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MONTEREY PARK ORANGE ONTARIO SAN DIEGO LA QUINTA CULVER CITY

TECHNICAL MEMORANDUM

Date: November 28, 2022

To: William Kavadas, Planning Division – City of Culver City

From: Ryan Kelly, Senior Engineer – KOA Corporation

Subject: Minerva School Conditional Use Permit Application – Proposed Mobility Plan

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This Mobility Plan has been prepared by KOA Corporation (KOA) to ensure that the proposed Minerva School (the "School") will provide on-site automobile parking sufficient to accommodate the demands of faculty/staff and student drop-off/pick-up activities, and to manage the parking and vehicle trip demands of the School. This Mobility Plan consists of the following three components:

- Parking Demand Analysis
- Parking Demand Management (PDM) Plan
- Transportation Demand Management (TDM) Plan

These components have been included as part of the Mobility Plan per the City's comments on the School's Conditional Use Permit (CUP) Application. As part of the CUP Application, the School has requested approval of the establishment of a preschool and kindergarten facility serving a full- and part-time student enrollment of up to 144 students, with up to 20 full- and part-time employees (the "Project"). Through Mobility Plan implementation, the School is anticipated to generate automobile parking demands lower than the School's proposed automobile parking supply and would, therefore, not create off-site parking impacts. In addition, the strategies proposed for implementation as part of the PDM and TDM Plans will further reduce the vehicle trips and on-site parking generated by the Project.

EXISTING SCHOOL DESCRIPTION AND OPERATION

The existing school (Culver City Montessori Preschool) is located at 11269 Washington Boulevard in the western portion of the City of Culver City (the "City"). The existing school will be relocated and re-established as the Minerva School at 5840 Uplander Way in the southeastern portion of the City. The existing school site is located on the block bounded by Washington Boulevard to the south, Sawtelle Boulevard to the west, an alley to the north, and Globe Avenue to the east. The existing School site is situated immediately west of the Interstate 405 freeway. The existing School currently serves a total of 58 preschool students, split between 6 classes, with 12 faculty/staff members. The preschool operates between 8:00 AM and 4:30 PM with the vast majority of student drop-offs and pick-ups occurring from 8:00 AM to 8:30 AM and from 4:30 PM to 5:00 PM, respectively. Drop-off and pick-up activities occur at two locations adjacent to the school site: (1) along the curb adjacent to the existing school on the north side of Washington Boulevard, and (2) within the existing school's parking lot across the alley north of the site. Approximately 7 on-street parking spaces along Washington Boulevard and 15 spaces within the existing school parking lot are provided for

student drop-off/pick-up activities[1]. Upon parking their vehicles in either of the two existing school parking areas, parents walk students to the school gate at the front or rear of the building for drop-off, and then return to their vehicle. For pick-ups, parents follow a similar routine, except they retrieve students from the school gate at the front or rear of the building before returning to their vehicle. Two faculty/staff members are posted at each school gate to ensure safe and efficient processing of students to and from the school.

PROPOSED SCHOOL DESCRIPTION AND OPERATION

As part of Project development, the existing school uses will be relocated and expanded to operate from the Uplander Campus located at 5840 Uplander Way. The Project site will include an approximately 16,080 square-foot building and 5,600 square-foot play yard for the proposed preschool and kindergarten uses. Within the school building, six classrooms and ancillary lobby, lounge, restroom, and storage space will be provided on the ground floor for the preschool use. The second floor will provide two classrooms (as well as three specialty activity rooms for art, music, etc.), ancillary storage, and restroom space for the kindergarten uses, as well as faculty office, conference, and teacher's lounge space to be shared between the preschool and kindergarten uses. The proposed Project site plan is provided in Attachment 1. The preschool program will include 108 students (84 full-time and 24 part-time students) across six classes and the kindergarten program will include 36 students in two classes. Two teachers will be provided for every preschool class (12 total) and one teacher will be provided for each kindergarten class (2 total). The teachers employed at the existing School site are expected to be retained. In addition to the 14 teachers, the School faculty/staff will include a Head of School, Mandarin Director, Spanish Director, two kitchen staff members, and a guard. Thus, the School will have a total of 20 employees.

The proposed School will operate between 7:00 AM and 6:00 PM, with the full-time preschool program running between 8:00 AM and 4:00 PM and the kindergarten program running between 8:30 AM and 3:00 PM. The proposed School will also provide a part-time preschool program between 9:00 AM and 12:00 PM, as well as an aftercare program until 6:00 PM. A staggered drop-off and pick-up schedule will be employed for both the preschool and kindergarten students. The full-time students for each preschool class will be assigned a 15-minute drop-off window between 7:30 AM and 9:00 AM and a 15-minute pick-up window between 4:00 PM and 5:30 PM. Part-time preschool students will be dropped off between 9:00 AM and 9:20 AM and picked up between 12:00 PM and 12:20 PM. Each of the two kindergarten classes will be assigned a 15-minute drop-off window between 8:00 AM and 8:30 AM and a 15-minute pick-up window between 3:00 PM and 3:30 PM. Sporadic pick-ups will occur between 5:30 PM and 6:00 PM and 3:30 PM and 6:00 PM for the preschool aftercare and kindergarten aftercare programs, respectively.

Drop-off and pick-up activities will occur within the proposed Project parking lot. The proposed School parking lot will include 37 automobile parking spaces, including 2 Americans with Disabilities Act (ADA) reserved spaces. For the drop-off operations, a parent will park their vehicle in the parking lot, help to unload the student(s), and walk the student(s) to the School entrance where School staff will check the student(s) in. Pick-up operations will occur in a similar manner, with a parent parking their vehicle in the School parking lot, retrieving the student(s) from the School entrance, then returning to their vehicle and exiting the site. Two-to-three School faculty/staff members will be stationed at each School entrance (along Uplander Way and adjacent to the School parking lot) in order to provide convenient and fast processing of students into and out of the School.

[1] The existing school site shares a 16-space parking lot with the Culver City Presbyterian Church, which operates from the same address. Of the spaces in the shared parking lot, approximately one space is utilized on weekdays for church-related activities, leaving 15 spaces available for preschool use.

PARKING DEMAND ANALYSIS

On October 24, 2022, the City Council voted to abolish minimum parking requirements for new developments within the City. As such, the School is no longer required to comply with minimum parking rates for schools and daycare facilities. However, per comments from the City's Planning Division, the School must provide sufficient parking in order to meet its anticipated parking demands. Therefore, a parking demand analysis has been prepared for the School to determine whether the proposed 37-space parking lot can accommodate the School's peak parking demands.

For the proposed School, the parking demand will be comprised of two primary components: the faculty/staff parking demand and the parking demand associated with student drop-off/pick-up activities. The methodology, assumptions, and results of the analysis to determine the parking demands associated with these two components are detailed in the following sections.

