSU must return before the Planning Commission.
  - \* The condition requiring the post-occupancy traffic study and was not an ongoing condition. The Applicant has met that condition, but ongoing conditions existed that they had to continue to meet.

Two letters containing additional comments about the Application were received by the City and distributed to the Commission.

**Vice-Chair Newman** called for the Applicant's testimony.

**Van Spears, URS Corporation, 111 Columbia St, Portland, OR** commented about the condition that pertained to offsite parking issues.

- \* If area residents were complaining about parking in their neighborhood and the school responded and those people were informed not to park there, then the school had done its job.
- He asked if people continue to park there, was that a matter for local law enforcement. Where would the line be drawn for Waldorf School being responsible to what extent would they be held responsible or liable for people parking off their site who really do belong to the school.

**Commissioner Batey** responded part of answering that question would depend on what the school would say they had done.

**Commissioner Bresaw** said it certainly was not illegal to park on a public street for anyone, but the whole point of the condition was to do as much as possible to prevent offsite parking; 100% might not be possible, but it could be close.

**Mr. Spears** believed Waldorf's administration appreciated the need to have a small impact on neighborhoods, because they are essentially an intruder in the area, and should do all they can.

**Vice-Chair Newman** wanted to clarify that Mr. Spears meant the school had talked to staff and students about school-related parking and they were not responding.

**Commissioner Coleman** stated that from a public school perspective, campus security fined the students, making it not so attractive for them to park in the neighborhood.

**Commissioner Churchill** added it was also a matter of tolerance in the neighborhood. Some schools did not have a condition of approval for parking.



- The point was how enforcement would work if the school did what they could; individuals could not be stopped from parking in these spots and might not fully adhere to the conditions of approval.

**Commissioner Bresaw** stated then the school must be asked if they had done all they could.

**Robert Csecko, Director of Administration, Portland Waldorf School, 2300 SE Harrison St, Milwaukie**, thanked the Commission for accepting the post-occupancy traffic study and hoped they would vote to accept it.

- He agreed with the other conditions set forth and that ongoing monitoring should continue.

**Commissioner Bresaw** asked if any complaints had been received directly from the neighborhood to the school.

**Mr. Csecko** replied that to the best of his knowledge, he had not received a phone call directly about parking.

- If a call were received about parking, he would investigate to identify the individual, and talk with them, especially if the Monroe and Harrison lots had open spaces.

**Commissioner Qutub** asked if the Commission could receive school bylaws and policies to have on record about managing the situation.

**Mr. Csecko** replied that was not too much to ask, noting that some of their transportation committee rules and regulations were attached to the Staff report.

**Commissioner Batey** believed it was a great, thoughtful plan as far as urging the use of public transportation, but she did not see anything that specifically addressed not parking in the neighborhoods.

**Commissioner Coleman:**

- Asked what the consequences were if students or staff continually parked in the neighborhood.
  - \* **Mr. Csecko** replied if the offender was a high school student, he or she would be directed to the Disciplinary Committee for the appropriate discipline, which always involved parents and could involve suspension of driving privileges to campus.
- Asked if all students at the high school level had permission to park in the other lot.
  - \* **Mr. Csecko** replied it was a permit system, so not all students had full access, which might be why some students parked in the neighborhood.
- Asked if the lots were full on a regular basis during the school day or if some sort of permission was granted to park in that lot due to good deeds or academics.
  - \* **Mr. Csecko** replied he was not familiar with how the parking lottery worked, but assumed it was some sort of scholastic based pool.

There were no further questions for the Applicant.

**Vice-Chair Newman** called for testimony in favor of, opposed or neutral to the application.

**Ed Parecki, 10600 SE McLoughlin Blvd, Milwaukie** stated the school had been exemplary in their occupancy of the school since 2002 and had been very aware of what neighbors wanted and how they operated the school from the start.

- He understood there was a potential parking problem, but that was throughout the City not just that north neighborhood.
  - \* As a business owner in downtown Milwaukie, he did not know where everyone parked, but customers came to his business.
  - \* He noted several places that hosted special events and new businesses opening and that people parked wherever they could.
- He believed imposing an ongoing rule of monitoring to see who was parking where was outrageous to demand of anyone. The school was probably the only one the City was demanding it of, which was very unfair.
  - \* It was legal to park anywhere on the streets.
  - \* There was really no way to prove that Waldorf people were parking illegally, and he discouraged having such a continuous condition.
- He believed the school had shown ample times that it had tried to do the right thing for the City.
  - \* The school had special events, but they were few and far between but the public was invited, so the public would park in the streets not just the Waldorf people.
- He believed the school had done a good job with the property with people coming and going, and would continue to do so.

**Commissioner Qutub** asked if there was a rule against one parking in the neighborhood as long as the owner's driveway was not blocked.

- **Ms. Mangle** replied that there were no rules against parking on the street unless it was specifically assigned 'no parking'.
  - \* This Condition was specific to their specific application and all Community Service Use applications came with these types of mitigation, so it was not a general rule.
  - \* There had been discussion within the TSP and in the community about instituting a neighborhood/residential parking permit program, which would not be an immediate solution, but might be a future solution.
    - These types of problems existed in several downtown areas.

**Commissioner Coleman:**

- Asked if it was possible to tow vehicles sitting over a period of days in front of someone's house.
  - \* **Ms. Mangle** replied limits existed within the Code about how long a car could be parked on the street.
- Noted in the complaints that there had been a car parked in front of someone's house for a long time, and she thought that in that instance, they could call the police.

**Commissioner Churchill** asked if 72 hours was the maximum amount a time a vehicle could be parked.

- **Gary Parkin, City Engineer** stated he was not certain about Milwaukie Municipal Code, but it might be 24 hours.

There was no further testimony from the audience.

**Commissioner Churchill** asked if Milwaukie High School and St. John's School also had similar conditions of approval.

- **Ms. Shanks** said she did not know. They had much older applications, and in 2002 the Planning Commission felt strongly about imposing these conditions.

**Commissioner Batey** stated there were not that many drivers at St. John's.

**Commissioner Churchill** assumed that previous uses of the site, when it was a Jr. High School, did not have a restriction.

**Ms. Shanks** stated that it was also predated.

**Commissioner Qutub** asked if the restriction was set in stone for the Waldorf School.

**Robert Yamachika, City Attorney** responded the condition of approval was part of the land use approval in 2002.

- \* It seemed like a matter of enforcing and using disciplinary rules at the school for particularly high school students who have parking pass privileges. If they were a repeat offender, disciplinary actions could be used for reprimand.

**Commissioner Churchill** said it would have to be a special appeal to the Planning Commission by the school.

- **Ms. Mangle** replied that would be a different type of application, initiated by a review of the Planning Commission or a different type of hearing.
- She reviewed the Planning Director's role regarding the condition.

**Vice-Chair Newman** closed the public hearing.

## **Planning Commission Discussion**

### **Commissioner Coleman:**

- Believed it was not outrageous or unfair to control parking where the City had the ability to control it.
  - \* Regardless of whether Waldorf people were to blame, the neighborhood implicated them.
- Understood Milwaukie High School and St. Johns were having some of the same issues in the neighborhoods, but that did not mean that this problem at Waldorf should not be considered.
- Understood Waldorf's TDM Plan prohibited parking in the neighborhoods during events, but she did not know if that should be a requirement.
  - \* She would not expect other major events that were an asset to the City to have no impacts on surrounding neighborhoods.
  - \* As a neighborhood resident, she concurred with complaints received about parking in the neighborhood, which she suspected might be people either from Waldorf, or using transit to go downtown. While the excessive parking was annoying, it was also expected during major events. Her greater concern was on a day to day basis.
- Wanted the community and the school to have a good relationship and hoped Waldorf would encourage people to use the Max light rail when it came in.

**Commissioner Qutub** believed management was the key, and that management had to come from the high school to do whatever necessary for students and faculty to utilize the parking allotted to them; and to stay away from the neighborhoods if at all possible, except for special events.

**Commissioner Churchill:**

- Agreed it was good for the school to receive some feedback from neighborhoods and hoped the school would respond appropriately regarding enforcement issues.
- Added that as a neighborhood resident, he drives down Monroe on a regular basis and the school does provide some benefit to the City in the sense they allow the Monroe Street parking lot to be used during the Farmers' Market, helping to reduce parking on the street.
- If regular students or faculty did not follow the rules, they should be notified and the school should know about it so that proper contact could be made.

**Commissioner Bresaw:**

- Agreed with Commissioner Churchill's comments and that as long as there was limited parking, people would park wherever they could.

**Commissioner Batey:**

- Agreed that special event parking was not the concern, but the day-to-day, school day impacts.
- Wondered if the City could educate the neighborhood about permissible parking and inform them about who to call and when.

**Vice-Chair Newman** added it was clear that Waldorf was an asset to the community, but as an old high school principal and superintendent of schools, no one considered it oppressive to help the neighborhoods and communities with parking problems. It was a good way of getting to know the neighborhoods and work together to solve parking issues.

**Commissioner Coleman:**

- Asked if some of the school bus parking could be converted to off street parking as suggested in the letter titled, "Traffic on 24<sup>th</sup> and SE Llewellyn St."
  - \* **Ms. Mangle** responded that area was deliberately designated as just bus parking and not regular parking that might allow the school to grow over time. They might need more busses and had planned for growth.
  - \* The current configuration was done for the Waldorf School and was not leftover from the previous school.
  - \* **Ms. Shanks** could not recall anything specific regarding space for the busses as she researched various applications for the hearing.
- Asked if Waldorf School was permitted to do permit systems for school parking only.
  - \* **Ms. Mangle** responded no, the way it was proposed in the TSP was that it would be initiated by the neighborhood and signs would go up saying, "Parking by Permit Only", except for if certain hours were limited.
  - \* Residents would purchase a yearly on-street parking permit that would only be available for purchase by the residents.
- Stated the 165 feet school bus parking area would be a good place for commuters to park as well.

- \* **Commissioner Churchill** believed the original plans were for two buses and that the school was exploring a second bus to further the TDM Plan and take more cars off the street.
- Believed the post-occupancy traffic study should pass and that having to meet ongoing conditions was fine.
- Believed any parking occurring during the school day should be looked into but had not noticed a problem with drop off and pick up.

**Mr. Yamachika** clarified the Commission had two options, either to affirm or deny that the post-occupancy traffic study demonstrated that the site functioned within the assumptions identified in the pre-occupancy traffic study, and therefore satisfied Condition 11.

**Commissioner Coleman** stated that had nothing to do with parking.

**Commissioner Churchill** responded that condition of approval was already in place and was not what the Commission was asked to vote on.

**Mr. Yamachika** agreed, repeating the decision regarded whether or not the post-occupancy traffic study demonstrated the site's function [inaudible].

**Ms. Shanks** believed that it satisfied Condition of Approval 11.

**Vice-Chair Newman** stated the Commission had those two decisions, plus the conditions as listed.

**Mr. Yamachika** clarified that the project was approved and they would not be modifying any conditions of approval now.

- Condition 11 required the Applicant to return and demonstrate that the site was functioning as contemplated in the pre-occupancy traffic study.

**Commissioner Coleman:**

- Asked if the TDM Plan was part of the post-occupancy traffic study and asked if the 'no parking in neighborhoods during events' was part of the post-occupancy traffic study and asked if the traffic study was approved, would she be opposing no parking in neighborhoods during events.

**Ms. Shanks** clarified the TDM Plan was a separate and ongoing condition of approval.

**Commissioner Batey** responded no, as written, the Staff report endorsed Condition 11 as having been fulfilled and just suggested that the Waldorf School should do more to discourage on-street parking. Nothing was being requested of the Applicant.

Staff responded it was not a decision point at that time, but was part of Staff recommendations in the larger context.

**MOTION:**

**Commissioner Coleman moved to approve the post-occupancy traffic study, affirming that the study demonstrates that the site is functioning within the**

**assumptions identified in the pre-occupancy traffic study and therefore satisfied Condition 11 regarding CSO-01-04 and NR-02-02. Commissioner Qutub seconded the motion, which passed unanimously.**

**Vice-Chair Newman** read the rules of appeal into the record.

- 6.2 Housekeeping Code Amendments (Continuation of 11/23 hearing, material included in 11/13 meeting packet)  
Applicant: City of Milwaukie Proposal: Recommend adoption of housekeeping code amendments.  
File: ZA-07-02 Staff Person: Katie Mangle

**Vice-Chair Newman** called the hearing to order and read the conduct of legislative hearing format into the record.

**Katie Mangle, Planning Director** reviewed the Staff report regarding the fifteen different types of proposed housekeeping Code amendments.

**Commissioner Bresaw** asked if wetlands or other natural resources were subtracted when calculating density.

**Ms. Mangle** believed dwelling units were calculated per net acre, which was defined as being the area left after subtracting non-buildable areas.

- She added many of the Code changes regarded clarifying the roles of the Planning Commission versus the Design Landmarks Committee (DLC). When the DLC changed from a commission to committee only part of the Code had been changed, Title I but not in Title IX, where many references to the DLC still existed and was creating a lot of confusion.
- She emphasized these code changes did not change policy, but merely made corrections or clarifications

**MOTION:**

**Commissioner Churchill moved to adopt the housekeeping amendments as proposed by Staff. Commissioner Qutub seconded the motion, which passed unanimously.**

**Commissioner Batey** said she wanted to include verbiage regarding minimum and maximum lot sizes.

**Ms. Mangle** agreed there were a lot of other issues to address. More changes had actually been included in the proposal, but some turned out to be more complicated, raising policy questions, so some of the amendments were removed. She said that lot sizes would be addressed.

**7.0 WORKSESSION ITEMS**

Planning Commissioner Training on "Being a Planning Commissioner"  
A forty-five minute Oregon American Planning Association webcast was viewed.

**8.0 DISCUSSION ITEMS**

This is an opportunity for comment or discussion by the Planning Commission for

items not on the agenda.

## **9.0 OLD BUSINESS**

## **10.0 OTHER BUSINESS/UPDATES**

**Project Updates-** Purdy's Classic Memories Motor Cars, at 11153 SE 21<sup>st</sup> Ave;  
Sign Code Compliance Update

**Ms. Mangle** updated that Staff had met with the Fetty's regarding signage and they acknowledged that there were some things they were not doing right, mostly due to misunderstandings.

- Discussion focused primarily on backing into and out of the garage and into the right of way. They resolved that the Fetty's could do an onsite turn using the area in front of the driveway and then always go car front forward into the street.
    - \* Staff wrote a letter as a follow up and to her knowledge, they were complying.
- She distributed a copy of Brett Kelter's sign code enforcement specifically regarding daily display signs and made the following comments;
- Over the last six months, Staff had been on a series of anti-daily display sign campaigns.
    - \* The area around the Walgreen's was targeted first due to the many non-permitted signs there.
  - Staff was currently focusing in the downtown area and had been working with downtown businesses to address those daily display signs that were not permitted.
  - She hoped to enlist the Code Enforcement Staff to help them with this and help business owners understand how to get a permit, because many of the signs were permissible.
    - \* Staff also hoped to get stickers to indicate which signs were permitted.
  - She confirmed that sandwich board type signs were considered daily display signs.

