



**City of Bellevue
Development Services Department
Land Use Staff Report**

Proposal Name: Yellow Wood Academy

Proposal Address: 3310 146th Place SE

Proposal Description: Administrative Conditional Use Permit approval to establish a primary and secondary school use in an existing office building. The use will accommodate up to 70 students in grades 3 through 12 with approximately 60 staff members. No modification of the building exterior is proposed.

File Number: **24-126027-LA**

Applicant: Weaver Architects (Henry Weaver)

Decisions Included: Administrative Conditional Use, Process II
Land Use Code 20.30E

Planner: Janice Ton, Assistant Land Use Planner

**State Environmental Policy Act
Threshold Determination:** Exempt

Director's Decision: **Approval with Conditions**
Rebecca Horner, Director
Development Services Department

Toni Pratt, Land Use Director

By: _____
Antoinette Pratt, Land Use Director

Application Date:	October 31, 2024
Notice of Application Date:	January 16, 2025
Decision Publication Date:	May 15, 2025
Project Appeal Deadline:	May 29, 2025

For information on how to appeal a proposal, visit Development Services Center at City Hall or call (425) 452-6800. Appeal of the Administrative Conditional Use Permit decision must be made to the City of Bellevue City Clerk's Office by 5 p.m. on the date noted above as the appeal deadline.

I. REQUEST AND PROJECT DESCRIPTION

A. Proposal:

The proposal is to construct tenant improvements to support the establishment of The Yellow Wood Academy, a primary and secondary school, within an existing office building located within the Cascade Yard Office Park at 3310 146th Place SE. The Yellow Wood Academy is an existing school located on Mercer Island; this proposal seeks to relocate the school to the subject site.

Proposed interior modifications include new partitions, lighting, and floor finishes for the school. No modifications to the exterior of the tenant space or building are proposed as part of this application. The change of use to the proposed school use requires the approval of a minor building permit, which is currently under review (25-104071-BY).

The school is proposing hours of operation from 8:00 AM to 4:30 PM, Monday through Friday. The use will accommodate students from grades 3 through 12. No more than 70 students will be in attendance throughout the day. Up to 60 staff members will be on site at any given time. Students will receive instruction at a ratio of 1:1 or in small groups of up to three students. There will not be a traditional bell schedule operation as students will arrive and leave at various times throughout the day.

B. Review Process:

The proposed primary and secondary education use is a permitted use subject to the approval of an Administrative Conditional Use Permit (ACUP). The facility was previously established as an office use.

An ACUP is a Process II, administrative decision made by the Director of the Development Services Department. The process includes public noticing with a minimum 14-day comment period. The Director's decision shall be written in a staff report to indicate whether the application has been approved, approved with conditions, or denied. The decision will be publicly noticed with a mandatory 14-day appeal period. Process II decisions may be appealed by parties who submitted written comments on the application. Any appeal submitted shall be heard at a public hearing before the City Hearing Examiner.

Any future modifications to the proposal including use parameters or the exterior of the site shall require a Land Use Exemption Permit. **Refer to Section XI.A.4 for Conditions of Approval regarding Changes to the Building Exterior, Site, or Use Parameters.**

II. SITE CONTEXT AND ZONING

The project site is located at 3310 146th Pl SE in the Eastgate subarea within the Eastgate Transit-Oriented Development (EG-TOD) land use district and has a Comprehensive Plan Designation of Midrise Mixed Use. The site is fully located within the single-family transition zone and is surrounded by a mixture of commercial uses. To the north is Bellevue College, and to the east, south, and west are various commercial uses. The subject site is located at the northern end of 146th Place SE, which connects to SE Eastgate Way. The site is developed with an approximately 24,000 square foot, single-story building.

The site is located in the Eastgate Transit Oriented Development (EG-TOD) Overlay District. The requirements of the EG-TOD section apply for any development activity that is located within this

overlay district. As the scope of work contained within this application does not meet the definition of development activity, the provisions of the EG-TOD Overlay District shall not be applied.

Figure 1 – Zoning Map



Figure 2 – Aerial Image – Existing Conditions



III. PROPOSED SITE AND BUILDING MODIFICATIONS

The site is currently developed with an office structure, associated parking, and landscaping. The site contains 74 parking stalls, 2 of which are ADA accessible. Existing trash receptacles are shared and located on the lot to the east of the project site; the shared refuse facility is anticipated to be continued without modification.

The proposed use will be located in a 24,578 square foot tenant space on the first floor of the building. The tenant space will be accessed from the south at the main entrance off of 146th Place SE.

No exterior modifications or signage are proposed as part of this application.

IV. CONSISTENCY WITH LAND USE CODE REQUIREMENTS:

A. General Provisions of the Land Use Code (LUC)

1. Use

The subject site is located within the Eastgate Transit-Oriented Development (EG-TOD) land use district. The applicable Land Use Code, LUC 20.25P.050 Services Chart, permits primary and secondary school uses subject to Administrative Conditional Use Permit approval. The applicant has fulfilled this requirement by submitting this application for review and approval.

2. Student Population

The proposed student population will be up to 70 students to be instructed by up to 60 staff at any given time. Any modification of the student population shall be subject to the review of a new parking and traffic analysis within a Land Use Exemption Permit. **Refer to Section XI.A.7 for Conditions of Approval regarding Student Population.**

3. Signage

No signage is proposed as part of this application. Any future signage shall require a separate sign permit. **Refer to Section XI.A.5 for Conditions of Approval regarding Signage.**

4. Dimensional Requirements

All applicable dimensional requirements of the Land Use Code shall be met. Compliance to all applicable zoning requirements shall be confirmed at the time of the building permit. **Refer to Section XI.A.1 and XI.A.2 for Conditions of Approval regarding Building Permits and Noise & Construction.** Refer to the following chart for specific information.

Category	LUC Requirements	Proposal by Applicant
Site Area (EG-TOD Zone)	Not Applicable	78,715 square feet (1.80 acres)
Lot Coverage	35%	No change.
Impervious Surface	60%	No change

Building Height	160 feet for structures 55 feet for standalone garages	No change
Building Setbacks Front (South) Rear (North) Side (East) Side (West)	0 Feet 5 Feet 5 Feet 5 Feet	No change
Parking	Primary and secondary School Unspecified Use	Parking Study submitted. See discussion in Section IV.B. 94 stalls to be allotted for use. <u>Refer to Section XI.B.9 for Conditions of Approval regarding Shared Parking Agreement.</u>
Landscaping Perimeter Buffers Front (North) Rear (South) Side (East) Side (West)	 10 Feet 10 Feet 10 Feet 10 Feet	No Change

B. Parking Requirements and Site Circulation

Schools are considered unspecified uses for parking standards in the Eastgate Transit-Oriented Development land use district. LUC 20.25P.080.G states that for unspecified uses, the applicant shall provide documentation regarding the actual parking demand for the proposed use, or evidence in available planning and technical studies relating to the property use or required parking for the proposed use as determined by other comparable jurisdictions.

To comply with the standards for unspecified uses, the applicant has provided a Traffic and Parking analysis, dated February 24, 2025 by Transportation Engineering Northwest (TENW). This document analyzed the proposed school use to determine whether the on-site parking could accommodate the school use during peak times.

The existing conditions on the site include 72 standard parking spaces and 2 ADA parking spaces for a total of 74 stalls. Per the lease with the landlord, the school will have access to an additional 20 stalls within the office park, resulting in a total allotment of 94 stalls designated for the school as part of this proposal. The 72 on-site stalls are intended to support the school use which includes 60 members of staff and at least four students who are anticipated to self-commute. It should be noted that anticipated peak weekday demand does not include daily pick-up and drop off. Additional off-site spaces are allocated to accommodate any unforeseen isolated incidents of higher parking demand and parent pick-up/drop-off.

The study concluded that the 94 parking stalls provided is sufficient to meet the parking demand for on-site staff and students at any given time of the day. Site circulation would remain as it exists today, which provides for a one-way counterclockwise vehicular access surrounding the front parking area of the building. See the attached parking analysis for the location of the vehicular access. Pursuant to LUC 20.20.590.I, the Director of the Development Services Department may approve shared use of parking facilities located on separate properties if the following criteria is met:

- a. A convenient pedestrian connection between the properties exists; and
- b. The properties are within 1,000 feet of each other; and
- c. The availability of parking for all affected properties is indicated by directional signs as permitted by Chapter 22B.10 BCC (Sign Code).

As conditioned, the proposal demonstrates compliance with the provisions for shared use parking pursuant to LUC 20.20.590.I. The applicant's sign permit shall include sign plans for allocated off-site, shared parking. **Refer to Section XI.B.10 for Conditions of Approval regarding Directional Signs Shared Parking.**

An existing pedestrian walkway is proposed to be the primary pedestrian access to the school. As the pedestrian pathway bisects the proposed vehicular pathway for loading and unloading, the pathway shall be brightly painted as needed to support pedestrian safety. **Refer to Section XI.B.8 for Conditions of Approval regarding Pedestrian Walkway.**

LUC 20.20.590.I.3 sets forth further requirements for the approval of shared parking which shall include a written agreement approved by the Director of the Development Services Department providing for the shared parking use. The agreement shall be recorded on the title records of each affected property. **Refer to Section XI.B.9 for Conditions of Approval Shared Parking Agreement.**

Remaining parking supply and demand was evaluated within the Parking Demand Analysis. The study calculated the site to be in compliance with the prescriptive parking standard for office use (2:1,000 nsf) at 3.66: 1,000nsf after the subtraction of the re-allocated spaces.

As conditioned, no significant adverse impacts are expected.

V. STATE ENVIRONMENTAL POLICY ACT (SEPA)

Pursuant to WAC 197-11-800(1), the proposal is SEPA Exempt as there is no new construction and the proposed ACUP is exempt per WAC 197-11-800(6)(b).

VI. PUBLIC COMMENT AND RESPONSE

Application Date:	October 31, 2024
Notice of Application:	January 16, 2025
Public Notice Sign:	January 16, 2025
Minimum Comment Period:	January 31, 2025

The City initially notified the public of this proposal on January 16, 2025 with mailed notice and publication in the Weekly Permit Bulletin. One, double-sided public information sign was also installed at the site entrance on the same day. A public comment from the King County Wastewater Treatment Division regarding future sewer connections was received on January 21, 2025. This letter was forwarded to the applicant on May 7, 2025.

VII. SUMMARY OF TECHNICAL REVIEWS

A. Transportation

The project doesn't anticipate any work on the Right-of-Way. The project will not generate any new weekday PM peak hour trips. To analyze the impact of the development, TENW prepared a traffic impact analysis dated February 24, 2025. Vehicular access to the site is shared with the adjacent office buildings in the Cascade Yard office park and it is compliant with current transportation standards. The primary access to the Yellow Wood Academy will be via an existing local street 146th Place SE off SE Eastgate Way. The project does not have any conditions for approval from a transportation perspective. For additional information, please refer to the Traffic Impact Analysis.

