

**BEFORE THE OFFICE OF ZONING AND ADMINISTRATIVE HEARINGS
FOR MONTGOMERY COUNTY, MARYLAND**

IN THE MATTER OF THE APPLICATION	:	
OF HOLTON ARMS SCHOOL, INC. FOR A	:	Conditional Use Application
MAJOR MODIFICATION OF SPECIAL	:	Nos. CBA-1174-E, S-2467-A
EXCEPTION FOR A PRIVATE	:	S-2503-B, S-516, & S-729
EDUCATIONAL INSTITUTION	:	

**PRE-HEARING SUBMISSION OF VIVIAN RIEFBERG
AND BRADLEY BOULEVARD CITIZENS ASSOCIATION**

EXHIBIT F

Resume of Lawrence Green

Exhibit 41(e)
OZAH Case No: CBA-1174-E

Lawrence Green, P.E., PTOE

1329 Mackinaw Drive, Wake Forest, NC 27587 · 410-707-7188 · larryhgreen@gmail.com

EDUCATION

University of Maryland at College Park, BS Electrical Engineering, 1986

WORK EXPERIENCE

Wetherill Engineering (June 2021 – Present) – Traffic Department Manager

Clark Nexsen (March 2020 – June 2021) – Senior Transportation Engineer

Daniel Consultants, Inc. (DCI) (September 1993 – March 2020) - Senior Traffic Engineering Manager

Gorove/Slade Associates (1989 – 1993) - Associate Traffic Engineer

Greenhorne & O'Mara (1986 – 1989) - Traffic Engineer

PROFESSIONAL SKILLS

Lawrence is a professional traffic engineer with over 39 years of experience in Transportation Planning and Traffic Engineering. Mr. Green's traffic engineering/transportation planning specialties include: traffic impact studies, traffic simulation studies, trip generation studies, corridor studies (travel time/stopped delay studies), crash evaluation studies, Vision Zero studies, intersection improvement studies (signal retiming, signal re-phasing, widening improvements), Transportation Management Plan studies, Maintenance of Traffic Alternatives Analysis studies, bicycle safety enhancement studies, circulation studies, safety studies, traffic calming studies, signing/pavement marking plans, highway lighting plans, maintenance of traffic plans, traffic signal warrant analyses, and roundabout analyses.

PROFESSIONAL CERTIFICATIONS/ORGANIZATIONS

Maryland, North Carolina, and Virginia Professional Engineer (PE) - 2002

Professional Traffic Operations Engineer (PTOE) – 2017

Institute of Transportation Engineers (ITE)

EXPERT WITNESS EXPERIENCE

Prince George's County Hearing Examiner, Maryland

Baltimore County Hearing Examiner, Maryland

New Hanover County, Board of Commissioners, Wilmington, North Carolina

Prince George's County Planning Board, Maryland

Howard County Planning Board, Maryland

Charles County Planning Board, Maryland

City of Raleigh, North Carolina

Marshall County, Mississippi

Jefferson County, Kentucky

SAMPLE PROJECTS

Martin Luther King Jr. Avenue Vision Zero Study, Washington, DC - Larry was responsible for the preparation of the first Vision Zero Study for Washington, DC to improve safety and operations along Martin Luther King Jr. Avenue in Washington, DC. The report included various alternatives to improve the safety elements of the corridor to eliminate all fatalities and serious injury accidents for both motorists and pedestrians. The predominate crash patterns were determined at each intersection and roadway segment to develop safety mitigation measures. In addition, transit improvements were explored that included the relocation of bus stops to the near-side of the intersection rather than the far-side of an intersection to avoid traffic queuing through the intersection. Also, non-essential full-movement unsignalized intersections were modified to right-in/right-out intersections to improve operations and safety. In order to choose the best improvement alternative, a benefit-cost analysis was conducted utilizing benefit-cost ratios (BCR) after utilizing Crash Modification Factors (CMF) so that the most safety beneficial improvements could be developed for the funding available. At the 50% and 90% stages of the project, public outreach meetings were conducted. Larry organized presentation materials to display the various alternatives that were being explored.

Traffic Impact Study Reviews Statewide, Maryland - As the lead Traffic Engineer Peer Reviewer, Larry personally reviewed over 4,500 traffic studies within the 23 counties of Maryland over an 18-year period and has drafted letters of technical response to the local governmental agencies while representing SHA. Larry also testified at public hearings on behalf of the SHA for various development proposals. The purpose of the testimony was to provide justification for various transportation/transit improvements along the State Highway network. Elements of the reviews included: site access and circulation designs, safety evaluations of site access intersections and surrounding roadways, intersection capacity analyses, trip generation calculations, and traffic signal warrant studies.

