

**Las Lomas
Elementary
School District**

Inclusive. Engaging. Inspiring.

District Office

1011 Altschul Avenue
Menlo Park, CA 94025

(650) 854-6311

www.llesd.org

Re: PLN2000-00352

June 12, 2024

Dear Chair Ketcham and Members of the Planning Commission,

We are writing again on behalf of the Las Lomas Elementary School District to offer further detail in regard to our letter dated June 9, 2024.

We would like to reiterate our request that the Commission only approve conditions of a use permit that are **consistent with the MOU** signed between the Ladera Community Association (LCA) and Woodland School. For example, we respectfully request that the Commission:

1. Withdraws permission for Woodland to construct a new **parking lot** and permits additional parking accommodations;
2. Limits **summer enrollment** to 125 students; and
3. Conditions the **weekend use of the leased areas**.

The district will review any proposal by Woodland School to add or change fencing on the property, including the placement of any doors, gates, or other lockable mechanisms.

As previously mentioned in our June 9 letter, we respectfully request that the Planning Department helps **ensure compliance** with the permit, including by promptly advising us of any complaints of nonadherence so we may address any such issues with our tenant.

Thank you for your consideration.

Sincerely,

Heather Hopkins
Board President

Dr. Beth Polito
Superintendent

June 12, 2024
Planning Department File No. PLN2000-00352
Submitted by Caroline Chase, Ladera Resident

Requested Modified Conditions of Approval

“In approving the granting of any use permit, the Planning Commission shall designate such conditions in connection therewith, as will, in its opinion, secure substantially the objectives . . . as to light, air, and the public health, safety, morals, convenience and general welfare.” (San Mateo County Zoning Regulations Section 6503.)

Staff Report - Proposed Condition No. 1

This Use Permit shall allow private elementary school operations for a maximum of 325 students, preschool through eighth grade. Hours of operation shall be as follows:

- 7:30 a.m. to 8:15 a.m. for staff arrival and staggered morning drop off
- 8:15 a.m. to 3:30 p.m. for the regular school day and staggered afternoon dismissal/pick-up
- 3:30 p.m. to 6:00 p.m. for extended care and seasonal athletics programs. Any such use by the school shall not be exclusive and shall allow for shared public use of the field after 4:00 p.m. and the blacktop and adjacent playground after 5:00 p.m.

This Use Permit also allows for ~~other~~ up to twelve (12) school meetings per calendar year conducted in the ordinary course of school operations/~~activities after~~ from 6:00 p.m. – 8:00 p.m. on weekdays and from 9:00 a.m. - 7:00 p.m. during weekend hours with parking accommodated in the school parking lot, including, but not limited to, Board of Trustee meetings, Parent Association meetings, staggered admissions gatherings, and staff trainings. Any such meetings shall be held within the leased buildings on the school premises. The number of attendees invited to any such meetings shall be limited to the existing number of parking spaces in the school parking lot. Any other school meetings must qualify under the eight (8) permitted “major events” or eight (8) permitted “minor events” pursuant to Condition No. 5(a).

Staff Report - Proposed Condition No. 2

This permit shall be for ten (10) years until June 12, 2034, with two administrative reviews in May ~~2027-2026~~ and May 2030. The applicant shall submit an application to continue the use, as conditioned, to the Planning and Building Department for renewal six (6) months prior to expiration of this permit. Any failure to meet that deadline shall result in the a maximum renewal period of five (5) years.

~~If w~~ Within this timeframe, any operator shall not enters into a lease with the property owner which deviates from the conditions of approval for this permit in any way, ~~the operator shall submit to the Planning Department an operations plan for determination by~~

~~the Director of Planning and Building whether such plan triggers the requirement for the County's Major Development Pre-Application Review Process.~~

Minor adjustments to the Use Permit may be submitted for approval to the Director of Planning and Building to determine if they are in substantial conformance with the approved Use Permit. If the request is not in substantial compliance with the use permit, an amendment to the Use Permit through a public hearing will be required. This process shall be applicable to the new uses proposed by the Ladera Community Association and Ladera Recreational District within the facilities. Any requested Minor or Major adjustments to the Use Permit shall include documentation evidencing that the proposed adjustments were submitted to the Ladera Community Association, the Ladera List-Serve, and property owners within 300 feet of the school boundaries at least thirty (30) days prior to submittal to the Director of Planning and Building.

