

# MERCER ISLAND SCHOOL DISTRICT



## TRANSPORTATION DEMAND MANAGEMENT PLAN (TDMP) NORTH MERCER CAMPUS | COMPLEX Fall 2023 Update



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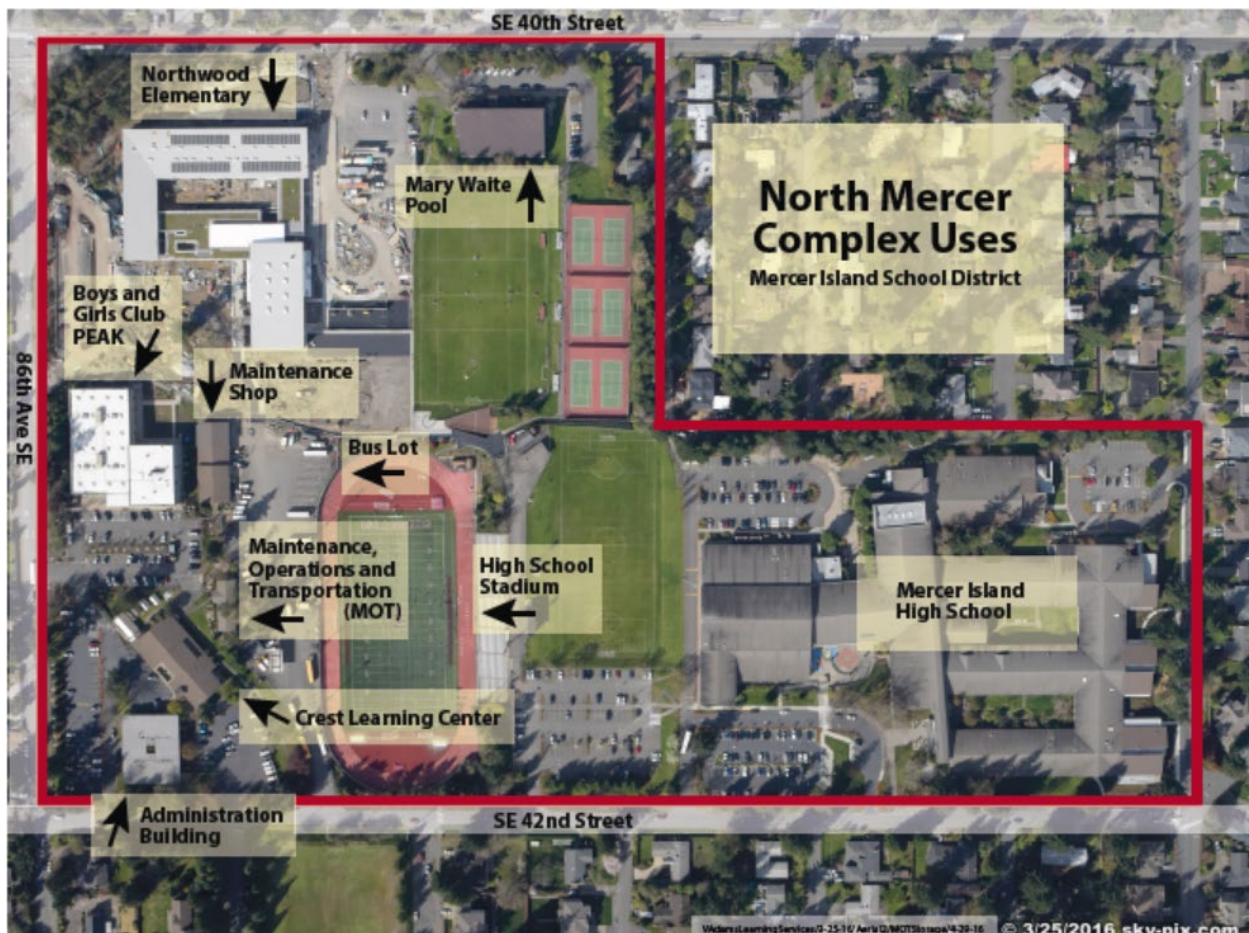
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## INTRODUCTION & DATA

### COVERAGE

This Transportation Demand Management Plan (TDMP) covers all buildings and uses on the North Mercer Campus Complex as noted in the graphic below:



### SITE USES

**Mercer Island High School (MIHS)**, 9100 SE 42<sup>nd</sup> Street: Mercer Island High School is located on the southeast corner of the campus and is home to grades 9 – 12 for the District. The building is all under one roof and provides approximately 222,000 square feet of instructional, support, and commons space. There are 425 parking stalls assigned to staff and student use. For the 2023-24 school year, there are approximately 131 FTE teachers/staff and 1443 students.

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**Bus Lot & Maintenance Building, 8740 SE 42<sup>nd</sup> Street:** These facilities sit just north of SE 42<sup>nd</sup> Street and 87<sup>th</sup> Avenue SE. All of the District's bus fleet works out of this lot; there is a fueling station with new fuel pumps used by the buses, District vehicles, and some City vehicles. The maintenance shop sits at the northwest corner of the lot. This year we added 2 DC Chargers and underground conduit for an additional 2 DC Chargers in our bus lot.

This school year, there are 39 buses in the lot, with 20 buses (15 big 2 of which are electric and 5 small) in use with a total of 20 routes that cover 147 trips and 22 route drivers. Routes begin at approximately 7:15 am and return at approximately 4:40 pm) to end the day.

