

From: [Barbara Gross](#)
To: [Council, City](#); [Architectoral Review Board](#); [Planning Commission](#)
Subject: Castilleja School Modernization
Date: Wednesday, November 17, 2021 4:54:54 PM

[Some people who received this message don't often get email from barbara.ellen.gross@gmail.com. Learn why this is important at <http://aka.ms/LearnAboutSenderIdentification>.]


CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Commissioners,

I want to acknowledge the collaboration of work that has been done regarding the Castilleja School modernization plan. There have been honest conversations with all parties to produce a plan that will work for the school and the community. Although progress has been made, the academic building demands to be updated to optimize its academic use for the students. I think the school has done an excellent job providing you with design options that will preserve more trees and improve quality of life in the neighborhood. Now, I trust you to make recommendations that will allow this project to move ahead.

Bravo to the ARB and the school, and I surely hope that your December 2 meeting will close with a recommendation for City Council to approve the latest design.

Thank you very much,
Barbara Gross



From: [Kocher, Bob](#)
To: [Architectural Review Board](#)
Cc: [Council, City; Planning Commission](#)
Subject: Support for Castilleja
Date: Wednesday, November 17, 2021 5:56:42 PM

You don't often get email from bkocher@venrock.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Commissioners Lee, Hirsch, Thompson, Baltay, and Lew,

I am pleased that the discussion about Castilleja's permitted above ground square footage can now be put to rest. The school must cut 1,830 square feet from their plans, rather than the 4,370 square feet previously assumed. The square footage error was an important finding last spring, but fortunately we now have the correct information in hand to move forward.

So, before you, you have the school's latest plans which bring the square footage below current levels. With the massing reduced, square footage reduced, permitting requirements met, and other feedback incorporated, the school is now presenting architectural designs that are beautiful, sustainable, and appropriate for its residential neighborhood. I know you recommended approval last year, and now again, I hope you will approve the updated, elegant, and compliant plans.

Respectfully,

Bob Kocher - Neighbor, Emerson Street

Bob Kocher MD

Venrock

[@bobkocher](#) | [Insights](#)

From: [Kocher, Bob](#)
To: [Planning Commission](#)
Cc: [Council, City](#)
Subject: Support for Castilleja
Date: Wednesday, November 17, 2021 5:57:16 PM

You don't often get email from bkocher@venrock.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Commissioners,

I am a near neighbor of Palo Alto and I am sure that among the FIVE (yes, count them, five) different parking designs that Castilleja has offered you, there is at least one that solves all of the concerns that have been voiced by opponents.

1. SAVE TREES

All of the new designs preserve the trees that had been at issue in the previous designs.

2. REDUCE SQUARE FOOTAGE

Again all of these new designs reduce square footage.

3. NO NEW TRIPS

This was true before and it remains true now, despite the efforts that a small handful of opponents have made to insist otherwise. Car trips are capped. It's a non-issue

4. COMPROMISE

This is it. The school has offered five different options and now you, as leaders, can lead by deciding on your priorities for the city and making a choice.

As a near neighbor to the school I urge you to support the option that maximized underground parking. First of all, this improves traffic patterns, aesthetics, and quality of life for everyone without harming trees. But even more important, it allows the school to self-park its project without adding more surface parking to my neighborhood. I am grateful to Castilleja for providing this responsible and appealing option as an investment in and gift to the neighborhood.

The school is now presenting architectural designs that are an improvement for my residential neighborhood. I know you recommended approval last year, and now again, I hope you will approve the updated, elegant, and compliant plans.

Respectfully,

Bob Kocher - Neighbor, Emerson Street

Bob Kocher MD

Venrock

[@bobkocher](#) | [Insights](#)

From: [gerry_marshall](#)
To: [Architectural Review Board](#)
Cc: [Council, City; Planning Commission](#)
Subject: Castilleja revised building plans
Date: Thursday, November 18, 2021 4:38:39 AM

You don't often get email from gmarshall@sbcglobal.net. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear ARB,

I have lived across the street from Castilleja's Bryant entrance for nearly 40 years and I am writing to express my overwhelming support for the school's newest version of plans. After following the project for several years, I am more than ready to put this debate to rest. At the behest of the Spring 2021 Council hearings, the school has bent over backwards to create additional new options for a parking structure—all while successfully and safely running a school during a global pandemic. These efforts are surely evidence of an institution that cares deeply about its mission of educating girls and expanding that opportunity to more students and making sure that it does not impact neighbors.

The multiple options, which feel like more than enough to choose from, satisfy ALL of the concerns expressed by City Council. More trees are preserved; more cars are off the street and now underground, and the massing is less than the school's existing square footage.

This seems to me like an extensive amount of compromise. Both sides of the block get what they want. As an immediate neighbor, these are the proposals I like best:

- Keep the pool in the same place and adjust the placement of a stairway and an electrical transformer so as to further protect tree 89—but still allows below-grade deliveries.
- Allow an underground parking structure that maximizes the allotted number of parking spaces. My understanding is that 69 spots can be accommodated with zero negative impact on trees.

I'd like to emphasize that I am really excited about having an underground garage. I hope you see the many merits behind the revised plan.

Thank you for your time and continued attention to seeing this project through to a successful resolution.

Gerry Marshall Newcomb


[Sent from AT&T Yahoo Mail for iPhone](#)

From: [Tina Kuan](#)
To: [Council, City; Architectural Review Board; Planning Commission](#)
Subject: Castilleja project input and feedback
Date: Thursday, November 18, 2021 2:25:36 PM

Some people who received this message don't often get email from tinakuan@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Planning and Transportation Commissioners,


Thank you for your service regarding the Castilleja project. It is a surprisingly contentious issue considering that both sides of this debate want the same thing, fewer cars in the neighborhood. Castilleja has done that in two ways:

1. By reducing daily trips to campus by 25–31%
2. By submitting plans to move street parking below ground.

As far as reducing trips, the school will continue to do this after the CUP is approved because in order to enroll more students, daily trips cannot rise above current levels. The good work the school has done on TDM will only become more comprehensive.

And as far as moving street parking below ground, you have five options before you. All of them move parking off neighborhood streets. All of them shift part of the drop off and pick up below ground. All of them reduce the overall size from the original proposal. All of them preserve trees. You can't go wrong. Just select a plan and make a recommendation to City Council. It is well beyond time for this excellent project to be approved.

Respectfully,
Tina Kuan



From: [Ashmeet Sidana](#)
To: [Council, City; Architectural Review Board; Planning Commission](#)
Cc: [Yuko Watanabe \(yknabe@hotmail.com\)](mailto:yknabe@hotmail.com)
Subject: Castilleja project
Date: Thursday, November 18, 2021 4:52:57 PM

[Some people who received this message don't often get email from sidana@engineeringcapital.com. Learn why this is important at <http://aka.ms/LearnAboutSenderIdentification>.]

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear PTC:

I am writing to support Castilleja's project and request you to approve it expeditiously.

It is my understanding that in 2020 there was good discussion about the EIR and Conditions of Approval including:

- * The final EIR confirmed Castilleja project had no negative impacts which could not be mitigated.
- * The school can have no new car trips; if they do, they will not be allowed to increase enrollment.
- * The garage will bring no new car trips; it simply makes the neighborhood more beautiful by moving cars below ground and preserving greenspace.
- * The garage will improve traffic patters in the neighborhood. Drop off and pick up will be distributed around campus, and the garage will create a distribution such that traffic will improve for everyone.

This project was approved before, and it should be approved again. Let's keep Palo Alto on the cutting edge of education!

Sincerely,

Yuko Watanabe and Ashmeet Sidana


From: [Teresa Zepeda Kelleher](#)
To: [Planning Commission](#)
Cc: [Council, City](#)
Subject: Castilleja project
Date: Thursday, November 18, 2021 5:05:17 PM

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear PTC Members,

I'm writing to ask you to approve the Castilleja project for the second and last time and express my fervent support for allowing the school to revitalize its campus. I appreciate your support for the project last year, and your continued attention to the school's proposal. Let's move

TREES

Yes, we care deeply about them. We take great pride in our city's beautiful trees and appropriately protect them. Castilleja has found a way to both protect trees AND carefully move ahead with necessary updates. Throughout Castilleja's many project revisions, I particularly appreciate the efforts they've made to protect their campus' trees and add abundantly to our canopy. **The new Master Plan adds over 100 new trees to the campus.**


PARKING OPTIONS

Now, you have their revised proposal in front of you which further protects trees. First, they have recommended an underground parking garage which serves the important purpose of removing cars from the neighborhood streets while NOT harming trees. Please support any of these FIVE excellent solutions. **Weigh the pros and cons, think of the constituents involved, and select one underground parking plan that will serve the city and the citizens and the school.**

By recommending approval of their project, you can help the school educate more students, while at the same time adding no additional traffic, improving the neighborhood aesthetic with a modernized campus and underground garage, and protecting trees and adding to our canopy.

Sincerely,

Teresa Kelleher



From: [Heidi Hopper](#)
To: [Planning Commission](#)
Cc: [Council, City](#)
Subject: Castilleja project
Date: Thursday, November 18, 2021 7:56:03 PM

Some people who received this message don't often get email from hhopper@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear PTC -

I'd like to express my strong support for Castilleja's updated design with different options to review. In particular, I want to comment on the lengths the school has gone to protect more trees and be flexible and open to feedback. They have offered you five options for the garage that all improves the neighborhood and protects trees. Which option will you recommend to the City Council?

Castilleja has been very responsive and thoughtful about the city staff's, the Council's, and neighbors' concerns for over almost ten years now, correct? We have all watched the project evolve. Changes have been made to the massing of the buildings, the patterns for pick up and drop off, the materials on the facades, the pool location, the parking garage exit and size to protect homes and trees. The school has taken feedback from all sides and made dozens of changes. They have listened.

The latest proposal further protects both tree 89 and tree 155, preserving existing trees while still adding 100 new trees to the canopy. It also shows an array of choices for the garage that all preserve trees. The school is doing everything possible to integrate feedback and move toward a positive future for the neighborhood, the city, and girls who want a single sex education.

Please review these improvements and select the one you believe is best. This process has gone on too long, and you can help our community move forward.

Sincerely,
Heidi Hopper
Palo Alto Resident

From: [marcela millan](#)
To: [Council, City; Architectural Review Board; Planning Commission](#)
Subject: Castilleja
Date: Friday, November 19, 2021 1:28:39 AM

You don't often get email from marmillan@yahoo.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear PTC,


It's clear that Castilleja's Traffic Demand Management program (TDM) will be vital to their mitigating traffic once their enrollment grows. I just wanted to write to express a few points about their successful, and ever expanding TDM program.

1. As has been well documented, the school has been very successful executing TDM results to date, reducing traffic by ~ 30% in the neighborhood.
2. It can not be said enough times: the school will not be able to increase their enrollment if traffic increases. It seems that this requirement is not discussed enough. Opponents who worry about growth or "expansion" must remember that the school *will not be able to grow unless they manage the car trips*.
3. To illustrate the school's agility and investment in TDM, they added new bus routes to school during the pandemic since families were uncomfortable putting students on trains. The goal of all of these shared rides is the same: keep cars and traffic from the neighborhood.

Companies and other organizations in Palo Alto should all be instituting TDM measures, and Castilleja is proving to be a strong test case for successful mitigation. Going forward, it sounds like Castilleja will further expand their rideshare options, and I hope other businesses do the same.

I appreciate your service, thank you.

Marcela Millan


Palo Alto, CA 94301

From: [Priyanki Gupta](#)
To: [Planning Commission](#)
Cc: City.Council@cityofpaloalto.com
Subject: Castilleja school
Date: Friday, November 19, 2021 12:45:45 PM

You don't often get email from priyanki_gupta@yahoo.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Planning and Transportation Commission.


After your thoughtful review and approval of this project last year, it should be easy to approve it again, especially as the garage size is reduced to preserve more trees and the pool and the delivery access is also improved to further protect other trees. The project has only gotten better since the last time you approved it.

Since that time, the TDM at school has also proven to be agile and responsive, doing whatever it takes to keep car trips level in any circumstances—including a once-in-a-century pandemic. As fewer people rode the Caltrain during the pandemic, the school opened new bus routes and expanded its already-successful carpool matching program to ensure that when students returned to campus, they did not do so in single-occupancy cars. The community is committed to sustainability and improving quality of life in the neighborhood and the city by reducing traffic. TDM is not a passing phase, it is a way of life at Castilleja.

I think we are all finally on the same page in understanding that the garage will not bring more cars to campus. There is cap on daily car trips. If the school exceeds the cap, it will not be allowed to enroll more students. After all the years that the school has invested in this new CUP process, it's abundantly clear that the school wants to enroll more students. Thus, they will stay under the cap. However, for critics who need more reassurance, there are external audits and consequences and the increase in students is GRADUAL and CONDITIONAL. It is ALREADY SELF-LIMITING: 25 to 27 students can be added each year IF CAR TRIPS REMAIN LEVEL.

I was delighted when you approved the project the last time, and I look forward to your endorsement of these improvements.

Respectfully,

Priyanki Gupta


From: nancytuck@aol.com
To: [Planning Commission](#)
Cc: [Council, City](#)
Subject: Castilleja's CUP and Master Plan proposal
Date: Friday, November 19, 2021 2:32:09 PM

You don't often get email from nancytuck@aol.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Planning and Transportation Commissioners,

Thank you once again for committing time to review the Castilleja Master Plan. I am a neighbor on Melville Avenue and have actively advocated for the project's approval for years. I appreciate that you have put a lot of time into reviewing and discussing this project. I am frustrated, however, that complaints or input from my fellow neighbors have stonewalled this project and prevented this nationally ranked girls school from modernizing and upgrading. It is a textbook case of NIMBYism, although I cannot fathom what these residents would really rather have (years of construction of high end homes on this land??).

I hope this time around produces swift and positive results. The only silver lining to this year of delay is that there is even more evidence that the Castilleja traffic, parking and noise footprint is BARELY perceptible. I hope that some of you have taken a moment to scout out the neighborhood during drop-off, pick up, or even a water polo game.

The school is long overdue for upgrade; the buildings are vintage 1950, and I would guess that the energy consumption and carbon footprint are consistent with that same decade. I am excitedly anticipating the green-energy, efficient traffic flow, and most of all the beautiful facades shown in the architectural rendering.

I understand the school is also presenting options for the new underground garage and swimming pool that will further protect trees (appeasing some of my neighbors).

I would like to leave you with two key points of feedback regarding planning and transportation:

1. As a neighbor, I will say for the hundredth time that traffic is a nonevent. And the traffic & parking control measures implemented years ago have been effective, enforced and consistent. There are no grounds to subject the school to more stringent car-counting measures than those that are employed at Stanford, or Paly, or Town and Country. Castilleja is a small community, with minimal impacts, despite the outsized complaints from a few of my neighbors. I'm here on Melville without an agenda--other than supporting a school that is being a good neighbor. Please be reasonable.
- 2.

I also would like to add my support for the 69 car underground garage. The Council's direction to limit the capacity to 52 cars seems arbitrary to me. If the capacity is 69 cars, the school can fulfill the number of spots required by city code AND get more cars off our streets. This addition of 17 cars creates no additional traffic, nor does it affect any trees. This maximized capacity is wiser for all parties involved and should be recommended.

Thank you, as always, for listening to constituent and neighbor feedback. I appreciate the time you've dedicated to this effort and our city at large.

With gratitude,

Nancy Tuck - [REDACTED], Palo Alto

From: [Jarlon Tsang](#)
To: [Planning Commission](#)
Cc: [Council, City](#)
Subject: Casti - Time to Move Forward.
Date: Friday, November 19, 2021 8:21:13 PM

Some people who received this message don't often get email from jarlon@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear PTC,

You have already reviewed the merits of this project.

You have already suggested conditions for approval.


You have already recommended this project to the City Council.

You have already reflected on what the number 540 means—540 young women who can gain access to an excellent education without adding any more traffic to neighborhood streets.

Now, you have an even better plan before you than before. And you have an even more impressive commitment to TDM. As ridership on the Calitain waned to the pandemic, Castilleja introduced a new internal carpool matching system and two new bus routes to the north—all to assure that students still had safe, preferable (and even fun because friends are along) ways to get to school other than in single-occupancy vehicles.

The small number of very vocal people who oppose this project have been proved wrong. Castilleja has defied their predictions and HAS ONLY GOTTEN BETTER AT TDM OVER TIME. No other organization in the bay area has been able to cut trips like Castilleja has. And the school is keeping those trips low.

You already know the garage will not bring more cars. And now you also know the garage will not harm trees. That leaves you free to choose which garage option is the best compromise. I look forward to a timely re-approval of this project.

Thank you,
Jarlon Tsang


--
Best regards,

Jarlon

From: [Gloria Carlson](#)
To: [Planning Commission](#)
Subject: Castilleja
Date: Friday, November 19, 2021 8:25:05 PM

You don't often get email from gloriacarlson@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Commissioners,

I am a 40+ year resident of Palo Alto and live right off of Embarcadero Road. I have seen our city grow and prosper through the years and am grateful to live in a vibrant place that features outstanding education, innovation, and culture.

While neither I nor my daughter attended Castilleja (we both attended PAUSD schools), I am a strong supporter of single sex education for those families seeking the opportunity. Castilleja is renowned across the country for its outstanding curriculum educating young women to be our future leaders. It's a well documented fact that business and government need more women leaders, and Palo Alto should be proud of what Castilleja stands for and teaches.

For that reason, I ask you to support their updated project, including the underground garage and higher enrollment. As I stated, I live off of Embarcadero, and while traffic has grown through the years, it is absolute hogwash to suggest that Castilleja plays any part in that traffic. Castilleja's small enrollment -- even when it grows to 540 students -- is a miniscule part of the economic fabric of our city when compared to Stanford, tech start ups, and Paly traffic. The school should be allowed to modernize and grow, to offer more opportunity to girls seeking single sex education -- and the school's rigorous TDM program, as well as the limitations spelled out in the conditions of approval will prevent any traffic impact. The EIR for which you recommended certification affirms that. Let's get this project approved and in the process get as many cars as possible below ground in the underground garage. Let's beautify our streets by preserving greenspace rather than parking cars.

Thank you for your continued attention to this project and vote to approve.

Sincerely,
Gloria Carlson, Santa Ana Street

From: [David Hoyt](#)
To: [Council, City; Architectural Review Board; Planning Commission](#)
Subject: Support for current Castilleja School plans
Date: Friday, November 19, 2021 8:34:29 PM

Some people who received this message don't often get email from hoytdavidc@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Members of the ARB,

I understand that you will be discussing Castilleja's many-times-revised project at your December 2nd hearing, and I would like to emphasize my support as a resident of Old Palo Alto for underground parking that maximizes the permitted number of parking spots. The school proposed several parking garage options that not only fully comply with what the City code mandates, but that also satisfy neighbors' concerns of not wanting cars parked on the street. Like other Palo Altans, I share the city's concern for preserving trees. Castilleja does too, as evidenced by the fact that the newest parking plans pose zero threat to existing trees.

At this point, all parties have expended more than enough time and resources and reached a compromise solution that serves the interests of the city and has my full support as a member of this community. Now, it's time to move forward. Please approve Castilleja's request again.

Thank you for your time and attention.

David Hoyt
Lowell Avenue, Palo Alto

From: [Virginia Smedberg](#)
To: [Council, City; Planning Commission; Architectural Review Board](#)
Subject: Castilleja's plans
Date: Saturday, November 20, 2021 9:11:57 PM

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear City Council, Planning Commission, and Architectural Review Board:

I am writing as a Casti alumna (1963). In those days having a girls-only school was very helpful to me as a good math and science student in the days when girls weren't supposed to be good at those subjects. Theoretically things are better in this generation - but there is still "prejudice" about expectations for women. So the idea of a girls-only school is still quite valid. Therefore I am excited about the possibility of making that opportunity available to more girls.

From what I have read, the school has done a thorough job of working with the recommendations presented to them. I'm copying here some of the points that I've read. The most important to my mind is that they have offered options for the City's agencies to choose among.

And I quote:

We have offered new plans to the City that include several different options including:

- Five different design options to further reduce the underground parking area that
 - Better ensure preservation of trees
 - Continue to move parked cars out of sight
 - Offer City leaders options to choose from
- In particular, Option E adheres to City Council's motion to limit underground spaces to 52 and at the same time promotes neighborhood quality of life by
 - Retaining a tree that was previously designated for removal
 - Reducing noise associated with campus deliveries
 - Modifying the pool site in order to better preserve another tree
- Changes to the building design to align with the current permitted square footage
 - The above-ground square footage of the updated building is confirmed to be in compliance with permitted square footage under prior CUPs

There have always been many different interests to balance and many different people to please as we have iterated and reworked these plans. Now, City leaders have an array of choices to solve the questions

the City Council asked us to address, and we are confident they will be able to find the best path forward.
With all of the compromises and revisions that have been made, this project is ready for approval.

I support that final statement: I think the project is ready for the City, which is you all to whom this is addressed, to select and approve one of the proffered options, so the project can move forward and more competent young women can become a part of our society.

Sincerely,
Virginia Smedberg



Palo Alto

From: [Kathy Burch](#)
To: [Planning Commission](#)
Subject: Support of Castilleja School
Date: Sunday, November 21, 2021 10:29:35 AM

You don't often get email from kburch777@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Planning and Transportation Commissioners,

I have written to you previously regarding Castilleja, but as a reminder, I am an almost-40 year resident of Palo Alto, the daughter-in-law of former mayor Jim Burch, a 26-year employee of Castilleja (now retired) and the mother of a former Castilleja student.

I am grateful for the hard work you have already put into reviewing the Castilleja project. I thank you for recommending it for approval last year. This year, you have minor improvements to review, and excellent options to choose from to reach a compromise.

