MEMORANDUM

Sent via Email

To: Jonathan Lait Jonathan.Lait@CityofPaloAlto.org
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Cc: (without supplemental documentation):
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From: Mindie Romanowsky

Date: July 23, 2021

RE: Castilleja School [16PLN-00258 SCH#2107012052] (“Project”); Supplemental Project Information

On behalf of Castilleja School, this transmittal and the attached documentation is intended to respond to your email request of July 6, 2021 (attached). Please find below a summary of Castilleja’s responses and references to various documents/reports submitted by Castilleja in response to your request for supplement information.
<table>
<thead>
<tr>
<th>Staff Request</th>
<th>Summary Response to Request</th>
<th>Supplemental Documentation</th>
</tr>
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<tbody>
<tr>
<td>Parking Demand &amp; Location Information</td>
<td>All current/future required parking occurs/is planned to occur either on campus, on the streets immediately adjacent to school property and/or at the First Presbyterian Church located at 1140 Cowper (“Church”). The total Church parking has historically been, and will continue to support parking for approximately 22 cars. Any person who parks at the church walks to campus. Fehr and Peers recommends a parking reduction of no more than 9% to avoid neighborhood parking impacts. <strong>No other offsite parking is used or contemplated for the Project.</strong></td>
<td>Fehr and Peers Memorandum Re: Castilleja Parking Study (7/23/2021)</td>
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<td>Transportation Demand Management Plan</td>
<td>Castilleja retained TDM Specialists (a firm with extensive TDM program experience in Palo Alto) to draft a TDM Manual incorporating the key elements of the school’s current TDM plan along with the draft mitigation measures and other enhanced programs to achieve no-net new trips. The Manual will serve as an operational resource and outlines a process to increase enrollment while ensuring there are sufficient measures in place to remedy any violation of trip cap limits, including the imposition fees, suspension and reduction of enrollment, and other streamlined corrective action for violating the net new trips requirement or related conditions of approval.</td>
<td>Castilleja 2021 TDM Plan Program Operations Manual (7/23/2021)</td>
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<td>Temporary Campus</td>
<td>An evaluation by Vance Brown (the Project contractor) of NOT using Speiker Field for Temporary Construction Staging has the following implications: 1) The Project will increase from 3 to 6 years to complete. 2) Portables would be set up on the Circle, eliminating this prime location for construction staging. 3) Staging could only occur on the perimeter of campus, causing disruption to the neighborhood (i.e. extensive lane closures).</td>
<td>Castilleja School Phasing Plan (7/02/21)</td>
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<td>Castilleja Alternative Construction Timeline (7/21/21)</td>
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<td>Alternative Construction Staging Impacting Surrounding Streets (7/21/21)</td>
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<td>Public Art</td>
<td>The school is receptive to splitting the art contribution requirement with 50% of the fee going toward the public art fund and the balance being used for an on-site, publicly accessible art installation.</td>
<td>N/A</td>
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<td>Events</td>
<td>If events are limited to 5 major events and 50 special events during an academic year, the school would be forced to eliminate 20 crucial events necessary to run its program. It is critical for the school to retain 70 events and 5 major events. There is no justifiable rationale for a further reduction of events beyond the 74 events requested by Staff.</td>
<td>Reduced Event Matrix (7/23/2021)</td>
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In addition to the requested deliverables, Castilleja provides the following information to address some concerns raised by members of the public and the City Council:

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| Construction Impact to the Tree Protection Zones (TPZ)                | Where TPZ’s are impacted, with mitigations, the impact is never more than 20%. This remains true with a smaller garage footprint, accomplished through a 9% parking reduction for a 69-space garage.  
Detailed summaries of the Tree Protection Zone impacts are contained in the attached tables, which include:  
**TPZ Table A-1**: TPZ Analysis Trees to Remain in Place *(Proposed Project)* before and after mitigations.  
**TPZ Table A-2**: TPZ Analysis Trees to Remain in Place *(Project Alt. #4)* before and after mitigations.  
**TPZ Table B-1**: TPZ Analysis Trees to Remain in Place *(Proposed Project)* all trees to be preserved on the arborist report.  
**TPZ Table B-2**: TPZ Analysis Trees to Remain in Place *(Project Alt. #4)* all trees to be preserved on the arborist report but not including those on house property or street trees in front of the houses. |
| Conditional Use Permits for other private schools in Palo Alto and the greater Bay Area | See Matrix of Conditional Use Permits *(for Private Schools in Palo Alto and Surrounding Cities)*.  
It is noteworthy that no other school surveyed is held to the robust and stringent combination of conditions and limitations recommended by the City for Castilleja’s project. |

Attachment A: Email from Jonathan Lait dated July 6, 2021
Hi Mindie,

This email summarizes our recent conversations concerning the path forward for the subject application. As you know, the Council considered the project on March 29, continuing it with direction to staff to address a variety of outstanding issues. It is staff’s intent to have all of the issues that may influence building design or placement, on-site circulation, or environmental review addressed prior to scheduling hearings before the ARB, PTC and ultimately City Council. Prior to scheduling a hearing, staff will need the following information:

1. **Arborist Report.** Independent arborist reports on all protected trees on-site planned to be retained, relocated or removed that also identifies the health of the tree and extent to which the proposed project would compromise the health of the tree. Any encroachment (and the percentage thereof) into a tree protection zone must be identified. If a tree cannot be saved due to its health or conflict with the project design – an explanation and alternative considerations shall be provided. *City staff is working with our environmental consultant to prepare this information.*

2. **Floor Area Analysis.** An independent analysis of the existing gross floor area above and below grade for all buildings located within the project boundary is needed. *City staff is working with our environmental consultant to prepare this information.*

3. **Redesigned Parking Garage.** Applicant has recently submitted four design options in response to the Council’s direction for a smaller subterranean garage. Option 1 results in significant disruption to the athletic field and appears counter intuitive to the school’s interests and therefore unworkable. Options 3 and 4 are not responsive to the Council’s direction to provide 50% or less of the required parking below grade. To advance Options 3 or 4, a commensurate reduction in above grade floor area would be required for portions of the garage exceeding the 50% requirement. Option 2 combined with some elements of Option 1 appears more aligned with the Council’s direction, however, as previously mentioned, staff is continuing to explore with our consultants whether there are other design solutions that may provide more at-grade parking on-site with or
without some adjustments to proposed on-site improvements. We expect the ARB will also weigh in on this topic.

4. Parking Reduction. A new aspect of the application as a result of the Council’s motion is the consideration of a parking reduction. Additional information is needed for staff to make a recommendation as to what degree it would support a parking reduction. While there has been and continues to be discussion regarding the transportation demand management strategies and trip generation to the site, the following relates specifically to parking demand.

   a. Baseline Parking Demand. Current baseline parking demand for all faculty, staff and students is needed. For the purposes of this analysis, staff will assume all on-site parking at Castilleja is occupied including all leased spaces at the off-site parking facility located at 1140 Cowper Street. Staff needs to know the current parking demand that is absorbed by the public right of way or other off-site parking facilities currently used by Castilleja, if any. This information can be provided through a combination of data previously collected by Castilleja, available to its traffic consultants (including relevant parking demand studies from similarly situated institutions and settings) and through school surveys. Alternatively, if this information is not available or incomplete, a parking demand study during the school’s upcoming academic year may be required to establish a baseline parking demand.

   b. New Parking Demand. Information is needed on the net new parking demand that can reasonably be anticipated with increased student enrollment and new faculty and staff positions needed to support the expanded campus operations.

   c. Parking Demand Analysis. Based on the foregoing and with consideration to the amount of proposed on-site, off-site (private property), adjacent street parking and TDM Plan (below), staff will consider the extent to which a parking reduction applies to the project (not to exceed 20 percent in accordance with the municipal code) and may consider project-related conditions as appropriate to minimize potential neighborhood parking impacts.

   d. Off-Site Parking / Shuttle Service. To the extent Castilleja will rely on off-site parking to meet its parking demand, the number, location and availability and frequency of any associated shuttle service, must be provided.

