



Agenda Item #: _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Tell and Members of the City Council

THROUGH: David N. Carmany, City Manager

FROM: Richard Thompson, Director of Community Development
Nhung Madrid, Management Analyst
Jack Rydell, Traffic Engineer

DATE: February 21, 2012

SUBJECT: Pennekamp Elementary School Area Follow-Up Evaluation

RECOMMENDATION:

Staff recommends that the City Council approve the traffic safety measures for Pennekamp Elementary School which are supported by the school and area residents.

FISCAL IMPLICATION:

The maintenance of the recommended measures could be accomplished through existing City Department programs and budgets. Staff will continue to seek grant opportunities such as the Safe Routes to School grant program as an additional funding source for school improvements related to promoting biking and walking to school.

BACKGROUND:

In November 2002, the City Council approved the City-Wide Neighborhood Traffic Management Program (The Program). This Program established a set of procedures to evaluate neighborhoods in an effort to improve livability of neighborhood streets. The Program created a consistent way for the City to evaluate traffic requests, so that a comprehensive plan can be implemented that will minimize adverse impacts both before and after implementation of traffic calming measures.

In March 2003, the City Council prioritized several areas of the City for further analysis under The Program, and identified the neighborhoods immediately around the elementary and middle schools as one of these priority areas. Since each school area has unique conditions and issues; each school has been evaluated separately. To date, American Martyrs, Grand View, Meadows, Pacific, Robinson, and Manhattan Beach Middle School have all been evaluated, and with the approval of Pennekamp, this will complete the Neighborhood Traffic Management Program. This report focuses on Pennekamp Elementary School as included in the 2008-2009 and 2009-2010 City Council Work Plan.

To initiate the Neighborhood Traffic Management Program process, City and Police Department Staff met with Mr. Dale Keldrauk, then-Principal of Pennekamp Elementary School, and other school staff on two occasions in 2008, to listen and discuss school related traffic concerns. Additional comments were gathered through a public notice mailed to residents living on the surrounding streets and were incorporated into the evaluation.

On August 28, 2008, the Parking and Public Improvements Commission heard public testimony and reviewed the list of initial recommendations prepared by the Traffic Engineer. The Commission heard from local residents and was supportive of the Traffic Engineer's 19 recommended initial measures, and added one additional recommendation to encourage the City and School District to pursue off-street loading zones. The Commission voted to recommend approval of a program of 20 mitigation measures on a trial basis.

On September 16, 2008, the City Council held a public meeting and reviewed the Parking and Public Improvements Commission's recommendations. The City Council approved 18 of the 20 initial measures for a trial period, omitting Proposed Measure #6 (*Pursue a capital project to construct a new sidewalk on the east side of Rowell Avenue between 1st Street and Curtis Avenue*) and Proposed Measure #8 (*Post "No Pedestrian Crossing" signs on the east leg of 2nd Street and Peck Avenue*).

Staff conducted several follow-up field investigations to evaluate the effectiveness of the implemented traffic safety measures. In addition, staff held a meeting with Principal Keldrauk on January 19, 2010 to discuss the effectiveness of the initial measures and to determine if there were remaining traffic concerns or additional measures that should be considered. As the result of the follow-up investigation, two additional measures (#19 and #20) were suggested by the school, which were presented to the Commission On January 28, 2010. At that meeting, the Commission discussed the overall effectiveness of the 18 initial measures as recommended by City Council. However, due to unforeseen delays, several of the initial measures had not been implemented by staff, and as a result, the Commission requested that another follow-up study be brought back after all measures, including the two new additional measures were implemented and given a sufficient amount of time to be in place before staff would study the effectiveness of all of the measures.

On February 8, 2011, staff met with Principal Keldrauk to follow-up on the effectiveness of the all of the implemented measures including the two new measures #19 (Paint a walking lane along the front exit driveway between the school walkways and Rowell Avenue; and measure #20 (Paint red curbs within the intersections of Rowell Avenue at 1st Street, Gates Avenue, and Curtis Avenue). In his opinion, all new measures have proven effective in improving traffic safety in and around the school.

DISCUSSION:

Pennekamp Elementary School is located between Rowell Avenue and Peck Avenue just south of 2nd Street in the southeast quadrant of the city. The school attendance boundary extends from Sepulveda Boulevard on the west, Manhattan Beach Boulevard to the north, Aviation Boulevard to east, and Artesia Boulevard to the south. There are approximately 580 students in Grades Kindergarten through 5. School begins at 8:00 AM and 8:15 AM with two dismissals at approximately 2:15 PM and 2:45 PM. Kindergarten and minimum days have different schedules. There are 18 off-street parking spaces in the Rowell Avenue parking lot and 19 off-street parking

spaces along Peck Avenue for a total of 37 staff spaces. The City shares use of the play fields after school hours and on weekends for intramural and practice games. Two crossing guards are provided at crosswalks at Peck Avenue/2nd Street and Peck Avenue/1st Street.

Circulation around Pennekamp School is primarily via Rowell Avenue and Voorhees Avenue in front of the school and Peck Avenue along the rear of the school. Rowell Avenue and Peck Avenue are generally congested at arrival and dismissal times on school days, often blocking local residential traffic, with high school traffic adding significant traffic volume to Peck Avenue. An on-campus loading zone is located in the Peck Avenue parking lot. Curb parking is generally permitted on all local streets surrounding the school with some street sweeping restrictions.

The local neighborhood streets surrounding Pennekamp Elementary School are built in a grid network and served by local collector streets such as Meadows Avenue, Peck Avenue and Redondo Avenue. Meadows Avenue and Peck Avenue are signalized at Manhattan Beach Boulevard to the north and Artesia Boulevard to the south. Second Street is signalized at Sepulveda Boulevard to the west and Aviation Boulevard to the east. In 2005, the City painted a yellow school crosswalk across Peck Avenue at 1st Street, and authorized an adult school crossing guard at that location. The streets surrounding the school are improved with curbs, gutters and sidewalks. However, a segment of sidewalk has not been constructed on the east side of Rowell Avenue between Voorhees Avenue and 1st Street directly adjacent to the school.

