



# Phillips Brooks School

October 30, 2024

Matt Pruter  
Associate Planner  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

RE: PLN2024-00048 – PHILLIPS BROOKS SCHOOL PORTABLE - 2245 AVY AVENUE, MENLO PARK, CA 94025

Dear Matt,

We have prepared the following project description for PLN2024-00048 as an overview as part of our project submittal.

**Background:**

Phillips Brooks School (PBS) is a private school located along 2245 Avy Avenue serving students from Kindergarten through 5th grade, as well as a preschool program. The existing campus consists of a series of one-story classroom buildings, a multi-purpose building, a library, and an administrative wing spread across a sloped site. A network of landscaped pathways links the buildings and outdoor activity spaces together. These outdoor spaces include the central lawn and play structure in the center of campus, the basketball court at the southwest edge of the school, and the main outdoor play area along Avy Avenue.

This outdoor area subdivides into five different zones: two play structure areas, a small-sloped field, an asphalt-paved basketball court with a covered canopy, and a play zone along the existing fire lane. This space is used for recess and lunch-time play, PE instruction, and informal play after school. Several mature eucalyptus trees spread throughout this area, providing an overstory of partial shade. The school's after-care program has developed an increased need for indoor classroom space directly adjacent the outdoor play zone, which forms the basis of this project.

PBS leases the campus from the Las Lomas Elementary School District (LLESDD). The school occupies only a portion of LLESDD's property. The complete parcel, as defined by the City of Menlo Park, is zoned P-F (Public Facilities). The District and PBS executed a separate lease agreement that defines the leased property used by Phillips Brooks.

The school currently operates under an existing conditional use permit that was recently updated with the City of Menlo Park.

### **Project Overview – Site Features and Architectural Description**

PBS has an existing portable classroom building on the existing asphalt court space on campus, which was installed in 2021. PBS wants to continue to have the classroom on our property and is asking for a permit for three years. This building consists of a single classroom totaling 960 square feet with a single entrance door. The building is a prefabricated building and is installed on raised wood foundations that are directly set on top of the existing asphalt. Foundation height is less than one foot from the asphalt to the underside of the floor framing. The single entrance door is accessed by a prefabricated metal ramp that is installed parallel to the classroom along the front elevation. Minor asphalt patching is provided at the base of the ramp for a smooth transition and ensures that code-compliant slopes are provided and meet the existing grades.

The building is constructed with T-1-11 wood siding that is painted a medium brown. Windows are located at the front and rear of the building and are clear glazed with a clear-anodized aluminum mullion. There are no windows along the north and south (long-side) elevations. The roof eave and fascia are painted to match the building color.

At the rear elevation facing west, a 6'-0" tall, galvanized metal chain link fence is installed to prevent user access to the wall mounted HVAC condensing unit or the electrical panels.

The surrounding site features are completely unchanged. There are no requested changes to the drainage, grading, or impervious surfaces surrounding the site. New electrical power has been installed in an underground trench, connecting the existing outdoor electrical panels to the west elevation of the portable.

### **Proposed Use of the Project:**

Phillips Brooks School continues to have a need for this classroom, which currently serves as an aftercare classroom space and is used by existing students during the hours of operation approved under the current use permit. This classroom will be used by the school for another three-year period. PBS's after-school program is not new. It has been in place for many years to support Menlo Park community childcare and supervision needs through 5:30 pm each school day.

### **Existing Conditional Use Permit - Unchanged:**

With this project, there will be no changes to density, enrollment, parking, staffing, programming, hours, or anything other condition of this property. The temporary, portable classroom space is solely for existing students, existing programs, and existing timeframes already approved by the school's Conditional Use Permit. No change to the

Conditional Use Permit is requested with this permit application and this classroom space continues to have no changes to the approved conditions.

#### **Neighborhood Outreach**

The school convened a neighbor outreach meeting on October 29<sup>th</sup>, 2024, which they conduct each quarter to discuss any neighbor issues and upcoming school activities. There were no neighbor issues that were raised during the meeting. The school will comply with any special neighbor outreach recommended by the city to preview the details of this project ahead of the Planning Commission meeting to ensure that neighbors receive an additional layer of outreach and information specific to this project, if necessary.

Sincerely,

A handwritten signature in black ink, appearing to read "Olana Khan". The signature is fluid and cursive, with a large initial "O" and "K".

