

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 six 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 2021-22 school year on our publicly accessible neighborhood section of our website as of August 1, 2021 - [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 for the 2018-19 school year. As of the first day of school, September 1, we had 360 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.
- Three shuttles that bring students to and from school each day. For the first few weeks of the school year, we averaged 146 students taking the shuttle in the morning and 136 students taking the shuttle in the afternoon. 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 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.
- 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 2021-22 school year (days in which the school can have up to 480 cars exiting campus):

First Day of School - September 1, 2021
Back To School Night* - September 14, 2021
Halloween/Fall Festival - October 29, 2021
Winter Concert* - December 15, 2021
Admission Open House - January 29, 2022
8th Grade Musical* - March 23, 2022
8th Grade Musical* - March 24, 2022
New JK/K Family Event - May 20, 2022
Alumni Celebration* - May 13, 2022
Middle School SIL Impact Summit* - May 26, 2022

The following are the evening & weekend events for the 2021-22 school year:

Back To School Night - September 14, 2021
Board/Employee Dinner - September 29, 2021
New Family Event - September 30, 2021
Winter Concert - December 15, 2021
Open House - January 29, 2022
8th Grade Musical - March 23, 2022
8th Grade Musical - March 24, 2022
Alumni Celebration - May 13, 2022
SIL Impact Summit - May 26, 2022
8th Grade Recognition Ceremony - June 6, 2022

The Planning Commission will see when it reviews our traffic from the 2020-21 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 2020-21 school year. This is particularly noteworthy given that we were operating the school during the pandemic (school opened in mid-September 2020), and yet even with the COVID-instituted restrictions on carpooling and limiting bus ridership, we managed to remain below the cap.

As an additional note, there were two days during the 2020-21 school year where situations outside the gates caused the counter to inaccurately capture the number of cars entering and exiting our campus. On November 6, 2020, an estate sale was held at the house directly next to the school. As a result, numerous cars used our campus as a turnaround spot. We sent video footage to the Town on that day. On February 9, a tow truck parked outside the gate between approximately 2:30 -3 pm, forcing cars to drive through the exit lane when they entered campus (thus doubling the count). We sent video footage of this incident to the Town on that day.

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

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