Evaluation of Initial Traffic Measures

Traffic flow during school hours has improved along Peck Avenue and Rowell Avenue as the result of the initial measures. Congestion continues to occur along Peck Avenue, largely due to parents' desire to drop-off and pick-up their children as close to the school entrance as possible. Overall, field reviews confirm that traffic is flowing smoother, and appears to be more orderly. This can be attributed to several factors: a better defined loading zone turnout in front of the school, a new turn lane along Peck Avenue, traffic and pedestrian safety instructions issued to the parents by the school, clearer traffic signs and markings, as well as heightened police presence and a school campaign to walk to school. The improvements show how the combined efforts and cooperation of school leaders, PTA officials, City departments and Police staff have been able to make a difference. It also shows that all five "E's" - Engineering, Education, Enforcement, Encouragement, and Evaluation are necessary to make a traffic safety system work.

With the retirement of Principal Keldrauk at the end of the 2011 school year, staff met with Pennekamp's new Principal, Ms. Debbie Mabry on January 10, 2012 to perform a follow-up evaluation. Ms. Mabry, the City Traffic Engineer and the Traffic Management Analyst walked the school grounds and surrounding neighborhood to discuss all of the implemented measures. Although Principal Mabry is new to Pennekamp School, she is familiar with traffic concerns adjacent to elementary schools and the neighborhood traffic issues during school arrival and dismissal times since she was previously the Principal at Pacific Elementary School.

During the January 10th field investigation, it was noted that the flashing beacons on Peck Avenue near 1st Street that warn motorists of the crosswalk were not working and discussions revealed that there were no indications that the beacons have worked in the recent past. To address this, Staff will coordinate with Public Works to have the beacons checked and the

specific problem identified. If the required repairs can be performed in a timely and inexpensive manner, we will have this work done. If more extensive repairs or other modifications are necessary, Staff will determine how to best address the situation and may include actions as part of the upcoming Safe Routes to School Grant application.

With all of the traffic measures in place, on January 26, 2012, the Parking and Public Improvements Commission held a follow-up meeting and discussed the effectiveness of the 20 approved measures. Ms. Mabry was in attendance at the meeting and responded to all of the Commission's questions and concerns. With a 5-0 vote, the Commission was supportive of all 20 measures and recommended to conclude that the traffic safety measures installed are effective and should be made permanent. A detailed analysis of each approved measure is provided below:

Initial Measures

1. Replace missing and non-standard traffic signs and street name signs. This action has been completed and additional school area signs were installed through a previous Safe Routes to School (SR2S) grant that was awarded to the City. The new high-visibility crosswalk markings appear to be improving driver compliance in yielding to pedestrians, as well as raising overall awareness of pedestrians and discouraging speeding in the school area.
2. Concentrate traffic and parking enforcement around the school campus on a regular basis. Additional police enforcement has been present, especially at the beginning of the school year. However, school representatives note that current enforcement activity is not much different than last year and a further increase is desirable.
3. Paint school crosswalks and markings on an annual basis. This action has been implemented to reinforce compliance of pedestrian right-of-way rules and raising awareness of pedestrians in the school area. Additional high-visibility crosswalks and markings were installed as part of the SR2S grant.
4. Paint a white loading zone lane line on the west side of Peck Avenue from the existing loading zone driveway northerly to 1st Street. This measure was implemented in 2009 when Peck Avenue was repaved. This new marking has improved traffic circulation at the rear of the school by channelizing the queued line of cars waiting to enter the on-site loading zone.
5. Prohibit left turns in and out of the student loading zone driveways on Peck Avenue during school loading times only. This measure removes conflicting turn movements entering and exiting the school loading zone along Peck Avenue during school arrival and dismissal hours. It also helps to reduce the instances of parents cutting into the line of cars waiting to enter the loading zone. School representatives state that there are violations occurring during enforcement times and have requested for additional enforcement from the Police Department. Signs prohibiting the turn movements have been installed. However, during Staff's most recent visit, the sign prohibiting left turns from Peck Avenue into the off-street loading zone are missing. A work order has been submitted to Public Works to have the signs replaced.
6. Paint yellow centerlines at the Rowell Avenue entrances to the school to separate vehicle directions. The centerlines were painted in 2009 and appear effective in providing positive guidance to motorists, thus reducing vehicle conflicts in the front parking lot.

7. Remove existing school crosswalk at Rowell Avenue and Gates Avenue on the north leg only. This measure was implemented in 2009 when the neighborhood streets were slurry sealed. The crosswalk removal has helped redirect pedestrians to the preferred crossing location on the south leg of Gates Avenue that connects directly with the main school walkway instead of through the parking lot.
8. Paint new school crosswalk at Rowell Avenue and 2nd Street on the south leg. This measure was implemented in 2009 when the neighborhood streets were slurry sealed and has helped make drivers more aware of pedestrian crossings at this intersection.
9. Paint new school crosswalks at Curtis Avenue and Rowell Avenue on south leg. The crosswalk has been installed as part of the SR2S grant. The crosswalk installation is a change from what was originally approved by the PPIC on 08/28/2008, which instead included crosswalks on the north and west legs of the intersection. The change occurred in April 2009 when the SR2S grant was being prepared, and was determined by the school and the previous City Traffic Engineer. The change was approved by City Council as part of its overall approval of the SR2S grant application.
10. Paint new school crosswalks at Meadows Avenue and 2nd Street on the north and east legs. The crosswalks have been installed as part of the SR2S grant. The crosswalks are intended to help make drivers more aware of pedestrian crossings at this intersection. It also provides positive guidance where pedestrians should cross.
11. Paint new school crosswalk at Rowell Avenue and 1st Street on the west leg. The crosswalks have been installed as part of the SR2S grant. The crosswalks are intended to help make drivers more aware of pedestrian crossings at this intersection. It also provides positive guidance where pedestrians should cross.
12. Encourage the school to use orange cones at the centerlines of school crosswalks where crossing guards are stationed. At Peck Avenue and 2nd Street, the City has provided a removable in-roadway crosswalk sign placed at the centerline to warn drivers of pedestrian crossings. Orange cones can be used in addition to the removable in-roadway crosswalk sign.
13. Encourage the school to provide a formal program to enlist volunteer and/or staff supervision to assist student loading/unloading at main loading zones. School representatives have not implemented a formal supervision schedule; however, there is some staff observation during some loading times.
14. Encourage the school to implement a formal student car-pool and walking incentive program for both parents and students. Currently, the school does not have a formal student carpool program. Under the old Planet Pals program, the school encouraged students to walk to school on Wednesdays. Ms. Mabry was successful at implementing a carpool program at Pacific Elementary School, which is still in effect today, but has not taken on that task at Pennekamp. She is currently focusing her efforts on getting children to walk and bike to school.

