



City of Seattle
Edward B. Murray, Mayor
Seattle Department of Neighborhoods
Kathy Nyland, Director

SCHOOL DEVELOPMENT STANDARD DEPARTMENT ADVISORY COMMITTEE

QUEEN ANNE ELEMENTARY SCHOOL DESIGN DEPARTMENT RECOMMENDATIONS

Project #3026198

AUGUST 21, 2017

This report is produced pursuant to the City of Seattle Municipal Code (SMC 23.44.17 and 23.79) (the "Code"). The intent and purpose of this report is to document public testimony and make recommendations to the City for modifications to development standards in order to facilitate renovation of the Queen Anne Elementary School located at 411 Boston St., Seattle.



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Queen Anne Elementary School Design Departure Advisory Committee Report and Recommendations

1. Background

1.1 Project Description

On March 30, 2017, the Seattle Public Schools submitted a request for departures from three (3) Seattle Municipal Code (SMC) Development Standards to accommodate a modernization and addition project at Magnolia Elementary School located at 411 Boston St., Seattle.

Queen Anne Elementary School has an existing enrollment of approximately 420 students to provide a total capacity of 500 students to address current and projected elementary growth in Queen Anne and downtown Seattle, and reduce overcrowding at elementary schools in the area. The proposed project includes building an addition with 8 classrooms of permanent capacity four of which are sized and configured to serve Kindergarten, and shared learning/small group spaces; a gymnasium with associated support; an expanded dining commons that doubles as both a “We Wonder” project based learning lab and a performance stage; and a new main office, relocated to the center of campus for improved function, equitable faculty support, closer student connection, a physical presence, and heightened security. The work will also provide improvements to the site including a staff parking lot and a service loading dock.

In order to reclaim the ‘heart’ of the campus, staff parking and dumpster storage are being moved out from the middle of the site and relocated to the perimeter of the site, away from student play, and visually shielded from drop-off and arrival areas. Currently, both bus and parent drop-off occur on Bigelow Ave N. This has created space and safety concerns. The new configuration explores bus loading and unloading along Bigelow, and parent drop-off along 4th Ave N. To accommodate this, new site entry stairs and accessible ramps are proposed mid-block on both sides.

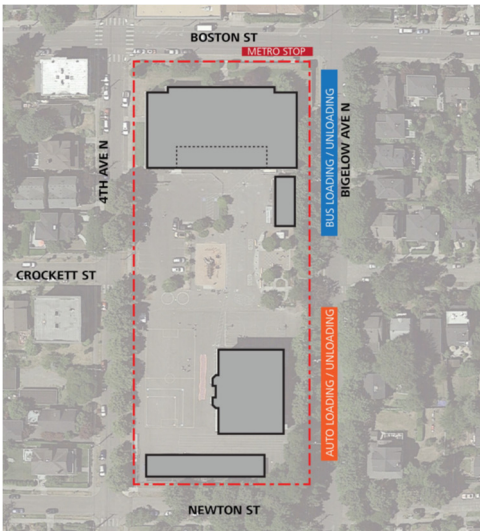


Exhibit 1 Existing Site Plan

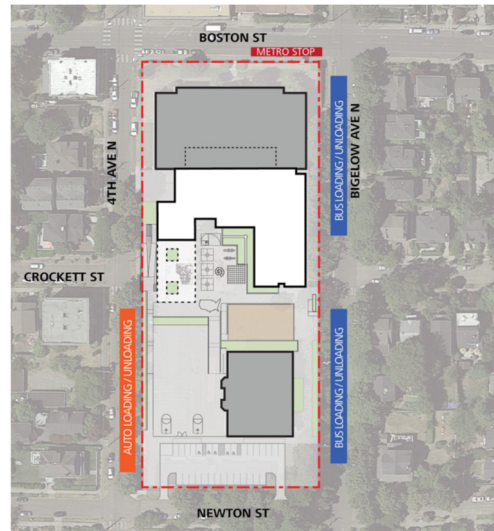


Exhibit 2 Proposed Site Plan

1.2 Neighborhood Characteristics

The existing 2.99-acre (130,293.45 square feet) site for the school is located in East Queen Anne, bounded by Boston Street to the north, Bigelow Ave N. to the east, Newton Street to the south and 4th Ave N. to the west. The property is located within SF 5000 zoning and is mostly surrounded by SF 5000 zoning, with the exception of commercial zone, Neighborhood Commercial 1 (NC1-30), on the north side of Boston Street between 4th Ave N. and Bigelow Ave N. and Lowrise multifamily zone, Lowrise 2 (LR2), along the west side of 4th Ave N. between Crockett St and Boston Street.

Located on the north side of Boston Street, in the NC1-30 zone, is a single-story commercial building with a parking lot and a two-story apartment building. Located on the west side of 4th Ave N., in the LR2 zone, is a three-story apartment building on the corner of Boston Street and 4th Ave N. Additionally, there is a four-story apartment building on the corner of Crockett Street and 4th Ave N., in the SF 5000 residential zone.

Access to the site is limited, as it is surrounded entirely by either retaining wall or sharply graded landscaping. The existing brick building can be accessed directly from 4th Ave N., Boston Street and Bigelow Ave N. via stair only; no ADA accessible ramps are available. The front door, as designed, was intended to be on Boston Street. The 1905 wood building must be accessed from the site. Site access is limited to stairs at the intersection of Crockett Street and both 4th Ave N. and Bigelow Ave N, and on Newton Street near the SE corner. Additionally, there is a non-accessible ramp at the SW corner of the site and a driveway at the SW corner of the 1922 brick building that provides access to the parking lot and has become one the main entrances for students, staff and visitors.

Furthermore, SDCI identifies an area in the NE corner of the site, between the north retaining wall and the north façade of the existing brick building as a steep slope area, “slopes with an incline of forty percent or more within a vertical elevation change of at least ten feet”. The project

submitted an ECA exemption request and based on review of the submitted information, SDCI concluded that the proposed development does not encroach within this area and therefore the standards have been waived for this project.

1.3 Requests for Departure and Committee Formation

The City initiated the Development Standard Departure Process, pursuant to SMC 23.44.17 and 23.79. The Code requires that the Department of Neighborhoods (DON) convene a Development Standard Advisory Committee (hereinafter as the Committee) when the School District proposes a departure from the development standards identified under the Code. These standards are popularly referred to as the “zoning code”.

The purpose of the Committee is 1) to gather public comment and evaluate the proposed departures for consistency with the objectives and intent of the City’s land use policies to ensure that the proposed facility is compatible with the character and use of its surroundings; and 2) to develop a report and recommendation to the Seattle Department of Construction and Inspections (SDCI) from DON. (SMC 23.79.008)

Following completion of the Committee Report and its transmittal to SDCI, the Director of SDCI will issue a formal report and decision. The Director of SDCI will consider the recommendations of the Committee and will determine the extent of departure from established development standards which may be allowed, as well as identify all mitigating measures which may be required. The Director’s decision is appealable.

On April 4, 2017, DON sent notices to residents within 600 feet of the Queen Anne Elementary School requesting self-nominations for membership on the Committee. Fifteen community members applied, and on May 9, 2017 the Committee was formed. The Committee is composed of eight voting members and two alternates, a representative from SDCI and a City non-voting Chair.

The Committee was appointed as follows:

Tammi DeVore	Person residing within 600’
Sandra Harui	Person owning property or a business within 600’
Laura Cole Jackson	Representative of the general neighborhood
Mindy Black	Representative of the general neighborhood
Angie Kim	At large to represent citywide education issues
Mark Meuter	Representative of the Queen Anne Elementary PTSA
Kari Edmondson	Representative of the Queen Anne Elementary PTSA
Vincent Gonzales	Representative of the Seattle School District

Karen Lonergan	Alternate - Resigned
Jason Robert	Alternate
Holly Godard (Ex-officio)	Seattle Department of Construction and Inspections (SDCI)
Maureen Sheehan (Ex-officio)	Department of Neighborhoods (DON)

2. Departures

2.1 Specific District Requests

The Queen Anne Elementary School Addition will expand the area of the existing 1922 brick building and will not impact the Seattle City Landmark 1905 wood building. It will house the existing program with the capacity to accommodate 500 students. The existing 1922 brick building is 20,707 square feet and the existing 1905 wood building is 7,959 square feet. The existing portables are a combined 5,002 square feet and will be demolished on site, leaving a remaining 33,668 square feet of building area across the site. The new addition will be a one-story structure of approximately 22,850 square feet, of which 3,000 square feet is for covered play. The site will not be occupied during construction.

In order to accommodate the educational program for this project, the District requested the following departures from provisions of the SMC 23.79.008 C1a.

Departure #1 – Greater than Allowed Lot Coverage

Existing Standard: SMC 23.51B.002 C - LOT COVERAGE IN SINGLE FAMILY ZONES

For new public-school construction and additions to existing public school structures on existing public school sites, the maximum lot coverage permitted is the greater of the following: 45 percent of the lot area for one story structures or 35 percent of the lot area if any structure or portion of a structure has more than one story.

Departure Requested: Lot Coverage, Public Schools Proposed

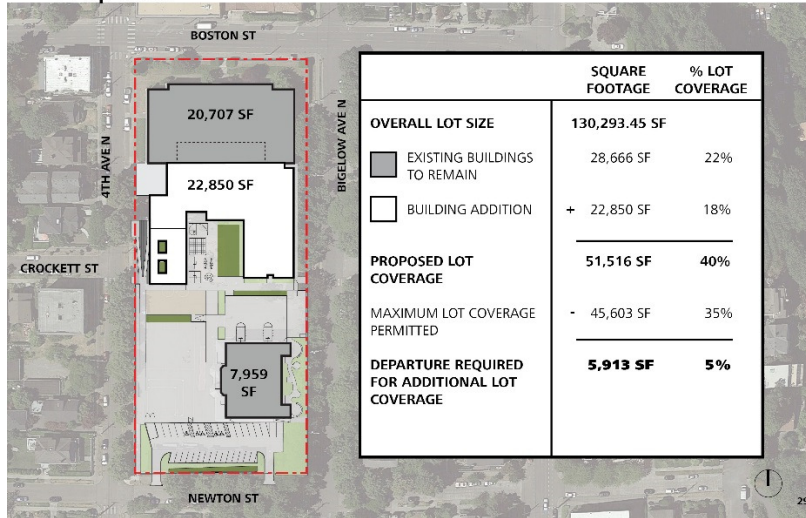


Exhibit 3 Proposed Lot Coverage

Departure Requested: 5% additional lot coverage.

