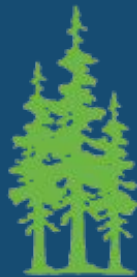


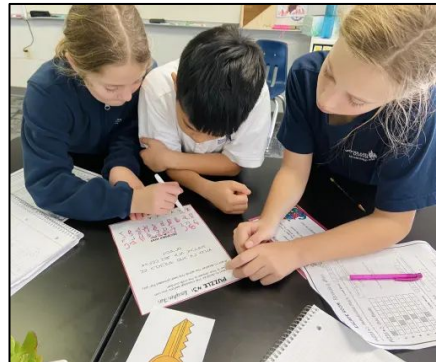
**County of San Mateo  
Use Permit Renewal Appeal  
Board of Supervisors  
October 8, 2024**

**WOODLAND  
SCHOOL** | PORTOLA  
VALLEY



# Woodland School

- The Ladera School site has been home since 1984 (site owned by LLESD and was a former public elementary school)
- Current 25-year lease first approved in 2012 and amended in 2017
- 304 students enrolled (325 allowed)
- Preschool through 8<sup>th</sup> grade
- Programs include seasonal athletics, extended care and enrichment classes, and summer camp in addition to regular academic programming
- Programs operate from 7:30am to 6:00pm, Monday through Friday on regular school days and seasonal summer programs





# Woodland Overview



# Typical School Day

- **7:30 AM to 8:15 AM:** staff arrival and staggered morning drop off
- **8:15 AM to 3:30 PM:** regular school day and staggered afternoon dismissal/pick up
  - Lower school dismissal – 3:00pm
  - Middle school dismissal – 3:15pm
  - Early childhood dismissal – 3:30pm
- **3:30 PM to 6:00 PM:** extended care and seasonal athletics



# MOU Process and Agreement

- Woodland and Ladera Community Association (LCA) representatives met between fall of 2023 and June of 2024.
- Goal was to understand perspectives, identify issues, explore solutions and build consensus around agreements.
- Hundreds of collective hours were spent meeting in person, by email, text, Zoom, etc.
- 72% of participating Ladera households voted in favor of the MOU, exceeding the “clear threshold” set of greater than 60%.



# Planning Commission Decision

## Requests Prior to MOU with the Ladera Community Association

Change hours of operation to 7:30am to 6:00pm to encompass all daily activities and programs.

Add language to allow no more than 3 per month of other such meetings in the ordinary course of school operations/activities after 6:00 PM and on weekends with all parking accommodated in the school parking lot.

Allow three temporary tents to remain; two are 21' x 40' and one is 20' x 30'.

Approve new fencing system, as well as a Fence Height Exception, to allow for installation of fencing above the 4-foot front yard height.

Renew Use Permit for 10 years.

\*Summary of four conditions requested in the letter submitted to Luis Topete on March 7, 2024.



# Planning Commission Decision

## Request Related to MOU with the Ladera Community Association

The first of the two required administrative reviews shall be conducted within 24-months of the use permit renewal.

### **Replace part of Condition No. 5a with the following:**

- Parking shall only occur off-street (in the school's parking lot) on the school side of La Cuesta Drive, and on the field, except parking for Major and Minor Events shall be permitted as outlined in the updated table, with unlimited parking on the field.
- Parking on the field also shall be allowed for morning activities three times per week for up to 120 minutes and shall be limited to 15 vehicles.
- Of these events, eight (8) are major events and eight (8) are minor events.

Woodland agreed to forego the construction of the approved 2013 and 2017 parking lot plans, contingent upon County's approval of additional parking on the street and field.

Updated fence design and materials based on feedback from Ladera community.

Allow for summer camp programs which run in one-week sessions with a maximum of 125 participants per session.