B. Utilities

The utilities division has reviewed the plans and materials submitted for this project and have determined that utilities review is not required for this application.

C. Clearing and Grading

The clearing and grading division has reviewed the plans and materials submitted for this project and have determined that clearing and grading review is not required for this application.

D. Fire

Upgrades may be necessary depending on occupancy classification and load. Technical review will occur under the associated building and fire permits for this proposal. **Refer to Section XI.A.6 for the Fire Department's Condition of Approval.**

IX. APPLICABLE DESIGN CRITERIA

Administrative Conditional Use Permit: The Director may approve or approve with modifications an application for Administrative Conditional Use Permit if it complies with the decision criteria of Land Use Code Section 20.30E.140. The approval of an Administrative Conditional Use Permit may at any time be revoked if the uses of on-site facilities are changed from the stated application. **Refer to Section XI.3 for Condition of Approval regarding Revocation of Administrative Conditional Use Permit Approval.**

After conducting the various administrative reviews of this project, including Comprehensive Plan goals and policies and the Land Use Code provisions, the following conclusions are made with regard to the Administrative Conditional Use Permit decision criteria:

A. The administrative conditional use is consistent with the Comprehensive Plan.

This proposal is consistent with the Comprehensive Plan's goals and policies for the Eastgate subarea. The following are the most relevant policies:

S-EG-43: Retain neighborhood-serving commercial uses through flexible zoning that allows a rich combination of neighborhood retail and services.

***Finding:** The proposed primary and secondary school use will add diversity to retail and services that are available in the Eastgate subarea and provide educational opportunities for the community.*

LU-11: Support school districts' efforts to identify and plan for future school facility siting that meets community needs.

***Finding:** The proposed use of primary and secondary school will provide more school inventory to the City and provide the community with more education options.*

ED-30: Support a high-quality primary, secondary and post-secondary public education system in Bellevue.

***Finding:** The proposed use will support Bellevue's education system by adding to the primary and secondary school inventory.*

B. The design is compatible with and responds to the existing or intended character, appearance, quality of development and physical characteristics of the subject property and immediate vicinity.

***Finding:** The applicant is proposing to utilize the existing office structure and parking areas on the site. No expansion of the structure or other exterior or site improvements are proposed. Therefore, the existing structure, parking and landscaping will remain compatible with the physical characteristics of the subject property and immediate vicinity.*

C. The administrative conditional use will be served by adequate public facilities including streets, fire protection, and utilities.

***Finding:** The site will be served by existing adequate public facilities, including streets, fire protection and utilities.*

D. The administrative conditional use will not be materially detrimental to uses or property in the immediate vicinity of the subject property.

***Finding:** As conditioned, the proposed school use will not be materially detrimental to uses or property in the immediate vicinity of the subject property. A thorough analysis prepared by the applicant's traffic consultant concludes that the existing parking is sufficient for the demand produced by the proposed use, and that no significant increase in traffic will result from the change of use.*

E. The administrative conditional use complies with the applicable requirements of this Code.

***Finding:** Primary and secondary school uses are permitted uses in the EG-TOD land use district through administrative Conditional Use Permit approval. As conditioned, the proposal meets the requirements of the LUC.*

X. DECISION

After conducting the various administrative reviews associated with this proposal, including applicable land use consistency, SEPA, and City Code and Standard compliance reviews, the Development Services Department does hereby **APPROVE** the proposal subject to the following conditions:

XI. CONDITIONS OF APPROVAL:

The following conditions are imposed under authority referenced:

Compliance with Bellevue City Codes and Ordinances

The applicant shall comply with all applicable Bellevue City Codes, Standards, and Ordinances, including but not limited to:

Applicable Codes, Standards & Ordinances

Clearing & Grading Code – BCC 23.76
Construction Codes – BCC Title 23
Fire Code – BCC 23.11
Land Use Code – BCC Title 20
Noise Control – BCC 9.18
Sign Code – BCC Title 22
Transportation Develop. Code – BCC 14.60
Traffic Standards Code 14.10
Utility Code – BCC Title 24

Contact Person

Janney Gwo	(425) 452-6190
Building Division	(425) 452-6864
Keith Gordon	(425) 452-6034
Janice Ton	(425) 452-6120
Janice Ton	(425) 452-6120
Janice Ton	(425) 452-6120
Lily Gebremedhim	(425) 452-4889
Lily Gebremedhim	(425) 452-4889
Samuel Stolmeier	(425) 452-7832

A. General Conditions

1. Building Permit Required

Approval of this Administrative Conditional Use Permit does not constitute an approval of any construction permit. A building permit must be approved before construction can begin. Plans submitted as part of any permit application shall be consistent with the activity permitted under this approval.

REVIEWER: Janice Ton, Development Services Department
AUTHORITY: Land Use Code 20.30E

2. Noise & Construction Hours

The proposal will be subject to normal construction hours of 7:00 AM to 8:00 PM, Monday through Friday and 8:00 AM. to 6:00 PM on Saturdays, except for Federal Holidays and as further defined by the Bellevue City Code. Upon written request to the Development Services Department (DSD), work hours may be extended to 10:00 PM. if the criteria for extension of work hours as stated in BCC 9.18 can be met and the appropriate mitigation employed. The use of best available noise abatement technology consistent with feasibility is required during construction to mitigate construction noise impacts to surrounding uses.

REVIEWER: Janice Ton, Development Services Department
AUTHORITY: Bellevue City Code 9.18.020.C & 9.18.040

3. Revocation of Administrative Conditional Use Permit/Approval

Approval of an Administrative Conditional Use Permit may at any time be revoked if the uses of the on-site facilities, traffic pattern/parking vehicle loading/unloading or transportation methods are changed from the submitted application.

REVIEWER: Janice Ton, Development Services Department
AUTHORITY: Land Use Code 20.30E.170.B

4. Changes to the Building Exterior, Site, or Parameters of Use

Any future changes made to the building exterior (including painting, installation of new windows or doors, etc.), the landscaping, or parameters of use shall be approved through a Land Use Exemption.

REVIEWER: Janice Ton, Development Services Department
AUTHORITY: Land Use Code 20.30E.175.C

5. Signage

Design Review of individual signs shall occur through review of a sign permit application (SA permit), and shall include the following information:

1. Location(s)
2. Size/dimensions
3. Illumination (if any)
4. Color and Materials
5. Method of installation

REVIEWER: Janice Ton, Development Services Department
AUTHORITY: Bellevue Sign Code, Bellevue City Code 22B.10

6. Fire Alarm

Upgrade of fire alarm system to an emergency voice evacuation system may be required based on occupancy classification and occupant load.

REVIEWER: Keith Gordon, Fire Department
AUTHORITY: Bellevue City Code 23.11

7. Student Population/Future Land Use Review

A student population of 70 students grades 3 through 12 has been approved with this application. To ensure compliance, within 7 days after the start of each school year the school administrator shall provide written notification to the City disclosing the total number of students who are registered and expect to register for that school year. Modification of this student limitation shall only be considered if a new parking and traffic analysis is performed and submitted to the City for review. The applicant shall be required to apply for a full Conditional Use permit if the number of students increases beyond 20 percent of the 70 students approved for this facility.

REVIEWER: Janice Ton, Development Services Department
AUTHORITY: Land Use Code 20.30E.140

B. Prior to Building Permit Issuance

8. Pedestrian Walkway

The existing pedestrian walkway shall be brightly painted to support pedestrian safety. The painted pedestrian walkway shall be inspected by the City at the time of Building permit issuance (25-104071 BY).

REVIEWER: Janice Ton, Development Services Department

AUTHORITY: Land Use Code 20.20.590.K

9. Shared Parking Agreement

The applicant shall submit a written agreement approved by the Director of the Development Services Department providing for the shared parking use. The agreement shall be recorded on the title records of each affected property.

REVIEWER: Janice Ton, Development Services Department

AUTHORITY: Land Use Code 20.20.590.I

10. Directional Signs For Shared Parking

The applicant shall submit a sign permit application including sign plans for allocated off-site, shared parking.

REVIEWER: Janice Ton, Development Services Department

AUTHORITY: Land Use Code 20.20.590.I

- Exhibits:**
- A. Project Plans
 - B. Transportation Engineering Northwest (TENW) Traffic and Parking Analysis dated February 24, 2025



