

# ATTACHMENT XII

Traffic Study Comments

**CITY OF HOLLYWOOD, FLORIDA  
DEPARTMENT OF DEVELOPMENT SERVICES  
INTEROFFICE MEMORANDUM**

**DATE:** August 31, 2023 **FILE NO.:** EN-23-241

**TO:** Anand Balram and Tasheema Lewis  
Planning and Urban Design Division

**FROM:** Clarissa Ip  
Engineering, Transportation and Mobility Division

**SUBJECT:** File 23-AP-69, Special Exception  
1720 Harrison Street, Bet Midrash K-12 Educational School Facility

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**COMMENTS / SUMMARY & CONCLUSION:**

- 1) Update traffic study dated May 22, 2023, to comply with the approved methodology that addresses all comments for review and approval by the City.
- 2) Provide a Site Plan and Traffic Operation Plan with pick-up/drop-off times and locations for review and approval by the City. This Plan shall include items such as but not limited to number of students in each grade level, pick-up and drop-off area vehicular queue lengths and any safety officer or personnel. The City of Hollywood maintains the right, in perpetuity, to have the property owner/developer modify the Traffic Operations Plan as deemed necessary on an ongoing basis to address any unforeseen operational or safety problems created by site generated traffic after the school has opened.
- 3) The city may request that the school have police detail for arrival and dismissal shifts as deemed necessary.
- 4) For use of the private alley located south of the proposed school for pick-up/drop-off as shown in the plans, permission for such use is required, provide an access agreement. For use of the private alley for pick-up/drop-off as shown in the plans, permission for such use is required, provide an access agreement or similar.
- 5) Use of public rights-of-way for any school operations such as vehicle or bus queueing, student pick-up and drop-off, are not permitted.
- 6) Deliveries shall be coordinated as to not interfere with student arrival or dismissal shifts.
- 7) School buses shall not be stored in the public in right-of-way, nor in any manner that violates City Code.

- 8) The applicant to enter into a formal signed agreement that outlines a schedule that will work for the operation of two adjacent schools. The agreement should clearly define scheduling for student drop-off and pick-up for both facilities so that the times associated with these activities are offset to minimize congestion and conflicts on-site and along the surrounding roadway network. A Traffic Operations Plan that is mutually acceptable to both school administrations must be prepared and strictly adhered to. Staggered pick-up and drop-off times and include minimum of 30 minutes between each pick-up and drop-off session between the two schools will be required.
- 9) Porte cochere vertical clearance is insufficient for bus pick-up and drop-off at the main school access and will be required to be addressed. Bus pick-up and drop-off location must be identified along with school staff and bus parking locations.
- 10)The Life Safety Plan in the traffic study includes Pre-Nursery, Pre-Kindergarten, Nursery and Toddler. Parking will be required for parents to park and accompany their small children in these grades for pick-up and drop-off.
- 11)Providing parking/parking plan for school staff.
- 12)Due to the proposed access off of state jurisdictional, Florida Department of Transportation (FDOT) roadway (Harrison Street), an FDOT permit is required.
- 13)School enrollment shall not exceed a maximum of 700 students.

Summary & Conclusion:

Engineering Approval is contingent on the traffic study, traffic operation plan, permission for pick-up and drop-off on alleys, FDOT approval, parking plan (parking) and the safe pick-up and drop-off of Students while mitigating any potential traffic impacts. To date these issues have not been resolved.

A Circulation Assessment, by Dynamic Traffic, dated February 2, 2023, and March 13, 2023, was submitted for the proposed project, which was deemed insufficient. The current "Circulation Assessment" does not sufficiently address the existing traffic flow in the vicinity or the operational aspects of the Hollywood Academy of Arts and Science (HAAS) school during drop-off and pick-up times. It also does not demonstrate how the interactions between the two schools will be managed, including queuing, traffic volumes, and impacts on the surrounding roadways.