Special Ed buses, shuttle buses and trip buses may run continuously throughout the day and into the evening.

Wednesday late start at the High School and early release at the Middle School and Elementary schools alter this schedule.

The peak times are 7:15am-9:40 am and 2:30pm-4:40 pm daily, (1:00 pm-4:00 pm on Wednesdays). Although there is reduced bus traffic outside of peak times, there is bus traffic throughout the day and evening.

**District Administrative Office, 4160 86<sup>th</sup> Avenue SE:** This 16,000 square foot building sited on the southwest corner of the campus and provides offices for all administrative functions of the District, a boardroom, and the technology infrastructure to support the schools throughout the Island along with warehouse space. For the 2023-24 school year, approximately 25 FTE staff work in this building.

**CREST Alternative Learning Center, 4150 86<sup>th</sup> Avenue SE:** CREST is sited between the Administration Building and the Maintenance Operations and Transportation Offices (MOT) and provides approximately 10,000 square feet of instructional and commons space, along with several greenhouses for the alternative learning program administered by the High School. The Crest student and staff population is included in the MIHS numbers noted above.

**Maintenance Operations & Transportation (MOT) Offices, 4140 86<sup>th</sup> Avenue SE:** The 5,300 square foot MOT building houses the management functions for the maintenance and custodial staff throughout the District. The Transportation (Bus) dispatch and driver lounge are housed in the building along with Capital Projects staff. For the 2023-24 school year, approximately 29 staff/bus drivers work in and out of this building.

**Boys & Girls Club PEAK, 4120 86<sup>th</sup> Avenue SE:** The 44,968 square foot Club is located along 86<sup>th</sup> Avenue SE, on the west side of the North Mercer Complex, between the Administration Building and Northwood Elementary. It houses a small administrative staff and non-District pre-school classes during school days. The District has use of the facilities during school days for educational and administrative uses. The Club

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runs a before and after school child care program along with extensive athletic and non-athletic child focused activities outside of school hours. The facility is used by District sports as well as club sports weekday afternoons, evenings, and weekends.

**Northwood Elementary School (NWE)**, 4030 86<sup>th</sup> Avenue SE: Northwood Elementary was opened in 2016 and is approximately 77,200 square feet. In 2022, an additional 4,600 square feet of portable space was added. For the 2023-24 school year, Northwood serves 361 K-5 students, 28 Pre-K students and approximately 48 FTE staff.

**Mary Wayte Pool**, 8815 SE 40<sup>th</sup> Street: Mary Wayte Pool is located on SE 40<sup>th</sup> street, just east of Northwood Elementary. It is a District owned facility of approximately 12,500 square feet. Numerous community based open swim, lessons, and club sports use the facility. The District swim teams and water polo teams also practice, and hold meets at the facility. It is currently managed by Olympic Cascade Aquatics who is under contract with the District.

## **SITE CONTACTS WITH RESPONSIBILITY FOR IMPLEMENTING THE TDMP**

**Mercer Island High School:** Erica Hill, Associate Principal,  
[erica.hill@mercerislandschools.org](mailto:erica.hill@mercerislandschools.org), (206) 230-6226

**Bus Lot & Maintenance Shop:** Tony Kuhn, Director of Maintenance and Operations,  
[tony.kuhn@mercerislandschools.org](mailto:tony.kuhn@mercerislandschools.org), (206) 236-3322

**District Administration Offices:** Matt Sullivan, CFO,  
[matt.sullivan@mercerislandschools.org](mailto:matt.sullivan@mercerislandschools.org), (206) 236-3295

**CREST Alternative High School:** Nick Wold, Principal,  
[nick.wold@mercerislandschools.org](mailto:nick.wold@mercerislandschools.org), (206) 230-6226

**Maintenance Operations & Transportation Building:** Tony Kuhn,  
Director of Maintenance and Operations, [tony.kuhn@mercerislandschools.org](mailto:tony.kuhn@mercerislandschools.org), (206) 236-3322

**Boys & Girls Club PEAK:** Becky Shaddle, Operations Director,  
[bshaddle@positiveplace.org](mailto:bshaddle@positiveplace.org) (206) 436-1952

**Northwood Elementary:** Julie Newcomer, Principal,  
[julie.newcomer@mercerislandschools.org](mailto:julie.newcomer@mercerislandschools.org), (206) 275-5802

**Mary Wayte Pool:** Alice Godfred, Pool Manager,  
[alicegodfred@gmail.com](mailto:alicegodfred@gmail.com), (206) 588-1117

**Unified Facilities Coordinator:** Rachel Hood,  
[facility.rentals@mercerislandschools.org](mailto:facility.rentals@mercerislandschools.org), (206) 230-6182

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**TRANSPORTATION COORDINATOR**

A Transportation Coordinator (TC) will be appointed each year to implement the TDMP. The TC must be an employee of MISD. The TC will oversee all elements of the TDMP including:

- Communications with each facility, parents, staff, neighbors and the City related to traffic and parking management on the campus.
- Administration of the unified facility scheduling system (described later)
- On-site traffic management
- Management of student drop-off and pick-up
- Management of the overall North Mercer Complex parking supply
- Monitoring of the North Mercer Complex traffic management (described later)

Tony Kuhn, Director of Maintenance and Operations, will continue to serve as the Transportation Coordinator for the 2023-24 school year. *(See site responsibility/contacts above for Mr. Kuhn's contact information)*

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**PARKING MANAGEMENT**

One of the unique and challenging aspects of having so many varied uses of North Mercer Complex is the management of parking resources. Careful management of each facility's allocated spaces is necessary. The following graphic shows all available parking on the campus:



A1 & A2: 127 total stalls. 111 of these stalls used by the District Administration offices. 10 of these spaces are shared with the Boys and Girls Club. 16 of the stalls in the A2 lot are used student parking.