Departure #2 – Less than Required Off-street Parking

Existing Standard: SMC 23.54.015 (Table C – Row N)

1 space for each 80 square feet of all auditoria or public assembly rooms, OR 1 space for every 8 fixed seats in auditoria or public assembly rooms containing fixed seats, for new public schools on a new or existing public school site.

Departure Requested: Parking Requirements Proposed + Departure

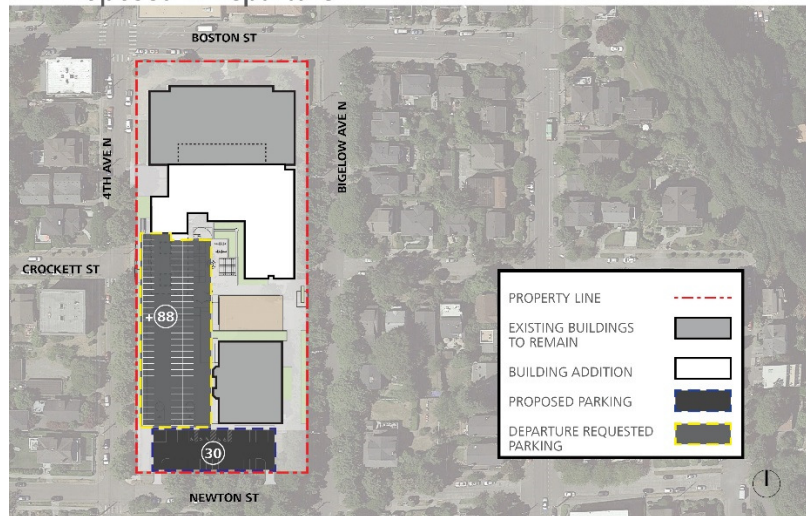


Exhibit 4 Impact of Code Required On-Site Parking Stalls

Departure Requested: to allow for 88 parking spaces less than the code required parking to be provided on-site. [118 required stalls – minimum of 30 proposed stalls = 88 departure stalls requested]

Departure #3.a – Off-site Bus Loading & Unloading on Bigelow Ave N. (PREFERRED)

Note: Bigelow Ave N. is part of the Historic Queen Anne Boulevard, a city park managed by Seattle Parks and Recreation (SPR). SPS buses currently load and unload on Bigelow Ave N., however that loading zone was not permitted by SPR, therefore SPS must formally request the use of the Boulevard for this purpose. At the time of this report, SPR has not made a determination whether they will allow this use, therefore the design team is proposing an alternative solution, 4th Ave N., as a potential location in the event SPR will not allow bus load and unload to take place.

Existing Standard: SMC 23.51B.002.I.4

When a public school is remodeled or rebuilt at the same site, an existing on-street bus loading area is allowed if the following conditions are met:

1. The school site is not proposed to be expanded;
2. The student capacity of the school is not being expanded by more than 25 percent; and
3. The location of the current on-street bus loading remains the same.

Departure Requested: Bus Loading & Unloading
Preferred: Bus Loading & Unloading on Bigelow Ave N.

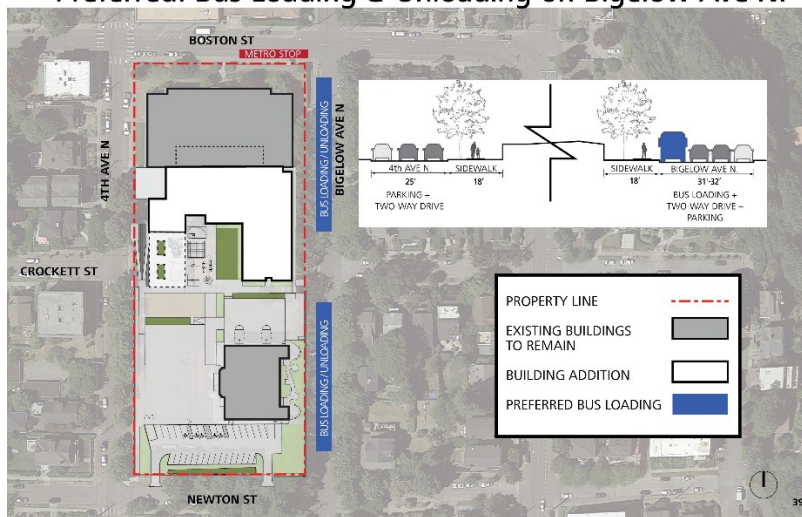


Exhibit 5 Location of Off-site Bus Loading & Unloading on Bigelow Ave N.

Departure Requested: Additional bus loading & unloading on Bigelow Ave N.

Departure #3.b – Off-site Bus Loading & Unloading on 4th Ave N. (ALTERNATIVE)

Existing Standard: SMC 23.51B.002.I.4

When a public school is remodeled or rebuilt at the same site, an existing on-street bus loading area is allowed if the following conditions are met:

1. The school site is not proposed to be expanded;
2. The student capacity of the school is not being expanded by more than 25 percent; and
3. The location of the current on-street bus loading remains the same.

Departure Requested: Bus Loading & Unloading
Alternate: Bus Loading & Unloading on 4th Ave N.

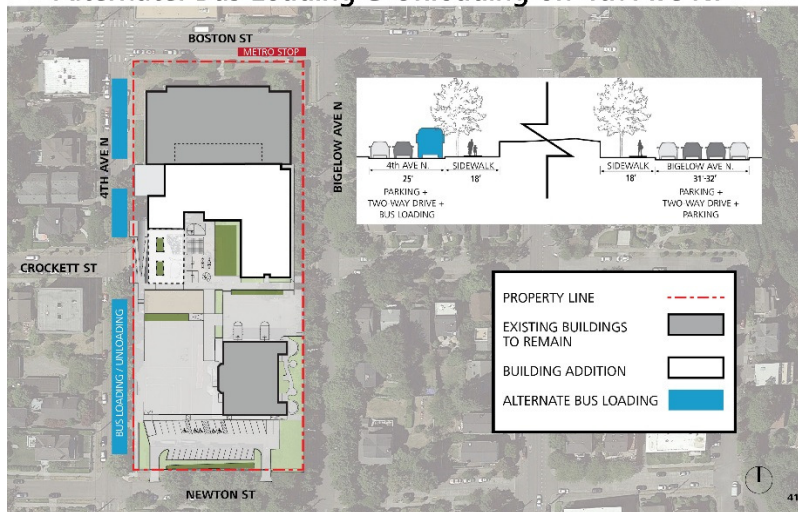


Exhibit 6 Location of Off-site Bus Loading & Unloading on 4th Ave N.

Departure Requested: Additional bus loading & unloading on 4th Ave N.

2.2 Committee Review and Recommendations

2.2.1 Process & Public Meeting

The Committee was convened in two public meetings on June 6, approximately 20 people attended, 15 of whom provided public comment, and July 20, approximately 33 people attended, 11 of whom provided public comment at Queen Anne Elementary School. The common theme raised in public comment were the parking and traffic impacts on the neighborhood due to the lack of on-site parking will disproportionately affect neighbors living adjacent to the school;

2.2.2 Review Criteria

Section 23.79 of the Code directs the Committee to evaluate the requested departures for consistency with the general objectives and intent of the Code, and to balance the interrelationships among the following factors:

a. Relationship to Surrounding Areas:

- (1) Appropriateness in relation to the character and scale of the surrounding area
- (2) Presence of edges (significant setbacks, major arterials, topographic breaks, and similar features) which provide a transition in scale.
- (3) Location and design of structures to reduce the appearance of bulk;
- (4) Impacts on traffic, noise, circulation and parking in the area; and
- (5) Impacts on housing and open space.

b. Need for Departure: The physical requirements of the specific proposal and the project's relationship to educational needs shall be balanced with the level of impacts on the surrounding area. Greater departure may be allowed for special facilities, such as a gymnasium, which are unique and/or an integral and necessary part of the educational process; whereas, a lesser or no departure may be granted for a facility which can be accommodated within the established development standards.

Section 23.51.002 contains further restriction related to single family and other low-rise residential zones.

2.2.3 Application of Review Criteria to Requested Departures and Committee Recommendations

The Seattle Municipal Code intent is to grant departures from the requirements of the Municipal Code to accommodate the educational needs of the programs to be located in single family zoned neighborhoods. The Seattle School District has demonstrated that it cannot accommodate the program necessary for this area without granting departures for: 1) lot coverage, 2) parking, and 3) off-site bus loading.

Need for Departures

The committee recognized the need for the requested departures to accommodate essential school functions on the site, meanwhile requiring less than required parking on site and relocating bus loading and unloading off site. There was significant discussion on how to utilize the site to relieve the additional burden on the neighbors with as much on-site parking as possible, while maintaining necessary open space.

Departure #1 – Greater than Allowed Lot Coverage

- 1) **Appropriateness in relation to the character and scale of the surrounding area** were considered by the committee, and they did not have concerns about the school's increased lot coverage having an impact on its relationship to the neighborhood.
- 2) **Presence of edges (significant setbacks, major arterials, topographic breaks, and similar features) which provide a transition in scale** were considered by the committee, and they did not have concerns about the school's increased lot coverage having an impact on the transition in scale.

- 3) **Location and design of structures to reduce the appearance of bulk** were considered by the committee, and they did not have concerns about the school's increased lot coverage having an impact on the appearance of bulk.
- 4) **Impacts on traffic, noise, circulation and parking in the area** were considered by the committee, and they did have concerns about the school's increased lot coverage having an impact on traffic, circulation and parking the neighborhood, which were addressed in departures #2 & 3.
- 5) **Impacts on housing and open space** were considered by the committee, and they did not have concerns about the school's increased lot coverage having an impact on housing and open space.

The design team explored locating the gym immediately south of the existing lunchroom rather than expanding the lunch room, reducing a need for additional lot coverage, but due an existing boiler room below the current covered play space if the lunchroom were located above the boiler room, it would need to be modified or upgraded. Locating the gymnasium at the proposed location is the most efficient and cost effective. The committee considered ways to reduce the lot coverage to allow additional parking, but the need for usable play space and adjacency of school functions were a priority. Of the 5% requested departure, 2.5% is covered play space, and the committee agreed this was a reasonable request.

