



890 Broadway Avenue
Redwood City, CA 94063
www.summitps.org
info@summitps.org

PROJECT DESCRIPTION LETTER

824 SAN ALESO SUNNYVALE 94085

Letter indicating the proposed use, hours of operation, list of tenants, number of employees, and previous use.

Project: Summit Public School: Denalil

Proposed Site: 824 San Aleso, Sunnyvale, 94085

City Zoning:

Zoning: IS (Peery Park Specific Plan)

Project Description Overview:

Summit Public Schools (SPS) plans to occupy an existing 1 story 25,100 square foot building to operate a charter school (grades 9 – 12) with an innovative blended learning program in the Fall 2020. SPS' target group is the diverse population of families in the local community with particular focus on underserved students along the Highway 101 corridor. The long term plan is to solely serve a high school population 400 students.

The existing building will require interior tenant improvements to accommodate the school program. No expansion of the existing building footprint is needed. The 25,100 square feet this facility will provide meets the California statutory requirements for schools serving grades 9-12 and is consistent with typical charter school facility use. With the increasing costs and pressures on land use in the region, we are pleased to be able to offer a world class educational program through innovative use of space. The proposal presents a plan that is well within the norms of urban education





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design and schools of the future (CITE US NEW ARTICLE). Summit will be the sole user of property. The property was previously used as light manufacturing plant.

Proposed Occupant Load:

Students:

- Year (2018-2019): 9th-11th grade – 300 students
- Ongoing Operation: 9th-12th grade – 400 students

Staff:

- Year (2018-2019): -20 Full Time Staff
- Ongoing Operation: -25 Full Time Staff

Classroom Count:

- Regular -12 classrooms
- Open Learning -2 classrooms
- Science -2 classrooms
- Special Education -1 classroom

Total: 17 classrooms

Main Hours of Operation: 7 am – 5 pm Monday - Friday

Daily Schedule:

Staff Arrival: 7:00-7:15 am
Student Arrival (100% of students): 7:45-8:15 am

Staff Departure: 4:00-7:00 pm
Dismissal Time - Group 1 (75% of students): 3:25-3:45 pm
Dismissal Time – Group 2 (25% of students): 5 pm extracurricular activities

Extracurricular activities:

Film, Singing, Community Service, Basketball, Soccer, Yearbook, and 3d printing.





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Transportation and Parking :

This project plan incorporates sufficient parking for the specified use of the property. An independent parking analysis to identify parking conditions as they pertain specifically to Summit Public Schools. Their study examined parking conditions at five (5) existing Summit Public School high school sites to determine an average demand rate for a Summit high school campus. Based on the results of this study, on average, Summit Schools require 0.12 parking spaces per student, which is significantly less than the 0.25 parking spaces per student identified by Sunnyvale Municipal Code.

In an effort to incorporate as much parking as possible, this project incorporates the use of a proven and innovative technology solution through a three-level parking lift in a contained structure. The structure is 19 feet tall, which is the same height as the existing structure on the property. The corresponding noise analysis determined that there is no noise impact on adjacent properties. The evaluation included this construction type and specifications of the enclosure to the lift designed for the project and also found no significant noise impact to the adjacent properties. These reports have been submitted to the City. This parking solution is environmentally beneficial as it offers three times the amount of parking that a typical surface parking lot could offer.

In this project, Summit has designed a very stringent student parking plan (attached). This plan includes absolute restriction on parking in the neighborhood and a permitting process for student drivers. Students who receive permits receive a sticker that must be applied to their car. Students who do not receive parking permits will not be allowed to drive to school or park on or around the campus with identified enforcement mechanisms to ensure compliance.

Summit Public Schools has a documented practice of implementing adaptive transportation plans that encourage alternative transportation. Because charter schools typically locate in higher density environments with extremely limited parking, Summit has fifteen years of experience in designing and implementing creative transportation plans for our families that include facilitated carpool groups. This includes an online discussion forum and support in pairing families looking to carpool. Denali middle school at 539 E Weddell, currently implements an aggressive carpooling program which yields at 53 percentage rate of students enrolled in the program.





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Before the school year starts and with repetition throughout the year, via weekly newsletters and robo-calls, the school reinforces the parking and transportation plans with families. Communication includes policies, instructions on the pick up/drop off systems, information about alternate routes to school, including biking/walking/public transportation. To further mitigate traffic and parking issues, Summit faculty are assigned to parking duty during drop off and pick up times to ensure families understand and follow the policy.

Summit is equally committed to meeting the needs of a neighborhood school and encourages walking and bike riding when safe and reasonable for students to do so. The school actively monitor bike racks throughout the year to ensure that students are using the racks, locking bikes and wearing helmets. Many current families are dedicated to using public transportation, and the school provides information to support this mode of transportation for families.