EMPLOYEE PARKING DEMAND

EXISTING SCHOOL FACULTY/STAFF COMMUTE TRAVEL STATISTICS

In order to determine the anticipated parking demand associated with the proposed School site, the School and KOA surveyed current faculty/staff at the existing school to gauge their typical commute behavior. The survey results indicated that existing faculty/staff maintain the following general travel mode splits:

- Drive Alone – 10 of 12 (83.3 percent)
- Public Transportation – 1 of 12 (8.3 percent)
- Drop-off/Pick-up – 1 of 12 (8.3 percent)

Based on the results of the survey, the existing faculty/staff anticipate that they will utilize the same travel mode to access the proposed School site following relocation. Thus, these mode split percentages were applied to the proposed School faculty/staff members to determine the anticipated employee parking demand.

PROPOSED SCHOOL FACULTY/STAFF PARKING DEMAND

As discussed, the proposed School is expected to employ a total of 20 faculty/staff members, including 14 teachers, 2 foreign language directors, 2 kitchen staff members, 1 guard, and 1 Head of School. In order to determine the faculty/staff parking demand of the proposed School, the travel mode split percentages determined from the survey of existing School faculty/staff were applied to the anticipated staff population for the proposed School.

Based on the collected survey data, approximately 83.3 percent of faculty/staff currently drive alone and will be expected to drive alone to the proposed Uplander Campus. Thus, of the 20 proposed employees, approximately 17 will drive and park within the proposed School parking lot. Of the remaining staff members, one or two are expected to take transit to and from the site and one or two will be picked up and dropped off.

Based on information provided by the Project team, the following staff schedules are anticipated for the proposed School:

- Morning Shift: 7:30 AM to 4:30 PM
- Afternoon Shift: 9:00 AM to 6:00 PM
- Kitchen Staff: 7:00 AM to 1:00 PM

However, the division of staff between the morning and afternoon shifts will be dependent on the number of students enrolled in the aftercare program. As these numbers cannot be determined until after Project approval and enrollment of students, all teachers and non-kitchen faculty/staff were conservatively assumed to arrive prior to the morning student drop-off period and leave after the afternoon student pick-up period. The two kitchen staff members were assumed to arrive prior to morning drop-off activities and leave prior to the beginning of the afternoon pick-up window.

Based on the expected mode split factors and proposed School staffing schedule, 17 of the 37 on-site parking spaces will be required to meet the faculty/staff parking demand during the morning drop-off period. In the afternoon pick-up period, 16 parking spaces will be occupied by employee vehicles on the site (conservatively assuming one of the kitchen staff members takes transit to and from the site). With these faculty/staff parking demands on the site, 18 spaces and 19 spaces will be available to accommodate student drop-offs and pick-ups during the morning and afternoon periods, respectively. This analysis conservatively assumes no use of the ADA parking spaces for employees or student drop-offs/pick-ups.

STUDENT DROP-OFF/PICK-UP PARKING DEMAND

As discussed previously, when students are dropped-off and picked-up at the proposed School site, parents will drive into the Project parking lot and park in a parking space before unloading or loading a student from or into their vehicle. Thus, the drop-off and pick-up activities for the School site will have an associated parking demand which must be accommodated by the School's parking facilities.

STUDENT DROP-OFF/PICK-UP PARKING SUPPLY

In order to estimate the anticipated parking supply available for drop-off and pick-up activities at the proposed School, empirical drop-off/pick-up parking data were collected at the existing school site. Parking duration data for student drop-offs and pick-ups were collected for a typical school day on Thursday, September 15, 2022. Parking data were collected for the period starting 15 minutes before and ending 15 minutes after the existing school drop-off and pick-up periods (i.e., 7:45 AM to 8:45 AM and 4:15 PM to 5:15 PM). During these periods, the time was recorded starting when a vehicle parked to drop-off/pick-up a student and ending when the vehicle departed the existing school parking area. These data were evaluated to determine the average parking dwell time for vehicles at the existing school. The parking duration data collected for the existing School site are provided in Attachment 2.

As shown in Attachment 2, during the morning student drop-off period, dwell times in the existing School parking facilities ranged from less than 2 minutes to approximately 13 minutes. The average dwell time for vehicles during the student drop-off period was calculated to be approximately 4 minutes, 47 seconds. During the afternoon student pick-up period, vehicular dwell times in the parking facilities ranged from under 2 minutes to approximately 27 minutes, with an average dwell time of 5 minutes, 52 seconds.

Based on these average dwell times, it was assumed that vehicular parking spaces would turnover approximately every five minutes during the morning student drop-off period and every 6 minutes during the afternoon student pick-up period. Assuming these turnover rates, each non-employee parking space in the proposed School parking lot would be available to turnover 3 times during the peak 15-minute student drop-off period and 2.5 times during the peak 15-minute student pick-up period. By applying these turnover rates to the number of available non-ADA parking spaces within the proposed School parking lot after accounting for the anticipated faculty/staff parking demand, a total of 54 effective drop-off spaces and 47 effective pick-up spaces would be available for student vehicles during the morning and afternoon peak 15-minute periods, respectively. These calculations are detailed below in Table 1.

Table 1: Available Automobile Parking Supply Calculations for Peak 15-Minute Periods of Student Drop-Offs and Pick-Ups

Drop-off/Pick-Up Period	Total Spaces in Parking Lot[1]	Employee Parking Demand	Spaces Available for Student Drop-Offs/Pick-ups	Average Vehicular Dwell Time	15-Minute Turnover Factor[2]	Effective 15-Minute Drop-off/Pick-Up Parking Supply
Morning Drop-Off Period (7:30 AM to 9:00 AM)	35	17	18	0:04:47	3.0	54
Afternoon Pick-Up Period (3:00 PM to 5:30 PM)	35	16	19	0:05:52	2.5	47

Notes:
[1] The total conservatively does not include the two ADA parking spaces.
[2] Based on parking space turnover rates of 5 minutes and 6 minutes for the morning pick-up and afternoon drop-off periods, respectively.

STUDENT DROP-OFF/PICK-UP PARKING DEMAND

In order to evaluate whether the student drop-off/pick-up parking supply is sufficient to meet the needs of the proposed School, the peak drop-off/pick-up demands were estimated for the site. The peak 15-minute periods for drop-off and pick-up activities were determined based on the previously described operational schedule. Due to the lack of information regarding the number of students that will be enrolled in the aftercare program (and thus the anticipated pick-up demand during the aftercare period), only the standard drop-off/pick-up windows were evaluated. It is assumed that, through the provision of the additional aftercare pick-up windows, student pick-ups will be spread across a longer timeframe and the peak pick-up demands analyzed herein present a conservative condition.