Olana Khan  
Associate Head of School  
Phillips Brooks School



PREVIOUSLY APPROVED AT  
11/15/2021 PC MEETING - NO  
CHANGES PROPOSED



455 LIBERTY AVENUE FIELD ALTO, CA 94508  
WWW.CAWARCHITECTS.COM TEL: 925.437.1000



CONSULTANT

△ MILESTONE	DATE
PLANNING DEPARTMENT REVIEW	08/18/2024

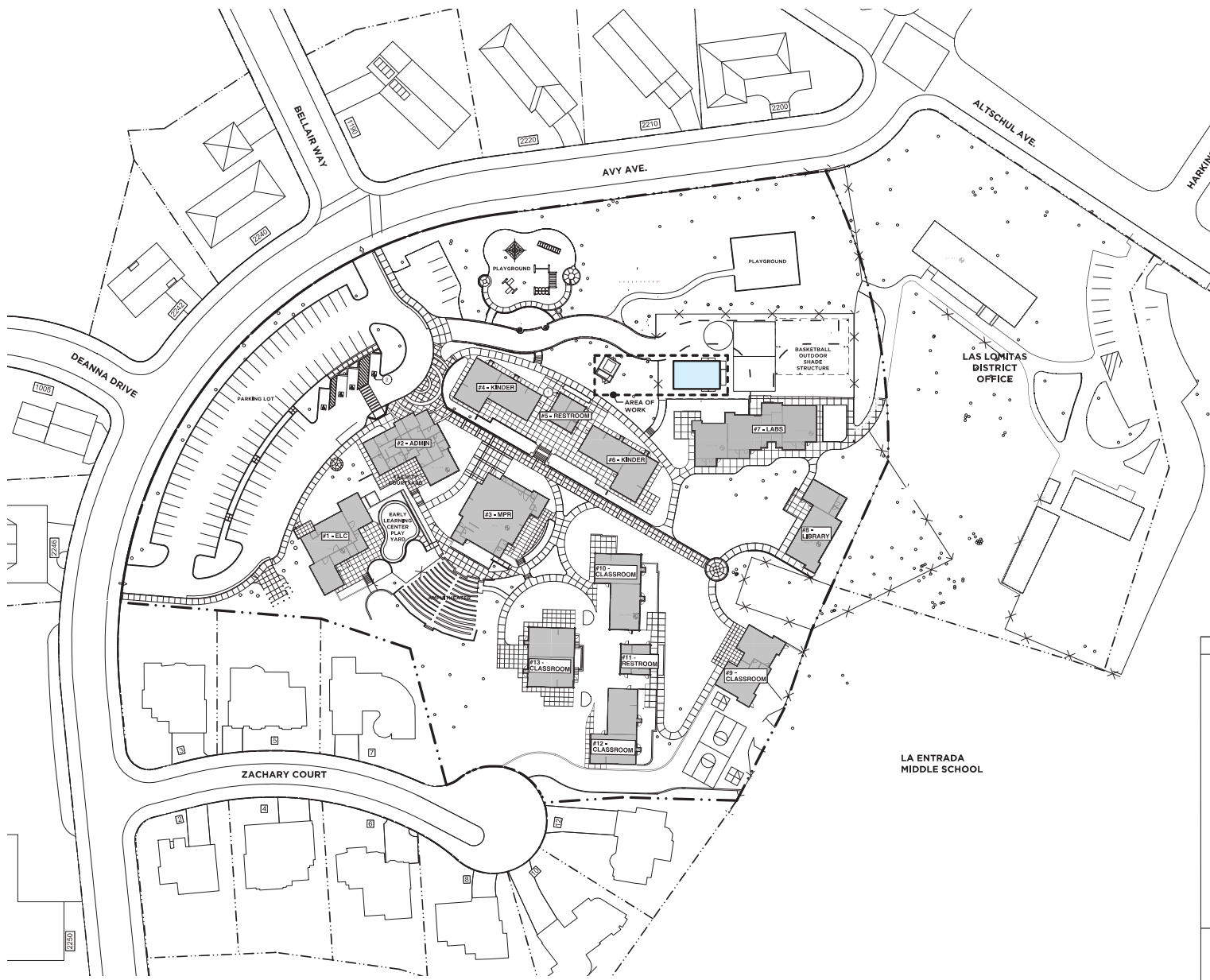
PROJECT NAME  
**PHILLIPS BROOKS SCHOOL**  
**PORTABLE**  
**CLASSROOM BUILDING**  
2245 AVY AVE.  
MENLO PARK, CA, 94025

