

June 11, 2024

Chair Lisa Ketcham and Members of the
San Mateo County Planning Commission
455 County Center, 2nd Floor
Redwood City, CA 94028

Re: Item #3 on the June 12, 2024 Agenda: Use Permit Renewal and Amendment and Fence Height Exception for continued operation of a private elementary school, expansion of operating hours, retention of three existing tents, and construction of a new 6-foot tall fence along the perimeter of the property. Owner: Las Lomas Elementary School District, Applicant: Woodland School, File Number PLN2000-00352; Location: 360 La Cuesta Drive, Portola Valley (unincorporated Ladera)

Dear Chair Ketcham and Commissioners,

I am writing as an affected neighbor directly across the street from Woodland School. I also served as President of the Ladera Community Association during the years when Woodland School successfully achieved their long-term lease of the former Ladera School property from the Las Lomas Elementary School District (LLESB). I urge your approval of the Use Permit Renewal/ Amendment with additional conditions requested by Woodland.

The Use Permit Renewal/Amendment has been pending since June, 2023, as the result of a deep division within the Ladera community, primarily over the issue of community access to the school's play areas/sports field/volleyball court/bocce ball court, and other recreational amenities when Woodland is in session and after school extended care hours.

Unfortunately, the County's 2017 Use Permit review/renewal process had significant flaws and errors which recently generated frustration and outright hostility in the community towards Woodland and the LLESB, owner of the property. While the frustration is understandable, the hostility has been extremely troubling in a close-knit community where many people have worked hard to promote kindness and neighborliness. Ladera has wonderful events/activities throughout the year that promote neighborliness, kindness, and celebration of the diverse cultures and backgrounds of our residents.

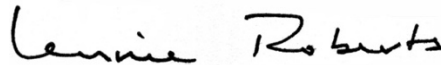
Unfortunately, much of this community spirit has been upset in the intense debate over perceived "rights" of the community to use the play areas at Woodland that were not included in Woodland's lease, but instead were separately licensed to Woodland by the LLESB.

The Ladera Community Association (LCA) and community negotiating team have worked tirelessly over many months to achieve a compromise through an MOU with Woodland, which also addresses issues that are beyond the County's purview under your Use Permit regulations.

A community-wide vote of households resulted in a 72% support of the MOU with half of our community households voting – a tremendous vote of confidence and interest given the “usual” turnout in state and national elections. Woodland is asking for Amendments to the Use Permit consistent with the MOU; the LLESD has sent you a letter (June 10, 2024) in support.

I urge your favorable consideration/approval of the Use Permit/Renewal per Staff, with additional conditions as requested by Woodland and supported by the LCA.

Thanks very much for considering my comments,

A handwritten signature in black ink that reads "Lennie Roberts". The signature is written in a cursive style with a large initial "L" and "R".

Lennie Roberts,

339 La Cuesta Drive (opposite Woodland School's driveway)

Cc: Wynn White, President, Ladera Community Association
Jennifer Warren, Head of School, Woodland School
Heather Hopkins, Board President, Las Lomas Elementary School District

June 11, 2024

Luis Topete
Planning and Building Department
455 County Center,
2nd Floor Mail Drop PLN122
Redwood City, CA 94063

RE: PLN2000-00352 – Referral

Mr Topete –

Eight months ago, on Oct 10, 2023, we wrote to you with our referral letter on the aforementioned application before the Planning Commission. We appreciate the subsequent compliance to existing use conditions that Woodland has made.

We write to you today with an updated letter in response to a) changes made by Applicant to their application (some of which we only became aware with the release of the staff report this past Wednesday), b) changes in Applicant's compliance with their existing Use Permit, and c) the Staff Report released on June 5, 2024. It is our hope that this new information will be useful to the Planning Commission in your efforts to develop appropriate conditions for continued use by Applicant. We support continued use by the Applicant.

Based on these new circumstances, to protect public welfare, property, and improvements to the neighborhood, we ask that the County:

- 1) Not renew permission for Applicant to build a new driveway and parking lot, or in the alternate, withhold renewal until completion of necessary studies.
- 2) Address ongoing non-compliance of the existing conditions of the CUP regarding traffic management, or in the alternate, extend the Use Permit for 5 years instead of 10.
- 3) Require Applicant to address ongoing stormwater mitigation which continue to impact downstream properties
- 4) *Require* staggered morning dropoff to mitigate traffic impacts arriving and departing Ladera
- 5) Not expand authorized Hours of Operations to include weekends, or in the alternate, make those Hours of Operation more restrictive in both time and location so as to not interfere with the Public enjoyment of the Play Areas.
- 6) Not allow structures built without prior county approval to remain including the Tent and Temporary Classrooms, or in the alternate, mitigate impacts

1 – Construction of New Driveway and Parking Lot

As shared in our June 10, 2024 letter “Staff Report Discrepancy,” we note that the design shown in Staff Report Attachment C is both larger and further into the public play field than the design described in throughout the Staff Report. The Attachment C location exacerbates a concern raised by LLESD with the original 2013 location due to impacts on the public play field.¹

Our comments are based on the proposed driveway and parking lot shown in Attachment C, though they can be generally applied to both designs.

Dangerous Right Entry

Right turns into the proposed driveway create a dangerous situation with frequent crossing of center line to overtake cars turning onto the fire road which is proposed to become the driveway. Exhibit 1 shows a 30 min period where Woodland School was using the field as a driveway and parking lot. During this period, at least 21 cars crossed the double yellow line on a blind corner. Approximately 70 cars used this entrance which is approximately one half what we understand to be a normal morning drop off.

Dangerous Left Entry

Left turns into the driveway do not have adequate Stopping Sight Distance. The maximum sight distance when making a left turn into the proposed driveway appears to be 170 feet. The 2001 AASTHO Green Book recommends 280’ for Stopping Sight Distance for a Left-Turn Maneuver based on a vehicle speed of 25 mph and a two-lane roadway. Speeds often exceed 25 mph in this section of roadway. Exhibit 2 shows perspective from 5.5’ AGL looking towards incoming traffic as though waiting to turn left into the proposed parking lot.

Red Curb

Moving the entrance to the school adjacent to the red curb will transpose the backup queue to a point where compliance with the Condition 5d for the red curb will impractical. Further, it will increase the overall burden on the neighborhood by moving the queue nearly 500 feet further down La Cuesta Drive.

We request that Applicant’s authorization to construct a parking lot not be extended with a renewal of the Use Permit. Or, in alternate, renewal of authorization to build any parking lot be withheld until a Traffic Impact Study, compliant with San Mateo County requirements,² evaluating the proposed new driveway entrance and parking lot has been conducted and reviewed by the public.

¹ Email from Suzanne Mitchell to Lisa Cesario and Carolyn Chow dated Dec 13, 2012, subject “Ladera mtg Dec 13”

² <https://www.smcgov.org/media/46076/download?inline=>

2 - Compliance with Traffic Management Conditions

Our experience living adjacent to Woodland has been inconsistent with the Staff Report's conclusions on compliance with Condition 5a regarding use of traffic monitors³. On June 5, 2024, the day after the release of the Staff Report, half the required traffic monitors were used during a Major Event as directly confirmed through a conversation with one of the two traffic monitors. Applicant's non-compliance with the existing traffic monitor condition led to additional non-compliance with Condition 5d regarding traffic blocking the red zone and led to unsafe situations for the neighborhood with cars crossing the double yellow line in a blind corner. See Exhibit 1.

We are deeply concerned about future compliance during a ten-year extension of the Use Permit if there is non-compliance six days ahead of the scheduled decision by the Planning Commission. Given ongoing non-compliance, we request that the approval of a Use Permit renewal be delayed until substantial compliance is achieved, or in the alternate, renew the Use Permit for five, instead of ten years.

3 - Stormwater Management

We recognize improved stormwater management as evidenced by the restoration of the bioretention basin. We note in the Staff Report the county engineer conducted inspection on May 18, 2023 and completed review on Aug 21, 2023. However, six months later, on Feb 19, 2024, we document considerable channelized flow where water is directed away from field drains that feed the bioretention basin. This appears to be caused by subsidence or compaction of the fire access road creating a channel. The stormwater is instead discharged directly onto La Cuesta Dr creating an alluvial fan of gravel in the street and discharging water onto neighboring properties. Please see Exhibit 3.

4 - Staggered Dropoff to Mitigate La Mesa Backup

Morning dropoff occasionally leads to a traffic queue of 1,000 feet past the entrance to Woodland School (for example, extending past 284 La Cuesta Dr on June 3, 2024). Cars exiting the neighborhood on La Mesa during morning drop off or Events (Major and Minor) frequently back up more than 800 feet (extending past Castaña Way) as they wait to turn north on Alpine Rd. This creates impacts on public welfare through noise, auto-emissions, and traffic burden.

Woodland's use of staggered end of day is effective in reducing the traffic burden on the neighborhood. While the proposed changes to the CUP would *allow* staggered start, they do not *require* it. We ask that the county require Woodland to use a staggered start in the morning

³ "at a minimum use four (4) traffic monitors to help with parking and traffic flow through the neighborhood on those 12 events." (Condition 5a, Page 13)

so as to mitigate the traffic impact on Ladera in the morning just as they have already done in the afternoon.

5 - Operating Hours & Authorized Uses

Weekdays

Woodland offers extended care until 6 pm in violation of condition 1 that authorizes extended care until 5:30 pm.⁴ We request the County enforce the existing condition as it was the result of a careful negotiation with the community in 2012 to limit noise and traffic. Failure to enforce existing conditions indicates to the community that new conditions negotiated with the community and agreed to by the Applicant will also go unenforced. In the alternate, if the County elects to allow compliance for Applicant by expanding the Applicant's hours of operation, we ask that it be limited only to the leased portion of the parcel.

Weekends

The Staff Reports introduces a proposed expansion of hours of operation to include weekends. Further, the proposed hours of operation on weekends are longer than those on weekdays. We see no conditions that would mitigate on the neighborhood through traffic, noise, and further limit on ability to access green spaces as part expanding hours of operation to weekends.

We request that the county not expand hours of operation to weekends. Alternatively, if the County elects to include weekends, so as to mitigate the impacts to neighbors, we ask that 1) it only include weekends during the LLESD school year, 2) it be limited to 30 people, and 3) be limited to between 9 AM and 3 PM.

6 - Tent Classrooms & Temporary Classrooms

The Applicant's request to allow the Tent Classrooms, built without the required approval stipulated in the Use Permit and without a required building permit, should be denied. Allowing them to remain would demonstrate to the community and other organizations that the conditions of a Use Permit can be flaunted without consequence. It would undermine the public's trust that the applicant will follow, and that the county will enforce, the conditions of the Use Permit.

By permitting after-the-fact both the Temporary Classrooms and Tent Classrooms, the county has enabled applicant to circumvent prior review. This would have triggered a) review under CEQA (for an expansion of more than 25% student capacity), b) review for Stormwater C.3, and c) review for compliance with County's parking requirements. Importantly, the increased

⁴ <https://www.woodland-school.org/student-life/extended-care> and public comment to the LLESD board on Oct 4, 2023 by Woodland Trustees.

capacity has led directly to an increase in enrollment, exacerbating the unmitigated negative impacts on the neighborhood.

a - CEQA

In 2012, the County found “that the project is exempt from CEQA, Section 15314, Class 14, which allows minor additions to schools which are less than ten classrooms.”⁵ Section 154314, allows exemptions for the lessor of either 1) no more than 10 additional classrooms, or 2) no more than 25% increase in student capacity. The applicant requested four temporary classrooms to be later replaced by five permanent classrooms. The additional of only five classrooms meets the lessor of 10 or 25% increase in capacity.

