

**COUNTY OF SAN MATEO  
PLANNING AND BUILDING DEPARTMENT**

**DATE:** June 12, 2024

**TO:** Planning Commission

**FROM:** Planning Staff

**SUBJECT:** EXECUTIVE SUMMARY: Consideration of a Use Permit Renewal and Amendment, and a Fence Height Exception, for the continued operation of a private elementary school, expansion of operating hours, to allow three existing tents to remain, and the construction of a new 6-foot-tall fence along the perimeter of the property. The project is located at 360 La Cuesta Drive in the unincorporated Ladera area of San Mateo County.

County File Number: PLN2000-00352 (Woodland School)

**PROPOSAL**

The Las Lomitas Elementary School District is seeking a Use Permit Renewal and Amendment, and a Fence Height Exception, to allow the continued operation of the Woodland School (School) as an elementary school for an additional term of ten (10) years. The School will continue to serve a maximum of 325 preschool to eighth grade students. No improvements to the School, or changes in use are proposed. An expansion of the School's operating hours has been requested. The School is also requesting retention of three tents that were installed during the COVID-19 pandemic. Additionally, the applicant is requesting a Fence Height Exception to permit the construction of a 6-foot-tall fence around the perimeter of the campus, where 4 feet is the current maximum allowed.

**RECOMMENDATION**

That the Planning Commission approve the Use Permit Renewal/Amendment, and Fence Height Exception, County File Number PLN2000-00352, by adopting the required findings and conditions of approval contained in Attachment A.

**SUMMARY**

Condition No.1 of the existing use permit specifies that the School's hours of operations are 8:30 a.m. to 3:00 p.m. weekdays, and 7:30 a.m. to 5:30 p.m. for extended care students. The applicant is requesting to modify their hours of operation 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

In addition, the School is requesting that the following language be added to Condition No.1: "Notwithstanding the hours of operations specified above, this use permit also allows for 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."

The applicant is requesting to retain three tents that were installed during the COVID-19 pandemic. Two tents are 21 feet by 40 feet (840 sq. ft.) and one tent is 20 feet by 30 feet (600 sq. ft.) in size. The structures have proven helpful in providing a shaded area for middle school students to eat lunch daily. The applicant is also seeking approval of a Fence Height Exception to install a new 6-foot-tall fence.

The County has received comments from residents and property owners in the vicinity of the School, and from the Ladera Community Association. Written comments received have been provided in Attachment E of the staff report. While several topics have been raised, the primary concerns raised are related to use of the outdoor playing fields, traffic and parking, the 2017 Minor Modification, drainage, vehicles parking on the grass field, and concerns over an adequate fire evacuation plan. An analysis of each topic is detailed in Section C of the staff report.

**COUNTY OF SAN MATEO  
PLANNING AND BUILDING DEPARTMENT**

**DATE:** June 12, 2024

**TO:** Planning Commission

**FROM:** Planning Staff

**SUBJECT:** Consideration of a Use Permit Renewal and Amendment, and a Fence Height Exception, pursuant to Sections 6500 and 6412.2, respectively, of the San Mateo County Zoning Regulations, for the continued operation of a private elementary school, expansion of operating hours, to allow three existing tents to remain, and the construction of a new 6-foot-tall fence along the perimeter of the property. The project is located at 360 La Cuesta Drive in the unincorporated Ladera area of San Mateo County.

County File Number: PLN2000-00352 (Woodland School)

**PROPOSAL**

The Las Lomas Elementary School District is seeking a Use Permit Renewal and Amendment, and a Fence Height Exception, to allow the continued operation of the Woodland School (School) as an elementary school for an additional term of ten (10) years. The School will continue to serve a maximum of 325 preschool to eighth grade students. No improvements to the School, or changes in use are proposed. An expansion of the School's operating hours has been requested. The School is also requesting the retention of three tents that were installed during the COVID-19 pandemic. Additionally, the applicant is requesting a Fence Height Exception to permit the construction of a 6-foot-tall fence around the perimeter of the campus, where 4 feet is the current maximum allowed. The proposal is discussed in greater detail below:

**Modification of Operating Hours**

Condition No.1 of the existing Use Permit specifies that the School's hours of operations are 8:30 a.m. to 3:00 p.m. weekdays, and 7:30 a.m. to 5:30 p.m. for extended care students. The applicant is requesting to modify their hours of operation 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

Applicant's Rationale: The applicant has indicated that the currently conditioned hours of operation result in the following inconsistencies with current school operations:

- The School's regular class day runs from 8:15 a.m. to 3:30 p.m., 15 minutes earlier than currently allowed and 30 minutes later than currently allowed.
- Extended care and seasonal athletics run until 6:00 p.m., 30 minutes later than currently allowed.

To alleviate an influx of traffic in the neighborhood during a single start and dismissal time, the School encourages families to drop students off as early as 7:30 a.m. (school starts at 8:15 a.m.) and implements a staggered end to the school day, such that students are dismissed at three different times between 3:00 p.m. and 3:30 p.m.

The School is strongly committed to promoting diversity, equity, and inclusion among its student body and strives to be culturally and socio-economically diverse. Many students come from households where both parents are in the workforce and often working past 5:00 p.m. The School has found that providing the extended care program until 6:00 p.m. is essential to accommodate the work schedules of these families.

Currently 89 students are signed up for a package that includes after school care every day of the school year. Another 20-30 students attend daily on a drop-in basis. These numbers do not include the School's middle school athletes who are supervised before and after practice times. That number ranges between 80-120 students depending on the athletic season. Approximately 200 students (of 309 total) are supervised indoors and outdoors on campus between 3:00 p.m. and 6:00 p.m. each day. With more workplaces requiring employees to return to the office post-COVID, demand for extended care programming has doubled in the last three years.

Lastly, the School found that all independent schools in the area (such as Phillips Brooks, Carey School, and Keys) offer similar start and release schedules for the reasons stated above, and that the School needs to offer comparable programs to be competitive and successful.

### **Additional Modification to Operating Hours**

In addition, the applicant is requesting that the following language be added to Condition No.1: 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.



Applicant's 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. These kinds of meetings and 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 identified in condition of approval No.5. These gatherings would be limited to the leased portion of the School's campus and would not include the playground or field areas.

### **Retain Existing Tents**

The applicant is requesting to retain three tents that were installed during the COVID-19 pandemic to provide outdoor classrooms for student instruction. Two tents are 21 feet by 40 feet (840 sq. ft.) and one tent is 20 feet by 30 feet (600 sq. ft.) in size.

Applicant's Rationale: During COVID, tents were installed to provide outdoor classrooms for student instruction. The structures have proven helpful in providing a 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, the applicant is seeking to retain the tents. They will not be used to add student enrollment and they will not impact any neighbors due to their internal location on campus.

### **Fence Height Exception**

The applicant is seeking approval of a Fence Height Exception to install a new 6-foot-tall fence.

Applicant's Rationale: The School seeks to install a new 6-foot-tall fence 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 other schools in the Las Lomitas Elementary School District that are enclosed by fencing, the Woodland campus is currently open with various access points that Woodland would prefer to control. The exception is necessary because the Zoning Regulations only allow a 4-foot-tall fence in the front yard and street side yard setback. A 6-foot fence along the perimeter of the campus will be much more effective from a security standpoint than the allowable 4-foot front yard and street side yard fence.

### **RECOMMENDATION**

That the Planning Commission approve the Use Permit Renewal/Amendment, and Fence Height Exception, County File Number PLN2000-00352, by adopting the required findings and conditions of approval contained in Attachment A.

## **BACKGROUND**

Report Prepared By: Luis Topete, Planner III

Applicant: Woodland School – Dr. Jennifer Warren, Head of School

Owner: Las Lomas Elementary School District

Public Notification: Ten (10) day advanced notification for the hearing was mailed to property owners within 300 feet of the project parcel and a notice for the hearing posted in a newspaper (San Mateo County Times) of general public circulation.

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

APN(s): 077-180-020

Size: 9.8 acres

Existing Zoning: Single-Family Residential District/Combining District – Ladera (R-1/S-104)

General Plan Designation: Institutional

Sphere-of-Influence: Town of Portola Valley

Existing Land Use: Elementary School

Water Supply: California Water Service Company, Bear Gulch District

Sewage District: West Bay Sanitary District

Flood Zone: Flood Zone X (Area of Minimal Flood Hazard); FEMA Community Panel 06081C0314E; Effective Date: October 16, 2012

Environmental Evaluation: Categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Class 1, for existing facilities. This exemption consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The key consideration is whether the project involves negligible or no expansion of use. No physical improvements to the Woodland School, other than new fencing, or changes in use are proposed. The School is requesting to install a new 6-foot-tall fence, to extend their operating hours, and to retain three existing tents. Staff has determined that these modifications are a negligible expansion of the existing use at the site.

Setting: Woodland School is located in a residential area, surrounded by single-family housing.

Of the items approved from the 2013 Use Permit Renewal, Amendment, and Grading Permit, and subsequent minor adjustments, the following items have been constructed:

- New Gym: New gymnasium building (BLD2013-01087).
- New Classrooms: New classroom building with five rooms, gravel fire truck access/pedestrian path and bioretention basin was submitted for and cancelled (BLD2013-01088). Original plans were for a brick and mortar building. Due to financial constraints, five permanent modular classrooms were installed instead (BLD2016-00564). Approved as a minor adjustment to the use permit.
- Portable Classrooms: Four portable classrooms (BLD2013-01243). Initial approval required their removal when the new classroom building is granted a Certificate of Occupancy. In 2017, a minor adjustment to the Use Permit was submitted and approved, which allowed the School to retain the four modular classrooms for the term of their lease. These units house the School's programming and do not accommodate additional student enrollment.
- Shade Structures: Two shade structures (BLD2021-01529).

The approved administration building, two tensile structures, entrance canopy and parking improvements have not been constructed.

Chronology: The following is not intended to be a complete chronology but serves as a general overview.

<u>Date</u>	<u>Action</u>
1953	- Ladera School constructed at the time of the Ladera Subdivision development.
April 6, 1979	- Use Permit (UP 1-79) approved to allow the use of the site for Charles Armstrong School, an elementary and high school.
June 1, 1984	- Use Permit (UP 84-8) approved by the Zoning Hearing Officer to allow a private elementary school (Woodland School) serving preschool through 8 <sup>th</sup> grade students. Maximum enrollment of 250 students. Use Permit valid for five years with yearly inspection and review.

- |                  |                                                                                                                                                                                                                                                                                                                                                 |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| July 6, 1989     | - UP 84-8 Renewal and Amendment approved by the Zoning Hearing Officer to allow the continued use of the school property for a private school and to increase the number of students from 250 to 325 students. Use Permit valid for five years until July 6, 1994, with an Administrative Review required in two years in July 1991.            |
| July 20, 1995    | - UP 84-8 Renewal approved by the Zoning Hearing Officer. Conditions of approval modified to address traffic conditions. Preparation, distribution, and implementation of a traffic plan now required. Use Permit valid for five years until July 20, 2000, with an Administrative Review required in two years in July 1997.                   |
| March 6, 1998    | - Administrative Review completed. All conditions of approval met.                                                                                                                                                                                                                                                                              |
| May 26, 2000     | - UP 84-8 Renewal application (PLN2000-00352) submitted.                                                                                                                                                                                                                                                                                        |
| December 7, 2000 | - Zoning Hearing Officer public hearing to consider the UP 84-8 Renewal. Zoning Hearing Officer continued the public hearing to allow time for the applicant to meet with concerned neighbors.                                                                                                                                                  |
| January 4, 2001  | - UP 84-8 Renewal approved by the Zoning Hearing Officer. Conditions of approval modified to address traffic impacts. Use Permit valid for five years until December 7, 2005, with two Administrative Reviews required in December 2001 and December 2003.                                                                                      |
| December 2001    | - Administrative Review did not occur in December 2001, because the Woodland School planned to amend its Use Permit and compliance would be discussed at the time of the Amendment hearing. The Woodland School submitted and subsequently withdrew its application.                                                                            |
| December 2003    | - Administrative Review. In September of 2003, correspondence from concerned neighbors and the Ladera Community Association (LCA) were received. Site visits confirmed School was inconsistently compliant with conditions related to traffic and parking. Therefore, the review was forwarded to the Planning Commission for a public hearing. |

- April 28, 2004

- Planning Commission public hearing to consider the UP 84-8 Administrative Review. The Planning Commission continued the public hearing to allow time for the School and the LCA to agree upon solutions to the problems the neighborhood was experiencing.
- June 23, 2004

- Planning Commission public hearing to consider the UP 84-8 Administrative Review. Planning Commission concluded the Administrative Review concurring with staff's conclusions and suggestions that the conditions be modified at the next UP Renewal in December 2005.
- September 6, 2005

- UP 84-8 Renewal and Amendment application submitted, including proposed modifications to the conditions related to traffic and parking, as agreed upon by the School and the Ladera Community Association.
- July 26, 2006

- UP 84-8 Renewal and Amendment approved by the Planning Commission. Modifications to the conditions of approval were based on a joint agreement between the School and the LCA, and primarily related to traffic and parking. Use Permit valid for five years until July 26, 2011, with two Administrative Reviews required in May 2007 and May 2009.
- May 7, 2007

- Administrative Review application submitted.
- May 22, 2007

- Administrative Review completed. Compliance with conditions of approval verified.
- March 9, 2009

- Administrative Review application submitted.
- May 28, 2009

- Administrative Review completed. Compliance with conditions of approval verified.
- June 16, 2010

- Building permit (BLD2010-00779) for the addition of a tuff shed for sports equipment storage was approved as a minor modification.
- February 22, 2011

- Use Permit Renewal application submitted.
- October 6, 2011

- Zoning Hearing Officer public hearing to consider the UP 84-8 Renewal. Zoning Hearing Officer continued the public hearing.

- November 3, 2011      -   Zoning Hearing Officer public hearing to consider the UP 84-8 Renewal. Zoning Hearing Officer continued the public hearing.
  
- December 1, 2011    -   Zoning Hearing Officer public hearing to consider the UP 84-8 Renewal. Zoning Hearing Officer continued the public hearing.
  
- January 19, 2012    -   UP 84-8 Renewal approved by the Zoning Hearing Officer. Use Permit valid for seven years until October 6, 2018, with two Administrative Reviews required in October 2013 and October 2016.
  
- December 21, 2012   -   Application received for UP 84-8 Renewal, Amendment, and a Grading Permit to expand the School facilities.
  
- July 24, 2013        -   UP 84-8 Renewal, Amendment, and Grading Permit approved by the Planning Commission. Use Permit valid for ten (10) years until July 24, 2023, with two Administrative Reviews required in July 2016 and July 2019.
  
- Approval allowed the addition of new campus facilities, and to continue operating as an elementary school for a maximum of 325 preschool to eighth grade students under the existing conditions of approval. There were seven components to the proposed facility expansion: (1) a new 5,120 sq. ft. building containing five classrooms; (2) installation of four modular classroom units (960 sq. ft. each) for use during construction of the new classrooms; (3) a new 11,526 sq. ft. gymnasium; (4) a new 3,726 sq. ft. administration building; (5) a new entrance canopy; (6) two new tensile structures for covered dining areas, and gravel roads/driveways for fire truck access and staff parking; and (7) grading in the amount of 4,038 cubic yards to complete the improvements. No increase in enrollment was approved. Improvements were only to accommodate existing students. No operational changes were requested or approved.
  
- January 5, 2017      -   Administrative Review completed. Compliance with conditions of approval verified.
  
- October 11, 2017    -   Minor modification request submitted to: 1) modify the design of the driveways, parking and ADA improvements to the existing parking lot; and 2) retain the four modular classrooms for the term of their lease. The classrooms were approved as

temporary units to be removed when the new classroom building is granted a Certificate of Occupancy.

- December 8, 2017 - Minor modification approved.
- July 2019 - No record of required Administrative Review was found, this includes no record of County notifying the School that the Administrative Review was due and no record of application from the School for such review.
- June 14, 2023 - Application received for UP 84-8 Renewal and Amendment to modify the school hours and retain three existing tents. No increase in enrollment has been requested.
- March 7, 2024 - Request for a proposed fence and fence height exception received, and letter detailing updated amendments proposed.
- March 8, 2024 - Letter received from Woodland School regarding new field access hours for the public and their decision to revert back to the design of the new driveway and parking lot improvements as approved by the Planning Commission on 07/24/2013 before the 12/08/2017 minor modification approval.
- March 13, 2024 - Application deemed complete.

## **DISCUSSION**

### **A. COMPLIANCE WITH EXISTING CONDITIONS**

Listed below are the current conditions of approval applicable to the operation of Woodland School, as approved on July 24, 2013, and subsequently modified. Following each condition is staff's assessment of compliance and, if applicable, a discussion of any proposed modification to the condition.

#### **Current Planning Section**

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.**

#### **Compliance with Condition? Partial**

Woodland's current enrollment is 309 students. In addition to their regular school day, the School supports an after-school athletics program and

manages an extended care program for dual working families. Their extended care program hours are from 7:30 a.m. to 6:00 p.m. In order to better manage traffic flow in the neighborhood and avoid the influx of traffic associated with a single dismissal time, their schedule begins at 8:15 a.m. with a staggered end to the school day between 3:00 p.m. and 3:30 p.m.

Recommend to Retain Condition? Yes, as modified below.

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

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.

2. **This permit shall be valid 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) months prior to expiration of this permit.**

**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.**

**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. This process**



**shall be applicable to the new uses proposed by the Ladera Community Association and Ladera Recreational District within the new facilities.**

Compliance with Condition? Partial

On June 14, 2023, a representative of the Woodland School submitted a letter requesting an extension of the Use Permit to afford time for the processing of the renewal request that was submitted concurrently. The Woodland School continues to be the lessee for this property. In July of 2016, application for an administrative review was submitted. On December 22, 2016, staff conducted an on-site inspection and determined that the School was in compliance with the conditions of approval. Subsequently, on January 5, 2017, the administrative review was concluded. However, no documentation was found concerning the 2019 administrative review.

On October 11, 2017, a minor modification request was submitted by the School to: 1) modify the design of the driveways, parking and ADA improvements to the existing parking lot; and 2) retain the four modular classrooms for the term of their lease. The classrooms were approved in 2013 as temporary units to be removed when the new classroom building is granted a Certificate of Occupancy. The request was deemed to be in substantial conformance with the approved Use Permit and thus an amendment to the Use Permit through a public hearing was not required. The parking lot design modification increased the previously approved 14 additional spaces to 41 additional spaces onsite, thereby reducing the School's impact on street parking in the neighborhood. The four modular buildings house school programming operations and did not increase student capacity. On March 8, 2024, Woodland School submitted a letter specifying their decision to revert back to the design of the new driveway and parking lot improvements approved by the Planning Commission in 2013 (providing 14 additional spaces) before the 2017 minor modification approval. These parking improvements have not commenced, and no date has been provided for when these improvements are expected to be completed.

Recommend to Retain Condition? Yes, as modified below.

This permit shall be for ten (10) years until June 12, 2034, with two administrative reviews in May 2027 and May 2030. All other text of the condition to remain unchanged.

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.**

Compliance with Condition? Unable to verify.

The files (hard copy and electronic) for the 2016 administrative review contain minimal information. It is not known who received a referral at the time of this review. No documentation was found concerning the 2019 administrative review.

Recommend to Retain Condition? Yes

4. **The applicant shall meet the requirements of the Woodside Fire Protection District, Department of Public Works, the County Environmental Health Services, and the County Building Inspection Section.**

Compliance with Condition? Yes

Project referrals were sent to the Woodside Fire Protection District, Department of Public Works, the County Environmental Health Services, and the County Building Inspection Section. No issues of non-compliance were raised or amendments to existing conditions proposed. Further, all existing development has been completed by permit and reviewed, inspected, and approved by the applicable reviewing agencies. There are no open violations against the property.

Recommend to Retain Condition? Yes

5. a. **Parking shall only occur off-street (in the school's parking lot) and on the school side of La Cuesta Drive, except for 20 events. Of these events, four (4) are minor events (in which parking is allowed on the school side of neighboring side streets), and eight (8) are major events (in which parking is allowed on the school side of neighboring side streets and on the other side of La Cuesta Drive).**

Parking Permitted				
Event Type	Lighter-Parking Events	Minor Events	Major Events	
<i>Permitted Parking Locations</i>	School lot and school side of La Cuesta Drive	School side of side streets* (Plus school lot and school side of La Cuesta Drive)	Other side of La Cuesta Drive (Plus school lot, school side of La Cuesta Drive and school side of side streets)	
<i>Total Events</i>	8	4	8	20

*\* Potentially affected side streets include, but are not limited to, La Cuesta Drive and East and West Floresta Way. Parking is only allowed on one side due to the narrow width of streets.*

**There will be up to eight (8) additional events (lighter-parking events) during the school year such as the Sports Awards Dinner and science fair in which there will be increased traffic; however, parking for these events will be restricted to locations off-street (in the school's parking lot) and on the school side of La Cuesta Drive. The school will work with community members to continue to monitor parking for these lighter-parking events and develop ways to assure adherence with this provision if parking is out of compliance.**

**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 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. The school will also post a message on the Ladera List-Serve reminding neighbors of the 12 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 12 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.**

Compliance with Condition? Partial

The School creates a yearly calendar of events that aligns with the number and type of events specified in the Use Permit. The schedule is shared in August via the Ladera List-Serve. The School also shares this information with Woodland families, including an overview of parking guidelines for each event. This information is distributed multiple times in advance of the events to remind families of the expectations related to traffic and parking as outlined in the Use Permit for event and non-event days. Direct notification to the Planning Department, the Ladera Community Association, and property owners within 300 feet of the School boundaries has not occurred. A minimum four traffic monitors are used for major and minor events. In 2022, the School began using a shuttle service to provide transportation to campus from an off-site parking location for their largest family event of the school year.

Recommend to Retain Condition? Yes

- 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. This plan: (1) designates a parking lot loading zone where students may be dropped off or picked up; (2) identifies off-street parking and on-street parking, on the school side of La Cuesta Drive; (3) shows one-way traffic circulation entering and exiting the parking lot; (4) establishes a right turn only on La Cuesta Drive when exiting the parking lot; (5) discourages the making of U-turns at the intersection of La Mesa and Floresta; (6) includes a diagram that illustrates these five elements; and (7) as construction is phased, the plan shall be amended and distributed as necessary.**

Compliance with Condition? Partial

Woodland has created and distributed the School's traffic plan to all parents, teachers, and staff that outlines where parking is prohibited, where parking is allowed, and where parking is permitted between the hours of 8:15 a.m. and 2:30 p.m. Right turn only signage on La Cuesta Drive is clearly displayed when exiting the parking lot. The information requested under items 3, 4, and 5 above were not identified on the traffic plan diagram. Documentation was not received or found indicating that the School has historically distributed the traffic plan to the Ladera Community Association or the County of San Mateo Planning Department.

