

Memorandum

Date: February 6, 2019

To: West Linn Planning Commission

From: Darren Wyss, Associate Planner

Subject: CUP-18-01 Supplemental Findings – Potential Queuing in Right-of-Way

The Planning Commission will hold a public hearing on February 6, 2019 on a proposal for a Conditional Use Permit, Class II Design Review, and two Class II Variances for the purpose of locating a private pre-school to middle school facility at 19915/19803 Old River Drive. The purpose of this memo is to provide amended findings related to staff's request for additional information from the applicant regarding potential queuing of cars in the right-of-way during drop-off/pick-up times.

The applicant provided the requested information on February 1, 2019 (see Attachment 1), after the publishing of the staff report and Planning Commission packet. City staff and the City's traffic consultant reviewed the information and determined there is sufficient on-site queuing storage and it would not extend into the public right-of-way (see Attachment 2).

Based on this updated information, the following seven findings are amended with the **new language underlined**.

48.025 ACCESS CONTROL

B. Access Control Standards

1. Traffic impact analysis requirements. The City or other agency with access jurisdiction may require a traffic study prepared by a qualified professional to determine access, circulation and other transportation requirements. (See also CDC [55.125](#), Traffic Impact Analysis.)

Staff Finding 35: The applicant has provided a Traffic Impact Study (pages 239 to 322 of packet). The analysis found no impact to off-site transportation facilities. Staff found the analysis did not provide adequate information to determine the potential for drop-off/pick-up stacking into the Old River Drive right-of-way. Stacking into the right-of-way may warrant the need for additional right-of-way improvements for mitigation. Staff has requested additional information per the email found in Exhibit PC-2.

The applicant provided a supplemental memo (Marylhurst School – On Site Queuing dated February 1, 2019) in response to Staff's request for more information to address the potential for stacking into the Old River Drive right-of-way caused by student drop-off/pick-up. The

applicant found the 120 foot drop-off lane will provide sufficient on-site drop-off/pick-up storage to prevent stacking into the right-of-way. The drop-off lane will accommodate six vehicles and the anticipated maximum que is five vehicles at the maximum enrollment of 194 after completion of Phase Two. The City’s transportation consultant found this analysis provided an adequate amount of information to support the finding (DKS Memorandum: Marylhurst School TIS Review dated February 5, 2019). The applicant will install half-street improvements, but no need for additional right-of-way improvements are warranted.

55.100

I. Public facilities. An application may only be approved if adequate public facilities will be available to provide service to the property prior to occupancy.

1. Streets. Sufficient right-of-way and slope easement shall be dedicated to accommodate all abutting streets to be improved to the City’s Improvement Standards and Specifications. The City Engineer shall determine the appropriate level of street and traffic control improvements to be required, including any off-site street and traffic control improvements, based upon the transportation analysis submitted. The City Engineer’s determination of developer obligation, the extent of road improvement and City’s share, if any, of improvements and the timing of improvements shall be made based upon the City’s systems development charge ordinance and capital improvement program, and the rough proportionality between the impact of the development and the street improvements...

Staff Finding 82: Old River Drive is classified as a Neighborhood Route in the West Linn Transportation System Plan and has an existing right-of-way (ROW) width of 60 feet. There are no existing pedestrian/bicycle facilities in the ROW. The ROW is sufficient to accommodate proposed street improvements for a Neighborhood Route without Parking. The applicant has submitted a Traffic Impact Study and designed the infrastructure to accommodate anticipated traffic load and pedestrian facilities. Staff found the analysis did not provide adequate information to determine the potential for drop-off/pick-up stacking into the Old River Drive right-of-way. Stacking into the right-of-way may warrant the need for additional right-of-way improvements for mitigation. Staff has requested additional information per the email found in Exhibit PC-2.

The applicant provided a supplemental memo (Marylhurst School – On Site Queuing dated February 1, 2019) in response to Staff’s request for more information to address the potential for stacking into the Old River Drive right-of-way caused by student drop-off/pick-up. The applicant found the 120 foot drop-off lane will provide sufficient on-site drop-off/pick-up storage to prevent stacking into the right-of-way. The drop-off lane will accommodate six vehicles and the anticipated maximum que is five vehicles at the maximum enrollment of 194 after completion of Phase Two. The City’s transportation consultant found this analysis provided an adequate amount of information to support the finding (DKS Memorandum: Marylhurst School TIS Review dated February 5, 2019). The applicant will install half-street improvements, but no need for additional right-of-way improvements are warranted.