As part of the original application, Staff requested a comprehensive Traffic Study in accordance with a methodology approved by the City's traffic engineering consultant. It was made clear that the Traffic Impact Study Methodology must be acknowledged and adhered to by the Applicant during the traffic impact analysis process and in preparation of the traffic impact study, prior to project approval. The subsequently submitted Traffic Impact Study, by Dynamic Traffic, dated May 22, 2023, is considered incomplete as it does not adhere to the approved Methodology provided to applicant.

The Traffic Study lacks sufficient information such as bussing options, accurate student grade levels, a thorough parking analysis for students and staff, confirmation of public parking usage plans, and detailed student transportation procedures. Full traffic study review comments can be found (attached). The assessment of traffic impact study does not sufficiently demonstrate how the proposed school can function and operate within acceptable level of service at the proposed site/location. In addition, how the proposed school and the adjacent HAAS are coordinated with respect to vehicular queuing, traffic flow, and impacts on the existing roadway network, residential neighborhood, and general surroundings. The presence of an additional school adjacent to HAAS is likely to intensify traffic and parking concerns in the vicinity.

The potential traffic congestion, inadequate parking facilities, and unsafe drop-off/pick-up points highlighted in the application raise concerns about the safety of vehicular and pedestrian movement. The lack of a comprehensive Traffic Impact Study conducted in accordance with approved Methodology fails to address how the proposal will manage traffic flow within the school premises and its vicinity, which could potentially lead to chaotic conditions during peak hours, posing risks to students and pedestrians crossing streets in congested areas. This indicates that the application has not adequately addressed the provision for safe traffic movement, thus requiring further attention and adjustments to mitigate potential safety hazards.

cc: Azita Behmardi, P.E., Deputy Director, Development Services  
Rick Mitinger, P.E., Transportation Engineer  
File

# LISA S. BERNSTEIN, PE

— TRAFFIC ENGINEER —

Mr. Rick Mitinger, PE  
City Transportation Engineer  
Department of Development Services  
P.O. Box 229045  
Hollywood, Florida, 33022-6045

August 30, 2023

Re: Hollywood Private School – Traffic Impact Study Comments

Dear Mr. Mitinger:

The following comments and required revisions are based on my first review (June 25, 2023) of the Traffic Impact Study dated on May 22, 2023, by Dynamic Traffic. The study did not follow the approved methodology guidelines as requested..

1. The report is not sealed. The revised report shall be signed and sealed.
2. The study, as submitted, is incomplete as it does not include items required in the methodology.
3. Vehicle queueing on State facility will not be allowed and requires FDOT approval.
4. Change of travel direction for drive access onto Harrison Street requires FDOT approval. As required by the methodology, there is no FDOT Pre-App letter for the change in direction. This is mandatory as it will be used as an entrance and not an exit as it is today.
5. Traffic circulation proposed in the traffic study does not work with the existing roadway configurations. For example, drop-off and pick-up lanes in front of the school building connecting to the alley adjacent to Hollywood Academy of Arts and Science (HAAS).
6. There are two drop-off and pick-up lanes being proposed, children would be required to cross in front of another vehicle to enter the school building, which is an unsafe condition.
7. Please include a list of figures.
8. The Life Safety Plan includes Pre-Nursery, Pre-Kindergarten, Nursery and Toddler. These grades/children are not included in the traffic study. Parking will be required for parents to park and accompany their small children in these grades for pick-up and drop-off.

