

**Traffic Solutions**

*William J. Bray, P.E.*  
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March 1, 2017

Thomas A. Errico, P.E.  
Senior Associate  
Traffic Engineering Director  
T.Y. Lin International  
12 Northbrook Drive  
Falmouth, ME 04105

RE: Baxter Academy for Technology and Science – Traffic Movement Permit (TMP)

Dear Tom:

Please find attached copies of the two documents you requested at the TMP Scoping Meeting on Thursday, February 23, 2017 and the results of a vehicle sight distance evaluation completed for the existing parking lot driveway entrance onto Lancaster Street. The two documents attached are:

1. January 15, 2014 report from Baxter Academy to the City of Portland that provides an overview of bus and parent loading/unloading conditions at the 54 York Street site. This report was a requirement of the Planning Board in their approval of the current Baxter Academy site.
2. Conformation of the Notice of Intent to File advertisement in the local newspaper.

You will recall the City has directed that the curb line directly fronting the existing surface parking lot on Lancaster Street be reconstructed as part of the proposed Baxter Academy project. I am attaching a copy of the latest improvement plan for your information and file. You will note the proposed plan provides a protected parking lane (six-foot in depth) framed on both ends with extensions of the curb line. The proposed curb extension closest to the existing exit driveway entrance restricts vehicle parking within 13-feet of the existing parking lot entrance. The proposed curb improvement meets and exceeds the City's driveway "No-Parking" zone requirement [Chapter 28-53(b)] of 5-feet. Sightlines "*left*" from the existing driveway entrance meet the City's driveway entrance standard; the sightline "*right*" from the driveway entrance meets the standard for a posted speed of 25mph based upon current on-street parking regulations.

Additional traffic and parking documents will be forwarded for your review separately.

Please call me at 400-6890 with questions or additional informational needs.

Very truly yours,

  
William J. Bray, P.E.



## **Baxter Academy** for Technology and Science

January 15, 2014

City of Portland

To Whom It May Concern:

As required by the planning board report, 05-2013, I am submitting a report for Baxter Academy, located at 54 York Street in Portland.

The report states in section VII iib:

*The bus and parent loading/unloading conditions shall be monitored within three months following the opening of the school and a report shall be provided to the City summarizing existing conditions. Adjustments to the Plan may be required following this monitoring exercise. Additional annual monitoring shall be required in conjunction with the TDM plan.*

As the chief operating officer, I have overseen the loading and unloading conditions at 54 York Street during the first three months of operation and in an ongoing basis. I am submitting background information, observations, anecdotes, and my thoughts for your review.

### **Background**

Baxter Academy has contracted with Luce Transportation to provide bus service along three routes extending from Baxter Academy to Topsham, Lewiston, and Kennebunk.

Parents were notified on September 2, 2013 of protocol for dropping off and picking up students at 54 York Street. Specifically, these points were communicated:

When dropping off or picking up your student from Baxter Academy, 54 York Street, you must use Maple Street, which is next to our building. For safety reasons, please DO NOT park on York Street (directly in front of our Main Entrance) for drop-off or pick-up.

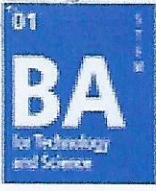
Please be aware that buses will be arriving at approximately 8:25 am and departing at 3:30 pm. It would be preferable if you did not compete with the buses. Also, please urge your student to use marked crosswalks near the building if crossing the street.

Baxter staff will be on York and Maple street each morning and afternoon during bus and parent drop off and pickup.

The first day of school for Baxter Academy was September 4, 2013. However, we were not at 54 York Street for this day. Instead, all drop off and pick up activity occurred at Fort Williams State Park in Cape Elizabeth.

Originally, bus drop off was scheduled for 8:25 am and pick-up at 3:30 pm. As of October 21, 2013, our afternoon pick-up for buses changed to 3:10 pm.

**Baxter Academy staff** members are present on the sidewalk each morning and afternoon to ensure safe drop off and pick up. Specifically, they reinforce that crosswalks are to be used at all times and keep students on the sidewalk and out of the streets while waiting for buses.



## **Baxter Academy** for Technology and Science

### **Observations**

#### *Parent Drop Off and Pick Up*

Parents begin dropping their children off as early as 7:30 am, which is in accordance with agreements we have with them. The majority of parent drop off is complete by 8:20 am.

In the first weeks of school, we reinforced that parents needed to drop off students by pulling onto Maple Street, rather than unloading on York Street. However, due to construction on the hotel at the corner of Maple and Commercial, and construction vehicles constantly being parked in the 15-minute parking spots on Maple Street lining our building, a bottleneck quickly surfaced. Without a constant and reliable place for unloading in such a way that would enable students to exit the vehicle onto a sidewalk, we could not continue to ask parents to pull onto Maple Street. Doing so would require them to let their children out in the middle of the street.