HS 1, 2, 3 & 4: 352 stalls used by Mercer Island High School along with school hour use of 62 spaces in lot N2. 2 stalls in the Stadium Lot HS1 are shared with the Boys and Girls Club.

MW1: 21 stalls used by Mary Wayte Pool.

N1, 2, 3: 134 stalls used by Northwood Elementary. Note that 62 stalls in the N2 lot are assigned to High School students during school hours. 5 stalls in the N2 lot are used by the Pathways Program. Stalls in

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the N3 lot are assigned to Elementary School staff during the school day, and 2 stalls in the N1 lot are reserved for PEAK.

P1: 84 stalls used by the Boys & Girls Club PEAK facility and shared with District throughout the day and after hours. Approximately 50 additional spaces are available before and after school hours in the on-site drop-off and pickup lanes at Northwood Elementary. 32 of these spots are in the pick-up and drop-off lane off 86<sup>th</sup> Avenue SE and another 18 are located in the bus loop off SE 40<sup>th</sup> Street. Approximately 49 additional spaces are available before and after school hours in similar areas at the High School and along the frontage as noted above.

### **Walk Zone**

As part of the annual update to this plan, the number of students living in the walk zones for Northwood Elementary and Mercer Island High School will be identified and updated.

#### Mercer Island High School ( 1 mile radius)

2016-17 school year: 378 students (26% of enrolled students)  
2017-18 school year: 370 students (26% of enrolled students)  
2018-19 school year: 340 students (23% of enrolled students)  
2019-20 school year: 381 students (26% of enrolled students)  
2020-21 school year: no update due to COVID-19  
2021-22 school year: 340 students (20% of enrolled students)  
2022-23 school year: 342 students (22.5% of enrolled students)  
2023-24 school year: 364 students (25% of enrolled students)

#### Northwood Elementary ( ½ mile radius)

2016-17 school year: 207 students (51% of enrolled students)  
2017-18 school year: 216 students (49% of enrolled students)  
2018-19 school year: 190 students (44% of enrolled students)  
2019-20 school year: 194 students (48% of enrolled students)  
2020-21 school year: no update due to COVID-19  
2021-22 school year: 132 students (34% of enrolled students)  
2022-23 school year: 107 students (28.5% enrolled students)  
2023-24 school year: 110 students (31% enrolled students)

*Note: The District has explored why there is a large percentage drop of students who are walkers at Northwood for the 2021-22 school year. Staff contacted Shorewood Apartments to determine if a change in their occupancy demographics might be contributing but was unable to determine any significant change. There has been a change in Transportation staff at the District, and it is possible the numbers for 2021 & 2022 are being determined in a slightly different way than the 2016-2020 school years. This will continue to be monitored and reported through the TDPM.*

## GOALS OF THE PLAN

- **SAFE ACCESS** for students, staff, and neighbors to all facilities on the North Mercer Complex.
- **MINIMIZE TRANSPORTATION IMPACTS** to and from the campus, especially during the AM and PM peak traffic hours for vehicle trips to and from the Campus.
- **ENCOURAGE SUSTAINABLE AND RESPONSIBLE CHOICES** by staff, parents, and students in their travel to and from the North Mercer Complex.

## STRATEGIES

### CROSSING GUARDS

**Mercer Island High School:** None planned

**Northwood Elementary:** Three crossing guards are stationed along SE 40<sup>th</sup> Street; one at the intersection of 86<sup>th</sup> Avenue SE and two at the 88<sup>th</sup> Avenue SE intersection. The City's improved frontage along the north side of 40<sup>th</sup>, including sidewalks, curb cuts, and curb bulbs, have increased safety and access for students.

The District began the 2016-17 school year with a third crossing guard located at SE 42<sup>nd</sup> Street and 88<sup>th</sup> Avenue SE. This is the crosswalk that collects students walking from the South. Over the course of 9 months, data was collected on 111 school days. On average, less than 10 Northwood students use this crosswalk to access the school. Given the improvements made to this area, the level of use, and the availability of staff, we do not staff this crosswalk with a crossing guard.

**Other facilities:** No other crossing guards are being considered at this time. Pedestrian walk patterns continue to be monitored and the use of crossing guards will be adjusted as needed.

Para professionals for the District have typically performed the crossing guard duty. To ensure an adequate number of crossing guards are available at Northwood, the District has trained the custodial staff to be able to serve as back up support in the event a regular guard is out sick or unavailable.

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## **EFFORTS TO ENCOURAGE CARPOOLING, WALKING, BIKING, AND USE OF SCHOOL BUS AND TRANSIT**

### **Carpooling**

Various efforts to encourage carpooling have been undertaken at the High School and District Administration Building. To date, none have been very successful. The District will continue to look for ways to encourage ride sharing for both staff and students whenever possible. The District explored King County Van Pool options for staff. Given the monthly costs and user commitment, no vans were implemented. The District will continue to explore options that will increase staff's ability to carpool to campus in an effort to reduce vehicular trips to the Island. With the addition of light rail service to the Island in 2023/2024, we are optimistic.

