

Castilleja Neighbor Meeting June 5, 2024

Minutes

INTRODUCTIONS

Nora DeCuir facilitated the meeting and opened with introductions and ground rules. The Castilleja employees were introduced (i.e. Kathy Layendecker, Faye Ferguson, Dan Chapman, Nikki Myers, Emily McElhinney, and Tanya Campbell Temple). The agenda was presented for the evening (i.e. introductions, new school leadership, 2024–2025 anticipated enrollment, Transportation Demand Management (TDM), 2024 Summer Camp, Construction Update, and a Q&A and operation feedback session). Kathy Layendecker led the remainder of the meeting, and Nora facilitated the Q&A segment.

TOPIC: NEW SCHOOL LEADERSHIP

Kathy Layendecker reported that she served as Acting Head of School this past year, and that Julia Russell Eells will serve as Interim Head of School for the 2024–2025 school year starting in July 2024. Dr. Betty Noel-Pierre will become Castilleja’s 8th Head of School in July 2025.

TOPIC: 2024–2025 ENROLLMENT

There will be 416 students on one campus for the 2024–2025 school year, in grades 6–12.

TOPIC: TDM

Under our CUP, there are conditions and requirements once we get to campus (what we do once we are here, and how we leave campus). We produce three traffic monitoring reports a year. The winter of 2024 report was our most recent submission. Our spring 2024 report is underway, and we will submit that in mid-August.

We have been doing very well on our TDM, according to our most recent report. You can find this data on our neighborhood portal, to summarize:

- 55% of our students arrive at school in some way other than a single occupancy vehicle.
- We are 13% below our threshold for daily trips average
- We are 15% below the AM peak hour trip
- We are 19% below peak parking occupancy



We continue to evolve and innovate our practices. Our new Director of Operations Nikki Myers has helped us evaluate what has been impactful, and what hasn't been, and she has come up with a lot of new ideas. For example, she has been scouring the area for offsite parking options.

TOPIC: SUMMER PROGRAMS

We are excited to offer summer camp this year for local elementary and middle school girls, as well as leadership opportunities for Castilleja students and alums to serve as counselors in training and camp counselors. We continue to follow the guidelines in the CUP. Summer camp will run from Monday, June 10, to Friday, August 2.

TOPIC: CONSTRUCTION AND TIMELINE

At the board level, we have new leadership for this project. Alison Koo '98, an alum, and Ed Chan, a parent. Both are experienced real estate developers, and we are fortunate to have their help in this process.

There are some key principles that we are committed to as we go into construction:

Safety

- Entire construction site will be fenced off
- Monitors will maintain vehicle flow and ensure safety of pedestrians and bicyclists

Vehicles

- Smaller trucks will be used for this project because of location and site
- When school is in session, there will not be trucks during morning drop off and afternoon pick up
- Traffic flow will be managed by monitors

Reducing Construction Impacts

- Admin and Gym will provide significant sound blocking
- Tall fencing with sound and dust blankets in open walkways
- All construction equipment will have latest sound attenuation
- The site will be watered down at least twice a day
- During the loading of dirt, watering down will be a continuous

You can find this information, and more, on our neighborhood portal.

The timeline has shifted a little bit. We will break ground for the garage by the end of 2024. We have received our building permit for the garage. We are committed to ensuring that we are ready to do this in an efficient and effective way, and we are in the process of developing a more detailed timeline.