After consideration of the above, the Committee recommends:

Recommendation 1 – That the departure to allow greater than allowed lot coverage be GRANTED as requested by Seattle Public Schools without modifications and without conditions.

Departure #2 – Less than Required Off-street Parking

- 1) **Appropriateness in relation to the character and scale of the surrounding area** were considered by the committee, and they did not have concerns about the school's less than required off-street parking having an impact on its relationship to the neighborhood.
- 2) **Presence of edges (significant setbacks, major arterials, topographic breaks, and similar features) which provide a transition in scale** were considered by the committee, and they did not have concerns about the school's less than required off-street parking having an impact on the transition in scale.
- 3) **Location and design of structures to reduce the appearance of bulk** were considered by the committee, and they did not have concerns about the school's less than required off-street parking having an impact on the appearance of bulk.
- 4) **Impacts on traffic, noise, circulation and parking in the area** were considered by the committee, and they did have concerns about the school's less than required off-street parking having an impact on traffic, circulation and parking the neighborhood, which were addressed in the recommended conditions.
- 5) **Impacts on housing and open space** were considered by the committee, and they did not have concerns about the school's less than required off-street parking having an impact on housing and open space.

The committee grappled with the public comment they received on the impacts of parent drop-off/pick-up and parking and staff parking, sometimes illegally, on the street in front of homes, as well as a need for play space for students. At the second meeting, the design team presented a chart showing the student enrollment, staff, site area, and number of on-site parking spaces for schools in the area. Queen Anne has a comparatively high number of parking stalls for its site size. The committee noted it did not consider the context of those neighborhoods, i.e. accessibility to additional parking opportunities in the neighborhood. The value of each parking spot was very important to the committee, therefore they requested a scheme where open play space could be used for parking during large after school events that would alleviate parking in the neighborhood when it is at its highest demand.

The school Principal, Janine Roy, was present at both meetings. She made clear to the committee and public that this was the beginning of a larger, on-going conversation between the school community and the neighborhood. Plans were already in place for the following school year to begin implementing some of the recommendations proposed by the committee and public, such as the parent drop off/pick up valet system. She also announced the formation of a Traffic Advisory Committee to continue to address these issues. This relieved some concerns that if these conditions are incorporated into the Transportation Management Plan, it is still up to the discretion of the principal to initiate, and more importantly enforce.

After consideration of the above, the Committee recommends:

Recommendation 2 – That the departure to reduce the parking requirement be GRANTED as requested by the Seattle Public Schools without modifications and with the following conditions:

- a. Use of play space as overflow parking for large after-hours school sponsored events where the play space is not utilized.
- b. The school must create an enhanced Transportation Management Plan (TMP) and incorporate the following:
 1. A designated parent drop-off and pick up along the southeast side 4th Ave N or Bigelow Ave N (depending on where bus loading/unloading takes place) and/or in the south parking lot, with the desire for the drop-off/pick-up be a valet-type of system that would be administered by SPS and volunteers, with SPS analysis and SDOT approval. If the south parking lot were to be recommended as a parent valet drop-off/pick-up, SDOT would like SPS to ensure that two volunteers be located at the entrance and exit of the parking lot, ensuring safety for people walking and biking along Newton St.
 2. A rigorous staff parking management component to minimize school-day parking impacts to neighbors nearest the school where teachers and staff who cannot park in the south parking lot park at least one block away from the school, (beyond Lynn St, Nob Hill Ave N, Howe St, and 5th Ave N) and provide resources to educate the school community and enforce the plan.
 3. That the findings and Recommendations contained in the Transportation Technical Report for the Queen Anne Elementary School Addition, prepared by Heffron

Transportation Inc. dated May 24, 2017 and contained on page 25 of that report, be a required condition of the implementation of this reconstruction plan and become a condition attached to the Master Use Permit.

- c. Allowance for a departure from the required ratio of large to compact stall sizes to increase the number of parking stalls available to staff.
- d. Optimize the number of parking stalls in the south parking lot, with a minimum of 30 parking stalls.
- e. A minimum of 3 ADA parking stalls, with 2 flexible ADA parking stalls, to be converted to and from ADA as necessary, to increase the number of parking stalls available to staff.
- f. Plan for future expansion of bike racks to not limit the number of students that can bike to school in the future.

Departure #3.a – Off-site Bus Loading & Unloading on Bigelow Ave N.

- 1) **Appropriateness in relation to the character and scale of the surrounding area** were considered by the committee, and they did not have concerns about the school's off-site bus loading & unloading on Bigelow Ave N. having an impact on its relationship to the neighborhood.
- 2) **Presence of edges (significant setbacks, major arterials, topographic breaks, and similar features) which provide a transition in scale** were considered by the committee, and they did not have concerns about the school's off-site bus loading & unloading on Bigelow Ave N. having an impact on the transition in scale.
- 3) **Location and design of structures to reduce the appearance of bulk** were considered by the committee, and they did not have concerns about the school's off-site bus loading & unloading on Bigelow Ave N. having an impact on the appearance of bulk.
- 4) **Impacts on traffic, noise, circulation and parking in the area** were considered by the committee, and they did have concerns about the school's off-site bus loading & unloading on Bigelow Ave N. having an impact on traffic, circulation and parking the neighborhood, which were addressed in the recommended conditions.
- 5) **Impacts on housing and open space** were considered by the committee, and they did not have concerns about the school's off-site bus loading & unloading on Bigelow Ave N. having an impact on housing and open space.

Bigelow Ave N. is the best option available for bus loading and unloading. Boston Ave is unsafe for bus loading and unloading due to sightlines and does not provide adequate space in front of the school for the necessary number of buses, and Newton St is functionally incompatible. Bigelow Ave N is the District's preferred option. Traffic around the school is challenging, and the committee is supportive separating bus traffic from any designated parent drop off and pick up due to safety concerns. Parking in the neighborhood is highly coveted, and any further loss of parking would be a hardship on the neighborhood, as heard during public comment. The Bigelow Ave N. option does not remove any additional parking and it is wide enough for a bus to park as well as two-way traffic and street parking in the east side of the street. Additional suggestions were made to alleviate parking strains on the neighbors, provide safer routes for students to walk/bike to school, and for buses to minimize their presence in the neighborhood.

After consideration of the above, the Committee recommends:

Recommendation 3 – That the departure to allow additional bus loading and unloading on Bigelow Ave N. be GRANTED as requested by the Seattle Public Schools without modifications and with the following conditions:

- a. The school must create an enhanced Transportation Management Plan (TMP) and incorporate the following:
 1. A designated parent drop-off and pick-up along the southeast side 4th Ave N and/or in the south parking lot, with the desire for the drop-off/pick-up be a valet-type of system that would be administered by SPS and volunteers, with SPS analysis and SDOT approval. If the south parking lot were to be recommended as a parent valet drop-off/pick-up, SDOT would like SPS to ensure that two volunteers be located at the entrance and exit of the parking lot, ensuring safety for people walking and biking along Newton St.
 2. Strategies to keep buses on arterial streets to minimize bus traffic on Newton St. and prevent bus traffic through adjacent neighborhood streets.
 3. Minimize bus traffic on Newton St. and non-arterial streets, in a manner that parent and bus traffic are separated.
 4. A Safe Routes to School Committee initiated and hosted by the School. Committee to include at least two representatives from the QAES neighborhood to evaluate safety surrounding the school, identify actions to improve pedestrian safety in the neighborhood and seek funding to implement identified improvements.
 5. Encourage parents that want to park their vehicle to drop-off or pick-up to park in neighboring streets (not streets immediately adjacent to the school) and walk their children to school. This will help alleviate traffic circulation and parking issues.
 6. That the findings and Recommendations contained in the Transportation Technical Report for the Queen Anne Elementary School Addition, prepared by Heffron Transportation Inc. dated May 24, 2017 and contained on page 25 of that report, be a required condition of the implementation of this reconstruction plan and become a condition attached to the Master Use Permit.
- b. Prohibit school buses from idling while waiting for students to unload and load, and modify bus loading protocol to minimize time spent idling.
- c. The school district must evaluate the utilization of buses to find ways to reduce the number of buses going to and from the school.
- d. Evaluate locating a 4-way stop at 4th Ave N and Boston St. and at Newton and Boston St. with SPS analysis and SDOT approval.
- e. Evaluate establishing a crosswalk at Boston St. and Bigelow Ave N. to encourage safe travel across Boston St. with SPS analysis and SDOT approval.

Departure #3.b – Off-site Bus Loading & Unloading on 4th Ave N.

- 1) **Appropriateness in relation to the character and scale of the surrounding area** were considered by the committee, and they did not have concerns about the school's off-site

bus loading & unloading on 4th Ave N. having an impact on its relationship to the neighborhood.

- 2) **Presence of edges (significant setbacks, major arterials, topographic breaks, and similar features) which provide a transition in scale** were considered by the committee, and they did not have concerns about the school's off-site bus loading & unloading on 4th Ave N. having an impact on the transition in scale.
- 3) **Location and design of structures to reduce the appearance of bulk** were considered by the committee, and they did not have concerns about the school's off-site bus loading & unloading on 4th Ave N. having an impact on the appearance of bulk.
- 4) **Impacts on traffic, noise, circulation and parking in the area** were considered by the committee, and they did have concerns about the school's off-site bus loading & unloading on 4th Ave N. having an impact on traffic, circulation and parking the neighborhood, which were addressed in the recommended conditions.
- 5) **Impacts on housing and open space** were considered by the committee, and they did not have concerns about the school's off-site bus loading & unloading on 4th Ave N. having an impact on housing and open space.

The committee wanted to outright reject this departure. With that said, they understood that SPR has final say if Bigelow Ave N can be used for bus loading and unloading, and if it must happen on 4th Ave N the committee wanted to make sure there were conditions put on the use. The biggest concerns were: loss of parking on the west side of 4th Ave N due to the narrow width of the street and blocking the emergency route on 4th Ave N. Regardless, vehicle activity will need to happen on Bigelow Ave N since parent drop off and pick up should be physically separated from bus load and unload. If bus functions can stay on Bigelow, 4th is much better suited for cars dropping off and picking up than buses. There are opportunities for improved circulation around the school and suggestions were made to alleviate parking strains on the neighbors, provide safer routes for students to walk/bike to school, and for buses to minimize their presence in the neighborhood.