Recommend to Retain Condition? Yes

- 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. In addition, the school will continue to pursue the goal of reducing the number of Woodland School staff cars entering the school. Staff cars will not be counted as part of the car trip reduction efforts.**

Compliance with Condition? Partial

Woodland has prepared and implemented a trip reduction program with the goal of reducing the number of car trips to Woodland School each day. This has been achieved through:

- Sharing a Google map with families which includes the home location of each family who attends the School and encourages carpooling for those families in proximity to one another. This has resulted in 32 families (or 15%) carpooling.
- Allowing middle school students to be dropped off at the Ladera Shopper in the morning and walk up the hill for the start of the school day. This has resulted in 10-12 students (4%) being dropped off each morning at the Ladera Shopper.
- With signed parent permission, middle school students may check themselves out of school at the end of the day and walk to the Ladera Shopper to be picked up. This has resulted in over 80% of parents signing the consent form and an average of 30 students (10%) checking out each day and walking down the Ladera Shopper.
- Five families (2%) located in proximity to Woodland walk to school.
- In the 2022-2023 school year, Woodland School had 216 families (305 students), and the trip reduction program resulted in a rough average of 185 cars moving through Ladera in the morning and 165 cars moving through Ladera in the afternoon. In order to decrease the traffic impact on the Ladera neighborhood, Woodland lengthened opportunities for parents to drop students off, beginning at 7:30 a.m.

in the morning, and picking students up in staggered dismissals throughout the afternoon.

- For the 2023-2024 school year, the School has partnered with “Hop Skip Drive” to provide carpools for families. This has resulted in 14 families (6%) using this service.
- The School has an agreement with Ladera Recreation District for employees to use 10 parking spots during the school day to decrease the number of cars parked on La Cuesta Drive.
- A three-day car trip count for drop-off and pick-up was completed September 11<sup>th</sup>-13<sup>th</sup> of 2023. On average, 166 vehicles were counted for the AM drop-off time (7:30 a.m. to 8:30 a.m.) and 84 vehicles for the PM pick-up time (3:00 p.m. to 3:30 p.m.).

A bi-annual census enumerating the number of students participating in carpools in relation to the total number of students was not provided.

*Recommend to Retain Condition? Yes*

- d. **The school shall designate two adults wearing identifiable attire to direct traffic circulation and parking during peak morning and afternoon periods, and at least four adults during major and minor events. 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. One of the traffic monitors shall be stationed near the exit from the school and as close to La Cuesta Drive as possible. One monitor shall be stationed near the entrance of the school to better monitor the backup onto La Cuesta Drive. All designated traffic and parking monitors shall wear attire that allows parents and members of the community to recognize them as such.**

*Compliance with Condition? Yes*

The School has four (4) paid employees wearing identifiable attire who direct traffic and parking during morning drop-off and afternoon-pick up. Additionally, the School has at least four (4) adults monitoring parking during major and minor events. During morning drop-off and afternoon-pick up, an employee is stationed at the entrance to the School to monitor cars along La Cuesta Drive and safely stop traffic for school buses and individuals using the crosswalk. A second employee is stationed in the parking lot to keep traffic flowing. A third employee is stationed at the exit of the parking lot to ensure all cars turn right, to support traffic flow, and to allow individuals to

safely cross in the crosswalk. The fourth employee is stationed at the beginning of the red curb to insure that cars do not idle and block the red curb.

Recommend to Retain Condition? Yes

- e. **The County shall recognize the Head of School as the official community liaison, unless formally notified by the school of a change.**

Compliance with Condition? Yes

The current Head of School and official community liaison is Jennifer Warren.

Recommend to Retain Condition? Yes

- 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.**

Compliance with Condition? Partial

With the exception of the three tents proposed to remain, all existing development was found to be in compliance with the physical improvements approved by the County as part of the 2013 Use Permit Renewal, Amendment, and Grading Permit, and subsequent minor adjustments approved by the County.

Recommend to Retain Condition? Yes

- 7. **The relocatable temporary classrooms shall be removed at the time of the new classroom building is granted a Certificate of Occupancy.**

Compliance with Condition? Not applicable

In 2017, a minor adjustment to the Use Permit was submitted and approved, which allowed the School to retain the four modular classrooms for the term of their lease. No increase in student enrollment was requested or approved.

Recommend to Retain Condition? No

## Building Inspection Section

### **Conditions of Approval #8-19**

#### *Compliance with Conditions?* Yes

A referral was sent to the Building Inspection Section on June 30, 2023. The Building Inspection Section had no comments. Further, no issues were raised regarding non-compliance of any conditions of approval that were required. The approved administration building, two tensile structures, entrance canopy and parking improvements have not been constructed.

*Recommend to Retain Conditions?* Yes, with the following changes to condition No.16.

Please call out the current codes on the code summary. The design and/or drawings shall be done according to the ~~2010~~ current editions of the California Building Standards Code, ~~2010~~ California Plumbing Code, ~~2010~~ California Mechanical Code, and the ~~2010~~ California Electrical Code.

## Woodside Fire Protection District

### **Conditions of Approval #20-26**

#### *Compliance with Conditions?* Yes

A referral was sent to the Woodside Fire Protection District on June 30, 2023. A response was received on July 31, 2023, indicating that the District had no comments. No issues were raised regarding non-compliance of any conditions of approval that were required by the District. Further, the District reviewed and approved all applicable building permits that have been issued for the completion of existing improvements.

*Recommend to Retain Conditions?* Yes, with the following changes to condition No.20.

Project shall comply with ~~2010~~ current California Building Code Chapter 7A for ignition-resistant materials and installation.

## Department of Public Works

### **Conditions of Approval #27-30**

#### *Compliance with Conditions?* Yes



A referral was sent to the Department of Public Works on June 30, 2023. A response was received on November 2, 2023, indicating that the Department had no comments on the existing use permit. Further correspondence occurred based on public comments received. No issues were raised regarding non-compliance of any conditions of approval that were required by the Department and no changes in the conditions of approval were recommended. Further, the Department reviewed and approved all applicable building permits that have been issued for the completion of existing improvements.

*Recommend to Retain Conditions?* Yes

#### Grading and NPDES Conditions

##### **Conditions #31-74**

*Compliance with Conditions?* Yes

Notice of Intent was filed with the State Water Resources Board whom acknowledged receipt and approved the State General Construction Activity NPDES Permit on September 27, 2013 with the Waste Discharger Identification (WDID) number of 2 41C367825. All grading work was reviewed, completed, and inspected by County permit and in compliance with County approved plans, including sediment and erosion control and Countywide Stormwater Pollution Prevention Program "General Construction and Site Supervision Guidelines." Landscaping was designed by a registered landscape architect in accordance with the current Water Efficient Landscape Ordinance requirements. A bioretention basin has been installed for the treatment of stormwater runoff from the applicable drainage areas.

*Recommend to Retain Conditions?* Yes

- 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.**

*Compliance with Condition?* Partial

There is record that drainage review and inspection occurred and that staff was aware that an O&M Agreement was required prior to final during the 2013 building permit review process. However, an O&M Agreement was not recorded prior to final. An O&M Agreement has now been executed and recorded prior to this hearing.

Recommend to Retain Condition? Yes

- 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.**

Compliance with Condition? Partial

Adjacent property owners provided photos dated March 21, 2023, showing stormwater runoff draining off the property during a storm event that should have been captured by the onsite retention basin. Engineering staff conducted a site inspection of the bioretention structure on May 18, 2023. Civil and drainage inspection passed. Additional storm drain documentation was provided to the Department of Public Works on May 19, 2023. Based on the site inspection and review of all information provided, the Department of Public Works completed their review on August 21, 2023.

Recommend to Retain Condition? Yes

- 77. The property owner is responsible for submitting an Annual Report accompanied by a review fee to the County by December 31 of each year, as required by the O&M Agreement. The property owner is also responsible for the payment of an inspection fee for County inspections of the stormwater facility, conducted as required by the NPDES Municipal Regional Permit.**

Compliance with Condition? No

As identified above, the O&M Agreement was not previously executed and recorded prior to final. As a result, this project did not make it on the annual randomized inspections for NPDES Operations and Maintenance agreements. Thus, payment of inspection fees for County inspections of the stormwater facility have not been received and inspections have not occurred. However, an O&M Agreement has now been executed and recorded. Submission of the annual report is required by the O&M Agreement, and the project will now be included in the annual randomized inspections for NPDES Operations and Maintenance agreements.

Recommend to Retain Condition? Yes

- 78. Approved Maintenance Plan(s) shall be kept on-site and made readily available to maintenance crews. Maintenance Plan(s) shall be strictly adhered to.**

Compliance with Condition? Partial

As identified above, the O&M Agreement was not previously executed and recorded prior to final. The approved Maintenance Plan(s) are an attachment to the O&M Agreement that has now been executed and recorded.

Recommend to Retain Condition? Yes

- 79. Site access shall be granted to representatives of the County, the San Mateo County Mosquito and Vector Control District, and the Water Board, at any time, for the sole purpose of performing operation and maintenance inspections of the installed stormwater treatment systems [and HM controls]. A statement to that effect shall be made a part of the Maintenance Agreement and/or CC&Rs recorded for the property.**

Compliance with Condition? Partial

As identified above, the O&M Agreement was not previously executed and recorded prior to final. However, an O&M Agreement has now been executed and recorded which requires site access as stated above.

Recommend to Retain Condition? Yes

- 80. The property owner shall be required to pay for all County inspections of installed stormwater treatment systems as required by the Regional Water Quality Control Board or the County.**

Compliance with Condition? Partial

All inspections completed were paid for by the property owner and all inspections conducted in the future will also be completed at the property owner's expense. As the O&M Agreement was not previously executed and recorded prior to final, not all necessary inspections have occurred. However, an O&M Agreement has now been executed and recorded.

Recommend to Retain Condition? Yes

81. **Within one (1) week of the installation date of the approved facility, the project civil engineer shall notify Richard Lee, Associate Engineer, Department of Public Works, by email [rlee@smcgov.org](mailto:rlee@smcgov.org) or fax at 650/363-4859. Notice shall include the installation date of the last component of the approved facility and the name of the project civil engineer. The County will perform a final inspection of the approved facility within 45 days of the date of installation.**

Compliance with Condition? Partial

The Department of Public Works inspected the drainage pipes and bioretention pond prior to planting of vegetation. An inspection note for BLD2013-01087 (new gym) specifies that the drainage system was not completed at the time of final inspection but would be covered under BLD2013-01088 (new classrooms). This permit was cancelled in July of 2016. In May of 2023, an engineer from the building inspection section completed an inspection of the bioretention pond and signed off on the final civil and drainage inspection.

Recommend to Retain Condition? Yes

B. COMPLIANCE WITH CURRENT REGULATIONS

1. Conformance with the County General Plan

The San Mateo County General Plan designates this property as Institutional. The original Use Permit request, and subsequent amendments, required conformance with these General Plan policies, and was approved subject to conformance with said policies. Staff has determined that the project continues to comply with all applicable General Plan policies, including the following:

Chapter 8 - Urban Land Use Policies: The San Mateo County General Plan designates Ladera as an existing urban neighborhood. Locational criteria provided in Policy 8.14 (*Appropriate Land Use Designations and Locational Criteria for Urban Unincorporated Areas*) states that existing educational facilities, government facilities, and other public facilities should be located on parcels owned by public agencies and suitable for development of institutional uses, with a land use designation of Institutional, and either in an urban community, urban neighborhood, or special urban area. The parcel is owned by a Las Lomas Elementary School District which is a public school district, has operated as a school since 1953, has a General Plan land use designation of Institutional, and is within the County designated urban neighborhood of Ladera. The continued operation of an elementary school at the project site also complies with General Plan land use goals and objectives

for urban neighborhoods, as identified in Policy 8.3. This policy encourages the integration of land uses to provide neighborhood-serving uses within single-family residential areas. This policy also aims to make urban neighborhoods appear and function as residential neighborhoods of contiguous cities, and to establish land use patterns which make urban neighborhoods compatible, functional and identifiable with adjoining cities. Therefore, the continued operation of the project site as a school supports the goals and policies outlined for urban neighborhoods in the General Plan.

## 2. Conformance with the Zoning Regulations

The project is located in the R-1/S-104 Zoning District. Schools are a permitted use within the R-1 (One-Family Residential) Zoning District, subject to securing a Use Permit in each case. The project's compliance with the required Use Permit findings are detailed in Section B(3) below. The S-104 (Ladera) Combining District provides for specific development standards to prevent significant changes to the community's overall character, to encourage development that harmonizes with the neighborhood's existing scale of development, to minimize the impacts on neighbors, and to encourage development that respects and conforms to natural landscape features, including topography. No new physical development, other than the new fence, is proposed. However, the School has requested approval for three existing unpermitted tents to remain. Upon review against applicable development standards, the project is found to be in compliance with the Zoning Regulations.

## 3. Conformance with the Use Permit Findings

Schools are not principally permitted uses in the R-1 Zoning District. A school is allowed to operate within the R-1 Zoning District subject to securing a use permit. The initial Use Permit for Woodland School was issued on June 1, 1984. For the Planning Commission to approve the Use Permit Renewal and Amendment, the following findings must be made:

**Find that the establishment, maintenance and/or conducting of the use will not, under the circumstances of the particular case, result in a significant adverse impact to coastal resources, or be detrimental to the public welfare or injurious to property or improvements in said neighborhood.**

This Use Permit for the Woodland School has been active since 1984. As detailed above under "Chronology," this project has an extensive history of Administrative Reviews, Use Permit Renewals, Minor Modifications and Amendments. The operation of the Woodland School has an extensive history of comments from residents of the Ladera neighborhood, public hearings, staff review for compliance with conditions of approval, and

collaboration with the Ladera Community Association (LCA) to address neighborhood concerns.

Project referrals were sent to various County agencies, utility providers, Woodside Fire Protection District, LCA, Green Foothills and the Town of Portola Valley for comments. All properties owners within 300 feet of the project site received notice of the public hearing and notice was also given to concerned members of the public who requested to be noticed. Staff conducted a site visit for review of compliance with the conditions of approval. Further, comments have been received from residents and property owners in the vicinity of the School, and from the Ladera Community Association.

A request to install new fencing, to extend the School hours, to add additional language to condition No.1, and to retain three tents that were installed without permits has been made. The School will continue to serve a maximum of 325 preschool to eighth grade students. No increase in student enrollment and no improvements to the Woodland School, other than new fencing, or changes in use are proposed. Based on staff's review, the Woodland School, as proposed and conditioned, will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

#### 4. Conformance with the Fence Height Exception Findings

Fences shall not exceed four (4) feet in height within any front yard area or exterior side yard that is street facing. A 6-foot-tall fence is proposed along La Cuesta Drive requiring a fence height exception. A fence height exception may be granted to exceed the fence height limit by up to 2 feet in height. For the Planning Commission to approve the fence height exception, the following findings must be made:

**Approving the exception will not jeopardize public safety; approving the exception will be compatible with the neighborhood surrounding the parcel where the fence or hedge would be placed and will not be detrimental to the public welfare; and the proposed fence or hedge promotes or enhances good design, site relationships and other aesthetic considerations, in accordance with San Mateo County General.**

The property is not a corner lot necessitating fence heights be limited within fifty (50) feet of the intersected street lines for ensuring line of sight is unobstructed, and is not in a design review district where specific design regulations apply. The Woodland campus is currently open with various access points that Woodland would prefer to control. The School seeks to install a new 6-foot-tall fence 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. The exception is necessary because a 6-foot fence along the perimeter of the campus will be much more effective from a security standpoint than the allowable 4-foot height limit along La Cuesta Drive. The proposed fencing would be black in color, can be seen through, and would not have a reflective surface. The fence, as proposed, will not jeopardize public safety, will be compatible with the neighborhood surrounding the parcel, will not be detrimental to the public welfare, and promotes or enhances good design, site relationships and other aesthetic considerations.

## C. PUBLIC COMMENTS

The County has received comments from residents and property owners in the vicinity of the School, and from the Ladera Community Association. Written comments received have been provided in Attachment E. While several topics have been raised, the following are the primary concerns raised and an analysis of each topic.

### Use of the Outdoor Playing Fields

There has been a strong sentiment expressed regarding the neighborhood's desire to use the outdoor field areas. Per correspondence with the Las Lomitas Elementary School District (LLESD), the current lease allows Woodland School exclusive use of the blacktop and playing fields during school hours dating back to the 2012 lease. The LLESD does not have additional documents that express the Board's position regarding the public's use of the play areas, other than the lease itself, the 2017 lease amendment, and the relevant Board policy (Policy 1330: *Use of School Facilities*) and regulations (Regulation 1330: *Use of School Facilities*) on facility use. The LLESD govern community use of District facilities and encourage such uses when the activity does not interfere with the instructional program of the district. See Attachment F for LLESD policy and regulations on the use of school facilities.

### Traffic and Parking

A project referral and copy of written comments received were sent to the Department of Public Works. Upon review of the information provided, no recommended changes in the conditions of approval were proposed. Staff completed a site visit during school hours and did not observe traffic or parking violations. See Section A (5) above for further analysis of the School's compliance with conditions of approval related to traffic and parking.

### 2017 Minor Modification

Several members of the community raised issue with the 2017 minor modification that was approved. Comments provided include the belief that it should not have

been approved as a minor modification but should have been processed as an amendment to the use permit, that public notification prior to a decision should have been provided, and that potential environmental impacts of the project were not properly analyzed.

As provided by condition of approval No.2, minor adjustments to the Use Permit may be submitted for approval to the Director of Planning and Building 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. On October 11, 2017, a minor modification request was submitted by the School requesting to: 1) modify the design of the driveways, parking and ADA improvements to the existing parking lot; and 2) retain the four modular classrooms for the term of their lease. The classrooms were approved in 2013 as temporary units to be removed when the new classroom building was granted a Certificate of Occupancy.

On December 8, 2017, the minor modification was approved. The request was deemed to be in substantial conformance with the approved Use Permit and an amendment to the Use Permit through a public hearing was not required. The parking lot design modification increased the previously approved 14 additional spaces to 41 additional spaces onsite, thereby reducing the School's impact on street parking in the neighborhood. The four modular buildings house school programming operations and do not increase student capacity. No increase in student enrollment was requested or approved which served as a key factor in approving this request as a minor modification. The County's Zoning Regulations do not provide for an appeal of the Director's approval of minor modifications to a use permit.

On March 8, 2024, Woodland School submitted a letter specifying their decision to revert back to the design of the new driveway and parking lot improvements as approved by the Planning Commission in 2013 before the 2017 minor modification approval. These parking improvements have not commenced, and no date has been provided for when these improvements are expected to be completed.

### Drainage

Adjacent property owners provided photos dated March 21, 2023, showing stormwater runoff draining off the property during a storm event that should have been captured by the onsite retention basin. An inspection note for BLD2013-01087 (new gym) specifies that the drainage system was not completed at the time of final inspection but would be covered under BLD2013-01088 (new classrooms). This permit was cancelled in July of 2016. Engineering staff conducted a site inspection of the bioretention structure on May 18, 2023, and signed off on the final civil and drainage inspection. Additional storm drain documentation was provided to the Department of Public Works on May 19, 2023.



Based on the site inspection and review of all information provided, the Department of Public Works completed their review on August 21, 2023.

Further, an Operations and Maintenance (O&M) Agreement was required prior to final during the 2013 building permit review process but was not recorded at that time. As a result, this project did not make it on the annual randomized inspections for NPDES Operations and Maintenance agreements. Thus, inspections have not historically occurred. However, an O&M Agreement has now been executed and was recorded prior to this hearing. Submission of an annual report is required by the O&M Agreement, and the project will now be included in the annual randomized inspections for NPDES Operations and Maintenance agreements.

#### Vehicle Parking on Grass Field

Comments regarding use of the outdoor grass field as vehicle parking areas have been received. Vehicle parking is not permitted in the grass field. Section 6121 of the Zoning Regulations requires automobile parking areas for more than ten vehicles to be surfaced with an asphaltic or Portland cement binder pavement to provide a durable and dust-free surface and parking areas are also required to be graded and drained to dispose satisfactorily of all surface water accumulation within the area. Environmental Health Services expressed concerns only if vehicle traffic or parking is occurring in areas where a septic system is located.

#### Fire Evacuation Plan

A project referral and copy of application documents were sent to the Woodside Fire Protection District (Fire District). Upon review of the information provided, the Fire District indicated that they had no comments. Staff also reached out to the Fire District for a response to public comments relating to an evacuation plan in case of a fire. The Fire District indicated that they are working on an evacuation plan for both Portola Valley and Woodside that will include unincorporated areas of the County that the Fire District serves.

### D. ENVIRONMENTAL REVIEW

This project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Class 1, for existing facilities. This exemption consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The key consideration is whether the project involves negligible or no expansion of use. No physical improvements to the Woodland School, other than new fencing, or changes in use are proposed. The School is requesting to install a new 6-foot-tall fence, to continue their operation of a private elementary school, to extend their

operating hours, and to allow three existing tents to remain. Staff has determined that these modifications are a negligible expansion of the existing use at the site.

E. **REVIEWING AGENCIES**

Building Inspection Section  
Department of Public Works  
Environmental Health Services  
Woodside Fire Protection District  
California Water Service Company, Bear Gulch District  
West Bay Sanitary District  
Ladera Community Association  
Town of Portola Valley  
Green Foothills

**ATTACHMENTS**

- A. Recommended Findings and Conditions of Approval
- B. Location Map
- C. Site Plan
- D. Fence Exhibit
- E. Public Comments
- F. LLESD Regulation 1330 and Policy 1330
- G. Letter for Renewal and Requested Amendments dated March 7, 2024
- H. Letter from Woodland School dated March 8, 2024

County of San Mateo  
Planning and Building Department

**RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL**

Permit or Project File Number: PLN2000-00352

Hearing Date: June 12, 2024

Prepared By: Luis Topete, Planner III

For Adoption By: Planning Commission

**RECOMMENDED FINDINGS**

Regarding the Environmental Review, Find:

1. That the project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Class 1, for existing facilities. This exemption consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The key consideration is whether the project involves negligible or no expansion of use. No physical improvements to the Woodland School, other than new fencing, or changes in use are proposed. The School is requesting to install a new 6-foot-tall fence, to continue their operation of a private elementary school, to extend their operating hours, and to allow three existing tents to remain. These modifications are a negligible expansion of the existing use at the site.

Regarding the Use Permit, Find:

2. That the establishment, maintenance and/or conducting of the use will not, under the circumstances of the particular case, result in a significant adverse impact to coastal resources, or be detrimental to the public welfare or injurious to property or improvements in said neighborhood. Planning staff has confirmed that the project, as proposed and conditioned, is in general compliance with the Use Permit conditions of approval and applicable County regulations. See the discussion under Section A and Section B (3).

Regarding the Fence Height Exception, Find:

3. That approving the exception will not jeopardize public safety; approving the exception will be compatible with the neighborhood surrounding the parcel where the fence will be placed and will not be detrimental to the public welfare; and the proposed fence promotes or enhances good design, site relationships, and other aesthetic considerations. See the discussion under Section B (4).

## **RECOMMENDED CONDITIONS OF APPROVAL**

### **Current Planning Section**

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

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.