15. Prepare Suggested Routes to School map for distribution to parents. A Suggested Routes to School map has been prepared by the City and provided to the school to be distributed. The school has also been working with Vitality City and the Walking School Bus program which promotes walking to school on a daily basis. School representatives have indicated their commitment to use the map to educate parents and students of the preferred routes when walking or biking to school. This action will help to encourage more walking to school, thereby reducing traffic congestion on streets surrounding the school.
16. Encourage the school to distribute traffic safety handouts regularly throughout the school year. This action will remind school staff, students, parents and other users to follow the recommended driving, walking and parking practices in order to reduce potential residential impacts.
17. Recommend the City Council have a dialogue with school administrators to coordinate a program to supervise school loading zones with police personnel or other volunteers. This measure has not yet been completed. Due to budget constraints, it is unlikely that paid personnel will be used for this purpose; however, a volunteer program could be organized through a joint effort of the School District and Police Department. The Police Department could train the volunteers in the recommended practices for handling student loading and unloading.
18. That the City shall work with the School District to add or enhance off-street loading zones with the goal for each school of getting as much loading and unloading as is possible and reasonable off streets. This measure has not yet been completed. It is recommended that a joint meeting be scheduled to initiate a school-by-school evaluation of possible expansion for off-street loading areas and potential funding sources.
19. Paint a walking lane along the front exit driveway between the school walkways and Rowell Avenue. This measure has been completed. This walking lane designates a walking area to connect the school grounds with public sidewalks along Rowell Avenue north of the school instead of walking through the parking lot. It also discourages parking along the exit driveway to keep the front loading zone moving smoothly. The school has requested to have a "PEDS ONLY" pavement marking installed within the walking lane. Staff will coordinate this installation.
20. Paint red curbs within the intersections of Rowell Avenue at 1st Street, Gates Avenue, and Curtis Avenue. This measure has been completed. The Traffic Engineer has observed recurring parking in the corners at these intersections, which causes traffic congestion, limits driver visibility and blocks crosswalks. The installation of these red curbs has improved driver and pedestrian safety and visibility at these intersections.

Next Steps

In December 2011, Caltrans issued a call for projects for a new round of Safe Routes to School Grant applications. These applications are due on March 30, 2012 and Staff has already met with all of the schools in the City. In particular, we are working with Pennekamp Elementary School to identify their issues since they were the only Elementary School that did not participate in the previous Safe Routes to School Grant application. Principal Mabry has

enthusiastically joined in this effort, which may result in a number of additional improvements being identified and funding pursued.

CONCLUSION:

Once approved by the City Council, the installed traffic safety measures would remain in place. Staff will continue to work with Pennekamp Elementary School to coordinate and monitor all implemented measures as well as address the follow-up issues as discussed in the staff report. If the monitoring uncovers possible improvements that might improve traffic flow and safety, changes to the comprehensive plan would then be recommended to the Parking and Public Improvements Commission as defined in the Neighborhood Traffic Management Program process. Both the Fire and Police Departments have been involved in the preparation of the School Area Neighborhood Traffic Management Program and have no preliminary objections to the recommended actions.


- Attachment:
- A. Parking and Public Improvements Commission Staff Report for Pennekamp Elementary School dated January 26, 2012
 - B. Parking and Public Improvements Commission Draft Minutes for January 26, 2012 Meeting
 - C. Pennekamp Elementary School Initial and Follow-up Recommendations Map

Cc. Debbie Mabry, Pennekamp Elementary School Principal

THIS PAGE
INTENTIONALLY
LEFT BLANK

**CITY OF MANHATTAN BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT**

TO: Parking and Public Improvements Commission

FROM: Richard Thompson, Director of Community Development
Nhung Madrid, Management Analyst 
NM

BY: Jack Rydell, Traffic Engineer

DATE: January 26, 2012

SUBJECT: Pennekamp Elementary School Area Follow-Up Evaluation

RECOMMENDATION:

It is recommended that the Parking and Public Improvements Commission conduct a public meeting and recommend that City Council conclude that the traffic safety measures installed are effective, they are supported by Pennekamp Elementary School and area residents, and should be made permanent.

BACKGROUND:

On November 19, 2002, the City Council approved the City-Wide Neighborhood Traffic Management Program (NTMP). This Program established a set of procedures to evaluate neighborhoods in an effort to improve livability of neighborhood streets. The NTMP created a consistent way for the City to evaluate traffic requests, so that a comprehensive plan can be implemented that will minimize adverse impacts both before and after implementation of traffic calming measures.

On March 18, 2003 and included in the 2008-09 Work Plan, the City Council prioritized several areas of the City for further analysis. At that meeting, the City Council identified the neighborhoods immediately around the elementary and middle schools as one of these priority areas. Since each school area has unique conditions and issues, each school has been evaluated separately.

The NTMP Program has been followed in developing possible vehicular and pedestrian improvements for Pennekamp Elementary School. The process includes the following seven steps:

- Step 1-** Identify Candidate Streets/Neighborhoods
- Step 2-** Preliminary Screening and Evaluation
- Step 3-** Engineering Analysis/Preliminary Recommendations
- Step 4-** Neighborhood Meetings and Survey/Petitions
- Step 5-** Develop, Install, and Evaluate Test projects
- Step 6-** Determination of Permanent Project
- Step 7-** Monitoring

**EXHIBIT A
CC MTG 2-21-12**

To initiate the NTMP process, City and Police Department Staff met with Mr. Dale Keldrauk, then-Principal of Pennekamp Elementary School, and other school staff on two occasions in 2008, to listen and discuss school related traffic concerns. Additional comments were gathered through a public notice mailed to residents living on the surrounding streets and were incorporated into the evaluation.

On August 28, 2008, the PPIC heard public testimony and reviewed the list of initial recommendations prepared by the Traffic Engineer. The Commission heard from local residents and was supportive of the Traffic Engineer's 19 recommended initial measures, and added one additional recommendation to encourage the City and School District to pursue off-street loading zones. The Commission voted to recommend approval of a program of 20 mitigation measures on a trial basis (See list below).

On September 16, 2008, the City Council held a public meeting and reviewed the PPIC's recommendations. The City Council approved 18 of the 20 initial measures for a trial period, omitting Proposed Measure #6 (*Pursue a capital project to construct a new sidewalk on the east side of Rowell Avenue between 1st Street and Curtis Avenue*) and Proposed Measure #8 (*Post "No Pedestrian Crossing" signs on the east leg of 2nd Street and Peck Avenue*). Immediately after the City Council meeting, the Public Works Department began installing the sign and marking changes.