In addition to the student drop-off/pick-up parking duration data collected at the existing school site, the number of students within each vehicle was also recorded to inform the anticipated parking demand of the proposed School. During the morning drop-off period, 6 of the 39 observed vehicles dropped off 2 students during the morning period, while the remaining 33 vehicles contained a single student. The afternoon pick-up period exhibited a similar rate of students per vehicle, with 5 of the 34 vehicles picking up two students. The students per vehicle data are presented in Attachment 2.

Based on these data, reductions to the required drop-off/pick-up parking demand are appropriate to account for students who will arrive to and depart from the School in the same vehicle. While adjustments could have been implemented based on the observed data, it was conservatively assumed that all students at the proposed School would arrive to and depart from the site in separate vehicles. Although it is expected that some students will carpool to/from the School site (especially given the tuition incentives proposed to be implemented by the School as part of the TDM Plan), estimating the number of future carpooling students is difficult due to changes in enrollment that may occur as a result of the School relocation. Thus, it was conservatively assumed that all students would arrive to and depart from the site via separate vehicles.

As discussed previously, the student drop-offs and pick-ups at the proposed School site would be divided into separate windows for each class. Based on the student drop-off/pick-up schedule, the peak 15-minute periods for student drop-offs would occur from 8:00 AM to 8:15 AM and from 8:15 AM to 8:30 AM, when drop-offs would include a preschool class and a kindergarten class. During each of these periods a total of 32 students (14 preschool, 18 kindergarten) would be dropped off. Assuming each of these students would arrive to the site in a separate vehicle, the peak 15-minute student drop-off parking demand is 32 vehicles.

During the afternoon pick-up period, the designated preschool and kindergarten pick-up periods do not overlap. Therefore, the peak periods for student pick-ups would occur from 3:00 PM to 3:15 PM and from 3:15 PM to 3:30 PM, during kindergarten class pick-ups. Assuming the 18 kindergarten students per period will each be picked up by a separate vehicle, the peak 15-minute student pick-up parking demand is 18 vehicles.

STUDENT DROP-OFF/PICK-UP PARKING EVALUATION

Based on the peak parking supply and demand calculations detailed above, an evaluation of whether the proposed School parking facility can accommodate the anticipated parking demands was conducted and the results are presented below in Table 2. As shown, during the morning peak 15-minute drop-off periods from 8:00 AM to 8:15 AM and from 8:15 AM to 8:30 AM, the effective parking supply of 54 vehicle spaces can accommodate the 32-vehicle peak parking demand. Similarly, during the afternoon peak 15-minute pick-up periods from 3:00 PM to 3:15 PM and from 3:15 PM to 3:30 PM, the effective parking supply of 47 vehicle spaces can accommodate the 18-vehicle peak parking demand.

Table 2: Student Drop-Off/Pick-Up Parking Supply vs. Demand

Drop-Off Period	Preschool Students	Kindergarten Students	Total Students	Total Parking Demand	Effective Available Spaces[1]	Exceeds Supply?
7:30-7:45 AM	14	0	14	14	54	No
7:45-8:00 AM	14	0	14	14	54	No
8:00-8:15 AM	14	18	32	32	54	No
8:15-8:30 AM	14	18	32	32	54	No
8:30-8:45 AM	14	0	14	14	54	No
8:45-9:00 AM	14	0	14	14	54	No
9:00-9:20 AM	24	0	24	24	54	No
Pick-Up Period	**Preschool Students**	**Kindergarten Students**	**Total Students**	**Total Parking Demand**	**Effective Available Spaces[2]**	**Exceeds Supply?**
3:00-3:15 PM	0	18	18	18	47	No
3:15-3:30 PM	0	18	18	18	47	No
4:00-4:15 PM	14	0	14	14	47	No
4:15-4:30 PM	14	0	14	14	47	No
4:30-4:45 PM	14	0	14	14	47	No
4:45-5:00 PM	14	0	14	14	47	No
5:00-5:15 PM	14	0	14	14	47	No
5:15-5:30 PM	14	0	14	14	47	No

Notes:

[1] Available parking spaces determined by multiplying the 18 non-ADA parking spaces unoccupied by faculty/staff by the number of parking space turnovers per period (based on a 5-minute parking duration).

[2] Available parking spaces determined by multiplying the 19 non-ADA parking spaces unoccupied by faculty/staff by the number of parking space turnovers per period (based on a 6-minute parking duration).

Thus, based on this analysis, the proposed School site provides sufficient parking in order to accommodate the parking demands of both faculty/staff and student drop-offs/pick-ups without spilling over to the on-street parking along Uplander Way or adjacent properties. During the morning drop-off period, the proposed School parking facility can accommodate 22 or more additional drop-off vehicles during each peak 15-minute drop-off period. Further, during the afternoon pick-up period, 29 or more additional pick-up vehicles can be accommodated in the parking lot during each peak 15-minute pick-up window. While student drop-off and pick-up activities at the proposed School site are expected to be very similar to the existing school site, the additional drop-off/pick-up capacities provide ample buffer should some drop-offs or pick-ups take longer than the average observed times.

PARKING DEMAND MANAGEMENT PLAN

As evidenced by the parking demand analysis presented above, the proposed on-site parking supply will meet the anticipated faculty/staff and student drop-off/pick-up parking demands for the relocated and

expanded School facility. As such, it is not anticipated that Project will result in off-site parking impacts to neighboring facilities. However, the Project proposes to implement various measures in order to reduce the number of visitors and employees parked on the site at any single time to reduce further the risk of parking impacts to neighboring businesses. The potential measures proposed for implementation as part of this PDM Plan are discussed below.

EMPLOYEE CARPOOL PROGRAM

As discussed previously, based on the survey of existing faculty/staff, approximately 17 percent of existing faculty/staff commute to and from the campus via non-single-occupancy passenger vehicle. The School presently employs few TDM measures aimed at encouraging alternative mode use for the employees and reducing the number of vehicles parked on site. This provides room for the implementation of measures that will expand carpooling and alternative mode travel, and thus reduce the number of automobiles used by employees to travel to and from the site.

In addition, as part of the survey of existing faculty/staff, the School provided home zip code data to determine where employees live in relation to the campus. The faculty/staff home zip code data indicated that several employees who drive alone to/from work reside either in the same zip code or near each other:

- 2 employees in the north Inglewood community zip code 90302, who both presently drive alone
- 2 employees in South Bay community zip codes, who both presently drive alone
- 5 employees in Westside community zip codes, who all presently drive alone

Based on this information, there is opportunity for the employees of the proposed School to carpool to the Uplander Campus. The School operators will encourage and facilitate planning between faculty and staff members to coordinate carpooling opportunities. By reducing the number of faculty/staff-related vehicles on the site throughout the school day, more parking spaces will remain available for student drop-off/pick-up use.

