

Carlthorp School Campus Improvements

Transportation Demand Management Plan

A. Project Description

The proposed project (“Project”) involves the enhancement of Carlthorp’s existing elementary school campus located at 438 San Vicente Boulevard in Santa Monica. The proposed enhancements will improve the educational environment for the School’s existing elementary students (grades K-6). The Project consists of the following:

- The addition of a new underground multipurpose room adjacent to the School’s existing subterranean multipurpose room;
- The enclosure of the school’s existing outdoor lunch seating area located on the interior of the campus;
- The construction of second-story administrative offices immediately above the lunch seating area; and
- The establishment of an outdoor rooftop play court area above the rear wing of the existing school building.

The School campus is located on the south side of San Vicente Boulevard between 4th Street to the west and 7th Street to the east (“Project Site” or “School campus”). The School has operated in this location since 1941. Most of the western portion of the School campus is occupied by a turf playfield, while the School’s open-air courtyard is primarily used as an outdoor basketball court, with a small outdoor lunch seating area that will be enclosed as part of the Project. The School building houses 22 classrooms, along with administrative space and an underground multipurpose room. The Project will not increase the number of classrooms on campus.

The Project will not result in any increase in student enrollment or staff. The campus has 34 onsite parking spaces for employees and administration. These parking spaces are accessed from Georgina Place North and are located in a semi-subterranean parking garage at the rear of the campus. There are also two ADA parking spaces on the north end of the School property accessed from San Vicente Boulevard. There is an on-street loading zone during school hours over the parking spaces on San Vicente Boulevard along the entire campus frontage.

The existing parking spaces, ADA spaces and loading zone will remain. The Project will provide a total of 32 bicycle parking spaces (21 short term and 11 long term). The Project will also provide a shower and lockers for School employees who bike to work.

B. Site Conditions That Affect Commute Travel

The School campus is located in a semi-urban environment, amongst mostly low-rise apartment buildings with some single-family homes located across the 20-foot wide alley behind the School. It is about 1.5 miles away from Downtown Santa Monica and about a mile from the Santa Monica Beach. The campus is not well served by public transit options. Only Big Blue Bus Route 9 stops in front of the campus. Route 9 runs from the Pacific Palisades to Downtown Santa Monica

1. Land Use Types

San Vicente Boulevard, which the School campus fronts on, is a busy east-west parkway with two lanes of traffic in each direction, divided by a grassy median strip. The street also includes bike lanes, street parking, and sidewalks on both its eastbound and westbound sides. Most traffic on the portion of San Vicente where the School is located is vehicular, but the street is also frequented by pedestrians, joggers and cyclists. The School campus is located near San Vicente's terminus at Ocean Avenue, and many use the street to access the beach and Downtown Santa Monica from points east.

Per the City of Santa Monica's LUCE, the campus' land use designation is Low-Density Housing (LUCE, pg. 2.1-28) and the Project Site has a zoning designation of Low Density Residential (R2). The School's presence at this location goes back almost 80 years, predating the LUCE and Zoning Ordinance, and with its expansion in 1996 the School received a conditional use permit (CUP 95-012). Consistent with the Project Site's land use and zoning designations, most land uses in its immediate vicinity are low rise apartment or condominium buildings and single-family homes. While the Project Site is located in an R2 zone, it is immediately north of an R1 Zone. A variety of commercial, retail, and restaurant uses are located about a half mile south of the School on Montana Avenue, and about a half mile northwest of the School on West Channel Road.

The LUCE states that "Santa Monica's schools and educational facilities are among the City's most important assets." (LUCE p. 3.5-21.) As noted below, the School campus is well-served by bicycle infrastructure, and the project will include a significant amount of bicycle parking, as well as lockers and showers to encourage biking to campus. The School's location in a residential neighborhood also makes walking an option for those who live nearby. The LUCE also calls for the creation of "complete sustainable neighborhoods" that reduce the need for vehicle trips. (LUCE Goal LU4, p. 2.1-13). The School campus' location in a neighborhood populated by many families with children serves this goal, especially given that almost a quarter of the student body resides within the 90402 zip code where the school campus is located, and the adjacent 90403 zip code. Close to 40% of School employees also reside in the City of Santa Monica.