PHOTO 1



BIRDS EYE VIEW FROM SOUTH

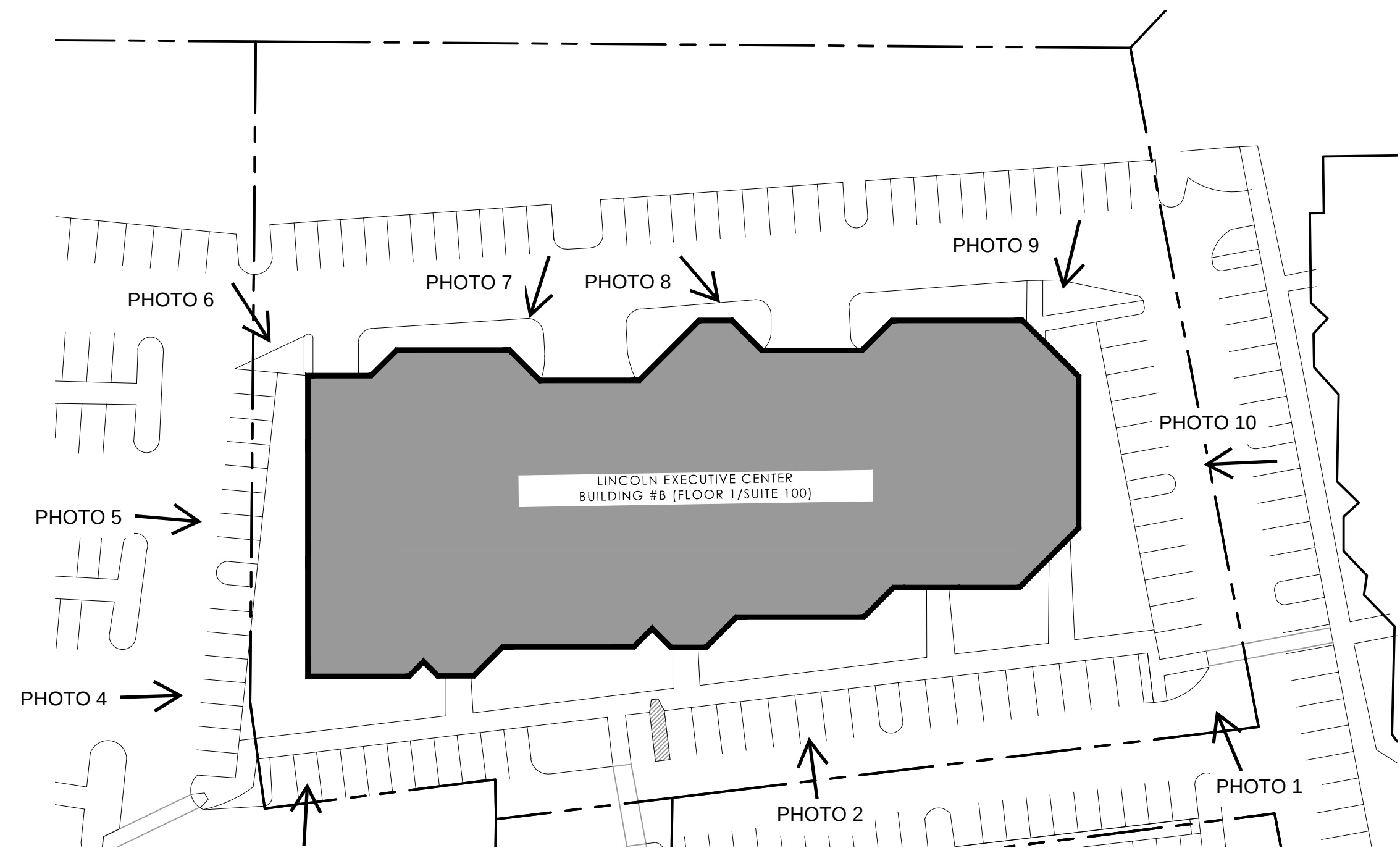


PHOTO REFERENCE DIAGRAM



PHOTO 2

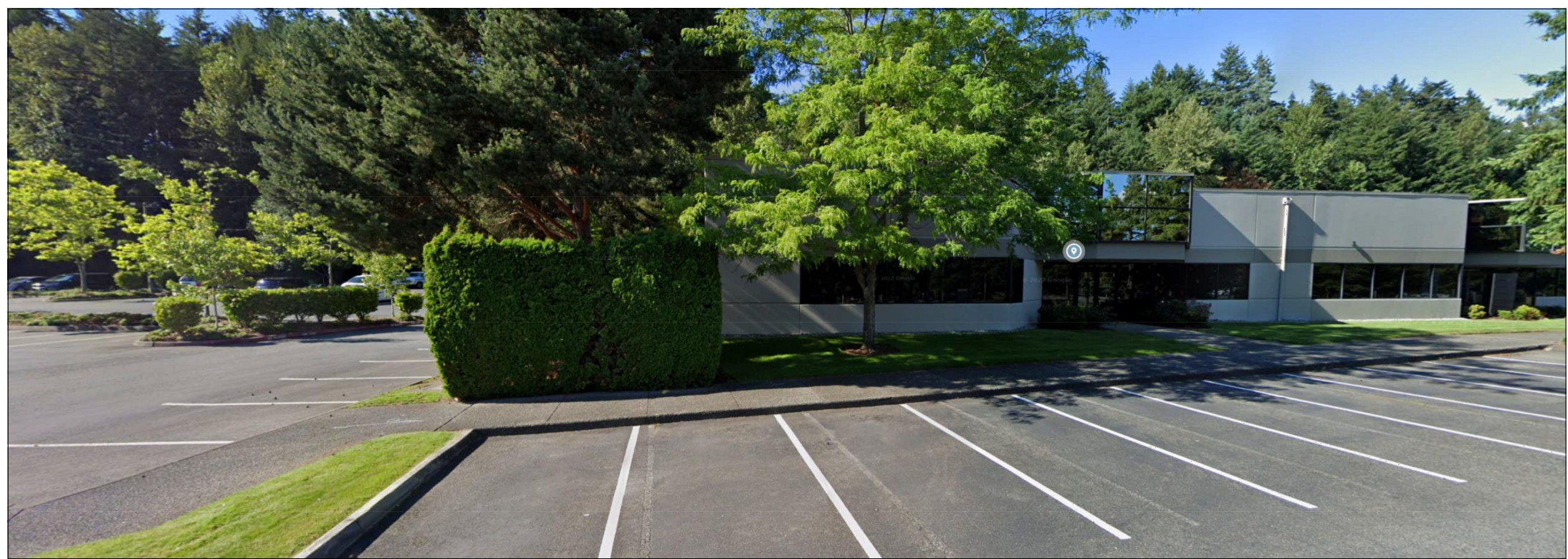


PHOTO 3

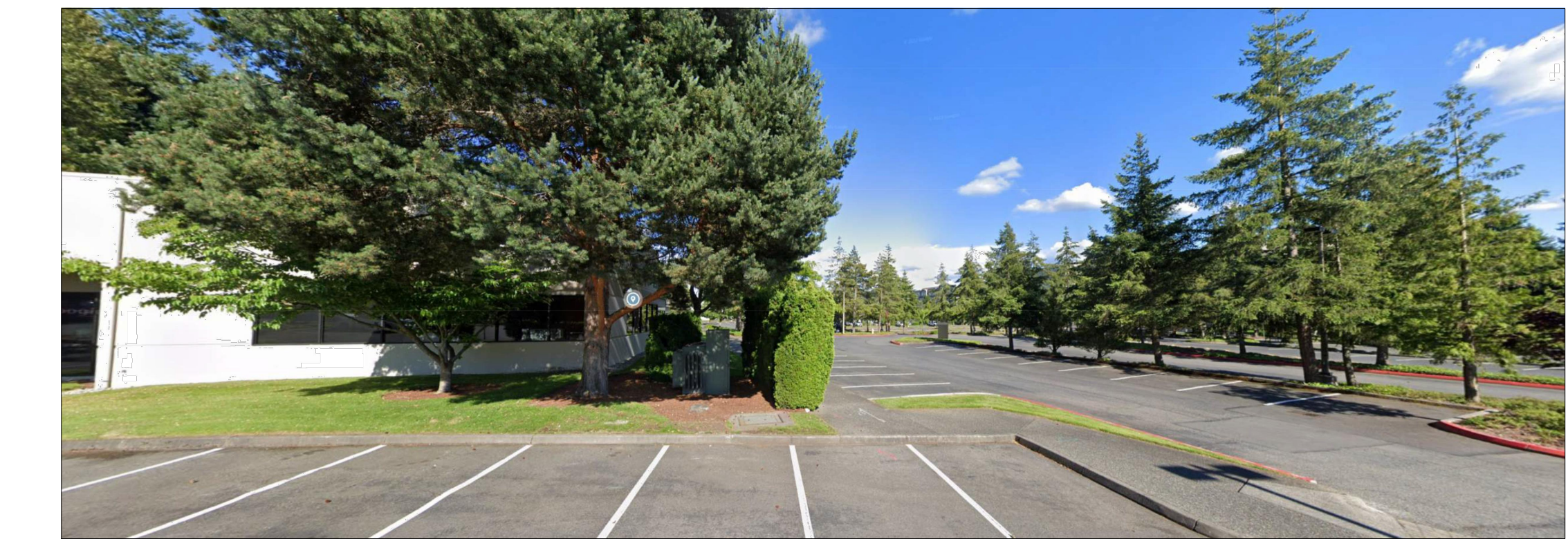


PHOTO 4



PHOTO 5



PHOTO 6



PHOTO 7



PHOTO 8

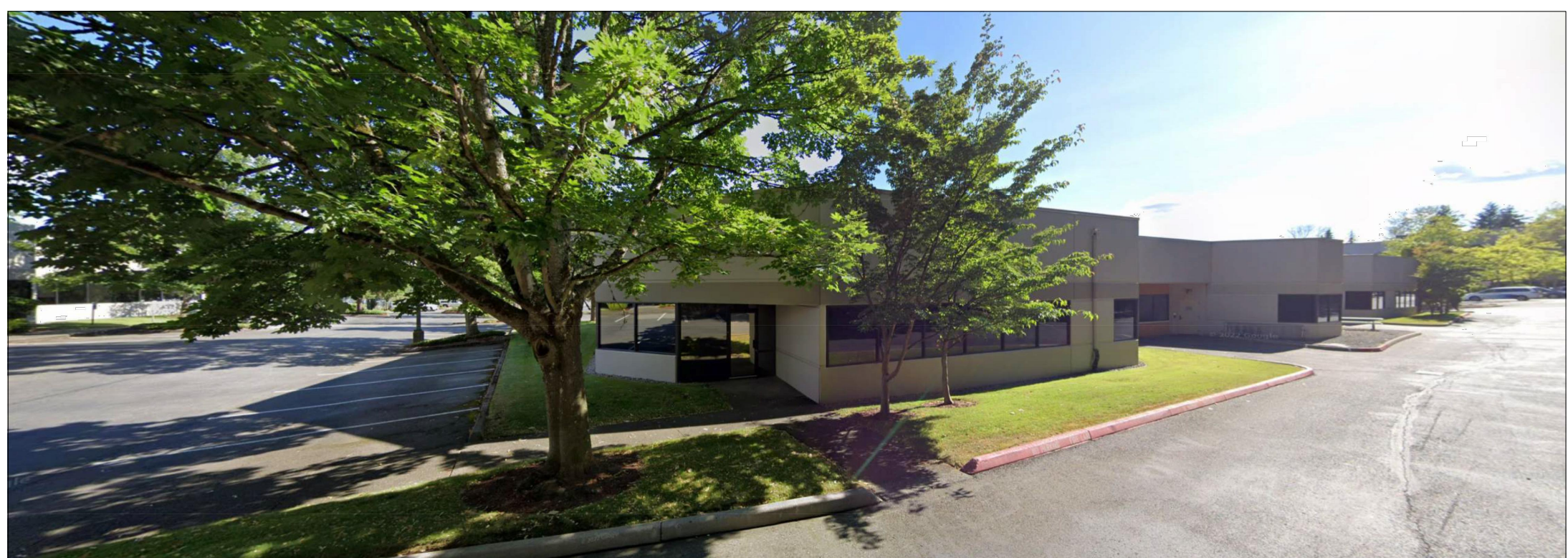


PHOTO 9

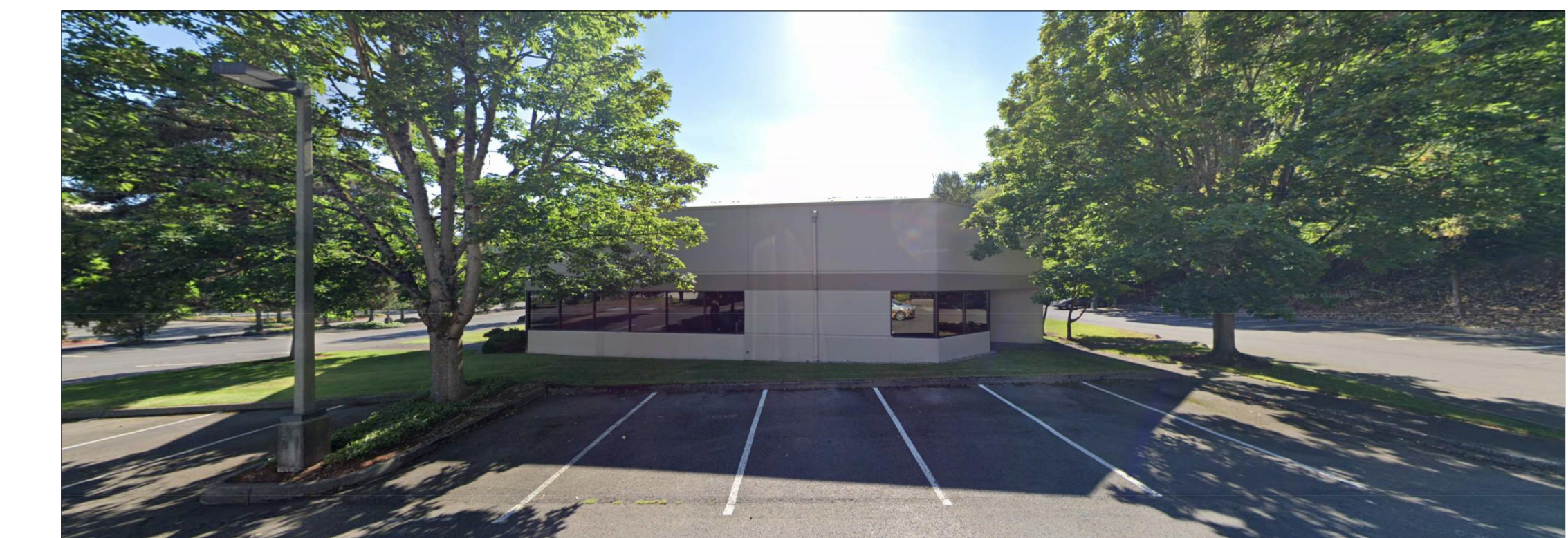
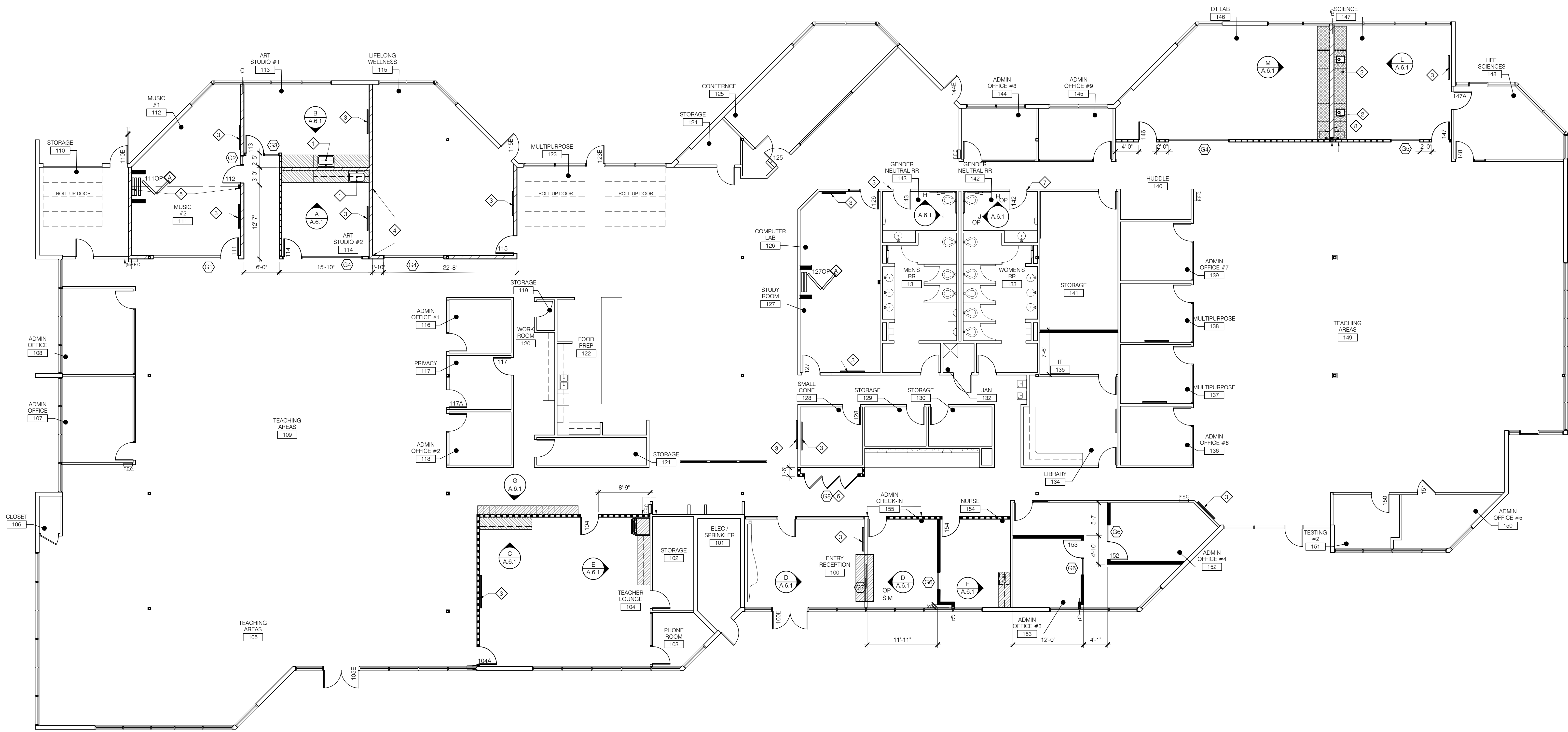
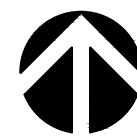


PHOTO 10



1ST FLOOR CONSTRUCTION PLAN



SYMBOL LEGEND

- EXISTING CONSTRUCTION TO REMAIN
- NEW INSULATED PARTITION TO CEILING, PER DETAIL P/A.9B.1
- NEW INSULATED PARTITION STUDS TO DECK ABOVE, PER DETAIL Q/A.9B.1
- NEW INSULATED PARTITION STUDS AND GWB TO DECK ABOVE STUD SIZE TYPE A, PER DETAIL N/A.9B.1
- NEW INSULATED PARTITION STUDS AND GWB TO DECK ABOVE STUD SIZE TYPE B, PER DETAIL N/A.9B.1
- GLASS W/ FRAME
- NEW CASEWORK / MILLWORK
LINE OF UPPER CABINETS (WHERE OCCURS)
- NEW CASEWORK / MILLWORK PURCHASED THROUGH RETAILER
LINE OF UPPER CABINETS (WHERE OCCURS)
- EXISTING CASEWORK / MILLWORK
LINE OF UPPER CABINETS (WHERE OCCURS)
- (N/A) NEW WALL MOUNT FIRE EXTINGUISHER CABINET

GENERAL CONSTRUCTION NOTES

- REFER TO PROJECT NOTES FOR CONSTRUCTION REQUIREMENTS.
- GENERAL CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO COMMENCEMENT OF WORK.