**Commissioner Batey** stated that was not the issue with Amadeus or Rusty's Resale, who had eight signs, one had been built in the Trolley Trail right of way, and had not taken down the signs of the previous business that occupied the site.

**Commissioner Churchill** asked about Labor Works.

**Ms. Mangle** replied Labor Works was not on the list, because they were in compliance. Their signs were allowed.

- She added the list was not in order of priority, but believed the signs were grouped geographically.

**Commissioner Coleman** asked about theatre's flashing/neon lights, which were not allowed.

**Ms. Mangle** said a lot of complaints were received about that sign when they first opened. The banners at the high school were un-permitted banners, not display banners.

- She explained a banner permit was available as a wall sign, for an unlimited time period.
- This sign campaign project was one that had an effect and was tackling the issue bit-by-bit, area-by-area, which was why the Amadeus had not yet been addressed.

**Commissioner Batey** understood the banners at Milwaukie High School were not supposed to face the road, but face in and also had a limited duration.

- **Ms. Mangle** believed Sarah Lander was addressing the banners.

**11.0 NEXT MEETING:**

December 11, 2007—Ardenwald School Community Service Use Hearing  
Planning Commission Minute Review Process – update by Michelle Rodriguez,  
Planning Admin. Specialist

**Ms. Mangle** noted the expected CSU hearing would involve a large project. Ardenwald was proposing to demolish the existing building and build a new school.

- \* City Staff were working closely with them to work out some things in terms of traffic mitigation, but she hoped it would all be worked out before the hearing.
- Michelle Rodriguez would facilitate discussion regarding the meeting minutes' format and the Commission's expectations.
- She would review the Commission's Work Plan for the next six months.
  - \* No applicants were scheduled for the January 8<sup>th</sup> meeting, adding that many were working to finalize their applications to come before the Commission.

**Vice-Chair Newman** asked if Rod Stewart was the one working with Ardenwald.

- **Ms. Mangle** replied that they were mostly working with their consultants.

**Commissioner Batey** asked about updates regarding the South Downtown Concept Plan.

- **Ms. Mangle** said dates were being discussed and suggested January would be a good time to do that.

Meeting adjourned at 8:48 p.m.

Respectfully submitted,

Paula Pinyerd, ABC Transcription for  
Michelle Rodriguez, Administrative Assistant



Jeff Klein, Chair



# MILWAUKIE PLANNING COMMISSION

MILWAUKIE CITY HALL  
10722 SE MAIN STREET

## AGENDA TUESDAY, November 27, 2007 6:30 PM

		ACTION REQUIRED
1.0	<b>Call to Order</b>	
2.0	<b>Procedural Matters</b> If you wish to speak at this meeting, please fill out a yellow card and give to planning staff. Please turn off all personal communication devices during meeting. Thank You.	
3.0 3.1 3.2 3.3 3.4	<b>Planning Commission Minutes – included in 11/13 meeting packet</b> February 27 <sup>th</sup> , 2007 August 14 <sup>th</sup> , 2007 September 25 <sup>th</sup> , 2007 October 9, 2007 Approved PC Minutes can be found on the City web site at: <a href="http://www.cityofmilwaukie.org">www.cityofmilwaukie.org</a>	Motion Needed
4.0	<b>Information Items – City Council Minutes</b> City Council Minutes can be found on the City web site at: <a href="http://www.cityofmilwaukie.org">www.cityofmilwaukie.org</a>	Information Only
5.0	<b>Public Comment</b> This is an opportunity for the public to comment on any item not on the agenda	
6.0 6.1      6.2	<b>Public Hearings</b> Waldorf School Post-Occupancy Traffic Study Applicant: Portland Waldorf School Proposal: Review the results of the post-occupancy traffic study conducted by the Portland Waldorf School as required by the Notice of Decision Address: 2300 SE Harrison Street File: CSU-07-04, NR-02-02 Staff Person: Susan Shanks  Housekeeping Code Amendments (Continuation of 11/13 hearing, material included in 11/13 meeting packet) Applicant: City of Milwaukie Proposal: Recommend adoption of housekeeping code amendments. File: ZA-07-02 Staff Person: Katie Mangle	Discussion and Motion Needed For These Items
7.0	<b>Worksession Items</b> Planning Commissioner Training on “Being a Planning Commissioner” Forty-five minute Oregon American Planning Association webcast.	Information Only
8.0	<b>Discussion Items</b> This is an opportunity for comment or discussion by the Planning Commission for items not on the agenda.	Review and Decision
9.0	<b>Old Business</b>	
10.0	<b>Other Business/Updates</b> <b>Project Updates – Purdy’s Classic Memories Motor Cars at 11153 SE 21st Avenue; Sign Code Compliance Update</b>	Information Only Review and Comment
11.0	<b>Next Meeting:</b> Dec 11, 2007 – Ardenwald School Community Service Use Hearing Planning Commission Minute Review Process - update by Michelle Rodriguez, Planning Admin. Specialist The above items are tentatively scheduled, but may be rescheduled prior to the meeting date. Please contact staff with any questions you may have.	

**Webcast for Future Meetings:**  
Day Recess until January 8, 2008

## Milwaukie Planning Commission Statement

The Planning Commission serves as an advisory body to, and a resource for, the City Council in land use matters. In this capacity, the mission of the Planning Commission is to articulate the Community's values and commitment to socially and environmentally responsible uses of its resources as reflected in the Comprehensive Plan

### Public Hearing Procedure

1. **STAFF REPORT.** Each hearing starts with a brief review of the staff report by staff. The report lists the criteria for the land use action being considered, as well as a recommended decision with reasons for that recommendation.
2. **CORRESPONDENCE.** The staff report is followed by any verbal or written correspondence that has been received since the Commission was presented with its packets.
3. **APPLICANT'S PRESENTATION.** We will then have the applicant make a presentation, followed by:
4. **PUBLIC TESTIMONY IN SUPPORT.** Testimony from those in favor of the application.
5. **COMMENTS OR QUESTIONS.** Comments or questions from interested persons who are neither in favor of nor opposed to the application.
6. **PUBLIC TESTIMONY IN OPPOSITION.** We will then take testimony from those in opposition to the application.
7. **QUESTIONS FROM COMMISSIONERS.** When you testify, we will ask you to come to the front podium and give your name and address for the recorded minutes. Please remain at the podium until the Chairperson has asked if there are any questions for you from the Commissioners.
8. **REBUTTAL TESTIMONY FROM APPLICANT.** After all testimony, we will take rebuttal testimony from the applicant.
9. **CLOSING OF PUBLIC HEARING.** The Chairperson will close the public portion of the hearing. We will then enter into deliberation among the Planning Commissioners. From this point in the hearing we will not receive any additional testimony from the audience, but we may ask questions of anyone who has testified.
10. **COMMISSION DISCUSSION/ACTION.** It is our intention to make a decision this evening on each issue before us. Decisions of the Planning Commission may be appealed to the City Council. If you desire to appeal a decision, please contact the Planning Department during normal office hours for information on the procedures and fees involved.
11. **MEETING CONTINUANCE.** The Planning Commission may, if requested by any party, allow a continuance or leave the record open for the presentation of additional evidence, testimony or argument. Any such continuance or extension requested by the applicant shall result in an extension of the 120-day time period for making a decision.
12. **TIME LIMIT POLICY.** All meetings will end at 10:00pm. The Planning Commission will pause hearings/agenda items at 9:45pm to discuss options of either continuing the agenda item to a future date or finishing the agenda item.

#### Milwaukie Planning Commission:

Jeff Klein, Chair  
Dick Newman, Vice Chair  
Lisa Batey  
Teresa Bresaw  
Scott Churchill  
Paulette Qutub  
Charmaine Coleman

#### Planning Department Staff:

Katie Mangle, Planning Director  
Susan Shanks, Associate Planner  
Bob Fraley, Associate Planner  
Brett Kelter, Assistant Planner  
Ryan Marquardt, Assistant Planner  
Michelle Rodríguez, Administrative Assistant  
Marcia Hamley, Administrative Assistant  
Paula Pinyerd, Hearings Reporter



**To:** Planning Commission

**Through:** Katie Mangle, Planning Director *KM*

**From:** Susan P. Shanks, Associate Planner *SPS*

**Date:** November 20, 2007 for November 27, 2007

**Subject:** Files: CSO-01-04 and NR-02-02  
Applicant: Portland Waldorf School  
Address: 2300 SE Harrison Street  
NDA: Historic Milwaukie

---

#### **Action Requested**

Review the post-occupancy traffic study conducted by the Portland Waldorf School and affirm that this study demonstrates that the site is functioning within the limits of the assumptions identified in the pre-occupancy traffic study.

#### **Project Description**

The applicant proposed and received approval in May 2002 for a community service use, namely a private K-12 school, for the property at 2300 SE Harrison Street. The site is in the R-1-B zone immediately east of downtown Milwaukie. It is bordered on two sides by arterial streets (Harrison and 21<sup>st</sup>), on one side by a collector street (Monroe), and on a fourth side by railroad tracks.

The required post-occupancy traffic study asserts that the site is functioning within expected and acceptable limits. It specifically notes that actual trip figures are lower than projected trip figures and that the site appears to have a sufficient number of on-site parking spaces and drop-off and pick-up spaces.

#### **Background Information**

The applicant submitted a traffic study as part of their 2001 community service use application. Since the projected traffic numbers in that study were lower than comparison school sites and ITE<sup>1</sup> rates and relied on the successful implementation of a Traffic Demand Management (TDM) Program, there was the concern that the site would not operate as proposed. Because the use being proposed was a community service use, the Planning Commission was obliged to impose suitable conditions of

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<sup>1</sup> Institute of Traffic Engineers

approval so as to assure compatibility of this use with other uses in the vicinity. As a result, the Planning Commission approved Portland Waldorf School's (PWS) use of the site with conditions of approval that would ensure that drop-off, pick-up, and parking activities would not negatively impact the surrounding street system, adjacent residential areas, or downtown. The relevant conditions of approval are listed below.

Condition 9 reads as follows:

"Prior to occupancy of the site, the Waldorf School shall adopt a Transportation Demand Management (TDM) Program specifically tailored for this site. The TDM shall continuously manage site circulation and drop-off and pick-up activity to eliminate any queues or conflicts on the adjacent public streets that would disrupt normal vehicle or pedestrian traffic. The TDM shall contain, at a minimum, the following elements:

- a. Transportation Committee
- b. Transportation Research Center
- c. Use of alternative transportation modes
- d. Staggering school times
- e. Monitoring program to ensure parking and vehicle queuing area are managed"

The TDM Program was adopted by PWS prior to occupancy, as required by Condition 9. Implementation of the TDM Program is an ongoing condition of approval. The TDM Program was designed to manage site circulation and drop-off and pick-up activity and to minimize off-site traffic impacts by encouraging use of alternative transportation modes and staggering school start times.

Condition 10 reads as follows:

"The Waldorf School shall monitor drop-off and pick-up activities and associated traffic patterns on a regular basis. If the site is not functioning as proposed, or back-ups or other related traffic impacts are occurring in the public-right-of-way, the Planning Director may refer the matter to the Planning Commission for consideration of compliance with this condition of approval."

Condition 11 reads as follows:

"A post-occupancy parking and traffic study shall be submitted at a public hearing of the Planning Commission for consideration of traffic and parking area issues. The focus of this study is to verify that vehicle trip rates and the drop off and pick up areas function within the limits of the assumptions provided in the original traffic study."

The original approval also required the expansion of the southern parking lot on Monroe Street, including a drop-off and pick-up area. The southern parking lot was initially expanded to include 54 parking spaces and later expanded to include 66 parking spaces (land use file CSO-02-07). The initial expansion included provisions for a 16-space drop-off and pick-up area.

### **Key Issues**

1. Does the post-occupancy traffic study demonstrate that the site is functioning within the limits of the assumptions of the original traffic study?



## **Analysis**

The applicant was asked to study five intersections to verify the March 2002 Traffic Impact Analysis (TIA) findings. The City's traffic engineering consultant selected the intersections based on the impacts of PWS traffic on the local street system.

The post-occupancy study confirms the findings of the 2002 TIA in that the projected traffic was in line with what was observed in this study. Three of the study intersections were also studied as part of the City's Transportation System Plan (TSP) update. The data collected for the TSP in fall 2006 confirms the traffic counts from the applicant's study.

The pre- and post-occupancy traffic studies conducted by PWS show that the increase in traffic from the school has not resulted in conditions that require mitigation at any of the study intersections. See the table below for more detailed information.

Intersection	Projected LOS <sup>2</sup>	Post-Occupancy study LOS	TSP study
Harrison St/224	D - 43.5	C - 34.4	D - 40.0
Harrison St/99E	E - 78.3	C - 24.7	D - 47.1
Harrison St/Main	C - 22.1	C - 22.0	B - 13.2
Harrison St/Site access	B - 14.8	B - 12.9	
Monroe St/Site access	A - 7.5	A - 7.6	

PWS's post-occupancy study also included field observations of site circulation, drop-off and pick-up areas, on-site queuing, and conflicts between travel modes. Field observations appear to confirm that the site is functioning as planned.

The post-occupancy traffic study was less conclusive, however, when it came to off-site parking and/or drop-off/pick-up activities. PWS studied one off-site location, the area along Monroe Street between the railroad tracks and a point 250 feet east of the railroad tracks. PWS also conducted a license plate study that concluded the same eight cars were parked there between the hours of 8:15 p.m. and 4:45 p.m. The study did not indicate whether these cars belonged to Waldorf students or staff.

The study also indicated that "other sections of roadway were not significantly affected by off-site parking and were therefore not included in the license plate study." The City's parking enforcement officer has fielded complaints from residents on 23<sup>rd</sup> Avenue and 24<sup>th</sup> Avenue (north of PWS) who have complained that Waldorf students and staff are parking in their neighborhood. Moreover, since the mailing of the notice for this public hearing to property owners around the school, staff has received two phone calls from residents in this same neighborhood with the same complaint.

## **Recommendation**

Staff recommends that the Planning Commission find that the PWS post-occupancy traffic study demonstrates that the vehicle trip rates and drop-off and pick-up areas are

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<sup>2</sup> Level of service (LOS) and associated maximum time delay in seconds for the intersection.

functioning within the assumptions identified in the pre-occupancy traffic study and that PWS has satisfied Condition 11 of the Notice of Decision dated May 15, 2002 for land use files CSO-01-04 and NR-02-02.

Due to the inconclusive nature of the study's findings with regard to off-site parking and drop-off/pick-up findings and neighborhood complaints that PWS students and staff are parking in the neighborhood to the north of PWS, staff also recommends that PWS be reminded of one of the ongoing conditions of approval related to their continued operation at this location, namely the implementation of their adopted TDM Program. The post-occupancy traffic study and staff observations indicate that there is capacity in PWS's southern parking lot, so it appears to be a utilization issue and not an overflow issue. It is PWS's obligation to ensure that its students, parents, and staff are parking, loading, and unloading at the appropriate locations on PWS property.

