Oakland City Planning Commission

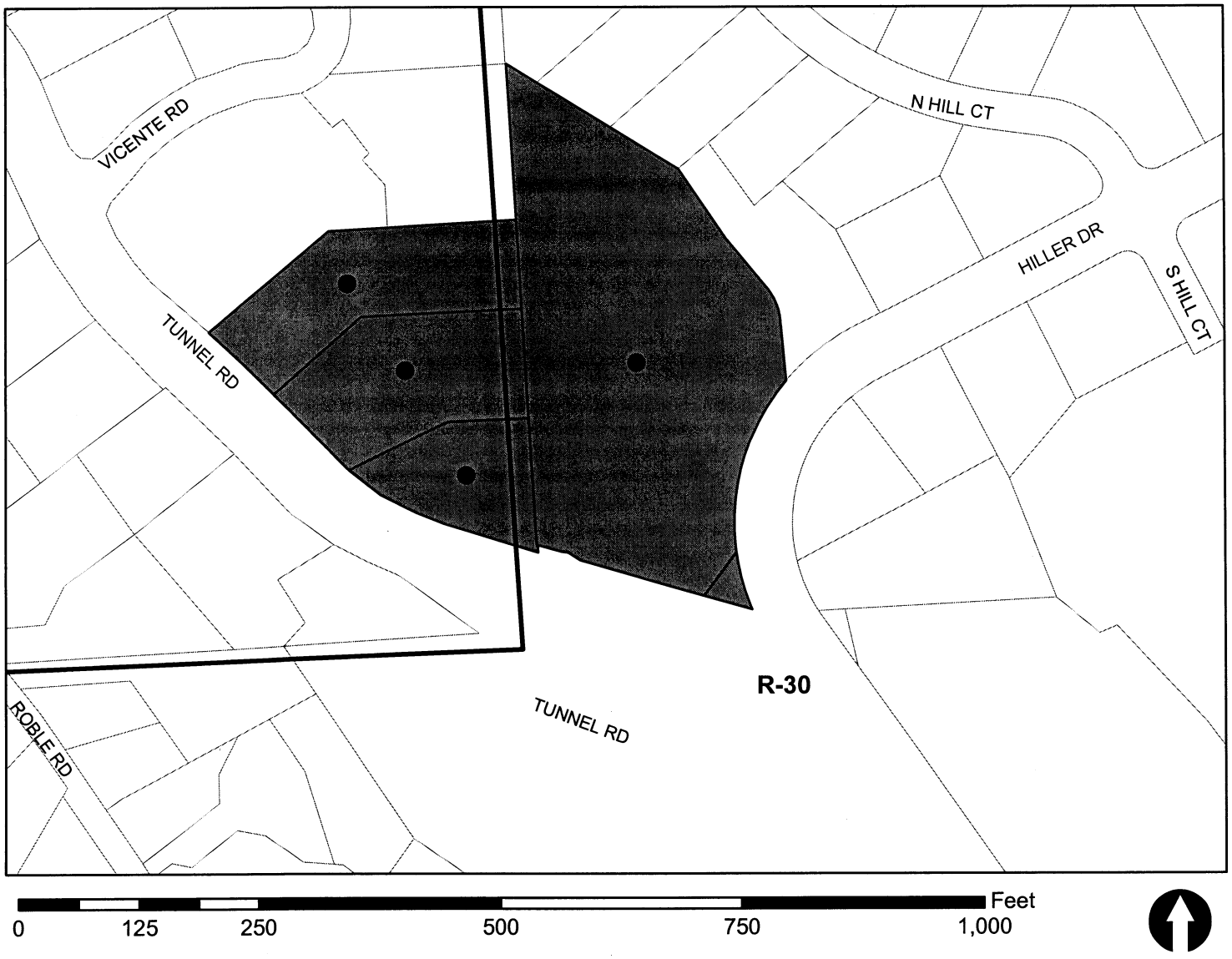
Case File Number CM04-411; ER07-006; REV10-0003 February 16, 2011

Location:	**Bentley School; 1 Hiller Drive, 245, 251, and 261 Tunnel Road** **APN: 048H-7576-001-04, 048H-7576-030-02, 064 -4231-015 through 064 -4231-017**
Proposal:	To review and approve the final two sections of the Transportation Demand Management (TDM) Program (Condition of Approval #14; Case File CM04-411) for Bentley School, including and limited to: a) A portion of Section A related to additional onsite parking spaces, and b) A portion of Section J related to an alternative to the Memorandum of Understanding (MOU) with the Police Department. In addition, to review the School's Condition of Approval compliance record since the project was approved by the Planning Commission on October 21, 2009. *These Conditions were associated with the Conditional Use Permit to increase the student enrollment from 200 to 360 students; change the school operation hours; and allow for childcare, physical education and extracurricular sports classes; and weekday evening, weekend, and summer events at the school. This proposal also included the number of on-site faculty, as well as the option to change the grade levels from K-8th grade to K-5th grade.*
Applicant:	Bentley School
Contact Person/Phone Number:	Arlene Hogan or Duncan Lyon / (510) 843-2512
Owner:	Bentley School
Case File Number:	**CM04-411; ER07-006; REV10-0003**
Planning Permit Required:	Review and approval of the remaining Transportation Demand Management (TDM) Program, Sections A and J. The TDM was Condition of Approval #14; Case File CM04-411).
General Plan:	Hillside Residential
Zoning:	R-30 One-Family Residential Zone
Environmental Determination:	An Environmental Impact Report was previously certified by the Planning Commission on October 21, 2009. As a separate and independent basis, the project was also found exempt from CEQA pursuant to CEQA Guidelines sections 15301, 15061(b)(3), 15378(a) and/or 15183. No further environmental review is required.
Service Delivery District:	II – North Oakland
City Council District:	1
Action to be Taken:	Decision on the TDM measures based on staff report
Finality of Decision:	Appeable to City Council
For Further Information:	Contact case planner **Heather Klein** at **510 238-3659** or by e-mail at hklein@oaklandnet.com.

SUMMARY

On October 21, 2009 the Planning Commission granted Bentley School a Major Conditional Use Permit (CUP) to legalize and permit a student enrollment of 360; established hours of operation for academic, childcare and physical education activities; as well as weekday evening, weekend and summer events at the school. The proposal included the option to change the grade levels from K-8th grade students to K-5th grade students. The permit was granted with Conditions of Approval that the school must implement and follow.

CITY OF OAKLAND PLANNING COMMISSION



Case File: CM04-411; ER07-006; REV10-0003
Applicant: Bentley School
Address: 1 Hiller Drive, 245, 251, & 261 Tunnel Road
Zone: R-30

The purpose of this report is to review and approve the final two sections of the TDM program for Bentley School, which include:

a. A portion of Section A related to additional onsite parking spaces, and
b. A portion of Section J related to an alternative to the Memorandum of Understanding (MOU) with the Police Department.

Furthermore, this staff report also discusses the School's overall compliance with the Conditions of Approval and contains recommendations for the Planning Commission's consideration.

PROPERTY LOCATION

Bentley School is located along Hiller Drive, near the intersection of Hiller Drive and Tunnel Road. The School property encompasses approximately 4.2 acres on five contiguous parcels and straddles the City of Oakland and City of Berkeley border.

PROJECT BACKGROUND

On October 21, 2009 the Planning Commission granted the School a Major CUP with Conditions of Approval to legalize and permit a student enrollment of 360; hours of operation, and events. Since the project was approved several Conditions of Approval have been clarified, revised, or eliminated. Attachment A provides a summary of the actions and revisions.

REVIEW OF THE TWO REMAINING PORTIONS OF THE TDM

The TDM (Attachment B) is subdivided into sections as bulleted in Condition of Approval #14. The majority of the TDM was approved by the Planning Commission on July 21, 2010. However, two portions were incomplete including a portion of Section A and a portion of Section J and were not approved. The TDM consultant submitted these portions on January 18, 2011. Below is a discussion of the two remaining TDM sections to be approved.

a) Parking Management Strategies

The Parking Management Strategies Condition required the School to explore other on-site parking spaces. The TDM consultant reviewed the school's site plan and has determined that the only space available for additional on-site parking is at the Head Master's House and within the lower parking lot based on the topography of the site. Both of these potential areas are located within the City of Berkeley. A site plan of the Head Master's House (Attachment C) shows that approximately eight (8) spaces could be added with three (3) spaces parked on the existing pavement and five (5) spaces on the grass area within the driveway loop. These eight spaces would meet the City of Berkeley's size dimensions for parking spaces. Staff has discussed the issue with the City of Berkeley staff and a Conditional Use Permit application would need to be submitted and approved.

Additional parking spaces could be provided within the lower parking lot, but these would be tandem spaces. Tandem parking would require a parking management plan and additional coordination to be effective. Based on observation, between five and eight vehicles could potentially be striped in the lot. A site plan confirming the number of spaces and addressing potential travel aisle restrictions would need to be submitted to the City of Berkeley along with a parking management plan. Staff has discussed the issue with the Berkeley staff and the School will need to revise the Conditional Use Permit for the parking lot to permit these additional non-tandem spaces.

With City of Berkeley approval of these spaces and assuming the lower lot can hold eight (8) vehicles, the number of on-site parking stalls would increase from 51 to 67. With continued leasing of the three (3) spaces from the Claremont Hotel, the school would be one space short of meeting a one stall to one staff member parking ratio. However, because faculty and staff are included in the SOV reduction rates, the number of trips to the school should not increase with the increased number of parking spaces. On the contrary, this should mean that more parking stalls will be available for visitors, volunteers, tutors, etc. and the number of persons parking on Hiller Drive associated with the School will be reduced.

Staff recommends that the City require the School to apply to the City of Berkeley for approval of these additional parking spaces and construct the spaces. If the City of Berkeley denies the Conditional Use Permit, then the School will have met Condition 14a. However, Condition 25 would still be applicable. This Condition requires the School to address on-site parking in the event the School applies for a Master Plan.

j) Memorandum of Understanding with Oakland Police Department

The School has a Memorandum of Understanding (MOU) with Oakland Police Department which allows a person trained by the Department to direct traffic on Hiller Drive and cars into the Bentley driveway. The Memorandum of Understanding (MOU) Condition required the School to develop an alternative to the MOU in the event the MOU is revoked for some reason.

The TDM consultant reviewed the MOU and had discussions with the Police Department regarding an alternative person that could perform the functions outlined in the MOU. The Police Department indicated that there was no person other than an on-duty Police Officer who could assume this role and the School could not hire an on-duty Police Officer. Without this person, the TDM consultant and staff concluded that it was possible that traffic could back-up, impacting traffic operations and safety along Hiller Drive and at the Hiller Drive/Tunnel Road intersection. However, it was impossible to predict, based on all the variable factors, the extent of the impact with typical traffic modeling procedures and software. Therefore, to alleviate the possibility of safety impacts and address the condition, the TDM recommends the following actions be implemented if the MOU is revoked.

1. The School should immediately notify the City and the TDM Independent Enforcers that the MOU was revoked.
2. The TDM Independent Enforcers should monitor the traffic for one week and determine whether traffic operations at the signal and at the Bentley driveway are being causing safety impacts.
3. A monitoring report shall be prepared if needed that recommend short term solutions to be implemented immediately.
4. The TDM Independent Enforcers shall monitor the effectiveness of the short-term solutions weekly until longer term solutions are recommended and implemented.
5. Once long term solutions are implemented, the TDM Independent Enforcers should return to monthly monitoring.
6. If the above procedures do not adequately address traffic circulation and safety issues along Hiller Drive, then enrollment reductions would be required to assure acceptable traffic and safety conditions along Hiller Drive.

The TDM Independent Enforcers have reviewed the above actions and are in concurrence.

OVERALL COMPLIANCE WITH THE CONDITIONS OF APPROVAL

The other purpose of this report is to review the School's overall compliance with the Conditions of Approval. Attachment D contains a Compliance Matrix for Bentley School. In general, the School is in compliance with most of the Conditions. Below is a discussion of Conditions where the School is either not in compliance or there is inconsistent compliance.

Condition 14d: Single Occupancy Vehicle (SOV) Trip Reductions (Formerly Minimum Bus Ridership)
This Condition requires the School to reduce the SOV trips by 25% by the beginning of the fall trimester 2010 (242 trips total) and by 35% by the beginning of the fall trimester 2012 (210 trips total).

The TDM monitoring reports submitted by the Independent Rule Enforcers show non-compliance in the September and October report (+2 cars), compliance in November report (-2 cars), and non-compliance in the December report (+2 cars). All of these instances of non-compliance were during the morning drop-off timeframe. During the afternoon pick-up, the School consistently is under 120 SOV trips. Staff did not initiate enforcement mechanisms per Section K of the TDM during the first trimester despite the fact that the School did not meet the SOV reduction numbers in September and October. This was based on the fact that the School seemed to initiate methods to reduce the SOV trips between October and November. However, the TDM monitoring reports show that at the beginning of the second trimester (December 2010) the number of SOV trips increased.

Section K of the TDM requires that the Independent Rule Enforcers propose measures to alleviate the infraction and that those measures must be approved by the City of Oakland prior to implementation. Once approved, Bentley School shall implement the measures and be given one trimester period after the approval to meet the TDM goals. The TDM Independent Rule Enforcers recommend increasing the transit subsidy program and coordinating and arranging an off-site carpool location amongst families of similar aged students. Staff recommends approval of these measures to reduce the SOV trips. Furthermore, this report stands as official notice of inconsistent compliance and the School has until the beginning of the third trimester (April 2011) to reduce the SOV trips to the approval level. Per Section K, if the School does not reduce the number of trips, the Planning and Zoning Division shall commence enforcement procedures.

Condition 14e: Number of Persons to Assist Traffic
This Condition requires the School to have a certain number of persons assisting traffic. The TDM monitoring reports submitted by the Independent Rule Enforcers show compliance in the September, October, and December reports but non-compliance in the November report (-2 persons). Staff did not initiate enforcement mechanisms for the lack of traffic assistants during the November monitoring period per Section K of the TDM because the December report shows compliance. TDM independent enforcers recommend at least one "supervisor" among the traffic assistants. Staff agrees that there should be traffic assistant supervisor and staff will continue to review the monitoring reports for compliance.

In addition, the TDM requires one person to be located at the driveway exit. The Independent Rule Enforcers have confirmed that there is a person in this position directing vehicles and students. The Independent Rule Enforcers recommend placing another trained traffic assistant "in the street" at the driveway exit. This person's role would be to slow down southbound through traffic (which has a tendency to speed) as well as aiding in merging traffic. Staff has submitted this recommendation to the Traffic Safety Division of the Oakland Police Department for review.

Condition 14f: Traffic Safety Devices
This Condition requires the School to place traffic safety devices on Hiller Drive to delineate the drop-off/pick-up zone. The devices must be placed one-half hour before drop-off and pick up times and removed no later than one-half hour after drop-off and pick up times. At least one monitor will be present during the period that traffic safety warning devices are in the roadway. The TDM monitoring reports submitted by the Independent Rule Enforcers show compliance in the October and December reports but non-compliance in the September and November reports. Staff did not initiate enforcement mechanisms for the lack of traffic safety devices per Section K of the TDM because the December report shows compliance. Staff will continue to review the monitoring reports for compliance. Per the Independent Rule Enforcers, the devices do seem to have a tendency to "fly up" when run over by a car. The Traffic Safety Division of the Oakland Police Department is investigating this issue.

Condition 24A_C: Neighborhood Liaison Committee/Point of Contact/Complaints
This Condition requires the School to initiate a Neighborhood Liaison Committee and hold meeting every trimester. The meetings will have an agenda which will be forwarded to Planning and Zoning staff. The School does hold the meetings but staff did not receive the agenda or the meeting minutes from the October 2010 meeting. The School has also been inconsistent with sending documents to the NLC. Staff has not initiated enforcement mechanisms because the School is generally in compliance with the Condition and has recently improved the distribution of materials to the NLC. In addition, staff often forwards this information directly to the neighborhood parties. Staff will continue to review this Condition for compliance.

ENVIRONMENTAL DETERMINATION

An Environmental Impact Report (EIR) was prepared for the Major CUP project, under the requirements of CEQA, pursuant to Public Resources Code Section 21000 *et. seq.* and was certified by the Planning Commission on October 21, 2009. The Major CUP project was also found to be exempt from CEQA pursuant to CEQA Guidelines sections 15301, 15061(b)(3), 15378(a) and/or 15183, each of which provided a separate and independent basis for CEQA compliance and when viewed collectively provided an overall basis for CEQA compliance. No further CEQA review is necessary to implement the project.

OTHER KEY ISSUES

Since the project was approved in October of 2009 and the TDM was approved in July of 2010, staff has received many public comments, including a letter from the Neighbors for Safety in Hiller Highlands (Attachment E). Below is a brief summary for the Planning Commission's review, along with staff's response.

Neighborhood Liaison Committee
Staff received several comments that the School was not cooperating or communicating with the NLC. Recent e-mails regarding the NLC included the following the issues:

a) Meetings should be called by the neighbors.
b) Agendas should be developed by the neighbors.
c) Requests for interim drafts of the traffic plan have been ignored.
d) Requests for interim drafts of the DKS reports have been ignored.
e) Communications have been ignored

Staff Response:

a) The Condition of Approval requires the School to schedule an NLC meeting each trimester.
b) Staff believes that there should be a clear agenda and that both parties should place items on the agenda. Time should be allotted for discussion of each item.
c) The Planning Commission approved the TDM on July 21, 2010. Therefore, aside from the remaining two incomplete portions the TDM is final. Despite City policy not to hand out drafts, staff did provide a draft of the TDM to the neighbors. In addition, staff provided the neighbors the final TDM weeks before publication for the July 2010 staff report. The revised TDM in Attachment B is the same plan that was approved in July except that the two incomplete portions were added and the changes from July have been reflected in the revised document. In this way, there is one complete version of the TDM.
d) DKS does not prepare draft monitoring reports for the School or City staff. The reports are generated per the requirements outlined in the TDM, Section K. The reports come directly to City staff and staff distributes it to the School and the neighbors.
e) Staff can't respond to this issue as we have not seen the requests for communications.

Events not on Calendar

Staff received comments that the School was holding events not on the calendar. In one case, the calendar was not corrected when the event was rescheduled. Staff believes that these scheduling issues have been resolved.

Traffic Safety

Staff received comments there were persons crossing the street unsafely and u-turns occurring in driveways. Staff understands that there will be no way for the School to achieve total compliance regarding these unsafe crossings and u-turns. However, the School personnel should continue to take the compliant, investigate and follow the non-compliance procedures outlined in the Traffic Handbook. Furthermore, the School shall continue to remind persons of the traffic rules.

Traffic Management Plan- TDM Methodology

Per Condition of Approval #14 the City Planning and Zoning Division, Transportation Services Division and Traffic Safety Division of the Police Department reviewed and approved the TDM monitoring worksheets and methodology presented by the Independent Rule Enforcers. The worksheets and monitoring methodology was approved with the TDM in July 2010. As part of this public hearing, the neighbors are requesting the following items clarified in the TDM:

a) Observation days should not be pre-announced and monitoring should be done on different days of the week.
b) There should be one observation day for total vehicle trips and the number of vehicles using the parking lots should be added to the TDM monitoring reports.
c) The SOV trips (242 by fall of 2010 and 210 by the fall of 2012) should be considered the total trips.
d) Ensure that Bentley's report of daily attendance includes all people involved in school operations.
e) The TDM reports must take account of the full daily attendance in order to determine total vehicles trips accessing the campus. Field monitoring worksheets need to be simplified, and reports and methodology for determining total vehicle trips need to be developed and included in the appendix.
f) The School shall implement additional trips reduction strategies to ensure compliance.

Staff Response:
Staff is concerned that the comments received on the TDM methodology would call for re-opening items that were already approved and for which the appeal period for raising these concerns has passed. Staff does not believe that the TDM methodology or reporting should be changed now that that the TDM is being implemented. Below are staff's specific responses to the neighbors concerns.

a) Observation days originally were announced to the School. After discussions with the Independent Rule Enforcers this no longer occurs. The Independent Rule Enforcers should have the ability to choose when to conduct the monitoring. Since the Independent Rule Enforcers are counting Bentley traffic it should not matter when Kaiser School is in session.
b) Staff believes that the observation methodology should be implemented by Independent Rule Enforcers as approved by the Planning Commission as part of the TDM.
c) The SOV reduction Condition approved by the Planning Commission states: "The project applicant shall reduce the number of single occupancy vehicles (SOV) driven by 25% of 323 (352 students plus 71 faculty and staff minus 79 students that were taking the bus as noted in the certified EIR and the 21 parking spaces for the lower parking lot) by the beginning of the fall trimester 2010 (242 trips total) and by 35% by the beginning of the fall trimester 2012 (210 trips total)." Now that the Condition is being implemented and monitored, staff and the neighbors are requesting additional language be added to the TDM define total vehicle trips. Staff and School assumed that the 242 trips does not refer to the total number of trips per day that can arrive at the school but 242 trips during the AM peak drop-off and 242 trips during the PM peak pick-up. This assumption is substantiated by the discussion of the various scenarios in the staff report recommending approval of the TDM (Attachment F). Each scenario presented an SOV reduction based on the morning peak period. Staff would have vehemently opposed a 242/210 total trip scenario as this would have amounted to a 43% reduction in 2010 and a 52% reduction in 2012 based on the maximum student and staff numbers. The approved TDM is already more stringent in that the number of students previously taking the bus was included in the baseline. In all previously approved TDMs, except for Bentley, 20% has been the maximum SOV reduction the Commission has approved. Changing this definition would be inconsistent with the Commission's prior approvals for the project.
d) The issue of "staff" was discussed in great detail at the April 7, 2010 Planning Commission meeting. Staff acknowledged the need for a specific staffing number but we did not want to be the constant position of having to determine who was considered faculty, staff, or an employee. The School provided a document that listed the positions of their existing staff. This list included full and part-time teachers, full and part-time childcare staff, maintenance workers, and custodial staff. The Planning Commission reviewed this information and granted the School 71 staff.

   City staff is now being asked to redefine "staff" and determine whether tutors, coaches, vendors, etc. should be included in the TDM, the SOV monitoring, and parking prohibition on Hiller. Based on the list previously provided by the School and the number of faculty and staff approved by the Planning Commission, staff does not believe that it is appropriate to include these persons in the SOV reduction rates. Again, this re-opens issues that were already discussed and approved back in April and July of 2010.

e) The methodology that the Independent Rule Enforcers use to monitor the SOV trips is based on cars. However, the Independent Rule Enforcers also count children in multi-occupant vehicles, bus riders, walkers, and bicyclists in order to arrive at a total student and staff number. They then cross reference these numbers with the overall attendance for that day to ensure a generally accurate count. In some cases there is a difference in the observed number and the attendance which can be based on a number of factors including missing a head count of children, drivers

arriving at a campus access point that was not observed, vehicles arriving before the monitoring period begins or after it ends. The difference between the observed cars and the attendance has ranged from 6-30 persons in the morning and 190-210 persons in the afternoon. The large number of unobserved persons in the afternoon is based on the Independent Rule Enforcers leaving after the afternoon peak pick-up and the number of students participating in after School programs or childcare. This is a positive situation in that this traffic is distributed over a three hour period.

Staff presented concerns over counting staff/students at the July 2010 Planning Commission hearing based on the intense vehicle activity during the peak periods (for example, 360 students arriving in a half hour period during the morning drop-off.) Staff believed that the best option was to count cars otherwise the monitoring would become too complicated and onerous.

The neighbors are requesting additional language be added to the TDM clarifying that each person should be counted and then that number would be checked against the daily student/staff attendance. Then the difference between the observed attendance and the actual attendance would be distributed based on the SOV, multi-occupant vehicle, and other modes of travel percentages. In this way each person would be assigned to a mode of travel and the most accurate monitoring count will be achieved. Staff agrees that that this would provide the most accurate count but this option was not approved with the TDM, does not take into account all of the various activities at the School, and not in the spirit of the TDM which is to reduce congestion during peak periods.

Staff does not recommend changing the language or methodology in the approved in the TDM. One of the main points of the TDM is to reduce traffic congestion on Hiller Drive and manage the traffic demand. Congestion occurs only during the morning and afternoon loading periods. The TDM specifically called out staggered bell times as a way to reduce the number of vehicles coming to the School all at once. The EIR also calls out the daycare activity as beneficial in this regard. By requiring that each student/staff member be counted, the School is essentially be penalized for spreading the traffic out. This also re-opens the debate about peak hour trips. The SOV reduction scenarios specifically called out peak traffic periods not all day. Finally, while counting vehicles might not give the most exact picture of the total number of vehicle trips coming to the School, it is reasonable and does meet the intent of the TDM. It is for these reasons that staff does not believe that a daily attendance number or counting of persons needs to be factored into the methodology.

f) Staff is also concerned that the School is exceeding the SOV numbers in the morning on a consistent basis. This report stands as official notice of inconsistent compliance and the School has until the beginning of the third trimester (April 2011) to reduce the SOV trips to the approval level. Furthermore, given the low enrollment, faculty and staff numbers, we are concerned that the School will not be able to meet the required SOV reduction rate by 2012. We believe that additional vehicle trip reduction scenarios, as outlined in the TDM, should be implemented.

Maintenance of Evacuation Route Adjacent to along School Property

Staff received comments regarding the sidewalk along Tunnel Road. Staff discussed the issue with Caltrans and they are assuming the lead role to fix the sidewalk. They have identified preliminary funding and are moving forward with the Project Study Report (PSR) process.

CONCLUSION

Approval of the remaining two sections of the TDM will reduce traffic congestion, address safety concerns, and improve livability in the neighborhood.

City staff believes that the School is generally in compliance, but there are a number of Conditions that require additional effort, including the SOV reductions, traffic assistants, traffic safety device monitoring, completion of the EMP, and better coordination with the City and neighbors. Staff proposes several recommendations below for the Planning Commission's consideration. Staff will continue to review the TDM reports for compliance.

RECOMMENDATION

Staff recommends that the Commission:

1. Take public testimony; and

2. Approve the remaining portions of the TDM including Section A related to alternative on-site parking spaces and Section J related to the alternative to the MOU; and

3. Regarding Condition 14a, staff recommends requiring the School to submit an application to the City of Berkeley, no later than April 16, 2011 for approval of the additional parking spaces at the Headmasters House and the tandem spaces in the lower parking lot and implement construction of these spaces. Progress on this Condition shall be added to the TDM monitoring reports and if the City of Berkeley denies these permits than the School will have complied with this Condition; and

4. Regarding Condition 14d, staff recommends increasing the transit subsidy program and coordinating and arranging an off-site carpool location amongst families of similar aged students in order to reduce the SOV trips to 242 by April 2011.

Approved for forwarding to the
City Planning Commission:

ERIC ANGSTADT
Deputy Director
Community and Economic Development Agency

Prepared by:

Heather Klein
Planner III

Attachments:

A. Summary of the actions and revisions to the CUP since approval October 21, 2009
B. Revised Transportation Demand Management Program, dated January 18, 2011
C. Site Plan of Head Master's House and Potential Parking Layout
D. Compliance Matrix for Bentley School
E. Public Comments since the TDM was approved on July 21, 2010
F. SOV reduction scenarios, July 21, 2010 TDM and staff report
G. TDM Report September 2010
H. TDM Report October 2010
I. TDM Report November 2010
J. TDM Report December 2010

Summary of Actions and Changes to the Bentley School Major Conditional Use Permit Conditions of Approval Granted on October 21, 2009

1) On, January 21, 2010, Planning staff approved minor changes to Condition 15, regarding garbage pick-up hours. Staff noted that the hours listed in the Condition were incorrect. As required by the Conditions of Approval staff presented a Director's Report to the Planning Commission describing the changes.

Condition 15: Garbage Pick-Up

Thirty (30) days after project approval

The project applicant shall make reasonable good faith efforts to ensure that garbage pick-up does not unreasonably interfere with the school's pick-up and drop-off situation by either moving the garbage pick-up to Tunnel Road, if approved by Caltrans, or arranging with Waste Management that pick-up does not occur between peak AM hours ~~(8:00-8:45)~~ (8:00-8:30) and peak PM hours ~~(2:15-2:45).~~ (2:40-3:30). If staff receives complaints that garbage pick-up is still interfering with peak drop-off and pick-up periods, staff can revise these hours as a minor change. Furthermore, staff will re-review the garbage pick-up hours after the school submits documentation complying with Condition 14c regarding staggered drop-off and pick-up times. The school shall submit documentation to the City of Oakland Planning and Zoning staff within 3 months of project approval demonstrating compliance with this condition, which includes providing an agreement or other approvals from Caltrans or Waste Management, or if no agreement was reached, that the applicant has exhausted all available administrative remedies and that they have petitioned and been denied the requests from both Caltrans and Waste Management. If denied, Bentley shall exhaust its administrative remedies and appeal the adverse decision to the highest, administrative decision-making authority.

2) On April 7, 2010, the Planning Commission approved revisions to Condition #1, Condition #14a and 14g and Condition #20. These changes adjusted the language in the Conditions of Approval regarding faculty and staff. Condition 27 regarding the relocation of non-Hiller Campus staff and the PTA offsite was postponed until completion of the TDM. The Head of School was removed from this Condition.

Condition 1:Approved Use

i. Faculty and staff not to exceed ~~62~~ 71 employees

14. Condition 14a: Parking and Transportation Demand Management

a) Parking management strategies:

Bentley School shall provide assigned spaces to all full and part time faculty and staff (71 employees) and not volunteers or visitors.

Condition 14g: Parking and Transportation Demand Management

g) Transit Subsidy Program:

The project applicant shall develop a Transit Subsidy Plan that includes continuing to provide free AC Transit bus passes to students and faculty (71 employees) and continue to sponsor the operation of Michael's Transportation Service (or an equivalent service).

Attachment A

Condition 20: School Enrollment /Hours of Operations/ Employees

The maximum school enrollment at Bentley School Hiller Drive campus shall not exceed 360 students, including any enrollment fluctuations. The school shall submit the enrollment numbers to the Planning and Zoning Division at the beginning of each semester or no later than the date required by the State. The school shall also submit the enrollment numbers to the Neighborhood Liaison Committee at the same time. The school shall be allowed to change the grade distribution from K-8th grade to K-5th grade. School hours are 8:30 a.m.-3:30 p.m., Monday through Friday unless altered by state requirements or negotiated with Kaiser School as part of a staggered traffic plan. Physical education or extracurricular sport classes are permitted during the hours of 7:30 a.m. to 6:00 p.m., Monday through Friday. The school is allowed a maximum of ~~62~~ 71 employees.

Condition 27: Bentley School Hiller Administration

Postpone compliance with Condition 27 until the TDM is reviewed and approved by the Oakland City Planning Commission. However, in the interim, the project applicant shall provide proof/evidence within 30 days (May 7, 2010) that the five administrators (Director of Development and Communications, Development Data Base Manager, Business Manager, Accounts Payable Coordinator, and Accounts Receivable Coordinator) are parking off campus, not on Hiller Drive or within Hiller Highlands.

The Project Applicant shall move all of the all school administration offices and persons not directly associated with the Hiller Drive campus (Lower School and Middle School) academic program to the other campus in Lafayette, no later than the beginning of the first semester after this approval. At a minimum these include: ~~Office of the Head of School,~~ Development, Finance, Admissions, and Parent Association.

3) On July 21, 2010, the Planning Commission approved Condition #14: Parking and Transportation Demand Management Program (minus a portion of section A and a portion of section J), minor revisions to the language in Condition 14, and eliminated Condition 27 which required that non-Hiller Campus staff and PTA be relocated offsite.

Condition 14: Parking and Transportation Demand Management

b) Parking management strategies:

Bentley School shall provide assigned spaces to all full and part time faculty and staff (71 employees) and not volunteers or visitors. Staff that contract with the school to carpool shall be given priority spaces in order to reduce single occupancy vehicles. Any transit subsidies shall include school staff. All of these spaces must be used before on-street spaces for staff can be used. The school shall send the contracts to Planning and Zoning staff at the beginning of the school year.

The TDM shall also investigate additional parking spaces for staff on other areas of the school owned property to maximize off-street parking. The project applicant shall make a good faith effort to pursue these options in order to reduce the amount of on-street parking and shall provide written documentation of such good faith efforts to the City. A good faith effort shall include pursuing additional spaces on campus such as stacked spaces at the lower parking lot in Berkeley, spaces at the Head Master's Residence, and spaces adjacent to the auditorium, etc. The project applicant shall submit the alternative on-site parking options within 90 days on **October 19, 2010**. The School shall also maintain the parking agreement with the Claremont Hotel and shall make a good faith effort to increase the number of spaces **by October 19, 2010**. The School shall provide

Attachment A

written documentation of all such good faith efforts to the City. Staff shall forward the options to the Planning Commission for review and approval.

In addition to finding additional parking spaces on or off-site, the school is immediately prohibited from parking any faculty and staff on Hiller Drive including North Hills Court for more than 30 minutes.

d) Reduction in single occupancy vehicles (SOV) (formerly titled Minimum bus ridership requirement):

The project applicant shall reduce the number of single occupancy vehicles (SOV) driven by 25% of ~~422~~ 323 (3~~60~~ 352 students ~~and 62~~ plus 71 faculty and staff minus 79 students that were taking the bus as noted in the certified EIR and the 21 parking spaces for the lower parking lot) by the beginning of the fall trimester 2010 (242 trips total) and by 35% by the beginning of the fall trimester 2012 (210 trips total). The applicant shall utilize a variety of options including AC Transit and private shuttle busing, vanpooling, carpooling, walking, and bicycling to achieve this reduction. ~~In the interim, the applicant shall retain the current use of AC Transit and the private shuttle bus and make reasonable good faith efforts to increase bus ridership until the mandatory reductions become effective.~~ The TDM plan shall specifically discuss (i) all alternative transit options and make recommendations regarding how to achieve the trip reduction; (ii) how the school will monitor and report the numbers to the city; (iii) how the city can determine compliance; and (iv) recommend appropriate enforcement options including, a cure period, enrollment reductions, etc. ~~Once city staff has conditionally approved the plan (after review and comment), it shall be noticed Planning Commission agenda item for review and approval.~~

j) Memorandum of Understanding with the Oakland Police Department

b) The project applicant shall develop a traffic drop-off alternative that doesn't not rely on the MOU and submit that to the City planning and Zoning Division, Transportation Services Division and the Oakland Police Department Traffic Safety Division staffs for review and approval. The project applicant shall submit the alternative to the MOU options within 90 days on **October 19, 2010**. Staff shall forward the options to the Planning Commission for review and approval. Should the Applicant become substantially out of compliance with the MOU, and such noncompliance cannot be cured within a reasonable time, resulting in OPD revoking the MOU, or OPD terminates the MOU for other reasons, then the project with the alternative TDM plan shall be heard by the Planning Commission as a major change to CUP (see condition # 3).

k) Ongoing monitoring of recommended conditions.

The overall TDM Plan shall be reviewed at least once per year, and updated if necessary, based on the results of the ongoing monitoring. The review, and update if applicable, shall be submitted to Planning and Zoning Division, Transportation Services Division, and OPD-Traffic Safety for review and approval.

Page 16 of the TDM shall be revised as follows:

Enforcement (Sections A, C, D, G, H, and I)

If following one trimester after invoking enhanced or additional TDM measures the school still does not meet its TDM goals based on the Independent Rules Enforcers reports submitted to the City of Oakland, or if the school fails to submit a TDM

Evaluation Report, or if the report does not meet City of Oakland requirements outlined above, the City of Oakland's Transportation Services Division and Planning and Zoning Division ~~may~~ shall commence enforcement procedures including scheduling of a compliance hearing or referral of the matter directly to the City of Oakland Planning Commission ~~for scheduling of a compliance hearing~~ to determine whether Bentley School's approvals should be revoked per the procedure in the Planning Code or come directly before the Planning Commission, altered, or additional conditions of approval imposed. This could include a permanent reduction in enrollment.

The City of Oakland can also impose penalties on a per infraction fee pursuant to the City's Master Fee Schedule, based on the observations of city officials, the Oakland Police Department, or the Independent Rules Enforcers.

In determining whether reduced enrollment or other remedies are appropriate, the City of Oakland shall consider if Bentley School has demonstrated a good faith effort to comply with the TDM program. It will be up to Bentley School to provide evidence to the City of Oakland of good faith efforts for review.

Condition 17: Bentley School Hiller Administration

~~The Project Applicant shall move all of the all school administration offices and persons not directly associated with the Hiller Drive campus (Lower School and Middle School) academic program to the other campus in Lafayette, no later than the beginning of the first semester after this approval. At a minimum these include: Office of the Head of School, Development, Finance, Admissions, and Parent Association.~~

Attachment A

BENTLEY SCHOOL TRANSPORTATION DEMAND MANAGEMENT PROGRAM

Prepared for:

BENTLEY SCHOOL

Prepared by:

PARISI ASSOCIATES and CITY OF OAKLAND

January 18, 2011

ATTACHMENT B

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Organization of the Transportation Demand Management Program

Parisi Associates Transportation Consulting was retained by the City of Oakland to develop a Transportation Demand Management (TDM) program for Bentley School. This document details the elements of the TDM program, consistent with the City's Conditions of Approval for a Conditional Use Permit. If the document contains any inconsistencies, the Conditions of Approval shall prevail.

The overall goals of Condition of Approval #14, "Parking and Transportation Demand Management", approved by the City of Oakland's Planning Commission on October 21, 2009 and amended on April 7, 2010 and July 21, 2010, are to:

1. In the short-term, reduce Single Student Occupant Vehicle trips by student guardians and Single Occupant Vehicle trips by faculty/staff by 25% from the baseline by the beginning of school year 2010.
2. In the long-term, reduce Single Student Occupant Vehicle trips by student guardians and Single Occupant Vehicle trips by faculty/staff by 35% from the baseline by the beginning of school year 2012.
3. Better manage the available on-site parking spaces.
4. Reduce traffic congestion on Hiller Drive and Tunnel Road.
5. Facilitate the student drop-off and pick-up process to ease traffic congestion and enhance student and driver safety.
6. Track and enforce the traffic rules and the TDM program.
7. Ensure that special events held at Bentley School do not interfere with the livability of the surrounding neighborhood.
8. Promote the City of Oakland's Transit First policies.
9. Reduce Bentley School's and the City of Oakland's carbon footprint.

This TDM program is organized in 11 sections consistent with Condition of Approval #14, "Parking and Transportation Demand Management":

A. Parking management strategies

B. Drop-off and pick-up process

C. Staggered timeframes for drop-off and pick-up

D. Reduction of vehicles driven

E. Number of persons to assist traffic

F. Use of traffic safety warning devices

G. Transit and carpool subsidy program

H. Independent rule enforcers

I. Special events traffic

J. Memorandum of understanding with Oakland Police Department

K. Ongoing monitoring of recommended conditions

A. Parking Management Strategies

There are currently 54 off-road designated parking spaces dedicated to faculty and staff. Twenty-three (23) of these spaces are located in Bentley School's upper lot located off of Hiller Drive, 21 spaces are located in the lower lot off of Tunnel Road (Berkeley), four spaces (including a dedicated handicap space) are located at the top of the campus driveway, and one space is located adjacent to the auditorium. There are two parking spaces in the garage adjacent to the Head Master's House. In addition, three more spaces are provided at the nearby Claremont Hotel, as part of an agreement with the hotel (see appendix).

Based on the current site restraints there is limited available square footage for additional on-site parking. The areas with parking potential include the Headmaster's House and the lower parking lot, both locations situated within Berkeley city limits.

Up to eight designated parking spaces could be added near the Headmaster's house. Three spaces could be marked on the existing pavement to the east of the driveway loop. If the grass area within the driveway loop were paved, an additional five spaces could be provided. These eight spaces would meet the City of Berkeley's size dimensions for parking spaces. Bentley School would likely need to apply to the City of Berkeley for a permit to provide these additional parking spaces.

Providing new parking spaces within the lower parking lot would be difficult to achieve given the constraints of the grade and the retaining wall. Therefore, any additional parking within the lower lot would need to be tandem to existing parking stalls, meaning one vehicle would be parked behind another. Tandem parking would require a parking management plan. Between five and eight vehicles parked in tandem could potentially be achieved based on observation. However, since the provision of tandem parking would require continued use of non-standard parking stalls, potential travel aisle restrictions, and a parking management plan, Bentley School would need to apply to the City of Berkeley for the potential approval of a tandem parking program and to confirm the number of potential tandem spaces.

There is currently on-street parking available for 15 vehicles between 8:30 a.m. and 2:30 p.m. along the west curb of Hiller Drive between Bentley School's driveway and Tunnel Road adjacent to Firestorm Memorial Garden. This area is signed "No Parking" between 7:00 a.m. and 8:30 a.m. and 2:30 p.m. and 3:45 p.m. when it is available for drop-off and pick-up of students. This is the flat portion of Hiller Drive that does not abut any residences.

All off-road parking spaces shall be assigned via permit to faculty and staff. A parking delineation plan shall be prepared by the school, prior to the beginning of each trimester, indicating the assignment of each parking space. This plan shall be submitted to the City of Oakland based on current faculty/staff levels (see appendix). Preferential parking, i.e., those spaces closest to the school, shall be given to those persons that sign a carpooling or ridesharing agreement.

Bentley School's Head of School or his/her designee shall assure maximum use of the off-road parking spaces by assigning spaces unused by absent faculty or staff for their substitutes or other faculty or staff. Each day the Head of School or his/her designee shall notify substitutes or other faculty or staff in advance so that all the parking spaces are occupied.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document Bentley School's success in maintaining faculty and staff parking demands to levels within the 57 off-road parking spaces.

B. Drop-off and Pick-up Process

Bentley School has developed an electronic Traffic and Parking Handbook for use by parents, faculty and staff (see appendix). The handbook was reviewed by Parisi Associates Transportation Consulting. The handbook provides information on the school's TDM program, including the maximum number of vehicle-trips allowed (see Section D). It also provides information to encourage trip-making by modes other than the single student occupant vehicle.

The Traffic and Parking Handbook provides detailed step-by-step instructions about student drop-off and pick-up via automobile (e.g., traveling along Hiller Drive, entering the school driveway loop, queuing on Hiller Drive for drop-off/pick-up). The handbook provides maps, drop-off/pick-up time information, and the school's traffic rules. It provides instructions for parking, including for special events. The handbook provides compliance policies and a parent/employee agreement.

The roles and responsibilities of those assisting during drop-off and pick-up periods are discussed in Section E.

Bentley School shall update the Traffic and Parking Handbook annually based upon the annual monitoring of recommended conditions (see Section K).

Bentley School shall post the electronic Traffic and Parking Handbook to the school's website and shall e-mail the handbook to all parents, faculty and staff at the beginning of each school year. The e-mail shall include an agreement box that the guardian has read the handbook which allows the school and the city to track receipt of the handbook.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document drop-off and pick-up procedures. If, based on monitoring, it is determined that procedures need to be improved or revised , Bentley School shall modify such procedures and update the Traffic and Parking Handbook based on the Independent Rule Enforcer's and

the City of Oakland's recommendations within the cure period (see Section K). Part of the assessment should include documentation of the number and type of infractions and assessed penalties by the school. The compliance of the rules (reduced infractions) should be associated with improved traffic conditions at the school.

C. Staggered Timeframes for Drop-off and Pick-up

Bentley School uses staggered bell times to diffuse traffic levels during morning drop-off and afternoon pick-up periods. These times are coordinated with the non-staggered bell times at nearby Kaiser School.

Bentley School's morning bell times are 8:20 a.m. for grades 6-8 and 8:25 a.m. for grades K-5. The school offers child care and activities for all grades starting at 7:30 a.m. The provision of child care and activities starting at least 50 minutes before the first bell time further reduces peaking traffic levels. Kaiser School's morning bell time, for all grade levels K-5, is at 8:45 a.m.

While Bentley School's staggered morning drop-off timeframes are close together and can result in traffic congestion, the school's morning traffic is generally dispersed by 8:45 a.m., the time when parent drivers of Kaiser School students start to arrive. This meets the intent of the condition which is to reduce the spiking of traffic peaks and to spread the traffic out over a longer time period.

On Mondays through Thursdays, Bentley School's afternoon bell times are 2:40 p.m. for grades K-1, 2:50 p.m. for grades 2-3, 3:15 p.m. for grades 4-5, and 3:30 p.m. for grades 6-8. On Fridays Bentley School provides earlier dismissal times of 1:00 p.m. for grades K-1, 1:20 p.m. for grades 2-3, 1:40 p.m. for grades 4-5, and 2:15 p.m. for grades 6-8. Kaiser School's afternoon bell time is at 3:00 p.m., except on Wednesdays when it is at 1:25 p.m.

Bentley School shall continue operating with two morning and three afternoon staggered bell times and shall continue to coordinate these times with Kaiser School's bell times at the beginning of each school year.

Bentley School shall continue to offer child care and activities starting at least 50 minutes before the first morning bell.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document Bentley School's success in maintaining acceptable traffic operations, e.g., acceptable vehicle queuing along Hiller Drive and acceptable level of service at the Tunnel Road intersection. If, based on monitoring, it is determined that unacceptable traffic operations result, Bentley School shall either further adjust the staggered bell times or decrease vehicle demand through increased TDM efforts (see Section D), or both, within the cure period (see Section K).

D. Reduction of Vehicles Driven

Baseline Conditions

Bentley School shall reduce the number of single student and single faculty/staff occupant vehicles driven to school during the morning peak period by 25% of 323 (352 students plus 71 faculty and staff, minus 79 students that were taking the bus as noted in the certified EIR and minus the 21 parking spaces in the lower parking lot) by the beginning of the fall trimester 2010 (242 trips total) and by 35% by the beginning of the fall trimester 2012 (210 trips total). The number of vehicle-trips accessing the school shall be documented by Independent Rule Enforcers (see Section H).

