

# MEMORANDUM

**COUNTY OF SAN MATEO  
PLANNING AND BUILDING DEPARTMENT**

**DATE:** June 11, 2024  
**TO:** Planning Commission  
**FROM:** Steve Monowitz, Director of Planning and Building  
**SUBJECT:** PLN2000-00352 – Woodland School – Addendum

On June 10, 2024, staff received a letter from the Woodland’s representative providing an update on the progress of the negotiations between Woodland School (Woodland) and the Ladera Community Association (LCA). The parties have reached an agreement that was approved by 72% of the Ladera households who voted in support of the Memorandum of Understanding (MOU). As a result of the MOU, the following changes are being requested by Woodland, which are supported by the LCA and the Las Lomas Elementary School District.

- Administrative Review - Add the following to Condition No. 3:  
 “The first of the two required administrative reviews shall be conducted within 24-months of the use permit renewal.”

Rationale: Allow for early Administrative Review of Woodland’s compliance with the Use Permit conditions of approval.

- Parking - Replace part of Condition No. 5a with the following:

“Parking shall only occur off-street (in the school’s parking lot) on the school side of La Cuesta Drive, and on the field (as noted below), except parking for Major and Minor Events shall be permitted as outlined in the table below, with unlimited parking on the field. Parking on the field also shall be allowed for morning activities three times per week for up to 120 minutes and shall be limited to 15 vehicles. Of these events, eight (8) are minor events and eight (8) are major events.”

<b>Parking Permitted</b>			
<b>Event Type</b>	<b>Minor Events</b>	<b>Major Events</b>	
<i>Permitted Parking Locations</i>	School side of La Cuesta Drive	Both sides of La Cuesta Drive	
	School side of La Mesa Drive between La Cuesta and Andeta	School side of La Mesa Drive between La Cuesta and Andeta	
	School side of La Mesa from La Mesa/La Cuesta through Gabarda Way	Both sides of La Mesa from La Mesa/La Cuesta through Gabarda Way	
	Field	Field	
<b>Total Events</b>	<b>8</b>	<b>8</b>	<b>16</b>

***\*Remove paragraph about lighter-parking events.***

***\*Revise references to “12 events” to reflect “16 events.”***

Rationale: Woodland has agreed to forego the construction of the approved 2013 and 2017 parking lot plans, contingent upon the County’s approval of additional parking on the street and parking on the field. The field parking will be temporary in nature as non-permanent, overflow parking, which will avoid the construction of non-pervious surface parking that could cause undesirable run-off and heat island effects.

3. Fence - Replace Exhibit D, Fence Exhibit, with the attached revised plan that shows slightly different boundaries, as well as different materials.

Rationale: The LCA requested a different material for the fencing and a more porous periphery along the Ladera Recreation District boundary.

#### Attachments

- A. Addendum to the Conditions of Approval
- B. Updated Site Plan
- C. Updated Fence Exhibit



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# ATTACHMENT A

**ADDENDUM**  
**TO THE CONDITIONS OF APPROVAL**

The recommended amendments are shown below, with all deletions shown by ~~strikethrough~~ format and all additions by underlined format.

Condition of Approval No. 3

The two required administrative reviews by Planning staff shall include a referral to the Ladera Community Association requesting their comments about the operation of the school. The purpose of this referral is to ensure that the traffic and parking issues are being adequately managed by the school to minimize impacts on the surrounding neighborhood. The first of the two required administrative reviews shall be conducted within 24-months of the use permit renewal.

Condition of Approval No. 5.a

~~Parking shall only occur off-street (in the school's parking lot) and on the school side of La Cuesta Drive, except for 20 events. Of these events, four (4) are minor events (in which parking is allowed on the school side of neighboring side streets), and eight (8) are major events (in which parking is allowed on the school side of neighboring side streets and on the other side of La Cuesta Drive).~~

Parking shall only occur off-street (in the school's parking lot) on the school side of La Cuesta Drive, and on the field (as noted below), except parking for Major and Minor Events shall be permitted as outlined in the table below, with unlimited parking on the field. Parking on the field also shall be allowed for morning activities three times per week for up to 120 minutes and shall be limited to 15 vehicles. Of these events, eight (8) are minor events and eight (8) are major events.

