

Dear Commissioners,

The following is our annual update to the Planning Commission. This update details our compliance with the conditional use permit. As the Planning Commission is aware, the Town Council approved a new CUP for the school in March 2015. Since that approval four years ago, the school has been in full compliance.

We feel Hillbrook remains fully in compliance with the new CUP. In particular, the school has:

- posted the exception days and a list of the evening events for the 2019-20 school year on our publicly accessible neighborhood section of our website as of August 1, 2019. (<http://www.hillbrook.org/Page/The-Power-of-Hillbrook/A-Joyful-Community/Our-Neighborhood>). See below for full list of exception days and events.
- reorganized our athletic program so that we only have athletic contests on campus at most three days a week and only two days outside
- maintained a robust and mandatory Traffic Demand Management plan (TDM plan). Highlights of the plan can be found on our website (<http://www.hillbrook.org/page/student-life/transportation>).
- Installed and continued to monitor the traffic count monitoring system as approved by the Town of Los Gatos.
- Worked with the Los Gatos Parks & Public Works department to ensure approval of any new bus stops as explained in the CUP.
- Enrolled no more than the 414 maximum number of students for the 2018-19 school year. As of the first day of school, August 30, we had 384 students enrolled.
- Reduced our summer programs to be in compliance with the requirements described in the CUP.

Over the last few years, we have implemented measures to manage our traffic and to ensure our compliance with the CUP. We have an extensive Traffic Demand Management Plan (TDM plan), that includes:

- A clear expectation for all families that they bike, walk, shuttle, or carpool to school each day.
- A Transportation Coordinator who oversees our TDM and ensures that families understand the expectations and are given support in meeting the requirements.
- Four shuttles that bring students to and from school each day. For the 2018-19 school year, we averaged 150 students taking the shuttle in the morning and 156 students taking the shuttle in the afternoon, an increase over the previous year. Overall, 40 percent of students are consistently using the shuttles.
- An active carpooling program, that includes online maps that help families identify carpool buddies. The Transportation Coordinator supports families looking for carpool matches.
- A traffic and safety monitor who provides a daily presence in the neighborhood as well as extensive signage that reminds people to drive slowly through the neighborhood (25 mph on Lower Marchmont and 15 mph on Upper Marchmont).
- Active participation in Safe Routes to School. Hillbrook is the only private school in Los Gatos that is an active member of this important organization.

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- Various measures to encourage employee carpooling and alternative transportation options, including financial incentives for using alternative forms of transportation.

The following are the exception days for the 2019-20 school year (days in which the school can have up to 480 cars exiting campus):

Family Fun Night* - September 6, 2019
Back To School Night* - September 12, 2019
 Home Games - October 1, 2019
 Home Games - October 10, 2019
Winter Concert* - December 18, 2019
 Home Games - January 30, 2020
 Home Games - February 11, 2020
8th Grade Musical* - March 25, 2020
8th Grade Musical* - March 26, 2020
Alumni Celebration* - May 8, 2020

The following are the evening & weekend events for the 2019-20 school year:

Family Fun Night - September 6, 2019
 Back To School Night - September 12, 2019
 Sports Tournament - October 26, 2019
 Fall Open House - November 9, 2019
 Winter Concert - December 18, 2019
 Sports Tournament - January 25, 2020
 8th Grade Musical - March 25, 2020
 8th Grade Musical - March 26, 2020
 Alumni Celebration - May 8, 2020
 8th Grade Recognition Ceremony - June 1, 2020

The Planning Commission will see when it reviews our traffic from the 2018-19 school year that we are successfully meeting the expectations of the daily cap of 880 cars (or 440 cars exiting campus). We had no violations of the daily cap during the 2018-19 school year.

We feel confident that the measures we have implemented these past few years will ensure we remain in compliance with the traffic conditions as we increase our enrollment this year. We have worked hard to prepare for the successful implementation of this new CUP, and we continue to make a concerted effort to be a positive member of the greater Marchmont neighborhood and the Los Gatos community.

Sincerely,

Mark Silver
 Head of School

Chuck Hammers
 Chair, Board of Trustees