2. This permit shall be for ten (10) years until June 12, 2034, with two administrative reviews in May 2027 and May 2030. The applicant shall submit an application to continue the use, as conditioned, to the Planning and Building Department for renewal six (6) months prior to expiration of this permit.

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 Director of Planning and Building whether such plan triggers the requirement for the County's Major Development Pre-Application Review Process.

Minor adjustments to the Use Permit may be submitted for approval to the Director of Planning and Building 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. This process shall be applicable to the new uses proposed by the Ladera Community Association and Ladera Recreational District within the facilities.

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.

4. The applicant shall meet the requirements of the Woodside Fire Protection District, Department of Public Works, the County Environmental Health Services, and the County Building Inspection Section.
5. a. Parking shall only occur off-street (in the school's parking lot) and on the school side of La Cuesta Drive, except for 20 events. Of these events, four (4) are minor events (in which parking is allowed on the school side of neighboring side streets), and eight (8) are major events (in which parking is allowed on the school side of neighboring side streets and on the other side of La Cuesta Drive).

Parking Permitted				
Event Type	Lighter-Parking Events	Minor Events	Major Events	
<i>Permitted Parking Locations</i>	School lot and school side of La Cuesta Drive	School side of side streets* (Plus school lot and school side of La Cuesta Drive)	Other side of La Cuesta Drive (Plus school lot, school side of La Cuesta Drive and school side of side streets)	
<i>Total Events</i>	8	4	8	20
* Potentially affected side streets include, but are not limited to, La Cuesta Drive and East and West Floresta Way. Parking is only allowed on one side due to the narrow width of streets.				

There will be up to eight (8) additional events (lighter-parking events) during the school year such as the Sports Awards Dinner and science fair in which there will be increased traffic; however, parking for these events will be restricted to locations off-street (in the school's parking lot) and on the school side of La Cuesta Drive. The school will work with community members to continue to monitor parking for these lighter-parking events and develop ways to assure adherence with this provision if parking is out of compliance.

#### 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 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. The school will also post a message on the Ladera List-Serve reminding neighbors of the 12 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 12 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.

- 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. This plan: (1) designates a parking lot loading zone where students may be dropped off or picked up; (2) identifies off-street parking and on-street parking, on the school side of La Cuesta Drive; (3) shows one-way traffic circulation entering and exiting the parking lot; (4) establishes a right turn only on La Cuesta Drive when exiting the parking lot; (5) discourages the making of U-turns at the intersection of La Mesa and Floresta; (6) includes a diagram that illustrates these five elements; and (7) as construction is phased, the plan shall be amended and distributed as necessary.
- 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. In addition, the school will continue to pursue the goal of reducing the number of Woodland School staff cars entering the school. Staff cars will not be counted as part of the car trip reduction efforts.
- d. The school shall designate two adults wearing identifiable attire to direct traffic circulation and parking during peak morning and afternoon periods, and at least four adults during major and minor events. 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. One of the traffic monitors shall be stationed near the exit from the school and as close to La Cuesta Drive as possible. One monitor shall be stationed near the entrance of the school to better monitor the backup onto La Cuesta Drive. All designated traffic and parking monitors shall wear attire that allows parents and members of the community to recognize them as such.

- e. The County shall recognize the Head of School as the official community liaison, unless formally notified by the school of a change.
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.

#### Building Inspection Section

- 7. When this design is submitted for a building permit, there may be more requirements according to the actual design being submitted for a building permit. This review is neither permission nor approval for a final plan check for a permit.
- 8. Prior to pouring any concrete for foundations, written verification from a licensed surveyor must be submitted which will confirm that the required setbacks as shown on the approved plans have been maintained.
- 9. An automatic fire sprinkler system will be required for this project.
- 10. If a water main extension, upgrade or hydrant is required, this work must be completed prior to the issuance of the building permit, or the applicant must submit a copy of an agreement and contract with the water purveyor which will confirm that the work will be completed prior to finalization of the building permit.
- 11. A site drainage plan will be required. This plan must demonstrate how roof drainage and site runoff will be directed to an approved disposal area.
- 12. Sediment and erosion control measures must be installed prior to beginning any site work and maintained throughout the term of the permit. Failure to install or maintain these measures will result in stoppage of construction until the corrections have been made and fees paid for staff enforcement time.
- 13. This project must comply with the Green Building Ordinance.
- 14. All drawings must be drawn to scale and clearly define the whole project.
- 15. Please call out the current codes on the code summary. The design and/or drawings shall be done according to the current editions of the California Building

Standards Code, California Plumbing Code, California Mechanical Code, and the California Electrical Code.

16. Permits are required for grading, and any retaining walls.
17. Provide details showing all the accessible parking, accessible route to the right-of-way and the building entrance, and all accessible details (cross-sections) for facilities/restrooms.
18. Provide an exiting plan, showing the occupant load for each room according to its use, and the path of travel/exiting.

#### Woodside Fire Protection District

19. Project shall comply with current California Building Code Chapter 7A for ignition-resistant materials and installation.
20. Address and building numbers shall be clearly posted and visible from the street with a minimum of 4-inch numbers on a contrasting background.
21. A NFPA 13 Fire Sprinkler System shall be installed in all proposed new buildings.
22. All Fire Department Connection (FDC) locations shall be approved by the Woodside Fire Protection District.
23. There shall be an emergency fire access road with turnaround on the east side of the campus, adjacent to a grass field for gym egress and ingress.
24. Upon final inspection, a 30-foot perimeter of defensible space shall exist.
25. A fire hydrant shall be required prior to the start of rough framing construction near the proposed gym area.

#### Department of Public Works

26. Prior to the issuance of the building permit, the applicant will be required to provide payment of "roadway mitigation fees" based on the square footage (assessable space) of the proposed building per Ordinance No. 3277.
27. No proposed construction work within the County right-of-way shall begin until County requirements for the issuance of an encroachment permit, including review of the plans, have been met and an encroachment permit issued.
28. The applicant shall submit a permanent stormwater management plan in compliance with the County's Drainage Policy and NPDES requirements for review and approval by the Department of Public Works.



If project requires C.3 stormwater measures, then final drainage plans and calculations must be submitted for review and approval prior to Planning Department approvals and prior to issuance of a building permit.

29. The applicant shall have prepared, by a registered civil engineer, a drainage analysis of the proposed project and submit it to the Department of Public Works for review and approval at the building permit application stage. The drainage analysis shall consist of a written narrative and a plan. The flow of the stormwater onto, over, and off the property shall be detailed on the plan and shall include adjacent lands as appropriate to clearly depict the pattern of flow. The analysis shall detail the measures necessary to certify adequate drainage. Post-development flows and velocities shall not exceed those that existed in the pre-developed state. Recommended measures shall be designed and included in the improvement plans and submitted to the Department of Public Works for review and approval.

#### Grading and NPDES Conditions

30. Prior to grading “hard card” issuance, the applicant shall coordinate with a Building Technician to open a building permit case and pay applicable fees for the completion and tracking of monthly erosion and sediment control inspections during the rainy season, as required by the Regional Water Quality Control Board, and weekly construction inspections during the rainy season for sites within the ASBS Watershed, as required by the Special Protections.
31. As the project involves over 1 acre of land disturbance, the property owner shall file a Notice of Intent (NOI) with the State Water Resources Board to obtain coverage under the State General Construction Activity NPDES Permit. A copy of the project’s NOI, WDID Number, and Stormwater Pollution Prevention Plan (SWPPP) shall be submitted to the Current Planning Section and the Building Inspection Section, prior to the issuance of the grading permit “hard card.”
32. No grading activities shall commence until the property owner has been issued a grading permit (issued as the “hard card” with all necessary information filled out and signatures obtained) by the Current Planning Section.
33. No grading shall be allowed during the winter season (October 1 to April 30) to avoid potential soil erosion. An applicant-completed and County-issued grading permit “hard card” is required prior to the start of any land disturbance/grading operations. Along with the “hard card” application, the applicant shall submit a letter to the Current Planning Section, at least two (2) weeks prior to commencement of grading, stating the date when grading operations will begin, anticipated end date of grading operations, including dates of revegetation and estimated date of establishment of newly planted vegetation.

34. Prior to any land disturbance and throughout the grading operation, the property owner shall implement the erosion control plan, as prepared and signed by the engineer of record and approved by the decision maker. Revisions to the approved erosion control plan shall be prepared and signed by the engineer and submitted to the Director of Planning and Building for review and approval.
35. Prior to issuance of the grading permit "hard card," the property owner shall submit a schedule of all grading operations to the Current Planning Section, subject to review and approval by the Current Planning Section. The submitted schedule shall include a schedule for winterizing the site. If the schedule of grading operations calls for the grading to be completed in one grading season, then the winterizing plan shall be considered a contingent plan to be implemented if work falls behind schedule. All submitted schedules shall represent the work in detail and shall project the grading operations through to completion.
36. The property owner shall adhere to the San Mateo Countywide Stormwater Pollution Prevention Program "General Construction and Site Supervision Guidelines," including, but not limited to, the following:
  - a. Delineation with field markers of clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses within the vicinity of areas to be disturbed by construction and/or grading.
  - b. Protection of adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
  - c. Performing clearing and earth-moving activities only during dry weather.
  - d. Stabilization of all denuded areas and maintenance of erosion control measures continuously between October 1 and April 30.
  - e. Storage, handling, and disposal of construction materials and wastes properly, so as to prevent their contact with stormwater.
  - f. Control and prevention of the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, and non-stormwater discharges to storm drains and watercourses.
  - g. Use of sediment controls or filtration to remove sediment when dewatering site and obtain all necessary permits.
  - h. Avoiding cleaning, fueling, or maintaining vehicles on-site, except in a designated area where wash water is contained and treated.

- i. Limiting and timing applications of pesticides and fertilizers to prevent polluted runoff.
  - j. Limiting construction access routes and stabilization of designated access points.
  - k. Avoiding tracking dirt or other materials off-site; cleaning off-site paved areas and sidewalks using dry sweeping methods.
  - l. Training and providing instruction to all employees and subcontractors regarding the Watershed Protection Maintenance Standards and construction Best Management Practices.
  - m. Additional Best Management Practices in addition to those shown on the plans may be required by the Building Inspector to maintain effective stormwater management during construction activities. Any water leaving the site shall be clear and running slowly at all times.
  - n. Failure to install or maintain these measures will result in stoppage of construction until the corrections have been made and fees paid for staff enforcement time.
37. It shall be the responsibility of the engineer of record to regularly inspect the erosion control measures for the duration of all grading remediation activities, especially after major storm events, and determine that they are functioning as designed and that proper maintenance is being performed. Deficiencies shall be immediately corrected, as determined by and implemented under the observation of the engineer of record.
38. For the final approval of the grading permit, the property owner shall ensure the performance of the following activities within thirty (30) days of the completion of grading at the project site:
- a. The engineer shall submit written certification that all grading has been completed in conformance with the approved plans, conditions of approval/mitigation measures, and the Grading Regulations, to the Department of Public Works and the Planning and Building Department's Geotechnical Engineer.
  - b. The geotechnical consultant shall observe and approve all applicable work during construction and sign Section II of the Geotechnical Consultant Approval form, for submittal to the Planning and Building Department's Geotechnical Engineer and Current Planning Section.

39. Applicant shall prepare a Stormwater Management Plan (SWMP) that includes, at a minimum, exhibit(s) showing drainage areas and location of Low Impact Development (LID) treatment measures; project watershed; total project site area and total area of land disturbed; total new and/or replaced impervious area; treatment measures and hydraulic sizing calculations; a listing of source control and site design measures to be implemented at the site; hydromodification management measures and calculations, if applicable; NRCS soil type; saturated hydraulic conductivity rate(s) at relevant locations or hydrologic soil type (A, B, C or D) and source of information; elevation of high seasonal groundwater table; a brief summary of how the project is complying with Provision C.3 of the MRP; and detailed Maintenance Plan(s) for each site design, source control and treatment measure requiring maintenance.
40. Applicant shall ensure that post-construction levels of pollutants identified in the Clean Water Act (CWA) Section 303(d) list for the receiving water body do not exceed pre-development levels.
41. Project shall comply with all requirements of the Municipal Regional Stormwater NPDES Permit Provision C.3. Please refer to the San Mateo Countywide Water Pollution Prevention Program's (SMCWPPP) C.3 Stormwater Technical Guidance Manual for assistance in implementing LID measures at the site.
42. Trash storage areas (including recycling or food compactor areas or similar areas), wash areas, loading docks, repair/maintenance bays, and equipment or material storage areas shall be completely covered and bermed to ensure that no stormwater enters the covered area. Covered areas shall be sloped so that spills and wash water flow to area drains connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
43. Discharges from indoor/outdoor mat/equipment/hood filter wash racks or covered outdoor wash racks for restaurants shall be plumbed to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
44. Interior level parking garage floor drains, and any other interior floor drains shall be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
45. Efficient irrigation systems shall be used throughout all landscaped areas in accordance with the Model Water Efficient Landscape Ordinance.
46. On-site storm drain inlets shall be clearly marked with the words "No Dumping! Flows to Bay," or equivalent using thermoplastic material or a plaque.

47. Project shall incorporate landscaping that minimizes irrigation and runoff, promotes surface infiltration, minimizes the use of pesticides and fertilizers, and incorporates other appropriate sustainable landscaping practices such as Bay-Friendly Landscaping.
48. Fire sprinkler test water shall discharge to on-site vegetated areas, or alternatively shall be discharged to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
49. Fueling areas shall be separated from the rest of the site by a grade break that prevents run-on of stormwater, and covered by a canopy that extends a minimum of 10 feet in each direction from each pump.
50. Boiler drain lines, rooftop equipment with drain lines, and/or equipment for washing and/or steam cleaning activities shall be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
51. Air conditioning condensate shall drain to landscaping, or alternatively may be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
52. Roof drains shall drain away from the building and be directed to landscaping or a stormwater treatment measure.
53. Land uses involving vehicle and equipment repair and maintenance shall provide a designated, indoor area for these activities.
54. Projects with architectural copper should, if possible, purchase copper materials that have been pre-patinated at the factory. Whether patination is done off-site or on-site, applicant should consider coating the copper materials with an impervious coating that prevents further corrosion and runoff. If patination is done on-site, implement one or more of the following:
  - a. Discharge the rinse water to landscaping. Ensure that the rinse water does not flow to the street or storm drain. Block off storm drain inlet if needed.
  - b. Collect rinse water in a tank and pump to the sanitary sewer. Contact your local sanitary sewer agency before discharging to the sanitary sewer.
  - c. Collect the rinse water in a tank and haul off-site for proper disposal.
55. Direct roof runoff into cisterns/rain barrels and use rainwater for irrigation or other non-potable use.

56. Direct roof runoff onto vegetated areas. Stormwater treatment of the roof runoff is not required if the vegetated area is designed as a self-retaining area, as described in Section 4.3 of the C.3 Technical Guidance.
57. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas. Stormwater treatment of the roof runoff is not required if the vegetated area is designed as a self-retaining area, as described in Section 4.3 of the C.3 Technical Guidance.
58. Construct sidewalks, walkways, patios, bike lanes, driveways, and/or uncovered parking lots with permeable surfaces. These include porous pavement (asphalt and concrete), turf block, and permeable joint pavers. Use of permeable surfaces may reduce the size of the required treatment measure by lowering the amount of runoff generated; however, runoff from permeable surfaces will not be exempt from having to receive treatment unless properly designed as “self-treating areas” or “self-retaining areas.” Refer to Section 4.2 or 4.3 of the C.3 Technical Guidance, respectively.
59. Minimize land disturbance and impervious surface (especially for new parking lots).
60. Maximize permeability by clustering development and preserving open space.
61. Use micro-detention, including distributed landscape-based detention.
62. Protect sensitive areas, including wetland and riparian areas, and minimize changes to the natural topography.
63. Self-treating areas must be designed to store and infiltrate the rainfall that lands on the self-treating area. Refer to Section 4.2 of the C.3 Technical Guidance.
64. Self-retaining areas must be designed to store and infiltrate the rainfall runoff volume described in the MRP Provision C.3.d (80% capture volume), for rainfall that lands on the self-retaining area and the impervious surface that drains to the self-retaining area. Refer to Section 4.3 of the C.3 Technical Guidance.
65. Plant or preserve interceptor trees (Section 4.1, C.3 Technical Guidance).
66. Biotreatment measures (including bioretention areas, flow-through planters and non-proprietary tree well filters) shall be sized to treat runoff from 100% of the applicable drainage area (all impervious areas and applicable landscaped areas) using flow or volume based sizing criteria as described in the Provision C.3.d of the MRP, or using the simplified sizing method (4% rule of thumb), described in the C.3 Technical Guidance and based on the flow-based sizing criteria in Provision C.3.d.i.(2)(c).

67. Plant species used within the biotreatment measure area shall be consistent with Appendix A of the C.3 Technical Guidance.
68. Biotreatment soil mix for biotreatment measures shall have a minimum percolation rate of 5 inches per hour and a maximum percolation rate of 10 inches per hour and shall be in conformance with Attachment L of the MRP, which is included in Appendix K of the C.3 Technical Guidance.
69. Design of biotreatment measures shall be consistent with technical guidance for the applicable type of biotreatment measure provided in Chapter 6 of the C.3 Technical Guidance.
70. Post-construction stormwater discharge rates and durations shall not exceed pre-project rates and durations from 10% of the pre-project 2-year peak flow up to the pre-project 10-year peak flow.
71. The post-project flow duration curve shall not deviate above the pre-project flow duration curve by more than 10% over more than 10% of the length of the curve corresponding to the range of flows to control.
72. Flow control structures may be designed to continuously discharge stormwater at the very low flow rate  $Q_{cp}$ , where  $Q_{cp} \leq 10\%$  of the pre-project 2-year flow.
73. Hydromodification (HM) controls shall be designed using the Bay Area Hydrology Model (BAHM), unless the applicant uses an alternative continuous simulation hydrologic computer model as described in Attachment E of the MRP. Site-specific data shall be used with BAHM ([www.Bayareahydrologymodel.org](http://www.Bayareahydrologymodel.org)) or alternate continuous simulation hydrologic computer model.
74. 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 Director of Planning and Building) 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.
75. 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.

76. The property owner is responsible for submitting an Annual Report accompanied by a review fee to the County by December 31 of each year, as required by the O&M Agreement. The property owner is also responsible for the payment of an inspection fee for County inspections of the stormwater facility, conducted as required by the NPDES Municipal Regional Permit.
77. Approved Maintenance Plan(s) shall be kept on-site and made readily available to maintenance crews. Maintenance Plan(s) shall be strictly adhered to.
78. Site access shall be granted to representatives of the County, the San Mateo County Mosquito and Vector Control District, and the Water Board, at any time, for the sole purpose of performing operation and maintenance inspections of the installed stormwater treatment systems [and HM controls]. A statement to that effect shall be made a part of the Maintenance Agreement and/or CC&Rs recorded for the property.
79. The property owner shall be required to pay for all County inspections of installed stormwater treatment systems as required by the Regional Water Quality Control Board or the County.
80. Within one (1) week of the installation date of the approved facility, the project civil engineer shall notify Richard Lee, Associate Engineer, Department of Public Works, by email [rlee@smcgov.org](mailto:rlee@smcgov.org) or fax at 650/363-4859. Notice shall include the installation date of the last component of the approved facility and the name of the project civil engineer. The County will perform a final inspection of the approved facility within 45 days of the date of installation.

### **Fence Height Exception**

#### Woodside Fire Protection District

81. Maintain Fire Department vehicle access at La Cuesta Drive's northeast corner. New vehicle gate to have existing KNOX PAD LOCK installed.
82. RECOMMENDATION: Install a pedestrian gate at the southeast corner of the Administrative Offices Building with the existing KNOX BOX relocated to this gate.
83. Verify that the required number of exits, exiting paths, panic hardware, and safe dispersal areas are being met and maintained.

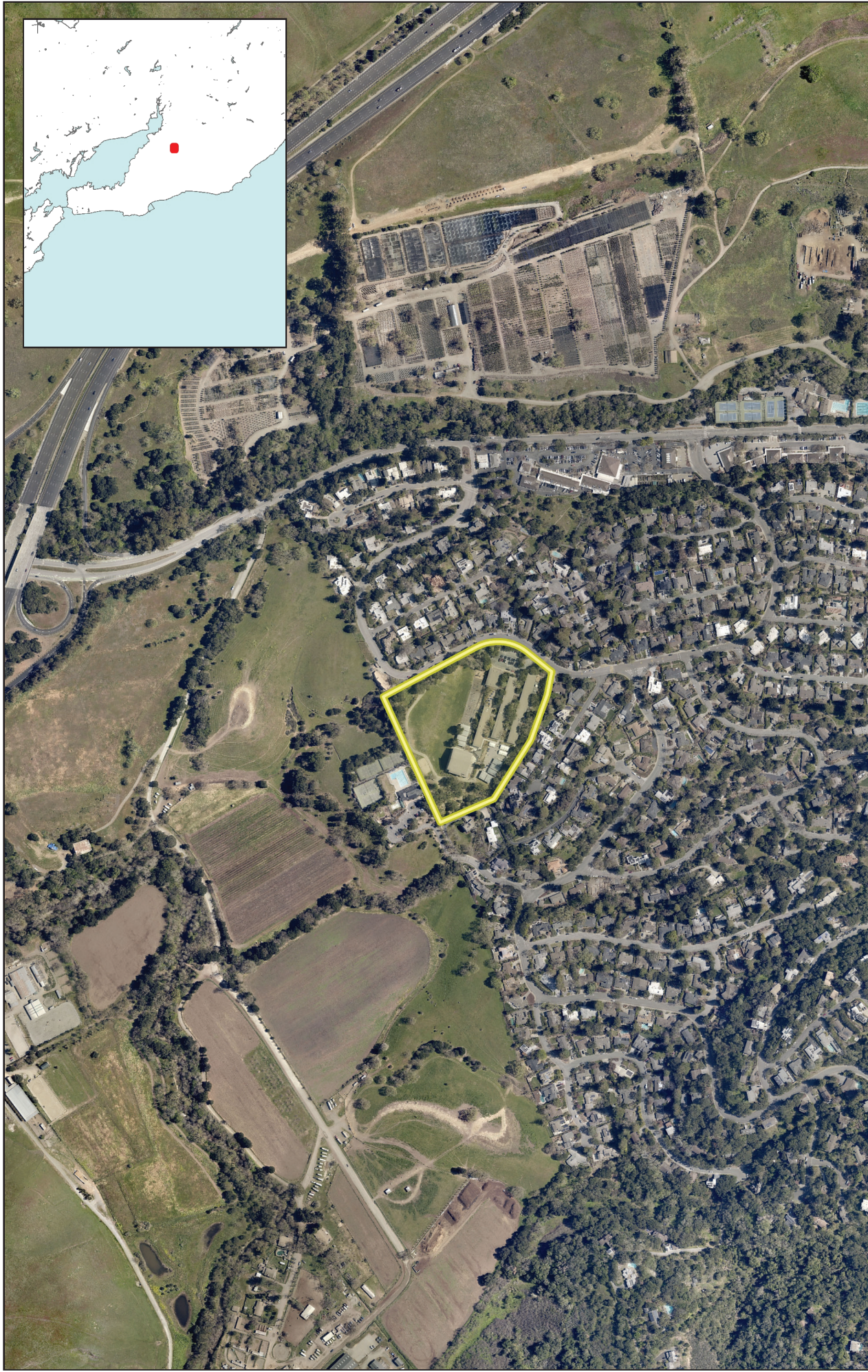




**COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT**

# **ATTACHMENT B**





0.30

0

0.15

0.30 Miles

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

© Latitude Geographics Group Ltd.