9. Site traffic circulation for drop-off and pick-up will need to be reconfigured utilizing an accurate site plan.
10. The Site Plan provided during TAC review is not accurate showing location of the school and surrounding area.
11. Discrepancies exist between the Site Plan submitted for TAC versus the circulation plans in the Circulation Assessment. Travel direction through the pick-up and drop-off area does not match. There are improvements, landscape, metal picket fence around playground, gates, asphalt removal, asphalt walk, shown outside of the project property. It is unclear if a playground would be required as part of the school for small children; the project is proposing for Grades K-12.
12. Requires written approval / permission and any legal document required for liability from private property owner for school's use for circulation along the west and north side of HAAS building.
13. The multi-family residential building and office space with 4 floors of commercial space must be included in the trip generation. Trip Generation does not include the land uses for the entire building, as these are needed for driveway analyses. Please revise the trip generation tables.
14. The Trip Generation shall include the rates as defined in the ITE Trip Generation equations. You may use both Adjacent Street traffic and Generator separately in the analyses. The AM and PM Peak Hours of Adjacent Street Traffic shall be analyzed. Please include a complete table.
15. The Hourly Distribution table has only one (1) site and does not include when and where it is from. This is not applicable as there are not enough sites analyzed.
16. Any proposed van or bus service shall be included in detail and be part of the analyses. This service shall be not just offered, it will need to be guaranteed. If it is not guaranteed at this time, then all volumes in the trip generation will need to be included.
17. Any van or bus service will need to be shown on the site plan and how it will work as the covered area may be too low.
18. The morning drop-off is shown as being 5 minutes after HAAS. The required separation is 30 minutes.
19. The alley being used by HAAS has a drop-off/pick-up area, not two (2) full lanes. There are two (2) lanes for turning vehicles at the intersection of S 17<sup>th</sup> Avenue only. The alley east of S 17 Avenue is only one (1) lane. Please include a lane geometry figure for both existing and with the proposed reconfiguration due to Block 57.

20. The Synchro analyses for the proposed roadway changes will need to match the lane geometry figure with the proposed reconfiguration due to Block 57.
21. Future configuration of Harrison Street east of Young Circle will be reduced to one-lane. A proposed four-way stop condition at the intersection of Harrison Street and S. 17<sup>th</sup> Avenue. These changes will need to be considered and evaluated and will further exacerbate the queueing and congestion impacts to the area.
22. Future Block 58 access locations were not accounted for in the proposed school circulation.
23. Figures 2A and 2B are not applicable as “raw counts” are not used. The counts shall be adjusted for PSCF.
24. Please provide the existing driveway counts as requested in the methodology.
25. Please provide the units for the 95% Queue.
26. Please provide a footnote for “ERR” in Table 7.
27. No on-site vehicular queueing space for student pick-up and drop-off is being provided, which is unacceptable. School pick-up and drop-off queueing utilizes both FDOT and City streets public rights-of-way resulting in public streets traffic back up for residents in the neighborhood and for general public on major roads. Proposed vehicular traffic queueing is impeding property access and blocking sidewalks and on-street parking.
28. Please provide all required queuing analyses, even with the issue of the construction. The proposed pick up and drop off entering from Harrison Street queuing shall be included. This is required per the methodology.
29. The site plan is still incorrect and shows playground on neighboring property (or at least the fence for it). Please provide a revised site plan.
30. Please provide a clear distribution. The figure shows 200% entering. Need global distribution and the intersection distribution for all movements at all intersections.
31. Please provide the analyses for the driveway connection on Harrison Street. The table shows, for the future over 1,000 AM right turns onto Harrison Street, yet only 711 at the driveway. It appears the diverted volumes are deducted twice. There should not be northbound trips at the driveway for the future with the project.
32. Please provide the walking times for the pedestrian routes as shown in the Reference Map. Please include this as a figure.

33. No safe pedestrian access/path around the school is being provided for students to get to and from the school. The pedestrian access needs to connect to the neighborhood, there is no connecting sidewalk in the alley.
34. Figure 11A will need to show all of the intersections for the circulation of school traffic.
35. Figures 15A and 15B both say they are “Diverted Build Traffic Volumes”. Please explain the difference between them.
36. Appendix F – Volume Development is not clear.
  - a. The intersection volume development tables shall be shown separately.
  - b. The intersection development shall include exiting traffic counts, the PSCF, the growth rate, the committed development and the project traffic in such a way that the calculations are sequential.
  - c. The peak hour during school times may be shown in addition to the morning peak hour of adjacent street traffic, separately.
  - d. The future roadway configurations volumes will need to be shown as in separate table volume development tables.
  - e. More detail will be required for the Block 57 diversion used in the volume development to verify the calculations.
  - f. All tables need to be legible for all headings.
37. The PSCF is incorrect, 2020 and 2021 are not being used due to Covid-19. Please use 2022.
38. The growth rate calculation may not use the years 2020 and 2021 due to Covid-19, please revise.
39. The Synchro analyses for the intersections for all conditions have not been reviewed at this time due to the above comments as they will need to be revised.
40. Further comments may be generated upon resubmittal.