2. Public Transportation

Public transportation options in the immediate vicinity of the School are limited. Three Santa Monica Big Blue Bus routes (Lines 9, 18, and 43) have stops within a mile of the Project Site, but only one of these lines (Line 9) stops within a half mile of the School. Big Blue Bus Line 9, which stops just 400 feet from the School campus, connects to Downtown's plethora of transit options. Most commuters taking public transportation to the School from outside the area would likely need to take a bus or train to Downtown Santa Monica, and then transfer to the Number 9 Bus. Commuters coming from other points within Santa Monica and its immediate vicinity could potentially connect to the Number 9 Bus from other Big Blue Bus lines or take the Number 18 or 43 busses followed by a significant walk or bike ride.

Downtown Santa Monica is a major transit hub, and is served by numerous public transportation options including:

- The Expo (E) Light Rail Line;
- Big Blue Bus Routes, 1, 2, 3, Rapid 3, 5, 7, Rapid 7, 8, 9, Rapid 10, and 18; and
- Los Angeles Metro Bus Routes 20, 33, 704, 720, 733, and 534

These options provide transit access for commuters from various points across the Los Angeles metropolitan area. Once commuters reach the Downtown, options for reaching the Project Site are less extensive. The walk from most transit stops in the Downtown would take about 30 minutes and would not be feasible on a daily basis for most commuters. The fastest and most direct option for most would likely be Number 9 the Big Blue Bus from 4th and Santa Monica Place to the 4th and San Vicente stop, just 400 feet from the School. Commuters could also take the 18 or 43 busses from Downtown, but these lines would drop them off much farther from the School. The bus lines with service within one mile of the School are described further below:

Route 9 provides north-south bus transportation from Santa Monica to Pacific Palisades. Route 9 connects to the Expo Line at the Downtown Santa Monica station. Bus stops serving Route 9 are located: 400 feet to the west of the School campus at the intersection of 4th Street and San Vicente Boulevard. This bus route provides service daily, with headways of about 12-15 minutes during weekday AM and PM peak hours.

Route 18 provides south-north bus transportation from Marina Del Rey to UCLA. Route 18 connects to the Expo Line in Downtown Santa Monica. The bus stops serving Route 18 are located: 0.8 miles southeast of the School at the intersection of Montana Avenue and Lincoln Boulevard, and 0.9 miles southeast of the Project Site at the intersection of Idaho Avenue and Lincoln Boulevard.

Route 43 provides service from the Santa Monica College/17th Street Expo Line stop to various points around the College, and then runs south-north across the City on 26th

Street from Colorado Avenue to San Vicente Boulevard, before running west-east along San Vicente Boulevard from 26th-14th Streets. The only Route 43 bus stop within a mile of the School is 0.8 miles from the Project Site at the intersection of 14th St. and San Vicente Boulevard.

Other non-vehicular options for getting to the School from Downtown Santa Monica include biking or taking scooters or other shared mobility devices.

3. Bicycle Infrastructure

a. Bicycle Lanes

“Bicycle lanes” are dedicated striped areas of the roadway where bicyclists ride parallel to motor vehicle traffic. There are multiple roadways that feature bicycle lanes near the School campus. East-west bicycle lanes run along San Vicente Boulevard, where the School is located, and Montana Avenue (0.6 miles from the School campus).

North-south Bike Lanes also run along Ocean Avenue, which intersects San Vicente Boulevard 0.3 miles west of the School, and along most of 11th and 14th Streets. The two-way north-south bike lanes that run along 11th and 14th Streets both transition into one-way northbound bike lanes with bike routes running southbound after crossing California Avenue from the south.

b. Bicycle Paths

“Bicycle paths” are separated from the roadway and provide a protected route for cyclists. There is one bicycle path within a mile of the School. The Santa Monica Bike Path (also known as “the beach bike path”) is the Santa Monica portion of the Marvin Braude Bike Trail which runs north-south primarily along the Pacific Ocean shoreline between Pacific Palisades and Torrance. The Santa Monica Bike Path is located approximately 0.4 miles west of the School on the Santa Monica Beach. The path connects from the terminus of San Vicente Boulevard west of the School to Downtown Santa Monica. A commuter could theoretically take public transportation to the Downtown, and then bike along the path and up San Vicente to the School.

c. Bicycle Routes

“Bike routes” are shared with other vehicles and include shared routed markings (called “sharrows”). Bicycle routes run north-south along 11th Street (0.5 miles from the School) and 14th Street (0.8 miles from the School). These routes start out as bicycle lanes, but transition into routes at Montana and California Avenues, respectively.