### **Decision-making**

This hearing is to determine whether the post-occupancy traffic study submitted by PWS demonstrates that the site is functioning within the assumptions identified in the pre-occupancy traffic study as required by Condition 11 of the Notice of Decision dated May 15, 2002. Typically, staff is empowered with determining when a condition of approval has been satisfied; however, this notice of decision specifically requires the Planning Commission to make that determination. The Planning Commission has the following decision-making options:

- Affirm that the study demonstrates that the site is functioning within the assumptions identified in the pre-occupancy traffic study and, therefore, satisfies Condition 11.
- Deny that the study demonstrates that the site is functioning within the assumptions identified in the pre-occupancy traffic study. Denial would require PWS to complete another post-occupancy parking and traffic study to the Planning Commission's satisfaction.

### **Attachments**

1. Post-occupancy Traffic Study without Appendices (to PC only)
2. Transportation Demand Management (TDM) Program (to PC only)
3. Summary of Public Comment (to PC only)

**Post Occupancy Study  
For  
Portland Waldorf School  
Milwaukie, Oregon**

**Draft Report**

**Prepared for:**

**Portland Waldorf School  
2300 SE Harrison Street  
Milwaukie, Oregon 97222**

**Prepared by:**

**URS Corporation  
111 SW Columbia  
Suite 1500  
Portland, Oregon 97201**

**June 2007**

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## **EXECUTIVE SUMMARY**

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### **INTRODUCTION**

This report presents results of the post occupancy and parking impact study for the Portland Waldorf School. The study is to verify the findings of the March 2002 traffic impact analysis completed by URS/BRW for the site and verify that the site functions within the assumptions of that analysis. Time periods for data collection in the original analysis will be used for the present analysis namely, 7:00am-9:00am, 2:00pm-4:00pm and 4:00pm-6:00pm. This post occupancy study also provides information about site circulation and parking conditions. The original analysis was submitted as part of the review for a change in land use from a public to private school under the criteria of the Community Service Overlay (CSO) application.

### **EXISTING CONDITIONS**

Project limits are located within the Historic Milwaukie Neighborhood District and the project site is bounded by SE Harrison Street to the north, SE 21<sup>st</sup> Avenue to the west, the Southern Pacific Railroad to the east, and SE Monroe Street to the south. Intersections included in the study are listed below.

- SE Harrison Street with SE McLoughlin Boulevard (Highway 99 E);
- SE Harrison Street with SE Main Street;
- SE Harrison Street with Highway 224;
- SE Harrison Street with North Site Access;
- SE Monroe Street with South Site Access.

Sidewalks are provided on all streets directly adjacent to the school site. There are two striped crosswalks at the unsignalized intersection of SE Harrison Street with SE 21<sup>st</sup> Avenue. On the project site there is an internal pedestrian pathway connecting the sidewalks to each of the buildings and the two parking lots located on the project site.

Bike lanes are provided on SE 17<sup>th</sup> Avenue on the west approach to the intersection of Harrison Street and SE McLoughlin Boulevard.

SE Main Street, SE Jackson Street and SE 21<sup>st</sup> Avenue serve as the Milwaukie Transit Center. Tri-Met buses serving the Milwaukie Transit Center connect to downtown Portland, the Rose Quarter, St. Johns, Clackamas Town Center, Clackamas Community College, Oregon City, and Estacada.

Intersection operations were analyzed using Synchro, version 6.0, for signalized and unsignalized intersections. Intersection operation analysis was conducted for the AM and PM peak hour, as well as the hour between 3:00 and 4:00 PM, which is the proposed typical end of day for the Waldorf School. In the year 2007 all intersections are operating at level-of-service "C" or better. This is an improvement over the projected level of service for the build year of 2005.

## EVALUATION OF PROJECT DEVELOPMENT

In March of 2002, Waldorf School was processing the purchase of Milwaukie Middle School from the North Clackamas School District. Waldorf School planned the consolidation of its kindergarten, elementary, and upper grades (9-12) locations to this site. This consolidation and purchase was accomplished.

In March 2002, Waldorf School estimated enrollment would be 339 students during the first year of occupation. By the 2005 school year, the school anticipated adding an additional 50 students to a full build-out of 389 students. In May of 2007, 385 students are enrolled.

Experience in past years - with the other Portland Waldorf School locations - indicates that a significant number of trips to and from the various schools made use of alternative modes of transportation. Waldorf school draws students from the Portland/Vancouver metropolitan area and a large number of carpools are established so that each parent only has to drive once or twice a week. For example, at the Yamhill preschool/kindergarten, 18 children went to school in six vehicles for an average occupancy rate of three children per vehicle. Table 6 presents the anticipated trip (Year 2005) generation for the Waldorf School.

The Portland Waldorf School anticipated generating approximately 285 trips during the AM peak hour, 179 trips during the 3:00-4:00 PM hour when school ends, and 44 trips during the PM peak hour.

Intersection operations analysis was conducted for the year 2005 Plus Project calculation. Analysis was conducted for the AM and PM peak hour as well as the hour between 3:00 and 4:00 PM when school ends. All of the intersections were projected to operate at acceptable levels-of-service with the exception of SE Harrison Street with Highway 99. This intersection was projected to operate at a LOS "E" (78.6 sec/veh delay) for the year 2005 PM peak hour. In the year 2007, existing conditions for the PM peak hour is LOS "C" (25.4 sec/veh delay). Considering that the year 2001 existing condition provides a LOS "E" (66.0 sec/veh delay) one might ask, "how could the year 2007 render a better LOS than year 2001 at this intersection?" With an additional through lane in both the north and south approaches, the capacity has increased thus increasing the overall LOS at the intersection however, the LOS for the east and westbound approaches are still relatively low yet have benefited significantly from the additional capacity in the north and south legs of the intersection.

Parking alterations were proposed to the existing site, to enhance the safety, capacity and efficiency of student drop-off and pick-up.

The south parking lot on SE Monroe Street was expanded to 43 parking spaces and 16 queuing spaces. Currently there is a pedestrian walkway leading from the school buildings to the south parking lot. The walkway is extended to the student drop-off/pick-up area.

The Waldorf School generates its highest number of vehicle trips during the AM peak hour. Analysis conducted for the build year 2005 indicated that the proposed trips would not significantly impact intersection operations during the 3:00 – 4:00 PM, AM or PM peak hours. For the year 2007, the current analysis reveals the same, no significant impact from school trips. The growth in background traffic extending from year 2001 to 2007 has a more significant impact on the roadway network than the proposed Waldorf School trips.

Portland Waldorf School has expanded the south lot on SE Monroe Street to have 43 parking spaces and 16 queuing spaces dedicated to drop-offs and pick-ups. Their intent to accommodate all drop-off and pick-ups on site efficiently and safely was accomplished. The Portland Waldorf School has a total of 51 parking spaces and 16 queuing spaces.

## **I. INTRODUCTION**

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This report presents results of the post occupancy and parking impact study for the Portland Waldorf School. The study is to verify the findings of the March 2002 traffic impact analysis completed by URS/BRW for the site and verify that it functions within the assumptions of that analysis. Time periods for data collection in the original analysis will be used for the present analysis namely, 7:00am-9:00am, 2:00pm-4:00pm and 4:00pm-6:00pm. This post occupancy study also provides information about site circulation and parking conditions. The original analysis was submitted as part of the review for a change in land use from a public to private school under the criteria of the Community Service Overlay (CSO) application.

The project site is located at 2300 SE Harrison Street, Milwaukie, Oregon. The project site and study area is shown in Figure 1.

### **STUDY AREA**

Project limits are located within the Historic Milwaukie Neighborhood District and the project site is bounded by SE Harrison Street to the north, SE 21<sup>st</sup> Avenue to the west, the Southern Pacific Railroad to the east, and SE Monroe Street to the south. Intersections included in the study are listed below.

- SE Harrison Street and SE McLoughlin Boulevard;
- SE Harrison Street and SE Main Street;
- SE Harrison Street and Highway 224; and
- Two driveway locations (SE Harrison Street and SE Monroe Street).

### **REPORT CONTENT AND ORGANIZATION**

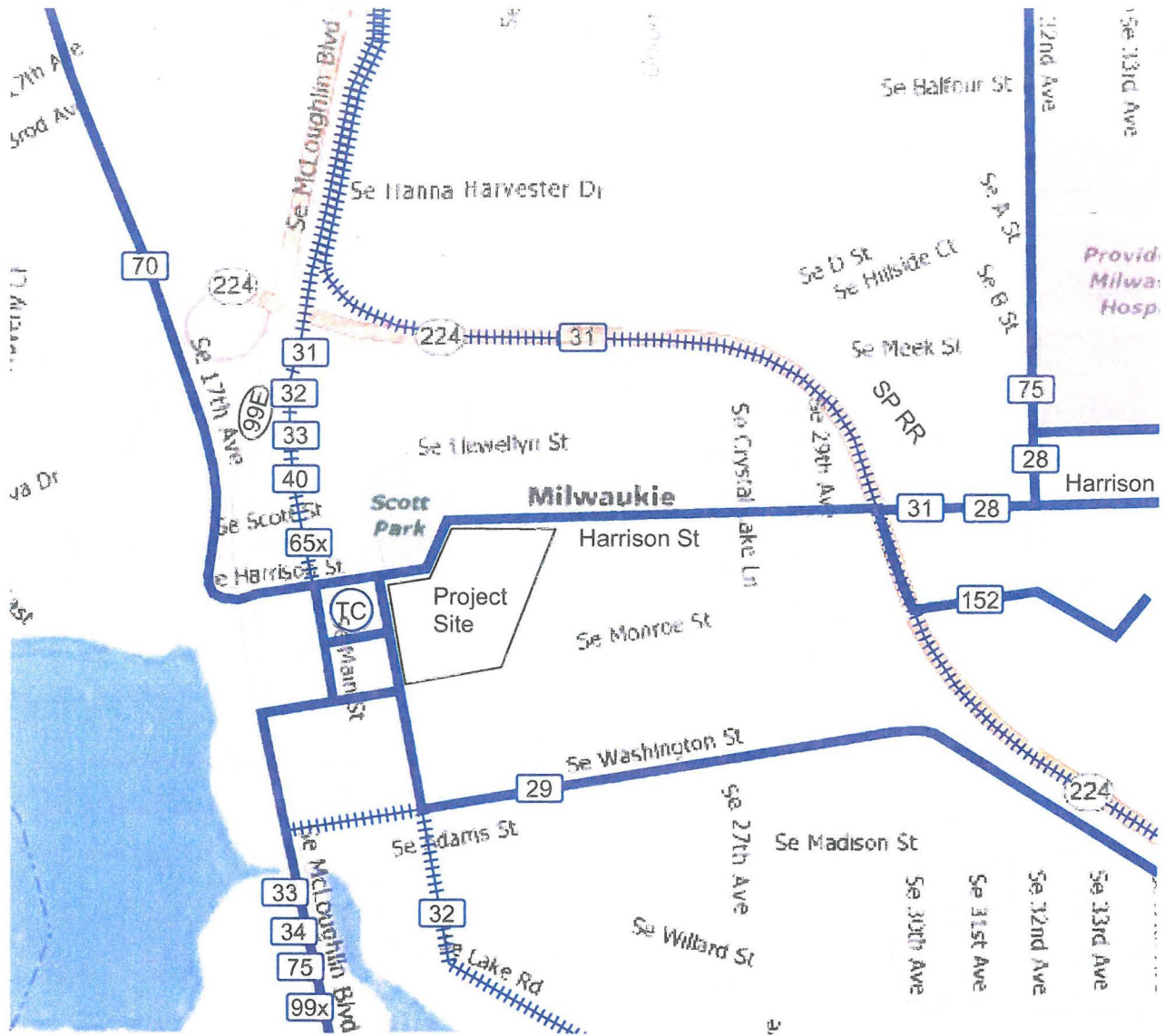
This report is organized into three major sections plus an Executive Summary which highlights the key findings and recommendations of the post occupancy traffic study. Section I is this Introduction.

Section II compares characteristics of the existing roadway system to 2005 build conditions from the previous URS/BRW report, documents existing intersection traffic volumes and contains a summary of existing intersection operational performance.

Section III compares existing site circulation to anticipated 2005 conditions documented in the previous report, describes any conflicts between pedestrian/bicycle/motor vehicle traffic, parking and queuing.

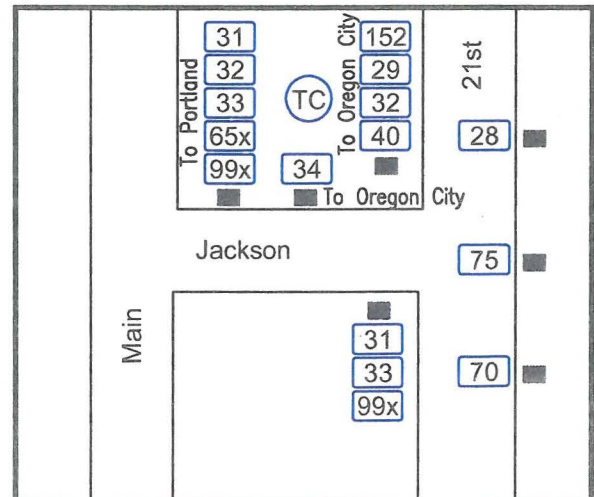
Section IV is the Conclusion.

Figure 1. Project Site Map



**LEGEND:**

- Tri-Met Route
- - - - Tri-Met Express Route
- 32 Tri-Met Route #
- TC Milwaukie Transit Center





## **II EXISTING CONDITIONS**

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Characteristics of the existing roadway system and intersection operations within the project study area are discussed in this section.

### **EXISTING ROADWAY CHARACTERISTICS**

Figure 2 shows the roadway network in the study area, including the number of lanes, turning movement geometry and traffic control features. The following paragraphs describe the existing conditions of specific streets within the study area.

#### **SE Harrison Street**

SE Harrison Street is a two-lane facility in the project study area and provides parking on the south side of the street with sidewalks also on both sides of the street. SE Harrison Street is classified as an arterial and runs east-west through the project study area.

SE Harrison Street runs adjacent to the north side of the project site and provides access to a parking area for the site. SE Harrison Street provides a school bus pullout adjacent to the project site that can accommodate two school buses. There is also a striped crosswalk across SE Harrison Street adjacent to the project site on the east side of the intersection with SE 21<sup>st</sup> Avenue and at SE 24<sup>th</sup> Avenue. The railroad crosses SE Harrison Street just east of the project site.

#### **SE 21<sup>st</sup> Avenue**

SE 21<sup>st</sup> Avenue is a two-lane facility adjacent to the west boundary of the project site. SE 21<sup>st</sup> Avenue ends at tee intersections at SE Harrison Street to the north and at SE Lake Road to the south. SE 21<sup>st</sup> Avenue serves as part of the Milwaukie Transit Center.

#### **SE Monroe Street**

SE Monroe Street is a two lane facility through the project study area. SE Monroe Street serves the southern access for the project site.