1:9,570



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
**THIS MAP IS NOT TO BE USED FOR NAVIGATION**





**COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT**

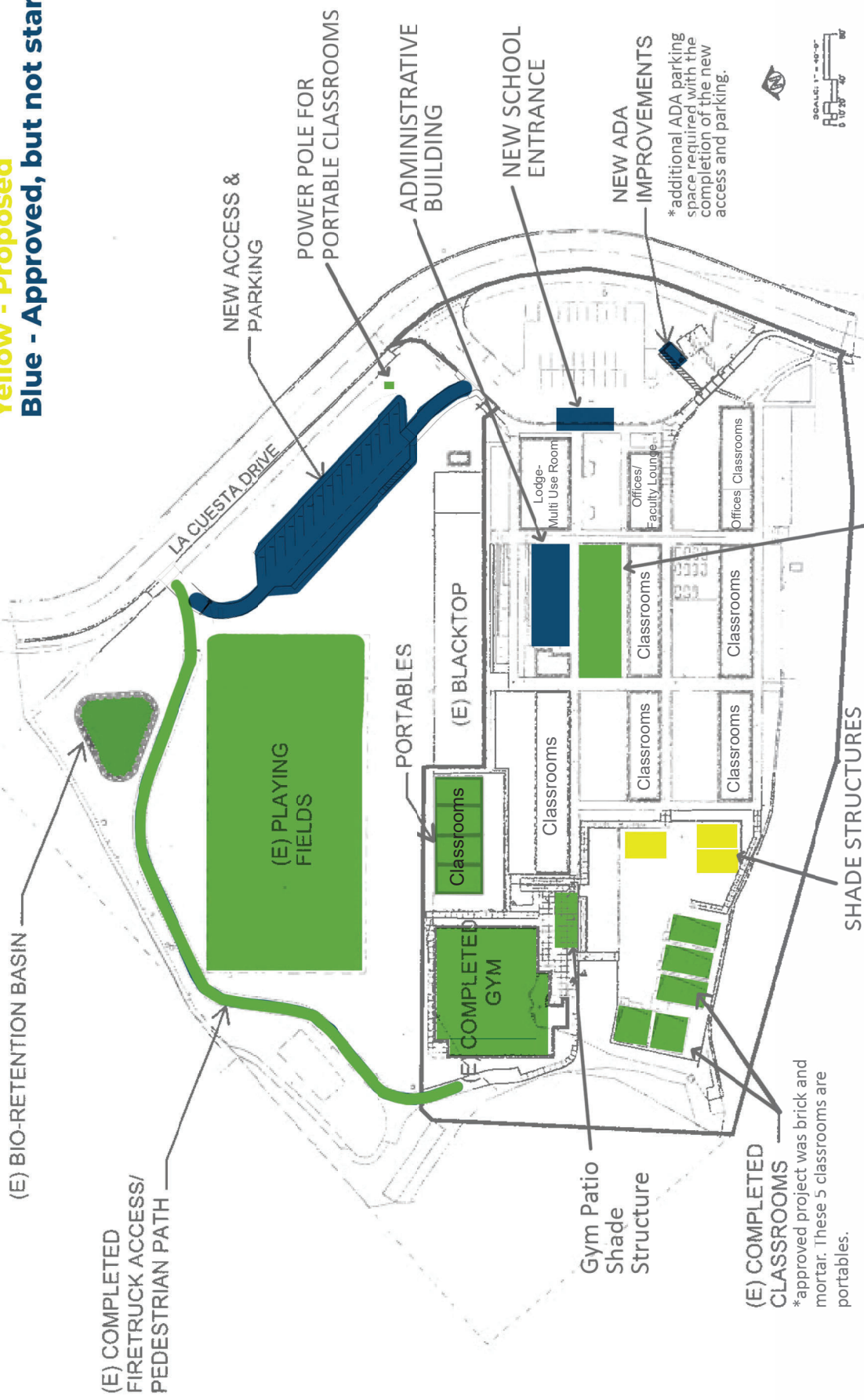
# **ATTACHMENT C**

# KEY

Green - Complete

Yellow - Proposed

Blue - Approved, but not started



WOODLAND SCHOOL  
Portola Valley, CA  
Project Number: 9806.007

EXHIBIT A

DES



**COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT**

# **ATTACHMENT D**



## 02/22/2024



FENCE OPTION 2: CHAIN LINK FENCE



ELEVATION TYPICAL

FILE NAME: RN-FENCE.TYP1 DRAWN BY: Y.S.HEN



ELEVATION TYPICAL

FILE NAME: FN-FENCE TWP2 DRAIN BY: Y SHEN

**FENCE OPTION 2 - ELEVATION**  
 $1/4" = 1' - 0"$



**COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT**

# **ATTACHMENT E**

**555 La Mesa Drive  
Portola Valley, CA 94028**

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Mr Luis Topete  
County of San Mateo Planning and Building Department  
455 County Center, 2nd Floor | Mail Drop PLN 122  
Redwood City, CA 94063

October 29, 2023

BY EMAIL

Dear Mr Topete:

**PLN2000-00352 - CUP renewal for Woodland School**

As long-time Ladera residents, we write in strong support of the renewal of Woodland School's Conditional Use Permit (CUP) and associated adjustment of school operating hours to 7:30 am – 6:00 pm on weekdays.

As long-time Ladera residents, we also write in strong objection to the Ladera Community Association's (LCA) referral letter dated September 28, 2023. While we supported – with some reservations – an earlier draft of the letter which recognized the efforts Woodland has taken to address issues of common concern, we strongly disagree with the final version, which asserts that Ladera community support for Woodland's CUP renewal is contingent on a number of issues being addressed, in particular requiring that the Woodland Play Areas (field and blacktop) be open to the public after 3:00 pm Monday through Friday. We in no way share this position.

As background, one of us (Michelle) grew up in Portola Valley and learned to swim at the Ladera Recreation District (LRD) in the 1970s. At that time, the neighboring school was still the Ladera School. As a family, we moved to Ladera in April 2013, a few weeks before our daughter was born. Our daughter attended Las Lomitas Elementary School District (LLESd) schools for several years, from Kindergarten through Third Grade. She joined Woodland School in August 2023, thus we are now brand new Woodland parents. With this background, we feel we can provide a historical perspective, a Ladera resident perspective, an LLESd parent perspective, and a Woodland parent perspective.

**School Operating Hours**

We strongly support Woodland School operating hours being adjusted from 7:30 am – 5:30 pm to 7:30 am – 6:00 pm weekdays as part of the CUP renewal and to align with Woodland's lease with the LLESd. Woodland has a strong after-school athletic program and extended day program – in which more than 200 students participate – which runs from 7:30 am to 6:00 pm on weekdays. It is important that these hours are reflected in the CUP renewal.

**Traffic**

Most if not all the traffic concerns raised in the LCA's referral letter have been addressed already. Since we joined Woodland a couple of months ago, it is evident that Woodland's Head of School and her staff are going out of their way to address traffic, repeatedly emphasizing it in parent meetings and in nearly every email we receive from the school. We understand there are also new programs this year, both a new carpooling program and a new option for middle school students to check themselves out and walk down to the Ladera Shopper to be picked up after school.

Every time I drive down La Cuesta Drive on my way out of Ladera in the mornings or afternoons, I find the peak Woodland School drop-off and pick-up periods operating smoothly. There are always at



least 3 staff members – more than the 2 required under the CUP – wearing identifiable attire on duty along La Cuesta, one at each of the crosswalks, the other ahead of the red zone. All the cars in the school line along La Cuesta are very close to the curb leaving ample room for cars to pass in both directions without crossing the center line, even with some resident cars also parked on the opposite side of the road. There are never any cars in the red zone below the school entrance. See attached photos which are representative of the daily situation.



*Photo: La Cuesta Drive, September 19, 2023 at 8:08 AM – peak drop-off period*



*Photo: La Cuesta Drive, September 19, 2023 at 3:18 PM – peak pick-up period*

Sadly, it is we Ladera residents – and our contractors and construction crews for the never-ending home remodels and rebuilds – who are the worst traffic offenders, not Woodland parents. Probably the most dangerous incident we have seen in recent weeks was a Ladera neighbor on Lucero Way who, on August 1, drove at full speed uphill through the La Mesa Drive / Durazno Way intersection

on the wrong side of the road while overtaking another car that had stopped at the stop sign. It is a blind intersection due to the hill – hence the need for a stop sign – and had there been oncoming traffic there would likely have been a fatal accident, or at least one that resulted in significant damage to body and property. We have video recordings of the event from our home security cameras which we shared with the Sheriff at the time. While an extreme case, this is just one of many, frequent traffic violations by Ladera residents and construction crews that we can point to.

### **New Access and Parking Lot**

The LCA endorsed plans for Woodland to build new access and an additional 41 parking spaces on the Woodland field in 2017. It is disingenuous that the LCA is now both expressing concerns about traffic and parking while also stating that they no longer support the new parking lot.

### **Field and Blacktop (Play Areas)**

For health, safety and security reasons, we strongly disagree with the LCA's request that the Woodland Play Areas (field and blacktop) be available to the public after 3:00 pm on weekdays. No stranger should be near Woodland children while they are entrusted in the safety and protection of the school. We say this both as Ladera residents and as Woodland parents. The potential consequences of allowing public access to the Play Areas during school hours – and thus potentially enabling a bad actor to slip into the school undetected via the field at the back where there is no perimeter fence or locked gate – are chilling. What if a child were as a result assaulted, kidnapped, or worse? User groups can always apply to use the Play Areas under the existing lease and existing LLESd policies, but at least under this arrangement the school retains control over who is on the campus during school hours and can maintain security.

We have lived a 5-minute walk from Woodland for more than 10 years with a young child. As Ladera residents, it never occurred to us that it would be right for our daughter to use the Woodland Play Areas during school hours. She has enjoyed using them at weekends and, if on school days, after 6:00 pm since we did not want to interfere with the operation of an active school. We had no idea of the official rules until recently; that just seemed like the right thing to do.

Woodland needs to be able to operate the school in a safe and secure way with appropriate facilities at its disposal throughout the school day from 7:30 am to 6:00 pm. The Play Areas, including the field, are used by Woodland students in the afternoons every school day, not as claimed otherwise by some of our Ladera neighbors. With a small site and only a single field available to the school, it is only right that Woodland has exclusive use of the play areas during school hours to operate its athletic and extended day programs. During all seasons except for Winter, that still leaves at least an hour – and in the summer, several hours – for neighborhood use of the field during the early evenings after 6:00 pm on weekdays and of course at all times throughout weekends.

There are ample other outdoor spaces for neighborhood children to use earlier in the day when school is in session. The Laderaland playground at the LRD next door is open to all, at all times of day. Our daughter has enjoyed playing there countless times, and continues to do so. Additionally, there are multiple fields nearby that can be used during school hours to throw a ball around or to play soccer, such as Ford Field (0.6 mile from the Ladera Shopper), Rossotti field (1.5 miles), or the Portola Valley Town Center (4 miles); we have used and continue to use them all, frequently.

Lastly, we note that Woodland has invested nearly \$1M in upgrading the Play Areas over the last three years. Even for this reason alone, it is only right that Woodland retains exclusive access to the Play Areas during school hours from 7:30 am to 6:00 pm on weekdays. An earlier draft of the LCA's referral letter stated: "We also appreciate the recent upgrades to the Play Areas which Woodland has paid for which include the resurfacing of the field, repaving the remaining blacktop areas and installing a new play structure"; it is strikingly uncharitable that this sentence was removed from the final version.

## Unleashed Dogs

Nearly every evening around 6:00 pm after school ends, there is a group of a dozen or so Ladera dog owners socializing and letting their dogs use the Woodland field. Most of these dogs are allowed by their owners to run around freely and unleashed, digging at and defecating on the grass. There are no leash signs prohibiting such behavior and there is no enforcement of the San Mateo County leash laws (San Mateo County Code on Animal Control [Section 6.04.070](#)). It is unpleasant – not to mention a potential health hazard – for children to have to play flag football, soccer, track & field, or any other sports activity on the field in and around fecal matter from dogs. Further, we are aware of at least one dog in Ladera that has attacked and bitten other dogs in the neighborhood. What if a neighbor in the future acquires a pit bull or other dangerous dog and brings it to the field when children – or indeed adults – are around? What if that dog attacks and severely injures a child on the field, or worse?

At nearby Woodside Elementary School – a public school – dogs are prohibited from school premises at all times, including in the evenings and at weekends, for precisely these reasons. Its [website](#) states that this is to avoid potential accident or injury to a member of the community, especially a child, to avoid potential allergies, and to avoid students and teachers encountering fecal matter while on campus. Other nearby public fields, such as Ford Field and Rossotti Field in Portola Valley, ban dogs entirely, while others, such as Barkley Fields in Woodside, have clear leash signs posted.

While banning dogs from the Woodland field entirely may be a step too far for Ladera dog owners to bear, we request at minimum that: 1) dogs be prohibited from the entire school and play areas before 6:00 pm on weekdays; 2) dogs be prohibited from running on and thus potentially digging at or defecating on the playing area of the field; 3) clear leash signs be posted around the field; and 4) dogs be leashed at all times in compliance with San Mateo County leash laws. We are unsure if animal control is a topic to be considered as part of the CUP renewal or if it is a separate county issue, however we raise these points – as animal lovers ourselves – as significant areas of concern.

Thank you for this opportunity to provide our strong support of and feedback on Woodland's CUP renewal.

Sincerely,

Alex & Michelle Driskill-Smith  
555 La Mesa Drive  
Portola Valley, CA 94028  
[drisk@mac.com](mailto:drisk@mac.com)

cc:

Ms Shannon Potts, Interim Superintendent, LLES  
Dr Jennifer Warren, Head of School, Woodland School

November 7th<sup>th</sup>, 2023

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

In Reference to: PLN2000-00352 – Referral

Dear Luis,

We live on W Floresta Way, and right around the corner from Woodland School. We have lived here since 2010. Over the past 13 years, we have had many issues with Woodland School parking on our street. There have been instances where families/staff have parked on both sides of our street causing a major hazard if there were an emergency. Or they decide to park on either side when they are not supposed to whether it's for drop off, pick up, or a mere quick visit to the school.

For the current 2023/2024 school year, there have been violations on these dates that we have been home to witness: Sept 8, Sept 12, Sept 28, Oct 6.

While they have now put up signs noting "no Woodland parking," this is all new. They have never done this in the past, and we believe they are trying to show that they are "trying" their best now that the CUP is up for renewal.

In addition, we do not believe Woodland School should be allowed to close off the only play/field area to Ladera families until 6pm. They lease the buildings, and license the play areas. They do not have the right to do this, nor do they have the right to implement (which they are doing currently) without approval. They are acting in bad faith and will have offended many residents by their words and actions.

Please take into consideration the residents concerns and Woodlands past and present behavior.

Thank you,

Allison & Drake Watten

211 W. Floresta Way  
Portola Valley, CA 94028



**From:** [Dan Seyer](#)  
**To:** [Rosemary Mayer](#)  
**Cc:** [Luis Topete](#)  
**Subject:** Re: Meeting request  
**Date:** Wednesday, September 27, 2023 12:48:10 PM

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Hi Luis,

We look forward to meeting with you tomorrow at 1pm. Can you confirm we will meet you at 455 County Center, 2nd Floor in Redwood City?

The community wants to find the right way to work with the county and has lots of feedback on the commercial operation of the Woodland school which is located in the Ladera residential area. The community would like the process to be open, transparent and inclusive.

Questions and discussion topics:

1. Discuss the process of the new CUP application, its impact to the community, and significant change we are seeing.

- The community **strongly objects** to the school not sharing the field with the community
- The community **strongly objects** to extending operating hours
- The community **strongly objects to ever** extending student population size beyond 325

2. The community would like to appeal the parking lot as the design was never shared with the community and this impacts 1) traffic, 2) playground resources that are meant to be shared with the public, and 3) home values as converting park-like views to parking lot views lowers property values.

3. Existing operational issues

- The school is operating outside the CUP approved business hours
- The school has created its own parking rules and signs to manage traffic issues
  - Public street no parking signs
  - Use of shared public resources, parking vehicles on the grassy field areas
- The school is using the CUP hours of operation to misinform the public about shared public resource field hours
- Historically, there has been poor notification to the public about the school calendar, as required by the CUP
- Traffic and safety problems exist

Lastly, the community feels it isn't being made aware of changes being proposed by the school. Would it be possible for any major or minor CUP or building permit requests for APN: 077-180-020 (360 La Cuesta Dr, Portola Valley, CA 94028) to trigger neighborhood notification, similar to how tree permit notifications work for the county, or perhaps there is a new online process to subscribe to requests such as these?

Speak with you soon.

Dan & Rosemary

**From:** [PLANNING\\_PlanningProjects](#)  
**To:** [Luis Topete](#)  
**Subject:** Fw: Reference: "PLN2000-00352 – Referral"  
**Date:** Monday, October 2, 2023 8:34:56 AM

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**From:** Diane Schrader <dschrader@gmail.com>  
**Sent:** Saturday, September 30, 2023 2:23 PM  
**To:** PLANNING\_PlanningProjects <PlanningProjects@smcgov.org>  
**Subject:** Reference: "PLN2000-00352 – Referral"

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To the County of San Mateo,

I moved to Ladera in 2003, as a newlywed, with our dog, Astro. As I connected with other dog owners, I suggested we meet at the Ladera school field to let our dogs play together. This was how our family connected to the community - at the field with our dog. A few years passed, we got our second dog and welcomed our first child. Every day, I'd huff the dogs and the stroller to the field. Then came my second daughter. My girls were raised thinking that the women at the field were their "Fairy Dog Mothers." I cannot express how much these relationships have meant to me and my family. It's been two decades and while there are so many new faces over the years, I continue to greet many of the exact same people I met in those early days. This community is tight. And the **ONLY** place we have to meet is the Ladera field. **There is no park in Ladera. This is it.**

I write today to share deep concerns regarding public access to LLESB's Ladera School Site. As a longtime resident of Ladera and San Mateo County, I am deeply troubled that the cherished community resource and recreational public property, including the field and blacktop play areas, which were accessible to the community outside of LLESB regular school hours, are now severely restricted from the local community they were originally intended to serve.

According to the 2017 lease, Woodland School holds an exclusive license to the play areas, which total approximately 3.5 acres, between 7:30 am and 5:00 pm, Monday through Friday, except for public school holidays. I'm dismayed to learn that these exclusive hours were extended from 3:00 pm to 5:00 pm **without any public notice or any input from the community**, which I understand, is **REQUIRED** as part of the approval process. The 2017

LLESB meeting agenda discusses proposed changes to the Woodland lease but makes no mention of the most significant change: a reduction of hours the public may use public space.

The LLESD Board should be aware that Woodland has asserted exclusivity to these play areas beyond what is stipulated. Woodland has posted signs stating "closed until 5:30 pm," and this month emailed the neighborhood stating 6:00 pm. Both of these times are beyond the 5:00 pm in the license granted by LLESD. Additionally, while Woodland's license does not permit exclusive use during public school holidays, this past summer Woodland prohibited public access to the play areas during periods when Woodland was conducting its own programming. Woodland encourages cars to be parked on the field where our families play in the evenings when their lot exceeds capacity. They've even sho'ed our families away. They have no right. This is ridiculous.

Importantly, Woodland is obligated to reasonably cooperate with User Groups who wish to use the play areas during the exclusive period, but community requests for use have been ignored.

I have asked the LLESD, as owner and steward of this public land, to 1) restore the community's access to the Ladera School play areas after **regular** school hours, in alignment with the policies for Las Lomas and La Entrada, 2) reaffirm the conditions of the lease that the play areas are available to the community during public school holidays, inclusive of the summer recess, and 3) ensure that Woodland allows User Groups access to the play areas, **as required by the lease**. The field is typically empty at the end of regular school hours, notably on Fridays when Woodland's regular school day ends early. Further, I ask that 4) access to the tennis court, on which the community agreed that Woodland could temporarily place their portable classrooms, **be restored**. The next closest public tennis court is at La Entrada.

I also asked the LLESD Board to consider how the expanded hours (7:30 am through 5:00 pm) and expanded area (tennis court) granted to Woodland for its exclusive use in 2017 without community knowledge have significant long-term negative implications for Laderans.

The Ladera School Site includes the **only** public field accessible within walking distance of the Ladera community. The park-like field, basketball courts, and, until recently, a tennis court are located in the heart of Ladera, adjacent to the member recreation center and surrounded by pedestrian-friendly pathways that encourage social interaction and foster a close-knit community. These adjoined spaces have served as a vital gathering and recreational area for generations of Laderans.

**Limiting community access is detrimental for all Laderans**, especially Ladera public school students who are geographically isolated from Las Lomas and La Entrada School campuses and no longer have sufficient access to outdoor play areas. For decades, until 2017, LLESD ensured that Ladera children, most of whom attend LLESD public schools, could use the play areas after **regular** school hours and participate in free, unstructured outdoor play that is vital for development. I urge the Board to seriously consider whether the current restrictions that bar its own students from using their neighborhood's only outdoor play areas in the



critical window after school align with LLESD's values and commitment to its students.

The 5:00 pm restriction creates a significant gap between the end of the LLESD school day and also severely restricts the timeframe for daylight use. I am also concerned about the potential extension of operating hours to 6:00 pm (for extended care), which I understand is requested by Woodland as part of the Conditional Use Permit (CUP) renewal process. If that request is approved by the County Planning Commission, I fear Woodland will also ask LLESD to extend its exclusive use of Play Areas until 6:00 pm.

This cannot happen. The County has no other land to offer Laderans for community gathering and recreation. We have no park.

Ladera has welcomed Woodland as a neighbor for four decades and advocated for Woodland to continue its tenancy during the last open bid process. LLESD prioritized community access to the play spaces for thirty-six years, **until the radical change in 2017 which was obscured from public view.** Woodland's recent and continued actions to appropriate these historically shared recreational play spaces have disappointed and bewildered the community. I strongly encourage the County of San Mateo to do its part in enforcing the LLESD to rebuild a transparent public-private partnership with Woodland and work to **ensure Ladera's community interests are always considered.**

The issue of public access to these communal recreational spaces now and in the future is essential to me, my family, the Ladera community, and the public at large. I respectfully urge the County to address this situation promptly in light of the pending CUP renewal, and work to restore community access to the field and blacktop play areas after Woodland's regular school hours. Ladera is committed to respectful and cooperative shared use of these public spaces and asks for a similar commitment from the County, the LLESD, and Woodland for the betterment of our communities.

