

Somerset Grace Academy

Coral Gables

Public Charter School

Traffic Operations Plan

October 5, 2011

Prepared by

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INTRODUCTION

CIVICA, LLC and RGA & Associates have prepared a Traffic Operations Plan (TOP) for the proposed Somerset Grace Academy public charter school located at 624 Anastasia Ave, Coral Gables, Florida. The subject school currently occupies an existing 2-story educational facility at the referenced address and has a current enrollment of 110 students. This TOP has been prepared in conjunction with a request to increase in enrollment to 436 students. The TOP addresses the school arrival and dismissal schedule, vehicular pick-up/drop-off queuing route and operations, allocation of parking on site, special events and provision of accommodations for pedestrians. This TOP incorporates best practices observed during the 2010-11 academic year of Somerset Grace Academy at this location. The information provided in this summary contains the minimum requirements for all public schools as listed by Miami-Dade County Public Works Department (MDCPWD), but goes beyond those minimum standards to address the particulars of this site and the school's operations. **It is important to stress that this document is addressing a scenario at full enrollment in year 3.** As needed, based on field experiences, revisions may be made.

SCHOOL OPERATIONS

SCHOOL SCHEDULE

Table 1 Arrival & Dismissal Shifts						
School Shifts	Queue Begins	Arrival	Classes Begin	Queue Begins	Dismissal	Max. Number of Students @ Dismissal
Shift 1 (6 th -8 th)	7:00am	7:00-7:30am	7:30am	2:00pm	2:30pm	135
Shift 2 (2 nd -5 th)	7:30am	7:30-8:00am	8:00am	2:30pm	3:00pm	155
Shift 3 (PK-1 st)	8:00am	8:00-8:30am	8:30am	1:30pm	2:00pm	146
TOTAL						436

* Staff will set up traffic circulation devices 15 minutes prior to first Arrival shift and remove devices 15 minutes after last Dismissal shift.

Upon arrival as outlined in Table 1 and prior to classes beginning, students gather in their respective homeroom classes to prepare for the school day.

Somerset Grace's primary concern is for the safety of the children. Safety, efficiency and the mitigation of impact to the surrounding neighborhood are the guiding principles of this traffic operations plan.

At the start of each school year, parents will be issued a Parent Handbook containing this traffic operation plan. Staff will ensure parents' familiarity with procedures by reviewing the plan during parent orientation at the beginning of each academic year. Additionally, parents are required to sign a contract with the school, which requires adherence to the established pick-up and drop-off procedures. Staff through formal, written notice as well as possible expulsion enforces the terms of the parent contract.

VEHICULAR PICK-UP AND DROP OFF

Somerset Grace proposes to contain all traffic impact on site utilizing the illustrated (Figure 1) vehicular queuing route, which provides a total length of 639 feet. This length can easily accommodate 29 vehicles based upon a length of 22 feet per vehicle. Limiting the length of the queue to 29 vehicles allows for a buffer of 2 additional car lengths before reaching Point A. This route is shown in red on the attached Figure 1. The circulation aisle within the site along the queuing route is proposed to operate with one-way traffic flow.

ARRIVAL AND DISMISSAL – MANDATORY OPERATIONS

Daily school drop-off will have three shifts; the first arrival shift will start at 7:00 am, the second arrival shift will start at 7:30 am and the third arrival shift will start at 8:00 am. The drop-off queue will be open at 7:00 am and conclude at 8:30 am. Daily school Pick-up will have three separate shifts; the first dismissal shift will take place at 2:00 pm, the second dismissal shift will follow at 2:30 pm, and the final dismissal shift will take place 3:00 pm. The Pick-up queue will be open at 1:30 pm and conclude at 3:30 pm.