#### **SE Main Street**

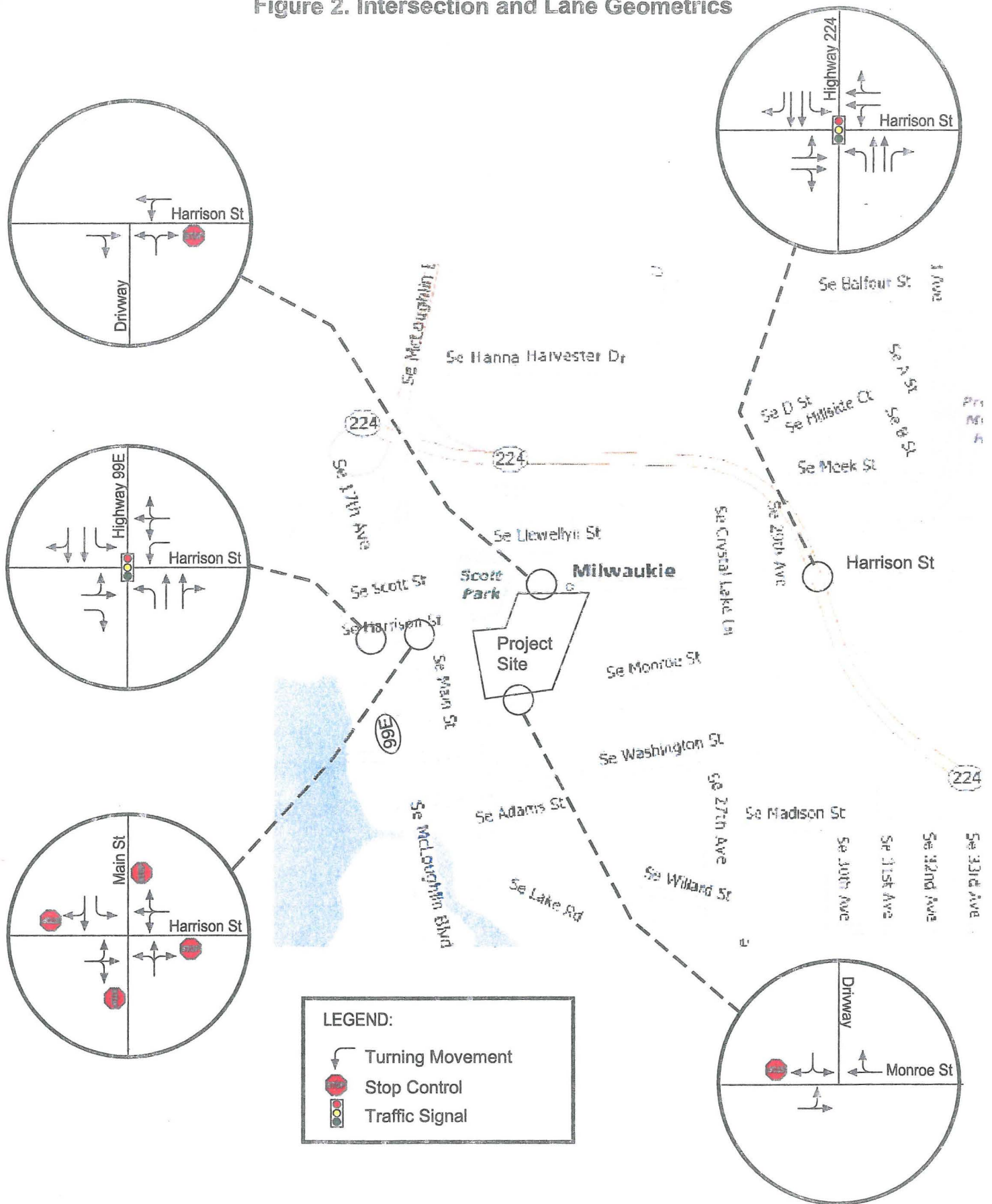
SE Main Street is a two-lane roadway that runs north-south through the project study area. Main Street provides parking and sidewalks at both sides of the roadway.

The intersection of SE Harrison Street and SE Main Street is controlled by stop signs on all four legs of the intersection. There is an exclusive left turn lane and a through/right-turn lane on the north approach on SE Main Street. There is one lane of each on the other three approaches to the intersection.

#### **SE McLoughlin Boulevard (Highway 99)**

SE McLoughlin Boulevard serves as an important north-south connection for the region. The section of SE McLoughlin Boulevard located within the study area, is a four lane roadway with left-turn lanes at key intersections. McLoughlin Boulevard at SE Harrison Street carried approximately 46,000 vehicles daily in the year 2002.

Figure 2. Intersection and Lane Geometrics



Portland Waldorf School Post Occupancy Traffic Impact Analysis

Milwaukie, Oregon

May 2007



The intersection of SE Harrison Street and SE McLoughlin Boulevard (Highway 99) is controlled by a traffic signal.

### **Highway 224**

Highway 224 is a limited access state highway, providing two travel lanes in each direction with traffic signals and left turn lanes at key intersections. Highway 224 provides connection from Portland and Milwaukie to Clackamas County and points east. Highway 224 at SE Harrison Street carried approximately 33,900 vehicles daily in the year 2002. The intersection of SE Harrison Street and Highway 224 is controlled by a traffic signal.

### **BICYCLE AND PEDESTRIAN FACILITIES**

Sidewalks are provided on all streets throughout the project study area. There is a striped crosswalk extending from the Southeast corner to the Northeast corner at the unsignalized intersection of SE Harrison Street with SE 21<sup>st</sup> Avenue. On the project site there is an internal pedestrian pathway connecting the sidewalks to each of the buildings and the two parking lots located on the project site.

Bike lanes are provided on SE 17<sup>th</sup> Avenue on the west approach to the intersection of Harrison Street and SE McLoughlin Boulevard.

### **EXISTING TRAFFIC VOLUMES**

Manual turning movement traffic counts were conducted on Thursday, April 19, 2007. Counts were taken during the AM peak hour between 7:00 and 9:00 AM; 2:00 and 4:00 PM to account for school hours of operation; and PM peak hour between 4:00 and 6:00 PM. Traffic counts were obtained at the following intersections:

- SE Harrison Street at Highway 224;
- SE Harrison Street at SE McLoughlin Boulevard (Highway 99);
- SE Harrison Street at SE Main Street;
- SE Harrison Street at the project site driveway; and
- SE Monroe Street at the project site driveway.

2007 AM and PM peak hour volumes are presented in Figure 3. AM and PM turning movement counts are provided in Appendix A.

### **EXISTING INTERSECTION OPERATIONS**

Intersection operations were analyzed using Synchro traffic signal software, version 6. This traffic analysis software is also used in the analysis of unsignalized intersections. Synchro implements the methodologies outlined in the 2000 Highway Capacity Manual (HCM).

According to the HCM, the operating performance of an intersection is related to one of six levels of service (LOS). The LOS is identified by a letter grade, and ranges from LOS A, which indicates a free-flow traffic condition, to LOS F, which indicates an operational breakdown. LOS D is usually considered to be a minimum acceptable condition in the City of Milwaukie. Table 1 presents the relationship between the level-of-service and average delay per vehicle (seconds/vehicle).

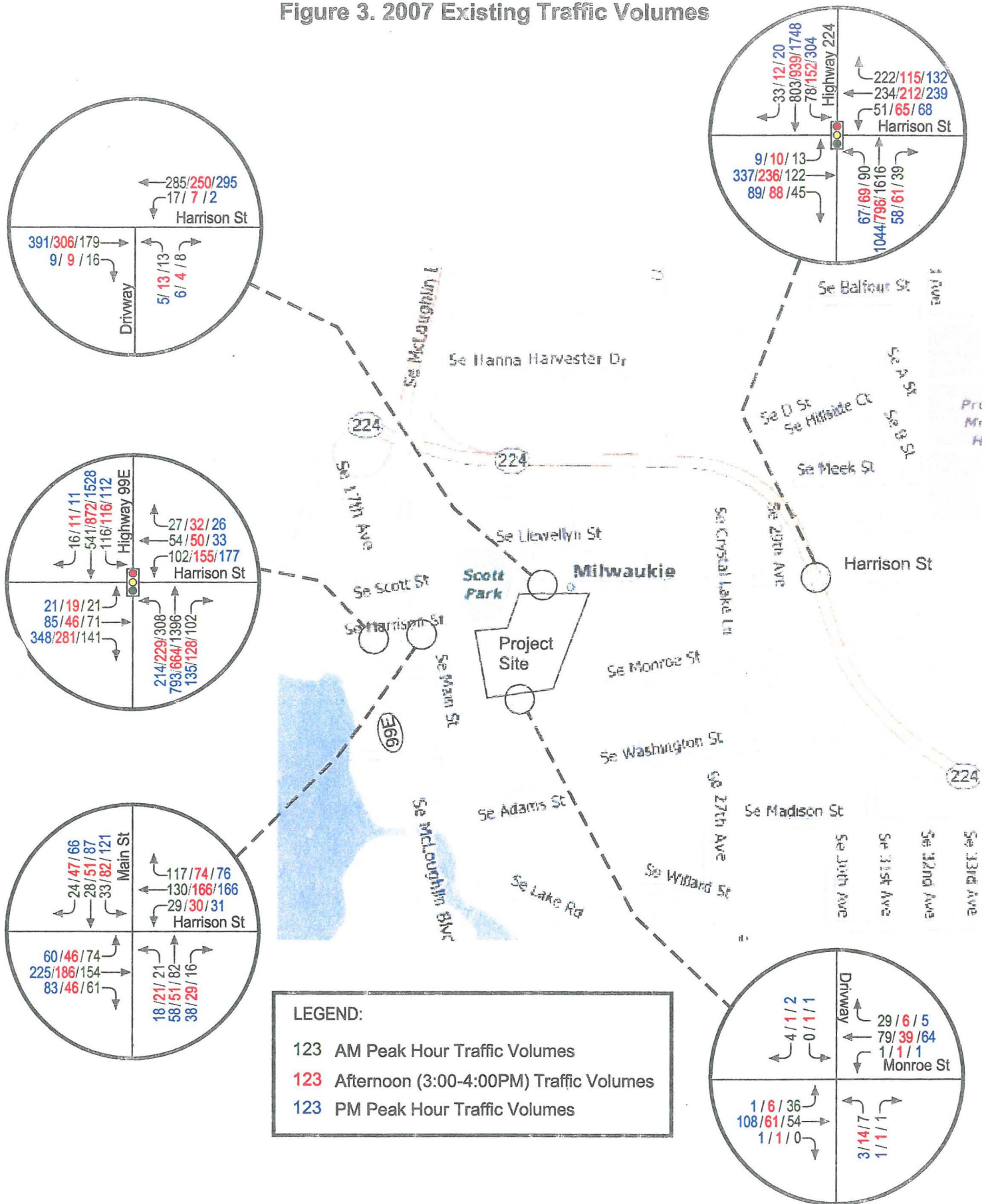
**Table 1. Intersection Level-of-Service Criteria**

Level-of-Service (LOS)	Average Delay per Vehicle (Sec/Veh)	
	Signalized Intersection	Unsignalized Intersection
A	0-10	0-10
B	>10-20	>10-15
C	>20-35	>15-25
D	>35-55	>25-35
E	>55-80	>35-50
F	>80	>50

*Source: 2000 Highway Capacity Manual (HCM), Chapter 16 and Chapter 17*

Intersection operational analysis was conducted for the AM and PM peak hour, as well as the hour between 2:00 and 3:00 PM, which is the peak time of day for the Waldorf School pick up. Table 2 presents the results of the AM, end of the school day (3:00 to 4:00 PM) and PM peak hour traffic analysis for the study area. See Appendix B for HCM intersection capacity analysis results.

Figure 3. 2007 Existing Traffic Volumes



Portland Waldorf School Post Occupancy Traffic Impact Analysis

Milwaukie, Oregon

May 2007

**Table 2. 2007 Peak Hour Traffic Operations**

Intersection		AM Peak Hour		2:00-3:00 PM		PM Peak Hour	
		LOS	Delay	LOS	Delay	LOS	Delay
Signalized Intersections							
Harrison Street/Highway 224		C	32.8	C	23.9	C	34.4
Harrison Street/Highway 99		B	17.1	C	20.5	C	24.7
Unsignalized Intersection							
Harrison St/SE Main St	EB left, through, right	B	11.5	B	12.1	C	22.0
	WB left, through, right	B	11.5	B	12.5	C	16.1
	NB left, through, right	B	10.6	B	10.5	B	12.9
	SB through, right	A	8.9	A	9.6	B	12.2
Harrison St/N. Driveway	WB left, through	B	10.6	B	10.2	B	10.8
	EB through, right	A	9.3	B	10.2	B	12.9
Monroe St/S. Driveway	EB left, through, right	A	7.6	A	7.4	A	7.6
	WB left, through, right	A	7.4	A	7.2	A	7.4

Source: Synchro (Version 6.0)

Note: EB = Eastbound, WB = Westbound

All intersections are operating at levels-of-service "C" or higher.

### III SCHOOL OPERATIONS

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#### EXISTING CONDITIONS

The site is located at 2300 SE Harrison Street in Milwaukie, Oregon.

#### Enrollment

Waldorf School has consolidated its kindergarten, elementary, and upper grades (9-12) locations to this site. The Waldorf School facilities were decentralized and previously operated in Southwest, Southeast and Northeast Portland.

In the year 2002 it was estimated that the Waldorf School would enroll 339 students during the first year of occupation. By the year 2005, the school expected an additional 70 students to a full build-out of 389 students. Table 3 presents a comparison of estimated enrollment by the year 2005 with those currently enrolled (Year 2007).

**Table 3. Waldorf School Student Enrollment Comparison**

Grades	School Year	
	2005	2007
Kindergarten	49	76
Elementary (grades 1-5)	150	146
Middle School (grades 6-8)	90	84
Upper Grades (grades 9-12)	100	79
<b>Total</b>	<b>389</b>	<b>385</b>

Source: Waldorf School

#### Hours of Operation

Office hours for the school are between 8:00 AM and 4:30 PM year-round. Classes meet between early September and mid-June between 8:15 AM and 3:30 PM. Table 4 describes the hours of operation in more detail.

**Table 4. Waldorf School Hours of Operation**

Grades	Hours of Operation
Pre-Kindergarten	8:45 AM to 12:30 PM
Kindergarten	9:15 AM to 12:30 PM
Elementary (grade 1)	8:30 AM to 1:30 PM
Middle School (grades 2-8)	8:30 AM to 3:00 PM
Upper Grades (grades 9-12)	8:30 AM to 3:30 PM

Source: Waldorf School

#### After-School Activities

The Waldorf School supports several after-school activities throughout the year such as organized sports, chess club and a drama/music program. As shown in Table 5, approximately

115 students are expected to be involved in after-school activities each year. These activities take place at different times during the year and will not all occur at the same time. The highest attendance in these activities is approximately 55 students based on the time of the year.

**Table 5. Waldorf School After-School Activities**

Activity	# of Students	Time	Days of the Week
Cross Country (fall)	20	3:30 – 4:30 PM	five days/week
Soccer (fall)	20	3:30 – 4:30 PM	five days/week
Basketball (winter)	20	3:30 – 4:30 PM	five days/week
Golf (off-site)	20	3:30 – 4:30 PM	five days/week
Chess Club (year-round)	15	3:30 – 4:30 PM	one day/week
Drama/Music Program (winter)	20	3:30 – 4:30 PM	four days/week

*Source: Portland Waldorf School*

The organized sports include cross country, soccer, basketball and golf (held off-site). Athletic events generally occur during the weekday between 3:30 and 6:30 PM. Waldorf School estimates that approximately 20 students participate in each of the athletic events per year.

