



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 ten 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 2025-26 school year on our publicly accessible neighborhood section of our website as of August 2025 - [link here](#). See below for the full list of exception days and events.
- 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 2025-26 school year. As of the first day of school, September 1, we had 381 students enrolled in our JK-8.
- Reduced our summer programs to be in compliance with the requirements described in the CUP.

Over the last ten 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.
- Oversight by a Transportation Director and two Coordinators who ensure families understand expectations and receive the necessary support to meet them.
- Bi-weekly transportation meetings with Division Heads and the CFO address challenges and identify strategies to expand alternative transportation options.
- Three shuttles that bring students to school each day, and four shuttles that provide afternoon service. More than 43% of students consistently use the shuttle program.
- All visiting schools are required to carpool or travel by bus when visiting campus.
- The Transportation Team actively helps families identify potential carpool partners and supports them in establishing and maintaining carpool arrangements.
- Staff are encouraged to carpool or use alternative transportation, with financial incentives provided for sustainable commuting.
- Signage throughout the surrounding area reminds drivers to adhere to speed limits on Upper Marchmont and in the neighborhood.
- Hillbrook actively participates in the Safe Routes to School program.
- Collaborate with local Los Gatos organizations to reduce traffic congestion and enhance transportation efficiency around the campus.

The following are the exception days for the 2025-26 school year (days in which the school can have up to 480 cars exiting campus):

AUGUST - JANUARY:

- Family Fun Night - Friday, September 5th, 2025
- Back to School Night - Thursday, September 11th, 2025

FEBRUARY - JUNE:

- State of the School - Friday, January 23rd, 2026
- Winter Concert - Friday, January 30th, 2026
- SIL Impact Summit - Tuesday, March 24th, 2026
- JK - 9th New Family Admissions Reception - Thursday, April 30, 2026
- 8th Grade Musical - Wednesday, May 20th and Thursday, May 21st, 2026
- Lower/Middle School Exhibition of Learning, Friday May 22nd, 2026

The following are the evening & weekend events for the 2025-26 school year:

AUGUST - DECEMBER:

- Family Fun Night - Friday, September 5th, 2025
- Back to School Night - Thursday, September 11th, 2025
- Open House - Saturday, November 15th, 2026

JANUARY - JUNE:

- State of the School - Friday, January 23rd, 2025
- SIL Impact Summit - Tuesday, March 24, 2025
- 8th Grade Musical - Wednesday, May 20th and Thursday, May 21st, 2026
- 8th Grade Recognition Ceremony - Monday, June 1st, 2026

The Planning Commission will see when it reviews our traffic from the 2024-25 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 2024-25 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