

**CITY OF SANTA BARBARA WATERFRONT DEPARTMENT**

**MEMORANDUM**

**Date:** November 19, 2009  
**To:** Harbor Commission  
**From:** John N. Bridley, Waterfront Director  
**Subject:** **Letter Agreement with Santa Barbara Montessori School**

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**RECOMMENDATION:**

That Harbor Commission recommend City Council approve a Letter Agreement with Santa Barbara Montessori School regarding a school bus stop in the Palm Park parking lot.

**DISCUSSION:**

Since September 2004, the Santa Barbara Montessori School has been using the Palm Park parking lot as a school bus stop. The location is easily accessible for students, yet not located directly on a busy street.

The Montessori school bus boards approximately 20-30 students at 7:45 a.m. and returns to the lot at approximately 3:30 p.m. to disembark the students. Parents drop their children off in the morning and pick them up in the afternoon. Vehicles are not parked in the lot as part of this agreement. The students are supervised by an adult at all times while in the parking lot.

Staff recommends approval of the agreement because the use of the Palm Park lot as a school bus stop does not create a parking impact. There is no fee associated with the school's use of the bus stop in the Palm Park parking lot. Staff is, of course, concerned about liability issues and has reviewed the Letter of Understanding with the City's Risk Manager and the City Attorney's Office. An insurance certificate is required and a school official has signed the City's hold harmless / indemnification agreement. During the past five years there have been no problems or claims associated with the school's use of the lot.

Attachment: Site Plan

Prepared by: Scott Riedman, Waterfront Business Manager