- All parents must drop-off and pick-up their children utilizing the staff supervised queuing procedure. Somerset Grace will have a uniformed supervisor and sufficient staff present to control traffic at all times during drop-off and pick-up.
- Under no circumstances are parents allowed to park or leave their vehicles unattended during the primary drop-off and pick-up periods between 7:00am-8:30am and 1:30pm-3:30pm.
- No parking during drop-off and pick-up will be enforced inside the school parking lot as well as the surrounding neighborhood swales along Segovia Street, Anastasia Avenue, Riviera Drive and Cardena Street.
- Somerset Grace vehicles are required to have stickers (2 per family and additional stickers available for other vehicles), color-coded by grade, with family name on the passenger side windshield. Only vehicles with Somerset Grace Academy stickers will be

allowed on campus during the primary drop-off and pick-up periods between 7:00am-8:30am and 1:30pm-3:30pm.

- Circumstances (i.e. teacher conferences) requiring parents to park and walk into the school will require an appointment in advance with administration and will not be scheduled during the primary drop-off and pick-up periods between 7:00am-8:30am and 1:30pm-3:30pm. Administration will monitor appointments so as not to exceed designated visitor parking.
- Bicycle and walking paths are clearly defined and do not intersect the queuing area.
- Somerset Grace will have a single point of vehicular entry at Point B (Figure 1) from Cardena Street into the on-site queuing area. Vehicular movement through the queue and site is one-way only. Exit from on-site queuing area will be at Point A (Figure 1) onto Cardena Street. Vehicular entrance from Riviera Drive at Point C (Figure 1) during drop off and pick up times will be prohibited by traffic circulation devices (i.e. cones) and enforced by staff.
- Dismissal queue will be open 30 minutes prior to the first dismissal time. Staff will be positioned at the point of entry on Cardena Street to prevent parking on site and parking on the surrounding swales.
- Somerset Grace will require single lane unloading and loading of students on the passenger side of the vehicle only. Staff will meet the vehicle in the queue and escort students directly to and from the loggia.
- Somerset Grace prohibits drivers to exit their vehicles in the queue and staff will be present to enforce this prohibition.
- Pedestrian crossing between vehicles in queue is strictly prohibited and enforced by staff.
- Somerset Grace has 220 linear feet of continuous student loading and unloading capacity, of which 100 feet are under a covered loggia immediately parallel to the passenger exit from the queue. During inclement weather, students are met by staff with umbrellas and escorted to and from the loggia.
- Somerset Grace staff will control vehicle entry to and exit from the drop-off and pick-up area to allow for efficient platooning of vehicles as well as ensuring safety. Platooning allows for up to ten vehicles at a time to unload and load passengers. When the last vehicle in the platoon unloads or loads passengers, all vehicles in the platoon exit the drop-off area at the same time. The next platoon of cars then enters the drop-off area and the process repeats.
- During pick-up shifts, staff will assemble students adjacent to the pick-up area underneath the covered loggia utilizing its entire length. A uniformed supervisor will call out the names of students whose parents are in queue during pick-up and staff will prepare to escort children. If a child's name is called and is not present when the platoon is finished loading, that parent vehicle must exit with the platoon and reenter the queue.

- There are two contingencies (described below) in place should the queue reach 29 vehicles due to special circumstances (i.e. delays due to severe weather). Should either contingency be implemented to avoid spill over onto Cardena Street, staff will control re-entry into the queue by alternating vehicles to insure efficient flow through the queue while maintaining safety throughout the site.
- To reduce the overall vehicular trips for parents of siblings with different arrival and dismissal times; Somerset Academy provides Pre-Care, Mini-Care (bridges the gap between siblings dismissed at different times) and After-Care.
- Parents will not be allowed to pick up after care students during regular dismissal times..

There are two contingencies in place should the queue reach 29 vehicles due to special circumstances (i.e. delays due to severe weather) to avoid spill over onto Cardena Street. **These are only contingencies and NOT utilized during normal day-to-day operations.** Uniformed staff will be stationed on site to implement and supervise these contingencies if needed. First, the drive aisles along the north and south sections of the vehicular queuing route have sufficient width allowing for a by-pass lane. (The by-pass lane will be used only in the case of an emergency and not for daily pick-up and drop-off operations.) The by-pass lane along the south section of the vehicular queuing route (shown in green, Figure 1) will allow additional stacking to accommodate up to 10 vehicles in the event of special circumstances. Second, should the 29 cars in the regular queue and the 10 additional vehicles in the by-pass lane reach their maximum capacities, there are 22 visitor parking spaces (shown in yellow, Figure 1) along the south section of the vehicular queuing route to temporarily store the vehicles. Parents and students will not be allowed to enter or exit their vehicles during implementation of these contingencies. Staff will supervise the implementation of these contingencies and will allow vehicles to reenter the queue only after traffic flows freely through the queuing route.