One element of recent news to add to the conversation is Castilleja's capacity to adapt its outstanding TDM program to respond to the pandemic. Before the pandemic, many students who live north of campus rode Caltrain to school and were met by Castilleja's electric shuttles to get to campus from the station. As the school began to reopen, some students who had ridden the shuttles before chose not to do so. Castilleja responded immediately, with two new bus routes picking students up near their homes, which resulted in less need for them to come to school in smaller carpools or single-occupancy vehicles. Even as some students have become more comfortable riding Caltrain again, the bus routes are still running to make sure that daily trips remain low.

Please put these questions of increased car trips to rest. There will be a cap on car trips to and from school. The school has outstanding TDM and will immediately make any changes necessary to keep car trips below the cap. What other institution or organization in Palo Alto has achieved reducing their daily car trips by 25–31% percent? Approve this project and highlight Castilleja for being a leader in reducing traffic.

Thank you,
Kathy Burch

, Palo Alto

From: [Jo Ann Mandinach](#)
To: [Planning Commission](#)
Subject: No Casti Expansion Without Updated and Accurate Traffic numbers
Date: Monday, November 22, 2021 8:34:41 PM

You don't often get email from joann@needtoknow.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Hello.

Please don't even consider approving this expansion without updated, current traffic numbers for Embarcadero, one of only 3 access roads to 101 and the only direct one to Stanford University and the ever-expanding Stanford Hospital and healthcare facilities.


It's incredible to me that this project could have gotten this far using very outdated numbers, before the huge and continuing expansion of Google, Stanford and other businesses. Embarcadero's long been a disaster and it boggles my mind that you're even considering making it worse. WHY? It's faster for me to go three times the distance to the Menlo Park Trader Joe's than to go ONE MILE to the Palo Alto one!

The impact on all the neighbors and those of us forced to use Embarcadero will be horrendous. Why a school serving primarily non-Palo Altans that's violated the law for so many years should continue to waste the time of all of us is unbelievable.

Think of the residents. Think of the lost sales tax revenue.

Most sincerely,

Jo Ann Mandinach


Palo Alto, CA 94301

, Fac

From: [Kley Gilbuena](#)
To: [Planning Commission](#)
Cc: [Council, City](#)
Subject: In Support of Castilleja
Date: Monday, November 22, 2021 8:36:51 PM

You don't often get email from kgilbuena@castilleja.org. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Planning and Transportation Commissioners:

I live on Churchill Avenue, and enjoy being a neighbor of Castilleja School, and I'm also proud to be the school's robotics coach. I'd like to voice my support for the school's plans from both perspectives with regard to traffic and events:

On the Robotics team, our schedule for meetings and practices has to go through a careful approval process to assure that we never disrupt the calm nature of the neighborhood. Our team differs from other teams in that we are a completely student-run, student-led team. It is so exciting to watch our all-girls team compete against (and beat) other predominantly male teams. It is also impressive to see how thoughtful the girls are as they comply with all good neighbor guidelines at every turn. Right now, our students work in a cramped, basement room, but the new maker space will allow many other girls to participate and develop essential STEM skills. I hope that after showing that they can be good neighbors, these girls will help Castilleja gain approval for this project. Please vote to approve the new building, so that future students can benefit from the opportunities that the building will afford.

As a neighbor, I also want to emphasize my support for the new building design and underground garage. Can we all agree now that it DOES NOT bring additional cars to the neighborhood? I also strongly support the underground garage so that Spieker Field can be preserved for play rather than parked cars. All of us will benefit from removing parked cars from the surface. Moving them underground will be more aesthetically pleasing, quieter, and safer for bicyclists and pedestrians.

I know you voted to support the school's plans a year ago, and I hope you will do so again. Our students and our neighborhood need your vote of approval.

Thank you,
Kley Gilbuena
Churchill Avenue

--

Kley Gilbuena
He/Him/His
Robotics Advisor + Bourn Idea Lab Faculty

Castilleja School
[1310 Bryant Street](#)
[Palo Alto, CA 94301](#)

E kgilbuena@castilleja.org
www.castilleja.org

Women Learning. Women Leading.

From: [Kley Gilbuena](#)
To: [Architectural Review Board](#); [Council, City](#); [Planning Commission](#)
Subject: Voicing Support for Castilleja School
Date: Monday, November 22, 2021 8:46:33 PM

You don't often get email from kgilbuena@castilleja.org. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Architectural Review Board Commissioners:

Living on Churchill Avenue, I am a neighbor of Castilleja School, and I'm also proud to be the school's robotics coach. I'd like to voice my support for the school's plans from both perspectives:

As a robotics coach, I am a resource for our students who compete in the FIRST Robotics Competition. One of the highlights of our program is that we are a completely student-run, student-led program. It is incredible every season to watch our all-girls team compete against (and beat) other predominantly male teams. While building a highly competitive robot is a high priority, fundamentally the new, larger maker space on our new campus will allow for every student at Castilleja to expand their creativity exponentially. Currently, our students work in a cramped, basement room, but the new maker space will allow many other girls to participate and develop many essential 21st century STEM skills. Young women need these opportunities now more than ever. Please vote to approve the new building, so that future students can benefit from the opportunities that this building will afford.

As a neighbor, I also want to emphasize my support for the new building design and underground garage. The renderings I've seen show classroom buildings that blend nicely into the neighborhood and are no larger than those existing. I also strongly support the underground garage so that Spieker Field can be preserved for play rather than parked cars. All of us will benefit from removing parked cars from the surface. Moving them underground will be more aesthetically pleasing, quieter, and safer for bicyclists and pedestrians.

I know you voted to support the school's plans a year ago, and I hope you will do so again, now that the building is even smaller. Our students and our neighborhood need your vote of approval.

Thank you,
Kley Gilbuena
Churchill Avenue

--

Kley Gilbuena
He/Him/His
Robotics Advisor + Bourn Idea Lab Faculty

Castilleja School

[1310 Bryant Street](#)
[Palo Alto, CA 94301](#)

E kgilbuena@castilleja.org
www.castilleja.org

Women Learning. Women Leading.

From: [ROBERT HALLEWELL](#)
To: [Planning Commission](#)
Subject: OBJECT TO CASTILLEJA CURRENT EXPANSION PLANS/ RESIDENT OF COMMUNITY CENTER DISTRICT
Date: Tuesday, November 23, 2021 11:04:32 AM

You don't often get email from hallewell@icloud.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

- Dear Commissioners,

I've written before but our family again wants to register our objection to the current Castilleja expansion. It should be within (actually by rights it should be more than within, given past flouting of agreed limits) existing planning regulations. No special exemptions.

I've copied the resident's detailed objections below just to flesh out my above summary.

sincerely, Robert Hallewell

- Fairness - why should Castilleja get **exceptional treatment**, to not have to count all the Gross Floor Area that already exceeds what is allowed by Code?
- Reasonableness - allow the school to rebuild but within safe, neighbor-friendly constraints. Neighbors would love to support a reasonable expansion that fits the neighborhood.
- Precedence - will all non-profit schools and churches in R1 zones be allowed extra floor area and underground garages that are not basements and not have to count the square footage? Who would like a stream of cars twice a day through their streets, which we already have. And now the school is asking for almost 1/3 again more bodies and parents, events and activities.
- Did you know that simply not moving the pool would allow the school to keep all current 35 spots at the corner of Kellogg and Emerson and the current 25 spots in the lot on Emerson at Melville (where they want to move the pool to), which would work with a **modest enrollment increase**. And give Oak Tree #89 (below) a lifeline.
-

From: [Pam McCroskey](#)
To: [Architectural Review Board](#); [Planning Commission](#); [Council, City](#)
Subject: Castilleja - neighbor opposition
Date: Saturday, November 27, 2021 9:44:30 AM

Some people who received this message don't often get email from pamelam1344@gmail.com.
[Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

My name is Pam McCroskey and I live across the street from Castilleja, on Emerson Street. I have had a lawn sign in my lawn for some time now, maybe 5 years or so. From what I can see, every house on Emerson from Embarcadero to Kellogg has a sign opposing the scope of the expansion, except one house that the school owns and one household that is neutral.

*We strongly object to the school trying to increase enrollment when they haven't complied with their current CUP. We have to live with the intense traffic. I was never invited to attend meetings prior to the plans being submitted. However, I do remember receiving a surprise letter in the mail outlining the school's intentions! It came as quite a shock. This was on the heels of the news that the school had paid a penalty for **intentional over-enrollment** of students over a period of many years.*

*The school wants variances and special treatment. They have also maxed out their use of this property. **It does not make sense to any reasonable person that adding students will reduce traffic, and the school knows this.** It isn't fair to make us have to trust them when we have been living with their history.*

Please discourage the school from overwhelming our neighborhood with this massive building, and taking away on-site parking so they can have a reason to dig an underground garage. This is all to serve more students at a private school.

I don't object to the school remodeling and modernizing.

Thank you for listening.

Pam McCroskey

*[REDACTED]
Palo Alto, CA 94301*

From: [Carla Befera](#)
To: [Planning Commission](#)
Cc: [Council, City](#)
Subject: Castilleja topic at PTC Meeting Dec. 8
Date: Sunday, November 28, 2021 1:24:49 AM

You don't often get email from carlab@cb-pr.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Members of the Planning and Transportation Committee:

Thank you for reviewing the proposed Castilleja project.

My family lives directly across the street from Castilleja, and has watched it grow from a neighborhood-friendly boarding school to a bustling commuter school serving middle and high school students who largely (+75%) commute into Palo Alto from other parts of the Bay Area. While we value the education the school provides to young women, and understand its desire to modernize its buildings, we feel it has already outgrown its current site and do not understand why the city should agree to an expanded CUP that will simultaneously allow it to expand operations.

Among the items on your agenda we hope you will consider:

1. Traffic: the [Fehr & Peers report](#) provided to the City notes "As recently reviewed by the Council, the project - specifically Alternative 4, the Disbursed Circulation/No Garage Alternative - would meet the City's Municipal Code requirement providing 104 parking spaces, which is based on the number of teaching stations." Neighbors for some time have questioned this basic methodology. What is being determined a teaching station? We have seen no description from the school and there is none in the materials provided to the City. Is the gym - which may host two or three activities simultaneously - one teaching station? Is a joint classroom also one teaching station? The math is intended to calculate how many cars need to be accommodated, and it is already a small fraction. Public high schools in Palo Alto have acres of parking lots, to accommodate teachers and students. Castilleja is proposing to host 540 students (75% of whom do not live in Palo Alto) in six grades, plus some 140+ faculty and staff, with 104 parking spaces. We ask the PTC to review more closely the methodology that leads to this final number, before then agreeing to lower it.
2. Parking: the report makes frequent reference to school frontage parking and non-frontage parking. As in the assertion "The school frontage parking has an average occupancy of approximately 80 percent during the middle of the day. Therefore, it should be possible for persons to easily find parking in the non-frontage on-street parking segments." **Utilization of on-street parking in order to meet demand is the backbone of this report.** In what other scenario would a private concern be allowed to expand, with the understanding that its current and future expanded parking needs would be met by the available parking in a residential neighborhood?
3. Methodology: The information on page 14 is entirely speculative – the reporters are not

counting the parking by students who leave their cars just outside the adjacent areas (which the school has asked them not to use) and walk an extra block. We neighbors see them every day, they are unmistakable in their uniforms, and are aware that this merely shifts the problem further away from the school, but does not mitigate it. The school does not count these students in its reporting, nor will the TDM monitors.

4. Traffic: It should be made clear that street parking also correlates to cars driving into and out of a residential area, via one of Palo Alto's already clogged arteries (which will become deeply exacerbated should Churchill be closed temporarily or permanently.) All the traffic reports focus on cars driving into the schools drop off areas, with no consideration of all the self-driving students who park throughout the area and are NOT monitored by the school. Again, neighbors are acutely aware of this activity.
5. TDM: There is mention of future programs that will increase the level of carpooling by faculty/staff and the use of shuttles. NONE of these are predictive methods, as all are contingent on where the student and teachers live from year to year. The ability to carpool or shuttle shifts depending on where students hail from. Again, what other private company would be allowed to expand its operations without specific off-site parking assurances, but only a hopeful promise to implement carpools?
6. Staff: the report notes that currently, just under 60 percent of the staff drive-alone to campus, and therefore with a decrease in percentages of staff to student ration, the parking needed for staff will decrease. Again, this is relative to which teachers are currently on staff – at the moment, many happen to live in Palo Alto. What happens in five years when there is turnover and a greater percentage live outside the city and are forced to drive to work? The methodology is misleading.
7. Restricting driving: a bright spot comes on page 22, which notes incentives examples such as “restricting sophomores and juniors from driving to campus (a disincentive that reduces parking), and allowing on-site parking for carpools with three or more passengers (an incentive to carpool).” We would love to see this a requirement, not a suggestion.
8. Remote parking: also a suggestion that neighbors would like to see as a requirement is “Remote drop-off/pick-up areas with shuttle service to campus.” Neighbors have asked for years that the school implement required “kiss and drop” points, serviced by shuttles, which would dramatically reduce the number of cars coming into this area. We believe this should be a firm requirement of the CUP.
9. Bike to school measures: less helpful are suggestions that more kids should bike, when the school has been adamant that it will not restrict any portion of its student body to local kids. Currently only 25% of its student body is from anywhere in Palo Alto, it is unclear what percentage is close enough to bike. The city of Woodside requires in its CUP that 50% of the Woodside Priory enrollment be local, why could Palo Alto not make a similar requirement of Castilleja in its CUP?

Many thanks for your consideration of these points, and for your service.

Carla Befera



Palo Alto

From: [neva yarkin](#)
To: [Planning Commission](#)
Subject: from neva yarkin
Date: Sunday, November 28, 2021 4:48:20 PM

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Nov. 28, 2021

To: ARB@cityofpaloalto.org
Planning.commission@cityofpaloalto.org
City.council@cityofpaloalto.org

Dear Planning Commission:

I live 600 Feet from Castilleja.

My family has owned this property for close to 60 years when Castilleja was a boarding school and hardly any traffic in the area.

For me, traffic is my major concern. If 75% of Castilleja students live outside of Palo Alto, how will this benefit the citizens of Palo Alto with increased traffic? No new roads or highways are being built.

Having a parking garage, with **entrance** Embarcadero/Bryant and **exit** Emerson/Embarcadero to me is ludicrous. Traffic flow during commute hours in Palo Alto will only increase. Another thing to consider, what Castilleja parent will want to be caught in a **parking garage** while rushing off to work in the morning?

Thinking about Environmental issues, the city **should require** the Castilleja community to use the **"Kiss and Ride"** shuttling service (or some other service) for most of the Castilleja community. This would alleviate **traffic congestion, air pollution, and parking problems** in Palo Alto.

If “**Kiss and Ride**” **Shuttling** happens, then a **parking garage**, which is not environmentally friendly, would not be needed at all. “1 ton of cement gives off 1 ton of carbon dioxide.” (Bill Gates book, p. 104) The **Bryant Bike Boulevard** could be saved which is used by many students and residents in our community.

With 5 years of **major building construction** for the expansion, and Castilleja continuing to teach classes in portable building, this could be a **major accident waiting to happen!** You will have people (Castilleja and Paly students, residents in neighborhood, walking, riding bikes, student dropoffs/pickups all in the same area while this major construction is happening. Is this realistic? When Stanford was rebuilding student housing, only construction workers were allowed into their construction site!

Who is looking at Palo Alto’s long term future? What will happen if Paly student population explodes, or there is **more** Stanford expansion? Eventually **Train crossing** will be decided on also. Can Palo Alto really not afford to look at these multiple scenarios for this section of town and our future?

Reducing **traffic**, a lower **student enrollment** (example-450 students) , and cutting our **Greenhouse Gases** would be very beneficial to our whole community.

Thank you for your time.

From:

Neva Yarkin



nevayarkin@gmail.com

From: [Carol C. Friedman](#)
To: [Planning Commission](#)
Subject: Castilleja Reimagined project!
Date: Monday, November 29, 2021 9:57:13 AM

You don't often get email from carolfriedman465@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Planning and Transportation Commission,

I am a nearby neighbor of Castilleja School, and I enthusiastically support the Castilleja Reimagined project! I know that a vocal group of neighbors oppose the project. I think everyone in Palo Alto knows about them by now with their aggressive signs and their inability to:


1. Live in the present and realize that Palo Alto is more dense than decades ago, and that change is not caused by Castilleja. Just observe the increase in traffic to Stanford University or the greater number of construction workers.
2. Move beyond the over-enrollment issue, which the school self-reported and has worked to remedy by meeting every City-mandated reduction since
3. Admit that Castilleja is a SMALL project with lower FAR and no significant traffic impacts

The small group of people who oppose this project have been very effective at making their voices heard. They never acknowledge the rest of us, the many families and individuals in our neighborhood who treasure Castilleja as a good neighbor and an asset in our community. It has been a skewed conversation led by negativity. I am very enthusiastic about the school, and as a voter, I will be extremely disappointed and frustrated if Castilleja is not granted permission to modernize and accept more girls without creating traffic.

Finally, I want to assert that I am an advocate for slowing growth in Palo Alto and for thinking carefully about the future of our City. As such, I want to point out that this project is thoughtful and is NOT AN EXPANSION. The building footprints will be smaller than what Castilleja has now. The visual improvement is long overdue. The buildings that currently line Kellogg, Bryant, and Emerson are dated from the 1960's and unappealing. On top of that, I want to assert that this is a thoughtful update with no significant impacts. Please place the underground parking below ground. Maintain Speaker Field for fitness and sports for girls and preserve the beauty of the campus along the Embarcadero for my Old Palo Alto neighborhood,

Residentialist leaders should support this project as a role model in our community, a way to modernize and create sustainable spaces without increasing FAR or creating traffic impacts.

I hope you will see me among “the neighbors” who support education for girls in an updated, modern setting and address my concerns fairly in this review process.

Thank you,
Carol C. Friedman

Palo Alto, CA 94301

From: [Hank Sousa](#)
To: [Architectural Review Board](#); [Planning Commission](#); [Council, City](#)
Subject: Castilleja
Date: Tuesday, November 30, 2021 10:49:12 AM

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Hello Board Members:

My name is Hank Sousa and I live in the 100 block of Melville, 185 feet from Castilleja.

There are lots of numbers associated with the proposed Castilleja school expansion and my talk will cover two of them (parking spaces and enrollment).

Currently there are 86 parking spots on campus per the plans (page G.032). This number of parking spaces allows the school to enroll 448 students. The current enrollment is 426 which is over the enrollment cap. Many of us neighbors feel an enrollment increase of 8 per cent, granted by the city, is acceptable. Why 8 percent?

There is historical precedent. When the current CUP was approved in 2000, that was the figure allowed by the city. According to code, the current number of on campus parking spaces is sufficient to park an enrollment of 448 (muni code 18.52.040(c)Table 1). In addition, the head of school has said numerous times that 448 is the optimum pedagogical teaching number. In a letter from head of school to the city dated Aug 15, 2013, when it was made public Castilleja was over enrolled, 448 students was again touted as the perfect enrollment number.

There is no need for a garage of any kind, especially one that is underground as its construction raises a whole host of other problems.

These problems concern the water table, the removal of thousands of yards of soil and pouring large amounts of CO2-emitting concrete to make a car storage bunker that can never be removed. "No garage" construction allows the project to be completed in three years instead of five. Since many of the close-in residents are well into their senior years, the construction timetable becomes more important.

In lieu of several hundred drop offs that now occur daily at the school, please mandate that parents drop their kids off at satellite sites. Castilleja shuttles would then take the girls to school. You may also want to mandate that girls no longer drive themselves or only senior girls be allowed to do so. All these suggestions would help limit the number of cars converging on the neighborhood.

This is clearly the environmentally superior alternative despite what the school's lawyer has been saying about the proposed underground garage.

Thank you,

Hank Sousa

From: [Amy Christel](#)
To: [Architectural Review Board](#); [Planning Commission](#); [Council, City](#)
Subject: Castilleja Project
Date: Tuesday, November 30, 2021 11:37:43 AM

Some people who received this message don't often get email from amymchristel@gmail.com.
[Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Members of the Architectural Review Board, City Council, and Planning Commission,

I am writing to express my feelings with regard to Castilleja's plan for expansion of their campus. I oppose the plan as currently presented because it does *not* provide a benefit to Palo Alto and the neighborhood, because the school violated enrollment limits for 20 years and clearly did not operate in good faith, and because the City's sustainability goals would be undercut by the proposed construction and future expanded operation of that school site.

The school is a private institution for students the vast majority of whom are from out of town. For all their burden on roads, infrastructure, and the neighborhood, Castilleja pays no property taxes. They should *not* be given special variances and should comply with all current zoning rules as they apply to other developers and projects in R1 zones.

I am especially opposed to this project after considering its expanded carbon footprint: the truck traffic through our streets carrying excavated dirt for an *unnecessary* underground garage, the added CO2 from the cement for that same garage, the removal of existing large trees, and the lack of enforcement by the City of holding the school accountable for increased car trips.

Please ask Castilleja for a modernization plan that meets the City's own sustainability goals, current zoning codes for R1, and eliminates the underground garage. Keep enrollment at current levels, and require the school to provide shuttles from public transit for all those out-of-town students!

Sincerely,
Amy Christel
Midtown Palo Alto

From: [Tina Peak](#)
To: [Planning Commission](#)
Subject: No to Castilleja plans
Date: Tuesday, November 30, 2021 4:30:14 PM

You don't often get email from tmpeak@yahoo.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Planning Commission,

I am very opposed to any expansion at Castilleja. This organization cheated and lied to the people of Palo Alto for 20 years by systematically over-enrolling students at their campus. Now they have the audacity to suggest that we should let them increase the size of their campus and add an additional 30% to student enrollment. They are not to be trusted or rewarded for their past lawlessness.

