

January 30, 2015

Dear Castilleja Neighbors:

I am writing with an update on the progress we have made in the neighborhood over the course of the past year, and a forecast of what you might expect in the months ahead. Thank you for taking the time to read this important letter.

### **Update**

Last year, the City of Palo Alto requested that in January of 2015, Castilleja propose a process to work with the City to apply for a new Conditional Use Permit (CUP). In preparation for this important milestone, Castilleja has been hosting neighborhood meetings, both in small and large group settings, to discuss our impact on the neighborhood and our relationship with our neighbors. Geoff Ball, Ph.D., a Palo Alto-based facilitator and conflict resolution professional, has facilitated each meeting.

I am pleased to report that these small and large neighbor meetings have educated all participants and broadened our collective perspectives, allowing us to view each other as partners rather than adversaries. I am grateful to all of you who have participated in these meetings and provided your insights. The ideas and feedback you have shared with us during these meetings have enabled Castilleja to better understand your needs and to develop a proposed path forward in partnership with all of you.

Over the course of these many months, we have listened and learned that there is an emerging consensus in the neighborhood focused on specific changes to our campus, including:

- Installation of an underground parking garage;
- Relocation of the loading dock;
- Improved parking and circulation around campus;
- Additional parking and traffic impact reduction measures and evaluation metrics;
- Evaluation of existing and potential campus buildings; and
- Designing a master planning process that will provide ongoing opportunities for input and collaboration from Castilleja neighbors, the City of Palo Alto, and other Castilleja stakeholders.

## **Next Steps**

Based on this information, in conjunction with our new CUP application process, Castilleja's administration and Board of Trustees are invested in studying, and if feasible, implementing, as many of these suggestions as is practical. To that end, I am writing to inform you that we have engaged with architects to study a strategic master plan for our campus, and to conduct a feasibility analysis for the construction of an underground parking garage.

To set these plans in motion, we will be sending a letter to the City of Palo Alto this week, requesting their support for a timeline that envisions we apply for a CUP after all of the necessary studies and community engagement are completed. I want to assure you that we will be working with our architects to outline a process that formally seeks feedback and ideas from all our stakeholders, including our neighbors, and we look forward to your participation in this process. The anticipated timeline of this process is contingent on the amount of time required to conduct our data analysis and arrive at consensus. (A copy of our letter to the City of Palo Alto is included in this mailing.)

## **Enrollment**

Regarding the specific interest amongst neighbors in enrollment growth, at this juncture, we are not prepared to quantify a specific increase to our enrollment limit until we have conducted the necessary analysis related to our educational priorities, campus size and master planning, parking solutions (including the feasibility of an underground parking garage), and general impact reduction measures. We hope you can appreciate that the aforementioned elements will aid in arriving at an enrollment number that both the school and the neighborhood can support. Please trust that your feedback will be integral in arriving at the "right" enrollment number.

## **Looking Ahead**

I would like to recognize the leadership and commitment Tom Shannon, Alan Cooper, Carla Befera, and Bruce McLeod have demonstrated in the many hours they have spent meeting with Castilleja and reaching out to neighbors to facilitate consensus building and dialog. We are grateful for their partnership and respectful of their commitment to protecting and enhancing the quality of life in our shared neighborhood.

I hope you agree that with their help, we have come to a place that some may have thought impossible 18 months ago. Despite the school's past CUP violation, the willingness our neighbors have shown to allow us to take steps to regain their trust through consistent improvements and transparent communication is much appreciated and critical to our long-term success. As we look ahead to the future, I am confident that together we can address the impact that population growth has, and will continue to have, on our streets and on our local public and private schools. Together, we can serve as a model for the City of Palo Alto; through our partnership, we have moved beyond simply pitting the potential to educate more girls against

the parking, traffic, and noise in our neighborhood. Instead, we are working together to develop a 21<sup>st</sup> century solution for transportation and school operations that serves the needs of the school and its neighbors.

Please do not hesitate to contact me with questions or thoughts, and once again, thank you very much for your partnership.

Sincerely,

Nanci Z Kauffman  
Head of School

Cc: Castilleja School Board of Trustees