



## HILLBROOK SCHOOL

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 nine years ago, the school has taken steps to ensure we remain in compliance.

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

- posted the exception days and a list of the evening events for the 2024-25 school year on our publicly accessible neighborhood section of our website as of August 2024 - [link here](#). See below for the 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 - [link here](#).
- 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 on our Los Gatos campus for the 2024-25 school year. As of the first day of school, September 1, we had 366 students enrolled in our JK-8.
- 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.
- Three shuttles that bring students to and from school each day. Overall, more than 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 periodically provides support 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).



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The Planning Commission will see when it reviews our traffic from the 2023-24 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 2023-24 school year.

We work hard to stay in compliance with the 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

Shannon Hunt-Scott  
Chair, Board of Trustees



## HILLBROOK SCHOOL

- 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.
- 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 2024-25 school year (days in which the school can have up to 480 cars exiting campus):

### AUGUST - JANUARY:

- Family Fun Night - Friday, September 6th, 2024
- Back to School Night - Thursday, September 12th, 2024

### FEBRUARY - JUNE:

- Winter Concert - Thursday, January 23rd, 2025
- State of the School - Friday, January 24th, 2025
- SIL Impact Summit - Tuesday, March 18th, 2025
- JK - 2nd New Family Admissions Reception - Wednesday, May 7, 2025
- 8th Grade Musical - Wednesday, May 21st and Thursday, May 22nd, 2025

The following are the evening & weekend events for the 2024-25 school year:

### AUGUST - DECEMBER:

- Family Fun Night - Friday, September 6, 2024
- Back To School Night - Thursday, September 12th, 2024
- Open House - Saturday, November 16th, 2025

### JANUARY - JUNE:

- Winter Concert - Thursday, January 23rd, 2025
- State of the School - Friday, January 24th, 2025
- SIL Impact Summit - Tuesday, March 18, 2025
- 8th Grade Musical - Wednesday, May 21st and Thursday, May 22nd, 2025
- Lower School Exhibition of Learning - Friday, May 23rd, 2025
- 8th Grade Recognition Ceremony - Monday, June 2nd, 2025

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