An east-west bicycle route runs along Alta Avenue, about 0.4 miles from the School.

d. On-Site Bicycle Parking

The School campus currently provides 12 bicycle parking spaces located onsite in front of the School building on San Vicente. The Project will increase this total to 32 bicycle parking spaces (21 short term and 11 long term) and provide a shower and lockers for employees who bike to work at the School.

4. On-Site Parking

The campus currently includes 34 on-site vehicular parking spaces, including two ADA spaces accessible to persons with disabilities. The two ADA spaces are located in front of the School building with a curb cut on San Vicente while the rest of the spaces are located in a semi-subterranean garage accessible from the alley behind the School as tandem parking. None of these 34 spaces will be removed as a result of the proposed project.

5. Off-Site Parking

There is off-site street parking in the vicinity of the school located along San Vicente Boulevard and Georgina Avenue. Due to the general availability of street parking there is no preferential permit parking on San Vicente Boulevard or Georgina Avenue. There is also street parking on 4th Street west of the School campus, and on 7th Street to the east.

6. Freeway Access

The Project Site is located about 1.2 miles from the offramp for the CA-1 Pacific Coast Highway (the California Incline). The Pacific Coast Highway can also be accessed via West Channel Road about 0.7 miles away from the Project Site. The closest east and westbound offramps for the I-10 freeway are about 2 miles south of the School. The nearest 405 freeway offramp is about 4.5 miles from the Project Site.

7. Electric Scooters and Shared Mobility

For adults working at the School, shared mobility devices are devices like electric scooters and electric bikes that are shared among users, typically enabled by a mobile app, usually available to users by the minute or hour, and typically used for one-way trips. Shared mobility devices have the potential to help bridge some of the gaps in existing transportation networks, reduce emissions and congestion, and encourage individuals to use multiple transportation modes.

Four private companies (Bird, Lyft, Jump and, Lime) are currently authorized to provide electric scooters in the public-right-of-way. These companies provide shared mobility devices that can be found around Santa Monica and near the School campus and located by using each companies' respective mobile app.

C. Duties and Responsibilities of the School's Transportation Coordinator

Consistent with Santa Monica Municipal Code ("SMMC") § 9.53.130(B)(2)(a), a Project Transportation Coordinator ("PTC") has been designated for the Project. Pursuant to SMMC § 9.53.020(LL), the PTC is a designated person, with appropriate training as required by the City, who is responsible for the development, administration, implementation, and monitoring of the Developer TDM Plan. The PTC will be at the Project Site during normal business hours when the majority of employees are at the project unless alternative arrangements have been made. The PTC may have additional job functions. PTCs will participate in City-sponsored workshops and roundtables. The designated PTC will manage all aspects of the Developer TDM Plan. The PTC will be responsible for making available information materials on options for alternative transportation modes and opportunities particularly programs that involve commuter subsidies such as parking cash out and transit subsidies. Transit fare media and day/month passes will be made available through the PTC to employees during typical business hours.

D. Owner-Operator TDM Plan Program Measures For Carlthorp School

1. Student Pickup and Drop-Off Procedures

The Carlthorp School is located at 424-438 San Vicente Boulevard, which is found on the south side of San Vicente Boulevard between Fourth Street and Seventh Street. The School has operated from this location for almost 80 years. Its current enrollment of 280 students has not changed since 1998.

The School currently employs detailed pickup and drop off procedures designed to minimize traffic impacts to the surrounding neighborhood, but some traffic issues persist during afternoon pickup.

Morning drop-offs run smoothly with minimal traffic impacts since each drop-off only entails a quick stop by the parent or guardian to let student(s) out in front of the school. There is a designated loading zone in front of the School that spans the entire length of the School property along San Vicente where no parking is permitted during school hours.