SHEET TITLE  
**PROPOSED AREA PLAN**

PROJECT NO. 16014  
DRAWN BY J. Keiser  
CHECKED BY B. McCure

SHEET

**A0.2**



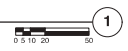
**LEGEND:**

- PROPERTY LINE OF PARCEL OWNED BY LOS LOMITAS SCHOOL DISTRICT APN: 074-170-530
- AREA OF WORK
- PROPOSED SETBACK
- PROPERTY LINE (OTHER PROPERTIES)
- FENCE
- FIRE ACCESS LANE (20' WIDE MIN.) REFER TO CIVIL DRAWINGS
- EXISTING TREE
- TREES PROPOSED TO BE REMOVED
- EXISTING BUILDING

**KEYNOTES:**

- ① EXISTING ACCESSIBLE RESTROOM
- ② EXISTING ACCESSIBLE PARKING

PROPOSED CAMPUS SITE PLAN  
SCALE: 1"=20'



1

PREVIOUSLY APPROVED WITH BUILDING PERMIT (BLD2021-03280) ON 2/22/2022 - NO CHANGES PROPOSED



455 LUMBERT AVENUE, FOLSOM, CA 95630  
WWW.CAWARCHITECTS.COM TEL: 916.450.1000 FAX: 916.450.1000



CONSULTANT

△ MILESTONE	DATE
PLANNING DEPARTMENT REVIEW	08/18/2024

PROJECT NAME  
**PHILLIPS BROOKS SCHOOL**

PORTABLE  
**CLASSROOM BUILDING**

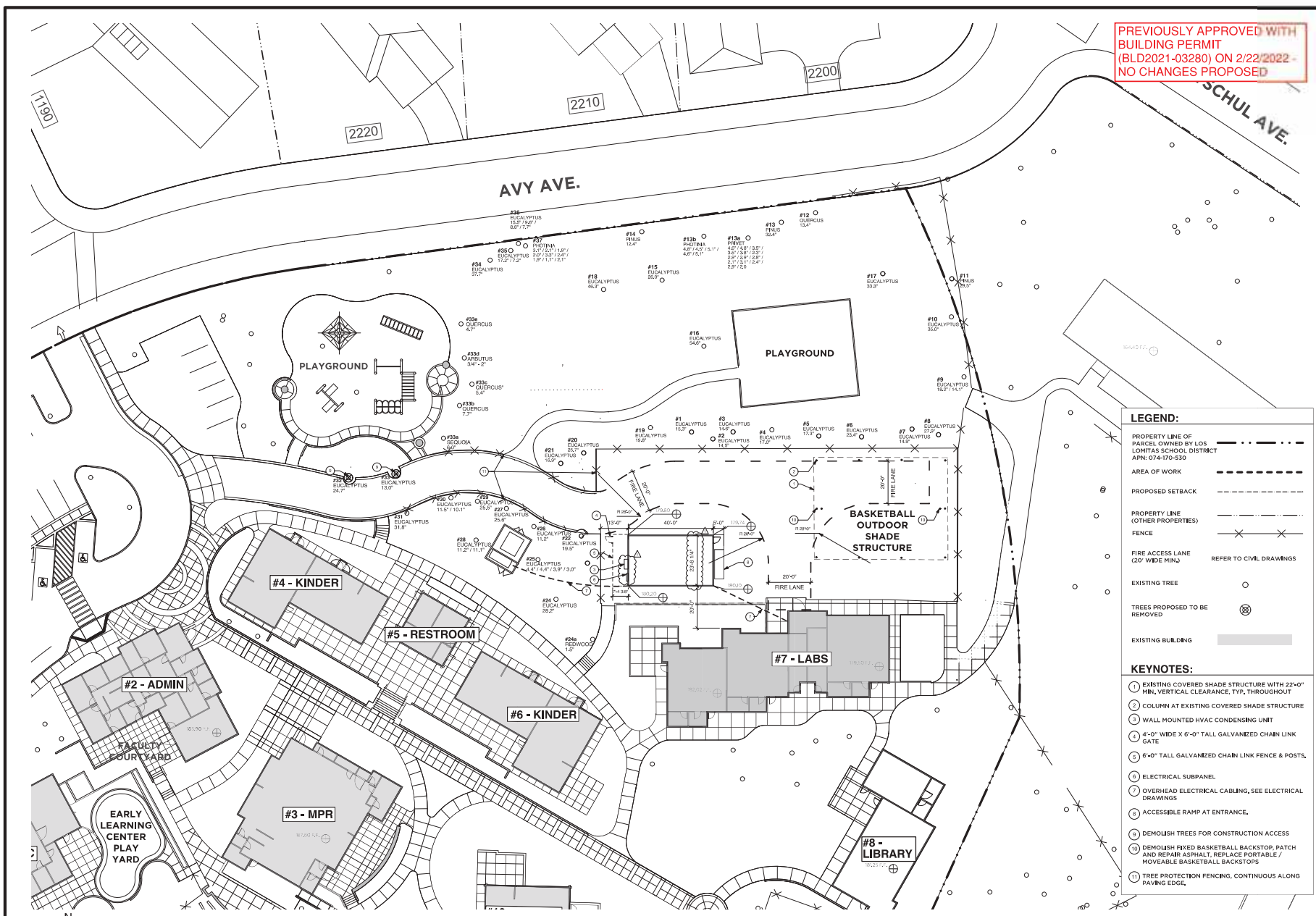
2245 AVY AVE.  
MENLO PARK, CA, 94025

SHEET TITLE  
**PROPOSED SITE PLAN**

PROJECT NO: 10014  
DRAWN BY: J. Keiser  