The Castilleja campus adds little benefit to the city of Palo Alto. 75% of Castilleja's students come from outside Palo Alto. The campus sits on just over 6-acres in an R-1 residential neighborhood upon which they pay no taxes.

Their plans call for destruction of the natural environment. They will remove trees and disrupt the soil. Any building material and concrete used produces large amounts of additional CO2 that is added to our environment. Underground garages use large amounts of polluting concrete and adding an underground parking lot is not even allowed in R-1 areas. Trips to the school are also huge green house emitters.

Castilleja should get no more special treatment. They have a conditional use permit that they ignored for decades, have been poor neighbors, and add to the noise and pollution of the area. They deserve no special variance for adding more floor area or enrollment. This is an R-1 neighborhood.

If Castilleja wants to grow they should find an appropriate piece of real estate and move to an area that will accommodate their desired growth. Please do not allow them any ability to grow or increase enrollment.

Regards,
Tina Peak
Palo Alto

From: [Jo Ann Mandinach](#)
To: [Architectural Review Board](#); [Planning Commission](#); [Council, City](#)
Subject: Casti Expansion: Just say no
Date: Tuesday, November 30, 2021 5:24:28 PM

You don't often get email from joann@needtoknow.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

I don't understand why the discussion of Casti's expansion continues and why they need a parking garage when their students can shuttle in from the Bay Lands just like their teachers.

Are the girls that entitled that they need a garage for themselves regardless of the costs to the community. How about the trees? Aren't we officially the city of trees?

Shame on the school for espousing values like that. Shame on the city planners for not questioning Casti's double standard initially and telling them to park in the Baylands and shuttle in! Think of all the money and aggravation Palo Alto taxpayers could have been saved by some common sense!

Please stop this expansion. They've blatantly violated their enrollment cap for years. Why reward them? Are these the values we want for Palo Alto, for impressionable girls who are their students? Even Casti graduates and/or parents are disgusted.

Casti can claim they've limited the proposed increase in enrollment but an increase is still an increase!

What's the benefit to Palo Altans when 75% of the girls come from out of town? The pleasure of sitting in traffic so girls and their parents can drive to school 5 days a week and to the events that Casti refuses to limit??

How gracious of them, how considerate to the neighbors and the town hosting them.

Perhaps someone should remind Casti that our time is valuable, too!

How can the city plan using such outdated transportation demand numbers?

What about the mess that will happen if Churchill is closed during the long Casti construction? Embarcadero's already a mess, backed up for blocks practically all day! Go look at it at various times of day starting with the morning rush hour.

Please bring this travesty to an end. Save the trees. Save the neighbors the financial and emotional costs of hiring their own experts, lawyers, arborists, etc. to fight this

long-running mess.

Tell Casti enough!

Most sincerely,
Jo Ann Mandinach
Palo Alto, 94301

From: [Andie Reed](#)
To: [Architectural Review Board](#); [Planning Commission](#); [Council, City](#)
Subject: Castilleja Expansion
Date: Wednesday, December 1, 2021 7:12:36 AM

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

ARB Dec 2, 2021

Dear Architectural Review Board Members:

Castilleja has proposed for 5 years to build out their 6-acre school site with one large new building in place of 5 older buildings. Neighbors would be pleased to see the school modernized and re-built, but oppose the scope of the expansion.

Of the **28 houses directly across the street from the school or next to it:**

17 oppose the scope of the project

6 support it (of which 2 are parents and 2 are owned by the school)

5 remain neutral, of which 1 is owned by the school.

In your review today, please look at the "big picture" versus looking at this project in a "piecemeal" fashion.

1. INCREMENTAL review of project: You are being asked to consider site planning, parking, layout and floor area, as a result of suggestions from Council, comparing one iteration you saw a year ago, to the current iteration, without the context of what is **currently existing on campus** today. Please consider an analysis of what **change is being proposed**.

2. PARKING: There are currently, today, **89 parking spaces on-site**, including 4 tandem. As you review the 5 "parking schemes", it may be confusing because the schemes indicate "current at grade parking spaces" are 26 spaces, and that more surface parking would need to be added. There are already 89 spaces on campus, which easily accommodates a reasonable enrollment increase.

a. The **Fehr + Peers study**, dated July 2021 (footnote #5, bottom of Packet Page 13) confirms **89** parking spaces, and further, that they have an 80% occupancy rate.

b. Additionally, the school has an arrangement for **22 spaces at 1140 Cowper, in the First Presbyterian lot**, most of which currently go unused.

c. The page with all the numbers on it in the plans, **G.001**, states the school proposes to keep basically the same lot coverage, so we know they have enough parking, since there are 89 spaces currently.

d. **These plans reduce at-grade parking by 60 spaces.** Moving the swimming pool results in losing 50 parking spaces. The remaining 10 spaces are lost by underground garage ramps.

*In other words, the **big picture** is that the school is proposing to remove*

60 on-site parking spaces that already exist in order to move their pool to accommodate a very large building and have a reason to dig an underground garage.

3. VARIANCE: Over the years, the school has grown its above-grade square footage without constraints and has around 112,000SF gross floor area (not counting volumetrics). Some buildings were built pre-code and some were built in the 90s and 2000s. Muni code allows 81,300SF GFA, so the school is requesting a variance to replace GFA, claiming that the site is so large that complying with code would subject the school to hardships or constraints.

a. The variance rules specifically state that when you cause your own lot to be large, which the school did in 1992 when they got the city to give them the 200 block of Melville and they converted 6 residential lots to school property, this reason is expressly excluded from consideration. Therefore, **this request for variance doesn't fly.**

b. Additionally, as is stated in this staff report, an additional 20,000SF or so of underground garage that doesn't qualify as basement requires a **"text amendment" to get out of counting towards GFA.** This gives the school special treatment designed to only apply to Castilleja.

c. The school has **been successful for 100 years**, making it difficult to make the case that NOT granting them 50,000SF in excess of allowable GFA causes them hardship.

All of these parts have to be considered at the same time to see the **big picture.** All of the iterations are based on a huge increase in enrollment for a private school in a residential neighborhood that historically does not comply with their Use Permit.

As you analyze the project, please consider suggesting Castilleja reduce the scope of their expansion.

Neighbors would love to get behind a less massive project with lower enrollment increase demands.

Thank you,
Andie Reed

--

Andie Reed CPA
Palo Alto, CA 94301

From: [Valerie Milligan](#)
To: [Planning Commission](#)
Subject: Castilleja
Date: Wednesday, December 1, 2021 8:40:29 AM

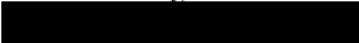
You don't often get email from valerie.milligan5@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

I oppose any variance to existing restrictions for the expansion of Castilleja for many reasons. But, mainly:

1. It is located in a residential zone and should not further negatively impact that neighborhood with non-residential uses.
2. Castilleja only serves maybe 125 Palo Altans, so why modify our current guidelines to benefit so few?
3. The students at Castilleja are by and large from the most elite families on the peninsula and have multiple high-quality educational options of their choosing without expanding Castilleja.
4. As a 65-year resident of Palo Alto, I am disheartened at the constant degradation of my home town due to over-development.

Respectfully,
Valerie Milligan


Palo Alto, CA 94306



From: [Susie Hwang](#)
To: [Planning Commission](#)
Subject: Castilleja
Date: Wednesday, December 1, 2021 10:27:38 PM

You don't often get email from shwang@me.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Planning Commissioners,

We live less than a block from Castilleja. And, from 2009 until this year, we were Castilleja parents who sent our three daughters there for middle and high school. The school and its mission mean a great deal to our entire family, and we'd be thrilled to see Castilleja grow in an appropriate fashion.

However, that growth shouldn't come at the expense of the community and city residents whom you represent.

We have followed this long, painful saga from both vantage points. Process-wise, there's been a disappointing lack of genuine, transparent dialogue and space to generate creative solutions that work for all parties. Substantively, there are solutions that would enable Castilleja's modernization without such adverse impact on the neighborhood and those who use travel on Embarcadero and Bryant Avenues. With modest changes to its architectural and site plans, environmentally friendly shuttles instead of an underground garage, and preservation of its iconic oak tree, Castilleja can achieve reasonable expansion while mitigating harm to the surrounding community. We are confident our neighbors would enthusiastically embrace such a plan.

Sincerely,
Matt Glickman & Susie Hwang



From: [Kathy Croce](#)
To: [Architectural Review Board; Planning Commission; Council City](#)
Subject: Castilleja Project
Date: Thursday, December 2, 2021 11:00:57 AM

You don't often get email from kathryncroce@yahoo.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Hello Board Members,

My name is Kathryn Croce and I live across the street from Castilleja, on Emerson Street.

Myself and my neighbors all along Emerson across the street from the school are in agreement that the expansion plans are too extensive for this small area, with an underground garage exiting right at my corner. Currently, we have excessive traffic and kids being dropped off in front of our house, jamming traffic on an already dangerous corner (Emerson and Melville).

I have watched the activity at the school for several years and believe an enrollment increase from 415 to 448 works for both school and neighborhood, if they worked harder at making parents abide by their TDM. Combined with the current 86 surface parking spaces on campus (which are never full) and some additional shuttling, no underground garage is needed. The new proposals for an underground garage provide either no more parking spaces than the school already has or just a few more (if the school was allowed to increase to 540, which is a huge and unprecedented increase which should definitely be reduced. We don't appreciate the environmentally harmful idea of digging a hole to fill with cement to allow for another few parking spaces when they already have a sufficient number for a modest increase in enrollment.

Please help make this a well functioning school that fits in the neighborhood with minimal impacts.

Thank you for hearing our concerns.

Regards,
Kathryn

From: [Michael Eager](#)
To: [Architectural Review Board](#); [Planning Commission](#); [Council, City](#)
Subject: Castilleja expansion plans
Date: Friday, December 3, 2021 9:42:47 AM

[Some people who received this message don't often get email from eager@eagercon.com. Learn why this is important at <http://aka.ms/LearnAboutSenderIdentification>.]

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Commissioners, City Council:

I urge you to NOT approve expansion of Castilleja school.

Castilleja is in a R-1 residential neighborhood. Expansion of the school, if necessary, should be by relocating to a more suitable appropriately zoned location either within Palo Alto or in neighboring communities, or by opening a satellite campus.

Castilleja has exceeded their enrollment limit for decades. Allowing expansion would reward this unethical behavior. Castilleja apologized for exceeding the limit, but only after applying for a 30% increase in enrollment. This gives no assurance that they will comply with future enrollment limits.

Castilleja places a burden on the City of Palo Alto and their neighbors which is not balanced by benefit to either. More than 75% of students are not from Palo Alto. The school pays no taxes. Burdens include increased traffic, especially in an area which is likely to be adversely impacted by railway crossing closures.

Castilleja requests special treatment which is not supported by the Comprehensive Plan or by existing zoning. Variances should be granted only when there is a compelling argument in its favor and the impacts of the variance are minimal. The argument provided by Castilleja, that they want to grow enrollment, is weak and self-serving. Clearly the impact of the variance, adding an underground garage and increasing the gross floor area, is not minimal.

There are many ways to support Castilleja's mission to support education. The expansion plan is the least desirable of the viable alternatives.

Please deny Castilleja's expansion plans.

--

Michael Eager

From: [Andie Reed](#)
To: [Planning Commission](#)
Subject: PNQL
Date: Friday, December 3, 2021 2:15:57 PM

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Planning Commissioners,

Our neighborhood group, PNQL, would like to make available to all of you our "Neighbors' Perspective" binder. This would provide you information that we've sent to boards and commissions and city council over the years, gathered together and easily accessible, to have handy for the upcoming meeting.

If you want to give me your address by return email, we will drop one off on your porch. Otherwise, please indicate how you prefer we get it to you.

Thanks,
Andie

--
Andie Reed CPA
Palo Alto, CA 94301
[REDACTED]

From: [Hank Sousa](#)
To: [Planning Commission](#); [Council, City](#)
Subject: Castilleja Expansion
Date: Sunday, December 5, 2021 5:10:09 PM

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Hello PTC members:

I live nearby Castilleja School (185 feet away) and would like to suggest some alternatives to their expansion plan.

First, hold off on any additional enrollment increases- after the 450 suggested by the Council motion. Leave off further increases until we neighbors can assess the impact. Suggest the school stay at that number (450) for ten years. Most of us close in neighbors are into our senior years and do not want to keep pushing back every time the school is granted an increase. Let's see how they do with this less excessive enrollment bump.

Next is the parking discussion. There are currently 86 (per school's expansion plans) or 89 (per Fehr&Peers report <https://www.cityofpaloalto.org/files/assets/public/planning-amp-development-services/file-migration/castilleja/2021/13.pdf>) parking spots at grade on campus. More than enough to enroll 450 students. And still a good number to continue the successful small school model. Suggest the school no longer allow students to drive themselves. And insist that shuttling will bring the vast majority of students to the campus. Off campus sites would allow parents to drop their kids where they'd board the shuttles for the ride to campus. The idea to move the swimming pool results in the loss of sixty parking spaces. Its current location is fine and will fit in with the new building after a couple of minor tweaks. The idea to excavate a large area to recess the pool is wrongheaded. Leave it where it is and that allows the current parking to stay in its several locations around the campus. No need for deep cut off walls around the pool which interfere with drainage of the watershed. Put sound walls around the pool or a retractable cover like you see in some hotels.

These are softer, easier solutions to the proposed rebuild. We neighbors have conveyed these ideas for many years, but don't get much traction in the city planning offices. Who speaks for us? The planning staff appears to be advocates for the applicant. We have spent money hiring an attorney to advise us but, again, who at the city speaks on behalf of the neighbors who want a less impactful project?

We hope some of you commissioners will hear our voices.

Thanks,

Hank Sousa



From: [Amanda Zeitlin](#)
To: [Planning Commission](#)
Subject: Castilleja support letter
Date: Monday, December 6, 2021 7:12:17 AM

You don't often get email from abzeitlin@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Commissioners,

I am writing to you as a concerned citizen of Palo Alto, someone who cares about:

- The the environment in our city and the climate crisis
- The infrastructure and schools
- The work we should be doing to build a better community and world

The Environment

You are once again considering Castilleja's proposal for an underground garage, I'd like to affirm my strong support for the proposed parking facility. As has been repeatedly stated at previous ARB, PTC, and Council hearings, the underground garage is allowed by city code for a school, it preserves green space above ground, eliminates the noise and visual impact of parked cars at grade, and per the Environmental Impact Report, it causes no negative impacts on the neighborhood. The school needs to update the campus to become sustainable.

Infrastructure and Schools

Castilleja has now come before you, at the request of City Council, with a smaller garage that protects trees and addresses concerns of opponents, while still providing the benefits described above. I ask you to recommend the design with 69 spots (vs. 52), because it will better improve the aesthetics of the neighborhood with not one negative impact. I understand your purview is to "promote visual environments which are of high aesthetic quality," and the Castilleja garage meets this in full. Removing cars from the streets and preserving greenspace by building a garage that blends gently into the landscape meets that objective - while fulfilling the City code's required number of parking spaces. The garage also further protects trees, an important priority for our city. Allow this improvement to Castilleja's campus to strengthen the educational opportunities in Palo Alto

The Work We Should Be Doing

It's time for you to approve this project for the last time. We need to support education, especially for girls and young women who are seeking the right school setting. There is no need to continue to keep moving this project from one committee to another. Send it forward to City Council with direction to approve.

Thank you for taking the time to read my letter.

Sincerely,
Amanda Zeitlin



From: [Jim Poppy](#)
To: [Planning Commission](#); [Council, City](#)
Subject: Castilleja TDM is Key. RPP Not Needed.
Date: Monday, December 6, 2021 11:34:02 AM

Some people who received this message don't often get email from jcpoppy55@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Planning Commissioners and City Council Members,

Castilleja has done an excellent job of not parking on neighborhood streets and there is abundant parking during school hours. See the attached photos taken today, Monday, December 6, at 10:30am, on Bryant, Kellogg, and Emerson directly across from the school.





An RPP for the immediate neighborhood is not needed and would in fact be detrimental to maintaining the trust that has been established with the school.

The main focus must be on Castilleja's ability to meet and maintain their TDM

requirements. Please do not be distracted by the RPP diversion presented by staff.

The proposed TDM from the school only includes Castilleja staff and students as the oversight committee, which is obviously fraught with peril, given Castilleja's history of CUP non-compliance.

Any TDM must include a qualified city staff person and at least one neighbor who is not biased. If the City is going to create spot zoning for this project, then the City must be willing to make sure the TDM is enforced.

Thank you for your work on behalf of all residents.

Regards,
Jim Poppy
Melville Ave, half a block from Castilleja

From: [Alan Cooper](#)
To: [Planning Commission](#)
Cc: [Council, City](#)
Subject: Castilleja School
Date: Monday, December 6, 2021 1:30:46 PM
Attachments: [Alan Coopers PTC letter Dec 6 2021.pdf](#)

You don't often get email from akcooper@pacbell.net. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Planning Commissioners,

I am attaching a PDF letter regarding the Castilleja project for your consideration at the December 8 PTC meeting.

Alan Cooper

To: Planning and Transportation Commission
From: Alan Cooper, [REDACTED], akcooper@pacbell.net
Subject: Castilleja School

December 6, 2021

Dear PTC members,

I have lived across the street from Castilleja on Kellogg Ave for 37 years. I support girls education, and modernization of their campus.

I have serious concerns because the great magnitude of the project (i.e., student growth) as now proposed will further impact the safety of the extended neighborhood and our quality of life. My concerns regard:

- New education-building size (particularly height)
- Traffic movement
- Pedestrian/bike safety
- Parking congestion
- Construction duration, parking, noise and safety
- Number of school events
- Monitoring and enforcement of CUP requirements

I outline my concerns for each item and make a request for action **in red** on each by the PTC.

New education-building size: At the last ARB meeting (12/2/21), they reversed their decision of the prior meeting (that approved the education building) and suggested major changes to the dimensions of the education building. One change was to raise the building 3 feet to a roof height of 33 feet. **I DO NOT SUPPORT A MORE MASSIVE/TALLER BUILDING ON KELLOGG!** I accepted the prior design. **Please recommend to City Council that this ARB recommendation NOT be accepted.**

Traffic movement: The concept of “no new net trips” to the school is good, but does not address the problem of increasingly heavy traffic on neighborhood streets due to other daily Castilleja activities (e.g. school meetings, deliveries, student buses/shuttles, etc.) that are not counted and are a persistent swirl of often-speeding traffic and noise (tires, banging doors, etc). **Please implement TDM monitoring of ALL street traffic.**

Pedestrian/bike safety: The Castilleja’s TDM manual says cars should not queue in the street, but should drive around the block if traffic is stopped. Drivers **DO NOT** do this and at pickup time, cars stop in the street on Kellogg and impatient drivers behind them speed down the street going the wrong way in the oncoming lane. Cars stopping in the street and driving the wrong way are illegal and dangerous for neighbors and bicycles. Castilleja has not done anything to correct this since the March 2021 Council meeting. If this is a problem now, it will only get more dangerous with more students. **Please require Castilleja to stop this from happening (e.g., add longer queue driveway; take away parking with red curb for cars to wait in; pay for officers to direct traffic).**

Parking congestion: Parking on Kellogg across from Castilleja is ok, however, students including freshmen, sophomores, juniors and seniors are permitted (by Castilleja parent handbook) to park in the neighborhood, and are doing so. The traffic consultant report does NOT address parking outside two blocks from Castilleja. **Please monitor/count/restrict? all Castilleja parking, including that in the surrounding extended neighborhood.**

Construction duration, parking, noise and safety: One good option presented by Castilleja to minimize construction impact on the neighborhood was to find a temporary campus, to reduce construction time from 34 to 21 months. This option would

- keep students out of the construction zone contamination/noise,
- keep staff/student traffic from further congesting streets,
- shorten construction delays on surrounding streets including Embarcadero
- shorten time of contamination, noise, construction parking issues for neighbors

Please require that Castilleja move to a temporary campus during construction time.

Number of school events: School events bring more traffic, parking and noise to the neighborhood. Castilleja continues to use a prior concept that all events must be onsite. The concept could readily be modified to that of holding events (e.g. meetings, concerts, talks) offsite at other nearby facilities. A constant flurry of school activity degrades neighborhood quality of life. The nicest days in the neighborhood are Thanksgiving, Christmas and New Years day when there is **NO ACTIVITY AT ALL** at Castilleja. **Please require that Castilleja have no more than 50 events at the school, and that there is no activity at all on Sunday.**

Monitoring and enforcement of CUP requirements: Castilleja has a documented history of not following CUP guidelines as time goes on. Continual monitoring and enforcement is unfortunately necessary to assure compliance. These steps assure that neighbors interests are being respected. **Please assure compliance with each CUP mandate, with appropriate monitoring and enforcement steps. And, please implement a yearly or every other year assessment of the CUP with neighborhood input.**

Thank you for your dedicated efforts on this complex project.

Alan Cooper

From: [rob levitsky](#)
To: [Planning Commission](#); [Council, City](#); [French, Amy](#); [Lait, Jonathan](#); [Shikada, Ed](#)
Subject: Castilleja Proposal
Date: Monday, December 6, 2021 4:27:01 PM

You don't often get email from roblevitsky@yahoo.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

PTC Commissioners:

After 5 1/2 years of claiming that their proposed design was following all the rules in the Tree Ordinance, I see a last minute submission from Castilleja, dated 11/3/2021, making an attempt to back the proposed underground pool away from Protected Oak trees 89, 87, and 155.