# Summary of Appeal Issues

Appeal Issues	Woodland Responses
<b>Traffic has not been appropriately addressed</b>	Woodland does not generate 300,000 car trips per year, but rather meets all conditions of approval regarding traffic management as confirmed by an independent traffic study by Kimley Horn.
<b>Parking has not been appropriately addressed</b>	Woodland meets all conditions of approval, including adding new TDM measures in 2024-2025 school year.
<b>Community desire for use of school's recreational facilities</b>	MOU between Woodland and the LCA confirms public access on school days for field use at 4pm and blacktop use at 5pm. Access is unlimited on weekends, holidays, and summer break.
<b>Request for full CEQA review</b>	The Planning Commission correctly found the project to be categorically exempt pursuant to CEQA Guidelines Section 15301, Class 1, for existing facilities in light of Woodland's negligible expansion of its use.
<b>The proposed fencing will cross an existing easement</b>	Staff has determined this is not an issue.





# Summary of Appeal Requests

Appeal Requests	Woodland Responses
<b>Limit Woodland's enrollment to 150 students</b>	<b>Opposed.</b> <ul style="list-style-type: none"> <li>Woodland's current maximum enrollment of 325 students was approved on July 6, 1989.</li> <li>There are no findings to support reducing enrollment and it would impact the school's viability to operate.</li> </ul>
<b>Reduce Woodland's operating hours</b>	<b>Opposed.</b> The Planning Commission's finding that Woodland's use is not detrimental to the public welfare should be upheld.
<b>Limit Woodland's fence to its leased property</b>	<b>Opposed.</b> Staff has determined this is not an issue.
<b>Require yearly renewal of use permit</b>	<b>Opposed.</b> <ul style="list-style-type: none"> <li>The referenced pending litigation has been dismissed in federal court, so there is no underlying property dispute that needs to be resolved, therefore, no annual renewal is necessary.</li> <li>Additionally, we agree that County staff can take enforcement action to address non-compliance and we fully support the addition of a description of the consequences of non-compliance as a new recommended condition of approval to stress the importance of compliance.</li> </ul>



# Major and Minor Events

In adherence with the Use Permit, Woodland formally informs the Ladera community about Major and Minor Events in the following ways:

- Mail, in August, via USPS the full list of all events and details, and then event by event details, to households within 300 feet of the school.
- Provide the full list of all events and details annually to be published in Ladera Crier.
- Email, in August, the Ladera Listserv the full list of all events and details and then event by event details throughout the year.

# Major and Minor Events

Woodland's CUP provides very specific guidance on the number of events that can take place each year under either category, indicates where parking is allowed, and outlines the notification requirements. Below is a sampling of events taking place after school hours and on weekends:

- Back to School Social/Picnic
- Curriculum Nights for Parents
- Admission Open House
- Middle School Musical
- New Family Welcome Dinner
- Lower School Musical
- Graduation

**Woodland has been conducting similar events in the evenings and on weekends since at least 2003.**



# Major and Minor Events

For the sake of clarity, Woodland proposes the following addition to Condition of Approval 5(a) that expressly allows Major and Minor events to take place during school hours, after hours, and on weekends so long as they comply with existing conditions of approval regarding notification, parking, and mitigations.

*5.a. 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 noted below), except parking for Major and Minor Events shall be permitted as outlined in the table below, with unlimited parking on the field. Parking on the field also shall be allowed for morning activities three times per week for up to 120 minutes and shall be limited to 15 vehicles. Of these events, eight (8) are minor events and eight (8) are major events. **These sixteen (16) major and minor events shall be allowed after regular school hours and on weekends provided that parking and notification requirements are satisfied.***

# Parking & Traffic Management

- Woodland creates and distributes the school's traffic plan to all parents, teachers, and staff outlining rules, regulations, and expectations.
- Woodland **increased staffing from two (2) in 2020 to a total of four (4) paid employees in 2023** who wear identifiable attire and direct traffic circulation and parking during morning drop-off and afternoon-pick up.
- Additionally, Woodland has at least four (4) adults monitoring parking during major and minor events.
- All parents are required to sign the traffic plan each year as a part of Woodland's registration process and are regularly reminded of rules and provided guidance in response to neighbor feedback.