CHECKED BY: B. McCabe

SHEET

**A1.2**



- LEGEND:**
- PROPERTY LINE OF PARCEL OWNED BY LOS LOMITAS SCHOOL DISTRICT APN: 074-170-530
  - AREA OF WORK
  - PROPOSED SETBACK
  - PROPERTY LINE (OTHER PROPERTIES)
  - FENCE
  - FIRE ACCESS LANE (20' WIDE MIN.) REFER TO CIVIL DRAWINGS
  - EXISTING TREE
  - TREES PROPOSED TO BE REMOVED
  - EXISTING BUILDING

- KEYNOTES:**
- 1 EXISTING COVERED SHADE STRUCTURE WITH 22'-0" MIN. VERTICAL CLEARANCE, TYP. THROUGHOUT
  - 2 COLUMN AT EXISTING COVERED SHADE STRUCTURE
  - 3 WALL MOUNTED HVAC CONDENSING UNIT
  - 4 4'-0" WIDE X 6'-0" TALL GALVANIZED CHAIN LINK GATE
  - 5 6'-0" TALL GALVANIZED CHAIN LINK FENCE & POSTS.
  - 6 ELECTRICAL SUBPANEL
  - 7 OVERHEAD ELECTRICAL CABLING, SEE ELECTRICAL DRAWINGS
  - 8 ACCESSIBLE RAMP AT ENTRANCE.
  - 9 DEMOLISH TREES FOR CONSTRUCTION ACCESS
  - 10 DEMOLISH FIXED BASKETBALL BACKSTOP, PATCH AND REPAIR ASPHALT, REPLACE PORTABLE / MOVABLE BASKETBALL BACKSTOPS
  - 11 TREE PROTECTION FENCING, CONTINUOUS ALONG PAVING EDGE.



1

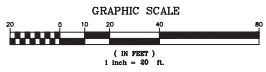
PROPOSED SITE PLAN  
SCALE: 1" = 20'