DISCOUNTED TRANSIT PASSES

To incentive employees to use transit to arrive to and depart from the site, the School will offer subsidized transit passes (e.g., through a Transit Access Pass [TAP] program). School faculty/staff will be presented with a minimum 50 percent off on transit passes. These incentives will be provided in lieu of a dedicated parking space and will be provided to discourage the use of private vehicle travel.

PARKING CASH OUT

Any full-time employee working at the School may be offered the option to be paid an annual $400 parking subsidy, to be used at the employee's discretion for any expenses associated with commuting to and from work or any other expenses, in exchange for relinquishing a parking space within the School parking lot. Any employee taking advantage of the parking cash out must qualify through the use of a non-single-occupancy passenger vehicle travel mode alternative, such as carpooling, public transit, bicycling, or walking.

GUARANTEED RIDE HOME PROGRAM

This program offers registered alternative commute participants a free ride home (e.g., via a taxi voucher arrangement or a transportation network company [TNC] like Uber or Lyft) in the event of an emergency or unexpected late work at the School. The number of emergency rides is typically limited to 6 per year to prevent overuse of the program. Such a program is often a valuable selling point to employees who want to engage in carpooling or an alternative mode arrangement but are concerned about being stranded should an emergency or the unexpected arise.

LONG-TERM BICYCLE PARKING

In compliance with the City's Municipal Code § 17.320.045 A.2, the proposed School will provide 4 short-term bicycle parking spaces (based on two kindergarten classrooms) and 2 long-term bicycle parking spaces. The short-term bicycle racks will be provided near the School entrance adjacent to the automobile parking area. Secure, long-term bicycle parking may consist of a fully enclosed space or a locker accessible only to the owner/operator of the bicycle that better protects the bicycle from inclement weather and potential theft. The School has identified an enclosed near the east stairwell on the ground floor that can accommodate the long-term bicycle parking spaces. The provision of short- and long-term bicycle parking will provide employees with end-of-trip bicycle facilities and will encourage the use of alternative travel modes instead of private vehicles (reducing the number of vehicles parked at the site).

SCHOOL VISITOR RESTRICTIONS

In order to limit parking spillover from the parking lot, guest visits to the proposed School will be limited to off-peak periods when the parking lot exhibits sufficient additional capacity. These periods will be limited to the times outside of the student drop-off and pick-up windows. Thus, all guest visits to the School will occur between 9:30 AM and 3:00 PM. By scheduling visits during these periods, the Project will ensure that the visitor parking demand does not occupy spaces that are needed for employees and student drop-off/pick-up activities.

SITE-ADJACENT ON-STREET PARKING CHANGES

Adjacent to the proposed School building along the south side of Uplander Way, there are four metered parking spaces that allow for 10-hour parking between 8:00 AM and 6:00 PM on weekdays and Saturday. Per the results of the parking demand analysis, spillover parking is not expected to occur onto Uplander Way. However, should the parking demands of the site exceed the parking supply, the School will work with the City to make adjustments to the parking restrictions for the four metered spaces adjacent to the School building. For example, if additional parking spaces are needed to accommodate student drop-off and pick-up activities, the School will request that the 10-hour parking restrictions for these spaces be changed to provide only for 15-minute parking. Converting these spaces to short-term only parking will help to ensure that they are not occupied by employees of adjacent businesses throughout the day and can instead be utilized by School parents for short durations during the student drop-off and pick-up periods.

TRANSPORTATION DEMAND MANAGEMENT PLAN

While the measures of the above PDM plan seek to ensure that appropriate measures are in place to avoid potential parking spillover into adjacent properties, the TDM Plan seeks to reduce the overall number of vehicle trips to and from the site. These measures are intended to encourage School faculty/staff and parents to consider the use of alternative travel modes, including those that support the reduction of greenhouse gas emissions. Many of the PDM measures listed above, in addition to reducing the parking demands on the Project site, would also reduce the number of vehicle trips to and from the proposed School. Despite their travel reduction benefits, they are listed only in the PDM Plan section to avoid redundancy.

CENTRALIZED TRANSPORTATION INFORMATION DISPLAY

A bulletin board, display case, or kiosk displaying transportation information shall be installed in the faculty/staff lounge, where it will be accessible to all employees. All required information shall be stocked/updated on a regular basis. Such information will include, at a minimum, the following:

- Current maps, routes, and schedules for public transit routes serving the site, including nearby bus service provided by Culver CityBus

- Telephone numbers/websites for referrals on regional ridesharing agencies, transportation management associations, and local transit operators
- Ridesharing material supplied by commuter-oriented organizations
- Bicycle route and facility information, including regional/local bicycle maps and safety information
- A listing of any promotional materials for other facilities and resources that may be available for carpoolers, transit riders, bicyclists, and pedestrians at the site

OTHER MARKETING

Annual state- and regional-level events, such as those related to Rideshare Week and Bike-to-Work Day, will be advertised and potentially used as the setting for a site-specific marketing event and/or transportation fair.

NEW EMPLOYEE ORIENTATION

Every new employee will be required to participate in an orientation. This orientation will be offered during the hiring process and will be conducted by the School administrators. This orientation will include:

- An introduction to the concept and goals of TDM, both in general and how it relates specifically to the School
- The physical and programmatic resources and incentives available to all faculty/staff
- The distribution of transportation demand welcome packages, with Metro pass promotional plans; detailed written information about the parking demand strategies, resources, and incentives; and phone numbers and website links for further information

ANNUAL CONTINUING EMPLOYEE ORIENTATION

This continued orientation will be offered on an annual basis to all School faculty/staff. This training will be in addition to the orientation offered to new employees, as described above. This orientation will be conducted by the School administrators and will serve to:

- Review all of the resources and services of the PDM/TDM Plans
- Address current strengths and shortcomings of the PDM/TDM Plans
- Solicit comments, complaints, and/or recommendations from faculty/staff
- Discuss potential future changes and updates to the PDM/TDM Plans

PRIORITY PARKING FOR EMPLOYEE CARPOOLS

The School will establish priority parking for employee carpools, as needed, based on faculty/staff demand. At a minimum, it is recommended that one automobile parking space in a desirable location will be reserved for future carpool use. The desirable locations include the standard parking spaces closest to the School building entrances. The extra width and length of the standard parking spaces will allow carpool drivers and passengers to arrive at and depart from the School more easily than using compact spaces. The number of employee carpool parking spaces will increase as employees form more carpools.

