To: Matthew Reeves, Safe Routes to School Coordinator and General Program Associate, Redwood City 2020
From: Dara O’Byrne, Planning Associate
       Joe Paull EIT, Engineer II
Date: January 5, 2018

Re: Selby Lane School Walk/Bike Audit and Field Review

Overview of Process

A walk/bike audit and field review was performed at Selby Lane Community School during the morning drop off time of 8 AM to 8:30 AM (with a morning bell of 8:20) to assess the walking and biking safety conditions, needs, and opportunities at the school. The group performing the audit included the participants listed below. The purpose of the walk audit was to identify behaviors during drop-off, interactions between pedestrians, bicyclists, and motor vehicles, and identify infrastructure needs.

Participants:
- Dara O’Byrne – Planning Associate, Alta Planning + Design
- Joseph Paull, EIT – Engineer II, Alta Planning + Design
- Roselyn Miller, Redwood City 2020
- Matthew Reeves – SRTS Coordinator, Redwood City 2020
- Warren Sedar – Principal, Selby Lane Elementary School
- Cesar Zuniga – Community School Coordinator, Selby lane Elementary School
- Steve McCulley – Police Chief, Atherton Police Department

Participants were positioned in strategic locations around the school before the morning bell to observe travel behavior, crossing safety, the condition of infrastructure, and other aspects impacting travel to the school. After the arrival period concluded, all participants met back in the gathering space and discussed observations and parents shared their regular observations and concerns. All of these items were recorded on a large plotted map (see below).

Alta staff took these concerns and observations and translated them into a series of recommended improvements to address concerns and issues. These recommendations are discussed in the following sections.
Selby Lane School Background and Existing Conditions

Background Information

Selby Lane School is located on Selby Lane in Atherton. Selby Lane School was built in 1949 and was modernized in 1993; the school will undergo a major renovation in 2018. The current student population is about 680 students between Kindergarten and 8th grade.

Existing Conditions

The following existing conditions were observed or reported by participants during the walk audit:

Drop-off Loop

- The school drop off loop is one-way, allowing southbound travel in two vehicle lanes, with a stop control and crosswalk at the end of the loop where parents are guided by staff to drop off students.
- Traffic conditions in the drop-off loop were observed to move smoothly and efficiently, credited to the presence of school staff that guided activity.
- An unintentional buffer between travel lanes is formed in the loop by the existing striping and the partially removed striping. This space was observed to be largely unoccupied by vehicles and provided students exiting vehicles a place to walk.

Staff Parking Lot

- The staff parking lot has an entrance at the end of Himmel Avenue with multiple clusters of parking placed throughout the lot.
- The parking lot was observed to be used by parents as an alternative location to drop off students. The layout of the parking lot described above was observed to cause confusion and conflicts between vehicles attempting to enter and exit the lot.
- The parking lot has a sidewalk on the east side that leads from Himmel Avenue into the campus.
- There is a speed hump at the entrance to the parking lot.

Selby Lane

- There are no sidewalks along Selby Lane and it was noted that the gravel shoulders were difficult to travel along for those using strollers, scooters, bikes, and other devices with wheels.
- An angled crosswalk exists on Selby Lane leading from the east shoulder into the path that leads into the north side of the school campus. Trash cans from a local residence were observed as limiting visibility at this northern crosswalk.
- A crosswalk also exists leading into the path that leads into the south end of the campus.
- A large number of parents were observed parking on Selby Lane and walking students into the campus. Parents and children that parked perpendicular on Selby Lane then had to walk behind the cars on the street, exposed to traffic, to get to school.
Himmel Avenue

- The intersections of Himmel Avenue with Nimitz Avenue and Alexander Avenue have a single crosswalk each, with non-ADA compliant curb ramps.
- Vegetation on the north corner of the intersection of Himmel Avenue and Nimitz Avenue was observed to be overgrown and hindering visibility at the intersection.

Atherwood Avenue

- Parents parked near the path entrance to the school lot in order to drop off students.
- It was noted that issues between local residents on Atherwood Avenue and parents dropping off students have arisen in the past and involved police being called on several locations due to parking violations and cut throughs.
- There is no sidewalk present leading to the school on the west side of Himmel Avenue, north of Nimitz Avenue.
- There is not a curb ramp present for the path entrance to the school.
- Sidewalks along Himmel Avenue are narrow.
- Vehicles back up on Nimitz Avenue at the intersection of Himmel Avenue and Nimitz Avenue (Nimitz Avenue is a one-way, southbound corridor).
Other Observations