<b>Parking Permitted</b>				
<b>Event Type</b>	<b>Lighter-Parking Events</b>	<b>Minor Events</b>	<b>Major Events</b>	
<i>Permitted Parking Locations</i>	School lot and school side of La Cuesta Drive	School side of side streets* (Plus school lot and school side of La Cuesta Drive)	Other side of La Cuesta Drive (Plus school lot, school side of La Cuesta Drive and school side of side streets)	
<i>Total Events</i>	8	4	8	20
<p><small>* Potentially affected side streets include, but are not limited to, La Cuesta Drive and East and West Floresta Way. Parking is only allowed on one side due to the narrow width of streets.</small></p>				

<b><u>Parking Permitted</u></b>			
<b><u>Event Type</u></b>	<b><u>Minor Events</u></b>	<b><u>Major Events</u></b>	
<i><u>Permitted Parking Locations</u></i>	<u>School side of La Cuesta Drive</u>  <u>School side of La Mesa Drive between La Cuesta and Andeta</u>  <u>School side of La Mesa from La Mesa/La Cuesta through Gabarda Way</u>  <u>Field</u>	<u>Both sides of La Cuesta Drive</u>  <u>School side of La Mesa Drive between La Cuesta and Andeta</u>  <u>Both sides of La Mesa from La Mesa/La Cuesta through Gabarda Way</u>  <u>Field</u>	
<i><u>Total Events</u></i>	<u>8</u>	<u>8</u>	<u>16</u>

~~There will be up to eight (8) additional events (lighter parking events) during the school year such as the Sports Awards Dinner and science fair in which there will be increased traffic; however, parking for these events will be restricted to locations off street (in the school's parking lot) and on the school side of La Cuesta Drive. The school will work with community members to continue to monitor parking for these lighter parking events and develop ways to assure adherence with this provision if parking is out of compliance.~~

Notification Requirements:

- Event Notification: Notification of all events will be by way of direct notification of neighbors within 300 feet of the school. The school will send a notice via mail drop to neighbors immediately affected by the ~~42~~ 16 events in which parking will occur on neighboring side streets and/or both sides of La Cuesta, at least one week prior to the event. The school will also post a message on the Ladera List-Serve reminding neighbors of the ~~42~~ 16 events, at least one to two days prior to the event.

