

**Transportation Management Program
(TMP) for:**

Cascadia School
4239 162nd Ave NE
Redmond WA 98052

I. Project Summary

Cascadia School (herein “Cascadia”) is located at 4239 162nd Ave NE in Redmond, WA (Parcel #1425059033). The school accommodates a maximum capacity of 130 students and 21 staff. The school operates 180 days of regular instruction. Staff generally arrive by 7:00 a.m. and depart no earlier than 6:00 p.m. The school operates on a staggered start schedule, with approximately half of the students starting at 8:30 a.m. and the other half of the students starting at 8:45 a.m., with student drop-off their beginning at 8:00 a.m. School dismissal is at 3:15 p.m., approximately one third of the students leave at 3:15 p.m. Cascadia offers after school care and enrichment classes every day, approximately one third of the students leave the school campus at approximately 4:45 p.m., and the remaining third of the students leave the campus between 5:45 p.m. and 6:00 p.m.

There are 18 parking spaces on-site. A site plan of the school is included in *Attachment A*.

II. Program Objective

The objective of the Transportation Management Program (TMP) is to manage site access, manage the on-site traffic at and around school start and dismissal times, and include elements to minimize impacts to adjoining neighborhoods and streets in accordance with RZC 21.52.020.B.

III. Program Goal

The primary goal of the TMP is to manage on-site traffic operations during peak drop-off and pick-up times to minimize the duration of vehicle queue spillover onto 162nd Ave NE. The “duration of vehicle queue spillover” is defined as the continuous number of minutes that a vehicle queue extends from the main site entrance driveway and causes a blockage of vehicular through traffic on 162nd Ave NE in the northbound or southbound direction. The goal of this TMP is zero minutes of vehicle queue spillover on 162nd Ave NE during the peak drop-off and peak pick-up periods.

The secondary goal of the TMP is to manage on-site parking so that all employees park on-site, and off-site (on-street) parking is discouraged to minimize impacts to adjoining neighborhoods and streets.

The property owner will make a good faith effort to ensure that the elements of the TMP are implemented by direct provision, contracted services, a lease agreement, voluntary compliance of tenants, or any combination of these methods.

IV. Program Elements

A. On-Site Elements:

- Continue to stagger school start and dismissal times by a minimum of 15 minutes to minimize the potential for vehicle queue spillover on 162nd Ave NE during peak periods.
- Assign up to 2 paid staff to manage on-site traffic operations during peak drop-off period and pick-up period, move vehicles forward, and assist students in and out of vehicles in the drop-off/pick-up

loop.

- Use portable 2-way radios to maintain contact between an outside monitor at the pick-up area and an inside monitor to quickly communicate that a child's parent is pulling up to the queue area.
- B. Transportation Information Center:
The property owner will establish a digital transportation page on the internal school communications platform for all families and employees to easily access. The page will include ride matching information, bus schedules, transportation resource contacts, transportation benefits offered at the site, student drop-off and pick-up procedures, and other TMP information.
- C. Transportation Coordinator:
The property owner shall identify a Transportation Coordinator and provide contact information. The Transportation Coordinator will:
- Implement TMP elements.
 - Coordinate and prepare TMP reports, including collecting, measuring and reporting data on the effectiveness of the TMP actions in achieving the program goal.
 - Prepare and distribute materials that describe and promote TMP services.
 - Communicate with parents during orientation on topics that include on-site traffic flow and drop-off/pick-up procedures.
 - Encourage carpooling among staff and students.
 - Coordinate and conduct annual and periodic site promotions to encourage program participation.
- D. Bicycle Facilities:
The property owner will provide 1 short term bicycle rack and 8 long term bicycle racks, both with high staff visibility and the ability to secure bike with biker's own lock. Location shown on attached site plan (Attachment A).
- E. Incentives:
Property owner will provide incentives for employees who use alternatives to driving alone. These incentives will include a transit subsidy provided to employees who use public transportation or vanpools to the commute to the site. This subsidy shall be at least 25 percent of the cost for an adult two-zone peak period King County Metro transit pass or equivalent. Eligible employees are those who work a minimum of 20 hours per week at the site and commute at least three times per week by transit and/or vanpool.
- F. Promotion:
Prior to the start of each school year, individually as new employees are hired, and as new students enroll, the property owner will distribute trip option information including, but not limited to, Metro (or similar) transit/commuter information packets, and instructions for student pick-up/drop-off.
- G. On-street Parking/Loading Signs:
The property owner will provide and install up to eight regulatory parking/loading signs, if determined necessary by the City of Redmond Traffic Operations department based on the adopted operational standards and observed operations. This may include parking prohibitions on one or both sides of 162nd Ave NE., time limited parking (e.g. 10-minute parking), loading zone restrictions, and prohibitions of loading/stopping/standing, etc. In accordance with the TMP objectives, the objective of this program element is to address parking and loading issues obstructing 162nd Ave NE. Work shall be within existing City right of way or on Cascadia property, and shall be completed according to City of Redmond Standard Details and Specifications.