However, in 2017, the County approved a minor amendment, allowing the four temporary classrooms to remain. This created a cumulative increase of nine classrooms, which while passing the 10 classroom test, no longer passes the 25% increase in capacity. A 9 classrooms addition from a base of 22 classrooms⁶ represents a 40% increase. The County appears to have erred in approving the 2017 amendment without a CEQA review.

Approving an additional three classrooms represents a further increase in student capacity and as such, would be appropriate only after CEQA review.

b - Stormwater

We note that Minor Amendment in 2017 permitting the Temporary Classrooms to remain permanent may circumvent stormwater requirements that would have been applied prior to their authorization. We ask that the county confirm that it has applied C.3 stormwater measures to the 2012 Temporary Classrooms to ensure the “post-construction” rate of discharge not exceed the “pre-construction” rate, and that there is no channelization to off-site.

c - Parking

We note that County code Section 6117. Required Automobile Spaces require one parking spot for each classroom and one parking spot for each 100 square feet in the Auditorium, or any space so used.⁷ If the applicant were to apply in advance, it is unclear whether required parking exists. If it does not, approving the expansion exacerbates burden on, the neighborhood.

While actual historical enrollment is unknown to us, SMC’s Accella system reports enrollment of 200 in 2012 (see Exhibit 4). The enrollment cap of 325 has been in place since at least 2012. However, the addition of nine classrooms, and now potentially another three has enabled Woodland to increase their enrollment approximately 50% -- well beyond what the campus was

⁵ Findings and Conditions of Approval, PLN2000-0352, Attachment A, Finding 1.

⁶ Assumed based on Woodland’s 2020 marketing brochure stating they have “28 large classrooms (along with science, music, and art rooms)” 28+3 = 31 less the 9 classrooms added after the 2012 CUP = 22 original classrooms.

⁷ <https://www.smcgov.org/media/73176/download?inline=>

designed for. The expansion of classroom capacity has enabled increased enrollment which has exacerbated parking and traffic issues – ultimately leading to ongoing non-compliance with the Use Permit and erosion of goodwill with the neighborhood.

We ask the County to reject the permission to let the tent classrooms remain. In the alternate, it should require additional mitigation measures for the traffic, noise, and parking that are exacerbated by the increase in student capacity.

We ask the County to not renew permission for the Temporary Classrooms to remain. In the alternate, if the County allows the Temporary Classrooms to remain, the county should 1) confirm C.3 stormwater requirements are met and 2) require the Applicant to install permanent electrical service instead of continuing to rely, now 12 years later, on temporary electrical service.

We very much appreciate the difficult job you have juggling competing priorities and thank you for your consideration of these issues.

Sincerely,

/s/ Katie

/s/ Matt

Katie Garlinghouse
300 La Cuesta Dr
Portola Valley, CA 94028

Matt Garlinghouse

Exhibit 1 – New Entrance - Dangerous Traffic due to Right Entry

Photos from June 6, 2024 during a “Major Event” where Woodland uses the proposed new parking lot entrance as an entrance to park on the public play field. The backup of traffic navigating this entrance led to at least 21 cars crossing the double yellow line into oncoming traffic on a blind corner over a 30 minute period.







Exhibit 2 – Dangerous Left Entry



Photo taken from approximate location of a car turning left into the existing fire road proposed to be a new entrance and parking lot. Approximately 170 feet of Stopping Sight Distance



Pedestrian crossing road after emerging from community path. Path entrance is approximately 25 feet from the proposed driveway

Exhibit 3 – Stormwater Management



Looking east showing water from field flowing onto fire access road.



Looking north showing water on access road bypassing field drain



Looking west showing water on access road alongside bioretention basin bypassing both basin and field drain.



Water flowing onto La Cuesta from the fire access road showing accumulation of gravel driven by flows on access road.

Exhibit 4 – San Mateo County Accela System – Historical Enrollment Record dated 09/05/2012 – “USE84-8HIST”

Record USE84-8HIST:
HISTORICAL
Record Status: Closed

Record Info ▾
Payments ▾
Conditions 1
Custom Component

A notice was added to this record on 08/07/2015.
 Condition: Temporary classrooms Severity: Notice
 Total Conditions: 1 (Notice: 1, Met: 1)

View Condition

Work Location

360 LA CUESTA DR *

Record Details

<p>Applicant: LAS LOMITAS SCHOOL DISTRICT C/O LEASED MENLO PARK, CA, 94025</p>	<p>Project Description: PRIVATE SCHOOL PRIVATE SCHOOL Existing Use Permit for a Private Elementary School operations for a maximum of 325 students, preschool through 8th grade. PROPOSED AMENDMENT to allow 9th - 12th grade. Currently 200 students. Additional grades would not exceed student limit of 325. Parking area would be expanded, potentially eliminating some play area.</p>
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Accela record indicating 200 student enrollment in Sept, 2012 as shown in the Project Description above.

Ladera Community Association
3130 Alpine Road, Suite #288-123
Portola Valley, CA 94028

June 11, 2024

Luis Topete
Planning and Building Department
455 County Center,
2nd Floor Mail Drop PLN122
Redwood City, CA 94063

Re: Conditional Use Permit PLN2000-00352 (Woodland School)

Dear Mr. Topete:

I write on behalf of the Ladera Community Association (LCA) to supplement and update my September 28, 2023 letter. This supplemental letter is a further response to your June 20, 2023, request from San Mateo County that the LCA provide a referral letter regarding Conditional Use Permit (CUP) PLN2000-00352 for Woodland School (Woodland). This remains a significant issue in the community and, while the LCA submits this updated referral letter, I understand that others in the community will also submit individual referral letters and/or participate in the upcoming hearing.

As we have previously communicated, Woodland has been in violation of its existing CUP. We offer **Tab A** as a non-exhaustive list of past (and in some cases continuing) violations of the school's existing use permit.

Since the time of my September letter, the LCA and other volunteers attempted to reach a negotiated agreement with Woodland regarding the renewal of the CUP. We are appreciative of the effort extended to find bilateral resolution to issues of significant concern between the Parties.

The discussions resulted in a Memorandum of Understanding (MOU) that was shared with the community on June 3, 2024 and is attached at **Tab B**. The LCA held an informational session on June 5, 2024, in which individuals in the community were given an opportunity to speak prior to an on-line vote. After a 4-day period of voting that concluded on June 9, 2024, that final vote tally was: 199 votes in support of the MOU and 77 votes against the MOU (out of a total of approximately 530 potential votes representing roughly the number of homes in Ladera). With 72% of participating household votes cast in support of the MOU, the LCA thus endorses the MOU on the specific issues addressed therein and supports modifications to the CUP to the extent necessary.

The LCA's response to the Planning Staff's June 12, 2024 report (which are abbreviated in light of the short time frame) are attached at **Tab C**. This Tab includes a number of the most prevalent community concerns expressed in response to the Planning Staff's report and during the MOU voting process. The issues identified in Tab C are *not* specifically addressed in the MOU. One significant example includes the fact that the Planning Staff's report does not address traffic concerns which have been -- and continues to be -- of utmost importance to the community.

The LCA and Ladera Community continue to support operation of Woodland School. We have historically had amicable relations and sincerely desire to return to this state. We are optimistic – but diligent – that the concessions provided in the MOU place us on a path to returning to the constructive

relationship our community has previously shared with the school. However, it should be clear that the LCA and the Ladera Community do not support Woodland's continued efforts to expand its operations to the detriment of the neighborhood – including, *e.g.*, expansion of exclusive and non-exclusive operating hours, exclusive operation during summer vacation months, increased traffic and parking concerns, and encroachment into licensed Play Areas that are reserved for public use. Thus, while the MOU represents a compromise on some of these issues, the issues identified in **Tab A and C** remain areas of concern.

Accordingly, the LCA supports an extension of the CUP only to the extent that conditions are imposed to clarify and/or address at least the issues and compromises identified in **Tab A, B and C**. We endeavored to harmonize the Tabs to the extent we were able in light of the short time frame.

Sincerely yours,

Wynn White

President
Ladera Community Association

cc: Sharon Chang, Board Chair, Woodland School
Heather Hopkins, Board President, Las Lomas Elementary School District

TAB A

Summary of CUP Violations

Conditions of Approval	LCA Observation
<p>Condition 1: This use permit shall allow private elementary school operations for a maximum of 325 students, preschool through eighth grade. Hours of operation shall be 8:30 a.m. to 3:00 p.m. weekdays, and 7:30 a.m. to 5:30 p.m. for extended care students.</p>	<p>(1) Woodland conducts private elementary school operations outside of the conditioned times.</p> <p>In 2017, Woodland and LLESD amended their lease without input from the Ladera community to extend School Hours to 7:30 am – <u>5:00 pm</u>. Woodland restricted the community from accessing the field, playground, and blacktop (collectively, the “Play Areas”) until <u>5:30 pm</u> M-F when school is in session. Woodland conceded that it erroneously excluded the public for a longer period that it was entitled under the lease. In contrast, the LLESD school campuses of both Las Lomas and La Entrada, are accessible to the community beginning at approximately 3:00 PM (depending on the day of the week and which school).</p> <p>(2) Woodland operates extended care outside of the conditioned times.</p> <p>Woodland also continues to operate beyond the authorized extended care until 6:00 PM. The previous CUP conditions were implemented to address evening traffic and noise concerns and should be followed. Woodland did not consult the LCA regarding its pending request to belatedly extend its extended care hours to 6:00 PM, and the request should be denied.</p> <p>(3) Woodland operates unauthorized summer programs.</p> <p>Woodland operates summer camps that are not “private elementary school operations.” For 2024, the summer programs includes “Woodland K-6 Summer Adventures” and “Early Childhood Summer Program.” These summer programs are not private elementary school operations or extended care. Woodland further erroneously asserts that it can exclude the public from licensed Play Areas during the summer.</p>
<p>Condition 2, ¶ 1: This permit shall be for ten (10) years until July 24, 2023, with two administrative reviews in July 2016 and July 2019. The applicant shall submit an application to continue the use, as conditioned, to the Planning and Building Department for renewal six (6)</p>	<p>Neither the LCA nor SMC have been able to find a record of a 2019 administrative review.</p> <p>Woodland does not appear to have submitted an application for renewal six months prior to expiration.</p>

Conditions of Approval	LCA Observation
<p>months prior to expiration of this permit.</p>	
<p>Condition 2, ¶ 2: If within this timeframe any operator enters into a lease with the property owner which deviates from the conditions of approval for this permit in any way, the operator shall submit to the Planning Department an operations plan for determination by the Community Development Director whether such plan triggers the requirement for the County's Major Development Pre-Application Review Process.</p>	<p>Woodland's 2017 change to its School Hours in the lease (7:30 am - 5 pm) deviates from the hours of operation under this condition specified to be 8:30 am - 3 pm weekdays, and 7:30 am – 5:30 pm for extended care students.</p> <p>Woodland does not appear to have submitted to the Planning Department an operations plan for determination by the Community Development Director whether such change triggers the requirement for the County's Major Development Pre-Application Review Process.</p>
<p>Condition 2, ¶ 3: Minor adjustments to the use permit may be submitted for approval to the Community Development Director to determine if they are in substantial conformance with the approved use permit. If the request is not in substantial compliance with the use permit, an amendment to the use permit through a public hearing will be required.</p>	<p>In 2017 SMC determined that a tripling of a size of a proposed parking lot and allowing “temporary” classrooms to become permanent was a minor adjustment.</p> <p>The LCA is surprised to learn that SMC believed these changes are minor as they clearly are not (see below). The proposed changes create unmitigated environmental impacts on the neighborhood and are not in substantial conformance with the original CUP. Please provide a detailed comment as to why the changes were approved without consultation with the public and more specifically the Ladera community since the changes have a direct impact on our community.</p> <p>The proposed change in the parking lots (from 14 to 41 spaces), would considerably shrink the publicly available Play Areas. While this plan was previously endorsed by the LCA, being now aware of alternative plans, we strongly prefer that similar to the original site plan from 2012 where a parallel driveway is constructed to La Cuesta with parking along it, therefore not displacing so much of the field area.</p> <p>The community requests that (1) there be no outdoor sports field lighting, and (2) any future exterior lighting shall be limited to the minimum necessary for safety and shall be designed and located so as to confine direct rays to the school property. This is to minimize impacts to neighbors and will also help maintain the natural night dark sky environment.</p> <p>Allowing temporary classrooms to become permanent (1) removes a portion of the public-use Play Area (2) requires use of “temporary” electrical service which is both unsightly and</p>