Its the 2nd to last page of the last set of documents, surely to be missed by almost everyone, and its labeled "scheme E"

Its a last minute attempt to begin to respect these Protected Trees. I only wish that Castilleja's Architects, the City of Palo Alto Planning Officials, and the EIR consultants had respected the Protected Trees on the site during the last 5 1/2 years - in particular Oaks 87, 89, 102, 140, 155, and Redwoods 115-120.

For 5 1/2 years, the Tree Protection Zones were incorrectly drawn on every page of drawings, misleading everyone who looked at the drawings for impacts to trees.

Only recently, after repeated requests, did a few trees get accurate Tree Protection Zone circles drawn on a few documents, and these clearly showed conflicts with tree roots. For example, tree 89, a large Oak in the parking lot at Emerson and Melville, has trenches for water lines and electrical cables dug through its TPZ, as well as a stairwell to the underground pool, a 25-30 foot deep concrete wall as one side of the underground pool, and a large concrete pad with a 2000 Amp transformer mounted on it. And all surface asphalt to be removed, disturbing all roots underneath the pavement.

Castilleja Architects didnt care, Planning looked the other way, the EIR consultant misinterpreted the code, and said the plans were fine.

I am happy that finally, with enough attention, the Protected Trees are getting some respect, at least

Their attempt to hide the tree conflicts exposed, and completely shamed out

From: [rob levitsky](#)
To: [Planning Commission](#); [Council, City](#); [French, Amy](#); [Lait, Jonathan](#); [Shikada, Ed](#)
Subject: castilleja proposal - continued
Date: Monday, December 6, 2021 4:46:03 PM

You don't often get email from roblevitsky@yahoo.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

PTC commissioners

this is a continuation of my last email, that got sent prematurely

I am happy to say that Urban Forestry is doing a good job of looking after the protected trees at Castilleja, and one tool now being used is called Ground Penetrating Radar, which allows the roots to be mapped by walking a device over the area where the roots may be located (it emits a high frequency signal through an antenna) and reads back the reflection of roots underground.

The resulting study can clearly show the location of roots, allowing someone to know where it might be acceptable to disturb the soil, without hurting any of the roots.

These studies will be used to minimize conflicts with tree roots.

From: [Andie Reed](#)
To: [Planning Commission](#); [Council City](#)
Subject: Castilleja Expansion
Date: Tuesday, December 7, 2021 6:39:04 AM

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Commissioners:

We are gratified that the City Council in March requested an accurate measurement of square footage for Castilleja's expansion project. This is very important because the school is requesting a variance to replace current existing floor area, but that number has changed over time. Now we have an accurate count of the SF being requested.

City planning staff solicited a professionally prepared "Building Survey and Gross Floor Area Assessment" which we got Nov 17, and it shows that current, existing Gross Floor Area is substantially in excess of what is allowed by code (138KSF versus 81KSF). In turn, this information shows that the school's **Variance request is also significantly in excess of allowed by code**, more than what was previously known (128,687SF vs. 81KSF).

Not seeing in this PTC packet a link to this important document prepared by Dudek that **finally settles Gross Floor Area**, I attach it here <https://www.cityofpaloalto.org/files/assets/public/planning-amp-development-services/new-development-projects/1310-bryant-street/castilleja-school-building-survey-and-gfa-111721.pdf>

Does this report come under your purview tonight? The middle of Pkt Pg 104 states tonight's goal is "receiving public feedback and PTC direction on any further adjustments that may be necessary..... seeks the PTC's direction on **any topic area that requires further analysis** or project changes..." Additionally, on Pkt Pg 105, second para: "the PTC in its review has the authority to review and make recommendations on the CUP, including a comprehensive review of the proposed TDM and the **variance...**" This would seem to include this expert Gross Floor Area report.

The next paragraph discusses the split vote on the variance in Nov 2020. However, the "findings" on the variance in the 11/4/2020 PTC staff report Packet Pg 28 doesn't actually give the number of SF that is being asked for in excess of code, or that the FAR they are asking for is .42 and code is .30. That's not stated. Now the request is for FAR of .50 and code is .30.

There is a schedule in the **ARB staff report Pkt Pg 19** (linked on PTC packet pg 107) showing the summary of Dudek's count. City staff adds the columns showing proposed demolished and proposed new building, plus some lines at the bottom that subtract out the volumetrics. At first glance, this seems OK. But here's the thing; Dudek was hired to provide the calculation of Gross Floor Area, analyzed with reference to current code. The two buildings that have immense extra square footage because of volumetrics were both re-built after the code was in effect. We have to respect Dudek's expertise and not change the numbers. Just because the proper SF wasn't reported when those buildings were re-built does not make them compliant with code, as Dudek points out in their analysis of "what is existing GFA?".

The unabated growth of the school over the past decades, most of it SINCE the zoning codes have been in effect (the gym, fine arts buildings were rebuilt in 1998 and 2006, the mechanical building was built in 2001) renders the school's "replacement of current GFA" a much larger "ask" than previously acknowledged.

Further review of the Plans, pages G.004 and G.005 clearly shows **additional** Gross Floor Area of 7,100SF is being proposed but not counted. The pool equipment building at 4,300SF is not under a building and the lower level main building is 2,800SF larger than the first floor building. 7,100SF is the total of Lower Level square footage that is not under the footprint of a building, nor is it a portion of a building, which makes these accessory buildings that are included in GFA. **This is additional square footage that needs to be added to the proposed GFA (see Basic Numbers chart below)**. Can you ask the Planning Department to review?

Although it doesn't add to GFA, it is important to note that the underground square footage, not including the garage, is proposed to increase from 41,000SF to 80,000SF.

City Council Motion, item B, discusses reviewing an underground parking facility alternative that allows a maximum of 50 percent of the required on-site parking to be below grade without counting against the project floor area. I want to point out the parking report from July 2021, prepared by Fehr + Peers, is linked on Pkt Pg 111, where the report is referred to. The very important point that this report identifies that **there are currently 89 surface parking spaces** on campus is not mentioned in the staff report. **City Council has determined 89 parking spaces are sufficient for this project**. We understand that the school would like to move their pool in order to increase the mass and volume of their large building, two very controversial issues. However, doing so reduces surface parking by 60 spaces and takes advantage of FAR based on misstated existing Gross Floor Area. **Removing 60 surface parking places causes a problem they don't currently have, as there are already 89 surface parking spaces.**

City Council Motion item A, touched upon on Pkt Pg. 112, states "**increased student enrollment without sufficient parking is anticipated to result in more school-related parking intrusions into the surrounding neighborhood**". Of course this is true, and it causes more traffic, too, so

that's why the neighbors request that student enrollment be **increased to 450 only**.

Regarding an RPP, once we looked at how it would require neighbors to pay for parking which we now have for free, and doesn't cover nights and weekends, during events, when we sometimes have issues, and it excludes the school, we can't figure out why it's mentioned. As we have stated for 5 years, we have an understanding with the school that they park on their side of the street and we park on ours, and generally, it works great.

As to events, the link in the packet leads to a schedule that's undecipherable. It would be helpful to have a complete suggested list, and have the neighbors in on the conversation before any CUP is finalized.

As to the TDM, the link goes to a 4-color public relations piece that is very impressive. Neighbors' main concern is enforcement. Strategies for counting cars include counters on campus, self-monitoring via surveys and staff/student oversight committee. Most parents just drop their children off on the streets, so we can't see how those will be counted. We realize the City shouldn't be having to enforce CUPs, and that the actual details of the TDM are not finalized yet.

Neighbors are amenable to an enrollment increase to 450, re-building at less volume and mass, using current surface parking spaces, and lowering the number of events at nights and weekends. We would love to get behind a re-build that covers these issues.

Thank you for your hard work on this project.

Andie Reed
Melville Ave

BASIC NUMBERS

UPDATED 12/6/2021 (SENT TO PTC SAME DAY)

Basic numbers from the Nov 2021 plans prepared by the school and Dudek Nov 15, 2021 "Building Survey and Gross Floor Area Assessment":

	Square Feet
	Calculations:
1. The parcel size is 268,783SF (top number on page G.001).	268,783
2. The proposed plans above-grade GFA is 109,297 (same page).	
3. Previously, plans showed existing GFA = 116,297 per school. Existing GFA has been increased to 138,346SF by Dudek report.	
4. The allowed Floor Area Ratio (PAMC 18.12.040 Table 2) is .3028 : which translates to 81,385 sq ft:	
1st 5,000 sq ft @ .45 = 2,250	5,000 0.45 2,250
remaining sq ft @ .30 = 79,135	263,783 0.30 79,135
Total allowed Floor Area Ratio: (81385/268783)=.3028	81,385
(This has been confirmed in city documents)	
5. The proposed floor area per the ARB Dec 2, 2021 staff report: (using Dudek numbers, less proposed demo'd and plus new proposed bldg)	128,687
6. Additional lower level floor area not qualified as basement:	7,100
7. Total Proposed Gross Floor Area:	135,787
8. The proposed floor area exceeds allowed GFA by:	54,402
9. Actual Floor Area Ratio requested by the school: (#7 / #1)	0.505
10. Floor Area Stated in Request for Variance and these plans:	0.420
11. Allowed Floor Area Ratio (see above)	0.303
11. Percentage increase requested by school: (.505- .303)/.303	67%
Double-check: Percentage increase in SF: (54400/81385)	0.67

--

From: [J Stinson](#)
To: [Architectural Review Board](#); [Council, City](#); [Planning Commission](#)
Subject: Castilleja's latest Master Plan
Date: Tuesday, December 7, 2021 9:14:56 AM

You don't often get email from jstinson1@yahoo.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

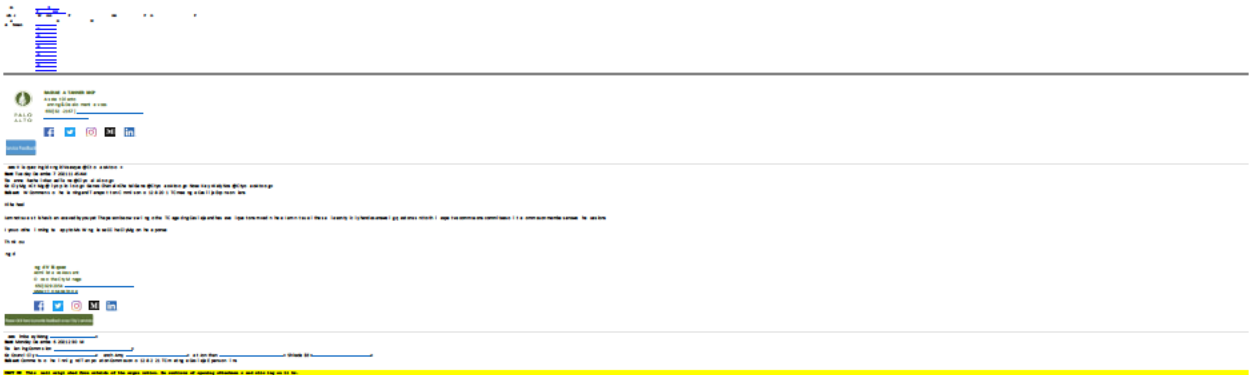
Dear ARB -

Since you will be once again discussing Castilleja's new master plan, I'd like to express my strong support for the building design, and in particular comment on the lengths the school has gone to protect more trees. I live near the school on Churchill and appreciate the beautiful landscaping on the Castilleja campus, including the canopy which includes protected redwoods and oak trees.

Based on the many plan revisions the school has submitted, it's clear that protecting trees has been a high priority. Castilleja has been very responsive to the Council's and neighbors' concerns. In particular, significant changes have been made to the pool and the parking garage in order to mitigate impacts on protected trees. It is clear that Castilleja has gone to great lengths to re-evaluate and re-study *all of the trees* to further protect a treasured part of our environment. My understanding is that their latest proposal further protects both tree 89 and tree 155 (the latter- in particular -if the pool is moved). They're doing everything possible to preserve existing trees while still adding 100 new trees to the canopy.

Please recognize these improvements and approve their latest submission. This project has been under review for far too long.

Sincerely,
Jason Stinson
Churchill Ave.



WARNING
Breathing the air in this parking garage can expose you to chemicals including carbon monoxide and gasoline or diesel engine exhaust, which are known to the State of California to cause cancer and birth defects or other reproductive harm. Do not stay in this area longer than necessary.
For more information go to www.P65Warnings.ca.gov





Small text at the bottom of the page, likely a legal disclaimer or copyright notice, including the name 'Kobayashi & Wang'.

From: [Caryn Huberman](#)
To: [Planning Commission](#)
Subject: Castilleja's latest Proposals
Date: Tuesday, December 7, 2021 1:23:04 PM

You don't often get email from yackybooks@hotmail.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Members of the Palo Alto Planning Commission:

I have been a resident of Palo Alto since 1971. I've followed with concern the proposals of Castilleja School and find their latest plans for expansion fall far short, yet again, of what is reasonable for the area of town in which they are situated.

The school still has not given up on plans for an underground garage. Construction of an underground garage, one of any size, is detrimental to the environment, yet the school continues to push for one. Why? I believe they feel they will simply wear us, the citizens of Palo Alto, down, exhaust us and cause us to throw up our hands and walk away. Or bow to the big money they seem to have at their disposal to get what they want, residents be damned.

Please know that we will not give up on the issue of this garage which would be dangerously near trees, homes and utility lines. Not to mention traffic.

Another issue is the number of events Castilleja has firmly held on to. Endless traffic, endless noise, clouds of exhaust fumes into the night.

Why cannot this school for the elite, 75% of whose students do not live in Palo Alto but rather travel from outside the city, reduce both its environmental impact and the greedy scope of its expansion plans? Why cannot it not come up with a truly green plan? Do they feel a second campus, one without the prestigious Palo Alto address, will not draw the money and status-seeking families they hungrily wish to attract?

I sincerely hope the Planning Commission will put the needs and concerns of the citizens of Palo Alto, the residents of this city, first.

Not second.

Not last.

That's what I'm counting on each of you to do.

Respectfully yours,
Caryn Huberman



Palo Alto, CA 94301



From: [Leila H. Moncharsh](#)
To: [French, Amy](#); [Planning Commission](#); [Council, City](#); [Shikada, Ed](#)
Subject: Castilleja PTC hearing for 12/8/21
Date: Tuesday, December 7, 2021 5:48:09 PM
Attachments: [Final Letter to PTC. December 7, 2021.pdf](#)

Some people who received this message don't often get email from 101550@msn.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Please see attached. Leila Moncharsh

DONNA M. VENERUSO (d.'09)
LEILA H. MONCHARSH

LAW OFFICES
VENERUSO & MONCHARSH
5707 REDWOOD ROAD, SUITE 10
OAKLAND, CALIFORNIA 94619
TELEPHONE (510) 482-0390
FACSIMILE (510) 482-0391
Email: 101550@msn.com

December 7, 2021

Planning & Transportation Commission
City of Palo Alto
250 Hamilton
Palo Alto, CA 94301

Re: Castilleja School Hearing, 19PLN-00116 EIR, Use Permits

Dear Commissioners:

I understand that the square footage numbers have changed now that Dudek has measured the school structures on the property. As a result of the new numbers, it becomes even more apparent that the City Council should not grant a variance and also that the EIR needs to be revisited, as planner Ms. French notes in her staff report for your hearing tomorrow. My understanding is that the new numbers are:

Existing = 138,345

Planned Demolition = 87,079

After demolition existing left = 51,267

Left existing + new construction = 128,687

We previously seemed to be in agreement with Ms. French that under the City's FAR code section, Castilleja would be in compliance with 81,385 square feet. Previously, under the incorrect numbers of square feet provided by the school, they were 28,000 over the acceptable FAR. Now, under the new numbers, they are apparently 47,300 square feet over the acceptable FAR.

In prior correspondence, I strongly urged the City Council to deny the variance when the amount over the FAR was 28,000. I again raise the same objection now that it is 47,300 square feet. Further, if your commission looks at the attached chart that you requested a year ago, showing the history of schools receiving or being denied variances, you will note the huge difference between what amount of square footage the City Council has allowed previously and what is now requested. Setting a precedence for granting variances of 47,300 square feet over the Code FAR allowance makes no sense. It just would reflect poor planning.

Furthermore, the new numbers and new FAR overage emphasize the need for a new Draft EIR and comment period on at least two topics: the project's inconsistency with the zoning

Planning & Transportation Commission
City of Palo Alto
250 Hamilton, 5th Floor
Palo Alto, CA 94301
Re: Castilleja Project
December 7, 2021
Page 2

code and aesthetics. We repeatedly pointed out that the huge building fronting Kellog was inconsistent with the neighborhood's small houses.

The California Supreme Court has held that when a city acting as lead agency adds significant new information to a DEIR after the comment period has closed and before the FEIR is certified, as has occurred here, it must pursue "another round of consultation." ([Vineyard Area Citizens for Responsible Growth, Inc. v. City of Rancho Cordova](#) (2007) 40 Cal.4th 412, 447-448, Resources Code, § 21092.1, Guideline § 15088.5.) To require recirculation, the changes must be significant and "only if as a result of the additional information the EIR is changed in a way that deprives the public of a meaningful opportunity to comment upon a *substantial* adverse environmental effect of the project or a feasible way to mitigate or avoid such an effect." (*Ibid.*)

The fault for the delay to obtain a new DEIR falls squarely with the school. There can be no reasonable excuse for fudging the square footage numbers, leading to the need for further environmental review.

Please recommend to the City Council that it require a new DEIR with the required public comment period and that it deny the variance application.

Very truly yours,

Leila H. Moncharsh

Leila H. Moncharsh, J.D., M.U.P.
Veneruso & Moncharsh

LHM:lm

cc: Clients

Amy.French@cityofpaloalto.org
Planning.commission@cityofpaloalto.org
city.council@cityofpaloalto.org
Ed.Shikada@cityofpaloalto.org

Attachment B: PA Private Schools in Residential Zones

Staff Report pgs 27
 9/9/2020 PTC Mtg.

per Zoning Map - NOT in an R-1 zone

	School Names	APN	Address	Zoning Designation	Lot Size	Building SQFT ¹	Allowed FAR ^{2 & 3}	CUP	Variance	Notes
1	Keys School (Lower School)	132-03-193	2890 Middlefield Road, Palo Alto, CA 94303	R-1	124,830	32,560	38,199	CUP granted in 2010 allowing modifications to the previously approved CUP # 90-UP-21. The increase in FAR & number of classrooms would not intensify the use/ increase student number and would provide the opportunity to improve the existing traffic situation.	A Variance was required for the placement of the new buildings within the rear setback. The distance between the new buildings and the rear property line would be no less than 10 feet, per the conditions of approval.	Located with a Church. Expansion of Modular classrooms in March 2010
2	St. Elizabeth Seton School -A Drexel School (Grades PK-8)	003-27-041	1095 Channing Av, Palo Alto, CA 94301	R-1	191,746	54,303	Allowed FAR 53,110 sqft, on ground 58,274 sqft	An amendment to CUP #87-UP-40 in 2012 for addition and operation of 3,383 sqft Pre K and K building adjacent to existing K-8 school. This allows additional student enrollment and better vehicular circulation.	A variance to allow a five foot exception to the height limit for a new structure to house wireless communication antennas.	The CUP # 87-UP-40 amended permits 59-UP-26 and 64-UP-7 which allowed them location of Church, Rectory, Convent and School
3	Torah Academy (Grades 4-5)	127-26-209	3070 Louis Rd, Palo Alto, CA 94303	R-1	19,310	4,230	6,543	CUP in 2013 for 5,524 sqft addition and remodel. The project combined APN # 127-26-067 and the total FAR allowed was 9,754 sqft. The proposed FAR was 9,752 sqft.	No Variance	This project was finally withdrawn in 2015.
4	Tru (Grades K-6)	003-43-045	1295 Middlefield Rd, Palo Alto, CA 94301	R-1	44,526	7,275	14,108	A CUP granted in 2009 to allow after school enrichment activities, homework assistance, and tutoring for up to 10 children at a time in the Sunday School classrooms of Trinity Lutheran Church.	No Variance	Located with Church. Expansion in 1994
5	Bowman School (Grades K-8)	167-05-020	4000 Terman Drive, Palo Alto, CA 94306	R-1(10,000)	63,318	23,500	19,745	On May 2017 CUP approved for amending CUP # 03-CUP-07 for reducing student enrollment number and allowing the students to enroll at the new annex campus located at 693 Arastradero Road.	No Variance	
6	Castilleja School (Grades 6-12)	124-12-034	1310 Bryant St, Palo Alto, Ca 94301	R-1(10,000)	258,782		81,385			
7	Athena Academy (Grades 1-8)	147-08-047	525 San Antonio Av, Palo Alto, CA 94306	R-1(8,000)	84,070	18,964	25,976	CUP approved in 2013 for private school and daycare use in PAUSD owned property	No Variance	

Where is Building Sq Ft?

116,297 (see att'd)

allowed FAR 81,385

From: [Rita Vrhel](#)
To: [Planning Commission](#)
Subject: Castilleja
Date: Wednesday, December 8, 2021 12:56:15 PM
Attachments: [Fehr & Peers 7-23-21 Castilleja parking study.pdf](#)
[12-6-21 Castilleja presenation.docx](#)

You don't often get email from ritavrhel@sbcglobal.net. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Hello: please see my letter regarding Castilleja's expansion plans, specifically their request for an underground garage.

I am also attaching the 7/23/21 Fehr & Peers Castilleja Parking Study, which hopefully is in your packet .

This report, by Castilleja's long time parking consultant, concludes that an underground parking garage is **NOT necessary** even at an enrollment of 540 students well above the allowed 415.

Rather "Alternative 4, the Disbursed Circulation/No Garage Alternative would meet the City's Municipal Code requirement providing 104 parking spaces, which is based on the number of teaching stations".

