



# BOARD OF SUPERVISORS

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Board of Supervisors Chambers  
400 County Center, Redwood City

## ITEM # 11

Owner: ..... **Las Lomas Elementary School District**

Applicant: ..... **Woodland School**

File Number: ..... **PLN 2000-00352**

Location: ..... **360 La Cuesta Drive, Portola Valley, CA 94028**

APN: ..... **077-180-020**

Project Description:

**Consideration of an appeal of the Planning Commission's decision to approve a Use Permit Renewal and Amendment, and a Fence Height Exception at 360 La Cuesta Drive in the unincorporated Ladera area of San Mateo County.**



## PROJECT DESCRIPTION

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- Use Permit Renewal, County File Number PLN 2000-00352

- Hours of Operation:

### Current:

- 8:30 a.m. to 3:00 p.m. weekdays
- 7:30 a.m. to 5:30 p.m. for extended care students

### Proposed:

- 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

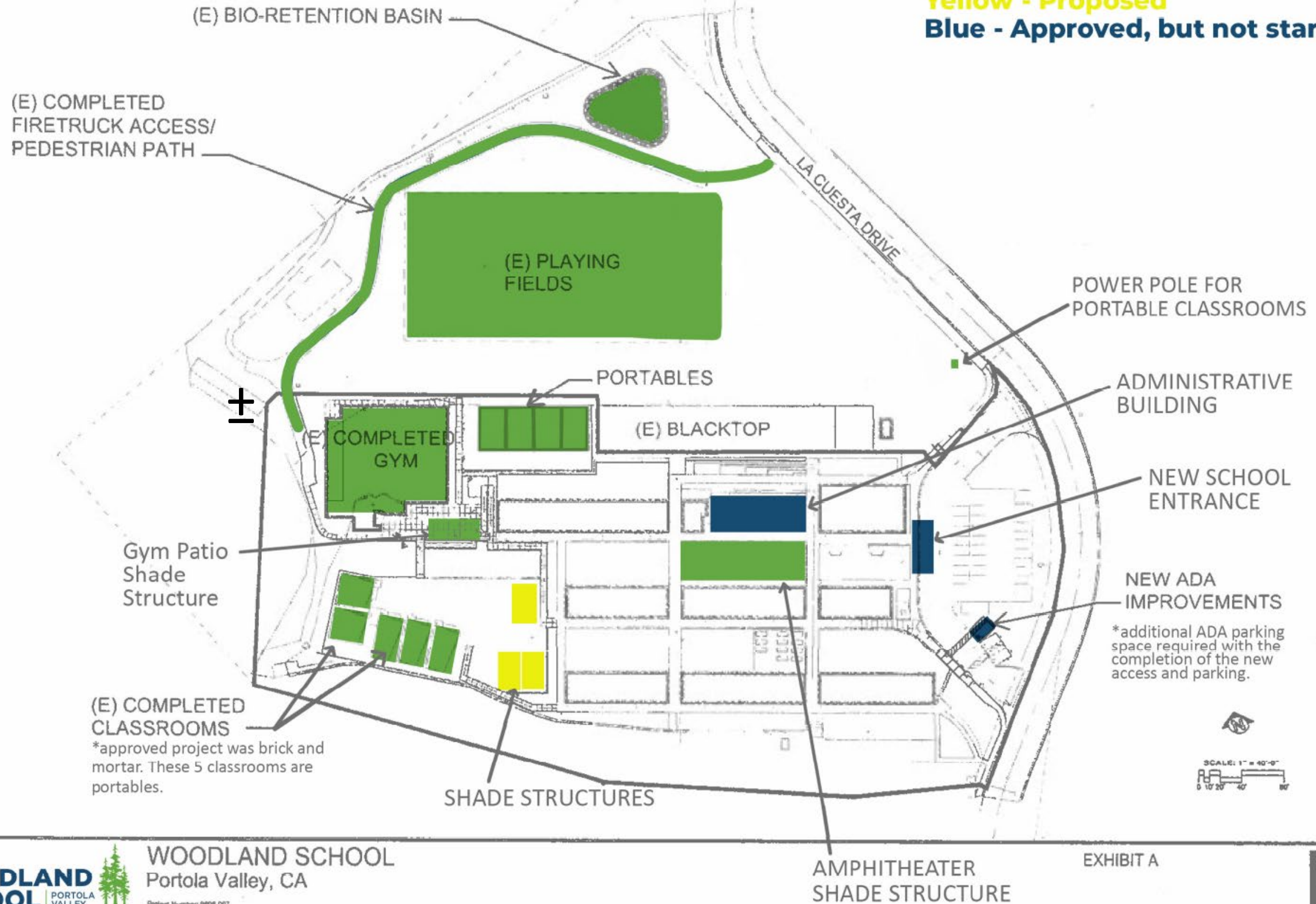


## PROJECT DESCRIPTION

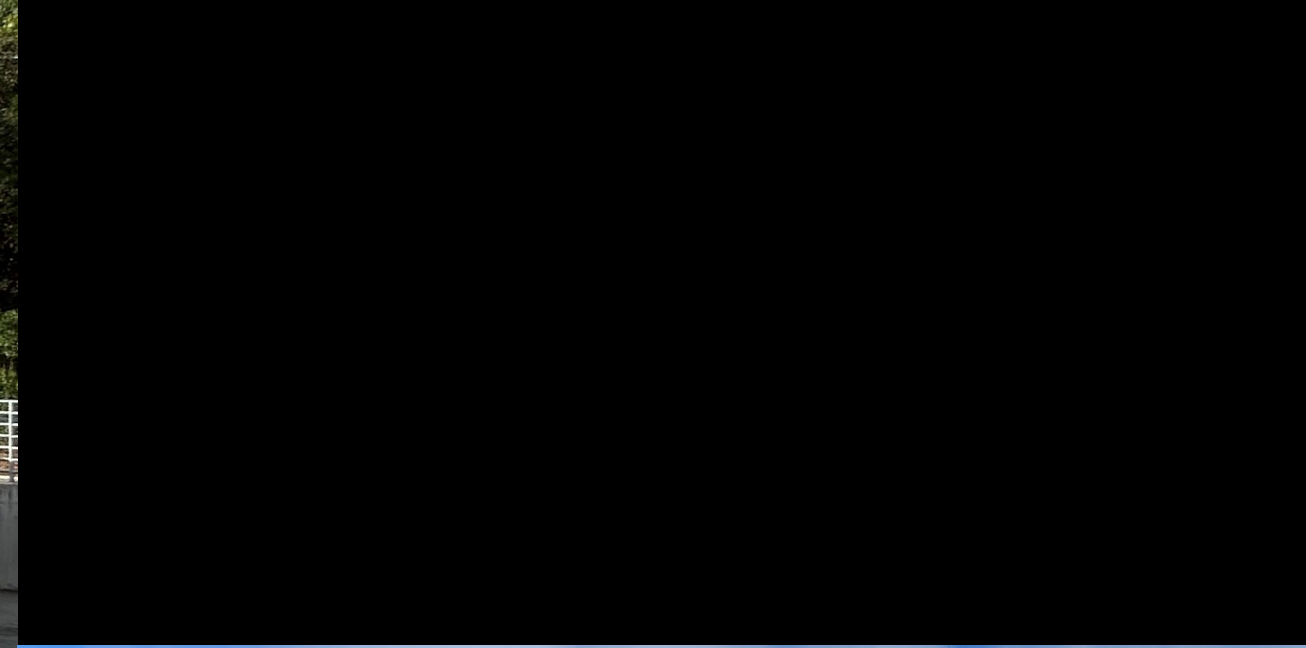
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- “Notwithstanding the hours of operations specified above, this use permit also allows other meetings that occur in the ordinary course of school operations/activities after 6:00 p.m. on weekdays and from 9:00 a.m. - 7:00 p.m. during weekend hours 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.”
- Retain three existing tents
  - Two tents are 21' x 40' (840 square feet)
  - One tent is 20' x 30' (600 square feet)
- Fence Height Exception to install a new fence

**KEY**  
**Green - Complete**  
**Yellow - Proposed**  
**Blue - Approved, but not started**







Two 21' x 40' (840 square feet) tents  
One 20' x 30' (600 square feet) tent



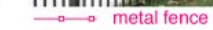
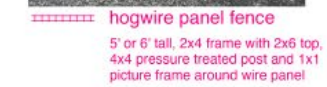
**COUNTY** OF  
**SAN MATEO**



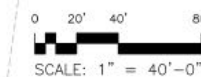


NEW FENCE

EXISTING FENCE



1/4"=1'-0" FILE NAME: FN-FENCE TYP1 DRAWN BY: Y.SHEN



1/4"=1'-0" FILE NAME: FN-FENCE.TYP2 DRAWN BY: Y.SHEN



## APPEAL

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- Planning Commission Approval – June 12, 2024
- Appeal filed – June 27, 2024

### Issues Raised

- Traffic, parking, use of the School's recreational facilities, environmental review, fencing proposed