V. Program Review

An annual report on the TMP activities and progress towards meeting the TMP goals will be prepared and submitted to the City of Redmond Transportation Management Program Administrator by July 31 of each year or date mutually agreed upon by property owner and the City. Upon meeting and maintaining the goal, report submittals may be submitted biennially.

VI. Contingency Measures

In the event that two consecutive TMP reports show that the target goals in **Section III** of zero minutes of vehicle queue spillover on 162nd Ave NE during the AM peak drop-off and PM peak pick-up periods is not met or the employee parking demand exceeds the available on-site parking supply, the property owner will implement the following until the goals are met:

- Develop alternative strategies to manage drop-off/pick-up operations and employee parking that are acceptable to the City which may include physical improvements to the site.

VII. TMP Modification

Depending on the progress made toward the performance goal in **Section III** and the evolving nature of trip reduction strategies, it may be in the best interest of the parties to this agreement to delete, modify, or add elements to this TMP. Such changes may be initiated by request of the property owner, in writing, and submitted to the City of Redmond Transportation Programs Administrator. The City will approve, deny or suggest modifications to proposed changes and notify the property owner within 60 days of the request. The City will not unreasonably withhold approval of any proposed changes.

VIII. Nature of Obligation

The property owner agrees to inform subsequent owners and/or lessees of all, or part of the site covered by this TMP, that Redmond Zoning Code (RZC) Section 21.52.020 (or its successor) contains specific requirements pertaining to maintenance of a TMP. Owners and/or lessees should consult the Redmond Zoning Code and the City of Redmond Transportation Programs Administrator regarding current code requirements for the TMP.

Under the RZC, any building, structure, development, activity, land use, or division of land not in conformance with the RZC, or is not a legal nonconformance, is declared to be unlawful, substandard, and a public nuisance, and is subject to the enforcement and abatement provisions in Chapter 1.14 of the Redmond Municipal Code, Enforcement and Penalties.

IX. Recording the Transportation Management Program

The TMP agreement shall be recorded on the property deed.

This Transportation Management Program is approved

by: **PROPERTY OWNER**

BY:

Signature	Date
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Printed Name	Title
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CITY OF REDMOND

BY:

Signature	Date
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Kim Keeling	Transportation Programs Administrator
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Printed Name	Title
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NOTARY ACKNOWLEDGMENT

State of Washington

County of _____

I certify that I know or have satisfactory evidence that _____ and _____ are the persons who appeared before me, and said persons acknowledged that they signed this instrument and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