I ask that all LLESD campuses be treated the same as all other LLESD campuses. What the LLESD did is not only unfair, it's also without precedent.

It is your responsibility to respect the process and enforce Woodland's infractions. There are so many. We are paying attention. We care deeply about our rights.

We hope that the County will support Ladera with a solution that meets the vital needs of the community. Thank you very much for your consideration and attention to this matter. I am available for further discussion and can be reached at 650-918-6850 or via email at [dschrader@gmail.com](mailto:dschrader@gmail.com).

Regards,

Diane Schrader

March 23<sup>rd</sup>, 2024

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

In Reference to: PLN2000-00352 – Referral

Dear Mr. Topete,

Herein please find our updated Referral Letter to replace our letter of Oct 31, 2023. It accounts for changing circumstances over the past five months and additional information about which we have become aware since our original letter. We offer two new suggested conditions in response to actions by Woodland School over the past five months and to mitigate negative impact to the neighborhood caused by ongoing violations of conditions of the expired Use Permit.

As way of background, we live at 363 La Cuesta Drive, immediately across the street from Woodland. We have lived here since January 2011 and as such, have the history and perspective to understand the impact on the neighborhood by changes to Woodland's CUP in 2012 and 2017. We have significant concern about Woodland School's impacts on traffic and parking which are exacerbated by the school's failure to follow all of the conditions imposed by the county in 2012.

We support Woodland's CUP renewal only if subject to conditions described below. The intent of these requests is not to hinder the educational pursuits of Woodland School, but to ensure that its growth and operational conduct are compatible with the residential community. We urge the County to enforce the conditions set forth in the CUP for the benefit and safety of our children and our community.

Thank you for your attention to these matters. We are eager to see a resolution that maintains the quality of life in our community while supporting the educational needs of San Mateo County's children.

Sincerely,



Greg and Rosemary Hintz  
363 La Cuesta Drive  
Portola Valley, CA 94028  
(650) 733-4777

- 1) **Limit the extension of the current CUP to five years instead of ten years.** This is prudent and appropriate due to 1) the failure of Woodland to follow existing conditions over the past decade 2) the failure of Woodland to apply for an extension no later than six months prior to the expiration of the existing permit, 3) the failure of San Mateo County to conduct the conditioned Administrative

Review in July 2019, and 4) failure to consult with the Ladera Community Association during Administrative Review (Conditions 2, 3). If after a five-year renewal, the school demonstrates substantial compliance at that time, we would support a ten-year extension.

- 2) **Limit Hours of Operation to existing Conditions.** The school today operates in violation of both the purpose and Hours of Operation (Condition 1). Extended Care operates until 6 PM, while the Condition limits this to 5:30 PM. Further, the school operates summer programming which is not an activity of “private elementary school” as conditioned. This creates additional noise, traffic, and parking burden. Further, the school has begun telling the neighborhood that they may not use public recreation areas during the summer, during periods where the elementary school does not offer enrollment. As a response to Woodland conducting Use during portions of the year where it not authorized, we encourage the County to make explicit that Operating Hours are only during the regular school year.
- 3) **Limit Expansion of School Facilities.** Including the three new tent classrooms, Woodland has added 12 classrooms since 2012. This exacerbates traffic, parking, noise, and other burdens on the community and may represent an approximately 50% increase in classrooms. We understand that Woodland wishes to build a parking lot on part of the public recreation area so as to support these buildings, some of which were built without authorization.

We oppose grandfathering of “tent” classrooms built in explicit violation of the existing Condition 6. Expanded facilities have enabled Woodland to increase enrollment from what we understand to be 275 in 2012 to 310 today, which exacerbates traffic and parking problems.

Woodland School should remove the “temporary” classrooms that were installed on the tennis court prior to the construction of the additional classrooms at the northwest corner of the Woodland School site. These were promised (and permitted) to provide only temporary classroom capacity for the increased Woodland School enrollment until the additional classroom space was created. However, these have become a permanent part of the school site, the impact being the reduction of publicly available play-areas including the removal of the only publicly available tennis court within walking distance to the Ladera Community.

If the County will not enforce Woodland’s agreement with the County and the neighborhood to remove the “temporary” classrooms, we request the county to require Woodland School to remove the temporary power pole across the street from 333 La Cuesta Drive that provides electricity to the “temporary” classrooms. This temporary power pole was not built with the intention or to the standards of being a permanent power-pole.

- 4) **Limit Enrollment.** We respectfully request that the county re-evaluate and consider reverting the enrollment cap from 325 to 275 students, in line with the conditions prior to the 2012 Conditional Use Permit (CUP). If not a full reversion to 275, we request enrollment be held at its current level to prevent further pressure on traffic, parking, and Woodland’s desire to pave our public recreation area. Woodland’s failure to abide by existing traffic and parking requirements, combined with unauthorized expansion of facilities warrants consideration of the change to the enrollment cap.

The increase to 325 students was conditioned upon Woodland School's adherence to regulations pertaining to traffic and parking. Regrettably, our observations as neighbors have led us to conclude that Woodland has not consistently met these conditions, specifically those mentioned in sections 5(a) and 5(d) of the CUP (although we noticed that they have improved quite a bit once the CUP renewal request was filed). The increased enrollment has resulted in parking and traffic issues that have placed a burden on a community infrastructure designed for a neighborhood school where the majority of students were expected to walk to school.

- 5) **Mitigate Parking and Traffic.** Our requests and suggestions in 2-4 above are primarily to mitigate the impact of parking, traffic, and noise caused by a private commuter school using what was designed to be a neighborhood pedestrian school.

From our perspective across the street and walking our own children to the bus, we have witnessed repeated traffic violations by Woodland parents and staff, including illegal U-turns, crossing double yellow lines, and the particularly dangerous act of driving past school buses with stop-sign arms extended. These incidents raise serious concerns about child safety and adherence to traffic laws.

To that end, we ask:

- a) **Let expire the authorization to build a parking lot.** We are strongly opposed to the construction of a parking lot. Any increase in parking will create a corresponding increase in traffic. The parking lot will permanently remove important public play areas and green space.
- b) **Require addition of sidewalk.** This will reduce traffic and is consistent with SMC policies regarding walkability. SMC Public Works often requires this condition of homes in Ladera undertaking construction regardless of whether high-pedestrian area.

The proposed sidewalk would extend from the existing sidewalk at Woodland to the north along the west side of La Cuesta Drive across from house numbers 309-333 where there is currently just a curb and dirt. Installing this sidewalk would mitigate the significant and unsafe traffic during morning drop-off by allowing Woodland School to have parents drop their children off all along that sidewalk instead queuing up along La Cuesta Drive, which is on a very dangerous blind corner leading up to Berenda Way from Alpine Road.

- c) **Limit Traffic Count.** Prior to 2012, Woodland operated with a condition that morning traffic count not exceed  $\frac{1}{2}$  of enrollment (condition pre-2012). This outcome-based condition is prudent and necessary in the context of rising enrollment, expanded facilities, and a decade of following neither the letter nor spirit of the 2012 conditions.

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**From:** katy basile <katybasilefero@gmail.com>  
**Sent:** Wednesday, October 4, 2023 10:30 PM  
**To:** PLANNING\_PlanningProjects <PlanningProjects@smcgov.org>  
**Subject:** PLN2000-00352 – Referral

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Dear San Mateo County Supervisors and Staff,

I am writing as a person who has lived in the county since 1989 and in Ladera in particular since 1999.

I also am writing to support the LCA's submission. I write to add that the increasing student body and expansion of Woodland School has had a large, and often negative, impact on our neighborhood. Nonetheless, I look for ways we can work together for the health and success of the school and our neighborhood.

If the CUP is to be continued, guardrails must be in place. Again, I support all of the comments by the LCA.

In addition, please keep in mind that this school location was never meant to host as large a student population as Woodland School is trying to do. I don't know that anyone looked at the impact on traffic, safety or the environment when they expanded from 5 grades to 8 grades. The after school hours only exacerbate the problems.

Katy Basile  
She/Her  
650.387.5933 (mobile)

November 16, 2023

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

RE: PLN2000-00352 – Referral

Dear Mr. Topete,

We are submitting this letter in response to the aforementioned case (PLN2000-00352) before the planning commission. We have reviewed the September 28, 2023, referral letter from the Ladera Community Association (LCA), and write to share our individual perspective as neighbors to Woodland school.

Specifically, based on Woodland School's request to extend and amend their Conditional Use Permit ("CUP"), we ask that 1) the County not extend the CUP until the applicant follows the 2012 CUP, and 2) request that the County not grant the requested amendments to the CUP.

Although there are many issues raised by the school's location within the Ladera neighborhood, there are three issues that we request you prioritize in your consideration:

1. Public access outside of school hours:
  - a. We request public access to Woodland school and adjacent field and play areas outside of regular Las Lomas Elementary School District ("LLES") school hours (8:15 to 3:15) during the regular school year. LLES (where our children attend school) open their campuses after school is released, and the campus is shared thereafter without issue. We request the same access to Woodland school. We believe it is well within the rights of the County to impose this as a condition for allowing a private school to operate on the public-school property.
2. Enrollment cap:
  - a. We encourage the County to maintain an enrollment cap for Woodland at 275 students.
  - b. Unfortunately, Woodland has not followed the conditions of the current CUP (many of which relate to traffic and safety in place to accommodate having so many students in a neighborhood with limited entry and exit points) until recently. And even when the conditions are followed, the school traffic and parking create a burden on the community for which it was not designed.
  - c. The current 325 students at Woodland significantly burdens the neighborhood and creates significant safety concerns.
    - i. It is dangerous to walk on La Cuesta and La Mesa during Woodland school pick up and drop off. It is also dangerous to turn from our home on La Mesa onto La

Cuesta to leave the neighborhood in the morning as cars speed down the street after dropping off their children.

- ii. There is also significant congestion caused by the hundreds of additional cars entering and exiting the neighborhood, in addition to significantly more cars on Alpine Road, which was similarly not designed for this much traffic.
  - iii. We also regularly witness violations of traffic codes by Woodland parents and staff, crossing the double yellow line, driving past the public-school bus when the stop-sign is extended, making illegal u-turns, etc.
  - iv. We are concerned that if we were to need to evacuate, we would be unable to do so because of the congestion, and the limited exit points from the neighborhood.
3. Operating hours: Woodland's operating hours should end at 5:30. It should be noted that Woodland is presently in violation of the CUP, as they already offer extended care until 6 p.m. The extended hours stress the community infrastructure without justification for the benefit to the educational environment.

Thank you for your consideration.

Laurel Sevier

Laurel Sevier and Seth Gottlieb  
590 La Mesa Dr.  
Portola Valley, CA 94028



## Luis Topete

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**From:** Lennie Roberts <lennieroberts339@gmail.com>  
**Sent:** Monday, July 24, 2023 11:54 AM  
**To:** Luis Topete  
**Cc:** Jennifer Warren; wynn white  
**Subject:** Re: Woodland School Use Permit Renewal request  
**Attachments:** Requested Files for PLN2000-00352.pdf

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Hi Luis,

Thanks for sending the 2013 Letter of Decision for Woodland School's Conditional Use Permit.

As you may be aware, there is an ongoing debate within the Ladera community regarding community use of the playing fields, outdoor sports courts, and play structures.

The 2013 CUP Condition #1 allows hours of school operations from 8:30 am—3:00 pm; extended care hours are from 7:30 am — 5:30 pm.

Some community members have asserted that the CUP allows community use of the playing fields, sports courts and play structures any time other than 8:30 am —3:00 pm.

Having been involved with the Ladera School site and programs since 1965, initially as a parent of two Ladera School students and subsequently in various community groups (Ladera Community Association Board member/President, Ladera Recreation District Manager), I recommend that the 2023 renewal of the CUP include clarifying language as to permitted hours of community use of the playing fields/other outdoor sports/recreational areas. Woodland School should be able to ensure safety of their students/staff during the full school day, which should include both "school operations" and "extended care".

Thanks for considering my comments.

Lennie Roberts, neighbor at 339 La Cuesta.



-----Original Message-----

From: Lennie Roberts <[lennieroberts339@gmail.com](mailto:lennieroberts339@gmail.com)>

Sent: Thursday, July 13, 2023 4:12 PM

To: Luis Topete <[ltopete@smcgov.org](mailto:ltopete@smcgov.org)>

Cc: wynn white <[wynnwhite@gmail.com](mailto:wynnwhite@gmail.com)>; Jennifer Warren <[jwarren@woodland-school.org](mailto:jwarren@woodland-school.org)>

Subject: Woodland School Use Permit Renewal request

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

Hi Luis,

Thanks for sending me the Referral for the Woodland School's Use Permit Renewal, County File #2000-00352,

I understand that Woodland School, through their attorney, Lauren T. Born, has requested an extension of six months so the school has adequate time to process the renewal.

As one of the immediate neighbors, who worked closely with Woodland School to ensure that they were able to obtain their long-term lease, I am supportive of the renewal of the CUP. Woodland has worked closely with the community on issues of common concern, particularly the drop-off and pick-up protocols as well as broader traffic concerns, particularly the difficult intersection at La Mesa/Alpine Road where vehicles leaving the school often have to wait in a long queue.

I also greatly appreciate Woodland's recent work thinning out the overgrown vegetation that was posing a significant fire risk, not only to the school site, but also to the adjacent neighbors on La Cuesta and West Floresta.

As a result of the thinning/cleanup, the play area between the sports field and La Cuesta has been expanded, and it's a pleasure to hear the sound of happy kids during recess and after school.

I have one request, could you please email me (PDF format is fine) the Letter of Decision with the Conditions of Approval for the 2017 CUP, and also the previous Letter of Decision for the CUP issued in 2013.

If you have any questions, please feel free to call or email me.

Thanks very much,

Lennie Roberts, neighbor  
339 La Cuesta Drive  
Portola Valley, CA 94028

650-854-0449 (home-office)

Oct 10, 2023

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

RE: PLN2000-00352 – Referral

Mr Topete –

We offer this referral letter in response to the aforementioned case before the planning commission. We have carefully reviewed the Sept 28, 2023 referral letter from the Ladera Community Association (LCA) and write to share our own perspective as neighbors who share a property line with the applicant since 2015.

Specifically, based on the observations from the LCA in their referral, and our own direct experience, we ask that 1) the County not extend the CUP until the applicant is in full compliance with the 2012 CUP, and 2) that the County not grant the requested amendments to the CUP. It is not appropriate for the county to continue to adjust conditions to match what the applicant has already done in violation of the carefully negotiated conditions and would only set precedent for the applicant to further flaunt the conditions.

Many of the LCA-reported failures to follow CUP conditions have been ongoing for the entire eight years we have been neighbors. And of those failures, the applicant has received repeated complaints from us and other neighbors, but not brought themselves into compliance. On several Conditions, the school did not begin efforts to comply until after applying for an extension of this CUP. It will be a mockery of county-imposed Conditions if the applicant only is compliant every ten years when they are actively renewing their CUP.

We offer elaboration of LCA's referral and new observations as follows:

- Condition 1: Woodland offers extended care until 6 pm in violation of this condition only authorizing extended care until 5:30 pm.<sup>1</sup>
- Condition 3: Woodland sought, and received our endorsement for a parking lot. However, unbeknownst to us and our other neighbors, the parking lot they subsequently sought approval from SMC is three times larger.<sup>2</sup> Additionally, constructing the larger, paved parking lot would have significant unmitigated environmental effects including loss of public recreation area and increased stormwater runoff.

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<sup>1</sup> <https://www.woodland-school.org/student-life/extended-care> and public comment to the LLESD board on Oct 4, 2023 by Woodland Trustees.

<sup>2</sup> See Exhibit 1 attached.

- Condition 4: The applicant may not be compliant with requirements of Woodside Fire Protection District.<sup>3</sup> Despite our annual efforts to apprise the applicant of the Woodside Fire Protection District's "Wood Chipper Day" to our knowledge the applicant has not participated. Instead, applicant is accumulating tree trimmings near our shared property line.<sup>4</sup> Specifically, this practice may violate Section 304.1.2.A "Perimeter Property Line Clearances" and Vegetation Ordinance No 23-02 which declares Combustible Rubbish a public nuisance.
- Condition 5(a): Only coincident with the applicant's efforts to renew their CUP has this condition been met (subsequent to our arrival in 2015).
- Condition 5(d): We live adjacent to the red curb addressed in this condition. The curb is red at the request of a prior homeowner of our residence.<sup>5</sup> Since arriving in 2015, cars related to applicant's use regularly park in this red zone and in front of our driveway while they queued to pick up their children. We have reported this issue repeatedly only to be met with the response from applicant that the red curb is there for their use. And each time we receive this response we provide the applicant the documentation showing that despite their assertion otherwise, they are spreading falsehoods. Only coincident with their application for CUP renewal, has the applicant been in compliance with this condition.
- Condition 7: When we provided the applicant construction access across our property for the installation of their permanent classrooms in 2017, they assured us they would remove the temporary classrooms as soon as the permanent classrooms were installed (as it was publicly a condition of the installation of the permanent classrooms, including on the County's Accela system). Allowing the temporary classrooms to remain on what was the only public tennis court in many miles not only reneges on the deal with the community, but is an unmitigated loss of public space.
- Condition 76: During the recent "bomb cyclone" a deluge of water flowed down the fire access road, yet the stormwater retention basin remained empty.<sup>6</sup> This is not specific to the bomb cyclone, but is typical during rainfall. Additionally from both stormwater and excess irrigation, water is collected in a utility vault and flows through conduit emerging on our property.<sup>7</sup> This creates 1) habitat for mosquitos and a disease vector, 2) erosion, and 3) irrigated weed growth. This condition 76, and the County and state law require "pre-construction" and "post-construction" rates of discharge to be equal and prohibit channelization of flow.

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<sup>3</sup> The nature of applicant's lease with the property owner complicates determination of responsibility. Applicant does not own or otherwise have a real interest in area where applicant is accumulating the combustible material, though would likely be the "Responsible Person" as defined by Vegetation Ordinance No 23-02 of Woodside Fire Protection District.

<sup>4</sup> See Exhibit 2 showing photos of wood pile near property line and copy of annual notice to applicant regarding Woodside's free wood chipper service.

<sup>5</sup> See Exhibit 3 showing staff recommendation for red curb

<sup>6</sup> See Exhibit 4 showing photo of stormwater runoff and empty retention basin during record rainfall on March 21, 2023

<sup>7</sup> Exhibit 5 showing water originating from applicant's utility vault

## Regarding applicant's Proposed Amendments

- Both proposed amendments from applicant should be rejected as the applicant is openly violating these conditions already and did not at the time of initiating these violations engage with the county as required by the CUP to see approval for the changes. Nor did they then, or have they now, engaged with the community to mitigate the impacts.
- Additionally, the request to make permanent the outdoor "tent" classrooms that were built without county approval may have the cumulative impact of increasing student capacity by more than 25%. If so, a review under CEQA may be warranted. Even without lifting the applicant's cap on enrollment, the construction of new classrooms represents an increase in student capacity.
  - 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."<sup>8</sup> 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 five classrooms meets the lessor of 10 or 25% increase in capacity.
    - 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 classrooms<sup>9</sup> represents a 40% increase. The County erred in approving the 2017 amendment without a CEQA review.
    - Approving additional three classrooms represents a further increase in student capacity and as such, would be appropriate only after CEQA review.

Thank you for your consideration of these issues. If there is a service list for this proceeding, please add us both.

Sincerely,

Katie Garlinghouse  
300 La Cuesta Dr  
Portola Valley, CA 94028

Matt Garlinghouse

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<sup>8</sup> Findings and Conditions of Approval, PLN2000-0352, Attachment A, Finding 1.

<sup>9</sup> 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.

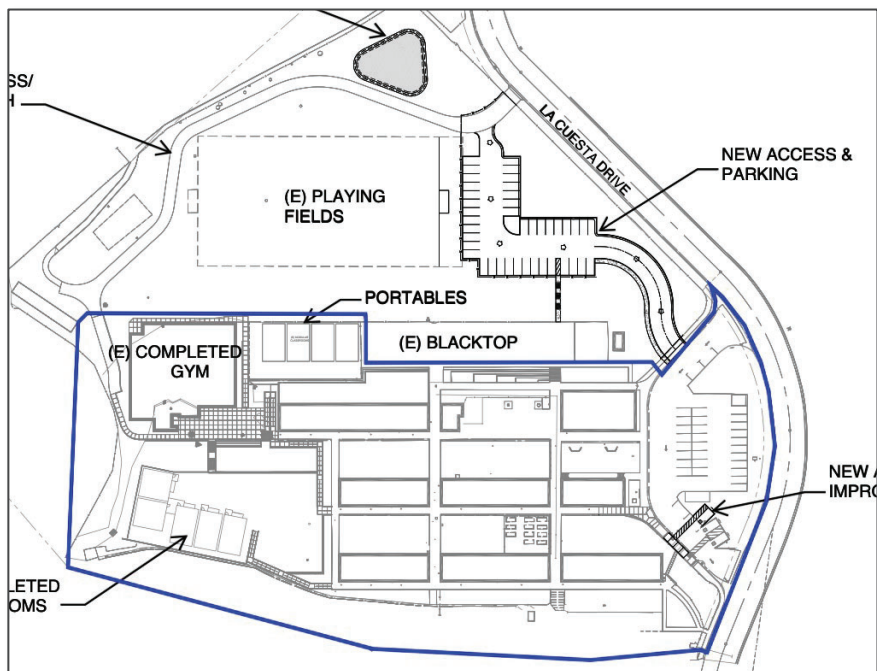
## Exhibit 1 – Misrepresentation to Community for Endorsement

### Presented To Neighbors



Minor loss of Play Area seen as reasonable compromise with applicant.

### Approved by County



Completely different than what was presented from neighbors. Substantial loss of Play Area.



Exhibit 2a – Wood Pile



## Exhibit 2b – Emails to Applicant 2018-2023

**Subject:** Re: Free Wood Chipping Day

**Date:** Sunday, June 4, 2023 at 3:25:03 PM Pacific Daylight Time

**From:** Matt Garlinghouse

**To:** Jennifer Warren

Jennifer –

Looks like Ladera is scheduled for June 12 for this year's Woodside Fire Chipper day.

<https://www.woodsidefire.org/prevention/chipper-program>

Please let me know if I or my family can assist in any way in reducing fuel load, especially near our common property line.

Matt

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**From:** Matt Garlinghouse <[matt@garlinghouse.org](mailto:matt@garlinghouse.org)>

**Date:** Sunday, June 5, 2022 at 10:32 AM

**To:** Jennifer Warren <[jwarren@woodland-school.org](mailto:jwarren@woodland-school.org)>

**Cc:** Larry Eble <[leble@woodland-school.org](mailto:leble@woodland-school.org)>

**Subject:** Re: Free Wood Chipping Day

Larry & Jennifer –

I'm reaching with my annual reminder (and offer to assist) with the annual Woodside Fire Chipper day. Fortunately this year I'm sending out my reminder with more than the three-day notice I provided last year!