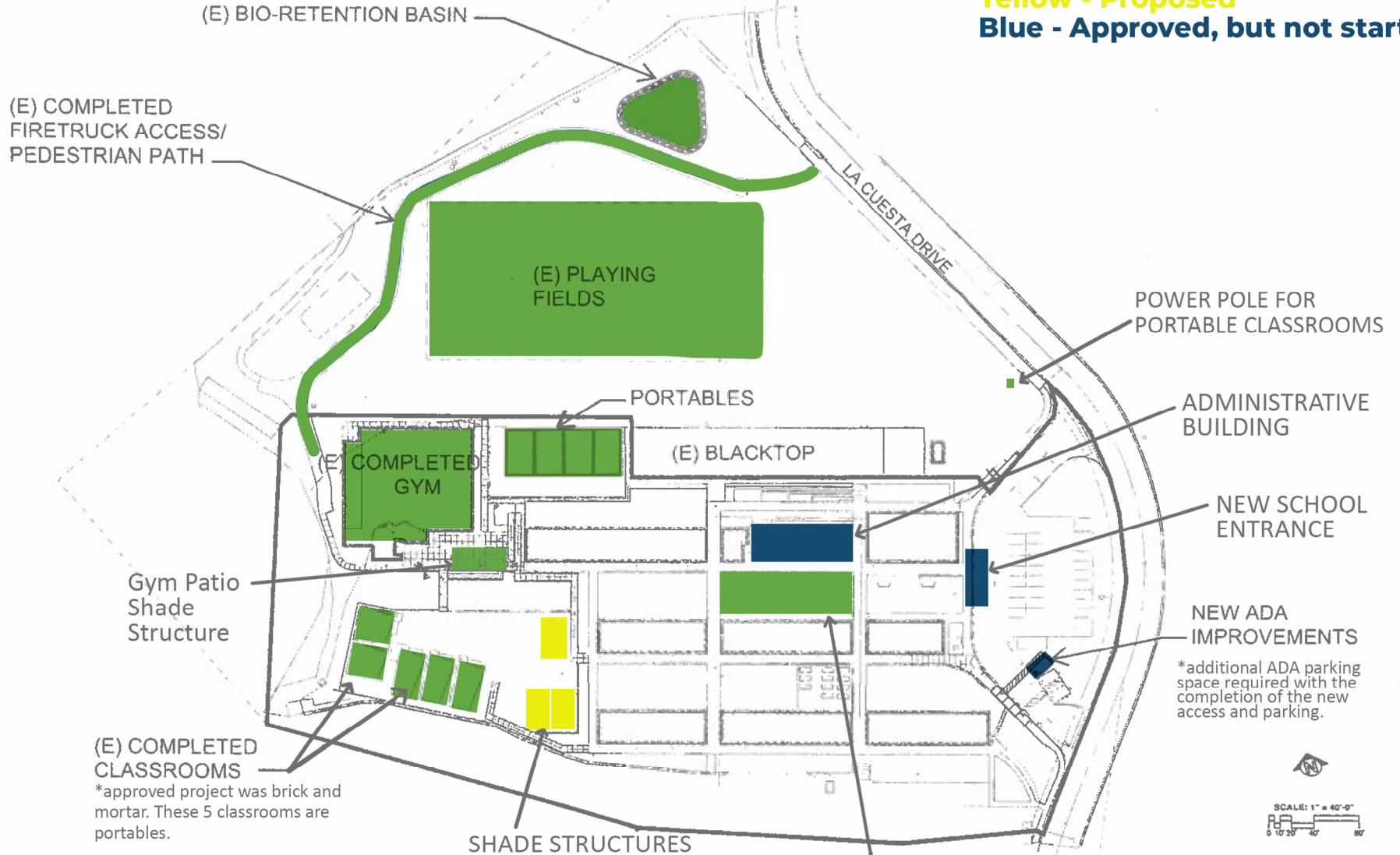
The school shall make attempts to reduce the impacts to the neighborhood to the greatest extent practicable and at a minimum use four (4) traffic monitors to help with parking and traffic flow through the neighborhood on those ~~42~~ 16 events. The school will reduce attendance at morning assemblies such that all parking can be in compliance with Use Permit restrictions. The school shall encourage the use of the drop-off and pick-up line, except for parents of preschool children who must be walked to class.