Approximately 15 students are involved in the Chess Club which meets once a week until 4:30 PM. The Drama/Music Program consists of approximately 20 students and meets four days a week beginning in late fall to prepare for its annual theater production in mid-Spring.

### **Special Events**

There are one to two evening meetings per year between the hours of 7:00 PM and 9:00 PM to facilitate parent-teacher meetings or school committee meetings.

The Waldorf School holds three festivals during the school year, always held on a Saturday. Events include an autumn Harvest Festival, Advent Festive in December and May Festival. These festivals are open to the public but typically advertised to the school and it's list of supporters. The average attendance ranges between 200 and 400 depending on the event.

The Waldorf School is interested in continuing special community events at this location if they do not conflict with the school's operations.

### **PROJECT-RELATED TRAFFIC VOLUMES**

#### **Waldorf School Proposed Trip Generation**

Trip generation for the Waldorf School was based on local trip data at Waldorf School (2002) locations within the Portland Metropolitan area.

Table 6 presents a comparison of the existing (year 2007) AM and PM peak hour trips generated by the site with those estimated for the proposed (year 2005) Waldorf School. Existing (actual) trips were recorded and tabulated from raw data collected from the school driveways.



**Table 6. Comparison of Existing (2007) vs Estimated (2005) Trips at Waldorf School**

Grade Level	AM Peak Hour			3:00-4:00 PM			PM Peak Hour		
	In	Out	Total	In	Out	Total	In	Out	Total
Estimated Trips (2005)	156	129	285	88	91	179	11	33	44
Actual Trips (2007)	98	48	146	29	28	57	18	22	40
<b>Difference in Trips</b>	<b>-58</b>	<b>-81</b>	<b>-139</b>	<b>-59</b>	<b>-63</b>	<b>-122</b>	<b>+7</b>	<b>-11</b>	<b>-4</b>

- Indicates the number by which trips were over estimated.

+ Indicates the number by which trips were under estimated.

As shown in Table 6, estimated trip generation levels from the 2002 report were significantly higher than the actual trips recorded at the site in April of 2007. This difference in estimated and actual trips becomes significant in the evaluation of capacity and level of service. Where LOS "E" was calculated from projected or estimated values, a LOS "C" is calculated for the year 2007 existing conditions. Improvements such as geometry changes (additional thru lanes etc.) along with the over estimating of other background growth factors also contributed to better levels of service than forecast.

## **PARKING AND QUEUING**

### **Parking Supply**

There are two parking lots located on the project site; a north lot adjacent to the building provides access to SE Harrison Street and a south lot accessing SE Monroe Street. The north parking lot provides 19 parking spaces including two handicapped spaces. The south lot contains 43 parking spaces including two handicapped spaces. An additional 16 spaces are marked for queuing near the south parking lot, no extended parking time is permitted in the 16 spaces therefore, more than 16 vehicles can utilize the space during the peak hours. There are a total of 58 parking spaces plus 4 handicapped spaces on site.

As with most schools, off-site parking can become a problem if agreements are not entered into ahead of time. Waldorf School has provided adequate parking for staff, students and visitors and therefore has no need for off-site parking. At the request of Waldorf School, a license plate study was performed along SE Monroe Street between the railroad tracks and a point 250' East of the railroad tracks.

The study shows that a total of eight vehicles parked in this section of the roadway between the hours of 7:00 AM and 6:00 PM. The same eight vehicles parked in the same location during this time period. Two of the vehicles were not present after 5:00 PM and three of them were not present until 7:45 AM. License plate numbers were collected at 15 minute intervals and are tabulated in appendix D. Other sections of roadway were not significantly affected by off-site parking and were therefore not included in the license plate study.

The minimum parking space requirement of 49 spaces and a maximum of 60 spaces was calculated and presented in Table 7. There are two kindergarten classrooms and one classroom for each of grades 1 through 8 for a total of 10 classrooms. Other rooms in the school are for supplementary activities such as art and music and do not have additional students associated with them.

**Table 7. City of Milwaukie Minimum and Maximum Parking Requirements**

<b>Minimum Requirements</b>	<b>Parking Spaces</b>
Elementary School/Jr. High (kindergarten – 8 <sup>th</sup> grade)	
1.5 spaces per classroom at 10 classrooms	15
Upper Grades (9-12)	
0.25 spaces per student at 100 (maximum) students	25
1 space per staff at 6 staff	6
0.5 space per staff at 6 shared upper grades (9-12) staff	3
<b>Total</b>	<b>49</b>
<b>Maximum Allowable</b>	<b>Parking Spaces</b>
Elementary School/Jr. High (kindergarten – 8 <sup>th</sup> grade)	
1.75 spaces per classroom at 10 classrooms	18
Upper Grades (9-12)	
0.33 spaces per student at 100 (maximum) students	33
1 space per staff at 6 staff	6
0.5 space per staff at 6 shared upper grades (9-12) staff	3
<b>Total</b>	<b>60</b>

The north parking lot on the project site has been re-striped to accommodate a total of 19 parking spaces including two handicapped spaces and one turn around space.

The Waldorf School added additional spaces to the south lot on SE Monroe Street. The south lot now has 43 parking spaces.

A queuing area is added west of the south lot which includes 16 spaces for drop-offs and pick-ups. The queuing spaces are for dropping off and picking up students only and are not available for parking.

### **Parking Demand**

Since a large percentage of students and staff use alternative modes of transportation such as public transit or carpooling, parking demand for the school is less than the average private school.

Three types of parking are associated with Waldorf School: drop-off/pick-ups, short-term, and long-term parking. Parents who drop-off or pick-up their children from school are not required to park their car for an extended length of time. Instead these parents may use the queuing area or either of the two parking lots on the project site.

Short-term parking will occur generally for parents dropping off kindergarten children. Waldorf School policy requires parents of the kindergarten children to escort the children into the classroom each morning for a meet and greet ritual. These parents park in the north parking lot and escort their children to their classrooms from there.

Long-term parking is considered to be all day. Long-term parking spaces are provided in the south parking lot for students and staff that drive to school, both in carpools and single occupancy vehicles. There will be five carpool only parking spaces in the north lot.



Table 8 shows estimated parking demand for the Portland Waldorf school broken down by usage and grade level..

**Table 8. Estimated Parking Demand for Waldorf School**

	<b>Drop-off/ Pick-up</b>	<b>Short- term</b>	<b>Long- term</b>	<b>Total # of Parking Spaces</b>
Kindergarten*	0	16	0	16
Elementary School (grades 1-5)	73	0	0	0
Middle School (grades 6-8)	22	0	0	0
Upper Grades (grades 9-12)	0	0	7	7
Staff	0	0	20	20
<b>Totals</b>	<b>95</b>	<b>16</b>	<b>27</b>	<b>43</b>

Source: Portland Waldorf School.

\*This is half of the total kindergarten demand because of shift in class start and end times.

During the AM peak period, the north parking lot (19 spaces) is reserved for visitor and carpool parking. The remaining 43 parking spaces in the south lot are available for students and staff. The queuing area (16 additional spaces west of the south lot) is available for drop-offs and pick-ups.

Between 2:00 and 4:00 PM, and during the 4:00 to 6:00 PM peak hour, the south and north parking lots are available for visitor and student pick-up. A majority of the students are picked up between 2:00 and 4:00 PM while those students participating in after school activities are picked up during the 4:00 to 6: PM peak hour.

The previous report estimated that 156 vehicles would enter the site during the AM peak hour. In 2007 a total of 98 vehicles were observed entering the site during the AM peak hour. During the midday peak (when school lets out), the previous report indicated that 88 vehicles were expected to enter the site. Actual counts showed 29 vehicles entering during the midday peak. During the PM peak hour the previous report estimated that 78 vehicles would enter the site. The actual PM count reveals 18 vehicles entered the site during this time period. See table 6 above for tabulated data.

Counts indicate that the estimated number of vehicles entering the site is much higher than the actual (existing conditions year 2007) on site counts show. From the March 2002 Traffic impact analysis report by URS/BRW we also see that adequate parking was provided for the projected number of vehicles. Considering our findings and the existing capacity for parking on the school site, we find that adequate on site parking has been provided.

Queuing spaces on the west side of the south parking lot have a standing time limit of 10-minutes. During the AM peak hour when student drop-offs are the busiest, the 16 queuing spaces could potentially accommodate 96 drop-offs during one hour. Since the elementary, middle and upper grades (9-12) times are staggered over the hour, not all parents drop students off at the same time. This maximizes turnover in the queuing area over the AM peak hour. The kindergarten students are generally dropped-off and picked-up in the north lot because of the Waldorf School policy to walk the students into the classrooms to meet and greet the teachers.

Parking spaces in the north and south lot were observed during the hour just after school starts and just before school lets out. The following number of occupied parking spaces was recorded during these times. At 8:30 AM, 14 spaces were occupied in the north parking lot. At 2:00 PM, 16 were occupied. At 8:30 AM, 34 spaces were occupied in the south parking lot. At 2:00 PM, 18 were occupied. See Appendix C for data. Sight Distance at the Driveways

A field visit was conducted to confirm adequate sight distance for each of the existing driveways for the Waldorf School site. Sight distance at the driveways was measured with a 15 foot set back from the edge of traveled way to a point on the roadway where cars are not visible. A general rule of thumb for sight distance is on a roadway with a speed limit of 25 miles per hour is approximately 250 feet.

The driveway on SE Harrison Street has adequate sight distance in both directions. To the west, the sight distance for oncoming vehicles traveling eastbound is approximately 300 feet. To the east, there is little impedence to the sight distance. Sight distance for oncoming vehicles traveling westbound is over 640 feet.

The driveway on SE Monroe Street has adequate sight distance in both directions. To the west, the sight distance is relatively unlimited, the roadway is flat and there isn't much interference between the driveway and the four-way stop intersection. To the east, the sight distance is approximately 250 feet. However, there is a utility pole that may interfere with the driver seeing an entire vehicle and some mature trees that should be trimmed regularly.

The speed limit on both SE Monroe and SE Harrison Street is 25 miles per hour. According to the American Association of State Highway and Transportation Officials (AASHTO) guidelines the minimum stopping distance requirements for 25 miles per hour is 150 feet. The sight distance was measured out in the field for each of the driveways.

For the north driveway on SE Harrison Street the sight distance for the westbound vehicles is approximately 300 feet and the sight distance for the eastbound vehicles is approximately 320 feet. Therefore, the north driveway at SE Harrison Street meets the minimum required sight distance.

For the south driveway on SE Monroe Street, the street is fairly level for the eastbound vehicles and was not measured. However, the westbound vehicles travel over a small hill and were measured to identify any deficiencies. The sight distance was measured at approximately 215 feet for the westbound vehicles and is above the minimum required sight distance.

Sight distance conditions at the various access points on site have the same relative conditions as discussed in the prior report. It is shown that adequate site distance is available at these locations under the AASHTO standards. It is noted that trees, shrubs and bushes need to be properly maintained for proper site distance at the access points discussed.

## **TRAFFIC CIRCULATION**

The north parking lot is reserved for visitor and kindergarten drop-off and pick-up and staff carpools. The south lot provides 43 parking spaces and 16 queuing spaces. There is a pedestrian walkway leading from school buildings to the south parking lot.

Three student pick-up options are available. First, students are waiting for parents to pick them up from school. Second, parents are waiting in the car for the student to walk to the parking lot. Third, a parent parks their car and walks into school to collect the child. The queuing area is for vehicles, where parents wait in the car. If the parents need to leave their car and go into the school, they generally park in the north lot, or in the expanded south lot. Kindergartners are gone from school by the time the elementary, middle and upper grades (9-12) are being let out, therefore, parking space in the north lot is available for those parents that need to park their car and go into the school.

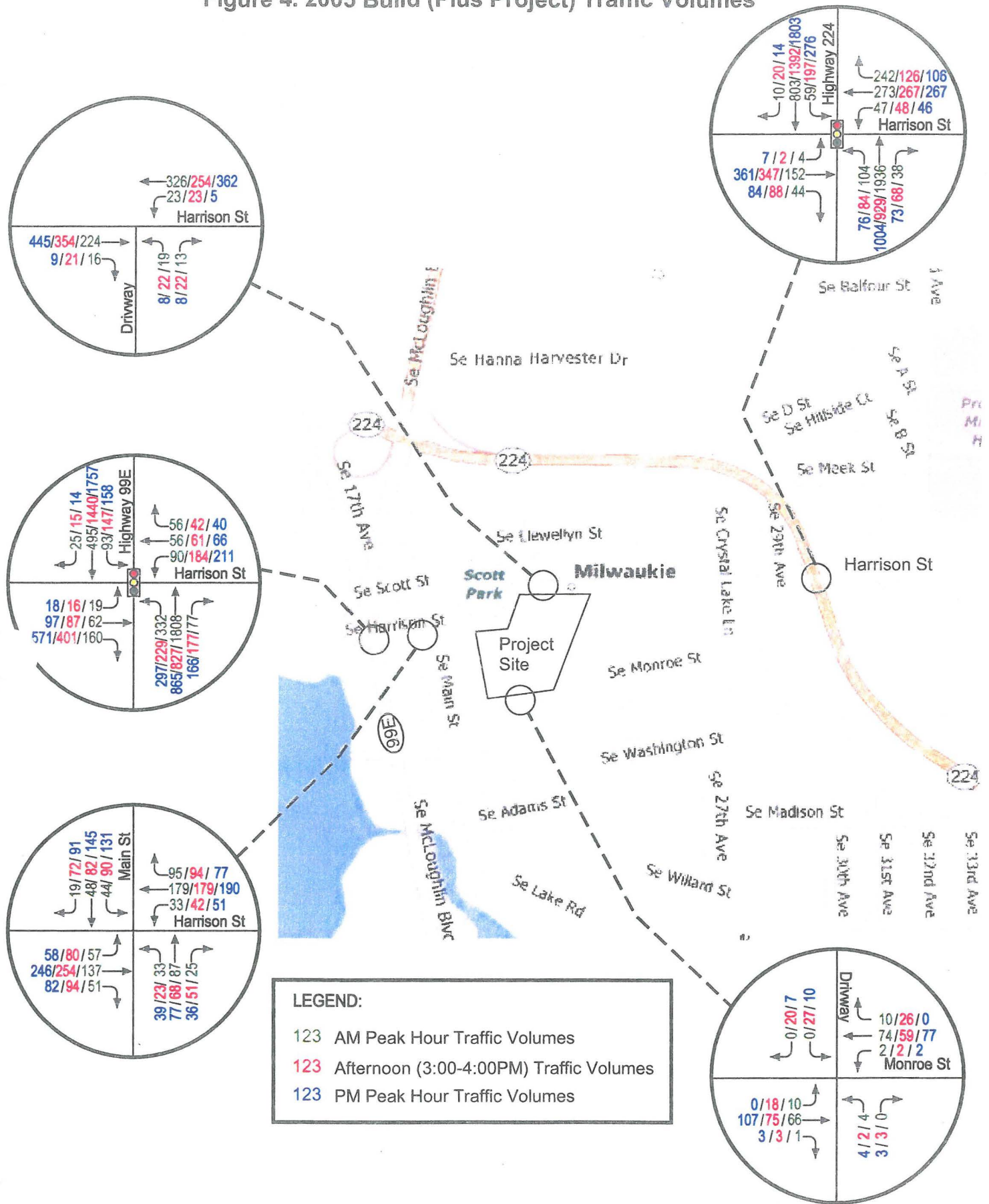
There are relatively few conflicts between pedestrians or bicycles with motor vehicle traffic. Only one accident involving a vehicle and pedestrian occurred at the intersection of SE Harrison Street with SE Main Street in a two year period and no bicycle accidents associated with motor vehicles was recorded for the same period.