### **Walking**

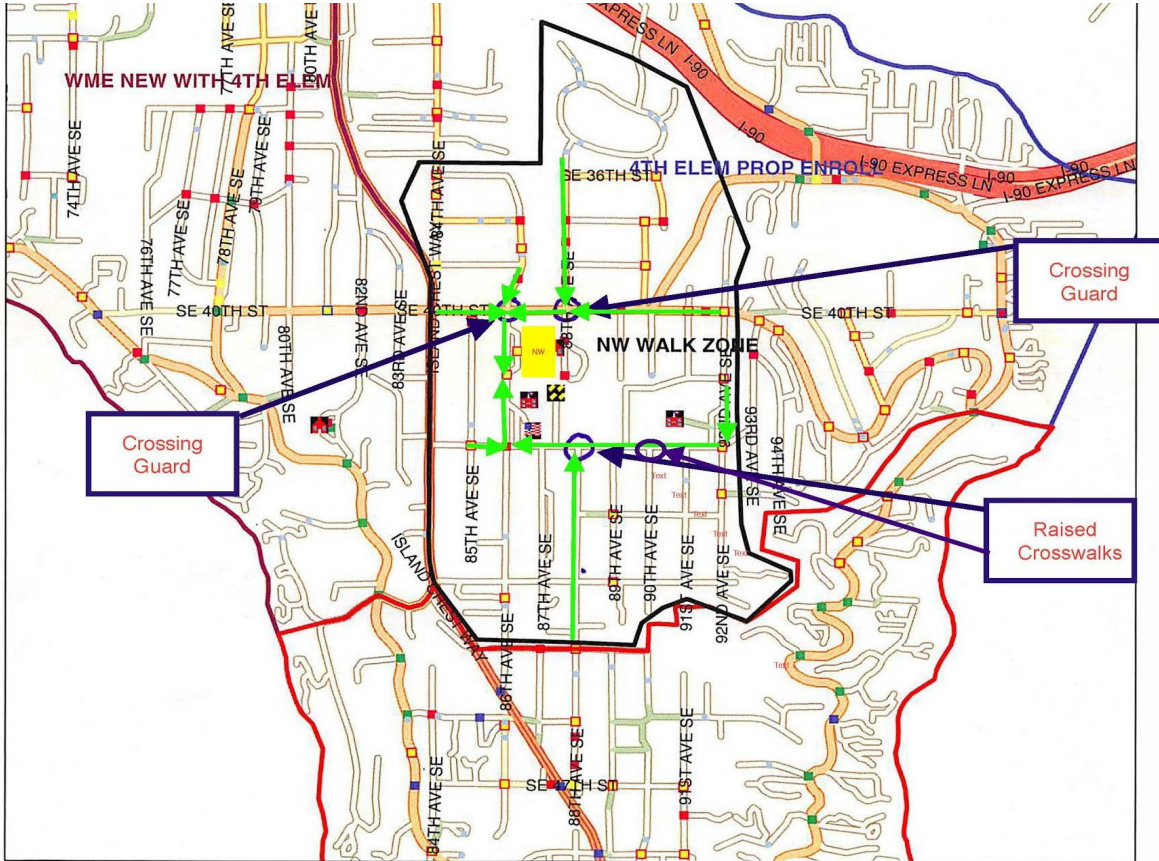
**Mercer Island High School:** Parking at the High School is limited and not all students who would like to have a parking space are able to secure one. Walking is encouraged but difficult in this age group. The new paved path along SE 42<sup>nd</sup> Street, from 88<sup>th</sup> Ave SE to 90<sup>th</sup> Ave SE has improved walking access and safety for High School students. In the Fall of 2018, the District took a survey sample from MIHS students inquiring about modes of transportation. In the 2018-19 school year only about 6.7% of MIHS students report walking to school on a regular basis.

**Northwood Elementary:** For the 2023-24 school year there are approximately 73 students in the walk zone north of SE 40<sup>th</sup> Street and 37 students south of 40<sup>th</sup>. There are approximately 10 additional students within the walk zone, however, due to the continued lack of sidewalk connections, the area west of 92<sup>nd</sup> Avenue SE, and the area east of Island Crest Way / east and west of 86<sup>th</sup> Avenue SE / north of SE 36<sup>th</sup> Street, will be serviced by a school bus.

Over the Summer of 2018 the City of Mercer Island completed traffic and safety improvements on SE 40<sup>th</sup> in front of Northwood Elementary School. The reports the District has received about the construction have been very positive. These improvements have had a substantial impact on the students and families surrounding the site. The changes have helped with traffic flow, and an increased sense of safety walking along 40<sup>th</sup>, they have also had a great improvement at the crosswalk on 88th. The curbs, sidewalks and striping have provided definition and allow students a safe place to walk and stand.

The City and District continue to work on their Safe Routes to School projects and conditions have and will continue to improve, increasing opportunities to walk to school and reducing the need for bus services in the walk zone. In the Summer of 2017, a new asphalt path was added to the south side of SE 42nd Street as well as an additional raised crosswalk at 90th Avenue SE. The District also worked with the City to approve the installation of a thermoplastic crosswalk across the entry of lot HS-4 and improve the walking path between Northwood Elementary and the Mercer Island High School at the north end of lot HS-3.