Conditions of Approval	LCA Observation
	itself permitted to be temporary, and (3) may violate the 25% CEQA exception.
<p>Condition 3: The two required administrative reviews by Planning staff shall include a referral to the Ladera Community Association requesting their comments about the operation of the school. The purpose of this referral is to ensure that the traffic and parking issues are being adequately managed by the school to minimize impacts on the surrounding neighborhood.</p>	<p>The LCA is unaware of consultation as conditioned during the required administrative reviews in 2016 and 2019.</p> <p>While SMC reports a 2016 administrative review was conducted, it was not referred to LCA as conditioned.</p> <p>SMC reports that a 2019 administrative review, was not conducted as conditioned.</p> <p>Because of repeated violations of the CUP and lack of administrative reviews, the LCA requests that any extension of the CUP be no longer than 5 years.</p>
<p>Condition 5(a): Notification Requirements:</p> <p>Notification at the Start of the School Year: At the start of every school year, the school shall submit a detailed calendar of all events during the year where heavier traffic and overflow parking may occur to the Planning Department, the Ladera Community Association, and property owners within 300 feet of the school boundaries.</p> <p>Event Notification: Notification of all events will be by way of direct notification of neighbors within 300 feet of the school. The school will send a notice via mail drop to neighbors immediately affected by the 12 events in which parking will occur on neighboring side streets and/or both sides of La Cuesta, at least one week prior to the event.</p>	<p>While Woodland frequently provides Event Notifications via a neighborhood opt-in email list, Woodland is not providing the required Notification at the Start of the School Year or the required Event Notification as prescribed by this condition.</p> <p>According to SMC, Woodland’s traffic plan was distributed to all parents, teachers, and staff. However, it has not been distributed to the LCA or the County Planning Department as required by this condition.</p>
<p>Condition 5(b): The school shall distribute the traffic plan to all school parents, teachers, staff, the Ladera Community Association and the County of San Mateo Planning Department at the beginning of each school year and each summer session.</p>	<p>The LCA has no record of receiving a traffic plan from Woodland at the beginning of the school year or the beginning of summer session.</p> <p>A traffic plan was belatedly received for the 2023-2024 school year after the CUP renewal process highlighted this violation.</p>

Conditions of Approval	LCA Observation
<p>Condition 5(c): The applicant shall continue to maintain and promote a trip reduction program with the goal of reducing the number of car trips into Woodland School. A report on the program shall be submitted to the Planning Department at the time of an administrative review or renewal. The report shall include: (1) a description of how carpool information is distributed to parents; (2) what efforts occur to assist in carpool formation; (3) a 3-day car trip count for both drop off and pick up, conducted within a month of submitting the report, and (4) a bi-annual census enumerating the number of students participating in carpools in relation to the total number of students.</p>	<p>Woodland has not provided the LCA with a trip reduction program report containing the required elements.</p>
<p>Condition 5(d): On routine (non-event) days, the two adults will monitor the automobile backup line on La Cuesta Drive, such that it does not block the red zone below the school entrance.</p>	<p>Traffic regularly backs up and blocks the red zone below the school entrance. This creates both significant neighborhood congestion as well as unsafe conditions with neighborhood through-traffic frequently crossing centerline to overtake Woodland traffic.</p>
<p>Condition 6: Any expansion, demolition or new construction on the site shall require the applicant to apply for an amended or new use permit. The applicant is encouraged to present such plans to the Ladera Community Association.</p>	<p>(1) Woodland’s 2017 Parking Lot approval should be rescinded</p> <p>As discussed above in connection with Condition 2, ¶ 3, Woodland’s application for a new parking lot should be rescinded.</p> <p>(2) Woodland’s 2024 Application for Fencing Should be denied</p> <p>On March 7, 2024, Woodland submitted to the County an application to construct new fencing around both the leased school buildings and licensed Play Areas.</p> <p>The LCA opposes this application as Woodland (1) did not seek any input from the LCA regarding the proposed fencing in the application; and (2) seeks to fence off land (the licensed Play Areas) that is not owned or leased by Woodland.</p>
<p>Condition 7: The relocatable temporary classrooms shall be</p>	<p>The temporary classrooms were not removed as required. While the LCA understands that SMC has relieved</p>

Conditions of Approval	LCA Observation
<p>removed at the time of the new classroom building is granted a Certificate of Occupancy.</p>	<p>this requirement through the 2017 minor amendment, as explained in the discussion regarding Condition 2, ¶ 3, the LCA is disappointed to learn that they are now allowed to be permanent.</p> <p>The assurance that these classrooms were “temporary” was an important component of the plans for which the community’s input was originally sought. The LCA is surprised SMC subsequently approved this change without community input. These temporary classrooms (1) remove a portion of the community-use play area, (2) require use of “temporary” electrical service which is both unsightly and itself permitted to be temporary, and (3) may result in inappropriately avoiding a CEQA analysis by cumulatively increasing capacity by more than 25%.</p>
<p>Condition 75: Prior to the final of the building permit for the project, the property owner shall coordinate with the Project Planner to enter into an Operation and Maintenance Agreement (O&M Agreement) with the County (executed by the Community Development Director) to ensure long-term maintenance and servicing by the property owner of stormwater site design and treatment control and HM measures (if applicable), according to the approved Maintenance Plan(s), for the life of the project. The O&M Agreement shall provide County access to the property for inspection. The Maintenance Agreement(s) shall be recorded for the property.</p>	<p>To the LCA’s knowledge, no O&M Agreement has been executed or recorded.</p>
<p>Condition 76: The property owner shall be responsible for conducting all servicing and maintenance as described and required by the treatment measure(s) [and HM measure] Maintenance Plan(s). Maintenance of all site design and treatment control [and/or HM] measures shall be the property owner's responsibility.</p>	<p>During heavy rainfalls, considerable water flows down the fire entrance overwhelming storm drains on La Cuesta. During the same heavy rainfalls, the bioswale appears to remain empty.</p>

TAB B

Memorandum of Understanding

Memorandum of Understanding (MOU)

Between Woodland School and Ladera Community Association

Date: June 03, 2024

Purpose:

This Memorandum of Understanding (MOU) outlines the mutual understanding between Woodland School (“Woodland”) and the Ladera Community Association (“the LCA”) (collectively, the “Parties”) regarding 1) changes Woodland will seek to their lease amendment with LLESB regarding the topics covered in the MOU and have sought in their Conditional Use Permit (“CUP”) renewal with San Mateo County, and 2) The MOU also governs the support the LCA will provide to Woodland in their application to amend and extend its CUP.

Recitals:

WHEREAS, The Ladera community and Woodland School each desire good-neighborly relations with one another, and

WHEREAS, The Ladera community and Woodland jointly seek to resolve frustrations and misunderstandings arising from the 2017 lease amendment process.

Therefore, the Parties have Agreed:

1. Governance and Communication

- Each Party will designate an individual from its Board of Directors to serve as a representative (“the Woodland Representative” and “the Ladera Representative”).
- From time to time (approximately twice per year, and otherwise as needed to ensure neighborly relations) the Woodland Representative and the Ladera Representative, will meet and discuss issues of concern and work constructively to find resolution. Woodland’s communication responsibilities with Ladera as

separately documented in the Lease and CUP continue unmodified, with clarification (in recognition of the advancement of technology) that notices previously required to be sent to neighbors within 300 feet of the school (for example, notice of an upcoming "Major Event" which will impact access and parking) can be delivered electronically, including to the Ladera Listserv, to satisfy notice obligations. Notifications to the broader Ladera community (for example, the school's annual traffic plan) remain unmodified and obligated in hard copy.

- In the same manner the CUP is renewed on a periodic basis, the Parties intend to review this MOU and make any agreed updates via a similar process (including for Ladera, an appropriate community process) to ensure the agreement best meets needs of the community and Woodland based on the facts and circumstances at the time.

2. Play Area (Non-Leased property) Exclusive Period for Woodland

- **Blacktop & Playground** – During the Woodland school year, Woodland has exclusive use of the blacktop and playground between 7:30 AM and 5 PM if Woodland students are on campus. Notwithstanding the forgoing, Woodland will not have exclusive use between June 15 and August 15. For the prior ten years as of this MOU, this two-month period has not conflicted with the Woodland school schedule. In the future event of a conflict, which is anticipated to be an exceptional occurrence, the Woodland Representative and the Ladera Representative will meet and jointly agree prior to the school year and an equivalent contiguous two-month period of non-exclusivity for that year. Any such change will require mutual agreement and formal communication to the Ladera community by the Ladera Representative of such changed non-exclusive period in advance of the relevant school year.
- **The Field** (i.e., the remainder of the Play Area) – During the LLESD school year, Woodland has exclusive use of the Field between 7:30 AM and 4:00 pm Monday-Friday if Woodland students are on campus.

2. Woodland Use Outside of Exclusive Period

- Woodland may freely use the Play Area in a non-exclusive manner outside of their exclusive periods. For example, Woodland operates a school year athletics program, and its practices and games often begin or extend past 4 p.m. on the Field. Woodland and Ladera agree to operate respectfully towards one another during periods of shared use.

3. User Groups

- The Parties recognize that User Groups (i.e., parties other than Woodland or informal community use) will from time-to-time request access to the Field outside of the exclusive periods. Requests are to be made to LLESD for such use. To facilitate User Groups accessing the field, Woodland will coordinate with the LLESD regarding Woodland's own use (for example, after-school football) to avoid scheduling conflict.

4. Summer Usage

- Woodland agrees that during summer camp it will limit enrollment to 125. Summer school attendees will be comprised of members of the Woodland School community; an invitation will be extended to the Ladera community. Access to the Play Areas will be shared with the community. Woodland and Ladera agree to operate as good neighbors during summer camp and Camp Ladera.

5. Changes to Woodland's CUP - The LCA has been provided with, and has reviewed, Woodland's Use Permit application. It will support the following changes to the Conditional Use Permit:

- **Extended Operating Hours for Extended Care and other routine uses:** extend the permitted hours that Woodland may operate Extended Care during the regular school year until 6 PM instead of the current limit of 5:30 PM. Codify the ability for Woodland to conduct ad hoc after-hours meetings on the leased portions of the property, such as monthly board meetings and other activities that are incidental to operating a school, as long as parking is accommodated in the school parking lot.
- **Fencing:** Woodland has reviewed the perimeter fencing of the school and determined upgrades that need to be made. In the process, Woodland has worked to incorporate the concerns of the Ladera Community and proposed the attached (Figure 1) fence plan. Woodland agrees to ensure gates and access points are available to ensure community access to shared spaces outside of Woodland's Exclusive Periods (for example, the gates separating the Field and Blacktop & Playground will be accessible during Woodland's non-exclusive periods of use of the Blacktop & Playground).

6. Parking Lot Construction

- Woodland will not construct a new parking lot or slip road for the duration of its lease, including any extensions. Woodland will withdraw its plans and relinquish permission from both SMC and LLESD for parking lot construction on the licensed area.
- Woodland and the Ladera Recreation District (the LRD) have explored expanding the parking lot that services the LRD by creating a parking extension in the contiguous Licensed Area. No practical solution was identified at this time. In the future, should the LRD and Woodland find a mutually agreeable parking solution, this MOU should not be read to preclude such expansion, if jointly agreed by Woodland and the LRD, and by Ladera through a similar community process to this MOU.