STUDENT CARPOOL PROGRAM

In addition to encouraging employees to carpool, the proposed School will also promote carpooling for families dropping off and picking up students. As part of the information collected for the existing school site, student zip code data was gathered from school administration to determine the areas to and from which students are drawn. A review of the student home zip code data indicated that several students reside in the same zip codes:

- 12 students in the north Culver City community zip code 90232

- 11 students in the south Culver City community zip code 90230
- 6 students in the Mar Vista/West Los Angeles/Culver City community zip code 90066
- 6 students in the Palms/Beverlywood community zip code 90034

Based on this information, there are opportunities for the parents of students to arrange carpools for student drop-offs and pick-ups at the proposed Uplander Campus. School administrators will assist parents with identifying and coordinating carpool opportunities for student drop-offs and pick-ups. To incentivize parents to arrange carpooling with other families, the proposed School will offer a monthly tuition credit for those families that choose to use carpooling or alternative modes of travel.

ELECTRIC VEHICLE PARKING

The Project will comply with the City's Electric Vehicle (EV) parking requirements. Per the City's Municipal Code § 17.320.035 O.3, of the parking provided for a non-residential land use, 20 percent is required to be EV Capable, 10 percent is required to be EV Ready, and 10 percent is required to be Full EV Chargers/Charging Stations. Based on the School's proposed 37-space automobile parking supply, the Project will provide 8 EV Capable parking spaces, 4 EV Ready parking spaces, and 4 EV Charging Station spaces. The EV spaces will be located along the southern portion of the School parking lot, as shown in Attachment 1. The EV Capable and EV Ready spaces will not be reserved for exclusive use by EVs, in order to provide sufficient parking capacity for faculty/staff and student drop-off/pick-up parking demands. The EV Charging Station spaces will be restricted to exclusive EV use only as demand warrants. The provision of these spaces will encourage the use of clean energy vehicles when visiting the site.

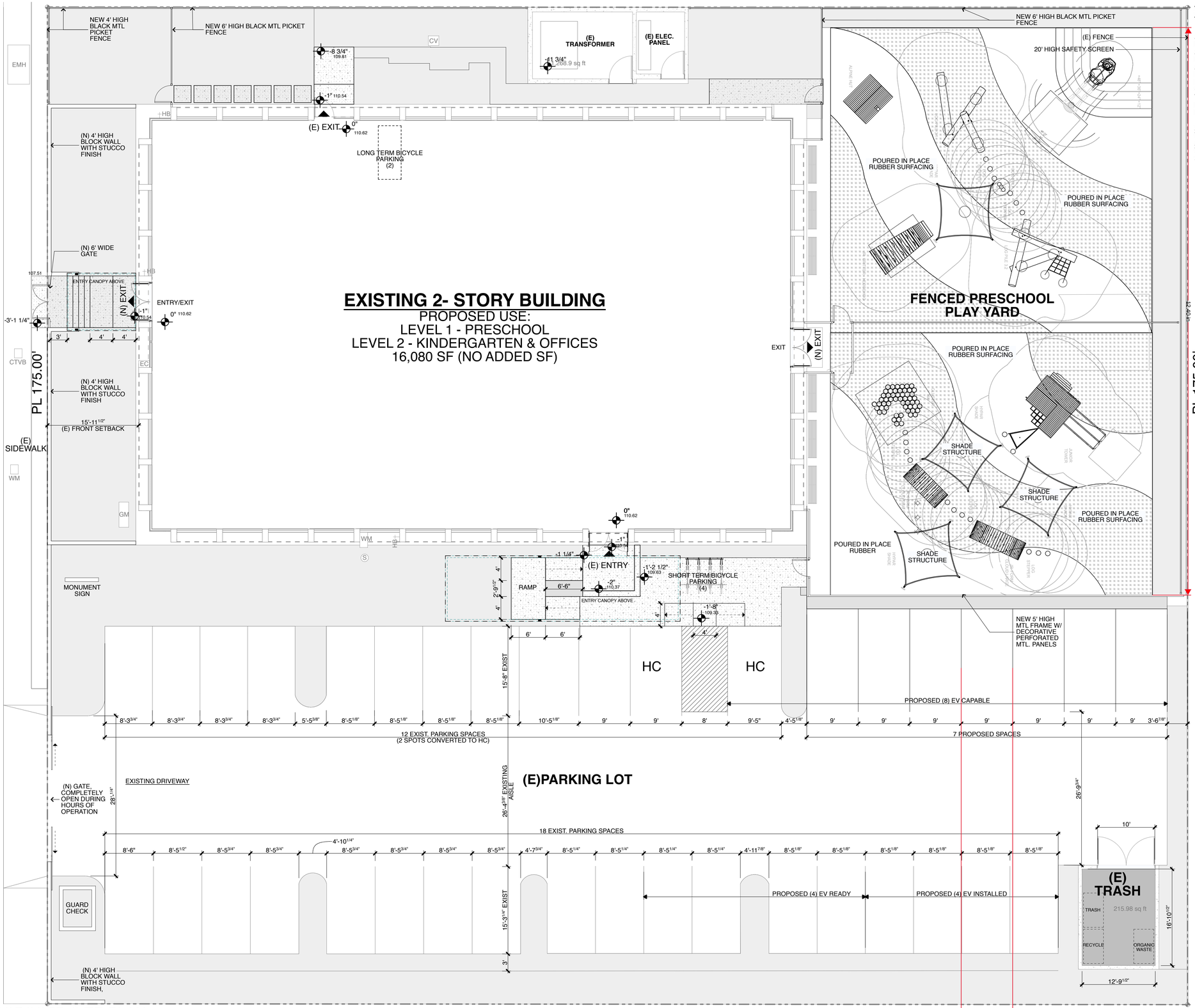
CONCLUSIONS

As evidenced by the Parking Demand Analysis presented above, the faculty/staff and student drop-off/pick-up parking demands are expected to be accommodated comfortably within the School's proposed parking facilities. While the parking demands of the School are not expected to spill over onto the surrounding roadway system and adjacent properties, the School has proposed potential measures to reduce the number of trips and parked vehicles associated with the site as part of the PDM and TDM Plans. As part of these Plans, the School will encourage the establishment of a carpool program for both faculty/staff and students, which will reduce the number of parked vehicles on site and the number of the trips traveling to and from the School. School administration will promote participation within these programs by providing tuition credits to student families and cash out payments to employees who participate in these programs. Through these measures and the additional strategies discussed herein, it is anticipated that the School parking demands will be lower than those analyzed in this analysis. For these reasons, it is expected that the Project will be able to accommodate all associated parking demands within the facilities provided on site.