This year, for Ladera, it falls on June 13 -- <https://www.woodsidefire.org/prevention/chipper-program>

The brush pile noted in my email from last year might be a good candidate. I'm happy to bring my kids and help Woodland move it to the curb next to the fire-road entrance. Let me know if you're interested and if so, when we can assist.

Thanks,

Matt  
300 La Cuesta Dr.

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**From:** Jennifer Warren <[jwarren@woodland-school.org](mailto:jwarren@woodland-school.org)>

**Date:** Friday, June 11, 2021 at 3:32 PM

**To:** Matt Garlinghouse <[matt@garlinghouse.org](mailto:matt@garlinghouse.org)>

**Cc:** Larry Eble <[leble@woodland-school.org](mailto:leble@woodland-school.org)>

**Subject:** Re: Free Wood Chipping Day

Hi Matt,

Thanks for checking in. We actually are closed for the next two weeks, with Larry being the only person on campus. He's managing a series of construction projects so I'm not sure that he'll be able to get anything completed in time for this event. I appreciate you letting us know though!

Best,

Jennifer

On Fri, Jun 11, 2021 at 2:56 PM Matt Garlinghouse <[matt@garlinghouse.org](mailto:matt@garlinghouse.org)> wrote:

Larry & Jennifer –

My nearly-annual reminder of the Woodside Fire's free chipping day.

This year it falls on Monday, June 14 (apologies for the late heads-up).

Details at the URL below. It's an easy and free way to get rid of dead and already cut wood. You might consider moving the brush pile near the bioswale out to the curb for the chipper to take care of.

Thanks,

Matt

---

**From:** Matt Garlinghouse <[matt@garlinghouse.org](mailto:matt@garlinghouse.org)>

**Date:** Friday, June 14, 2019 at 12:50 PM

**To:** Larry Eble <[leble@woodland-school.org](mailto:leble@woodland-school.org)>, Marja Brandon <[mbrandon@woodland-school.org](mailto:mbrandon@woodland-school.org)>

**Subject:** Re: Free Wood Chipping Day

Larry & Marja –

Instead of last year's same-day heads-up on wood chipping day, this year my outreach is earlier. Monday, July 8 is our annual free chipping day. More information can be found at the URL below. Always nice when we can truly get something for free!

If you'd like, I'm happy to reach out to some of our mutual neighbors who also share a property line with you to gauge interest in helping Woodland maintain defensible space.

Matt

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**From:** Marja Brandon <[mbrandon@woodland-school.org](mailto:mbrandon@woodland-school.org)>

**Date:** Monday, July 9, 2018 at 8:51 AM

**To:** Matt Garlinghouse <[matt@garlinghouse.org](mailto:matt@garlinghouse.org)>

**Cc:** Larry Eble <[leble@woodland-school.org](mailto:leble@woodland-school.org)>

**Subject:** Re: Free Wood Chipping Day



Thank you Matt!

On Mon, Jul 9, 2018 at 8:48 AM, Matt Garlinghouse <[matt@garlinghouse.org](mailto:matt@garlinghouse.org)> wrote:

Larry –

In the event you may be unaware, today is the annual Woodside Fire Protection District free wood chipping day -- <http://www.woodsidefire.org/prevention/chipper-program>

If you have the need, It's a great way to save money on disposing of wood waste.

Matt

--

**Marja Brandon**

**Head of School**

Woodland School | Portola Valley, CA

Main Line: 650.854.9065

[woodland-school.org](http://woodland-school.org)

[Facebook](#) | [Instagram](#) | [Twitter](#) | [Vimeo](#) | [Linkedin](#)

**Error! Filename not specified.**

Woodland School | Portola Valley, CA  
650.854.9065 Main

[woodland-school.org](http://woodland-school.org)

[Facebook](#) | [Instagram](#) | [Twitter](#) | [Vimeo](#) | [Linkedin](#)

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--

**Jennifer Warren, Ed.D.**

**Head of School**

(preferred pronouns she/her/hers)

Woodland School | 650.854.9065

[woodland-school.org](http://woodland-school.org)

[Facebook](#) | [Instagram](#) | [Twitter](#) | [Vimeo](#) | [Linkedin](#)

Exhibit 3 – County Establishment of Red Curb in 1994 at the request of 300 La Cuesta Dr

**COUNTY OF SAN MATEO**

**Inter-Departmental Correspondence**

F-333(8)

Date: January 19, 1994

**TO:** Honorable Board of Supervisors  
**FROM:** Robert L. Sans, Director of Public Works  
**SUBJECT:** *No Parking Zone on La Cuesta Drive - Ladera Area*

**RECOMMENDATION**

Adopt an Ordinance establishing a No Parking Zone on a portion of La Cuesta Drive, County Road No. 570, in the Ladera Area.

**Previous Board Action**

Established a No Parking Zone on La Cuesta Drive in 1985 adjacent to this proposed No Parking Zone at the request of the Ladera Community Association. This area is adjacent to an elementary school.

**Discussion**

Mr. Sundahl, the owner of the adjacent property, has requested this No Parking Zone as he believes the potential for "head-on" and "sideswipe" accidents is increased by cars parking on the outside of the curve in the street in front of his home. The area is frequently used for visitor parking for activities at the nearby elementary school.

We have reviewed the area and concur in Mr. Sundahl's request. The No Parking Zone will result in the loss of two on-street parking places. However, it should not adversely affect residents in the area as there is sufficient on- and off-street parking.

A form of Ordinance has been approved by County Counsel.

Robert L. Sans  
Director of Public Works

RLS:GCK:RWC:sdd  
f:\users\common\spdistr\traffic\boardrep\LaCuesta.rwc

cc: Milt Mares, County Counsel  
Mr. Roger Sundahl  
300 La Cuesta Drive  
Portola Valley, CA 94028

Exhibit 4 – Stormwater Runoff and Empty Retention Basin

Water flowing onto La Cuesta from the fire access road.



Channelized water from fire access road overwhelming the storm drain





View of retention basin. No water entering through inlet.



Close up of retention basin showing no retained water despite channelized water overwhelming storm drain only 75 feet away





Exhibit 7 – Channelized Water Release

Water originating in applicant's utility vault is channeled offsite onto our property. This utility pole is located in front of 300 La Cuesta Dr.



**From:** [Rosemary Mayer](#)  
**To:** [Luis Topete](#); [Greg Hintz](#); [Dan Seyer](#)  
**Subject:** Information for CUP for Woodland School in Portola Valley  
**Date:** Thursday, October 26, 2023 2:15:32 PM

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**CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.**

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Hi Luis,

You were kind enough to meet with my neighbor Dan Seyer. I wanted to follow up and provide feedback for the CUP renewal process. I live directly across the street from Woodland School at 363 La Cuesta Drive. Can you please confirm that my information will be sent directly to the SMC administrator in charge of approving the CUP renewal? It would be very frustrating if this information is summarized or disclosed in anyway.

Also, you said that you would update us on when the public hearing will be. Can you please share that information?

Concerns:

- 1) Woodland operates outside of it's operating hours as defined in the CUP. They operate childcare and programing until 6pm. Many cars enter and exit the premises until at least 6:15pm.
- 2) Cars belonging to Woodland staff and parents frequently park on both sides of La Cuesta and on both sides of Floresta.
- 3) Woodland repeatedly permits and guides cars to park on the field during school events. They also prevent the public from using the field while cars are parked on the field. A couple of months ago, I was turned away from accessing the field by the Head of Woodland School and told to return after 6:15. She estimated the cars would be off the field by then. I walked passed the field at 6:15 and about 20 cars remained, blocking many areas of the green grass.
- 4) My children wait for the school bus across from the Woodland drop off car line every morning between 8-8:15am. When the bus arrives (both lights flashing to indicated all cars must stop) woodland cars continue to move. To ensure safety, I go into the street and put up my hands up to stop cars. Woodland does not provide someone to stop these cars.
- 5) Woodland cars frequently line up in the section of the road where the curb is painted red. Although they are typically moving, it is very slow. This area is a sharp curve and so the cars backing up there is dangerous. Woodland doesn't provide anyone to manage that.
- 6) Wild Fire preparedness: If there was a fire in Webb Ranch which borders the Ladera Community and Woodland School, the students and teachers would need to evacuate. How would they evacuate over 400 people? Would they do this by notifying parents to pick up (clogging exit roads), walking/running (this may be dangerous). The current traffic issues make me worry about the effectiveness of their evacuation plans. **I request that the fire department and woodland school provide the community with an evacuation plan.**
- 7) The temporary classrooms have not been removed. There are rats and squirrels that have nested below the structures. Also the structures are blocking play area spaces.
- 8) The water drainage located in the top of the woodland parking area ALWAYS backs up and water runs down La Cuesta. About 5 years ago this caused major flooding at the bottom of La Cuesta (in front of 309 and 315 La Cuesta). **Both neighbors' garages were flooded.**

Also, I would like SMC Planning Department to consult with environmental specialists to confirm that regularly parking motor vehicles on the fields of public school property is permissible.

I would also like to express my disappointment that SMC Planning Department with the following:

1) While SMC reports that a 2016 administrative review was conducted, it does not appear to have been referred to LCA as conditioned. SMC reports that a 2019 administrative review, was not conducted as conditioned.

2) 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. 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.

3) Neither the LCA nor SMC have been able to find a record of a 2019 administrative review. Woodland does not appear to have submitted an application for renewal six months prior to expiration.

Thank you

Rosemary Hintz  
363 La Cuesta Drive

November 3, 2023

Dear Luis,

I'm writing regarding the CUP referral for Woodland School. I live directly across the street from Woodland School's soccer field at 321 La Cuesta Drive. I have the following concerns:

1. Woodland operates outside of its operating hours as defined in the CUP. They operate childcare and programming until 6pm. Many cars enter and exit the premises until at least 6:15pm.
2. Cars belonging to Woodland staff and parents frequently park on both sides of La Cuesta and on both sides of Floresta.
3. Woodland repeatedly permits and guides cars to park on the field during school events. They also prevent the public from using the field while cars are parked on the field. I would like the SMC Planning Department to consult with environmental specialists to confirm that regularly parking motor vehicles on the athletic fields of public school property is permissible.
4. My children wait for the school bus across from the Woodland School drop off car line every morning between 8-8:15 am. When the bus arrives (both lights flashing to indicate all cars must stop) Woodland cars continue to move despite the flashing lights.
5. WildFire preparedness: If there was a fire in Webb Ranch which borders the Ladera Community and Woodland School, the students and teachers would need to evacuate. How would they evacuate over 400 people? Would they do this by notifying parents to pick up? The current traffic issues make me concerned about the effectiveness of their evacuation plans. **I request that the fire department and Woodland School provide the community with an evacuation plan.**
6. The temporary classrooms have not been removed. The structures are blocking play area spaces.

Finally, I would also like to express my disappointment that the following transpired:

1. While SMC reports that a 2016 administrative review was conducted, it does not appear to have been referred to LCA as conditioned. SMC reports that a 2019 administrative review was not conducted as conditioned.
2. In 2017 SMC determined that a tripling of the size of a proposed parking lot and allowing "temporary" classrooms to become permanent was a minor adjustment. The LCA is surprised to learn that SMC believed these changes were minor. On the contrary, the proposed changes create unmitigated environmental impacts on the neighborhood and are not in substantial conformance with the original CUP.
3. Neither the LCA nor SMC have been able to find a record of a 2019 administrative review. Woodland does not appear to have submitted an application for renewal six months prior to expiration.

Best regards,

Sandy & Jason Schroedl  
321 La Cuesta Drive  
Portola Valley, CA 94028



Shannon Eagan and Randall Kim  
284 La Cuesta Drive  
Portola Valley, CA 94028  
(650) 219-1002

November 2, 2023

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

In Reference to: PLN2000-00352 – Referral

Dear Mr. Topete,

We understand that Woodland School has requested to both extend and amend their CUP. As way of background, we live at 284 La Cuesta Drive, two houses down from from Woodland. We have lived here since 2016 and have experienced the impact on the neighborhood by changes to Woodland's CUP in 2012.

We have significant concern about Woodland school traffic and parking, and the school's failure to follow the conditions imposed by the county in 2012. We respectfully request that the county re-evaluate and consider reverting the enrollment cap from 325 to 275 students, in line with the original conditions set forth in the 2012 Conditional Use Permit (CUP).

The increase to 325 students was conditional upon Woodland School's adherence to regulations pertaining to traffic and parking. We believe that Woodland has not consistently met these conditions, specifically those mentioned in sections 5(a) and 5(d) of the CUP (although we noticed that they have improved quite a bit in the last 2 months once the CUP renewal request was filed). The increased enrollment has resulted in parking and traffic issues that have placed a burden on a community infrastructure designed for a neighborhood school where the majority of students were expected to walk.

Furthermore, we have witnessed repeated traffic violations by Woodland parents and staff, including illegal U-turns, crossing double yellow lines, and the particularly dangerous act of driving past school buses with stop-sign arms extended. These incidents raise serious concerns about child safety and adherence to traffic laws particularly given Las Lomitas School District students and their bus stops are located in this exact area.

Additionally, we are concerned about potential fire, evacuation, and safety risks due to the higher volume of people on campus. As you know, the Ladera community is surrounded by dry open space and has only two ways in and out of the neighborhood.

Therefore, we respectfully propose the following:

- Revert the enrollment cap to 275 students to match the original infrastructure and community design intent.
- Limit the extension of the current CUP to five years, subject to a comprehensive administrative review due to Woodland's historical non-compliance. If the school demonstrates substantial compliance at that time, we would consider supporting a longer extension.
- Clearly define the operating hours to be restricted to the regular school year to minimize neighborhood impact.
- Clearly define the operating hours to match the *public-school calendar*. Operating hours should include the normal school year and not include public school holidays. Operating hours should not include the public school summer break.
- Oppose the proposed amendment to extend operating hours from 5:30 PM until 6 PM, as this extension will further stress the community infrastructure without clear justification for the benefit to the educational environment.
- Oppose the permanent installation of the "tent" classrooms that were constructed without adherence to the CUP. These structures not only detract from the aesthetic of the neighborhood but also may have been erected without proper consideration of long-term impacts on the community and the environment.

The intent of these requests is not to hinder the educational pursuits of Woodland School but to ensure that its growth and operational conduct are in harmony with the community it is in. As a concerned neighbor, we urge the County to hold Woodland accountable to the conditions set forth in the CUP for the benefit and safety of our children and our community.

Thank you for your attention to these matters. We are eager to see a resolution that maintains the quality of life in our community while supporting the educational needs of our children.

Sincerely,



Shannon Eagan

November 9, 2023

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

RE: PLN2000-00352 – Referral

Dear Mr. Topete,

I write in opposition to Woodland's application for renewal of its Conditional Use Permit ("CUP"). I have reviewed the Sept 28, 2023 referral letter from the Ladera Community Association (LCA) and write to share additional facts and information as a Ladera resident with over 17 collective years living in Ladera.

The heart of this issue is that Woodland's needs have changed and expanded beyond the Ladera School Site. Woodland is growing as a school. Woodland is increasing its sports programs and outside-of-school events. Woodland is running weekend programming. Woodland is hosting large sporting events, which bring in other schools and their parents. Woodland filled open space where its kids could play with structures, and as a result Woodland now needs to close public play areas to the community because its kids have insufficient open space on campus. Woodland built more classrooms, but those weren't enough, so it refused to remove temporary structures on public recreation area and now seeks to build more outside classrooms. At least twice a month, Woodland uses the field as a giant parking lot to accommodate all the traffic it brings into Ladera – it has painted parking lines all over our public field.

The small Ladera School Site, where Woodland only leases the buildings/parking lot and the field/blacktop/playstructures remain public property, is simply too small for Woodland. The leased portion of the Ladera School Site, and the narrow, curvy roads of Ladera, which has only two ways to enter/exit, is simply not equipped to handle Woodland's heavy use of the property.

I therefore respectfully request that the County (1) refuse to renew Woodland's CUP until Woodland is in full compliance with the 2012 CUP and (2) reduce Woodland's enrollment significantly because Woodland's use of community resources is impermissibly taxing our community, creating unresolvable traffic issues, creating hazardous conditions, and violating our ability to enjoy our community. Woodland has demonstrated a gross disrespect for the Community and the terms of the CUP, repeatedly, consistently, and willfully violating the traffic provisions contained therein. Daily, cars cross the double yellow line around blind turns because Woodland parks too many cars around these tight turns and our streets are simply too narrow. Daily, Woodland parents ignore the 25 mph speed limit.

Finally, we need a CEQA review. When adding additional classroom space, 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.

In 2012, Woodland did not need a CEQA review because it was only adding five permanent classrooms and four temporary classrooms, which would be removed. The five additional classrooms met the lessor of 10 classrooms or 25% increase in capacity.

In 2017, however, Woodland decided to keep the four temporary classrooms. This created a cumulative increase of nine classrooms, which, while passing the 10 classroom test, **no longer passes the 25% increase in capacity**. A nine (9) classroom addition from a base of 22 classrooms **represents a 40% increase**. The County erred in approving the 2017 amendment without a CEQA review. We need a CEQA review before Woodland is further allowed to keep the temporary classrooms.

Additionally, Woodland now requests to make the outdoor classrooms, which were built without County approval, permanent. **If approved, then since 2012, Woodland will have added a total of 12 classrooms to a base of 22 classrooms**. This is a significant, major increase in capacity. We need the County to help us curb this unbridled growth. Because Woodland has filled all of its leased outdoor space with buildings, it is attempting to take over our community's public recreation spaces. Ladera is losing its recreation areas to Woodland.

Unless the County acts here, Woodland will continue to flaunt its operating conditions, further degrading our neighborhood, hindering our use of open space, causing light pollution, and posing a great threat to our community in terms of traffic accidents.

Below, I identify Woodland's frequent, consistent, ongoing, persistent CUP violations and other issues, which Woodland is aware about and which Woodland refuses or is simply unable to fix (likely due to its size), many of which have been ongoing since 2012.

Thank you for your consideration of these issues. If there is a service list for this proceeding, please add me.

Sincerely,

Susanna Chenette  
130 Lucero Way  
Portola Valley, CA 94028

### **WOODLAND'S CUP VIOLATIONS**

**Violation 1:** The CUP Current Planning Section 1 authorizes Woodland to operate a school from 8:30am to 3pm. Woodland currently operates a school until 3:15pm or 3:30pm. Woodland

additionally claims that its school hours are 7:30am-6pm. Operating a school, or claiming to operate a school, outside the hours of 8:30-3pm violates the CUP. Woodland must stop operating a school outside the hours of 8:30am-3pm, as required by the CUP, to avoid an Event of Default.

**Violation 2:** Condition 2 of the CUP requires Woodland to conduct administrative reviews in 2016 and 2019. On information and belief, these administrative reviews did not happen. Woodland needs to complete these administrative reviews ASAP.

**Violation 3:** Condition 2 of the CUP provides: “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.”

In 2017, Woodland made several major lease changes: it obtained approval to build a large parking lot of 41 spaces and accompanying road on a public recreation open space and playing field that is heavily utilized and prized by the community. It obtained approval to add street lights to the large parking lot, which would be the only street lights in Ladera and would significantly negatively affect the feeling of the rural community. It converted temporary classrooms on public land that is heavily utilized and greatly valued by the community into permanent classrooms. It enlarged the hours it is operating a school by more than 60% (from 8:30am-3pm to 7:30am-6pm).

Each of these changes is a major, significant expansion of Woodland’s operations. These changes are not in “substantial compliance” with the approved CUP. Extending school hours to 7:30am-6pm does not substantially comply with the CUP’s permission that Woodland operate a school from 8:30am-3pm.

Woodland did not submit to the Planning Department an operations plan for determination whether such plan triggers the requirement for the County’s Major Development Pre-Application Review Process for any of these major changes to its operations. Woodland also did not alert the Ladera community about these changes. Woodland instead misrepresented these major significant changes as “minor” in an email communication to the Planning Department. Woodland thus misled the Planning Department to obtain approval.

**Violation 4:** Condition 3 requires consulting with the Ladera Community Association (“LCA”) during the two required administrative reviews. On information and belief, Woodland did not consult with the LCA as required by the CUP during the required administrative reviews in 2016 and 2019. On information and belief, the administrative review did not even happen.

**Violation 5:** Condition 5(a) provides that: “Parking shall only occur off-street (in the school's parking lot) and on the school side of La Cuesta Drive, except for 20 events. Of these events, four (4) are minor events (in which parking is allowed on the school side of neighboring side

streets), and eight (8) are major events (in which parking is allowed on the school side of neighboring side streets and on the other side of La Cuesta Drive)."

Woodland cars regularly park on Berenda Way, on the wrong side of La Cuesta, on East Floresta, on West Floresta, and on other streets to drop off children or to attend meetings at Woodland. When advised they are not allowed to park there, Woodland invitees refuse to move their cars to comply with parking requirements. Extensive documentation exists of these CUP violations within the Ladera community. Woodland must stop all parking in areas it is not allowed to park.

**Violation 6:** Condition 5 contains notification requirements for Woodland events. While Woodland frequently provides event notifications via a neighborhood opt-in email list, Woodland does not provide the required notifications at the start of the school year or the required event notifications prescribed by Condition 5.

More, a number of Laderans are not on the opt-in email listserve, which means Woodland is not providing notice to all Laderans. Failure to follow the notification requirements in the CUP constitutes a lease violation.

**Violation 7:** Condition 5 requires Woodland to try to reduce traffic impacts on the neighborhood: "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 12 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."

Woodland does not attempt to reduce the impacts to the neighborhood to the greatest extent practicable. Nearly every day, Woodland cars cross the center-divide onto oncoming traffic when dropping off and picking up children and nearly cause collisions. Every day, there is a significant back-up of Woodland cars at the Ladera exits causing Laderans delays when exiting their neighborhood. Every day, there are cars idling along La Cuesta, causing noxious fumes to be circulated throughout the neighborhood.

In fact, Woodland increased its school population in the last decade from 275 to 310 students, worsening traffic.

Woodland's operations bring an additional 69,800--87,300 trips per calendar year to Ladera because this is the number of commuter traffic round trips (conservatively) in/out of Ladera made by the 300+ Woodland students and 61 staff members in the 229 days of school operation.

Ladera streets are not designed, or engineered, for this heavy use of daily commuter traffic.

Historically, Woodland has not used at least four traffic monitors during events. This year, Woodland has failed to use four traffic monitors during all events. After all events, Woodland parents fail to follow restrictions requiring them to exit via the La Mesa exit, and instead exit via both the La Mesa and the La Cuesta exits, which causes traffic to back-up at both entrances making it impossible for Laderans to exit their neighborhood timely/efficiently.

**Violation 8:** Condition 5(b) requires a traffic plan to be submitted. Throughout the last ten years, Woodland never provided the required traffic plan to the LCA. This is a lease violation and must be remedied within 30 days.

**Violation 9:** Condition 5(c) requires Woodland to maintain and promote a trip reduction program with the goal of reducing the number of car trips into Woodland School. Woodland has not provided the LCA with a trip reduction program report.

Woodland has not provided (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.