Pickups involve a more complicated process, as individual student dismissals must be coordinated to coincide with drivers' arrivals. Per past discussions with the City's Mobility Division, cars waiting to pick up students are asked to queue on Georgina Avenue, to the south of the School. Other than under exceptional circumstances, no pickups or queuing are permitted on the alley immediately behind the school (Georgina Place North), due to its limited size and potential to disturb neighbors. The wider (100 foot) Georgina Avenue is better suited to accommodate pick up traffic without becoming impassable for neighbors. The difficulty inherent to preparing elementary students for dismissal immediately after school, when many students may be socializing or speaking with teachers, and releasing them in the order that their parents arrive, can sometimes lead to delays and cars backed up and neighbor concerns along Georgina Avenue.

Parents picking up their elementary students must wait in line for their turn, which is an inconvenience, and spots towards the front of the queue are coveted.

Despite these issues, the School and City staff agree that Georgina Avenue remains the best location for cars to line up during afternoon pickup. Georgina Avenue on the long block between 4th and 7th Streets south of the School is a very wide (100 foot) street lined with single-family homes. Most of the homes along the street have driveways and garages, and there are no businesses in the immediate vicinity. Therefore, there is little demand for street parking, so most of the parking spaces on either side of the street are vacant during pickup. This makes the issues associated with car backups and potential inadvertent and strongly discouraged driveway blocking less pronounced than they would be on a busier street with more parking demand. That being said, the School aims to have the least impact possible on neighborhood traffic conditions and has developed a plan to address the issues that do exist.

Courtesy to the surrounding neighborhood will be stressed throughout the pickup process. Parents will be instructed to be considerate of neighbors, and various steps (described below) will be implemented to avoid blocking driveways and slowing local traffic. Noise will also be kept to a minimum by the use of walkie talkies with earpieces in lieu of loudspeakers. In order to reduce the impact of queuing traffic on the surrounding neighborhood, the following procedures will be implemented to lessen the number of vehicles transporting children to and from the K-6 elementary school campus:

Priority to High-Occupancy Vehicles

To incentivize families to combine rides and trips, the school will prioritize cars picking up multiple student riders to appeal to the convenience and savings of time for those who do so. This will help reduce the number of cars lining up for pickup and minimize neighborhood impacts. Parents can search by zip code within the school directory to pair up with other families and form carpool groups. The vast majority (75%) of Carlthorp students live within 4 zip codes (90049, 90272, 90402, and 90403) so pairing up should be relatively easy for most families. The TDM coordinator will work to accommodate families that live outside of the School's most common zip codes.

Parents who walk up to the school will be permitted to pick up students before car pickups begin. While parking and walking up for pickup is permitted, few parents choose this option as it generally less convenient and less efficient for most parents than moving through the vehicle line. Once vehicular pickups begin, cars that are picking up 3+ students will be granted priority to pull up in front of the school at 3:00 p.m. to collect students. All such high-occupancy pick-ups must be completed by 3:10 p.m. so that staff can then start processing the cars that will be waiting their turns on Georgina Avenue.

Area Traffic Management of School-Related Vehicle Trips

Carlthorp School faculty and staff will manage the staging and flow of parent vehicles in the neighborhood by positioning themselves at the locations listed below and serving as traffic flow monitors during daily pickup times.

School Monitors at Corner of 4th Street & Georgina Avenue

While the queuing of stopped vehicles is only allowed on Georgina, cars will be allowed to line up on 4th Street north of Georgina once the pickup line begins to flow.

A faculty/staff member will be responsible for waving cars forward once all walk-up families have departed. As each car passes the corner for their turn to pick up their student(s), the faculty/staff member will communicate the names of students being picked up to those coordinating the dismissal of students from campus by the 6th grade classrooms so that the students will be prepared for dismissal once their cars arrive.

Departure Door by 6th Grade Classrooms

Faculty/staff members stationed by the 6th grade classrooms will call the names of students who are being picked up after learning which cars are approaching from the staff stationed outside. Walkie talkies will be used to inform staff inside of which students should be sent out for pickup as their cars arrive. The School's previous use of loudspeakers has been discontinued in an effort to reduce neighborhood noise.

Students being picked up by walkers will be called first, followed by those who are part of 3+ student carpools. Single-student and dual-student car pickups will be the last group to be called.

Protection of Alley Intersection at 4th Street

A staff member stationed at the rear school entrance on Georgina Place North (the alley) and 4th Street will make sure that the alley is not blocked once pickups begin and queued cars begin to flow onto 4th Street, and that cars are moved over as far to the right as possible to allow regular traffic flow to pass using the left portion of the lane. This staff member's goal is to minimize neighborhood traffic disruption by ensuring that the alley is passable for local traffic.