After consideration of the above, the Committee recommends:

Recommendation 3.b – That the departure to allow additional bus loading and unloading on 4th Ave N. be REJECTED as requested by the Seattle Public Schools:

- a. The school must create an enhanced Transportation Management Plan (TMP) and incorporate the following:
 1. A designated parent drop-off and pick-up along the southeast side Bigelow Ave N and/or in the south parking lot, with the desire for the drop-off/pick-up be a valet-type of system that would be administered by SPS and volunteers, with SPS analysis and SDOT approval. If the south parking lot were to be recommended as a parent valet drop-off/pick-up, SDOT would like SPS to ensure that two volunteers be located at the entrance and exit of the parking lot, ensuring safety for people walking and biking along Newton St.
 2. Strategies to keep buses on arterial streets to minimize bus traffic on Newton St. and prevent bus traffic through adjacent neighborhood streets.

3. Minimize bus traffic on Newton St. and non-arterial streets, in a manner that parent and bus traffic are separated.
 4. A Safe Routes to School Committee initiated and hosted by the School. Committee to include at least two representatives from the QAES neighborhood to evaluate safety surrounding the school, identify actions to improve pedestrian safety in the neighborhood and seek funding to implement identified improvements.
 5. Encourage parents that want to park their vehicle to drop-off or pick-up to park in neighboring streets (not streets immediately adjacent to the school) and walk their children to school. This will help alleviate traffic circulation and parking issues.
 6. That the findings and Recommendations contained in the Transportation Technical Report for the Queen Anne Elementary School Addition, prepared by Heffron Transportation Inc. dated May 24, 2017 and contained on page 25 of that report, be a required condition of the implementation of this reconstruction plan and become a condition attached to the Master Use Permit.
- b. Prohibit school buses from idling while waiting for students to unload and load, and modify bus loading protocol to minimize time spent idling.
 - c. The school district must evaluate the utilization of buses to find ways to reduce the number of buses going to and from the school.
 - d. Evaluate locating a 4-way stop at 4th Ave N and Boston St. and Newton and Boston St. with SPS analysis and SDOT approval.
 - e. Evaluate establishing a crosswalk at Boston St. and Bigelow Ave N. to encourage safe travel across Boston St. with SPS analysis and SDOT approval.
 - f. Any solution to use 4th Ave N for bus loading and unloading should maintain parking along the west side of 4th Ave N.

For the Committee

Maureen Sheehan
Non-Voting Chair



City of Seattle

Edward B. Murray, Mayor

Seattle Department of Neighborhoods

Kathy Nyland, Director



Queen Anne Elementary School

Development Standards Design Departure Advisory Committee

Meeting Minutes

Meeting #1

June 6, 2017

Queen Anne Elementary School – Lunch Room
411 Boston St.
Seattle, WA 98109

Queen Anne Elementary School Design Departure Advisory Committee

Members

Mindy Black

Tammi DeVore

Kari Edmondson

Vincent Gonzales

Sandra Harui

Laura Cole Jackson

Angie Kim

Mark Meuter

Jason Robert (Alternate)

Ex-Officio Members

Maureen Sheehan,

Department of Neighborhoods

Holly Godard,

Seattle Department of Construction & Inspections

Members and Alternates Present

Mindy Black

Tammi Devore

Kari Edmondson

Vincent Gonzales

Sandra Harui

Laura Cole Jackson

Angie Kim

Mark Meuter

Jason Robert (A)

Staff and Others Present

Maureen Sheehan

DON

Sara Zora

SDOT

I. Opening and Introductions

The meeting was opened by Ms. Maureen Sheehan from the City of Seattle, Major Institutions and Schools Program. Ms. Sheehan welcomed all in attendance and briefly summarized the agenda. Brief introductions followed.

II. Overview of the Process

Ms. Sheehan stated that this process is governed by the Land Use Code Sections of the Seattle Municipal Code (SMC Title 23), which specifies how the process works. Ms. Sheehan noted that the City of Seattle does not have a school zone, subject to the development standards of the underlying zone. Since most schools are in residential neighborhoods zoned "single family," schools do not normally meet the underlying zoning requirements. Thus, the Land Use Code contains provisions that allow the Seattle School District to request departures from various development standards.

The Committee is meeting tonight for the purpose of developing recommendations concerning the School District's requested departures for departures from provisions of the SMC related to land use. The process for reviewing and approving the District's requests includes setting up a Committee composed of eight members- a person of the neighborhood that resides within 600 ft. of the site, two representatives at the general neighborhood, two people who represent the PTA, a representative from Seattle Public Schools, and an at-large representative involved with the school district and with the school's city-wide education issues.

The Committee receives information on the departures being requested from the Seattle Public Schools and its consultants, public testimony, and then the Committee discusses the requested departures. The Committee may do one of the following:

- 1) Recommend granting the departures as requested;
- 2) Recommend granting the departures with modifications or specific conditions, or
- 3) Recommend denial of the departures.

Ms. Sheehan noted that any conditions or modifications identified must be clearly related to the requested departure and enforceable on the District.

Ms. Sheehan also explained that the Committee may develop recommendations at this meeting, or if time does not allow, additional public testimony is desired, or additional information is needed, the Committee may hold up to two additional meetings. If the Committee concludes they have enough information and there is no further benefit from additional public testimony, the Committee can determine to move forward at the end of this meeting in establishing their recommendations; in that case, this would be the only public meeting.

Ms. Sheehan emphasized that the Committee's decisions are recommendations. Their recommendations will be put into a report that will be reviewed by the Committee and forwarded to Ms. Holly Godard of the Seattle Department of Construction and Inspections (SDCI), who will take it into consideration when drafting the Director's decision.

III. Presentation

Ms. Corrie Rosen of MAHLUM Architects introduced herself. She explained that she would provide a project overview and update, discuss the process involved, and identify the departures being requested from the Code.

The Project: (00:00:10)

Ms. Rosen mentioned that the existing school has an enrollment of approximately 420 students. The intent of the proposed project is to remove the existing portables and provide 8 permanent classrooms and a gymnasium. The total capacity of the school at the end of the project will be 500 students to address the current and projected elementary growth in Queen Anne and downtown Seattle.

The project is currently in the design phase. Construction is scheduled to begin in Spring 2018 with a plan to open in Fall 2019. A draft SEPA document was published on May 31st, and the project has also begun the Landmark Preservation Board review process by meeting with the Architectural Review Committee since of the 1905 building, the site, and Queen Anne Boulevard are designated features.

Queen Anne Elementary is an option school where students come from all over the district. Many of the students, however, are coming from the surrounding Queen Anne neighborhood.

There are a broad range of stakeholders that have an impact on the development of the project. One example is the departure process through SDCI where the School District is allowed to request departures from various development standards. Another example of these stakeholders is the School Traffic Safety Committee comprised of school district representatives, SDOT, the Seattle Police Department, parents, as well as pedestrian and bicycle advocates to review and give feedback on the proposed traffic circulation around Queen Anne Elementary.

The design must also adhere to the district's elementary educational specifications that determine school size balance the long-term maintenance costs as well as ensure that that the available resources are being used wisely and the building is energy efficient.

Another integral part of the project is the School Design Advisory Team (SDAT) which is composed of educators, faculty and community members as well as parents to understand the vision and goals for the project. The SDAT started over a year ago and has held nine meetings in addition to a community meeting held at the same time last year.

The goal is to create a school that reinforces the current QAE educational program based in project-based learning, encourage exploration, and provide a gathering space, both inside and out, that is strengthens community and maximizes the students' potential.

Ms. Rosen mentioned during the SDAT meetings there were three pieces that developed the site concept: a central community gathering, campus connectivity between the disparate buildings, and visibility to the historic character of the existing buildings that is important to the neighborhood identity.

She presented a diagram that shows the site history and designated features of the buildings as identified by the Landmarks Preservation Board.

Ms. Rosen showed a diagram of the existing site plan indicating the existing bus loading and unloading along Bigelow Avenue N (north end), vehicular loading and unloading at the south end of Bigelow, the Metro bus stop on Boston, the location of the parking and dumpsters at the heart of campus, the entry/access points - clarifying the historic brick building entry versus the more commonly used one by the parking lot, as well as the garden. She showed a schematic diagram of the existing floor plan as well as the existing portables that will be demolished.

Ms. Rosen noted that the design of the proposed site plan is intended to embrace and balance stakeholder's input, respect the historic fabric of the community, strengthen the educational program and create a cohesive campus.

In order to reclaim the heart of campus, the proposed site plan moves the parking lot from the center of the site to the south with one way access off Newton St. The plan also includes removing the dumpsters from the center of the site and locating a service area off 4th Ave N. The Design Team is proposing a new curb cut along 4th Ave N for the service area. The proposed 1 story addition to the south of the existing brick building.

The proposal for the bus loading and loading is to maintain them on Bigelow Ave N, but extend the bus loading zone south to Newton St. The design team is also proposing vehicular loading and unloading along 4th Ave N. The traffic circulation along the site was the primary purpose of the conversation with the school's Traffic Committee. The Traffic Committee supports this approach, but still needs to be worked out with SDOT. The Metro Bus stop would remain on Boston St.

She showed a diagram of the proposed floor plan that indicates the proposed building addition as well as the existing buildings to remain. The new main entry will be located on 4th Avenue N. Administration currently located in the brick building on the north side will be moved to the addition that fronts on 4th Avenue N to both provide supervision of the entry and heart of the campus. The entry will be marked with stairs and an accessible ramp as well as an entry canopy that can also provide opportunities for outdoor learning and play. The design team is proposing to convert the unconditioned covered play to a dining space that will expand the commons (lunchroom) so that the school can accommodate the entire student population in two lunches. This space is also intended to function as an exploratory lab to support project-based learning when not used as the lunchroom. The east side of the addition includes seven classrooms. The eighth classroom will be located where administration is currently located to provide a total of eight classrooms of permanent capacity.

Ms. Rosen shared a series of massing studies to show how the larger volume of the gym has been pulled into the center of the site, further from surrounding properties. For the addition, the window openings are intended to respond to the rhythm and proportion of the existing building without trying to replicate it.