The exit driveway for queuing is located approximately 50 feet east of the intersection of SE Monroe Street and SE 21<sup>st</sup> Avenue. The exit driveway is designated right-out only to prevent cut-through traffic to the residential neighborhood which is located east of the proposed site. In addition, because the driveway is so close to the intersection of SE Monroe Street and SE 21<sup>st</sup> Avenue, the right-out only restriction alleviates potential conflicts in traffic on SE Monroe Street.

#### **ESTIMATED TRAFFIC VOLUMES (YEAR 2005)**

Projected traffic volumes were calculated for the Year 2005 (build-out year for the project) using an annual growth rate of two percent per year. This growth rate was determined through a conversation with City of Milwaukie staff on December 19, 2001. Figure 4 shows the build (plus project) traffic volumes at the analyzed intersections. Levels of service were calculated for designated intersection turning movements and recorded in table 9 below.

Figure 4. 2005 Build (Plus Project) Traffic Volumes



Portland Waldorf School Post Occupancy Traffic Impact Analysis

Milwaukie, Oregon

June 2007



**Table 9. 2005 Build (Plus Project) Peak Hour Traffic Operations**

Intersection		AM Peak Hour		3:00-4:00 PM		PM Peak Hour	
		LOS	Delay	LOS	Delay	LOS	Delay
Signalized Intersections							
Harrison Street/Highway 224		D	40.8	C	33.9	D	43.5
Harrison Street/Highway 99		D	54.1	D	39.7	E	78.3
Unsignalized Intersection							
Harrison St/SE Main St	EB left, through, right	B	11.1	C	20.9	C	22.1
	WB left, through, right	B	10.6	B	14.2	C	17.4
	NB left, through, right	B	10.2	B	12.2	B	13.7
	SB through, right	A	9.5	B	12.3	C	15.7
Harrison St/N. Driveway	WB left, through	A	7.9	A	8.2	A	8.4
	NB left, through, right	B	12.5	B	14.5	B	14.8
Monroe St/S. Driveway	EB left, through, right	A	7.7	A	7.6	A	7.5
	WB left, through, right	A	7.4	A	7.5	A	7.5

Source: Highway Capacity Software (HCS 2000 v4.1a)

Note: EB = Eastbound, WB = Westbound, SB = Southbound, NB = Northbound

For year 2005, studied intersections were projected to operate at acceptable levels-of-service with exception of the intersection of Highway 99 and SE Harrison Street. This intersection projected a LOS E under the No-Build condition and estimated that it would continue to do so as traffic continued to grow within the area, independent of the Waldorf School. Under the 2007 study, Waldorf School trips are not expected to significantly impact the AM, afternoon (3:00 to 4:00 PM) or PM peak hours.

## **IV TRANSPORTATION DEMAND MANAGEMENT**

All of the intersections in the study area are currently operating at acceptable levels-of-service.

Waldorf School generates its highest number of vehicle trips during the AM peak hour. The analysis conducted in this study show that existing (Year 2007) trips did not significantly impact intersection operations during either the AM or PM peak hours. It is shown that estimated (Year 2005) trip generation levels were significantly higher than the actual trips recorded at the site in April of 2007.

The growth in background traffic from the year 2001 thru 2005 was shown to have a more significant impact than the proposed Waldorf School trips. The same is evident of the present time period.

### **Parking and Queuing**

A portion of the north parking lot is located in the railroad right-of-way. There is a current agreement between the school district and the railroad to lease the right-of-way. The Waldorf School continues to lease the right-of-way with the railroad.

## **Sight Distance**

There is adequate sight distance at the two driveways. However, a very small portion of the sight has potential to cause minimal obstruction on SE Monroe Street because of vegetation and a utility pole. If the school continues to maintain the growth of vegetation, site distance should remain adequate.

## **Transportation Committee**

The Waldorf School is proactive in their approach to alternative modes of transportation. Thus far, Waldorf School has:

- Helped Portland Waldorf School families adjust to their new travel route;
- Urged families to use sustainable, responsible methods such as public transportation, carpooling, alternative fuel vehicles, bicycling, walking; and
- Worked cooperatively with the community of Milwaukie, the surrounding homeowners and businesses to create livable, workable traffic and parking arrangements.

The New Transportation Committee is working to improve transportation to and from school and will continue their efforts and plans to:

- Update the Portland Waldorf School parent handbook to include public bus travel and other resources;
- Have a regular transportation column in each newsletter;
- Schedule Tri-Met Representative visits to the Portland Waldorf School to train children how to use the public bus;
- Have a Transportation Resource Center to help families connect more easily to increase carpooling;
- provide Tri-Met bus materials, bike maps, etc; and
- Include carpool/public bus use information in the Portland Waldorf School registration packet.

A transportation survey was created to evaluate the need and interest for school buses. The survey was sent to 290 households consisting of parents, faculty and staff on February 1, 2002. The transportation committee received over 100 responses to the survey.

Final results showed that nearly 37 % of the families planned on using the Eastside Bus; 15% of the families planned on using the Westside Bus; and 29% of the families said they would carpool. It was estimated from these results that, 80% of the Portland Waldorf School families planned to use alternative modes of transportation rather than drive alone.

Results from this survey apparently produced a conservative approach to trip generation utilized for the build year in the prior analysis. According to the information from the surveyed Waldorf families, the majority of the families planned to take advantage of the private school buses to be provided or carpool with other Waldorf families. Because the proposed site is accessible by 11 Tri-Met bus routes, and the Waldorf School historically has such a high number of transit users, it is believed that a significant portion of families not using private school buses provided or carpooling, are riding Tri-Met.

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Portland Waldorf School Post Occupancy Traffic Impact Analysis.

Milwaukie, Oregon

June 2007

### Portland Waldorf School Bus

Two private school buses are provided for Portland Waldorf School families. There is a Westside and an Eastside school bus.

### Carpooling

Because the school has a regional draw, the parents of many students have voluntarily created carpools that in both the kindergarten and upper grades (9-12) average three students/vehicle. The school will continue to encourage carpooling as the primary method of travel to the site and has included this information in the Portland Waldorf School registration packet.

### Public Transportation

The Portland Waldorf School strongly encourages students and staff to take public transportation to and from school. The school continues to develop the "bus buddy" program for students to ride the buses together and encourages more transit activity.

### Hours of Operation

Waldorf School staggers school hours for their kindergarten, elementary, middle and upper grades (9-12) grades. The intent is to lessen the impact that would occur if all 285 student were attending school at the same time.

Attachment 2

RECEIVED  
SEP 09 2002  
CITY OF MILWAUKIE  
COMMUNITY DEVELOPMENT

**The Portland Waldorf School's  
Transportation Demand Management Program (TDM)**

**For Use At**

**2300 SE Harrison Street, Milwaukie, OR**

**As Adopted by the Transportation Committee**

**September 6, 2002**



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### **Transportation Committee**

A transportation committee has been formed to establish and monitor the Transportation Demand Management Program. The initial members of the committee consist of the following:

Reis Hoyt  
Michael Cromie  
Dennis Karas  
Anne Mavor  
Dennis Newcomer  
Richard Schwartz  
Roger Cornell  
Rochelle Saliba

It is the responsibility of this committee to support and oversee all transportation aspects of the school. They develop and monitor the bussing program, the Transportation Resource Center and the parking drop-off and pick-up plan. The monitoring of the site circulation and drop off/pick up activities is a regular duty of the faculty and staff. At drop/off and pick/up times there will be at least four employees of the school directing traffic and monitoring the parking lots. It is also the responsibility of this committee to suggest and implement ways to eliminate any activity that may disrupt normal vehicle or pedestrian traffic on adjacent public streets.

### **Transportation Research Center**

A Transportation Research Center shall be established to provide information to parents on all possible modes of transportation available to travel to school. The center will be located adjacent to the cafeteria below the entry steps on the east entrance to the building (aka Corridor 004 on building plans). These modes include (but not limited to): car pools, van pools, school bus, city bus, bicycle routes. A permanent desk shall be set up to match those needing transportation and those providing transportation. A map has been created to show, by zip code, where all of our families live.

### **Use of Alternative Transportation Modes**

Parents will be urged to explore all alternative modes of transportation. Use of the west side and east side school bus service will be encouraged. Families needing to use their vehicles will be asked to match up with families nearby to create carpools. Several families have already moved to within bicycle distance and will be traveling by bicycle weather permitting. All public transportation routes have been identified and mainly used by the high school students. A buddy system is in the process of being developed to potentially match public transportation users together in order to allow a younger-aged child to ride with an older-aged child on public transit.

### **Staggered School Times**

The current plan for starting school includes approximately 50 faculty/staff children arriving at school between 7:45 and 8:00. These children will arrive with their parents and walk from the city parking lot (passes have been purchased for lot use). The kindergartens will arrive between 8:00 and 8:10 and begin at 8:15 and grades 1-12 will arrive at the site between 8:15 and 8:30 and begin at 8:35.

### **Monitoring Program**

The Monroe Street parking lot will be monitored by staff during the morning drop-off and the afternoon pick-up hours. Two staff members will be on-site at these times with the sole responsibility of making sure the flow of traffic does not interfere with normal vehicle and pedestrian traffic. All parents have been given parking passes to coincide with the lot they will be using. Car/Van pools have their own passes since they are allowed to use the East parking lot. Kindergarten parents have their own pass for the same reason. All others will be either parking and taking their child into the building (usually grades 1-3) or using the queuing lane to drop off their child. The monitors will be able to see the passes and acknowledge their proper use. The monitoring will be conducted throughout the school year while school is in session.

## PARKING AND TRAFFIC MANAGEMENT AT PWS

The school will manage two parking lots at the Milwaukie site. In addition we have arranged for off site parking for events and faculty and staff. Please follow these guidelines strictly. PWS occupancy permit with the City of Milwaukie is dependant upon our compliance with the following:

### **East Parking Lot (behind building by R x R tracks):**

*8:00 am to 9:30 am, and 12:00 to 1:00 pm M-F*

This lot is reserved for early childhood parents or early childhood carpools who "Park and Walk" their child /ren to the classroom door, and then return to their cars and leave. Early childhood pick up happens in this lot if you are not staying to volunteer or pick up an older sibling.

*All other times*

Parking is open to all.

Please park in striped areas only. This lot is a fire lane and is used by the recycling and garbage trucks

### **Monroe Street Lot (southwest corner of the property):**

*During drop off and pick up*

This is the lot to use if your grades and older child is being "Parked and Walked" to the classroom door.

Use the Monroe Street Lot if you plan to stay at the school for any length of time to volunteer during the day. Use the Monroe Street Lot if you are waiting for an older child to be released from class.

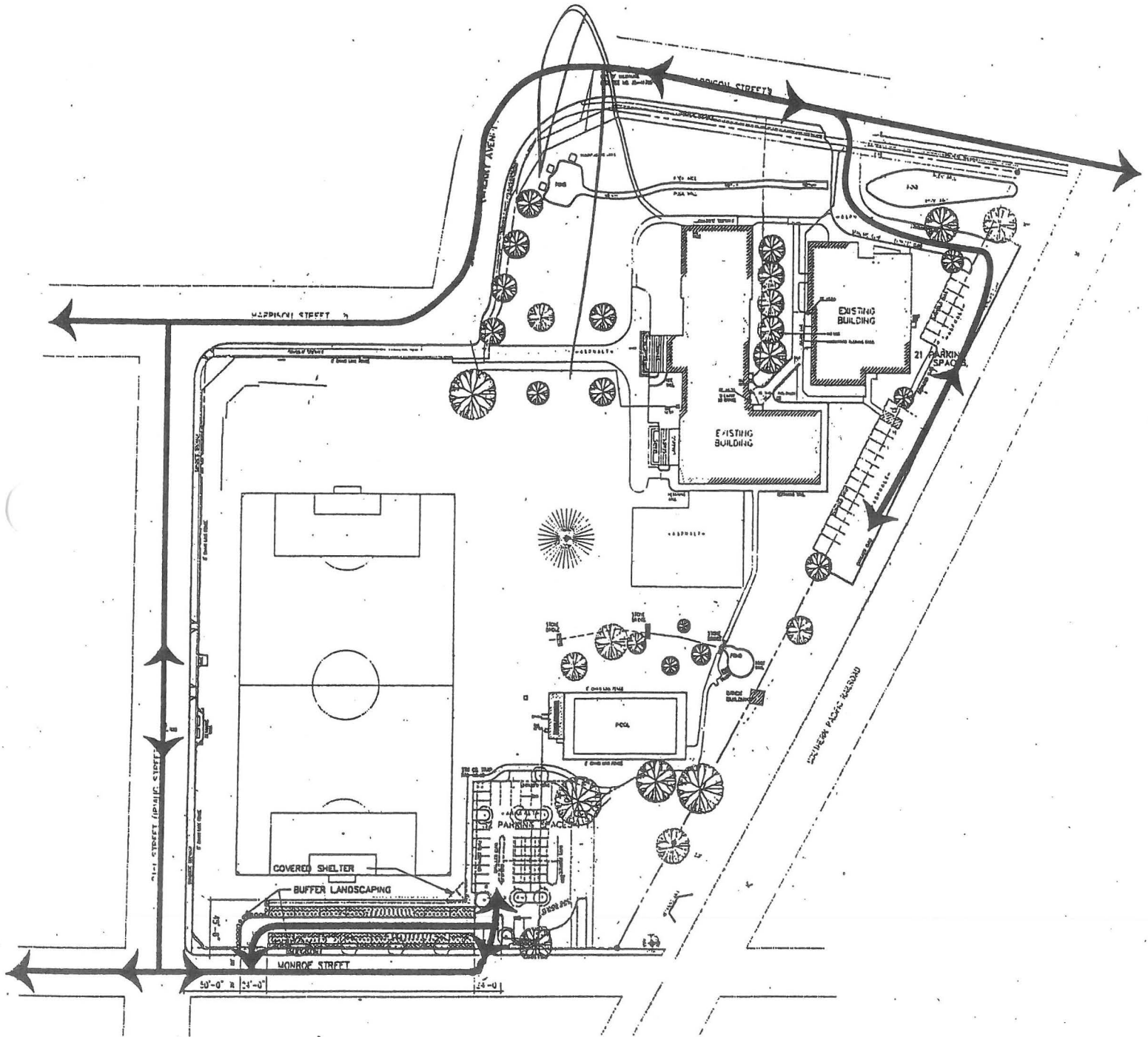
This lot will also be used for queuing if you are dropping off your child and remaining at the wheel. There will be a covered area for your child to wait in the rain.