Candidate Safety Improvement Studies, District 5, Maryland - As the lead Project Managing Traffic Engineer, Larry prepared safety and operational studies for 25 intersections within the District 5 section of Maryland for the Maryland State Highway Administration. Geometric design modifications and/or traffic signal timing/phasing adjustments were assessed to improve the overall safety and operational elements of the intersections. Order-of-magnitude cost estimates were also prepared for the proposed improvements. Larry managed 5-7 junior level engineers and technicians during the project. A detailed evaluation of the intersection crash data over a 5-year period were examined to determine the most appropriate measures to address the crash activity. As part of the examination of rear-end collisions, the skid resistance levels of the pavements in the intersection area were examined to determine if roadway overlays were needed. Finally, the yellow and all-red clearance times were examined to be sure that these traffic signal timings were in conformance with the MUTCD.

Engineering Services for Capital Improvement Infrastructure, City of Gaithersburg, Maryland - Larry prepared and/or managed various projects for the City of Gaithersburg that included Traffic Engineering Studies and Analyses, Traffic Signal Studies, Lighting Studies, Signing Studies, Pavement Marking Studies, Safety Studies, and Traffic Impact Studies. One of the larger studies conducted for the City of Gaithersburg was an evaluation of 7 existing roundabouts. Conformance to best practices of roundabout designs was examined. Improvements to the signing, pavement markings, roundabout approach lines, vehicle flows through the roundabout, sight lines, lighting layout and pedestrian pathways were made. Capacity analyses were conducted using the Sidra software. Lighting photometric analyses were conducted using the AGI32 software.

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EXHIBIT G

Lawrence Green summary statement

SUMMARY STATEMENT OF LAWRENCE H. GREEN TESTIMONY

Mr. Green will provide testimony, as an expert in traffic engineering, concerning the Special Exception Application Modification for the Holton-Arms School. Mr. Green is a registered Professional Engineer (PE) in the State of Maryland, and a nationally certified Professional Traffic Operations Engineer (PTOE). Mr. Green will opine that the subject application fails to meet the requirements of an acceptable LATR study and fails to meet the compatibility standard requirement regarding traffic operations.

Specifically, Mr. Green will opine that unacceptable mitigation measures are being proposed at the main entrance to the school that are critical to meeting the LATR requirements. The unacceptable traffic operations will be further exacerbated with the proposed school expansion. The unacceptable operations at the main site entrance on River Road (the MD 190 at Royal Dominion Drive intersection) have a ripple effect to impact adjacent intersections that cause significant traffic congestion along the MD 190 corridor and will adversely impact the surrounding community.

The 2025 Traffic Management Plan proposed by Holton-Arms reflects virtually the programs as reported by the school for its 2002 Traffic Management Plan. The 2002 programs did not work as reflected by the fact that the most critical AM peak hour site trip generation rate has remained unchanged in 23 years, and therefore, there is no basis to reasonably find that the 2025 programs will work. Although the latest October 17, 2025, TMP, finally after 23 years, commits to doing annual trip generation calculations, there are no measures within the TMP that would stop the school expansion if the trip reduction goals were not achieved.

In addition, the school's traffic study fails to take into consideration that the storage lane lengths on River Road at its intersections with Burdette Road, Royal Dominion Drive, Beech Tree/Nevis Roads, and Wilson Lane are all inadequate to meet the proposed expansion of the school.

No traffic analysis has been undertaken for the proposed increase in summer camp enrollment during the weekend time periods or lifting the restrictions on rental of school facilities to outside organizations for both weekday and weekend activities.

Although the applicant has had discussions with the Maryland Department of Transportation State Highway Administration (SHA) regarding changing the traffic signal timing sequences along the River Road corridor, as of October 17, 2025, SHA has not agreed to the signal timing changes that are one of the necessary components to meet the LATR.

Gorove/Slade has already documented that cut-through traffic through the Al Marah neighborhood is currently occurring. With the proposed expansion of the school that will lead to increased congestion on River Road, cut-through traffic through the Al Marah neighborhood will inevitably increase even if educational measures are implemented by Holton-Arms.

Mr. Green will also opine on the compatibility of the potential school expansion on the roadways surrounding the school as it applies to the current Master Plan.