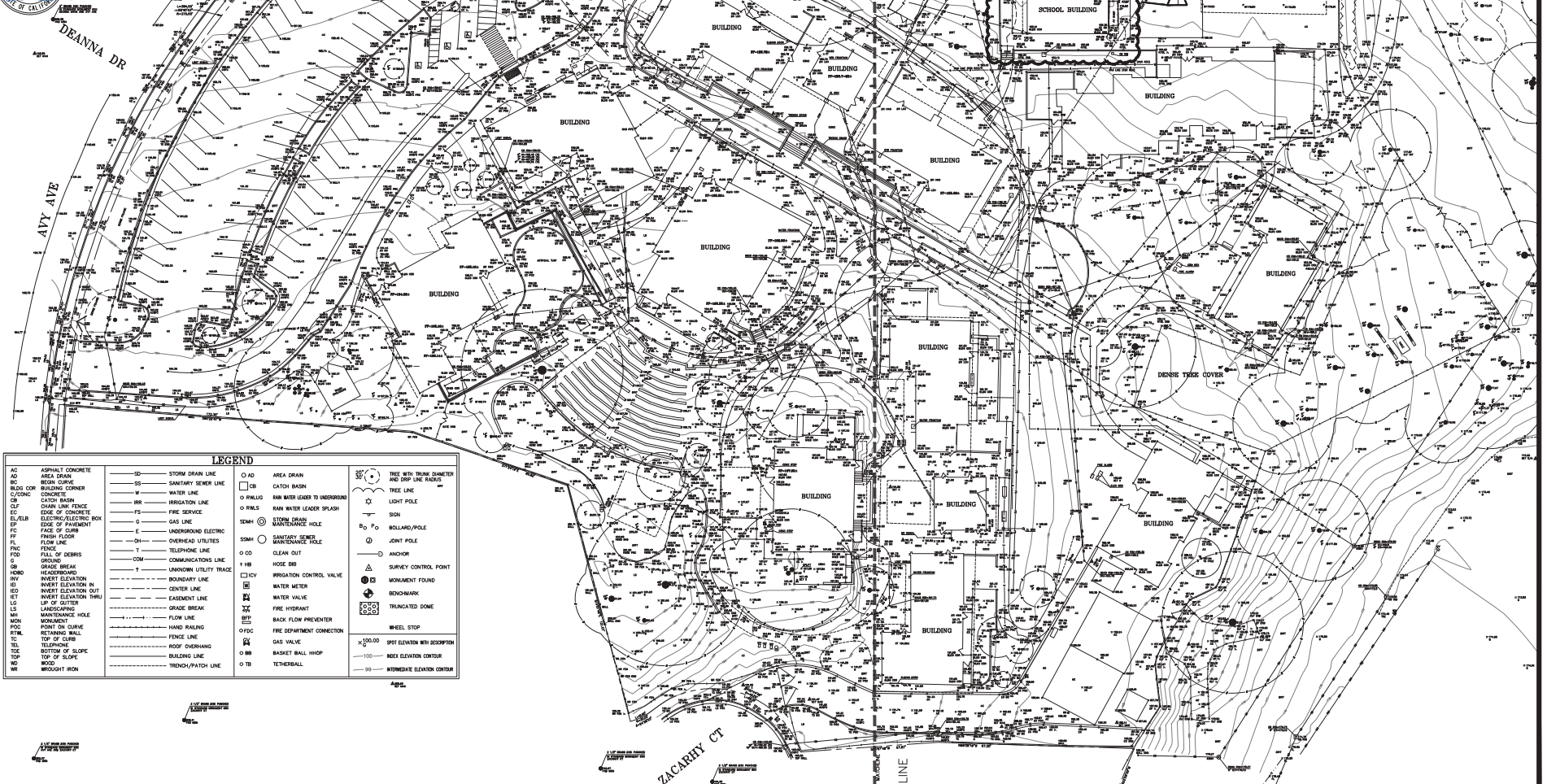
**SURVEY NOTE:** THIS SURVEY MAP WAS COMPILED FROM A TOPOGRAPHIC AND BOUNDARY SURVEY DONE IN MAY 2019. ANY CHANGES OR IMPROVEMENTS MADE TO THE PROPERTY AFTER THESE DATES MAY NOT BE SHOWN ON THIS SURVEY.

**UTILITY NOTE:** THE UNDERGROUND UTILITY INFORMATION SHOWN ON THIS MAP WAS OBTAINED BY THE USE OF ELECTRONIC LOCATING EQUIPMENT, VISUAL INSPECTION AND RECORD INFORMATION. UNDERGROUND UTILITIES ARE SOMETIMES NOT DETECTED OR INACCURATELY MAPPED BY OTHERS. NOTHING IS REQUIRED TO VERIFY THE LOCATION OR EXISTENCE OF AN UNDERGROUND UTILITY.

**BOUNDARY NOTE:** THE BOUNDARY SHOWN ON THIS MAP IS BASED ON RECORD INFORMATION DERIVED FROM PREVIOUSLY RECORDED SURVEY MAPS OF SURROUNDING PROPERTIES AND FOUND BOUNDARY EVIDENCE IN THE FIELD. A TITLE REPORT WAS NOT PROVIDED BY THE OWNER. ADDITIONAL CASSIMENTS MAY EXIST. THIS IS NOT A RESOLVED BOUNDARY, AND MORE BOUNDARY SURVEYING WILL BE NECESSARY TO RESOLVE THIS BOUNDARY.