7. Parking

- In order to provide for Woodland's need for additional parking, the LCA agrees to support additional accommodations to Woodland related to parking in Woodland's CUP beyond those identified in Section 5:
 1. Parking Locations – Except during Major and Minor Events, parking shall only occur off-street (in the school's parking lot), on the school side of La

Cuesta Drive, and on the field as further specified below. Woodland agrees to forego the right it has under the current CUP to parking on East and West Floresta Way.

2. Parking on the Field – The LCA will support Woodland using the field for parking for both Minor and Major Events. Additionally, the LCA will support Woodland using the field for parking for its morning activities three times per week, each for up to 120 minutes. Use of the field for parking would only take place when Woodland has exclusive use of the field and be limited to 15 vehicles in total. As part of this agreement, Woodland reaffirms its obligation to maintain the field.

8. Event Type Definition and Frequency

- Event Types will be defined as Minor and Major. Lighter-Parking as an event type will be eliminated and will no longer require notification to the community.
- Total Events will be decreased from 20 to 16. There will be eight (8) Minor events and eight (8) Major Events per school year.

Parking Permitted			
Event Type	Minor Events	Major Events	
<i>Permitted Parking Locations</i>	School side of La Cuesta Drive	Both sides of La Cuesta Drive	
	School side of La Mesa Drive between La Cuesta and Andeta	School side of La Mesa Drive between La Cuesta and Andeta	
	School side of La Mesa from La Mesa/La Cuesta through Gabarda Way	Both sides of La Mesa from La Mesa/La Cuesta through Gabarda Way	
	Field	Field	
<i>Total Events</i>	<i>8</i>	<i>8</i>	<i>16</i>

9. Support for Lease Extension

- The LCA agrees to support a request by Woodland and the LLESD to extend Woodland’s lease term by an additional three (3) years.

10. Play Area Policies

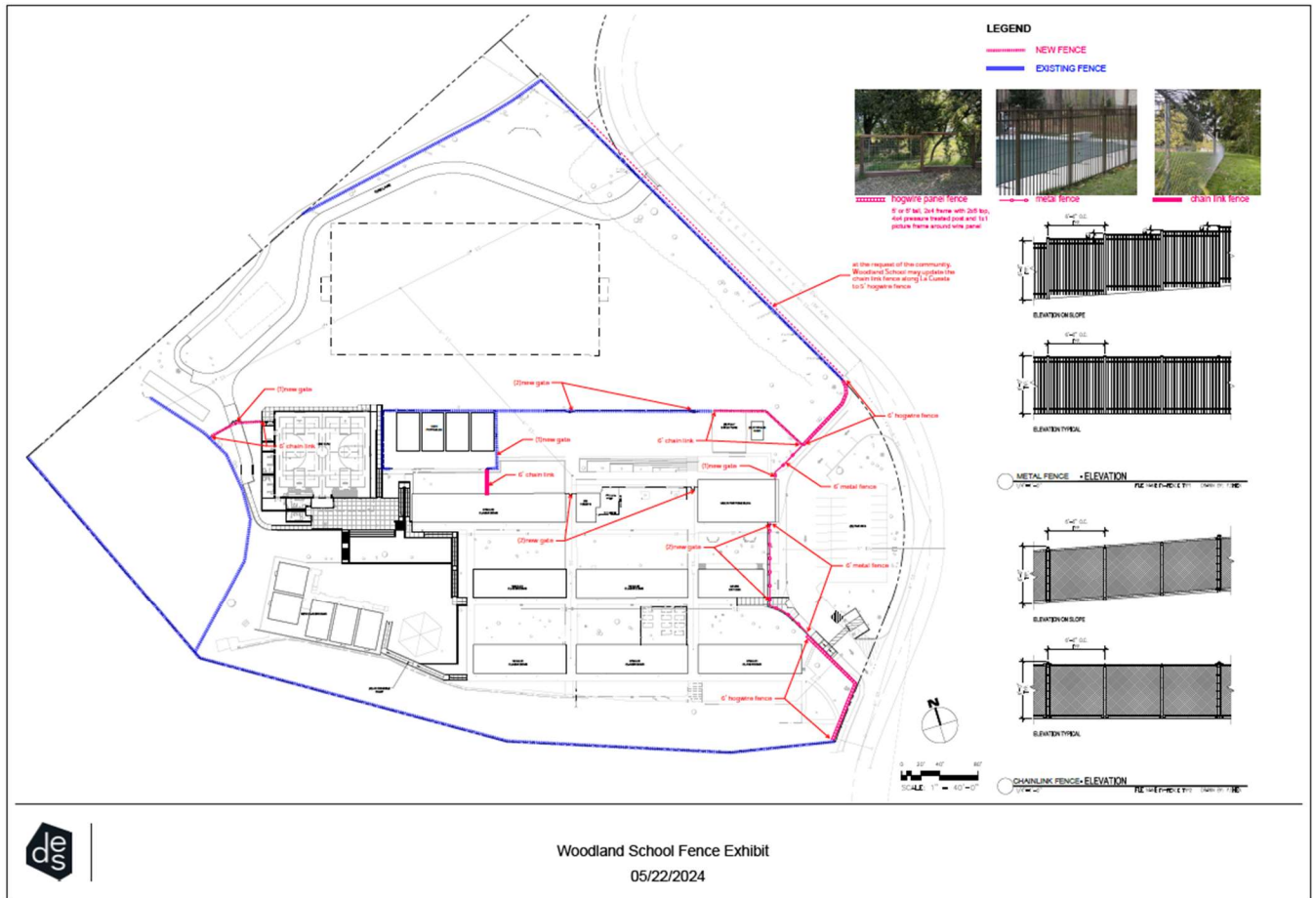
- Maintenance - Woodland will not make meaningful changes to the Play Area without first engaging in discussion with a representative from the LCA.

11. Compliance

- The enforcement of this MOU will require trust, transparency and partnership between the Parties.
- Woodland will ask the County to conduct and complete the first of its two required administrative reviews required under the CUP within the first 24 months post CUP approval to ensure Woodland continues to abide by its terms.

- Woodland will report on its compliance with its obligations under this MOU and CUP annually, as part of the written mailing provided to all Ladera households for the coming year's events.

Figure 1: Fence Plan



TAB C

Preliminary Response to June 12, 2024 Planning Staff Report

Issue or Proposed Conditions of Approval	LCA Observation
Traffic	<p>Additional traffic mitigation efforts should be imposed as none were addressed, particularly with respect to the intersection of La Mesa and Alpine Road.</p> <p>This issue is particularly important in light of proposed additional housing construction along the Alpine Road Corridor (e.g., Stanford Wedge project).</p> <p>While the Planning Staff report notes (pp. 15-16) that some efforts have been made by Woodland to mitigate traffic, those efforts appear ineffectual, including a very small percentage of families using carpools, alternative drop-offs or walking to school.</p>
Notice	<p>The Planning Staff Report contains numerous references to modifications requested by Woodland that had not been shared with the LCA.</p> <p>The LCA requests that Woodland be required to provide at least 30-days notice to the LCA and the Ladera community prior to submission of any request for a change or modification to the CUP, and that any submission must include a certification of compliance with this notice provision.</p>
Fencing	<p>Any fencing or barrier that includes doors, gates or other lockable mechanism for the Leased or Licensed Play Areas should remain <u>unlocked</u> outside of hours of operation and periods of exclusive use, including weekends, holidays and summer.</p>
<p>Proposed Condition 1. This Use Permit shall allow private elementary school operations for a maximum of 325 students, preschool through eighth grade. Hours of operation shall be as follows: • 7:30 a.m. to 8:15 a.m. for staff arrival and staggered morning drop off • 8:15 a.m. to 3:30 p.m. for the regular school day and staggered afternoon dismissal/pick-up • 3:30 p.m. to 6:00 p.m. for extended care and seasonal athletics programs</p>	<p>Any extension of school operations, including weekends and extended hours, should pertain to the leased school buildings only. For weekends, any extended use should be limited to specifically agreed-to uses and parking in the existing lot.</p> <p>To the extent that Woodland would like to use the Licensed Play Areas during extended hours or weekends, any such permitted use should be on a non-exclusive basis.</p>

Issue or Proposed Conditions of Approval	LCA Observation
<p>This Use Permit also allows for other meetings conducted in the ordinary course of school operations/activities after 6:00 p.m. on weekdays and from 9:00 a.m. - 7:00 p.m. during weekend hours with parking accommodated in the school parking lot, including, but not limited to, Board of Trustee meetings, Parent Association meetings, admissions gatherings, and staff trainings.</p>	



June 11, 2024

Honorable Chair Lisa Ketchum
and Members of the Planning Commission
County of San Mateo
400 County Center
Redwood City, CA 94063

RE: Woodland School Use Permit Renewal Request

Dear Chair Ketchum and Members of the Planning Commission:

I am writing on behalf of the Woodland School Board of Trustees with respect to Woodland School’s (Woodland) Use Permit (UP) renewal request for an additional ten (10) years, including certain UP amendments, at your upcoming June 12, 2024 meeting.

Most recently, Woodland and the Ladera Community Association (LCA) requested additional time to finalize the details of a Memorandum of Understanding (MOU) and I am happy to report that this time allowed us to reach that agreement. The MOU was put to a vote with the Ladera community over the weekend and, as of yesterday morning, the MOU was approved by 72% of participating households, exceeding the 60% majority threshold required for approval. While the MOU primarily deals with issues not related to our UP, we hope the Planning Commission will appreciate the parties’ tireless efforts to reach this agreement and recognize Woodland’s commitment to operating as a good neighbor now and over the next ten (10) year horizon. In this spirit, we do have additional requests for the UP that are detailed below.

To date, Woodland has provided our planner, Luis Topete, many documents and materials and we would like to express our gratitude to him for his professionalism and patience. This letter seeks to avoid duplication of previously submitted information and only focus on our existing requests detailed in our March 7, 2024, letter, provide relevant information, and outline additional modest UP-related adjustments, which are the result of the recently finalized and approved MOU with LCA.

