

TOWN OF ATHERTON  
 PLANNING COMMISSION APPLICATION



	TYPE OF APPLICATION	FEE*
<input type="checkbox"/>	Appeal	\$872.32
<input type="checkbox"/>	Special Structures Permit	\$3,025.12
<input type="checkbox"/>	Heritage Tree Removal Permit	\$2,325.82
<input type="checkbox"/>	Tree Protection Zone Exception	\$2,325.82
<input type="checkbox"/>	Variance	\$3,025.12
<input type="checkbox"/>	Conditional Use Permit	\$3,025.12
<input type="checkbox"/>	General Plan Amendment	\$5,817.15
<input type="checkbox"/>	Initial Review/Negative Declaration	\$2,325.82
<input type="checkbox"/>	Lot Line Redesignation	\$3,025.12
<input checked="" type="checkbox"/>	School Master Plan	\$872.32
<input type="checkbox"/>	Tentative Parcel Map	\$3,025.12
<input type="checkbox"/>	Final Parcel Map	\$3,025.12
<input type="checkbox"/>	Zoning Ordinance Amendment	\$5,817.15
<input type="checkbox"/>	Environmental Impact Report	Actual cost

\*All Fees Include 3.6% Technology Surcharge

SITE ADDRESS: 50 VALPARAISO AVENUE APN: 070-340-080

Provide a brief description of the proposed project: 2023 MASTER PLAN UPDATE

**PROPERTY OWNER:**

Name: MENLO SCHOOL  
 Mailing Address: 50 VALPARAISO AVENUE, ATHERTON, CA 94027  
 Phone: 650.330.2001 x2544  
 Email: larmj@menloschool.org  
 Signature: [Signature]

**APPLICANT:**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_

.....  
 FOR COMPLETION BY TOWN OF ATHERTON:

Amount Paid: \_\_\_\_\_ Received by: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Project #: \_\_\_\_\_



May 26, 2023

Letter of Submittal  
Town of Atherton

Members of the Planning Commission:

We are pleased to submit Menlo School's 2023 Master Plan Update. As always, we appreciate the opportunity to share our vision of the future and reaffirm our commitment to being good neighbors and express our hope that the School remains a positive reflection on the Town and the community. Our Master Plan Update, our annual neighbor meeting, and the neighbor page on our website are all intended to promote open communications and create a sense of partnership.

As you know, the School completed our new performing arts center in 2020. We greatly appreciate the support we received through the 20 plus years of reimagining and reconstructing our main campus. In terms of major construction, there is but one significant project remaining which is the renovation of the Cartan Athletic Complex that we share with Menlo College. Given the complexity and significant scale of that project, we cannot yet predict when we might move forward toward completion, but we remain ever hopeful.

In accordance with our previous commitment to the Town, we're happy to report that enrollment for the upcoming school year is in compliance with our Conditional Use Permit. You might recall that due to the pandemic, our enrollment was temporarily above the prescribed 795 students. We are also happy to report that we remain compliant with our peak traffic and parking commitments.

In addition to the discussion of our Master Plan, the Town Planner asked that we present the details of our upcoming Childcare Renovation Project, and as requested, we've attached our plans, drawings and exhibits as an attachment to the Master Plan and have provided a summary of the project in the Phasing section of our Master Plan Update.

Sincerely,

A handwritten signature in blue ink, appearing to read "Loren Arms", is written over the word "Sincerely,".

Loren Arms  
Director of Operations and Construction  
Menlo School



# Menlo School

MASTER PLAN 2023

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Atherton is renowned for its quality of life and its calm, pastoral environment. Menlo School, in the heart of Atherton since 1914, mirrors the qualities that make Atherton such a special place. The ambiance of Menlo School reflects the environment of Atherton.

The School draws upon Silicon Valley resources to help students deal with diverse demands of today's world and make a positive difference in the world of tomorrow. To provide a complete educational experience, Menlo School offers students a combination of academic, athletic and cultural programs.

The keystone of our evolving Master Plan is the collaborative effort of educators, trustees, neighbors and town representatives. Menlo School has long been a major asset for the Town of Atherton and largely because of these collaborative efforts we look forward to an even brighter future in the coming years.

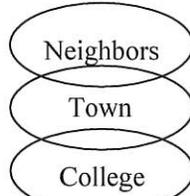
# PROGRAM PLANNING

- Students and Curriculum
- Faculty
- Athletics
- Administration
- Student Wellness
- Diversity
- Community Relations
- Creative Arts
- Technology

## MASTER PLAN

### LONG RANGE FACILITY PLAN

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- Process



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### IMPLEMENT FACILITY PLAN

- Town Acceptance
- Permit Process
- Construction

### IMPLEMENT FINANCIAL PLAN

- Capital Campaign

## IMPROVED PROGRAM AND FACILITIES

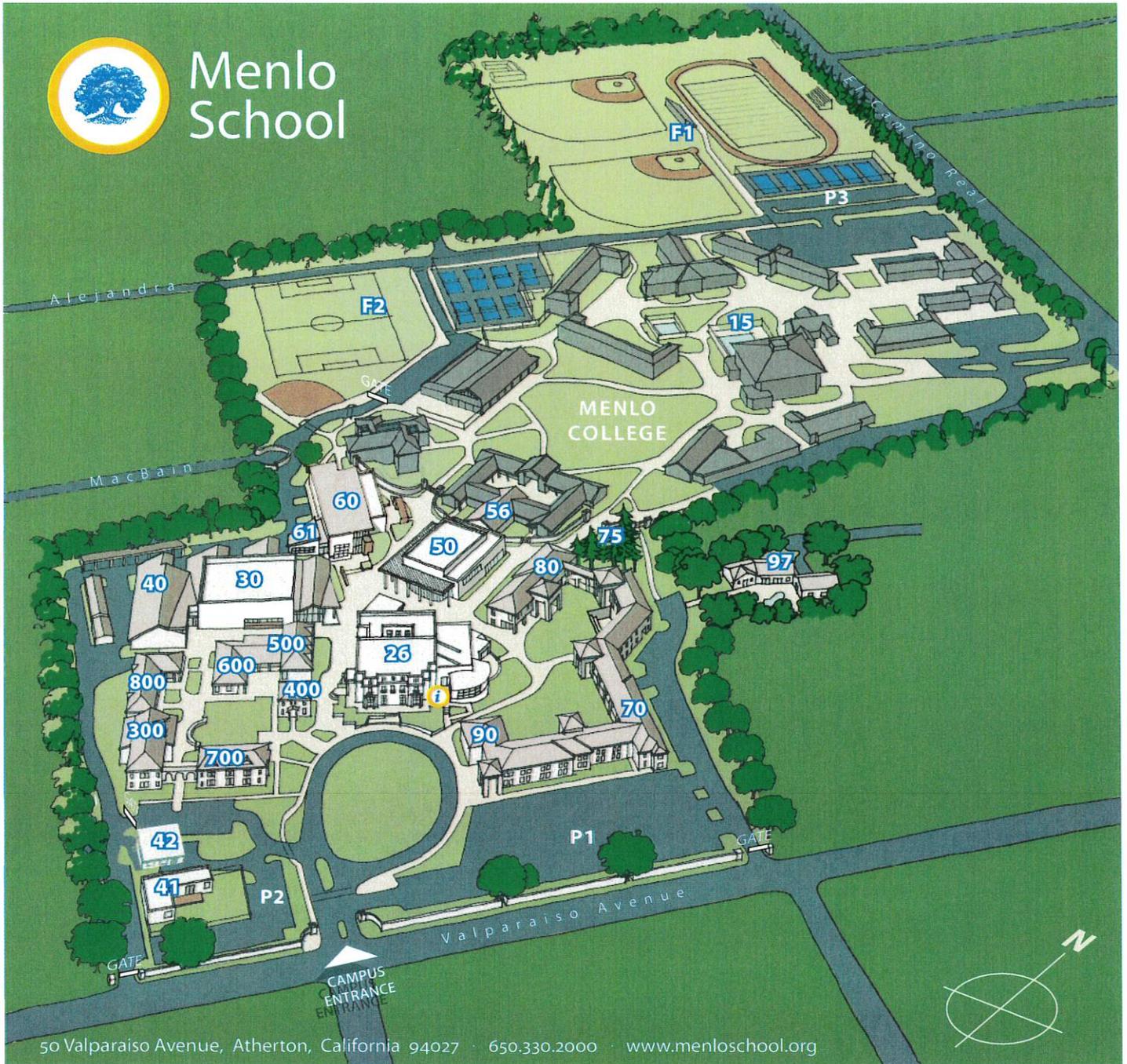
In September 1999, the Menlo School Board of Trustees began an ambitious and intensive planning effort to craft a vision for Menlo School in the new millennium. The Trustees all agreed that the ultimate vision was to create a world-class school that would be viewed both locally and nationally as “best-in-class” for independent schools. Since that original statement, a great deal of work has been done and a great deal of progress has been made to meet the vision set forth by the Trustees.