**BENCHMARK:** CITY OF MENLO PARK BENCHMARK BRASS DISC SET IN TOP OF CURB, STAMPED "CITY BENCHMARK 5" AT THE INTERSECTION OF SHAWAN PARK DRIVE AND MONTE ROSA DRIVE AT THE BACK OF THE RAMP AT THE SOUTHWESTERLY CURVE RETURN. ELEVATION (NAVD83) US FEET 232.56

CONTOUR INTERVAL: 1 FOOT

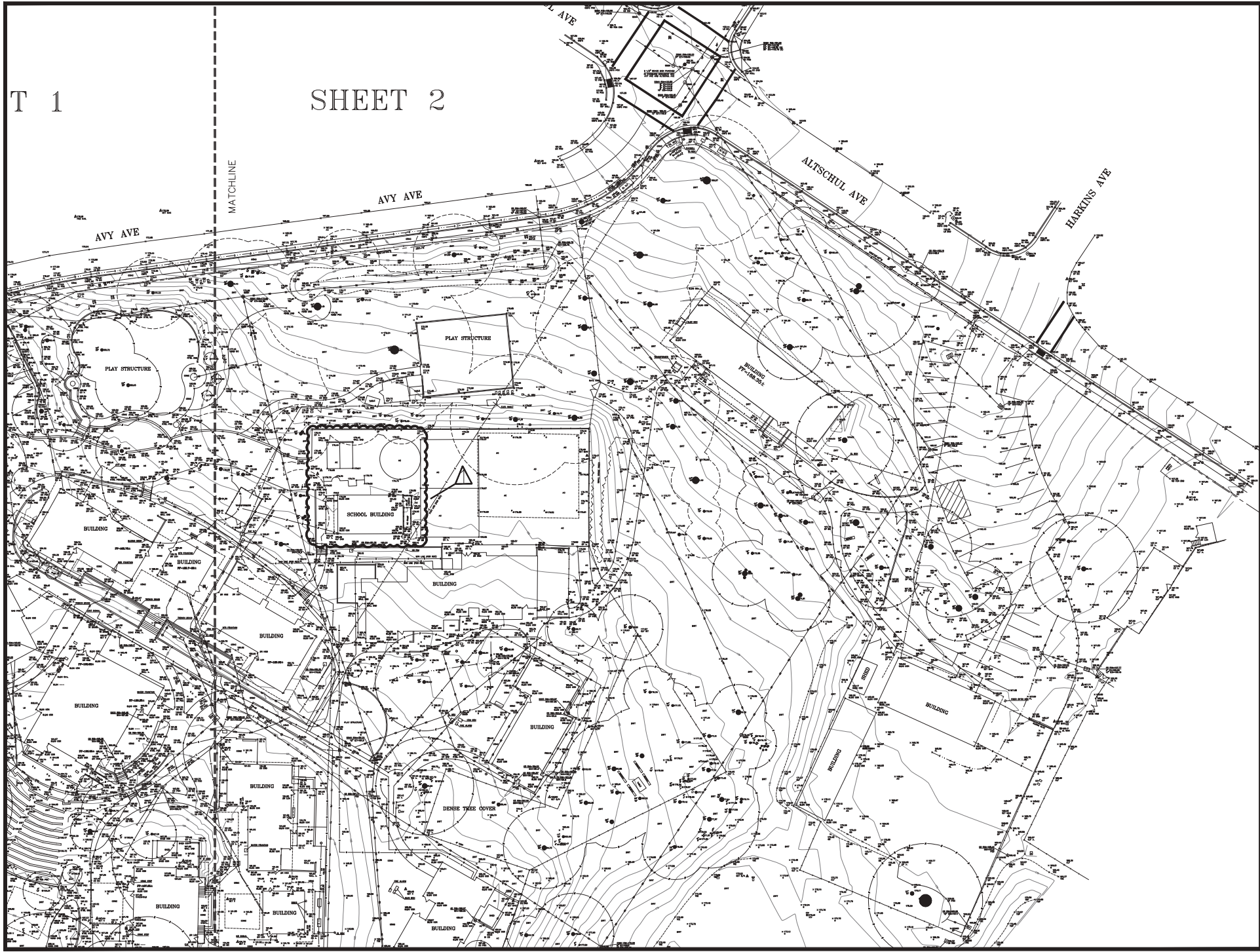


LEGEND			
AC ASPHALT CONCRETE	SD STORM DRAIN LINE	AD AREA DRAIN	TR TREE WITH TRUNK DIAMETER AND DRP LINE RADII
AD ASPHALT CONCRETE	SS SANITARY SEWER LINE	CB CATCH BASIN	TR TREE LINE
BC BRICK CURB	W WATER LINE	OL LIGHT POLE	SI SIGN
CC CONCRETE	IR IRRIGATION LINE	PH PHOTO	BP BOLLARD/POLE
CLF CHAIN LINK FENCE	FS FIRE SERVICE	PO PO	JP JOINT POLE
EC EDGE OF CONCRETE	G GAS LINE	SM STORM DRAIN MAINTENANCE HOLE	AN ANCHOR
EL/ELEB ELECTRO/ELECTRIC BOX	E UNDERGROUND ELECTRIC	SMH SANITARY SEWER MAINTENANCE HOLE	SC SURVEY CONTROL POINT
EP EASE OF PAVEMENT	OH OVERHEAD UTILITIES	CU CLEAN OUT	MF MONUMENT FOUND
FF FRESH FLOOR	U UNKNOWN UTILITY TRACE	ICV IRRIGATION CONTROL VALVE	TR TRUNCATED DOME
FL FLOOR LINE	COM COMMUNICATIONS LINE	WM WATER METER	WS WHEEL STOP
FNC FENCE	T TELEPHONE LINE	WV WATER VALVE	SPS SPOT ELEVATION WITH DISSEMINATION
FOD FALL OF DEBRIS	BL BOUNDARY LINE	WH FIRE HYDRANT	NEE NEOT ELEVATION CONTROL
GR GRADE BREAK	CL CENTER LINE	BF BACK FLOW PREVENTER	WME WINDMILL ELEVATION CONTROL