ATTACHMENT 1

CONCEPTUAL PROJECT SITE PLAN

UPLANDER WAY



1 PROPOSED SITE PLAN
SCALE: 1/8" = 1'-0"

ENVIRONMENTAL PROGRAMS AND OPERATIONS NOTES

1) SOLID WASTE, RECYCLABLE WASTE MATERIAL, AND ORGANIC WASTE HANDLING SHALL BE PERFORMED EXCLUSIVELY BY THE CITY OR ITS AUTHORIZED AGENTS. THE CITY COUNCIL MAY REGULATE, BY ORDINANCE OR RESOLUTION, ALL ASPECTS OF SOLID WASTE, RECYCLABLE WASTE MATERIAL, AND ORGANIC WASTE HANDLING, INCLUDING, BUT NOT LIMITED TO, FREQUENCY OF COLLECTION, MEANS OF COLLECTION AND TRANSPORTATION, LEVEL OF SERVICES, CHARGES, FEES, AND NATURE, LOCATION AND EXTENT OF PROVIDING SOLID WASTE HANDLING SERVICES.

2) THE CITY OF CULVER CITY SHALL PROVIDE WASTE DISPOSAL AND RECYCLING SERVICES FOR ALL CONSTRUCTION & DEMOLITION PROJECTS WITHIN CITY LIMITS IN ACCORDANCE WITH CCMC 5.01.010.

SITE PLAN LEGEND

- (N) 6" CMU SITE WALL WITH STUCCO FINISH, 8'-0" HIGH MAX. AT SIDE & REAR YARDS, 42" HIGH MAX. AT FRONT YARD.
- (E) 6" CMU SITE WALL WITH STUCCO FINISH TO REMAIN, 8'-0" HIGH MAX. AT SIDE & REAR YARDS, 42" HIGH MAX. AT FRONT YARD.
- PROPERTY LINE & PROPERTY CORNER
- SETBACK LINE
- CENTERLINE
- 2% SLOPE
- 1-01-01 KEYNOTE, SEE KEYNOTES LIST
- 0'-0" FLOOR ELEVATION
- HB HOSE BIB
- S SEWER CONNECTION
- GM GAS METER
- WM WATER METER
- EC ELECTRICAL CONDUIT
- CV CONTROL VALVE

SweisKloss
Design + Construct

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Santa Monica, CA 90401
T 310-394-6460
F 310-394-8322
sweiskloss.com

N

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5840 UPLANDER WAY
CULVER CITY, CA 90230-6608

Revisions

MARK	DATE	DESCRIPTION

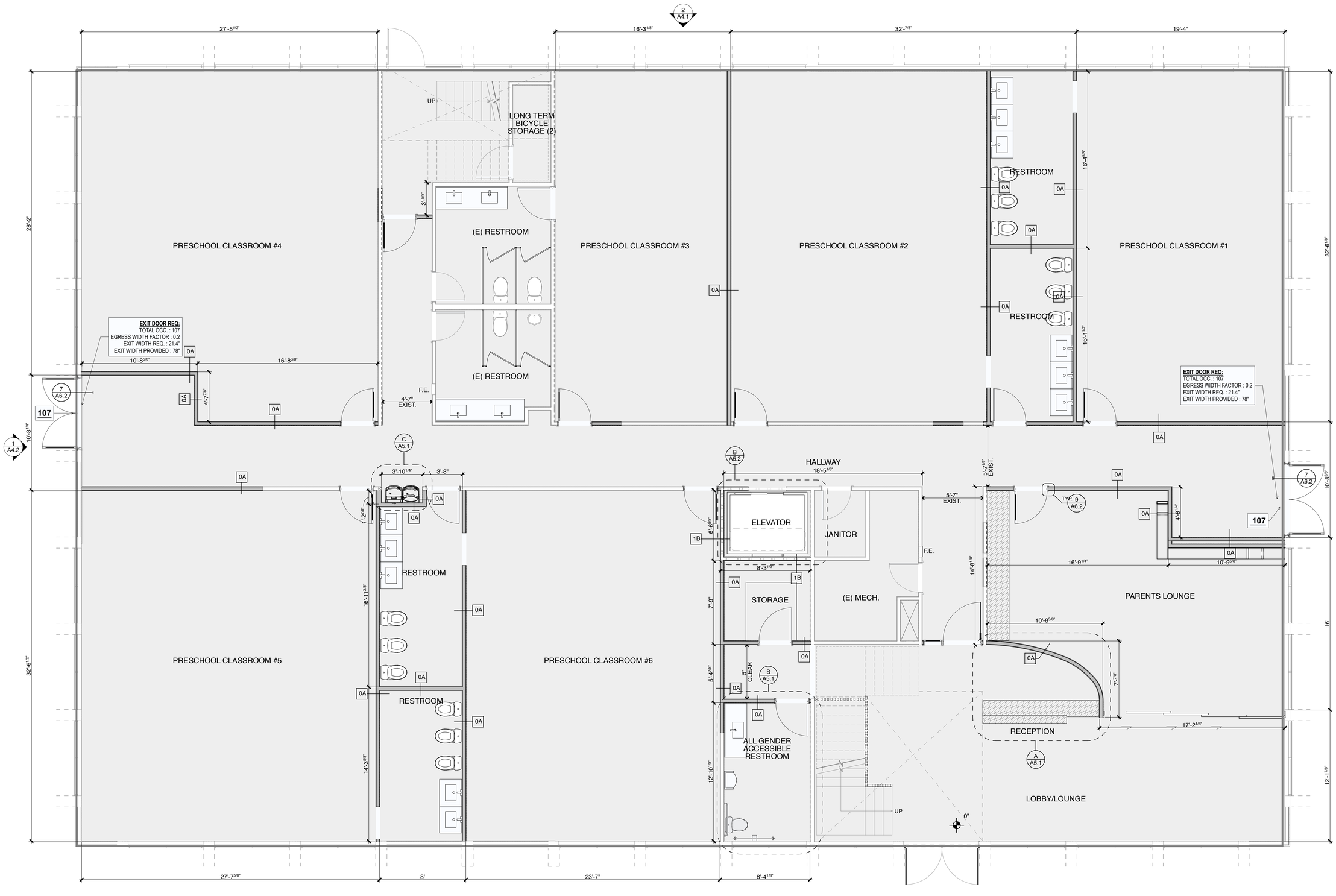
Job No	21-016
Issue Date	11/15/2022
Drawn	AS, YC, FG
Scale	PER DRAWINGS