Reduction of Single Student and Single Faculty/Staff Occupant Vehicles Driven

To not exceed the maximum number of vehicle-trips allowed, Bentley School shall employ multiple TDM strategies for faculty, staff and students. The following are mandatory components to reduce the single student and single faculty/staff occupancy rates:

Carpooling:

- Develop a carpool matching system, each year, based on trip origins using GIS (faculty/staff and students)
- Prepare a annual carpool matching directory (faculty/staff and students)
- Assign preferential faculty/staff parking spaces to those who regularly carpool (faculty/staff)

Transit use:

- Facilitate attainment of and provide free AC Transit bus passes for students (students)
- Provide commuter transit checks to reimburse faculty/staff for transit use (faculty/staff)
- Award "transit bucks" to students who arrive via transit (or carpool, walk or bike) to be used for school purchases (students)

Walking and bicycling:

- Award "transit bucks" to students who arrive by foot or bicycle (or carpool or transit) to be used for school purchases (students)
- Apply to join Alameda County's Safe Routes to School program (see appendix) (students)
- Install additional secure bike racks on campus and monitor use and increase supply as necessary (faculty/students)

Trip planning:

- Develop annual carpool trip plans for those living within 20 miles of the school, including a map showing faculty/staff home location in relation to other faculty/staff within area (faculty/staff)
- Develop annual transit trip plans for those living within 10 miles of the school, including a transit map, information on connecting routes and faculty/staff home location (faculty/staff)
- Develop annual bicycle trip plans for those living within 5 miles of the school, including a map with preferred bicycling routes and faculty/staff home location (faculty/staff)
- Develop annual walking trip plans for those living within 1 mile of the school, including a map with preferred walking routes and faculty/staff home location (faculty/staff)

Education and outreach:

- Establish a fully funded budget for the TDM program and reporting out of results on an annual basis (faculty/staff and students)
- Conduct a transportation survey of the student guardians, faculty and staff modes of travel to the campus (faculty/staff and students)
- Develop a school webpage summarizing the above TDM efforts and update annually (faculty/staff and students)
- Provide e-news correspondence each trimester regarding TDM measures (faculty/staff and students)
- Promote TDM through the school's Sustainability Leadership Program (students)
- Provide representation at and meet with neighborhood association regularly (faculty/staff and students)

The following are recommended components to reduce the single student and single faculty/staff occupancy rates:

Carpooling:

- Award "transit bucks" to students who arrive in a carpool (or walk, bike or use transit) to be used for school purchases (students)
- Award faculty/staff $5 for each daily carpool (or walk or bike) trip (faculty/staff)
- Hold a "carpool to school" raffle each trimester (faculty/staff)

Transit use:

- Institute buses and/or shuttles for temporary situations such as holidays and kindergarten walk-ups (students)

Walking and bicycling:

- Award faculty/staff $5 for each daily walking or bicycling (or carpool) trip (faculty/staff)

- Advocate for pedestrian and bicycle-related infrastructure improvements in local traffic projects (faculty/staff and students)

Monitoring of mandatory and recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document Bentley School's success in reducing single student occupant vehicles to the traffic levels discussed above (the monitoring will also document Bentley School's success in meeting the travel mode targets). If, based on monitoring, it is determined that single student occupant vehicle trips are not reduced to the required levels, Bentley School shall increase its TDM efforts related to above strategies within the cure period (see Section K).

Bentley School shall provide information for use in the monitoring report on the success of each TDM program element discussed above (e.g., number of AC bus passes provided to students, number of commuter checks issued to faculty and staff).

E. Number of Persons to Assist Traffic

Bentley School deploys nine people to assist with traffic operations and drop-off and pick-up during school commute periods.

Bentley School shall continue to deploy nine people, as follows:

- One flag person at school driveway entrance: The flag person shall position themselves at Hiller Drive at the entrance to the driveway loop. The flag person will safely meter conflicting northbound and southbound vehicles at the entrance to the loop driveway. The flag person will prevent U-turns at Hiller Drive at the driveway entrance. The flag person must wear an approved safety vest at all times and use a handheld stop sign whenever they are positioned in the street. The flag person shall be an adult and shall receive periodic training from the City of Oakland's Police Department Traffic Safety Division.
- One traffic assistant within school driveway loop: The traffic assistant shall be positioned inside the driveway loop and remind drivers that stopping to drop-off/pick-up students or passengers in the loop is not allowed and that they need to continue to the drop-off/pick-up lane on Hiller Drive. The traffic assistant will also remind students to use the pathway leading around the outside of the loop instead of walking through the parking lot or driveway loop. The traffic assistant shall be an adult and must wear an approved safety vest at all times.
- One traffic assistant at school driveway exit: The traffic assistant shall be positioned at the driveway exit and help guide drivers into the drop-off/pick-up lane on Hiller Drive. The traffic assistant will also remind students to use the pathway leading around the outside of the loop instead of walking through the parking lot or driveway loop. The traffic assistance will prevent left-turns from the driveway exit onto Hiller Drive during peak drop-off and pick-up periods. The traffic assistant shall be an adult and must wear an approved safety vest at all times.
- One traffic assistant at front of drop-off/pick-up lane on Hiller Drive: The traffic assistant shall be positioned on the sidewalk nearest the firestorm memorial and furthest away from the

school campus. The traffic assistant will greet vehicles arriving at the drop-off/pick-up lane by opening vehicle doors and assisting students out of or into the vehicles. The traffic assistant may also assist students in retrieving their backpacks or other items from the vehicle trunk. The traffic assistant shall ensure that drivers do not leave their vehicles and that their vehicle is safely put in gear with the parking brake applied while any doors or the trunk are open. The traffic assistant shall remind drivers to queue their vehicle as close to the next vehicle as is safe to do so, not to linger any longer than needed and to vacate the parking area after students have left or boarded the vehicle with their belongings. The traffic assistant shall remind drivers to merge into traffic safety and pursuant to the school's rules. The traffic assistant will also remind students to use the pathway leading around the outside of the loop instead of walking through the parking lot or driveway loop. The traffic assistant shall be an adult and must wear an approved safety vest at all times.

- Five traffic assistants at loop, driveway exit and drop-off/pick-up lane: These traffic assistants may be student members of the School Safety Patrol. They shall assist and be supervised by the adult traffic assistants in the duties described above, but not replace adults for any of the duties. These traffic assistants shall be directed to stand in a safe location clear of any vehicular path of travel, especially in the driveway where there is not clear pedestrian and vehicle separation. All student School Safety Patrol members shall be from upper elementary and middle school grades who are trained using American Automobile Association School Safety Patrol training curriculum and with the assistance of the City of Oakland's Police Department's Traffic Safety Division. All traffic assistants shall wear approved safety vests at all times.

Bentley School shall assure that nine people (including at least four adults) assist with traffic operations and drop-off and pick-up during school commute periods and shall provide two on-call trained substitutes in case any regular personnel are absent.

Traffic assistants shall encourage and remind students, parents, and faculty and staff of the rules included in the Traffic and Parking Handbook when they observe that such rules are not being followed.

Given the small size of the school, the traffic assistants should be able to recognize children and/or parents in their vehicles. Violations of the school rules observed by the assistants shall be forwarded to the Head of School. These violations shall be noted in the monitoring log required per Condition of Approval # 24b. The Head of School shall follow the procedures outlined in the Traffic and Parking Handbook (Condition of Approval #16g).

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document the performance of the flag person and traffic assistants. If, based on monitoring, it is determined that the flag person or traffic assistants are not performing the above tasks competently and safely, Bentley School shall retrain or replace the flag person or traffic assistants, within the cure period (see Section K). Bentley School should also retrain or replace the flag person or traffic assistants based on recommendations provided by the Independent Rule Enforcers immediately following a monitoring evaluation. If based on long-term monitoring it is determined that less than nine persons are needed to assist traffic by the Independent Rules Enforcer, Bentley School shall be have an

option to reduce the number of traffic assistants based on procedures consistent with Condition of Approval #3.

F. Use of Traffic Safety Warning Devices

Bentley School currently deploys "power flare" safety lights, recommended by the City of Oakland's Police Department, along Hiller Drive during school drop-off and pick-up times. The school initially used trial power flares issued by the Police Department near the end of the 2008-2009 school year. At the end of the trail period, the school returned the devices and at the start of the 2009-2010 school year the school purchased eight of its own power flares.

Bentley School shall receive training on the maintenance and installation of the power flares from the City of Oakland's Police Department's Traffic Safety Division prior to the beginning of the 2010-2011 school year. Locations where the power flares are to be situated will be marked on the pavement in accordance with the Traffic Safety Division. The power flares shall be situated to maintain a travel way along Hiller Drive.

Bentley School shall maintain the power flares in working order, e.g., keep charged, replace parts, etc. and shall replace when necessary. All deployed power flares shall be in good working condition.

Bentley School shall deploy the power flares at least 30 minutes before drop-off and pick-up times and remove them no later than 30 minutes after drop-off and pick-up times. An adult traffic assistant must place and remove the power flares and be present at all times when the power flares are in use.

Bentley School shall replace or enhance the warning devices with other devices, at the direction and recommendation of the City of Oakland's Police Department. The School, may at their own request, ask for other devices to be used instead of the flares. The School shall submit a description of the new devices, a plan showing where they will be placed, and a report prepared by a qualified traffic consultant addressing the adequacy of the new devices. These documents shall be submitted to the Planning and Zoning Division, the Transportation Services Division, and the Traffic Safety Division for review and based on procedures consistent with Condition of Approval #3.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document the use and placement of traffic safety warning devices, including the power flare safety lights. If, based on monitoring, it is determined that the traffic safety warning devices are not properly used or placed , Bentley School shall correct the use of the traffic safety warning devices within the cure period (see Sections H and K). Bentley School should also remedy the use of traffic safety warning devices based on recommendations provided by the Planning and Zoning Division, the Transportation Services Division, the Traffic Safety Division, and the Independent Rule Enforcers.

G. Transit and Carpool Subsidy Program

TDM measures related to transit and carpool subsidies are discussed in Section D.

H. Independent Rule Enforcers

In April 2010 Bentley School, in consultation with the City of Oakland's Transportation Services Division and Planning and Zoning Division, hired DKS Associates, an Oakland-based transportation planning and engineering firm, to serve as the Independent Rule Enforcers to monitor and report on many of the conditions provided in this TDM program. Per the Condition of Approval, three Independent Rule Enforcers will conduct the monitoring.

Monitoring shall be conducted once a month while school is in session through the 2011-2012 school year. The number of monitoring sessions each school year after 2011-2012 will be determined by the City of Oakland's Transportation Services Division and Planning and Zoning Division based in part of the school's performance in achieving the objections in the overall TDM program.

The monitoring shall be conducted once a month without advance notification given to the school. The monitoring shall be conducted on Tuesdays, Wednesdays or Thursdays. In addition, twice a year monitoring will be conducted on random during a special event that is expected to generate over 75 vehicles (see Section I).

The Independent Rule Enforcer shall monitor and report on conditions related to the following sections in the TDM program:

A. Parking management strategies

B. Drop-off and pick-up process

C. Staggered timeframes for pick-up and drop-off

D. Reduction in single student occupant vehicles driven

E. Number of persons to assist traffic

F. Use of traffic safety warning devices

I. Special events traffic

The Independent Rule Enforcer shall follow specific instructions for conducting the monitoring and shall complete a comprehensive checklist to document prevailing conditions (see appendix). The School may request that the number (three) of Rule Enforcers be reduced based on overall compliance with the TDM based on procedures consistent with Condition of Approval #3. The reports shall be used to prepare an annual TDM review. See Section K.

Sections A, C, D, G, H, and I

Within one week of each monthly monitoring session and special event monitoring session, the Independent Rule Enforcer shall submit the monitoring worksheets. Within two weeks after each trimester, the Independent Rule Enforcer shall submit a written report summarizing the results of the

monitoring sessions during the subject trimester. The trimester reports shall include recommendations to remedy potential infractions, if appropriate.

The Independent Rule Enforcer worksheets and trimester reports shall be submitted to the City of Oakland's Transportation Services Division and Planning and Zoning Division, to the City of Oakland's Police Department's Traffic Safety Division, and to Bentley School's Traffic Coordination Committee.

Sections B, E, F, and J

Section B, E, F, and J directly relate to safety at the school and in the area. For these sections shorter term reporting shall be required to remedy potential safety infractions.

The Independent Rule Enforcer shall submit the monitoring worksheets within one week of each monthly monitoring session and special event monitoring session. If the worksheets identify infractions within specific sections related to safety the Independent Rule Enforcer shall also include potential remedies.

Such measures proposed by the Independent Rule Enforcers or Bentley School must be approved by the City of Oakland prior to implementation. The City of Oakland shall have one week to review and approve the submitted measures. Upon City of Oakland approval of enhanced or additional TDM measures, Bentley School shall be given two weeks after the approval to meet the TDM goals.

The Independent Rule Enforcer worksheets and reports shall be submitted to the City of Oakland's Transportation Services Division and Planning and Zoning Division, to the City of Oakland's Police Department's Traffic Safety Division, and to Bentley School's Traffic Coordination Committee.

I. Special Events Traffic

Bentley School currently provides on-site parking for evening and weekend special events. When special events are predicted to generate over 75 vehicles, Bentley School currently partners with Kaiser School to handle overflow parking. Bentley School provides instructions to the school community regarding traffic and parking related to special events and notifies neighbors in advance of any special events.

For Events Under 75 Vehicles

Bentley School shall continue to provide on-site parking for evening and weekend special events. The campus shall be used to provide up to 30 additional on-site parking spaces by using the playground surface as well as the paved area near the Head of School's residence. At least two traffic assistants shall direct motorists to these locations, as well as to the general Hiller Drive and Tunnel Road parking lots, as appropriate. In addition, parking along the flat portion of Hiller Drive between Bentley School's driveway and Tunnel Road, only, may be used (for approximately 15 vehicles), as appropriate.

If the event (less than 75 vehicles) cannot be accommodated with these on-site spaces due to school staff parking in these spaces), the school shall partner with Kaiser School to provide overflow parking. The traffic assistant shall direct traffic up Hiller Drive to Kaiser School, where an additional traffic assistant will direct motorists to a parking space. A shuttle van or bus shall be made available to transfer

visitors from Kaiser School to Bentley School, with a return option following the conclusion of the event. Visitors will be able to walk between the schools instead of using a shuttle bus or van. School event parking shall not occur above the flat portion of Hiller Drive (above the school's driveway) other than Kaiser School.

All traffic assistants shall wear approved safety vests at all times.

For Events Over 75 Vehicles

When special events occur during that will generate over 75 vehicles, the school shall make use of alternative off-site parking and employ shuttle services to transfer visitors. For example, Bentley School could use the Temescal parking area and transfer visitors via school-owned vans with employee drivers or with commercial shuttle services.

For all special events, Bentley School shall deploy two traffic assistants to ensure that visiting motorists are aware of viable parking options and to prohibit motorists from parking along the public streets, on Hiller Drive, in Hiller Highlands, and along Tunnel Road.

All traffic assistants shall wear approved safety vests at all times.

Event Notification

The school's Traffic and Parking Handbook (see Section B) shall be updated annually to list all anticipated special events, including those expected to generate over 75 vehicles. These events currently include "Back to School Night" in September (three evenings), the "Halloween Parade" (generally on October 31), and "Grandparent's Day" (on the last Friday before Thanksgiving).

For all special events, Bentley School shall issue instructions to the school community regarding its traffic and parking policies in regards to special events. These instructions shall be included in both the materials announcing the event as well as highlighted on the school's website. All communications shall emphasize the need to be respectful of the neighborhood.

All special events shall be placed on the school calendar at least one month before the event. Parking instructions for the events shall also be posted at the same time. In addition, Bentley School shall notify the Neighborhood Liaison Committee via e-mail and mailing about each special event and parking instructions at least one month prior to the event. No special events shall be held that have not been published on the school calendar, e-mailed, and mailed to the committee at least one month in advance of the event. Bentley School will provide a hotline for neighbors to call for information regarding any events. The hotline will offer numbers for appropriate school staff, Independent Rule Enforcers, and City of Oakland Traffic Safety Division.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document Bentley School's performance in accommodating special event traffic and parking. If, based on monitoring, it is determined that unacceptable traffic and parking conditions occur during special events, Bentley School shall improve special event traffic and parking.

J. Memorandum of Understanding with Oakland Police Department

Bentley School currently has a Memorandum of Understanding (MOU) with the City of Oakland's Police Department's Traffic Safety Division (see appendix). Bentley School shall continue to be in good standing with the MOU.

The MOU covers, in part, the role and responsibility of the flag person (see Section E).

The City of Oakland's Police Department's Safety Division shall retain the right to prepare an addendum to the MOU to include procedures undertaken by the Independent Rule Enforcers (see Section H).

If the MOU is revoked by the City of Oakland's Police Department's Traffic Safety Division, no person is authorized to assume the role of the flag person at the school driveway entrance, including a crossing guard, off-duty police officer, etc.[1] Without a flag person, it is possible that incoming traffic could back-up along Hiller Drive, potentially impacting traffic operations and safety along Hiller Drive and at the Hiller Drive/Tunnel Road intersection.

Under typical conditions, the maximum vehicle queues turning left into the school driveway rarely exceed 10 vehicles (there is storage capacity along Hiller Drive for up to about 22 vehicles). Without a flag person it is likely that the queues would be extended, possibly impacting traffic operations and safety (note that it is not possible to reliably estimate the resulting queuing and potential effects using traffic modeling techniques due to variability in traffic demands in each direction along Hiller Drive, in driver's behavior, and in flagging techniques). Therefore, if the MOU is revoked, the following procedures shall be followed:

1. Bentley School shall immediately notify the Independent Rule Enforcers and the City Planning and Zoning Division and the Transportation Services Division that the MOU has been revoked and request that the Independent Rule Enforces monitor traffic operations and safety along Hiller Drive for one school week. The monitoring shall commence as soon as possible and no later than one week after the MOU was revoked. A monitoring report with conclusions and, if needed, short-term recommendations shall be submitted to the City Planning and Zoning Division and the Transportation Services Division for review one week after the monitoring. Short-term solutions could include the provision of a shuttle bus, or bell time adjustments.
2. If based on the monitoring the Independent Rule Enforcers determine that traffic operations or safety impacts are resulting, Bentley School must immediately institute remedies to address such impacts. Independent Rule Enforcers shall require immediate remedies to address such impacts, The Independent Rule Enforcers shall monitor the effectiveness of the short-term

[1] Based on conversations with Stacey Perry, City of Oakland Traffic Safety Division of the Oakland Police Department, July 2010.

solutions weekly until longer term solutions such as enhancements to transportation demand management strategies described in Section D are recommended and implemented.

3. The Independent Rule Enforcers shall submit monitoring reports every week until the longer-term remedies are in place, after which, the monthly monitoring reports (see Section K), shall resume and include the effectiveness of remedies to maintain safe traffic operations along Hiller Drive shall be evaluated.

As mentioned previously, the flag person's role cannot be assumed if the MOU were to be revoked and because Bentley School's Conditional Use Permit and enrollment increase is based in part on adequate traffic circulation and safety. Thus, if the MOU were revoked, the flag person dismissed, and the above procedures did not adequately address traffic circulation and safety issues along Hiller Drive, then enrollment reductions would be required to assure acceptable traffic and safety conditions along Hiller Drive.

K. Ongoing Monitoring of Recommended Conditions

The TDM program requires periodic evaluation to determine how the program is achieving its goals. The monitoring program is broken into several components including annual reporting, trimester reporting, and enforcement.

Annual Reporting (All Sections)

The Condition of Approval requires that Bentley School prepare an annual TDM Evaluation Report that summarizes the program over the preceding year, intended upcoming changes, and compliance with conditions of the program. The report will also include any suggested changes to the TDM program, if appropriate.

The report shall include average annual trip mode information, including arrival trips via single occupant vehicles, multi-occupant vehicles, bus, and by walking and bicycling. The report shall provide a comparison to historical findings.

The report shall discuss the success of the various TDM program elements and incentives undertaken by Bentley School, e.g., carpooling, transit use, walking and bicycling, trip planning, and education and outreach (see Section D).

The report shall summarize the results of the Independent Rule Enforcer reports for the year, including implemented traffic remedies.

Bentley School shall submit the annual TDM Evaluation Report to the City of Oakland's Transportation Services Division and Planning and Zoning Division for review and approval. Planning staff reserves the right to forward the report on to the full City of Oakland Planning Commission for the Commission's review and approval.

Trimester Reporting (Sections A, C, D, G, H, and I)

See Section H of this report for trimester reporting from the Independent Rule Enforcers. The trimester reports shall include recommendations to remedy potential infractions, if appropriate. Such measures proposed by the Independent Rule Enforcers or Bentley School must be approved by the City of Oakland prior to implementation. The City of Oakland shall have one week to review and approve the proposed measures. Upon City of Oakland approval of enhanced or additional TDM measures, Bentley School shall be given one trimester period after the approval to meet the TDM goals.

Short-term Reporting (Sections B, E, F, and J)

Again Section B, E, F, and J directly relate to safety at the school and in the area. For these sections remedies for potential infractions require shorter term enforcement. See Section H of this report for short-term reporting from the Independent Rule Enforcers. The short-term reports shall include recommendations to remedy potential safety issues. Such measures proposed by the Independent Rule Enforcers or Bentley School must be approved by the City of Oakland prior to implementation. The City of Oakland shall have one week to review and approve the submitted measures. Upon City of Oakland approval of enhanced or additional TDM measures, Bentley School shall be given two weeks after the approval to meet the TDM goals.

Enforcement (Sections A, C, D, G, H, and I)

If following one trimester after invoking enhanced or additional TDM measures the school still does not meet its TDM goals based on the Independent Rules Enforcers reports submitted to the City of Oakland, or if the school fails to submit a TDM Evaluation Report, or if the report does not meet City of Oakland requirements outlined above, the City of Oakland's Transportation Services Division and Planning and Zoning Division shall commence enforcement procedures including scheduling of a compliance hearing or referral of the matter directly to the City of Oakland Planning Commission for scheduling of a compliance hearing to determine whether Bentley School's approvals should be revoked, altered, or additional conditions of approval imposed. This could include a permanent reduction in enrollment.

The City of Oakland can also impose penalties on a per infraction fee pursuant to the City's Master Fee Schedule, based on the observations of city officials, the Oakland Police Department, or the Independent Rules Enforcers.

In determining whether reduced enrollment or other remedies are appropriate, the City of Oakland shall consider if Bentley School has demonstrated a good faith effort to comply with the TDM program. It will be up to Bentley School to provide evidence to the City of Oakland of good faith efforts for review.

Enforcement (Sections B, E, F, and J)

Two weeks after invoking enhanced or additional TDM measures Bentley School still does not meet its TDM goals based on the Independent Rules Enforcers reports submitted to the City of Oakland, the City of Oakland's Transportation Services Division and Planning and Zoning Division may refer the matter to the City of Oakland Planning Commission for scheduling of a compliance hearing to determine whether Bentley School's approvals should be revoked, altered, or additional conditions of approval imposed. This could include a permanent reduction in enrollment. The City of Oakland can also impose penalties

on a per infraction fee pursuant to the City's Master Fee Schedule based on the observations of city officials, the Oakland Police Department, or the Independent Rules Enforcers. In determining whether reduced enrollment or other remedies are appropriate, the City of Oakland shall consider if Bentley School has demonstrated a good faith effort to comply with the TDM program. It will be up to Bentley School to provide evidence to the City of Oakland of good faith efforts for review.

Appendix A: Parent Traffic and Parking Handbook

BENTLEY SCHOOL'S PARENT TRAFFIC E-HANDBOOK

Waste-Free Interim Copy

(Draft for Fall 2010, pending TDM approval)

BENTLEY SCHOOL

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BENTLEY SCHOOL

MEET OUR NEW TRAFFIC CONSULTANT

David Parisi, PE, TE

Transportation Planner & Traffic/Civil Engineer

David Parisi manages a variety of challenging transportation projects throughout the West Coast. Mr. Parisi's 23 years of experience include various aspects of transportation and environmental planning, and civil and traffic engineering. He spearheads multi-disciplinary transportation projects from inception through design and development. These projects include: environmental assessments in accordance with NEPA; highway, railway, and multi-modal corridor studies; area-wide traffic circulation studies; rail transit projects; roadway and interchange feasibility analyses; access planning for pedestrians, bicyclists and people with disabilities; localized traffic impact evaluations; and transportation system improvements. David Parisi specializes in developing Main Street, transit and transit-oriented development, traffic calming, and Safe Route to School projects. His relevant school experience includes:

- Marin County SR2S Program, Marin County: Program manager
- Santa Barbara SR2S Project, Santa Barbara: Transportation engineer
- ITE School Safety Task Force, California: Committee chair
- Safe Routes to School Training Workshops, National: Project manager
- California Statewide Safe Routes to School Committee: Member
- Pasadena Suggested Routes to School Program: Project manager

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Parisi ASSOCIATES transportation consulting

Bentley School

A LITTLE BACKGROUND

In October 2009, the Oakland Planning Commission unanimously approved Bentley School's new Conditional Use Permit (CUP) for a student enrollment of up to 360, our hours and operation, and for special events.

It is customary for CUPs to contain conditions of approval for a respective project. One condition in Bentley's new CUP was to develop and distribute a traffic and parking handbook to our school community and to implement a transportation plan, which is the following. As part of our transportation plan, Bentley will not exceed [INSERT NUMBER] of trips to the Hiller Campus.

In our ongoing effort to be conscious of waste (as well as reduce vehicular impact on our neighbors), we submit to you our traffic and safety guide electronically. Please remember to drive courteously and carefully at all times, not only to insure the welfare of our children but also for the safety, convenience, and respect of our neighbors.

Bentley School's traffic plan reflects the School's motto which encourages students *"to embrace values that enrich themselves, the community, and the world."*

Thank you!

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Bentley School

Traffic Handbook Objectives

- Decrease automobile trips to and from school, thus reducing traffic congestion and greenhouse gases
- Support our community's ability to use alternative modes of transit to and from school
- Continue to support and enhance student safety and exceptional academics for our valued families
- Respect our neighborhood through communication, reduced traffic levels, improved safety and increased livability

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BENTLEY SCHOOL

GETTING TO AND FROM THE HILLER CAMPUS

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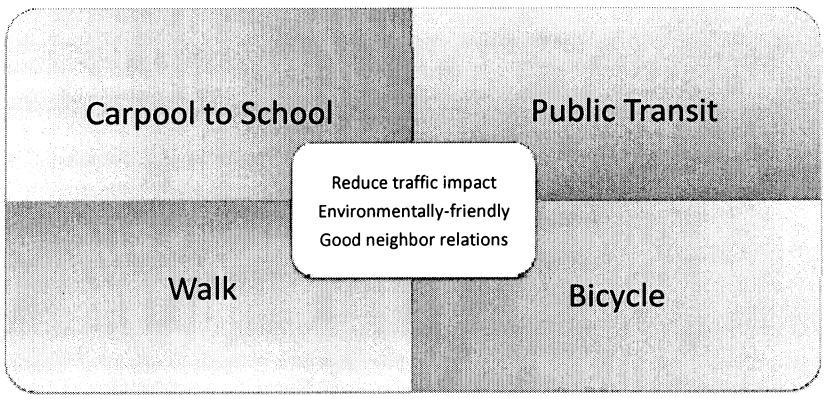
BENTLEY SCHOOL

SUSTAINABLE MODES OF TRANSPORTATION



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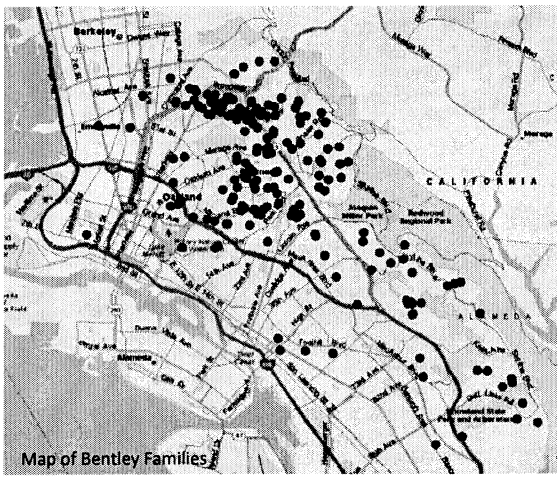
BENTLEY SCHOOL

CARPOOL TO SCHOOL

Thank you all who are currently carpooling! Bentley is currently in the process of developing our Carpool to School Program as well as a Parent Carpool Committee to enable casual and regularly established carpools. Our administrators will support the parent committee by facilitating communications and providing data services including mapping and internet tools , like the map to the right. The carpooling program will include a GIS carpool matching system.

To participate in the Parent Carpool Committee, contact:

Wendi Berardi
510-843-2512 ext 2411
wberardi@bentleyschool.net



Map of Bentley Families

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BENTLEY SCHOOL

PUBLIC TRANSIT

Bentley School is delighted to join other East Bay independent schools utilizing AC Transit bus service. AC Transit bus route numbers 604 and 689 pickup our students in central Berkeley, in Montclair and Glenview and deliver them directly to the School's campus. The Bentley AC Transit bus stop is right along campus, providing a safe and secure transportation alternative for many families. Currently, bus ridership is free to all student-riders. The School has determined to underwrite the cost of this service in order to encourage as many families as possible to take advantage of this new way to get to school.

In addition to the AC Transit service, the School maintains our Contra Costa County bus service. Durham School Services bus picks up at the Lafayette campus just before 8am and arrives at the Hiller campus at approximately 8:20am. The afternoon pick-up is at 3:40pm and arrive in Lafayette at 4pm. There is a small fee associated with this service.

Sample Route:
The 604 serves the South/West Berkeley areas (Shattuck/Bancroft to College/Ashby/Tunnel). The 604am loops around our parking lot, discharges directly in lot @ 8:05am. The 604pm loads on Tunnel Road @ 3:41pm.

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BENTLEY SCHOOL

WALK OR RIDE A BIKE

Bentley School encourages students to walk or ride their bike to school. Riding a bike or walking can be beneficial in a number of ways. One of the benefits is exercise. Exercise can help reduce stress, increase self-esteem, and increase productivity. If you are riding a bike to school you don't have to worry about getting stuck in traffic. Avoiding traffic will help you get to work or school faster, and you will get a chance to enjoy the natural surroundings in your community on your way to your destination.

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BENTLEY SCHOOL

STAGGERED DROP OFF & PICKUP WITH KAISER

Bentley School understands that releasing the student body at one time could momentarily overwhelm the local traffic system, including Hiller Drive. In a continuous effort to ensure the safety of our students and be respectful of our neighborhood, we have designed a staggered pickup and drop off schedule that allows traffic to arrive in uniform waves, and timed in a manner that allows for maximum efficiency.

In the mornings, Bentley School's classes begin: Grades 6-8 at 8:20 a.m. Grades K-5 at 8:25 a.m. Kaiser School's morning classes start at 8:45 a.m.	In the afternoons, Bentley School dismisses classes Mondays through Thursdays: Grades K-1 at 2:40 p.m. Grades 2-3 at 2:50 p.m. Grades 4-5 at 3:15 p.m. Grades 6-8 at 3:30 p.m.
Friday is an early dismissal day with times: Grades K-1 at 1:00 p.m. Grades 2-3 at 1:20 p.m. Grades 4-5 at 1:40 p.m. Grades 6-8 at 2:15 p.m.	Kaiser School's afternoon dismissal time is 3:00 p.m., except for Wednesdays which has an early dismissal time at 1:25 p.m.

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BENTLEY SCHOOL

DROP OFF & PICKUP INSTRUCTIONS

The School creates two lanes of traffic, utilizing yellow/flashing flares, for cars moving southbound on Hiller Drive towards Tunnel Road. The area closest to the sidewalk is used for families during the drop off and pickup times.

Drive northbound on Hiller Drive towards the campus, waiting for the Traffic Guard's signal to proceed into the driveway

Drive through the semi circle parking lot exiting to the right back onto Hiller Drive. Remember to watch for oncoming traffic

Staying close to the curb, drive forward as far as possible. If there are no cars ahead of you, proceed all the way to the front of the line which is noted by a "Stop here" sign on the sidewalk

Please always follow staff motions to move forward as they will have a different view of traffic that you may not see

Staff will open doors, remove backpacks from trunks, etc. Please remain in your car at all times

Merge into oncoming traffic carefully. Do not block the lanes of traffic at any time

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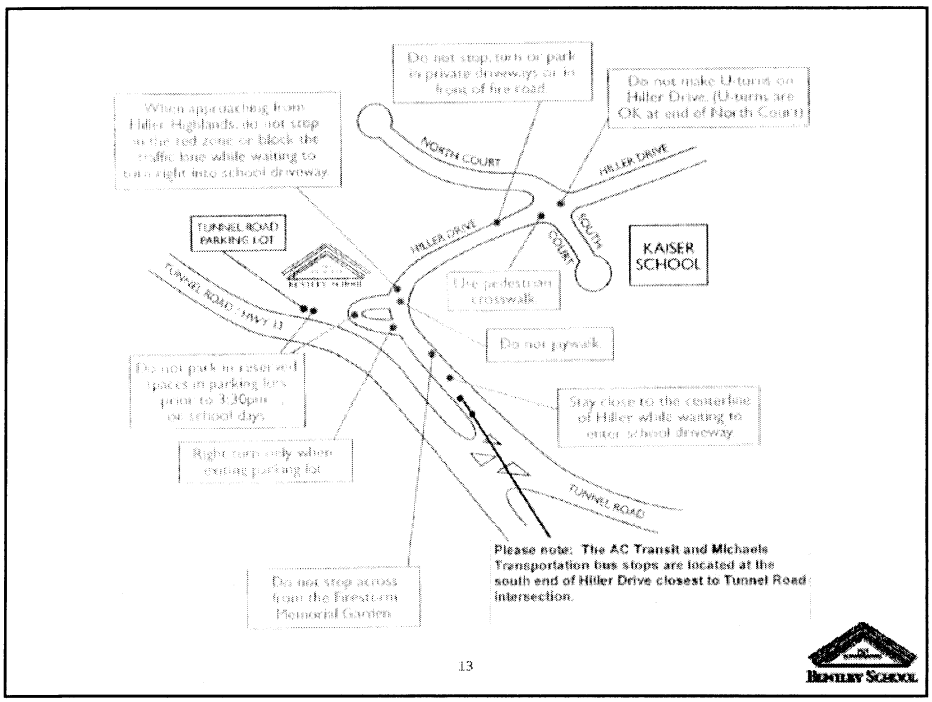
BENTLEY SCHOOL



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BENTLEY SCHOOL

TRAFFIC SAFETY & RULES

Bentley School has been and continues to be committed to being the best possible neighbor. In order to achieve that important goal, the following School Traffic Safety & Rules have been developed. Please remember, it is the responsibility of every Bentley parent, employee, and friend-of-the-school to abide by these rules when driving to and from campus, while in the neighborhood, and while on campus.

Any infractions of these rules must be reported to the school's Compliance Supervisor. Failure to abide by these rules will result in a series of consequences, from formal warnings to the invocation of the "non-cooperation" clause in the Enrollment Contract. The Compliance Supervisor is:

Wendi Berardi
510-843-2512, x2411
wberardi@bentleyschool.net

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BENTLEY SCHOOL

TRAFFIC SAFETY & RULES: PLEASE DO

- Use your turn signal when entering the Hiller Drive parking lot
- Try to arrive prior to 8:00 a.m. when there is little to no congestion
- When approaching the parking lot, please stay to the left closest to the yellow line, leaving enough room on your right side for other cars to pass and continue on up Hiller Drive
- Make sure to wait for the traffic guard's hand signal before turning into the parking lot
- STAY IN YOUR CAR. We will assist your child out of the car and gather items from your trunk area if needed
- Follow all traffic volunteer's and school staff's instructions in a timely and courteous fashion
- Merge into oncoming traffic carefully. Be sure you are not blocking the lanes of traffic on Hiller Drive
- Park in either the Hiller Drive or the Tunnel Road parking lots during evening and weekend events
- Use street parking ONLY as a last resort and ONLY when all on-campus parking has been used

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BENTLEY SCHOOL

TRAFFIC SAFETY & RULES: PLEASE DO NOT

- Make any U-Turns in the neighborhood. The safest area is at the end of the cul-de-sac on North Hill Court
- Pull into or block, even for a moment, any of our neighbor's driveways
- Park in red zones
- Park in the designated bus zones at the south end of Hiller Drive closest to Tunnel Road and also immediately to the north of the entrance to the Hiller driveway
- Park on the street across from the Firestorm Memorial Garden
- Jaywalk! To maintain the safety in front of our school, we ask that you use the crosswalk near Kaiser School
- Turn left when exiting the school's Hiller Drive parking lot

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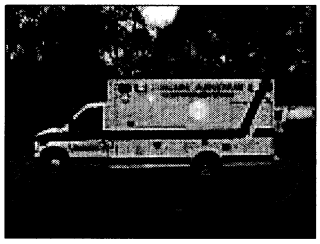
BENTLEY SCHOOL

TRAFFIC SAFETY & RULES: EMERGENCY VEHICLES

If an emergency vehicle approaches, upon alert, all drivers, either waiting alongside the double yellow line, waiting to turn into the Bentley parking lot or traveling downward on Hiller Drive, should pull to the far right of Hiller Drive. This will allow the emergency vehicles to drive over the double yellow line north up Hiller Drive and avoid sidewalks and parked cars. This applies for both directions.



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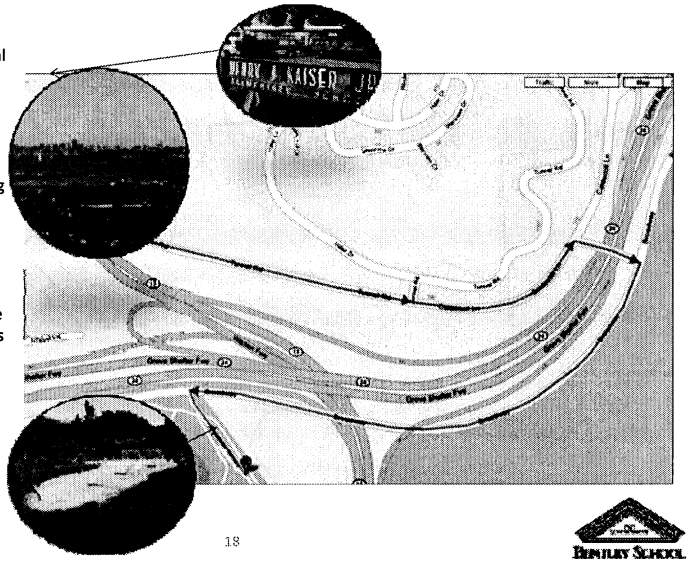
Bentley School

SPECIAL EVENTS PARKING: OFF SITE

During certain School special events, and especially when the School believes that a large group of parents or visitors will be coming to campus, the School may mandate off-campus parking for most cars. Information about off-campus parking will be sent to all families well in advance of the special event. It will be critical for the success of the special event that all parents carefully follow the special traffic and parking rules for that day. For some Hiller campus special events, off-campus parking will be at the Temescal Park parking lots and shuttle service will be provided.



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Bentley School

NORMAL EVENING & WEEKEND EVENTS

During normal evening and weekend School events, the School will prohibit on street parking until every parking space in both of our campus parking lots has been filled. Therefore, when coming to the School for an evening or weekend event, each of us must drive through both campus parking lots looking first to park in those lots. Only when those lots have been filled will on-street parking be allowed.

Do park in either the Hiller Drive or the Tunnel Road parking lots during evening and weekend events. Use street parking ONLY as a last resort and ONLY when all on-campus parking has been used.

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BENTLEY SCHOOL

EMERGENCY PREPAREDNESS

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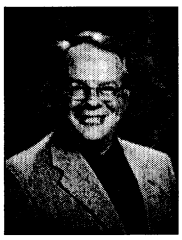
BENTLEY SCHOOL

MEET OUR EMP CONSULTANT

Since 2009, Bentley has been working with and institutionalizing emergency plans with national expert Camp and School Consulting President, Dan Gelineau. Camp and School Consulting offers schools, camps, youth service organizations and recreation programs a reliable, high quality alternative to in-house resources for all areas of risk management, including:



- Disaster Plan Development
- Emergency Preparedness Training
- Policies and Procedures Manuals
- Safety Committee Development and Implementation
- Staff Training in all aspects of student/camper safety

CASC

Camp and School Consulting's Mission Statement:
To become the leading provider and highest quality source for all areas of risk management training and preparation. To offer a very high level of practical experience, cutting edge knowledge of legislation and insurance industry trends, and skilled presentation of this information to constituents.

Click here to read Mr. Gelineau's resume.

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Bentley School

EMERGENCY PROCEDURES ON HILLER CAMPUS

Bentley employees undergo CPR and First Aid training and are annually briefed on emergency procedures and safety. All administrators, faculty and staff have been assigned responsibilities to a specific emergency response team (security, first aid, etc.) and will assume duties in the event of an evacuation or emergency

Emergency responses are organized by specific events, i.e. fire, earthquake, intruder, etc. We hold regular emergency response practices throughout the year, the AlertNow system is tested yearly, and there will be regular crisis team response trainings

Every classroom has a backpack containing supplies for a class in an emergency evacuation and phone numbers, and the School maintains a store of emergency supplies of food, water, tools, and sanitation and medical supplies sufficient for everyone to remain on campus for at least three days

Drills and events are defined by evacuation sites and response protocols. In the event of an "on site" evacuation, for an event that does not affect any of the surrounding neighbors or property (isolated fire on campus), the whole school will evacuate to the lower parking lot on Hiller Drive

In the event of a major earthquake, we will keep all students on the school grounds. The students will be kept under the close supervision of faculty and staff. We will keep a strict accounting of everybody on campus. Please note that we will only release students to their parents or other persons designed on file as authorized. We will announce, via the AlertNow system, special pick-up times according to grade level. Students should then be picked up at only the designated time for their grade (or their sibling's grade). The convergence or all our parents at the same time could be extremely dangerous for us and for our neighbors and could impede necessary police, fire, and medical response

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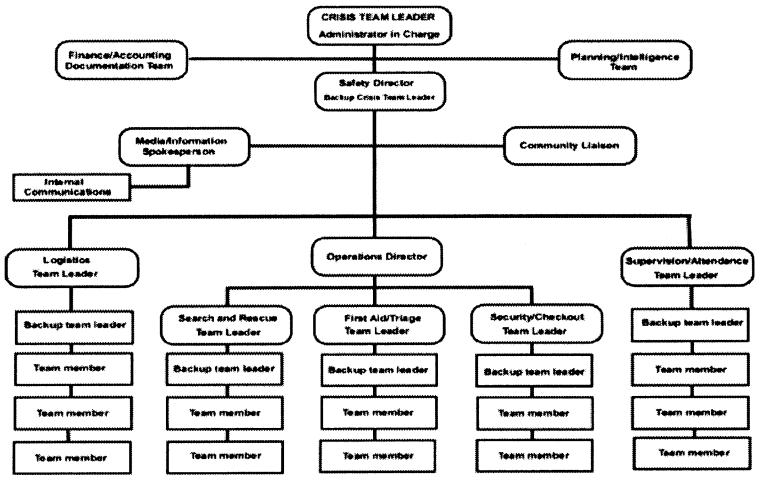
HILLER CAMPUS ORGANIZATION FOR CRISIS RESPONSE



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BENTLEY SCHOOL

CAMPUS EVACUATION PROTOCOL

In the event of an off site evacuation, parents /guardians must not come to the site but instead pick up their child at the mandated assembly areas. Parents/guardians MUST tell the Team Leader in charge when their child (children) is released and are accounted for

If (and only if) the campus were to become unsafe (such as in imminent danger of a major gas leak or fire), we will evacuate everyone to another location. This will be communicated to families via the AlertNow system. We have an agreement with the Claremont Hotel and a pending agreement with St. Clements' Episcopal Church (2837 Claremont Blvd. @ Domingo) that allows us to evacuate our children to those safe locations

In any emergency situation, precise and timely communication is of paramount importance. All parents are asked to keep emergency information updated with the main office so that we are able to reach you

Evacuations and their assembly areas will be designated by specific warning sounds. The airhorn indicates a directional instruction: all campus to west parking assembly areas. The Fire Alarm indicates evacuation to the Hiller parking lot

This evacuation strategy is very important to the entire Hiller Highlands Community. In addition, the plan has met with approval from the Oakland Fire Marshall's office. This plan will allow for the Hiller Parking Lot to be used as a staging area for the Hiller Highlands Community. Bentley School will also provide designated emergency storage space (food, water, etc.) for the neighbors

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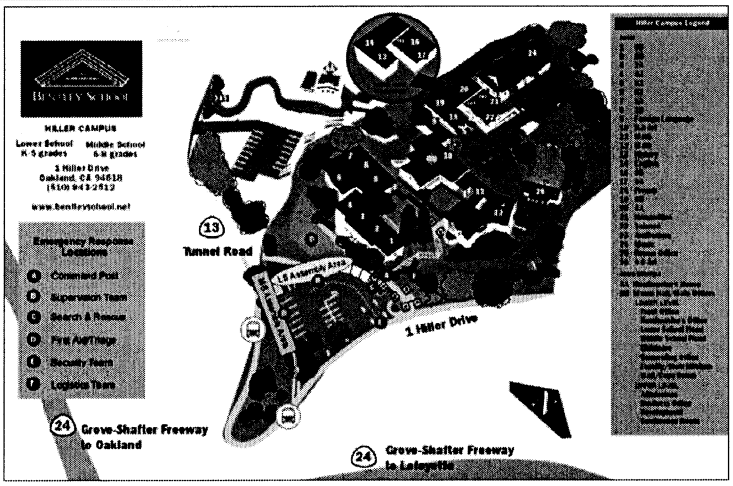
ON-SITE EMERGENCY RESPONSE ASSEMBLY LOCATION



- Regular assembly area: Upper parking lot
- Alternate on-site area: Sport Court
- Indoor assembly area: Meadows Auditorium

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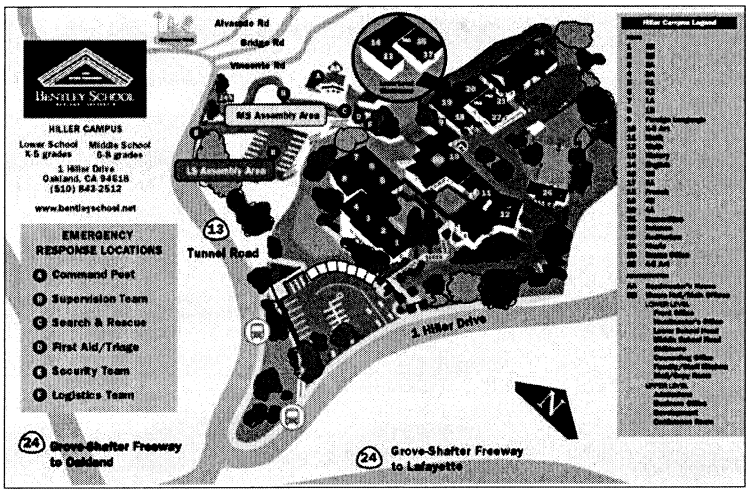
BENTLEY SCHOOL

OFF-SITE EMERGENCY RESPONSE ASSEMBLY LOCATION



- Head's House
- Lower Parking Lot

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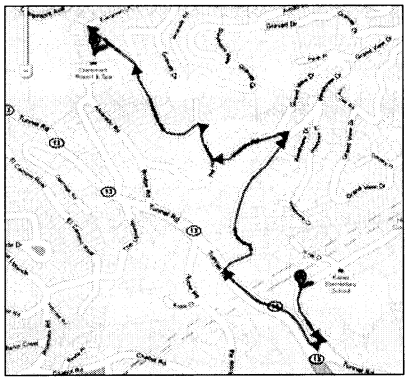
BENTLEY SCHOOL

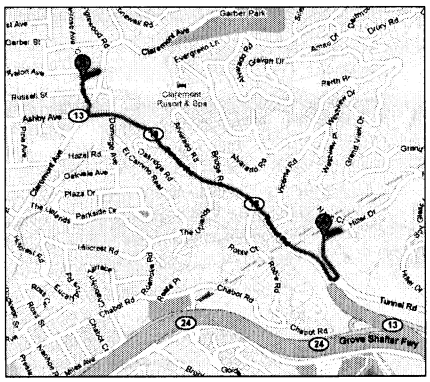
OFF-SITE EMERGENCY RESPONSE RELOCATION ASSEMBLY SITES

K-5 Evacuation Location



A. Bentley School
B. Claremont Hotel & Spa Employee Parking Lot

Grades 6-8 Evacuation Location



A. Bentley School
B. St. Clement's Church Parking Lot

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BENTLEY SCHOOL

FOUR STRIKES POLICY

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BENTLEY SCHOOL

COMPLIANCE

As a good neighbor, Bentley School is committed to the monitoring and enforcement of the School's traffic and parking rules. For parents and guardians, employees, or Friends-of-the-School who fail to abide by these rules, the School will institute clear consequences. Hence, the School will enforce a Four Strikes Policy. A strike will be assessed as a result of an infraction of the School's traffic and parking. It is the School's expectation that each Bentley family will make certain that all members of the family who drive to school (parents, employees, caregivers, relatives) are made aware of these rules. Families will be held responsible for the infractions of any individual associated with the family.