Car Door Duty (Front of School with Student Volunteers)

Between three and five staff members will be stationed at the front of the school along with student volunteers to ensure that students locate and enter their cars in a safe and timely manner. If a car arrives and students are not waiting in the assigned area, they will request faculty/staff dismissing students to call the student again. They are also responsible for keeping the flow of traffic moving.

Parent Communication

The School will inform parents of its pickup and drop-off procedures each summer before the school year starts in its August mailer. The mailer will include a document that parents will be required to sign and return before the school year starts stating that they will be considerate of neighbors and will not block driveways during afternoon pickup.

Timing and Procedures

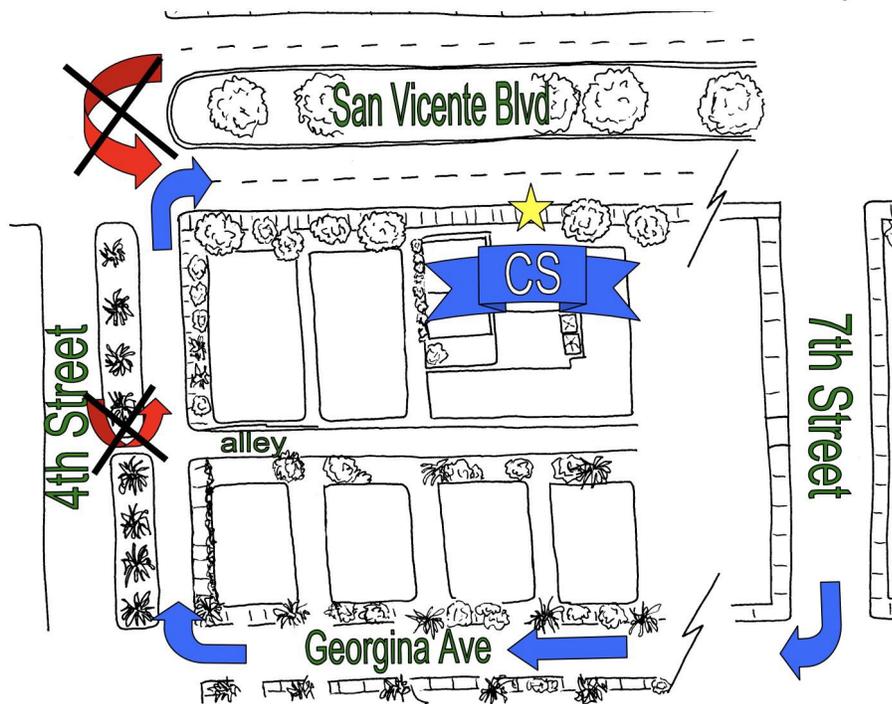
Dismissal will begin at 3:00 p.m. with students of walk-up parents and high-occupancy vehicles being called first. High-occupancy vehicles may begin to line up in front of school beginning at 3:00 p.m. At 3:10 p.m. all remaining vehicles will be released from the queue at 4th Street & Georgina Avenue.

Vehicles may begin to queue no sooner than 3:00 p.m. at the corner of 4th & Georgina. All cars lining up prior to 3:00 p.m. will be asked to circle and re-join at the end of the queue. The entire afternoon pickup process generally takes about 20 minutes. Between 20 and 50 students generally remain on campus each day after dismissal, depending on which afterschool activities are taking place. When more students remain on campus after dismissal, pickups take less time.

COVID-19

The School is still in the process of determining how pickups will be impacted by the COVID-19 pandemic. As of now, no in-person learning is taking place on campus, so pickups are not occurring. When students begin to return to campus, the School will update its pickup and drop off procedures to accommodate any changes implemented in response to the pandemic. Tentative plans for instruction during the pandemic may include dual half-days with no overlap to decrease the number of students on campus at any one time. The School may also consider the use of a temporary satellite campus.

Traffic Flow Pattern



2. Encouraging Reductions in Employee Car Travel

The School will continue to provide incentives for employees to use alternate means of transportation. Steps intended to reduce employee car trips will include the following:

a. Employee Transit Passes

Consistent with its Emission Reduction Plan, the School will provide 100% subsidy transit passes to faculty and other staff who agree to commute by train or bus and provide information about the different transportation options for reaching the School campus from the Downtown Santa Monica Metro stop.

b. Bike Infrastructure and Programs

The School will also encourage staff to bike to work through the provision of 32 bike parking spaces (21 long term and 11 short term), lockers, and showers for employee use. Information about bicycle lanes, paths, and routes shall be available to employees per paragraph (d) below.