CONSTRUCTION DOCUMENT

PROPOSED SITE PLAN

A.3

SHEET #LayNoInSubset OF 42



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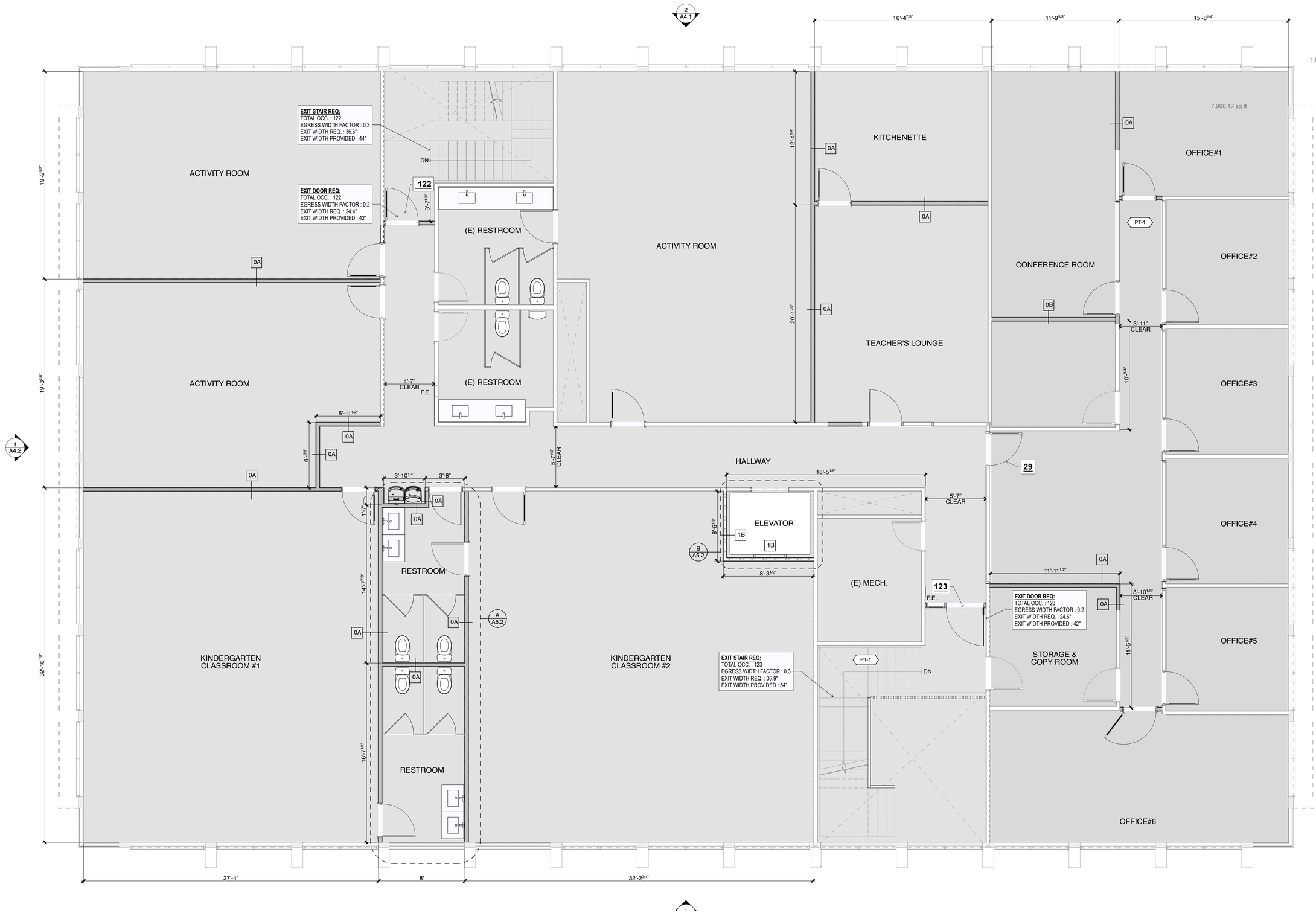
CONSTRUCTION DOCUMENT

PROPOSED FIRST FLOOR PLAN

A.11

SHEET #LayNoInSubset OF 42



1 PROPOSED SECOND FLOOR

SCALE: 1/4" = 1'-0"

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Revisions

MARK	DATE	DESCRIPTION

Job No	21-016
Issue Date	11/15/2022
Drawn	AS, YC, FG
Scale	PER DRAWINGS

CONSTRUCTION DOCUMENT

PROPOSED SECOND FLOOR PLAN

A.12

SHEET #LayNoInSubset OF 42

ATTACHMENT 2

CULVER CITY MONTESSORI PRESHOOL
STUDENT DROP-OFF/PICK-UP VEHICLE DWELL TIME DATA

CULVER CITY MONTESSORI PRESCHOOL

Student Drop-Off Data Collection Survey - Front of School

Survey Start: **7:45:00 AM** **Survey End:** **8:45:00 AM** **Date:** 9/15/2022

License Plate #	Arrival Time	Departure Time	Dwell Time	# of students
995	7:52:00 AM	8:05:00 AM	0:13:00	1
860	7:53:00 AM	8:00:00 AM	0:07:00	1
581	8:01:00 AM	8:03:00 AM	0:02:00	1
710	8:06:12 AM	8:09:34 AM	0:03:22	1
056	8:07:09 AM	8:09:37 AM	0:02:28	1
075	8:09:06 AM	8:17:12 AM	0:08:06	1
893	8:11:32 AM	8:15:20 AM	0:03:48	1
3A0	8:12:27 AM	8:19:16 AM	0:06:49	1
472	8:20:15 AM	8:22:57 AM	0:02:42	1
982	8:21:12 AM	8:28:18 AM	0:07:06	1
719	8:21:34 AM	8:25:10 AM	0:03:36	2
387	8:23:28 AM	8:25:31 AM	0:02:03	1
ULA	8:24:23 AM	8:27:45 AM	0:03:22	1
V71	8:25:50 AM	8:27:41 AM	0:01:51	1
163	8:26:41 AM	8:30:32 AM	0:03:51	1
868	8:26:46 AM	8:31:03 AM	0:04:17	2
853	8:35:54 AM	8:38:12 AM	0:02:18	1
V85	8:42:52 AM	8:45:13 AM	0:02:21	1

Time	# of Parked Vehicles:
7:45 AM	0
7:48 AM	0
7:51 AM	2
7:54 AM	2
7:57 AM	2
8:00 AM	2
8:03 AM	1
8:06 AM	2
8:09 AM	2
8:12 AM	3
8:15 AM	2
8:18 AM	3
8:21 AM	4
8:24 AM	4
8:27 AM	4
8:30 AM	2
8:33 AM	1
8:36 AM	1
8:39 AM	1
8:42 AM	1
8:45 AM	1
8:48 AM	0
8:51 AM	0
8:54 AM	0
8:57 AM	0
9:00 AM	0