Bentley School faculty, staff, and administration will also be held responsible for upholding all School traffic and parking rules. Bentley Staff and Bentley volunteers will be trained to watch for and identify infractions and to report infractions to the School's administration. The School's administration will then issue a "strike."

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BENTLEY SCHOOL

STRIKES ONE – TWO – THREE

A red citation is placed on the windshield of the car and a "red letter" is mailed home informing the family of the infraction. This "red letter" will include a hard copy of the Traffic & Parking E-Handbook and a further explanation of the four-strikes policy. This letter will emphasize the importance of abiding by the School's Traffic & Parking Rules. This mailing will be followed by a call from the School's administration to confirm the family's receipt of the "red letter."

STRIKE ONE

A red citation is laced on the windshield of the car and a second "red letter" is mailed home informing the family of the infraction and notifying the family that a $250 fine has been assessed to the family's school account. Failure to pay the fine in the normal course of the school's billing process will result in Strike Three. This "red letter" will include a hard copy of the Traffic & Parking E-Handbook and a further explanation of the School's four-strikes policy. This mailing will be followed by a call from the School's administration to confirm the family's receipt of the second "red letter."

STRIKE TWO

A red citation is placed on the windshield of the car and a third "red letter" is mailed home informing the family of the infraction, notifying the family that a $500 fine has been assessed to the family's School account, and directing the driver must meet with the Headmaster. Failure to meet with the Headmaster or failure to pay the fine in the normal course of the School's billing process will result in Strike Four. This letter will reemphasize why it is critically important to conform to the School Traffic & Parking rules. This mailing will be followed by a call from the School's administration to confirm the family's receipt of the third "red letter."

STRIKE THREE

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BENTLEY SCHOOL

STRIKE FOUR

A red citation is placed on the windshield of the car and a final "red letter is mailed home with notification that the non-cooperation clause is now invoked.

"Bentley reserves the right to suspend or terminate the attendance or refuse to extend the privilege of re-enrollment to Student if Bentley concludes that the actions of the Parent or any family member or family employee make such a positive and constructive relationship impossible or otherwise seriously interfere with Bentley's accomplishment of its educational purpose."

At this point, the driver must meet with the Headmaster in order to discuss any action that the Headmaster may take. Failure to do so is unacceptable and will be deemed a flagrant ignoring of School policy. Anyone receiving a fourth strike must understand that any and all consequence, up to expulsion of the family from the school may result. Such an action will be undertaken only after the Head deliberates and seeks appropriate advice. This mailing will be followed by a call from the School's administration to confirm the family's receipt of the third "red letter."

BENTLEY SCHOOL

PARENT – EMPLOYEE AGREEMENT

BENTLEY SCHOOL

PARENT – EMPLOYEE AGREEMENT

In order to insure that the full Bentley community understands and supports the school's efforts to be the best possible neighbor and in order to support the school's efforts to mitigate traffic impacts on Hiller Drive and surrounding roads, the following agreement must be signed, dated, and returned to the school. Please see the following slide for the Parent and Employee Agreement.

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BENTLEY SCHOOL

PARENT – EMPLOYEE AGREEMENT

I/we, the undersigned, have read Bentley School's Traffic & Parking Handbook and agree to abide by all of the school's Traffic and Parking rules. We understand and support the need to be good neighbors, to conduct ourselves in a polite and calm fashion while driving to and from school, while parking on campus or in the neighborhood, while dropping-off or picking up my/our child/children.

Further, I/we, the undersigned, agree to abide by any special rules or guidelines that may be imposed by the school from time to time. I/we are aware that such special rules may be imposed, for example, for special events (such as the Halloween Parade or Grandparents Day) and may include, for example, mandated off-site parking.

_____

Parent/Employee Date

_____

Parent/Employee

Please check this box if you plan to participate in alternate transportation offered by Bentley School.

- ☐ We will participate in the AC Transit Program
- ☐ We will participate in the Carpool to School Program
- ☐ We will participate in the Contra Costa County Shuttle (Durham School Services)

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BENTLEY SCHOOL

YOUR COMMITMENT

Bentley School is committed to teaching our students the value of environmental sustainability. While many of our students themselves may be too young to actively reduce their carbon footprint, you as a parent/guardian, or staff or faculty member, are not. We ask everyone in our school community to do what they can. *Thank you!*

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BENTLEY SCHOOL

IMPORTANT CONTACT INFORMATION

Parent Carpool Committee	Wendi Berardi 510-843-2512 ext 2411 wberardi@bentleyschool.net
Traffic Compliance Supervisor	Wendi Berardi 510-843-2512 ext 2411 wberardi@bentleyschool.net
[illegible]	[illegible]

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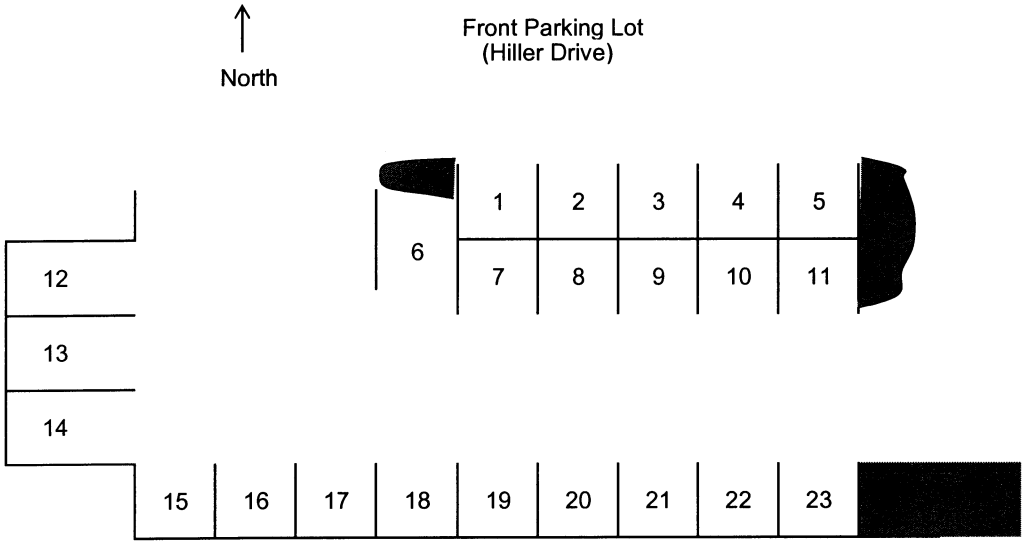
BENTLEY SCHOOL

Appendix B: Staff Parking Maps



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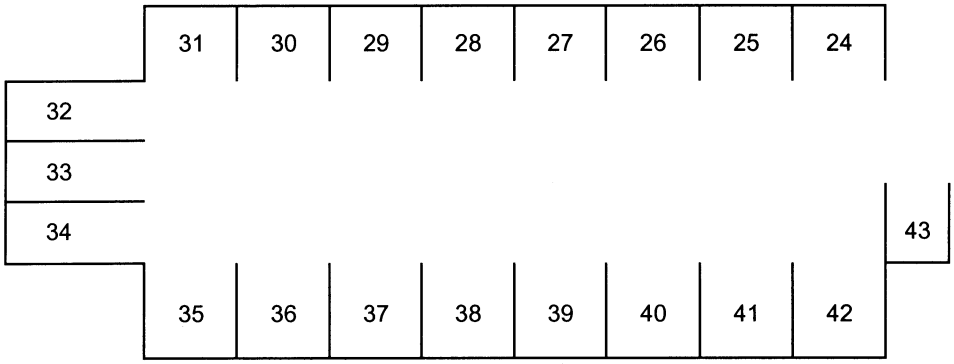
Lower Parking Lot
(Tunnel Road)

North→



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48 Campus Driveway

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47
48 Handicap

49	50	51	Claremont Hotel Parking

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51

Appendix C: Independent Rule Enforcer Worksheets

INDEPENDENT RULE ENFORCER - BENTLEY SCHOOL, OAKLAND, CA

DKS Associates TRANSPORTATION SOLUTIONS

FIELD OBSERVATION NOTES -- AM DROP-OFF or PM PICK-UP (circle one)

Date of Observation:		Position of Observation (note times observer is present):	
Name of Observer:			

STAGGERED DROP-OFF SCHEDULES (CONDITION 14c)

Observation times:	AM / PM	to	AM / PM

RIDESHARING (CONDITION 14d)

Indicate location of bus stop on the map	No. People (Students and Staff Only)	Bus ID/Time (AC Transit/other)
No. using bus at Hiller Dr Stop:	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 40 1 2 3 4 5 6 7 8 9 50 1 2 3 4 5 6 7 8 9 60 1 2 3 4 5 6 7 8 9 70 1 2 3 4 5 6 7 8 9 80 1 2 3 4 5 6 7 8 9 90 1 2 3 4 5 6 7 8 9 100	604 / 689 / Yellow Bus
No. using bus at Tunnel Rd Stop:	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 40 1 2 3 4 5 6 7 8 9 50 1 2 3 4 5 6 7 8 9 60 1 2 3 4 5 6 7 8 9 70 1 2 3 4 5 6 7 8 9 80 1 2 3 4 5 6 7 8 9 90 1 2 3 4 5 6 7 8 9 100	604 / 689 / Yellow Bus
No. using bicycles/walking:	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 40 1 2 3 4 5 6 7 8 9 50 1 2 3 4 5 6 7 8 9 60 1 2 3 4 5 6 7 8 9 70 1 2 3 4 5 6 7 8 9 80 1 2 3 4 5 6 7 8 9 90 1 2 3 4 5 6 7 8 9 100	
No. single occupant vehicle (student or staff alone):	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 40 1 2 3 4 5 6 7 8 9 50 1 2 3 4 5 6 7 8 9 60 1 2 3 4 5 6 7 8 9 70 1 2 3 4 5 6 7 8 9 80 1 2 3 4 5 6 7 8 9 90 1 2 3 4 5 6 7 8 9 100 1 2 3 4 5 6 7 8 9 110 1 2 3 4 5 6 7 8 9 120 1 2 3 4 5 6 7 8 9 130 1 2 3 4 5 6 7 8 9 140 1 2 3 4 5 6 7 8 9 150 1 2 3 4 5 6 7 8 9 160 1 2 3 4 5 6 7 8 9 170 1 2 3 4 5 6 7 8 9 180 1 2 3 4 5 6 7 8 9 190 1 2 3 4 5 6 7 8 9 200	
No. carpooling (Each box represents single vehicle):		

INDEPENDENT RULE ENFORCER - BENTLEY SCHOOL, OAKLAND, CA

DKS Associates
TRANSPORTATION SOLUTIONS

FIELD OBSERVATION NOTES -- AM DROP-OFF or PM PICK-UP (circle one)

Date of Observation:		Position of Observation (note times observer is present):	
Name of Observer:			

STAGGERED DROP-OFF SCHEDULES (CONDITION 14c)

Observation times:	AM / PM	to	AM / PM

ON-SITE PARKING (CONDITION 14a)

No. vehicles in Upper lot:		Comments:
No. vehicles in Lower lot :		
No. vehicles on Hiller Dr :		
No. vehicles elsewhere on campus:		

(TA) TRAFFIC ASSISTANTS (CONDITION 14e)

If needed, indicate location TA's on the map	Time Out	Time In	No.	No. w/ vest
One (1) Flag Person at Driveway Entrance (must be adult)				
One (1) TA at Front of Drop-off Lane (must be adult):				
One (1) TA within Driveway Loop (must be adult):				
One (1) TA at Driveway Exit (must be adult):				
Five (5) TA's at Loop, Exit, and Drop off Lane (can be student):				
TOTAL				

TRAFFIC SAFETY WARNING DEVICES (CONDITION 14f)

If needed, indicate locations of devices on the map	Y or N	Time Out	Time In
Approved device used along drop-off/pick-up lanes:			
At least ONE (1) TA is present while devices are in use:			

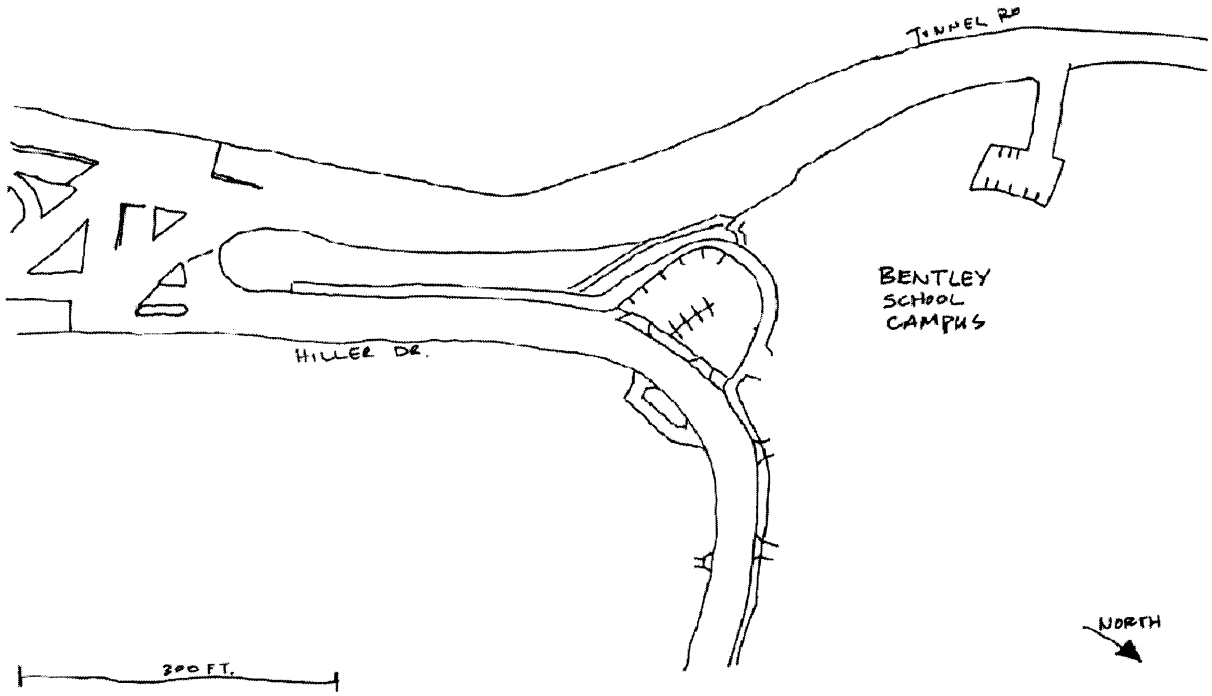
OTHER ITEMS

Start time:	0-10 min.	10-20 min.	20-30 min.	30-40 min.	40-50 min.	50-60 min.
Other:	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30
No. Vehicles Entering Driveway	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 40 1 2 3 4 5 6 7 8 9 50 1 2 3 4 5 6 7 8 9 60	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 40 1 2 3 4 5 6 7 8 9 50 1 2 3 4 5 6 7 8 9 60	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 40 1 2 3 4 5 6 7 8 9 50 1 2 3 4 5 6 7 8 9 60	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 40 1 2 3 4 5 6 7 8 9 50 1 2 3 4 5 6 7 8 9 60	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 40 1 2 3 4 5 6 7 8 9 50 1 2 3 4 5 6 7 8 9 60	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 40 1 2 3 4 5 6 7 8 9 50 1 2 3 4 5 6 7 8 9 60

MISC COMMENTS

Date: _____ Time: _____ Observer: _____

Comments: _____



DKS Associates
TRANSPORTATION SOLUTIONS

INDEPENDENT RULE ENFORCER - BENTLEY SCHOOL, OAKLAND, CA

FIELD OBSERVATION NOTES

DKS Associates
TRANSPORTATION SOLUTIONS

Date of Observation:		*Indicate overall maximum queue length on the map.*	Position of Observation:
Name of Observer:			

SOUTHBOUND VEHICLE QUEUE LENGTH AT HILLER DR/TUNNEL RD INTERSECTION													Observed Cycle Length (sec):
Start time:		0-5 min.	5-10 min.	10-15 min.	15-20 min.	20-25 min.	25-30 min.	30-35 min.	35-40 min.	40-45 min.	45-50 min.	50-55 min.	55-60 min.
Max No. vehicles in Southbound Queue:													
Max No. buses in Southbound Queue:													
Max Queue Length (ft) Southbound Queue:													

NORTHBOUND VEHICLE QUEUE LENGTH AT DRIVEWAY ENTRANCE ALONG HILLER DRIVE												
Start time:		0-5 min.	5-10 min.	10-15 min.	15-20 min.	20-25 min.	25-30 min.	30-35 min.	35-40 min.	40-45 min.	45-50 min.	50-55 min.	55-60 min.
Max No. vehicles in Northbound Queue:													
Max No. buses in Northbound Queue:													
Max Queue Length (ft) Northbound Queue:													

SOUTHBOUND VEHICLE QUEUE LENGTH AT DRIVEWAY ENTRANCE ALONG HILLER DRIVE												
Start time:		0-5 min.	5-10 min.	10-15 min.	15-20 min.	20-25 min.	25-30 min.	30-35 min.	35-40 min.	40-45 min.	45-50 min.	50-55 min.	55-60 min.
Max No. vehicles in Southbound Queue:													
Max No. buses in Southbound Queue:													
Max Queue Length (ft) Southbound Queue:													

INDEPENDENT RULE ENFORCER - BENTLEY SCHOOL, OAKLAND, CA

DKS Associates TRANSPORTATION SOLUTIONS

FIELD OBSERVATION NOTES -- AM DROP-OFF or PM PICK-UP (circle one)

Date of Observation:		Position of Observation (note times observer is present):	Loop Parking Lot and Hiller Dr
Name of Observer:			

STAGGERED DROP-OFF SCHEDULES (CONDITION 14c)

Observation times:	AM / PM	to	AM / PM

RIDESHARING (CONDITION 14d)

Description	Within the Loop Parking Lot				Short-term Parking on Hiller Dr	Bus ID / Time / Other
	No. People (Students and Staff Only)					
No. single occupant vehicle (student or staff alone):	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 40 1 2 3 4 5 6 7 8 9 50 1 2 3 4 5 6 7 8 9 60 1 2 3 4 5 6 7 8 9 70 1 2 3 4 5 6 7 8 9 80 1 2 3 4 5 6 7 8 9 90 1 2 3 4 5 6 7 8 9 100 1 2 3 4 5 6 7 8 9 110 1 2 3 4 5 6 7 8 9 120 1 2 3 4 5 6 7 8 9 130 1 2 3 4 5 6 7 8 9 140 1 2 3 4 5 6 7 8 9 150 1 2 3 4 5 6 7 8 9 160 1 2 3 4 5 6 7 8 9 170 1 2 3 4 5 6 7 8 9 180 1 2 3 4 5 6 7 8 9 190 1 2 3 4 5 6 7 8 9 200				1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 40 1 2 3 4 5 6 7 8 9 50 1 2 3 4 5 6 7 8 9 60 1 2 3 4 5 6 7 8 9 70 1 2 3 4 5 6 7 8 9 80	
No. carpooling (Each box represents single vehicle):						
No. using bus at Hiller Dr Stop:	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 40 1 2 3 4 5 6 7 8 9 50					604 / 689 / Yellow Bus
No. using bus at Tunnel Rd Stop:	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 40 1 2 3 4 5 6 7 8 9 50					604 / 689 / Yellow Bus
No. using bicycles/walking:	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 40 1 2 3 4 5 6 7 8 9 50					

INDEPENDENT RULE ENFORCER - BENTLEY SCHOOL, OAKLAND, CA

FIELD OBSERVATION NOTES

DKS Associates
TRANSPORTATION SOLUTIONS

Date of Observation:		Position of Observation:	
Name of Observer:			

SPECIAL EVENTS PARKING		
No. vehicles at Lake Temescal Parking Lot:		Comments:
Number of Shuttle Vehicles Operating: (Note the type and desciption of shuttle vehicles, including maximum occupancy)		
Number of Visitors riding Shuttle from Lake Temescal Parking Lot:		
Number of Students riding Shuttle from Lake Temescal Parking Lot:		
No. vehicles parking on Hiller Dr.: (Note general duration)		
No. vehicles in Upper lot:		
No. vehicles in Lower lot:		
No. vehicles on Head of School's Driveway:		
No. vehicles elsewhere on campus:		

Appendix D: MOU to Train Bentley School Monitors

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OAKLAND POLICE DEPARTMENT AND BENTLEY SCHOOL
TO TRAIN BENTLEY SCHOOL TRAFFIC MONITORS

This Memorandum of Understanding (the "MOU"), is made and entered into as of this __th day of May, 2006, by and between the City of Oakland, (the "City"), a municipal corporation, and The Bentley School ("Bentley") a California nonprofit public benefit corporation (together, the Chief, the City, and Bentley are referred to as the "Parties").

RECITALS

A. Bentley owns and operates a private elementary and middle school in the City of Oakland located at One Hiller Drive. Hiller Drive is a public street in the City of Oakland. From time to time during peak student drop-off and pick-up periods, traffic flow in the vicinity of the school would benefit from the services of a traffic control monitor that is permitted to enter the paved right of way of Hiller Drive to direct and control the flow of traffic entering the school and driving in the vicinity of the school on Hiller Drive. Bentley seeks to use trained adult school volunteers, administrators, and teachers to act as traffic control monitors.

B. Oakland Municipal Code section 10.08.110 provides that "No person other than an officer of the Police Department, or a person authorized by the Chief of Police or person authorized by law shall direct or attempt to direct traffic by voice, hand or other signal."

C. The Chief, as the person empowered under section 10.08.110 to authorize non-officers to control traffic under certain circumstances, seeks to ensure (1) that the traffic control monitors receive appropriate training, (2) that the traffic control monitors follow certain protocols regarding traffic control, (3) that the City conducts appropriate monitoring and oversight of the performance of the traffic control monitors, and (4) that the City retains the authority to implement other methods of traffic control and to forbid trained school volunteers, administrators, and teachers to act as traffic control monitors.

D. The Parties desire to enter into this MOU to set forth the process for training and monitoring the traffic control monitors and to set forth certain protocols regarding traffic control at the school entrance.

AGREEMENT

NOW THEREFORE, the City and Bentley agree as follows:

1. CITY

a. Upon request, resources and schedules permitting, the Chief agrees to direct the Traffic Division or such other division of the Oakland Police Department to provide training consistent with Department traffic policies and procedures and the provisions of this MOU to designated Bentley volunteers, administrators, or teachers.

b. Provided Bentley is in compliance with the agreement and further provided that the Chief is satisfied that the traffic control monitors have received adequate training consistent with Department practices and the provisions of this MOU, the Chief agrees to authorize, pursuant to section 10.08.110, the use of non-officers for traffic control on Hiller Drive at the Bentley school entrance during peak student drop-off and pick-up periods. The agreement to authorize is expressly conditioned on Bentley agreeing to comply with the provisions of paragraph 2 below and further conditioned on Bentley's actual compliance with the provisions of paragraph 2 below. The Chief expressly reserves the right to withdraw such authorization at any time without cause. Provisions below regarding termination provide a guide for consideration of termination and do not modify the Chief's right to withdraw authorization at any time without cause.

2. BENTLEY

a. Bentley agrees to provide at least one traffic control monitor to conduct traffic control on Hiller Drive by the entrance to Bentley School during peak drop-off and pick-up times (when multiple vehicles que on Hiller Drive). For purposes of this MOU peak drop-off and pick-up times are from 8:00 am to 8:30 am and from 3:00 pm to 3:30 pm.

b. Bentley agrees to provide at least two additional attendants in the school parking lot to assist with efforts to get students into and out of motor vehicles during peak drop-off and pick-up times. OPD will only train individuals assigned by Bentley as Traffic Control Monitors and solely to conduct the traffic monitoring duties designated above.

c. Bentley agrees to provide such additional personnel as necessary to monitor and control unlawful or unsafe driving and pedestrian practices by Bentley school parents, students, or caregivers during peak drop-off and pick-up times. OPD will only train individuals assigned by Bentley as Traffic Control Monitors and solely to conduct the traffic monitoring duties designated above.

d. Bentley agrees that any traffic control monitor directing traffic on Hiller Drive by the entrance to Bentley School will receive training to the satisfaction of the Chief or the Chief's designee prior to engaging in such traffic control activities. This paragraph will become effective within a reasonable time following the execution of this MOU to allow for initial training by OPD.

e. Bentley agrees to pay the Oakland Police Department for the reasonable cost of training provided to Bentley. Bentley also agrees to pay the Oakland Police Department for reasonable inspections and monitoring work conducted by OPD to determine compliance with this agreement.

f. Bentley agrees that traffic control monitors will be provided with and utilize the following equipment: reflective vest and traffic control "STOP" sign. Bentley agrees to provide and utilize such other equipment as may be designated by the Chief from time to time.

6. INDEMNIFICATION

Bentley agrees to indemnify and hold harmless and, at the City's request, to defend the City, the Oakland Police Department, the Chief of Police, the City Council, Councilmembers, City officials, employees, officers and agent, from any and against any and all liabilities, claims, lawsuits, losses, damages, demands, debts, liens, costs, judgments, obligations, administrative or regulatory fines or penalties, actions or causes of action, and expenses (including reasonable attorneys' fees) and legal consequences of injury, damage, or loss, that allegedly arise from any act or omission in the performance of this MOU by Bentley, its officers, employees, agents, or a third party, and to bear solely and exclusively all the defense costs and expense of the same and to pay all claims, damages, judgments, legal costs, adjuster fees, and attorney fees related thereto.

7. PUBLIC RECORDS ACT

Bentley understands and acknowledges that the Chief and the City are subject to the City of Oakland Sunshine Ordinance and the California Public Records Act, and will therefore make information regarding this MOU available to the public upon request as required by said laws.

8. NO ASSIGNMENT

This MOU is personal to Bentley and is not assignable to any other person or entity without the prior written consent of the Chief and the City. Any attempt to assign this MOU or any part of the MOU without the prior written consent of the Chief and the City shall constitute a breach of this MOU and shall be void and of no force and effect.

9. ENTIRE AGREEMENT OF THE PARTIES

This MOU supersedes any and all agreements, either oral or written, and contains all of the representations and commitments between the parties with respect to the training of Bentley Traffic Control Monitors by the Oakland Police Department.

9. NOTICE

All notices under this MOU shall be sufficiently given if delivered, faxed, or mailed by registered or certified mail, postage prepaid, addressed to:

Bentley: Bruce Wallin
Director of Finance and Operations
Bentley School
One Hiller Drive
Oakland, CA 94618-2512

Facsimile: (510) 843-5162

Chief: For Chief Tucker
Capt. D. Kozicki
2501 73RD Ave
Oakland, CA 94605

510-777-8560

Copy To: Rocio Fierro, Esq.
Office of the City Attorney
Sixth Floor
One Frank H. Ogawa Plaza
Oakland, CA 94612

Facsimile: (510) _____

If mailed, the written notice shall be deemed received and shall be effective three (3) business days after deposit in the United States mail in the State of California or upon actual receipt by the addressee if earlier.

10. GOVERNING LAW

This MOU shall be construed in accordance with the laws of the State of California, except for those provisions preempted by federal law.

11. COUNTERPARTS

This MOU may be signed in multiple counterparts which, when signed by all Parties, shall constitute a binding agreement.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the date first written above.

"CHIEF"

CHIEF OF POLICE FOR THE CITY OF OAKLAND,

By: _____ Capt. D. Kozicki For Chief Tucker
Chief of Police

W.D. Tucker

Approved as to form and legality:

By: _____
Rocio Fierro, Esq.
Deputy City Attorney

"BENTLEY"
a California nonprofit public benefit corporation

By: _____
Its: _____

Approved as to form and legality:

By: _____
Harold P. Smith
Attorney for Bentley

Appendix E: Claremont Hotel Parking Agreement

Robel Auto Parks Inc.

Zewdu Lidete

P.O. Box 420375
SF, CA 94142

(510) 549-9285
Fax (510) 549-1138

April 26, 2010

Mr. Duncan Lyon
Assistant Head of School
Bentley School
1 Hiller Drive
Oakland, CA 94611

RE: Parking at the Claremont Hotel, Berkeley, CA
8:00 AM to 6:00 PM – Monday to Friday

This letter will confirm that we will provide parking spaces for three cars at the Claremont Hotel beginning on May 1, 2010 for the following staff : Carol Passmore, Sherisse Dozier, and Devereaux Smith (who is a member of the Claremont Hotel Tennis Club).

Robel Auto Parks, Inc. is the parking service provider for the Claremont Hotel.

Sincerely,

Zewdu Lidete

Zewdu Lidete

Appendix F: Alameda County Safe Routes to School Program Overview

About the Alameda County Safe Routes to Schools Program

Safe Routes to Schools is an international movement dedicated to increasing the safety and number of children walking and bicycling to school. The Alameda County Partnership is a countywide collaboration to promote safe walking and biking to school and reduce traffic congestion in the areas surrounding schools throughout Alameda County. Our primary partners include TransForm (lead agency), Alameda County Public Health Department, and Cycles of Change. Other agencies and organizations with whom we collaborate include Supervisors Nate Miley and Alice Lai-Bitker; Berkeley Public Health Department; Oakland, Berkeley, San Lorenzo, Albany, Hayward, San Leandro School Districts; Oakland and Berkeley Police Departmenst; California Highway Patrol; Alameda County Sheriff's Office; Cities of Alameda, Albany, Berkeley, Dublin, Oakland, Pleasanton and San Leandro; and Alta Planning and Design.

The program provides training sessions, resources and customized support at no cost; while working together with schools, parents, and the local community to give kids an active, healthy start to the school day, reduce traffic congestion, and improve environmental health. Our program is available to any school in Alameda County that can provide parent and staff enthusiasm, support and volunteer power to champion the Safe Routes to Schools Program in the school. Our program is based on the comprehensive 5 E's model: **Education, Encouragement, Enforcement, Engineering, and Evaluation**. We encourage schools to address all 5 E's through the programs, tools, and assistance we provide. However, it is also possible to start out with only one or two programs in place.

Read on to find out more about the programs we offer to schools:

School Champion Workshops: For Parents and Others

Building a Movement: SR2S School Champion Training
This workshop equips Safe Routes to School (SR2S) champions (teachers, parents and other school community members) with the information and techniques necessary to organize and engage the community in walking and biking to school encouragement events and contests in schools. This workshop can also be adapted to a presentation to parent-teacher organizations such as a PTA or SSC.

School-wide Assemblies and Programs

School Puppet Assembly Program
In partnership with the Big Tadoo Puppet Crew, we provide a full 30-minute school assembly and puppet show about a student's journey to school.

Pollution Punch Card Contest
This month-long activity encourages students to walk and bike to school through raffle prizes and give-a ways. Students keep track of when they walk and bike to school on their Pollution Punch Card, and once per week they get their card checked by a parent or student volunteer, who will give them rewards and enter their card into a raffle if they have walked or biked a certain number of times throughout the contest.

Bicycle Programs and Community Training Sessions

Bicycle PE Program
Provided for 5th graders in school, this 8 hour curriculum provides youth with bikes, helmets and instruction that will assist young people in developing bike control, safety navigation skills and a clear understanding of the rules of the road.

- Schools must have flexible scheduling so that youth can spend an entire day (6 hours) on their bikes or schedule PE periods 4 times a week for three weeks.
- Schools must have a secure location to store 30 bicycles.

Family Cycling Clinic
This parent/child workshop is designed to give the next generation of cyclists (and their parents) the skills and confidence to ride their bikes on today's roads. This half-day course provides classroom, blacktop and on the bike drills and activities that will assist young people in developing bike control, safety navigation skills and a clear understanding of the rules of the road.

Parent and Teacher Workshops

Walking School Bus Training Session
The Walking School Bus is a proven and tested method using the simple strategy of encouraging children to walk to school in groups supervised by parents or other adults. This training equips parents with everything they need to launch a Walking School Bus Program, including vests, stop signs, whistles, first aid kits, and pedestrian safety training as well as logistical organization and support.

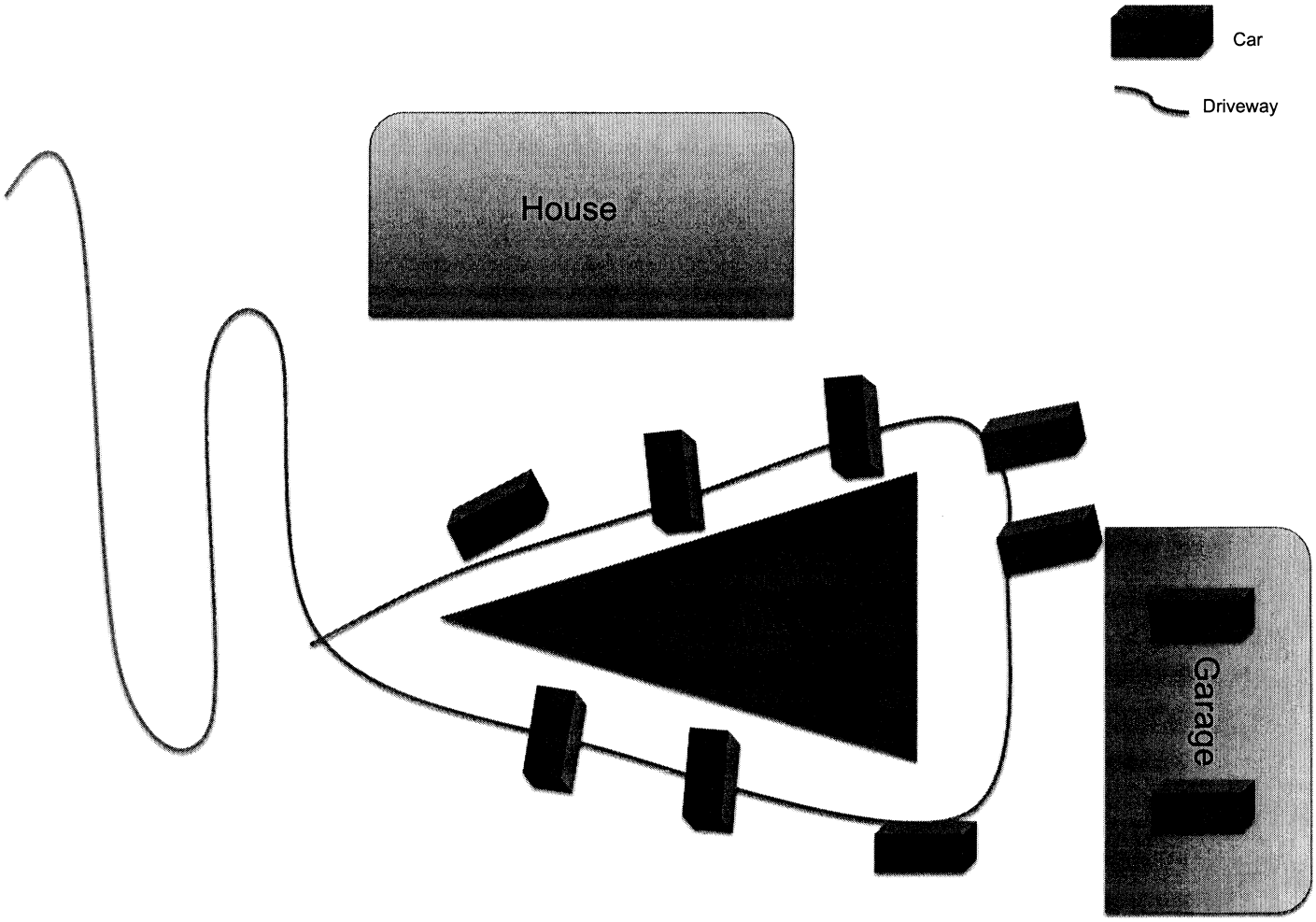
Step by Step: A Parent's Safety Guide for Raising Kids who get around on human power
This 20 minute workshop is great for PTAs. It provides parents with a background on how kids see differently than adults and how to model, coach and observe youth's pedestrian habits.

Personal Safety Workshop: This 20-minute workshop empowers parents to teach their children to act safely around strangers on the streets while walking and bicycling. Walking with confidence, what to do during an emergency and signs of danger are issues that will get addressed during this important workshop.

Engineering

Walk Audit: Community Workshop and Conceptual Plan Design
Conducted by an experienced planning and design firm, this activity engages parents, school staff, Public Works representatives, traffic safety officers and other community leaders in identifying needed infrastructure improvements for safer walking and biking routes to school with a walk audit of the immediate neighborhood surrounding the school.

Contact us: Safe Routes to Schools Alameda County Partnership
c/o TransForm
405 14th Street, #605, Oakland, CA 94612
Ph: 510-740-3150
Web: www.tranformca.org/campaign/SR2S
Email: SR2S@transformca.org



ATTACHMENT C

Compliance Matrix for Bentley School (1 Hiller Drive, Oakland)

Case File No. CM04-411, ER07-006; 1 HILLER DRIVE, 251 TUNNEL ROAD, 245 TUNNEL ROAD, AND 261 TUNNEL ROAD

Revised 1/13/10

COA #	Subset	CONDITION OF APPROVAL	Compliance Responsibility	Review Responsibility	Status	Required Timeframe
1		**Approved Use**	Project Sponsor	Planning and Zoning Code Compliance	**In Compliance** Approved by Oakland Planning Commission on October 21, 2009.	Ongoing
	A.	The project shall be operated in accordance with the authorized use as described in the application materials, and the staff report, and as amended by the following conditions.	Project Sponsor		**In Compliance** Approved by Oakland Planning Commission on October 21, 2009.	Ongoing
	B.	This action by the City Planning Commission ("this Approval") includes the approvals set forth below for the Bentley School, under Oakland Planning Code Section 17.134:. i. A Major Conditional Use Permit to increase the school enrollment to a maximum of 360 students, ii. Childcare operations for school students only from 7:30-8:30 a.m. and 2:40-6:00 p.m. iii. School operations from 8:30 a.m.-3:30 p.m., Monday through Friday iv. Physical Education activities from 7:30 a.m. to 3:30 p.m. v. Extracurricular Sport Classes from 3:00 p.m. to 6:00 p.m. vi. Change in grade levels from K-8th to K-5th Grade vii. ~~Faculty and staff not to exceed 62~~ Faculty and staff not to exceed 71 employees viii. Events: 20 evening events per school year during the hours of 6:00 p.m.-9:00 p.m., not including neighborhood/community meetings; 10 Saturday events per school year during the hours of 9:00 a.m.-6:00 p.m., no Sunday events permitted; 2 single day summer events per year during the hours of 8:00 a.m.-6:00 p.m. and only on weekdays. The school is not permitted to hold summer classes, camps, sports, daycare or any other activity during the summer and the school is not permitted to rent out the facility for any other us	Project Sponsor		**In Compliance** Approved by Oakland Planning Commission on October 21, 2009. Changes approved by the PC April 7, 2010. Authorized activities have commenced.	Ongoing
	C.	The CUP supersedes and extinguishes the 1969 CUP.			**No Action Required** Approved by Oakland Planning Commission on October 21, 2009.	Ongoing
2		**Effective Date, Expiration, Extensions and Extinguishment:** Unless a different termination date is prescribed, this Approval shall expire two years from the approval date, unless within such period all necessary permits for construction or alteration have been issued, or the authorized activities have commenced in the case of a permit not involving construction or alteration.	Project Sponsor	Planning and Zoning Code Compliance	**No Action Required** Approved by Oakland Planning Commission on October 21, 2009. Authorized activities have commenced	Ongoing
3		**Scope of this Approval: Major and Minor Changes.** The project is approved pursuant to the Planning Code only. Minor changes to approved plans, conditions of approval, facilities or use may be approved administratively by the Director of City Planning or designee and brought to the City Planning Commission as a noticed, informational Director's Report within 30 days. Minor changes include, but are not limited to, the reporting criteria or the number of monitoring personnel in Conditions of Approval 16, and 19. Major changes to approved plans, conditions of approval, facilities or use shall be reviewed by the City Planning Commission as a revision to the Major CUP. Major changes include, but are not limited to, the following: an increase in staff, increase in hours of operation (day care, school hours, or events), increase in the number or days of special events, or termination/revocation of the MOU by OPD. See Condition of Approval #25 regarding other changes to that would require preparation and approval of a permit for a Master Plan.	Project Sponsor	Director of City Planning or designee for minor changes Planning Commission for Major Changes	**No Action Required** Minor changes approved April 7, 2010 and July 21, 2010	Ongoing
4		**Conformance with other Requirements:** The project applicant shall comply with all other applicable federal, state, regional and/or local laws/codes, requirements, regulations, and guidelines, including but not limited to those imposed by the City's Building Services Division, the City's Fire Marshal, and the City's Public Works Agency. Compliance with other applicable requirements may require changes to the approved use and/or plans. These changes shall be processed in accordance with the procedures contained in Condition of Approval 3.	Project Sponsor	Planning and Zoning Code Compliance	**No Action Required**	Ongoing

ATTACHMENT D

Compliance Matrix for Bentley School (1 Hiller Drive, Oakland)

Case File No. CM04-411, ER07-006; 1 HILLER DRIVE, 251 TUNNEL ROAD, 245 TUNNEL ROAD, AND 261 TUNNEL ROAD

Revised 1/13/10

COA #	Subset	CONDITION OF APPROVAL	Compliance Responsibility	Review Responsibility	Status	Required Timeframe
5	A.	**Conformance of Approved Plans; Modification of Conditions or Revocation:** Site shall be kept in a blight/nuisance-free condition. Any existing blight or nuisance shall be abated within 60-90 days of approval, unless an earlier date is specified elsewhere.	Project Sponsor	Planning and Zoning Code Compliance	**No Action Required**	Within 60 to 90 days of approval, if applicable, and ongoing
	B.	Violation of any term, Conditions or project description relating to the Approvals is unlawful, prohibited, and a violation of the Oakland Municipal Code. The City of Oakland reserves the right to initiate civil and/or criminal enforcement and/or abatement proceedings, or after notice and public hearing, to revoke the Approvals or alter these Conditions if it is found that there is violation of any of the Conditions or the provisions of the Planning Code or Municipal Code, or the project operates as or causes a public nuisance. This provision is not intended to, nor does it limit in any manner whatsoever the ability of the City to take appropriate enforcement actions.	Project Sponsor	City reserves the right to initiate civil and/or criminal enforcement and/or abatement proceedings, or revoke Approvals.	**No Action Required**	Ongoing
6		**Signed and Recorded Copy of the Conditions:** A copy of approval letter and Conditions shall be signed by the property owner, properly notarized and recorded against the property. A file endorsed copy shall be returned to the City 30 days after project approval.	Project Sponsor	Planning and Zoning	**In Compliance**	Within 30 days of approval
7	A.	**Indemnification:** To the maximum extent permitted by law, the applicant shall defend (with counsel acceptable to the City), indemnify, and hold harmless the City of Oakland, the Oakland City Council, the City of Oakland Redevelopment Agency, the Oakland City Planning Commission and its respective agents, officers, and employees (hereafter collectively called City) from any liability, damages, claim, judgment, loss (direct or indirect)action, causes of action, or proceeding (including legal costs, attorneys' fees, expert witness or consultant fees, City Attorney or staff time, expenses or costs) (collectively called "Action") against the City to attack, set aside, void or annul, (1) an approval by the City relating to a development-related application or subdivision or (2) implementation of an approved development-related project. The City may elect, in its sole discretion, to participate in the defense of said Action and the applicant shall reimburse the City for its reasonable legal costs and attorneys' fees.	Project Sponsor	City of Oakland	**No Action Required**	Ongoing
	B.	Within ten (10) calendar days of the filing of any Action as specified in subsection A above, the applicant shall execute a Letter Agreement with the City, acceptable to the Office of the City Attorney, which memorializes the above obligations. These obligations and the Letter of Agreement shall survive termination, extinguishment or invalidation of the approval. Failure to timely execute the Letter Agreement does not relieve the applicant of any of the obligations contained in this condition or other requirements or conditions of approval that may be imposed by the City.	Project Sponsor	Office of the City Attorney	**No Action Required**	Within 10 calendar days of a filed Action in subsection 7A
8		**Compliance with Conditions of Approval:** The project applicant shall be responsible for compliance with the recommendations in any submitted and approved technical report and all the Conditions of Approval set forth below at its sole cost and expense, and subject to review and approval of the City of Oakland. The City shall be reimbursed for any and all costs associated with monitoring (including review of ongoing reports, attending meetings, site inspections) and/or enforcing these conditions of approval, in accordance with the rates/fees in the Master Fee Schedule per condition of approval #10.	Project Sponsor	Planning and Zoning Code Compliance	**No Action Required**	Ongoing
9		**Severability:** Approval of the project would not have been granted but for the applicability and validity of each and every one of the specified conditions, and if one or more of such conditions is found to be invalid by a court of competent jurisdiction this Approval would not have been granted without requiring other valid conditions consistent with achieving the same purpose and intent of such Approval.	Project Sponsor	City of Oakland	**No Action Required**	Ongoing