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# ATTACHMENT B

**KEY**  
**Green - Complete**  
**Yellow - Proposed**  
**Blue - Approved, but not started**





COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

# ATTACHMENT C



**LEGEND**

NEW FENCE

EXISTING FENCE



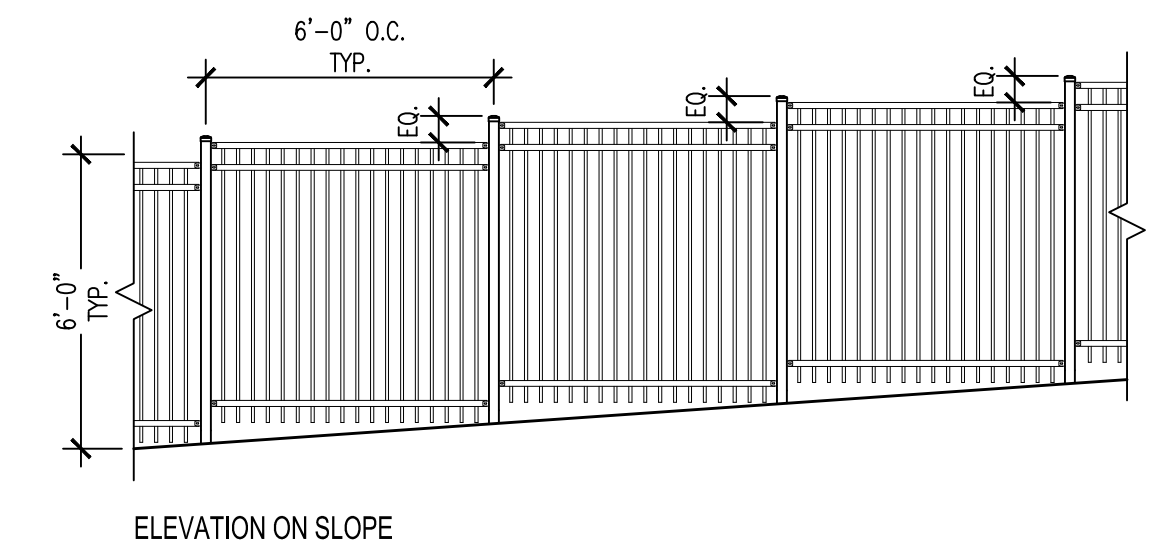
hogwire panel fence  
5' or 6' tall, 2x4 frame with 2x6 top, 4x4 pressure treated post and 1x1 picture frame around wire panel