1. An entirely new Middle School Campus was completed in 2000. Even today, the buildings reflect the “best-in-class” standard our Trustees envisioned in 1999.
2. Complete as of 2004, the Upper School was replaced with buildings and amenities that reflect the standards of a world-class school. The library and student center were relocated into renovated spaces in Stent Hall that serve both of these programs well.
3. After collaboration with our neighbors, the Town of Atherton, and school personnel, the Town issued a Conditional Use Permit in 2008 approving the construction of a new Athletic Center (completed 2011), a new Creative Arts and Design Center (completed 2013), and a state-of-the-art Performing Arts Center (completed 2020). The Performing Arts Center allows the School to discontinue its use of the College’s Florence Moore Auditorium.
4. In 2017, the school completed our “Central Campus Project” which added 12,100 square feet to Stent Hall and a 5,400 square foot technology addition to our CADC building. Within Stent, we added a new dining facility, a full-service kitchen and expanded the Student Life facilities on the first floor. On the second floor, a modest expansion of the library provides space for our Academic Support Services. And on the third floor, new space was built for the consolidation of the Business Development and Communication offices. This project allowed us to discontinue the shared use of the College’s dining facilities.
5. The School also continues its thoughtful deliberation of how best to serve the housing needs of our faculty. As such, in 2015 Menlo School purchased a six-unit apartment building for teachers at nearby Kent Place in Menlo Park, and most recently the School purchased a four-unit apartment building on Roble Avenue, Menlo Park in late 2019. We also plan to investigate options for faculty housing onsite, but we presently do not have a firm timeframe for whether or when construction of such would occur.
6. As a matter of practice the School periodically evaluates the adequacy of our athletic facilities, and seeks to continuously improve their condition and functionality. In 2017, we made significant upgrades to our baseball field including installing a new backstop, and improvements to the infield, fencing and dugouts. In 2018, we resurfaced our track, and made improvements to our Gates pool facilities. In 2019, we expanded our Wunderlich Tennis facility to seven courts.
7. Since the separation of the School and College, discussions continue as to the best design of our shared athletic facilities for the enhancement of our individual athletic and recreational programs. To date, these discussions have yet to settle on a firm plan on how to renovate the facilities on the Cartan Athletic Complex. Central to those plans is the desire to minimize the impact our fields have on adjacent neighbors and the surrounding neighborhoods. The School and the College are currently working to mitigate the impact on neighbors and, at the same time, provide the athletic facilities needed for contemporary School and College life.

The Menlo School campus houses a variety of buildings: Stent Hall (the most prominent and architecturally significant building on campus); five one- and two-story buildings providing facilities for the Middle School; a combination of one- and two-story buildings for the Upper School; an Athletic Center; Childcare Centers for School staff; the Creative Arts and Design Center; the Performing Arts Center; and maintenance facilities. The School shares the Wunderlich and Cartan athletic fields and tennis courts with the College. The map on the following page illustrates the location of these facilities. The table on page 6 lists the School's buildings and the associated square footage of each.



Menlo School



50 Valparaiso Avenue, Atherton, California 94027 · 650.330.2000 · www.menloschool.org

**15 Gates Pool**

**26 Stent Family Hall**

**FIRST FLOOR**  
 Dining Hall  
 Upper School Director  
 Upper School Assistant Director  
 Equity, Diversity and Inclusion  
 Student Life Programs  
 Community and Civic Engagement  
 Learning Center

**SECOND FLOOR**  
 Reception  
 Head of School  
 Admissions  
 Spieker Ballroom  
 Library  
 Library Multimedia Room (MMR)

**THIRD FLOOR**  
 Human Resources  
 Development  
 Business Office  
 Communications

**30 Johnson Family Athletic Center**

Main Gym West Gym Athletic Offices  
 Athletics Conference Room Yoga Studio  
 Middle School Dance Sports Performance  
 Sports Medicine

**40 Operations**

Facilities & Transportation  
 Shipping & Receiving  
 Director of Security

**41 & 42 Childcare Center**

**50 Spieker Center for the Arts**

Music@Menlo

**60 Creative Arts & Design Center**

Art Photography Drama Music  
 Journalism Digital Design Center  
 Dance

**61 Tech Center & Campus Store**

**SIEBEL FAMILY UPPER SCHOOL CAMPUS**

**70 Upper School Academics - A Wing**

Montgomery Humanities Center  
 English History Science  
 World Languages Center for Innovation  
 Arthur Allen Whitaker Lab

**75 Frances C. Arrillaga Memorial Grove**

**80 Upper School Academics - B Wing**

Mathematics  
 Leone-Perkins College Counseling  
 Counseling and Wellness

**90 Martin Family Hall**

**97 Head of School Residence**

**P1 Main Parking Lot**

**P2 Annex Parking Lot**

**P3 Event Parking Lot**

**ARRILLAGA FAMILY MIDDLE SCHOOL CAMPUS**

**300 Middle School Garage**

Middle School Assembly  
 & Performance Space  
 Art Digital Art Music

**400 Middle School Office**

**FIRST FLOOR**  
 Middle School Director  
 Middle School Assistant Director  
**SECOND FLOOR**  
 Drama

**500 Middle School Academics**

World Languages Technology  
 Computer Science Health Office  
 Middle School Academic Support