Summit Denali Transportation & Parking Policy

Summit Denali is dedicated to supporting the safe, timely, and efficient transportation of students to and from our school campuses each day. We also work hard to establish and maintain respectful and courteous relationships with our neighbors. This policy outlines the various techniques that Summit Denali utilizes in order to achieve these goals. The policy is included in the Summit Denali Student & Family Handbook and violations of the policy may be subject to disciplinary procedure.

Carpools and Alternative Transportation Options

Summit Denali encourages all students and families to utilize carpools and alternative transportation options for traveling to and from school. Carpools and alternative transportation methods help cut down the number of cars arriving at Summit Denali and improve our environment. The Denali Parent Organization support families with arranging carpools. If you need assistance locating a carpool, please contact the Executive Director. In addition to carpools, Summit Denali families are encouraged to utilize the following alternative transportation options:

- **Bike/Walk**
 - There is a bike/pedestrian crossing over Highway 101 at Borregas and Ahwanee
 - Bike racks/bike cages are provided on all campuses
- **VTA Bus**
 - The nearest VTA bus stop to the San Aleso Campus is at North Mathilda Avenue and San Aleso Avenue (approximately 1 mile from the San Aleso campus)
 - The nearest VTA bus stop to the Washington Ave. Campus is at Washington and Leota (Approximately 0.1 mile)
 - For more information on bus routes visit: <http://www.vta.org/routes>
- **VTA Light Rail**
 - The VTA light rail stop is at Tasman and Fair Oaks is about a 30 minute walk from the San Aleso Campus; this is near the Weddell Drive campus.
 - Train route 902 stops at this station. It travels from Mountain View to Winchester. <http://www.vta.org/routes/rt902>

Youth VTA Bus/Train Passes

Students are eligible for a free Youth Clipper card. With a Youth Clipper card, you can receive discounts on monthly passes, ride books, tickets, cash value fares and transfers. The maximum age to qualify for discounted fares varies by transit agency. You can call 511 to check your transit agency's rules.

School administrators are available to support families in applying for a Youth Clipper card. Families can also find more information online here: <https://www.clippercard.com/ClipperWeb/discounts/youth.do>

Drop-off & Pick-up

Summit Denali expects drivers to obey all California driving laws, and also to follow the school's drop off and pick up procedures. Detailed pick up and drop off procedures for each campus are distributed to families prior to the start of the school year and are available in the office and on the Summit Denali website. Ensuring safe and efficient pick-up and drop-off is a priority for us. To speed up unloading time, students' backpacks and materials should be in the car with the student, and not in the trunk.

Student Drivers & Student Parking

Eligibility. To manage parking on our campus, Summit assigns student parking spaces to Senior, Junior, and Sophomore Students who complete a Parking Application, receive a Student Parking Permit, and comply with the Parking Policy. 9th Grade students are not eligible for Student Parking Permits. ***Priority will be given to students based on grade level and distance from the Denali campus.***

Driving to and from Summit Denali and using our facilities to park is a privilege. Students who wish to drive to school and park on campus must follow the parking rules listed below. Riding to and from school and/or to and from any school events such as school dances or athletic events is considered school time. If students violate our handbook policies during this time, they may be subject to school discipline in addition to any action from local traffic authorities. Students must obey all parking/driving laws and school officials. Any unsafe driving on school grounds can be reported to the City of Sunnyvale police and is subject to consequences at the discretion of the Executive Director.

Parking Rules

1. Students MUST have a permit to park on campus. There will be a limited amount of numbered parking spaces for 12th, 11th & 10th grade student drivers available during each school year.
2. Each student with a parking permit will be assigned a numbered space and will be allowed to park only in that space and only during school hours or school events.
3. Any person parked in a space other than their assigned numbered space or without the proper permit prominently displayed may be cited and/or towed at the owner's expense.
4. Parking permits assigned to one vehicle may not be used for another vehicle without prior approval.
5. Students may not return to the car during the day without appropriate approval.
6. Students, upon their arrival to their to the Summit Denali campus, shall follow school rules and meet all other school expectations.
7. Students shall observe all posted speed limits and drive in a safe and responsible manner while on campus.
8. Students MAY NOT park in spaces identified for Visitor or Staff.
9. Students MAY NOT park in red zones or yellow zones.
10. Students MAY NOT park in the neighborhood. See additional information on this topic below.
11. Students MAY NOT drive off campus during the school day, including during the lunch period, without appropriate approval.

12. Students MAY NOT park on the Summit Denali campus during non-school hours (e.g. holidays, weekends, overnights, etc.) without prior approval.
13. A student's parking permit may be revoked for any of the following reasons:
 - Unsafe driving in the parking lot or upon entry to or exit from the parking lot (speeding, excessively loud music, etc.)
 - A total of 10+ tardies/unexcused absences
 - Using the Student Parking Permit on a non-registered vehicle without prior approval
 - Transferring the Student Parking Permit to another student/sharing the Student Parking Permit without approval from the Executive Director
 - Parking a vehicle in the neighborhood (except in cases where the student lives in the neighborhood)
 - If necessary, Summit Denali has the right to revoke Student Parking Permits as a consequence for other disciplinary offenses not directly related to driving and parking.

