Complete Streets Commission



REGULAR MEETING MINUTES

Date: 10/11/2023 Time: 6:30 p.m. Location: Teleconference and City Council Chambers 751 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Cebrian called the meeting to order at 6:32 p.m.

B. Roll Call

Present:	Altman, Behroozi, Cebrian, Cole, King, Silverstein
Absent:	Kollmann
Staff:	Assistant Engineer Matthew Hui, Assistant Public Works Director – Transportation
	Hugh Louch, Associate Transportation Planner Nicholas Yee, Senior Transportation
	Engineer Kevin Chen

C. Reports and Announcements

Staff Chen reported out on City Council actions related to transportation since the September 13 Complete Streets Commission meeting.

Vice Chair Cole reported out on Ryans Lane closure.

Commissioner Behroozi reported out on California State Assembly Bill 413.

The Commission received clarification on City Council appeal process.

D. Public Comment

None.

E. Regular Business

E1. Accept the Complete Streets Commission minutes for September 13, 2023

ACTION: Motion and second (Cole/ Behroozi), to accept the Complete Streets Commission minutes for September 13, 2023, with revisions to item E2, passed 6-0 (Kollmann absent).

E2. Provide feedback on the evaluation of the Menlo Park Safe Routes to School Program (Staff Report #23-014-CSC)

Staff Yee made the presentation (Attachment).

• Kevin Rennie spoke in support of the program and more engagement for San Mateo County's

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Ringwood/Coleman Avenues study.

The Commission discussed program staffing level, budget allocation, interagency collaboration and best practices, program needs and challenges, stakeholders and parent champions meetings, program material usage rates and safe street design and evaluation parameters.

The Commission provided the following feedback on the program:

- Explore additional tangible goals for program evaluation.
- Continue to collaborate with other agencies and identify best practices (e.g., crossing guards, bus activities, safe street parameters).
- Evaluate the effectiveness of stakeholder meetings and utilize the Commission subcommittee where applicable.
- Track usage rate of existing program website and materials.

F. Informational Items

F1. Update on major project status

Staff Chen provided updates on San Mateo County's Ringwood/Coleman Avenues study, Vision Zero Action Plan, Middle Avenue bike lane pilot construction and the Belle Haven traffic calming plan construction.

G. Committee/Subcommittee Reports

None.

H. Adjournment

Chair Cebrian adjourned the meeting at 8:17 p.m.

Kevin Chen, Senior Transportation Engineer

ATTACHMENT E-2



SAFE ROUTES TO SCHOOL PROGRAM EVALUATION Complete Streets Commission | October 11, 2023





AGENDA

- Background
- Program Highlights
- Feedback and Next Steps



BACKGROUND



narves

MENLO PARK



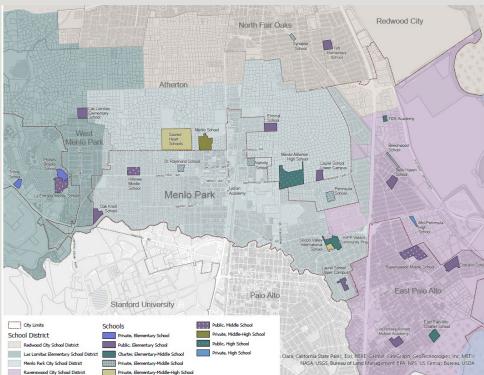
BACKGROUND



- Citywide Safe Routes to School (SRTS) Program created in 2018
- Was identified as a top-six priority project by City Council in 2018
- Comprehensive program four public school districts, private schools
 - 12 public schools, 12 private schools
 - Las Lomitas Elementary School District (LLESD)
 - Menlo Park City School District (MPCSD)
 - Ravenswood City School District (RCSD)
 - Sequoia Union High School District (SUHSD)



SCHOOLS AND DISTRICTS SERVED BY SRTS PROGRAM





PROGRAM HIGHLIGHTS



MENLO PARK



PROGRAM HIGHLIGHTS: COORDINATION



- City has had SRTS Coordinator since 2019
- Heart of the program
 - Conduit with schools, districts, parents/parent champions, community stakeholders
- Typical duties include:
 - Assisting with collecting travel tally data
 - Planning citywide SRTS events
 - Assisting schools and parents with events and implementing SRTS concepts
 - Monthly newsletters
- Part-time position, primarily coordinates with public schools but also private schools



PROGRAM HIGHLIGHTS: TASK FORCE



- Quarterly coordination meetings with various SRTS stakeholder to discuss safety issues and SRTS topics
- Open to the public, attendees include:
 - City Staff/Transportation Division
 - Schools
 - Districts
 - Parent champions
 - Menlo Park, Atherton Police
 - San Mateo County Office of Education (SMCOE) SRTS



PROGRAM HIGHLIGHTS: EDUCATIONAL RESOURCES



SAFETY NEAR BELLE HAVEN SCHOOL





Bicycles and Pedestrians 3. Willow Rd is a busy traffic corridor. Lise caution and cross at Coleman Ave, Gilbert Ave, Durham St, Newbridge St, O'Brien Dr, or Ivy Dr where there are 4. When crossing over Highway 101, use the Ringwood Ave Bicycle/Pedestrian Bridge when possible. The Willow Rd overpass has many cars

1. When driving on Ivy Dr use extreme caution as children may be exiting Almanor Ave or Chilco St

2. Do not park in school white and red zones during

Make Eye Contact with drivers.