Staff Report (Addendum) - Proposed Condition No. 3

The two required administrative reviews by Planning staff shall include a referral to the Ladera Community Association requesting their comments about the operation of the school. The purpose of this referral is to ensure compliance with this Use Permit, including but not limited to that the traffic and parking issues are being adequately managed by the school to minimize impacts on the surrounding neighborhood. The first of the two required administrative reviews shall be conducted within 24-months of the use permit renewal, as specified under Condition No. 2.

Staff Report (Addendum) - Proposed Condition No. 5(a)

[See Staff Report Addendum for proposed text]

The MOU provides: "Woodland will not construct a new parking lot or slip road for the duration of its lease, including any extensions. Woodland will withdraw its plans and relinquish permission from both SMC and LLESB for parking lot construction in the licensed area." Woodland School did not condition this promise "contingent upon the County's approval of additional parking . . . on the field" as reported in the Staff Report Addendum. Rather, the MOU provides that the LCA "will support" the field parking specified in the MOU.

Proposed Additional Condition

The new fences and Fence Height Exception approved by this Use Permit shall not jeopardize public safety and shall not be detrimental to the public welfare (public access to the play areas). Any fencing or barrier that includes a door, gate, or other lockable mechanisms shall remain unlocked (i) between 4:00 p.m. and 7:30 a.m. during the school year for the field, (ii) between 5:00 p.m. and 7:30 a.m. during the school year for the blacktop and adjacent playground, and (iii) at all times during the summer recess (June 15 to August 15).

EXISTING LANGUAGE, PAGE 30

RECOMMENDED CONDITIONS OF APPROVAL

Current Planning Section

1. This Use Permit shall allow private elementary school operations for a maximum of 325 students, preschool through eighth grade. Hours of operation shall be as follows:

- 7:30 a.m. to 8:15 a.m. for staff arrival and staggered morning drop off
- 8:15 a.m. to 3:30 p.m. for the regular school day and staggered afternoon dismissal/pick-up
- 3:30 p.m. to 6:00 p.m. for extended care and seasonal athletics programs

This Use Permit also allows for other meetings conducted in the ordinary course of school operations/activities after 6:00 p.m. on weekdays and from 9:00 a.m. - 7:00 p.m. during weekend hours with parking accommodated in the school parking lot, including, but not limited to, Board of Trustee meetings, Parent Association meetings, admissions gatherings, and staff trainings.