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The City of Mercer Island and the Mercer Island School district worked in collaboration to define safe walking and biking routes for Northwood students using guidelines provided by the Office of the Superintendent of Public Instruction. The green arrows on the map above show the safe routes through various neighborhoods to Northwood Elementary.

The District is committed to making Northwood a healthy and environmentally conscious learning environment. Encouraging parents to walk with their children or allowing them to walk to school is a priority.

### Biking

**Mercer Island High School:** During the 2016-17 School year, the school District added 3 additional bike racks to the campus making a total of 6 bike racks with parking for approximately 50-60 bicycles. The District procured 2 additional bike racks from the City of Mercer Island during the Winter of 2018 and installed these in the summer of 2019. These bike racks are located at the front entry This has increased the High School bike capacity to approximately 85 parking spaces. E-bike usage has increased significantly over the past year. In the fall of 2023, two additional bike racks will be installed at the High School to accommodate the extra bike traffic. They will be installed outside the Commons and add 16 parking spaces for a total of 101 spaces.

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**Northwood Elementary:** There are 29 bike racks, with parking for approximately 58 bicycles. The bike racks are provided in three separate locations to support students biking to school and after-hours access to the numerous facilities on the complex. Due to the age of the children attending Northwood, the District only allows for 3<sup>rd</sup>-5<sup>th</sup> grade students to bike to school. All 58 bicycle parking spots appear to be used regularly, but there is not a need for more. A bike safety assembly is held annually, and Bike-To-School Day is celebrated, and participation encouraged.

### **School Bus and Transit**

**Mercer Island High School:** For 2023-24, the High School is served by 5 yellow school buses.

Pre-covid, eligible students were able to sign up for a free Orca Card that allowed access to all Metro services in the County. In the 2019-20 school year, approximately 1,110 students were Metro eligible, and 764 cards were issued (19 less cards than the previous year). During the pandemic year of 2020-21, this service ceased. In 2023-24 all service is being provided by District buses. This may change in the future, but given the current issues related to covid and Metro's ability to service the Island, District buses are covering these routes. This is expected to be reviewed annually.

Starting September 1, 2022, riders 18 and younger can take transit for free thanks to Move Ahead Washington, a statewide transportation funding package. The district has no control over Metro routes. Additional routes would have to be purchased by the City or the School District.

**Northwood Elementary:** For the 2023-24 school year, approximately 269 students at Northwood qualify to ride a yellow bus to school. These students are served by 3 yellow buses. The Parent Handbook includes the following information for parents:

## **Transportation**

At Northwood the safety of our children is paramount. Our busy location will always be a challenge. If your child's neighborhood is provided bus service, the safest and most socially conscious way to get him or her to school is to send your children on the bus. If you are in a walking zone, please review the designated safe walk routes and teach your children to walk to school safely. We strongly encourage it!

### **Buses**

Bus service is available for many students based on their home location in the Northwood boundaries. Students in a bus zone are highly encouraged to use bus transportation to and from school in order to keep traffic in and around the parking lot to a minimum. There is a separate lot for bus use only and students will be dropped off there in the morning and will line up by bus number after school in the same place. You can find information about bus transportation through the District website at <http://www.mercerislandschools.org/domain/39>

Note that Kindergarteners will not be dropped off at their bus stop without an adult meeting them unless a release form has been signed.

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Bus service is available to some of the places frequented by students for after school activities. Contact the transportation department for details, 206-236-3335.

Students will not be allowed on a bus they don't normally ride without a signed and dated note from a parent or guardian.

### **BELL TIMES**

Maintaining adequate separation between bell times at the High School and Elementary School is important to the District to ensure the safety of students. Start times for the 2023-24 school year are:

#### **Monday, Tuesday, Thursday, and Friday**

Elementary Schools: 9:15 AM – 3:45 PM

High School: 8:00 AM – 3:00 PM

#### **Wednesday**

Elementary Schools: 9:15 AM – 2:05 PM

High School: 8:45 AM – 2:50 PM

### **UNIFIED FACILITY SCHEDULING**

After many years of low-tech attempts to schedule District facilities, a fully integrated, multi-user system was implemented, during the 2017-18 school year using a software system called Perfect Mind. All District facilities, including the North Mercer Complex, are part of this system. Both the District and the City have chosen the Perfect Mind software with the intent that in future years, data and access may be shared between the organizations.

In 2023-24 the Perfect Mind system continues to be highly utilized. All schools within the District share calendars through Perfect Mind. Improvements in function and accessibility to the software are being constantly implemented. In addition, a single full-time administrative staff member, Rachel Hood, continues to oversee all facilities being booked through Perfect Mind.

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**EFFICIENT OPERATION OF STUDENT DROP-OFF AND PICK UP**

**Mercer Island High School:** The added drop lanes are functioning as planned.



An added benefit of the changes made in 2014 and 2015 has been the increase in afterhours / event parking. The loop drives on-site, the pullout area on SE 42<sup>nd</sup> Street, and the bus-loading zone on 92<sup>nd</sup> Avenue SE are available for parking during non-school hours allowing approximately 49 vehicles to park off the street and in safe, designated areas. These additional spaces continue to work well.