Thank you for your impartial consideration.

Rita C. Vrhel
Phone: [REDACTED]

As a Castilleja parent, I have observed with acute interest the presentation and discussion of Castilleja's expansion plans. Castilleja has changed tremendously since my daughter's 5 -year attendance in the 1990's.

In the late 1990's/early 2000's, the international/boarding school was closed and a 6th grade class was added. To me, this represented a turning point in Castilleja's philosophy.

Now instead of being the only non- denominational girl's school on the West Coast with boarding facilities, Castilleja strove, in my opinion, to be a premier girl's school courting wealthy families and donors.

In 1992 Castilleja asked Palo Alto to "vacate" to Castilleja the 200 block of Melville; a total of .609 acres. Included in this land was a piece of City property which the City "sold" to Castilleja for \$1,500.00. I am unsure if a competitive bidding process occurred.

The City also allowed Castilleja, if and when they purchased the 5 contiguous residential lots on Embarcadero immediately adjacent to the vacated City property, to merge this land totaling 0.75 acres into their campus. Thus, Speiker Field was born. The cost to residents was an **IMMEDIATE loss of 30 public parking spots and use of the 200 block of Melville.**

This "vacated" 200 block of Melville Ave contains the main sewer line for many nearby homes; even a temporary interruption could cause severe, health threatening damage to the residents of these homes.

It is therefore problematic that Castilleja is requesting changes to the Melville Utility easement as well as permanent encroachments to this Utility Easement which would limit future City use of its own Utility Easement.

Castilleja requires this requested Utility Easement for construction of a tunnel leading from their campus to their proposed underground garage. This tunnel will be 3 feet beneath the Melville Sewer Line.

Since the 1990's enrollment has increased; a maximum enrollment of 385 students was approved in 1996.

A Use Permit 99-UP-48 was approved on 3/17/2000 by Lisa Grote, Palo Alto's Chief Planning official.

Per Ms. Grote" **There was NO increase in Floor Area** associated with the project" as Castilleja requested minimal decommission and addition for a net gain of 577 sq. ft. for handicapped accessibility requirements. There was a request for increased enrollment, which was withdrawn. No INCREASE in student enrollment was permitted.

Twenty-four (24) recommendations were made related to events and parking; several recommendations were made regarding parking and TDM Plan and nine (9) recommendations made relating to Castilleja's **5 major functions** or school dances.

Ms. Grote added a "Note" to her 3/17/2000 letter detailing the terms of Use Permit # 99-UP-48. She indicated her "letter" **shall accompany** all future requests for City Permits relating to this approval".

Ms. Grote also stated "in any case in which the conditions to granting of this Use Permit **have not been complied** with, the Zoning Administrator **shall give notice to the** permittee of intention to revoke such permit at least ten (10) days before a hearing thereon. Following such a hearing and if good cause exists therefore, the Zoning Administrator may revoke the Use permit".

On 8/28/2000, Georgia Bond, Director of Finance and Operations for Castilleja School, requested an increase from 385 to 415 students. And additional 2 full time faculty members.

In a 11/2/2020 letter to Ms. Bond, Castilleja School, Mr. John Lusardi, current Planning Manager for the City of Palo Alto, outlined the public review of Castilleja's request, and the issuing the approved Conditional Use Permit (OO-CUP- 23) which incorporates all conditions of approval of Castilleja's Use Permit 99-UP-48.

Mr. Lusardi wrote "at **No** time did Castilleja School indicate it was their intent to submit a later application for additional students."

He further stated "**that any subsequent request for additional students will NOT** be favorably looked up by the city.

"while the city appreciates the school's demonstrated "willingness to work with the neighbors to address existing traffic and parking problems, **the city is not willing to continue to approach increasing school enrollment for Castilleja in an incremental manner"**.

I emailed you Mr. Lusardi's 11/2/200 and Ms. Grote's 3/17/200 letters as well as the OO-CUP-23 and Use Permit 99-UP-48 documents.

They are fascinating reading in that they cite required compliance and penalties for non-compliance.

As we all know, the 2000 CUP allowing a maximum enrollment of 415 students has been exceeded since 2002 or for 19 years. Rather than complying with this CUP, and

decreasing enrollment, Castilleja, at the urging of then City Manager Jim Keene, requested a new CUP and presented their current expansion plans.

I must ask why the City did not follow their own rules to notice Castilleja, hold a hearing and revoke their CUP after 19 years of non-compliance?

Castilleja paid a \$ 265,000.00 fine for 3 years of over enrollment and CUP violations. But rather than coming into compliance, Castilleja continued to enroll extra students and collect tuition. **Current enrollment is 426 students.**

It has been calculated this “extra” tuition, over 19 years, totals approximately 12 million dollars! **Or a return to Castilleja of 4,500 %.**

Castilleja is now a “big business”, which has outgrown their campus and has been negatively impacting their neighbors for years!

According to Castilleja’s 2015-2020 Form 990 tax returns, publicly available thru links listed on Charity Navigator, Castilleja School Foundation, a non-profit 501 ©3, subject to no taxes is doing quite well. An increase in “net assets or fund balances” from **\$\$\$90,324,278.00 to \$121,280,982.00 was reported.**

During this same period, “contributions and grants” totaled \$45,160,856 with 2016 equaling 14.8 M and 2018 equaling 13.3M.

Since traffic congestion is constant unresolved theme with Castilleja; I do not understand why Castilleja’s sizable assets could not be used to expand elsewhere or at least resolve some of the traffic issues by contracting with a shuttle service as so many other private schools do.

A parking garage of any size is **NOT NECESSARY** given the recent findings contained in the **Fehr & Peers 7/23/21 Castilleja Parking Study commissioned by Castilleja School.**

On page 1 this report indicated ...” **Alternative 4, the Disbursed Circulation/ No Garage Alternative-would meet the City’s Municipal Code requirements providing 104 parking spaces, which is based on the number of teaching stations.** At an enrollment of **540 students**, the analysis using the school’s parking data concludes that on an average day there would be adequate parking. At peak demand, there would be a shortage of small shortage in parking (10 vehicles) that could be addressed through valet parking. Therefore, as discussed above, based on historical parking data, information from other institutions and available published industry standards, 104 parking spaces would be appropriate for an enrollment of 540 students.

On page 2, Fehr & Peers indicate they have ‘monitored the peak period generation, on-site parking, and on-street parking adjacent to the school since 2012’.

On page 5, the report details the location of all 330 on -street parking spaces comprised of 54 school- frontage parking spaces and 276 non -frontage parking spaces.

On page 15, Fehr & Peers discusses future parking demand and on pages 19-23 discusses Municipal Codes, a 20% and 9% Parking Reduction Proposals, TDM Strategies that Reduce Parking, Parent/Student TDM Measures and Staff/Employee/Faculty TDM Measures.

I saw **NO discussion or indication of the need for an underground garage in the Fehr & Peers report.**

Since the long- term parking and traffic consultants, **Fehr &Peers concluded a garage is not necessary**, I hope you and the Planning Department will also.

Castilleja has historically been given a green light for development. The school again is requesting special consideration not given to other residents or institutions.

These “special considerations” are not supported by the Fehr & Peers report or by **Dudek’s 11/17/21 report on Castilleja School Building Survey and Gross Floor Area Assessment.**

This project needs to be sent back to the drawing board and ask to incorporate the findings of these 2 vital reports.

The breaking, bending, twisting and blatant manipulation of Palo Alto’s Zoning Ordinances, Municipal Code, Comprehensive Plan and Sustainability Plan needed to approve Castilleja’s Expansion Plan must stop. The time for special treatment for Castilleja is over. A fair application of Palo Alto’s Ordinances, Plans and Codes is required and must occur.

Thank you.

Rita Vrhel

 Palo Alto, 94301

11-6-21

Memorandum

Date: July 23, 2021

To: Kathy Layendecker, Castilleja School

From: Robert H. Eckols
Elynor Zhou

**Subject: Castilleja School [16PLN-00258 SCH#2107012052]
Castilleja Parking Study**

SJ18-1866

Executive Summary

To further protect trees and reduce the garage footprint of the project, the City Council asked staff and the Planning and Transportation Commission (PTC) to consider allowing a reduction of required parking based on the school's transportation demand management (TDM) program. Municipal Code Section 18.52.050 allows the Director of Planning and Development Services (the Director) to approve up to a 20 percent parking reduction based on a TDM program. While there is ample information in the record regarding Castilleja's robust and effective TDM program, the Director requested a parking demand analysis. While a parking demand analysis is not specifically called out by the Municipal Code or in the City Council motion, Castilleja asked Fehr & Peers to provide the information requested by staff in a parking analysis. This memorandum summarizes the findings of the historic parking analysis performed on data collected by Fehr & Peers between 2012 and Fall 2019, as well as ongoing transportation monitoring of the school, information from other similar institutions, and available published industry standards.

Generally, a project's parking supply is designed to address the peak parking demand, which is not directly linked to the number of daily trips. For example, drop-off and pick-up trips do not generate parking demand. As recently reviewed by the Council, the project - specifically Alternative 4, the Disbursed Circulation/No Garage Alternative - would meet the City's Municipal Code requirement providing 104 parking spaces, which is based on the number of teaching stations. At an enrollment of 540 students, the analysis using the school's parking data concludes that on an average day there would be adequate parking. At peak demand, there would be a small shortage in parking (10 vehicles) that could be addressed through valet parking. Therefore, as discussed below, based on historic parking data, information from other institutions and available published industry standards, 104 parking spaces would be appropriate for an enrollment of 540 students.



Based on the analysis presented below, a parking reduction of 20 percent would require a reduction of peak parking demand by 18 percent or 31 vehicles at an enrollment of 540 students. A parking reduction of 9 percent would require a reduction of peak parking demand by 10 percent or 20 vehicles at an enrollment of 540 students. It is important to note that with the 20 percent reduction in the on-site parking supply the reduction in peak parking demand would need to begin at an enrollment of 445 students. However, with a 9 percent reduction in the on-site parking supply the reduction in the peak parking demand would need to begin at an enrollment of 475 students. Up to a 9 percent parking reduction would allow for some enrollment growth and evaluation before the peak parking demand needs to be reduced.

The parking analysis does not reflect potential measures that may reduce parking demand such the effectiveness of the TDM program or changes in the faculty to student ratio. Fehr & Peers understands that the school proposes to “right-size” its faculty and change (reduce) the ratio of faculty to students. Therefore, the increase in faculty will not be proportional to increase in students. The “right-sizing” of faculty would reduce the parking demand ratio from current operations.

In addition, this analysis does not reflect parking reductions that will occur due to the expanded TDM programs that will be implemented to reduce vehicle trips to/from the campus. Specific TDM measures that may reduce parking demand are providing employees incentives to carpool or use transit and reducing or charging for student parking. There are other measures in the expanded TDM program that, when combined, would reduce parking demand.

Data Collection Methodology

Fehr & Peers has monitored the peak period trip generation, on-site campus parking, and on-street parking adjacent to the school since 2012. Beginning in Academic Year (AY) 2015/2016, the study area of the on-street parking was expanded to include the parking on the roadways in the area generally bounded by Embarcadero Road, Waverley Street, Churchill Avenue, and Alma Street. This includes parking on the following roadways: Bryant Street, Emerson Street, Kellogg Avenue, Melville Avenue, and Waverley Street.

Trip generation and parking data is collected during both the fall and spring terms on two typical school days of each academic year (four surveys per AY). A summary report is prepared by Fehr & Peers and submitted to the school following each survey. The data from these reports are used to evaluate the performance of Castilleja’s TDM program and develop strategies to enhance the TDM program. A summary report on the TDM performance is prepared by Nelson-Nygaard that includes the findings of the trip generation and parking demand monitoring. The Nelson-Nygaard report is submitted to the City of Palo Alto for review.

Fehr & Peers was asked to prepare an analysis of the historic on-site, on-street and remote off-site parking data for the school to support staff’s consideration of the City Council motion regarding a potential parking reduction due to Castilleja’s robust TDM program. For this analysis, we compiled



the available on-site and on-street parking data for the following school years since the study areas are the same for all five years:

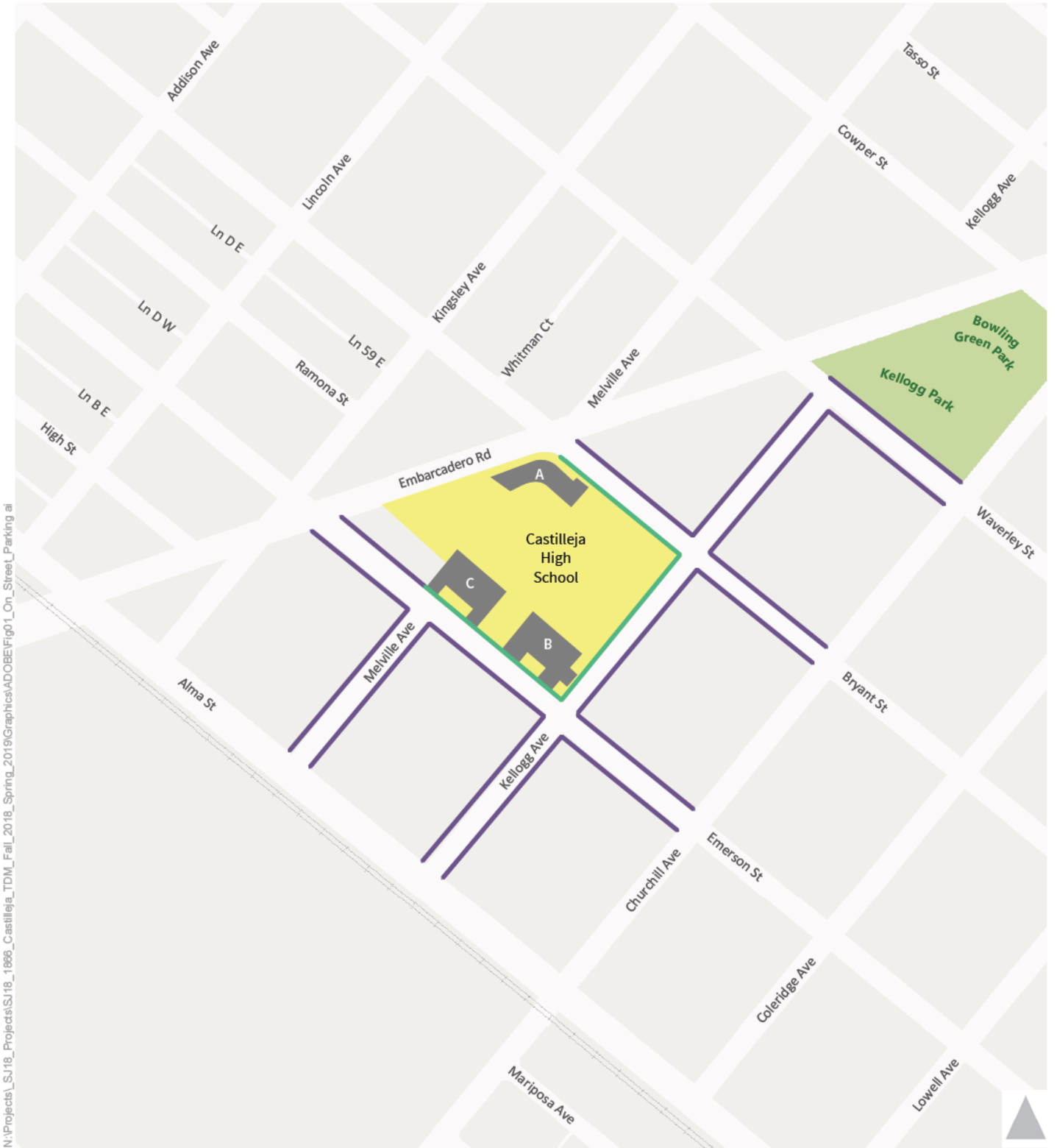
- AY 2015/2016
- AY 2016/2017
- AY 2017/2018
- AY 2018/2019
- Fall 2019 (monitoring was suspended in Spring 2020 due to Covid-19)

Parking Overview

Figure 1 shows the location of the on-site and on-street parking areas included in the data collection and parking study analysis. Currently, there are 89 on-site vehicle parking spaces (including seven tandem spaces) and one motorcycle parking space located in three parking areas (indicated on **Figure 1** as A, B, and C). The function of the three lots are described below:

- **Administrative Lot (A)** – This parking area is located near the corner of Embarcadero Road and Bryant Street and has 24 spaces including one handicapped space. Located near the administration building this parking area is used by administrative staff (11 spaces) and visitors (12 spaces) to the campus.
- **Senior Lot (B)** – This parking area is located near the corner of Kellogg Avenue and Emerson Street and has 26 spaces including one handicapped space. This parking area is primarily used by seniors that drive to the campus. This is also the lot where the school's vans are parked when not in use.
- **Staff Lot (C)** – This parking area is located along Emerson Street near the Melville Avenue intersection and has 39 spaces including two handicapped spaces and one motorcycle parking space.

The on-street parking data collection includes 20 roadway segments along Bryant Street, Emerson Street, Kellogg Avenue, Melville Avenue, and Waverley Street. **Table 1** summarizes the 20 roadway segments including the extents of the segment and approximate number of vehicles that could be parked on each segment. Since the parking spaces are not striped, the number of vehicles that can be parked on each segment is dependent on where each driver chooses to park and how large are the gaps between vehicles. The maximum number of spaces or vehicles on each segment was determined based on the length of available curb space.



N:\Projects\SJ18_Projects\SJ18_1866_Castilleja_TDM_Fall_2018_Spring_2019\Graphics\ADOBE\Fig01_On_Street_Parking.ai

- On-Street Parking
- Frontage Parking
- Non-Frontage Parking
- Castilleja High School
- Parks
- A** - Admin / Visitor Parking
- B** - Senior Parking
- C** - Staff Parking



Figure 1
Castilleja High School On-Street Parking



Table 1: On-Street Parking Segments & Capacities

Roadway	From	To	Side of Street	Capacity # of Vehicles	School Frontage
Bryant Street	Embarcadero Rd	Kellogg Av	W	10	No
	Embarcadero Rd	Kellogg Av	E	14	Yes
	Kellogg Av	Churchill Av	W	17	No
	Kellogg Av	Churchill Av	E	19	No
Emerson Street	Embarcadero Rd	Melville Av	W	15	No
	Embarcadero Rd	Melville Av	E	13	No
	Melville Av	Kellogg Ave	W	16	No
	Melville Av	Kellogg Ave	E	20	Yes
	Kellogg Ave	Churchill Av	E	18	No
	Kellogg Ave	Churchill Av	W	18	No
Kellogg Avenue	Alma Rd	Emerson St	N	16	No
	Alma Rd	Emerson St	S	16	No
	Emerson St	Bryant St	N	20	Yes
	Emerson St	Bryant St	S	15	No
	Bryant St	Waverley St	N	16	No
	Bryant St	Waverley St	S	18	No
Melville Avenue	Alma Rd	Emerson St	N	18	No
	Alma Rd	Emerson St	S	17	No
Waverley Street	Kellogg Av	Churchill Av	N	17	No
	Kellogg Av	Churchill Av	S	17	No
Totals	All On-street Spaces			330	
	School Frontage Spaces			54	
	Non-Frontage Spaces			276	

Note:
 School frontage on-street segments are in **bold**
 Source: Fehr & Peers, 2021



Using the estimated parking spaces per roadway segment there are a total of 330 on-street parking spaces within the parking study area. There are 54 spaces located on the three roadway segments on the school frontage. The remaining 276 spaces located on the other 17 roadway segments that are not adjacent to the school property (non-frontage parking).

On each survey day, parking counts are collected hourly between 7:00 AM and 5:00 PM for the three on-site parking lots and each of the 20 roadway segments. Using the hourly counts and the capacity for each parking lot or roadway segment, it is possible to determine the percent of occupied spaces by hour.

On-Site Parking Analysis

As stated above, there are three on-site parking lots with a total capacity of 89 parking spaces. **Figure 2** shows the average hourly on-site parking occupancy by academic year for each individual parking lot and the total on-site parking. The red dashed line shows the average hourly parking occupancy for all surveys conducted between Fall 2015 and Fall 2019. **Table 2** summarizes the average hourly parking occupancy represented by the red dashed line.