55.125 TRANSPORTATION ANALYSIS

Certain development proposals required that a Traffic Impact Analysis (TIA) be provided which may result in modifications to the site plan or conditions of approval to address or minimize any adverse impacts created by the proposal. The purpose, applicability and standards of this analysis are found in CDC [85.170\(B\)\(2\)](#).

Staff Finding 98: The applicant has provided a Traffic Impact Study (pages 239 to 322 of packet). The analysis found no impact to off-site transportation facilities. Staff found the analysis did not provide adequate information to determine the potential for drop-off/pick-up stacking into the Old River Drive right-of-way. Stacking into the right-of-way may warrant the need for additional right-of-way improvements for mitigation. Staff has requested additional information per the email found in Exhibit PC-2.

The applicant provided a supplemental memo (Marylhurst School – On Site Queuing dated February 1, 2019) in response to Staff’s request for more information to address the potential for stacking into the Old River Drive right-of-way caused by student drop-off/pick-up. The applicant found the 120 foot drop-off lane will provide sufficient on-site drop-off/pick-up storage to prevent stacking into the right-of-way. The drop-off lane will accommodate six vehicles and the anticipated maximum que is five vehicles at the maximum enrollment of 194 after completion of Phase Two. The City’s transportation consultant found this analysis provided an adequate amount of information to support the finding (DKS Memorandum: Marylhurst School TIS Review dated February 5, 2019). The applicant will install half-street improvements, but no need for additional right-of-way improvements are warranted.

60.070.A

4. Adequate public facilities will be available to provide service to the property at the time of occupancy.
5. The applicable requirements of the zone are met, except as modified by this chapter.
6. The supplementary requirements set forth in Chapters 52 to 55 CDC, if applicable, are met.
7. The use will comply with the applicable policies of the Comprehensive Plan.

Staff Finding 103: Staff incorporates applicant findings (pages 115 to 119 of packet). In addition, the applicant will install street improvements per Condition of Approval 2 to ensure adequate transportation facilities are available. The applicant has provided a Traffic Impact Study (pages 239 to 322 of packet). The analysis found no impact to off-site transportation facilities. Staff found the analysis did not provide adequate information to determine the potential for drop-off/pick-up stacking into the Old River Drive right-of-way. Stacking into the right-of-way may warrant the need for additional right-of-way improvements for mitigation. Staff has requested additional information per the email found in Exhibit PC-2.

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storage to prevent stacking into the right-of-way. The drop-off lane will accommodate six vehicles and the anticipated maximum que is five vehicles at the maximum enrollment of 194 after completion of Phase Two. The City’s transportation consultant found this analysis provided an adequate amount of information to support the finding (DKS Memorandum: Marylhurst School TIS Review dated February 5, 2019). The applicant will install half-street improvements, but no need for additional right-of-way improvements are warranted.

7. *Requiring participation in making the intersection improvement or improvements identified in the Transportation System Plan when a traffic analysis (compiled as an element of a conditional use application for the property) indicates the application should contribute toward.*

Staff Finding 111: The applicant has provided a Traffic Impact Study (pages 239 to 322 of packet). The analysis found no impact to off-site transportation facilities. Staff found the analysis did not provide adequate information to determine the potential for drop-off/pick-up stacking into the Old River Drive right-of-way. Stacking into the right-of-way may warrant the need for additional right-of-way improvements for mitigation. Staff has requested additional information per the email found in Exhibit PC-2.

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XII. CHAPTER 96, STREET IMPROVEMENT CONSTRUCTION

96.010 CONSTRUCTION REQUIRED

A. *New construction.*

(...)

B. *Remodeling of an existing building.*

(...)

Staff Finding 133: The applicant proposal includes construction of half-street improvements along the portion of Old River Drive that is adjacent to the subject property. The applicant has provided a Traffic Impact Study (pages 239 to 322 of packet). The analysis found no impact to off-site transportation facilities. Staff found the analysis did not provide adequate information to determine the potential for drop-off/pick-up stacking into the Old River Drive right-of-way. Stacking into the right-of-way may warrant the need for additional right-of-way improvements for mitigation. Staff has requested additional information per the email found in Exhibit PC-2. Installation of all street improvements will meet the West Linn Public Works Design Standards per Condition of Approval 2.

The applicant provided a supplemental memo (Marylhurst School – On Site Queuing dated February 1, 2019) in response to Staff’s request for more information to address the potential for stacking into the Old River Drive right-of-way caused by student drop-off/pick-up. The applicant found the 120 foot drop-off lane will provide sufficient on-site drop-off/pick-up storage to prevent stacking into the right-of-way. The drop-off lane will accommodate six vehicles and the anticipated maximum que is five vehicles at the maximum enrollment of 194 after completion of Phase Two. The City’s transportation consultant found this analysis provided an adequate amount of information to support the finding (DKS Memorandum: Marylhurst School TIS Review dated February 5, 2019). The applicant will install half-street improvements, but no need for additional right-of-way improvements are warranted.