# Additional 2024-2025 TDM Programs

TDM Program Element
New language added to the parent handbook: <b><i>"Failure to comply with the aforementioned Parking, Traffic, and Safety rules will result in communication from the school, a meeting with the Head of School, and, if necessary, a <b>student's enrollment contract being terminated.</b>"</i></b>
As a part of the registration process, all families must review and sign the Parking, Traffic, and Safety rules. This year, <b>families were required to provide license plate numbers as well.</b>
<b>Initiated a carpool incentive program for employees and families.</b> For those members of the community who remove a vehicle from the road through carpooling or walking to/from school at least 50% of the school days each month, they receive a \$200 check or credit to their tuition account.
<b>Implemented the GoKid app</b> which allows families to coordinate carpools for things like athletics in addition to daily drop-off/pickup.
<b>Moved six (6) parent or family events off campus.</b> This is in addition to already moving Bingo Night and Woodland's Fun Run off campus and shuttling families in for our largest on-campus event which is the Back to School Social/Picnic.
<b>Budgeting upwards of \$130,000 to \$150,000 toward TDM programs in 2024-2025 academic year</b>



# Request for Decisions

1. Accept the Staff recommendation, reject the appeal, and uphold the Planning Commission's decision.
2. Replace Fence Exhibit approved by Planning Commission with a revised plan that highlights an additional gate. This allows the school to secure the leased portion of the campus during a lockdown situation.
3. Add highlighted clarifying language to existing section 5a specific to sixteen (16) annual Major and Minor events:
  - a. *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 noted below), except parking for Major and Minor Events shall be permitted as outlined in the table below, with unlimited parking on the field. Parking on the field also shall be allowed for morning activities three times per week for up to 120 minutes and shall be limited to 15 vehicles. Of these events, eight (8) are minor events and eight (8) are major events. **These sixteen (16) major and minor events shall be allowed after regular school hours and on weekends provided that parking and notification requirements are satisfied.***



# Use Permit Renewal Goals & Commitments

- Ladera has been Woodland's home for the past 40 years.
- We commit to meeting our conditions of approval and even more importantly to being a good neighbor.
- We will work with the LCA to implement and ensure the MOU is working – this is already taking place from the beginning of the 2024-2025 school year.
- Thank you and we are here to answer any questions.