- ALL INTERIOR PARTITION, PENETRATIONS, AND OTHER OPENINGS IN THE BUILDING SHELL SHALL BE SEALED, GASKETED, OR WEATHER STRIPPED AS REQUIRED TO MEET PARTITION RATINGS.
- WHERE PARTITION LAYOUT INTERSECTS EXISTING SHELL/CORE GYPSUM BOARD, REMOVE EXISTING CORNER BEADS AND OTHER ACCESSORIES, ALIGN FACE OF PARTITIONS, TAPE & SAND SMOOTH FOR NEW FINISH.
- PROVIDE PARTITION ANCHOR BRACKETS FOR ALL CASEWORK, FIXTURES, EQUIPMENT, & DEVICES MOUNTED ON OR ATTACHED TO PARTITIONS.
- ALL WOOD USED IN INTERIOR FRAMING IS TO BE FIRE-RETARDANT TREATED WOOD.
- PARTITIONS ARE TO BE BUILDING STANDARD FLOOR TO CEILING PARTITIONS, UON. SEE TYPICAL WALL DETAIL SHEET FOR MORE INFORMATION.
- DOORS AND CASED OPENINGS WITHOUT DIMENSIONS OR DETAILS ARE TO BE LOCATED ± FROM ADJACENT WALL OR MATCH EXISTING SUITE STANDARD.
- PATCH EXISTING CONSTRUCTION WHERE DEMOLITION HAS OCCURRED FLUSH WITH ADJACENT SURFACE AND PREP FOR NEW PAINT FINISH AS SCHEDULED.
- WHERE PENETRATIONS OCCUR IN GWB AS A RESULT OF SCREW/NAILS/NAIL-HOR, ETC. REMOVAL, PATCH FLUSH WITH ADJACENT CONSTRUCTION AND PREP FOR NEW PAINT AS SCHEDULED.
- ALL EXISTING PERIMETER MINI BLINDS TO BE BAGGED AND CLEANED TO LIKE-NEW CONDITION. REPAIR OR REPLACE ALL DAMAGED, MISSING, OR MALFUNCTIONING TREATMENTS. REPLACE ALL DAMAGED OR MISSING DIRECTIONAL WANDS.