#### Additional Comments - P &D Meeting

During the P & D Meeting on July 11, 2023, additional information was provided. The Applicant stated that all students would arrive by bus and provided some bus information. How would the school guarantee that all students will be bused? There would have to be some form of formal documentation from the school and parents that would exclude parents from accessing the school using their vehicle. In addition, as shown in the Life Safety Plan, there are Pre-Nursery, Pre-Kindergarten, Nursery and Toddler are not permitted to be bused as they require rear-facing



car seats. These children must arrive by car, which must be parked, and the children must be walked in and checked in.

The bus information included a graphic of two (2) school buses in the driveway, exiting through the alley behind the school into two (2) lanes. The bus graphic did not include dimensions of the bus, the driveway, the alley or include the auto-turn (cad) radii required for the school bus movements through the site. The bus size is labeled as a S-BUS-36. This bus size is 35.8 feet long. The bus in the graphic measures under 32 feet. The auto-turn shall be based on the actual bus size within the roadway and roadway connection to Harrison Street that currently exists.

This bus and turning movements were not shown on the existing conditions, the site included a wider driveway, sidewalk on the west side (with the bus on the sidewalk), a gate on the west side. From the graphic, there does not appear to be enough room to exit the bus on the west side. The Applicant had stated that 10 buses would be required, however, no queuing analyses were provided or a circulation plan for the arrival and departure of the buses.

In discussions with the Applicant, the question came up concerning staff parking. The Applicant proposed that staff would parking in the public lots in the area. This staff parking would not be reserved but based on a first-come, first-serve basis. When questioned on how the staff would get to the school, the Applicant stated that vans would be used. As stated in the traffic study comments, there were no analyses for vans or buses or vehicles accessing the site.

During the meeting, it was stated that the porte cochere covering was not going to be removed. This would not allow access of buses or vans as it is too low.

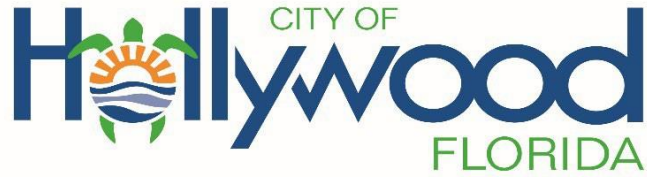
During the meeting, the number of students was confirmed to be 700. The traffic study submitted did the analyses with 650 students and will need to be revised.

If you have any questions or comments, please let me know.

Sincerely,



Lisa S. Bernstein, PE  
Senior Traffic Engineer




**PARKING DIVISION**

**INTEROFFICE MEMORANDUM**

**DATE:** August 31st, 2023

**FILE:** PKG-23-23

**To:** Andria Wingett  
Interim Director, Development Services

**FROM:** Jovan Douglas  
Division Director, Parking 

**SUBJECT:** Parking for the New School at 1720 Harrison Street

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**ISSUE:** Parking Requirements for the New School at 1720 Harrison Street

**EXPLANATION:** After reviewing the recent traffic study for the project, it has come to our attention that the applicant plans to use public parking garages and requests access cards for the Van Buren Garage. It's imperative to stress that these access cards do not reserve parking spaces within the garage. Parking is available on a first-come, first-served basis, and purchasing an access card offers a discounted rate from the normal hourly parking cost.

Moreover, we are unable to determine the exact number of parking spaces required for the development due to a lack of essential information. Specifically, we need an accurate breakdown of the various student grades and corresponding student counts for each grade. Additionally, we are missing data concerning the total number of staff and administrative teams expected to be present on-site.

Given the existing parking demands in the area that consists of a previous school, nearby businesses, the adjacent condominium residence, and other visitors, the parking situation in the area is intricate.

Therefore, we kindly request the applicant to provide the aforementioned missing information, which would greatly assist us in further evaluating the parking demand.