96.020 STANDARDS

Street improvements shall be installed according to the City standards and shall be completed prior to the issuance of any occupancy permit for the new or remodeled structure or building. In unimproved areas of the City, the City Engineer may grant a time extension of the provisions of this section; provided, that the applicant provides sufficient security in amount and quantity satisfactory to the City Attorney to assure payment of such improvement costs.

Staff Finding 134: The applicant proposal includes construction of half-street improvements along the portion of Old River Drive that is adjacent to the subject property. The applicant has provided a Traffic Impact Study (pages 239 to 322 of packet). The analysis found no impact to off-site transportation facilities. Staff found the analysis did not provide adequate information to determine the potential for drop-off/pick-up stacking into the Old River Drive right-of-way. Stacking into the right-of-way may warrant the need for additional right-of-way improvements for mitigation. Staff has requested additional information per the email found in Exhibit PC-2. Installation of street improvements will be complete before occupancy and meet the West Linn Public Works Design Standards per Condition of Approval 2.

The applicant provided a supplemental memo (Marylhurst School – On Site Queuing dated February 1, 2019) in response to Staff’s request for more information to address the potential for stacking into the Old River Drive right-of-way caused by student drop-off/pick-up. The applicant found the 120 foot drop-off lane will provide sufficient on-site drop-off/pick-up storage to prevent stacking into the right-of-way. The drop-off lane will accommodate six vehicles and the anticipated maximum que is five vehicles at the maximum enrollment of 194 after completion of Phase Two. The City’s transportation consultant found this analysis provided an adequate amount of information to support the finding (DKS Memorandum: Marylhurst School TIS Review dated February 5, 2019). The applicant will install half-street improvements, but no need for additional right-of-way improvements are warranted.

Technical Memorandum

To: Amy Pepper, City of West Linn
Copy: Garth Appanaitis, DKS Associates
From: Jessica Hjar
 Todd Mobley, PE
Date: February 1, 2019
Subject: Marylhurst School – On Site Queuing



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This memorandum is written to supplement the traffic impact study for the proposed Marylhurst School prepared by Lancaster Engineering in January 2019.

Existing Site Drop-Off Observations

The Marylhurst School is currently located at 1232 Linn Avenue in Oregon City. The current site has approximately eight standard marked parking spaces and two handicap spaces. In addition to these parking spaces, there is room for about 12 parallel parking spaces that are not attributed to the designated drop-off area. Therefore, there is a parking capacity of 22 vehicles for the existing site, in addition to the curbside pick-up and drop-off area, which can accommodate approximately five vehicles.

The school shares a driveway and turnaround with the City of Oregon City community planning offices. The school has prohibited parents from using the spaces designated for use by the planning office, and those spaces are not included in the count above.

Morning drop-off observations were made on January 31st, 2019 between 8:05 AM and 8:35 AM at the existing school location. Both the primary and middle school students begin their school days at 8:30 AM.

The school administrator was outside monitoring school drop-off the duration of the observation period. She directed vehicles to pull forward in the drop-off area and opened doors for children to exit vehicles. The longest queue length observed was four vehicles, which occurred at 8:33 AM. Many vehicles in the drop-off area were observed to have more than one child. About half of the incoming vehicles were observed to park and escort their children inside the school. Although the parking area for the planning office was empty, no vehicles for school drop-off were observed to park in the office spaces.

Proposed Site Circulation

The proposed school location at 19915 Old River Road will have approximately 37 on-site parking spaces. The curb frontage of the pick-up and drop-off area measures approximately 120 feet, which can



accommodate six vehicles, as shown in Figure 1 below. The drop-off area can accommodate two lanes of vehicles, one lane along the curb frontage for loading and one serves as a bypass lane.