BELLE HAVEN

WALK AND ROLL MAP

SCHOOL

Drivers

WALKING AND BIKING SAFETY

Stop at the curb's edge. Look left, right, and behind you.

Be Predictable, Follow all traffic laws and stop at stop signs. Be aware of traffic. Ride single file in









Steps to Plan School-Based Walk & Roll Events

This guide offers strategies for both Walk and Bike to School Days by referring to them as Walk & Roll days. 'Roll' can be used instead of 'Bike' to:

- Better include students and family members who may use rolling mobility devices, such as wheelchairs or specialized scooters, to get around
- * Extend participation to students who would prefer to bike, scooter, or skateboard, as allowed by school or district policy.
- Promote other shared modes, such as carpooling with other families or taking the bus, to include students who may need to 'roll' to school using a vehicle while using transportation options that support the environmental and social goals of the event.





WHO PLANS WALK & ROLL? Anyone can be the Walk & Roll to School Day event champion! But make sure to ask your school's principal for permission and follow any

district requirements for volunteers. Individuals directly involved in the school community are often the event champions. including: PTA members, parent volunteers, PE teachers, school nurses, and/or school

administration

Other event champions could include city or school district staff, or a local non-profit.

This guide is written for anyone who is leading or involved in planning Walk & Roll to School Day activities.



MENLO PARK SAFE ROUTES TO SCHOOL

MENLO PARK RUTAS SEGURAS A LA ESCUELA

BINGO RUBY BRIDGES



Escuche a la canción "Walk to School Like Ruby Did"	Practique sus rutas sugeridas a la escuela con el mapa de su escuela menlopark.gov/ saferoutestoschool	Escriba una carta de aliento a Ruby	Participe en el día de caminar a la escuela de Ruby Bridges en noviembre	Enséñele a un amigo el ABC Quick Check	
Encuentre señales "sharrow" en su vecindario	Aprenda cómo puede ser visible por la noche cuando camina or anda en bicicleta	Enséñele a alguien a cruzar la calle de forma segura	Haga su propio jardín de tráfico trafficgardens.com/ fun-at-home	Aprenda más sobre Ruby con estas flashcards	
Tome una foto de algo que usa mientras camina a la escuela en invierno	Siga la historia de Ruby Bridges		Aprenda más y complete el libro de actividades sobre caminar y andar en bicicleta	Ayude a un amigo a ajustar su casco	
Practique selfales de mano	Haga un dibujo de ti caminando o andando en bicicleta a la escuela mientras está oscuro afuera	Comparta la historia de Ruby Bridges con su familia y amigos	Cuéntele a una adulta sobre el método "anti-dooring"	Encuentre señales de 15 mph cerca de las escuelas	
Haga un dibujo de Ruby caminando a la escuela	Revise los consejos de seguridad para cruzar la calle: Pare, mire a la izquierda-derecha- izquierda, y escuche	Vea un vídeo sobre Ruby	Sea visible en invierno con reflectores y ropa de colores brillantes	Aprenda sobre Brown v. Board of Education	
MENLO PARK RUTAS SEGURAS A LA ESCUELA Bingo Ruby Bridges					



PROGRAM HIGHLIGHTS: EVENTS



- Ruby Bridges Walk to School Day
- Crossing Guard Appreciation Week
- SRTS Spring Party
- Bike Month Video/Poster Challenge
- Bike Helmet Giveaways
- Assisting with parent championorganized bike rodeos







PROGRAM HIGHLIGHTS: BUILDING COMMUNITY



- Laurel School Upper Campus SMCOE Fellowship in 2023 to increase biking, walking to school
- Project highlights include rewarding good biking behavior, bike buses, and a sticker to build community support



FEEDBACK / NEXT STEPS

MENLO PARK





STAKEHOLDER FEEDBACK



- Program conducted school administrator and stakeholder survey in Spring 2023
- Responses and themes:
 - Schools need more staff or parent volunteers to support SRTS activities
 - Desire for more SRTS activities
 - Barriers include sustaining parent support/engagement, training more parents/volunteers
 - SRTS Coordinator
 - Has helped build volunteer capacity and supported SRTS activities
 - Desire for more support from SRTS Coordinator, more tailored support at schools



PROGRAM CHALLENGES



- Hours for SRTS Coordinator decrease over time as program costs increase
- Coordinating amongst four districts, up to 24 schools difficult for part-time SRTS Coordinator
- Sustaining parent champion support at schools when children and parents leave for next school



COMMISSION DIRECTION



- Program five years old
 - Built relationships with districts, schools, parents, and stakeholders
 - Developed educational resources
- How can the program best support and empower the SRTS community?
- What areas are most important for future expansion if budget were available?
 - Walking school bus and bicycle bus program
 - Bicycle safety curriculum
 - Increasing volunteer networks
 - Increase SRTS Coordinator staff hours
 - Sponsoring mobile bicycle repair services
 - Subsidizing fees for bicycle skills courses





QUESTIONS?







THANK YOU



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