HD HAND DRIVING	EL EASEMENT LINE	FC FIRE DEPARTMENT CONNECTION	
IB INVERT ELEVATION	GB GRADE BREAK	GS GAS VALVE	
IN INVERT ELEVATION IN	FL FLOOR LINE	BB BASKET BALL HIPOP	
IE INVERT ELEVATION OUT	HW HAND WALKING	TB TETHERBALL	
IT INVERT ELEVATION THRU	FENCE LINE		
LE LINE OF SUTTER	ROOF OVERHANG		
LS LANDSCAPING	RAILING LINE		
LI LANDSCAPING MAINTENANCE HOLE	TRENCH/PATCH LINE		
MON MONUMENT			
PC POINT ON CURVE			
RTL RETAINING WALL			
TC TOP OF CURB			
TEL TELEPHONE			
TS TOP OF SLOPE			
W WOOD			
WR WOOD			
WI WOODWIT IRON			

DATE: 07-18-2024  
 REVISIONS:  
 1. ISSUED: TOPOGRAPHIC SURVEY MAP, ROW 02/14  
 UNDERWOOD & ROSENBLUM, INC.  
 civil engineers and surveyors  
 2245 AVY AVE  
 MENLO PARK, CALIFORNIA 94028  
 PHILIPS BROOKS ELEMENTARY SCHOOL  
 2245 AVY AVE  
 MENLO PARK, CALIFORNIA  
 TOPOGRAPHIC SURVEY  
 Date: 08-08-2024  
 Scale: 1"=20'  
 Design: Rb/DT/MS  
 Checked: Rb/DT  
 Job #: 24062  
 Sheet: 1

T 1

SHEET 2



DATE	12-19-2024
REVISIONS	
1. DESIGN	UNDERWOOD & ROSENBLUM, INC.
2. EXISTING SURVEY DATA FROM 2014	Civil Engineers and Surveyors
	1000 S. GARDEN ST. SUITE 200
	IRVINE, CA 92614
	PHILIPS BROOKS ELEMENTARY SCHOOL
	2245 AVY AVE
	MENLO PARK, CALIFORNIA
	TOPOGRAPHIC SURVEY
Date	08-08-2024
Scale	1"=20'
Design	09/07/09
Checked	09/08/09
Job	224062
Sheet	2