Staff conducted several follow-up field investigations to evaluate the effectiveness of the implemented traffic safety measures. In addition, staff held a meeting with Dale Keldrauk on January 19, 2010 to discuss the effectiveness of the initial measures and to determine if there were remaining traffic concerns or additional measures that should be considered. As the result of the follow-up investigation, two additional measures (#19 and #20) were suggested by the school, which were presented to the Commission On January 28, 2010. At that meeting, the Commission discussed the overall effectiveness of the 18 initial measures as recommended by City Council. However, due to unforeseen delays, several of the initial measures had not been implemented by staff, and as a result, the Commission requested that another follow-up study be brought back after all measures, including the two new additional measures were implemented and given a sufficient amount of time to be in place before staff would study the effectiveness of all of the measures.

On February 8, 2011, staff met with Principal Keldrauk to follow-up on the effectiveness of the additional measures (Measure #19 Paint a walking lane along the front exit driveway between the school walkways and Rowell Avenue; and Measure #20 Paint red curbs within the intersections of Rowell Avenue at 1st Street, Gates Avenue, and Curtis Avenue). In his opinion, both of these measures have proven effective in improving traffic safety in and around the school.

With the retirement of Principal Keldrauk, staff met with Pennekamp's new Principal, Ms. Debbie Mabry on January 10, 2012 to perform a follow-up evaluation. Ms. Mabry, the City Traffic Engineer and the Traffic Management Analyst walked the school grounds and surrounding neighborhood to discuss all of the implemented measures. Although Principal Mabry is new to Pennekamp School, she is familiar with traffic concerns adjacent to elementary

schools and the neighborhood traffic issues during school arrival and dismissal times since she was previously the Principal at Pacific Elementary School.

DISCUSSION:

Pennekamp Elementary School is located between Rowell Avenue and Peck Avenue just south of 2nd Street in the southeast quadrant of the city. The school attendance boundary extends from Sepulveda Boulevard on the west, Manhattan Beach Boulevard to the north, Aviation Boulevard to east, and Artesia Boulevard to the south. There are approximately 580 students in Grades Kindergarten through 5. School begins at 8:00 AM and 8:15 AM with two dismissals at approximately 2:15 PM and 2:45 PM. Kindergarten and minimum days have different schedules. There are 18 off-street parking spaces in the Rowell Ave parking lot and 19 off-street parking spaces along Peck Avenue for a total of 37 staff spaces. The City shares use of the play fields after school hours and on weekends for intramural and practice games. Two crossing guards are provided at crosswalks at Peck Avenue/2nd Street and Peck Avenue/1st Street.

Circulation around Pennekamp School is primarily via Rowell Avenue and Voorhees Avenue in front of the school and Peck Avenue along the rear of the school. Rowell Avenue and Peck Avenue are generally congested at arrival and dismissal times on school days, often blocking local residential traffic, with high school traffic adding significant traffic volume to Peck Avenue. An on-campus loading zone is located in the Peck Avenue parking lot. Curb parking is generally permitted on all local streets surrounding the school with some street sweeping restrictions.

The local neighborhood streets surrounding Pennekamp Elementary School are built in a grid network and served by local collector streets such as Meadows Avenue, Peck Avenue and Redondo Avenue. Meadows Avenue and Peck Avenue are signalized at Manhattan Beach Boulevard to the north and Artesia Boulevard to the south. Second Street is signalized at Sepulveda Boulevard to the west and Aviation Boulevard to the east. In 2005, the City painted a yellow school crosswalk across Peck Avenue at 1st Street, and authorized an adult school crossing guard at that location. The streets surrounding the school are improved with curbs, gutters and sidewalks. However, a segment of sidewalk has not been constructed on the east side of Herrin Avenue between 1st Street and Curtis Avenue directly adjacent to the school.

EVALUATION OF INITIAL MEASURES

Traffic flow during school hours has improved along Peck Avenue and Rowell Avenue as the result of the initial measures. Congestion continues to occur along Peck Avenue, largely due to parents' desire to drop-off and pick-up their children as close to the school entrance as possible. Overall, field reviews confirm that traffic is flowing smoother, and appears to be more orderly. This can be attributed to several factors: a better defined loading zone turnout in front of the school, a new turn lane along Peck Avenue, traffic and pedestrian safety instructions issued to the parents by the school, clearer traffic markings, as well as heightened police presence and a school campaign to walk to school. The improvements show how the combined efforts and cooperation of school leaders, PTA officials, City departments and Police staff have been able to make a

difference. It also shows that all five “E’s” - Engineering, Education, Enforcement, Encouragement, and Evaluation are necessary to make a traffic safety system work.

Staff performed field investigations, and at this time, all measures have been implemented and in effect since summer 2011. A detailed analysis of each approved measure is provided below:

INITIAL MEASURES

1. Replace missing and non-standard traffic signs and street name signs. This action has been completed and additional school area signs were installed through a previous Safe Routes to School (SR2S) grant that was awarded to the City. The new high-visibility crosswalk markings appear to be improving driver compliance in yielding to pedestrians, as well as raising overall awareness of pedestrians and discouraging speeding in the school area.
2. Concentrate traffic and parking enforcement around the school campus on a regular basis. Additional police enforcement has been present, especially at the beginning of the school year. However, school representatives note that current enforcement activity is not much different than last year and a further increase is desirable.
3. Paint school crosswalks and markings on an annual basis. This action has been implemented to reinforce compliance of pedestrian right-of-way rules and raising awareness of pedestrians in the school area. Additional high-visibility crosswalks and markings were installed as part of the SR2S grant.
4. Paint a white loading zone lane line on the west side of Peck Avenue from the existing loading zone driveway northerly to 1st Street. This measure was implemented in 2009 when Peck Avenue was repaved. This new marking has improved traffic circulation at the rear of the school by channelizing the queued line of cars waiting to enter the on-site loading zone.
5. Prohibit left turns in and out of the student loading zone driveways on Peck Avenue during school loading times only. The signs have been installed and this action has been completed. This measure removes conflicting turn movements entering and exiting the school loading zone along Peck Avenue during school arrival and dismissal hours. It also helps to reduce the instances of parents cutting into the line of cars waiting to enter the loading zone. School representatives state that there are violations occurring during enforcement times and have requested for additional enforcement from the Police Department.
6. Paint yellow centerlines at the Rowell Avenue entrances to the school to separate vehicle directions. The centerlines were painted in 2009, and appear effective in providing positive guidance to motorists, thus reducing vehicle conflicts in the front parking lot.
7. Remove existing school crosswalk at Rowell Avenue and Gates Avenue on the north leg only. This measure was implemented in 2009 when the neighborhood streets were slurry sealed. The crosswalk removal has helped redirect pedestrians to the preferred crossing

location on the south leg of Gates Avenue that connects directly with the main school walkway instead of through the parking lot.