### **Event Parking**

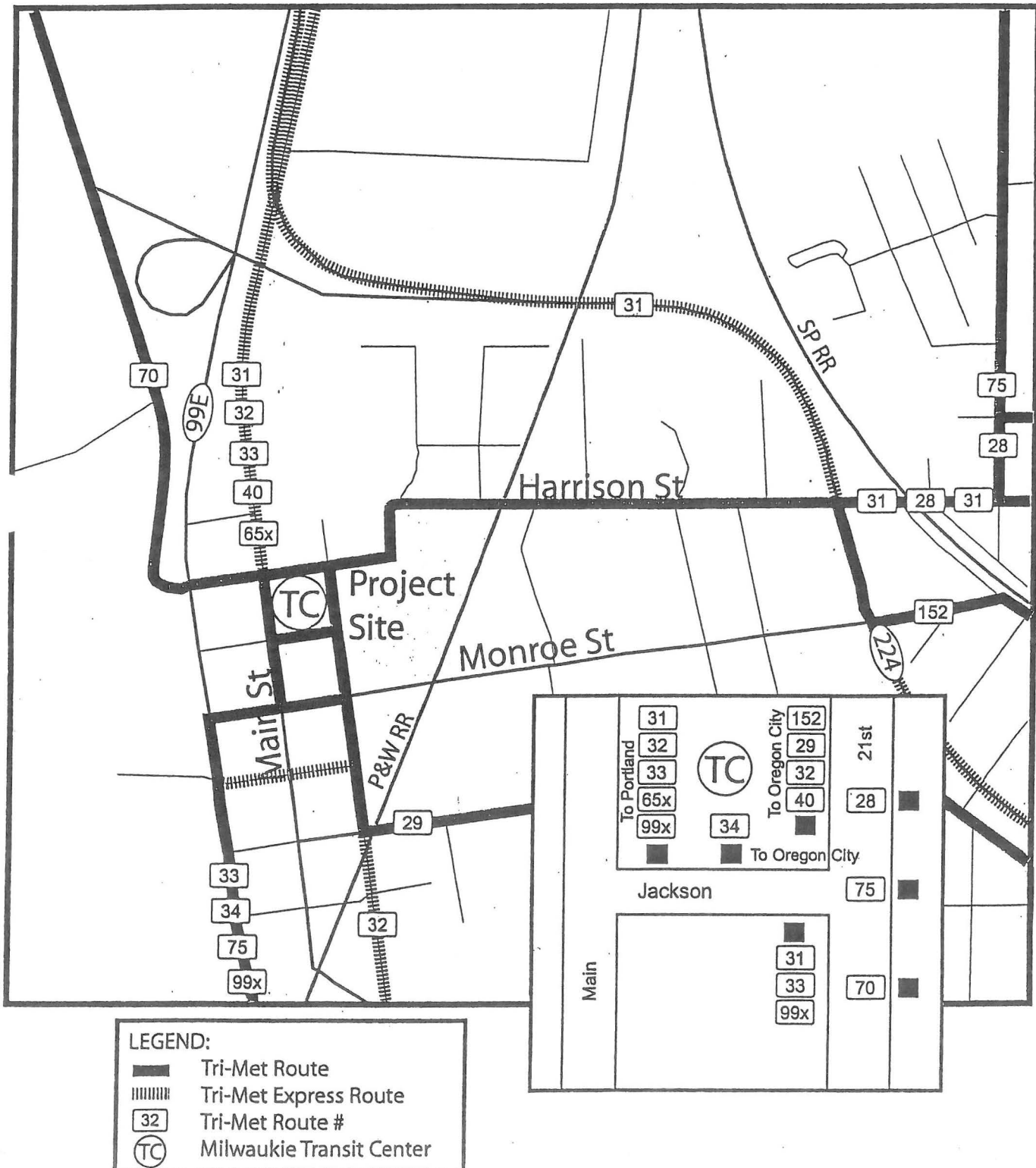
**Please do not park on neighborhood streets. Use all PWS lots and other neighborhood lots that have been pre arranged for a particular event. Read the signs and please follow them.**

PLEASE FOLLOW SIGNS AND YOUR FACULTY AND STAFF PARKING MONITORS  
ALWAYS USE MONROE STREET TO THE WEST TO 99E.  
DO NOT USE MONROE STREET AS ACCESS TO HWY 224  
DO NOT PARK IN THE QUEUING LANE!  
DO NOT USE PWS LOTS AS A PARK AND RIDE  
DO NOT PARK ON NEIGHBORHOOD STREETS

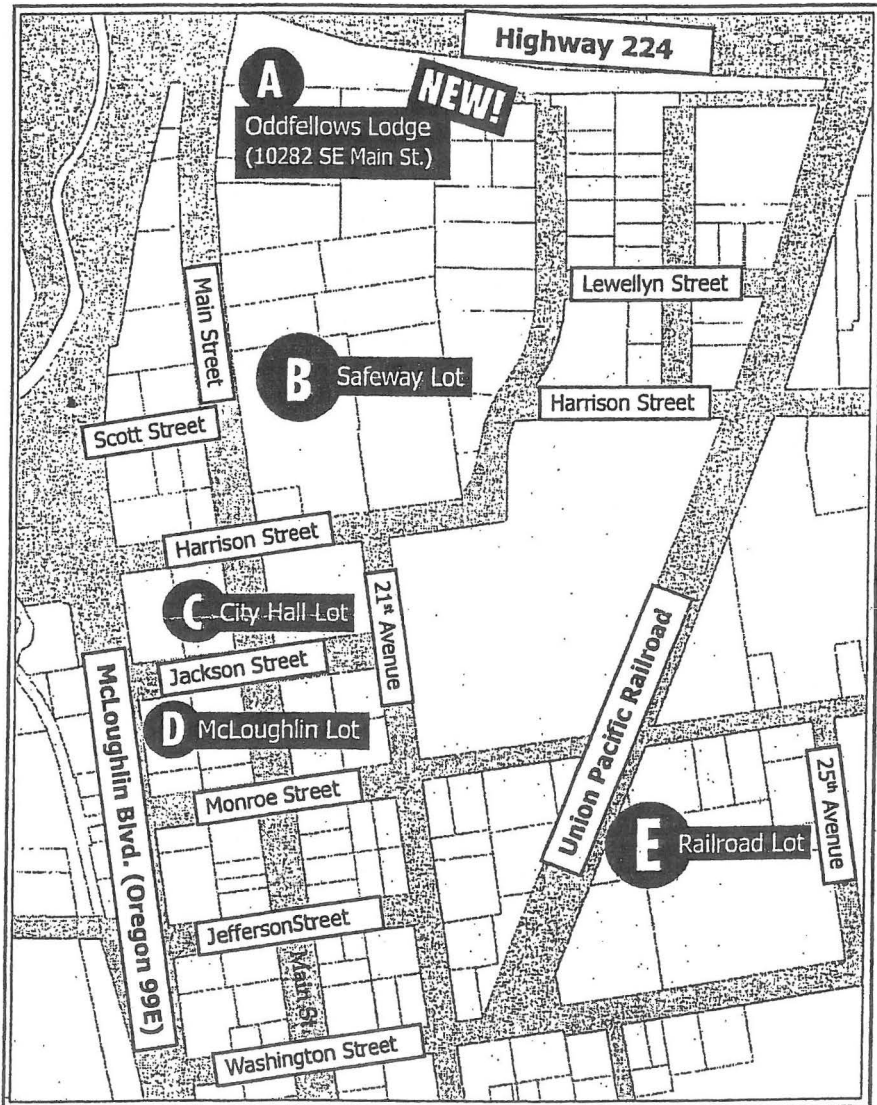
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# Transit Map



# Downtown Milwaukie Permit Parking Locations



## Directions for New Oddfellows Lot

There may be an occasion where you find the gate is closed; but don't worry, it won't be locked. All you need to do is lift the latch to swing the gate open, and then leave it open.

The other thing to remember is to only park in the spots that are numbered.

For permit  
information,  
please call  
Ashforth Pacific @  
(503) 235-7275.

5-10-01



## Portland Waldorf School Bus Program Information 2002-2003

The Portland Waldorf School Busing Program is an important partnership between the PWS administration and school families. The whole community benefits from having school buses. Buses provide a safe, reliable, convenient and more sustainable student transportation resource, which substantially supports healthy enrollment. School buses are also used regularly for field trips and special events, in which all PWS students participate. In addition, the Conditional Use Permit for our school requires PWS to have a busing program to reduce our traffic and parking impact at the school site and in downtown Milwaukie.

Parent cooperation, involvement and volunteer help is essential for our busing program to function and develop. Fill out and submit the enclosed communication form to add your suggestions, comments, ideas, and volunteer interests at any time.

Rider families are responsible for understanding busing program procedures and policies by reading and referring to this bus packet. Put this packet in your directory or parent handbook. Parents and students together should read the School Bus Behavior Policy and Conditions of Ridership prior to the first day of bus usage. See the parent handbook (pages 10.1-10.3).

Our highest intention is to ensure student safety. This standard needs to inform all our decisions and actions as community members.

**New Bus Fare System** A bus fare is one ticket or punch for each way to or from school.

### PUNCH CARDS

10 rides/\$15.00 (\$1.50 per ride)

25 rides/\$37.50 (\$1.50 per ride)

### MONTHLY PASSES

Cost per month is variable, based on the number of school days each month and discounted 25% off the fulltime ridership rate. Example: For a month containing 20 school days, 40 bus rides X \$1.50 per ride = \$60 -25% = \$45. Passes will not be sold after the 5<sup>th</sup> day of the month. See enclosed Monthly Pass cost schedule.

### ANNUAL PASS

\$330 per year. Discounted 35% from fulltime ridership fare. Cost may be split into two payments, September and January. Passes will not be sold after September 30.

### INDIVIDUAL BUS FARE

\$1.50 for one pre-paid ticket, available only from school office.

\$2.00 per ride. Riders who do not have a pre-paid ticket, punch card or pass pay exact fare to driver. The old ticket books have been discontinued, but last year's tickets will be honored.

### SIBLING DISCOUNTS

Sibling discounts are available for punch cards and passes: 1<sup>st</sup> child is regular fare, 2<sup>nd</sup> child 10%, 3<sup>rd</sup> child 60%.

### HOW TO PURCHASE PUNCH CARDS & PASSES

Monthly and Annual Passes may only be purchased from the office (in person or by mail). Punch Cards can be purchased from the bus driver or the office. All punch cards and passes must be purchased by check with "bus" written in the check memo space. Mailed checks need to say "Attention Busing" on the envelope and include an explanatory note inside. The school office will process these mailed purchases, give the passes or punch cards to the drivers who will then hand them to the students on the bus.

Please be sure your child has a punch card, pass or \$2 fare. It is not the bus driver's job to keep track of and collect a list of unpaid fares. This has been an unnecessary problem in the past.

## Registration forms

**IMPORTANT:** Please complete the enclosed yellow registration form and mail or return it to the school office by Tuesday, September 3<sup>rd</sup>.

Late registration forms will be accepted throughout the school year at the office or may be returned to the bus driver on the first day of riding. Please note that the registration form contains a master schedule for your child/ren. *If this form is filled out in pencil*, it will allow for changes to be easily made as necessary.

## Schedule changes

Ongoing communication is required so the driver can effectively monitor your child's daily bus riding. Regular changes to the child's master schedule are made using the salmon colored Westside Bus Change Form, or the pink Eastside Bus Change form available from the office or bus driver. These forms are also for temporary changes (daily or weekly). See enclosed sample form.

Please do one of the following if your child's riding schedule changes:

- Give a Bus Change Form to the child to hand to the bus driver. Parents may want to have a few forms at home if they plan to use this method.
- Call the office by 12 noon if possible.
- Place a completed Bus Change Form in your bus driver's box (east or westside).

## Pick up and drop off guidelines

Kindergarten through fourth grade students should be escorted to the bus by a parent or carpool person in the AM, picked up at the bus stop in the PM or be in the care of an older sibling. Parents must indicate on the registration form who will pick up their Kindergarten through fourth grade student in the PM. Fifth grade and older students, with parental permission, may be dropped off without an adult to meet them.

Parent vehicles need to pull into parking spaces before dropping off or picking up students. Carpooling children to bus stops is encouraged to reduce traffic and increase safety.

The parking lots have been generously offered gratis by local businesses and organizations. Taking care of these lots and public areas will help ensure continued usage. Do not let students play in the parking lots or be loud. It is the role of all parents who use the busing program to supervise all PWS children at the stops.

## WESTSIDE

- The Multnomah Art Center south rear parking lot can be accessed from 31<sup>st</sup> Avenue between Capitol Hwy and Multnomah Blvd. Please do your part to make these transitional times at the busy MAC public parking lot as safe and congenial as possible.
- Students should be at the Multnomah parking lot at least five minutes prior to the scheduled bus departure. The bus will leave on schedule and cannot stop for late comers after it begins to depart. In the PM parents should also arrive at least five minutes before the scheduled drop-off time. Refer to times on enclosed bus schedule.
- In the event that no adult arrives to pick up a K-4 student within 10 minutes of the Multnomah arrival time, the bus driver will return the child to the Main Campus Aftercare Program. A minimum of \$5 will be charged for this service.

## EASTSIDE

- The eastside bus is equipped with an eight light flashing system which will be used to stop traffic for on-road pick ups and drop offs. The westside bus is not so equipped. There will be multiple stops on the eastside route and, initially, four provisional stops as shown on the enclosed two sided map sheet.
- Bus drivers will make short stops for loading and unloading. Students who are not ready and waiting at a stop could miss the bus. This is true even during inclement weather (umbrellas?). Remember the bus cannot wait when it does an on-road stop. Boarding must be immediate.
- Students should be at the Value Village Stop at least five minutes prior to the scheduled bus departure. The bus will leave on schedule and cannot stop for late comers after it begins to depart. In the PM, parents should also arrive at least five minutes before the scheduled drop-off time. Refer to times on enclosed bus schedule.
- At all other eastside stops the scheduled bus AM arrival time is estimated. Schedule will be updated after the driver charts the route during the beginning weeks of school. Please arrive at stops 10 minutes before the estimated arrival time. The bus could arrive early.

### Parent Monitors

It is necessary for at least one identified parent per stop to wait with the students in the AM and PM. Without a parent monitor, the stop will have to be discontinued. Their responsibilities are to support safe and efficient loading and unloading and to handle situations in the PM when a child is unmet by a parent or designated person.

### Bus boarding Procedure

1. Before the bus arrives, students need to be lined up and ready to board at a specified area of their stop. The parent monitor will direct this activity.
2. Students will board bus and take a seat as soon as possible. Large musical instruments like cellos need to be quickly stored in the rear of the bus.
3. All AM bus fare transactions will occur at the end of the bus ride. PM transactions will occur upon boarding at the school.

### Student Bus Assistant

Seventh through twelfth graders who ride the bus to and from Value Village can earn the equivalent of a monthly pass through this school service. Their responsibilities include general bus driver support, taking attendance, handling cell phone emergency calls, helping with large instrument loading, assisting small children, punching cards, and making bus fare transactions.