- The bus stops on Marlborough Avenue for the school priority bus allow parking directly abutting the stops. The sidewalks adjacent to the stops are too narrow for transit waiting areas. It was mentioned during the walk audit discussions that approximately 80 students use these stops.
- The bike cage on campus was noted as having the highest capacity for bikes in the school district.
- It was observed that several locations along Rutherford Avenue had vegetation in the median that was overgrown and caused poor visibility.
- It was noted by parents that crossing Woodside Road is difficult when trying to reach the school, specifically at the intersection of Woodside Road and Kentfield Avenue.
- In general, access to the school campus was noted as being difficult due to the nature and layout of the surrounding street network.
Summary of Recommended Improvements

Recommendations to improve infrastructure and operations within the Selby Lane School campus and within the surrounding neighborhoods can be seen on the conceptual improvement plan attached to this memorandum. Engineering cost estimates for the infrastructure improvements have also been provided.

Below are recommended policy and program improvements for increasing safety, health, and active commutes for the students, staff, and community of Selby Lane School.

Program and Policy Recommendations

- Send regular reminders to parents regarding their drop-off and pick-up location options and encourage parents to leave a few minutes earlier to prevent rushing. Emphasize that the Atherwood Avenue entrance and staff parking lot are not to be used for vehicle drop-off and pick-up, but are welcome entrances for students walking, biking, or rolling to school.
- Distribute Recommended Walk/Bike Maps to students and their families in an effort to promote walking and biking to school on suggested routes. Safety tips should also be included on these maps to promote good behavior among bicyclists, pedestrians, and drivers.
- Emphasize and grow support for volunteer led walking school buses and bike trains, especially for families north of El Camino Real.
- Join the countywide SR2S program and participate in events such as Bike Rodeos, Pedestrian Safety Rodeos, and International Walk and Roll to School Day.
- Work with parents to connect them with others who live nearby to increase the number of students carpooling, which may reduce the number of vehicles coming to campus.
- Consider creating a program with SamTrans to allow fare waivers for students on the school priority routes.
- Continue to support crossing guard and staff at the drop-off loop to facilitate safe drop-offs
Redwood City School District Facilities Master Plan Recommendations

A facilities master plan was created for the Selby Lane School Campus as part of the “Long Range Planning for the Future of Our Schools” Project. The masterplan addresses the program and infrastructure needs of the site. The plan recommends new facilities; including a new two-story building, new gardens and reconfiguring existing buildings. Recommendations also include parking lots and other transportation infrastructure on the school campus that will affect school arrivals and departures.

The facilities master plan can be found at: http://www.rcsdk8.net/Page/6104

The following are recommendations for alterations or further exploration of the recommendations to be considered in conjunction with the Safe Routes to School Program:

- Preserve or replace the existing sidewalk on Himmel Avenue that leads into the school campus. This sidewalk should also be equipped with ADA compliant curb ramps leading into the parking lot.
- Consider installing a bike ramp leading bicyclists out of the parking lot and towards the school’s bike cage. This improvement is not currently budgeted for in the District’s Master Plan.
- Emphasize the parking restriction against the curb of the sidewalk in the back parking lot
- Relocate the school’s bike cage to a more centrally located position that is easier to reach from the school entrances. The cage should either protect the bikes from weather conditions, or be in a location protected from weather conditions. The cage should also be secure, include racks that meet the Association of Pedestrian and Bicycle Professionals standards (found at: http://www.apbp.org/?page=publications) and include racks or storage spaces for scooters and skateboards.
- Consider including improvements to the drop-off loop listed in the recommendations map as a part of the school’s masterplan development (see map attached). These improvements are not currently budgeted for in the District’s Master Plan.
Marlborough Avenue / Northumberland Avenue
- Install a curb extension large enough to accommodate a bus loading zone on the southern corner of the intersection
- Install "BUS STOP" markings in front of the existing bus stop

Marlborough Avenue / Dumbarton Avenue
- Install a curb extension large enough to accommodate a bus loading zone on the western corner of the intersection
- Install "BUS STOP" markings in front of the existing bus stop

Selby Lane
- Install a recreational path on the northeast side of the street that is separated from the shoulder from the school driveway to El Camino Real

Atherwood Avenue / School Path Entrance
- Improve the sidewalk in front of the path entrance to create consistent, continuous pavement
- Consider installing path lighting along the school path from its entrance at Atherwood Avenue to the hardcourts

Selby Lane / School Driveway
- Narrow the school driveway’s width to reduce vehicle speeds entering the campus and reduce the crossing distance of the driveway for pedestrians and bicyclists
- Install RS-5R “Right Turn Only” Sign for vehicles exiting the school parking lot, encouraging drivers to exit through the drop off loop, and eliminating conflicts with drivers entering the loop
- Consider extending the crosswalk all the way to the school path
- Consider installing yield lines on both approaches to the crosswalk