Student Driven Carpools

California law restricts students from driving fellow students (except siblings of the driver) during the first 12 months after the student receives a provisional driver's license unless accompanied by a licensed driver age 25 or older. For additional regulations regarding student drivers established by the State of California, please visit the [California Department of Motor Vehicles](#).

Applying for a Student Parking Permit

- Student Parking Permits will be issued on an annual basis prior to the start of the school year. In order to be issued a parking permit, the student and family must complete and submit the [Parking Permit Application](#) on or before the stated deadline.
- If more parking permit applications are received than parking spots available, parking permits will be issued by lottery. The following lottery preferences will be given in descending order:
 - 12th graders, who reside more than 4 miles away from the high school campus, and will be driving other Summit students.
 - 12th graders, who reside more than 4 miles away from the high school campus.
 - All other 12th graders.
 - 11th graders, who reside more than 4 miles away from the high school campus.
 - All other 11th graders.
 - 10th graders, who reside more than 4 miles away from the high school campus.
 - All other 10th graders.
- At the conclusion of the lottery, all students who were not issued a permit due to the limited number of parking spots will be added to a waitlist. If at any point during the school year, additional parking permits become available, then parking permits will be offered to students according to their placement on the waitlist.
- For students who are on the waitlist for a parking permit, the school administration will support them in arranging an alternative transportation method.

Do Not Park in the Neighborhood

It is the school's policy that no vehicles park in the neighborhoods surrounding our school campuses at any time unless the driver of such vehicle resides in the neighborhood. Summit will provide to neighbors a copy of the school calendar and contact information for school administrators upon request. If neighbors observe students violating this parking policy, they have the option to report the violation to the school and provide the license plate number of the vehicle.

If Summit Denali staff confirm that a student has violated the parking policy and parked in the neighborhood, a school administrator will issue a policy violation and the following consequences will apply:

- First offense - a family meeting will be required. The student and parent/guardian will meet with the School's Executive Director to discuss the violation and create a plan to ensure that the violation is not repeated.
- Second offense - Summit will revoke the student's parking privileges for the current school year (this includes revocation of a parking permit and/or loss of spot on the waitlist.)
- Third offense - student's parking privileges are permanently revoked.



Summit Denali Student Vehicle Registration & Parking Permit Application

Please return in hard copy to the Denali office or via email to kbock@summitps.org

Last Name: _____ First Name: _____

2018-19 Grade Level: _____

Driver's License Number:* _____

**Must submit a copy of your license with this application. If your driver's license will be issued over the summer, you may apply without the number and if you are issued a permit, you will need to provide a copy of your driver's license once it is issued. If you are not able to provide this before the start of the school year, your permit will be revoked and you'll be placed on the waitlist.*

Home Address: _____

City: _____ State: CA Zip: _____

Is your home located more than 4 miles from campus? YES NO (circle one)

Will you be driving other students in your car? YES NO (circle one)

If yes, please list the names of all student passengers below:

Insurance Company:* _____ Policy Number: _____

Insurance Expiration Date: _____ Insurance Phone Number: _____

**Must submit a copy of your proof of insurance with this application. If your insurance will be issued over the summer, you may apply without policy. You will need to provide a copy of your driver's license once it is issued. If you are not able to provide this before the start of the school year, your permit will be revoked and you'll be placed on the waitlist.*

Vehicle

Year: _____ Make & Model: _____ Color: _____ License Number: _____

Registered Owner of Vehicle #1

Name: _____

If you are not issued a parking permit for next year, what alternative transportation methods will you use? Circle all that apply.

Walk Bike Take public transportation Get a ride from parent/guardian Join a carpool

If none of the above alternative method work for you, please explain:

Student-Operated Vehicle and Permit Rules & Regulations

1. Permit holders may ONLY park in their designated parking spot during school hours.
2. Students may **not** park in the following areas:
 - a. Any spots marked "Staff" or "Visitor/Guest"
 - b. In non-designated school parking (on neighborhood streets)
3. Parking permits must be displayed on the rear-view mirror and visible.
4. A student's parking permit may be revoked for any of the following reasons:
 - a. Unsafe driving in the parking lot (speeding, excessively loud music, etc.)
 - b. A total of 10+ tardies/unexcused absences
 - c. Using the parking pass on a non-registered vehicle without prior approval
 - d. Transferring the permit to another student/sharing the parking pass without approval
 - e. If necessary, the School also has the right to revoke parking permits as a consequence for other disciplinary offenses not directly related to driving and parking.

Student Signature: _____

Date: _____

Parent or Guardian Name: _____

Date: _____

Parent or Guardian Signature: _____

Completed by school office after lottery is held:

Assigned Permit # _____ **or** **Assigned Waitlist #** _____