8. Paint new school crosswalk at Rowell Avenue and 2nd Street on the south leg. This measure was implemented in 2009 when the neighborhood streets were slurry sealed and has helped make drivers more aware of pedestrian crossings at this intersection.
9. Paint new school crosswalks at Curtis Avenue and Rowell Avenue on the north and west legs. The crosswalks have been installed as part of the SR2S grant. The crosswalks are intended to help make drivers more aware of pedestrian crossings at this intersection. It also provides positive guidance where pedestrians should cross to and from the school grounds.
10. Paint new school crosswalks at Meadows Avenue and 2nd Street on the north and east legs. See Item #9.
11. Paint new school crosswalk at Rowell Avenue and 1st Street on the west leg. See Item #9.
12. Encourage the school to use orange cones at the centerlines of school crosswalks where crossing guards are stationed. At Peck Avenue and 2nd Street, the City has provided a removable in-roadway crosswalk sign placed at the centerline to warn drivers of pedestrian crossings. School representatives may be able to provide additional details.
13. Encourage the school to provide a formal program to enlist volunteer and/or staff supervision to assist student loading/unloading at main loading zones. School representatives have not implemented a formal supervision schedule; however, there is some staff observation during some loading times.
14. Encourage the school to implement a formal student car-pool and walking incentive program for both parents and students. The school encourages walking on Wednesdays as a way to get students in the habit of walking to school through the Planet Pals program. However, there are no incentives for walking during the rest of the week. Staff is not aware of any carpool programs for students or parents. The school has been working with Vitality City and their Walking School Bus Program which promotes walking to school on a daily basis. School representatives may be able to provide additional details.
15. Prepare Suggested Routes to School map for distribution to parents. A Suggested Routes to School map was prepared by the City and provided to the school to be distributed in conjunction with the Earth Day Walk-to-School campaign in April. School representatives have indicated their commitment to use the map to educate parents and students of the preferred routes when walking or biking to school. This action will help to encourage more walking to school, thereby reducing traffic congestion on streets surrounding the school.

16. Encourage the school to distribute traffic safety handouts regularly throughout the school year. This action will remind school staff, students, parents and other users to follow the recommended driving, walking and parking practices in order to reduce potential residential impacts.
17. Recommend the City Council have a dialogue with school administrators to coordinate a program to supervise school loading zones with police personnel or other volunteers. This measure has not yet been completed. Due to budget constraints, it is unlikely that paid personnel will be used for this purpose; however, a volunteer program could be organized through a joint effort of the School District and Police Department. The Police Department could train the volunteers in the recommended practices for handling student loading and unloading.
18. That the City shall work with the School District to add or enhance off-street loading zones with the goal for each school of getting as much loading and unloading as is possible and reasonable off streets. This measure has not yet been completed. It is recommended that a joint meeting be scheduled to initiate a school-by-school evaluation of possible expansion for off-street loading areas and potential funding sources.
19. Paint a walking lane along the front exit driveway between the school walkways and Rowell Avenue. This measure has been completed. This walking lane designates a walking area to connect the school grounds with public sidewalks along Rowell Avenue north of the school instead of walking through the parking lot. It also discourages parking along the exit driveway to keep the front loading zone moving smoothly. The school has requested to have a "PEDS ONLY" pavement marking installed within the walking lane. Staff will coordinate this installation.
20. Paint red curbs within the intersections of Rowell Avenue at 1st Street, Gates Avenue, Curtis Avenue. This measure has been completed. The Traffic Engineer has observed recurring parking in the corners at these intersections, which causes traffic congestion, limits driver visibility and blocks crosswalks. The installation of these red curbs have improved driver and pedestrian safety and visibility at these intersections.

NEXT STEPS

Pursuant to the Neighborhood Traffic Management Program, parents, school staff and residents have been invited to this public meeting to discuss the recommended measures and gather comments regarding the existing conditions. The PPIC's recommendations and public meeting comments will then be forwarded to the City Council. Once approved by the City Council, the measures would remain in place. The City will continue to work with Pennekamp School and the School District to coordinate and monitor all measures. If the monitoring uncovers possible improvements that might improve traffic flow and safety, changes to the comprehensive plan would then be recommended to the PPIC as defined in the NTMP process.

Both the Fire and Police Departments have been involved in the preparation of the School Area NTMP and have no preliminary objections to the recommended actions. By way of mailed notices, the residents, school officials and affected parties surrounding the school campus have been invited to this PPIC meeting. Pennekamp School has also been encouraged to distribute the meeting notice to all school parents.