Ms. Rosen provided a diagram that showed where the existing trees will be removed and that may require removal to accommodate the building additions as well some proposed trees that will be planted within the school property line. The arborist report is documented in the SEPA Checklist.

Transportation (00:20:37)

Mr. Tod McBryan of Heffron Transportation discussed the traffic impact analysis, key findings, and recommendations identified as part of their review for the project.

King County Metro Transit staff have indicated that the Metro bus stop will remain on the south side of Boston Street just west of Bigelow Avenue N. The District proposes to extend the school bus loading on the west side of Bigelow Ave. to better accommodate the number of buses serving the school. That proposal is currently under review by the Seattle Department of Parks & Recreation. The current frontage along 4th Ave N is a no parking zone and the design team has asked SDOT, with the loss of the Bigelow passenger load zone (to accommodate the buses on Bigelow Ave) that a passenger vehicle load/unload zone be established on 4th Avenue N between Newton and Crockett Streets.

He summarized the elements that were evaluated in the transportation study including the net increase of traffic due to the added enrollment and changes to access and circulation around the site, traffic operations, on street bus loading and unloading and alternatives to Bigelow Ave N since it has not yet approved by the Parks Department, bicycle and pedestrian activities, on-street parking impacts on a school day and evening events, and construction traffic and mitigation.

He mentioned the transportation analysis findings that can be found in the SEPA technical report for public review and comment. These findings include: increased trip generation due to an increase in student enrollment, traffic operations in the morning before school and in the afternoon when school is dismissed, school bus load and unload on Bigelow Ave best suited to accommodate buses, and school day and evening event parking.

Mr. McBryan provided a snapshot of on-street parking availability during the weekday and midday as well as weekday evenings. There are about 340 to 360 on street parking available between 10:30 and 11:00 am and about 300 to 325 available between 7:00 and 8:00 pm.

After completing the traffic analysis, Mr. McBryan noted the following recommendations:

1. Develop a Transportation Management Plan (TMP);
2. Work with SDOT and Seattle Parks & Recreation to establish locations, extent, and signage for family vehicle load/unload zones;
3. Develop a Construction Management Plan.

Departure Requests: (00:28:28)

Ms. Rosen summarized the following departure request:

1. Lot Coverage

The current lot coverage is 26% that includes the existing building to remain (22%) and the existing portables to be demolished (4%).

The proposed plan shows the existing buildings to remain (22%) plus the building addition (18%) for a total lot coverage of 40%. The maximum lot coverage permitted is 35%.

The departure being requested is for an additional 5% lot coverage.

2. Off-street Parking

The intent was to provide parking to at least cover what is already existing on site. The proposed 30 off-street parking stalls would be for staff and visitors including four accessible for standard vehicles and 1 accessible van stall.

The code requires 118 parking spaces. The school is proposing to provide 30 off-street parking spaces off Newton St.

The departure being requested is for 88 parking spaces (Subtracting the total parking provided from the total parking required by code).

3. On-street Bus Loading and Un-Loading

The preferred and proposed bus loading and unloading is to keep this on Bigelow Ave N. and extend it to the south. Ms. Rosen reiterated that this proposal is an ongoing conversation between the School District and Seattle Parks.

The alternative would be along 4th Avenue N. There will be a portion between Newton St and Crockett St, a portion north of Crockett will be broken for driveway access for service entrance, and another zone of bus loading between the service entrance and Boston St.

The challenge with this section is parked buses on 4th Avenue and parked cars on the west side of 4th Avenue is a narrow street for a two-way drive.

The preferred departure being requested for bus loading and unloading is on Bigelow Ave N. and an alternate departure being requested for bus loading and unloading is on 4th Avenue N.

IV. Committee Clarifying Questions (00:40:33)

Ms. Sheehan opened the floor for Committee questions.

Mr. Jason Robert asked to clarify the number of parking stalls. Ms. Rosen noted that if the required parking stalls falls between 101 to 150, the code requires 5 accessible stalls. The design included 5 stalls even though the proposed 30 parking stalls does not require that because the code required parking count of 118 stalls would have required this.

Ms. Mindy Black asked how the lot size vs student enrollment compares to John Hay and how many students were accommodated in the existing portables. Ms. Rosen mentioned that she does not have the information regarding John Hay. Principal Janine Roy indicated that the portables accommodate two full classes; one portable does the daycare and there is one rotating learning lab. The two classes have approximately 20 students each.

A question was asked if the Commons will serve as the new learning lab or will it be the new classrooms. Ms. Rosen mentioned that the intent of the Commons is to serve multiple functions over the course of the day. It can accommodate two lunch periods as well as a project-based exploratory learning lab when not in use for dining.

A question was asked regarding the grade change for the proposed parking ADA stalls and its impact to the circulation through the site. Ms. Rosen noted that the ADA stalls were intentionally located to minimize the earth work and grading on Newton St up to the parking lot, and get the ADA stalls at the right elevation to meet the sidewalks that have an accessible path to the front door.

A question was asked on why the school is proposing to add another block to accommodate two more buses to the current bus loading zone. Mr. McBryan mentioned that the existing zone is used by 8 buses, but the current zone cannot accommodate 8 buses. These buses end up taking the passenger load zones, the crosswalk and intersections. The school district is proposing extending the zone so it can come close to accommodating these 8 buses and possibly 10 mixed buses more safely in the future.

A question was asked about what methods were used in the cross-section studies about the drive lane and parking limits. Mr. McBryan mentioned that in the diagram it showed vehicle widths and not drive lane widths.

A question was asked about bus movements where the current exit site was off Bigelow Ave N and travel west on Newton St, and how the new plan that eliminates buses on Bigelow Ave N will return to Taylor. Mr. McBryan noted that the transportation director has directed buses to go to the preferred route on 5th, but it all depends on the dispatch and changes in bus schedule.

A question was asked about the timeline of discussion between SDOT and Parks and any additional discussion with Metro regarding the bus stop at Nob Hill Ave N. Mr. McBryan responded that the discussion with Parks is ongoing and an earlier draft with recommendations has been provided to them, and there is no definite timeline. With regards to the Metro bus stop at Nob Hill Ave N., he mentioned that because there is a bus shelter there, Metro is reluctant to lose or relocate that bus stop/shelter.

A question was asked if there has been consideration for parent loading along Boston St. behind the Metro stop. Mr. McBryan noted that it is a potential option, but was not proposed and the community can make that

recommendation. The establishment of loading and unloading zones are decided by SDOT. He added that there may be a shift in approach to school load/unload where SDOT encourages parents who drive their kids to school to park further away and walk to the school in order to spread out the traffic impacts and induce exercise.

Ms. Sandra Harui asked about the parent drop off on 4th Ave N and how does this impact the emergency vehicles that go through the street. Mr. McBryan noted that the drop off has not yet been approved by SDOT and these types of questions were raised with the Safety Committee.

A question was asked if there were any consideration regarding the large number of cars that will be waiting for the parent drop offs and its impact to the traffic flow problem. Mr. McBryan noted that they will continue to provide and improve the traffic flow and once the TMP is created, they would recommend that parents and drivers avoid the school bus routes and are encouraged to park a block or two away.

A question was asked about access to the 88 parking spaces. Ms. Rosen noted that the intent of the diagram was to show how much space of the site will be taken up so that there would be additional space from the site to provide access from the street to the parking lot but the design team is requesting to not provide the 88 parking stalls and associated access to them.

A comment was made about how John Hay Elementary and St. Joseph School have access to parking on their playground for evening events to relieve the traffic congestion. A question was asked about what percentage of staff would use the 25-30 parking spaces. Mr. McBryan noted that the information they received from the district estimated about 33 full time staff members and 27-part time staff. He mentioned that when they did parking counts during the spring break period and when the school is in session, there were not a lot of staff parking on the streets. However, this could change depending on the time or day of the week, but the parking lot could accommodate half of the staff members.

A question was asked about the small school entrance for the kids at Bigelow Ave N. Ms. Rosen mentioned that they plan to rebuild the current stairs and add an accessible ramp to the school entrance at Bigelow Ave N. She noted that there will be student access from Bigelow Ave N up to the school site.

Ms. Angie Kim asked about the maximum height allowed and if the parcels were exempt from the HALA upzone. Ms. Rosen mentioned that for additions to existing public schools, the maximum height permitted is the height of the existing school or 35 ft. The parcel is exempt from the HALA up zone.

A question was asked about the emergency evacuation plan for students and vehicles. Ms. Rosen mentioned that students will be able to gather at the playground area.

Ms. Tammi DeVore asked about bus drop off was never on Bigelow Ave N. and how it came to be since Parks has not approved it. Ms. Rosen noted that historically, bus loading and unloading happened on Boston St. When the school reopened at Queen Anne Elementary, buses began and continued to load and unload on Bigelow Ave N. The district is requesting for a departure because there is no agreement between the Seattle Public School and Seattle Parks & Recreation.

A question was asked if there is a designated parent drop off area. Mr. McBryan mentioned that the School District is proposing to establish a restricted passenger load and unload during morning arrival and afternoon dismissal. The district is not proposing any restriction anywhere else so the current pick up and drop off the currently occurs will continue.

A comment was made about the diagram showing parking availability around the neighborhood as misleading. Mr. McBryan noted that the diagram shown was only a communication tool for tonight's presentation and the details regarding parking supply availability.

A question was asked about on-street parking availability in the evenings and how the studies were conducted and whether the measures used were inconsistent. Mr. McBryan noted that the studies were made during the Spring and Fall of 2016 and May 2017. He noted that the diagram showed where the parking density is, and it is closely represented to what occurs. He encouraged the public to look at the data since there is parking density close to multiple housing and apartment areas.

V. Public Comments and Questions (01:12:35)

Ms. Sheehan opened the floor for public comments and questions.

(Editor's Note: The comments shown below are summaries of statements provided. They are not transcriptions and have been shortened and edited to include the major points raised. Full comments are retained in the files in voice recording (.mp3) form)

Comments from Ian Stewart: Mr. Stewart is a parent of a 2nd grader at Queen Anne Elementary, and a PTSA member, and he expressed his support for the departure and all the plans presented.

Comments from Karrie Sanderson: Ms. Sanderson is a parent of a 5th grader at Queen Anne Elementary and she commented that she supports all three departures with the exemption of the option of having the school buses on 4th Avenue N. due to safety. She prefers the buses on Bigelow Ave N. She also commented that having a dedicated drop off site for parents would be preferable to alleviate some of the parking concerns around the site.