KEYED SHEET NOTES

- AT ART STUDIO PROVIDE NEW ADA SINK (DESIGNED FOR FORWARD / PARALLEL APPROACH): PROVIDE 18 GA. DEEP SINGLE BOWL STAINLESS STEEL SINK, MODEL ____ AND ____ FAUCET, MODEL ____ FOR PRICING ASSUME DUROCON EPOXY SINK
- AT SCIENCE NEW SINK SEE ELEVATIONS.
- PROVIDE BLOCKING IN WALL FOR NEW TENANT PROVIDED EQUIPMENT AND/OR SIGNAGE. AT EXISTING PARTITIONS, PATCH GWB FLUSH WITH ADJACENT CONSTRUCTION AND PREP FOR NEW PAINT FINISH AS SCHEDULED.
- PROVIDE BLOCKING IN WALL FOR NEW BARRE. PROVIDE NEW BARRE. THE BEAM STORE 10" DOUBLE POLE WALL MOUNTED BALLET BAR (OR APPROVED EQUAL) THE LOWEST BARRE SHOULD BE MOUNTED AT 34" AFF.
- FOR BASE BID ASSUME WALL TO SEPARATE MUSIC ROOMS. WALL TYPE TO BE STUD SIZE TYPE B, PER DETAIL N/A.9B.1
- SEE DETAIL J/A.9A.1 FOR WALL TYPE INFORMATION AT DISPLAY CASE
- PROVIDE NEW GENDER NEUTRAL RESTROOM SIGNAGE SEE SHEET A.9B.1 FOR MORE INFORMATION
- WALL TO ALIGN WITH COLUMN SIZE VIF AND ADJUST STUD SIZE ACCORDINLY



CLIENT:
YELLOW WOOD
ACADEMY
CASCADE YARD
LINCOLN EXECUTIVE CENTER
BUILDING B
3310 146TH PL SE
BELLEVUE, WA 98007



NO.	ISSUE/REVISIONS	DATE
	LAND USE REVIEW	10.29.24

1ST FLOOR CONSTRUCTION PLAN

PROJECT NO: 24-084-00
DRAWN BY: JAM
REVIEWED BY: HW

A.2A.1

PERMIT AGENCY

Original drawing is 30" X 42". Scale entries accordingly if reduced.
All reproduction & intellectual property rights reserved © 2024

MEMORANDUM

DATE: February 24, 2025

TO: Lily (Yanet) Gebremedhin
City of Bellevue

FROM: Chris Forster, P.E.
TENW

SUBJECT: Updated Level 1 TIA & Parking Study
Yellow Wood Academy CUP (24-126027 LA)
TENW Project No. 2024-268

This memorandum documents the Updated Level 1 Traffic Impact Analysis and Parking Study for the Proposed *Yellow Wood Academy* project. This is an update to our previous Level 1 TIA dated October 23, 2024 in response to City comments dated February 5, 2025. This memo includes a project narrative, trip generation estimate, concurrency determination, sight distance assessment, review of internal circulation, and parking demand analysis.

Project Narrative

The proposed *Yellow Wood Academy* project is located within the Cascade Yard office park at 3310 146th Pl SE, Bellevue, WA as shown in **Attachment A** (vicinity map). The proposed project would include the occupancy of 24,578 square feet (SF) of building area by a private school (Building "B"). The existing 24,578 SF building is occupied by an office use.

The Yellow Wood Academy is an existing school that is relocating from a similar-size building on Mercer Island. Planned enrollment is around 70 students with approximately 60 staff/teachers. The Yellow Wood Academy will include students in grades 3 through 12 and has a non-traditional format where there are no formal classrooms. Teachers instruct students one-on-one and in small groups (up to three at a time). Not all students are on-site every day, nor do all students remain at the school all day (no traditional bell-schedule). The last instructional sessions typically end at 3:30, with most staff leaving by 4:30 pm. No significant changes in school operations are planned at the new location in Bellevue.

Vehicular access to the site is shared with the adjacent office buildings in the Cascade Yard office park. The primary access to the Yellow Wood Academy will be via 146th Place SE to SE Eastgate Way (both public streets). A preliminary site plan is included as **Attachment B**.

Vehicular Trip Generation Estimate

Because the proposed project is a non-traditional private school, the weekday PM peak hour trips from the proposed project were estimated based on an independent trip generation study at the existing *Yellow Wood Academy* site located at 9655 SE 36th St, Mercer Island, WA. The existing school occupies the entire building with 23,704 SF of gross floor area. A two-day PM peak hour trip generation study was conducted from 4:00 pm to 6:00 pm on Wednesday and Thursday 9/18/24 – 9/19/24. Traffic counts including all vehicles entering and exiting the site were recorded. Based on the results of the study, a two-day average weekday PM peak hour trip generation rate of 0.63 trips per 1,000 sf was derived (13% entering, 87% exiting). The trip generation study data and trip rate calculations are included in **Attachment C**.

The weekday PM peak hour trips from the existing uses were estimated based on the standard City of Bellevue trip generation rates included in the City's transportation impact fee program (effective 1/1/2025).

Table 1 summarizes the weekday PM peak hour trip generation estimates for the proposed *Yellow Wood Academy* project, including credit for the existing office use on-site.

Table 1
Yellow Wood Academy – PM Peak Hour Trip Generation Summary

	Size ¹	Trip ^{2 3} Rate	Trips Generated		
			In	Out	Total
<u>Proposed Use:</u>					
Yellow Wood Academy Private School	24,578 SF	0.63	2	13	15
<u>Less Existing Use:</u>					
Office	24,578 SF	0.78	-3	-16	-19
Net New PM Peak Hour Trips =			-1	-3	-4

Notes:

1. SF = Square Feet Gross Floor Area
2. Trip rate for the proposed Yellow Wood Academy based on traffic counts collected at the existing Yellow Wood Academy in Mercer Island, WA in September 2024. Trips per 1,000 sf.
3. TOD Office trip rate consistent with City of Bellevue impact fee rates, effective 1/1/2025. Trips per 1,000 sf.

As shown in **Table 1**, the proposed *Yellow Wood Academy* project is anticipated to result in a net reduction in weekday PM peak hour trips (-4) when accounting for credit from the existing office use on-site.\

Transportation Concurrency Determination Results

Based on the City's October 2024 multimodal concurrency analysis, the project generates 25 or fewer mobility units and no concurrency reservation is required. The City's Concurrency Determination is included in **Attachment D**.

Vehicle and Pedestrian Sight Distance

A pedestrian and vehicle sight distance assessment was conducted by TENW at the location of the existing access point on SE Eastgate Way at 146th Place SE based on City of Bellevue standards. Pedestrian sight distance standards are based on City of Bellevue *Transportation Design Manual* Volume 1 Section 3.2.2 (Sight Distance - Pedestrians) and Standard Drawing RL-120-1. Vehicle sight distance standards are based on *Design Manual* Volume 1 Section 3.2.1 (Sight Distance – Vehicles) and Standard Drawing RL-100-1.

For Pedestrian sight distance, the driver of an exiting vehicle shall be able to view a one-foot-high object 15 feet away from the edge of the driveway when the driver's eye is 14 feet behind the back of the sidewalk. Vehicle sight triangles are measured from a point 14 feet behind the edge of the traveled way and the length of the triangle along the road varies depending on the posted speed. For a 35-mph posted speed on SE Eastgate Way, the required sight distance is 360 feet.

Sight distance was evaluated via field observations by TENW in September 2024 at 146th Place SE / SE Eastgate Way. Based on our field observations, the pedestrian and vehicle sight distance is anticipated to meet City standards assuming that no new objects will create sight line obstruction within these areas. Any street trees or other vegetation within the sight triangles should be trimmed to maintain clear visibility between 2 and 7.5 feet above the road surface. Photos looking in each direction at 146th Place SE / SE

Eastgate Way are shown below. Vehicle and pedestrian sight distance diagrams are included in Attachment E.



View looking west on SE Eastgate Way (vehicle sight distance) at 146th PI SE.



View looking East on SE Eastgate Way (vehicle sight distance) at 146th PI SE.



View looking west on SE Eastgate Way (pedestrian sight distance) at 146th PI SE.



View looking east on SE Eastgate Way (pedestrian sight distance) at 146th PI SE.

Internal Circulation

Vehicles associated with the school will primarily enter and exit the site from SE Eastgate Way via 146th Pl SE. Most students at Yellow Wood Academy are dropped off and picked up via passenger vehicle. Because student arrivals and departures are more spread out throughout the day compared with a typical school, the school does not need a curbside drop-off/pick-up lane. Similar to operations at the existing school, parents will primarily use the designated parking spaces near the entrance of the building for drop-off/pick-up while some parents may occasionally drop off students from the adjacent drive aisle in front of the building. Parents will be informed via email and/or website reminders of appropriate drop-off and pick-up routing and procedures. The designated route for drop-off and pick-up will be via 146th Place SE and parents will be directed to circulate in a counterclockwise fashion as shown in the circulation and parking exhibit in **Attachment F**.

Yellow Wood Academy provided an estimated breakdown of student/staff arrivals and departures over a typical weekday in **Attachment G**. As shown, the arrival and departure of students is relatively spread out with up to 18 students being dropped off or picked up during the highest 15-minute periods. The school plans to allocate 10 parking spaces in front of the school for drop-off/pick-up of students. TENW evaluated the adequacy of these spaces based on the volume of students expected to be dropped off and picked up during the highest 15-minute periods. Based on standard queuing theory formulas, the 95th percentile parking demand for drop-off was 5 spaces (assumes 2 minutes are required for drop off), and for pick-up was 8 spaces (assumes 4 minutes are required for pick-up). This analysis conservatively assumes that all parents will use the parking spaces and no parents will drop off or pick up students directly from the drive aisle. Based on this analysis, no vehicle queuing is anticipated and no queuing backups into the public right-of-way are expected. The drop-off and pick-up parking demand calculations are included in **Attachment H**.

Pedestrians will be able to access the school directly from SE Eastgate Way via a sidewalk that runs along the east side of 146th Place SE that leads to the front door of the building.

Parking Demand Analysis

School Parking Supply & Demand

A preliminary plan for parking stall designations is shown on the circulation and parking exhibit in **Attachment F**. The proposed school will be allowed to use up to 94 parking spaces within the Cascade Yard office park per the lease with the landlord. However, the school only anticipates using around 70 spaces on a daily basis. Based on the exhibit, 55 spaces will be allocated to staff/teacher parking, 10 spaces will be allocated for visitors and pick-up/drop-off parking, and up to 5 spaces will be allocated to student parking (only 4 students are currently provided with parking passes and drive themselves). Two ADA stalls are provided near the front entrance. For comparison, the existing school on Mercer Island has parking for 67 vehicles.

Parking demand was estimated based on the anticipated student/staff arrivals and departures shown previously in **Attachment G**. Based on the accumulation of students and staff, the anticipated weekday peak parking demand is 59 vehicles on-site, not including parent drop-off and pick-up vehicles (as evaluated previously). Based on our assessment, the allocation of approximately 70 spaces will accommodate the peak weekday demand for the school, and the ability to use up to 94 spaces within the office park should accommodate any unforeseen isolated incidents of higher parking demand.

