

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 2022-23 school year on our publicly accessible neighborhood section of our website as of August 1, 2022 - [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 2022-23 school year (days in which the school can have up to 480 cars exiting campus):

First Day of School - August 31, 2022

Family Fun Night - September 9, 2022

Back to School Night - September 15, 2022*

Winter Concert - December 14, 2022*
Middle School SIL Impact Summit - March 30, 2023
1st-4th Spring Concert - April 28, 2023*
Alumni Celebration - May 12th, 2023
8th Grade Musical - May 24 and 25, 2023*

The following are the evening & weekend events for the 2022-23 school year:

Family Fun Night - Friday, September 9, 2022
Back To School Night - Thursday, September 15th, 2022
Board/Employee Dinner - Wednesday, September 28th, 2022
Winter Concert - Wednesday, December 14th, 2022
Open House - January 21st, 2023
SIL Impact Summit - Thursday, March 30th, 2023
Alumni Celebration - Friday, May 12th, 2023
8th Grade Musical - Wednesday, May 24th and Thursday, May 25th, 2023
8th Grade Recognition Ceremony - Monday, June 5th, 2023

The Planning Commission will see when it reviews our traffic from the 2021-22 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 2021-22 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

Shannon Hunt-Scott
Chair, Board of Trustees