The administration staff continues to begin each year with a strong presence at the drop off lane to help new parents learn the proper use of the area. The principals, PTA volunteers, and the parking enforcement officers are all on hand and it is quite effective.



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access from 86<sup>th</sup> Avenue SE. The City also installed "No U Turn" and "No left turn" signs along 86th Ave in 2022 to address the queuing and access issues at Northwood Elementary.



The character of the pickup and drop off times differ significantly at schools. Mornings tend to move quickly and efficiently as parents drop children and move along. Afternoon pick-ups can be challenging because parents often arrive early to wait for their children and then children must wait for their parents to appear in the line.

Below is an excerpt from the Northwood Parent Handbook for the 2023-24 School Year:

**Kiss-and-Go Zone (Parking Lot Pick-up and Drop-off)**

The Kiss-and-Go Zone and parking lot is at the front of the building, with access on the south end of the lot from 86th Ave SE. (NOTE: The bus lot at the rear of the school cannot be used for parent drop-off or pick-up). We highly recommend parents take the clockwise route around the North Mercer Complex block (shown below) to facilitate a smooth process. There is a car queuing lane northbound on 86th Ave SE to access the Northwood lot. There is not a queuing land southbound, making access from that direction challenging.

Our Kiss-and-Go Zone can accommodate an efficient drop-off and pick up process if all parents and students follow these guidelines.

- Use the school bus or walk whenever possible.
- Never leave your vehicle at the curb, even for “a minute.”
- Use the inside curb lane for picking up or dropping off your children. Do not allow your children to walk across the lot to find you.
- Children should enter/exit cars on the curbside for safety.

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- As you enter the lot, pull up as far as you can before stopping to drop off or pick up your child.
- Be ready. Please have backpacks ready, coats on, breakfast eaten BEFORE you enter the drop-off line so your child is ready to “Kiss-and-Go” when you stop the car.
- Please exercise patience at all times.
- Refrain from cell phone use while operating your vehicle in the parking lot.
- If your child care provider or other family member will be dropping off or picking up your children, it is your responsibility to make sure that those designated persons are also familiar with the policies and routines.
- If you need to park, please use a designated parking spot, get out of your car, use the crosswalk to meet your children, and use the crosswalk to escort them back to your car.
- Please do not use the parking area as a secondary “pick-up lane”. Children will not be allowed to cross from the curb to get to your car in that area of the lot. Please only use the designated pick-up loop.
- There are parking lot “attendants” present at the drop off and pick up. Their primary responsibility is student safety.
- The parking lot layout can be busy and confusing. Our goal is to get the children to school safely and keep the cars moving. Please follow the parking attendant’s directions when in the parking lot.

### **PARKING ENFORCEMENT**

Parking enforcement has not been necessary at any facility other than Mercer Island High School. All campus users work together well and share the resources and the parking supply appears to be sufficient. The exception at the High School is that every student, no matter how close they live, would like to drive their car to school.

In Fall of 2018 the students responded to parking concerns in a survey conducted by the school District. Approximately 77% of students that have a license drive themselves to school on a regular basis. However only 10% of students feel that there should be more paid parking spots on the MIHS campus. Paving a playfield or building a parking garage has not been the District or the City’s preferred solution and consequently, parking at the High School must be managed carefully. To this end, the District has maintained the security/parking enforcement for the High School at 1.5 FTE to help manage the lots during school hours.

During the 2017-18 school year the City of Mercer Island and the School District both received a petition from members of the MIHS student body regarding lack of allowed street parking. The District took this opportunity to poll both the students and the neighbors around the campus regarding opening additional street parking. The survey was sent to a total of 1,081 students and had a 42% participation rate. The results found that only 7% of the student body would like to see the District pursue adding more street parking. The neighbor survey was sent to 214 of the neighbors on the streets where parking might be considered. The survey had a 97% participation rate and the results found that 91% of the neighbors were strongly opposed to the idea of additional street parking. Based on the survey results received by the District, we have no plan to pursue opening additional street parking for MIHS students.

Noted below is the High School’s parking policy from the 2023-24 school year. Applications are carefully checked to ensure that any student living within a 1-mile radius of the school is not eligible for a parking pass. For the 2023-24 school year, Erica Hill is responsible for parking enforcement.

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**PARKING**

Mercer Island High School operates supervised parking lots for staff and students. There are a limited number of spaces that can be provided to students, staff and visitors. The school administration has the final authority on all parking matters. The owner/driver of the vehicle shall be solely responsible for the cost of any infractions, fines, or for the cost of towing.

Parking on campus is a privilege, not a right, and may be disallowed if abused or for other reasons determined by the school security officer or administration. *See details in the Parking Violation section.*

**Procedure for Allocating Spaces in the Parking Lot**

The administrator responsible for the Parking Lot will develop the application process and communicate this to all students. The administrator will work with a Review Group that includes the other administrators and the Security Officer to identify those who need a specific parking spot & students who are not “in good standing”\*. Applications from students not in good standing will not be accepted; the administrator will discuss this with these students and their parents if necessary.

\*Reasons for a student to be considered “**not in good standing**” include, but are not limited to, the following:

- Has 3 or more Parking violations
- Has unpaid ASB fees or parking fines
- Has demonstrated conduct detrimental to the safety of the school
- Are discourteous in the neighborhood – littering, excessive noise, disobeying no parking

If a student feels that a parking space is a reasonable accommodation for a disability, that student should contact their alpha-Administrator to ascertain what, if any, accommodations are appropriate.