Remaining Office Parking Supply & Demand

TENW also analyzed the adequacy of the remaining parking stalls within the Cascade Yard office park to serve the existing office parking demand. Based on information obtained from the recently approved Cascade Yard MDP (21-109695 LP), the existing office park (Buildings 1, 2, 3, A, B and The Hub) totals approximately 257,956 net square feet (NSF) of office space and 960 total parking stalls (current parking ratio of 3.72 spaces per 1,000 NSF). The proposed Yellow Wood Academy would convert Building B (approximately 21,383 NSF) from office to school use and use up to 94 parking spaces. This would leave 866 remaining parking spaces for use by the remaining 236,573 NSF of office, resulting in an overall parking ratio of 3.66 spaces per 1,000 NSF. In reviewing the City of Bellevue Land Use Code Chart 20.25P.080.B.2, the minimum parking ratio for office uses in the EG-TOD Land Use District is 2.0 stalls per 1,000 NSF. Based on this analysis, the 866 remaining parking stalls are sufficient to support the remaining office buildings in the Cascade Yard office park with the proposed Yellow Wood Academy project. Calculations are provided in Table 2.

Table 2
Current and Future Parking Ratios for Existing Office

Building ID	Address	Gross Sq. Ft.	Approx. NSF		Approx. NSF
Building 1	3380 146th Place SE, 98007	86,730	76,320		76,320
Building 2	14432 SE Eastgate Way, 98007	87,276	76,088		76,088
Building 3	3245 146th Place SE, 98007	70,388	60,408		60,408
Building A	3290 146th Place SE, 98007	23,608	20,539		20,539
Building B	3310 146th Place SE, 98007	24,578	21,383	Occupied by YWA	--
The Hub	3300 146th Place SE, 98007	3,699	3,218		3,218
	<i>Subtotal</i>	<i>296,279</i>	<i>257,956</i>	Office to Remain =	<i>236,573</i>
		<i>Total Stalls</i>	<i>960</i>	<i>less 94 stalls for YWA =</i>	<i>866</i>
	Current Office Parking Ratio		3.72	Ratio with YWA	3.66

Please contact me at (206) 498-5897 or forster@tenw.com if you have any questions.

cc: Hank Weaver, Weaver Architects
Amy Sparks, Sparks Management

Attachments

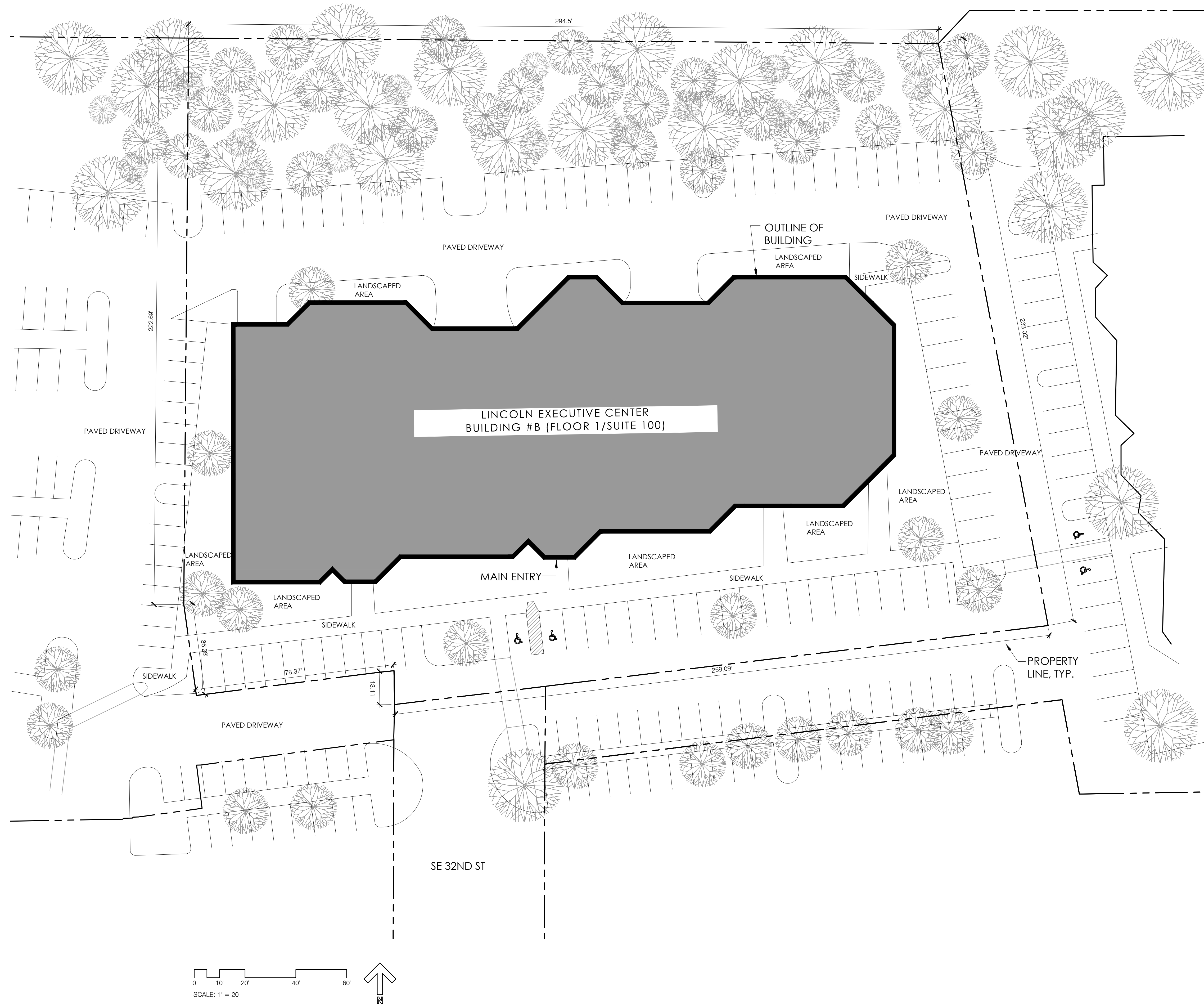


Attachment A: Vicinity Map



ATTACHMENT B

Preliminary Site Plan



PROPERTY ADDRESS: LINCOLN EXECUTIVE BUILDING
3310 146TH PLACE SE
BELLEVUE WA, 98007

PROPERTY OWNER: CASCADE YARD OWNER LLC
PARCEL #: 431980-0030
LEGAL DESCRIPTION: LINCOLN EXECUTIVE CENTER-BSP
PLAT BLOCK:
PLAT LOT: 3

ZONE: EG-TOD

LOT AREA: 78,715 SF

PARKING STALLS ON SITE:
72 STANDARD STALLS
2 ACCESSIBLE SPACES

ATTACHMENT C

Yellow Wood Academy Trip Generation Study

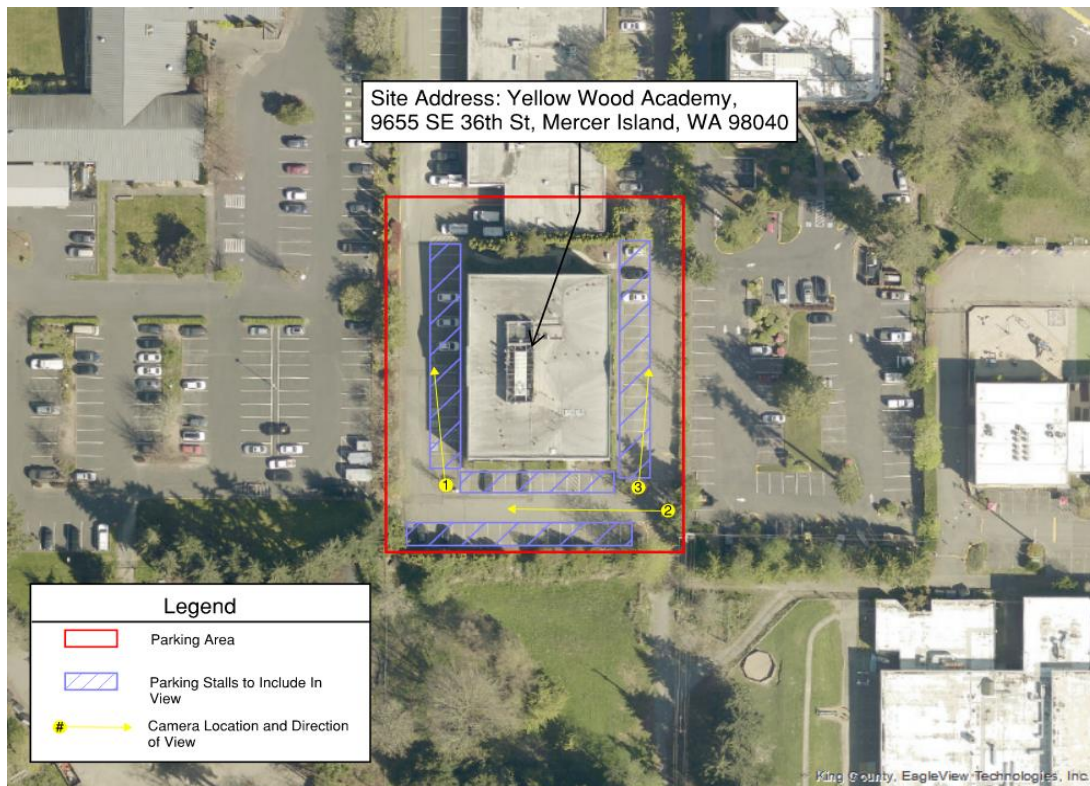
Yellow Wood Academy
9655 SE 36th St, Mercer Island, WA 98040
Existing Trip Generation Summary - Weekday PM Peak

Wednesday, 9/18/24

Interval Begin	#1 West Parking Lot		#2 South Parking Lot		#3 East Parking Lot		Total Trips			
	In	Out	In	Out	In	Out	In	Out	Total	
4:00 PM	0	3	0	3	1	3	1	9	10	
4:15 PM	0	4	0	2	0	1	0	7	7	
4:30 PM	0	1	0	1	0	1	0	3	3	
4:45 PM	0	0	0	0	0	1	0	1	1	21
5:00 PM	1	1	0	0	0	0	1	1	2	13
5:15 PM	0	0	0	0	0	0	0	0	0	6
5:30 PM	0	0	0	2	0	0	0	2	2	5
5:45 PM	0	0	0	0	0	0	0	0	0	4
Peak Hour	0	8	0	6	1	6	1	20	21	Peak Hour is 4:00 pm - 5:00 pm
	8		6		7		21			