### Specific Requests

- 1) Limit Woodland's enrollment to 150 students.
- 2) Reduce Woodland's operating hours to what they were in its prior Use Permit.
- 3) Limit Woodland's fence to its leased property.
- 4) Require annual renewal of the Use Permit.



## **PUBLIC COMMENTS**

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- Events being held by Woodland School (Minor/Major Events)
- Addendum to Board Memo
  - Letter from Woodland School dated October 2, 2024





# CONDITION OF APPROVAL 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. These Major and Minor events are not subject to Condition of Approval 1.

Parking Permitted			
Event Type	Minor Events		Major Events
Permitted Parking Locations	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

Notification Requirements:

- 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. The notification should include a statement that all public inquiries or complaints regarding compliance with the traffic and parking requirements of the Use Permit should be directed to the Head of the School.
- 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 16 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. The school will also post a message on the Ladera List-Serve reminding neighbors of the 16 events, at least one to two days prior to the event.

The school shall make attempts to reduce the impacts to the neighborhood to the greatest extent practicable and at a minimum use four (4) traffic monitors to help with parking and traffic flow through the neighborhood on those 16 events. The school will reduce attendance at morning assemblies such that all parking can be in compliance with Use Permit restrictions. The school shall encourage the use of the drop-off and pick-up line, except for parents of preschool children who must be walked to class.



## **RECOMMENDATION AND FINDINGS**

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That the Board of Supervisors deny the appeal and uphold the Planning Commission's decision to approve the Use Permit Renewal and Amendment, and the Fence Height Exception, PLN2000-00352, by making the required findings and adopting the conditions of approval in Attachment A and determining that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301.





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### ITEM # 1 1

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