**600 Grade 6 Classrooms**

**700 Grade 7 Classrooms**

Middle School Counselor

**800 Grade 8 Classrooms**

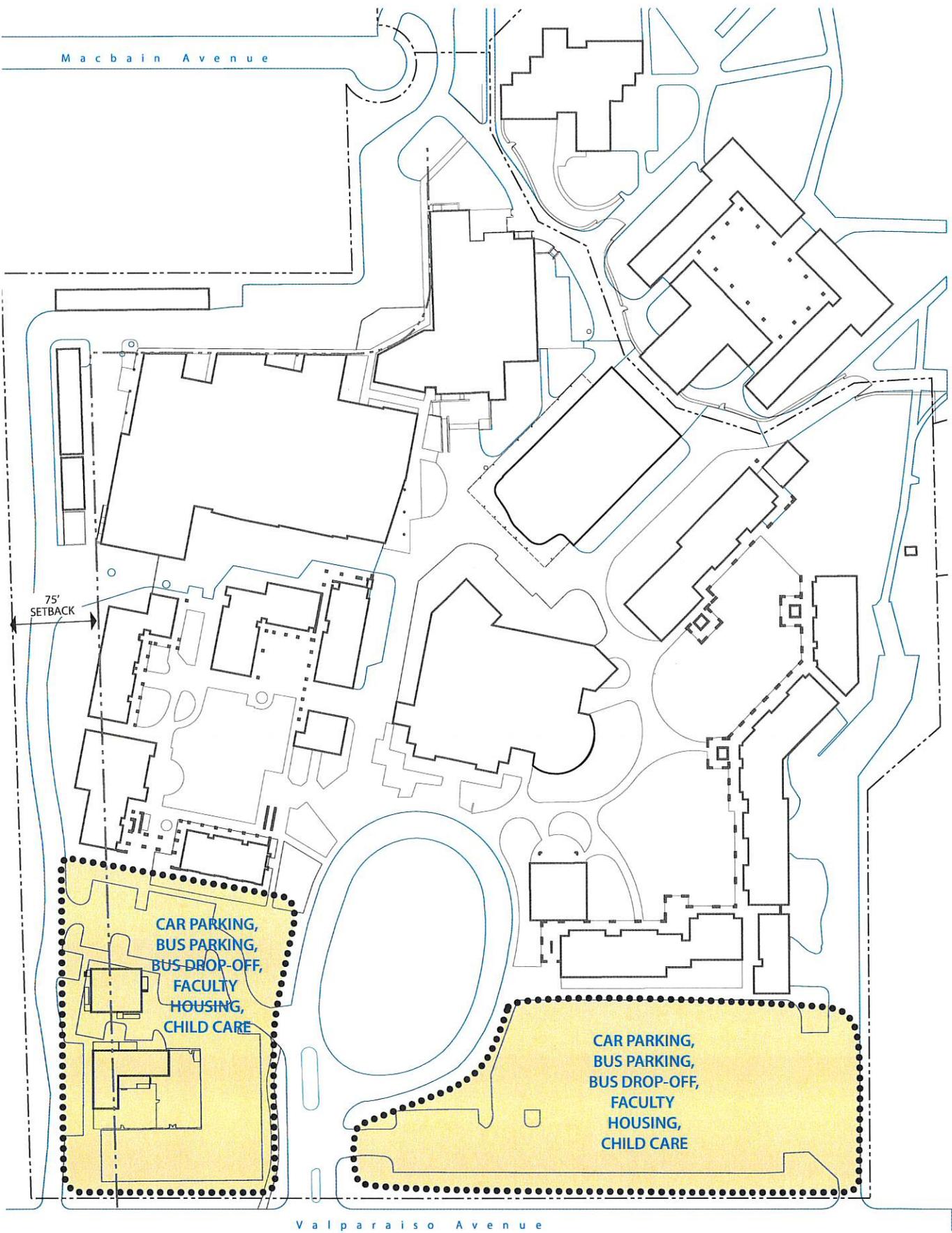
**F1 Cartan Fields**

**F2 Wunderlich Fields**

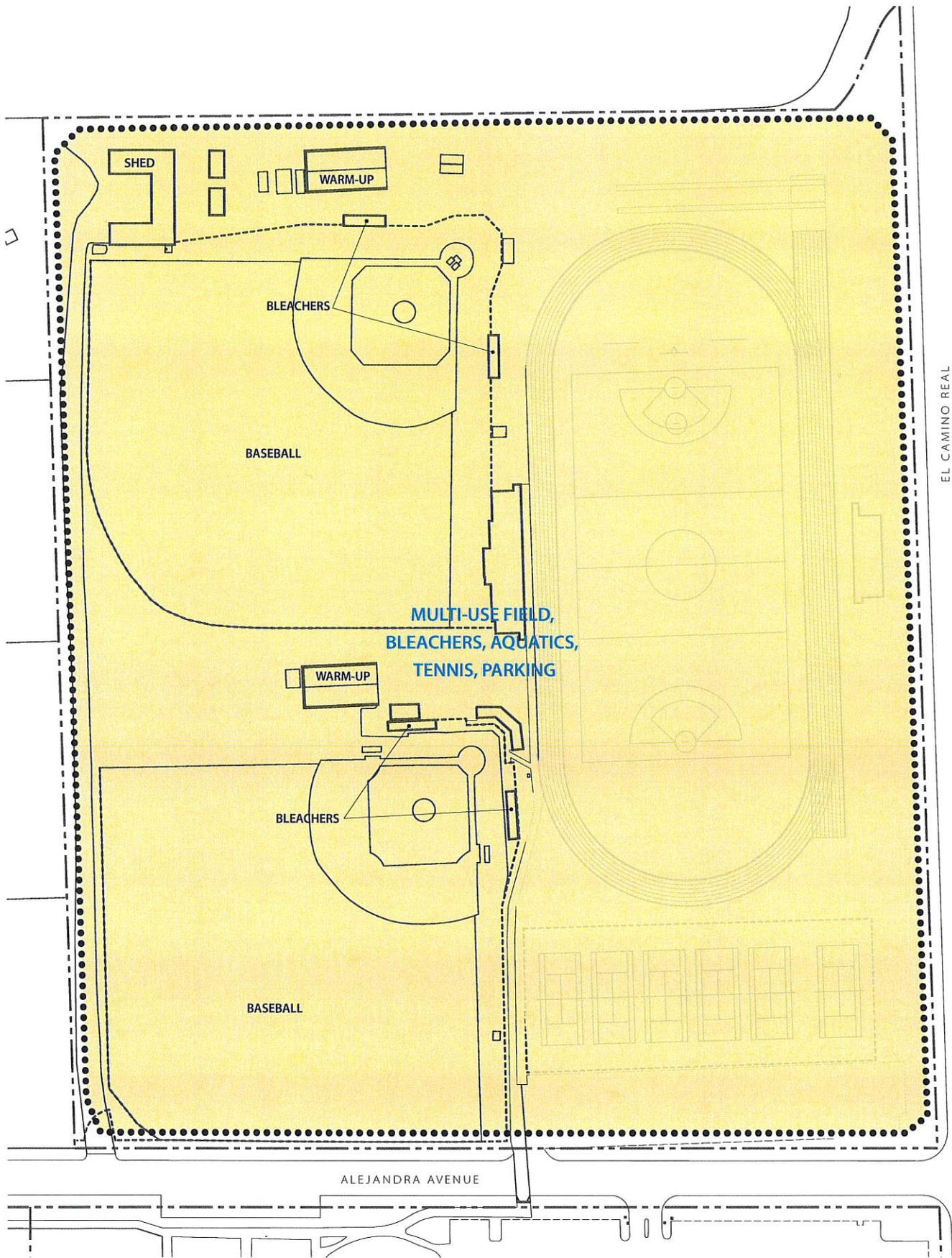
	Gross Sq.Ft.
Menlo School Buildings	
Stent Hall	59,690
Upper School Academic	85,029
Maintenance Carports / shops	6,000
Middle School 400/500/600	18,443
Middle School 300/700/Commons	20,789
Middle School 800	6,042
Childcare Centers	4,310
Athletic Center	54,000
Creative Arts and Design Center	28,774
Spieker Center for the Arts	28,247
	<hr/>
<i>Total</i>	311,324