Comments from Jenna Free: Ms. Free is a PTSA member and a parent of a kindergartener and a 3rd grader at Queen Anne Elementary. She lives with 600' of the school at Crockett St. and 4th Ave N. and she supports the departure. She is excited about the school and very familiar about the parking problem. She commented that she supports all of Ms. Sanderson's comments.

Comments from Geness Reichert: Ms. Reichert lives across the street from the school and she shared pictures around the site to the Committee members regarding the parking problems. She asked the Committee find ways to improve parking and suggested Metro close their bus stop and make the school a neighborhood school.

Comments from Michael Nanney: Mr. Nanney is a Queen Anne resident and a Queen Anne Elementary school dad. He expressed his support for the three departures and noted that the Design Team and the Committee dealt with a list of competing demands and did a tremendous job in making sure that the competing priorities are balanced.

Comments from Richard Kearns: Mr. Kearns commented about his concerns for the safety of the children and the drivers. He lived at the corner of Newton St. and 4th Ave N. and has witnessed several car accidents. He mentioned that he discussed reducing the speed limit along Boston St. with the City Council to and make sure these speed limits are posted all over the neighborhood especially along Bigelow Ave N.

Comments from Gary Reeves: Mr. Reeves commented that he has significant reservations about the departures for the buses and parking. He noted the school staff parking in front of their house and have interacted with them and reminded them not to park there. He noted that the data that shows 240 open spots within 800' of the school is misleading. He mentioned that since there is no parking on the northern side of Newton St., these extra cars park in front of the neighbor's homes which is not acceptable, and if the School District decides to put the buses in that location, there should be more parking on the school site.

Comments from Paula Reeves: Ms. Reeves lives at the corner of Bigelow Ave No and Newton St. directly across from the school. She commented that it is selfish to request all three departures at once, and parking should be enough. She reiterated what her husband mentioned about parking issues around the area and how it creates hardships for the residents. She noted that it is unrealistic to have the buses go west on Newton St. since it is a very narrow street for buses to maneuver.

Comments from Marc Deburban: Mr. Deburban lives along Bigelow Ave. N. about 30' from the school. He commented that the Committee should work closely with the school administrators and principal to regularly remind school staff to be respectful of the neighbors at 4th Ave N, Bigelow Ave N. and Newton St. to not to block these driveways.

Comments from Mark Stewart: Mr. Stewart is PTSA and SDAT committee member and a parent of a 1st and 3rd grader at Queen Anne Elementary. He commented that the SDAT reviewed and considered many issues. With the reality of a tight budget and space, he believed that the SDAT team came to a very good solution and he supports the departures. He understood and sympathetic about the parking and safety issues and it should be mitigated. He also understood that parents should be respectful about residents in the area and proper signage and regular reminders could help alleviate these issues.

Comments from Jennifer Wells: Ms. Wells commented that her concern is the access through Bigelow Ave N. and Newton St. in peak hours. Currently, due to bad behavior of drivers it is unsafe for kids. Adding one-way access to the parking lot makes sense. She reiterated that poor traffic circulation of buses and cars along Bigelow Ave N. remains an issue.

Comments from Shawn McCarthy: Mr. McCarthy commented about the traffic along Newton St. Since it is a narrow street, it can create visibility problems. He mentioned if the solution for these departure is only for the short term, he would like to know long-term solutions. He added that the traffic during drop off times are concerning especially when he cannot park in his own driveway.

Comments from Sarah McCarthy: Ms. McCarthy lives across from the school and she has no problem with the first departure request. She added that her concern was with the bus situation, and noted that Preferred Proposal for bus loading and unloading at Bigelow Ave N makes more sense. She mentioned that parking is always an issue and it would be helpful to find ways to add more parking spaces.

Comments from Phil Loe: Mr. Loe commented that neighborhood bottleneck and traffic should be addressed. With the addition of students and school staff, traffic circulation will be impacted and noted that this issue should be emphasized.

Comments from Andrea Hilderbrandt: Ms. Hilderbrandt lives in Queen Anne, but does not live close to the school. She acknowledged how the design team considered the feelings, emotions, rules and regulations to address these issues. She commented about being a community and hopes that the PTSA is aware and will discuss these issues that were presented at this meeting and remind the parents and students about being a good steward to the neighborhood.

VI. Committee Deliberation (01:47:00)

Ms. Sheehan opened the discussions for committee deliberation. She reminded the public that they are welcome to stay, and asked them to lower their voices so that the Committee can discuss. She also mentioned that the Committee will not take any questions from the public.

The Committee began their deliberation by discussing the requested departures.

1. Lot Coverage:

The Committee members commented in support of granting the departure for lot coverage.

One committee member commented that the lot coverage is consistent with the density as well as making the volume of the gymnasium at the center of the school site.

Ms. Sheehan summarized some of the criteria in granting this departure which includes consistency with the surrounding neighborhood, presence of edges, appearance of bulk, scale transitions, keeping the lower level toward the edges, etc.

Ms. Black commented that it would be helpful to her to have a size comparison with other school to determine if the needed space would work.

Ms. Rosen commented about the School District's generic educational specification for elementary schools that addresses common spaces and mentioned the fact that other schools are renovated or modernized differently due to the levy program that was passed.

One committee member asked why the gym could not be located directly south of the existing lunchroom in lieu of expanding the lunchroom. Mr. Vincent Gonzales commented that the design team investigated that option, but because there is a boiler room, below the existing covered play, if the lunchroom were located above it would need to be modified or upgraded. Locating the gymnasium at the proposed location is the most effective and cost effective.

A suggestion was made to continue the discussion with the rest of the departure requests since it may impact the decision to either grant or deny this departure.

Ms. Sheehan reminded the Committee about the Robert's Rule of Order that there should be a motion and must be seconded to vote on either granting or denying a departure request.

2. Off-street Parking:

Ms. Angie Kim commented that she does not support granting this departure because the School District has not shown any plans to mitigate the traffic and she heard an overwhelming outcry from the community about parking and traffic, and she believes that the School District should have done more to address these issues.

Mr. Mark Meuter commented that he acknowledged all the challenges, but does not see any good alternatives. He added that he is concerned about the sidewalk and tree coverage, and prefers more options for outside parking, but this is the best alternative that was presented so he supports granting this departure.

Mr. Gonzales commented that he supports granting this departure. He noted that he acknowledged the issues facing the School District regarding all the sites in the area. He mentioned the lessons learned from the Loyal Heights Elementary regarding maximizing the play area as much as possible, and noted that the diagram presented is the best solution on what is currently available.

Ms. Sheehan commented about the Loyal Heights Elementary School departure and the issue was a combination of a denser development and a neighborhood where open space needs to be preserved was a critical and emotional issue for the community.

A comment was made about the concerns of the neighborhood and she would like to see more traffic studies that apply to the proposal. She noted that she likes to see more parking.

A comment was made that he supports this departure, but would challenge looking at the normal use case scenario of parking as opposed to optimizing it for an event.

A comment was made if there is a scenario for evening access to the play area that can accommodate event parking.

Ms. Kari Edmondson commented that she would like to see the Metro stop moved and have a few more options for drop off. She noted that safety is a big issue around the school and she supports granting this departure but not including any more parking spaces and giving kids a safe place to play. She noted that she likes the idea of having access and space for school events.

A comment was made about safety, and felt that the City does not seem take this issue seriously. Because of all these parking at crosswalks and on Boston St., Boston St. has become unsafe due to a blind spot that exist between Boston Ave N and 4th Ave N.

Ms. Sandra Harui commented that she does not agree with the departure for the same reasons that she heard from other committee members and the public comments. She voiced her frustrations on how she parks further away from her home during winter.

Ms. Laura Cole Jackson commented that she supports granting this departure. She noted that she heard, read and understood all the concerns, but these issues and complaints are out of their scope and it is not the School's responsibility, but rather traffic and parking enforcements responsibility. The focus of the school is to address the student's needs and they need a place to play.

3. On-street Bus Loading and Unloading:

The Committee decided to continue this discussion at the next meeting.

VI. Committee Recommendations

Ms. Sheehan opened the discussion for Committee recommendations and noted that the Committee had deliberated on two of the three departures, and may consider second meeting to continue the discussion. She noted that a second meeting will have public comments, clarifying questions and deliberations, and that the School District may provide any new information.

Ms. Rosen asked the Committee members about any additional information they would like to see regarding bus loading and unloading and the other two departures.

A request was made to see more data numbers as well information about what worked well with John Hay Elementary.

A request was made for more information about possible options on how to best use the hardscape play area in front of the 1905 wood building for event parking to alleviate the parking issues.

A request was made for information regarding bus drop off at Bigelow Ave N, and if there are any studies in making the street one-way or modification such as a curb cut/turnout etc.

Ms. Sara Zora of SDOT commented that what she heard from the Committee members and the public about traffic studies, safety concerns, and street modifications can be best presented if the Committee decides to attach conditions to the requested departures. She mentioned that the director of SDCI will make a decision based on the analysis and conditions that were submitted.

Ms. Sheehan requested that before the next meeting, Committee members summarize and articulate their concerns, and suggest possible conditions on the requested departures.

A request was made for traffic enforcement officers to be present at the next meeting to address the safety and traffic issues around the site. A comment was made that they have discussed these issues to the police officers and they are aware of these issues.

It was requested that the School district provide how they will accommodate the drain storm water strategies if they increase the parking capacity.

A comment was made about having a dedicated drop off site for parents along the 4th Ave. N if some of the trees were to be removed, and an area for cars to pull into was cut out of the planting strip/sidewalk.

A request was made about bringing some of the traffic and safety issues that were discussed at this meeting to the next PTSA meeting.

A request was made for information regarding strategies to decrease single ridership of staff to the school and if there are any financial incentives such as free bus passes etc. that were being offered to staff.

VII. Adjournment and scheduling of next meeting

Ms. Sheehan mentioned that she will send out a poll survey to determine the date and time for the next meeting.

No further business being before the Committee, the meeting was adjourned.