QUESTIONS

- 1. The last time I attended the city council meeting, the city council asked for the TDM to be able to cover cars parking around campus. How is that coming along? When that changes, who will we reset the baseline?**
 - a. The CUP that was approved by the City Council and signed by the mayor is very clear that the standards to which we are held are monitored by driveway counters. The CUP mentions that in several different places. Unless we apply for a new CUP, this is how we are held accountable. We cannot add new things to it since all the items were determined at the time of approval.
- 2. With the 6th grade back next year, are you anticipating that the percentages below the car trip thresholds that you mentioned may shrink? What, if anything, are you thinking about doing to accommodate that?**
 - a. We will stay below the number, we always have stayed below the number for more than a decade. Nikki is also monitoring that to see if we need to adjust anything or add more shuttles. We have been very nimble over time. Our TDM program changes every year while operating within the guidelines given by the city. We are often going above and beyond to make sure we make our numbers.
- 3. What measurements are you putting in place during construction to monitor negative impacts to the neighborhood (e.g. noise, parking for trucks, etc).**
 - a. This is all in the logistics plan. It explains where we can park, and when trucks can come and go. There are noise monitoring logistics that will be applied throughout the project to ensure we are complying with the principles. We will upload the logistics plan to our neighborhood portal.
- 4. Do you know what route the trucks will take? What streets will they go down?**
 - a. This is also in the logistics plan. We will upload the logistics plan on our neighborhood portal by tomorrow morning.

- 5. Has the school ever done a study to see how much usage there is of one [vehicle] entrance compared to another? Could you shift more drop off and pick up activity to Bryant Street?**
 - a. The drop off and pick up distribution was studied as part of the EIR. We have tried to balance usage between the Kellogg and Bryant entrances. Putting more on one entrance isn't a balanced approach to impacts. We have to be mindful of everyone who lives in this neighborhood. We are all in this together to make sure we're not overburdening anyone.
- 6. When was the building permit issued for the garage? Are you monitoring air quality, and will it be monitored during construction?**
 - a. The building permit for the garage was issued in February 2024. We do monitor air quality on campus.
- 7. Have you purchased, or plan to purchase, any residential properties?**
 - a. We have not purchased any new homes. We don't have CUPs for those homes so they are residential properties.
- 8. Are seniors allowed to drive to school next year? Can seniors step up and give up their privilege of driving and carpool?**
 - a. We are looking at all of that, and we will know how much parking we will have left once construction begins.
- 9. Are you going to hire somebody to enforce that things are being done according to the plan?**
 - a. We will continue to do what we do now. All employees have to make some kind of commitment to help reduce our impact on the neighborhood. The general contractor and others will be responsible. It is my understanding that the general contractor and its employees will generally not park here, instead they will be shuttled to campus. It will mostly be trucks coming and going to campus.
- 10. What is supposed to be happening by the senior parking lot? There seems to be contracted personnel there, not a staff member. I don't think she understands the role. Should someone from the school be there every morning? What is the expectation?**
 - a. We will put that in our neighbor log. If you are seeing things that don't seem right to you, please email us so that we can address it real time rather than waiting to share at this neighbor meeting. We have monitors in key locations in the neighborhood to ensure people aren't dropping off in the neighborhood. If we hear complaints of students not turning right

into the driveway, then we will add a monitor there, but we have not heard complaints about that yet.

11. Can you release the report so we can see the result of the testing of the tree in the senior parking lot?

- a. We will check with the city on that. The CUP states that the roots were studied to figure out where the utilities would go. The construction plan is not ready yet, but it will be shared as soon as it is ready.

12. Do you have an idea of how many cars will be coming to campus during construction? Can we have someone (General Contractor) attend our next meeting to answer our questions?

- a. The perimeter of our campus can accommodate up to 55 to 60 cars. Yes, we can find a date for a neighborhood meeting that project leads are available so that they can attend.

13. Have you contracted with a general contractor yet?

- a. No, but they should be selected by the next meeting.

14. Can orange cones remain out of sight on the weekends? And can they be removed during street cleaning every other Tuesday during the summer?

- a. We will look into that.

15. When do you expect the logistics plan to be available? Can you have stop signs so cars can stop before coming out to not cause danger to the neighborhood?

- a. The logistics plan will be uploaded to the neighborhood portal by tomorrow. We can upload the monitoring plan as well.

16. From my experience in the summer, there are a number of incidents and parents dropping off their campers at unauthorized locations. At the beginning of the week, perhaps you can have more monitors.

- a. You're right, that is a good suggestion.

17. Is the head of school in charge of the whole project?

- a. The Head of School will be. Kathy Layendecker will be overseeing the TDM program, the CUP compliance, and the construction project when she returns to her role.