Working with the Neighbor Working Group, Menlo School developed this set of “Design Parameters” to guide future development of School facilities.

1. Sight lines: Design the new buildings and landscaping to eliminate views from the School into the neighboring residential properties.
2. Views from neighboring properties: Improve the aesthetics of these views by removing buildings that are out of character and designing new buildings with materials that are in character with the School’s recent buildings.
3. Noise from mechanical equipment: Design the new buildings to control noise from mechanical equipment, to prevent this noise from being heard in the neighboring residential properties.
4. Noise from activities: Design the new buildings to direct noise associated with School activities away from the neighboring properties. Use the buildings as a barrier to this noise, as was done on the east side of the campus with the Upper School buildings. In the gaps between buildings, use structures and fences to create a sound lock. Locate building entrances toward the center of campus, and control the use of emergency exits.
5. Noise from the performing arts auditorium: Design the new performing arts auditorium to locate backstage loading activities toward the interior of the campus, away from the neighboring properties.
6. Noise from the Athletic Center: The new Athletic Center has been designed to contain the noise associated with sports. Mechanical ventilation has been designed so that the windows can be closed to contain this noise, or in a location where the noise can be controlled. Entrances and exits have been designed to control noise associated with entering and exiting the building. Where emergency exits are required, alarms and notices will be utilized to prevent these exits from being used except in emergencies.
7. Light: Design the new buildings so that artificial light escaping from windows in the evening does not intrude on the neighboring residential properties, consistent with the approach used effectively on the Upper School buildings.
8. Pedestrian traffic: Design the new buildings and sidewalks so that the main circulation is in the center of the campus, removed from the perimeter near the neighboring residential properties.
9. Vehicular traffic: Improve the perimeter service road with vegetation and fencing to screen the neighboring residential properties from this activity, as has been done on the east side at the Upper School buildings. Locate the bus parking in the parking lots along Valparaiso Avenue, or in another location to be determined.
10. Access from the west: Monitor and enforce a policy to prevent drop-off and pick-up activities at the MacBain gate.

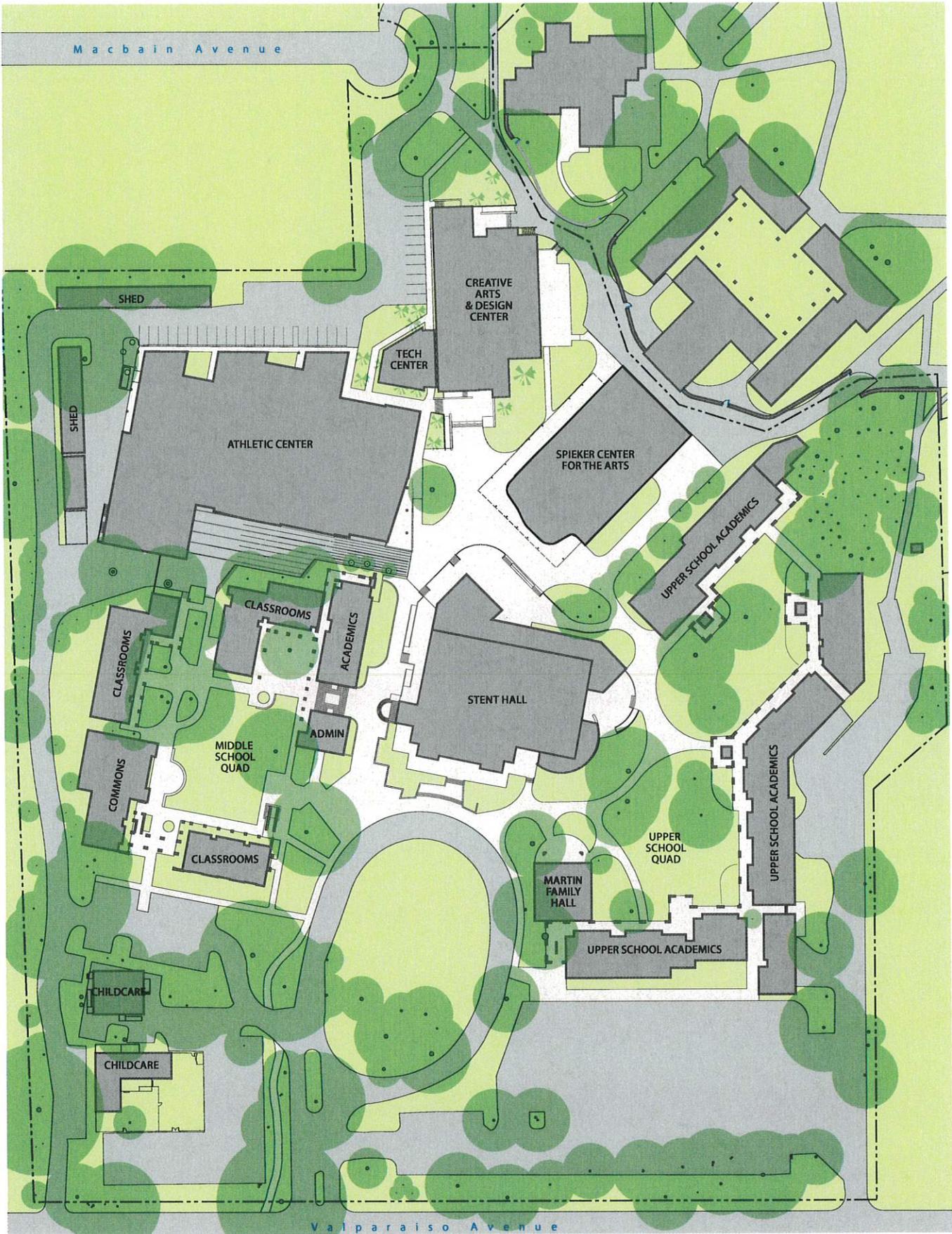


The plan above illustrates the approved and potential Land Uses for Menlo School as well as the location and footprint of the new buildings and site work.