1. EXISTING USE PERMIT RENEWAL REQUESTS:

EXISTING REQUESTS AS OF MARCH 7, 2024	RATIONALE
Change hours of operation to 7:30am to 6:00pm	The current UP states that “hours of operation shall be 8:30 a.m. to 3:00 p.m. weekdays, and 7:30 a.m. to 5:30 p.m. for extended care students” resulting in the following inconsistencies with current school operations:

	<ul style="list-style-type: none"> • Woodland’s regular class day runs from 8:15 AM to 3:30 PM - 15 minutes earlier than currently allowed and 30 minutes later than currently allowed. • Extended care and seasonal athletics run until 6:00 PM - 30 minutes later than currently allowed.
<p>Allow additional meetings and activities after 6:00pm and on weekends</p>	<ul style="list-style-type: none"> • Schools have other operational functions beyond classes, extended care, and athletics, such as Board and committee meetings, trainings, parent-teacher conferences, smaller social gatherings, etc. that take place after hours and on weekends. • It is anticipated that these types of meetings would occur <u>no more than three times per month</u> and would be confined to the leased area of campus. • These kinds of meetings or gatherings do not create parking impacts because of their smaller sizes and, therefore, do not rise to the level of minor or major events. • Parking for these events will occur completely within Woodland’s existing parking lot and <u>will not require any street parking.</u>
<p>Allow the three temporary tents that were installed during COVID to remain on campus next to the classrooms. Two are 21’ x 40’ and one is 20’ x 30’</p>	<ul style="list-style-type: none"> • During COVID, tents were installed to provide outdoor classroom spaces for student instruction. • The tents still provide important shaded areas for middle school students to eat lunch daily. • Given the increasing temperatures due to climate change and lack of shade on the upper portion of campus, we seek to have the tents remain. • Tents <u>will not</u> be used to add student enrollment to the school, and they would not impact any neighbors due to their internal location on campus.
<p>Approve new fencing with height exception</p>	<ul style="list-style-type: none"> • Woodland seeks approval for a new fencing system on the site to ensure safety and security for Woodland students, while also delineating the exclusive leased portion of the campus from the licensed area that is accessible to the Ladera community. • Unlike Las Lomas Elementary School District (LLES) campuses with fencing, the perimeter of Woodland’s campus currently is open with various access

	<p>points that Woodland would prefer to control.</p> <ul style="list-style-type: none"> • The exception is necessary because a six (6) foot fence along the perimeter of the campus will be much more effective from a safety and security standpoint than the allowable four (4) foot front yard fence. • The installation of the fence will not jeopardize public safety, the design incorporates LCA feedback, and will not be detrimental to the public welfare. • The proposed fencing also was chosen to promote good design and aesthetics in accordance with General Plan Policy 4.14.
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2. WOODLAND SCHOOL OVERVIEW

Woodland has operated on the site of the former Ladera School (Site) since 1984 through a series of short and long term leases. We value the relationship we have with the Las Lomas Elementary School District (LLESB), and we appreciate the trust that LLESB has afforded Woodland with the Site through the current 25-year lease first approved in 2012. We understand our role in stewarding the property and are committed to being good neighbors within Ladera and restoring relations with the community.

Below is a summary of current school operations:

- Current Use Permit: July 2013 – July 2023, based on our records, Woodland is currently in compliance with the majority of existing UP requirements
- 309 students enrolled (325 allowed)
- Preschool through 8th grade
- Programs include preschool and school, seasonal athletics, after school care, and summer camp
- Programs operate from 7:30am to 6:00pm, Monday through Friday on regular school days and include seasonal summer camps

3. PROFESSIONAL PARKING ANALYSIS

Woodland engaged the services of Kimley-Horn to conduct a professional evaluation of Woodland’s transportation demand management efforts and adherence to existing UP conditions of approval.

Below is a summary of the report attached hereto:

- After conducting field observations, Kimley-Horn concluded that the traffic during the AM drop-off and PM pick-up periods is being managed very well.
- The school’s Drop-off and Pick-up Plan is being executed effectively and efficiently, with families’ compliance with the rules resulting in minimal traffic issues.
- Of all the traffic issues that were brought up, it appears they have been resolved since August 2023, when Woodland School modified the Drop-off and Pick-up Plan by adding an additional crossing guard and new A-frame signs.

4. RESPONDING TO LCA AND NEIGHBOR CONCERNS

Woodland adjusts traffic and parking management yearly based on feedback from the community. Most recently, the focus for the 2023-2024 school year has included increasing our oversight of traffic management, hiring additional personnel for event parking, engaging the sheriff's department during major events, and improving overall monitoring. We believe we have engaged in successful dialogue regarding traffic management, by responding to community feedback and suggestions, and executing on those suggestions. We believe this serves as a positive blueprint for ongoing thought partnering and problem solving.

Additionally, in March, we informed the community that, during the school year, field access would be open at 4:00pm and blacktop access at 5:00pm. This decision was based on both private feedback we have received and, importantly, ongoing public comments at the LLESD Board meetings. Specifically, we have heard almost universally that creating broader community access to the field is the paramount priority for the community and our March announcement was intended to directly and immediately address that important goal.

These are just two examples of how we believe better communication and understanding have already enhanced our operations and community relations.

5. WORKING WITH THE LCA

Woodland and LCA representatives have been meeting since last Fall to understand perspectives, identify issues, explore solutions, and build consensus around terms that will enable us to strengthen our partnership with the Ladera community. We are deeply grateful to the LCA representatives and Woodland Board members who spent hundreds of hours collectively on this process. The resulting MOU was approved by the Ladera community over the weekend by a vote of 72% of participating households and memorializes the parties' commitments related to topics such as community access to outdoor spaces, parking, fencing, conflict resolution, and enforcement.

6. ADDITIONAL MOU-RELATED USE PERMIT RENEWAL REQUESTS:

As a result of the approval of the MOU, Woodland requests three (3) new minor adjustments to the Conditions of Approval:

1. **Administrative Review: Revise Condition No. 3 to include:**
 - Require that the first administrative review be conducted within 24-months of the UP renewal.
2. **Parking: Revise Condition No. 5a to read:**
 - Allow for parking to occur off-street (in the school's parking lot) on the school side of La Cuesta Drive, and on the field (as noted below);
 - Permit parking for Major and Minor Events (16 per year) as outlined in the table below, with unlimited parking on the field;
 - Allow parking on the field for morning activities three (3) times per week for up to 120 minutes and limited to 15 vehicles.

Parking Permitted			
Event Type	Minor Events	Major Events	
<i>Permitted Parking Locations</i>	School side of La Cuesta Drive	Both sides of La Cuesta Drive	
	School side of La Mesa Drive between La Cuesta and Andeta	School side of La Mesa Drive between La Cuesta and Andeta	
	School side of La Mesa from La Mesa/La Cuesta through Gabarda Way	Both sides of La Mesa from La Mesa/La Cuesta through Gabarda Way	
	Field	Field	
Total Events	8	8	16

3. Fence:

- Replace Exhibit D, Fence Exhibit, with the attached revised plan that shows slightly different boundaries, as well as different materials.

CONCLUSION

In closing, Woodland would like to again thank County staff and the Planning Commission for the flexibility in getting to a final public hearing date for our UP renewal request. We would also like to thank the LCA and our Ladera neighbors for a thoughtful process of engaging, listening, and finding consensus. Ladera has been Woodland’s home for the past 40 years and we respectfully request that the Planning Commission approve the Use Permit renewal with our requested amendments.

Thank you for your service to the community and consideration of our request.

Sincerely,

Jennifer Warren, Ed.D.
Head of School

Attachments:

- Revised Fence Exhibit
- Kimley-Horn Traffic Review Report
- Annual Traffic Safety Rules
- Parent Traffic Reminder, Example 1
- Parent Traffic Reminder, Example 2
- “Right Turn Only” image
- “No left turn” image
- March 2024 announcement of expanded field access to Ladera (*mailed to 535 homes and posted to Ladera listserv*)
- Woodland Strategic Plan

LEGEND

NEW FENCE

EXISTING FENCE



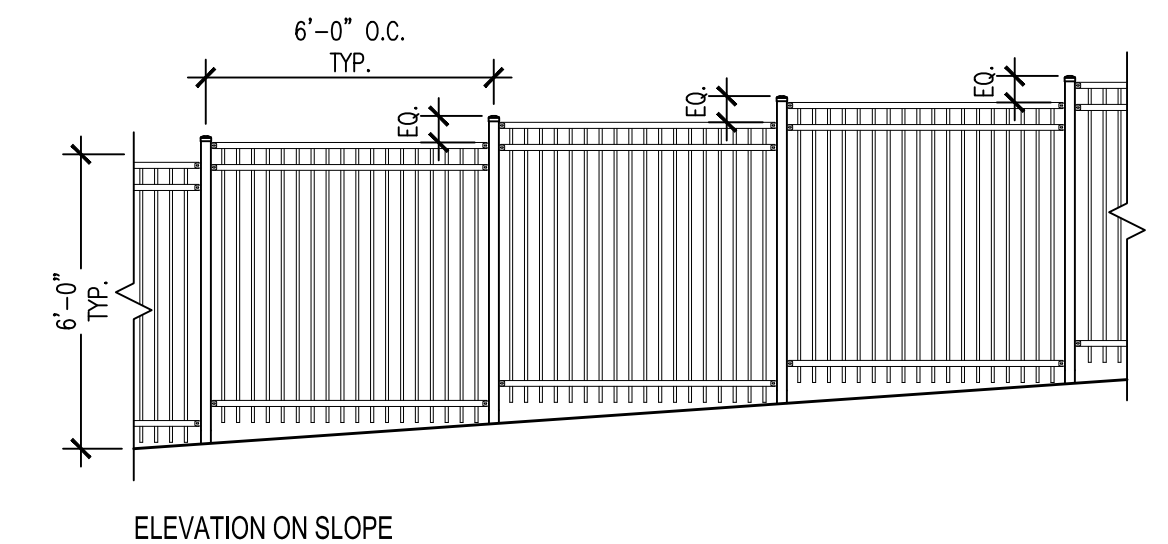
hogwire panel fence
5' or 6' tall, 2x4 frame with 2x6 top, 4x4 pressure treated post and 1x1 picture frame around wire panel