Thursday, 9/19/24

Interval Begin	#1 West Parking Lot		#2 South Parking Lot		#3 East Parking Lot		Total Trips			
	In	Out	In	Out	In	Out	In	Out	Total	
4:00 PM	1	1	1	3	0	0	2	4	6	
4:15 PM	0	2	0	0	0	0	0	2	2	
4:30 PM	0	0	0	0	0	0	0	0	0	
4:45 PM	0	0	0	0	0	0	0	0	0	8
5:00 PM	0	0	0	1	0	0	0	1	1	3
5:15 PM	0	0	0	0	0	0	0	0	0	1
5:30 PM	0	0	0	0	0	0	0	0	0	1
5:45 PM	0	0	0	0	0	0	0	0	0	1
Peak Hour	1	3	1	3	0	0	2	6	8	Peak Hour is 4:00 pm - 5:00 pm
	4		4		0		8			



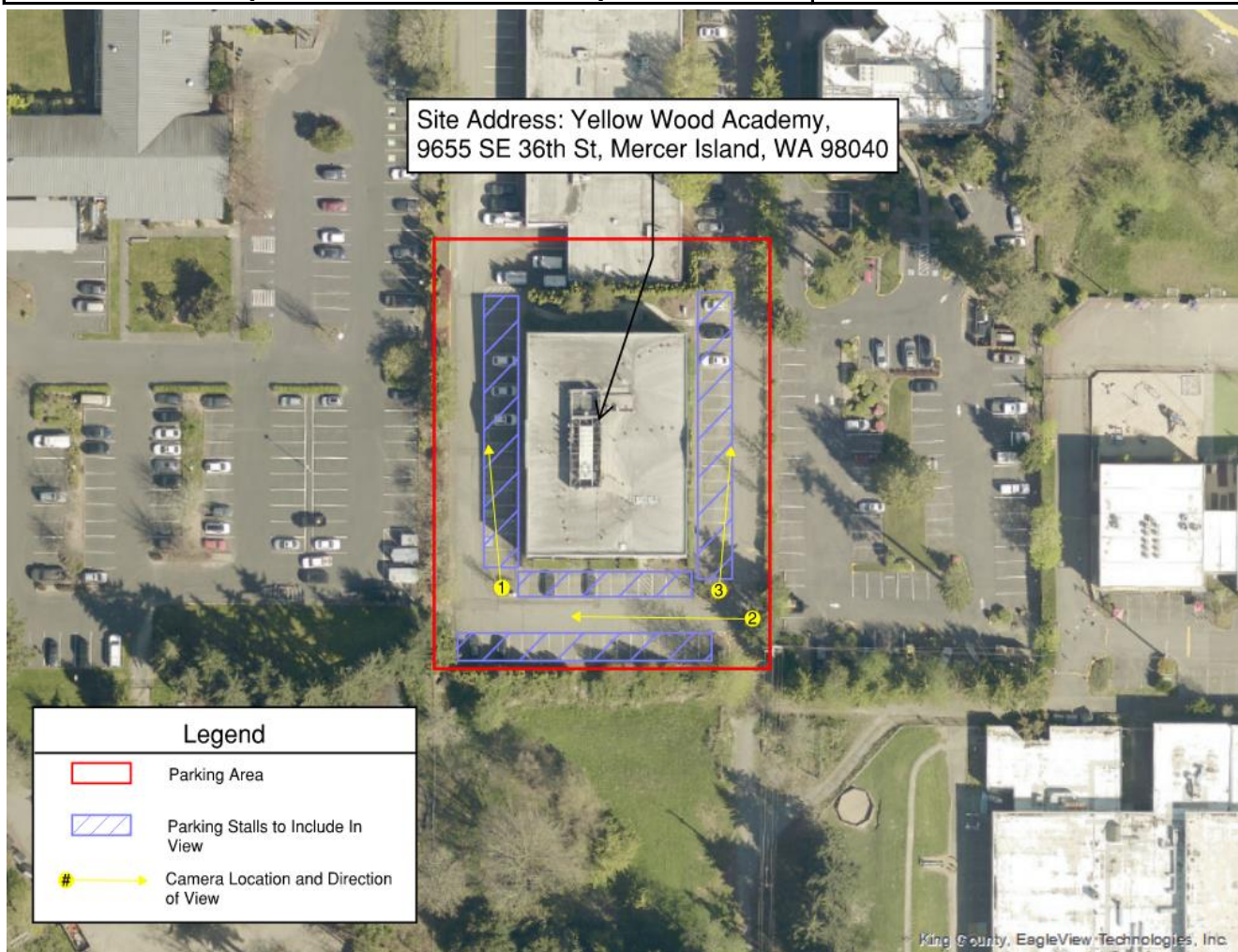
Yellow Wood Academy
9655 SE 36th St, Mercer Island, WA 98040

TENW Project No. 2024-268

Existing Weekday PM 2-Day Trip Generation Study (9/18/2024 & 9/19/2024)

Weekday PM Peak Hour (Highest One Hour Between 4:00 PM - 6:00 PM)

Day	PM Peak Hour Trips		
	In	Out	Total
Wednesday, 9/18/2024	1	20	21
Thursday, 9/19/2024	2	6	8
2-Day Average	2	13	15
PM Peak Hour Trip Rate and Directional Split	13%	87%	0.63



ATTACHMENT D

Concurrency Determination



Submit this determination with the land use permit application for this project.

Date: 10/8/2024

Project Name: Yellow Wood Academy

Permit Number: 24-113859 DC

Contact/Applicant Name: Hank Weaver

Email: HankW@weaverarch.com

Project Address: 3310 146th Pl SE, Bellevue, WA 98007

Concurrency Reviewer: Ian Nisbet

Mobility Units required for proposal: 0

☐ This serves as a Concurrency reservation for _____ Mobility Units.

☒ This project generates 25 or fewer mobility units and does not require a concurrency reservation.

Notes:

1. This form must be submitted for all Land Use permit applications regardless of concurrency reservation status.
2. This reservation expires one year from the date above. A one-year extension may be requested if an accompanying Land Use permit is in review.
3. Mobility Units may not be transferred to another property or applicant.

Determination Output Report

Project Name: Yellow Wood Academy Project Address: 3310 146th Place SE Date: 10-8-2024
Permit # 24-113859 DC Prepared by: Ian Nisbet

PMA 2

Proposed	Land Use	Size	Units	Vehicle Trips	Person Trips	Person Trip Types By Mode						Total Mobility Units Generated					
						SOV	HOV2+	Walk	Bike	Transit	Total	SOV	HOV2+	Walk	Bike	Transit	Total
	Private School	24.578	1000 SF / GFA	15	43	10	12	5	1	15	43	10	4.8	0.5	0.2	1.5	17
	0	0		0							0						0
	0	0		0							0						0
	0	0		0							0						0
	0	0		0							0						0
	0	0		0							0						0
	0	0		0							0						0
Subtotal				15	43	10	12	5	1	15	43	10	4.8	0.5	0.2	1.5	17

Existing	Land Use	Size	Units	Vehicle Trips	Person Trips	Person Trip Types Broken Down						Total Mobility Units Generated					
						SOV	HOV2+	Walk	Bike	Transit	Total	SOV	HOV2+	Walk	Bike	Transit	Total
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOD Office	24.578	1,000 sf / GFA	19	29	18	6	1	1	3	29	18	2.4	0.1	0.2	0.3	21
	0	0		0							0						0
	0	0		0							0						0
	0	0		0							0						0
	0	0		0							0						0
	0	0		0							0						0
Subtotal				19	29	18	6	1	1	3	29	18	2.4	0.1	0.2	0.3	21

Net New				-4	14	-8	6	4	0	12	14	-8	2.4	0.4	0	1.2	-4
												No Concurrency Reservation is Required					