Parking occupancy is a common way to express the amount of available parking and how easy it is to find a parking space. Parking occupancies that are higher than 90 to 95 percent typically indicates that it may be difficult to easily find a parking space. Parking occupancies below 85 percent

Table 2: On-Site Hourly Occupancy by Parking Lot for All Surveys

Hour Beginning	Admin / Visitor	Senior	Staff	All Parking Lots
7:00AM	6%	3%	35%	18%
8:00AM	37%	81%	62%	61%
9:00AM	52%	91%	68%	71%
10:00AM	64%	94%	77%	79%
11:00AM	66%	95%	80%	80%
12:00PM	65%	94%	82%	81%
1:00PM	63%	92%	84%	80%
2:00PM	65%	87%	81%	78%
3:00PM	71%	67%	75%	71%
4:00PM	51%	56%	60%	56%
5:00PM	42%	51%	50%	48%

Source: Fehr & Peers, 2021

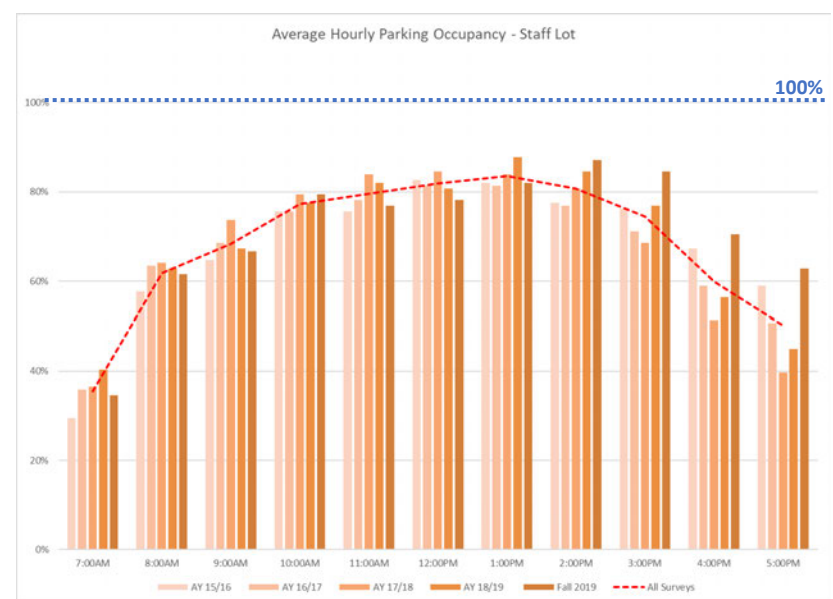
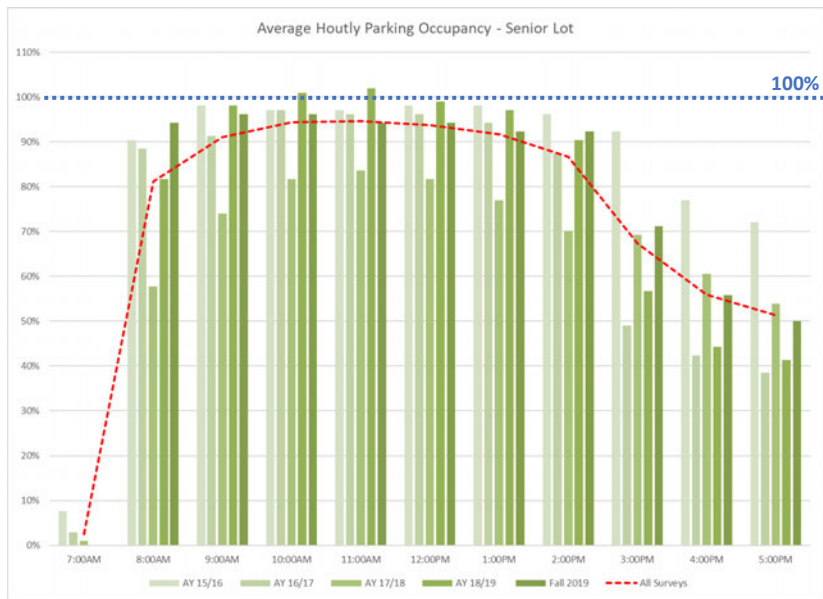
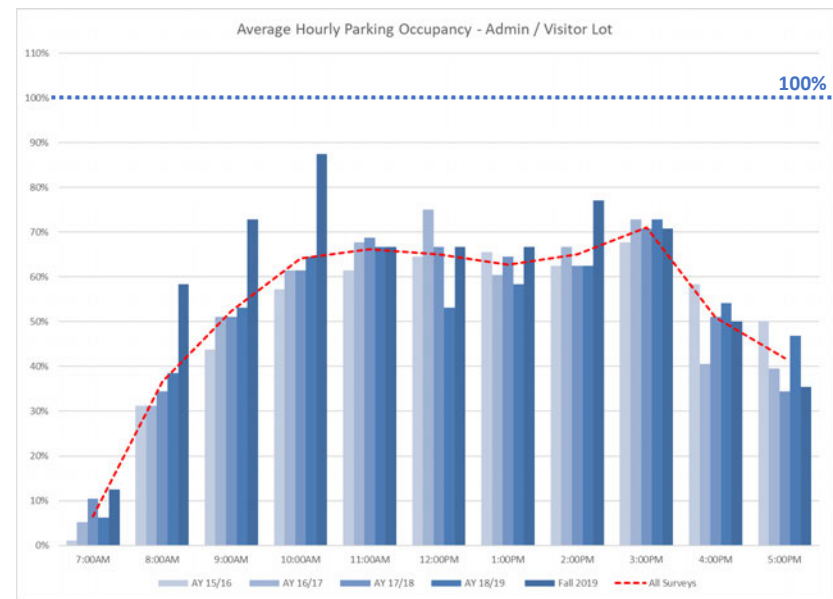
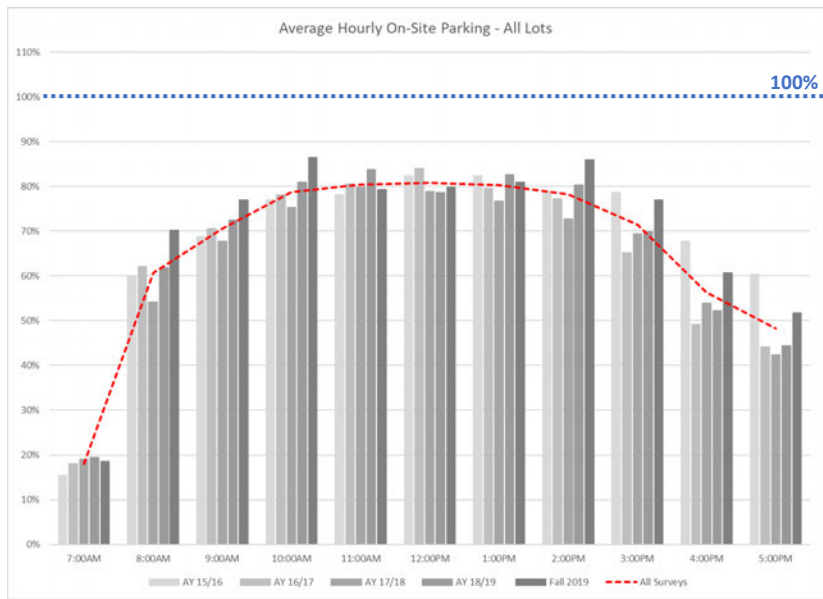


Figure 2



represent conditions where it is easy to quickly find a parking space. There is variation between the three lots. The Senior lot on average tends to be 90 to 95 percent occupied (difficult to find parking), while the Admin/Visitor lot is typically below 70 percent occupied (easy to find parking). The Staff lot is on average 80 to 85 percent occupied (easy to find parking). Across all three lots, on average, the on-site parking lots are approximately 80 percent occupied and, therefore, on average it is easy to find parking at the school.

The student and staff lots tend to have vehicles arrive in the morning and depart in the afternoon or evening. The Admin/Visitor parking lot has vehicles come and go throughout the day. Based on Fall 2019 surveys, the Admin/Visitor lot had a slightly higher occupancy in the mornings than in the previous surveys, which may reflect a larger number of visitors.

In addition to reviewing the average parking demand, Fehr & Peers reviewed the peak or maximum parking demand recorded for each of the on-site parking lots. We noted that on at least one day out of the 18 total survey days each of the three parking lots reached 100% occupied for at least one hour. However, similar to the analysis of average occupancies, these peak occupancies did typically not occur on the same day or in the same hour. Therefore, while it may be difficult to find on-site parking in one lot at a particular time on a particular day, spaces are available spaces in other lots on-site such that on average parking is available on-site.

On-Street Parking Analysis

As stated previously, Fehr & Peers collects parking occupancy data for 20 roadway segments in the area surrounding the campus. Three of these segments are on the school frontage with 54 parking spaces. Parking along the frontage of the Castilleja school site can be used by students, staff, and visitors. However, because there are no parking restrictions along the frontage, these areas can be used by parkers with no affiliation to the school. For the analysis we have assumed that the frontage parking demand is associated with Castilleja. **Figure 3** shows the average hourly parking occupancy along the school frontage and the average hourly parking occupancy combining both the on-site and frontage parking. Like the on-site parking lots, the average hourly parking occupancy for both the frontage parking and the combined on-site and frontage parking is approximately 80 percent. Therefore, on average, there is available parking along the school frontage.

The other 17 roadway segments have a total of 276 spaces. **Figure 4** provides a comparison of the average hourly parking occupancies for the frontage and the non-frontage roadway segments for the five academic years. The school frontage parking has an average occupancy of approximately 80 percent during the middle of the day. The non-frontage parking has an average occupancy of approximately 43 percent. Therefore, it should be possible for persons to easily find parking in the non-frontage on-street parking segments.

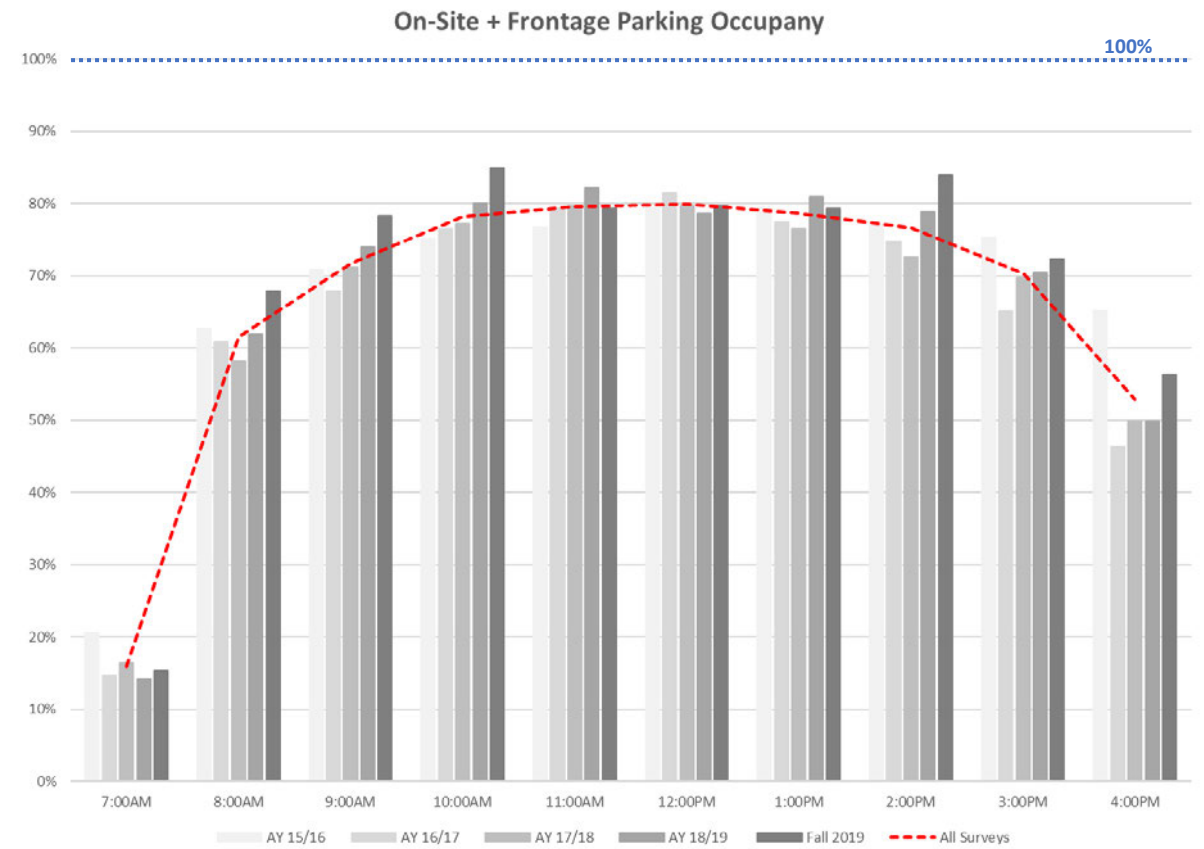
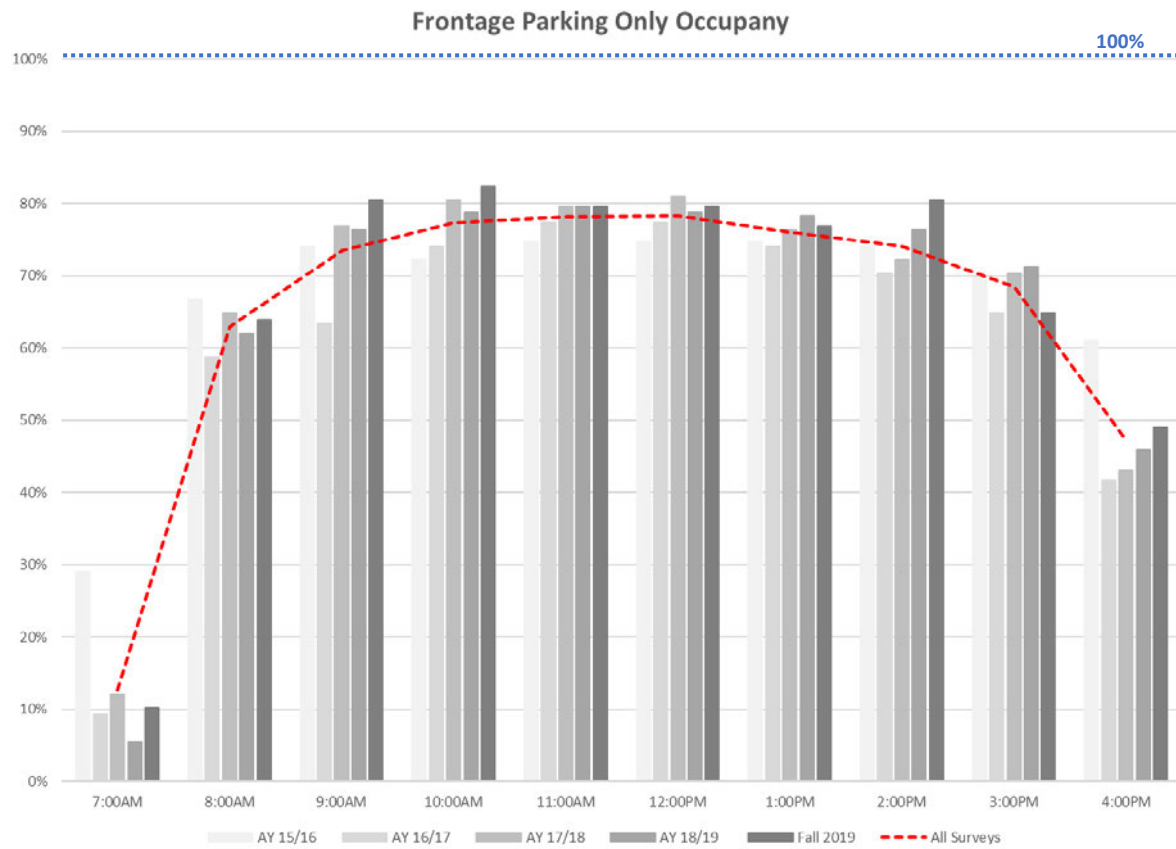


Figure 3
On-Street Average Hourly Parking Occupancy by Location (Frontage) & Academic Year

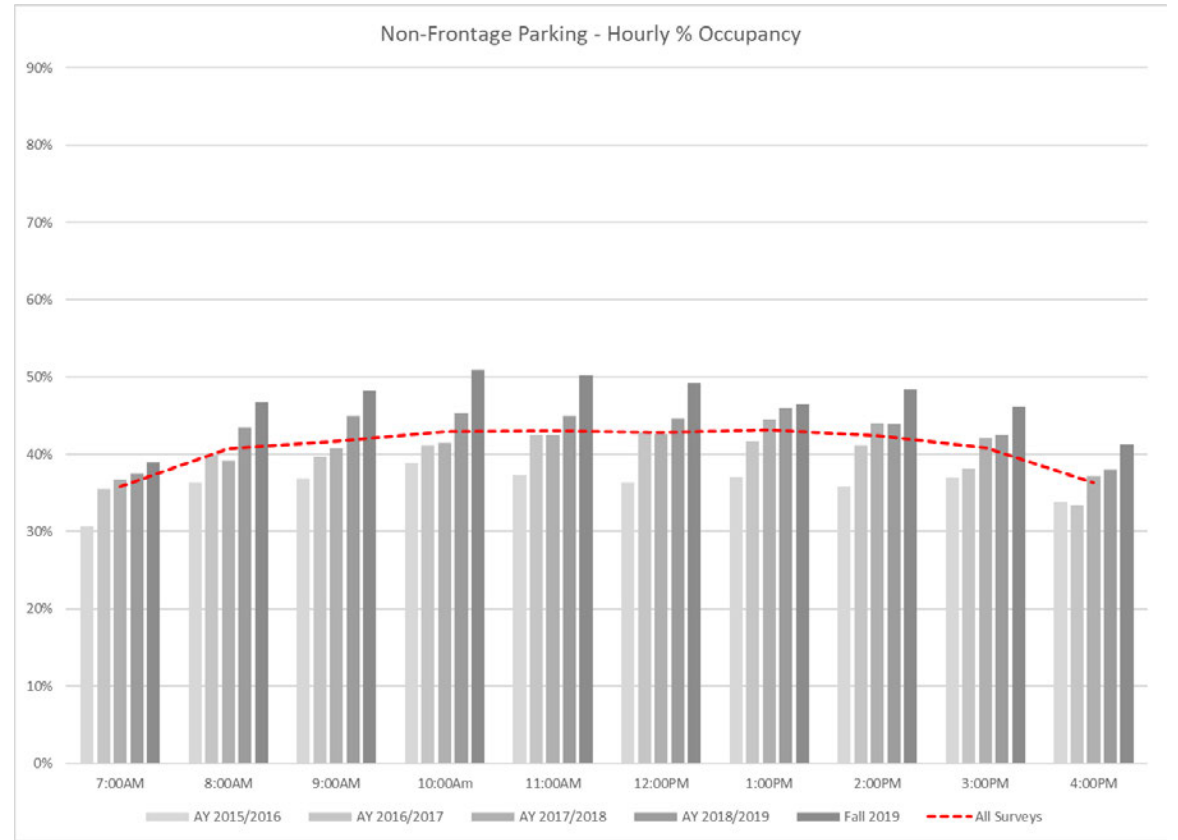
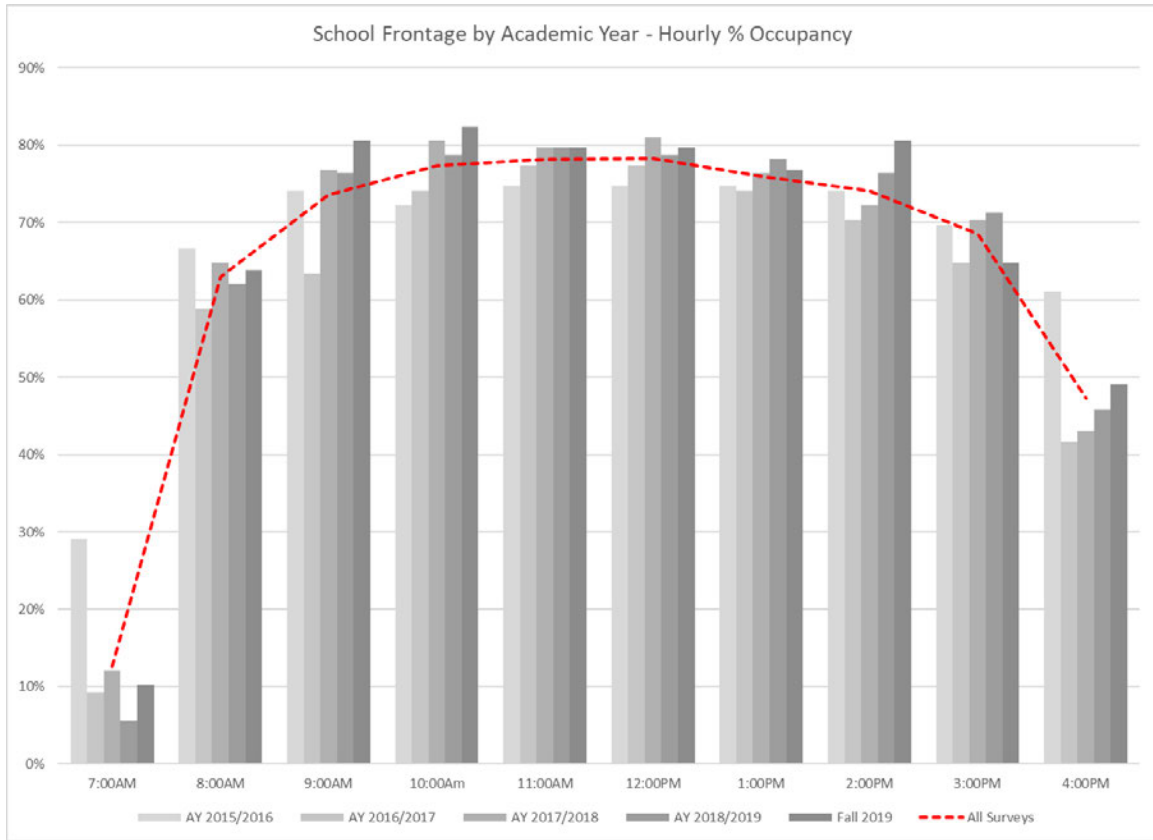




Figure 5 provides a greater level of detail for the non-frontage segments on Bryant Street, Emerson Street, Kellogg Avenue, Melville Avenue and Waverley Street. Generally, these segments have occupancies as follows:

- Bryant Street 30% 3 segments
- Emerson Street 50% 5 segments
- Kellogg Avenue 45% 5 segments
- Melville Avenue 60% 2 segments
- Waverley Street 40% 2 segments
- *School Frontage* 80% 3 segments

Some observations on the parking patterns on the roadway segments are:

- Bryant Street – There has been a general upward trend from AY 2015/2016 to Fall 2019. In terms of the absolute number of vehicles, the 15 percent increase is 9 vehicles over three roadway segments with 40 spaces. The increase could be from any number of factors unrelated to the school such as gardeners, contractors, tenants or changes in vehicle ownership at the residences. Even with the upward trend on these blocks, the parking occupancy are still low indicating there are still plenty of open parking spaces.
- Emerson Street – While there were increases in AY 2017/2018 and AY 2018/2019, there was a decrease in parking demand in Fall 2019. In terms of the absolute number of vehicles, the 8 percent decrease is 7 vehicles over five roadway segments. There are plenty of open spaces.
- Kellogg Avenue – There is a noticeable increase of 10 to 20 percent in the demand in Fall 2019. In terms of the absolute number of vehicles, the 10 to 20 percent increase is 8 to 16 vehicles over six roadway segments. Closer review showed that a large portion of the increase occurred in the section between Bryant Street and Waverley Street. Increases in this segment may be influenced by activity at the Gamble Garden Center (see notes on Waverley Street below).
- Melville Avenue – This roadway showed increases in Fall 2019 primarily in the period from 7:00 AM to 9:00 AM when the occupancy is 70 percent. During the rest of the day, when school is in session, the occupancy drops to 50 percent. Therefore, this early morning increase could be related to an increase in the residential parking demand rather than school activity.
- Waverley Street – This roadway segment has much more variability in the demand. In addition, the hourly profile of the demand follows a pattern similar to that of retail uses where demand is low in the early morning (7:00 – 10:00 AM) and begins to build up around mid-day and peak in the afternoon or early evening. Therefore, the parking demand on Waverley Street and on Kellogg Avenue near Waverley, appears to be influenced by activities at the Gamble Garden Center rather than the school.