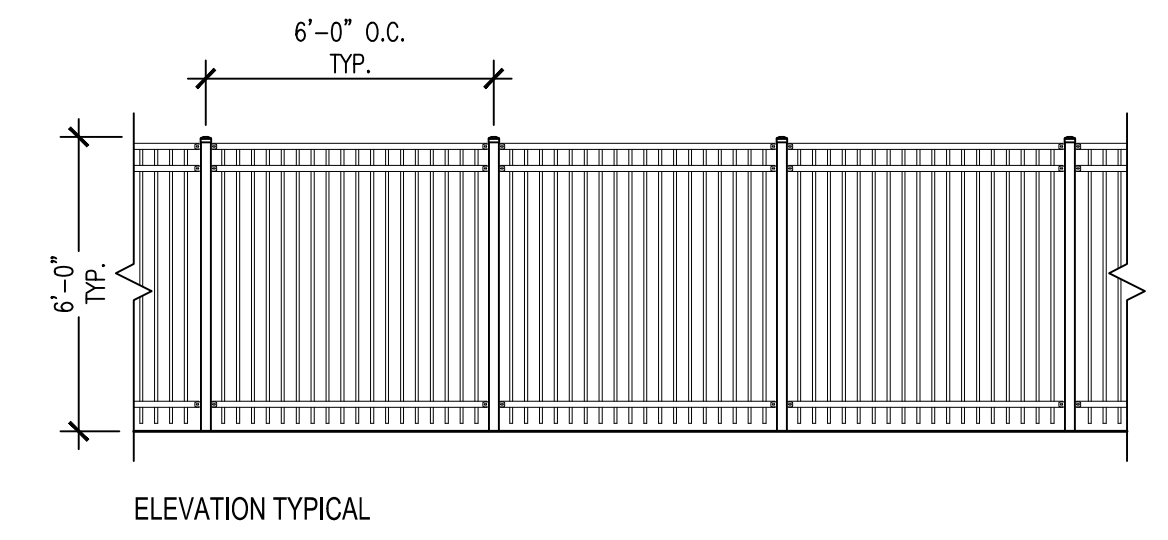
metal fence



chain link fence



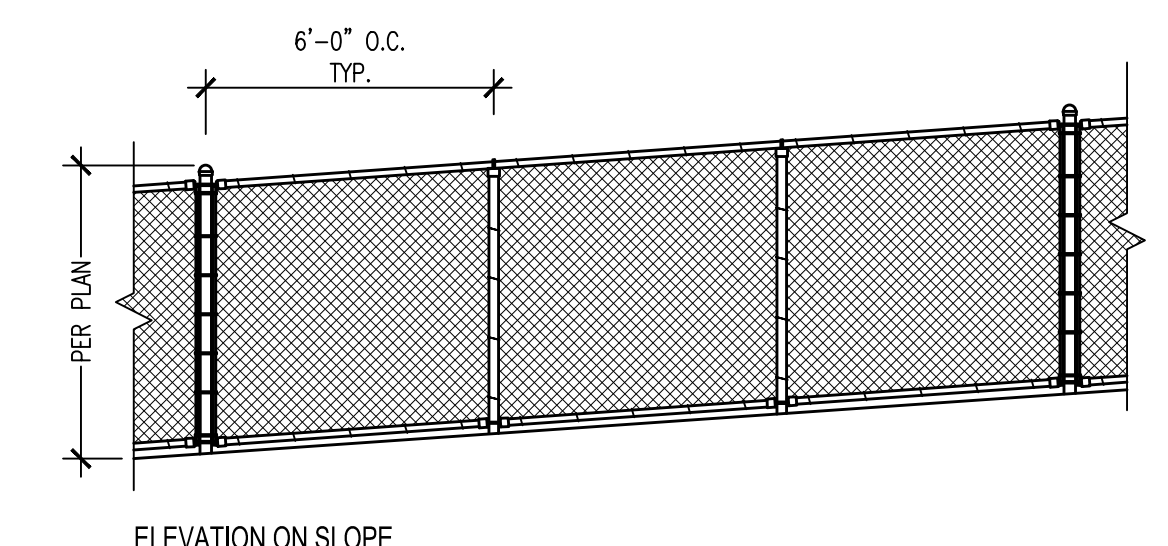
ELEVATION ON SLOPE



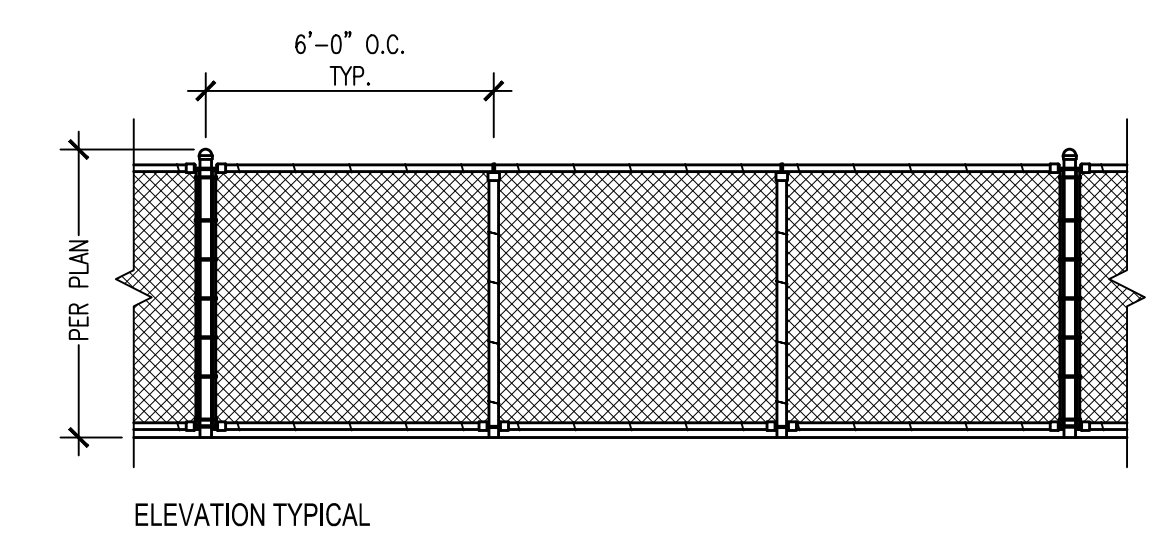
ELEVATION TYPICAL

METAL FENCE - ELEVATION
1/4"=1'-0"

FILE NAME:FN-FENCE TYP1 DRAWN BY: Y.SHEN



ELEVATION ON SLOPE



ELEVATION TYPICAL

CHAINLINK FENCE ELEVATION
1/4"=1'-0"

FILE NAME:FN-FENCE TYP2 DRAWN BY: Y.SHEN



at the request of the community, Woodland School may update the chain link fence along La Cuesta to 5' hogwire fence





MEMORANDUM

To: Jennifer Warren, Ed.D.
Head of School
Woodland School

From: Ben Huie, P.E.
Kimley-Horn and Associates, Inc.

Date: May 14, 2024

Subject: Final Traffic Review Report for Woodland School in Portola Valley, CA

Woodland School is preparing for its conditional use permit (CUP) hearing on Wednesday, May 22, 2024. In preparation for this hearing, Woodland School has requested that Kimley-Horn perform a traffic review of the drop-off and pick-up operations at Woodland School to get our professional opinion about the traffic operations in and around the school. This memorandum summarizes the field review and offers recommendations related to the drop-off and pick-up time periods at Woodland School.

BACKGROUND

Woodland School is located at 360 La Cuesta Drive in Portola Valley, CA. The school is located within the Ladera community and to the west of La Cuesta Drive, which is accessed from Alpine Road and Interstate 280. Woodland School offers classes for early childhood (preschool and pre-K), lower school (K-4), and Middle School (5-8). The current student enrollment is 309 students, with a cap of 325 students. Access and circulation to and from the school have been designed to minimize impacts to local neighborhood traffic and will be discussed in the following sections.

Kimley-Horn conducted a field review on Thursday, April 18, 2024, which is a typical school day. During the field visit, Kimley-Horn spoke with Jennifer Warren and school staff to learn more about Woodland School's vehicle drop-off and pick-up plan and how the school manages traffic.

VEHICLE DROP-OFF AND PICK-UP PLAN

As mentioned previously, Woodland School has developed a vehicle drop-off and pick-up plan for its families to effectively manage traffic in the adjacent streets within the Ladera community. This vehicle drop-off and pick-up plan has been implemented for decades and is regularly updated based on feedback and needs. An additional crossing guard and A-frame signs were added in August 2023. The following details the drop-off and pick-up plan (see **Figure 1** for the location of the school and elements of the drop-off and pick-up plan):

1. Drop-off starts at 7:30 AM, but the majority of students are dropped off between 7:45 AM and 8:20 AM. The school has three different bell schedules for pick-up, with classes ending at 3:00 PM (lower school), 3:15 PM (middle school), and 3:30 PM (early childhood). Cars for 3:00 PM pick-up begin arriving at 2:45 PM. Cars for the 3:15 PM pick-up are allowed to line up starting at 3:00 PM. Drivers have different colored signs to indicate which pick-up they are assigned to.
2. Vehicles (from outside the Ladera Community) are required to enter the school from Alpine Road by turning onto La Cuesta Drive, circulating around La Cuesta Drive in a counterclockwise direction, making a southbound right turn only into Woodland School, exiting Woodland School by making an eastbound right only, and leaving back to Alpine Road at La Mesa Drive. This one way circulation then allows Ladera Community residents to go in the opposite direction (clockwise on La Mesa Drive and La Cuesta Drive) to reduce traffic congestion.
 - a. It should be noted that Ladera Community residents are allowed to enter Woodland School by making a northbound left turn into the school. But they still have to exit the school by making a right turn.
3. Vehicles entering the school queue along the west side of La Cuesta Drive to the north of the school entrance. They are required to hug the curb and allow for through vehicles to drive by. Vehicles are not allowed to queue next to the red curb to the north near the bend on La Cuesta Drive. This is strictly enforced with a crossing guard on a daily basis.
4. Vehicles exiting the school must make a right turn onto La Cuesta Drive. There are signs and cones in the median preventing vehicles from making a left turn. The cones also prevent vehicles from making a wide turn into oncoming traffic. Another cone is used to block the nearest on-street parking space on La Cuesta Drive just south of the school so vehicles do not need to make a wide turn around a parked vehicle.
5. Crossing guards are stationed on a daily basis along La Cuesta Drive to help direct vehicular traffic and pedestrian/bicycle traffic.
 - a. One crossing guard is stationed at the exit of the school on La Cuesta Drive. This person directs exiting vehicles to make a right turn only. They also give priority to pedestrians crossing the crosswalk.
 - b. Another crossing guard is stationed at the entry of the school on La Cuesta Drive. This person directs entering vehicles to make a right turn only into the school. They also hold vehicles on La Cuesta Drive if there are too many cars within the campus drop-off area. In addition, this person gives priority to vehicles making a left turn into the school (i.e., a local Ladera Community student) so as to not block La Cuesta Drive for through traffic. This crossing guard also holds all traffic when the School District school bus stops to drop-off and pick-up students at the bus stop just north of the school entry.
 - c. The third crossing guard is located along La Cuesta Drive to the north where there is a bend in the road and also painted red curb. This person will make sure no vehicles queuing on La Cuesta Drive stop at the red curb. This person will also slow down vehicles around the curve. Lastly, this person collects a daily count of the vehicles.

- d. The fourth crossing guard manages traffic flow in the parking lot to ensure that vehicles move through the drop-off and pick-up line efficiently.
- 6. Woodland School related vehicles are allowed to park in three different locations:
 - a. Primary parking lot in front of the drop-off and pick-up area.
 - b. Secondary parking (10 rented spaces) behind the school in the Ladera Recreation District.
 - c. On-street parking along the west side of La Cuesta Drive adjacent to the school.
 - d. There is sufficient parking for a typical school day. For events, Woodland School follows the guidelines in the CUP based on the type of event and locations available for parking (i.e. school side of the street, both sides of the street, etc.) If overflow parking is needed, Woodland School will open the gate to their field (near the red curb along La Cuesta Drive) and vehicles can park on the perimeter of the athletic field.

Figure 1 – School Location and Drop-off/Pick-up Plan Elements



Source: Google My Maps

FIELD OBSERVATIONS

Kimley-Horn conducted the field observations on Thursday, April 18, 2024. It was sunny day with no inclement weather. Kimley-Horn observed the general driving patterns and behaviors of students/parents, as well as school staff during the morning drop-off and afternoon pick-up times. In addition, Kimley-Horn did speak to two (2) neighborhood residents to gather their thoughts. The following summarizes the highlights of the field observations:

1. Kimley-Horn observed the school and school staff implementing the School Drop-off and Pick-up Plan to a high degree of success. Vehicles were following instructions and abiding to the guidelines for vehicle entry and exit. Vehicles primarily entered the school by making a right turn into the school and exited making a right turn only as well. Kimley-Horn noted 8 vehicles that made a left turn into the school, which is allowed for students/parents that live in the Ladera Community.
2. In the AM period, the crossing guards were at their locations by 8:00 AM and were done by 8:20 AM (no longer needed because there were no more vehicle arrivals).
3. In the PM period, the crossing guards were at their locations by 2:50 PM and were done by 3:21 PM (no longer needed because there were no more vehicle arrivals).
4. In the PM period, there was a separate line for vehicle pick-up on-site for baseball pick-up for an away game. This may have reduced the queues for the normal pick-up line.
5. **Table 1** below shows the AM drop-off queues and **Table 2** shows to the PM pick-up queues.
6. The total AM vehicle count was 150 vehicles and the total PM vehicle count was 100 vehicles. The PM count is lower because many students will stay late at school for after school activities.
7. Notes from the neighbors:
 - a. Liz McDougal (327 La Cuesta Dr):
 - i. Did not like the addition of the early childhood classes because it added more traffic.
 - ii. Mentioned that in Ireland, where she is from, private schools have buses since children come from further distances
 - iii. Lack of communication between the School District, Woodland School, and the Ladera Community
 - iv. Does not like the parking lot project since it takes away a community benefit and areas for local children to play
 - v. Queues leaving the Ladera Community at Alpine Rd/La Mesa Drive back up to Erica Way.
 - b. Matt Garlinghouse (300 La Cuesta Dr):
 - i. Cars used to block his driveway and parents would give him attitude if he complained.
 - ii. He mentioned that the CUP states that no cars are allowed to go beyond the red curb. To reduce the queues, the school should implement transportation demand management (TDM) tools to reduce traffic
 - iii. Cars used to drive by the School District bus and not stop, which is illegal.
 - iv. Speeding used to be an issue around the bend on La Cuesta Drive.