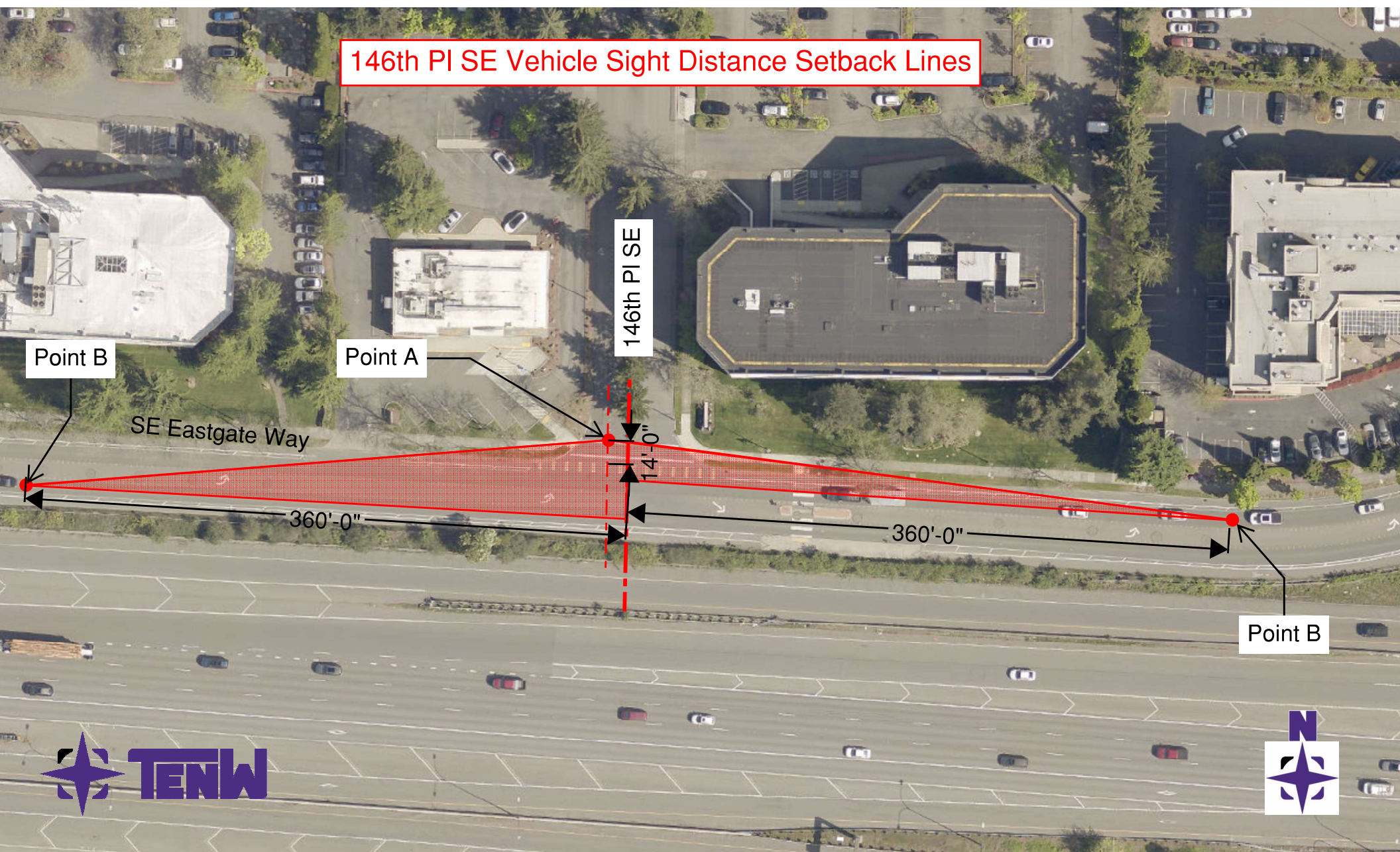
ATTACHMENT E

Sight Distance Diagrams

146th PI SE Pedestrian Sight Distance Setback Lines

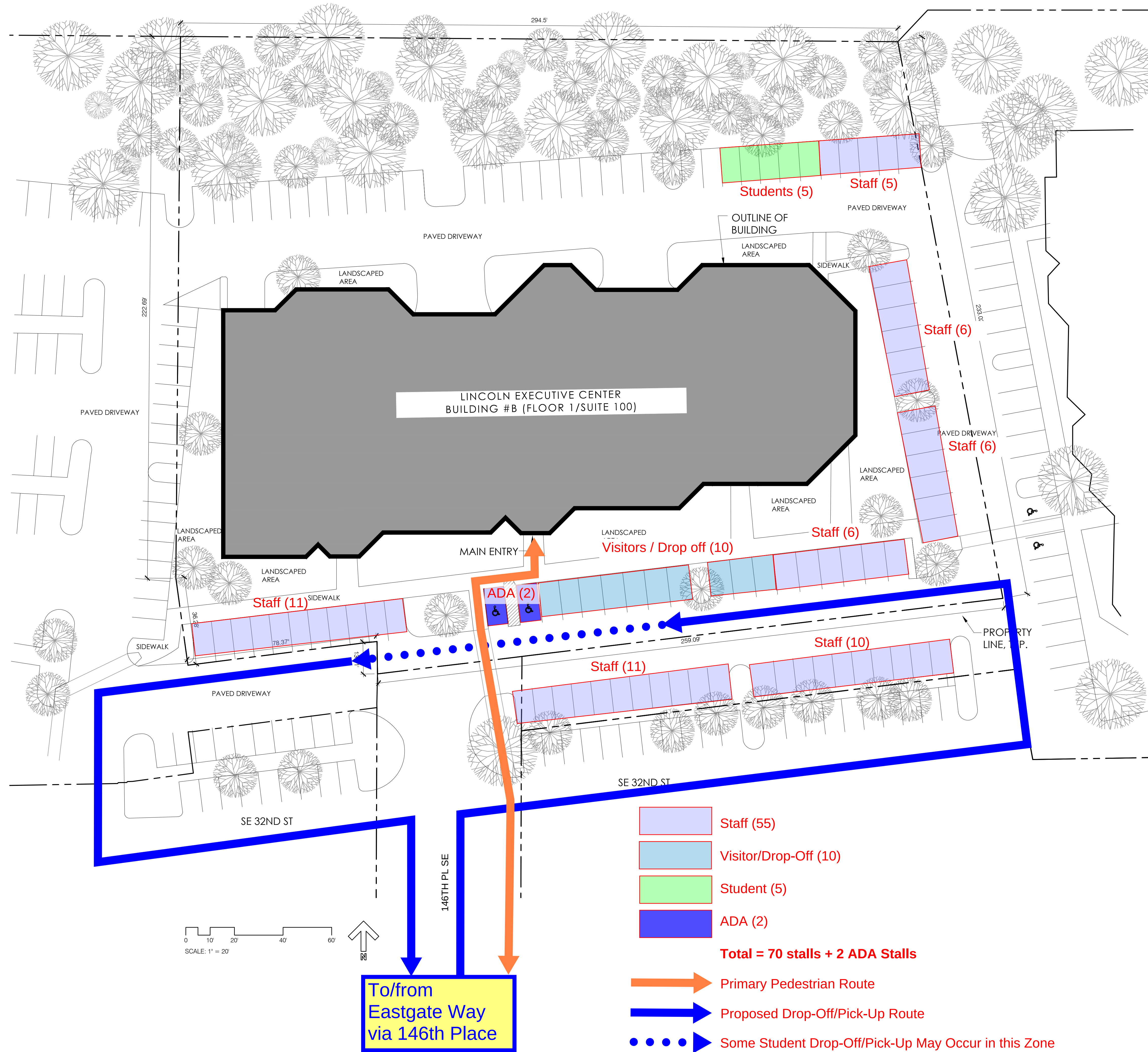


146th PI SE Vehicle Sight Distance Setback Lines



ATTACHMENT F

Circulation and Parking Exhibit



PROPERTY ADDRESS: LINCOLN EXECUTIVE BUILDING
3310 146TH PLACE SE
BELLEVUE WA, 98007

PROPERTY OWNER: CASCADE YARD OWNER LLC
PARCEL #: 431980-0030
LEGAL DESCRIPTION: LINCOLN EXECUTIVE CENTER-BSP
PLAT BLOCK:
PLAT LOT: 3

ZONE: EG-TOD

LOT AREA: 78,715 SF

PARKING STALLS ON SITE:
72 STANDARD STALLS
2 ACCESSIBLE SPACES

ATTACHMENT G

Weekday Student/Staff Arrivals & Departures

Yellow Wood Academy - Estimated Student/Staff Arrival/Departures and Parking Demand

Time Beginning	# of students dropped off	# of students picked up	# of student drivers arrive	# of student drivers leave	Staff Arriving	Staff Leaving	Est. Total Vehicles Parked (not including pick-up/drop-off)
7:30 AM					15		0
7:45 AM					15		15
8:00 AM	9		1		20		30
8:15 AM	18		2		5		51
8:30 AM							58
8:45 AM							58
9:00 AM	17		1				58
9:15 AM							59
9:30 AM							59
9:45 AM							59
10:00 AM	4						59
10:15 AM	12						59
10:30 AM							59
10:45 AM							59
11:00 AM	3						59
11:15 AM							59
11:30 AM							59
11:45 AM		1					59
12:00 PM	1	3					59
12:15 PM		1					59
12:30 PM							59
12:45 PM							59
1:00 PM		4					59
1:15 PM							59
1:30 PM							59
1:45 PM		6				1	59
2:00 PM							58
2:15 PM							58
2:30 PM							58
2:45 PM		18		2		2	58
3:00 PM							54
3:15 PM							54
3:30 PM		17		1		11	54
3:45 PM		14		1		18	42
4:00 PM						9	23
4:15 PM						7	14
4:30 PM						3	7
4:45 PM						1	4
5:00 PM						1	3
5:15 PM							2
5:30 PM						2	2
5:45 PM							0
6:00 PM							0
Total	64	64	4	4	55	55	

ATTACHMENT H

Drop-Off & Pick-Up Parking Demand Calculations

Drop Off Parking Stalls

Arrival Rate (λ)

72 veh/hr

0.0200 veh/sec

Departure Rate (μ)

120.0 sec

0.0083 veh/sec

per YWA Estimates, 18 drop off in highest 15 mins, 2 minutes for drop off

Inputs:

$\lambda = 0.0200$

$\mu = 0.0083$

$s = 10$
stalls

Outputs:

$\rho = 0.24000$

$L = 2.4$ veh

$L_q = 0.0$ veh

$W = 120.00329$

$W_q = 0.00329$

Probability Calcs:

n	P_n	Prob <= n Vehicles	Vehicles (n)
0	0.09071732	9.1%	0
1	0.21772156	30.8%	1
2	0.26126587	57.0%	2
3	0.20901270	77.9%	3
4	0.12540762	90.4%	4
5	0.06019566	96.4%	5
6	0.02407826	98.8%	6
7	0.00825540	99.7%	7
8	0.00247662	99.9%	8
9	0.00066043	100.0%	9
10	0.00015850	100.0%	10
11	0.00003804	100.0%	11
12	0.00000913	100.0%	12
13	0.00000219	100.0%	13
14	0.00000053	100.0%	14
15	0.00000013	100.0%	15
16	0.00000003	100.0%	16
17	0.00000001	100.0%	17
18	0.00000000	100.0%	18
19	0.00000000	100.0%	19
20	0.00000000	100.0%	20

Legend:

λ = mean arrival rate

μ = mean service rate

s = # of servers (parking spaces)

ρ = traffic intensity

L = expected number of customers in system

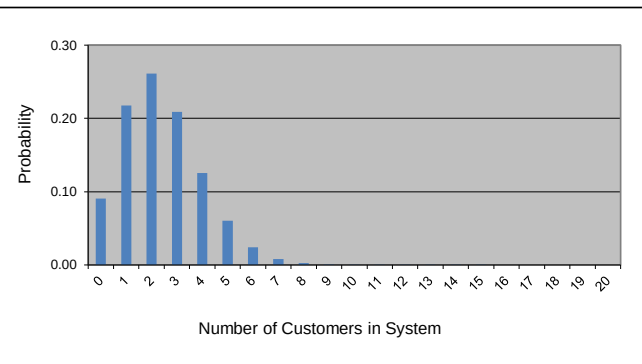
L_q = expected number of customers in the queue

W = expected waiting time of customer in system

W_q = expected waiting time of customer in queue

P_0 = probability of 0 cars in the system

P_n = probability of n cars in the system



Pick-Up Parking Stalls

Arrival Rate (λ)
72 veh/hr
0.0200 veh/sec

Departure Rate (μ)
240.0 sec
0.0042 veh/sec

per YWA Estimates, 18 drop off in highest 15 mins, assume up to 4 minutes for pick up

Inputs:		Probability Calcs:		Legend:
$\lambda =$	0.0200	n	P _n	
$\mu =$	0.0042	0	0.00820370	$\lambda =$ mean arrival rate
S =	10 stalls	1	0.03937777	$\mu =$ mean service rate
		2	0.09450664	S = # of servers (parking spaces)
Outputs:		3	0.15121062	$\rho =$ traffic intensity
$\rho =$	0.48000	4	0.18145275	L = expected number of customers in system
		5	0.17419464	L_q = expected number of customers in the queue
L =	4.8 veh	6	0.13935571	W = expected waiting time of customer in system
L_q = 0.0 veh		7	0.09555820	W _q = expected waiting time of customer in queue
		8	0.05733492	P ₀ = probability of 0 cars in the system
W =	241.30276	9	0.03057862	P _n = probability of n cars in the system
W _q =	1.30276	10	0.01467774	
		11	0.00704532	
		12	0.00338175	
		13	0.00162324	
		14	0.00077916	
		15	0.00037399	
		16	0.00017952	
		17	0.00008617	
		18	0.00004136	
		19	0.00001985	
		20	0.00000953	