To reinforce the travel patterns on site, it is proposed to place cones at the locations illustrated in Figure 1 as well as to have uniformed, school staff stationed at Points A, B and C to direct the flow of traffic. In addition to these staff traffic monitors, the school proposes to have a uniformed, staff supervisor of traffic during drop-off and pick-up to monitor the flow of traffic as well as to ensure the safety of the children, staff and visitors.

NON-CONCURRENT USE

The existing church use will not coincide with the operations of the charter school. See church and school calendar attached, Figure 2. There are, however, six parking spaces dedicated for the church's office use during the weekday. Additional church parking is located across Anastasia Avenue at other Church owned property.

SCHOOL STAFFING AND PARKING ASSIGNMENTS

- Somerset Grace's hours of employment are set by the Principal and approved by the Board of Directors of the School. Teachers are required by contract to remain on

campus until 3:30pm. Teachers and staff typically remain on campus after their students' dismissal to assist with aftercare, review/grade student work, prepare lesson plans and hold parent/teacher conferences. Staff vehicles will not be allowed to exit campus during dismissal times.

- There are 89 total on-site parking spaces.
- The school will be staffed by 34 total personnel who will be provided with 34 on-site parking spaces, as per the requirements of the code.
- Parking assignments for teachers and staff will be assigned based on their class schedules so as not to interfere with arrival and dismissal shifts of students.
- There will be 29 on-site parking spaces for visitors (Indicated in yellow in Figure 1). There will be an additional 16 on-site parking spaces for visitors during non pick-up and drop-off times. (Indicated in dark green in Figure 1)
- There will be 3 on-site accessible disability (handicap) parking spaces
- There will be 1 on-site parking space for deliveries.

VAN/BUS OPERATIONS

There are no large, yellow school buses proposed for this school; all vehicular traffic will be cars and vans. A separate van pick-up and drop-off area will be provided on the north side of the site along Anastasia Avenue. (Illustrated in blue, Figure 1)

PEDESTRIAN AND BICYCLE OPERATIONS

Because of the residential character of the surrounding area, a portion, albeit small of the student population will be walking to the school site. A continuous pedestrian sidewalk route is provided along the north, east, south and west sides of the school site with crosswalk connections at the four intersections around the school property. Crossing guards will be stationed at these four intersections (see Figure 1) during pick-up and drop-off to ensure pedestrian, bicycle and vehicular safety. These routes tie into the internal pedestrian network within the site to create a safe, continuous route.

A bicycle rack with a total storage of 24 bicycles will be provided along Cardena Street as indicated in Figure 1.

SPECIAL EVENTS

Somerset Grace Academy proposes to schedule special events so that they do not interfere with the daily traffic operations of the school. Special events scheduled during the school day will be staggered by grade, time and date and limited to attendance commensurate with the allowable, on-site visitor parking of 45 spaces (Illustrated in yellow and dark green, Figure 1). Special events scheduled after school hours will be limited to attendance commensurate with

the allowable, total on site parking of 89 spaces. Special events requiring attendance greater than the total allowable on site parking will be held off site at another location. A proposed special events calendar is attached as Figure 3 along with on-site/off-site designation. Special events will be coordinated in advance to not interfere with church activities.

DELIVERIES/TRASH

Deliveries and trash pick ups are scheduled to not coincide with student pick-up and drop-off times as described in this TOP. The delivery and trash area is contained on-site and is indicated in purple in Figure 1. Trash pick ups are Mondays and Wednesdays at 6:30 am; Food Service deliveries are school days at 6:45 am.