- v. Parking was an issue on Floresta Way before September 2023 as well.
- vi. Queues leaving the Ladera Community at Alpine Rd/La Mesa Drive back up to N Balsamina Way and never past N Castanya Way.

Table 1 – AM Drop-Off Queues

Time	Queue (veh) on La Cuesta Dr	Notes
7:20 AM	0	No traffic
7:43 AM	0	No traffic, drop-off maybe 1 veh every minute
7:45 AM	0	No traffic, observed a left turn in
7:55 AM	0	No traffic, drop-off maybe 2 veh every minute
8:03 AM	5	
8:07 AM	7	
8:11 AM	6	
8:12 AM	6	School bus came NB on La Cuesta, all traffic stopped in both directions, Crossing guard helped
8:13 AM	6	
8:15 AM	11	
8:17 AM	See notes	Queue was 2 veh beyond red curb (maybe lasted 2 min max)
8:18 AM	0	Queue quickly dissipated
8:20 AM	0	Vehicle count was 135 veh total from SB direction
8:30 AM	0	Total vehicle count was 150 veh total from SB direction

Table 2 – PM Drop-Off Queues

Time	Queue (veh) on La Cuesta Dr	Notes
2:32 PM	0	4 veh queue on-site only – all cars idling
2:41 PM	0	6 veh queue on-site only – all cars idling
2:43 PM	0	9 veh queue on-site only – almost full on-site
2:49 PM	0	10 veh queue on-site only – full on-site
2:50 PM	2	Crossing guard came out now, also separate line for baseball pick-up on-site that bypasses this queue
2:52 PM	5	
2:54 PM	7	2 nd line for baseball pick-up = 3 veh
2:57 PM	14	Up to red curb
3:01 PM	25	11 veh beyond red curb; queue starting to move at 3:01 PM
3:05 PM	27	13 veh beyond red curb
3:07 PM	20	6 veh queue beyond red curb
3:10 PM	14	0 veh past red curb; staff mentioned 3:10 PM is usually when the 3:15 PM cars arrive (2 nd wave)
3:13 PM	8	
3:15 PM	15	1 veh queue past red curb
3:19 PM	6	
3:21 PM	0	Total count = 83 veh
3:25 PM	0	Final count = 100 veh

CONCLUSIONS AND RECOMMENDATIONS

After conducting field observations, Kimley-Horn concludes that the traffic during the AM drop-off and PM pick-up periods is being managed very well. The school's Drop-off and Pick-up Plan is being executed effectively and efficiently, with families' compliance with the rules resulting in minimal traffic issues. Of all the traffic issues that were brought up, it appears they have been resolved by the school since August 2023, when Woodland School modified the Drop-off and Pick-up Plan by adding an additional crossing guard and new A-frame signs.

The effects of peak traffic activity appear minimal. In the AM period, there were vehicle queues on La Cuesta Drive for only 15 minutes (8:03 AM to 8:18 AM) and these vehicles did not block or conflict with non-school traffic because the vehicles lined up against the curb. In the PM period, there were vehicle queues on La Cuesta Drive for 30 minutes (2:50 PM to 3:21 PM) and, again, these vehicles did not block or conflict with non-school traffic because the vehicles lined up against the curb—all in compliance with the school's traffic mitigation objectives.

Kimley-Horn's recommendations to support this positive trend would be to:

1. Ensure that the Drop-off and Pick-up Plan continues to be implemented and . communicated with the Ladera Community.
2. Modify and continually update the Drop-off and Pick-up Plan, as needed.



2023-24 Traffic Safety Rules

Woodland's traffic rules are designed with safety in mind. These rules have been negotiated with our neighbors and the County of San Mateo, and must be adhered to at all times. All persons - parents, nannies, grandparents, aunts, uncles, caregivers, etc., - who will be picking up or dropping off Woodland students must sign this form.

-
- 1) Please be mindful of guidance and direction provided by the car line attendants on duty.
 - 2) It is essential to follow the procedures in order to maintain a safe environment for students and neighbors.
 - 3) Your patience and courtesy are appreciated.

Car Line - Morning: Parents/authorized caregivers wishing to park their car may park on the street above the driveway as long as the curb is not red. Parking is only allowed on the school-side of La Cuesta and never on East or West Floresta. If dropping off child(ren), proceed into the school driveway along the curb and wait in line to move forward. Please be patient as children exit their cars and the line moves forward. Do not park in the car line, the red zone, or the handicap zone (unless you have a handicapped placard). For the safety of our students and staff please refrain from using your cell phone while in car line.

Car Line - Afternoon: The moving car line begins below the curb. K-4th grade releases at 3:00 pm Monday-Thursday. Lower School parents should line up first. Middle School parents should plan to arrive at 3:15 pm to allow for the Lower School car line to clear. Employees will call your child(ren), and if necessary, will assist them into your waiting car. Please communicate with your child(ren) in the morning regarding where they will be going after school, whether it be extended day or car line. This allows for a smooth dismissal with no delays looking for students.

Car Line - Fridays: On Fridays, lower school is released at 2:00pm and middle school is released at 2:15pm. Do not park below the driveway on the curb.

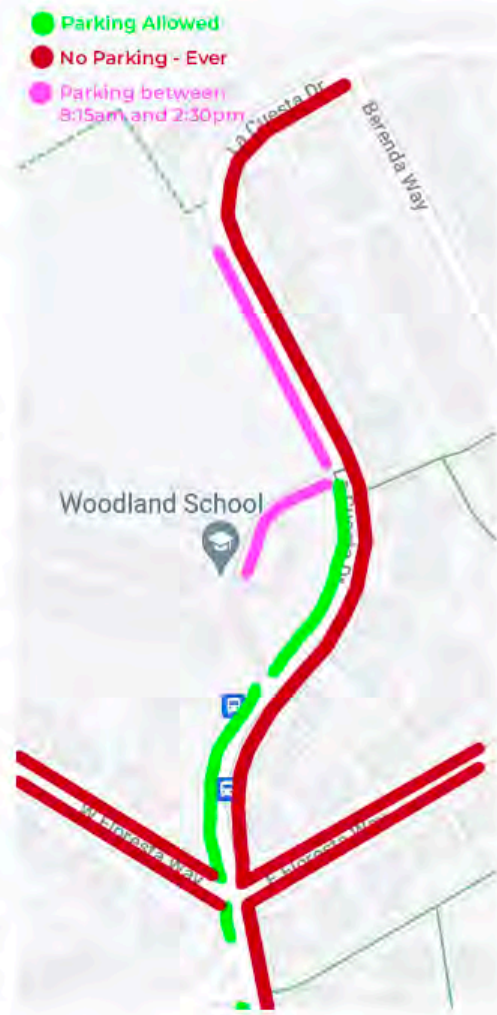
- As you leave the driveway, **YOU MAY ONLY TURN RIGHT**. There is an official "NO LEFT TURN" sign. The sheriff and CHP will ticket for a left turn out of the driveway.
- No U-turns are allowed at any intersection within the Ladera Community.
- The speed limit in Ladera is 25 MPH and 15 MPH if children are present.
- Parking is never allowed on East or West Floresta.
- Keep noise to a minimum (no speeding, horn honking, or creating undue traffic problems.) Please do not park in front of our neighbors' driveways or fire hydrants.
- Woodland is located in a neighborhood with many children, drive with care.

**ATTACHEMENT 3:
TRAFFIC REMINDER
EXAMPLE**

Dear Families:

With the increase of classes and groups on campus inviting parents to join them for special events, we have noticed, as well as heard from our neighbors that a reminder is needed regarding parking and traffic. Please take a few minutes to review our parking and traffic rules and help us continue to be good neighbors to the Ladera community. Additionally, if someone other than yourself is driving students to and from school, please make them aware of these rules.

- Parking is NEVER allowed on East or West Floresta. (see diagram below)
- Parking is only allowed on the school side of La Cuesta throughout the entire day. (On the rare occasion parking is allowed on both sides of La Cuesta, we will alert you.)
- Parents entering the parking lot to park or drop off for Early Childhood, please SLOW DOWN and be aware of the cars already in the carline.
- The speed limit on La Cuesta and La Mesa is 25MPH, please do not exceed the speed limit.
- When turning left onto Alpine Drive, please make use of the center lane before merging into the right lane. This helps minimize a backup on La Mesa.
- When parking is allowed on the field, please park ONLY in the marked spots on the perimeter of the field and between the soccer goal and wooded area. Driving on the athletic field is prohibited.



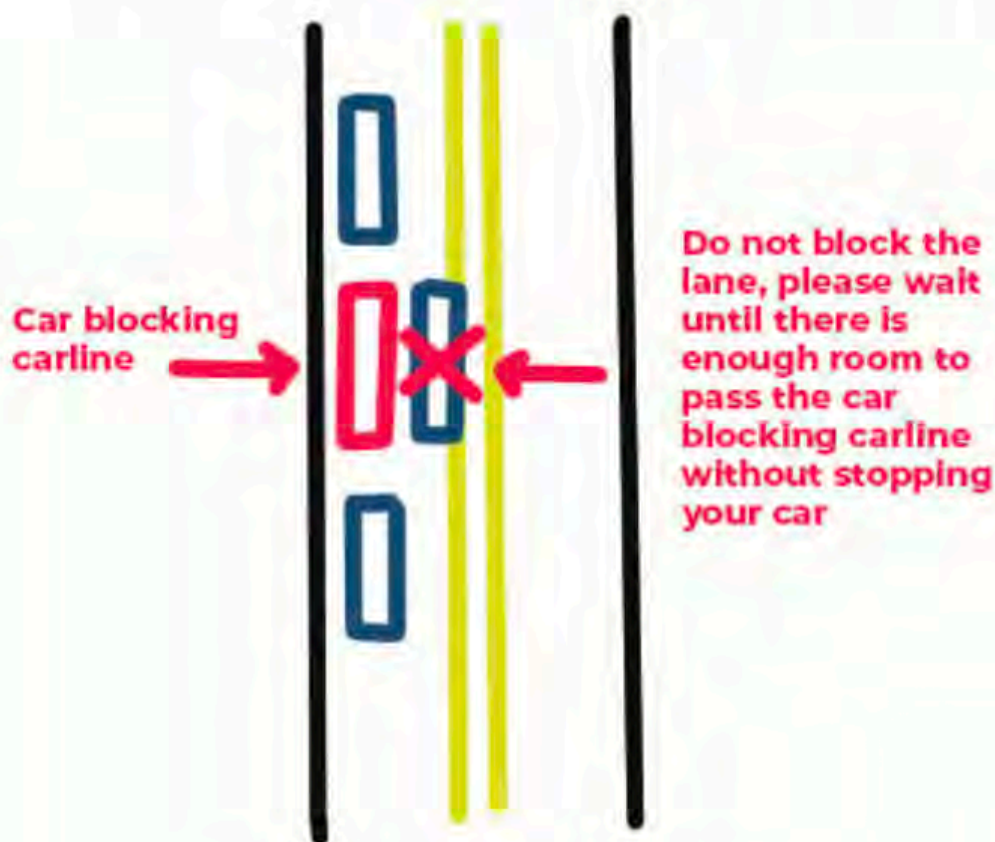
Lastly, thank you for turning right out of the parking lot! We haven't had any complaints or seen left turns recently.

In partnership,

**ATTACHEMENT 4: TRAFFIC
REMINDER EXAMPLE**

I am thrilled to share that the carline is going smoothly. Thank you for following our traffic guidelines and a huge thank you to our families who are carpooling, as well as our middle school students who are walking up from Ladera Shopper. Please note a couple items:

- K-8 students may get in or out of cars anywhere along the yellow curb from the flagpole to the street.
- If you are parking to drop off or pick up your child, parking is ONLY allowed on the school side of La Cuesta.
- When you are in the carline on La Cuesta, please do not pull next to a parked car, blocking the lane, wait until there is enough space for your car to fit and then pull around the parked car. Please stay along the curb, specifically as the road curves towards the School entrance.