Woodland is not reducing the number of Woodland School staff cars entering the school. Parking is regularly full along La Cuesta, which, according to Woodland families and Ladera residents alike, forces Woodland cars to cross the middle divide onto incoming traffic. Ladera residents exiting Ladera via La Cuesta (Laderans have to exit this way to avoid a back-up of cars that extends for three or four blocks at the La Mesa exit) report numerous near-miss collisions during drop-off and pick-up times because of the staff cars parked along La Cuesta.

**Violation 10:** Condition 5(d) requires that adults monitor the automobile backup line on La Cuesta so that cars do not block the red zone below the school entrance.

Traffic regularly backs up and blocks the red zone below the school entrance contrary to this condition. This creates both significant neighborhood congestion as well as unsafe conditions with neighborhood through-traffic frequently crossing centerline to overtake Woodland traffic.

**Violation 11:** Condition 6 requires Woodland to obtain approval for any expansions: “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.”

Woodland expanded its footprint by converting temporary classrooms on publicly accessible Play Areas into permanent classrooms, thereby permanently depriving the public of its ability to use these areas outside school hours. Woodland also expanded by increasing its hours of operation by over **60%** – from 8:30-3pm to 7:30-6pm. Woodland did not apply for an amended



or new use permit to obtain these expansions. Woodland also failed to present its expansion plans to the LCA.

**Violation 12:** Condition 7 requires that “[t]he relocatable temporary classrooms shall be removed at the time of the new classroom building is granted a Certificate of Occupancy.”

Woodland fails to comply with this condition. Instead of complying with it, Woodland neglected to inform the community and the LLESD and submitted a falsely-described “minor” modification to the County requesting to keep the temporary classrooms. The County reasonably relied on Woodland’s fraudulent misrepresentations that keeping the temporary classrooms was a minor modification (it is not) and allowed Woodland to keep them.

Because Woodland’s approval from the County to keep the temporary portables was based on a fraudulent misrepresentation, and because the County reasonably relied on Woodland’s statements, then the County’s resulting approval is invalid and unenforceable. Condition 7 of the CUP remains. Therefore Woodland must remove the temporary classrooms.

**Violation 13:** Condition 76 requires that “[t]he 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.”

During heavy rainfall, considerable water flows down the fire entrance overwhelming storm drains on La Cuesta. During the same heavy rainfall, the bioswale remains empty.

**Violation 14:** The CUP only authorizes Woodland to operate aftercare or extended care until 5:30pm. According to Woodland’s website, “Woodland School is a vibrant and active place before and after school with extended care options beginning as early as 7:30am and extending until 6pm.” The website also states: “After School Extended Day is available until 6:00pm Monday through Friday for Kindergarten through Eighth grades. For Early Childhood students Extended Day is available from 7:30-8:00am Monday through Friday and 3:30-6:00pm Monday through Thursday and 2:30-6:00pm on Friday. Please note that if a student is picked up after 6:00pm, there is a \$5 per minute charge.”

Woodland is operating extended care until 6pm (and even after 6pm for a \$5/minute charge). Woodland is not allowed to operate extended care after 5:30pm. Woodland must stop its after school care program at 5:30pm.

**Violation 15:** The CUP only authorizes Woodland to operate only during the week. In October, Woodland operated weekend classes. Woodland is not authorized to hold classes on the weekend.

**Violation 16:** Woodland placed official-looking “No Parking” signs, which have not been approved by the County, along La Cuesta.



**Violation 17:** Woodland’s CUP application states that it is for the entire Ladera School Site. Woodland does not, however, have rights to operate over the entire Ladera School Site. Woodland only leases (and thus is only authorized to operate on) the buildings and parking lot of the Ladera School Site. Listing that it may operate over the entire Ladera School Site is a blatant misrepresentation of Woodland’s rights.

As a result of this “misrepresentation” of licensed v. leased property in 2013, Woodland successfully petitioned the County to allow the conversion of “temporary classrooms” on the District’s Play Areas to become permanent. In addition, this “misrepresentation” resulted in a Woodland proposal to build a 41-space asphalt parking lot on the field, which is District property. No one may conduct construction on District property without adhering to California Education Code requiring public bidding for school construction projects.

Critically here, Woodland intentionally reasserts this misrepresentation in its present CUP renewal application. LLESD knows of Woodland’s intentional misrepresentation and refuses to act to correct it. LLESD is complicit – and willing – in allowing this intentional misrepresentation to persist.

**Violation 18:** The County restricts parking to asphalt surfaces. <https://www.smcgov.org/planning/parking-regulations> (last visited October 7, 2023) (“Surface of Parking Area: Any automobile parking area for more than ten (10) vehicles shall be surfaced with an asphaltic or Portland cement binder pavement so as to provide a durable and dust-free surface and shall be so graded and drained as to dispose satisfactorily of all surface water accumulation within the area.”) A couple of times a month, Woodland uses the field as a parking lot. Woodland’s use of the field as a parking lot is so frequent that Woodland painted parking spot lines all over the field.

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

September 28, 2023

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

Mr Topete,

I write today on behalf of the Ladera Community Association (LCA) in response to your June 20, 2023 request from San Mateo County Planning (SMC) regarding renewal of Conditional Use Permit (CUP) PLN2000-00352 for Woodland School (Woodland). While this letter is the result of an extensive community stakeholder process initiated on June 4, 2023, including an in-person community meeting on September 6 attended by more than 70 neighbors, I note that there are many differing viewpoints. As a result, the LCA published a draft of this letter to the community and requested that each Ladera household individually endorse this letter prior to submission. The LCA also encouraged individual members of the Ladera community to submit his or her own comments to the SMC.

The community of Ladera continues to support Woodland's use of the former public Ladera School site for its private school campus, subject to addressing the issues raised in this letter. We recognize and appreciate the efforts that Woodland has undertaken to address issues of common concern, in particular the drop-off and pick-up protocols of its students as well as broader traffic concerns, particularly those at the difficult intersection of La Mesa/Alpine Road where vehicles leaving the school, and those from the neighborhood, often have to wait in a long queue. The community also appreciates Woodland's recent work to thin out the overgrown vegetation that posed a fire risk, not only to the school, but to the adjacent neighbors on La Cuesta and West Floresta. While the community appreciates these and other actions Woodland takes to reduce its impact on our community, we do not believe Woodland has consistently met the conditions of County Planning Commission approval prescribed by the CUP.

By way of background, the Las Lomas Elementary School District (LLESDD) owns the Ladera School Property and leases a portion of it to Woodland. The Lease distinguishes "Buildings" (the areas where permanent structures are) from "Play Areas" (including the field, blacktop, and play structures). Woodland leases the Buildings, but licenses the Play Areas. This structure was put in place to avoid the Naylor Act, which requires public access to public land, as explained in the lease agreement. During School Hours, Woodland's license is exclusive; outside of School Hours, the community may freely use all Play Areas. Because Ladera is somewhat isolated, and because of the historical decision by LLESDD to close what was originally Ladera's elementary school, the Play Areas have been considered an important community resource. Notably, there is

no other blacktop or play field within the neighborhood, and the Ladera community would appreciate the ability to use the blacktop and play field after regular school hours (after 3:00 pm), which we understand to be the case for other nearby public school properties. That is an ideal time for children in the community to use the play field -- after school and during daylight hours.

We understand that the lease agreement by and between Woodland and LLESD is not within the County Planning Commission's purview, but the lease agreement, which includes the license agreement for the Play Areas, must be consistent with the conditions of CUP approval.<sup>1</sup> In 2017, Woodland and the LLESD made three changes to their lease agreement we view as significant. Two of these changes were reported to SMC, and only one was shared with the community. They were (1) build a parking lot, which would displace a substantial part of the fields in the Play Area (2) convert temporary classrooms already located on what was previously a tennis court in the Play Area into permanent classrooms and (3) extend School Hours to 7:30 am - 5 pm to accommodate extended care students. Feedback from some Ladera community members indicates a frustration with these changes because, with the exception of the parking lot, they were not disclosed to the Ladera community and they restrict community use of the Play Areas to the evenings, rendering the areas unusable during most months of the school year due to darkness. While we understand that Woodland intends to seek an amendment to the CUP in part to extend its operating hours, the LCA has not yet seen such a request for an amendment. To the extent that the request seeks to further limit access by the community to at least the Play Areas, the Ladera community opposes.

The Ladera community has enjoyed and appreciated a more positive relationship with Woodland since a recent change in Head of School. The LCA aspires to maintain a mutually supportive and respectful relationship with Woodland throughout the duration of this new CUP.

At your request, the LCA has reviewed the existing CUP and identified areas where we believe that Woodland might not be abiding by the SMC-prescribed conditions. It is attached to this letter.

The LCA's concerns focus on Woodland's impacts on (1) restrictions to the community's access to the Play Areas outside of school hours, (2) neighborhood traffic, (3) change in plan for the new parking area and plans for lighting, and (4) the conversion of the temporary classrooms to permanent. Of these, the LCA notes that the community's comments regarding ensuring access to the Play Areas was especially prevalent. We request that SMC require Woodland to address these issues prior to and as a condition of renewal, including by imposing a condition of approval requiring the Play Areas to be available for community use after the end of regular school hours (3:00 pm) for the reasons set forth in this letter.

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<sup>1</sup> It should be noted that while Woodland's CUP application states that it is for the entire Ladera School site (including Play Areas), the Lease extends only to the leased areas and does not include the licensed areas calling into question the accuracy of Woodland's CUP application.

Thank you for this opportunity to provide feedback.

Sincerely,

Wynn White  
President, Ladera Community Association

cc: Dr. Jennifer Warren, Woodland School  
Interim Superintendent Shannon Potts, LLESd

## CUP COMPLIANCE REVIEW

*(Note: The observations listed below were made as of the date of the referral request from the County. Subsequent to Woodland initiating their renewal and amendment, they may now be following some of the conditions that had not been followed previously.)*

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.</p> <p><b>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.</b></p>	<p>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 – 5 pm*. As a consequence, Woodland now restricts the community from accessing the field, playground, and blacktop (collectively, the “Play Areas”) until 5:30 pm M-F.</p> <p>In contrast, the LLESD school campuses of both Las Lomas and La Entrada, are accessible to the community beginning at approximately 3 PM (depending on the day of the week and which school).</p> <p>*Or 6 pm; the lease is inconsistent</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) months prior to expiration of this permit.</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>
<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>*Or 6 pm; the lease is inconsistent</p>

Conditions of Approval	LCA Observation
<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 itself permitted to be temporary, and (3) may violate the 25% CEQA exception.</p>
<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</p>	<p>The LCA is unaware of consultation as conditioned during the required administrative reviews in 2016 and 2019.</p>

Conditions of Approval	LCA Observation
<p>managed by the school to minimize impacts on the surrounding neighborhood.</p>	<p>While SMC reports that a 2016 administrative review was conducted, it does not appear to have been referred to LCA as conditioned.</p> <p>SMC reports that a 2019 administrative review, was not conducted as conditioned.</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 does not appear to have 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>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 7: The relocatable temporary classrooms shall be removed at the time of the new classroom building is granted a Certificate of Occupancy.</p>	<p>The temporary classrooms were not removed as required. While the LCA understands that SMC has relieved 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>



Conditions of Approval	LCA Observation
	<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&amp;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&amp;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&amp;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>





**COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT**

# **ATTACHMENT F**

**Regulation 1330: Use Of School Facilities**

**Status:** ADOPTED

**Original Adopted Date:** 02/11/2004 | **Last Revised Date:** 11/14/2018 | **Last Reviewed Date:** 11/14/2018

**Application for Use**

All applications for the use of school facilities and equipment shall be made on official forms and submitted to the district office at least 10 school days prior to the proposed use.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

The Superintendent or designee is authorized to determine the appropriateness of granting the use of the facility to the requesting group. If deemed appropriate, the application will be forwarded to the school site and to the Supervisor of Maintenance, Operations and Transportation for confirmation of space availability. The Superintendent's designee may then issue final approval to the requesting organization.

Applicants (such as sports leagues) who wish to schedule consecutive use dates for practices and/or games over a period of weeks/months must submit an application indicating all requested dates/times. The application is due no later than September 1 for the fall season, no later than November 1 for the winter season, and no later than March 1 for the spring season. The Superintendent's designee will attempt to reconcile conflicting requests based on the established use priorities. Late applications will be accepted only if there is available space to accommodate the request.

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

**Civic Center Use**

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination
7. A community youth center
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably

discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Other purposes deemed appropriate by the Governing Board

No facility use permit shall be granted for a period exceeding one year.

### **Restrictions**

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law.
2. Any use, which is inconsistent with the use of the school facilities for school purposes or which interferes with the regular conduct of school or school work.
3. Any use, which involves the possession, consumption, or sale of alcoholic beverages, drugs or any restricted substances, including tobacco.
4. Any use which involves the possession, consumption, or sale of alcoholic beverages, except for special events approved by the Superintendent or designee pursuant to Business and Professions Code 25608 which are covered by a special-events permit pursuant to Division 9 of the Business and Professions Code and which will occur at a time when students are not on the grounds. Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

The district may exclude certain school facilities from non-school use for safety or security reasons.

### **Damage and Liability**

Groups, organizations or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

All school and/or district activities have priority over any other use of district facilities. No use of district property shall be inconsistent with the use of facilities for school purposes. No use will be permitted which conflicts with the policies and procedures of the district.

Use of facilities shall be in the following order of priority, except that all use will be suspended in the event of a major disaster. In such a case, the district's program and rules shall prevail, and emergency procedures for mass care will take precedence.

1. Activities and programs of the School or district.
2. Team practices and events sponsored by the Las Lomas League.
3. Use by community organizations and public agencies whose primary purpose is service to youth where no admission is charged and no fees or contributions are solicited.
4. Use by civic and service groups and public entities whose purpose for using the facilities is to improve the general welfare of the community and where admission is charged and/or contributions are solicited, but the net receipts are expended for the welfare of the students of the district.
5. Use by groups who wish to rent the school facilities but whose net receipts, if any, are not expended for the welfare of the district's students.

6. Use by groups to whom the Governing Board may make school facilities available at a fair rental value.

#### **Hours of Use**

All use of school facilities must terminate at 10:00 p.m., except with prior approval. During the school year, use of school facilities for student groups must terminate by 8:00 p.m.

#### **District Employee in Charge**

Keys required to carry out any and all activities shall remain in the sole possession of authorized district employees. Keys shall not be turned over to individual organizations, clubs, associations, etc. Buildings shall be opened, attended, and closed by an authorized employee of the district. The Superintendent and/or designee may suspend this requirement when such suspension would serve the best interest of the district.

#### **Use of District Equipment**

A qualified district employee must supervise the use of any district equipment. Any cost for the supervising employee shall be borne by the group using the facility.

#### **Responsibility of Organizations**

Each organization is directly responsible for the conduct of all persons using the facility in connection with its activities.

#### **Controlled Substances**

No alcoholic beverages or illegal drugs in any form shall be brought onto the property of the district. Any person under the influence of drugs or alcohol shall be denied participation in any activity.

Violation of this regulation shall be justification for immediate termination of the event, closing of the facility, and denial of future use of district facilities.

#### **Supervision of Youth Activities**

Supervision of students before and after the activity must be provided.

#### **Insurance Coverage**

It is the responsibility of any organization requesting the use of district facilities to have the necessary liability and property damage insurance. Such insurance shall not be less than \$1,000,000 (one million) combined single limit for bodily injury and property damage for all groups. Additional types and amounts of coverage may be required at the district's discretion. On all insurance certificates, the user shall be named as the primary insured for the requested usage, and the district, its employees and agents shall be named as additional insured.

It is agreed that the User shall defend, hold harmless and indemnify the district, its officers, agents and/or employees from any and all liability, damage, cost, expense, and/or claims for injuries to persons (including, but not limited to, sports programs participants and spectators) and/or damage to property which arise from the User's use of the Premises (including ingress and egress to the Premises), and for such liability, damage, cost, expense, and/or claims arising from the negligent acts or omissions of the User, its officers, agents and/or employees.

The district assumes no responsibility whatsoever for the loss or damage to personal items caused by, or pertaining to, the use of district facilities.

#### **Rules and Regulations for Facilities Use**

Gym and Jensen Hall at La Entrada

1. No player is allowed in the facility until his or her coach has arrived.
2. After practice coaches must stay with players until their parents or guardians arrive to pick them up.
3. FOOD, BEVERAGES OR GUM ARE NOT ALLOWED IN ANY PART OF THE GYMS (this includes the foyers and the bathrooms). Plastic water bottles filled with plain water are permitted (no flavored water or vitamin

water). There are drinking fountains available in the foyers. Feel free to enjoy snacks and beverages outdoors.

4. No animals allowed in any part of the gyms.
5. All coaches and players must wear proper shoes that will not mark the gym floors. Everyone must have shoes on (no playing or coaching in bare feet or socks).
6. Pick up your trash and belongings. Put empty plastic water bottles in the recycling bins in the gym foyers.
7. Only scheduled teams are permitted in the gyms during their assigned time. No player is allowed to "hang out" while waiting for his or her practice.
8. Keep out of restricted areas: the stage and back hallways in Jensen Hall (the stair ramp is not a slide). Leave all P.E. and school equipment alone.
9. Do not throw, pass, serve, hit, etc. balls against any of the walls or ceilings. Keep feet/shoes off the walls.
10. Do not play with any balls in the foyer of the gyms.
11. The glass doors near the blacktop in Jensen Hall must remain closed during practice to discourage use of the foyer as a passageway and to keep unauthorized people out of the gym.
12. Shut-off the lights and close the doors when you leave the facility. An authorized person will check the doors and lights later in the evening to make sure the facility is secure.

La Entrada MUR or Library, Las Lomitas Library or Cano Hall, and All Other Classroom/Indoor Spaces

1. Children must be supervised at all times.
2. Be respectful of other materials in the room.
3. Pick up your trash and belongings.
4. Animals are not allowed at any time, without prior written approval.
5. Turn off the lights and close the door when you are finished.

#### **Fields at Las Lomitas**

1. Use of outside facilities (playgrounds and fields) shall be limited to daylight hours at times school is not in session or in use by school groups.
2. Use of outside facilities (playgrounds and fields) shall not be permitted while it is raining. Fields may not be used if wet and the activity would be harmful to the playing surface.
3. Children must be supervised at all times.
4. Movable Soccer and Lacrosse goals on school grounds can present a safety hazard. Organizations using district fields for soccer and lacrosse practices and/or games will be responsible for chaining goals to a fence or permanent structure whenever the goals are not in use. Failure to comply with these directions will result in denial of field use permit.

#### **Restrooms**

1. Restroom doors must remain locked between uses, and children must be supervised at all times.
2. Restrooms should be left free of all trash and personal belongings. Turn off the lights and close and/or lock the doors when you are finished.
3. To obtain the Restroom Key a deposit of \$150 is required. Key must be returned the first work day following use for deposit to be returned, otherwise deposit will be used to re-key the Restrooms.

4. Additional costs for Restroom use will be added based on the condition of the facilities and the cleaning costs after use. Repair costs for any damages to the Restrooms due to negligence or misuse will also be added to the final billing.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### State References

	Description
5 CCR 14037-14042	Proportionate direct costs for use of school facilities and grounds
Bus. Code 25608	Alcohol on school property; use in connection with instruction - <a href="https://simbli.eboardsolutions.com/SU/FNTmwCbl5wapMSIUJRgAkW==">https://simbli.eboardsolutions.com/SU/FNTmwCbl5wapMSIUJRgAkW==</a>
Ed. Code 10900-10914.5	Community recreation programs - <a href="https://simbli.eboardsolutions.com/SU/2plusoOINP9plus8k2kxekeluvFw==">https://simbli.eboardsolutions.com/SU/2plusoOINP9plus8k2kxekeluvFw==</a>
Ed. Code 32280-32289.5	School safety plans - <a href="https://simbli.eboardsolutions.com/SU/gz33QjVcfk6ufvjfPS84Kw==">https://simbli.eboardsolutions.com/SU/gz33QjVcfk6ufvjfPS84Kw==</a>
Ed. Code 37220	School holidays - <a href="https://simbli.eboardsolutions.com/SU/plusB5QsDGvKOO1slshAvenu11TQ==">https://simbli.eboardsolutions.com/SU/plusB5QsDGvKOO1slshAvenu11TQ==</a>
Ed. Code 38130-38138	Civic Center Act; use of school property for public purposes - <a href="https://simbli.eboardsolutions.com/SU/tloM8gkAiBJoSSNvFbplum4w==">https://simbli.eboardsolutions.com/SU/tloM8gkAiBJoSSNvFbplum4w==</a>
Ed. Code 51860	Time and facilities for bicycle and scooter safety instruction - <a href="https://simbli.eboardsolutions.com/SU/iZlvtDgz8RsMNIJogh8kslshHw==">https://simbli.eboardsolutions.com/SU/iZlvtDgz8RsMNIJogh8kslshHw==</a>
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M&V Code 1800	Definitions - <a href="https://simbli.eboardsolutions.com/SU/8cMAXVI6pluslXqzoklcrAUTw==">https://simbli.eboardsolutions.com/SU/8cMAXVI6pluslXqzoklcrAUTw==</a>

#### Federal References

	Description
20 USC 7905	Equal access to public school facilities
40 CFR 141.1-141.723	Drinking water standards

#### Management Resources References

	Description
Attorney General Opinion	79 Ops.Cal.Atty.Gen. 248 (1996)
Attorney General Opinion	82 Ops.Cal.Atty.Gen. 90 (1999)
Court Decision	Ellis v. Board of Education, (1945) 27 Cal.2d 322
Court Decision	Good News Club v. Milford Central School, (2001) 533 U.S. 98
Court Decision	Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384
Court Decision	ACLU v. Board of Education of Los Angeles (1961) 55 Cal .2d 167
Court Decision	Cole v. Richardson, (1972) 405 U.S. 676
Court Decision	Connell v. Higgenbotham, (1971) 403 U.S. 207
CSBA Publication	Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009 - <a href="https://simbli.eboardsolutions.com/SU/XdN3WVUUFIcdWXIPIQ118A==">https://simbli.eboardsolutions.com/SU/XdN3WVUUFIcdWXIPIQ118A==</a>
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Website	CSBA District and County Office of Education Legal Services - <a href="https://simbli.eboardsolutions.com/SU/UdykszdmpETuDsIshXk6R5akQ==">https://simbli.eboardsolutions.com/SU/UdykszdmpETuDsIshXk6R5akQ==</a>
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## Cross References

## Description

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0450	Comprehensive Safety Plan - <a href="https://simbli.eboardsolutions.com/SU/rwwJfO5fbMjYPc63GyA9VQ==">https://simbli.eboardsolutions.com/SU/rwwJfO5fbMjYPc63GyA9VQ==</a>
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0470	COVID-19 Mitigation Plan - <a href="https://simbli.eboardsolutions.com/SU/clbJTrdAslshx5R8O9e1czF4w==">https://simbli.eboardsolutions.com/SU/clbJTrdAslshx5R8O9e1czF4w==</a>
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1160	Political Processes - <a href="https://simbli.eboardsolutions.com/SU/oDcslshCUslshNJmittsfDmzBppg==">https://simbli.eboardsolutions.com/SU/oDcslshCUslshNJmittsfDmzBppg==</a>
1230	School-Connected Organizations - <a href="https://simbli.eboardsolutions.com/SU/SsRxFXVP6ZWt8naTpgIEHA==">https://simbli.eboardsolutions.com/SU/SsRxFXVP6ZWt8naTpgIEHA==</a>
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6145.5	Student Organizations And Equal Access - <a href="https://simbli.eboardsolutions.com/SU/rRkzFwigAmTqiEg6pWEQUw==">https://simbli.eboardsolutions.com/SU/rRkzFwigAmTqiEg6pWEQUw==</a>
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**Regulation 1.30: Use of School Facilities**

**sd33 ADOPTED**

**Reviewed by District Board** 11/14/2018 **Reviewed by Superintendent** 11/14/2018

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development.

