Good morning Parking/Traffic Committee,
Happy Thursday! Thank you to those of you who were able to show up to our in person meeting on yesterday Wednesday October 2nd. We are a small but MIGHTY committee. I appreciate all of you for signing up and taking part when you can.

Below are the notes from the meeting. Please contact me if you have any questions. Our next meeting will be Thursday October 17, 2024 via zoom at 530pm. I will send out the zoom link the week of the meeting. Please invite other staff, parents and community members to join our meeting, as we begin to put our plan together and put it into action.

Thank you.

Notes

- RCP will begin the Drive Through Drop Off in the mornings
- We reviewed the 3 videos that showed what a Drive Through Drop Off looks like
- We discussed contacting Doria Robinson - Richmond City Council Member to see how she can assist us; it was mentioned that she lives down the street and is likely affected by the traffic

Drive Through Drop Off - Plan - Maritime Building

- We will purchase the large orange cones and put them in front of Maritime Building - starting from the corner of Harbour Way and Florida to the corner of Florida and 11th street
- Drop off in front of the Maritime building will be for families with students in TK - 1st grade
- If parents have siblings in the Maritime building and the Charter side, parents will be asked to drop both students off in front of the Maritime Building; we will walk the siblings over to the Charter side
- We will provide families who drop off in front of the Maritime Building with a colored card to put in their window that signifies Maritime Building
- Families that drop off in front of the Maritime Building will be directed by our TRAFFIC MONITOR to turn left onto 11th street after they drop off; Traffic Monitor will work at the intersection of 11th and Florida
- The entrance to the Drive Through Drop Off for the Maritime Building will begin at the corner of Harbour Way and Florida; we will need to train parents to enter from Harbour Way

Drive Through Drop Off - Charter Buildings

- We will purchase the large orange cones and put them starting from the corner of 11th Street and Florida all the way to the corner of 12th and Florida
- Drop off in front of the Charter side will be for families with students in 2nd - 8th grade
- We will provide families who drop off in front of the Charter building with a colored card to put in their window/dashboard that signifies Charter Building
- Contact Srgt. Melgoza and request parking enforcement for the first week of new procedures to assist

Marketing

- Contact the residents on Florida and ask them to support by not parking on the right side of Florida
- Hold a meeting with the neighbors
- Create parking tags for parents 2nd-8th, staff and TK-1st
- Preschoolers will need to go to cafeteria in the morning once they are dropped off - staff will walk them over
- Hold several community meetings to discuss the new procedure
- create a video showing the new procedure
- email families weekly in November to remind them of the new procedure
- Drive Through Drop Off will begin the Monday when we return from Thanksgiving Break (December 2, 2024)
- Let parents know that they can no longer double park on 11th street or any street - will be cited and fined
- Encourage parents to park if they want to walk their children to the door

RCP Will Order

- Yellow/Orange vests for volunteers to wear so parents can identify who is working
- Whistles for volunteers
- Orange cones - large size
- Card stock paper in various colors to make the parking pass for each drop off zone