

## Castilleja Neighbor Meeting November 29, 2022

### Topics and Follow Up Actions

#### **TOPIC: New Conditional Use Permit (CUP)**

We are operating under the new CUP. The City signed the final CUP in October. We have been closely reviewing it to ensure we're in full compliance.

Under the new guidelines, we are allowed 383 trips at peak and 1198 trips daily. At every driveway on campus, we installed driveway counters by the November, 2022 deadline. These counters connect to a software system that collects real time data reporting on trips in and out of campus. From July to October, we used the old method for counting while adhering to our new trip count standards. We also monitor cars in the neighborhood, as mandated by the city.

The mode count is done by independent monitors who spent 4 days counting the number of kids biking, walking, riding the bus, etc.

We are already seeing drops in our count for this fall compared to spring 2022. We've increased expectations for families and we've seen positive response there in more students taking the bus/walking/biking.

We encouraged neighbors to partner with us if they see incorrect drop off/pick up/parking in the neighborhood so that we can follow up with students and families. One neighbor reported having seen pick ups at the corner of Kellogg and Bryant in the afternoon or outside of normal pick up/drop off times.  
**Action:** we will increase the level of monitoring at that intersection.

We completed our enrollment audit which confirmed that we are at 416 and will send it to the city soon. In the next week, we will submit our new TDM plan to the city.

#### **Neighbors requested:**

- **Add additional monitoring during pick up at the Kellogg/Bryant intersection.** Hard to see bikes
  - **Action:** we will increase monitoring at that intersection
- **Visibility is limited at the Emerson/Kellogg corner when buses are parked. Can they move back?** Can the city paint the corner red for 20 ft? During pick-up/drop-off, can we have a monitor stand on the driver's side of the bus to better see traffic and help with safety?
  - **Action:** we will better delineate for bus drivers where they should park while dropping off and picking up students and monitor compliance

#### **TOPIC: Master Plan Project and Construction (Traffic, Parking, Hours, Safety)**

We found a location off campus, in San Mateo, to move to during construction. Students and employees will not be using any part of campus during construction. Moving off site will allow us to cut about a year off the construction timeline, which we hope to begin some time next summer. Vance Brown is the

contractor. We are currently interviewing project managers who will assist us with the timeline, budget, communications, etc. We will create a webpage with construction information to keep you up to date.

**Responses to neighbor questions submitted in advance of the meeting and during the meeting:**

**How will trucks travel to Castilleja?**

**Action:** As part of the permit process, we will submit a traffic pattern plan. We will communicate when truck routes for construction vehicles have been determined.

**Will there be lane closures?** Our contractor indicated that closure would happen very infrequently, and they will obtain a special permit from the city for that limited period of time.

**Action:** We will adhere to the rules and do as much to reduce disruption.

**How will traffic be monitored during construction?** Any traffic monitoring during construction will adhere to standard city policies.

**Where will construction vehicles park?** Parking during construction will adhere to our current rules: we may park on our side of the campus perimeter and on campus. We will offer off-site parking for construction workers if needed, just as we do now for our employees. The majority of activity from large trucks will occur on the campus itself. Staging will occur primarily on campus.

**How will construction be phased?** Likely to start construction of the garage during the deconstruction of the buildings.

**Will there be student bus/shuttle pickup and drop off at Castilleja during construction?**

If/when we move off campus, no student drop off/pick up will occur on campus while we are under construction.

**Requests from Neighbors:**

- **Bryant St residents asked that during construction we put up signs that say “No construction parking in front of this address” that have the school and/or construction company logo**
  - **Action:** we will work with our contractor to do something along these lines.
- **While construction is underway, can we have a designated safety person during commute hours to enforce safety for bikers/walkers? Could the contractor have someone to interface with neighbors?**
  - **Action:** we will also work with the contractor to develop safety protocols

**TOPIC: MISCELLANEOUS**

- No summer program this summer on campus.
- **Neighbor reported that she had sent an email to our designated neighbor email address and did not receive a response regarding a missing “no Castilleja parking sign” that had been in front of her house.**
  - **Action:** We have investigated, confirmed that the sign is now in place, added the complaint to our neighbor log, and responded to the neighbor.