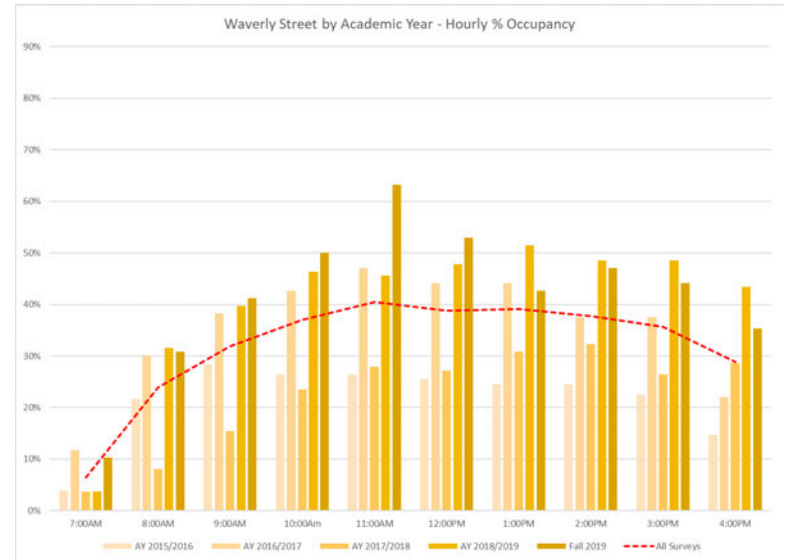
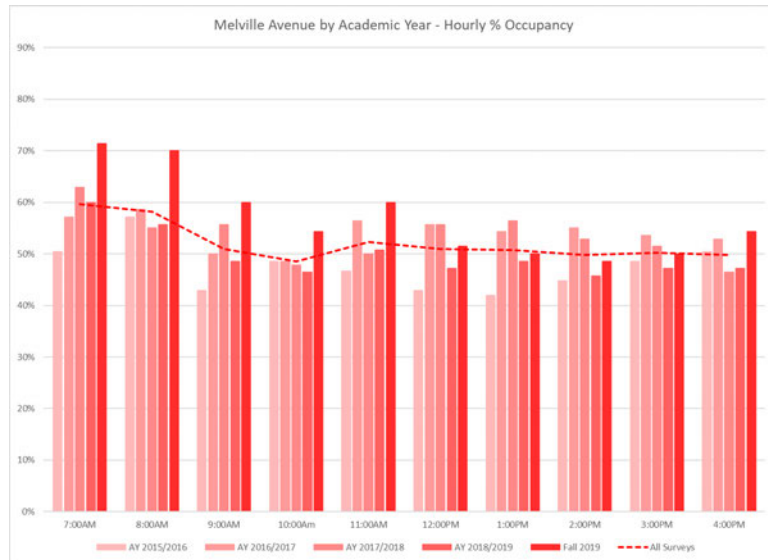
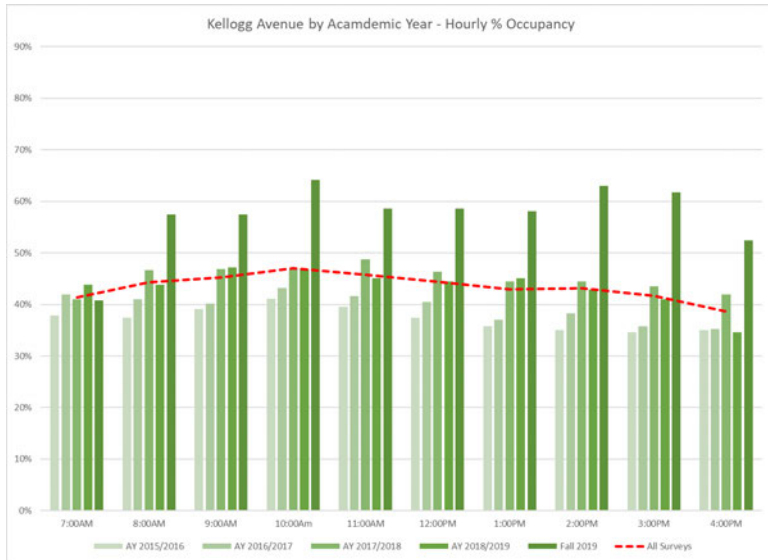
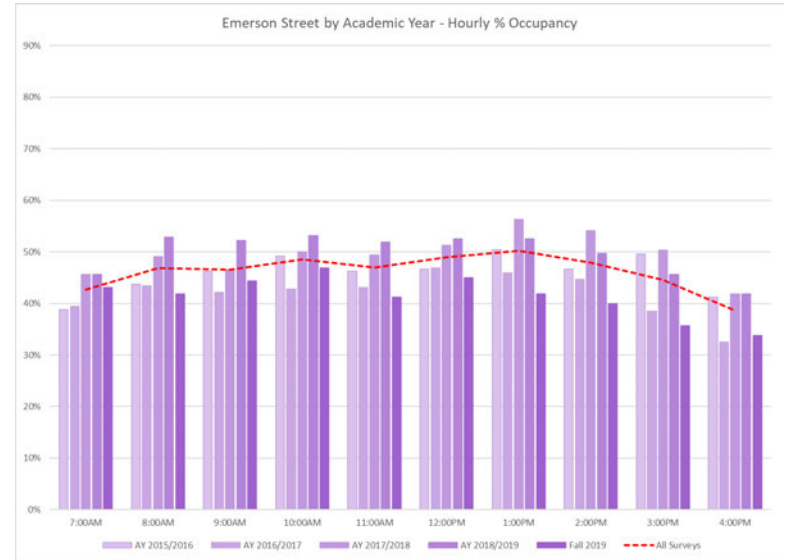
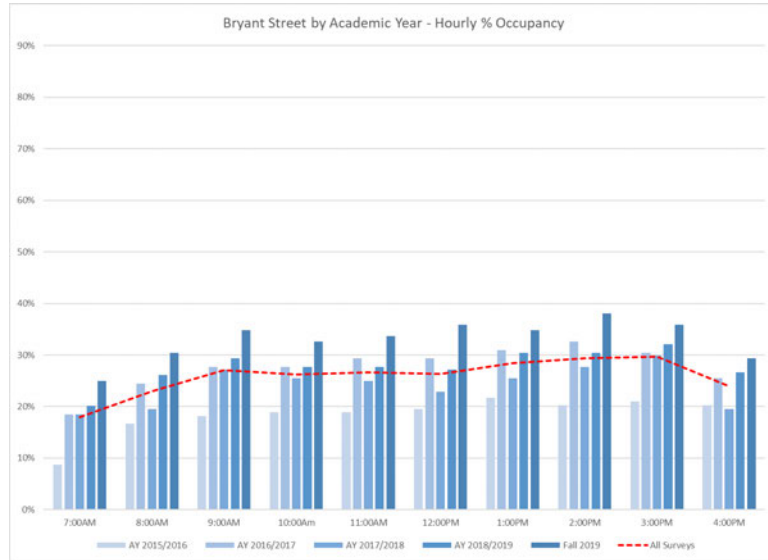
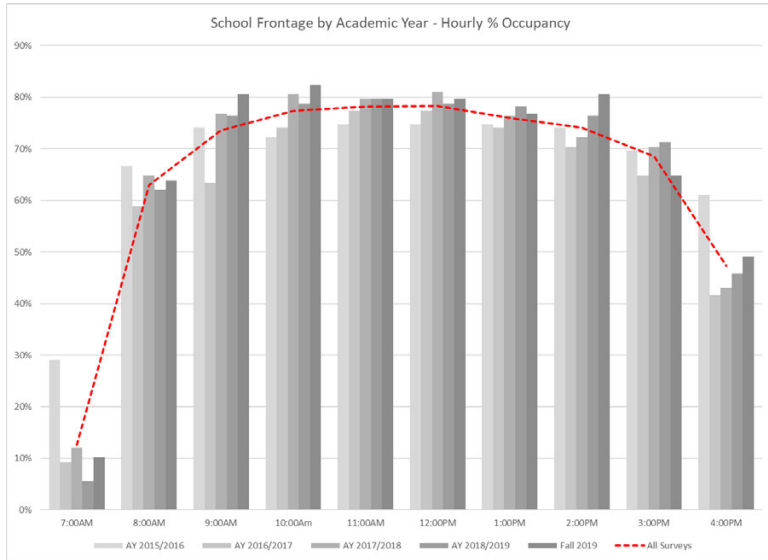


Figure 5
On-Street Average Hourly Parking Occupancy by Location (Street) & Academic Year



Castilleja Parking Demand

Campus Parking Demand

Table 3 summarizes the peak parking counts and peak parking demand rates per student for the 18 parking occupancy surveys conducted by Fehr & Peers. The analysis considered both the on-site parking lots and the on-street parking along the school's frontage. As described above, there are 89 on-site parking spaces and 54 on-street frontage spaces bordering on the Castilleja campus. For the purposes of calculating the parking demand rates for Castilleja school, an adjustment was made to the vehicle counts adding five vehicles that can be parked on Emerson Street north of Melville in front of the two houses owned by the school. No further assumptions were made as to the vehicles parked on the non-frontage roadway segments.

For the 18 survey samples available from the Fehr & Peers monitoring, the parking demand rates for Castilleja school range from a low of 0.25 vehicles per student on October 10, 2017 to a high of 0.31 vehicles per student on April 25, 2019. The median or average of all samples is a parking demand rate of 0.28 vehicles per student and the 85th percentile parking demand rate is 0.29 vehicles per student. The 85th percentile rate is an indication of a peak rate that could occur frequently, which is a rate slightly less than the single highest rate surveyed. When looking at historic data, the single highest day may be an outlier; therefore, the 85th percentile is representative of the peak parking demand.

Fehr & Peers compared the measured parking demand for Castilleja School with the available data for school rates from the Institute of Transportation Engineers (ITE) Parking Demand Manual, 5th Edition. **Table 4** summarizes the ITE rates for High Schools and Private Schools (K – 12) along with the Castilleja specific parking rates.

The ITE rate for High Schools (530) included both public and private schools and has a sample size of 14 surveys. The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in Arizona, California, Illinois, Minnesota, Oregon, and Pennsylvania. The ITE rate for Private Schools K-12 (536) has a sample size of 4 surveys. The sites were surveyed in the 1990s, the 2000s, and the 2010s in California and Oregon. Castilleja School serves students in grades 6-12. The sample size of the private school data is small and, therefore, may be less representative of a typical rate for this use.

The comparison of rates in **Table 4** shows Castilleja's measured average rate falls between the two available ITE rates; however, Castilleja's 85th percentile rate is lower than both ITE rates. The ITE parking manual recommends that local, measured parking demand rates should be used when available rather using the parking demand rates generated from surveys conducted through the United States. Therefore, using the school specific rate is the most appropriate approach to estimating parking demand.



Table 3: Castilleja Peak Parking Demand (Vehicles per Student)

Date	Students	Hour ¹	Parking Counts (vehicles) ²				Demand (vehicles/student) ³		
			On-Site	On-Street	Adj	Total	On-site	On-Street	Total
9/22/2015	438	1:00PM	71	39	5	115	0.16	0.10	0.26
9/29/2015	438	2:00PM	75	41	5	121	0.17	0.11	0.28
4/12/2016	438	11:00AM	70	42	5	117	0.16	0.11	0.27
4/20/2016	438	1:00PM	79	42	5	126	0.18	0.11	0.29
9/29/2016	438	12:00PM	79	37	5	121	0.18	0.10	0.28
10/4/2016	438	11:00AM	77	37	5	119	0.18	0.10	0.27
4/4/2017	438	12:00PM	71	47	5	123	0.16	0.12	0.28
4/6/2017	438	12:00PM	74	46	5	125	0.17	0.12	0.29
10/5/2017	438	1:00PM	65	38	5	108	0.15	0.10	0.25
10/12/2017	438	2:00PM	76	46	5	127	0.17	0.12	0.29
4/19/2018	433 ⁴	12:00PM	73	45	5	123	0.17	0.12	0.28
4/26/2018	433 ⁴	12:00PM	77	46	5	128	0.18	0.12	0.30
10/4/2018	438	2:00PM	72	43	5	120	0.16	0.11	0.27
10/25/2018	438	2:00PM	77	44	5	126	0.18	0.11	0.29
4/9/2019	432 ⁴	1:00PM	76	43	5	124	0.18	0.11	0.29
4/25/2019	432 ⁴	11:00AM	83	46	5	134	0.19	0.12	0.31
10/8/2019	434 ⁴	10:00AM	81	45	5	131	0.19	0.12	0.30
10/15/2019	434 ⁴	2:00PM	77	44	5	126	0.18	0.11	0.29
Lowest Peak Demand Rate (vehicles/student)							0.15	0.10	0.25
Highest Peak Demand Rate (vehicles/student)							0.19	0.12	0.31

- 1 – The peak hour was identified as the hour with the highest number of parked vehicles in both on-site and along the school frontage. The maximum capacity of the on-site and frontage parking is 143 spaces (vehicles).
- 2 – Parking counts collected by Fehr & Peers along school frontage plus an adjustment of 5 vehicles parked in front of houses owned by the school on Emerson Street north of Melville.
- 3 – Vehicle demand rate is calculated based on the number of the vehicles parked on-site and along the school frontage divided by the total enrollment at the time of the counts.
- 4 – Enrollment remained at 438, however due to factors such as study abroad or a leave of absence only a smaller number of students were on campus. Source: Fehr & Peers, 2021



Table 4: Comparison of Castilleja Parking Rates to ITE Parking Manual Rates

Land Use	LU Code	No. of Studies	Parking Demand Rates (Vehicles per Student)			
			Average	85th-%tile ¹	Low	High
High School ²	530	14	0.26	0.32	0.16	0.34
Private School (K -12) ³	536	3	0.35	0.42	0.28	0.42
Castilleja School	NA	18	0.28	0.28	0.25	0.31

- 1 - The 85th percentile represents the level where the parking demand is lower than that the demand rate 85 percent of the time.
- 2 - ITE Description: A high school serves students who have completed middle or junior high school. Both public and private high schools are included in this land use. The high schools surveyed exhibited significant variations in terms of facilities provided. Because the ratio of floor space to student population varied widely among the schools surveyed, the number of students may be a more reliable independent variable.
- 3 - ITE Description: A private school (K-12) primarily serves students attending kindergarten through the 12th grades, but also may include those beginning with pre-K classes. These schools may also offer extended care and day care. Students may travel a long distance to get to private schools. The private (K-12) schools surveyed exhibited significant variations in terms of facilities provided. Because the ratio of floor space to student population varied widely among the schools surveyed, the number of students may be a more reliable independent variable.

Off-Site (Remote) Parking Demand

Castilleja currently provides off-site parking for faculty and staff at First Presbyterian Church located at 1140 Cowper Street. Castilleja has currently has access to 22 spaces on weekdays. The parking spaces are within the church’s surface parking lot that is located approximately 3 blocks from the campus or a 10-minute walk. **Table 5** summarizes the parking data from Fall 2017 to March 2020 when the shelter in place order was implemented. This shows that, on average, the school’s remote parking demand is between 7 to 13 vehicles, which represents an occupancy of 30 to 60 percent for the 22 spaces reserved for use by the school. Therefore, at present there is no additional need for remote parking, but there may be an opportunity to shift more parking to this location.

Future Parking Demand

It is common practice to project future parking demand based on the measured demand rates for an existing use. Therefore, if the student enrollment at the school gradually increases from 435 students to maximum enrollment of 540 students, provided the school meets project improvement milestones and complies with the mandated trip caps, it would generate an increase in the parking demand of 24 spaces.



Table 5: Castilleja Remote Faculty / Staff Historic Parking¹

Month	Year	Spaces	Monthly Total	Days	Daily Avg	Occupancy
September	2017	22	254	20	13	58%
October	2017	22	224	18	13	57%
November	2017	22	190	17	11	50%
December	2017	22	122	9	13	60%
January	2018	22	226	21	11	51%
February	2018	22	175	15	12	53%
March	2018	22	125	16	8	37%
April	2018	22	115	16	7	34%
May	2018	22	127	16	8	30%
Vacation						
September	2018	22	216	18	12	54%
October	2018	22	187	19	10	43%
November	2018	22	145	16	9	41%
December	2018	22	110	11	10	40%
January	2019	22	146	16	9	43%
February	2019	22	110	12	9	44%
March	2019	22	142	18	8	36%
April	2019	22	137	20	7	39%
May	2019	22	147	21	7	33%
Vacation						
September	2019	22	185	20	9	43%
October	2019	22	170	20	8	38%
November	2019	22	116	16	7	33%
December	2019	22	106	15	7	33%
January	2020	22	164	18	9	42%
February	2020	22	98	14	7	30%
March (9 days)	2020	22	45	9	5	23%
COVID Shelter in Place						

1- Data collected at the parking lot at First Presbyterian Church located 1140 Cowper Avenue.
 Source: Castilleja School



Based on the measured parking demand ratios, the proposed project with 104 on-site parking spaces will be able to meet the peak parking demand for an enrollment of approximately 510 students. To reach an enrollment of 540 students, the peak parking demand would need to be reduced by 10 vehicles or 6 percent. If the on-site parking supply is reduced by 20 percent to 83 spaces, there will be a need to reduce the peak parking demand when an enrollment reaches 445 students. To reach an enrollment of 540 students the peak parking demand would need to be reduced by 31 vehicles or 18 percent.