AVERAGE DWELL TIME

FRONT OF SCHOOL: **0:04:27**

BACK OF SCHOOL: **0:05:04**

ENTIRE SCHOOL: **0:04:47**

CULVER CITY MONTESSORI PRESCHOOL

Student Drop-Off Data Collection Survey - Back of School

Survey Start: **7:45:00 AM** **Survey End:** **9:00:00 AM** **Date:** 9/15/2022

License Plate #	Arrival Time	Departure Time	Dwell Time	# of students
Y71	7:56:50 AM	8:01:33 AM	0:04:43	1
217	8:03:45 AM	8:10:07 AM	0:06:22	1
478	8:07:02 AM	8:10:05 AM	0:03:03	1
060	8:11:55 AM	8:15:40 AM	0:03:45	1
489	8:18:40 AM	8:22:08 AM	0:03:28	1
106	8:19:30 AM	8:23:26 AM	0:03:56	2
755	8:19:45 AM	8:26:35 AM	0:06:50	1
283	8:24:30 AM	8:28:45 AM	0:04:15	1
861	8:25:17 AM	8:29:30 AM	0:04:13	1
568	8:27:00 AM	8:37:31 AM	0:10:31	2
084	8:26:20 AM	8:30:47 AM	0:04:27	1
387	8:27:20 AM	8:31:22 AM	0:04:02	1
919	8:27:50 AM	8:30:05 AM	0:02:15	1
752	8:28:50 AM	8:32:00 AM	0:03:10	1
519	8:31:15 AM	8:35:02 AM	0:03:47	1
056	8:32:58 AM	8:41:11 AM	0:08:13	1
637	8:36:20 AM	8:49:10 AM	0:12:50	2
CDW	8:42:20 AM	8:48:40 AM	0:06:20	1
707	8:45:55 AM	8:49:34 AM	0:03:39	1
259	8:47:21 AM	8:49:50 AM	0:02:29	1
710	8:55:37 AM	8:59:40 AM	0:04:03	2

Time	# of Parked Vehicles:
7:45 AM	3
7:48 AM	3
7:51 AM	6
7:54 AM	8
7:57 AM	10
8:00 AM	11
8:03 AM	12
8:06 AM	13
8:09 AM	11
8:12 AM	12
8:15 AM	11
8:18 AM	14
8:21 AM	13
8:24 AM	14
8:27 AM	17
8:30 AM	14
8:33 AM	14
8:36 AM	13
8:39 AM	13
8:42 AM	13
8:45 AM	14
8:48 AM	11
8:51 AM	11
8:54 AM	12
8:57 AM	12
9:00 AM	11

MAXIMUM PARKING DEMAND

FRONT OF SCHOOL: **4**

BACK OF SCHOOL: **17**

ENTIRE SCHOOL: **21**

CULVER CITY MONTESSORI PRESCHOOL

Student Pick-Up Data Collection Survey - Front of School

Survey Start: **4:15:00 PM** **Survey End:** **5:15:00 PM** **Date:** 9/15/2022

License Plate #	Arrival Time	Departure Time	Dwell Time	# of students
174	4:19:58 PM	4:25:38 PM	0:05:40	1
V85	4:20:46 PM	4:24:51 PM	0:04:05	1
995	4:22:35 PM	4:49:42 PM	0:27:07	1
070	4:28:12 PM	4:36:36 PM	0:08:24	1
774	4:31:23 PM	4:36:09 PM	0:04:46	1
860	4:32:52 PM	4:37:40 PM	0:04:48	1
5D1	4:38:16 PM	4:42:54 PM	0:04:38	1
719	4:40:10 PM	4:45:56 PM	0:05:46	2
075	4:41:26 PM	4:46:10 PM	0:04:44	1
710	4:43:43 PM	4:48:04 PM	0:04:21	1
741	4:45:16 PM	4:47:30 PM	0:02:14	1
893	4:46:05 PM	4:49:33 PM	0:03:28	1
056	4:48:24 PM	4:51:35 PM	0:03:11	1
809	4:49:17 PM	4:54:26 PM	0:05:09	1
868	4:50:14 PM	4:53:36 PM	0:03:22	2
V71	4:55:08 PM	5:00:26 PM	0:05:18	1

Time	# of Parked Vehicles:
4:15 PM	0
4:18 PM	2
4:21 PM	3
4:24 PM	3
4:27 PM	1
4:30 PM	2
4:33 PM	4
4:36 PM	4
4:39 PM	4
4:42 PM	4
4:45 PM	4
4:48 PM	4
4:51 PM	2
4:54 PM	1
4:57 PM	1
5:00 PM	1
5:03 PM	0
5:06 PM	0
5:09 PM	0
5:12 PM	0
5:15 PM	0
5:18 PM	
5:21 PM	
5:24 PM	
5:27 PM	
5:30 PM	

AVERAGE DWELL TIME

FRONT OF SCHOOL: **0:06:04**

BACK OF SCHOOL: **0:05:41**

ENTIRE SCHOOL: **0:05:52**

CULVER CITY MONTESSORI PRESCHOOL

Student Pick-Up Data Collection Survey - Back of School

Survey Start: **4:15:00 PM** **Survey End:** **5:15:00 PM** **Date:** 9/15/2022

License Plate #	Arrival Time	Departure Time	Dwell Time	# of students
478	4:15:00 PM	4:16:24 PM	0:01:24	1
885	4:15:45 PM	4:19:23 PM	0:03:38	1
919	4:16:29 PM	4:23:15 PM	0:06:46	1
-	4:24:30 PM	4:32:00 PM	0:07:30	1
303	4:27:05 PM	4:34:53 PM	0:07:48	1
084	4:30:31 PM	4:35:19 PM	0:04:48	1
755	4:34:07 PM	4:39:55 PM	0:05:48	1
637	4:39:25 PM	4:52:27 PM	0:13:02	2
902	4:40:18 PM	4:45:37 PM	0:05:19	1
056	4:41:05 PM	4:46:09 PM	0:05:04	1
568	4:41:11 PM	4:48:15 PM	0:07:04	2
387	4:45:57 PM	4:50:00 PM	0:04:03	1
861	4:47:00 PM	4:51:20 PM	0:04:20	1
710	4:48:31 PM	4:53:37 PM	0:05:06	2
990	4:47:30 PM	4:51:00 PM	0:03:30	1
752	4:50:20 PM	4:55:00 PM	0:04:40	1
283	4:51:10 PM	4:54:13 PM	0:03:03	1
489	4:53:12 PM	5:02:40 PM	0:09:28	1

Time	# of Parked Vehicles:
4:15 PM	13
4:18 PM	14
4:21 PM	13
4:24 PM	12
4:27 PM	12
4:30 PM	13
4:33 PM	13
4:36 PM	12
4:39 PM	12
4:42 PM	15
4:45 PM	16
4:48 PM	18
4:51 PM	16
4:54 PM	14
4:57 PM	11
5:00 PM	8
5:03 PM	1
5:06 PM	1
5:09 PM	0
5:12 PM	0
5:15 PM	0
5:18 PM	
5:21 PM	
5:24 PM	
5:27 PM	
5:30 PM	

MAXIMUM PARKING DEMAND

FRONT OF SCHOOL: **4**

BACK OF SCHOOL: **18**

ENTIRE SCHOOL: **22**