The plan above illustrates the potential Land Uses for the Cartan Athletic Fields. Because of shared ownership with Menlo College, the Cartan Athletic Fields are subject to a separate planning process.

## Athletic Fields Land Use

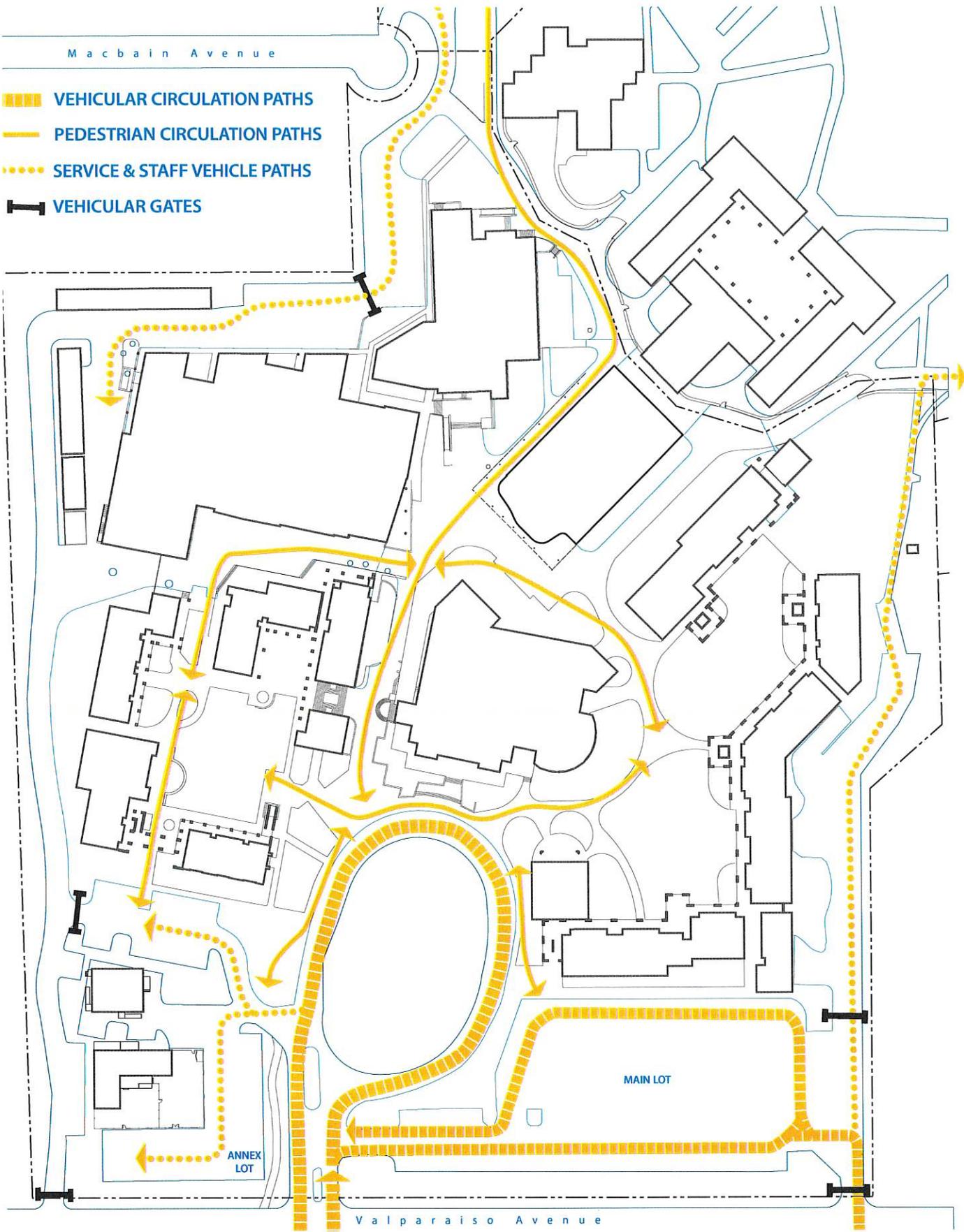


Menlo School has made great strides as it moves forward into the future. With the Middle School, Upper School classrooms, Stent Hall Student Center, Library, Athletic Center, Creative Art and Design Center and the Head's offices now completed, the Master Plan is well on its way to being fully implemented.

In 2017 the School completed the renovation of Stent Hall and the Central Campus Project. This includes new dining facilities and a full-service kitchen in combination with expanded Student Life facilities, located on the ground floor of Stent Hall. On the second floor, a modest expansion of the library provides space for our Academic Support services. On the third floor of Stent Hall, new space was built for the consolidation of the Business, Development, and Communications offices. A small addition to the Creative Arts and Design Center provided space for a new Technology Center.

The Spieker Center for the Arts was completed in 2020. This completes the School's main building program.

As a result of the separation of the School and College, the School and the College have been planning the most optimal use of the land on Cartan field for their existing athletic programs. Programs we seek to accommodate include football, baseball, track, lacrosse, soccer, aquatics and tennis.