REQUESTED ADDITIONAL LANGUAGE

RECOMMENDED CONDITIONS OF APPROVAL

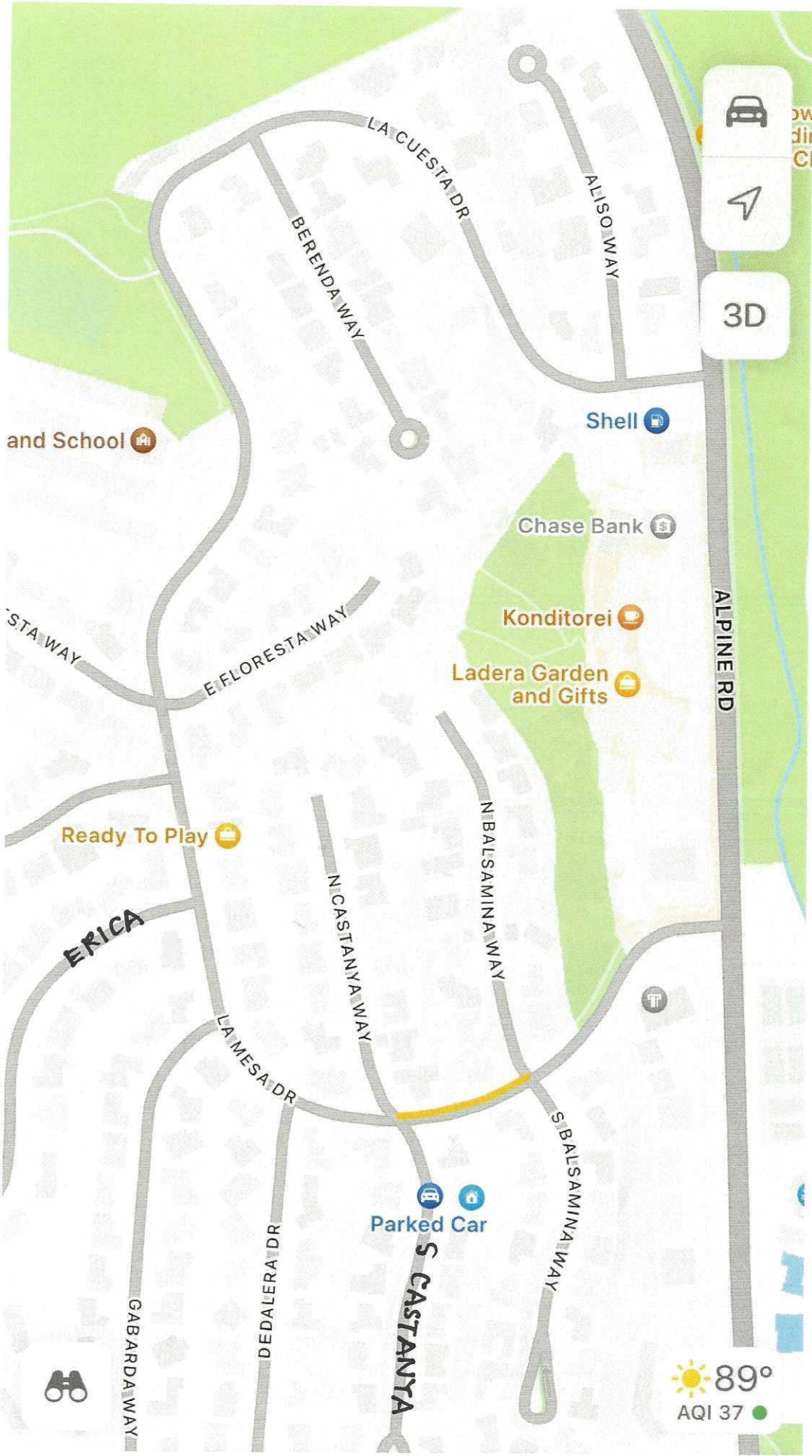
Current Planning Section

1. This Use Permit shall allow private elementary school operations for a maximum of 325 students, preschool through eighth grade. Hours of operation shall be as follows:

- 7:30 a.m. to 8:15 a.m. for staff arrival and staggered morning drop off
- 8:15 a.m. to 3:30 p.m. for the regular school day and staggered afternoon dismissal/pick-up
- 3:30 p.m. to 6:00 p.m. for extended care and seasonal athletics programs

This Use Permit also allows for other meetings conducted in the ordinary course of school operations/activities after 6:00 p.m. on weekdays and from 9:00 a.m. - 7:00 p.m. during weekend hours with parking accommodated in the school parking lot, including, but not limited to, Board of Trustee meetings, Parent Association meetings, admissions gatherings, and staff trainings. Meetings which would be limited to no more than three (3) times per month and as long as parking is accommodated in the school parking lot.

This Use Permit also allows for summer camp programs which run in one-week sessions. At no time will there be more than 125 participants in any one week camp session.



and School

Shell

Chase Bank

Konditorei

Ladera Garden and Gifts

Ready To Play

Parked Car

89°
AQI 37



3D