It is the policy of the Governing Board to make school facilities available for civic center and community use when the activity does not interfere with the instructional program of the district. No use will be permitted which conflicts with the policies of the district.

Since school district financial resources are limited and the community use of facilities results in additional costs, the district will recover these costs, pursuant to Education Code 38134 as outlined below. This policy specifies the use of school facilities for which there will be no charge and those uses for which there will be a charge not to exceed direct costs, or a charge not to exceed fair rental value.

Activities must provide for the safety of participants and must protect school/District property and the environment.

The Superintendent shall develop Administrative Regulations that shall outline priority criteria for the assignment of dates/times for the use of facilities by outside groups.

**No Charge**

When custodial services are not required beyond normally scheduled duties, the following groups may use District facilities without a charge for meetings, recreational activities, and district fundraising activities for which the admission fees, charges, or contributions solicited are expended for the welfare of the students in the District:

**1. School/District Use**

Student council or other school-sponsored organization, PTA, School Site Council, school-community advisory committees, Las Lomas Education Foundation (LLEF), Las Lomas League (LLL),

**2. Community Use**

Mass care shelter and disaster facility operators and non-profit youth groups. The majority of participants in any such youth group activity must be students who attend District schools.

A charge may be made for the use of equipment, custodial requirements, or any personnel overtime incurred as a result of the activity.

**Direct Cost Charge**

Direct cost charges to cover the costs of utilities, supplies, and salaries paid to district employees necessitated by the organization's use of the facilities will be charged to groups other than those specified above. These may be community organizations, non-profit groups, and/or public agencies with no reciprocal agreement in place.

**Fair Rental Value**

Activities for which admission fees are charged or contributions solicited, and from which the net receipts are not expended for the welfare of district students or for charitable purposes, will be charged an amount not to exceed fair rental value-as defined in the Civic Center Act. These activities would include activities sponsored by private groups.

At the discretion of the Superintendent or designee student-oriented activities may be charged a fee less than the full fair rental value.

**Liability**

Groups or persons using school facilities under the provisions of this policy shall be liable for any property damages caused by the activity. The Board shall charge the amount necessary to repair the damages and may deny the group further use of school facilities.

Any group using school facilities under the provisions of this policy shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against

claims arising from this risk, and it shall name the district and its employees and agents as additional insured.

### Use of Playgrounds and Fields

Use of school grounds shall always involve activities which are not hazardous for the participants or for other uses of the grounds/playgrounds/fields.

Prohibited from use are the following: go-carts, gasoline-powered airplane models, or other fuel-powered models. This prohibition also applies to regular automobiles, motor scooters, and motorcycles. When authorized by the principal or business manager, automobiles may be parked on the asphalt areas. However, blanket or routine parking on asphalt areas will not be approved.

### Animals on Campus

No animals are allowed on school grounds while school is in session without prior site administrative approval. At other times, owners of animals on campus must comply with City and County regulations.

### Cancellation Provisions

An approved application may be canceled by the District with reasonable notice when school facilities are needed for school purposes.

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**Regulations and References** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### Statutes and Regulations

5 CCR 14037-14042

Bus. Code 25608

Ed. Code 10900-10914.5

Ed. Code 32280-32289.5

Ed. Code 37220

Ed. Code 38130-38138

Ed. Code 51860

Elec. Code 12283

Gov. Code 54950-54963

M&V Code 1800

#### Federal Regulations

20 USC 7905

40 CFR 141.1-141.723

#### Attorney General Opinions

Attorney General Opinion

Attorney General Opinion

#### References

Proportionate direct costs for use of school facilities and grounds

Alcohol on school property; use in connection with instruction -  
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Community recreation programs -  
<https://simbli.eboardsolutions.com/SU/2plusoOINP9plus8k2kxekeluvFw==>

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#### References

Equal access to public school facilities

Drinking water standards

#### References

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Court Decision	Good News Club v. Milford Central School, (2001) 533 U.S. 98
Court Decision	Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384
Court Decision	ACLU v. Board of Education of Los Angeles (1961) 55 Cal .2d 167
Court Decision	Cole v. Richardson, (1972) 405 U.S. 676
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CSBA Publication	Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009 - <a href="https://simbli.eboardsolutions.com/SU/XdN3WVUUFIcdWXIPIQ118A==">https://simbli.eboardsolutions.com/SU/XdN3WVUUFIcdWXIPIQ118A==</a>
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Website	CSBA District and County Office of Education Legal Services - <a href="https://simbli.eboardsolutions.com/SU/UdykszdmpETuDsIsXk6R5akQ==">https://simbli.eboardsolutions.com/SU/UdykszdmpETuDsIsXk6R5akQ==</a>
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1000	Concepts And Roles - <a href="https://simbli.eboardsolutions.com/SU/Bc2plusFvYvCoQQng22wnnojA==">https://simbli.eboardsolutions.com/SU/Bc2plusFvYvCoQQng22wnnojA==</a>
1160	Political Processes - <a href="https://simbli.eboardsolutions.com/SU/oDcslshCUslshNJmittsfDmzBppg==">https://simbli.eboardsolutions.com/SU/oDcslshCUslshNJmittsfDmzBppg==</a>
1230	School-Connected Organizations - <a href="https://simbli.eboardsolutions.com/SU/SsRxEXVP6ZWt8naTpgIEHA==">https://simbli.eboardsolutions.com/SU/SsRxEXVP6ZWt8naTpgIEHA==</a>
1230	School-Connected Organizations - <a href="https://simbli.eboardsolutions.com/SU/hRTTdGeq8XZAslsheLte4jG7Q==">https://simbli.eboardsolutions.com/SU/hRTTdGeq8XZAslsheLte4jG7Q==</a>
1325	Advertising And Promotion - <a href="https://simbli.eboardsolutions.com/SU/GbuC3bmLipIMiMhSowgGtQ==">https://simbli.eboardsolutions.com/SU/GbuC3bmLipIMiMhSowgGtQ==</a>
1330.1	Joint Use Agreements - <a href="https://simbli.eboardsolutions.com/SU/XbllphnE2gy472o7km5XFQ==">https://simbli.eboardsolutions.com/SU/XbllphnE2gy472o7km5XFQ==</a>
1400	Relations Between Other Governmental Agencies And The Schools - <a href="https://simbli.eboardsolutions.com/SU/DOAoQa2H1SoUnCMLXWicCQ==">https://simbli.eboardsolutions.com/SU/DOAoQa2H1SoUnCMLXWicCQ==</a>
3280	Sale Or Lease Of District-Owned Real Property - <a href="https://simbli.eboardsolutions.com/SU/dGYisw5WxAvSPjbTS8slshcvw==">https://simbli.eboardsolutions.com/SU/dGYisw5WxAvSPjbTS8slshcvw==</a>
3280	Sale Or Lease Of District-Owned Real Property - <a href="https://simbli.eboardsolutions.com/SU/6lS7eUolgNiZ8BQGsxB02Q==">https://simbli.eboardsolutions.com/SU/6lS7eUolgNiZ8BQGsxB02Q==</a>
3513.3	Tobacco-Free Schools - <a href="https://simbli.eboardsolutions.com/SU/IGplushhgslshN8UOFgazyYGetLw==">https://simbli.eboardsolutions.com/SU/IGplushhgslshN8UOFgazyYGetLw==</a>

3513.3	Tobacco-Free Schools - <a href="https://simbli.eboardsolutions.com/SU/O1Obw2PtWibPVAj4Uu3KCQ==">https://simbli.eboardsolutions.com/SU/O1Obw2PtWibPVAj4Uu3KCQ==</a>
3513.4	Drug And Alcohol Free Schools - <a href="https://simbli.eboardsolutions.com/SU/z41Y7BgeNXrtP3StvP4Rww==">https://simbli.eboardsolutions.com/SU/z41Y7BgeNXrtP3StvP4Rww==</a>
3515.2	Disruptions - <a href="https://simbli.eboardsolutions.com/SU/C1qtSlafXkslshytBQOmANGgw==">https://simbli.eboardsolutions.com/SU/C1qtSlafXkslshytBQOmANGgw==</a>
3515.2	Disruptions - <a href="https://simbli.eboardsolutions.com/SU/REOCL2fCVcdTX9UmOI9plusjg==">https://simbli.eboardsolutions.com/SU/REOCL2fCVcdTX9UmOI9plusjg==</a>
3516	Emergencies And Disaster Preparedness Plan - <a href="https://simbli.eboardsolutions.com/SU/8erpgC7ZtLYSNHeXh5ymKQ==">https://simbli.eboardsolutions.com/SU/8erpgC7ZtLYSNHeXh5ymKQ==</a>
3516	Emergencies And Disaster Preparedness Plan - <a href="https://simbli.eboardsolutions.com/SU/slshplusSF4fpluspOd6tdlq3plussvdKWQ==">https://simbli.eboardsolutions.com/SU/slshplusSF4fpluspOd6tdlq3plussvdKWQ==</a>
3530	Risk Management/Insurance - <a href="https://simbli.eboardsolutions.com/SU/titzkgpsO5LcRS2Z0j4X8Q==">https://simbli.eboardsolutions.com/SU/titzkgpsO5LcRS2Z0j4X8Q==</a>
3530	Risk Management/Insurance - <a href="https://simbli.eboardsolutions.com/SU/znz78AslshEfnJq4nkPhrYCCQ==">https://simbli.eboardsolutions.com/SU/znz78AslshEfnJq4nkPhrYCCQ==</a>
4119.25	Political Activities Of Employees - <a href="https://simbli.eboardsolutions.com/SU/fRLpbjXzYy3slsh6xc5pqzZIA==">https://simbli.eboardsolutions.com/SU/fRLpbjXzYy3slsh6xc5pqzZIA==</a>
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4219.25	Political Activities Of Employees - <a href="https://simbli.eboardsolutions.com/SU/Q4hZFcwVMfUgmol9nQgh8w==">https://simbli.eboardsolutions.com/SU/Q4hZFcwVMfUgmol9nQgh8w==</a>
4219.25	Political Activities Of Employees - <a href="https://simbli.eboardsolutions.com/SU/SEjdKPUG632AsHYX4GNLJA==">https://simbli.eboardsolutions.com/SU/SEjdKPUG632AsHYX4GNLJA==</a>
4319.25	Political Activities Of Employees - <a href="https://simbli.eboardsolutions.com/SU/c7TxpKucHsNOv52YaGfhJQ==">https://simbli.eboardsolutions.com/SU/c7TxpKucHsNOv52YaGfhJQ==</a>
4319.25	Political Activities Of Employees - <a href="https://simbli.eboardsolutions.com/SU/oyZr1slshNAWlkslshOxrRmFJ82w==">https://simbli.eboardsolutions.com/SU/oyZr1slshNAWlkslshOxrRmFJ82w==</a>
6111	School Calendar - <a href="https://simbli.eboardsolutions.com/SU/klILbjYLqslshpLY2aJYkDNQ==">https://simbli.eboardsolutions.com/SU/klILbjYLqslshpLY2aJYkDNQ==</a>
6115	Ceremonies And Observances - <a href="https://simbli.eboardsolutions.com/SU/L52PWUVUKd6UIOEgzXHtUw==">https://simbli.eboardsolutions.com/SU/L52PWUVUKd6UIOEgzXHtUw==</a>
6115	Ceremonies And Observances - <a href="https://simbli.eboardsolutions.com/SU/LslshueLbWwplusVENMy5lupnCmw==">https://simbli.eboardsolutions.com/SU/LslshueLbWwplusVENMy5lupnCmw==</a>
6141.2	Recognition Of Religious Beliefs And Customs - <a href="https://simbli.eboardsolutions.com/SU/p76JA78PZKCowsx1uFalAA==">https://simbli.eboardsolutions.com/SU/p76JA78PZKCowsx1uFalAA==</a>
6141.2	Recognition Of Religious Beliefs And Customs - <a href="https://simbli.eboardsolutions.com/SU/eC4lsPuTlfpEWplusVVujdCdA==">https://simbli.eboardsolutions.com/SU/eC4lsPuTlfpEWplusVVujdCdA==</a>
6145	Extracurricular And Cocurricular Activities - <a href="https://simbli.eboardsolutions.com/SU/1q4UlgBira5mAu8qY0plusRVA==">https://simbli.eboardsolutions.com/SU/1q4UlgBira5mAu8qY0plusRVA==</a>
6145	Extracurricular And Cocurricular Activities - <a href="https://simbli.eboardsolutions.com/SU/J8Kr1gjZfUY5RnvhFCTpQg==">https://simbli.eboardsolutions.com/SU/J8Kr1gjZfUY5RnvhFCTpQg==</a>
6145.5	Student Organizations And Equal Access - <a href="https://simbli.eboardsolutions.com/SU/rRkzFwigAmTqiEg6pWEQUw==">https://simbli.eboardsolutions.com/SU/rRkzFwigAmTqiEg6pWEQUw==</a>
6145.5	Student Organizations And Equal Access - <a href="https://simbli.eboardsolutions.com/SU/ackLRkqerlxApM585uE1uw==">https://simbli.eboardsolutions.com/SU/ackLRkqerlxApM585uE1uw==</a>
7160	Charter School Facilities - <a href="https://simbli.eboardsolutions.com/SU/3YbPFDslsh26r22kdKVWdEqplusg==">https://simbli.eboardsolutions.com/SU/3YbPFDslsh26r22kdKVWdEqplusg==</a>
7160	Charter School Facilities - <a href="https://simbli.eboardsolutions.com/SU/5o7kQ2T9oklg3nYYgb74mw==">https://simbli.eboardsolutions.com/SU/5o7kQ2T9oklg3nYYgb74mw==</a>

9320

Meetings And Notices -

<https://simbli.eboardsolutions.com/SU/8EsB2d893wz1P46436f4JQ==>



**COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT**

# **ATTACHMENT G**

To: Luis Topete, Planner III

From: Jennifer Warren, Head of Woodland School

Date: March 7, 2024

**Subject: Woodland School CUP Documentation for Renewal and Request for Amendments**

**I. Compliance with Conditions of Approval**

1. Woodland School's (Woodland or School) current enrollment is 309 students, which is below our maximum of 325. In addition to our regular school day, the School supports an after-school athletics program and manages an extended care program for dual working families. We are seeking an amendment that allows the School to operate on the entire campus until 6:00 PM to accommodate this after-school programming. In order to better manage traffic flow in the neighborhood and avoid the influx of traffic associated with a single dismissal time, our schedule begins at 8:15 AM with a staggered end to the school day between 3:00 and 3:30 PM.

2. Woodland submitted a renewal application to continue its use on July 28, 2023.

3. The current Head of School was not employed during the time period of the two administrative reviews (July 2016 and July 2019). We understand that the 2016 review took place with the County and followed the necessary referral process as outlined in the CUP. The July 2019 review timing occurred during a leadership transition at Woodland and we are not aware that one took place, but we will ensure that administrative reviews occur in the future.

4. Based on our records, Woodland is in full compliance with all requirements for Woodside Fire Protection District, Department of Public Works, County Environmental Health Division, and County Building Inspection Section. In 2019, the School moved forward with a requirement to post signage outside of each outward facing door for emergency workers to identify spaces as needed.

Please note that the original plans called for a brick and mortar building for the five (5) classrooms on the upper blacktop. Due to financial constraints, that project did not move forward and permanent modular classrooms were installed instead. Therefore, many of the conditions outlined in the CUP (i.e. #8 - #81) would apply to future construction.



5a. Woodland establishes an events calendar each year that aligns with the number and type of events allowed per the CUP. The schedule is shared in August via the Ladera List-Serve. Direct notification to neighbors within 300 feet of the school and submitting the schedule to the Planning Department did not take place from 2020-2023, in large part due to COVID shutting down school and related activities. In August of 2023, all required notifications resumed. The school shares information with Woodland families, including an overview of parking guidelines for each event. This is done multiple times in advance of the events to remind families of the expectations per the CUP.

Notifications highlight the following:

- Abiding by the off-street and school side of La Cuesta Drive parking expectation, except for 20 events.
- Never allowing families to park on East or West Floresta, despite that being allowed per the CUP.
- Regularly reminding families of traffic and parking requirements.
- Submitting the list of major and minor events to the Ladera List Serv.
- Posting reminders of the major events to the Ladera List Serv.
- Using at a minimum four traffic monitors for large events.
- Limiting attendance at morning assemblies by parents. Assemblies have decreased in number and occur Tuesday-Friday, with only one K-8 assembly per week on Wednesdays. Parents are instructed to park along the carline curb beginning at 8:20am and along La Cuesta below the entrance to the school beginning at 8:20am. Assembly is complete by 8:45am.

As for our current parking plans, instead of pursuing the larger parking lot proposal approved in 2017, Woodland intends to revert to an earlier design that adds a “slip road” to facilitate new traffic flow and 15 parking spots parallel to La Cuesta Drive, in order to maximize field preservation. The combination of the new slip road and parking lot is preferred by the community because it will move traffic through the campus and minimize traffic impacts in the neighborhood.

5b. Woodland distributes the school’s traffic plan to all parents, teachers, and staff that outlines the parking lot loading zone for drop off and pick up; identifies off-street parking and on-street parking, on the school side of La Cuesta; shows one-way traffic circulation entering and exiting the parking lot; includes a right turn only on La Cuesta when exiting the parking lot; prohibits the making of U-turns within the Ladera community; and includes a diagram that illustrates all of these except for the U-turns. The traffic plan also is distributed to the LCA and the County of San Mateo Planning Department.

In 2022, Woodland began using a shuttle service to provide transportation to campus from an off-site parking location for our largest family event of the school year. Our second largest event has been moved off campus for the 2023-2024 school year. This has been done to significantly decrease traffic in the neighborhood.

5c. Woodland has prepared and implemented a trip reduction program with the goal of reducing the number of car trips to Woodland School each day. This has been achieved through:

- Sharing a Google map with families which includes the home location of each family who attends Woodland and encourages carpooling for those families in proximity to one another. This has resulted in 32 families (or 15%) carpooling.
- Allowing our middle school students to be dropped off at the Ladera Shopper retail center in the morning and walk up the hill for the start of the school day. This has resulted in 10-12 students (4%) being dropped off each morning at the Ladera Shopper.
- With signed parent permission, middle school students may check themselves out of school at the end of the day and walk to the Ladera Shopper to be picked up. This has resulted in over 80% of parents signing the consent form and an average of 30 students (10%) checking out each day and walking down the hill.
- Five families (2%) located in proximity to Woodland walk to school.
- In 2022-23, Woodland School had 216 families (305 students), and our trip reduction program resulted in a rough average of just 185 cars (14% lower) moving through Ladera in the morning and 165 cars (24% lower) moving through Ladera in the afternoon. In order to further decrease the traffic impact on the Ladera neighborhood, we have lengthened opportunities for parents to drop students off, beginning at 7:30am in the morning, and picking students up in staggered dismissals throughout the afternoon.
- For the 2023-2024 school year, Woodland has partnered with [Hop Skip Drive](#) to provide carpools for families. This has resulted in 14 families (6%) using this service.
- Woodland has an agreement with Ladera Recreation District for employees to use 10 parking spots during the school day to decrease the number of cars parked on La Cuesta.

5d. Woodland has increased staffing from two (2) to a total of four (4) paid employees wearing identifiable attire who 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. During morning drop-off and afternoon-pick up, employees are stationed at the entrance to the school to monitor cars along La Cuesta and safely stop traffic for Los Lomitas school buses and individuals using the crosswalk. A second employee is stationed in the parking lot to keep traffic flowing, a third employee is stationed at the exit of the parking lot to ensure all cars turn right, to support traffic flow, and to allow individuals to safely cross in the crosswalk. The fourth

employee is stationed at the beginning of the red curb to insure that cars do not idle along and block the red curb.

5e. Per the lease with LLESD, the school's liaison is the Head of School, Jennifer Warren. She regularly posts information on the Ladera List Serv and in each message encourages neighbors to reach out to her directly if there are questions or concerns. She also attends a yearly LCA meeting or invites the community to an online meeting to share campus updates that impact the neighborhood, makes herself available overall, and responds in a timely manner to any questions or concerns.

7. Per the minor modification documented on 12/8/17, the temporary portable classrooms were approved to be permanent and remain on the Woodland campus.

## II. **CUP Amendments**

1. Condition #1: Change hours of operation to 7:30 AM to 6:00 PM weekdays which accounts for the following regular activities:

- 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
- 3:30 PM to 6:00 PM: extended care and seasonal athletics

Rationale: The current CUP allows the following ***“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”*** and results in the following inconsistencies with current school operations:

- The School'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 provided for.

To alleviate an influx of traffic in the neighborhood during a single start and dismissal time, the School encourages families to drop students off as early as 7:30 AM (school starts at 8:15 AM) and implements a staggered end to the school day, such that students are dismissed at three different times between 3:00 and 3:30. The School incurs additional staffing costs to implement this system.

The School is strongly committed to promoting diversity, equity and inclusion among its student body and strives to be culturally and socio-economically diverse. Many students come from households where both parents are in the workforce, often working past 5:00 PM. The School has

found that providing the extended care program until 6:00 PM is essential to accommodate the work schedules of these families. The extended care program offers a wide range of on-campus enrichment experiences.

Currently 89 students are signed up for a package that includes after school care every day of the school year. Another 20-30 students attend daily on a drop-in basis. These numbers do not include the School's middle school athletes who are supervised before and after practice times. That number ranges between 80-120 students depending on the athletic season. All in, approximately 200 students (of 309 total) are supervised indoors and outdoors on campus between 3:00 PM and 6:00 PM each day. With more workplaces requiring employees to return to the office post-COVID, the demand for extended care programming has doubled in the last three years.

Lastly, all independent schools in the area (such as Phillips Brooks, Carey School and Keys) offer similar start and release schedules for the reasons stated above. The School needs to offer comparable programs to be competitive and successful.

2. Condition #1: Add the following language: This use permit also shall allow other such meetings in the ordinary course of school operations/activities after 6:00 PM and on weekends 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.

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. 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.

3. Add a new condition to 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' as shown on the attached site plan.

Rationale: During COVID, tents were installed to provide outdoor classrooms for student instruction. The structures have proven helpful for that, in addition to providing a 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. They 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

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

Rationale: The School 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 the schools in the Las Lomas Elementary School District that are enclosed by 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 is compatible with the neighborhood, 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.



**COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT**

# **ATTACHMENT H**



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