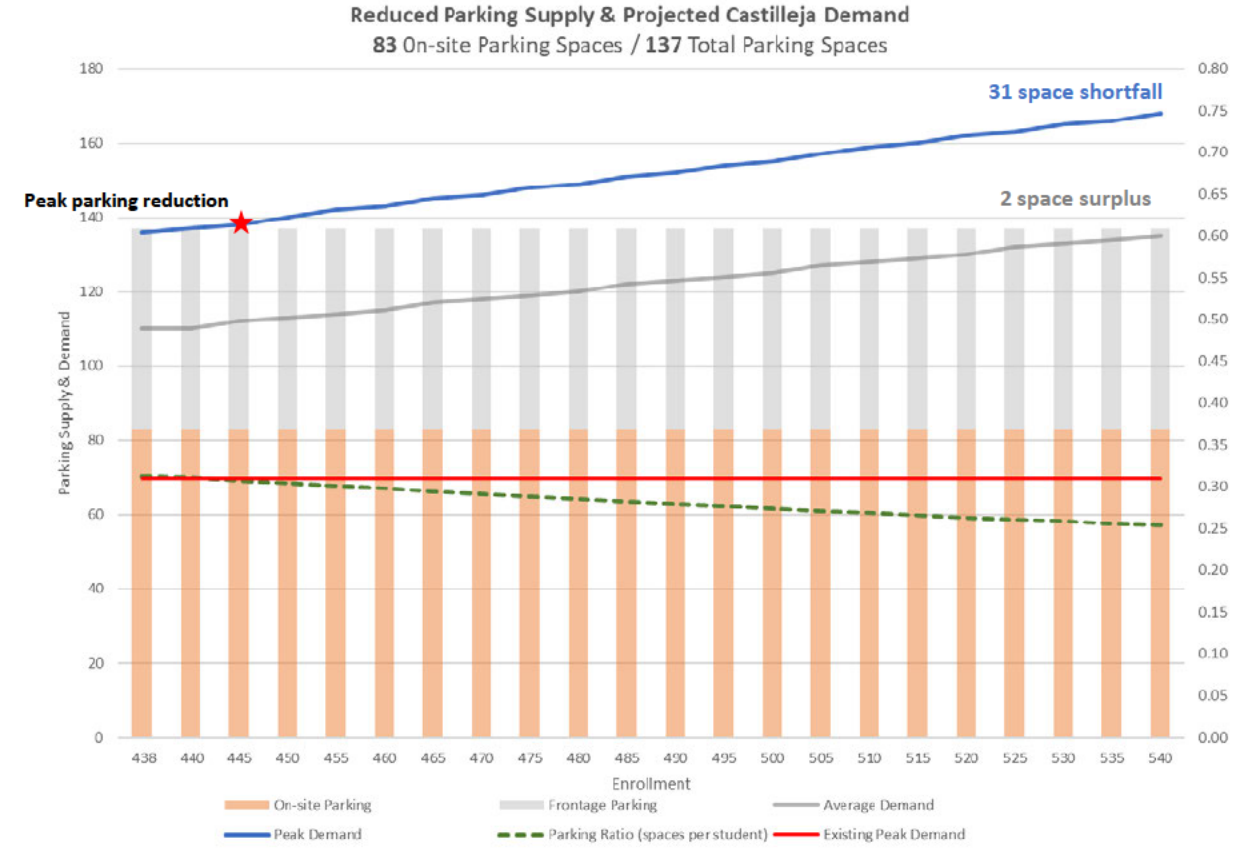
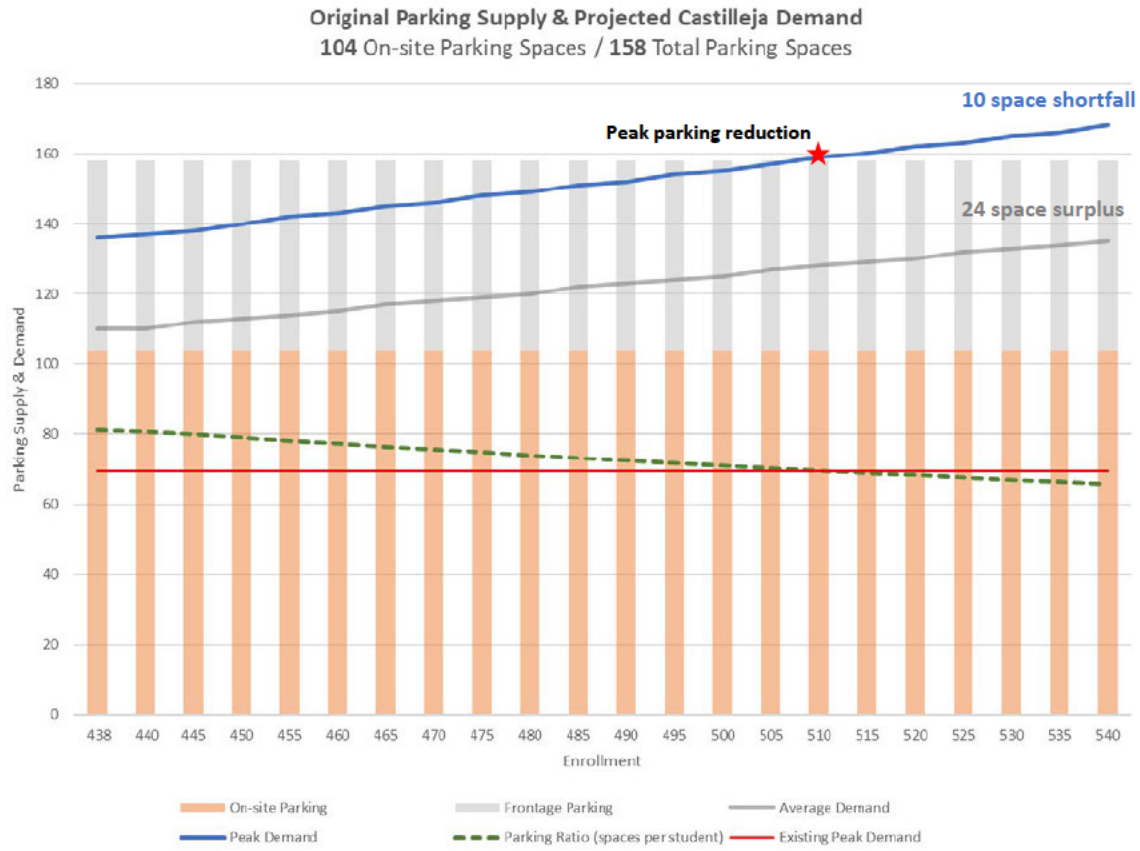
Figure 6 shows the on-site and on-street frontage parking supply, the average and peak parking demand, and the parking ratio in terms of spaces per enrolled student for three future parking scenarios. The first scenario represents the current project proposal, specifically Alternative 4, the Disbursed Circulation/No Garage Alternative, that includes 104 on-site parking spaces. The second scenario is a reduced parking proposal that includes a 20 percent reduction in the on-site parking, or a total of 83 spaces. The third scenario is a reduced parking proposal that assumes a 9 percent reduction in the on-site parking, or a total of 94 spaces. Both scenarios assume that the 54 parking spaces along the school frontage can be used by Castilleja faculty, staff, students, and visitors.

The key elements of the graphs in **Figure 6** are:

- **Parking Supply** – The orange bars represent the on-site parking supply and the gray bars represent the on-street frontage parking supply. The total parking proposed with Alternative 4 is 158 spaces (104 on-site spaces plus 54 frontage spaces) and the total parking supply with a 20 percent reduction would be 137 spaces (83 on-site spaces plus 54 frontage spaces).
- **Parking Demand (vehicles)** – The gray lines represent the average daily parking demand based on the number of students enrolled and the blue lines represent the peak parking demand that will occur from time to time.
- **Parking Demand Ratios (spaces per student)** – The red line on the graph shows the school's existing parking ratio in number of spaces per student. The dashed green line shows how the parking demand ratio will need to change as enrollment increases to keep the peak demand within the parking supply provided.

The increase in average and peak parking demand based on increases in enrollment relies on two key assumptions:

- 1) no change in the driving or parking behavior of the students, faculty or staff, and
- 2) no change in the ratio of faculty/staff to students.





These two assumptions are conservative in the case of Castilleja School. In terms of travel behavior, the City of Palo Alto will impose strict AM/PM peak hour and daily trips caps to maintain traffic at the existing levels. To meet these trip caps, Castilleja is planning to expand their TDM programs to reduce the number of vehicle trips to and from the campus which will also reduce the parking demand, as discussed below. Programs that increase the level of carpooling by faculty/staff, increase use of shuttles, and restrictions on student parking on-site will be effective at reducing the parking demand.

Parking Proposal per Municipal Code

The following conclusions can be drawn regarding the parking proposal of 104 on-site spaces with a maximum enrollment of 540 students:

- Based on the existing average parking demand ratio, on average there would be a surplus of 23 spaces and the parking occupancy would be 85 percent. As shown by the gray line on the left side of **Figure 6**.
- Based on the existing peak parking demand ratio, at peak periods there would be a shortfall of 10 spaces and the parking demand would need to be reduced by 6 percent (from 0.31 spaces per student to 0.29 spaces per student). As shown by the blue line on the left side of **Figure 6**.
- A reduction in the parking demand would need to begin when enrollment reaches approximately 510 students. As shown by the red star on the left side of **Figure 6**, when enrollment reaches 510 students the peak parking demand exceeds the available parking supply.

20 Percent Parking Reduction

The following conclusions can be drawn regarding the reduced parking proposal of 20 percent that would provide 83 spaces on-site with a maximum enrollment of 540 students:

- Based on the existing average parking demand ratio, on average there would be a there would not be a shortfall of parking and however the average occupancy would be 100 percent. As shown by the gray line on the right side of **Figure 6**.
- Based on the existing peak parking demand ratio, at peak periods there would be a shortfall of 31 spaces and the parking demand would need to be reduced by 18 percent (from 0.31 spaces per student to 0.25 spaces per student). As shown by the blue line on the right side of **Figure 6**.



- The reduction in the parking demand would need to begin when enrollment reaches 445 students. As shown by the red star on the right side of **Figure 6** when enrollment reaches 445 students the peak parking demand exceeds the available parking supply.

9 Percent Parking Reduction

The following conclusions can be drawn regarding the reduced parking proposal of 9 percent that would provide 94 spaces on-site with a maximum enrollment of 540 students:

- Based on the existing average parking demand ratio, on average there would be a surplus of 13 parking spaces. As shown by the gray line on the right side of **Figure 7**.
- Based on the existing peak parking demand ratio, at peak periods there would be a shortfall of 20 spaces and the parking demand would need to be reduced by 13 percent (from 0.31 spaces per student to 0.27 spaces per student). As shown by the blue line on the right side of **Figure 7**.
- The reduction in the parking demand would need to begin when enrollment reaches 475 students. As shown by the red star on the right side of **Figure 7** when enrollment reaches 475 students the peak parking demand exceeds the available parking supply.

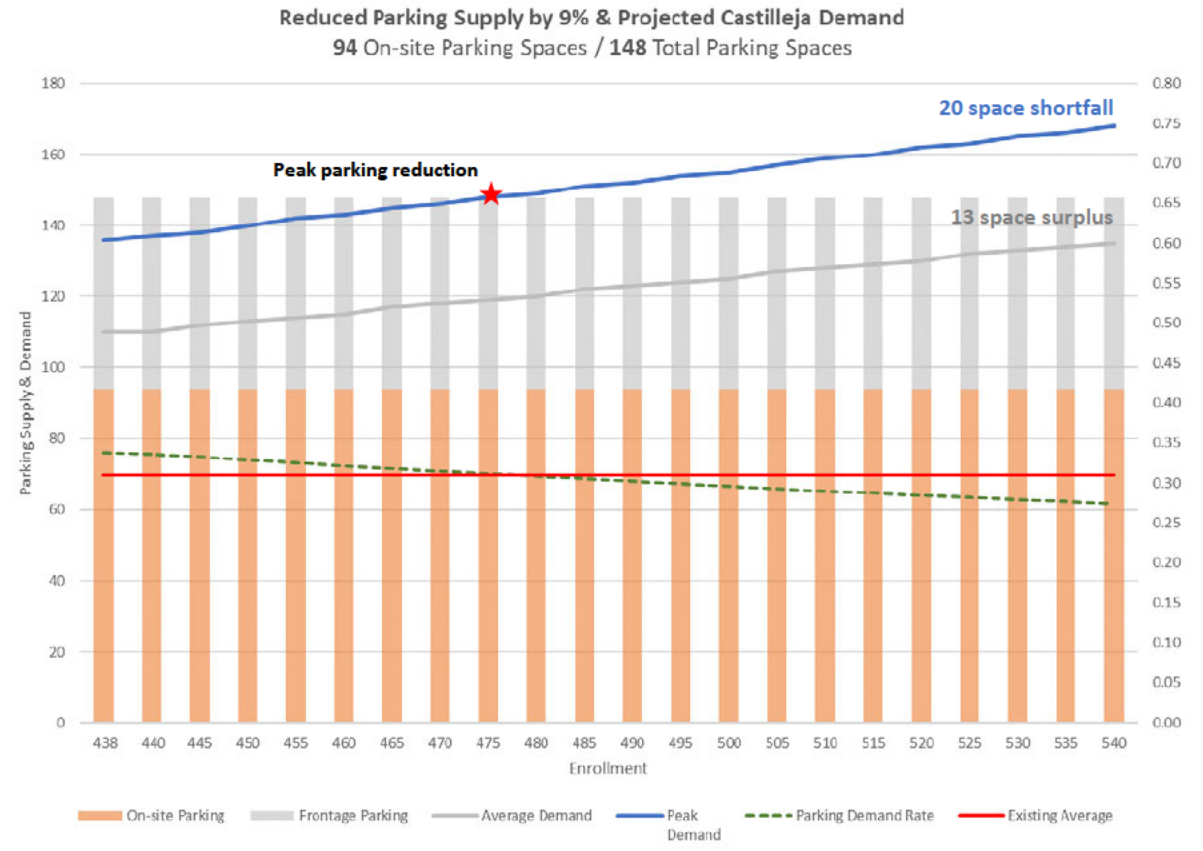
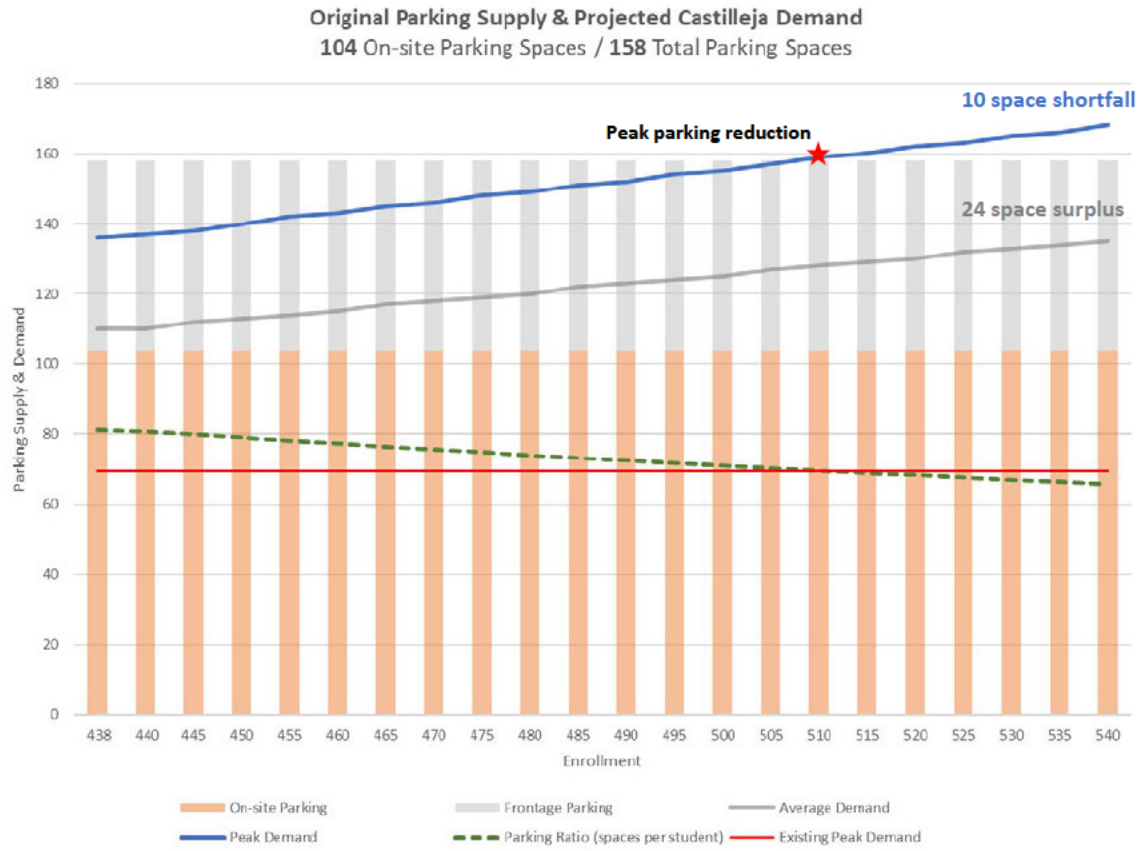
Impact of Right Sizing on Future Parking Demand

One of Castilleja's goals is to right size the campus, which will reduce the number of staff that will be added as enrollment increases. Currently, the school operates at a ratio of 6.6 students per staff. When the master plan is completed, the school will operate at a ratio of 7.7 students per staff. This change in operations would reduce the number of added staff from 16 under current ratio to 6 under the new ratio. Therefore, the right sizing will effectively reduce the parking demand of staff. Currently, just under 60 percent of the staff drive-alone to campus. Therefore, if there are 10 fewer staff needed in relationship to the enrollment increase, it would equate to a parking reduction of 6 vehicles (10 staff X 0.60 drive-alone rate) at an enrollment of 540 students.

TDM Strategies that Reduce Parking

Castilleja School is required to provide an aggressive TDM program to reduce vehicle trips to and from the site. The school must meet peak period and daily trip caps to increase enrollment.

As discussed in the Castilleja High School TDM Plan Program Operations Manual prepared by TDM Specialists, Inc., dated July 23rd, TDM effectiveness — measured primarily through alternative transportation mode-uses, vehicle trip reduction, and parking demand reduction — depends on various influences beyond the individual strategies or measures implemented. Each TDM strategy has its inherent opportunities and limitations. In general, TDM strategies complement each other. For example, effective parking management helps encourage all core TDM options (e.g., transit,





bicycling and walking, carpooling, vanpooling, and tele/remote learning). Promoting transit works well in areas well served by a local and community transit and shuttle network, but not as well where transit or shuttles frequencies are light but will have little effect for carpoolers.

Leveraging commuter "incentives" with "disincentives" will further strengthen the effectiveness of the entire TDM program. Examples include providing transit subsidies to employees (an incentive that improves transit ridership), restricting sophomores and juniors from driving to campus (a disincentive that reduces parking), and allowing on-site parking for carpools with three or more passengers (an incentive to carpool).

TDM program's effectiveness is strengthened by applying packages or combinations of measures that work together or in tandem. While many of Castilleja's TDM programs contribute to reducing parking demand, the following existing and planned strategies have a direct impact on parking demand:

Student/Parent TDM Measures

- Bike to School program and facilities (approximately 14% of the student population and 10% of employees bike to school)
- Student TDM Policy and Pledge with mandatory participation - 3x days per week minimum use of alternative transportation
- Expanded/enhanced carpool matching program
- Preferential carpool parking (3+ students per vehicle)
- Eight shuttles serve Portola Valley, Menlo Park, Los Altos, San Mateo, Burlingame, Woodside, East Palo Alto, and the Palo Alto Caltrain Station. The City's Embarcadero Shuttle also provides 16 trips to and from the Palo Alto Caltrain Station.
- Additional shuttle bus routes to serve students (in areas to be determined)
- Add late-afternoon shuttle departures to increase shuttle usage
- Additional restrictions on junior students driving alone and parking on campus
- Remote drop-off/pick-up areas with shuttle service to campus
- Castilleja Transportation Coordinator and Rideshare Incentive Program
- Vehicle registration and permitting
- Scheduling of on-campus meetings to minimize overlap and parking demand



Staff/Employee/Faculty TDM Measures

- Employee TDM Policy and Pledge with mandatory participation (3x days per week minimum use of alternative transportation)
- Preferential carpool parking (2+ staff/faculty per vehicle)
- Employee transit subsidies
- Guaranteed Ride Home Program for carpool, cyclists, and transit users
- On-site Lyft car-share program
- Vehicle registration and permitting
- Employee off-campus parking
- Additional employee remote off-site parking

Since the schools monitoring includes the collection of parking data, the school will be able to track how the TDM program is impacting parking demand and modify accordingly.

For example, with a 9 percent reduction, peak parking demand would need to be reduced by 10 percent or 20 vehicles at an enrollment of 540 students. This reduction would need to begin at an enrollment of 475 students. If the right sizing of staff reduced parking demand by 6 vehicles, the TDM program would only need to reduce parking by only 14 vehicles. Parking demand could be monitored through the four surveys per year, evaluated and modifications made before enrollment even reached 475 students, as enrollment is phased in over time.

From: [Margaret Heath](#)
To: [Planning Commission](#)
Subject: Castilleja's construction application
Date: Wednesday, December 8, 2021 3:28:07 PM

You don't often get email from maggi650@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Chair Heckman and Members of the Planning and Transport Commission,

I object to everything Castilleja is doing to expand it's enrollment in a residential neighborhood. In England there's a bird called a cuckoo which lays its egg in other nests of other birds which outgrows the other fledglings, eventually starving or pushing them out. Castilleja started as a small residential school with minimal impact to its neighbors. A few decades ago Castilleja ditched their borders in favor of 75% of the students commuting daily from other cities, plus the school started expanding its enrollment. If Castilleja were to apply as a new private day school campus with 4-500 students in a residential neighborhood, it wouldn't even get to first base!

Casilleja's school board as represented by their principal appears to believe, and certainly acts, as if the school's elite status entitles it to expand and override city codes and restrictions that apply to everyone else with property in a residential neighborhood. Meanwhile, having steadfastly refused to expand in another location to accommodate their growth plans as other private schools have done. This should have been a non-starter. It is a mark of this private school's influence and PR resources that this proposal has dragged on for so many years and come this far without anyone at city hall just saying "no" to their desire to increase their enrollment.

For the larger picture, it is very disturbing that city staff has bent over backwards to help Castilleja with their zone-busting expansion plans. Importantly, and in addition, prepared to support precedents which will make it difficult, if not impossible, for the city to refuse similar zoning and code-busting waivers for the next Silicon Valley so-called "non-profit" entity that feels legally entitled to the same treatment in an R-1 zoned neighborhood.

Castillaja proposes excavation and construction impacts will be massive, devastating the quality of life for the neighbors for years. Try being and/or working from home with this level of noise from excavation and construction. This is nothing like a house being constructed in the neighborhood. Excruciating high-decibel construction tools, rumbling and constantly beeping of trucks backing up in the neighborhood, blocking driveways, waiting their turn to pick up or deliver, the dirt, the degraded air quality. Plus however many day workers are trucked in, street parking taken up by those needing to frequently or intermittently come and go from the site during the day. Good luck if you are a doctor or nurse or anyone else on night shifts trying to sleep during the day. This kind of construction noise is impossible to block out. Total nightmare, and likely to impact the immediate value of the neighbors homes for several years.

Meanwhile the city (staff) has continued to bend over backwards to set precedents in an R1 neighborhood which will make it difficult if not impossible for the city to refuse similar zoning and code-busting waivers for the next Silicon Valley so-called "non-profit" entity that

legally feels entitled to the same treatment.

For years we have seen developments approved with insufficient parking and hog-wash promises that local traffic and neighborhood parking won't be impacted because there will be magic carpets and a "robust" TDM in place. Then later the occupants lobby for employees to be eligible for neighborhood parking permits for their overflow parking. And then don't get me started about the trees.....

Because the city has allowed Castellaja's application to drag on for so long, and with their now extensive investment in plans, you are being put in a difficult position. As comes with the territory of anyone who has applied for and been appointed to represent the citizens of Palo Alto on the Planning and Transport Commission, I hope and trust you will take a long hard look and invest the many hours necessary to properly scrutinize, understand, and question the details and implications of this massive development application over however many meetings it takes to do so.

Sincerely,
Margaret Heath
College Terrace