Selby Lane / Drop-off Loop
- Install a striped buffer between the two travel lanes in the loop
- Install a striped Pedestrian Zone within the aforementioned buffer between the travel lanes for the final 75’ of the loop
- Install striped “Pedestrian Zone” at the existing bus stop
- Consider paving the existing soft surface path adjacent to the loop that leads from the shoulder parking to the school campus

Rear School Parking Lot
- Install ADA compliant curb ramp leading from the sidewalk into the parking lot
- Consider installing a bike ramp leading from the parking lot to the sidewalk, so that students can access the on-site bike cage

Himmel Avenue / Nimitz Avenue
- Install ADA compliant curb ramps on all corners of the intersection
- Install high visibility crosswalks (3) across the legs of the intersection that do not have existing crosswalks
- Trim vegetation at the corners of the intersection to improve visibility

Himmel Avenue / Nimitz Avenue
- Install ADA compliant curb ramps on all corners of the intersection
- Install High Visibility Crosswalks (3) across the legs of the intersection that do not have existing crosswalks

Rutherford Avenue
- Trim vegetation overgrowth along the median to increase visibility at intersections

The above items are recommendations only and based on Safe Routes to Schools site assessment best practices. Feasibility, determination, final design, accessibility, funding, and implementation of any recommended improvements is the responsibility of the appropriate governing agency.
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>ESTIMATED QUANTITY</th>
<th>UNIT</th>
<th>UNIT COST</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mobilization</td>
<td>1</td>
<td>LS</td>
<td>$21,900</td>
<td>$22,000</td>
</tr>
<tr>
<td>2</td>
<td>Traffic Control</td>
<td>1</td>
<td>LS</td>
<td>$21,900</td>
<td>$21,900</td>
</tr>
<tr>
<td>3</td>
<td>High Visibility Crosswalk</td>
<td>7</td>
<td>EA</td>
<td>$2,000</td>
<td>$14,000</td>
</tr>
<tr>
<td>4</td>
<td>Striped Pedestrian Zone (Drop Off Loop)</td>
<td>1</td>
<td>EA</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>5</td>
<td>Striped Pedestrian Zone (School Bus Stop)</td>
<td>1</td>
<td>EA</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>6</td>
<td>Yield Line</td>
<td>2</td>
<td>EA</td>
<td>$500</td>
<td>$1,000</td>
</tr>
<tr>
<td>7</td>
<td>Bike Curb Ramp</td>
<td>1</td>
<td>EA</td>
<td>$4,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>8</td>
<td>Curb Ramp Improvement</td>
<td>9</td>
<td>EA</td>
<td>$5,000</td>
<td>$45,000</td>
</tr>
<tr>
<td>9</td>
<td>Curb Extension &amp; Ramp</td>
<td>2</td>
<td>EA</td>
<td>$20,000</td>
<td>$40,000</td>
</tr>
<tr>
<td>10</td>
<td>Sign and Post Assembly</td>
<td>1</td>
<td>EA</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>11</td>
<td>BUS STOP Pavement Marking</td>
<td>2</td>
<td>EA</td>
<td>$400</td>
<td>$800</td>
</tr>
<tr>
<td>12</td>
<td>Paved Recreational Path</td>
<td>4,500</td>
<td>LF</td>
<td>$10</td>
<td>$45,000</td>
</tr>
<tr>
<td>13</td>
<td>Improve Existing Sidewalk</td>
<td>200</td>
<td>SF</td>
<td>$20</td>
<td>$4,000</td>
</tr>
<tr>
<td>14</td>
<td>Trim Vegetation</td>
<td>1</td>
<td>LS</td>
<td>$1,500</td>
<td>$1,500</td>
</tr>
<tr>
<td>15</td>
<td>Path Lighting</td>
<td>1</td>
<td>LS</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>16</td>
<td>Install Contrasting Pavement</td>
<td>200</td>
<td>SF</td>
<td>$20</td>
<td>$4,000</td>
</tr>
<tr>
<td>17</td>
<td>Narrow Drop-Off Loop Entrance</td>
<td>1</td>
<td>LS</td>
<td>$4,000</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

SubTotal Items $262,700

CONSTRUCTION CONTINGENCY 20% $52,500

Total $315,200

Redwood City Safe Routes to Schools
Selby Lane Elementary School
Preliminary Cost Estimate - SR2S Improvements