# Questions?

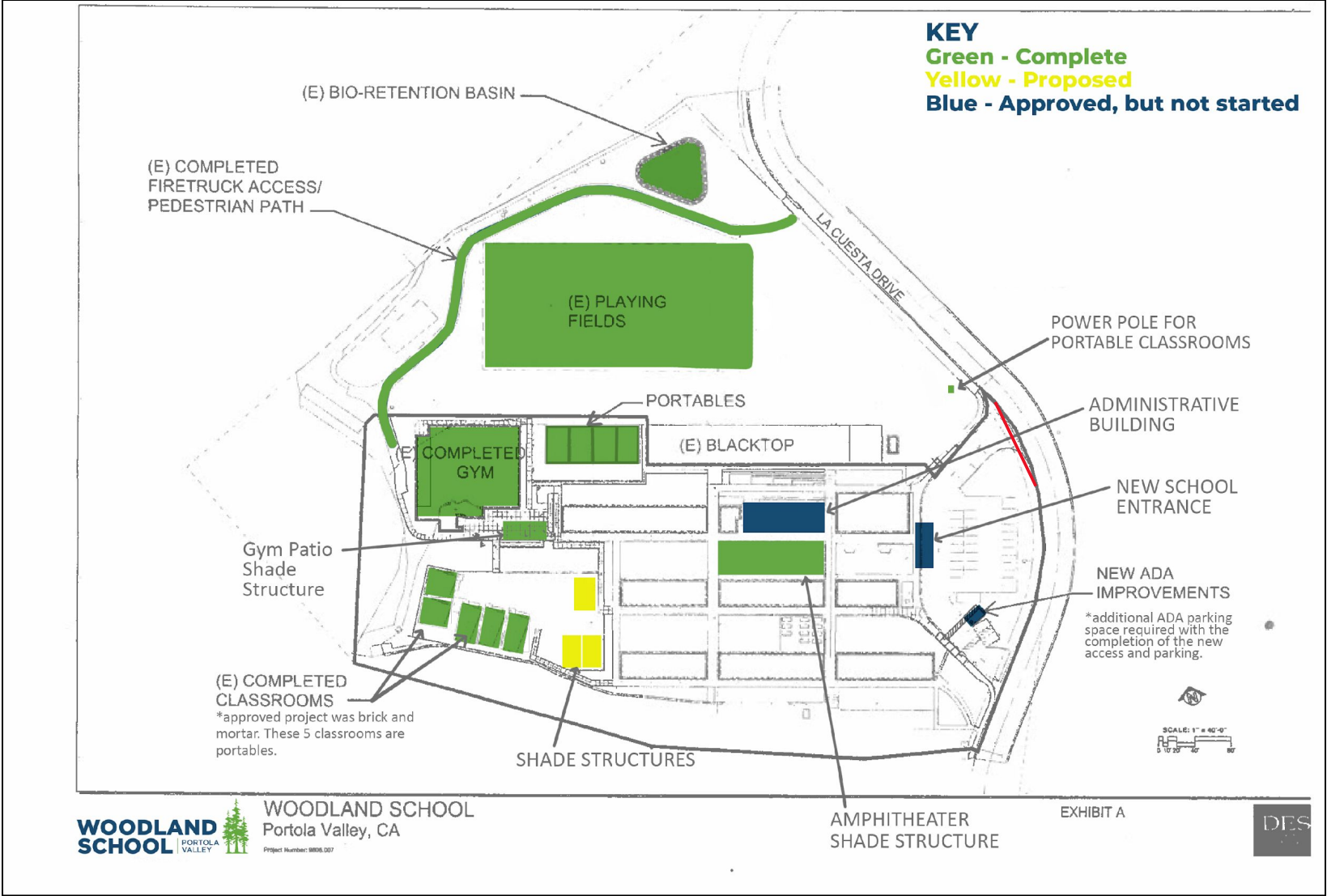


# Operations





# Woodland Site Map



# Extended Care Programs

- 65% of Woodland student participate
- Programs offered school days from 3:00pm and 6:00pm, and summer
- Programs use classroom space, play structures, blacktop, fields, and wooded areas
- Meet needs of working parents and allows Woodland to compete with other nearby independent schools



# Seasonal Athletics

- 70% of 4th - 8th grade students participate in four seasons of sports:
  - Football (JV and varsity)
  - Swimming
  - Girls Soccer (JV and varsity)
  - Boys Soccer (JV and varsity)
  - Track and Field
  - Baseball (also uses gym)
  - Volleyball (uses gym)
- Practice two days per week and game play two days per week
- Woodland is a member of the West Bay Athletic League



# Fence Diagram







# 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

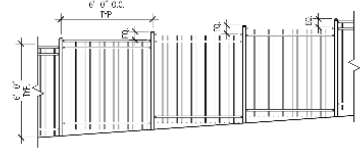


metal fence

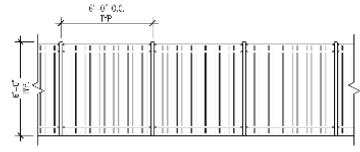


chain link fence

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

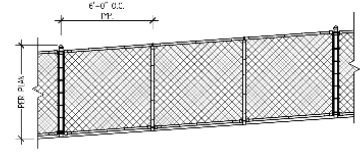


ELEVATION ON SLOPE

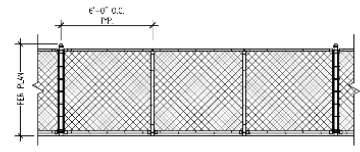


ELEVATION TYPICAL

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



ELEVATION ON SLOPE



ELEVATION TYPICAL

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





Major/Minor



# Major and Minor Events

Private schools, much like public schools, hold special events of varying size and intensity which occur during school hours, after school and evenings, and on weekends. Examples of these activities may include:

- Back to school events
- Recruitment and admissions events
- Parent-Teacher conferences
- Theater arts performances
- Spirit or homecoming rallies and dances
- Athletic games
- Graduation

**These types of events are essential to school operations, recruitment, educational experience, and the social/emotional health and well-being of students and their families.**

Due to the nature of these events and the associated uptick in neighborhood impacts with respect to traffic, parking, and noise, it is a common practice for the local agency issuing a CUP for school operations to define the number and kind of annual events allowed with special conditions that set forth parking allowances and/or restrictions for events that occur throughout the school year.