The School will also offer emergency rides home for employees who bike to work in the event of inclement weather and provide bike repair kits onsite at the School campus. Employees who regularly bike to work will also be able to take advantage of the School's parking cash-out, which is discussed below.

In addition to the bicycle education that will be provided as part of new employee orientations (discussed below), the School will partner with Santa Monica Spoke to provide an annual bike education day for employees and students.

c. Local Hiring and Residency

While the School will continue to hire the most qualified applicants for any open staff positions, an applicant's residence in, or willingness to relocate to a location within walking or biking distance of the School will be considered during the hiring process, and any employee residing in or willing to relocate to a location in close proximity to the School campus will be given preference over other equally qualified applicants.

Existing employees will be encouraged to live within walking or biking distance of the School if possible, and the School will continue to leverage its strong relationship with the owner of the rental apartment building immediately to the west of the campus to provide early notification of vacancies in the building to staff, and negotiate reasonable rental rates for School employees whenever possible. Currently, four units in this building are occupied by Carlthorp employees.

d. Transportation Information and Orientations

New employee orientations shall include information about the various non-vehicular transportation options for getting to campus, and the benefits available to employees who choose non-vehicular commuting.

Additionally, on-site transportation information shall be provided where the greatest number of employees and visitors are likely to see it. Such information may be provided in on-site physical locations, such as a bulletin board or kiosk, or through other media, such as on a website or other digital means. Currently, this information is posted in the School's faculty lounge. This information, pursuant to SMMC § 9.53.130(B)(1)(a), shall include:

- Current maps, routes and schedules for public transit routes within one-half mile of the Project Site.
- Transportation information including regional ridesharing agency, local transit operators, and certified Transportation Management Organization ("TMO") where available.
- Ridesharing promotions material supplied by commuter-oriented organizations.
- Bicycle route and facility information, including rental and sale location, regional/local bicycle maps, and bicycle safety information within one-half mile of the Project Site.
- A list of facilities available for carpoolers, vanpoolers, bicyclists, transit riders and pedestrians at the site.
- Walking and biking maps for employees and visitors, which shall include but not be limited to information about convenient local services and restaurants within walking distance of the Project.
- Information to commercial tenants and employees of the Project regarding local rental housing agencies.

A printout of the posted transportation information shall also be made available to employees upon request.

e. Parking Cash Out

Parking cash out is a program under which an employer that rents parking spaces to provide to employees free of charge offers employees the opportunity to receive the cash value of the parking subsidy in exchange for forgoing the parking space. The School does not lease parking spaces and is not required to offer parking cash out under state or local law. However, in an effort to decrease employee vehicle trips and free up parking spaces on the School campus and in the surrounding neighborhood, the School will offer a parking cash out program for employees with assigned on-campus parking spaces. Employees willing to give up their parking spaces will be entitled to cash payments of \$100 per month. Any employee who participates in the parking cash out program shall be required to commute via public transportation, foot, or bicycle, and may not drive to campus and occupy a street parking space in the

surrounding neighborhood. However, under extenuating circumstances, such as transit service interruptions or inclement weather, individuals participating in the parking cash out program may commute by car up to 3 times per month. Additional car commutes may be approved by the PTC on a case-by-case basis. Eligibility for the parking cash out program shall be limited to School employees who reside at least one quarter mile (.25 miles) away from the School Campus.

3. Enhanced AVR Targets

The School's current target for employee Average Vehicle Ridership (AVR) is 1.6. The School routinely meets or exceeds this target. At the time of its most recent Emission Reduction Plan, the School's employee AVR was 1.8. Going forward, the School will strive to consistently reach an employee AVR of 2.0 or greater through the implementation of the programs and incentives listed above.

The School will also seek to achieve a higher number of student passengers per car for student pickups and drop-offs. Through implementation of the carpool incentives described above, the School will aim to average 2 student passengers per pickup/drop-off vehicle. Parents or guardians picking up and dropping off students shall not count towards the calculated number of student passengers per car.