As a result, drop off points for parents have become diversified depending on the parents' line of travel. Currently some parents are using Maple Street and the 30-minute parking spots on either side of York Street (running north and south) to briefly stop and let their students out. This seems to work particularly well because students generally exit their vehicles onto the sidewalk and then either use the crosswalk (for cars parked on the southbound side) or walk directly onto the sidewalk from the northbound side.

Occasionally, parents will pull in front of the school's main entrance to drop off their student. This is regularly discouraged by staff, however is happening with greater frequency now that snow has arrived. Occasionally, parents will also park directly in front of the main entrance to wait for their student to come out for pick up; this generally occurs only after the buses have departed.

In the afternoons, there are fewer parent pickups than drop offs. If students are picked up, it is generally before the school day ends. Parents park in an appropriate on-street spot (Maple Street or York Street), use a crosswalk if necessary, and enter the school building. They sign their student out while they wait for the student to come to the front office. They then return to their parked car and leave. This process typically takes about 5 minutes.

#### *My Thoughts*

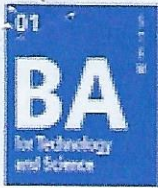
Due to the construction on Maple Street, the plan for parent drop off to occur solely on Maple Street is untenable during this period. Both construction activity (e.g. construction vehicles blocking Maple Street), and vehicles belonging to workers at the construction site being parked in the 15-Minute Parking on Maple Street, have thwarted this plan.

Parents have found reasonable alternatives that are generally safer than drop off or pick up on Maple Street. Using on-street parking on either side of York Street has caused no negative reports of which I am aware. Traffic is stopped only while a student uses a crosswalk, which is to be expected in any scenario.

#### *Buses*

Buses arrive to the school one by one beginning at approximately 8:20 am and ending at 8:25 am most days. The buses use their yellow and red flashers as required and appropriate. Traffic back up behind a bus is generally between one (1) and six (6) vehicles and lasts no more than two minutes. To date I have not heard of one complaint - nothing ranging from a honk to a letter. Students leave the buses and enter directly into the school. We have not had a single incident of concern during this time.

For afternoon pick up, buses arrive together in a line and stop in front of the school main entrance on York Street (northbound). They use their yellow and red flashers as is required. Students are both inside and outside the



## **Baxter Academy** for Technology and Science

building at this time. The students line up and board the buses in an orderly fashion, usually taking about 1.5 minutes. At this time, normally no more than one (1) to six (6) vehicles are stopped behind the buses.

### *My Thoughts*

Bus drop off and pick up has gone as smoothly as I could imagine. I have received no complaints about the impact of having the buses stop in front of the school. In fact, I most commonly hear that people are very happy and pleasantly surprised that our drop off and pick up has had no impact on their driving in the area. These reports come primarily from people who work on York Street in buildings owned by J. B. Brown.

### *Bicycles*

We have numerous bicycle stands installed along Maple Street. Students and faculty use these daily. I have heard no reports of trouble from people in the area, nor from the students and faculty. Currently, there is still room for more bicycles to be locked up on the existing stands. As the temperature decreases, I expect our bicycle rider numbers to dwindle. We will observe whether the numbers increase in the Spring of 2014, and if we adequately have stands at that time. I expect that we will for this school year.

### **Summary**

To date, drop off and pick up at 54 York Street has been going smoothly. There have been no complaints brought to our attention.

Hotel construction adjacent to our building has complicated original plans for parent drop off and pick up to occur exclusively on Maple Street. Parents have adapted by using existing on-street parking spots on York Street, which has not caused a problem to date either from a pedestrian perspective or from a parking perspective. In regards to the latter, parents are parking for less than 5 minutes on average.

Once hotel construction is complete, we can determine if parents need to be redirected to drop off and pick up solely on Maple Street, or if some blended approach, as is currently the situation, can continue to work.

### **Concern**

The one concern I do have (and it is shared by others in the Baxter Academy community) is that this area is not marked as a school zone with a reduced speed limit. Vehicle speeds on York Street often seem faster than the speed limit. We would like to have appropriate signage installed on York Street, at the appropriate distances, in order to inform drivers that this is now a school zone and they should slow their speeds accordingly. Preferably flashing signs like those installed on Cumberland Ave. near Portland High School.

Please let me know if you have any questions. I look forward to continue working together to ensure that this area of Portland serves all members of the community well.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Adam Burk', written over a light blue circular stamp or watermark.

Adam Burk

**Portland Press Herald**  
1862  
**Maine Sunday Telegram**  
pressherald.com

**Payment Receipt**

Traffic Solutions  
Amy Bray  
235 Bancroft St  
Portland, ME 04102

Thank you for placing your advertisement in Portland Press Herald.