## Emergency Situations and Safety

- Please call the office for emergency situations regarding your child's riding or pick up. The office will contact the bus driver enroute or parent monitor.
- Busing information will be available through the bus phone extension. This could apply to bus breakdowns, driver sickness, weather and other conditions that might affect bus service.
- A phone tree will be used when more immediate communication is required. Parents are needed to activate the phone tree. Please contact the office if you can help with this.
- The Bus Safety and Support Committee (see School Bus Behavior Policy) is the liaison and support system to the bus driver and the busing program. We encourage interested parents to join this important committee that will help ensure that the bus program functions effectively. Committee members meet a few times over the school year.
- Emergency evacuation drills are performed twice during the school year by the bus driver and will be announced ahead of time.

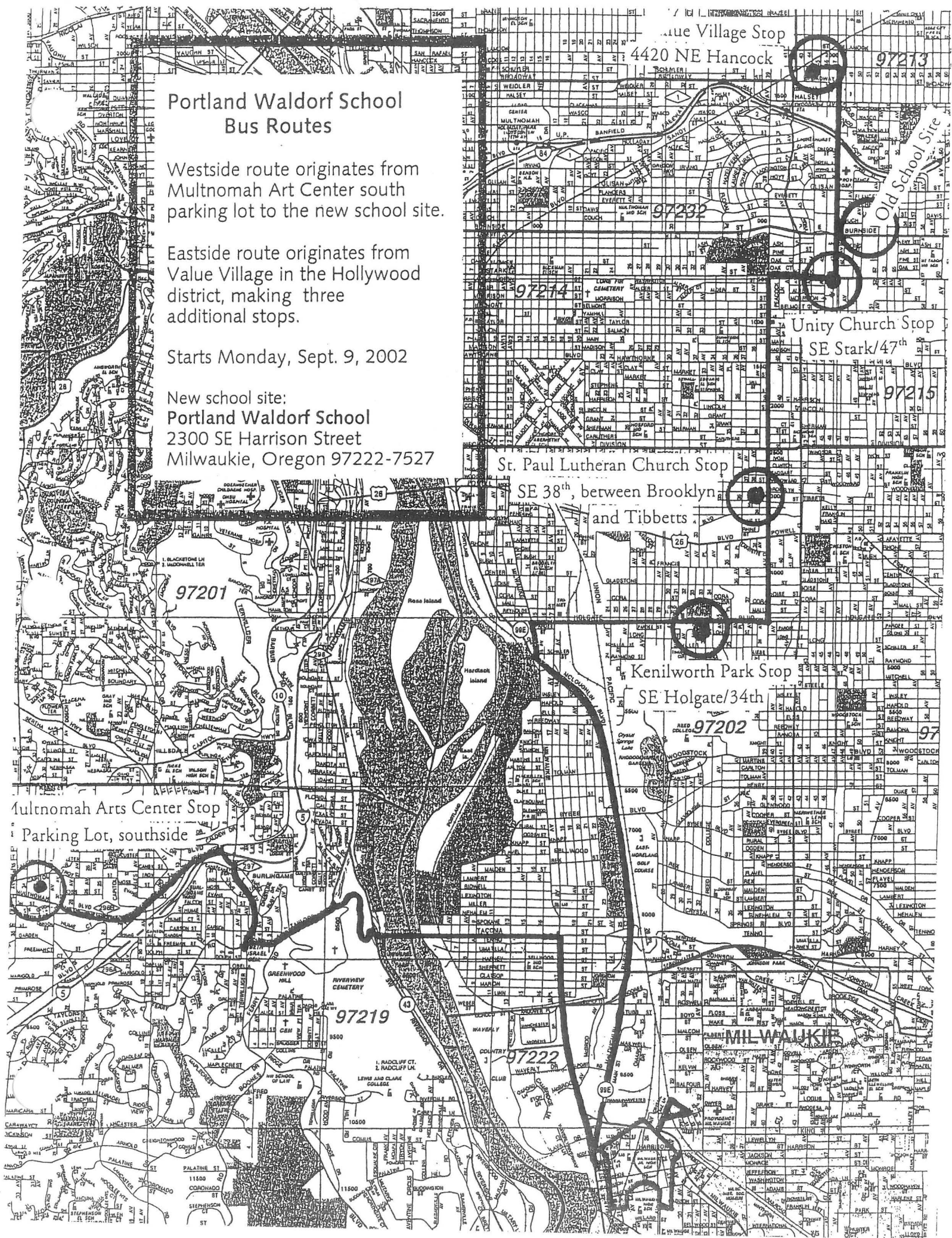
## Portland Waldorf School Bus Routes

Westside route originates from  
Multnomah Art Center south  
parking lot to the new school site.

Eastside route originates from  
Value Village in the Hollywood  
district, making three  
additional stops.

Starts Monday, Sept. 9, 2002

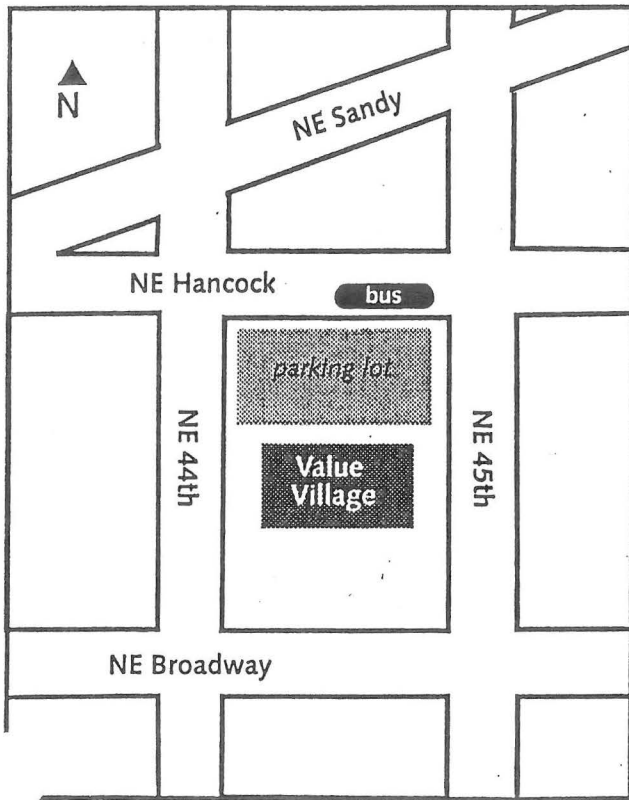
New school site:  
**Portland Waldorf School**  
2300 SE Harrison Street  
Milwaukie, Oregon 97222-7527



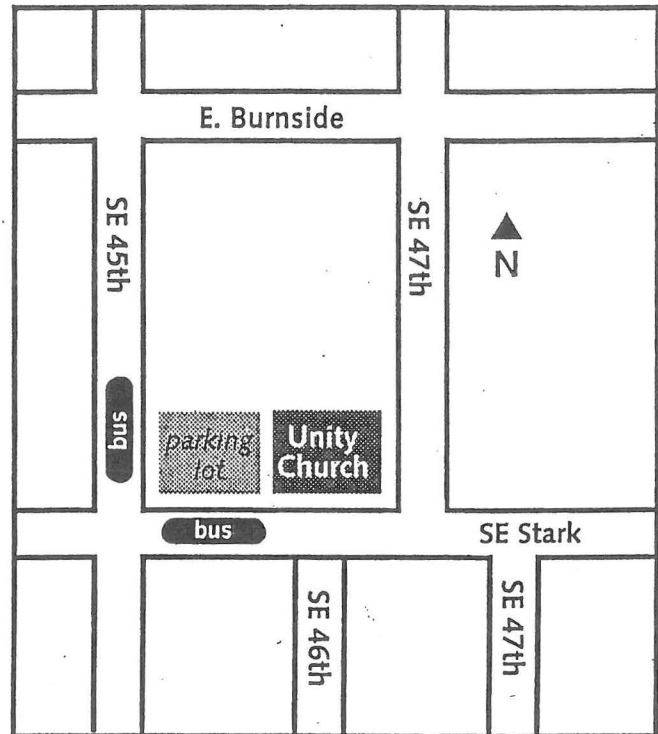


# Eastside Route Bus Stops Beginning September 9, 2002

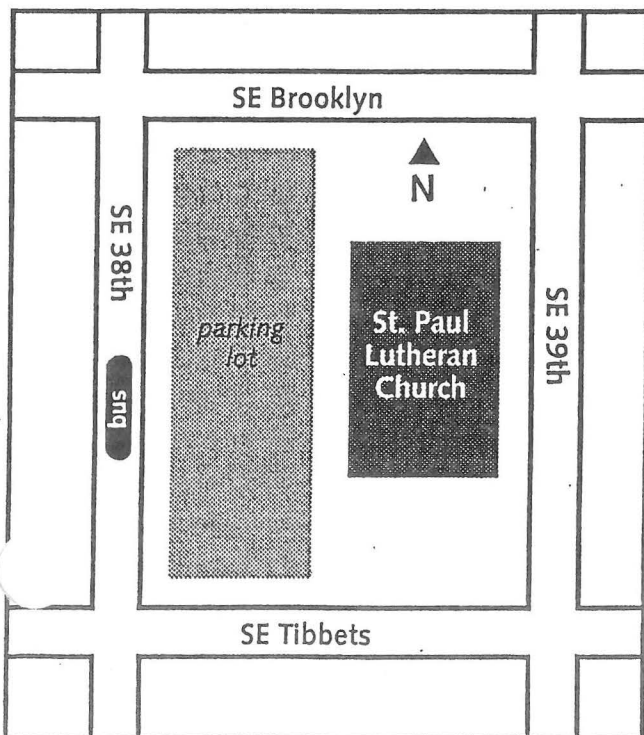
Value Village Stop



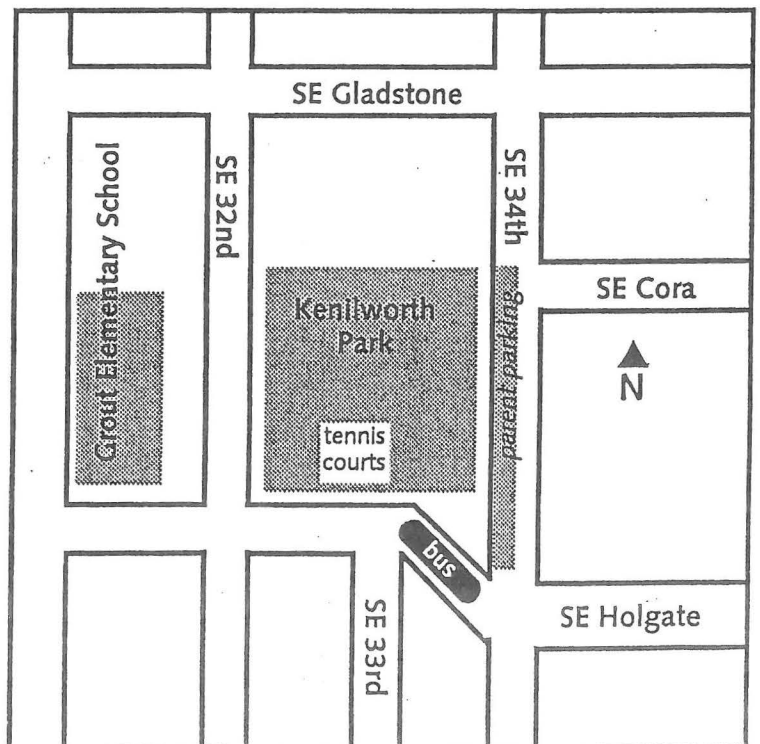
Unity Church Stop



St Paul Lutheran Church Stop



Kenilworth Park Stop



Portland Waldorf School  
**Bus Communication Memo**

**Purpose:** To provide a venue for PWS community members to communicate their suggestions, observations, and concerns so that the Busing Program may better function and develop. **Note:** Memos available in school office and on buses. Return memos to office.

Date: \_\_\_\_\_ Bus Route: ☐ Eastside ☐ Westside

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Completed by \_\_\_\_\_ Phone # \_\_\_\_\_ 9/02



Portland Waldorf School  
**Bus Communication Memo**

**Purpose:** To provide a venue for PWS community members to communicate their suggestions, observations, and concerns so that the Busing Program may better function and develop. **Note:** Memos available in school office and on buses. Return memos to office.

Date: \_\_\_\_\_ Bus Route: ☐ Eastside ☐ Westside

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Completed by \_\_\_\_\_ Phone # \_\_\_\_\_ 9/02

# SCHOOL BUSING PROGRAM – REGISTRATION & MASTER SCHEDULE

Child(ren)'s Name 1 \_\_\_\_\_ class \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_

If two-family situation, please provide information for both

Parent Names \_\_\_\_\_ Phone Numbers: home \_\_\_\_\_  
 work \_\_\_\_\_  
 cell \_\_\_\_\_  
 Address \_\_\_\_\_

Parent Names \_\_\_\_\_ Phone Numbers: home \_\_\_\_\_  
 work \_\_\_\_\_  
 cell \_\_\_\_\_  
 Address \_\_\_\_\_

Note: Check boxes below. For more than one child, when their schedules vary, use the # next to the child's name above in the divided boxes below.

## WEST SIDE

<b>AM SCHEDULE</b>	MON	TUES	WED	THURS	FRI
Depart MAC	□□□	□□□	□□□	□□□	□□□
<b>PM SCHEDULE</b>	MON	TUES	WED	THURS	FRI
MAC drop off	□□□	□□□	□□□	□□□ early	□□□

## EAST SIDE

<b>AM SCHEDULE</b>	MON	TUES	WED	THURS	FRI
	□□□	□□□	□□□	□□□	□□□
<b>PM SCHEDULE</b>	MON	TUES	WED	THURS	FRI
	□□□	□□□	□□□	□□□ early	□□□

<b>STOP USED</b>	<u>Value Village</u>	<u>Unity</u>	<u>St. Paul</u>	<u>Kenilworth Park</u>
Check one	□□□	□□□	□□□	□□□

- Pick-up person/alternate \_\_\_\_\_ / \_\_\_\_\_
- Permission for my 5<sup>th</sup> grade & older child to be left unmet (init) \_\_\_\_\_
- Permission for my 5<sup>th</sup> grade & older child to be in charge of a younger sibling (init) \_\_\_\_\_
- Special instructions \_\_\_\_\_

Parent signature \_\_\_\_\_



## **Attachment 3**

### **Summary of Public Comment**

Nov. 13, 2007 Phone Conversation with Mark Lisin:

- Mr. Lisin lives in the neighborhood to the north of PWS and complained about people from PWS parking and idling their cars on his street.
- When asked how he knew the cars belonged to someone from PWS, he replied that they had PWS bumper stickers.

Nov. 15, 2007 Phone Conversation with Thelma Savage:

- Ms. Savage lives in the neighborhood to the north of PWS and complained about staff and students parking on her street. She thinks the students park there so they can smoke since it's not on school property.
- When asked how she knew the cars belonged to someone from PWS, she replied that they had PWS bumper stickers and walked in the direction of the school.