City of Seattle

Edward B. Murray, Mayor

Seattle Department of Neighborhoods

Kathy Nyland, Director



Queen Anne Elementary School

Development Standards Design Departure Advisory Committee

Meeting Minutes

Meeting #2

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The Committee receives information on the departures being requested from the SPS and its consultants, public testimony, and then the Committee discusses the requested departures. The Committee may do one of the following:

- 1) Recommend granting the departures as requested;
- 2) Recommend granting the departures with modifications or specific conditions, or
- 3) Recommend denial of the departures.

Ms. Sheehan noted that any conditions or modifications identified must be clearly related to the requested departure and enforceable on the District.

Ms. Sheehan also explained that the Committee may develop recommendations at this meeting, or if time does not allow, additional public testimony is desired, or additional information is needed, the Committee may hold up to two additional meetings. If the Committee concludes they have enough information and there is no further benefit from additional public testimony, the Committee can determine to move forward at the end of this meeting in establishing their recommendations; in that case, this would be the only public meeting.

Ms. Sheehan emphasized that the Committee's decisions are recommendations. Their recommendations will be put into a report that will be reviewed by the Committee and forwarded to Ms. Holly Godard of the Seattle Department of Construction and Inspections (SDCI), who will take it into consideration when drafting the Director's decision.

III. Presentation (00:06:39)

Ms. Corrie Rosen of MAHLUM Architects introduced herself. She explained that she would provide a quick project overview and update, and identify the departures being requested.

The Project:

Ms. Rosen mentioned that the existing school has an enrollment of approximately 420 students. The intent of the proposed project is to remove the existing portables and provide 8 permanent classrooms and a gymnasium. The total capacity of the school at the end of the project will be 500 students.

She showed a diagram of the existing site plan. She noted that the goal of the design is to establish a cohesive campus and support the educational programs of the school. She also showed a diagram of the proposed site plan that highlights these design goals. She added that there were a broad range of stakeholders that have an impact on the development of the project including the School Traffic Safety Committee comprised of school district representatives, SDOT, and parents.

She noted there were comments about the number school departures requested around the area schools and she listed some of these schools.

Transportation (00:12:04)

Mr. Todd McBryant of Heffron Transportation discussed the traffic impact analysis, key findings, and recommendations identified as part of their review for the project.

He provided updates in the previous departure meeting about a chart that showed no parking available, and some members of the Committee pointed that some blocks were no parking allowed and the team were able to distinguish that and was also presented at the SEPA meeting after the first departure meeting.

Mr. McBryant emphasized the following recommendations after the traffic impact analysis:

1. Develop a Transportation Management Plan (TMP);
2. Work with SDOT and Seattle Parks & Recreation & Recreation to establish locations, extent, and signage for family vehicle load/unload zones;
3. Develop a Construction Management Plan.

Another question was if the early morning counts were included in the traffic analysis, and Mr. McBryant answered that they did counts between 7:30 and 8:00 am and determined that the utilization around the site

at that time is about 68%. He noted that they mislabeled the supply at that time and will make the correction before it gets finalized at SEPA.

There was a question raised about the HALA and the zoning efforts that is underway and Mr. McBryant commented that there is a potential for changes to the zoning in the parcel near the site at the north side of Boston St. and west of the school site. The only changes that affects the density is the north side of Boston St. and the difference that they will impose a mandatory affordable housing requirement. Changes on the parcel's west of the school site does not change the zoning.

Mr. McBryant briefly summarized the transportation management measures that his team recommended.

Departure Requests: (00:23:52)

Ms. Rosen summarized the following departure request:

1. Lot Coverage

The current lot coverage is 26% that includes the existing building to remain (22%) and the existing portables to be demolished (4%).

The proposed plan shows the existing buildings to remain (22%) plus the building addition (18%) for a total lot coverage of 40%. The maximum lot coverage permitted is 35%.

The departure being requested if for an additional 5% lot coverage.

Ms. Rosen noted that 2.5% of the requested departure is coming from covered play, and they are required to count it as part of the lot coverage.

2. Off-street Parking

Ms. Rosen commented that they were challenged at the last meeting to go back and get additional parking spots at the south parking. What they were able along with discussion with the civil engineers and landscape architects is to work with different parking options from perpendicular to angle parking. The team did rotate the angled parking stalls to support one-way traffic. The different combinations, however, resulted with the same number of parking stalls.

There was a comment about the trees and how the design team could move the fire retention to the south and open a room at the east side of the parking lot that would create a grade edge at the parking and maintaining the existing trees. The result is two additional spaces which is not ideal due to maneuvering concerns, but it provided 32 parking spots.

Ms. Rosen highlighted a list of SPS elementary schools around the neighborhood and look at the information regarding number of enrollment, site area, staff counts, on-site parking, etc. compared to Queen Anne Elementary Schools.

The intent was to provide parking to at least match what is already existing on site. The proposed 32 off-street parking stalls would be for staff and visitors including four accessible for standard vehicles and 1 accessible van stall.

The code requires 118 parking spaces. The school is proposing to provide 32 off-street parking spaces off Newton St.

The departure being requested is for 86 parking spaces (Subtracting the total parking provided from the total parking required by code).

3. On-street Bus Loading and Un-Loading

Ms. Rosen highlighted a list of elementary schools in the area that have on-site bus loading and unloading. She reminded the Committee the existing bus loading and unloading is on Bigelow Ave N. SPS is proposing to locate bus loading and unloading on Bigelow Ave N. There is an ongoing conversation between Parks and SPS about the site, but this is the preferred departure because Bigelow Ave N. is wider compared to the preferred alternative along 4th Ave N.

If Parks and SPS could not reach an agreement on the preferred site at Bigelow Ave N., the alternative is to locate bus loading/unloading on 4th Ave N.

The preferred and proposed bus loading and unloading is to keep this on Bigelow Ave N. and extend it to the south. Ms. Rosen reiterated that this proposal is an ongoing conversation between the SPS and Seattle Parks & Recreation.

The alternative would be along 4th Ave N. between Newton St and Crockett St, a portion north of Crockett will be broken for driveway access for service entrance, and another zone of bus loading between the service entrance and Boston St. The challenge with this section is parked buses on 4th Ave N. and parked cars on the west side of 4th Ave N. is a narrow street for a two-way drive.

The preferred departure being requested for bus loading and unloading is on Bigelow Ave N. and an alternate departure being requested for bus loading and unloading is on 4th Ave N. in the event Seattle Parks & Recreation will not allow the use on Bigelow Ave N.

IV. Committee Clarifying Questions (00:41:23)

Ms. Sheehan opened the floor for Committee questions.

A question was asked on how the bus loading zone was approved on Bigelow Ave N. Ms. Sara Zora of SDOT commented that back in 2011, SDOT installed the bus load zones on Bigelow Ave N. and did not realize that Parks had regulatory jurisdiction because it is a historic boulevard. SDOT is trying to get permission to keep the bus loading.

A question was asked about understanding the grade change findings that impacts parking. The current site has a continuous slope and has had issues creating pools of water. The design team is trying to direct the water so it does not pool on the play spaces but into the garden retention area. Also, with the building additions that pushes out the existing buildings, they must match the existing buildings grade thus creating a large grade change issues. To slope the distance, the design team had to create a series of steep places for play, and try to consolidate into ramped areas to minimize the steep areas and make it accessible.

A comment was made about the parking comparison to different schools in the area and the lack of context and relation that was provided to the existing examples. Ms. Sheehan mentioned that context is important with all the school departures, but also unpredictable as to how the community prioritizes the departures.

A question was asked about how the number of ADA stalls were determined. Ms. Rosen noted that the code requires a certain number of ADA stalls based on how many vehicles in the parking lot. The design team provided enough ADA stalls for the required 118 parking stalls.

A question was asked if the overflow parking would be gated at the SW corner of the school. Ms. Rosen noted that it will be gated during school hours to protect the play space. The gates can be opened when for vehicles to access the overflow parking.

A question was asked about number students and vehicles versus those that utilize buses in the TMP. Mr. McBryant said based on last year's transportation visits, Queen Anne Elementary has an average of 50 drop-off kids in the morning and 72 picked up in the afternoon. The traffic reporting studies and video counts included vehicles and pedestrians. It was not possible to distinguish whether pedestrians used crossings at 4th Ave N. and Bigelow Ave N. The projections used were the vehicle traffic generated by the school.

A question was asked about what happens when the requested departures were not approved. Ms. Sheehan commented that she will work with the Committee to draft a report of the Committee's recommendations that will be forwarded to Ms. Holly Godard of SDCI. Ms. Godard will take these recommendations into consideration writing her recommendation to the Director of SDCI. Ms. Godard added most of the school departures she was involved in asked for parking departures due to the heaving parking required by the schools as well as bus loading and unloading.

A question was asked about the actual planning process for the lot coverage and how the fluctuation of the student population is determined. Mr. Gonzales commented that the plan was for today. There are no plans for Queen Anne Elementary to identify and remodel with the current levy. He could not speak to what will

happen to the school in the next 12 or 16 years, and the discussion right now is with the current student population.

Ms. Sheehan introduced Ms. Janine Roy, the principal of Queen Anne Elementary to talk about the status of the school. Ms. Roy thanked every person that was present in the meeting and she also recognized many students who were involved in the meeting. She commented about how grateful she was with the thoughtful planning and for looking at expanding the school and the important of play space. She added that she learned so much about the first departure meetings especially with regards to children's safety, parking, and buses. She noted that she would like to start a Traffic Advisory Committee to address these needs and emphasized that there are no simple solutions. She encourages the community and neighbors to come together and contact her via email about their concerns and she would like to keep the conversation going.

V. Public Comments and Questions (01:10:05)

Ms. Sheehan opened the floor for public comments and questions.

(Editor's Note: The comments shown below are summaries of statements provided. They are not transcriptions and have been shortened and edited to include the major points raised. Full comments are retained in the files in voice recording (.mp3) form)

Comments from Lucy Gilroy: Ms. Gilroy commented that recess and gym time are her favorite time at school and there should be a place to play and a better gym.

Comments from Kate Manney: Ms. Manney commented that people at her school love the soccer field, and there should be a good place to play at school.

Comments from a 2nd grade student: He commented that he will be a second grader at Queen Anne next year and he and his friends play soccer every day and if there is no place to play, he and his friends will be sad.