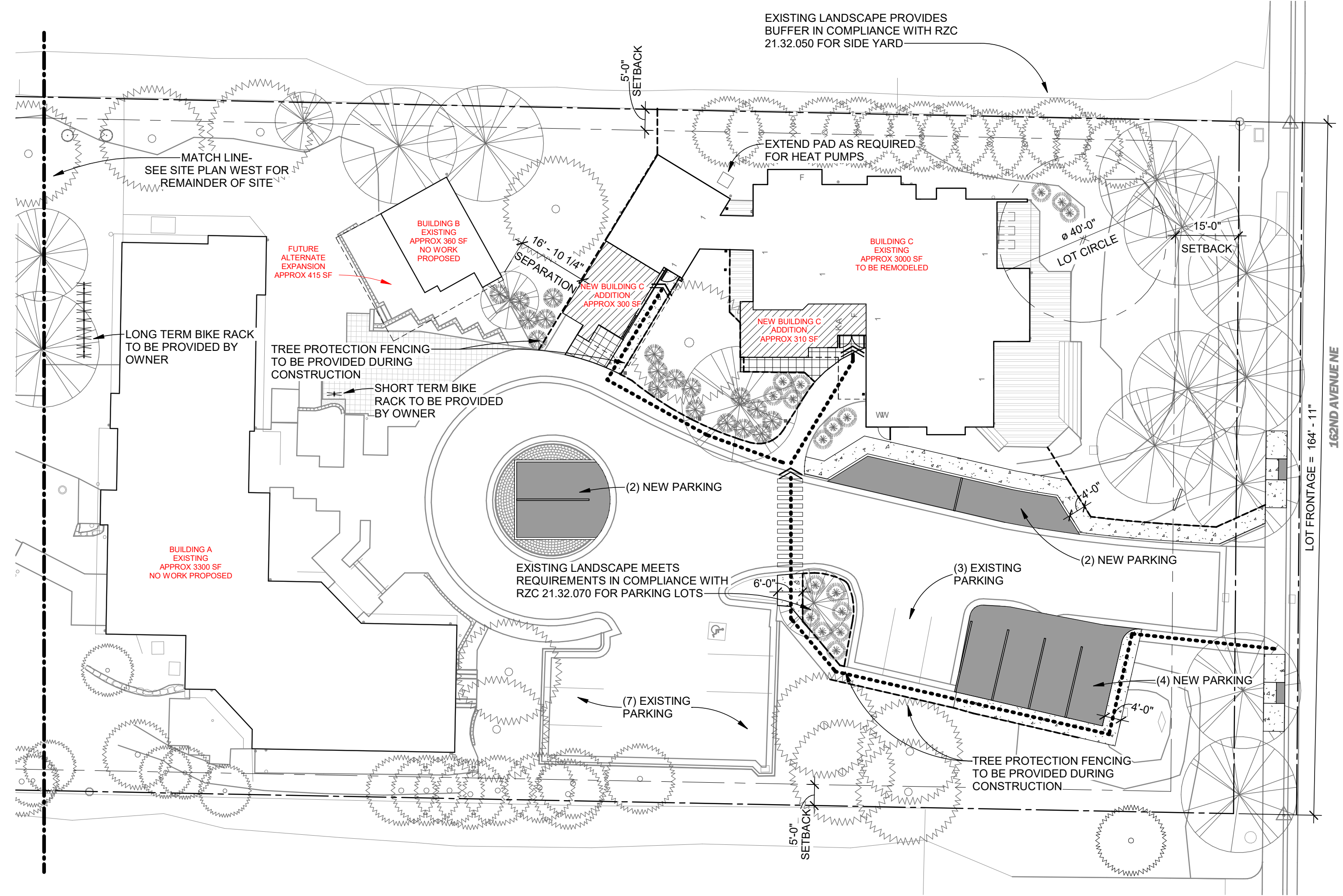
Dated: _____

(Seal or Stamp)