# Major and Minor Events

Woodland's administration allocates the categories of special events into the Major and Minor events classifications based on the following criteria and as outlined in the event calendar:

- The size of an event is determined based on the number of school divisions that participate in the event, which in turn correlates to how much parking will be required by attendees.

The CUP allows for greater amounts of on-street parking for each event category over allowed parking for normal school days and smaller events. **For example:**

- A whole school event is a Major event because it involves all three divisions;
- A lower school curriculum night is a Major event because Woodland's K-4 division is the largest division;
- A middle school curriculum night is a Minor event because Woodland's 5-8 division is smaller ;
- Halloween is a Major event because it involves the whole school;
- Graduation is a Minor event because it only involves the 8<sup>th</sup> grade graduating class.





## MAJOR EVENTS (8 total per year):

- **Both sides** of La Cuesta
- **School side** of La Mesa between La Cuesta and Andeta
- **Both sides** of La Mesa from La Mesa/La Cuesta through Gabarda
- Field







## MINOR EVENTS (8 total per year):

- **School side** of La Cuesta
- **School side** of La Mesa between La Cuesta and Andeta
- **School side** of La Mesa from La Mesa/La Cuesta through Gabarda
- Field





Parking/Traffic



# Parking & Traffic Management

TDM Program Element	Trip Reduction Impact
Google map of student residence locations shared to encourage carpooling. Encourage drop off/pickup at Ladera Shopper or walking from a Ladera home.	21% of Woodland families carpool or walk from the Ladera Shopper
Offering “GoKid” carpooling app	10% of families use
Staggered drop off/pick up schedules	Reduces backups and queuing on La Cuesta
Parking agreement with Ladera Recreation District to rent spaces during the week	Provides for 10 additional employee parking spaces

# Parking & Traffic Management

TDM Program Element	Trip Reduction Impact
Woodland has purchased A-frame signs to be placed throughout surrounding streets to help support Woodland families and guests in understanding the traffic and parking expectations.	The signs help enforce no parking on East and West Floresta, across the street from the school on La Cuesta, and on La Mesa.
Large event management	In 2022, implemented shuttle service for the largest annual event from an off-site parking location, and in 2023 the second largest event was moved offsite.
Office of the Sheriff	In 2023, Woodland began working closely with the San Mateo County Sheriff's Department to request support in efficiently exiting traffic out of Ladera at the conclusion of major and minor events.



## 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.

*Screen shot taken from a PDF of Kimley Horn's final Woodland School traffic study report, page 6*



# Requests Prior to MOU





# Original Use Permit Renewal Application

The following four requests were submitted prior to the negotiation of an MOU with the Ladera Community Association (LCA):



# Original Use Permit Renewal Application

- Use Permit application submitted July 28, 2023.
- Seeking Planning Commission approval of 10-year renewal and four amendments:
  1. **Condition #1:** change hours of operation to 7:30am to 6:00pm to encompass all daily activities and programs
  2. **Condition #1:** add language to allow other such meetings in the ordinary course of school operations/activities after 6:00 PM and on weekends with no more than 3 per month and all parking accommodated in the school parking lot
  3. **New Condition:** allow three temporary tents to remain; two are 21' x 40' and one is 20' x 30'
  4. **New Condition:** approve new fencing system, as well as a Fence Height Exception, to allow for installation of fencing above the 4-foot front yard height



# Requests Related to MOU



# MOU Vote Summary (Per LCA email)

- Voting ended Sunday, June 9, 2024, at midnight.
- Over 276 households cast their vote for whether or not to endorse the MOU between Woodland School and the Ladera community.
- **The final tally was:**
  - 199 households voted in favor of the MOU
  - 77 did not
- A total of 72% of participating Ladera households voted in support of endorsing, exceeding the “clear threshold” set of greater than 60%.