Compliance Matrix for Bentley School (1 Hiller Drive, Oakland)

Case File No. CM04-411, ER07-006; 1 HILLER DRIVE, 251 TUNNEL ROAD, 245 TUNNEL ROAD, AND 261 TUNNEL ROAD

Revised 1/13/10

COA #	Subset	CONDITION OF APPROVAL	Compliance Responsibility	Review Responsibility	Status	Required Timeframe
10		**Special inspector/Inspections, Technical Review, Project Coordination Compliance Management, Monitoring:** The project applicant may be required to pay for special inspector(s)/inspections and any after hours inspections, as needed. The project applicant shall also be required to cover the full costs of technical review and other types of peer (or City) review, monitoring and inspection, including without limitation, review of reports, site visits, neighborhood meetings, and inspections/enforcement of confirmed violations of Conditions of Approval. Within thirty days after project approval, the project applicant shall establish and maintain a deposit to initially cover 3 days of staff time per the Master Fee Schedule with the Building Services Division, as directed by the Building Official, Director of City Planning or designee.	Project Sponsor	Building Services Division, Director of Planning or designee	**In Compliance** Submitted check 12/7/09 paid 1/13/10	Ongoing
11	A.	**Annual Compliance Matrix Review:** The project applicant shall submit to the Planning and Zoning Division and the Building Services Division, within thirty days after project approval, a Conditions compliance matrix that lists each condition of approval, the City agency or division responsible for review, and how/when the project applicant has met or intends to meet the conditions. Ongoing conditions will specify a date for the document to be submitted, if applicable. A completed compliance matrix will be submitted to the City, demonstrating compliance with each condition, once a year after project approval prior to the beginning of each school semester for review by Planning and Zoning staff. The applicant shall notify Planning and Zoning, Building Services and the Committee within one month if the applicant has missed a compliance deadline listed on the Matrix. If necessary the Director of City Planning, in. his/her sole discretion, shall refer review of compliance with the conditions of Approval to the Planning Commission, except for the initial compliance review as stated below. See Condition #5 regarding conformance with Conditions of Appr	Project Sponsor	Planning and Zoning Division and Building Services Division	**In Compliance** Matrix submitted 10/29/10 for the 2010-2011 school year	Once a year thereafter prior to each school year
	B.	Project applicant shall notify Planning and Zoning staff in December of 2010, of the need to return to the Planning Commission for review of compliance with conditions of approval under a noticed, informational Director's Report, along with the completed compliance matrix required above.	Project Sponsor	Planning and Zoning	**No Action Required**	Ongoing
12		**Operation Noise-General:** Noise levels from the activity, property, or any mechanical equipment on site shall comply with the performance standards of Section 17.120 of the Oakland Planning Code and Section 8.18 of the Oakland Municipal Code. If noise levels exceed these standards, the activity causing the noise shall be abated until appropriate noise reduction measures have been installed and compliance verified by the Planning and Zoning Division and Building Services.	Project Sponsor	Planning and Zoning Division and Building Services Division	**In Compliance**	Ongoing
13	A.	**Vegetation Management Plan:** The project applicant shall submit a vegetation management plan to the Planning and Zoning Division and, Fire Services Division that includes if deemed appropriate, but not limited to the, following measures: i. Removal of dead vegetation overhanging roof and chimney areas; ii. Removal ofleaves and needles from roofs; iii. Planting and placement of fire-resistant plants around the house and phasing out flammable vegetation; iv. Trimming back vegetation around windows; v. Removal of flammable vegetation on hillside slopes greater than 20%; vi. Pruning the lower branches of tall trees; vii. Clearing out ground-level brush and debris; viii. Stacking woodpiles away from structures.	Project Sponsor	Planning and Zoning Division and Fire Services Division	**In Compliance** School has submitted Vegetation Management Plan 3/5/10 Inspector Clark reviewed the management plan and found it acceptable	Prior to March 8, 2010

Compliance Matrix for Bentley School (1 Hiller Drive, Oakland)

Case File No. CM04-411, ER07-006; 1 HILLER DRIVE, 251 TUNNEL ROAD, 245 TUNNEL ROAD, AND 261 TUNNEL ROAD

Revised 1/13/10

COA #	Subset	CONDITION OF APPROVAL	Compliance Responsibility	Review Responsibility	Status	Required Timeframe
	B.	The project applicant shall enter into a maintenance agreement with the City that ensures that landscaping will be maintained and adhere to measures listed above (13A).	Project Sponsor	Planning and Zoning Division and Fire Services Division	**In Compliance** School has submitted Vegetation Management Plan 3/5/10 Inspector Clark reviewed the maintenance agreement and found it acceptable	Prior to March 8, 2010 and ongoing
14		**Parking and Transportation Demand Management:** The applicant shall retain a qualified traffic consultant ("Traffic Consultant") with prior TDM experience, based on a City approved scope of work, and submit for review and approval by the Planning and Zoning Division, Transportation Services Division, and OPD-Traffic Safety staff, a Transportation Demand Management (TDM) plan containing strategies to reduce on-site parking demand and single occupancy vehicle travel. The applicant shall implement the approved TDM plan. The TDM shall include strategies to increase pedestrian, transit, and carpools/vanpool use. The TDM strategies below shall, at a minimum, be incorporated in the TDM plan:	Project Sponsor	Planning and Zoning Division, Transportation Division, and OPD Traffic Safety	**See Individual Sections Regarding Compliance** PC approval on July 21, 2010 except a portion of section A and a portion of section J. Section A and J submitted 1/18/11, pending approval February 16, 2011	Ongoing
	A.	**Parking management strategies:** Bentley School shall provide assigned spaces to all full and part time faculty and staff (71 employees) and not volunteers or visitors. Staff that contract with the school to carpool shall be given priority spaces in order to reduce single occupancy vehicles. Any transit subsidies shall include school staff. All of these spaces must be used before onstreet spaces for staff can be used. The school shall send the contracts to Planning and Zoning staff at the beginning of the school year. The TDM shall also investigate additional parking spaces for staff on other areas of the school owned property to maximize off-street parking. The project applicant shall make a good faith effort to pursue these options in order to reduce the amount of on-street parking and shall provide written documentation of such good faith efforts to the City. A good faith effort shall include pursuing additional spaces on campus such as stacked spaces at the lower parking lot in Berkeley, spaces at the Head Master's Residence, and spaces adjacent to the auditorium, etc. The project applicant shall submit the alternative on-site parking options within 90 days on October 19, 2010 In addition to finding additional parking spaces on or off-site, the school is immediately prohibited from park	Project Sponsor in consultation with Traffic Consultant	Planning and Zoning	**In Compliance** PC approval on July 21, 2010 except a portion of section A and a portion of section J. Section A submitted 1/18/11, pending approval February 16, 2011 Issues arose early in the reporting about what constituted staff.	Ongoing
	B.	**Detailed explanation of the pick-up and drop-off process:** Develop detailed, written instruction of the pick-up and drop-off process, which include rules, maps, times, etc., which will be incorporated into the Traffic and Parking Handbook.	Project Sponsor in consultation with Traffic Consultant	Planning and Zoning	**In Compliance** PC approval on July 21, 2010 TDM independent enforcers do not recommend changes	Ongoing
	C.	**Staggered timeframes for drop-off and pick-up:** The project applicant shall, if feasible, establish at least two staggered drop-off times in the morning and shall continue the four staggered drop-off times in the afternoon, coordinated with Kaiser School to ensure maximum staggering of students coming to and from the area prior to the beginning of each school year one month after school starts to the Oakland Planning and Zoning Division for review and approval. If infeasible the project applicant shall provide written documentation to the Planning and Zoning Division demonstrating to the satisfaction of the City the infeasibility of the two staggered morning drop-off times based solely on established state school requirements and coordination with Kaiser School. Documentation regarding infeasibility shall include the outcome of meetings with Kaiser School.	Project Sponsor in consultation with Traffic Consultant	Planning and Zoning	**In Compliance** PC approval on July 21, 2010 TDM independent enforcers do not recommend changes	One month after the beginning of each school year thereafter

Compliance Matrix for Bentley School (1 Hiller Drive, Oakland)

Case File No. CM04-411, ER07-006; 1 HILLER DRIVE, 251 TUNNEL ROAD, 245 TUNNEL ROAD, AND 261 TUNNEL ROAD

Revised 1/13/10

COA #	Subset	CONDITION OF APPROVAL	Compliance Responsibility	Review Responsibility	Status	Required Timeframe
	D.	SOV Reductions (Formerly **Minimum bus ridership requirements):** The project applicant shall reduce the number of single occupancy vehicles (SOV) driven by 25% of 323 (352 students plus 71 faculty and staff minus 79 students that were taking the bus as noted in the certified EIR and the 21 parking spaces for the lower parking lot) by the beginning of the fall trimester 2010 (242 trips total) and by 35% by the beginning of the fall trimester 2012 (210 trips total). The applicant shall utilize a variety of options including AC Transit and private shuttle busing, vanpooling, carpooling, walking, and bicycling to achieve this reduction. The TDM plan shall specifically discuss (i) all alternative transit options and make recommendations regarding how to achieve the trip reduction; (ii) how the school will monitor and report the numbers to the city; (iii) how the city can determine compliance; and (iv) recommend appropriate enforcement options including, a cure period, enrollment reductions, etc.	Project Sponsor in consultation with Traffic Consultant	Planning and Zoning Once staff has conditionally approved the plan, staff shall notice a public hearing before the Planning Commission for their review and and approval of the plan	**Inconsistent Compliance** PC approval on July 21, 2010 TDM independent enforcers indicate non-compliance in Sept 2010 report (2 cars), non-compliance in Oct 2010 report (2 cars), compliance in Nov 2010 report. There was a reduction in the number of vehicles from October to November. December monitoring shows non-compliance of 2 vehicles.	Ongoing
	E.	**Number of persons to assist traffic:** During all morning drop-off and all afternoon pick-up periods (such periods to be approved by City and stated on official City signs to be posted at drop-off/pick-up, locations) the project applicant shall continue to assign at least nine persons, including the flag person, to ensure efficient traffic circulation. The nine persons have been assigned as follows: 1. The flag person at the driveway as trained per the MOD with the OPD 2. One traffic assistant at the lead of the drop off lane 3. One traffic assistant within the driveway loop 4. One traffic assistant near the exit point ofthe driveway loop 5. Five traffic assistants that are assigned in the driveway loop, exit point, and in the drop off lane to assist with vehicles. The school shall have a sufficient number of qualified alternates on campus during every morning and afternoon drop-off time to ensure that the minimum number of traffic personnel is always met. All traffic assistants will wear colored safety vests.	Project Sponsor	Planning and Zoning, Oakland Police Department Traffic Safety Division	**Inconsistent Compliance** PC approval on July 21, 2010 TDM independent enforcers indicate compliance in Sept 2010 report, Oct 2010 report, and in Dec 2010 report. The November monitoring report shows less than the required number of traffic assistants. **TDM independent enforcers recommend at least one "supervisor" among the traffic assistants. Traffic assistant must be placed at driveway at the driveway exiting the Hiller Drive Parking Lot per the Condition of Approval.**	Ongoing
	F.	**Use of traffic safety warning devices:** The project applicant shall coordinate with the City of Oakland's Transportation Services Division and the Oakland Police Department Traffic Safety Division staffs to purchase, install, maintain and properly use acceptable traffic safety warning devices in the drop-off and pick-up zone on Hiller Drive as defined in the Traffic Management Plan. These traffic safety warning devices can be traffic cones, temporary and removable delineators, power flares, or other devices approved, before they are installed, by the City of Oakland's Transportation Services Division and the Oakland Police Department Traffic Safety Diyision. The devices shall be placed one-half hour before drop-off and pick up times and removed no later than one-half hour after drop-off and pick up times. At least one monitor will be present during the period that traffic safety warning devices are in the roadway.	Project Sponsor	Planning and Zoning, Transportation Services Division, Oakland Police Department Traffic Safety Division	**Inconsistent Compliance** PC approval on July 21, 2010 TDM independent enforcers indicate non-compliance in the Sept 2010 and Oct 2010 reports, compliance in Nov and Dec 2010 reports. **TDM independent enforcers suggest recommendations.**	Ongoing
	G.	**Transit Subsidy Program:** The project applicant sheill develop a Transit Subsidy Plan that includes continuing to provide free AC Transit bus passes to students and faculty (71 employees) and continue to sponsor the operation of Michael's Transportation Service (or an equivalent service).	Project Sponsor	Planning and Zoning	**In Compliance** PC approval on July 21, 2010 **TDM independent enforcers do not recommend changes but continue to encourage alternative transportation methods.**	Ongoing

Compliance Matrix for Bentley School (1 Hiller Drive, Oakland)

Case File No. CM04-411, ER07-006; 1 HILLER DRIVE, 251 TUNNEL ROAD, 245 TUNNEL ROAD, AND 261 TUNNEL ROAD

Revised 1/13/10

COA #	Subset	CONDITION OF APPROVAL	Compliance Responsibility	Review Responsibility	Status	Required Timeframe
	H.	**Independent Rule Enforcers:** The project applicant shall hire, in consultation with the City of Oakland Transportation Services Division and Planning and Zoning Division, at least three Independent Rule Enforcers, unless the project applicant can demonstrate to the City's satisfaction that adequate monitoring and enforcement can occur with less Rule Enforcers. At a minimum, the applicant will hire and engage at least one Rule Enforcer as a permanent condition. The Enforcers shall monitor the following: 1) Traffic strategies contained in Condition #14, items b, c, e, f, i and j. 2) Vehicle queue lengths in the morning and afternoon (numbers should be reported every 5 minutes and include peak period queue length) 3) Identification of excessive queues (northbound queues on Hiller Drive extending to the signalized intersection of Hiller Drive and Tunnel Road and/or blockage of southbound traffic on Hiller Drive north of the school driveway) 4) Changes in traffic management that have been implemented to reduce or eliminate excessive queues/potential for blockage of emergency vehicles. 5) Traffic strategies contained in Condition #16, 17, and 18. 6) Traffic strategies contained in Condition #14, items a, d and g. 7) Rule Enforcers must be available to observe traffic and parking during any hours of operations including d All three Rule Enforcers shall submit written monitoring reports analyzing the results of the duties described following planning approval to Transportation Services Division and Planning and Zoning Division. Transporta	Project Sponsor Rule Enforcers to submit monthy reports to TSD, Planning and Zoning, and the Traffic Coordination Committee. In addition, quarterly reports will be submitted to OPD Traffic SafteyDivision	Transportation Services Division and Planning and Zoning Division, school's Traffic Coordination Committee (monthly), and OPD's Traffic and Safety Division (quarterly)	**In Compliance** PC approval on July 2, 2010. Reports submitted Sept 2010, Oct 2010, Nov 2010, Dec 2010, and Jan 2011	Ongoing for the first year after conditions approval, monthly reports to TSD and Planning, and quarterly reports to OPD's Traffic and Safety Division
	I.	**Events Traffic:** The project applicant shall establish an alternative transportation procedure and TDM plan for Special Events if the on-site parking is not sufficient for the number of guests expected (i.e. graduation, funding-raising events, etc.) For events anticipating over 75 cars, an off-site alternative, with a possible shuttle system, is required. The plan shall include that events be placed on the school calendar and the Neighborhood Liaison Committee shall be notified one month in advance of the event. No events shall be held that have not been published on the school calendar for one month in advance or emailed to immediate neighbors one month in advance.	Project Sponsor to place on school calendar and notify NLC one month in advance	Planning and Zoning Division	**In Compliance** PC approval on July 21, 2010 **TDM independent enforcers do not recommend changes just continued execution and implementation of special events traffic management plan.**	Ongoing
	J.	**Memorandum of Understanding with the Oakland Police Department:** (a) The Project Applicant shall continue to be in good standing with the MOU with the OPD, as it may be revised. (b) The project applicant shall develop a traffic drop-off alternative that doesn't not rely on the MOU and submit that to the City planning and Zoning Division, Transportation Services Division and the Oakland Police Traffic Safety Division staffs for review and approval. <u>The project applicant shall submit the alternative to the MOU options within 90 days on October 19, 2010. Staff shall forward the options to the Planning Commission for review and approval.</u> Should the Applicant become substantially out of compliance with the MOU, or OPD terminates the MOU for other reasons, then the project with the alternative TDM plan shall be heard by the Planning Commission as a major change to CUP (see condition #3).	Project Sponsor	Planning and Zoning Division, Transportation Division, and OPD Traffic Safety	**In Compliance** PC approval with changes on July 21, 2010 except a portion of section J. Section J submitted 1/18/11 Pending approval February 16, 2011	Ongoing

Compliance Matrix for Bentley School (1 Hiller Drive, Oakland)

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Revised 1/13/10

COA #	Subset	CONDITION OF APPROVAL	Compliance Responsibility	Review Responsibility	Status	Required Timeframe
	K.	**Ongoing monitoring of recommended conditions:** The overall TDM Plan shall be reviewed at least once per year, and updated if necessary, based on the results of the ongoing monitoring. The review, and update if applicable, shall be submitted to Planning and Zoning Division, Transportation Services Division, and OPD-Traffic Safety for review and approval. Page 16 of the TDM shall be revised as follows: Enforcement (Sections A, C, D, G, H, and I) If following one trimester after invoking enhanced or additional TDM measures the school still does not meet its TDM goals based on the Independent Rules Enforcers reports submitted to the City of Oakland, or if the school fails to submit a TDM Evaluation Report, or if the report does not meet City of Oakland requirements outlined above, the City of Oakland's Transportation Services Division and Planning and Zoning Division shall commence enforcement procedures including scheduling of a compliance hearing or referral of the matter directly to the City of Oakland Planning Commission to determine whether Bentley School's approvals should be revoked per the procedure in the Planning Code or come directly before the Pl	Project Sponsor in consultation with Traffic Consultant, Rule Enforcers	Planning and Zoning Division, Transportation Division, and OPD Traffic Safety	**See Individual Sections Regarding Compliance** Staff has not needed to envoke this condition as the school has been responsive to non-compliant conditions.	Ongoing thereafter at least once per year
15		**Garbage Pick-Up:** The project applicant shall make reasonable good faith efforts to ensure that garbage pickup does not unreasonably interfere with the school's pick-up and drop-off situation by either moving the garbage pick-up to Tunnel Road, if approved by Caltrans, or arranging with Waste Management that pick-up does not occur between peak AM hours (8:00-8:45) and peak PM hours (2: 15-2:45). The school shall submit documentation to the City of Oakland Planning and Zoning staff within 3 months of project approval demonstrating compliance with this condition, which includes providing an agreement or other approvals from Caltrans or Waste Management, or if no agreement was reached, that the applicant has exhausted all available administrative remedies and that they have petitioned and been denied the requests from both Caltrans and Waste Management. If denied, Bentley shall exhaust its administrative remedies and appeal the adverse decision to the highest, administrative decision-making authority.	Project Sponsor	Planning and Zoning Division	**In Compliance**	Ongoing

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Revised 1/13/10

COA #	Subset	CONDITION OF APPROVAL	Compliance Responsibility	Review Responsibility	Status	Required Timeframe
16		**Traffic and Parking Handbook:** The project applicant shall retain Traffic Consultant; based on a City approved scope of work, and submit a Traffic and Parking Handbook for review and approval by the Planning and Zoning Division, Transportation Services Division, and OPD-Traffic Safety staff. The Traffic and Parking Handbook shall include but not be limited to the following. a) Separate contracts with responsible parents/guardians who agree to participate in public transportation options for their children and those who will not. b) School traffic rules including "Good Neighbor Rules" per Recommended measure TRANS-4 regarding unsafe crossings and appropriate crossing locations, U-turns on Hiller Drive, prohibitions on left turns from the driveway exit during pick-up and drop-off periods, and yielding to southbound traffic. c) Drop-off and Pick-up procedures d) Alternative transit options including busing, carpooling, and vanpooling, e) Special Event Policies f) Emergency Evacuation policies developed in the Emergency Management Plan g) Enforcement Policy The Traffic and Parking Handbook shall be reviewed once per year, and updated if applicable, to reflect the u	Project Sponsor in consultation with Traffic Consultant reviewed annually	Planning and Zoning Division, Transportation Division, and OPD Traffic Safety	**In Compliance** School submitted a handbook **TDM independant enforcers recommend that the traffic assistants should continue verbally reminder to drivers to exercise extreme caution when pulling away from the curb and merging into southbound traffic toward Tunnel Road. Traffic assistants continue to be active in removing vehicles off of the northbound Hiller Drive queue and onto the loop driveway whenever possible by using both lanes through the parking lot and filling gaps within the loop to maximize vehicle storage within the parking lot. Staff recommended that the Handbook be revised to address circling vehicles and multiple grade pick-ups.**	**Annually**
17		**Emergency Management Plan:** The project applicant shall develop an Emergency Management Plan ("EMP"), and submit to Planning and Zoning Division, Transportation Services Division, OPD-Traffic Safety, and the Fire Marshall, for review and consultation. The Applicant shall implement the final EMP. The EMP shall include at least the following components:		Planning and Zoning Division, Transportation Division, and OPD Traffic Safety, and Fire Protection Services	**In Compliance** An EMP was submtited 3/5/10	**Annually**
	A.	**Fire Protection Bureau Occupancy Review:** The School shall cooperate and coordinate with the Fire Services Department to conduct yearly occupancy and fire safety inspections of the school, fire drills and unannounced future site visits. The resulting Fire Department report(s), and any follow-ups, shall be sent to the Planning and Zoning Division for review.	Project Sponsor in conjunction with the Fire Services Department for annual review	Planning and Zoning Division, Fire Protection Services	**Fire Inspections dated 1/25/10 and 3/4/10. Approved 3/5/10 Ongoing annually**	**Annually thereafter**
	B.	**Emergency Preparedness Plan for Hiller Highlands:** Bentley School shall commence development of an Emergency Preparedness Plan in coordination with the seven Hiller Highland Neighborhood Associations and Kaiser School, no later than the beginning of the first semester after this approval and shall complete the plan no later than the first year after this approval. The completed plan shall be submitted to the Planning and Zoning Division and the Fire Protection Bureau for review and consultation. The approved plan shall be implemented and the school shall submit progress on the plan to the Planning and Zoning Division and the Fire Protection Bureau for review within the first school year after approval.	Project Sponsor in conjunction with Neighborhood Liaison Committee, and Kaiser School	Planning and Zoning Division, Fire Protection Bureau	**In Compliance** The School was submitted the EMP to Kaiser and Hiller Highlands. School is awaiting feedback on the plan.	**Annually thereafter**

Compliance Matrix for Bentley School (1 Hiller Drive, Oakland)

Case File No. CM04-411, ER07-006; 1 HILLER DRIVE, 251 TUNNEL ROAD, 245 TUNNEL ROAD, AND 261 TUNNEL ROAD

Revised 1/13/10

COA #	Subset	CONDITION OF APPROVAL	Compliance Responsibility	Review Responsibility	Status	Required Timeframe
	C.	**Fire Department Site Visits:** The project applicant shall coordinate with the Oakland Fire Marshal's Office to make periodic unannounced visits to the school per semester (the frequency, timing, and types of visits should be at the Fire Marshal's discretion based on need for visits and compliance by the school) to verify that adequate emergency vehicle access is being maintained during peak pick-up and drop-off periods.·The Fire Marshal should consult with the Rules Enforcer(s) to identify modifications to the circulation rules, if emergency access problems are identified.	Project Sponsor in conjunction with Oakland Fire Marshal and Rules Enforcers	Planning and Zoning Division, Fire Protection Bureau	**In Compliance** Fire Inspections dated November 2010	**Annually thereafter**
	D.	**Emergency Evacuation Plan During School and Special Events:** The project applicant shall prepare an emergency evacuation plan that addresses fire and earthquake conditions, no later than the beginning of the first semester after this approval, for review and consultation by Planning and Zoning Division and the Fire Protection Bureau. The final plan shall be implemented. The plan must provide at least the following: i) Continue the AlertNow system ii) Evacuation routes: (a)Conduct at least two yearly drills each for earthquake and fire with advance written notification 1 week before the drill, to the Oakland Fire Marshal's Office, the Planning and Zoning Division, and the OPD to ensure that correct evacuation policies are being implemented. Drivers may be cited by the OPD or CHP per the California Vehicle Code. The school shall fund these City evacuation services per Condition #10; (b) Instructions that parents/guardians must not come to the site but instead provide at least one off-site location for these parents. This policy shall also be added to the Traffic and Parking Handbook and discussed at the traffic meeting at the beginning of the school year. The plan must describe s	Project Sponsor	Planning and Zoning, OPD, and Fire Protection Bureau	**In Compliance** An EMP was submtited 3/5/10	**Annually thereafter**
	E.	**Maintenance of evacuation route adjacent to along school property:** The project applicant shall maintain a clear and safe route adjacent to the school property to the designated pedestrian safety area in case of an emergency evacuation situation. The project applicant shall coordinate with Caltrans to clear the area of any debris rockslide, landslide, dirt, etc. that cover the existing sidewalk and shoulder of the road, and provide regular maintenance along the route adjacent to school property. The school shall obtain any permits necessary before the beginning of the school or within one month of the project approval if this occurs mid-school year.	Project Sponsor	Planning and Zoning, Caltrans	**In Compliance** See City letter 1/21/2010 and email 2/9/10 CalTrans has secured initial funding and are preparing a Project Study Report which is the first step beforeprogramming and design is finalized.	Ongoing
18		**Mandatory Meetings with Parents/Guardians:** The project applicant shall require responsible parents/guardians of all students attend a meeting at the beginning of each semester to discuss the Transportation and Parking Handbook. Planning and Zoning staff will attend these meetings if necessary. The parent/guardian will need to provide written aclmowledgement of receipt of the Handbook, attendance of the meeting, and acceptance of the Handbook policies. The meeting will educate parents/guardians specifically regarding the following: a) Demonstration of correct pick-up and drop-off procedure b) The no unsafe crossing policy during both Bentley and Kaiser School's drop-off and pick-up hours c) The left turn policy from the driveway exit during both Bentley and Kaiser School's drop-off and pick-up hours d) The V-turn policy during both Bentley and Kaiser School's drop-off and pick-up hours e) The yield policy to southbound traffic during both Bentley and Kaiser School's drop-off and pick-up hours f) Penalties for violation of the Handbook including additional traffic training sessions for violators. The project applicant shall submit an annual disclosure report to Planning staff acknowledging households ir	Project Sponsor and Bentley parents/guardians	Planning and Zoning will attend, if necessary	**In Compliance** TDM independent enforcers indicate that they were told of least five meetings with parents/caregivers at the beginning of the 2010-2011 school year. These meetings occurred on August 26, August 31, September 14, September 21, and September 16th. E-mails were sent out regarding traffic at the beginning of the 2nd semester. The school also created a web portal that can be found on the school website that discusses the traffic handbook. To date, staff has not received the annual disclosure report.	Meetings each semester and disclosure reports to be submitted annually

Compliance Matrix for Bentley School (1 Hiller Drive, Oakland)

Case File No. CM04-411, ER07-006; 1 HILLER DRIVE, 251 TUNNEL ROAD, 245 TUNNEL ROAD, AND 261 TUNNEL ROAD

Revised 1/13/10

COA #	Subset	CONDITION OF APPROVAL	Compliance Responsibility	Review Responsibility	Status	Required Timeframe
19		**School Board Institutionalize Traffic Safety:** The Board of Trustees shall appoint a Traffic Coordination Committee with school board members, no later than 30 days after this approval, to be responsible for overseeing and enforcing the school's traffic and circulation Conditions of Approval. An update on the traffic situation will be an ongoing item on the Board's agenda. The appointed member shall receive the monthly reports from the Rule Enforcer(s) regarding the effectiveness of implemented traffic measures, provide updates on bus ridership, carpooling, and vanpooling efforts and subsidy program, work with the rule enforcer(s) and school staffto correct problems, ensure the TDM and the Traffic and Parking Handbook is up-to-date and effective, schedule and attend the traffic orientation and additional training sessions for violators, and ensure that adequate funding is allocated to maintain and enhance all transportation programs. The project applicant shall submit the name of the appointee to the City of Oakland's Transportation Services Division and Planning and Zoning Division and provide an update and appropriate dc	Project Sponsor and Board Traffic Coordinator	Planning and Zoning and Transportation Services Division	**In Compliance** Milt Capsimalis is the Chair of the Traffic Coordination Committee. Update submitted 10/26/10.	Traffic updates documentation submittals once a semester
20		**Restriping Southbound Hiller Drive To Accommodate dual Approach Lanes for State Route 13:** The project applicant shall hire in consultation with the City and Caltrans, a qualified, independent Traffic Engineering Consultant to assess the feasibility of restriping Hiller Drive to accommodate dual approach lanes (1 for southbound SR13 and 1 for northbound SR13) at the intersection of Hiller Drive and Tunnel Road. If the City determines restriping feasible and desirable, the project applicant shall pay for restriping.	Project Sponsor and Transportation Engineering Consultant	Planning and Zoning	**In Compliance** School submitted scope of work 3/5/10. Staff reviewed and provided comments on May 27, 2010. The TDM consultant submitted the revised scope of work on 1/24/11 and this is being reviewed by staff.	Prior to March 8, 2010
21		**School Enrollment/Hours of Operations/Employees:** The maximum school enrollment at Bentley School Hiller Drive campus shall not exceed 360 students, including any enrollment fluctuations. The school shall submit the enrollment numbers to the Planning and Zoning Division at the beginning of each semester or no later than the date required by the State. The school shall also submit the enrollment numbers to the Neighborhood Liaison Committee at the same time. The school shall be allowed to change the grade distribution from K to 8th grade to K to 5th grade. School hours are 8:30 a.m.-3:30 p.m., Monday through Friday unless altered by state requirements or negotiated with Kaiser School as part of a staggered traffic plan. Physical education or extracurricular sport classes are permitted during the hours of 7:30 a.m. to 6:00 p.m., Monday through Friday. The school is allowed a ~~maximum of 62 employees.~~ maximum of 71 employees.	Project Sponsor	Planning and Zoning and Neighborhood Liaison Committee	**In Compliance** As of December 2010 Bentley enrollment is at 330 students, staff 65	Beginning of each semester or no later than date required by the State
22		**Daycare Hours:** The school shall be permitted to operate before and after school daycare for the students of the school only. The daycare hours shall be limited to 7:30-8:30 a.m. and 2:40-6:00 p.m., Monday-Friday.	Project Sponsor	Planning and Zoning	**In Compliance**	Ongoing
23		**Special Events Day and Hours:** The school shall be permitted to hold Special Events at the Hiller Drive campus in accordance with the following: a) The school shall be permitted a maximum of 20 evening events per school year during the hours of 6:00 p.m.-9:00 p.m., not including neighborhood community meetings. All event participants shall have left the campus no later 9:00 p.m. b) The school shall be permitted a maximum of 10 Saturday events per school year during the hours of 9:00 a.m.-6:00 p.m. No Sunday events are permitted. c) The school shall be permitted a maximum of two single day summer events per year during the hours of 8:00 a.m.-6:00 p.m. and only on weekdays. d) The school is not permitted to hold summer classes, camps, sports, daycare or any other activity during the summer. e) The school is not permitted to rent out the facility for any use.	Project Sponsor	Planning and Zoning	**In Compliance** School special events are posted to the Master Calendar on the Bentley website. Bentley mailed an event calendar to the neighbors on Hiller Drive in December 2010.	Ongoing

Compliance Matrix for Bentley School (1 Hiller Drive, Oakland)

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Revised 1/13/10

COA #	Subset	CONDITION OF APPROVAL	Compliance Responsibility	Review Responsibility	Status	Required Timeframe
24	A.	**Neighborhood Liaison Committee/Point of Contact/Complaints:** a) The Project Applicant shall initiate a Neighborhood Liaison Committee ("Committee") in order to resolve conflicts and maintain communications between the school and the surrounding neighborhoods. The School should initiate the Committee formation no later-than first month after Planning Approvals and the first meeting of the Committee should be held no later than two months after initiation. The Committee shall include one member from each of the seven Hiller Highlands Home Owners Associations, with members selected by the Home Owners' Association Boards, and additional groups may be added if requested. The Committee shall meet at least once a semester to discuss issues related to Bentley's activities in the neighborhood. However, the Committee shall hold additional meetings as recommended by the neighborhood participants. Bentley School Administrative staff and the Traffic Board member shall participate in the Neighborhood Liaison Committee meetings. City Planning and Zoning staff will attend these meetings as necessary. The meetings will have an agenda which will be forwarded to Planning and Zoning staff.	Project Sponsor, Board Traffic Coordinator, agenda to be forwarded to Planning and Zoning staff	Planning and Zoning as necessary	**Inconsistent Compliance** Invitation to participate in Neighborhood Liaison Committee being distributed to seven Hiller Homeowners Associations plus the Phoenix Association and NCPC. Meeting 10/6/10 staff was not sent agenda or minutes. Next meeting to be pending a February date.	Meetings once a semester
	B.	The Project Applicant shall designate a representative, or series of representatives, on-site, to act as the primary point(s) of contact and as the Complaint Manager. The Complaint Manager shall develop a list of procedures and protocols to track and timely respond to complaints/concerns raised by neighbors, or others relating to the school's operations, including but not limited to traffic, noise, etc. These procedures and protocols shall be submitted to the Planning and Zoning Division, Building Services Division, and OPD for review and comment, no later than the first month after this approval. The procedures and protocols shall include timely review of complaints and the procedures and resolutions by which the Committee will timely resolve the issues. One of the purposes of this condition is to have the project applicant timely respond and resolve complaints prior to involvement by Building Services Code Compliance Division, unless the complaint is related to imminent threats to public health or safety.	Project Coordinator and Complaint Manager	Planning and Zoning, Building Services Division, and OPD	**In Compliance** Feedback Manager: Wendi Berardi. Bentley developed a feedback hotmail (510-229-4115) and email address (cuphotmail@bentleyschool.net) Complaints responded to generally within several days.	Within one month of approval
	C.	Copies of reports submitted to the City shall be provided at the same time to the Neighborhood Liaison Committee.	Project Coordinator and Complaint Manager	Planning and Zoning, Building Services Division, OPD, Neighborhood Liaison Committee	**Inconsistent Compliance** School does not regularly or immediately give the NLC the reports or other submittal documents, although there has been progress on this item since the CUP was approved. City staff often send the documents to the NLC.	Ongoing
25		**Master Plan Required for Student Enrollment Increase or "Future Construction":** The Project Applicant shall apply for a permit (Major Conditional Use Permit or Planned Unit Development Permit) for any student enrollment increase or "Future Construction" that includes as part of that application a Master Plan for the "Site" for the next 10 years. Site is defined for this condition as: all property included in the CUP Project description, including acreage in both the City of Oakland and City of Berkeley. The Master Plan shall include, at a minimum, how the school will accommodate additional student growth, a comprehensive development plan for the campus site, including addressing on-site parking, sports fields (if applicable) and traffic-related and vehicle access issues. Future Construction is defined for this condition as: new, wholly reconstructed, or relocated school buildings, expansion of floor area (as defined by Planning Code), new enclosed buildings or portions of buildings (i.e., storage shed, garage, attic on an existing building). Future construction per this condition does not include features such as unenclosed decks, balconies, stairs, walkw	Project Sponsor	Planning and Zoning	**No Action Required**	Ongoing

Compliance Matrix for Bentley School (1 Hiller Drive, Oakland)

Case File No. CM04-411, ER07-006; 1 HILLER DRIVE, 251 TUNNEL ROAD, 245 TUNNEL ROAD, AND 261 TUNNEL ROAD

Revised 1/13/10

COA #	Subset	CONDITION OF APPROVAL	Compliance Responsibility	Review Responsibility	Status	Required Timeframe
26	A.	**Parking on Campus:** The Project Applicant shall submit an application to the City of Berkeley to legalize the lower parking lot for school parking purposes. The school must submit a complete application, along with appropriate fees, within 30 days after this approval and make reasonable, good faith efforts to diligently pursue the application to decision. The Applicant shall provide the City with regular, written updates (no less than once every two months) as to the status of the parking lot application and if a decision has been made within 6 months. If denied, Bentley shall exhaust its administrative remedies and appeal the adverse decision to the highest, administrative decision-making authority. If after six months no decision on the parking lot has been made or if the parking lot is denied, the project applicant shall secure 20 off-street parking spaces for these employees. The applicant could also choose to increase the percentage of faculty and staff taking alternative transportation above and beyond the percentages set forth in condition 14d or some combination thereof.	Project Sponsor	Planning and Zoning	**In Compliance** Approved by the City of Berkeley on 6/24/10.	Ongoing
	B.	The school must maintain at all times 23 legal spaces on the Oakland campus for faculty and staff and, if approved, 20 legal spaces on the Berkeley property or the minimum required by the Planning Code which ever is greater.	Project Sponsor	Planning and Zoning	**In Compliance**	Ongoing
27		~~Bentley School Hiller Administration: The Project Applicant shall move all of the all school administration offices and persons not directly associated with the Hiller Drive campus (Lower School and Middle School) academic program to the other campus in Lafayette, no later than the beginning of the first semester after this approval. At a minimum these include: Office of the Head of School, Development, Finance, Admissions, and Parent Association.~~	~~Project Sponsor~~	~~Planning and Zoning~~	**Not Applicable** Condition of A pproval removed at PC hearing July 21, 2010	~~Prior to March 8, 2010 semester and ongoing~~
28		**No U-Turns:** The project applicant shall hire in consultation with the City, a qualified, independent Traffic Engineering Consultant to assess the feasibility of posting No U-Turn signs at the intersection of North Hill Court and Hiller Drive. The City shall be reimbursed for any and all costs associated with evaluating the feasibility of such signs. If the City determines such signs feasible and desirable, the project applicant shall pay all costs associated with installation of the signs in accordance with the rates/fees in the Master Fee Schedule per condition of approval #10.	Project Sponsor	Planning and Zoning	**In Compliance** School submitted scope of work 3/5/10. Staff reviewed and provided comments on May 27, 2010. The TDM consultant submitted the revised scope of work on 1/24/11 and this is being reviewed by staff.	**Ongoing**

Neighbors for Safety in Hiller Highlands

February 5, 2011

TO: Heather Klein
RE: Bentley School TDM and DKS Monitoring Reports

Dear Heather:

We have reviewed the TDM Final Draft dated January 18, 2011 and all of the DKS Associates reports through January 14, 2011.

Our primary interest is in getting comprehensive data so CUP conditions, especially those related to traffic, safety and intensity of use, can be enforced. With this letter we have attached:

- Bentley's final draft TDM dated 1/18/11 with NSHH comments in blue type.
- Detailed comments based on our review of the DKS Monitoring reports.
- Recommendations for modifications to the TDM and monitoring reports

We would welcome a chance to meet with you about the TDM and the DKS reports. Before the Planning Commission Hearing on February 16, 2011

Sincerely,
Neighbors for Safety in Hiller Highlands

NSHH Comments on DKS Associates Reports
February 5, 2011

Unscheduled Campus Visits: The December 10, 2010 DKS report includes email correspondence between DKS and Bentley about plans for November 19 observations. Has DKS notified Bentley in advance of any other planned observation dates.

COUNTING VEHICLE TRIPS:

- **Intensity of Use and Neighborhood Impact**: The Planning Commission expressed concern about Bentley's intensity of use and its "footprint" in the community. Condition 14.d.iii requires the TDM to establish how the city can determine compliance yet we have data that accounts for only part of school vehicle trips. Observed trip data is inadequate unless it includes all vehicle trips accessing the campus, including for parking. DKS should develop monitoring methodology to capture, on one day each month, all of the elements needed to report total vehicle trips. Because of the configuration of the campus, this might require an additional monitor.

- **Reconciling Summary Report (Table 1) with observation worksheets.** The 11/11 observation worksheets for a.m. and p.m. are fragmented and do not cover all modes

ATTACHMENT E

of vehicle trips on the same day. Some days include cars in lots other days don't. This is an example of why we need one observation day focused on Total Vehicle Trips.

- **Total No. of Vehicles Trips:** DKS reports do not include unobserved daily attendance. DKS should develop methodology using the observed data to determine the Total Vehicle Trips.

- Table 1 shows Bentley's vehicle trips exceed the limit of 242 on three of four days DKS observed/reported. When you add in expected vehicle trips for unobserved daily attendance Bentley 's vehicle trips are significantly over the limit. **Proper notifications of non-compliance and enforcement should begin and a cure period initiated.**

- **Estimating Vehicle Trips**: DKS percentage of observed daily attendance varies greatly, accounting for 50% - 80% of Bentley's daily attendance on any day. We understand that three monitors cannot capture all of the vehicle trip data by observation. We suggest that, in order to determine compliance with 14d, the expected number of vehicle trips for the unobserved daily attendance should be added to the observed data. Estimating using established usage patterns for (carpools, SOV trips, and park and walk, cars parked on campus) would result in a total vehicle trips measurement. For example, on the afternoon of November 11, 197 staff/students (about50%) were **not** observed. Previous observations show that about 41% of observed students/staff arrive by SOV. Thus, it is possible to estimate how many additional SOV cars would have arrived when you account for the197 staff and students who weren't observed. Likewise, estimated carpool vehicles, campus parkers and park/walk vehicles could be added to determine total vehicle trips. DKS can develop a mathematical methodology for determining Total Vehicle Trips.

REPORTING FULL DAILY ATTENDANCE:

- Bentley is permitted 360 students and 71 staff . In September Bentley reported that they enroll 328 students and 63 full and part time staff (total 391) . In addition, Bentley contracts with others for specialty classes, coaching, daycare - programs which are part of the school-day operations. Bentley refers to these people as vendors. It does not appear that Bentley has included their vendor-staff in the Daily Attendance report. Further documentation is needed to see that Daily Attendance includes students, full/part time staff, coaches, vendors, interns, and administration – all people involved in the operation of the school. If they aren't counted as attending or absent and aren't observed, their vehicle trips would not be accounted for.

- Bentley's reported daily attendance in Table 1 is 12% - 18% lower than their reported enrollment and staff levels. Does the school really have a 12-18% daily absentee rate? Has Bentley provided a second trimester report on enrollment and staff? If these numbers have gone down, we would expect to see a reduction in vehicle trips.

COUNTING VEHICLE TRIPS TO ALL ON CAMPUS PARKING SPACES:

- Some reports count staff cars as they arrive but do not count all cars that are already in all campus parking. Determining compliance with vehicle trip limits requires counting all vehicles parked on the campus even though they might not be observed at 8 a.m. Campus parking is assigned and typically fully occupied for most of the day.

- **Section 3.4: p. 4 Condition 14d – Observed:** The "small number of vehicles" (1/14/11 DKS report) parking on Hiller (regardless of the length of time) should be included in DKS vehicle trip counts.

- Section 3..1 p. 3 DKS doesn't provide documentation in either the Observation Notes or in this report on where staff is parking. What progress has the school made in creating the additional parking described in the TDM?

- **Staff Parking at Claremont Resort**: Does DKS have any updated information on whether teachers whose offices were permitted to stay on the Hiller campus because they agreed to carpool and park in the Claremont

BUS RIDERSHIP:
The certified EIR indicates that Bentley's bus ridership was 79 students per day. Bus ridership as observed by DKS ranges from just 30-39 students on each day. Bus ridership has declined by 50% in spite of Bentley's initiatives. DKS reports should include historical data including the 79 bus rider baseline in evaluating the effectiveness or enforcement of, Bentley's program to **increase bus ridership.**

Other Monitoring Report Elements:

3.5 Condition 14e: DKS observed several occasions when there were more than 9 monitors. Two of those were on a date when Bentley was holding a special event and the monitoring was preannounced to Bentley. Neighbors have observed and reported numerous occasions when fewer than 9 traffic assistants were in place. Unless Bentley is in compliance on vehicle trips and traffic assistants, the requirements for assistants should not be reduced .

3.6 Condition 14f: Neighbors have observed an improvement in the use of flares since this task was specifically assigned.

3.11 Condition 17: In addition to preparing Bentley's own Emergency Management Plan Condition 17B requires the preparation of Emergency Preparedness for Hiller Highlands. This plan is called the CORE plan and it is already in place. Neighbors in all associations have been trained for aiding and evacuating locally. Bentley doesn't need to rewrite this plan but they **DO NEED TO BE TRAINED FOR THE SAFETY OF THE SCHOOL AND THE NEIGHBORHOOD. They should arrange that training immediately.**

Appendices: Field Observation notes

- We find the field notes hard to reconcile with the reports. The monitoring worksheets should be simplified and focus on collecting the data that is needed for the enforcement of the CUP.
- In order to get accurate vehicle trip counts at least one of the monthly observation periods needs to focus on collecting on accurate count of **all vehicles accessing the**

campus on the same day. The total vehicle trips should include an estimate for vehicle trips for full the daily attendance.