ADDITIONAL INFORMATION

The school operation described herein, including placement of cones, proposed flow of various components of site traffic, proposed location of school personnel, may need to be adjusted in the future to respond to specific on-site conditions. The school reserves the right to make modifications to this plan in coordination with Miami-Dade County Public Works staff as needs arise as part of Miami-Dade County's right to regulate public schools' TOPs.

FIGURE 3 – SOMERSET GRACE ACADEMY SPECIAL EVENTS

August:

- Meet & Greet: ON-SITE, staggered by grade, day, and time

September:

- Open House: ON-SITE, staggered by grade, day, and time
- Grandparents Day: ON-SITE, staggered by grade, day, and time
- Book Fair: ON-SITE, staggered by grade, day, and time
- EESAC – Education Committee Meeting ON-SITE, staggered by grade, day, and time

October:

- Storybook Show: ON-SITE, staggered by grade, day, and time
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- Hispanic Heritage Day: ON-SITE, staggered by grade, day, and time

November:

- Thanksgiving Feast: ON-SITE, staggered by grade, day, and time

December:

- Holiday Show: OFF SITE
- EESAC – Education Committee Meeting ON-SITE, staggered by grade, day, and time

February:

- Book Fair: ON-SITE, staggered by grade, day, and time
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- Multicultural Day: ON-SITE staggered by grade, day, and time

March:

- Career Day: ON-SITE, staggered by grade, day, and time
- EESAC – Education Committee Meeting ON-SITE, staggered by grade, day, and time

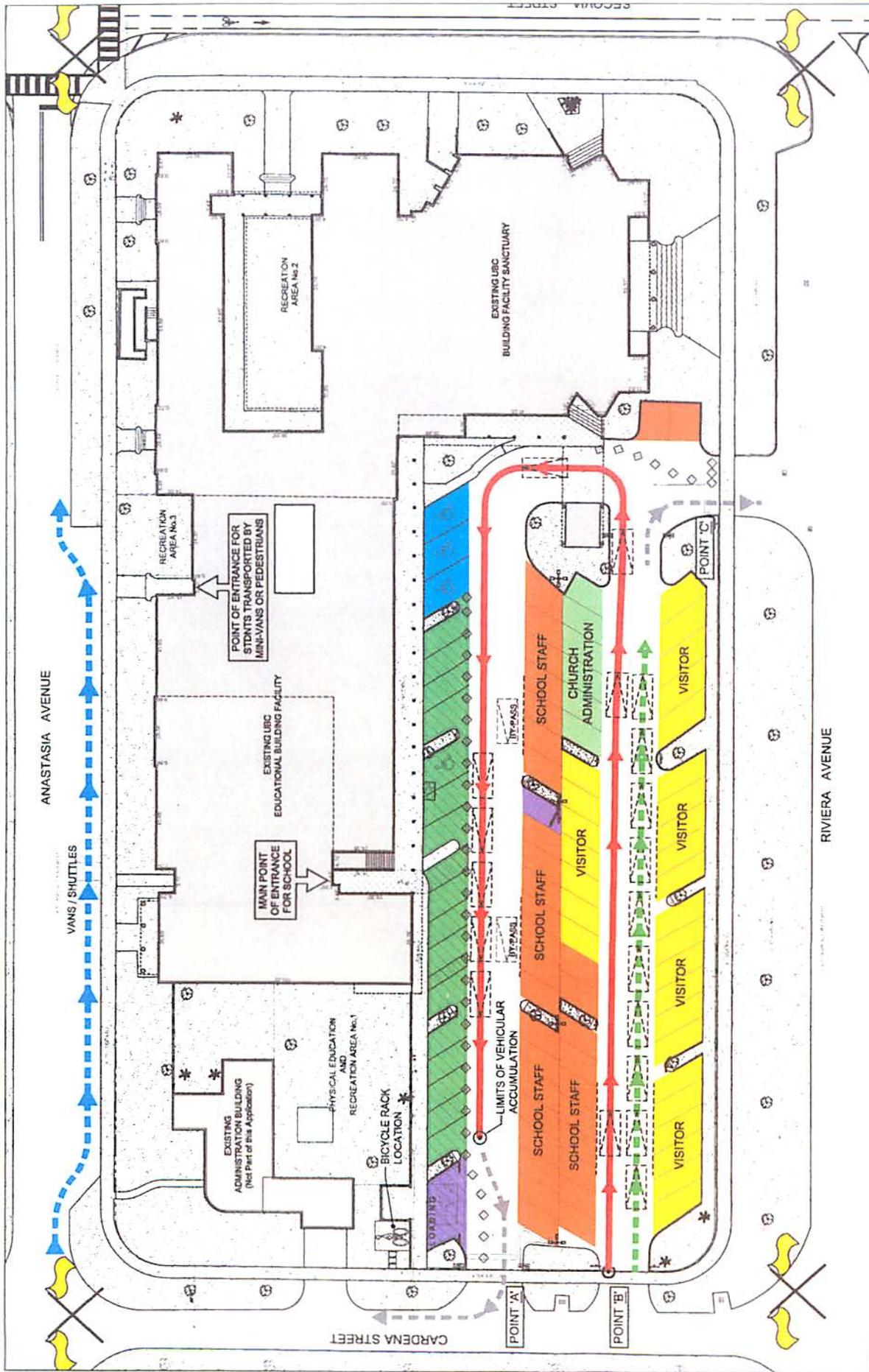
May:

- Mother's Day Breakfast: ON-SITE, staggered by grade, day, and time

- EESAC – Education Committee Meeting ON-SITE, staggered by grade, day, and time

June:

- Donuts with Dad: ON-SITE, staggered by grade, day, and time
- Fairy Tale Show: ON-SITE, staggered by grade, day, and time
- Graduation & Awards Assembly: OFF-SITE



1 FIGURE No.1 (TRAFFIC OPERATIONS PLAN)

SCALE 1" = 20'-0"

	SCHOOL STAFF 34 PKG SPACES RESERVED		DELIVERY VAN /VEHICLE AND LOADING/STAGING		MAIN STACKING LANE (20 CARS)		VANS / SHUTTLES (ANASTASIA AVE)		INDICATES INTERSECTION CROSSGUARD
	CHURCH USE 6 PKG SPACES RESERVED		MAIN PICK-UP AND DROP-OFF AREA (224' FEET LONG, ON-SITE STACKING)		AUXILIARY LANE FOR 10-VEHICLES		POINTS OF SITE EXITING (EGRESS)		BICYCLE RACK PAD LOCATION
	VISITORS 29 PKG SPACES RESERVED		ACCESSIBLE 3 PKG SPACES PROVIDED						

Academic year 2010-2011

FIGURE 2 - Somerset Grace Academy + UBC Typical Monthly Events						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 PALS (Room Parents) 9-10am Council Ministries 5:30-8:30pm	4 Student Ministries 7-8:30pm Financial Peace U 7-8:30pm	5 WAM Worship 6:30-7:30pm Adult Life Group 7-9pm	6	7
8	9	10 Deacon's Meeting 7-9pm	11 Student Ministries 7-8:30pm Financial Peace U 7-8:30pm	12 WAM Worship 6:30-7:30pm Adult Life Group 7-9pm	13 Coffee Chat 9-10am	14
15	16	17 Social Committee 9-10am Missions Committee 7-9pm	18 Student Ministries 7-8:30pm Financial Peace U 7-8:30pm	19 WAM Worship 6:30-7:30pm Adult Life Group 7-9pm	20	21
22	23	24 SGPA Board Meeting 6-7pm	25 Student Ministries 7-8:30pm Financial Peace U 7-8:30pm	26 WAM Worship 6:30-7:30pm Adult Life Group 7-9pm	27	28
29	30 Finance Committee 7-9pm	31	Notes: Somerset Events indicated in RED, UBC events indicated in BLUE SPECIAL EVENTS: Somerset and UBC propose to coordinate special events so that they do not coincide with each other and do not exceed on-site allowable parking.			