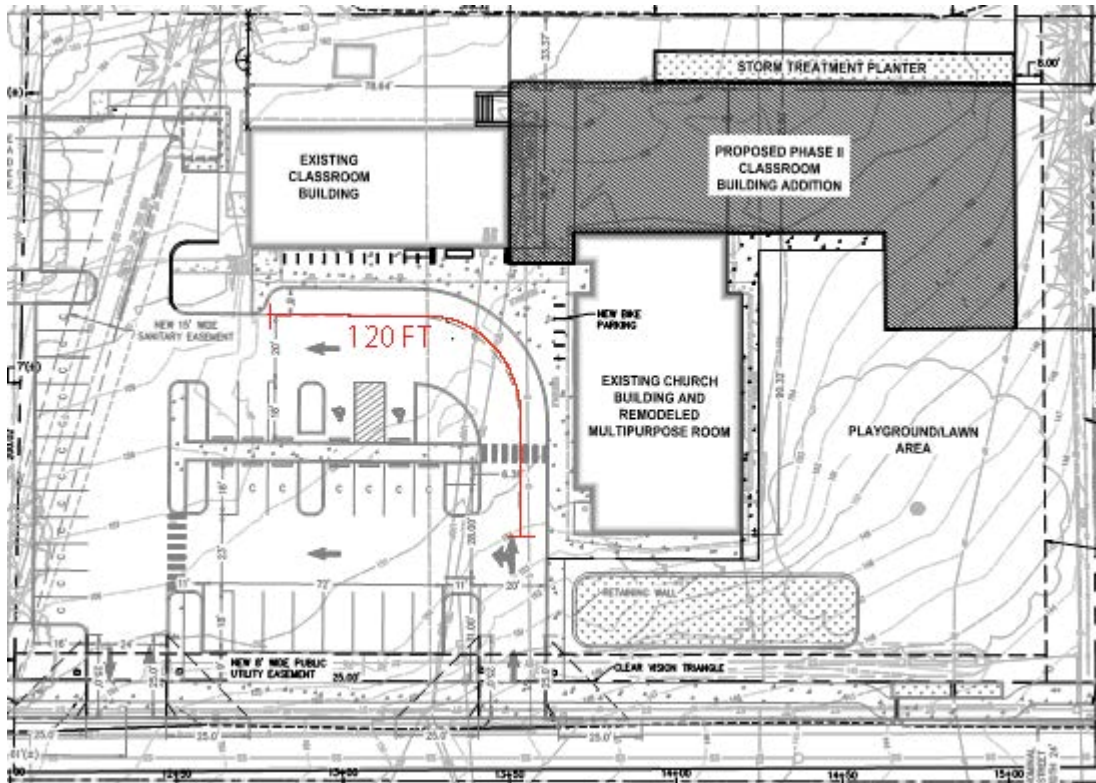


Figure 1 - Curbside Queuing Capacity (feet)

As shown in the table below, the new site in West Linn will have more capacity for parking as well as on-site queuing than the school's current location. Based on the existing site observations, the proposed site has a projected queue length of five vehicles for the phase two occupancy of 194 students. Therefore, all queuing can be accommodated on site and is not anticipated to impact public roadway within the site vicinity.

Table 1 - Site Comparison Summary

	Existing Site	Proposed Site
On-Site Parking Capacity	22 spaces	37 spaces
On-Site Pick-up/Drop-off Capacity	5 vehicles	6 vehicles
Number of Students	165 students	194 students
Maximum Queue	4 vehicles	5 vehicles



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MEMORANDUM

DATE: February 5, 2019
TO: Amy Pepper, City of West Linn
FROM: Garth Appanaitis, PE
SUBJECT: Marylhurst School TIS Review
West Linn On Call - Task 12

P16043-012

Per your request, we have reviewed the revised traffic impact study (TIS)¹ and supplemental materials² provided for the proposed Marylhurst School at 19915 Old River Drive. The revised TIS and additional materials were prepared to address our prior technical review comments³ regarding site transportation needs and traffic impacts.

The updated materials include a summary of circulation and loading patterns on site, including observations performed at the existing school site. The TIS notes that pick up times are divided into three periods (middle school, primary, and preschool), which are “staggered at least 45 minutes apart to disperse impacts and traffic congestion on site.”

In addition, on-site queuing observations were performed at the existing school site in Oregon City (1232 Linn Avenue). These observations note that the maximum observed vehicle queue was four vehicles during the peak morning period. The current site includes 165 students, which would scale to a projected five-vehicle maximum queue for the full site occupancy of 194 students.

The analysis notes that the proposed site would include 120 feet of available curb storage along the loading area, which would provide space for approximately 6 vehicles. While actual vehicle spacing may exceed 20 feet per vehicle, Figure 1 indicates that six vehicles could be accommodated on site. Therefore, for the proposed site with an enrollment of 194 students, the typical maximum vehicle queue of five vehicles could be accommodated on site and would not extend into the public street system.

If you have any questions, please call.

¹ *The Marylhurst School Traffic Impact Study*, prepared by Lancaster Engineering, January 22, 2019.

² *Technical Memorandum: Marylhurst School - On Site Queuing*, prepared by Lancaster Engineering, February 1, 2019.

³ *Memorandum: Marylhurst School TIS Review*, prepared by DKS Associates, January 10, 2019.