Recommendations:

- **Observation days should not be pre-announced** to the school. Data and reports should be independent of school oversight. Observations should occur on different days of the week. Most monitoring has been done on Wednesdays when Kaiser school lets out early.
- **Provide one comprehensive monitoring report per month** designed to provide total vehicle trips including all campus access points on the same day. Simplify the observation reporting protocol.
- **Ensure that Bentley's report of daily attendance includes all people involved in the school-day operations.**
- **Ask DKS to prepare a TOTAL vehicle trip report,** using estimates, based on school's vehicle trip patterns. Use all inclusive Daily Attendance numbers. This comprehensive data is needed to help the city determine Bentley's compliance and is required by the TDM.
- **With help from the traffic consultants, Bentley should implement additional vehicle trip reduction strategies to ensure consistent compliance or face enforcement.**
- We note that DKS has recommended that only 1-2 assistants need to be present during the afternoon drop off operation. We believe, that unless Bentley demonstrates consistent compliance with vehicle trip limits and other CUP conditions, **no reductions in traffic assistants or monitoring requirements should be considered.**

Final TDM Draft with NSHH comments shown in blue type.

2/2/2011

Organization of the Transportation Demand Management Program

Parisi Associates Transportation Consulting was retained by the City of Oakland to develop a Transportation Demand Management (TDM) program for Bentley School. This document details the elements of the TDM program, consistent with the City's Conditions of Approval for a Conditional Use Permit. If the document contains any inconsistencies, the Conditions of Approval shall prevail.

The overall goals of Condition of Approval #14, "Parking and Transportation Demand Management", approved by the City of Oakland's Planning Commission on October 21, 2009 and amended on April 7, 2010 and July 21, 2010, are to:

1. In the short-term, reduce Single Student Occupant Vehicle trips by student guardians and Single Occupant Vehicle trips by faculty/staff by 25% from the baseline by the beginning of school year 2010.
2. In the long-term, reduce Single Student Occupant Vehicle trips by student guardians and Single Occupant Vehicle trips by faculty/staff by 35% from the baseline by the beginning of school year 2012.

   CUP Condition 14d gives the exact Total Vehicle Trip limits as 242vehicle trips by fall trimester 2010 and 210 vehicle trips by the fall trimester 2012. For clarity and completeness, The TDM should include these numbers.
3. Better manage the available on-site parking spaces.
4. Reduce traffic congestion on Hiller Drive and Tunnel Road.
5. Facilitate the student drop-off and pick-up process to ease traffic congestion and enhance student and driver safety.
6. Track and enforce the traffic rules and the TDM program.
7. Ensure that special events held at Bentley School do not interfere with the livability of the surrounding neighborhood.
8. Promote the City of Oakland's Transit First policies.
9. Reduce Bentley School's and the City of Oakland's carbon footprint.

This TDM program is organized in 11 sections consistent with Condition of Approval #14, "Parking and Transportation Demand Management":

A. Parking management strategies

B. Drop-off and pick-up process

C. Staggered timeframes for drop-off and pick-up

D. Reduction of vehicles driven

E. Number of persons to assist traffic

F. Use of traffic safety warning devices

G. Transit and carpool subsidy program

H. Independent rule enforcers

I. Special events traffic

J. Memorandum of understanding with Oakland Police Department

K. Ongoing monitoring of recommended conditions

A. Parking Management Strategies

There are currently 54 off-road designated parking spaces dedicated to faculty and staff. Twenty-three (23) of these spaces are located in Bentley School's upper lot located off of Hiller Drive, 21 spaces are located in the lower lot off of Tunnel Road (Berkeley), four spaces (including a dedicated handicap space) are located at the top of the campus driveway, and one space is located adjacent to the auditorium. There are two parking spaces in the garage adjacent to the Head Master's House. In addition, three more spaces are provided at the nearby Claremont Hotel, as part of an agreement with the hotel (see appendix).

The Appendix is not attached

Based on the current site restraints there is limited available square footage for additional on-site parking. The areas with parking potential include the Headmaster's House and the lower parking lot, both locations situated within Berkeley city limits.

Up to eight designated parking spaces could be added near the Headmaster's house. Three spaces could be marked on the existing pavement to the east of the driveway loop. If the grass area within the driveway loop were paved, an additional five spaces could be provided. These eight spaces would meet the City of Berkeley's size dimensions for parking spaces. Bentley School would likely need to apply to the City of Berkeley for a permit to provide these additional parking spaces.

Is the TDM recommending or requiring that this additional parking be created? What is the timeline for enforcing? Reducing vehicle trips should be the school's highest priority to meet traffic reduction and environmental goals.

Providing new parking spaces within the lower parking lot would be difficult to achieve given the constraints of the grade and the retaining wall. Therefore, any additional parking within the lower lot would need to be tandem to existing parking stalls, meaning one vehicle would be parked behind

another. Tandem parking would require a parking management plan. Between five and eight vehicles parked in tandem could potentially be achieved based on observation. However, since the provision of tandem parking would require continued use of non-standard parking stalls, potential travel aisle restrictions, and a parking management plan, Bentley School would need to apply to the City of Berkeley for the potential approval of a tandem parking program and to confirm the number of potential tandem spaces.

> What is the timeline for applying and implementing these modifications to the parking plan?

There is currently on-street parking available for 15 vehicles between 8:30 a.m. and 2:30 p.m. along the west curb of Hiller Drive between Bentley School's driveway and Tunnel Road adjacent to Firestorm Memorial Garden. This area is signed "No Parking" between 7:00 a.m. and 8:30 a.m. and 2:30 p.m. and 3:45 p.m. when it is available for drop-off and pick-up of students. This is the flat portion of Hiller Drive that does not abut any residences.

> ADD: Bentley staff is prohibited by CUP conditions of approval from parking on Hiller Drive or North and South Hill Court.

All off-road parking spaces shall be assigned via permit to faculty and staff. A parking delineation plan shall be prepared by the school, prior to the beginning of each trimester, indicating the assignment of each parking space. This plan shall be submitted to the City of Oakland based on current faculty/staff levels (see appendix). Preferential parking, i.e., those spaces closest to the school, shall be given to those persons that sign a carpooling or ridesharing agreement.

Bentley School's Head of School or his/her designee shall assure maximum use of the off-road parking spaces by assigning spaces unused by absent faculty or staff for their substitutes or other faculty or staff. Each day the Head of School or his/her designee shall notify substitutes or other faculty or staff in advance so that all the parking spaces are occupied.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document Bentley School's success in maintaining faculty and staff parking demands to levels within the 57 off-road parking spaces.

> Monitoring reports should update Bentley's progress in creating additional off road parking at the Headmaster's residence and in the Berkeley lot. The number of vehicles using these lots should be shown in the monitoring reports.

B. Drop-off and Pick-up Process

Bentley School has developed an electronic Traffic and Parking Handbook for use by parents, faculty and staff (see appendix). Parisi Associates Transportation Consulting reviewed the handbook. The handbook provides information on the school's TDM program, including the maximum number of

vehicle-trips allowed (see Section D). It also provides information to encourage trip-making by modes other than the single student occupant vehicle.

The Traffic and Parking Handbook provides detailed step-by-step instructions about student drop-off and pick-up via automobile (e.g., traveling along Hiller Drive, entering the school driveway loop, queuing on Hiller Drive for drop-off/pick-up). The handbook provides maps, drop-off/pick-up time information, and the school's traffic rules. It provides instructions for parking, including for special events. The handbook provides compliance policies and a parent/employee agreement.

The roles and responsibilities of those assisting during drop-off and pick-up periods are discussed in Section E.

Bentley School shall update the Traffic and Parking Handbook annually based upon the annual monitoring of recommended conditions (see Section K).

Bentley School shall post the electronic Traffic and Parking Handbook to the school's website and shall e-mail the handbook to all parents, faculty and staff at the beginning of each school year. The e-mail shall include an agreement box that the guardian has read the handbook which allows the school and the city to track receipt of the handbook.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document drop-off and pick-up procedures. If, based on monitoring, it is determined that procedures need to be improved or revised , Bentley School shall modify such procedures and update the Traffic and Parking Handbook based on the Independent Rule Enforcer's and the City of Oakland's recommendations within the cure period (see Section K). Part of the assessment should include documentation of the number and type of infractions and assessed penalties by the school. The compliance of the rules (reduced infractions) should be associated with improved traffic conditions at the school.

> Documentation showing the type of infractions and assesses penalties by the school should be included in the monitoring reports.

C. Staggered Timeframes for Drop-off and Pick-up

Bentley School uses staggered bell times to diffuse traffic levels during morning drop-off and afternoon pick-up periods. These times are coordinated with the non-staggered bell times at nearby Kaiser School.

Bentley School's morning bell times are 8:20 a.m. for grades 6-8 and 8:25 a.m. for grades K-5. The school offers child care and activities for all grades starting at 7:30 a.m. The provision of child care and activities starting at least 50 minutes before the first bell time further reduces peaking traffic levels. Kaiser School's morning bell time, for all grade levels K-5, is at 8:45 a.m.

While Bentley School's staggered morning drop-off timeframes are close together and can result in traffic congestion, the school's morning traffic is generally dispersed by 8:45 a.m., the time when parent

drivers of Kaiser School students start to arrive. This meets the intent of the condition which is to reduce the spiking of traffic peaks and to spread the traffic out over a longer time period.

On Mondays through Thursdays, Bentley School's afternoon bell times are 2:40 p.m. for grades K-1, 2:50 p.m. for grades 2-3, 3:15 p.m. for grades 4-5, and 3:30 p.m. for grades 6-8. On Fridays Bentley School provides earlier dismissal times of 1:00 p.m. for grades K-1, 1:20 p.m. for grades 2-3, 1:40 p.m. for grades 4-5, and 2:15 p.m. for grades 6-8. Kaiser School's afternoon bell time is at 3:00 p.m., except on Wednesdays when it is at 1:25 p.m.

Bentley School shall continue operating with two morning and three afternoon staggered bell times and shall continue to coordinate these times with Kaiser School's bell times at the beginning of each school year.

Bentley School shall continue to offer child care and activities starting at least 50 minutes before the first morning bell.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document Bentley School's success in maintaining acceptable traffic operations, e.g., acceptable vehicle queuing along Hiller Drive and acceptable level of service at the Tunnel Road intersection. If, based on monitoring, it is determined that unacceptable traffic operations result, Bentley School shall either further adjust the staggered bell times or decrease vehicle demand through increased TDM efforts (see Section D), or both, within the cure period (see Section K).

D. Reduction of Vehicles Driven

Baseline Conditions

Bentley School shall reduce the number of single student and single faculty/staff occupant vehicles driven to school during the morning peak period by 25% of 323 (352 students plus 71 faculty and staff, minus 79 students that were taking the bus as noted in the certified EIR and minus the 21 parking spaces in the lower parking lot) by the beginning of the fall trimester 2010 (242 trips total) and by 35% by the beginning of the fall trimester 2012 (210 trips total). The number of vehicle-trips accessing the school shall be documented by Independent Rule Enforcers (see Section H).

The DKS reports must take account of the full daily attendance in order to determine total vehicles trips accessing the campus. DKS should develop a methodology to determine Total Vehicle trips from the data they have collected.

Field monitoring worksheets need to be simplified, and reports and methodology for determining TOTAL VEHICLE TRIPS need to be developed and included in the appendix.

Reduction of Single Student and Single Faculty/Staff Occupant Vehicles Driven

To not exceed the maximum number of vehicle-trips allowed, Bentley School shall employ multiple TDM strategies for faculty, staff and students. The following are mandatory components to reduce the single student and single faculty/staff occupancy rates:

Carpooling:

- Develop a carpool matching system, each year, based on trip origins using GIS (faculty/staff and students)
- Prepare a annual carpool matching directory (faculty/staff and students)
- Assign preferential faculty/staff parking spaces to those who regularly carpool (faculty/staff)

Transit use:

- Facilitate attainment of and provide free AC Transit bus passes for students (students)
- Provide commuter transit checks to reimburse faculty/staff for transit use (faculty/staff)
- Award "transit bucks" to students who arrive via transit (or carpool, walk or bike) to be used for school purchases (students)

Bentley's bus ridership is down by more than 50% from the numbers provided to the Planning Commission in the CUP application. These incentives have not proven

adequate to get students on the buses. This historical data from the CUP should be part of the historical data trends that the enforcers report.

Walking and bicycling:

- Award "transit bucks" to students who arrive by foot or bicycle (or carpool or transit) to be used for school purchases (students)
- Apply to join Alameda County's Safe Routes to School program (see appendix) (students)
- Install additional secure bike racks on campus and monitor use and increase supply as necessary (faculty/students)

Trip planning:

- Develop annual carpool trip plans for those living within 20 miles of the school, including a map showing faculty/staff home location in relation to other faculty/staff within area (faculty/staff)
- Develop annual transit trip plans for those living within 10 miles of the school, including a transit map, information on connecting routes and faculty/staff home location (faculty/staff)
- Develop annual bicycle trip plans for those living within 5 miles of the school, including a map with preferred bicycling routes and faculty/staff home location (faculty/staff)
- Develop annual walking trip plans for those living within 1 mile of the school, including a map with preferred walking routes and faculty/staff home location (faculty/staff)

Education and outreach:

- Establish a fully funded budget for the TDM program and reporting out of results on an annual basis (faculty/staff and students)
- Conduct a transportation survey of the student guardians, faculty and staff modes of travel to the campus (faculty/staff and students)
- Develop a school webpage summarizing the above TDM efforts and update annually (faculty/staff and students)
- Provide e-news correspondence each trimester regarding TDM measures (faculty/staff and students)
- Promote TDM through the school's Sustainability Leadership Program (students)
- Provide representation at and meet with neighborhood association regularly (faculty/staff and students)

The following are recommended components to reduce the single student and single faculty/staff occupancy rates:

Carpooling:

- Award "transit bucks" to students who arrive in a carpool (or walk, bike or use transit) to be used for school purchases (students)
- Award faculty/staff $5 for each daily carpool (or walk or bike) trip (faculty/staff)
- Hold a "carpool to school" raffle each trimester (faculty/staff)

Transit use:

- Institute buses and/or shuttles for temporary situations such as holidays and kindergarten walk-ups (students)

Walking and bicycling:

- Award faculty/staff $5 for each daily walking or bicycling (or carpool) trip (faculty/staff)
- Advocate for pedestrian and bicycle-related infrastructure improvements in local traffic projects (faculty/staff and students)

Monitoring of mandatory and recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document Bentley School's success in reducing single student occupant vehicles to the traffic levels discussed above (the monitoring will also document Bentley School's success in meeting the travel mode targets). If, based on monitoring, it is determined that single student occupant vehicle trips are not reduced to the required levels, Bentley School shall increase its TDM efforts related to above strategies within the cure period (see Section K).

This document doesn't include any "travel mode targets" for bus ridership, walking, riding, cycling or carpooling. The only targets it includes is to remain under the total vehicle trip limit of 242 vehicles in 2010 and 210 by 2012.

In January 2011 DKS Report, Bentley is shown to exceed its vehicle trip limits on three days out of four. On other days, reports are below the limit but they only include a percentage of the daily attendance and thus are not reporting Total Vehicle trips accessing the campus. Reports should include methodology for determining total vehicle trips since that is the only quantified traffic target in the CUP.

In determining Total vehicle trips, DKS requires a daily attendance count. What is the baseline for daily attendance? The number of approved enrollment, the number of students and staff reported at the beginning of the year? Or Any modifications to enrollment or staff during the year?

Presently the school is permitted 360 students and 71 staff. In September Bentley reported enrolling 328 student and having 63 staff. In addition, Bentley has a number of "vendors" who they don't consider staff for parking purposes but who are part of the regular school-day operations. These people should be included in the attendance

count even though they are allowed to park on Hiller Drive. If they aren't included in the attendance counts and aren't observed because they arrive at odd times, their vehicle trips will be not included

Bentley School shall provide information for use in the monitoring report on the success of each TDM program element discussed above (e.g., number of AC bus passes provided to students, number of commuter checks issued to faculty and staff).

DKS should develop a check list that includes all of the elements (there are 25 just in section D).

E. Number of Persons to Assist Traffic

Bentley School deploys nine people to assist with traffic operations and drop-off and pick-up during school commute periods.

Bentley School shall continue to deploy nine people, as follows:

- One flag person at school driveway entrance: The flag person shall position themselves at Hiller Drive at the entrance to the driveway loop. The flag person will safely meter conflicting northbound and southbound vehicles at the entrance to the loop driveway. The flag person will prevent U-turns at Hiller Drive at the driveway entrance. The flag person must wear an approved safety vest at all times and use a handheld stop sign whenever they are positioned in the street. The flag person shall be an adult and shall receive periodic training from the City of Oakland's Police Department Traffic Safety Division.
- One traffic assistant within school driveway loop: The traffic assistant shall be positioned inside the driveway loop and remind drivers that stopping to drop-off/pick-up students or passengers in the loop is not allowed and that they need to continue to the drop-off/pick-up lane on Hiller Drive. The traffic assistant will also remind students to use the pathway leading around the outside of the loop instead of walking through the parking lot or driveway loop. The traffic assistant shall be an adult and must wear an approved safety vest at all times.
- One traffic assistant at school driveway exit: The traffic assistant shall be positioned at the driveway exit and help guide drivers into the drop-off/pick-up lane on Hiller Drive. The traffic assistant will also remind students to use the pathway leading around the outside of the loop instead of walking through the parking lot or driveway loop. The traffic assistance will prevent left-turns from the driveway exit onto Hiller Drive during peak drop-off and pick-up periods. The traffic assistant shall be an adult and must wear an approved safety vest at all times.
- One traffic assistant at front of drop-off/pick-up lane on Hiller Drive: The traffic assistant shall be positioned on the sidewalk nearest the firestorm memorial and furthest away from the school campus. The traffic assistant will greet vehicles arriving at the drop-off/pick-up lane by opening vehicle doors and assisting students out of or into the vehicles. The traffic assistant

may also assist students in retrieving their backpacks or other items from the vehicle trunk. The traffic assistant shall ensure that drivers do not leave their vehicles and that their vehicle is safely put in gear with the parking brake applied while any doors or the trunk are open. The traffic assistant shall remind drivers to queue their vehicle as close to the next vehicle as is safe to do so, not to linger any longer than needed and to vacate the parking area after students have left or boarded the vehicle with their belongings. The traffic assistant shall remind drivers to merge into traffic safety and pursuant to the school's rules. The traffic assistant will also remind students to use the pathway leading around the outside of the loop instead of walking through the parking lot or driveway loop. The traffic assistant shall be an adult and must wear an approved safety vest at all times.

- Five traffic assistants at loop, driveway exit and drop-off/pick-up lane: These traffic assistants may be student members of the School Safety Patrol. They shall assist and be supervised by the adult traffic assistants in the duties described above, but not replace adults for any of the duties. These traffic assistants shall be directed to stand in a safe location clear of any vehicular path of travel, especially in the driveway where there is not clear pedestrian and vehicle separation. All student School Safety Patrol members shall be from upper elementary and middle school grades who are trained using American Automobile Association School Safety Patrol training curriculum and with the assistance of the City of Oakland's Police Department's Traffic Safety Division. All traffic assistants shall wear approved safety vests at all times.

Bentley School shall assure that nine people (including at least four adults) assist with traffic operations and drop-off and pick-up during school commute periods and shall provide two on-call trained substitutes in case any regular personnel are absent.

We were told by Bentley that the OPD was opposed to the use of student traffic assistants for this location. If so, this paragraph should be revised.

Traffic assistants shall encourage and remind students, parents, and faculty and staff of the rules included in the Traffic and Parking Handbook when they observe that such rules are not being followed.

Given the small size of the school, the traffic assistants should be able to recognize children and/or parents in their vehicles. Violations of the school rules observed by the assistants shall be forwarded to the Head of School. These violations shall be noted in the monitoring log required per Condition of Approval # 24b. The Head of School shall follow the procedures outlined in the Traffic and Parking Handbook (Condition of Approval #16g).

The monitoring log report should be included in the DKS reports for determining compliance.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document the performance of the flag person and traffic assistants. If, based on monitoring, it is determined that the flag person or traffic assistants are not performing the above tasks competently and safely, Bentley School shall retrain or replace the flag person or traffic assistants,

within the cure period (see Section K). Bentley School should also retrain or replace the flag person or traffic assistants based on recommendations provided by the Independent Rule Enforcers immediately following a monitoring evaluation. If based on long-term monitoring it is determined that less than nine persons are needed to assist traffic by the Independent Rules Enforcer, Bentley School shall be have an option to reduce the number of traffic assistants based on procedures consistent with Condition of Approval #3.

> Long term monitoring is a vague time period. No modifications to reduce the number of traffic assistants or rule enforcers should be considered before the program has been in place for at least two years and the school has been in consistent compliance on all elements of Condition #14 for at least one school year.

F. Use of Traffic Safety Warning Devices

Bentley School currently deploys "power flare" safety lights, recommended by the City of Oakland's Police Department, along Hiller Drive during school drop-off and pick-up times. The school initially used trial power flares issued by the Police Department near the end of the 2008-2009 school year. At the end of the trail period, the school returned the devices and at the start of the 2009-2010 school year the school purchased eight of its own power flares.

Bentley School shall receive training on the maintenance and installation of the power flares from the City of Oakland's Police Department's Traffic Safety Division prior to the beginning of the 2010-2011 school year. Locations where the power flares are to be situated will be marked on the pavement in accordance with the Traffic Safety Division. The power flares shall be situated to maintain a travel way along Hiller Drive.

Bentley School shall maintain the power flares in working order, e.g., keep charged, replace parts, etc. and shall replace when necessary. All deployed power flares shall be in good working condition.

Bentley School shall deploy the power flares at least 30 minutes before drop-off and pick-up times and remove them no later than 30 minutes after drop-off and pick-up times. An adult traffic assistant must place and remove the power flares and be present at all times when the power flares are in use.

Bentley School shall replace or enhance the warning devices with other devices, at the direction and recommendation of the City of Oakland's Police Department. The School, may at their own request, ask for other devices to be used instead of the flares. The School shall submit a description of the new devices, a plan showing where they will be placed, and a report prepared by a qualified traffic consultant addressing the adequacy of the new devices. These documents shall be submitted to the Planning and Zoning Division, the Transportation Services Division, and the Traffic Safety Division for review and based on procedures consistent with Condition of Approval #3.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document the use and placement of traffic safety warning devices, including the power flare safety lights. If, based on monitoring, it is determined that the traffic safety warning

devices are not properly used or placed , Bentley School shall correct the use of the traffic safety warning devices within the cure period (see Sections H and K). Bentley School should also remedy the use of traffic safety warning devices based on recommendations provided by the Planning and Zoning Division, the Transportation Services Division, the Traffic Safety Division, and the Independent Rule Enforcers.

G. Transit and Carpool Subsidy Program

TDM measures related to transit and carpool subsidies are discussed in Section D.

H. Independent Rule Enforcers

In April 2010 Bentley School, in consultation with the City of Oakland's Transportation Services Division and Planning and Zoning Division, hired DKS Associates, an Oakland-based transportation planning and engineering firm, to serve as the Independent Rule Enforcers to monitor and report on many of the conditions provided in this TDM program. Per the Condition of Approval, three Independent Rule Enforcers will conduct the monitoring.

Monitoring shall be conducted once a month while school is in session through the 2011-2012 school year. The number of monitoring sessions each school year after 2011-2012 will be determined by the City of Oakland's Transportation Services Division and Planning and Zoning Division based in part of the school's performance in achieving the objections in the overall TDM program.

The monitoring shall be conducted once a month without advance notification given to the school. The monitoring shall be conducted on Tuesdays, Wednesdays or Thursdays. In addition, twice a year monitoring will be conducted on random during a special event that is expected to generate over 75 vehicles (see Section I).

The Independent Rule Enforcer shall monitor and report on conditions related to the following sections in the TDM program:

A. Parking management strategies

The report should include parking data as well as a report on strategies.

B. Drop-off and pick-up process.

The report should include drop off and pick up data as well as a review on the process

C. Staggered timeframes for pick-up and drop-off

D. Reduction in single student occupant vehicles driven

Item D should specifically refer to vehicle trip limits established in the CUP. A reduction in "student single occupant vehicles driven" is only part of the goal to reduce vehicle trips. There is no baseline for measuring "reduction in student single occupant vehicles driven".

E. Number of persons to assist traffic

F. Use of traffic safety warning devices

I. Special events traffic

The Independent Rule Enforcer shall follow specific instructions for conducting the monitoring and shall complete a comprehensive checklist to document prevailing conditions (see appendix). The School may request that the number (three) of Rule Enforcers be reduced based on overall compliance with the TDM based on procedures consistent with Condition of Approval #3. The reports shall be used to prepare an annual TDM review. See Section K.

Worksheets used by observers are complicated and seem to be used inconsistently by different observers. The checklist for traffic assistants is pretty straightforward but the checklist for Total Vehicle Trips is not. The Total Vehicle checklist needs to include data for each/all of these elements on a single day in the month:

SOV & #MOV (plus #occupants) using Hiller driveway and drop off/pick up lane

#SOV & #MOV (plus# occupants) dropping off or picking up on Tunnel Road

SOV & MOV (plus occupants) using on campus parking (Hiller Dr., Tunnel Rd, Tunnel lot, Headmaster house and upper Hiller driveway and playground parking.

SOV & #MOV (plus occupants) parking on Hiller and walking students

bus riders on three buses: AC Transit 604, AC Transit 689 and yellow bus

walkers and bikers

Sometimes monitors collect a fraction of the data that is needed to determine compliance with vehicle trips At least one observation period per month should focus on observing and reporting on all necessary elements to determine Total Vehicles. Because of campus configuration, this might require additional observers.

The option for the school to request reduction of enforcers or traffic assistants should not be considered until two full annual cycles of reporting on the approved TDM has occurred (after the 2012 decrease in allowed vehicle trips) and then, only if the school has been in consistent compliance with all of the CUP conditions.

Sections A, C, D, G, H, and I

Within one week of each monthly monitoring session and special event monitoring session, the Independent Rule Enforcer shall submit the monitoring worksheets. Within two weeks after each trimester, the Independent Rule Enforcer shall submit a written report summarizing the results of the

monitoring sessions during the subject trimester. The trimester reports shall include recommendations to remedy potential infractions, if appropriate.

The Independent Rule Enforcer worksheets and trimester reports shall be submitted to the City of Oakland's Transportation Services Division and Planning and Zoning Division, to the City of Oakland's Police Department's Traffic Safety Division, and to Bentley School's Traffic Coordination Committee.

Add: and to the Neighborhood Liaison Committee at the same time.

Sections B, E, F, and J

Section B, E, F, and J directly relate to safety at the school and in the area. For these sections shorter term reporting shall be required to remedy potential safety infractions.

The Independent Rule Enforcer shall submit the monitoring worksheets within one week of each monthly monitoring session and special event monitoring session. If the worksheets identify infractions within specific sections related to safety the Independent Rule Enforcer shall also include potential remedies.

Such measures proposed by the Independent Rule Enforcers or Bentley School must be approved by the City of Oakland prior to implementation. The City of Oakland shall have one week to review and approve the submitted measures. Upon City of Oakland approval of enhanced or additional TDM measures, Bentley School shall be given two weeks after the approval to meet the TDM goals.

The Independent Rule Enforcer worksheets and reports shall be submitted to the City of Oakland's Transportation Services Division and Planning and Zoning Division, to the City of Oakland's Police Department's Traffic Safety Division, and to Bentley School's Traffic Coordination Committee.

I. Special Events Traffic

Bentley School currently provides on-site parking for evening and weekend special events. When special events are predicted to generate over 75 vehicles, Bentley School currently partners with Kaiser School to handle overflow parking. Bentley School provides instructions to the school community regarding traffic and parking related to special events and notifies neighbors in advance of any special events.

For Events Under 75 Vehicles

Bentley School shall continue to provide on-site parking for evening and weekend special events. The campus shall be used to provide up to 30 additional on-site parking spaces by using the playground surface as well as the paved area near the Head of School's residence. At least two traffic assistants shall direct motorists to these locations, as well as to the general Hiller Drive and Tunnel Road parking lots, as appropriate. In addition, parking along the flat portion of Hiller Drive between Bentley School's driveway and Tunnel Road, only, may be used (for approximately 15 vehicles), as appropriate.

If the event (less than 75 vehicles) cannot be accommodated with these on-site spaces due to school staff parking in these spaces), the school shall partner with Kaiser School to provide overflow parking.

The traffic assistant shall direct traffic up Hiller Drive to Kaiser School, where an additional traffic assistant will direct motorists to a parking space. A shuttle van or bus shall be made available to transfer visitors from Kaiser School to Bentley School, with a return option following the conclusion of the event. Visitors will be able to walk between the schools instead of using a shuttle bus or van. School event parking shall not occur above the flat portion of Hiller Drive (above the school's driveway) other than Kaiser School.

All traffic assistants shall wear approved safety vests at all times.

For Events Over 75 Vehicles

When special events occur during **the day** that will generate over 75 vehicles, the school shall make use of alternative off-site parking and employ shuttle services to transfer visitors. For example, Bentley School could use the Temescal parking area and transfer visitors via school-owned vans with employee drivers or with commercial shuttle services.

For all special events, Bentley School shall deploy two traffic assistants to ensure that visiting motorists are aware of viable parking options and to prohibit motorists from parking along the public streets, on Hiller Drive, in Hiller Highlands, and along Tunnel Road.

All traffic assistants shall wear approved safety vests at all times.

Event Notification

The school's Traffic and Parking Handbook (see Section B) shall be updated annually to list all anticipated special events, including those expected to generate over 75 vehicles. These events currently include "Back to School Night" in September (three evenings), the "Halloween Parade" (generally on October 31), and "Grandparent's Day" (on the last Friday before Thanksgiving).

For all special events, Bentley School shall issue instructions to the school community regarding its traffic and parking policies in regards to special events. These instructions shall be included in both the materials announcing the event as well as highlighted on the school's website. All communications shall emphasize the need to be respectful of the neighborhood.

All special events shall be placed on the school calendar at least one month before the event. Parking instructions for the events shall also be posted at the same time. In addition, Bentley School shall notify

the Neighborhood Liaison Committee via e-mail and mailing about each special event and parking instructions at least one month prior to the event. No special events shall be held that have not been published on the school calendar, e-mailed, and mailed to the committee at least one month in advance of the event. Bentley School will provide a hotline for neighbors to call for information regarding any events. The hotline will offer numbers for appropriate school staff, Independent Rule Enforcers, and City of Oakland Traffic Safety Division.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document Bentley School's performance in accommodating special event traffic and parking. If, based on monitoring, it is determined that unacceptable traffic and parking

conditions occur during special events, Bentley School shall improve special event traffic and parking.within the cure period.

J. Memorandum of Understanding with Oakland Police Department

Bentley School currently has a Memorandum of Understanding (MOU) with the City of Oakland's Police Department's Traffic Safety Division (see appendix). Bentley School shall continue to be in good standing with the MOU.

The MOU covers, in part, the role and responsibility of the flag person (see Section E).

The City of Oakland's Police Department's Safety Division shall retain the right to prepare an addendum to the MOU to include procedures undertaken by the Independent Rule Enforcers (see Section H).

If the MOU is revoked by the City of Oakland's Police Department's Traffic Safety Division, no person is authorized to assume the role of the flag person at the school driveway entrance, including a crossing guard, off-duty police officer, etc.[1] Without a flag person, it is possible that incoming traffic could back-up along Hiller Drive, potentially impacting traffic operations and safety along Hiller Drive and at the Hiller Drive/Tunnel Road intersection.

Under typical conditions, the maximum vehicle queues turning left into the school driveway rarely exceed 10 vehicles (there is storage capacity along Hiller Drive for up to about 22 vehicles). Without a flag person it is likely that the queues would be extended, possibly impacting traffic operations and safety (note that it is not possible to reliably estimate the resulting queuing and potential effects using traffic modeling techniques due to variability in traffic demands in each direction along Hiller Drive, in driver's behavior, and in flagging techniques). Therefore, if the MOU is revoked, the following procedures shall be followed:

1. Bentley School shall immediately notify the Independent Rule Enforcers and the City Planning and Zoning Division and the Transportation Services Division that the MOU has been revoked and request that the Independent Rule Enforces monitor traffic operations and safety along Hiller Drive for one school week. The monitoring shall commence as soon as possible and no later than one week after the MOU was revoked. A monitoring report with conclusions and, if needed, short-term recommendations shall be submitted to the City Planning and Zoning Division and the Transportation Services Division for review one week after the monitoring. Short-term solutions could include the provision of a shuttle bus, or bell time adjustments.
2. If based on the monitoring the Independent Rule Enforcers determine that traffic operations or safety impacts are resulting, Bentley School must immediately institute remedies to address such impacts. Independent Rule Enforcers shall require immediate remedies to address such impacts, The Independent Rule Enforcers shall monitor the effectiveness of the short-term

[1] Based on conversations with Stacey Perry, City of Oakland Traffic Safety Division of the Oakland Police Department, July 2010.

solutions weekly until longer term solutions such as enhancements to transportation demand management strategies described in Section D are recommended and implemented.

3. The Independent Rule Enforcers shall submit monitoring reports every week until the longer-term remedies are in place, after which, the monthly monitoring reports (see Section K), shall resume and include the effectiveness of remedies to maintain safe traffic operations along Hiller Drive shall be evaluated.

As mentioned previously, the flag person's role cannot be assumed if the MOU were to be revoked and because Bentley School's Conditional Use Permit and enrollment increase is based in part on adequate traffic circulation and safety. Thus, if the MOU were revoked, the flag person dismissed, and the above procedures did not adequately address traffic circulation and safety issues along Hiller Drive, then enrollment reductions would be required to assure acceptable traffic and safety conditions along Hiller Drive.

K. Ongoing Monitoring of Recommended Conditions

The TDM program requires periodic evaluation to determine how the program is achieving its goals. The monitoring program is broken into several components including annual reporting, trimester reporting, and enforcement.

Annual Reporting (All Sections)

The Condition of Approval requires that Bentley School prepare an annual TDM Evaluation Report that summarizes the program over the preceding year, intended upcoming changes, and compliance with conditions of the program. The report will also include any suggested changes to the TDM program, if appropriate.

The report shall include average annual trip mode information, including arrival trips via single occupant vehicles, multi-occupant vehicles, bus, and by walking and bicycling. The report shall provide a comparison to historical findings.

> Vehicle trip counts are only useful if they capture transit usage patterns for the full "daily attendance". DKS needs to develop additional reporting methodology to show total Vehicle trips.

The report shall discuss the success of the various TDM program elements and incentives undertaken by Bentley School, e.g., carpooling, transit use, walking and bicycling, trip planning, and education and outreach (see Section D).

The report shall summarize the results of the Independent Rule Enforcer reports for the year, including implemented traffic remedies.

Bentley School shall submit the annual TDM Evaluation Report to the City of Oakland's Transportation Services Division and Planning and Zoning Division for review and approval. Planning staff reserves the

right to forward the report on to the full City of Oakland Planning Commission for the Commission's review and approval.

Trimester Reporting (Sections A, C, D, G, H, and I)

See Section H of this report for trimester reporting from the Independent Rule Enforcers. The trimester reports shall include recommendations to remedy potential infractions, if appropriate. Such measures proposed by the Independent Rule Enforcers or Bentley School must be approved by the City of Oakland prior to implementation. The City of Oakland shall have one week to review and approve the proposed measures. Upon City of Oakland approval of enhanced or additional TDM measures, Bentley School shall be given one trimester period after the approval to meet the TDM goals.

Short-term Reporting (Sections B, E, F, and J)

Again Section B, E, F, and J directly relate to safety at the school and in the area. For these sections remedies for potential infractions require shorter term enforcement. See Section H of this report for short-term reporting from the Independent Rule Enforcers. The short-term reports shall include recommendations to remedy potential safety issues. Such measures proposed by the Independent Rule Enforcers or Bentley School must be approved by the City of Oakland prior to implementation. The City of Oakland shall have one week to review and approve the submitted measures. Upon City of Oakland approval of enhanced or additional TDM measures, Bentley School shall be given two weeks after the approval to meet the TDM goals.

Enforcement (Sections A, C, D, G, H, and I)

If following one trimester after invoking enhanced or additional TDM measures the school still does not meet its TDM goals based on the Independent Rules Enforcers reports submitted to the City of Oakland, or if the school fails to submit a TDM Evaluation Report, or if the report does not meet City of Oakland requirements outlined above, the City of Oakland's Transportation Services Division and Planning and Zoning Division shall commence enforcement procedures including scheduling of a compliance hearing or referral of the matter directly to the City of Oakland Planning Commission for scheduling of a compliance hearing to determine whether Bentley School's approvals should be revoked, altered, or additional conditions of approval imposed. This could include a permanent reduction in enrollment.

The City of Oakland can also impose penalties on a per infraction fee pursuant to the City's Master Fee Schedule, based on the observations of city officials, the Oakland Police Department, or the Independent Rules Enforcers.

In determining whether reduced enrollment or other remedies are appropriate, the City of Oakland shall consider if Bentley School has demonstrated a good faith effort to comply with the TDM program. It will be up to Bentley School to provide evidence to the City of Oakland of good faith efforts for review.

Enforcement (Sections B, E, F, and J)

Two weeks after invoking enhanced or additional TDM measures Bentley School still does not meet its TDM goals based on the Independent Rules Enforcers reports submitted to the City of Oakland, the City

of Oakland's Transportation Services Division and Planning and Zoning Division may refer the matter to the City of Oakland Planning Commission for scheduling of a compliance hearing to determine whether Bentley School's approvals should be revoked, altered, or additional conditions of approval imposed. This could include a permanent reduction in enrollment. The City of Oakland can also impose penalties on a per infraction fee pursuant to the City's Master Fee Schedule based on the observations of city officials, the Oakland Police Department, or the Independent Rules Enforcers. In determining whether reduced enrollment or other remedies are appropriate, the City of Oakland shall consider if Bentley School has demonstrated a good faith effort to comply with the TDM program. It will be up to Bentley School to provide evidence to the City of Oakland of good faith efforts for review.

Klein, Heather

From: Linda Harris [lkharris@sbcglobal.net]
Sent: Thursday, February 03, 2011 4:26 PM
To: Klein, Heather
Subject: DKS

Hi Heather:

I spoke today with Kenneth Yeung and he was very helpful. He understood the issue about getting Total Vehicle trips instead of the partial percentage of attendance they have given in Table 1 so far. He will be in touch with you and is going to talk with his colleagues about a way to use mathematical equations to produce the Total Vehicle number.

He mentioned several problems they have with observing:

1. They rarely observe students dropped of on Tunnel Road by car or bus because that would require another person.
2. It is hard to count little heads exiting cars in the loading zone.
3. He thinks the monitoring forms could be simplified now that they have experience with them.
4. He wasn't sure that they were getting all parking lot vehicles counted in each area on the same days they were doing vehicle trip counts.

He also mentioned that Bentley has revised their baseline staff count down to 59 for the purpose of calculating official daily attendance. Has Bentley provided a new report on their enrollment and staff since September?

Thanks,
Linda

Klein, Heather

From: Linda Harris [lkharris@sbcglobal.net]
Sent: Monday, February 07, 2011 1:09 PM
To: Klein, Heather
Subject: Re: DKS

Thanks for the response. We understand that the equations aren't going to be perfectly accurate and will be slightly low because most bus riders are observed by DKS. We wouldn't expect any more bus riders in the unobserved attendance but would have attributed a percentage of unobserved as bus riders just in case.

We are ok with using the traffic mode percentages for the observed daily attendance and applying that to the rest. This should make the dks job easier.

I think the daily attendance baseline has to be what the school has reported to city and NLC and neighbors. I believe the reduction of six "staff" is due to the people who the school calls vendors and are allowed to park on Hiller. Since they are part of the school day operation and drive cars, their trips should be counted and included in daily attendance regardless of where they park. Likewise the people who are supposed to park at Claremont should be included in daily attendance. Dks should use staff and student baseline that you give them, not provided by bentley.

I agree that using these equations should improve the reporting on parking and bus riders too. Right now DKS is stretched too thin to get all of these areas covered. This is, I think, the concern you raisedto the commission about having to count people in carpools

Yes We would like to meet with you on Friday and hope we could see the staff report By then.

Thanks for your attention to these details!!

Linda
Sent from my iPhone

On Feb 7, 2011, at 2:14 PM, "Klein, Heather" <HKlein@oaklandnet.com> wrote:

> Linda,
> I talked with Kenny this morning and he said that you had a nice conversation. We discussed this idea of a mathematical equation and an assumption about how the vehicles that weren't counted would for some reason would arrive. I need to think about this more and discuss with other City staff. It is my understanding that you (as a spokesperson for the neighbors) would be alright if the same trip distribution was applied to these persons. Please correct me if I'm wrong.
>
> If we find this acceptable, this same equation could be used to account for persons dropping off on Tunnel Road.
> I mentioned at the Planning Commission meeting in October that we would not be counting people because that is too onerous.
> I will need to have the other City departments sign off on changing the forms but I agree that are complicated.
> Again, I think that an equation or projection could also work to deal with the parking lot vehicles if we agree to that.
>
> Duncan did give me the staff numbers and enrollment for this trimester. Staff is 65 and enrollment is

330. I'm looking over your comments now and could be prepared to discuss later this week.

Heather Klein, CGBP, LEED AP
Planner III
City of Oakland

250 Frank H. Ogawa Plaza, Suite 3315
Oakland, CA 94612
ph: (510) 238-3659
fax:(510) 238-6538
email: hklein@oaklandnet.com

Please consider the environment before printing this e-mail

From: Linda Harris [mailto:lkharris@sbcglobal.net]
Sent: Thursday, February 03, 2011 4:26 PM
To: Klein, Heather
Subject: DKS

Hi Heather:

I spoke today with Kenneth Yeung and he was very helpful. He understood the issue about getting Total Vehicle trips instead of the partial percentage of attendance they have given in Table 1 so far. He will be in touch with you and is going to talk with his colleagues about a way to use mathematical equations to produce the Total Vehicle number.

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3. He thinks the monitoring forms could be simplified now that they have experience with them.
4. He wasn't sure that they were getting all parking lot vehicles counted in each area on the same days they were doing vehicle trip counts.

He also mentioned that Bentley has revised their baseline staff count down to 59 for the purpose of calculating official daily attendance. Has Bentley provided a new report on their enrollment and staff since September?

Thanks,
Linda

Klein, Heather

From: JimDexter@aol.com

Sent: Thursday, November 18, 2010 12:50 PM

To: dlyon@bentleyschool.net; milt.capsimalis@gmail.com; dsmith@bentleyschool.net

Cc: michael.colbruno@gmail.com; Klein, Heather; dboxer@gmail.com; VienV.Truong@gmail.com; Blake.Huntsman@seiu1021.org; sgalvez@phi.org; mzmdesignworks@gmail.com; VinceGibbs.opc@gmail.com; Miller, Scott; Piper, Susan; Quan, Jean; Brunner, Jane; libbyschaaf@earthlink.net; rgpiper@sbcglobal.net; board@northhillscommunity.org

Subject: Non-Cooperation with the Neighborhood Liaison Commmittee

Hello, Devereaux Smith, Duncan Lyon, Milt Capsimalis,

I remain very disappointed with the Bentley School's non-cooperation with the Neighborhood Liaison Committee (NLC). I have received no communication at all from Bentley School this past month, much less any of the requested cooperation *that has been promised by* the School administration at Bentley School for the duration of the existence of the NLC.

I believe that such non-cooperation is in opposition to the City of Oakland Planning Commission's decision to provisionally tolerate an unauthorized expansion of the Bentley School's enrollment and associated staff increase.

The actions of the School are certainly in violation of the stated intent by the Bentley School administration itself to "fully cooperate with the neighbors", attempting to solve problems before bringing them to the Planning Commission.

I will speak at the December 1, 2010 6 p.m. Planning Commission meeting at Open Forum regarding what I regard as the complete failure by Bentley School to engage in a meaningful, effective, and fruitful dialogue and cooperation with the affected neighbors of Bentley School.

The Oakland Planning Commission should be aware of your failure to participate in what was intended to be a venue for your eventual success in maintaining a larger enrollment.

It is my express hope that the Oakland Planning Commission will seriously consider revoking the provisionally-approved expansion of the school enrollment based on your non-compliance with the neighbors.

Jim Dexter
Member, Neighborhood Liaison Committee, appointed by the:
North Hills Community Association's Public Safety Committee (Beat 13Y Neighborhood Council)
http://www.northhillscommunity.org
5591 Merriewood Drive
Oakland, CA 94611
510 339 2184 (h)
650 575 1745 (c)

Klein, Heather

From: Linda Harris [lkharris@sbcglobal.net]
Sent: Thursday, November 18, 2010 8:47 AM
To: Wendi Berardi; CUPhotline@bentleyschool.net
Cc: Neighbors for Safety in Hiller Highlands; Klein, Heather
Subject: Event on Wednesday 11/17

Dear Wendi:

Yesterday afternoon just after 4:10 p.m. I saw many Bentley parents arriving to the school for an event that didn't appear on the updated calendar sent to neighbors. I counted more than 50 cars parked on Hiller and North Hill Court and more cars were circulating through the school driveway and up and down Hiller still looking for parking spaces. There were no signs or traffic monitors in sight. Kaiser was not in session.

I observed one parent jaywalk across Hiller and another who made a U-turn in the Piper's driveway then parked in the red zone near the Bentley entrance and entered the school. As I drove down Tunnel Road around 4:30 there were four cars parked along Tunnel in the striped-off lane next to Bentley's parking lot driveway entrance.

CUP Condition 14I requires advance notification and a traffic management plan when events exceed on-site parking capacity.

Thank you for your attention,

Linda Harris

Klein, Heather

From: R Gordon Piper [rgpiper@sbcglobal.net]
Sent: Friday, November 12, 2010 2:01 PM
To: Klein, Heather; doug boxer
Cc: 'Donna Karch'; linda harris; 'Nadine Rhodes Prah'; neighbors safety hiller highlands
Subject: Bentley School Parking

We appear to have Bentley School service vendors still parking on lower Hiller Drive, in spite of the written assurance from Bentley Headmaster Arlene Hogan in her October 20, 2010 email to us indicating the school would make a concerted effort to communicate to these vendors running academic and arts enrichment programs at the school that they were not to park on Hiller Drive. I observed this afternoon a male driver of a white Lexus CA license #XBH065 parking in front of my house and getting his "Lakeshore" educational sign/chart-like materials out of the rear seat and carrying it into the school. The vehicle has been parked for more than 30 minutes on Hiller Drive, which is in the time frame that Ms. Hogan indicated that the Bentley School had agreed to as the maximum time a car driven by a faculty/staff member might park on Hiller Drive.