ATTACHMENT 5:
RIGHT TURN ONLY IMAGE







March 8, 2024

Dear Ladera Neighbors,

Last summer, the process to renew Woodland School's use permit with the County of San Mateo served as a catalyst for intense public interest in both the Conditional Use Permit (CUP) renewal and Woodland's lease with the Las Lomas Elementary School District (LLESB). We have used the last few months to carefully listen to Ladera and internally reflect, as we strive to return to the healthy relationship that has defined the majority of our tenure with the community we have called home for over 40 years.

As we approach the transition to Daylight Savings Time and the days grow longer, we are pleased to announce that, effective immediately, access to the field area will be open at 4pm (vs. the current 5pm time in our lease). When there are Woodland athletics on the field, we invite you to use the grass areas adjacent to the athletic field until the practice or game concludes. We ask dog owners to keep their dogs on leash until 5pm. We encourage Laderans to access the field through the gates on La Cuesta Drive or from the Ladera Recreation District (LRD) area; access through the campus will be restricted until 5:30pm. Please note that the blacktop and playground will be accessible to the community at 5pm.

Secondly, there has been concern about the larger parking lot that Woodland received approval to build between the soccer field and La Cuesta during the 2017 lease amendment process. Rather than build this approved parking lot, we have worked with an engineering firm to revert to an originally proposed design that adds a "slip road" to facilitate new traffic flow and 15 parking spots parallel to La Cuesta Drive, in a design that minimizes the loss of field space.

We believe that the parking lot will reduce demand for parking in Ladera. We also appreciate that reducing traffic is a top priority for the community. Woodland's traffic monitors, parking signs, carpooling programs, and staggered school dropoff and pickup times have reduced traffic by ~15% this year – and we will continue to strive to minimize our impact on the broader community.

We endeavor to be a good neighbor with Ladera and hope the improvements listed above are an indication of our sincere commitment to the neighborhood. In the spirit of updating the community, we intend to stay connected with the LCA throughout the year and share this joint message of positivity as we look ahead to a renewed relationship between Woodland and Ladera.

Sharon Chang

Sharon Chang
Chair, Board of Trustees

Jennifer M. Warren

Jennifer Warren, Ed.D.
Head of School



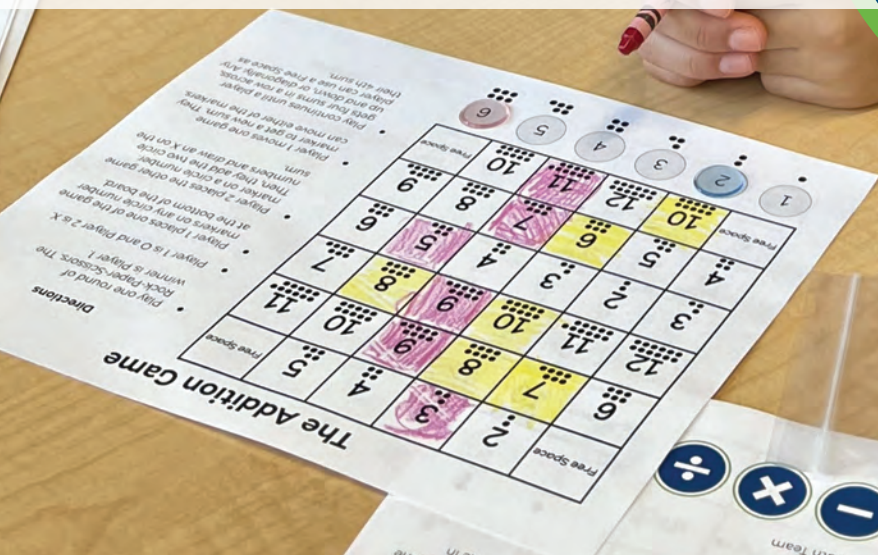
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STRATEGIC PLAN

INSPIRED VOICE
MEANINGFUL IMPACT

2023-2028





WOODLAND IS A SPECIAL PLACE.

Joyful. Authentic. Compassionate. Down to Earth. For more than 40 years, our students have flourished as a result of Woodland’s strong academic programs, its focus on social-emotional learning, and most importantly the deep relationships fostered within our community.

As we embark on the next chapter of Woodland’s history, we pause to ask ourselves how best to prepare our students for the future. We wonder not only about who our students will become, but also about what they will do. In our rapidly changing society, how will they use their talents and knowledge after they leave Woodland? What is the true goal of a great education? An answer to these questions lies in a purpose that has always been a part of our mission: To develop “Good Humans” who are able to connect with others in meaningful ways and adapt to the dynamic world around them.

Focused on this goal, over the next five years we will empower our students to gain an **inspired voice** — the confidence to speak out and to enable others — and the capacity for **meaningful impact** — the ability and will to effect positive change. Woodland’s strategic plan is designed with these themes in mind and with an ongoing commitment to our community values, including diversity, equity, inclusion, and justice. Our strategic plan aims to strengthen student voice and impact in three particular ways: **Learning Through Action, Cultivating Connection and Community, and Ensuring Sustainable Growth.**

AS WE PURSUE THESE TARGETED PRIORITIES, WE WILL AMPLIFY THE WONDER THAT IS WOODLAND AND PREPARE OUR STUDENTS NOT JUST FOR SUCCESS, BUT FOR SIGNIFICANCE.





GOAL 1: LEARNING THROUGH ACTION

In these dynamic times, we believe students need the skills to adapt and grow.

Our community’s educational aspirations — to broaden practical, real-world learning experiences for students and to anchor their schooling in a commitment to the common good — meet that demand. We aim to expand our programs to offer even greater hands-on learning experiences to prepare our students for the complex world they will be stepping into. Additionally, we want to instill in them a deep understanding of their potential to make a positive impact on their communities. By taking this approach, we will broaden our students’ horizons and share our myriad resources with those beyond the school community.

Initiative 1	Expand the use of authentic, applied learning experiences so that students can have a meaningful impact beyond Woodland.
Initiative 2	Create specialized learning pathways through which students build skills and knowledge in critical areas (leadership, equity and justice, community engagement, and environmental sustainability).
Initiative 3	Establish a wide range of learning opportunities for students to gain “strength of voice” and amplify the voice of others.
Initiative 4	Adapt the academic program to maximize learning by appropriately challenging each student.
Initiative 5	Increase and diversify Woodland’s use of place-based learning, in particular, through off-campus experiences.





GOAL 2: CULTIVATING CONNECTION & COMMUNITY

At Woodland, it is a priority that each individual is seen and heard, and that all members experience a strong sense of belonging.

We consistently hear from families, faculty, staff, students, and alumni that the relationships they develop during their Woodland years are a defining feature of their experience. We will foster and promote connections within our community as well as beyond the walls of Woodland. These efforts exemplify a shared desire to increase our collective contributions to and our relationships with Ladera neighbors, the Bay Area, and the wider world.



Initiative 1	Build and strengthen structures and practices that support diversity, equity, inclusion, and justice across school systems.
Initiative 2	Create new opportunities for our parents, faculty, staff, and alumni to deepen relationships and feel a sense of belonging.
Initiative 3	Cultivate external partnerships to expand Woodland's opportunities for connection, learning, and impact.



GOAL 3: ENSURING SUSTAINABLE GROWTH

We understand the challenging economic factors of the Bay Area — expensive housing, costly transportation, a competitive hiring market — and recognize the need to continuously innovate our funding models to address institutional needs. In doing so, Woodland will prioritize attracting and retaining a wide range of families from diverse socioeconomic backgrounds, and exceptional faculty and staff.

Initiative 1	Distinguish Woodland as a destination workplace where diverse, highly effective faculty and staff thrive.
Initiative 2	Provide enhanced support to increase access and inclusion to a broader range of current and prospective families.
Initiative 3	Establish an endowment to secure long-term sustainability to compete in the challenging independent school market.

WHAT IS VOICE?

Woodland is committed to being the school where student voice and agency prosper. Students use their “voices” to empower them as students today and as leaders for tomorrow.

Students learn how to have thoughtful conversations and practice this skill from the youngest ages through eighth grade. We see the role of voice as one that is essential to preparing students for their years beyond Woodland.

Having a strong, confident, and supportive “voice” is a transformational skill in a rapidly changing world. Voice is much more than public speaking. It’s the ability to understand oneself, to allow space for others, to speak during a conflict, to deepen a conversation, to be part of civil discourse, and to take action when justice calls for it. It’s intrinsically related to Woodland’s commitment to Diversity, Equity, Inclusion, and Justice, to the school’s Social Emotional Learning program, and to our inquiry-based approach to learning.

“
AT WOODLAND,
WE EMPOWER
VOICES TODAY TO
ECHO WITH IMPACT
TOMORROW.
”





WOODLAND'S CORE VALUES



RESPECT



EQUITY



RESILIENCE



CURIOSITY



INTEGRITY



STEWARDSHIP

DEIJ Statement

Woodland strives to be an inclusive, culturally diverse community rooted in kindness. We believe that students learn best when our school recognizes multiple perspectives and provides a nurturing environment where all are supported and feel a sense of belonging. Our core values guide us to open our hearts and minds to embrace the differences in one another with empathy, humility, and respect. With these principles, Woodland prepares students to be compassionate stewards who care for others, thrive in a complex world, and shape a more equitable future.

Statement of Teaching and Learning

At Woodland, learning is joyful. Teachers and students alike take pleasure in the productive struggle of learning in an environment that is inclusive and safe enough for risk-taking, and diverse and varied enough to provide ample challenge for all. Through authentic experiences and inquiry, Woodland students deepen their understanding of the world and connect to issues facing themselves and others. They are engaged socially and collaboratively in this process, drawing on one another's perspectives to enrich their own and others' growth. Woodland teachers nurture and support students by thoughtfully designing opportunities that develop independent, lifelong learners prepared to be the stewards of tomorrow.





WITH GRATITUDE

Woodland’s Strategic Plan Committee used a Design Thinking approach to create our vision for the future of the school.

The Strategic Plan committee was composed of trustees, parents, and school employees from a range of backgrounds and experiences who helped capture various perspectives of the Woodland school experience. Over the course of the year we involved dozens of constituents beyond the Strategic Planning Committee in order to gather input and ideas as we converged on our goals and initiatives for the exciting five years ahead.

The Committee’s work over the course of the year included:

- » Review of qualitative and quantitative data including family and employee surveys and interviews with several dozen members of the school community;
- » Research and assessment of relevant trends in education, industry, futurist thinking, and societal change;
- » Identification of Woodland’s needs and opportunities;
- » Parent and employee “Think Tanks” on the future of the school;
- » Engagement in a community-wide All Community Evening with over 100 people in attendance to provide feedback on the Strategic Plan;
- » Participation in a series of seven three-hour meetings with the Committee to review inputs, explore ideas, and create a vision for the future.

Our Strategic Plan was facilitated by Crystal Land from Leadership and Design. In addition, the following Strategic Plan committee members were an integral part of the process and product:

- DANIELLE ALLISON**
- DAN CRISTIANI**
- MAGGIE DEMKIN**
- ANNE HOECKER**
- KATIE KOENIG**
- KATIE LIN-MARTORE**
- COSMO MEJIA**
- JASON MENDELSON**
- FONZ MORRIS**
- ROMA OLVERA**
- LAURA PALEKAR**
- ANNA REMAN**
- JINANNE TABRA**
- MICHAEL WALTERS**
- JENNIFER WARREN**
- MADDIE WRIGHT**

We are grateful for their participation and engagement.



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