



**STAFF REPORT**

**City Council**

**Meeting Date:**

**8/30/2016**

**Staff Report Number:**

**16-157-CC**

**Regular Business:**

**Update and potential discussion on Oak Court  
Vehicular Gate Access Restriction Agreement**

**Recommendation**

Staff recommends that the City Council consider the update and if necessary discuss the Oak Court Vehicular Access Restriction Agreement for the Laurel School Upper campus.

**Policy Issues**

The agreement will be in accordance with City Council discussion and direction at the January 28, 2014 City Council meeting.

**Background**

In 2013-14, the Menlo Park City School District (the District) initiated the development of a new school to accommodate student enrollment growth. Currently, Laurel School located at 95 Edge Road serves students in grades K-4, and older students attend either Encinal or Oak Knoll Schools. However, starting in the 2016-17 school year, the District will convert the existing Laurel School to a Lower Campus to serve students in grades K-2 and create a new Upper School campus at the existing O'Connor site located at 275 Elliott Drive to serve students in grades 3-5. The Upper School is currently under construction.

On January 28, 2014, the District presented to the City Council a series of school related topics, one of which was the Oak Court vehicular gate (the Gate) and potential changes to its existing access restrictions of emergency vehicles only. The District indicated a potential new Project Description that could include new proposed access restrictions on the Gate. In response, the City Attorney indicated that any restrictions, after going through the proper environment clearance process, could be imposed as a condition of approval on an encroachment permit to reiterate restrictions on the gate's use as defined in the environmental document.

On September 9, 2014, in accordance to the California Environment Quality Act and its Guidelines, the District adopted the Initial Study/Negative Declaration (IS/ND) that included a Project Description that described the proposed operation and access of the Gate. The following are excerpts from the "Operation" and "Circulation and Parking" subheadings of the IS/ND Project Description:

***Operation***

Intended to be a neighborhood school, the majority of students are easily within walking and bicycling distance. The District does not plan to provide bus service to the new school. However, a shuttle bus service may potentially be established to reduce car trips for parents who have children at both the K-2 Laurel School and the grades 3-5 O'Connor School.

As part of its operations, the District would also be required to provide bus service for students from the

Ravenswood School District attendance area who attend MPCS District schools under a court-ordered desegregation program (Tinsley). Under this program, either the Sequoia Union High School District or the District would provide bus service, resulting in one bus in the morning and one in the afternoon at the new school.

In addition, regular “yellow” buses would also be used for occasional field trips, which would average four to six trips per month. On rare occasion, charter buses may also be used for field trips.

### ***Circulation and Parking***

Elliot Drive would provide the main ingress and egress for vehicles coming to and from the school. The existing entry and parking lot would be reconfigured to enhance internal circulation and parking.

The limited bus traffic to the school would enter from Oak Court through an automated sliding gate and use the outbound portion of the main parking lot loop road to exit the site at Elliot Drive. Emergency and service vehicles could also use the main entrance from Elliot Drive or Oak Court. The emergency gate off Falk Court would also be available for a third emergency access point.

At a District-led community meeting held on August 17, 2016, the District proposed the following bus services for the Upper School in accordance with the Project Description identified in the adopted IS/ND:

- A Tinsley bus to provide service for students from the Ravenswood School District attendance area
- A regular bus to provide service for parents who have children at both the Lower School (grades K-2) and the Upper School (grades 3-5)
- Regular bus services for occasional school field trips, an average of four to six trips per month

### **Analysis**

The City and the District have exchanged versions of the agreement, but it has not yet been fully executed (i.e., signed by both parties). There are aspects of the draft agreement that need additional clarification and refinement in order for it to be signed by both parties, and staff will continue to work on reaching a mutually agreeable solution prior to the August 30<sup>th</sup> Council meeting. The agreement will be associated with the Encroachment Permit for the Oak Court Driveway.

Upon full execution of the agreement, the District will reiterate its commitment to the planned use of the driveway for pedestrians, bicyclist, school buses, emergency and service vehicles only. No students/parents, school employees (except for service vehicles), shall be allowed vehicular access to the Gate. The City will reserve the right to rescind the encroachment permit allowing access to Oak Court if the District is in violation of the Project Description and fails to take appropriate steps to comply with the agreement.

### **Impact on City Resources**

The agreement can be executed with existing City resources.

### **Environmental Review**

No environmental review required.

**Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

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