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castilleja.org

August 23, 2016

Dear Castilleja Families,

As promised, I am writing to provide you with additional information regarding Castilleja's transportation and parking policies. But before I do, I'd like to take this opportunity to welcome each of you, along with your daughters, to Castilleja! We are so happy to have you joining us this year, and look forward to getting to know you better.

Traffic reduction is a priority for Castilleja. Now, more than ever, Castilleja's impact on the neighborhood is under intense scrutiny as we move through the application process for a new Conditional Use Permit. In order to assist us in mitigating the traffic and parking impact on our neighborhood we ask you to consider means, other than driving, to transport your daughter to school.

To help you understand the importance of our Transportation Demand Management (TDM) program and to support your full participation, below are bits of Palo Alto and Castilleja history, as well as some transportation ideas. In this letter you will find more detailed information about alternative ways of getting to Castilleja as well as a link to additional information about parking and drop-off/pick-up, should you choose to drive.

History

Castilleja School was founded in 1907, just a few blocks from where we operate today. Since the School's founding, the Palo Alto community where our school began has changed dramatically. Palo Alto is now a center of commerce, with all of the benefits and challenges that accompany such development.

Today

The most widely publicized challenge facing Palo Alto in this time of rapid growth is the increasing number of cars that come to the City each day. With a jobs-to-housing ratio of 3.02 to 1, the city more than doubles in size between the hours of 8am and 5pm. The traffic, parking, and environmental challenges these cars create have been a source of consternation for residents, and the cause of many citywide disputes. In recent years, the City, along with local employers, have felt pressure to address and implement programs to discourage driving to and from Palo Alto.

Transportation to Castilleja

So what does this mean for Castilleja students and families? To do our part and to reduce the number of cars driving to Palo Alto, we are asking every employee, student driver, and parent/guardian driver to choose one or more ways to participate in our TDM program on a regular basis. We recognize that meeting this expectation will be easier for some than for others, but there are many different ways to participate in TDM at Castilleja:

- Walk
- SamTrans or VTA
- Bicycle
- Palo Alto Shuttle
- Carpool
- Castilleja Morning Shuttles
- Caltrain

Additional information on these options and more can be found on our website on the [Transportation@Casti](#) page.

Traffic Brigade

Traffic on neighborhood streets during drop-off and pick-up is still an issue for some of our neighbors, and that's where the Traffic Brigade comes into play. Each day during morning drop-off and afternoon pick-up, a number of Castilleja employees volunteer to help traffic move smoothly and as quickly as possible. We have now expanded this program to include parents and guardians. This is an easy way for families who, for a variety of reasons, are unable to comply with our TDM in any other way. Volunteers have reported that traffic duty is pleasant, rewarding, and even fun! Twenty minutes in the morning or afternoon is all it takes. Please contact Kathy Layendecker, our Chief Financial and Operating Officer, directly (klayendecker@castilleja.org) if you or your daughter is interested in volunteering.

Castilleja's Conditional Use Permit

You may be wondering why compliance with our traffic and parking policies is so important. Under current land use regulations, the School has a Conditional Use Permit (CUP) from the City of Palo Alto to operate Castilleja within this Residential Neighborhood (R-1). Our CUP sets limits on our use, currently allowing an enrollment of up to 415 students and requiring a daily car trip count that remains below 511. Since 2012, the Board of Trustees has been pursuing a new CUP for Castilleja – one that will permit a modest enrollment increase in the Upper School and will allow renovations to the campus over the next ten years.

On June 30th, Castilleja applied for a new permit with an increased enrollment of 540 students. Part of our promise to the community is that the increase in enrollment would have no additional impact on the neighborhood. The future of the school depends on this CUP, and approval will depend on a continued reduction in our daily trip count. This is a condition that will contribute to preserving the residential nature of our surrounding streets, AND it is the type of condition Palo Alto will impose throughout the city, not just in our neighborhood. Maintaining the neighborhood is not only critical during for the purposes of this public process but it is essential to characteristics that make Castilleja a great school to go to in the first place.

I appreciate your taking the time to carefully consider what you can do to support the school's TDM program, while also serving as an inspiration for others. Please remember that all Castilleja parent, student, and employee drivers must abide by all parking and traffic policies twenty four hours a day. If you have any comments, questions, or suggestions, please do not hesitate to contact us.

Sincerely,

Nanci Z. Kauffman
Head of School

Kathy Layendecker
Chief Financial & Operating Officer

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