5. Transportation Demand Management Plan. Staff understands the applicant has engaged a consultant to prepare a comprehensive TDM Plan that substantively incorporates all the key elements of the current plan along with the addition of draft mitigation measures, as appropriate, and other enhanced programs to achieve no-net new trips. The intent of this draft plan is to serve as an operational resource documenting the school’s TDM requirements and provide a process to increase
enrollment while ensuring there are sufficient measures in place to remedy any violation including the imposition fees, suspension and reduction of enrollment, and other streamlined corrective action for violating the net new trips requirement or related conditions of approval. Staff understands the TDM Plan will require an iterative process and will not be in final form prior to the start of hearings.

6. **Architectural Redesign.** The applicant has submitted plans to adjust the overall project floor area to align with the existing gross floor area at the site. Staff will review these plans to the independent floor area analysis noted above. The Council’s motion also includes direction to the ARB to reconsider the massing and the compatibility of the design within the residential neighborhood context. Based on our conversations, staff understands the applicant is not proposing any additional plan revisions at this time. Similarly, the applicant understands that staff will highlight this Council direction to the ARB along with meeting minutes to provide context for this direction; the ARB will provide guidance as to whether additional plan revisions are necessary.

7. **Temporary Campus.** Consistent with the City Council’s motion, staff requests the applicant provide information sufficient to consider in the environmental impact context, a construction schedule that is not phased or require use of a temporary on-site campus. Please clarify what Castilleja should submit for this item in order to be responsive to the City Council motion which was as follows: “Evaluate phasing of construction of the new buildings to mitigate impacts associated with construction and evaluate elimination of the need for a temporary campus to be constructed on Spieker Field.” Based on this language is the City looking for Castilleja to submit information for the City to evaluate the impact of a phased construction schedule which avoids the need for a temporary campus on the athletic field? Appreciate the need for clarification – the project EIR already addresses and mitigates the phased construction impacts for the proposed project. What is needed here is an evaluation of project is if there is no temporary campus on Spieker Field. How might the construction then be phased and how would the academic program continue either on-site (w/in existing building – phased) or off-site, and the associated implications with the construction schedule. At this point we are trying to understand operational and logistical considerations. Depending on what is provided, our environmental consultant may provide a response as to anticipated impacts. If the City Council ultimately endorses a plan that requires an off-site campus during construction – we would likely need to prepare additional environmental analysis.

8. **Updated Environmental Analysis.** Changes to the proposed project, including identification of off-site parking facilities and shuttle service, will require some level of analysis to update the project description and to determine if further environmental review is required. Depending on the level of analysis required, hearing schedules may be contingent upon completing this review. All environmental analysis will be completed prior to City Council review and may be required for the ARB or PTC.
There are other components from the City Council’s motion that can be addressed concurrent with application processing including applicant responses to issues related to public art, special events and coordinating with staff on the possibility of a future residential permit parking program. Please continue to coordinate with Amy French as there may be other aspects of application processing that need to be addressed to prepare the project for hearing. **Castilleja acknowledges the public art requirement associated with the proposed project.** Please let us know if Castilleja should submit any additional information regarding on-campus events. **Public Art Fund:** Staff is reviewing this Council request, but in the meantime, staff is interested in understanding the applicant’s receptiveness to splitting the contribution with 50% of the fee going toward the public art fund and the balance being used for an on-site, publicly accessible installation. **Events:** Please share with staff the anticipated impacts to Castilleja if events are limited to 5 major events and 50 special events during an academic year with information about the events that would remain and those that would be eliminated. **Other:** There may be other information staff needs to continue processing the application, beyond the Council’s motion – please continue to coordinate with Amy French.

Thank you for taking the time to discuss these issues over the phone. If you have any questions or believe the above is not consistent with your understanding of our prior conversations, please let me or Amy French know.

Jonathan