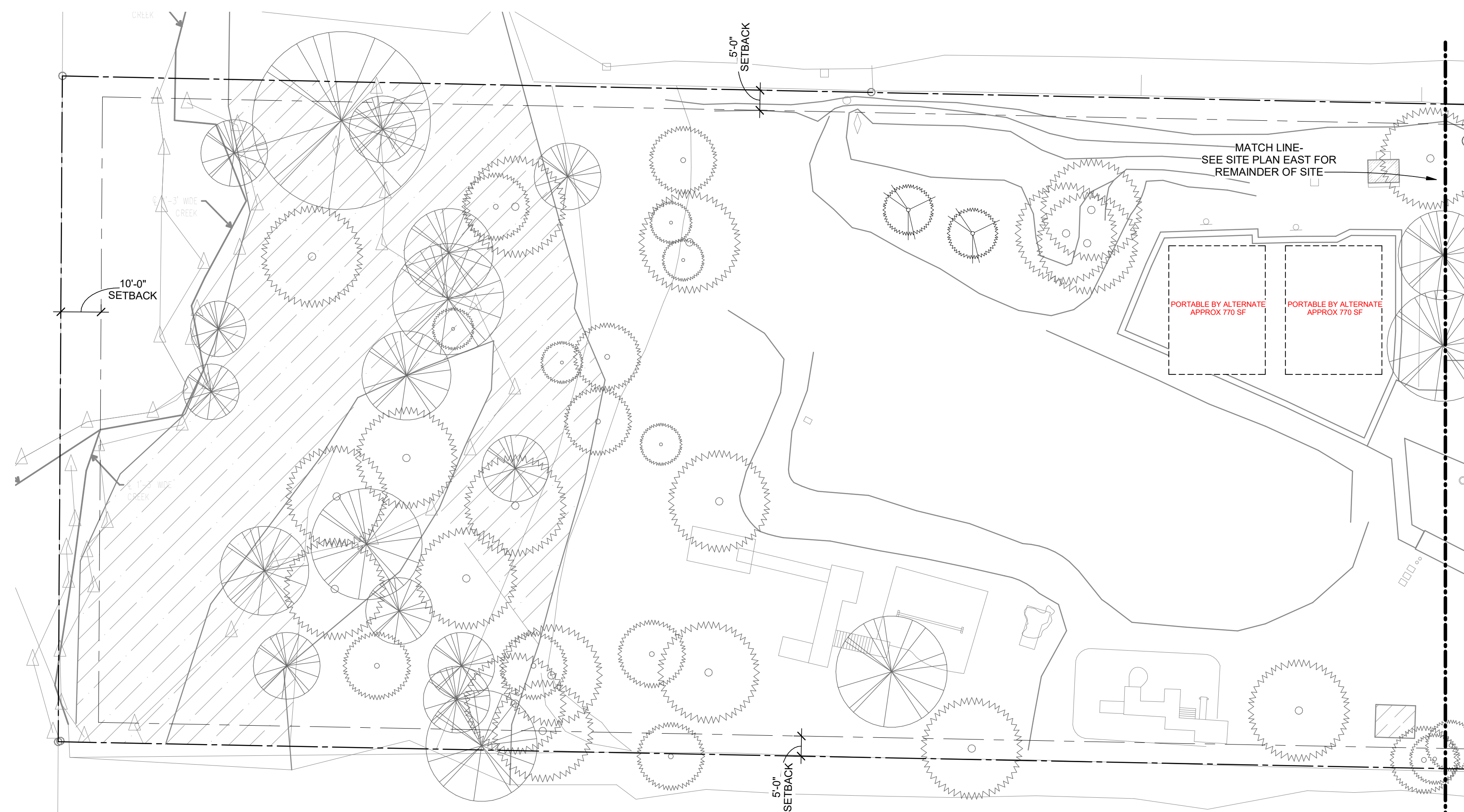
Signature

Title

My Appointment Expires: _____



SITE PLAN - EAST
Scale: 1" = 20'-0"



SITE PLAN - WEST
Scale: 1" = 20'-0"

SITE LEGEND

- ADDED CONCRETE WALKWAY, SEE CIVIL FOR DETAILS
- SALVAGED PAVERS
- ADDED ASPHALT PAVING, SEE CIVIL FOR DETAILS
- ACCESSIBLE ROUTE TO BUILDING FROM PUBLIC WAY

NOTE: THIS LEGEND DOES NOT INCLUDE ALL MATERIALS. SEE NOTES & REFERENCED DETAILS FOR ADDITIONAL INFORMATION.