**PAYMENT INFORMATION:**

**Total Order Price:** \$351.28

**Payment Amount:** 351.28

**Payment Method:** Credit Card

Thank you,  
Classified Sales

207-791-6100                      Monday - Friday, 8:00 a.m. - 5:00 p.m.  
classified@pressherald.com

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**ORDER INFORMATION:**

**Order Number:**                      **172166**

**Title:**                                      Portland Press Herald

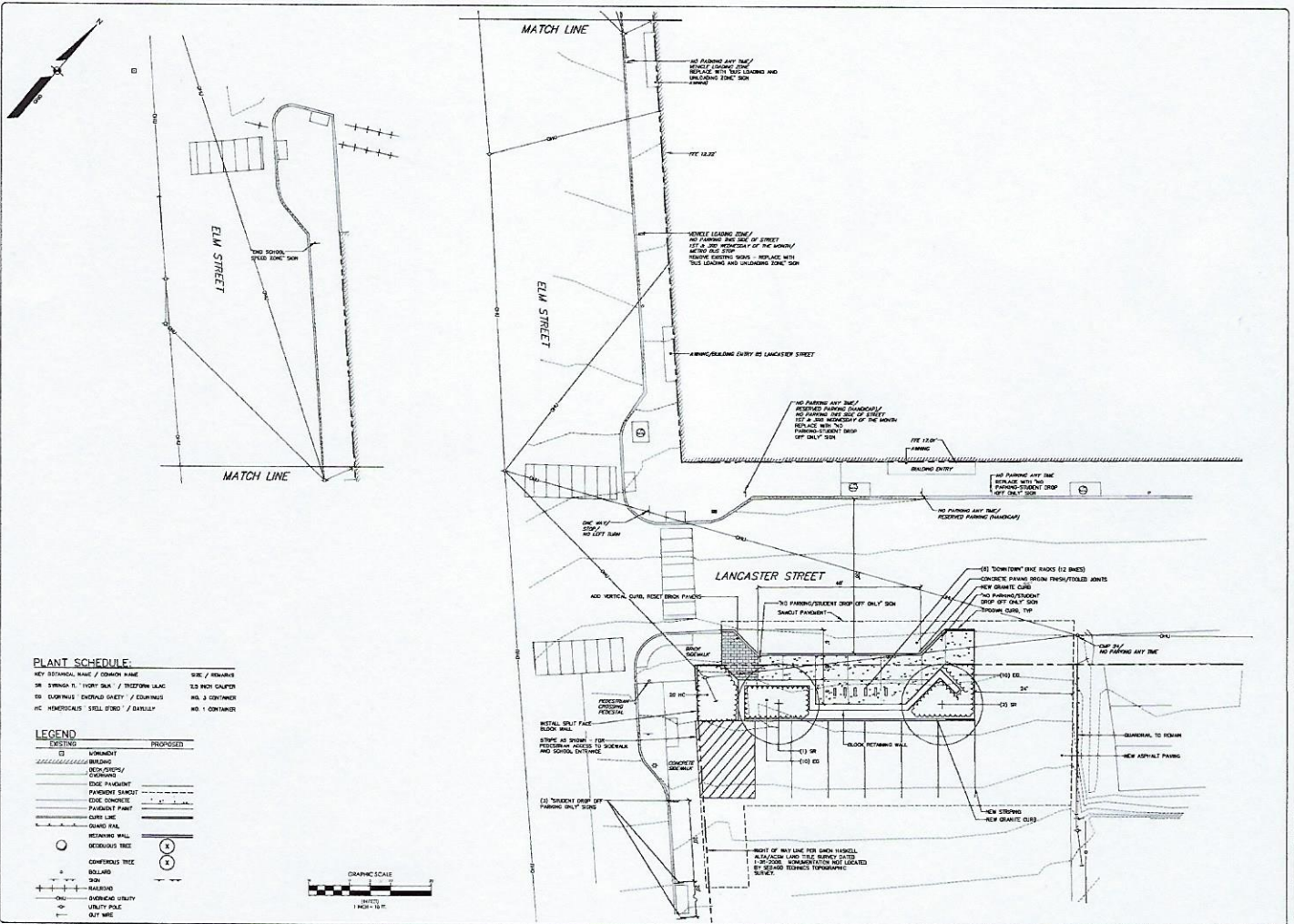
**Classification:**                      1000 Legal Notices


**Start date:**                              2/16/2017

**Number of Days:**                      1

**PO Number:**                              Baxter / Amy Bray

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DESIGNED	CHECKED
WIC	WIC

PROJECT NO. 17245    SCALE 1" = 10'  
 SHEET 3 OF 5

**SEBAGO**

30 JUNE AVENUE, SUITE 200  
 BOSTON, MASSACHUSETTS 02114  
 TEL: 617.552.1234    FAX: 617.552.1235

**SITE PLAN**  
 185 LANCASTER STREET  
 BOSTON, MASSACHUSETTS  
 BOULOS ASSET MANAGEMENT  
 PROJECT NO. 17245    SCALE 1" = 10'  
 SHEET 3 OF 5