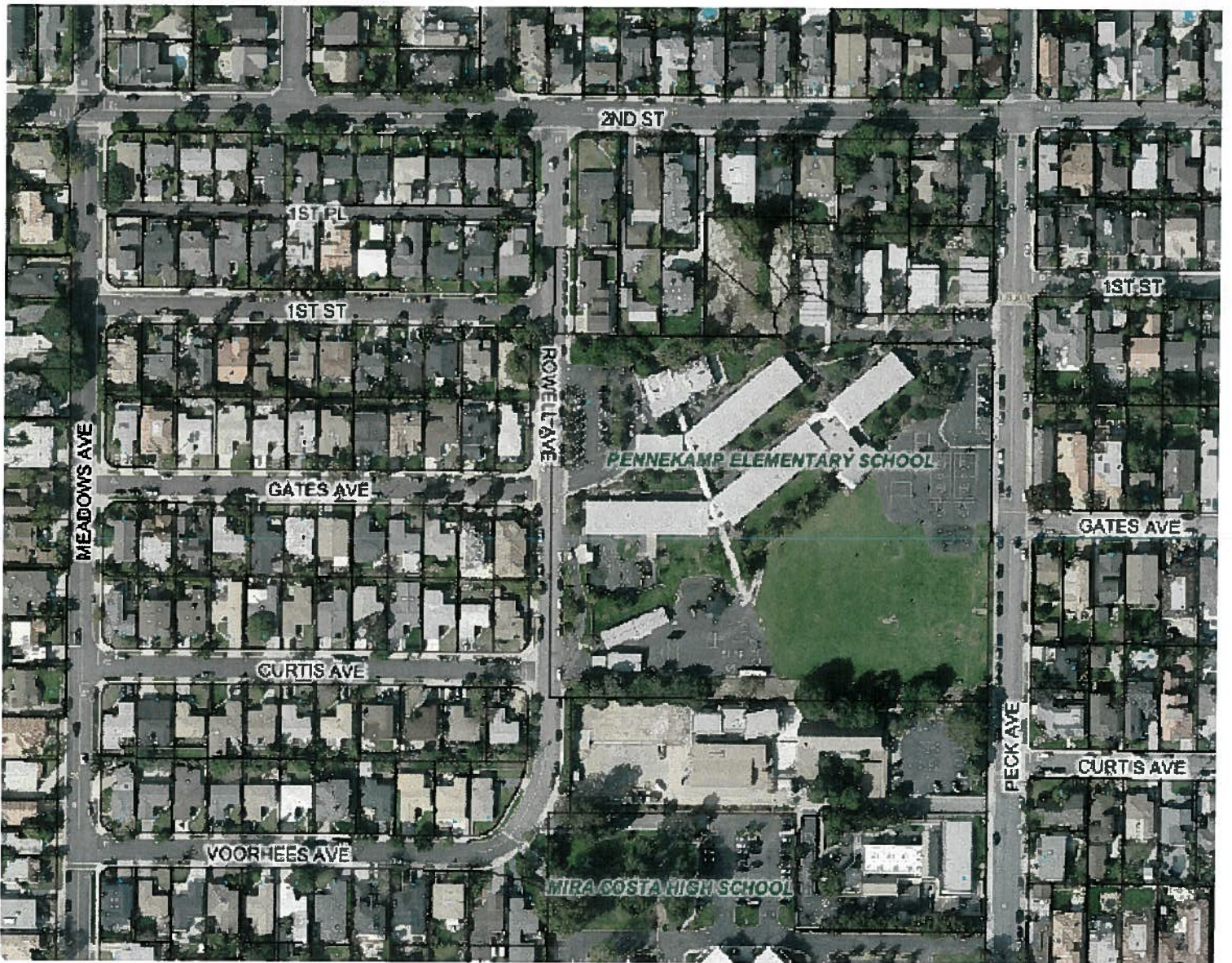
Within the last few weeks, Caltrans issued a call for projects for a new round of Safe Route to School Grant applications. These applications are due on March 30, 2012 and Staff has already contacted schools in the City to initiate discussions. In particular, we are working with Pennekamp Elementary School to identify their issues since they were the only Elementary School that did not participate in the previous Safe Routes to School Grant application. Principal Mabry has enthusiastically joined in this effort, which may result in a number of additional improvements being identified and funding pursued.

During the January 10 field investigation, it was noted that the flashing beacons on Peck Avenue near 1st Street that warn motorists of the crosswalk were not working and discussions revealed that there were no indications that the beacons have worked in the recent past. To address this, Staff will coordinate with Public Works to have the beacons checked and the specific problem identified. If the required repairs can be performed in a timely and inexpensive manner, we will have this work done. If more extensive repairs or other modifications are necessary, Staff will determine how to best address the situation and may include actions as part of the upcoming Safe Routes to School Grant application.

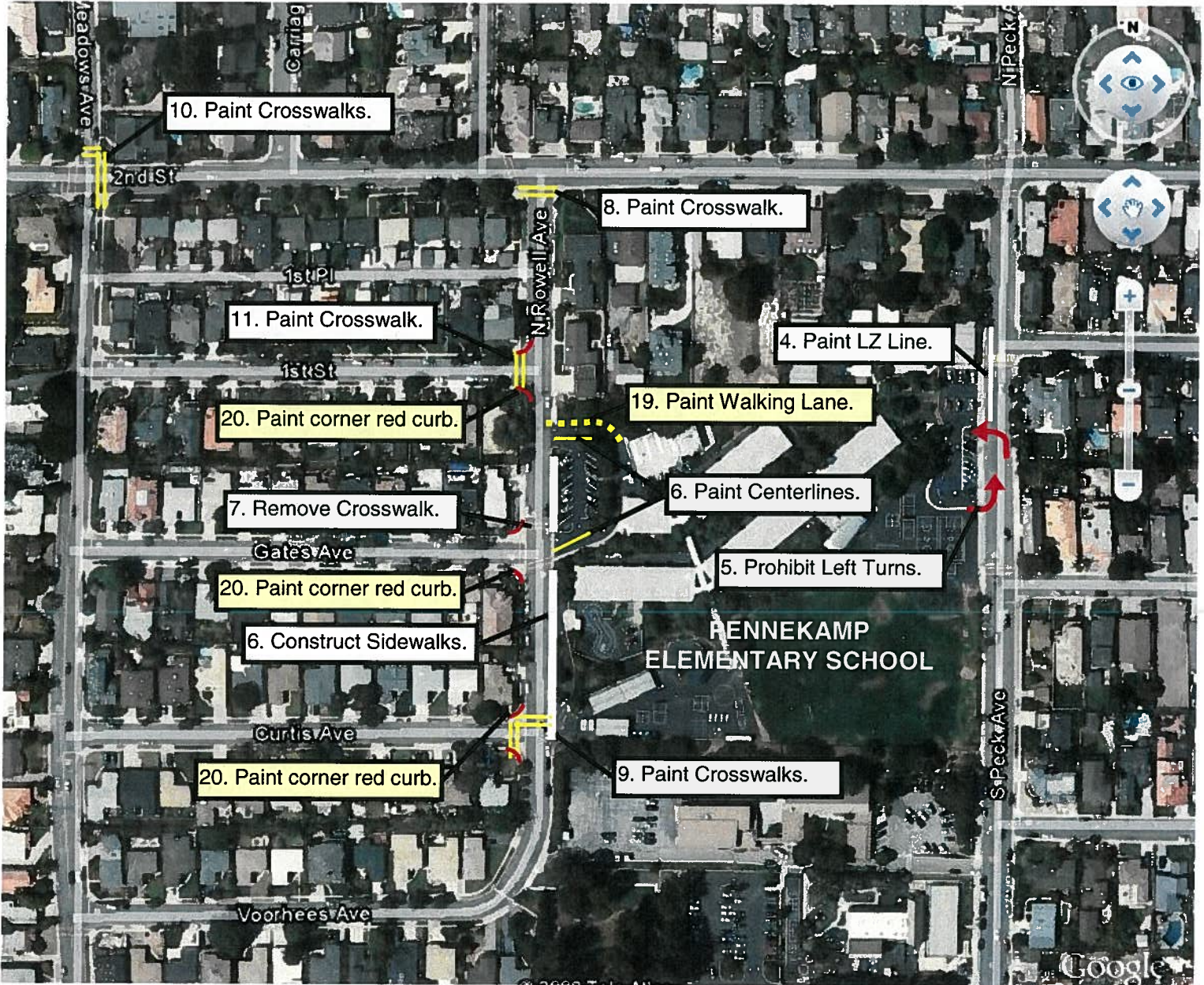
- Exhibits:
- A. Neighborhood Vicinity Aerial Map
 - B. Implemented Measures Diagram
 - C. Postcard Notice