OWNER
CASCADIA MONTESSORI SCHOOL
4239 162ND AVE NE
REDMOND WA 98052
425-881-2825
PHILIP KEETON

ARCHITECT
ARCHITECT
NAC ARCHITECTURE
2025 1ST AVE SUITE 300
SEATTLE WA 98121
206-441-4522

CIVIL ENGINEER
JACOBSON ENGINEERING
255 S KING ST SUITE 800
SEATTLE WA 98104
206-399-6233
ALAN JACOBSON

ELECTRICAL ENGINEER
NAC ENGINEERING
2025 1ST AVE SUITE 300
SEATTLE WA 98121
206-441-4522
JOSE RIOS

ARBORIST
DAVEY RESOURCE GROUP INC.
18809 10TH AVE NE
SHORELINE WA 98155
206-714-3147
IAN SCOTT

PARCEL NUMBER:
142505-9033

ZONING:
R-4

SITE DATA TABLE (ref. RZC 21.08.060B)			
MINIMUM	REQUIRED	PROVIDED	MEETS REQ'S
AVERAGE LOT SIZE	7000 SF	103,849 SF	YES
DENSITY	80% OF NET ACRES	N/A - EXISTING LOT	N/A - EXISTING LOT
LOT WIDTH CIRCLE	40 FEET	40'-0"	YES
LOT FRONTAGE	20 FEET	164'-11"	YES
FRONT SETBACK	15 FEET	15'-0"	YES
GARAGE SETBACK	18 FEET	N/A - NO GARAGE	N/A - NO GARAGE
SIDE/INTERIOR SETBACK	5 FEET/10 FEET	5'-0"	YES
REAR SETBACK	10 FEET	10'-0"	YES
BUILDING SEPARATION	10 FEET	16'-10 1/4"	YES
OPEN SPACE	20% OF TOTAL LOT AREA (20,770 SF)	93% (96,614 SF)	YES
MAXIMUM	REQUIRED	PROVIDED	MEETS REQ'S
LOT COVERAGE FOR STRUCTURES	35% OF TOTAL LOT AREA	7% (7235 SF)	YES
IMPERVIOUS SURFACE	60% OF TOTAL LOT AREA	26.9%	YES
BUILDING HEIGHT	35 FEET	15 FEET (NEW ADDITION) 21 FEET (EXISTING)	YES

BUILDING DATA TABLE				
	BUILDING A	BUILDING B	BUILDING C	CAMPUS
SCOPE OF WORK	N/A	N/A	ADDITION AND REMODEL	
EXISTING OCCUPANCY	E OCCUPANCY (EDUCATION)	E OCCUPANCY	R OCCUPANCY (RESIDENTIAL)	
NEW OCCUPANCY	N/A - NO CHANGE	N/A - NO CHANGE	E OCCUPANCY	
EXISTING SF	3300 SF	360 SF	3000 SF	6600 SF
ADDITION SF	N/A - NO CHANGE	N/A - NO CHANGE	610 SF	610 SF
TOTAL SF	3300 SF - NO CHANGE	360 SF - NO CHANGE	3610 SF	7270 SF

REVISIONS

PERMIT SET



CASCADIA SCHOOL
EAST BUILDING REMODEL AND ADDITION
4239 162ND AVE NE, REDMOND, WA, 98052



NAC
ARCHITECTURE
nacarchitecture.com
2025 FIRST AVE | SUITE 300
SEATTLE WA 98121
P:206.441.4522

NAC NO: 121-18031
DRAWN: AV
CHECKED: KF
DATE: 10-19-2020

SITE PLAN

A1.02