I'm curious what the City staff, Planning Commission, and Enforcement Staff members employed by Bentley School are doing to stop the CUP violations relative to parking on Hiller Drive by Bentley staff, faculty and service vendors that are working part-time for the Bentley School operating academic and arts enrichment programs. I'd also like to know what concerted efforts have been made by the Bentley School to get their service vendors running academic and arts enrichment programs as well as faculty and staff to stop parking on Hiller Drive. There are still substantial numbers of cars parked on lower Hiller Drive during certain weekday mornings after the morning dropoff period has concluded.
There are also cars parked in weekday afternoons on lower Hiller Drive such as this white Lexus. We need an enforcement system that ends the CUP violations and that effectively monitors and addresses this continuing problem.
Gordon Piper, 33 Hiller Drive

Klein, Heather

From: Donna Karch [donna_karch@yahoo.com]
Sent: Wednesday, November 10, 2010 2:10 PM
To: Milt Capsimalis; Klein, Heather; Wendi Berardi; Duncan Lyon
Cc: neighbors.safety.hiller.highlands@gmail.com; hiller.highlands.homes.assoc@gmail.com
Subject: Fw: Re: Retaining wall adjacent to Bentley School (Hwy 13)
Attachments: Project2.pdf; Debris on Tunnel.JPG; Landslide on Tunnel.JPG

Below please find a disappointing response that I received from Caltrans. I've also attached copies of the two photos I sent to Caltrans, along with the description for Project 2.

Item 17E of the CUP states **"The project applicant shall coordinate with Caltrans to clear the area of any debris, rockslide, landslide, dirt, etc. that cover the existing sidewalk and shoulder of the road, and provide regular maintenance along the route adjacent to school property."**

Who from Bentley is working with Caltrans to resolve this dangerous condition?
Donna

--- On **Wed, 11/10/10, Jeffrey Weiss <*Jeffrey_Weiss@dot.ca.gov*>** wrote:

From: Jeffrey Weiss <Jeffrey_Weiss@dot.ca.gov>
Subject: Re: Retaining wall adjacent to Bentley School (Hwy 13)
To: "Donna Karch" <donna_karch@yahoo.com>
Cc: hiller.highlands.homes.assoc@gmail.com, Jeffrey_Weiss@dot.ca.gov, neighbors.safety.hiller.highlands@gmail.com
Date: Wednesday, November 10, 2010, 1:37 PM

Donna -

Caltrans currently has no plan to construct a retaining wall in this area. However, it seems that this problem would be eliminated if project #2 is choosen. If it is, then the road would be widened and a retaining wall would probably need to be installed to hold back the hillside.

http://www.fourthbore.org/wp-content/uploads/2010/11/Draft-Nov.-8-Projects-List.pdf

Jeff Weiss
Caldecott Fourth Bore Project
Public Information Officer
(510) 333-4742

Donna Karch
<donna_karch@yaho
o.com>

To

Jeffrey_Weiss@dot.ca.gov
11/08/2010 08:20 AM
cc
neighbors.safety.hiller.highlands@gmail.com, hiller.highlands.homes.assoc@gmail.com
Subject
Retaining wall adjacent to Bentley School (Hwy 13)

Dear Mr. Weiss,

Do you know if Caltrans will construct the retaining wall and sidewalk adjacent to Bentley School? Without that work it is not safe for pedestrians to walk along Tunnel Road. Residents in the Hiller Highlands area are currently forced to walk onto Tunnel Road as the sidewalk is covered with rocks, dirt and debris. This area needs to be repaired.

I've attached Project 2, and two photographs of the area in question.

Thank you,

Donna Karch

[attachment "Project2.pdf" deleted by Jeffrey Weiss/D04/Caltrans/CAGov] [attachment "Landslide on Tunnel.JPG" deleted by Jeffrey Weiss/D04/Caltrans/CAGov] [attachment "Debris on Tunnel.JPG" deleted by Jeffrey Weiss/D04/Caltrans/CAGov]

Klein, Heather

From: Linda Harris [lkharris@sbcglobal.net]
Sent: Monday, November 08, 2010 2:24 PM
To: Klein, Heather; Neighbors for Safety in Hiller Highlands
Subject: Bentley's October 19 filing

Dear Heather:

Do you have any additional information on Bentley's report which was due on October 19, 2010 regarding CUP Condition 14a, 14b?

If this document is still in review, we would welcome an opportunity to contribute comments.

In particular:

1. We would like the issue of staff parking on Hiller Drive and North Hill Court addressed. Bentley is increasingly relying on part time staff to support their classroom, enrichment, lessons and childcare programs. We assume that these people who are integral to the school's program, are considered staff per CUP condition 14a (not volunteers or visitors) and are barred from parking on Hiller Drive and North Hill Court for longer than 30 minutes. Neighbors already supported an increase in the staff limit in the CUP and the Commission also eliminated the move of 5 administrators off the Hiller campus. These part time providers should be considered in vehicle counts to be consistent with staff limits and the goal of reducing the footprint.

2. In reviewing the DKS monitoring reports, we believe there is inadequate counting methodology to determine whether Bentley is within the vehicle trip limits set by Condition 14d: 242 total vehicle trips. The counting of carpools and bus riders is useful in helping Bentley identify where trips can be reduced. In addition, if the monitors could account for all of the school's daily population that would be useful to measure compliance and aid enforcement of the total vehicle trips limit provided in 14d. We would like to see the monitors report include a clear summary of the **total vehicle count (14d)** along with the breakdown of carpools/bus/SOV/ as both student and vehicle counts.

3. On October 6, neighbors tallied the number of vehicle on the street with riders or drivers going to Bentley and cars from all directions which entered the school driveway. We did not count the number of passengers in vehicles because we are primarily interested in the enforceable limit of Condition 14d. We found 248 vehicles associated with Bentley. Similarly, the DKS observation on the morning of 9/27 found 244 vehicles (136+59+34+15) and 6 students/staff were not accounted for. Both counts found that Bentley slightly exceeds the 242 vehicle limit of 14d. In addition, the DKS report is unclear whether the Table 4 count of cars entering driveway is in addition to the Table 2 and 3 numbers if it is, Bentley significantly exceeds the limit. The DKS afternoon observation on 9/27 found 106 vehicles but the monitors were unable to account for 190 students or staff (more than 50% of the school population) during their afternoon observations. It is assumed that these people departed the campus later in the day but there is no total vehicle count for the afternoon period. Because vehicle trips are usually higher in the afternoon due to staggered departures, it is likely Bentley exceeds the 242 vehicle limit in the afternoon. Neighbors will be conducting additional traffic counting to cross check the monitor reports. In light of Bentley's lower enrollment numbers, we hope that the school's traffic reducing measures will prove more effective in meeting vehicle trip reduction limits during the next monitoring period.

We hope you will consider expanding the DKS report to clearly summarize the vehicle trips to Bentley including for a period extending beyond the peak period and accounting for the full daily population.

We look forward to seeing Bentley's Traffic Plan B, without the MOU in place, and to review specific plans for accommodating additional off street parking.

Please let us know when we can review and comment on the October 19 document.

Thanks,
Linda Harris

Klein, Heather

From: Linda Harris [lkharris@sbcglobal.net]

Sent: Monday, November 08, 2010 1:13 PM

To: CUPhotline@bentleyschool.net; Wendi Berardi; Neighbors for Safety in Hiller Highlands; Klein, Heather

Subject: Unscheduled event

Dear Wendi:

Thank you for this information on the unscheduled November 6 afternoon event.

Can you clarify the calendar information further:

1. Does "estimated number of guests" on the school calendar refer to people or to vehicles?
2. Does the estimation of "guests" include staff who might attend and use parking spaces?
3. Do you have information on the hours of calendar events beyond morning or evening? Evening events have limited end times.
4. Usually an event like this weekend would have had RSVPs to help planning. If RSVPs were not requested for this event, perhaps that could be part of future school planning so the traffic/parking plan would be adequate.
5. How many vehicles can be accommodated on "lots + oval" and "lots + oval + Memorial Garden". From the TDM it seems that using "lots+oval+Garden" might accommodate 62 vehicles.
6. Given the unscheduled afternoon event and inadequate traffic/parking plan for this past weekend, we hope you will review the remaining events on your calendar and determine whether the traffic and parking plan is likely to be adequate even if turn-out is strong. For example, your MS performances in March and April might exceed the capacity of the parking plan ("lots+oval+garden") since you are expecting 80 guests or vehicles and staff will attend as well.
7. There are several additional Admissions events on the calendar. Will you have RSVPs for these events so you can adjust the traffic/parking plan as necessary?

Thank you,
Linda Harris

On 11/8/10 12:18 PM, "Wendi Berardi" <wberardi@bentleyschool.net> wrote:

Dear Ms. Harris,
Thank you for writing about our traffic situation from Saturday, November 6, 2010. I have looked over our notices and you are correct, we had communicated this event for the morning, not afternoon of November 6th. I am very sorry for the mistaken communication and the inconvenience to your guests. The person who created the initial notice to the NLC, did not correct the calendar when the timing of the November 6th event was changed. We did have more attendees than expected but had instructed our attending faculty and staff to park in the lower lot or carpool. We have been working really hard to improve our systems and feel we have made some progress, so deeply regret these types of incidents. Fortunately, the initial date did not change, just the timeframe.

Your email did give me a chance to review the October 5, 2010 notice, something I should have done when this task was assigned to me last month. You will find

attached an updated calendar of events that will take place on the Oakland campus. I have two new updates, noted in yellow. Our event dated for 11/18/10 has been moved to 3/10/11 and I have also added an event that will take place 4/28/11.

We have 3 more events to round out this calendar year. Our Annual Grandparent's and Special Friends Day will be held the morning of 11/19. We have the appropriate buses in place for our older guests and hope for a smooth traffic morning. Lastly, we have two Admissions events 12/4, one each in the morning and afternoon, where the lots, oval and the garden area on Hiller Drive will be utilized.

Thank you again Ms. Harris.

Sincerely,
Wendi Berardi
Bentley School
Head of School's Office | Admissions Associate, K-8
1 Hiller Drive | Oakland, CA 94618
510.843.2512 x2411 | 510.843.1139 (Fax)
wberardi@bentleyschool.net

On Sat, Nov 6, 2010 at 4:48 PM, Linda Harris <lkharris@sbcglobal.net> wrote:

Dear CUP Hotline/Wendi:
Bentley's calendar, just updated on October 5, 2010 and distributed to neighbors, lists a Middle School Admissions Open House for this morning, Saturday, November 4. 50 Guests were anticipated and the traffic and Parking Plan was to use the school lot and oval and the Memorial Garden. In the past, admissions events have been small enough that this seemed like a feasible plan.

What actually happened today was that Bentley, without any notification to neighbors, held a large afternoon event (perhaps in addition to a smaller admissions event in the morning). A neighbor saw someone bringing blue and white balloons into the school late in the morning and by 2:15 all of the parking on Hiller Drive below North Hill Court (including Bentley's lot and the Memorial Garden) was occupied by Bentley guests. Just the cars I could see would have exceeded 100.

My guest who arrived at 2;30 had to park across my driveway because there was not one spot available.

The CUP requires 30 day notification of events and a traffic/parking plan that is consistent with the size of the event planned.

Thank you,
Linda Harris

Klein, Heather

From: Wendi Berardi [wberardi@bentleyschool.net]
Sent: Wednesday, November 03, 2010 4:26 PM
To: Donna Karch
Cc: Klein, Heather; cuphotline@bentleyschool.net
Subject: Re: No flares and only one monitor

Hi Donna,
We do have nine monitors, you caught us between shifts, the number of monitors includes the faculty who accompany each grouping of children (by grade) down the hill, but, I will check myself tomorrow to make certain the faculty is fulfilling their requirement.

On Wed, Nov 3, 2010 at 4:20 PM, Donna Karch <donna_karch@yahoo.com> wrote:
Wendi,

Thank you for your response. What happened to the other seven monitors today? The CUP required nine vested monitors.

Donna

--- On **Wed, 11/3/10, Wendi Berardi <*wberardi@bentleyschool.net*>** wrote:

From: Wendi Berardi <wberardi@bentleyschool.net>
Subject: Re: No flares and only one monitor
To: "Donna Karch" <donna_karch@yahoo.com>

Cc: "Heather Klein" <hklein@oaklandnet.com>, cuphotline@bentleyschool.net
Date: Wednesday, November 3, 2010, 3:47 PM

Greetings,
I investigated this, and indeed no flares were on the road. We did have two monitors on duty in between the dismissals. The 2nd person was in the parking lot around that timeframe.

On Wed, Nov 3, 2010 at 3:39 PM, Wendi Berardi <wberardi@bentleyschool.net> wrote:
Thank you Donna for letting us know.

On Wed, Nov 3, 2010 at 3:21 PM, Donna Karch <donna_karch@yahoo.com> wrote:
I just drove up Hiller Drive (3:17). Only one person was wearing a vest - the same person holding the Stop/Slow sign at the driveway entrance. No other monitors were present. No flares were in the roadway.

Donna

--
Wendi Berardi
Bentley School
Head of School's Office | Admissions Associate, K-8
1 Hiller Drive | Oakland, CA 94618
510.843.2512 x2411 | 510.843.1139 (Fax)
wberardi@bentleyschool.net

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wberardi@bentleyschool.net

Klein, Heather

From: Wendi Berardi [wberardi@bentleyschool.net]
Sent: Thursday, October 21, 2010 4:42 PM
To: R Gordon Piper
Cc: cup hotline; Klein, Heather; Cohen, Walter; doug boxer; neighbors safety hiller highlands; Donna Karch; linda harris; Nadine Rhodes Prah
Subject: Re: Continuing Problem with Parking by Bentley School

Mr. Piper,

Our faculty and staff are well informed of the rule that they cannot park on Hiller Drive and North Hill Court. Bentley School has assigned every faculty and administrative staff member a parking space, on campus and off campus, and therefore there is no reason for employees to park on Hiller Drive. Also, as previous stated, we had not considered outside vendors when communicating our parking policy, but will make an effort to communicate to them as well.

Sincerely,

Wendi Berardi
Bentley School
1 Hiller Drive | Oakland, CA 94618
cuphotline@bentleyschool.net

On Wed, Oct 20, 2010 at 5:41 PM, R Gordon Piper <rgpiper@sbcglobal.net> wrote:

> The problems with parking on Hiller Drive by personnel associated with Bentley School have continued during the last two days. Yesterday, October 19, there were as many as 18 cars parked on lower Hiller Drive near the school in the morning and today the number in the morning was 9.
>
> At 8 a.m. this morning a person who appeared to be a Bentley staff member parking near my driveway around 8 a.m. and stayed park at the same location into mid afternoon. The person was a woman driving a Mitsubishi sedan with the last 3 license numbers being 918.
>
> We also had several vehicles parked in the early afternoon for more than hour on lower Hiller Drive south of the Bentley School including a Silver BMW with license plate 5FBR541 and alaos a Toyota Sienna license # 4SWY693.
>
> I pointed out to the City of Enforcement staff member in the morning the Mitsubishi vehicle and the Enforcement staff member commented to me he observed the car parked in front of my house most of the school day. I also shared with the Enforcement staff member the information on the other two cars listed above that were parked for more than an hour on lower Hiller Drive.
>
> I observed the City's Enforcement staff member while present during the morning

dropoff and the afternoon pickup period was leaving after these periods and the City and CEDA do not appear to have revised their Enforcement monitoring procedures to address the apparent violations of the "no parking by faculty and staff" condition during other portions of the day. I discussed this concern with the Enforcement staff member, and also my concern that the Bentley School has also not assigned any staff person or individual to apparently help during the day to monitor and help enforce the "no parking by faculty and staff" condition during the school day.

It appears that there is still no system in place that has been developed by the Bentley School to assign parking spaces for all staff and faculty to get them off of Hiller Drive and/or North Hill Court and to ensure compliance with condition 14. There is a need for Bentley School staff to communicate both to their staff, to the City and to the neighbors what you are going to do starting this week to get parking spaces assigned or carpools developed that will stop the parking on Hiller Drive and/or North Hill Court by your faculty and/or staff.

I also suggest since Bentley School is apparently employing the Enforcement staff members that you also communicate to them a location where they should be parking that is not on Hiller Drive and North Hill Court, and designate appropriate parking locations. The Enforcement staff member indicated to me today that he too was parking on Hiller Drive. It is contrary to the CUP conditions to have Enforcement staff parking on Hiller Drive. This is indicative of the Bentley School not adequately communicating to all of its staff by this date that they should not be parking on Hiller Drive and North Hill Court.

There is a continuing lack of any response from Bentley School to CUP Hotline complaints which raises a question about whether a good faith effort is being made to comply with CUP conditions such as the "no parking by faculty and staff" condition. It appears the CUP Hotline continues to be dysfunctional or not working to address in a timely manner CUP violations and complaints. It's time for the musical chairs game to stop of having different members of the Bentley School staff parking on Hiller Drive, in violation of the CUP condition and for the Bentley School administrators and CEDA staff to meet and solve the problem, before neighbors have to take these matters and concerns back and raise them with the members of the Planning Commission and appropriate City officials and administrators.

--
Wendi Berardi
Bentley School
Head of School's Office | Admissions Associate, K-8
1 Hiller Drive | Oakland, CA 94618
510.843.2512 x2411 | 510.843.1139 (Fax)
wberardi@bentleyschool.net

Klein, Heather

From: Arlene Hogan [afhogan@bentleyschool.net]

Sent: Wednesday, October 20, 2010 6:41 PM

To: rgpiper@sbcglobal.net

Cc: Klein, Heather; dboxer@gmail.com; Cohen, Walter; cuphotline@bentleyschool.net; donna_karch@yahoo.com; lkharris@sbcglobal.net; nadine@prah.net; neighbors.safety.hiller.highlands@gmail.com

Subject: re: Staff Parking on Hiller; CUP Hotline; Lack of Response to Hotline Complaint; Enforcement Techniques

October 20, 2010

Dear Gordon,

This letter is in response to your emails. You were notified about the replacement of Devereaux Smith as liaison with the NLC and Bentley School last week. Wendi Berardi will now handle this task. I can assure you that your emails are not being ignored and apologize for not responding sooner.

Let me respond with a few bullet points for simplicity

- The Bentley hotline email address malfunctioned after a year of successful operation. This error occurred due to the schools transition to a new email system in July 2010. We were unaware that calls and emails were not being delivered
- properly until your follow up email brought it to our attention. We remedied the situation immediately. To avoid such inconvenience to you and to our other concerned neighbors, we are now checking it regularly
- Your assertion that one of Bentley's teachers described by you as an Asian woman driving a white Lexus that was parked on Hiller Drive is incorrect. The teacher you identified as Dayna Shon does not drive that car and has an assigned parking space on campus. Further, she has no recollection of engaging in conversation with you.
- Faculty and staff are very familiar with rules and regulations for Hiller Drive. Our school continues to maintain a safe and efficient drop off and pick up system with car counts well within the CUP allotment.
- Regarding your claim of an alleged incident with Devereaux Smith and another employee parking their cars on Hiller Drive, we again disagree with your assertions. They did, in fact, park their cars on Hiller Drive in order to drop off boxes of heavy materials that they could not have carried from their assigned off-site parking spaces. Being well aware of our efforts to avoid parking on Hiller Drive, they moved their cars within the 30-minute limit to which we agreed. While this was technically in compliance with our agreement, we do not intend for this to be the norm.
- Please refrain from referring to crossing Hiller Drive on foot as jay walking. Besides being inaccurate, it is provocative and unnecessarily argumentative. The habit of crossing the street in front of the Hiller Campus is one that you and other neighbors regularly engage in.
- Most importantly, we would appreciate, and ultimately will demand, that you cease photographing, accosting and otherwise harassing the teachers, parents and children on Hiller Drive and/or North Hill Court. Our community, especially the children, should never

have to endure anyone hiding in the bushes proximate to the campus and jumping out to take their pictures. The city has required us to hire approved professional monitors for traffic and parking enforcement, which we have done.

- You mention that there are people, other than our staff, that park on Hiller Drive and come on campus. This is certainly true. Some of these are service vendors or people who run various academic and arts enrichment programs. They are not Bentley School employees but are typically local small business people. While it is neither possible nor appropriate for us to decree that non-employees are not entitled to use city streets, we can make provision for the ones that come on a regular schedule to work for us (like the music enrichment teacher). We simply didnt think of them as we communicated our no Hiller parking plan. We will make a concerted effort to inform them now as well.

Sincerely,

Arlene F. Hogan

Head of School

--------- Forwarded message ----------

From:**R Gordon Piper**<rgpiper@sbcglobal.net>
Date: Mon, Oct 18, 2010 at 7:25 PM
Subject: Staff Parking on Hiller; CUP Hotline; Lack of Response to Hotline Complaint; Enforcement Techniques
To:Wberardi@bentleyschool.net, Heather Klein <HKlein@oaklandnet.com>, doug boxer <dboxer@gmail.com>, walter cohen <wcohen@oaklandnet.com>, cup hotline <cuphotline@bentleyschool.net>
Cc: Donna Karch <donna_karch@yahoo.com>, linda harris <lkharris@sbcglobal.net>, Nadine Rhodes Prah <nadine@prah.net>, neighbors safety hiller highlands <neighbors.safety.hiller.highlands@gmail.com>

I complained over a week ago regarding Bentley School staff parking on Hiller Drive on school days. I attempted to file a complaint with the CUP Hotline only to have the email bounce back several times indicating that the CUP Hotline address apparently is no longer accepting complaints, which would appear to violate requirements in the CUP. I also have not received any response within the 48 hour period that I understood was or is supposed to be the time period for feedback to CUP Hotline complaints. I would like to complain about both of these problems in relation to there being no CUP Hotline and there being no response within 48 hours to complaints made to Bentley's designated person for receiving these complaints, Ms. Berardi.

I am concerned about the complaint that I made over a week ago about Bentley staff parking on Hiller Drive that I made to both Bentley School's rep and to CEDA's and the City's representative that I have not received any response, and the problem continuing apparently without any corrective action to stop this parking. Today I encountered two more individuals in staff capacities parking on Hiller Drive. In the morning, the person delivering the mail from one Bentley campus to other was parking on lower Hiller Drive. In the afternoon, I encountered a person with 3 plastic containers filled with legos coming out of the school onto the front sidewalk. The person had a laminated badge indicating he was associated with Bong Play Well. I asked if he worked for Bentley and he indicated he was employed by a company that worked for the school and he was there teaching students with the legos. The person after I informed him there was not supposed to be staff parking on Hiller Drive moved his car from one location on Hiller Drive to park again directly in front of the school on Hiller Drive rather than to the parking lot. There are also other cars parked for long periods of time on school days on lower Hiller Drive that might possibly be employed by the Bentley school.

I am concerned that the Bentley School appears to have staff continuing to park for more than hour on Hiller Drive, and has not come up with designated parking spaces off of Hiller Drive and North Hill Court and that there appears to be no enforcement by Bentley School or the City of Oakland of the "no parking" condition contained in the CUP. In view of the continuing parking by Bentley School staff on Hiller Drive and the lack of apparent enforcement, I would like the City of Oakland to provide to Neighbors for Safety in Hiller Highlands a listing of all of the employees of the school and also a listing showing the license plates for all of the employees, so that neighbors might be able to help in monitoring the compliance or lack of compliance with the "no parking by staff and faculty" condition in the CUP. There was, for example, another woman parked on lower Hiller Drive this afternoon carrying a musical instrument case that indicated she was there practicing for a musical performance. There was no City Monitor around to help to determine if this person was a Bentley School faculty or staff member and without a list it may difficult to determine if the persons parking are faculty/staff or a volunteer or parent.

I also am concerned regarding the monitoring by the City of Oakland's three Enforcement staff members of this condition in the CUP and whether the City has adequately trained the Enforcement staff and established procedures to ensure the accuracy of the Monitoring report submitted by the three Enforcement staff members. When I was talking last week to the three enforcement staff members in the last week, I pointed out to them a car that I felt might have been a car of a Bentley staff member that had been parked for more than an hour on Hiller Drive. After 8:30 a.m. two women came out of the school carrying musical instrument cases and walked past me and three Enforcement staff members to their cars parked on lower Hiller Drive. The three Enforcement staff members from the City of Oakland did not approach either of the two women whose cars were parked on Hiller Drive to inquire if they were employees of the school or just parents or volunteers. I'm not sure how the Enforcement staff members can enforce or adequately monitor compliance with the "no parking by faculty or staff" on Hiller Drive and North Hill Court if they don't talk to some of the individuals that parked on the street on these school days for more than an hour and who do not appear to be parents that have walked their children to school. The Enforcement staff members also appeared to leave the school after about an hour and before 9 a.m. last week, so I'm not sure how they are monitoring parking during the full school daay by individuals on Hiller Drive and North Hill Court to see if Bentley staff members are parking for more than hour. I shared with the Enforcement staff members that I was seeing cars parking on lower Hiller Drive after the 8:30 a.m. dropoff period had ended that could be Bentley staff members. I've also observed parking on lower Hiller at different times for longer than an hour. If the Enforcement staff members are to have a reliable or accurate Monitoring report regarding compliance with the "no parking by faculty and staff" condition, they are going to have to change their procedures and monitor for the day and not just for an hour or so in the morning. The Monitoring report of the Enforcement staff could be completely unreliable and inaccurate regarding the "no parking by faculty and staff" unless they stay and observe during the day what is happening and also unless they begin talking to some of the individuals that do not appear to be parents that are parking for more than hour to determine if they are faculty, staff or have an employment relationship at the school.

I worked for many years as an investigator or supervisor of investigators and know that Enforcement staff members cannot always just rely on visual observations in investigations regarding compliance, and that you sometimes will have to ask questions of individuals to determine if there is or is not compliance. I would like to see the City of Oakland take steps to ensure its Enforcement staff have more training and improve their procedures and the time on site observing and communicating with individuals to ensure the accuracy of their Monitoring report and of their conclusions and observations.

I also would like to know what the City of Oakland and Bentley School are doing and have done to address the violation of the CUP condition related to "no

parking by faculty and staff" on Hiller Drive. I believe the City of Oakland and Bentley School should provide to Neighbors for Safety in Hiller Highlands a copy of the parking plan or carpool plan that shows how Bentley School is going to ensure compliance with this condition of the CUP. We shouldn't be seeing and experiencing continuing parking by Bentley staff on Hiller Drive or North Hill Court, for time periods longer than an hour. It apparently is going to take more than a plan on paper to stop the continuing violations of this condition, and after filing or attempting to file a CUP Hotline complaint I would expect a timely and clear response from the Bentley School addressing my complaint regarding the violation and what the Bentley School is doing to stop this from occurring.

I would like to suggest that the City of Oakland, Bentley School and the Planning Commission take steps to more effectively monitor the parking/the length of parking on Hiller Drive and North Hill Court by Bentley staff or faculty and to stop these violations throughout the day. If the Bentley School can assign monitors during the dropoff and pickup period, it would help for the school to assign a person to more effectively monitor and ensure compliance regarding the "no parking by staff and faculty" condition.

I am forwarding my complaints to the email address I have for the CUP Hotline and I hope that it will not once again bounce back.
Gordon Piper, 33 Hiller Drive

I
Gordon Piper, 33 Hiller Drive

Klein, Heather

From: R Gordon Piper [rgpiper@sbcglobal.net]
Sent: Wednesday, October 20, 2010 5:41 PM
To: w Berardi; cup hotline; Klein, Heather; Cohen, Walter; doug boxer
Cc: neighbors safety hiller highlands; 'Donna Karch'; linda harris; 'Nadine Rhodes Prah'
Subject: Continuing Problem with Parking by Bentley School

The problems with parking on Hiller Drive by personnel associated with Bentley School have continued during the last two days. Yesterday, October 19, there were as many as 18 cars parked on lower Hiller Drive near the school in the morning and today the number in the morning was 9.

At 8 a.m. this morning a person who appeared to be a Bentley staff member parking near my driveway around 8 a.m. and stayed park at the same location into mid afternoon. The person was a woman driving a Mitsubishi sedan with the last 3 license numbers being 918.

We also had several vehicles parked in the early afternoon for more than hour on lower Hiller Drive south of the Bentley School including a Silver BMW with license plate 5FBR541 and alaos a Toyota Sienna license # 4SWY693.

I pointed out to the City of Enforcement staff member in the morning the Mitsubishi vehicle and the Enforcement staff member commented to me he observed the car parked in front of my house most of the school day. I also shared with the Enforcement staff member the information on the other two cars listed above that were parked for more than an hour on lower Hiller Drive.

I observed the City's Enforcement staff member while present during the morning dropoff and the afternoon pickup period was leaving after these periods and the City and CEDA do not appear to have revised their Enforcement monitoring procedures to address the apparent violations of the "no parking by faculty and staff" condition during other portions of the day. I discussed this concern with the Enforcement staff member, and also my concern that the Bentley School has also not assigned any staff person or individual to apparently help during the day to monitor and help enforce the "no parking by faculty and staff" condition during the school day.

It appears that there is still no system in place that has been developed by the Bentley School to assign parking spaces for all staff and faculty to get them off of Hiller Drive and/or North Hill Court and to ensure compliance with condition 14. There is a need for Bentley School staff to communicate both to their staff, to the City and to the neighbors what you are going to do starting this week to get parking spaces assigned or carpools developed that will stop the parking on Hiller Drive and/or North Hill Court by your faculty and/or staff.

I also suggest since Bentley School is apparently employing the Enforcement staff members that you also communicate to them a location where they should be parking that is not on Hiller Drive and North Hill Court, and designate appropriate parking locations. The Enforcement staff member indicated to me today that he too was parking on Hiller Drive. It is contrary to the CUP conditions to have Enforcement staff parking on Hiller Drive. This is indicative of the Bentley School not adequately communicating to all of its staff by this date that they should not be parking on Hiller Drive and North Hill Court.

There is a continuing lack of any response from Bentley School to CUP Hotline complaints which raises a question about whether a good faith effort is being made to comply with CUP conditions such as the "no parking by faculty and staff" condition. It appears the CUP Hotline continues to be dysfunctional or not working to address in a timely manner CUP violations and complaints. It's time for the musical chairs game to stop of having different members of the Bentley School staff parking on Hiller Drive, in violation of the CUP condition and for the Bentley School administrators and CEDA staff to meet and solve the problem, before neighbors have to take these matters and concerns back and raise them with the members of the Planning Commission and appropriate City officials and administrators.

Klein, Heather

From: R Gordon Piper [rgpiper@sbcglobal.net]
Sent: Monday, October 18, 2010 7:26 PM
To: Wberardi@bentleyschool.net; Klein, Heather; doug boxer; Cohen, Walter; cup hotline
Cc: 'Donna Karch'; linda harris; 'Nadine Rhodes Prah'; neighbors safety hiller highlands
Subject: Staff Parking on Hiller; CUP Hotline; Lack of Response to Hotline Complaint; Enforcement Techniques

I complained over a week ago regarding Bentley School staff parking on Hiller Drive on school days. I attempted to file a complaint with the CUP Hotline only to have the email bounce back several times indicating that the CUP Hotline address apparently is no longer accepting complaints, which would appear to violate requirements in the CUP. I also have not received any response within the 48 hour period that I understood was or is supposed to be the time period for feedback to CUP Hotline complaints. I would like to complain about both of these problems in relation to there being no CUP Hotline and there being no response within 48 hours to complaints made to Bentley's designated person for receiving these complaints, Ms. Berardi.

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I am forwarding my complaints to the email address I have for the CUP Hotline and I hope that it will not once again bounce back.
Gordon Piper, 33 Hiller Drive

I
Gordon Piper, 33 Hiller Drive

Klein, Heather

From: Neighbors for Safety in Hiller Highlands [neighbors.safety.hiller.highlands@gmail.com]
Sent: Monday, October 11, 2010 4:57 PM
To: Klein, Heather
Cc: Neighbors for Safety in Hiller Highlands List
Subject: Completion of Bentley's TDM

Hi Heather:

I forgot to ask about the status of Bentley's final phase of the TDM which is due not later than October 19. We are concerned that the eight month (originally due 2/19/10) extension on completing the TDM should be concluded without further extensions or delays and that enforcement of the TDM and all other conditions of the CUP begin immediately.

As you saw from neighbors' traffic observations last week, some of Bentley's administrative staff have demonstrated a blatant disregard for the CUP conditions for carpooling, parking on Hiller and making u-turns. We have identified a number of staff who continue to park in the neighborhood and there is little evidence of staff carpools. These are the same people who neighbors argued should not be working on the Hiller campus but who were allowed to stay based on their promises to carpool and not park in the neighborhood. We would expect that Bentley's reports due on October 19 would include a comprehensive parking allocation program (not on Hiller, South Hill Court or North Hill Court) including how they will monitor and enforce it.

If you have a progress report on the remaining TDM requirements we would appreciate seeing it along with any reports that have been submitted by the rules enforcers.

In addition Condition 24 (a, b, c) has become a problem. The school gave one day's notice for last week's NLC meeting, has abandoned the CUPhotline email account, and does not provide reports.

Thanks,
Linda

Klein, Heather

From: R Gordon Piper [rgpiper@sbcglobal.net]
Sent: Friday, October 08, 2010 4:09 PM
To: sberaidi@bentleyschool.net
Cc: Klein, Heather; neighbors safety hiller highlands
Subject: Fw: Parking by Bentley Staff on Hiller Drive

The Cuphotline email address was not accepting the email below, so I am forwarding this to you as the designated person to receive this CUP hotline complaint for the Bentley School.

----- Forwarded Message ----
From: R Gordon Piper <rgpiper@sbcglobal.net>
To: cup hotline <cuphotline@bentleyschool.net>
Cc: Heather Klein <HKlein@oaklandnet.com>; neighbors safety hiller highlands <neighbors.safety.hiller.highlands@gmail.com>
Sent: Fri, October 8, 2010 3:38:43 PM
Subject: Parking by Bentley Staff on Hiller Drive

I wanted to register a complaint and inquire why Bentley staff members are continuing to park on Hiller Drive in spite of the assurances made to the City of Oakland Planning Commission members, City staff, and neighbors that Bentley staff would no longer park on Hiller Drive and North Hill Court. In the past two

weeks, I have observed parking by multiple Bentley staff members in front of homes

on lower Hiller Drive and am concerned that the school is not complying with its

agreement with the City Planning Commission.

Last week and this week I observed on two occasions Devereaux Smith, Bentley's Director of Development and Communications, parking on the south side of lower Hiller Drive in the morning starting at about 8 a.m. while she was serving as traffic monitor. Condition #27 in the previous required that all non essential administrative staff be moved to Lafayette. This condition was struck from the CUP entirely after Devereaux twice testified to the Planning Commission that these people were and would carpool and not park on Hiller. Devereaux was not carpooling either morning or afternoon this week when I observed her either parking on Hiller or driving into

the school. This raises a question as to whether any of the administrative staff that was reportedly carpooling is continuing to carpool and parking off campus and off local streets, or whether perhaps the Planning Commission should revisit Condition #27 and possibly insist these administrators be moved to Lafayette if they are choosing to park on the street or in other locations where

reportedly they would not be adding to the traffic here on Hiller Drive.

Earlier this week on two different days the person who serves as a coach on the Bentley ball court and who wears the "coach" labeled shirts was parking his Toyota Corolla (4TZS011) on the street in front of my house. I observed him carrying bags of balls out to his car on one day at 4:30 p.m. after having parked there during the afternoon, and similarly parking in the same location
the next day in the afternoon and not leaving until after 4:30 p.m.

.

Wednesday and this morning it appeared staff member Dayna Shon, driving a white car with license #6K0B305, was also parking in front of my house starting in the

early morning before 8 a.m.

Neighbors have observed that during the first week or so after school started there was progress in getting staff vehicles off lower Hiller Drive, but in the last two weeks it appears that administrators and other staff are doing as they please. I understand that neighbor Donna Karch, who serves on the Neighborhood Liaison Committee, raised this concern at this week's meeting. I would like to know

*What steps you are going to take now to stop the continuing parking by your staff and to meet your commitments to the Planning Commission and your neighbors?
* What arrangements you have made for carpooling by the 5 administrators and will they be carpooling and parking outside Hiller Highlands or not?.
* What procedures have been established for monitoring and enforcement of the "no parking" rules and will sanctions be developed and enforced?

I also observe that the number of monitors continues to vary from day to day and

from morning to afternoon. Surely by now, Bentley should be able to have a consistent schedule to comply with the required 9 monitors.

Furthermore, I request that Bentley provide a monthly report to the Liaison Committee, neighbors and the City containing data on the number of violations and the status of their enforcement. It shouldn't be up to neighbors to provide this information.

Gordon Piper, 33 Hiller Drive

Gordon Piper, 33 Hiller Drive

Klein, Heather

From: R Gordon Piper [rgpiper@sbcglobal.net]
Sent: Friday, October 08, 2010 3:59 PM
To: CUPhotline@bentleyschool.net
Cc: neighbors safety hiller highlands; Klein, Heather
Subject: Fw: Parking by Bentley Staff on Hiller Drive

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From: R Gordon Piper <rgpiper@sbcglobal.net>
To: cup hotline <cuphotline@bentleyschool.net>
Cc: Heather Klein <HKlein@oaklandnet.com>; neighbors safety hiller highlands <neighbors.safety.hiller.highlands@gmail.com>
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I also observe that the number of monitors continues to vary from day to day and

from morning to afternoon. Surely by now, Bentley should be able to have a consistent schedule to comply with the required 9 monitors.

Furthermore, I request that Bentley provide a monthly report to the Liaison Committee, neighbors and the City containing data on the number of violations and the status of their enforcement. It shouldn't be up to neighbors to provide this information.

Gordon Piper, 33 Hiller Drive

Gordon Piper, 33 Hiller Drive

Klein, Heather

From: R Gordon Piper [rgpiper@sbcglobal.net]
Sent: Friday, October 08, 2010 3:39 PM
To: cup hotline
Cc: Klein, Heather; neighbors safety hiller highlands
Subject: Parking by Bentley Staff on Hiller Drive

I wanted to register a complaint and inquire why Bentley staff members are continuing to park on Hiller Drive in spite of the assurances made to the City of Oakland Planning Commission members, City staff, and neighbors that Bentley staff would no longer park on Hiller Drive and North Hill Court. In the past two weeks, I have observed parking by multiple Bentley staff members in front of homes

on lower Hiller Drive and am concerned that the school is not complying with its

agreement with the City Planning Commission.

Last week and this week I observed on two occasions Devereaux Smith, Bentley's Director of Development and Communications, parking on the south side of lower Hiller Drive in the morning starting at about 8 a.m. while she was serving as traffic monitor. Condition #27 in the previous required that all non essential administrative staff be moved to Lafayette. This condition was struck from the CUP entirely after Devereaux twice testified to the Planning Commission that these people were and would carpool and not park on Hiller. Devereaux was not carpooling either morning or afternoon this week when I observed her either parking on Hiller or driving into the school. This raises a question as to whether any of the administrative staff that was reportedly carpooling is continuing to carpool and parking off campus and off local streets, or whether perhaps the Planning Commission should revisit Condition #27 and possibly insist these administrators be moved to Lafayette if they are choosing to park on the street or in other locations where reportedly they would not be adding to the traffic here on Hiller Drive.

Earlier this week on two different days the person who serves as a coach on the Bentley ball court and who wears the "coach" labeled shirts was parking his Toyota Corolla (4TZS011) on the street in front of my house. I observed him carrying bags of balls out to his car on one day at 4:30 p.m. after having parked there during the afternoon, and similarly parking in the same location
the next day in the afternoon and not leaving until after 4:30 p.m.
.

Wednesday and this morning it appeared staff member Dayna Shon, driving a white car with license #6K0B305, was also parking in front of my house starting in the early morning before 8 a.m.

Neighbors have observed that during the first week or so after school started there was progress in getting staff vehicles off lower Hiller Drive, but in the last two weeks it appears that administrators and other staff are doing as they please. I understand that neighbor Donna Karch, who serves on the Neighborhood Liaison Committee, raised this concern at this week's meeting. I would like to know

*What steps you are going to take now to stop the continuing parking by your staff and to meet your commitments to the Planning Commission and your neighbors?
* What arrangements you have made for carpooling by the 5 administrators and will they be carpooling and parking outside Hiller Highlands or not?.
* What procedures have been established for monitoring and enforcement of the "no parking" rules and will sanctions be developed and enforced?

I also observe that the number of monitors continues to vary from day to day and from morning to afternoon. Surely by now, Bentley should be able to have a consistent schedule to comply with the required 9 monitors.

Furthermore, I request that Bentley provide a monthly report to the Liaison Committee, neighbors and the City containing data on the number of violations and the status of their enforcement. It shouldn't be up to neighbors to provide this information.

Gordon Piper, 33 Hiller Drive

Gordon Piper, 33 Hiller Drive

Klein, Heather

From: Donna Karch [donna_karch@yahoo.com]
Sent: Wednesday, October 06, 2010 5:12 PM
To: Klein, Heather; Doug Boxer
Cc: neighbors.safety.hiller.highlands@gmail.com
Subject: Observations of Bentley traffic

Dear Heather and Doug,

Traffic remains a problem at Bentley School. Three neighbors made detailed observations today:

Donna

Traffic Observations made by Linda Harris, Gordon Piper and Donna Karch on October 6, 2010

At 7:30 a.m. 5 cars were already parked on lower Hiller. The occupants were not seen, but the cars were still in place at 8:40 when we left.

Monitors:

- 7:55 the person who puts out the cones arrived and put the cones out (not sure if there were flares). He was in position at the driveway entrance at 8:00
- Devereaux Smith arrived at 8:03, parked on Hiller, jaywalked and took her position in the drop off line (Dark blue Volvo station wagon, 5PZR463).
- Around 8:05 another woman arrived, parked on Hiller, jaywalked, put on her vest and went down to the drop off lane (woman wore a magenta dress with ruffles around the lower edge of knee-length dress. Grey Honda 5JZK355)
- 2 additional vested monitors arrived at 8:05
- 2 additional monitors arrived between 8:10 and 8:12
- There were a total of 7 adult monitors by the time the cones were picked up at 8:29
- It did not appear that there were any student monitors

Vehicle Counts: Cars entering Bentley driveway from all directions:

7:30 – 8:10: 96
8:10 – 8:20: 65
8:20 – 8:25: 35
8:25 – 8:40: 20

Total vehicles entering Bentley through the driveway: **216**

Total number of vehicles parking in neighborhood and walking to school: **32**

Total number of vehicles arriving on Hiller Dr between 7:30-8:40 am: **248**

Other traffic observations:

- Multiple U-turns at North Hill Court and Hiller Drive.
- AC Transit Bus had only 2 Bentley riders. Raises the question of why we have this bus route on Hiller

Drive in regard to the expense to the strapped transit company and especially in regard to the noise and air pollution from travelling on this steep street.

- AC Transit Bus stops at the school's entrance gate. It still has the tail end sticking out into the traffic lane so that cars driving downhill cross over the centerline.
- Several occasions where cars entering Bentley's driveway were stopped mid turn by cars waiting in the lot. This caused downhill cars to go around the tails of the Bentley cars and cross the centerline.
- Large black car has been parked on Hiller most days for the past few weeks. License 5SQG979.
- Flashing flares were not used during the afternoon pickup on 10/6/10
- 3:40 p.m. A coach parks his Toyota Corolla (license 4TZS011) on Hiller and walks onto the Bentley Hiller campus.

Klein, Heather

From: JimDexter@aol.com

Sent: Tuesday, October 05, 2010 8:37 PM

To: dsmith@bentleyschool.net; lynette.francis@kp.org; scobbledick@comcast.net; fsseifried@comcast.net; rsboyers@sbcglobal.net; jbgene@yahoo.com; joni.upshaw@gmail.com; sjames12345@msn.com; saalfeld@sbcglobal.net; sandi.bonacini@gmail.com; mpshep@aol.com; mcmegal@sbcglobal.net; nadine@prah.net; donna_karch@yahoo.com; michael.colbruno@gmail.com; Klein, Heather

Cc: dlyon@bentleyschool.net; afhogan@bentleyschool.net; milt.capsimalis@gmail.com; info@northhillsnc.org

Subject: Re: NLC Meeting October 6, 2010.

Hi, all,

I am the official representative of the North Hills Community Association to the NLC. I was not sent nor cc:d this email, which is my first notice of this meeting. I guess I was bcc:d by someone. I am registering my objection to the fact that I was not included in the distribution of any previous emails relating to this meeting, nor on the Send To: of this email. I am registering my objection to the fact that the meeting was scheduled on a night that I cannot attend.

On the other hand, this non-invite seems quite appropriate. I have strongly advocated the complete disbandment of the NLC. The Bentley School has not shown any willingness to include the neighbors within the NLC in the school's efforts and communications. IF there is still participation by neighbors in the NLC, I, for one, wonder why. What will be accomplished at this stage?

I am a Member of the Community Policing Advisory Board which meets the first Wednesday of each month, so, of course, I cannot attend the meeting.

The good news, and it IS good news, is that local neighbors have reported to me that there is improvement on the on-street parking issues. Without any sarcasm, I congratulate the Bentley School staff for this accomplishment.

Jim Dexter
Public Safety Committee Chair, Beat 13Y NCPC
North Hills Community Association
http://www.northhillscommunity.org
5591 Merriewood Drive
Oakland, CA 94611
510 339 2184 (h)
650 575 1745 (c)

In a message dated 10/5/2010 9:37:12 A.M. Pacific Daylight Time, dsmith@bentleyschool.net writes:

> Good Morning, I am writing to confirm the NLC meeting we had scheduled for tomorrow evening. I am not sure the date was fully circulated and confirmed, so I would like to ensure that it is still a good meeting time. If the date is no longer viable, I am happy to reschedule for another time, if writing to reschedule, please provide an alternate date for perhaps next week. Unless I hear to the contrary we will assume that the meeting is moving forward tomorrow. Also, do you think it might be possible to designate one person from the neighbor group to do date coordination on your end?
>
> Also, I would like to provide the required notice that we will have a parent education night here on the Hiller Campus on November 4. The parking should be easily contained within our own lots, if we sense to the contrary, we will provide shuttles to Kaiser. I have attached a new events chart for your

reference. Please also reply to both Duncan Lyon and Wendi Berardi in all your NLC emails moving forward as I am easing myself out of this project during our hectic fund raising season. Devereaux.

