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CITY OF PORTOLA VALLEY
WOODSIDE PRIORY SCHOOL
EXISTING PICK-UP / DROP-OFF OPERATIONS

FIGURE NO. 1



Memorandum

Date: December 13, 2021

To: Patrick Ruff, Head of School
Woodside Priory

From: Gary Black
Daniel Choi

Subject: Queuing Analysis for the Woodside Priory School in Portola Valley, California

Hexagon Transportation Consultants, Inc. has completed a queuing analysis for the Woodside Priory School in Portola Valley, California. The school is proposing an amendment to its existing Conditional Use Permit (CUP) to increase its number of students, teachers and staff, and add additional site parking and academic floor area. At the December 1 Planning Commission hearing, members of the public raised concerns about existing queuing at the school. This queuing analysis has been prepared to evaluate these concerns.

School begins at 9:00 AM and ends at 3:05 PM. Figure 1 (see attached) shows the on-site circulation during pick-up and drop-off times, as well as the designated pick-up and drop-off locations. According to the school's drop off and pick up policy, parents of all students must use the main drive and drop-off and pick-up students at the Upper School Breezeway (shown in red on Figure 1). Since the beginning of November 2021, students arriving via rideshare or carpools of 3 families or more are directed to enter the campus via Gambetta Lane and drop-off or pick-up at the middle school (in the location shown in pink on Figure 1). These vehicles then proceed down the main drive and exit with all other vehicles. Priory staff are stationed at each drop off/pick up location to aid in an efficient traffic flow.

Observations were conducted at the school on Wednesday (December 8) and Thursday (December 9) during both drop off (8:30-9:15 AM) and pick up (2:30-3:30 PM).

Drop-off Operations and Queuing

In the morning, noticeable queuing within the campus circulation system begins at approximately 8:45 AM and dissipates around 9:00 AM (when school starts). The maximum drop off queue observed was 28 (at 8:53 AM on Wednesday) and 29 vehicles (8:51 AM on Thursday). This queuing is contained within the campus circulation system and did not extend onto Portola Road. It should also be noted that observations show that while the queue extended 28-29 vehicles long for a few minutes during drop off, these vehicles were not stopped for an extended period of time since drop offs happen quickly.

Pick-up Operations and Queuing

In the afternoons, vehicles were observed to begin queuing along the main drive and U-turn area at 2:45 PM, approximately 20 minutes before dismissal. The maximum queue observed was 36 (at 3:07 PM on Wednesday) and 45 vehicles (at 3:08 PM on Thursday). On Thursday, two vehicles

were observed to have extended onto Portola Road for less than one minute. Other than this, drop off queuing was contained on site within the campus circulation system. The pick up queue begins to move shortly after dismissal time (approximately 3-4 minutes after dismissal). The queue was observed to have dissipated by approximately 3:15 PM.

Conclusion

All vehicle queuing during both drop off and pick up on Wednesday (December 8) and Thursday (December 9) was observed to be contained on site within the campus circulation system with the exception of two vehicles extending onto Portola Road during Thursday pick up (only) for a period of less than one minute. This extension is considered to be fairly minimal and insignificant, however, it could be avoided with the implementation of either of the two recommendations set forth below.

Recommendations

To reduce the maximum queue length in the afternoon and completely eliminate any extension of the queue onto Portola Road, the school could consider expanding the use of Gambetta Lane and the middle school drop off/ pick up area to include parents who arrive at school before 3:00 PM.

Alternatively, the school could consider staggering dismissal times between the middle school and upper school. Since the queueing was observed to have dissipated by 3:15 PM, the upper school dismissal time could be pushed back to 3:20 PM to minimize the overlap time between middle school and upper school.