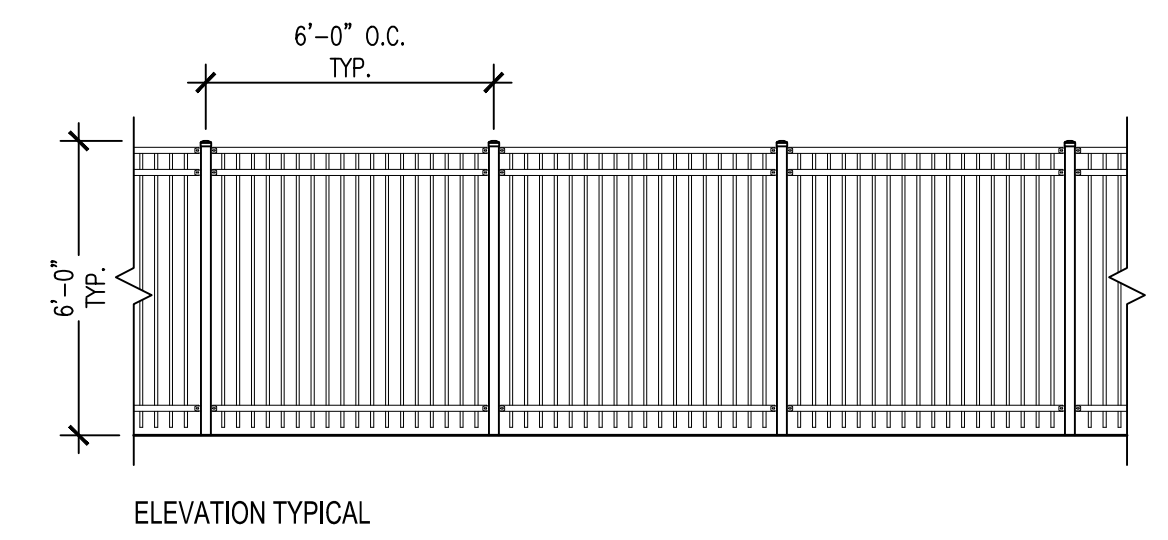
metal fence



chain link fence



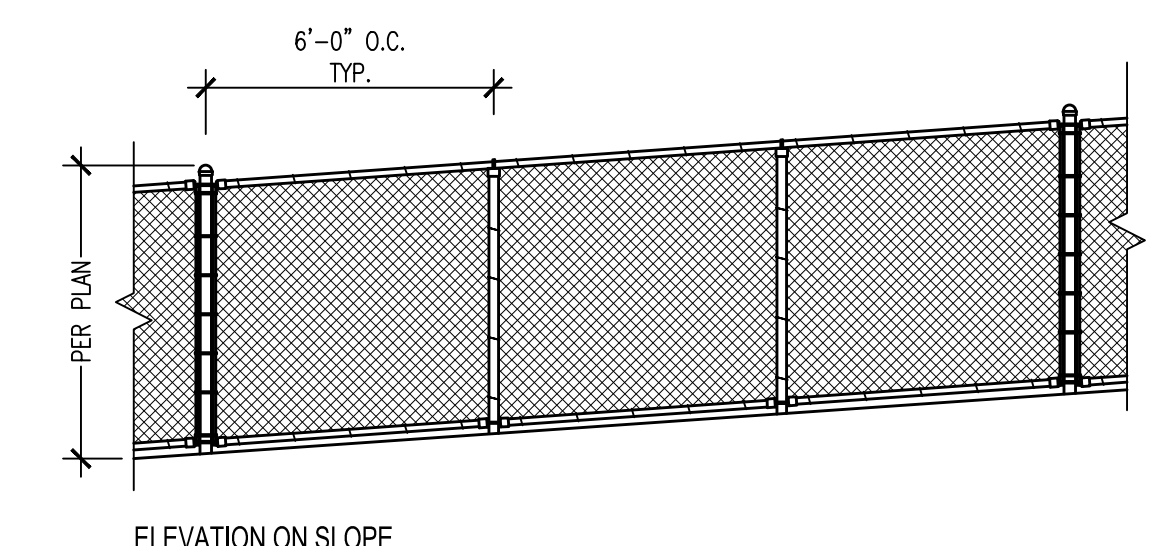
ELEVATION ON SLOPE



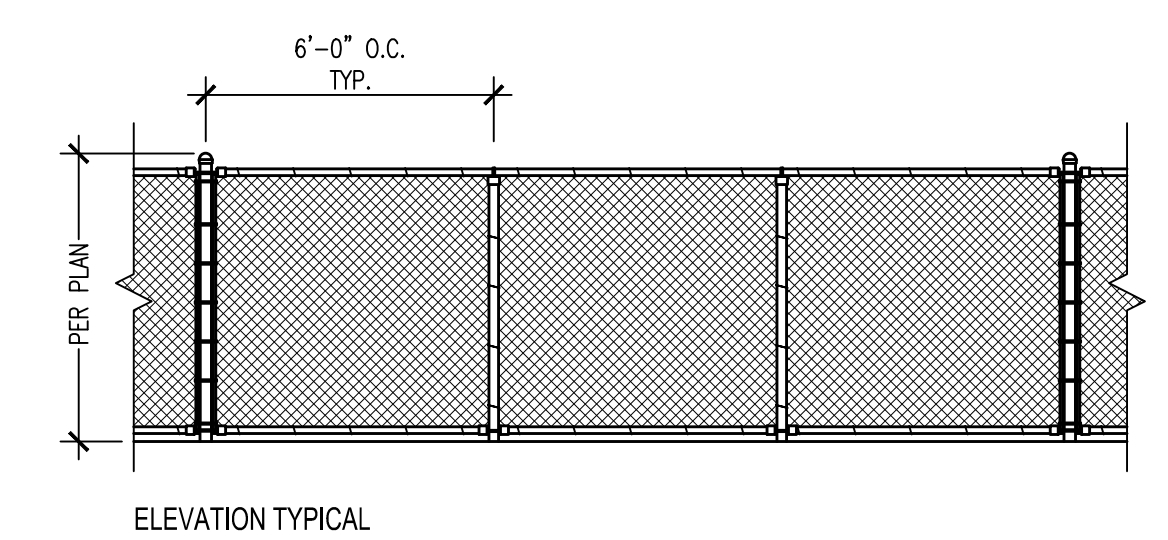
ELEVATION TYPICAL

METAL FENCE - ELEVATION  
1/4"=1'-0"

FILE NAME:FN-FENCE TYP1 DRAWN BY: Y.SHEN



ELEVATION ON SLOPE



ELEVATION TYPICAL

CHAINLINK FENCE ELEVATION  
1/4"=1'-0"

FILE NAME:FN-FENCE TYP2 DRAWN BY: Y.SHEN