--

Devereaux Smith
Director of Development
and Communications
Bentley School
One Hiller Drive
Oakland, Ca 94618
510.843.2512, ext. 2426
All Together Now! Support the Annual Fund!

Klein, Heather

From: Neighbors for Safety in Hiller Highlands [neighbors.safety.hiller.highlands@gmail.com]
Sent: Wednesday, August 04, 2010 11:36 AM
To: Klein, Heather
Subject: Re: Comments on DKS reports on Bentley monitoring

Heather,

I share your concerns. I don't want to risk injury to any child, and don't think the driveway or entrance/exits are wide enough to safely allow the use of two lanes of traffic - at least not with cars in the parking spaces.

Donna

On Tue, Aug 3, 2010 at 11:57 AM, Klein, Heather <HKlein@oaklandnet.com> wrote:

> Linda,
>
> These are good comments. I will pass them along to DKS for inclusion in the reports. I'm a little worried about the double row of cars through the parking lot My main concern is kids getting out in that area, not looking behind them and getting hit by the car in the other lane. My other concern is the merger back to the queue line. However, I agree that it is worth trying it out.
>
> Heather Klein, CGBP, LEED AP
>
> Planner III
>
> City of Oakland
>
> 250 Frank H. Ogawa Plaza, Suite 3315
>
> Oakland, CA 94612
>
> ph: (510) 238-3659
>
> fax:(510) 238-6538
>
> email: hklein@oaklandnet.com
>
> Please consider the environment before printing this e-mail

From: Neighbors for Safety in Hiller Highlands [mailto:neighbors.safety.hiller.highlands@gmail.com]
Sent: Sunday, August 01, 2010 6:00 PM
To: Klein, Heather
Cc: Neighbors for Safety in Hiller Highlands List; dboxer@gmail.com
Subject: Comments on DKS reports on Bentley monitoring

Dear Heather:

We have reviewed the DKS monitoring document and appreciate your invitation to send comments. In general, we agree that DKS seems to have done a professional job of identifying and observing the key traffic issues and the requirements of the CUP Conditions. However, we have a number of suggestions to tighten up the reports and ensure that CUP conditions on vehicle limits can be enforced.

1. Car counts from each arrival or departure location (Hiller parking lot, parents who park and walk students, passenger loading zone, all on-site parking locations) should account for the total student enrollment plus total staff. This would include documenting absences or field trips on the observation day
2. the additional parking locations on the campus (playing field and driveways) and parents who park and walk students to/from the campus.
3. In these two observation periods DKS was unable to account for 79 and 83 students and staff on respective days. This is probably due to early or late arrivals. CURE: The observation period must be extended to measure the early and late arrivals. (7 a.m. - 9:30 a.m. And 2 p.m. To 4:30 p.m.) in order to get a complete vehicle trip count for the school. Anyone who is not accounted for in the observations as carpool, bus rider, SOV, park and walk, or absent, or on field trip should nonetheless be added to the total vehicle count for that observation day to capture the full picture of "total vehicles" per the CUP.
4. The DKS grid should include an additional row on their "ridesharing (condition 14d)" p. 2. table. This would include the vehicles which park in the neighborhood so guardians can walk students to the school. As these "walkers" also involve a vehicle, they should be counted separately.
5. DKS noted that Bentley is out of compliance with the TDM in regard to traffic assistants. The enforcers observed that assistants didn't wear vests, they didn't always have 9 and some came and left during the loading operation leaving gaps in the coverage. This is a safety issue and should be corrected quickly. Ongoing violations should be clearly noted in the same kind of detail DKS provided in the initial report to ensure that the school's program operates consistently in compliance .
6. The idea of a double lane through the lot seems like one worth trying.
7. End of year pick up was slow because students had boxes of their materials. CURE: School should anticipate issues that will impact the passenger loading operation and make alternate plans such as, in this case, staggering the days that students take large quantities of materials home.
8. DKS observed 20 students riding buses. This is a far cry from the 79 they claimed in the CUP application. Bentley needs to provide more information on their specific incentives and establish some targets for bus ridership. **The majority of students** are still arriving in SOV in both the morning and the afternoon. More attention should be paid to bus ridership. The Planning Commission asked for a good faith effort on **all modes of transportation**. In the DKS reports 95% of Bentley's community are coming by SOV or carpool. In their CUP application, busing accounted for 22% of student enrollment. Now busing is less than 1% of

student enrollment. This doesn't seem like a good front effort on all modes of transportation.

9. DKS has not received a number of documents from Bentley that are important to their function as rules enforcers. Parking Management Plan, Transit Subsidy Plan, MOU, Emergency Management Plan, scheduled meetings with parents to educate about the traffic plan, Traffic and Parking handbook. We would like a follow up report showing that Bentley has completed this step.
10. DKS recommends "approved delineators" be arranged on Hiller Drive near the loading zone. NSHH is opposed to cones or flexible delineators even if they are removed each day after loading. Because of the lane widths and the volume of traffic in peak periods, we observed that they create a serious additional hazard at this location.
11. Page 10 recommendation to place one adult traffic assistant (a 10th one) in the driveway to get cars to use both lanes to stack while waiting for curb lane to clear seems like a good idea. This would reduce queues.
12. Bentley refers to upper and lower parking lots. It would be clearer if they used Tunnel Rd. and Hiller Dr. to identify the two lots.

Thanks again for your ongoing work on this project.

Linda Harris
for NSHH

Scenario 1: Approved Conditions of Approval

Under the approved Conditional Use Permit, Bentley School is allowed to employ up to 71 faculty and staff members and enroll up to 360 students at its Oakland campus. Assuming all trips were made by vehicle with each vehicle occupied by one faculty member, staff member or student, up to 431 vehicles would access the school during the morning peak period. The Conditional Use Permit requires Bentley School to reduce the number of single student and single faculty/staff occupant vehicles accessing the school by 25% (to 323 trips) by Fall 2010 and by 35% (to 280 trips) by Fall 2012.

Assuming the Planning Commission accepts Bentley School's proposal to retain the five administrators at the Oakland campus but reduce the associated vehicle trips, the number of vehicles would be reduced to 318 by Fall 2010 and to 275 by Fall 2012.

Scenario 2: EIR Baseline Plus Project Conditions

The Environmental Impact Report (EIR) for the Bentley School Major Conditional Use Permit documented 352 enrolled students in school year 2007-2008, with 79 students arriving at school in the morning by bus. Using the EIR's figures as a baseline (deducting previous bus usage) and adding the approved 71 faculty and staff members, up to 344 vehicles would access the school during the morning peak period. A 25% reduction would require no more than 258 single student and single faculty/staff occupant vehicles accessing the school by Fall 2010. A 35% reduction would require no more than 224 single student and single faculty/staff occupant vehicles accessing the school by Fall 2012.

Assuming the Planning Commission accepts Bentley School's proposal to retain the five administrators at the Oakland campus but reduce the associated vehicle trips, the number of vehicles would be reduced to 253 by Fall 2010 and to 188 by Fall 2012.

Scenario 3: Variable Student Enrollment, Faculty and Staff

Another approach would be to determine the actual number of enrolled students and faculty and staff members at the beginning of each school year and apply required trip reductions to the total number of students, faculty and staff. For example, if in Fall 2010 there were 340 students and 62 faculty and staff, up to 402 vehicles would access the school during the morning peak period. A 25% reduction would require no more than 302 single student and single faculty/staff occupant vehicles accessing the school. If the student and faculty/staff numbers were the same in the Fall of 2012, then the 35% reduction would require no more than 261 single student and single faculty/staff occupant vehicles accessing the school. However, if in Fall 2012 the numbers were to increase and there were 348 students and 65 faculty and staff, up to 413 vehicles would access the school during the morning peak period. A 35% reduction would require no more than 268 single student and single faculty/staff occupant vehicles accessing the school.

Assuming the Planning Commission accepts Bentley School's proposal to retain the five administrators at the Oakland campus but reduce the associated vehicle trips, the number of vehicle trips would be reduced by five in Fall 2010 and by five in Fall 2012.

Scenario 4: Hiller Highlands Neighborhood Proposal

An approach offered on May 20, 2010 by Hiller Highlands neighbors would be based on the number of vehicle-trips accessing Bentley School in 2007-2008 as documented in the Environmental Impact Report for the Bentley School Major Conditional Use Permit (Table IV.B-8). According to the EIR, 259 vehicles, including vehicles with more than one student per vehicle, were generated by the school during the morning peak period, excluding vehicles accessing the Tunnel Road parking lot. Assuming the Tunnel Road parking lot generated 20 additional faculty and staff vehicles, a basis of 279 vehicles were generated. Using this baseline, a 25% reduction to 279 vehicle-trips would require no more than 209 vehicles accessing the school by Fall 2010. A 35% reduction would require no more than 181 vehicles accessing the school by Fall 2012.

It should be emphasized that Scenario 4 would be based on total vehicles counted in 2007-2008 and not on single student and single faculty/staff occupant vehicles as applied in Scenario 1 (Approved Conditions of Approval), Scenario 2 (EIR Baseline Plus Project Conditions), and Scenario 3 (Variable Student Enrollment, Faculty and Staff), and therefore it does not credit the school with its carpooling efforts underway in 2007-2008.

Assuming the Planning Commission accepts Bentley School's proposal to retain the five administrators at the Oakland campus but reduce the associated vehicle trips, the number of vehicle trips would be reduced by five in Fall 2010 and by five in Fall 2012.

Reduction of Single Student and Single Faculty/Staff Occupant Vehicles Driven

To achieve the required maximum number of vehicle-trips, Bentley School shall employ multiple TDM strategies for faculty, staff and students. The following are mandatory components to reduce the single student and single faculty/staff occupancy rates:

Carpooling:

- Develop a carpool matching system, each year, based on trip origins using GIS (faculty/staff and students)
- Prepare a annual carpool matching directory (faculty/staff and students)
- Assign preferential faculty/staff parking spaces to those who regularly carpool (faculty/staff)

Transit use:

- Facilitate attainment of and provide free AC Transit bus passes for students (students)
- Provide commuter transit checks to reimburse faculty/staff for transit use (faculty/staff)
- Award "transit bucks" to students who arrive via transit (or carpool, walk or bike) to be used for school purchases (students)

DKS Associates
TRANSPORTATION SOLUTIONS

Report

Bentley School
Transportation Monitoring Report
For September 2010

Prepared for:

City of Oakland Planning Department

Prepared by:

DKS Associates
TRANSPORTATION SOLUTIONS

October 13, 2010

ATTACHMENT G

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APPENDICES
Field Notes

1 INTRODUCTION

In late 1969, shortly after the Bentley School (School) acquired the property located at 1 Hiller Drive in Oakland, CA, the City of Oakland issued a Conditional Use Permit (CUP), which allowed the school to enroll up to 200 students. Since then, actual school enrollment at this campus has grown to approximately 344 to 360 students. In 2009, the school approached the City of Oakland to amend the 1969 CUP to more accurately reflect the current enrollment. In July 2010, the City of Oakland amended the CUP to include a maximum enrollment of 360 students. Along with this update to the CUP, the City of Oakland also placed specific goals and standards for issues related to student and staff transportation at the Hiller Drive campus.

One of these specific standards is the creation of a new position, the Independent Rule Enforcer. It is the duty of the Independent Rule Enforcer to monitor school transportation activities and confirm that certain conditions are being adhered too.

2 MONITORING METHODOLOGY

Per the requirements specified in the CUP dated October 2009, the Bentley School Oakland Campus located at 1 Hiller Drive is required to provide three independent rule enforcers whose responsibility it is to conduct unscheduled campus visits to monitor school related transportation activity during the morning drop-off, afternoon pick-up and special events. These visits are to occur at least once per month during the normal school year.

DKS Associates was retained by Bentley School as a qualified Independent Rule Enforcer and provides three staff members to conduct campus visits to monitor the conditions outlined in the CUP, Condition 14h. The visits for the month of September 2010 occurred on Monday, September 27th and Wednesday, September 29th.

DKS Associates, in association with Parisi Associates and the City of Oakland, developed a Rule Enforcer field sheet for use at the Bentley School Campus. These sheets were developed for the sole purpose of monitoring the specific items listed in the CUP. These forms along with the field notes of the rule enforcers are located in the appendices of this report.

3 MONITORING RESULTS

DKS Staff visited the Bentley School Oakland Campus on two separation occasions during September 2010. The September 27th visit focused on morning drop-off operations (7-9 AM) and afternoon pick-up operations (2-4PM). The September 29th visit focused on traffic circulation and the resulting vehicle queues. The following section summarizes the traffic conditions observed by DKS staff on those days.

The numbers of students, staff and vehicles observed by DKS staff are compared to the documented attendance figures kept by the school, but some differences do occur in the total numbers. The means by which people arrive and depart the campus occurs at different times throughout the school day. It would be impractical for DKS staff to be present for the entire day, so some reasonable discrepancies are to be expected.

<u>Condition 14a – ACCEPTABLE</u>
DKS has observed that staff is using the parking facilities within the campus and are not parking on Hiller Drive or elsewhere in the Hiller Highlands Neighborhood.

Condition 14b – ACCEPTABLE
DKS reviewed the current copy (dated July 2010) of The Traffic and Parking Handbook produced by the School as well as materials available on the school-maintained website, and finds that these items satisfactorily fulfill the condition outlined in Condition 14b.

Condition 14c – ACCEPTABLE
DKS confirms that the School does indeed operate staggered drop-off and pick-up. During the morning drop-off operations, DKS observed an even and steady flow of arriving students from between 8:00 AM to approximately 8:25 AM. By 8:30 AM nearly all drop-off activity had ended. Between 8:30-8:40 AM, a noticeable increase in vehicle traffic on Hiller Drive heading to Kaiser School was observed. Bentley School successfully completed all morning drop-off activity prior to the beginning of the drop-off activity at Kaiser School.

During the afternoon pick-up operations, the staggered pick-up times were more easily observed. As each class was excused, the teachers would walk their respective classes out to the pick-up lane on Hiller Drive beginning at approximately 2:40 PM. By the time the next grade is dismissed from class, the majority of the students from the previously dismissed grades had already been picked-up. The afternoon pick-up operations ended at approximately 3:40 PM.

Condition 14d - OBSERVED
Bentley School is served by AC Transit Routes 604 and 689. The School also operates a shuttle bus which transports students to and from the Oakland and Lafayette campuses. On the morning of September 27, 2010, DKS observed 10 students using either the 604 bus or the Bentley (yellow) shuttle bus. On the afternoon of September 27, DKS observed 29 students leaving the campus by Bus.

Figure 1: Student Exiting Line 604 (Drop-Off, September 27, 2010)

Condition 14e –IN COMPLIANCE
During the morning pick-up operation, DKS observed nine traffic assistants with safety vests stationed along the drop-off lane and the Hiller Drive parking Lot. These traffic assistants arrived by approximately 8:00 AM and left by approximately 8:30 AM.

During the afternoon drop-off operation, DKS observed more than the nine traffic assistants present.

Condition 14f – NOT IN COMPLIANCE
The traffic devices were in use for three out of four periods observed. They were placed during the drop-off and pick-up times on September 27 and again during the drop-off times on September 29th. Approved traffic safety devices were not used during the pick-up times on September 29th.

By observation, it appears that the school staff is more consistent at placing the traffic devices during the morning drop-off because there is a designated staff person whose job is to make sure the devices are in place. During the afternoon pick-up operations there appeared to be some confusion amongst traffic assistants as to whose responsibility it was to place the devices.

Condition 14g – ACCEPTABLE
DKS reviewed the transit subsidy program available to the students and found that the program currently described in materials (available via the Traffic and Safety web portal) does satisfactorily meet the items in Condition 14g.

Condition 14i – ACCEPTABLE
No events were observed during this monitoring period. The materials regarding special events parking and traffic found in the Traffic Handbook, and also the Traffic and Safety web portal, does satisfactorily meet the items in Condition 14i.

Condition 14j – ACCEPTABLE
DKS has reviewed the MOU between Bentley School and the Oakland Police Department. The MOU is current and satisfactory.

Condition 16 – ACCEPTABLE
Same as discussion included for Condition 14b.

Condition 17 – ACCEPTABLE
DKS has reviewed the Emergency Management Plan (dated March 2010) and finds it to be satisfactory. However, unknown at this time is whether this document has been also reviewed by the City Planning and Zoning Division, Transportation Services Division, Oakland Police Traffic Safety, and the City Fire Marshall.

Condition 18 – ACCEPTABLE
There were many opportunities where the school communicated the traffic and safety procedures to parents and caregivers. According to information provided by Bentley School, there were at least five meetings with parents/caregivers at the beginning of the 2010-2011 school year. These meetings occurred on August 26, August 31, September 14, September 21, and September 16th. In addition to these meetings, the school also created a web portal that can be found on the school website. This portal (located at: https://www.bentleyschool.net/podium/default.aspx?t=141150) contains information (including maps and diagrams) of the traffic circulation, staggered scheduling and other safety practices during drop-off and pick-up operations.

Vehicle Queues along Hiller Drive
Vehicles queued along Hiller Drive at the Hiller Drive/Tunnel Road intersection were observed during the drop-off and pick-up time periods. The distance from the intersection to the "entrance" driveway to the School parking lot is approximately 550 feet. Within this 550 feet,

approximately 22 standard passenger cars can easily be stored here until they are served by the green cycle of the traffic signal at Tunnel Road.

Vehicles queued along Hiller Drive at the Driveway entrance were also observed. There were periods when the Hiller Drive Parking loop fills up with waiting vehicles and the storage within the loop is exceeded, the remaining vehicles entering the loop must wait on Hiller Drive. This condition was observed to last for several minutes at a time. During these periods, the vehicles in the queue would always line up to the far left-side of the northbound lane to prevent blocking through traffic into the Hiller Highlands Neighborhood. The maximum number of vehicles observed for both locations are shown in **Table 1**. Note, that Table 1 only shows the worst case observed. Typically, the queues at these locations were much shorter except for the times shown in Table 1.

Table 1: Queues on Hiller Drive

Date	Drop-off or Pick-Up	Approx. Maximum Storage Capacity between Traffic Signal and Bentley School Driveway (southbound only)	Max. Observed Number of cars in Queue	
			Southbound Hiller Dr at Traffic Signal (time)	Northbound Hiller Drive at Parking Lot Entrance (time)
September 29, 2010	Drop-Off	22	18 (8:20-8:30 AM)	5 (8:05-8:10 AM)
September 29, 2010	Pick-Up	22	7 (3:30-3:40 PM)	6 (3:30-3:40 PM)

Source: DKS Associates, 2010

Ridesharing

According to official school attendance records there were 366 students/staff on campus on September 27th. **Table 2** summarizes the ridesharing breakdown of both student and staff observed by DKS staff during drop-off and pick-up periods.

Table 2: Ridesharing Breakdown of arrivals/departures of Students or Staff

Date	Drop-off or Pick-Up	by Single Occupant Vehicle	by Multi Occupant Vehicle (No. of Vehicles)	by Bus	by walking or bicycle	By Parking on Hiller Dr and Walking	Total No. Students or Staff Observed
September 27, 2010	Drop-Off	136	136 (59 veh)	10	12	66	360
September 27, 2010	Pick-Up	60	66 (29 veh)	29	0	21	176

Source: DKS Associates, 2010

Vehicles Parking on Hiller Drive

A small number of vehicles were observed parking for a brief period (less than 30 minutes) on Hiller Drive and walking to the School to either drop-off or pick-up students. These are documented in **Table 3**.

Table 3: Short Term Parking on Hiller Drive

Date	Drop-off or Pick-Up	by Single Occupant Vehicle	by Multi Occupant Vehicle (No. of Vehicles)	Total No. Students Observed
September 27, 2010	Drop-Off	34	32 (15 veh)	66
September 27, 2010	Pick-Up	13	8 (4 veh)	21

Source: DKS Associates, 2010

Number of Vehicles Entering Hiller Dr Parking Lot
The number of vehicles observed entering the Hiller Drive driveway is shown in **Table 4**.

Table 4: Vehicles Entering at Hiller Drive Parking Lot

Date	Drop-off or Pick-Up	Total Number Entering Hiller Dr Parking Lot
September 29, 2010	Drop-Off	168
September 29, 2010	Pick-Up	105

Source: DKS Associates, 2010

The Bentley School administration staff provided daily attendance records for the September 27th observation day. According to these records, there were 366 persons at the school on September 27th. This includes both staff and students. They do not reflect students that are enrolled but were absent on this day, or staff that were not present.

During the morning drop-off period on September 27th, 360 out of 366 persons were accounted for. The six which were not accounted for, could have been staff who arrived on campus at a time outside of the observation periods. One of these could have also been the Head of School who maintains a residence on-site.

During the afternoon pick-up on September 27th, only 176 students or staff were observed leaving the campus during the pick-up period. The remaining 190 students or staff were assumed to have remained on campus as part of the afterschool program or left campus during another time of the day.

4 DISCUSSION AND RECOMMENDATIONS

Condition 14a – Parking Management

No changes or improvements recommended.

Condition 14b – Pick-Up and Drop-Off

No changes or improvements recommended.

Condition 14c – Staggered Timeframes for Drop-Off and Pick-Up
No changes or improvements recommended.

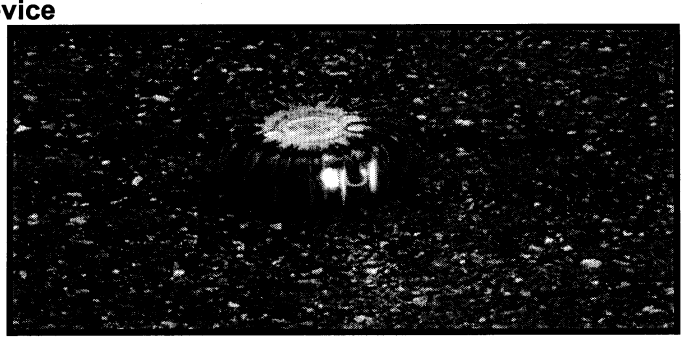
Condition 14d – Bus Ridership
Observation summary provided for informational purposes only.

Condition 14e – Traffic Assistants
DKS recommends that there be at least one "supervisor" among the traffic assistants. This supervisor would ensure that the traffic devices are always placed, and take all reasonable action to ensure that vehicles are not queuing on Hiller Drive. It should be a higher priority for all traffic assistants to aid in efforts which ensure that vehicles are not queuing on Hiller Drive and are instead being stored elsewhere (namely within the driveway loop). The presence of a designated supervisor will also remedy any confusion amongst traffic assistants which may arise.

The Traffic Assistants should also be more active in verbally reminding drivers to use extreme caution when driving away from the curb and merging into southbound Hiller Drive.

Condition 14f – Traffic Safety Devices
The traffic devices are susceptible to being thrown into the air when a vehicle runs over the traffic devices and "flicks" the device off of the pavement. These devices can sometimes fly for several dozen feet where they may strike another vehicle or pedestrian. The school should consult the Oakland Police Department for suggestions to remedy this rare circumstance. **Figure 2** shows the traffic device.

Figure 2: Traffic Device



Condition 14g – Transit Subsidy Program
No changes or improvements recommended.

Condition 14i – Special Events
No changes or improvements recommended.

Condition 14j – MOU with OPD
No changes or improvements recommended.

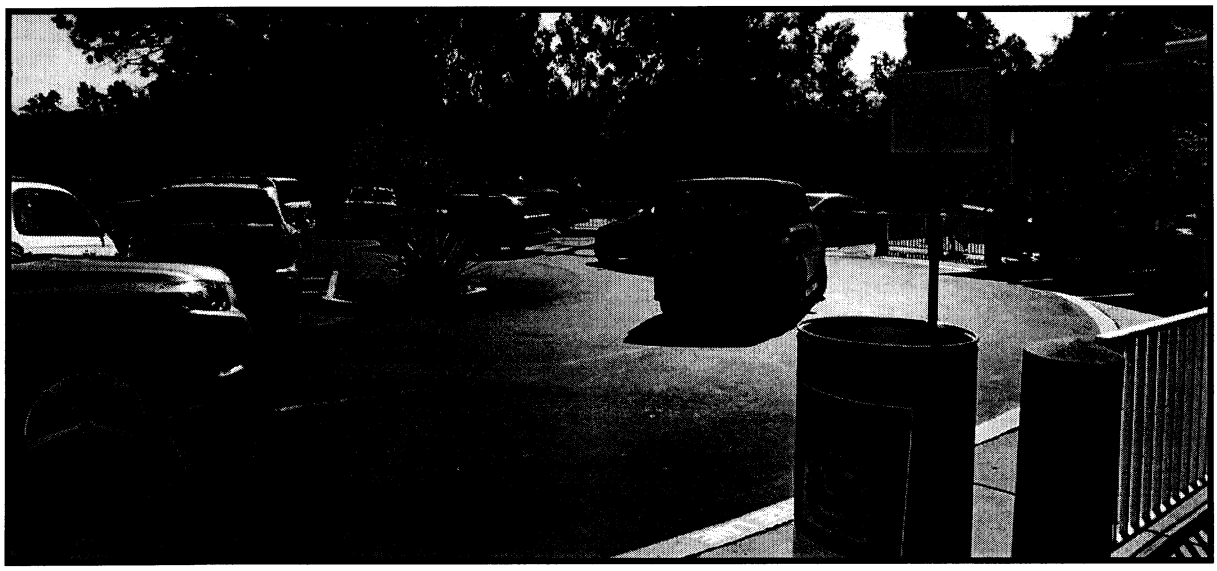
Condition 16 – Traffic and Parking Handbook
Same as discussion included for Condition 14b.

Condition 17 – Emergency Management Plan
No changes or improvements recommended.

Condition 18 – Meeting with Parents
When determined, the School should provide DKS with a schedule of meetings with parents.

Vehicle Queues along Hiller Drive
DKS recommends that a higher priority should be exhibited by traffic assistants to remove vehicles off of the northbound Hiller Drive queue and onto the loop driveway whenever possible. This can be accomplished by using one of the nine traffic assistants (or a tenth traffic assistant) positioned within the loop roadway. This traffic assistant should be an adult and would be responsible for directing vehicles to use both lanes and fill empty gaps within the loop to maximize vehicle storage within the parking lot. This strategy may alleviate the vehicle queue which sometimes spills back onto Hiller Drive for vehicles waiting to enter the parking lot. **Figure 3** shows an example of a moment where additional vehicles could have fit into gaps along the loop.

Figure 3: Unused Queue Storage in Hiller Dr Parking Lot Isle (Pick-Up, Sept 29, 2010)



Ridesharing

Of the 360 persons observed during the drop-off period on September 27th, 47% (170 out of 360) were arriving by Single Occupant Vehicle. The school should continue to encourage alternative transportation modes to reduce the percentage of riders using single occupant vehicles.

Additional Observations

1. Some vehicles were observed making repeat trips to the school during the afternoon pick-up operations. They were observed arriving to pick up a student during the early stages of the pick-up times and them leaving. These cars would then return approximately 20 minutes later to pick up another student with a later dismissal time. This is inefficient as the parent or caregiver must make two separate trips to the school. The school should work with these parents/caregivers and consolidate their trips as much as possible, perhaps allowing one sibling to wait with another.

2. Vehicles picking up and dropping off children were sometimes observed leaving the curbside area and "racing" toward the green light. This is a rare occurrence and was only observed during the green cycle of the Hiller Drive/Tunnel Road intersection.

   Although these occurrences are not limited to just vehicles from Bentley School, the traffic assistants should take a more proactive approach and verbally remind drivers to exercise extreme caution when pulling away from the curb and merging into southbound traffic toward Tunnel Road.

3. Jaywalking across Hiller Drive was observed by persons related to the school. This behavior should be monitored by the school and offenders should be reminded that jaywalking is illegal and that they should use the crosswalk provided near Kaiser School. The person(s) should also be reminded that jaywalking is discussed on page 16 of the Parents Traffic Handbook (last updated on July 2010). The School should consider issuing a "strike" or "red citation" to any parent whose jaywalking is habitual.

DKS Associates
TRANSPORTATION SOLUTIONS

Report

Bentley School
Transportation Monitoring Report
For October 2010

Prepared for:

City of Oakland Planning Department

Prepared by:

DKS Associates
TRANSPORTATION SOLUTIONS

November 19, 2010

ATTACHMENT H

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APPENDICES

- Field Notes
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1 INTRODUCTION

In late 1969, shortly after the Bentley School (School) acquired the property located at 1 Hiller Drive in Oakland, CA, the City of Oakland issued a Conditional Use Permit (CUP), which allowed the school to enroll up to 200 students. Since then, actual school enrollment at this campus has grown to approximately 344 to 360 students. In 2009, the school approached the City of Oakland to amend the 1969 CUP to more accurately reflect the current enrollment. In July 2010, the City of Oakland amended the CUP to define a maximum enrollment of 360 students, and 71 faculty/staff. Along with this update to the CUP, the City of Oakland also placed specific goals and standards for issues related to student and staff transportation at the Hiller Drive campus.

One of these specific standards is the creation of a new position, the Independent Rule Enforcer. It is the duty of the Independent Rule Enforcer to monitor school transportation activities and confirm that certain conditions are being adhered too.

2 MONITORING METHODOLOGY

Per the requirements specified in the CUP dated October 2009, the Bentley School Oakland Campus located at 1 Hiller Drive is required to provide three independent rule enforcers whose responsibility it is to conduct unscheduled campus visits to monitor school related transportation activity during the morning drop-off, afternoon pick-up and special events. These visits are to occur at least once per month during the normal school year.

DKS Associates was retained by Bentley School as a qualified Independent Rule Enforcer and provides three staff members to conduct campus visits to monitor the conditions outlined in the CUP, Condition 14h. The visits for the month of October 2010 occurred on three separate days. The first visit occurred on Wednesday, October 13th and the second on Wednesday, October 20th. The third visit occurred on Friday, October 29th.

DKS Associates, in association with Parisi Associates and the City of Oakland, developed a Rule Enforcer field sheet for use at the Bentley School Campus. These sheets were developed for the sole purpose of monitoring the specific items listed in the CUP. These forms along with the field notes of the rule enforcers are located in the appendices of this report.

3 MONITORING RESULTS

DKS Staff visited the Bentley School Oakland Campus on two separation occasions during October 2010. The October 13th visit focused on morning drop-off operations (7-9 AM) and afternoon pick-up operations (2-4PM). The October 20th visit focused on traffic circulation and the resulting vehicle queues. The following section summarizes the traffic conditions observed by DKS staff on those days.

The numbers of students, staff and vehicles observed by DKS staff were compared to the documented attendance figures kept by the school, but some differences do occur in the total numbers. The means by which people arrive and depart the campus occurs at different times throughout the school day. It would be impractical for DKS staff to be present for the entire day, so some reasonable discrepancies are to be expected.

3.1 Condition 14a – ACCEPTABLE

Condition 14a states that Bentley School shall provide assigned spaces to all full and part time faculty and staff (71 employees) and not volunteers or visitors.

DKS has observed that vehicles identified as belonging to faculty and staff are using the parking facilities within the campus and are not parking on Hiller Drive or N. Hill Court. Vehicles belonging to visitors or volunteers were observed to be parking on Hiller Drive for periods longer than 1 hr.

However, by the terms stated in the July 2010 CUP, these vehicles are allowed to park on Hiller Drive. These vehicles parking on Hiller Drive are driven by visitors that include private tutors and after school activity coaches. The City of Oakland was consulted on this issue and has concluded that these tutors/coaches are not employees of Bentley School and are therefore not considered faculty and staff. These tutors and coaches are to be considered visitors. Even though the CUP permits visitors to park on Hiller Drive, as a good faith effort, Bentley School has provided parking spaces and direction for these tutors and coaches to park within the off-street parking lots. Subsequent visits by the Independent Rule Enforcer have confirmed that these tutors and coaches no longer park on Hiller Drive. In fact, on one occasion, the tutor was observed to arrive at Bentley School via bicycle.

3.2 Condition 14b – ACCEPTABLE

Condition 14b states that Bentley School must develop detailed, written instructions of the pick-up and drop-off process, which include rules, maps, times, etc. which will be incorporated into the Traffic and Parking Handbook.

DKS reviewed the current copy (dated July 2010) of The Traffic and Parking Handbook produced by the School as well as materials available on the school-maintained website, and finds that these items satisfactorily fulfill the condition outlined in Condition 14b.

3.3 Condition 14c – ACCEPTABLE

Condition 14c states that the school, if feasible, establishes at least two staggered drop-off times in the morning and shall continue four staggered drop-off times in the afternoon.

DKS confirms that the School does indeed operate staggered drop-off and pick-up. During the morning drop-off operations, DKS observed an even and steady flow of arriving students from between 8:00 AM to approximately 8:25 AM. By 8:30 AM nearly all drop-off activity had ended. Between 8:30-8:40 AM, a noticeable increase in vehicle traffic on Hiller Drive heading to Kaiser School was observed. Bentley School successfully completed all morning drop-off activity prior to the beginning of the drop-off activity at Kaiser School.

During the afternoon pick-up operations, the staggered pick-up times were more easily observed. As each class was excused, the teachers would walk their respective classes out to the pick-up lane on Hiller Drive beginning at approximately 2:40 PM. By the time the next grade is dismissed from class, the majority of the students from the previously dismissed grades had already left campus. The afternoon pick-up operations end by approximately 3:40 PM.

3.4 Condition 14d - OBSERVED

Condition 14d states that the school shall reduce the total number of vehicle trips to 242 by the beginning of the fall trimester 2010 and to 210 by the fall trimester 2012.

A small number of vehicles were observed parking for a brief period (less than 30 minutes) on Hiller Drive and walking to the School to either drop-off or pick-up students.

Table 1 summarizes the monthly history of trip mode observed by DKS staff during drop-off and pick-up periods. This table also shows the total number of vehicle trips at the school during monitoring periods.

Differences between the "Total No. Students or Staff Observed" and the "Official Attendance", could have been staff or students who arrived on campus at a time outside of the observation periods. This includes the Head of School who maintains a residence on-site and whose arrival and departure from campus may not be easily observed. This also includes any persons participating in the afterschool care program. The official attendance does not include students that are enrolled but were absent on this day, or staff that were not present.

Table 1: Summary of Trips

Drop-off or Pick-Up	Date	by Single Occupant Vehicle	by Multi Occupant Vehicle (No. of Vehicles)	by Bus	by walking or bicycle	Short Term Parking on Hiller Dr (Less than 30 min.)		Total No. Students or Staff Observed	Total No. of Vehicles Observed	Official Attendance (Students + Staff)
						by Single Occupant Vehicle	by Multi Occupant Vehicle (No. of Vehicles)			
Drop-Off	September 27, 2010	136	136 (59 veh)	10	12	34	32 (15 veh)	360	244	366
	October 13, 2010	152	141 (63 veh)	17	7	25	9 (4 veh)	351	244	368
Pick-Up	September 27, 2010	60	66 (29 veh)	29	0	13	8 (4 veh)	176	106	366
	October 13, 2010	74	77 (36 veh)	16	0	8	2 (1 veh)	177	119	368

Source: DKS Associates, 2010

3.5 Condition 14e –ACCEPTABLE

Condition 14e states that during all morning drop-off and afternoon pick-up periods, at least nine traffic assistants must be present.

During the morning pick-up operation (October 13th), DKS observed nine traffic assistants with safety vests stationed along the drop-off lane and the Hiller Drive parking Lot. These traffic assistants arrived by approximately 7:50 AM and left by approximately 8:30 AM.

At times during the afternoon drop-off operation, DKS observed more than the nine traffic assistants present. However, there were short periods during the afternoon pick-up period when fewer than nine assistants were present. These short periods occurred during the gap of time between grade dismissals when no students were present. Vehicles which had arrived early would park and wait along the pick-up lane. These vehicles are not in motion and are safely parked along the curb awaiting the next set of student dismissals. During these times of "non-activity", it is recommended that only one or two traffic assistants needs to be present.

3.6 Condition 14f – NOT IN COMPLIANCE

Condition 14f states that the School shall coordinate with City of Oakland Transportation Services Division and the Police Department to maintain acceptable traffic safety warning devices along the drop-off and pick-up zones.

The traffic devices were in use for three out of four periods observed. They were placed during the drop-off and pick-up times on October 20th and again during the drop-off times on October 13th. Approved traffic safety devices were not used during the pick-up times on October 13th.

By observation, it appears that the school staff is more consistent at placing the traffic devices during the morning drop-off because there is a designated staff person whose job is to make sure the devices are in place. During the afternoon pick-up operations there appeared to be some confusion amongst traffic assistants as to whose responsibility it was to place the devices.

3.7 Condition 14g – ACCEPTABLE

Condition 14g states that the school shall develop a Transit Subsidy Plan providing free AC Transit passes to students and faculty and to continue operation of the shuttle.

DKS reviewed the transit subsidy program available to the students and found that the program currently described in materials (available via the Traffic and Safety web portal) does satisfactorily meet the items in Condition 14g.

3.8 Condition 14i – ACCEPTABLE

Condition 14i states that the school shall establish alternative transportation procedures for special events if on-site parking capacity will be exceeded. Proper notifications to neighbors in advance of events must be followed.

DKS was present during the drop-off period on October 29th. Bentley School hosted a special event on this day which attracted many visitors and vehicles to the campus. For this event, Bentley School operated two 10-15 passenger shuttle vans. Visitors attending the event were instructed to park their vehicles at the Lake Temescal Recreation Area parking lot and ride to and from the campus via one of these shuttle vans. **Table 2** shows the number of vehicles and riders who arrived at the school campus by shuttle from the Lake Temescal parking lot. **Figure 1** shows a shuttle van in operation at the Lake Temescal Parking Lot.

Table 2: Summary of Shuttle Users from Lake Temescal Parking Lot on October 29, 2010

Date	No. Vehicles at Lake Temescal Parking Lot	No. of Shuttle vehicles	No. of Shuttle Trips	No. of Adult Visitors	No. of Students
October 29, 2010	35	2	9	45	21

Source: DKS Associates, 2010

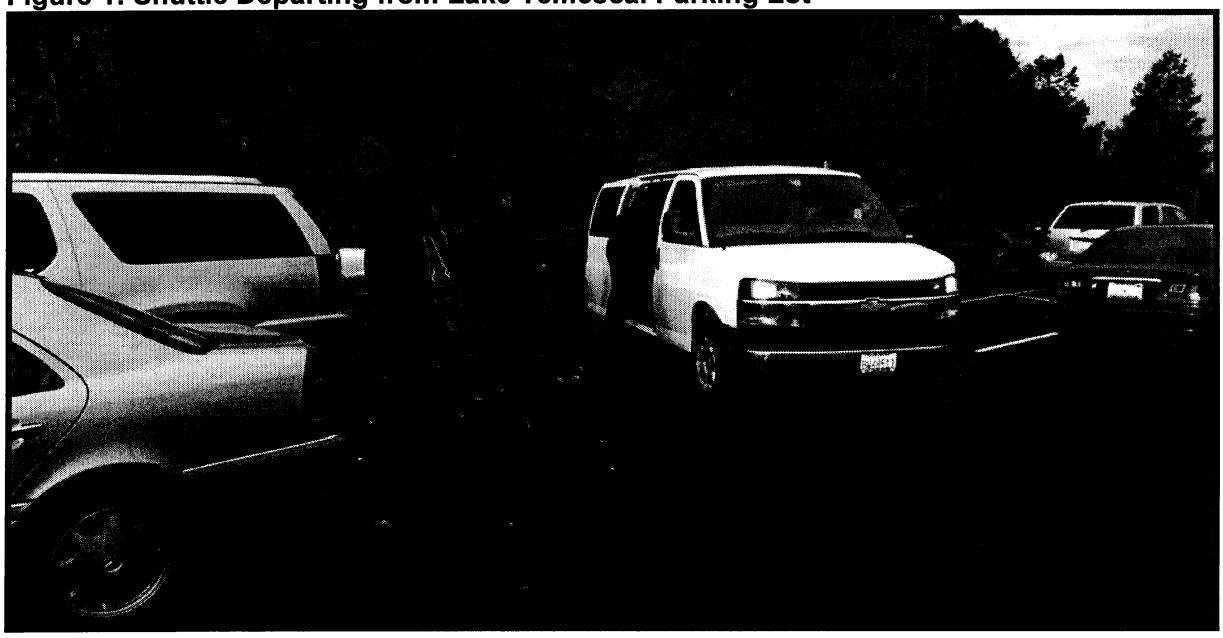
The shuttle system was effective on this day and reduced the number of potential vehicles parking on Hiller Drive by 35 vehicles. Even though the school used every reasonable means to communicate with visitors about the special event transportation plan, many visitors chose not to park at the Lake Temescal parking lot. 42 parked vehicles were counted on Hiller Drive between Tunnel Road and N. Hill Court. The majority of these vehicles left Hiller Drive when the event concluded (at approximately 10:00 AM). The nearby Kaiser Elementary School also hosted a special event on this day. Some of these 42 parked vehicles may belong to visitors of Kaiser School and not Bentley School.

This event was scheduled in advance and neighbors along Hiller Drive were informed several months ahead of time. A reminder email was sent to neighbors approximately 1 week before the date of the event. Special notices to parents were also sent via email at about the same time. This notice reminded parents that the special events transportation plan would be in effect and all visitors should park at the Lake Temescal Parking Lot.

In addition to the normal nine traffic assistants, Bentley School deployed additional traffic assistant to help guide the increased number of visitors. At least one traffic assistant was stationed "uphill" on Hiller Drive discouraging Bentley visitors from making U-turns and providing direction in general.

A copy of materials sent to neighbors and parents is included in the appendices. The materials regarding special events parking and traffic found in the Traffic Handbook, and also the Traffic and Safety web portal, does satisfactorily meet the items in Condition 14i.

Figure 1: Shuttle Departing from Lake Temescal Parking Lot



3.9 Condition 14j – ACCEPTABLE

Condition 14j states that the School shall continue to be in good standing with the MOU with the OPD.

DKS has reviewed the MOU between Bentley School and the Oakland Police Department. The MOU is current and satisfactory.

3.10 Condition 16 – ACCEPTABLE

Condition 16 states that the School shall provide copies of the Traffic and Parking Handbook for review and approval by the Planning and Zoning Division, Transportation Services Division and the OPD- Traffic Safety Department.

Same as discussion previously included for Condition 14b.

3.11 Condition 17 – ACCEPTABLE

Condition 17 states that the School shall develop an Emergency Management Plan and submit to the Planning and Zoning Division, Transportation Services Division the OPD- Traffic Safety Department and Fire Marshall for review and consultation.

DKS has reviewed the Emergency Management Plan (dated March 2010) and finds it to be satisfactory. However, unknown at this time is whether this document has been also reviewed by the City Planning and Zoning Division, Transportation Services Division, Oakland Police Traffic Safety, and the City Fire Marshall.

3.12 Condition 18 – ACCEPTABLE

Condition 18 states that all parents/guardians shall attend a meeting at the beginning of each semester to discuss the Transportation and Parking Handbook.

There were many opportunities where the school communicated the traffic and safety procedures to parents and caregivers. According to information provided by Bentley School, there were at least five meetings with parents/caregivers at the beginning of the 2010-2011 school year. These meetings occurred on August 26, August 31, September 14, September 21, and September 16th. In addition to these meetings, the school also created a web portal that can be found on the school website. This portal (located at: https://www.bentleyschool.net/podium/default.aspx?t=141150) contains information (including maps and diagrams) of the traffic circulation, staggered scheduling and other safety practices during drop-off and pick-up operations.

3.13 Vehicle Queues along Hiller Drive

Vehicles queued along Hiller Drive at the Hiller Drive/Tunnel Road intersection was observed during the drop-off and pick-up time periods. The distance from the intersection to the "entrance" driveway to the School parking lot is approximately 550 feet. Within this 550 feet, approximately 22 standard passenger cars can easily be stored here until they are served by the green cycle of the traffic signal at Tunnel Road.

Vehicles queued along Hiller Drive at the Driveway entrance were also observed. There were periods when the Hiller Drive Parking loop fills up with waiting vehicles and the storage within the loop is exceeded, the remaining vehicles entering the loop must wait on Hiller Drive. This condition was observed to last for several minutes at a time. During these periods, the vehicles in the queue would always line up to the far left-side of the northbound lane to prevent blocking through traffic into the Hiller Highlands Neighborhood. The maximum number of vehicles

observed for both locations are shown in **Table 3**. Note, that Table 3 only shows the worst case observed. Typically, the queues at these locations were much shorter with the exception for the times shown in Table 3.

Table 3: Queues on Hiller Drive

Drop-off or Pick-Up	Date	Approx. Maximum Storage Capacity between Traffic Signal and Bentley School Driveway (southbound only)	Max. Observed Number of cars in Queue	
			Southbound Hiller Dr at Traffic Signal (time)	Northbound Hiller Drive at Parking Lot Entrance (time)
Drop-Off	September 29, 2010	22	18 (8:20-8:30 AM)	5 (8:05-8:10 AM)
	October 20, 2010	22	21 (8:20-8:25 AM)	9 (8:20-8:25 AM)
Pick-Up	September 29, 2010	22	7 (3:30-3:40 PM)	6 (3:30-3:40 PM)
	October 20, 2010	22	9 (3:30-3:40 PM)	7 (3:10-3:20 PM)

Source: DKS Associates, 2010

3.14 Number of Vehicles Entering Hiller Dr Parking Lot

The number of vehicles observed entering the Hiller Drive driveway is shown in **Table 4**.

Table 4: Vehicles Entering at Hiller Drive Parking Lot

Drop-off or Pick-Up	Date	Total Number Entering Hiller Dr Parking Lot
Drop-Off	September 29, 2010	168
	October 20, 2010	219
Pick-Up	September 29, 2010	105
	October 20, 2010	88

Source: DKS Associates, 2010

4 DISCUSSION AND RECOMMENDATIONS

Condition 14a – Parking Management

No changes or improvements recommended.