Comments from Geness Reichert: Ms. Reichert lives across the street at the corner of Crockett and Bigelow Ave N. and she commented about pedestrian safety. She mentioned that she watched congestion and pedestrian traffic increase and had conveyed her concerns to the School Board with notes and photographs. She added that the number of buses needs to be reduced and parents need to manage an efficient drop off.

Comments from Chris Jackins: Mr. Jackins is a coordinator for the Seattle Community to Save Schools and he noted that he opposes all the departures that are being requested by the School District. Some of the items he opposed include: the departure from the Code will have significant impact on the neighborhood, and examples of adverse impacts such as loss of playground and open space, significant loss of trees, adverse impacts on safety and resources from bus loading on city landmarks, loss of the learning garden, etc. He asked the Committee to reject all departures.

Comments from Christa Winquist: Ms. Winquist is a parent of three Queen Anne Elementary School students. She commented that she understood all her neighbor's concerns around safety, parking spaces, buses, etc. She requested to think about the educational goals for the students of Queen Anne and how play space is an integral part of their learning.

Comments from Ben Pearson: Mr. Pearson commented about if there are any proposal of having a covered car port and allow parking underneath the play area. He also added if there is a possibility for the City to work with Metro to remove the metro bus stop about half a block and have a dedicated drop off put into place instead.

Comment from Scott Weaver: Mr. Weaver lives across the street at the west side of 4th Ave N. and he commented about the alternate bus proposal and requested to look at this because it will be a disaster for residents who lives there because it will take away their parking spots.

Comments from Shawn McCarthy: Mr. McCarthy commented about offsite options for teachers to park and get to school rather than squeezing more parking at the site. He added to explore different alternatives to accommodate more parking.

Comments from Richard Kearns: Mr. Kearns lives at the corner of 4th Ave N. and Newton and he commented

about Hazel Wolf school having no onsite parking and he raised the question on how does this happen.

Comment from Andrea Hildebrant: Ms. Hildebrant is the garden coordinator for Queen Anne Elementary and she commented in response to the public comment that was mentioned about the learning garden that there are plans to continue the learning garden space. She also added about a question from her daughter about where will she get her energy to focus in her classroom if there is no outdoor learning space and playground.

VI. Committee Deliberation (01:26:43)

Ms. Sheehan opened the discussions for committee deliberation. She reminded the public that they are welcome to stay, and asked them to lower their voices so that the Committee can discuss. She also mentioned that the Committee will not take any questions from the public.

The Committee began their deliberation by discussing the requested departures.

1. Lot Coverage:

Mr. Vincent Gonzales commented that he would vote to grant this departure without any conditions.

Ms. Angie Kim commented that she would vote to grant this departure.

Ms. Sandra Harui commented that she would vote to deny granting this departure because of the lot space has not been maximized to help with parking in the neighborhood. She added using the SW corner or other location of the school for a true drop off and pick up location for parents.

Mr. McBryant noted that if Parks approves the bus loading and unloading in Bigelow Ave N., they requested SDOT to have a short-term passenger load and unload on the east side of 4th Ave N. They would create a list on the TMP that encourages potential approaches to the site to reduce the traffic conflicts.

Ms. Kari Edmonson recommended the school develop and focus on a robust TMP that prohibits staff from parking within 100 ft. of the school.

Ms. Roy reiterated that the school will continue to have a mechanism to monitor the ongoing traffic conditions along the school site.

Mr. Laura Cole Jackson commented on eliminating on street parking to create a new route at a major arterial and have the school initiate, communicate, enforce and have volunteers on a traffic plan is the most reliable and logical solution.

Ms. Mindy Black commented that she would vote to grant the departure with conditions.

Ms. Tammi Devore commented that she would vote to grant the departure with conditions.

Mr. Mark Meuter commented that he would vote to grant the departure without conditions.

Ms. Sheehan commented that valet parking and overflow parking are the conditions the Committee is positive about. She noted that the Committee can discuss where these conditions can be tied into other departures.

2. Off-street Parking:

Mr. Gonzales would vote to approve the departure without conditions. He added that he likes the Ms. Harui's suggestion to look at John Hay Elementary about overflow parking and he would support to the idea if the Committee felt this condition would tie in to the departure.

Ms. Kim commented that she would vote to approve the departure with a condition on overflow parking and a parking lot valet.

Ms. Harui would vote to approve the departure with a condition on overflow parking. She added that having a good transportation study is not realistic and she hopes that there is a way to identify that there is no parking allowed within 100 ft. of the school.

Ms. Roy mentioned that the school is planning to hire traffic police for the first few months to monitor and enforce traffic around the school site. She also added having a staff for crossing guard support at Boston St. N.

Ms. Edmonson would vote to approve the departure with a condition of having a robust TMP and suggested moving the Metro bus stop across Boston St.

Ms. Jackson commented that the School District offer free bus pass to teachers, and added that they are not increasing the parking burden for the neighborhood by adjusting the ADA parking requirement at the school lot.

Ms. Black would vote to approve the departure with the following conditions: incorporating the Heffron Traffic report and their TMP, educate families about access patterns in the new layout, encourage school bus ridership, carpooling, supervise walking, valet system, address the staff to park a block away from the school, provide access to hard surface play area for use during overflow parking for large events, flexible ADA stalls, and accommodate parent pick up and drop off.

Ms. Devore echoed a public comment that was made about looking at a car port.

Mr. Meuter would vote to approve the departure as is. He added that there were great ideas for conditions. He suggested having the valet parking qualification tied in to the bus loading and unloading departure because the location of the parent drop off is dependent on where the buses go.

3. On-street Bus Loading and Unloading:

Ms. Sheehan noted that the School District prefers bus loading and unloading on Bigelow Ave N. Seattle Parks & Recreation has the final authority to allow the bus loading and unloading at Bigelow Ave N., and the other alternative will be at 4th Ave N.

A question was asked if both departures are denied. Ms. Sheehan commented that the departure will still occur off-site.

A comment was made to remind the committee that they represent the neighborhood and they have heard numerous input about bus loading and unloading, and they should not decide on personal reasons.

The Committee would vote to approve granting the departure at Bigelow Ave N. and disapprove the preferred alternative at 4th Ave N., but first they would like to hear possible conditions before granting the departure.

Mr. Gonzales would vote to approve the departure at Bigelow Ave N. and added that he likes the condition of having the bus turn off their engines. He would vote to approve the preferred alternative with no conditions.

Ms. Kim would vote to approve the preferred departure and disapproves the alternative. She added if they have a say on the number of buses. Ms. Sheehan commented that it will be up to SDCI if they have the authority to enforce it.

Ms. Harui commented that she does not have enough information from Seattle Parks & Recreation to approve the departure at Bigelow Ave N. She is not clear on how many buses will be used. She added that she would like for Metro to move their bus stop at Boston St.

Ms. Edmondson would vote to approve the preferred departure and a condition of turning Newton into a one-way west and four-way stop at Boston St. and 4th Ave N. for the preferred alternative.

Ms. Jackson would vote to approve the preferred departure without conditions and disapproves the alternative.

Ms. Black would vote to approve the preferred departure and a condition to maintain parking on the westside of 4th Ave N. and have no idling across the board for the alternative.

Ms. Devore would vote to approve the preferred alternative with the conditions of no idling, consolidate the use of buses, wider speedbumps on Boston St. between Bigelow Ave N. and 4th Ave N., and a 4-way stop at

4th Ave N. and Boston St. or at Bigelow Ave N. and Boston St., a painted crosswalk on Bigelow Ave N. She disapproves the alternative due to a very narrow street and an increase in pedestrian traffic.

Mr. Meuter approves the preferred and supports the idea of no-idling and multiple valet options. He noted that he does not like the alternative, but would add the condition of a one-way north on 4th Ave N. and a 4-way stop at Boston St. and 4th Ave N.

VI. Committee Recommendations (02:56:00)

Ms. Sheehan opened the discussion for Committee recommendations and noted that the Committee had deliberated and the options are to go through the requested departure, with the following conditions that were discussed and vote on them.

Departure #1

A motion was made to grant the departure for an additional 5% lot coverage with no additional conditions and it was seconded. By show of hands, a quorum being present and the majority of those present having voted 7 in favor; 1 against; the motion passed.

Departure #2

A motion was made to grant the departure for 86 parking spaces with the following conditions; and it was seconded.

- a. Use of overflow parking for large school events and afterhours when the play space is not utilized;
- b. Use of a valet system for parent drop off and pick up at Newton and 4th Ave N. and/or within the staff parking lot, and the school needs to initiate, communicate and enforce the system with SDOT approval;
- c. Allowance from the departure from the allowed ratio of large to compact stall sizes to optimize the south parking lot with a minimum of 30 spaces;
- d. Establish a lot of minimum of 3 ADA and 2 flexible ADA spaces;
- e. Incorporate within the TMP a one block radius where teachers are asked to park along the following (Lynn St., Nob Hill Ave N., Hayes and 5th Ave N.);
- f. Establish a plan for future expansion of bike racks.

By show of hands, a quorum being present and the majority of those present having voted in the affirmative; the motion passed unanimously.

Departure #3

A motion was made to grant the preferred departure for bus loading and unloading at Bigelow Ave N. with the following conditions; and it was seconded.

- a. Incorporate within the TMP a valet parking system with SDOT approval;
- b. Enforce a no-idling of engines as necessary;
- c. Evaluate and consider the use and efficiency of buses to reduce the number of buses;
- d. Establishing a 4-way stop at Boston St. and 4th Ave N. pending the analysis and approval from SDOT;
- e. Establishing a crosswalk at Bigelow Ave N. and Boston St. to encourage safety along Boston St.
- f. Establish a SRS (Safe Route to School) Committee within the TMP;
- g. Incorporate within the TMP to minimize and prevent bus traffic on Newton St. and keep them on the arterials and opposite the parent valet;

h. Provide solutions to maintain street parking along the west side of 4th Ave N.

By show of hands, a quorum being present and the majority of those present having voted in the affirmative; the motion passed unanimously.

A motion was made to grant an alternate departure for bus loading and unloading at 4th Ave N. with the following conditions listed above; and it was seconded.

By show of hands, a quorum being present and the majority of those present having voted 3 in favor; 5 against; the motion failed.

VII. Adjournment and scheduling of next meeting

Ms. Sheehan mentioned that she will do a draft of the report along with the minutes for the Committee to review. No further business being before the Committee, the meeting was adjourned.