# MOU-Related Use Permit Requests

The following requests were added to the Use Permit renewal by Woodland to align with the approved MOU with the Ladera Community Association (LCA):



# MOU-Related Use Permit Requests

1. **Administrative Review:** Add the following to Condition No. 3:
  - The first of the two required administrative reviews shall be conducted within 24-months of the use permit renewal.

## **Rationale:**

- Allow for early administrative review of Woodland's compliance with the UP.



# MOU-Related Use Permit Requests

**2. Parking:** Replace part of Condition No. 5a with the following:

- Parking shall only occur off-street (in the school's parking lot) on the school side of La Cuesta Drive, and on the field, except parking for Major and Minor Events shall be permitted as outlined in the updated table, with unlimited parking on the field.
- Parking on the field also shall be allowed for morning activities three times per week for up to 120 minutes and shall be limited to 15 vehicles.
- Of these events, eight (8) are minor events and eight (8) are major events.



# MOU-Related Use Permit Requests

**2. Parking Con't:** Replace part of Condition No. 5a with the following:

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>	8	8	16

***\*Remove paragraph about lighter-parking events.***

***\*Remove parking on East Floresta and West Floresta***

***\*Revise references to “12 events” to reflect “16 events.”***





# MOU-Related Use Permit Requests

## 2. Parking Con't: Replace part of Condition No. 5a:

### Rationale:

- Woodland has agreed to forego the construction of the approved 2013 and 2017 parking lot plans, contingent upon the County's approval of additional parking on the street and parking on the field.
- The field parking will be temporary in nature as non-permanent, overflow parking, which will avoid the construction of non-pervious surface parking that could cause undesirable run-off and heat island effects.



# MOU-Related Use Permit Requests

**3. Fence:** Approve revised fencing plan that shows design modifications since original application.

## **Rationale:**

- The LCA requested different materials for the fencing and a more porous periphery along the Ladera Recreation District boundary.



# MOU-Related Use Permit Requests

- **4. Summer Camp:** Allow for summer camp programs which run in one-week sessions with a maximum of 125 participants per session.

## Rationale:

- Ensure CUP is covering summer activities.



Detailed for  
Requests Prior to  
MOU





# Condition #1: change hours of operation to 7:30am to 6:00pm

**Rationale:** 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:

- 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.
- Staff arrival and drop-off begins at 7:30 AM - 45 minutes earlier than start of school.

# Condition #1: allow additional meetings and activities after 6:00pm and on weekends

- **Rationale:** 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 **no more than three times per month** and would be confined to the leased area of campus.
- These kinds of meetings or gatherings do not create parking or traffic impacts because of their smaller sizes and, therefore, do not rise to the level of lighter, minor, or major events.
- Parking for these events will occur completely within Woodland's existing parking lot and **will not require any street parking**.

# **Condition #1:** allow additional meetings and activities after 6:00pm and on weekends

- **Examples of Events:**

- Woodland Board of Trustee Meetings (1x per month)
- Parent Association Meetings (3-4x per year)
- Mentorship Groups (1x per month)
- Middle School Dances (3x per year – all students dropped off)

**New Condition:** 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'.

- **Rationale:** During COVID, tents were installed to provide outdoor classrooms for student instruction.
- Structures still provide important shaded area 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 **will not** be used to add student enrollment to the school, and they would not impact any neighbors due to their internal location on campus.

# New Condition: approve new fencing with height exception

- **Rationale:** Woodland seeks approval for a new fencing system on the site to ensure safety and security for the 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 (LLESD) campuses with fencing, the Woodland campus currently is open with various access points that Woodland would prefer to control.
- The exception is necessary because a six (6) foot fence along the perimeter of the campus will be much more effective from a 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, will not be detrimental to public welfare.
- The proposed fencing also was chosen to promote good design and aesthetics in accordance with General Plan Policy 4.14.



Misc.



# Lease Since 2012

- Woodland leases its campus from LLESD.
- The school has held a series of short- and long-term leases since 1984.
- In 2012, Woodland was selected by LLESD through a public bidding process and was awarded a 25-year lease for the school site, with an option for the district to extend the lease for an additional 25 years.
- The 2012 lease has been amended two times, once in 2013 and again in 2017.