**Security and Enforcement**

- The School Security Officer is responsible for security and enforcement in the parking lots. Vehicle information and allocated parking lots will be kept on file in the Security Office. The Security Officer is also part of the Review Group that includes all administrators when parking spots are finalized.
- The lots will be monitored by the School Security Officer and any parking violations will receive a fine. Tickets will be placed on the windshield or handed to the student. All tickets will be paid in full by the end of the semester.
- *See Parking Violations and Fines for more detail.*

**Mercer Island Police Department**

MIPD officers routinely monitor the roads and parking lots on campus and may impose fines and sanctions, in addition to those imposed by the school.

**Staff and Visitor Parking:**

- All visitors must park in designated visitor spaces, numbered 1-17, located in front of the school and must register their vehicle in the Main Office. Visitors AND STUDENTS should NOT PARK in numbered staff parking spots.
- Electric Car Charging Stations are available in spaces 18 and 19.
- Administrator parking spots are reserved for administration 24/7, seven days a week.
- Any student who parks in the Visitors spots or illegally may be ticketed and/or towed.
- There will be no students parking in the band lot.

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**Student Parking:**

Student Parking spots are by Parking Permit only from 7:30 am-3:00 pm Monday through Friday

**Carpool Parking:**

Carpools consist of at least 3 different households. Three households in a car will be prioritized over two, and these households need to be Seniors and Juniors.

**Falsifying on a carpool application will result in the applicant losing the privilege of a parking permit for the entire year.**

**Parking Violations:**

The following Parking violations will result in a ticket:

A student's parking pass is NON-TRANSFERABLE. Students have a pass to park in their allocated parking lot only. The seniors with a parking pass will be the only students allowed to park inside of all of the student parking lots. Juniors with parking passes will be the only students allowed to park in the Northwood parking lot.

- Only that parking assignment may be used by the student.
- A student's Parking Permit must be displayed anytime the car is in the parking lot.
- Parking in unauthorized areas-fire lanes, bus zones, numbered staff, handicapped spots, visitors' spots, curb, etc.
- Speeding or unsafe driving in the Parking Lots will result in a fine and/or loss of parking privileges.

**Parking Fines:**

- 1<sup>st</sup> offense-Warning or Parking fine of \$50
- 2<sup>nd</sup> offense-Second fine of \$75
- 3<sup>rd</sup> offense-Third fine of \$100 and a warning about loss of Parking privileges
- 4<sup>th</sup> offense-Possible loss of parking privileges for the remainder of the year

All fines must be paid in full by the end of each semester. Fines not paid will prevent a student from purchasing dance or graduation tickets until the fine is paid in full. The Security Officer will monitor parking tickets and submit a copy to the ASB Accounting Clerk for tracking payment.

**Appeals:**

Violations and fines may be appealed to the Parking Lot Administrator.

Any requests for change of parking spot or questions about parking will be referred to the Administrator in charge of parking.

**Parking probation:**

Students who are not in good standing in the fall or fall out of good standing during the school may be put on probation. The probationary status will last for up to 1 quarter (9 weeks). At the beginning of the probationary status the student will be provided a contract outlining the terms for regaining "good standing" status. If the student fails to meet the expectations set forth in the probation their parking privilege will be revoked.

If a student feels that a parking space is a reasonable accommodation for a disability, that student should contact their alpha-Administrator to ascertain what, if any, accommodations are appropriate.

**Security and Enforcement**

The School Security Officer is responsible for security and enforcement in the parking lots. Vehicle information and allocated parking lots will be kept on file in the Security Office. The Security Officer is also part of the Review Group that includes all administrators when parking spots are finalized.

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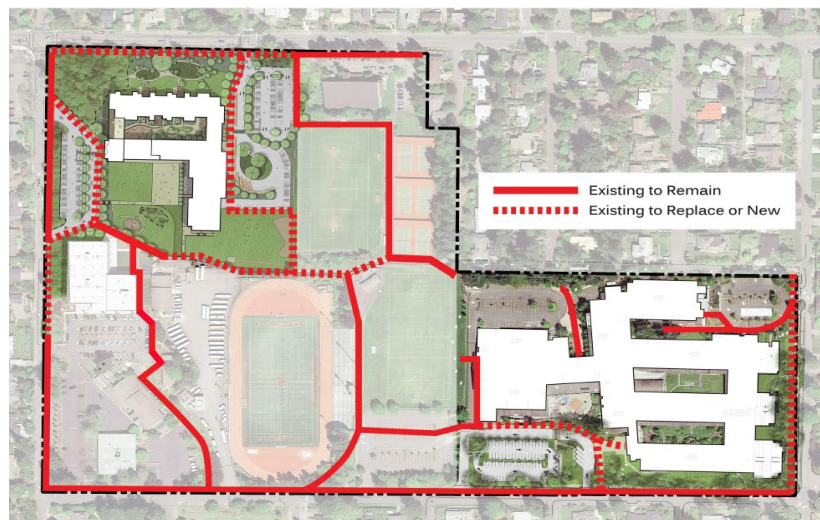
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The lots will be monitored by the School Security Officer and any parking violations will receive a fine. Tickets will be placed on the windshield. All tickets will be paid in full by the end of the semester.