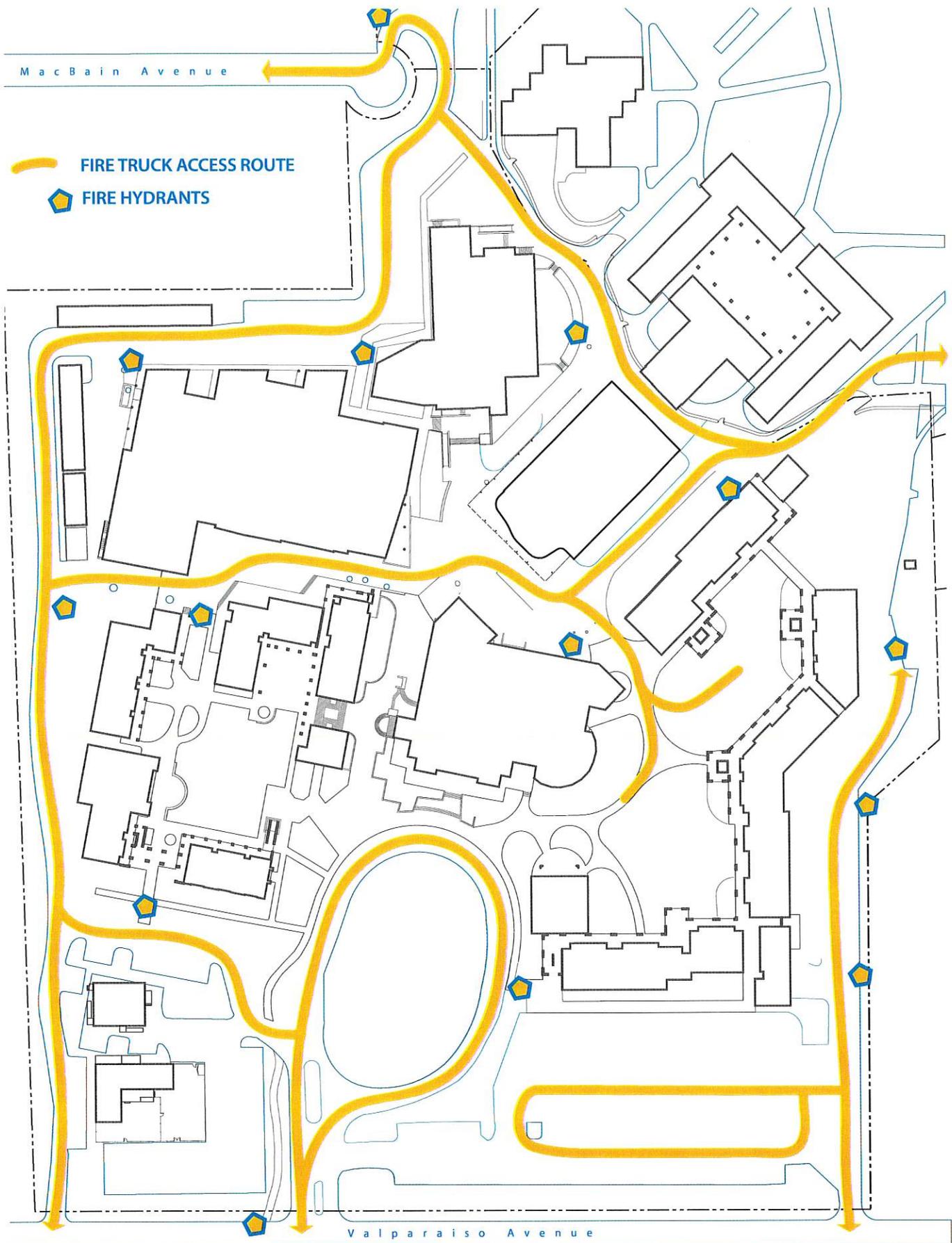


## Circulation & Parking

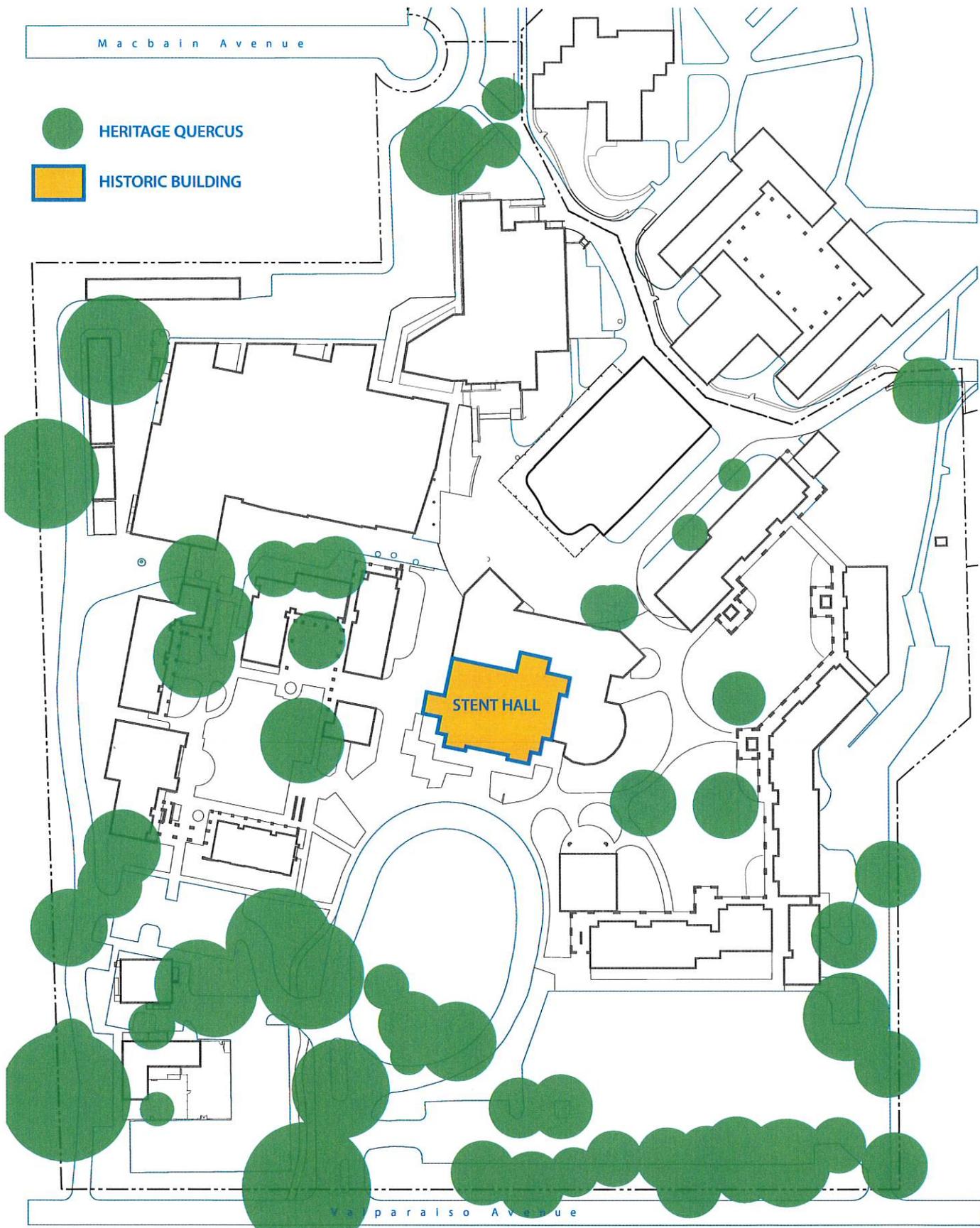
Circulation and access to Menlo School will remain much as it is today, with the School's primary entrance continuing to be off of Valparaiso Avenue. A small entrance and service drive will continue to remain east of this as will the emergency/fire lane west of it. A second entry serving a limited parking area to the north from Alejandra Avenue will also remain. A third entry serves Menlo staff only who park behind the Upper School Academic building. The basic circulation plan is shown on the preceding page.

The School currently maintains 423 parking spaces, the majority of which (192 spaces) are located in the main lot and the Annex lot (59 spaces) off of Valparaiso Avenue. These spaces are made available for students in grades 11 and 12 only, as well as faculty, staff and visitors. Additional spaces are available for Menlo staff only at the following: behind the Upper School Academic building (31 spaces), in front of the Middle School (19 spaces), adjacent to the Athletic Center and Facilities Yard (40 spaces) and 20 spaces adjacent to the Creative Arts and Design Center. Spectator parking for athletic events on Cartan Field is available in two areas: Cartan lot (62 spaces) and, during afternoon and weekend events, the main Valparaiso lot and the Annex lot (251 spaces). Students and spectators using the Athletic Center are directed to parking in the main School lot after 3:00 pm.