Condition 14b – Pick-Up and Drop-Off

No changes or improvements recommended.

Condition 14c – Staggered Timeframes for Drop-Off and Pick-Up
No changes or improvements recommended.

Condition 14d – Bus Ridership
Observation summary provided for informational purposes only.

Condition 14e – Traffic Assistants
DKS recommends that there be at least one "supervisor" among the traffic assistants. This supervisor would ensure that the traffic devices are always placed, and take all reasonable action to ensure that vehicles are not queuing on Hiller Drive. It should be a higher priority for all traffic assistants to aid in efforts which ensure that vehicles are not queuing on Hiller Drive and

are instead being stored elsewhere (namely within the driveway loop). The presence of a designated supervisor will also remedy any confusion amongst traffic assistants which may arise.

The Traffic Assistants should also be more active in verbally reminding drivers to use extreme caution when driving away from the curb and merging into southbound Hiller Drive.

The School should consider placing one traffic assistant at the driveway exiting the Hiller Drive Parking Lot. This traffic assistant will have an approved handheld "Slow" sign and will station themselves either at the driveway or in the street. The role of this assistant is two fold. The first will be to guide vehicles from the parking lot toward the drop-up/pick-up lanes. The second will be to act as a visible reminder for non-Bentley related vehicles to slow down while passing the driveway exit. If done safety, the presence and positioning of this traffic assistant will reduce the number of "near misses" between vehicles exiting the Hiller Drive parking lot and vehicles proceeding toward Tunnel Road.

As always, the Oakland Police Department office of Traffic and Safety must be consulted prior to implementation whenever Bentley School staff will be stationed within the public street.

Condition 14f – Traffic Safety Devices
The traffic devices are susceptible to being thrown into the air when a vehicle runs over the traffic devices and "flicks" the device off of the pavement. These devices can sometimes fly for several dozen feet where they may strike another vehicle or pedestrian. The school should consult the Oakland Police Department for suggestions to remedy this rare circumstance.

Condition 14g – Transit Subsidy Program
No changes or improvements recommended.

Condition 14i – Special Events
Continue execution and implementation of special events traffic management plan.

Condition 14j – MOU with OPD
No changes or improvements recommended.

Condition 16 – Traffic and Parking Handbook
Same as discussion included for Condition 14b.

Condition 17 – Emergency Management Plan
No changes or improvements recommended.

Condition 18 – Meeting with Parents
When determined, the School should provide DKS with a schedule of meetings with parents.

Vehicle Queues along Hiller Drive
DKS recommends that traffic assistants continue to be active in removing vehicles off of the northbound Hiller Drive queue and onto the loop driveway whenever possible by using both lanes through the parking lot and filling gaps within the loop to maximize vehicle storage within the parking lot. This strategy continues to alleviate the vehicle queue which sometimes spills back onto Hiller Drive for vehicles waiting to enter the parking lot.

Ridesharing
The school should continue to encourage alternative transportation modes to reduce the total number of vehicles arriving and departing the school.

Additional Observations and Recommendations:

1. Some vehicles were observed making repeat trips to the school during the afternoon pick-up operations. They were observed arriving to pick up a student during the early stages of the pick-up times and them leaving. These cars would then return approximately 20 minutes later to pick up another student with a later dismissal time. This is inefficient as the parent or caregiver must make multiple separate trips to the school. The school should work with these parents/caregivers and consolidate their trips as much as possible, perhaps allowing one sibling to wait with another. This also occurred when a parent or caregiver arrived too early for their child's dismissal time. A similar phenomenon occurs when a parent or caregiver arrives too early and makes repeated "empty" trips through the pick-up lane.

2. Vehicles picking up and dropping off children were sometimes observed leaving the curbside area and "racing" toward the green light. This is a rare occurrence and was only observed during the green cycle of the Hiller Drive/Tunnel Road intersection. Many vehicles failed to use their vehicle's turn signals to merge onto Hiller Drive traffic.

   Although these occurrences are not limited to just vehicles from Bentley School, the traffic assistants should take a more proactive approach and verbally remind drivers to exercise extreme caution when pulling away from the curb and merging into southbound traffic toward Tunnel Road.

3. Gordon Piper (A Hiller Drive resident) provided a photograph and email documentation of suspected Bentley Staff vehicles parking on Hiller Drive. A copy of this handout is included in the appendices of this report. This handout focuses on three specific incidents:

   a. The first issue concerns a white sedan was photographed to be parking on Hiller Drive. The operator of this vehicle was observed walking to Bentley School and appeared to be a teacher. The Rule Enforcer later determined that this person was actually a private tutor of a Bentley School student, and is in fact not a Bentley Teacher as the email incorrectly identified. As previously discussed in this report, this tutor is considered a visitor and by the terms outlined in the July 2010 CUP is allowed to park on Hiller Drive. Bentley School, as a good faith effort, has provided an off-street parking spot for this tutor and subsequent visits by the Independent Rule Enforcer have confirmed that this tutor no longer parks on Hiller Drive.

   b. The second issue concerns Mrs. Devereaux Smith, a Bentley School Staff person. The Rule Enforcer later determined this to be true that Mrs. Smith did park on Hiller Drive during the times stated in the email. This behavior has been rectified and subsequent visits by the rule enforcer have confirmed that Mrs. Smith now parks at the Claremont Resort in Berkeley and walks to Bentley School.

   c. The third issue concerns a sports coach parking a vehicle on Hiller Drive in the afternoons. As previously discussed in this report, this coach is a visitor and by the terms outlined in the July 2010 CUP is allowed to park on Hiller Drive. Bentley School, as a good faith effort, has provided an off-street parking spot for this coach and subsequent visits by the Independent Rule Enforcer have confirmed that this coach no longer parks on Hiller Drive.

4. Gordon Piper (A Hiller Drive Resident) provided a hand written list of vehicles which he personally observed to be parking on Hiller Drive for a period greater than 1 hr on a weekday during October 2010. This list documented a brief vehicle description including the vehicle license plate identification numbers. The School also provided a list vehicle license plate identification numbers belonging to faculty and staff to the Independent Rule Enforcer. The rule enforcer confirmed that none of the vehicles documented by Mr. Piper belong to staff or faculty. These vehicles likely belong to visitors of Bentley School, Kaiser School or other Hiller Drive residences. The rule enforcer will continue to monitor the vehicles parked on Hiller Drive.

DKS Associates
TRANSPORTATION SOLUTIONS

Report

Bentley School
Transportation Monitoring Report
For November 2010

Prepared for:

City of Oakland Planning Department

Prepared by:

DKS Associates
TRANSPORTATION SOLUTIONS

December 10, 2010

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APPENDICES

- Field Notes
- Information regarding Grandparents and Special Friends Day.

1 INTRODUCTION

In late 1969, shortly after the Bentley School (School) acquired the property located at 1 Hiller Drive in Oakland, CA, the City of Oakland issued a Conditional Use Permit (CUP), which allowed the school to enroll up to 200 students. Since then, actual school enrollment at this campus has grown to approximately 344 to 360 students. In 2009, the school approached the City of Oakland to amend the 1969 CUP to more accurately reflect the current enrollment. In July 2010, the City of Oakland amended the CUP to define a maximum enrollment of 360 students, and 71 faculty/staff. Along with this update to the CUP, the City of Oakland also placed specific goals and standards for issues related to student and staff transportation at the Hiller Drive campus.

One of these specific standards is the creation of a new position, the Independent Rule Enforcer. It is the duty of the Independent Rule Enforcer to monitor school transportation activities and confirm that certain conditions are being adhered too.

2 MONITORING METHODOLOGY

Per the requirements specified in the CUP dated October 2009, the Bentley School Oakland Campus located at 1 Hiller Drive is required to provide three independent rule enforcers whose responsibility it is to conduct unscheduled campus visits to monitor school related transportation activity during the morning drop-off, afternoon pick-up and special events. These visits are to occur at least once per month during the normal school year.

DKS Associates was retained by Bentley School as a qualified Independent Rule Enforcer and provides three staff members to conduct campus visits to monitor the conditions outlined in the CUP, Condition 14h. The visits for the month of November 2010 occurred on three separate days. The first visit occurred on Thursday, November 11th and the second on Wednesday, November 17th. The third visit and final visit occurred during the Grandparents and Special Friends Day on Friday, November 19th.

DKS Associates, in association with Parisi Associates and the City of Oakland, developed a Rule Enforcer field sheet for use at the Bentley School Campus. These sheets were developed for the sole purpose of monitoring the specific items listed in the CUP. These forms along with the field notes of the rule enforcers are located in the appendices of this report.

3 MONITORING RESULTS

DKS Staff visited the Bentley School Oakland Campus on three separation occasions during November 2010. The November 11th visit focused on morning drop-off operations (7-9 AM) and afternoon pick-up operations (2-4PM). The November 17th visit focused on traffic circulation and the resulting vehicle queues. The following section summarizes the traffic conditions observed by DKS staff on those days.

The numbers of students, staff and vehicles observed by DKS staff were compared to the documented attendance figures kept by the school, but some differences do occur in the total numbers. The means by which people arrive and depart the campus occurs at different times throughout the school day. It would be impractical for DKS staff to be present for the entire day, so some reasonable discrepancies are to be expected.

3.1 Condition 14a – ACCEPTABLE

Condition 14a states that Bentley School shall provide assigned spaces to all full and part time faculty and staff (71 employees) and not volunteers or visitors.

DKS has observed that vehicles identified as belonging to faculty and staff are using the parking facilities within the campus and are not parking on Hiller Drive or N. Hill Court. Vehicles belonging to visitors were observed to be parking on Hiller Drive for periods shorter than 1 hr.

3.2 Condition 14b – ACCEPTABLE

Condition 14b states that Bentley School must develop detailed, written instructions of the pick-up and drop-off process, which include rules, maps, times, etc. which will be incorporated into the Traffic and Parking Handbook.

DKS reviewed the current copy (dated July 2010) of The Traffic and Parking Handbook produced by the School as well as materials available on the school-maintained website, and finds that these items satisfactorily fulfill the condition outlined in Condition 14b.

3.3 Condition 14c – ACCEPTABLE

Condition 14c states that the school, if feasible, establishes at least two staggered drop-off times in the morning and shall continue four staggered drop-off times in the afternoon.

DKS confirms that the School does indeed operate staggered drop-off and pick-up. During the morning drop-off operations, DKS observed an even and steady flow of arriving students from between 8:00 AM to approximately 8:25 AM. By 8:30 AM nearly all drop-off activity had ended. Between 8:30-8:40 AM, a noticeable increase in vehicle traffic on Hiller Drive heading to Kaiser School was observed. Bentley School successfully completed all morning drop-off activity prior to the beginning of the drop-off activity at Kaiser School.

During the afternoon pick-up operations, the staggered pick-up times were more easily observed. As each class was excused, the teachers would walk their respective classes out to the pick-up lane on Hiller Drive beginning at approximately 2:40 PM. By the time the next grade is dismissed from class, the majority of the students from the previously dismissed grades had already left campus. The afternoon pick-up operations end by approximately 3:40 PM.

3.4 Condition 14d - OBSERVED

Condition 14d states that the school shall reduce the total number of vehicle trips to 242 by the beginning of the fall trimester 2010 and to 210 by the fall trimester 2012.

A small number of vehicles were observed parking for a brief period (less than 30 minutes) on Hiller Drive and walking to the School to either drop-off or pick-up students.

Unlike the previous monitoring visits, 238 total vehicles were observed during the November 11th monitoring. This is less than the maximum of 242 as stated in Condition 14d. **Table 1** summarizes the monthly history of trip mode observed by DKS staff during monitoring times. This table also shows the total number of vehicle trips at the school during monitoring periods.

Differences between the "Total No. Students or Staff Observed" and the "Official Attendance", could have been staff or students who arrived on campus at a time outside of the observation periods. This includes the Head of School who maintains a residence on-site and whose arrival and departure from campus may not be easily observed. This also includes any persons participating in the afterschool care program. The official attendance does not include students that are enrolled but were absent on this day, or staff that were not present.

Table 1: Summary of Observed Trips

Drop-off or Pick-Up	Date of Monitoring	by Single Occupant Vehicle	by Multi Occupant Vehicle (No. of Vehicles)	by Bus	by walking or bicycle	Short Term Parking on Hiller Dr (Less than 30 min.)		Total No. Students or Staff Observed	Official Attendance (Students + Staff)	**Total No. of Vehicles Observed**
						by Single Occupant Vehicle	by Multi Occupant Vehicle (No. of Vehicles)			
Drop-Off	September 27, 2010	136	136 (59 veh)	10	12	34	32 (15 veh)	360	366	**244**
	October 13, 2010	152	141 (63 veh)	17	7	25	9 (4 veh)	351	368	**244**
	November 11, 2010	148	143 (67 veh)	16	7	6	14 (7 veh)	374	374	**238**
Pick-Up	September 27, 2010	60	66 (29 veh)	29	0	13	8 (4 veh)	344	366	**106**
	October 13, 2010	74	77 (36 veh)	16	0	8	2 (1 veh)	177	368	**119**
	November 11, 2010	81	72 (28 veh)	14	0	6	4 (2 veh)	177	374	**117**

Source: DKS Associates, 2010

3.5 Condition 14e –ACCEPTABLE

Condition 14e states that during all morning drop-off and afternoon pick-up periods, at least nine traffic assistants must be present.

During the morning pick-up operation (November 11th), DKS observed nine traffic assistants with safety vests stationed along the drop-off lane and the Hiller Drive parking Lot. These traffic assistants arrived by approximately 7:50 AM and left by approximately 8:30 AM.

At times during the afternoon drop-off operation, DKS observed more than the nine traffic assistants present. However, there were short periods during the afternoon pick-up period when fewer than nine assistants were present. These short periods occurred during the gap of time between grade dismissals when no students were present. Vehicles which had arrived early would park and wait along the pick-up lane. These vehicles are not in motion and are safely parked along the curb awaiting the next set of student dismissals. During these times of "non-activity", it is recommended that only one or two traffic assistants needs to be present.

3.6 Condition 14f – ACCEPTABLE

Condition 14f states that the School shall coordinate with City of Oakland Transportation Services Division and the Police Department to maintain acceptable traffic safety warning devices along the drop-off and pick-up zones.

The traffic devices were in use for all four periods observed. They were placed during the drop-off and pick-up times on November 11th and again on November 17th. This is a clear improvement over the previous months monitoring observation.

3.7 Condition 14g – ACCEPTABLE

Condition 14g states that the school shall develop a Transit Subsidy Plan providing free AC Transit passes to students and faculty and to continue operation of the shuttle.

DKS reviewed the transit subsidy program available to the students and found that the program currently described in materials (available via the Traffic and Safety web portal) does satisfactorily meet the items in Condition 14g.

3.8 Condition 14i – ACCEPTABLE

Condition 14i states that the school shall establish alternative transportation procedures for special events if on-site parking capacity will be exceeded. Proper notifications to neighbors in advance of events must be followed.

DKS was present during the drop-off period on November 19th. Bentley School hosted a special event on this day which attracted many visitors and vehicles to the campus. For this event, Bentley School operated three 20 passenger shuttle buses. Visitors attending the event were instructed to park their vehicles at the Lake Temescal Recreation Area parking lot and ride to and from the campus via one of these shuttle bus vehicles. One parent volunteer was placed at the Lake Temescal Parking Lot to greet visitors and aid in their use of the shuttles. **Table 2** shows the number of vehicles and riders who arrived at the school campus by shuttle from the Lake Temescal parking lot.

Table 2: Summary of Shuttle Users from Lake Temescal Parking Lot on November 19, 2010

Date	No. Vehicles at Lake Temescal Parking Lot	No. of Shuttle vehicles	No. of Shuttle Trips	No. of Adult Visitors	No. of Students
November 19, 2010	86	3	12+	124	26

Source: DKS Associates, 2010

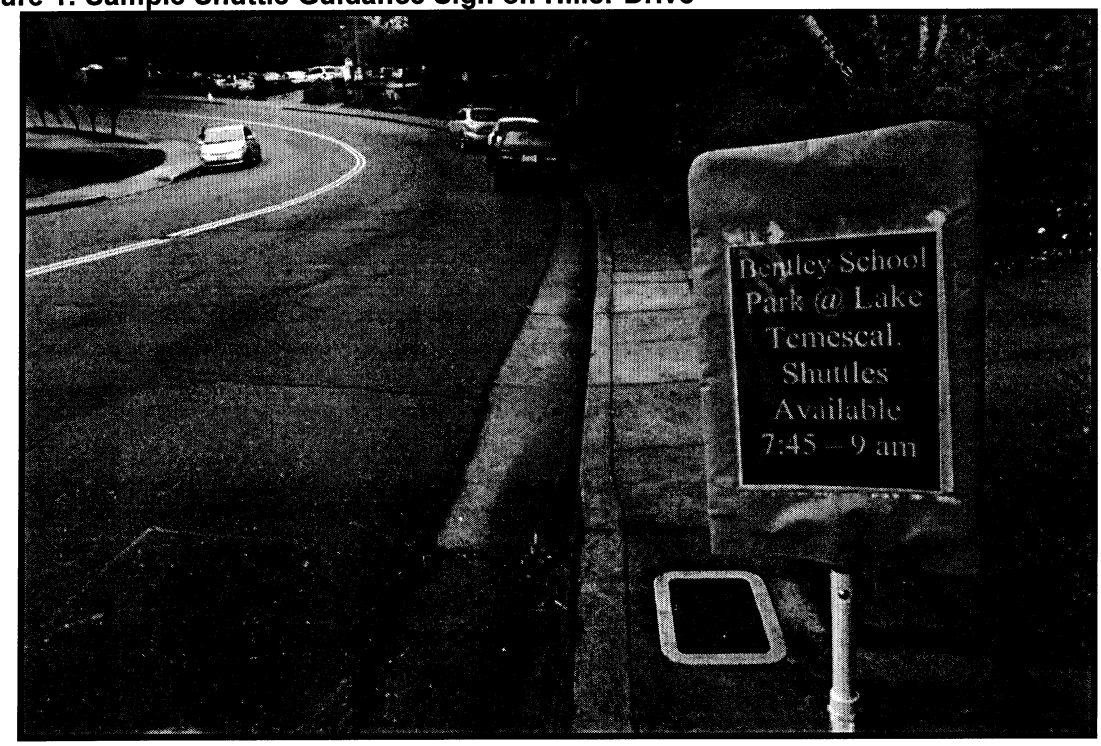
The shuttle system was effective on this day and reduced the number of potential vehicles parking on Hiller Drive by 86 vehicles. The School positioned as many as 11 or 12 traffic assistants and 5 volunteers at key locations along Hiller Drive. These assistants and volunteers actively directed visitors off of Hiller Drive and toward the Lake Temescal Parking Lot. As a result, very few (less than 20) Bentley related vehicles were parked on Hiller Drive for periods greater than 1 hour.

This event was scheduled in advance and neighbors along Hiller Drive were informed several months ahead of time. Special notices to parents were also sent via email at about the same time. This notice reminded parents that the special events transportation plan would be in effect and all visitors should park at the Lake Temescal Parking Lot. Copies of some of the notices are included in the Appendices.

In addition to the normal nine traffic assistants, Bentley School deployed additional traffic assistant and volunteers to guide the increased number of visitors. At least one traffic assistant was stationed "uphill" on Hiller Drive discouraging Bentley visitors from making U-turns and providing direction in general. The School created and placed special signage along Hiller Drive to offer additional instruction for visitors on this day.

Figure 1 shows a sample guidance sign. **Figure 2** shows a shuttle bus in operation at the Lake Temescal Parking Lot. **Figure 3** shows two assistants on Hiller Drive north of the School.

Figure 1: Sample Shuttle Guidance Sign on Hiller Drive



A copy of materials sent to neighbors and parents is included in the appendices. The materials regarding special events parking and traffic found in the Traffic Handbook, and also the Traffic and Safety web portal, does satisfactorily meet the items in Condition 14i.

Figure 2: Shuttle Departing from Lake Temescal Parking Lot

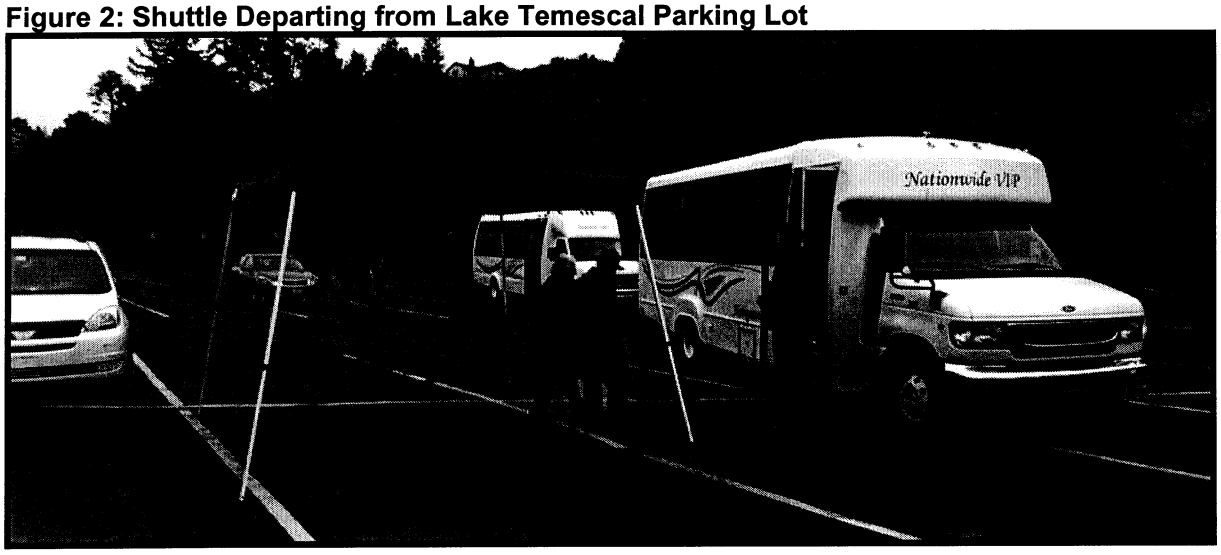
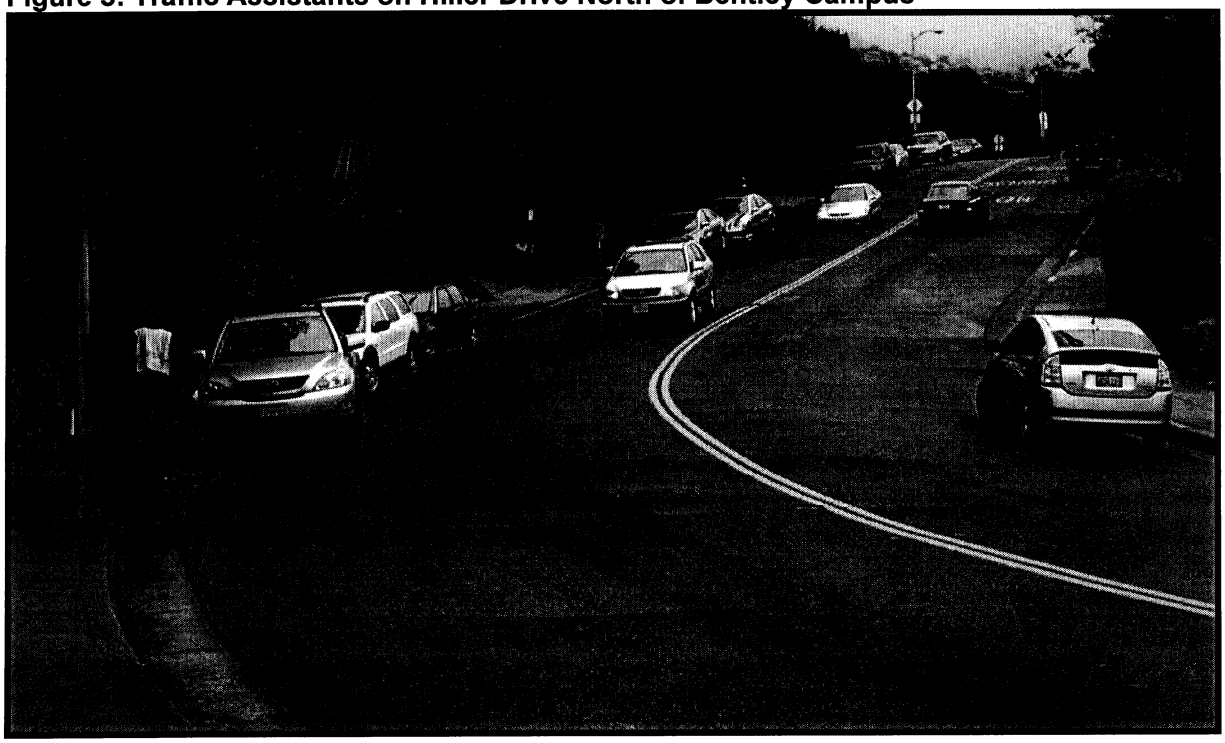


Figure 3: Traffic Assistants on Hiller Drive North of Bentley Campus



3.9 Condition 14j – ACCEPTABLE

Condition 14j states that the School shall continue to be in good standing with the MOU with the OPD.

DKS has reviewed the MOU between Bentley School and the Oakland Police Department. The MOU is current and satisfactory.

3.10 Condition 16 – ACCEPTABLE

Condition 16 states that the School shall provide copies of the Traffic and Parking Handbook for review and approval by the Planning and Zoning Division, Transportation Services Division and the OPD- Traffic Safety Department.

Same as discussion previously included for Condition 14b.

3.11 Condition 17 – ACCEPTABLE

Condition 17 states that the School shall develop an Emergency Management Plan and submit to the Planning and Zoning Division, Transportation Services Division the OPD- Traffic Safety Department and Fire Marshall for review and consultation.

DKS has reviewed the Emergency Management Plan (dated March 2010) and finds it to be satisfactory. However, unknown at this time is whether this document has been also reviewed by the City Planning and Zoning Division, Transportation Services Division, Oakland Police Traffic Safety, and the City Fire Marshall.

3.12 Condition 18 – ACCEPTABLE

Condition 18 states that all parents/guardians shall attend a meeting at the beginning of each semester to discuss the Transportation and Parking Handbook.

There were many opportunities where the school communicated the traffic and safety procedures to parents and caregivers. According to information provided by Bentley School, there were at least five meetings with parents/caregivers at the beginning of the 2010-2011 school year. These meetings occurred on August 26, August 31, September 14, September 21, and September 16th. In addition to these meetings, the school also created a web portal that can be found on the school website. This portal (located at: https://www.bentleyschool.net/podium/default.aspx?t=141150) contains information (including maps and diagrams) of the traffic circulation, staggered scheduling and other safety practices during drop-off and pick-up operations.

3.13 Vehicle Queues along Hiller Drive

Vehicles queued along Hiller Drive at the Hiller Drive/Tunnel Road intersection was observed during the drop-off and pick-up time periods. The distance from the intersection to the "entrance" driveway to the School parking lot is approximately 550 feet. Approximately 22 standard passenger cars can easily be stored here until they are served by the green cycle of the traffic signal at Tunnel Road.

Vehicles queued along Hiller Drive at the Driveway entrance were also observed. There were periods when the Hiller Drive Parking loop fills up with waiting vehicles and the storage within the loop is exceeded, the remaining vehicles entering the loop must wait on Hiller Drive. This condition was observed to last for several minutes at a time. During these periods, the vehicles in the queue would always line up to the far left-side of the northbound lane to prevent blocking through traffic into the Hiller Highlands Neighborhood. The maximum number of vehicles observed for both locations are shown in **Table 3**. Note, that Table 3 only shows the worst case observed. Typically, the queues at these locations were much shorter with the exception for the times shown in Table 3.

Table 3: Queues on Hiller Drive

Drop-off or Pick-Up	Date	Approx. Maximum Storage Capacity between Traffic Signal and Bentley School Driveway (southbound only)	Max. Observed Number of cars in Queue	
			Southbound Hiller Dr at Traffic Signal (time)	Northbound Hiller Drive at Parking Lot Entrance (time)
Drop-Off	September 29, 2010	22	18 (8:20-8:30 AM)	5 (8:05-8:10 AM)
	October 20, 2010	22	21 (8:20-8:25 AM)	9 (8:20-8:25 AM)
	November 17, 2010	22	16 (8:25-8:30 AM)	5 (8:20-8:25 AM)
Pick-Up	September 29, 2010	22	7 (3:30-3:40 PM)	6 (3:30-3:40 PM)
	October 20, 2010	22	9 (3:30-3:40 PM)	7 (3:10-3:20 PM)
	November 17, 2010	22	9 (3:20-3:25 PM)	7 (3:20-3:25 PM)

Source: DKS Associates, 2010

3.14 Number of Vehicles Entering Hiller Dr Parking Lot

The number of vehicles observed entering the Hiller Drive driveway is shown in **Table 4**.

Table 4: Vehicles Entering at Hiller Drive Parking Lot

Drop-off or Pick-Up	Date	Total Number Entering Hiller Dr Parking Lot
Drop-Off	September 29, 2010	168
	October 20, 2010	219
	November 17, 2010	201
Pick-Up	September 29, 2010	105
	October 20, 2010	88
	November 17, 2010	103

Source: DKS Associates, 2010

4 DISCUSSION AND RECOMMENDATIONS

Condition 14a – Parking Management

No changes or improvements recommended.

Condition 14b – Pick-Up and Drop-Off

No changes or improvements recommended.

Condition 14c – Staggered Timeframes for Drop-Off and Pick-Up
No changes or improvements recommended.

Condition 14d – Bus Ridership
Observation summary provided for informational purposes only.

Condition 14e – Traffic Assistants
The Traffic Assistants should continue to be active in verbally reminding drivers to use extreme caution when driving away from the curb and merging into southbound Hiller Drive.

The School should consider placing one traffic assistant at the driveway exiting the Hiller Drive Parking Lot. This traffic assistant will have an approved handheld "Slow" sign and will station themselves either at the driveway or in the street. The role of this assistant is two fold. The first will be to guide vehicles from the parking lot toward the drop-up/pick-up lanes. The second will be to act as a visible reminder for non-Bentley related vehicles to slow down while passing the driveway exit. If done safety, the presence and positioning of this traffic assistant will reduce the number of "near misses" between vehicles exiting the Hiller Drive parking lot and vehicles proceeding toward Tunnel Road.

As always, the Oakland Police Department office of Traffic and Safety must be consulted prior to implementation whenever Bentley School staff will be stationed within the public street.

Condition 14f – Traffic Safety Devices
The traffic devices are susceptible to being thrown into the air when a vehicle runs over the traffic devices and "flicks" the device off of the pavement. These devices can sometimes fly for several dozen feet where they may strike another vehicle or pedestrian. The school should consult the Oakland Police Department for suggestions to remedy this rare circumstance.

Condition 14g – Transit Subsidy Program
No changes or improvements recommended.

Condition 14i – Special Events
Continue execution and implementation of special events traffic management plan.

Condition 14j – MOU with OPD
No changes or improvements recommended.

Condition 16 – Traffic and Parking Handbook
Same as discussion included for Condition 14b.

Condition 17 – Emergency Management Plan
No changes or improvements recommended.

Condition 18 – Meeting with Parents
When determined, the School should provide DKS with a schedule of meetings with parents.

Vehicle Queues along Hiller Drive
DKS recommends that traffic assistants continue to be active in removing vehicles off of the northbound Hiller Drive queue and onto the loop driveway whenever possible by using both lanes through the parking lot and filling gaps within the loop to maximize vehicle storage within the parking lot. This strategy continues to alleviate the vehicle queue which sometimes spills back onto Hiller Drive for vehicles waiting to enter the parking lot.

Ridesharing
The school should continue to encourage alternative transportation modes to reduce the total number of vehicles arriving and departing the school.

Additional Observations and Recommendations:

1. One vehicle was observed making repeat trips (at least four) to the school during the afternoon pick-up operations. The operator of this vehicle was identified as a family caregiver who had arrived too early for the middle school dismissal. The Bentley staff informed this person that it was preferred that instead of "circling", that they should

instead park their vehicle in a open spot inside the staff parking lot and wait until the middle school dismissal time. It was also recommended that this person should try to arrive closer to the actual dismissal time in the future to avoid the additional congestion. Subsequent monitoring visits have confirmed that this situation has been resolved and no other action is recommended.

2. Vehicles picking up and dropping off children were sometimes observed leaving the curbside area and "racing" toward the green light. This is a rare occurrence and was only observed during the green cycle of the Hiller Drive/Tunnel Road intersection. Many vehicles failed to use their vehicle's turn signals to merge onto Hiller Drive traffic.

   Although these occurrences are not limited to just vehicles from Bentley School, the traffic assistants should continue verbally reminder to drivers to exercise extreme caution when pulling away from the curb and merging into southbound traffic toward Tunnel Road.

DKS Associates
TRANSPORTATION SOLUTIONS

Report

Bentley School
Transportation Monitoring Report
For December 2010

Prepared for:

City of Oakland Planning Department

Prepared by:

DKS Associates
TRANSPORTATION SOLUTIONS

January 14, 2011

ATTACHMENT J

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APPENDICES

- Field Notes

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3.4 Condition 14d - OBSERVED

Condition 14d states that the school shall reduce the total number of vehicle trips to 242 by the beginning of the fall trimester 2010 and to 210 by the fall trimester 2012.

A small number of vehicles were observed parking for a brief period (less than 30 minutes) on Hiller Drive and walking to the School to either drop-off or pick-up students.

244 total vehicles were observed during the December 15th monitoring. This is slightly more than the maximum of 242 as stated in Condition 14d. **Table 1** summarizes the monthly history of trip mode observed by DKS staff during monitoring times. This table also shows the total number of vehicle trips at the school during monitoring periods.

Differences between the "Total No. Students or Staff Observed" and the "Official Attendance", could have been staff or students who arrived on campus at a time outside of the observation periods. This includes the Head of School who maintains a residence on-site and whose arrival and departure from campus may not be easily observed. This also includes any persons participating in the afterschool care program. The official attendance does not include students that are enrolled but were absent on this day, or staff that were not present.

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	November 11, 2010	148	143 (67 veh)	16	7	6	14 (7 veh)	344	374	**238**
	December 15, 2010	149	157 (73 veh)	14	5	17	10 (5 veh)	352	362	**244**
Pick-Up	September 27, 2010	60	66 (29 veh)	29	0	13	8 (4 veh)	344	366	**106**
	October 13, 2010	74	77 (36 veh)	16	0	8	2 (1 veh)	177	368	**119**
	November 11, 2010	81	72 (28 veh)	14	0	6	4 (2 veh)	177	374	**117**
	December 15, 2010	66	64 (29 veh)	16	0	6	0 (0 veh)	152	362	**101**

Source: DKS Associates, 2011

3.5 Condition 14e –ACCEPTABLE

Condition 14e states that during all morning drop-off and afternoon pick-up periods, at least nine traffic assistants must be present.

During the morning pick-up operation, DKS observed at least nine traffic assistants with safety vests stationed along the drop-off lane and the Hiller Drive parking Lot. These traffic assistants arrived by approximately 7:55 AM and left by approximately 8:35 AM.

At times during the afternoon drop-off operation, DKS observed more than the nine traffic assistants present. However, there were short periods during the afternoon pick-up period when fewer than nine assistants were present. These short periods occurred during the gap of time between grade dismissals when no students were present. Vehicles which had arrived early would park and wait along the pick-up lane. These vehicles are not in motion and are safely parked along the curb awaiting the next set of student dismissals. During these times of "non-activity", it is recommended that only one or two traffic assistants needs to be present. **Table 2** shows the history of observed traffic assistants from September 2010 to December 2010.

Table 2: History of Observed Traffic Assistants (Sept 2010 to Dec 2010)

Date	Drop-Off or Pick-Up Period	No. of Observed Traffic Assistants	No. of Observed Traffic Assistants Wearing Safety Vests
9/27/2010	Pick-Up	9	9
9/29/2010	Drop-off	9	9
9/29/2010	Pick-Up	9	9
10/20/2010	Drop-off	9	9
10/13/2010	Pick-Up	9	9
10/13/2010	Pick-Up	9	9
11/11/2010	Pick-Up	9	9
11/17/2010	Drop-off	7	7
11/17/2010	Pick-Up	10	10
12/7/2010	Drop-off	10	10
12/7/2010	Pick-Up	10	10
12/15/2010	drop-off	10	10
12/15/2010	Pick-Up	9	9

Source: DKS Associates, 2011

3.6 Condition 14f – ACCEPTABLE

Condition 14f states that the School shall coordinate with City of Oakland Transportation Services Division and the Police Department to maintain acceptable traffic safety warning devices along the drop-off and pick-up zones.

The traffic devices were in use for all four periods observed. They were placed during the drop-off and pick-up times on December 7th and again on December 15th. **Table 3** shows the history of observed safety device usage.

Table 3: History of Observed Traffic Safety Device Usage (Sept 2010 to Dec 2010)

Date	Drop-Off or Pick-Up Period	Safety Warning Devices In Place? (Y/N)
9/27/2010	Pick-Up	Y
9/29/2010	Drop-off	Y
9/29/2010	Pick-Up	N
10/20/2010	Drop-off	Y
10/13/2010	Pick-Up	Y
10/13/2010	Pick-Up	N
11/11/2010	Pick-Up	Y
11/17/2010	Drop-off	Y
11/17/2010	Pick-Up	Y
12/7/2010	Drop-off	Y
12/7/2010	Pick-Up	Y
12/15/2010	drop-off	Y
12/15/2010	Pick-Up	Y

Source: DKS Associates, 2011

3.7 Condition 14g – ACCEPTABLE

Condition 14g states that the school shall develop a Transit Subsidy Plan providing free AC Transit passes to students and faculty and to continue operation of the shuttle.

DKS reviewed the transit subsidy program available to the students and found that the program currently described in materials (available via the Traffic and Safety web portal) does satisfactorily meet the items in Condition 14g.

3.8 Condition 14i – N/A

Condition 14i states that the school shall establish alternative transportation procedures for special events if on-site parking capacity will be exceeded. Proper notifications to neighbors in advance of events must be followed.

There were no qualified special events scheduled during the month of December.

3.9 Condition 14j – ACCEPTABLE

Condition 14j states that the School shall continue to be in good standing with the MOU with the OPD.

DKS has reviewed the MOU between Bentley School and the Oakland Police Department. The MOU is current and satisfactory.

3.10 Condition 16 – ACCEPTABLE

Condition 16 states that the School shall provide copies of the Traffic and Parking Handbook for review and approval by the Planning and Zoning Division, Transportation Services Division and the OPD- Traffic Safety Department.

Same as discussion previously included for Condition 14b.

3.11 Condition 17 – ACCEPTABLE

Condition 17 states that the School shall develop an Emergency Management Plan and submit to the Planning and Zoning Division, Transportation Services Division the OPD- Traffic Safety Department and Fire Marshall for review and consultation.

DKS has reviewed the Emergency Management Plan (dated March 2010) and finds it to be satisfactory. However, unknown at this time is whether this document has been also reviewed by the City Planning and Zoning Division, Transportation Services Division, Oakland Police Traffic Safety, and the City Fire Marshall.

3.12 Condition 18 – ACCEPTABLE

Condition 18 states that all parents/guardians shall attend a meeting at the beginning of each semester to discuss the Transportation and Parking Handbook.

There were many opportunities where the school communicated the traffic and safety procedures to parents and caregivers. According to information provided by Bentley School, there were at least five meetings with parents/caregivers at the beginning of the 2010-2011 school year. These meetings occurred on August 26, August 31, September 14, September 21, and September 16th. In addition to these meetings, the school also created a web portal that can be found on the school website. This portal (located at: https://www.bentleyschool.net/podium/default.aspx?t=141150) contains information (including maps and diagrams) of the traffic circulation, staggered scheduling and other safety practices during drop-off and pick-up operations.

3.13 Vehicle Queues along Hiller Drive

Vehicles queued along Hiller Drive at the Hiller Drive/Tunnel Road intersection was observed during the drop-off and pick-up time periods. The distance from the intersection to the "entrance" driveway to the School parking lot is approximately 550 feet. Approximately 22 standard passenger cars can easily be stored here until they are served by the green cycle of the traffic signal at Tunnel Road.

Vehicles queued along Hiller Drive at the Driveway entrance were also observed. There were periods when the Hiller Drive Parking loop fills up with waiting vehicles and the storage within the loop is exceeded, the remaining vehicles entering the loop must wait on Hiller Drive. This condition was observed to last for several minutes at a time. During these periods, the vehicles in the queue would always line up to the far left-side of the northbound lane to prevent blocking through traffic into the Hiller Highlands Neighborhood. The maximum number of vehicles observed for both locations are shown in **Table 4**. Note, that Table 4 only shows the worst case observed. Typically, the queues at these locations were much shorter with the exception for the times shown in Table 4.

Table 4: Queues on Hiller Drive

Drop-off or Pick-Up	Date	Approx. Maximum Storage Capacity between Traffic Signal and Bentley School Driveway (southbound only)	Max. Observed Number of cars in Queue	
			Southbound Hiller Dr at Traffic Signal (time)	Northbound Hiller Drive at Parking Lot Entrance (time)
Drop-Off	September 29, 2010	22	18 (8:20-8:30 AM)	5 (8:05-8:10 AM)
	October 20, 2010	22	21 (8:20-8:25 AM)	9 (8:20-8:25 AM)
	November 17, 2010	22	16 (8:25-8:30 AM)	5 (8:20-8:25 AM)
	December 7, 2010	22	20 (8:20-8:30 AM)	5 (8:15-8:20 AM)
Pick-Up	September 29, 2010	22	7 (3:30-3:40 PM)	6 (3:30-3:40 PM)
	October 20, 2010	22	9 (3:30-3:40 PM)	7 (3:10-3:20 PM)
	November 17, 2010	22	9 (3:20-3:25 PM)	7 (3:20-3:25 PM)
	December 7, 2010	22	24 (3:05-3:10 PM)	6 (3:10-3:15 PM)

Source: DKS Associates, 2011

3.14 Number of Vehicles Entering Hiller Dr Parking Lot

The number of vehicles observed entering the Hiller Drive driveway is shown in **Table 5**.

Table 5: Vehicles Entering at Hiller Drive Parking Lot

Drop-off or Pick-Up	Date	Total Number Entering Hiller Dr Parking Lot
Drop-Off	September 29, 2010	168
	October 20, 2010	219
	November 17, 2010	201
	December 7, 2010	189
Pick-Up	September 29, 2010	105
	October 20, 2010	88
	November 17, 2010	103
	December 7, 2010	93

Source: DKS Associates, 2011

4 DISCUSSION AND RECOMMENDATIONS

Condition 14a – Parking Management

No changes or improvements recommended.

Condition 14b – Pick-Up and Drop-Off

No changes or improvements recommended.

Condition 14c – Staggered Timeframes for Drop-Off and Pick-Up
No changes or improvements recommended.

Condition 14d – Bus Ridership
Observation summary provided for informational purposes only.

Condition 14e – Traffic Assistants
The Traffic Assistants should continue to be active in verbally reminding drivers to use extreme caution when driving away from the curb and merging into southbound Hiller Drive.

The School should consider placing one traffic assistant at the driveway exiting the Hiller Drive Parking Lot. This traffic assistant will have an approved handheld "Slow" sign and will station themselves either at the driveway or in the street. The role of this assistant is two fold. The first will be to guide vehicles from the parking lot toward the drop-up/pick-up lanes. The second will be to act as a visible reminder for non-Bentley related vehicles to slow down while passing the driveway exit. If done safety, the presence and positioning of this traffic assistant will reduce the number of "near misses" between vehicles exiting the Hiller Drive parking lot and vehicles proceeding toward Tunnel Road.

As always, the Oakland Police Department office of Traffic and Safety must be consulted prior to implementation whenever Bentley School staff will be stationed within the public street.

Condition 14f – Traffic Safety Devices
The traffic devices are susceptible to being thrown into the air when a vehicle runs over the traffic devices and "flicks" the device off of the pavement. These devices can sometimes fly for several dozen feet where they may strike another vehicle or pedestrian. The school should consult the Oakland Police Department for suggestions to remedy this rare circumstance.

Condition 14g – Transit Subsidy Program
No changes or improvements recommended.

Condition 14i – Special Events
No changes or improvements recommended.

Condition 14j – MOU with OPD
No changes or improvements recommended.

Condition 16 – Traffic and Parking Handbook
Same as discussion included for Condition 14b.

Condition 17 – Emergency Management Plan
No changes or improvements recommended.

Condition 18 – Meeting with Parents
The School should provide DKS with a schedule of future meetings with parents.

Vehicle Queues along Hiller Drive
DKS recommends that traffic assistants continue to be active in removing vehicles off of the northbound Hiller Drive queue and onto the loop driveway whenever possible by using both lanes through the parking lot and filling gaps within the loop to maximize vehicle storage within the parking lot. This strategy continues to alleviate the vehicle queue which sometimes spills back onto Hiller Drive for vehicles waiting to enter the parking lot.

Ridesharing
The school should continue to encourage alternative transportation modes to reduce the total number of vehicles arriving and departing the school.

Additional Observations and Recommendations:

1. As mentioned in previous monitoring reports, a small number of vehicles (less than 5) were observed to be making repeat trips during the afternoon pick-up operations. The vehicles would arrive and pick up a student from the younger grades, then return later to pick up another student from an older grade. The school should identify these families and encourage them to consolidate their trips to the school. These efforts, if successful, will reduce the number of vehicle trips to and from the school.
2. As mentioned in previous monitoring reports, vehicles picking up and dropping off children were sometimes observed leaving the curbside area and "racing" toward the green light. This is a rare occurrence and was only observed during the green cycle of the Hiller Drive/Tunnel Road intersection. Many vehicles failed to use their vehicle's turn signals to merge onto Hiller Drive traffic.

   Although these occurrences are not limited to just vehicles from Bentley School, the traffic assistants should continue verbal reminders to drivers to exercise extreme caution when pulling away from the curb and merging into southbound traffic toward Tunnel Road.