THIS PAGE
INTENTIONALLY
LEFT BLANK

EXHIBIT A
Pennekamp Elementary School
Neighborhood Vicinity Aerial Map



**EXHIBIT B
PENNEKAMP ELEMENTARY SCHOOL
INITIAL AND FOLLOW-UP RECOMMENDATIONS**



GENERAL RECOMMENDATIONS

1. Replace missing or outdated traffic signs and school signs.
2. Concentrate traffic and parking enforcement around the school campus on a regular basis.
3. Paint school crosswalks and markings on an annual basis
12. Encourage the school to use orange cones at crossing guard locations.
13. Encourage the school to provide a formal program to enlist volunteer and/or staff supervision to assist student loading/unloading at main loading zones.
14. Encourage the school to implement a formal student car-pool and walking incentive program for both parents and students.
15. Prepare Suggested Routes to School map for distribution to parents.
16. Encourage the school to distribute traffic safety handouts regularly throughout the school year.
17. Recommend the City Council have a dialogue with school administrators to coordinate a school loading zone program.
18. City and District to work to enhance off-street loading zones.

Follow up measures recommended in January 2010 in yellow

EXHIBIT C
Postcard Notice

**PUBLIC MEETING NOTICE
PENNEKAMP ELEMENTARY SCHOOL
FOLLOW UP STUDY**



In 2010, the City conducted an analysis of traffic and parking conditions in the area surrounding Pennekamp Elementary School. Mitigation measures were approved and implemented. A follow-up study is being conducted to analyze the effectiveness of the measures and to determine if any additional actions are necessary. Findings will be presented at the following meeting:

PARKING AND PUBLIC IMPROVEMENTS COMMISSION MEETING

WHEN: January 26, 2012 at 6:30 PM

WHERE: City Hall Council Chambers

1400 Highland Avenue, Manhattan Beach, CA 90266

The staff report will be available at www.citymb.info on Friday, January 20, 2012 after 5:00 PM. For additional information, please contact Nhung Madrid at (310) 802-5540 or email at nmadrid@citymb.info.

THIS PAGE
INTENTIONALLY
LEFT BLANK

**CITY OF MANHATTAN BEACH
PARKING AND PUBLIC IMPROVEMENTS COMMISSION
MINUTES OF REGULAR MEETING
January 26, 2012**

A. CALL TO ORDER

The regular meeting of the Parking and Public Improvements Commission of the City of Manhattan Beach, California, was held on the 26th day of January, 2012, at the hour of 6:43 p.m., in the City Council Chambers of City Hall, 1400 Highland Avenue, in said City.

B. ROLL CALL

Present:	Vigon, Fournier, Silverman, Adami and Chair Stabile.
Absent:	None.
Staff Present:	Madrid, Rydell and Mason.
Clerk:	Schilling.

C. APPROVAL OF MINUTES

1. A motion was MADE and SECONDED (Silverman/Adami) to approve the minutes of December 1, 2011 regular meeting with the following amendments;

Commissioner Fournier requested that these changes be made at the top of page 9. He wants the minutes to reflect that he does not feel that the City Council needs to revisit the specifics of the Tree Ordinance and that the PPIC Commission should continue to take on these types of issues.

Chair Stabile made note of a spelling error, should be miniscule. Chair Stabile also asked that the name be changed on page 8, at the top of the page regarding a \$5000 fine, to Commissioner Silverman.

Commissioner Vigon arrived at 6:47 p.m.

D. AUDIENCE PARTICIPATION

None.

**EXHIBIT B
CC MTG 2-21-12**

E. GENERAL BUSINESS

2. Pennekamp Elementary School Area Follow-up Evaluation

Management Analyst Nhung Madrid introduced City Traffic Engineer Jack Rydell to present on this item.

Traffic Engineer Rydell gave a brief history of the Neighborhood Traffic Management Program that was approved by the City Council in 2002. Traffic Engineer Rydell spent considerable time going over the status of the 18 items that City Council approved in January 2010, as recommended by the PPIC Commission late 2008. He stated what action was taken and what may be needed to improve each situation if warranted.

Traffic Engineer Rydell noted that #5 prohibits left turns coming out of the drop off/pick up zone during peak times on Peck Avenue at Meadows Elementary School. He stated that there is a pole there for the sign but the sign is missing. Traffic Engineer Rydell reported that a sign has been ordered.

Traffic Engineer Rydell also provided the Commissioners with some information on the Federal Safe Routes to School Program (SRTS) regarding Pennekamp Elementary School. When the City applied for a grant last year for the SRTS, Pennekamp was the only elementary school that had opted out of participating in obtaining funds for improving student safety around their school and respective area. Traffic Engineer Rydell was pleased to announce that Principal Mabry, new to Pennekamp this year, was excited about the opportunity to participate in grant applications for State Safe Routes to School (SR2S) grant this year.

Principal Mabry was in attendance at the meeting and Traffic Engineer Rydell expressed that she was very enthusiastic and the school would be well represented as the grant application process moved forward.

Traffic Engineer Rydell indicated that the grant application was due the end of March, 2012.

Commissioner Adami asked if the flashing beacons at Peck Road and 1st Street were working.

Traffic Engineer Rydell responded that he was aware of the problem and was working with the Public Works department to ascertain if the cause was something minor and easily fixed or if the lights would require some major repairs. He remarked that if the beacons did require major repair they could include a request for funding those repairs when applying for the SR2S grant.

Commissioner Adami inquired if the beacons would blink all the time. Traffic Engineer Rydell explained that the beacons would blink only during the

beginning of school and at dismissal time. He said the goal is for drivers to take note of the beacons and if they were on all the time they would soon learn to ignore them.

Commissioner Silverman asked if it would be appropriate for Principal Mabry to come to the podium and answer a few questions.

Principal Mabry emphasized that Peck Avenue is a very busy street and beacons would be a very helpful especially at Peck and 1st Street.