Main Lot	192
Annex Lot	59
Upper School Academic Bldg	31
Middle School Faculty/Staff	19
Athletic Center/Facilities Yard	40
CADC	20
Cartan Lot	<u>62</u>
Total	423



Menlo School, in consultation with the Menlo Park Fire Protection District, has developed an “Emergency Access and Fire Protection Plan” which has been incorporated into the plans for the new facilities and addresses issues related to the separation of the School and College. That plan is shown above.



Stent Hall, the only building on the Menlo School campus that can be characterized as having historic interest, is listed as a California Point of Historic Interest and is documented by the Historic American Buildings Survey. This building will be retained as part of the Master Plan. In addition, the campus features a number of heritage trees. These trees are indicated in green above.



The Master Plan illustrates the School's long-term strategy for providing new, updated facilities for its students, faculty, staff and administrators. In recognition of the tie between construction projects and fundraising efforts, the School has changed the description of both past and future phasing as described below:

- Phase 0 – Perimeter landscape project
- Phase I – Middle School Campus (completed 2000)
- Phase II – Upper School Academic buildings 1 and 2 (completed 2004)
- Phase III – Athletic Center (completed 2011), Creative Arts and Design Center (completed 2013), Performing Arts Center (completed 2020)
- Phase IV – Central Campus Project (completed 2017)
- Phase V – Childcare Renovation Project

As part of new building construction, Menlo School will continue implementation of the Phase 0 landscape plan to visually and acoustically buffer potential noise from the School to adjoining neighbors. An arborist has documented the health and longevity of existing trees to determine which ones may need to be replaced.

Improvements to the athletic facilities on the Cartan Athletic Field remains dependent on fundraising and entitlement efforts.

**Childcare Renovation Scope of Work:**

We presently provide onsite childcare for School staff members. We are anticipating a minor uptick in the infant population. This project consists of the renovation of two existing modular buildings and the conversion of an existing paved drop-off area to an infant play area. Both buildings are currently used for childcare, and we are not increasing the overall size of either. We presently have two childcare licenses: (1) a license that permits us a maximum of 17 infants, and (2) a license that permits us a maximum of 17 preschoolers. We seek to remodel the two buildings to increase the infant space to accommodate 20. We are keeping the preschool license at 17. So, we are seeking an overall increase of 3.

***Interior work:***

- Reconfiguration of interior spaces to allow more children. This is basically moving some interior walls so that the nap rooms, feeding area, etc., meet the per-child-square-footage requirements as required by our licenses.

***Exterior work:***

- One window on the west facade of the north building will be replaced with a new window.
- One exterior door on the west facade of the north building will be replaced in kind (reverse swing).
- Two wall-mounted heat pumps will be removed from the north facade of the north building and replaced with one pad-mounted HVAC unit. The change will be positive from an environmental standpoint as the new unit is more efficient.

***Site work:***

- Conversion of existing AC-paved CCC drop-off area to infant play area. This includes an overlay of poured-in-place rubber play surfacing and synthetic turf on the existing paving.
- A 6'-0" chain-link fence will enclose the perimeter of the play area between the CCC and the existing parking area. A 3'-6" chain-link fence will be installed to enclose the play area on the CCC-side of the 6'-0" fence. The fence is being installed as a safety feature.

***Path of travel improvements for accessibility and egress compliance:***

- Three existing metal ramps and one existing metal stair will be replaced by four new metal ramps for code compliance.
- Existing AC paving will be replaced with new paving to provide a code-compliant path of travel between the existing parking lots, the building entrances, and the new play area entrance.
- The existing parking lot will be revised to provide one new van-accessible space on the new accessible path of travel.

Menlo School will limit the use of its campus to events that relate to Menlo School's mission as an educational institution and events that are consistent with this purpose. Menlo School and its facilities do not constitute a "regional center" that is available for frequent or regular use by outside groups. For example, we will not:

- Rent our facilities
- Host corporate sponsored events
- Be a site for organized public athletic organizations such as Pop Warner and AYSO
- Hold weddings or wedding receptions, other than for staff/faculty
- Allow commercial movie or media productions on our campus
- Host trade shows
- Allow community/professional theater or performances
- Start or end events with more than 200 visitors between 5pm-6pm Monday-Friday.

Menlo School employs campus security 24 hours a day, 7 days per week. The School increases the level of security, as appropriate, for certain events. In addition, Menlo School provides adult supervision for all activities on its campus. The School commits to maintaining an appropriate level of security, to make every effort to protect people and property on campus, and to be promptly responsive to the needs and concerns of our neighbors.

Menlo School recognizes that its neighbors are particularly sensitive to activities on the School campus during nighttime and weekend hours. The School makes its best efforts to minimize activities that might affect neighbors' quiet enjoyment of their property. This includes infrequent scheduling of large events that end after 9pm, and limited use of the campus on Sundays.

Menlo School recognizes that the success of the principles described in this document is based on, and requires, the continuing collaboration of the School and its neighbors.



The School reaffirms its policy of limiting the use of the School's campus to events that relate to Menlo School's mission as an educational institution and special events that are consistent with our use permit. Menlo School's standard hours of operation that would typically include the full student body, staff and faculty are as follows:

<b>Upper School</b>	8:30 am – 3:30 pm M-F
<b>Middle School</b>	8:20 am – 3:30 pm M-F
<b>Athletic Center</b>	8:00 am – 3:30 pm M-F
<b>Spieker Center for Performing Arts</b>	8:00 am – 3:30 pm M-F
<b>Athletics Fields</b>	8:00 am – 3:30 pm M-F

Menlo School's standard hours of operation for non-student functions would be as follows:

<b>Administration</b>	7:00 am – 5:00 pm M-F
<b>Facilities Yard</b>	7:00 am – 4:30 pm M-Sa
<b>Custodial</b>	6:00 am – 12:00 am M-Sa ; 3:30 pm - 12:00 am Sunday

In addition, the School has extracurricular events that would typically not include the full student body, staff and faculty and would constitute less frequent and regular use. These "scheduled hours of use"\* by facility are as follows:

**Upper School** 3:30 pm – 9:00 pm M-F  
*Examples: Lectures, Parent Education presentations, Admission Events, Back-to-School Nights, Summer Bridge*

**Middle School** 3:30 pm – 9:00 pm M-F  
*Examples: Plays (in Commons), Dance Recitals (in Commons), Lectures, Parent Education presentations, Admission Events, Back-to-School Night, Peninsula Bridge Program*

**Athletic Center** 3:30 pm - 9:00 pm M-F ; 9:00 am – 5:00 pm Sa  
*Examples: Athletic Team practice, Workout/conditioning sessions, Academic Testing, Awards dinners, League Games, Athletic meetings, Board Meetings*

**Spieker Center for Performing Arts** 3:30 pm - 9:00 pm M-F  
*Examples: Music/Drama performances, Music/Drama rehearsal, Set construction/strike/theatre tech, Fundraising events*

**Athletic Fields** 8:00 am - Sunset M-Sa  
*Examples: Athletic team practice, Athletic team league games*

**Special Events** As Scheduled  
*Examples: School Benefit (one night per year until 12am), Special Olympics (one weekend per year on Cartan field), Spring Outdoor Play (two weekends until 11pm), School Dances (approximately four per school-year), Commencement (Upper and Middle Schools), Alumni Baseball game, Alumni Basketball game, Homecoming Football game, Music@Menlo performances, Summer Brass Institute, Sports Banquets, Senior Appreciation, Fundraisers*

\* Scheduled hours of use does not incorporate crowd dispersion and facilities clean-up, which will occur in an expedited manner and is not expected to exceed 30 minutes.