## **SIGNAGE & WAYFINDING**

All buildings noted on campus have signage identifying the building by name and address. In the last few updates to this TDMP, wayfinding signage was under consideration. To date, we have not felt it was necessary and do not currently have plans to provide. However, the City installed various wayfinding signage around the North Mercer Campus in 2019. The District would still like to propose adding several District facilities to these posts as appropriate for the area.

Pedestrian routes across the campus include:



The dashed red lines indicate paths that were created or improved as part of the High School and Northwood improvements over the past several years.

## **PROVISIONS FOR SPECIAL EVENTS**

All special events will be coordinated through the Unified Facility Coordinator. Any event, or combination of events that would utilize 100% or more of a facilities' assigned parking will require the following measures:

Identification and arrangements with other facilities on campus to utilize their assigned parking if needed during the event.

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Identification and the phone number of the individual associated with the event that will be responsible for the special event parking measures. This person must be on site during the event to supervise the procedures and to respond to and address any unforeseen challenges with on-site circulation and parking.

Each Special Event shall provide information to the event attendees on the location of additional parking through mailings, postings and on-street at lot signage. Where applicable, the information should also be available on the websites and included in press releases.

When applicable, at least one person in a reflective vest or clothing should be near facility driveway(s) to direct attendees to available parking.

Large student and non-student events are communicated to neighbors by the individual sites via mailing. The list of events is also posted on the District website on the transportation services page

## **EFFECTIVENESS OF THE PLAN**

### **NEIGHBORHOOD OUTREACH**

Each year in October, or as modified in future updates of the TDMP, the Transportation Coordinator (TC) shall initiate a mailing to all properties that front onto common streets with the North Mercer Complex. This should include:

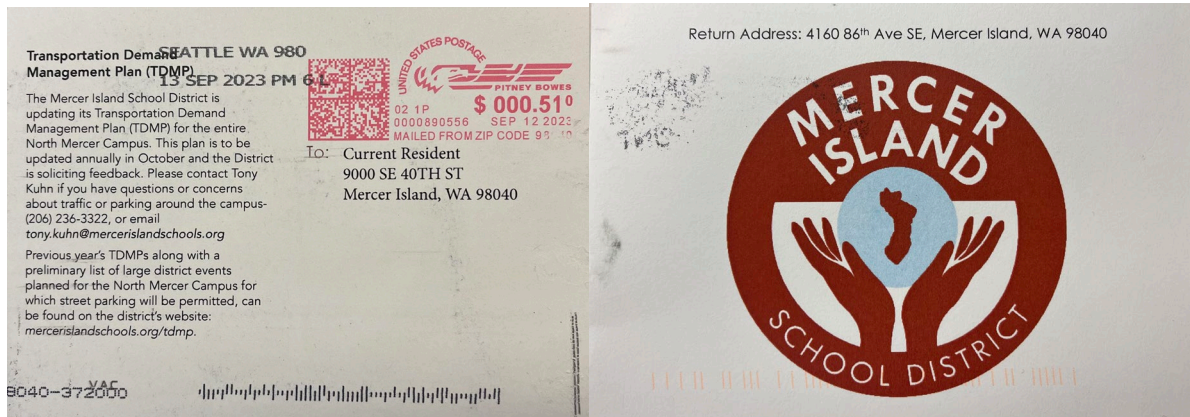
SE 40<sup>th</sup> Street, from 86<sup>th</sup> Avenue SE to 92<sup>nd</sup> Avenue SE  
86<sup>th</sup> Avenue SE, from SE 40<sup>th</sup> Street to SE 42<sup>nd</sup> Street  
SE 42<sup>nd</sup> Street, from 86<sup>th</sup> Avenue SE to 92<sup>nd</sup> Avenue SE  
92<sup>nd</sup> Avenue SE, from SE 42<sup>nd</sup> Street to SE 40<sup>th</sup> Street

The City will provide the District with a mailing list of all addresses to facilitate the mailing upon request. The mailing will identify the TC's contact information, indicate that the annual update of the TDMP is being done, and solicit any neighborhood concerns. The District will also solicit feedback from the City Engineering Department and District staff to be included in the update.

In October of 2023, the District sent this outreach mailer:

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We received two comments from the mailer. Both of the comments were related to parking around the high school, the desire to keep the 'No Parking During School Days' in effect and a few non traffic related comments regarding noise from the stadium.

## REPORTING REQUIREMENTS

The Transportation Coordinator and/or the Chief Operations Officer for the District are responsible to report to the City of Mercer Island and update the TDMP each year by December 31<sup>st</sup>: The report shall summarize how the elements of the plan are working on the campus and describe changes that have occurred. The updated plan shall incorporate all changes for each section of the plan.

## RESPONSIBILITY FOR THE PLAN

The Chief Operations Officer (COO) for the District is responsible for this plan. The COO will ensure that a Transportation Coordinator (TC) is appointed each year and that all persons listed in the Contacts section of the plan have and understand all elements and responsibilities outlined herein.

## GENERAL NOTES

In the fall of 2019, the District was contacted by a neighbor of the High School who was concerned about speeds on 92<sup>nd</sup> Avenue SE and the lack of a stop sign at the intersection with SE 41<sup>st</sup> Street. The City was very responsive and installed a stop sign at the requested location, and located the mobile speed feedback sign along 92<sup>nd</sup> Avenue SE. During the summer of 2022, speed bumps were also installed on 92<sup>nd</sup> Avenue SE.