Traffic Engineer Rydell suggested that embedded road way lights at uncontrolled street crossing could be requested as part of the SR2S grant if the school wanted to move forward with that request.

Commissioner Silverman asked Principal Mabry to elaborate more on the improvements. Principal Mabry explained that the drop off/pick up zones are extremely busy and that the random presence of a police officer on sight was a great reminder to parents and motorists that children are present and traffic rules need to be obeyed.

Commissioner Silverman acknowledged that the City doesn't have enough staff to have a presence at each school every day. Principal Mabry expressed her appreciation for the times that the police officers can make a presence at her school.

Commissioner Silverman asked if there had been any complaints from the neighbors about tipped trash cans, vandalism, etc. Principal Mabry wasn't aware of any complaints from the neighbors. She would like to request additional bike racks for the Pennekamp campus and is hopeful that this item could be included in the SR2S grant.

Chair Stabile asked Principal Mabry about Item #14 and why they only encouraged students to walk to school on Wednesday. Principal Mabry replied that she hopes to incorporate walking/biking to school each day in conjunction with the Vitality City Walking School Bus program. She would like to encourage walking/biking/carpooling each day of the week.

Chair Stabile inquired about the success of carpooling and if Principal Mabry had any experience with this item. She explained that she had been involved with getting the carpooling program off the ground at Pacific School but that it takes a couple years to get it going.

Chair Stabile asked about the status of Item #15, a map of preferred routes for walking/biking to school for parents. Principal Mabry confirmed that it was in the works.

Chair Stabile inquired about Item #18, which deals with the possibility of a valet type system for loading and unloading children and getting as much traffic as possible off the streets. Principal Mabry pointed out that she had been at a previous school in another city where this process was successful.

Chair Stabile mentioned that the police department had offered to train volunteers to do traffic at the schools. Principal Mabry would support a large valet program at the school.

Commissioner Silverman had a question regarding carpooling and wanted to return to that subject. He asked if there was a system currently in place to promote carpooling. Principal Mabry said her focus at the present is on biking/walking and once that has been accomplished she plans to move forward with the item of carpooling.

Commissioner Adami commented that he likes the idea of biking especially for the Middle School Students. Principal Mabry reiterated the fact that they would like more bike racks because as you encourage more students to ride their bikes they need to have a place to put them.

Commissioner Silverman again expressed his desire to see more promotion for carpooling. Principal Mabry said she would explore the option.

Commissioner Vigon stated that he thinks it's a great program and much progress has been made. He said the item is still a "work in progress".

Commissioner Adami commented that five years ago there was chaos, now it appears that all is working. He complimented staff for a great job. Principal Mabry expressed her gratitude to the City for working with the schools on this item and said she was happy to be present at the meeting.

Traffic Engineer Rydell explained that the SR2S grant application is due the end of March and that he is optimistic about the application.

Chair Stabile noted that there must be some progress as there were no angry or concerned parents in the audience tonight. He too acknowledges that this is a "work in progress". Chair Stabile remarked that he was happy to see that Pennekamp was on board this time for the SR2S grant and thanked Principal Mabry for attending the meeting tonight.

Action

A motion was MADE and SECONDED (Adami/Vigon) that the PPIC Commission presents a recommendation to City Council that the traffic safety measures installed are effective, they are supported by Pennekamp Elementary School and area residents, and should be made permanent.

AYES: Vigon, Fournier, Silverman, Adami and Chair Stabile.
NOES: None.
ABSENT: None.
ABSTAIN: None.

F. COMMISSION ITEMS

1. Commissioner Fournier requested information about the cost of parking at a parking meter and the breakdown of a parking citation.

Management Analyst Madrid responded that she would seek information from the Finance department.

A brief discussion ensued among the commissioners regarding the acceptance of credit cards at the parking structure meters and if there were any other parking options for them on the nights that the meetings took place.

Management Analyst Madrid explained that the IPS meters on the streets ran on solar power and were not an option for the underground parking area at City Hall.

Commissioner Adami asked if it might be possible to reserve parking places for the commissioners on the night of the meetings as there are times when the lots are full or they don't have enough change on hand along with the fact that they have no idea how long the meeting will last or how much time they will need on the meter.

Management Analyst Madrid stated that there are two reserved spots for official parking upstairs and in the lower lot.

2. Commissioner Silverman requested confirmation of the amount of the last SR2S grant received by the City.

Traffic Engineer Rydell and Management Analyst Madrid both stated that it was \$490,000.

3. Chair Stabile inquired about the action Council had taken regarding the Yucca Trees. Management Analyst Madrid offered to email the information to him in the morning.

Chair Stabile also mentioned that he had walked by the Birkenfeld's Eucalyptus tree and it didn't appear that it had been trimmed last month as the homeowners had stated it would be. And if it had been trimmed did it meet with staff's satisfaction.

Management Analyst Madrid confirmed that the tree had been trimmed and that staff had taken photos after the trimming and staff was satisfied.

4. Chair Stabile asked if the request to have any documentation regarding an item to be agendaized given to the commissioners in advance was added to the applications.

Management Analyst stated that the language had been added to the applications and send that to him by email as well.

G. STAFF ITEMS

1. Management Analyst Madrid noted that the CIP discussion scheduled for a special meeting on February 16, 2012 had been cancelled. She announced that the regularly scheduled meeting will be held on February 23, 2012 and the CIP discussion will be moved to a date in March.

H. ADJOURNMENT

The Meeting was adjourned at 7:25 p.m. to the Regular PPIC Meeting on Thursday, February 23, 2012 at in the City Council Chambers of City Hall, 1400 Highland Avenue, in said City.

**EXHIBIT C
PENNEKAMP ELEMENTARY SCHOOL
INITIAL AND FOLLOW-UP RECOMMENDATIONS**



GENERAL RECOMMENDATIONS

1. Replace missing or outdated traffic signs and school signs.
2. Concentrate traffic and parking enforcement around the school campus on a regular basis.
3. Paint school crosswalks and markings on an annual basis
12. Encourage the school to use orange cones at crossing guard locations.
13. Encourage the school to provide a formal program to enlist volunteer and/or staff supervision to assist student loading/unloading at main loading zones.
14. Encourage the school to implement a formal student car-pool and walking incentive program for both parents and students.
15. Prepare Suggested Routes to School map for distribution to parents.
16. Encourage the school to distribute traffic safety handouts regularly throughout the school year.
17. Recommend the City Council have a dialogue with school administrators to coordinate a school loading zone program.
18. City and District to work to enhance off-street loading zones.

Follow up measures recommended in January 2010 in yellow