In accordance with our CUP, the School undertakes daily mechanical monitoring of the number of morning and afternoon peak hour vehicle trips and monitoring of parking utilization rates. The CUP requires Menlo School to remain under the traffic and parking targets set by the Town, and compliance is based on the yearly average of the School's measurements. In addition, in order to verify the accuracy of the School's measurements, the Town retained Hexagon Transportation Consultants to take a manual hand count of the traffic and parking measurements in the spring. The 2015-2016 school year was the final year a third party was required to verify the accuracy of the School's measurements.

Following two years impacted by Covid, the 2021-2022 school year led to a resumption of full on-campus instruction and normal traffic patterns on our campus. Through May 19, 2023, our traffic counts for the school year are: AM Peak Hour: 617 vs. a target of 627; PM Peak Hour: 415 vs. a target of 453. Parking utilization averaged 71% vs. a target of 86.5%.

## Transportation



May 1, 2023

Dear Neighbors,

I am pleased to invite you to Menlo School's Annual Meeting of Neighbors, which will be held in our Library Conference Room (LCR) in Stent Family Hall on May 15th starting at 5:30 pm.

As I hope you know, Menlo School is committed to being a good neighbor, and our Annual Meeting is intended to promote open communications. Loren Arms and I want to hear your sense of how we are doing as your neighbors.

In addition to inviting you to the Annual Meeting, I also want you to know about the following major events planned between now and the end of the school year:

Our traditional Upper School spring musical will be held in the Spieker Center for the Performing Arts on May 19 - 21 beginning at 7 pm each evening except the performance on the 20th will begin at 2 pm. If you haven't yet checked out the new theater, this will be a great opportunity. Please contact Joan Iwamoto in the campus bookstore if you are interested in purchasing tickets ([jiwamoto@menloschool.org](mailto:jiwamoto@menloschool.org) or 650-330-2000 x2535).

The Middle School's Promotion ceremony will take place on June 6th, at 9 am on the Middle School Quad. The Upper School Commencement will take place on June 8th at 9:30 am on the Loop in front of Stent Family Hall.

In addition to these events, our Neighbor page contains information about speakers, concerts and other events—all of which you are welcome to attend. This neighbor page can be found at: <https://www.menloschool.org/neighbors/>.

Living near an active school obviously is challenging and all of us here at Menlo School appreciate your understanding and support.

Sincerely,

A handwritten signature in blue ink that reads 'Than'.

Than Healy  
Head of School

In recognition of the impact events at Menlo School can have on neighbors, the School maintains a continuously updated master calendar of events on the Menlo School website under a section titled "Neighbors." Its purpose is to provide neighbors with the most current information available in a format that is convenient and accessible.

Additionally, the School sends an annual letter to neighbors informing them of upcoming events that alter Menlo School's normal routine. A copy of the 2023 letter is included here.

Calendar of Events



As disclosed two years ago, our enrollment for the 2021-2022 school year of 818 students exceeded 795 by 23 students due to circumstances related to the pandemic. We committed via our compliance plan to reduce our enrollment to 795 by the 2023-2024 school year. We enrolled 806 students for the current 2022-2023 school year. For the 2023-2024 school year, we are pleased to report that we have met our commitment to the Town to return to 795 students and that is our projected and actual enrollment for the fall. It should be noted that in spite of our enrollment being over our CUP limit, we also committed to meeting our traffic and parking targets and, as previously disclosed, we have done that.

We very much appreciate the Town being supportive of our unintentional over-enrollment and working with us as a school to meet the expectations of our neighbors surrounding parking and traffic while working to return our enrollment to the levels we are committed to under our CUP. As with all mistakes, we have learned many things through this episode: the patience, grace and understanding from the Town; the forbearance of our neighbors when we are open, honest, and contrite; the ability of our community to rally to a call to “remember the neighbors” when determining how to commute to our campus; and, though unintentional, that we can support a slightly higher enrollment both programmatically and within our commitments to the Town and our neighbors. In relation to the last learning, it is our intention to return to the Planning Commission in August to petition for a small enrollment increase under our CUP that would enable us to enroll an additional 30 students over the course of four years. We look forward to submitting our thinking more fully and discussing this possibility at greater length at that time.



**ATTACHMENT**

**TO MENLO SCHOOL'S**

**MASTER PLAN UPDATE**

**MENLO'S PLANNED**

**CHILDCARE RENOVATION PROJECT**

**DRAWINGS AND EXHIBITS**

**PLANNED CONTRUCTION DATES:**

**JULY 2023 – NOVEMBER 2023**













PROJECT <b>MENLO SCHOOL</b> 60 VALPARASO AVENUE ATHERTON, CA 94027	ARCHITECTURE INTERIORS 865 Divisadero Street, Suite 200 San Francisco, CA 94107 Tel: 415.497.6000 Fax: 415.497.6001	PROJECT NAME <b>MENLO SCHOOL CHILD CARE CENTER RENOVATION</b>	ADDRESS 60 VALPARASO AVENUE ATHERTON, CA 94027	SHEET NO. <b>AD1.01</b>	PERMIT SET 2229
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**DEMOLITION NOTES**

1. DEMOLITION OF EXISTING BUILDINGS AND CONSTRUCTION OF NEW BUILDINGS SHALL BE IN ACCORDANCE WITH THE CALIFORNIA CONSTRUCTION CODE AND ALL APPLICABLE ORDINANCES AND REGULATIONS.

2. ALL DEMOLITION SHALL BE IN ACCORDANCE WITH THE CALIFORNIA CONSTRUCTION CODE AND ALL APPLICABLE ORDINANCES AND REGULATIONS.

3. ALL DEMOLITION SHALL BE IN ACCORDANCE WITH THE CALIFORNIA CONSTRUCTION CODE AND ALL APPLICABLE ORDINANCES AND REGULATIONS.

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5. ALL DEMOLITION SHALL BE IN ACCORDANCE WITH THE CALIFORNIA CONSTRUCTION CODE AND ALL APPLICABLE ORDINANCES AND REGULATIONS.

KEY	VALUE	DESCRIPTION
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3	3	EXISTING BUILDING TO BE DEMOLISHED
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