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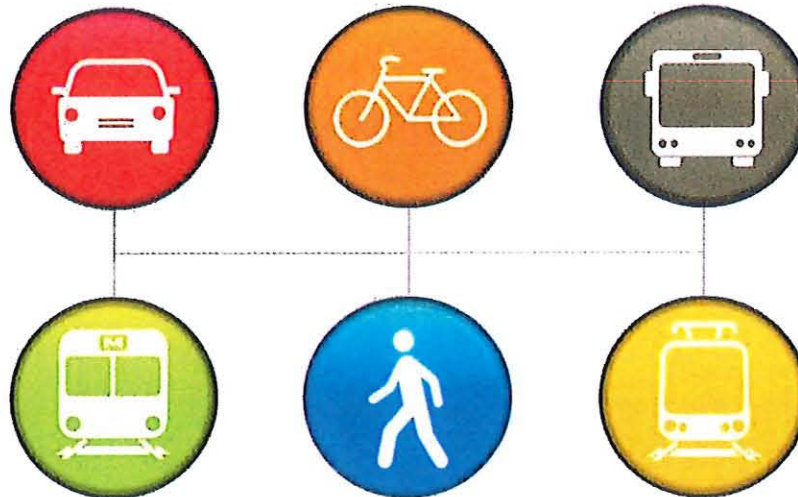
EXHIBIT H

LATR Guidelines, June 2025 (excerpts)

LATR Guidelines

Local Area Transportation Review Guidelines

June 2025



Abstract

Local Area Transportation Review (LATR) Guidelines

This document guides the preparation and review of transportation adequacy assessments for developments in Montgomery County. The LATR Guidelines serve as a key reference for transportation engineers, planners, public agency reviewers, and community members involved in the development review process.

Last Updated: June 5, 2025

Previous Updates: May 13, 2010, June 17, 2011, February 9, 2012, January 24, 2013, May 25, 2017, September 28, 2017, July 1, 2021, March 3, 2022, September 26, 2022, June 22, 2023, March 7, 2024, and January 16, 2025.

Source of Copies

The Maryland-National Capital Park and Planning Commission
Montgomery County Planning Department
2425 Reedie Drive
Wheaton, MD 20902
<http://montgomeryplanning.org/planning/transportation/>

Executive Summary

On November 12, 2024, the County Council adopted changes to the Growth and Infrastructure Policy (GIP). The Planning Board adopted the revised Local Area Transportation Review (LATR) Guidelines on January 16 (Phase 1) and June 5, 2025 (Phase 2). This document reflects these actions.

The LATR Guidelines implement transportation adequacy tests, as required by the County's GIP. These guidelines specify documentation and analysis to quantify the proposed development's impact on the surrounding transportation network, assess the network's adequacy, and determine mitigation measures when required.

The LATR Guidelines serve as a key reference for transportation engineers, planners, public agency reviewers, and community members involved in the development review process. Applicants should use this document when preparing development applications and transportation analyses for submission to the Montgomery County Planning Board. Similarly, public agency staff should use these guidelines during the review of such applications and analyses.

Recent updates to the GIP have shifted its focus away from strategies aimed at reducing motor vehicle congestion. Instead, updates have advanced tactics that enhance the safety and convenience of walking, biking, and transit. This shift aligns with the county's overarching goal of concentrating development in areas with accessible jobs, services, and infrastructure, while simultaneously enhancing and expanding multimodal transportation infrastructure to support this growth. This approach aims to foster a more walkable, bikeable, and transit-oriented environment, reducing reliance on private vehicle use.

The 2024-2028 GIP and the accompanying updated guidelines further solidify this trajectory by refining the tools and ensuring alignment with the county's established priorities and goals.

Key changes reflected in this document include:

- Updating policy area boundaries and designations to support the county's goals.
- Changing the threshold for requiring a LATR Study. The updated policy requires a study for a proposed development generating 30 or more net new peak-hour weekday motor vehicle trips, unless otherwise exempt.
- Establishing a 50 or more net new peak-hour weekday motor vehicle trip LATR Study threshold for daycare uses.
- Exempting development projects that meet the definition of a Mixed-Income Housing Community in [Sec. 59.3.3.4a](#) of the Zoning Code from the requirement to complete an LATR Study.

21 Great Seneca Communities
22 Great Seneca Life Sciences Center
24 Kensington/Wheaton
27 Montgomery Village / Airpark
28 North Bethesda
32 Olney Town Center
35 Rock Spring
36 Rockville City
42 Silver Spring/Takoma Park

46 White Oak
47 White Oak Downtown

Yellow Policy Areas

8 Clarksburg West
9 Cloverly
10 Colesville
11 Damascus

30 North Potomac
31 Olney
33 Potomac

Green Policy Areas

38 Rural East
39 Rural West

The Applicant must analyze curb ramps using the methods in the U.S. Department of Justice's [ADA Best Practices Tool Kit for State and Local Governments](#). Specifically:

- [ADA Accessibility Survey Instructions: Curb Ramps](#)
- [ADA Accessibility Survey Check List: Curb Ramps](#)

Note that portions of the ADA Toolkit may not fully reflect the current ADA regulation. Where the information conflicts, applicants should refer to the U.S. Access Board's [Guide to the ADA Accessibility Standards](#) for current standards.

4. Bicycle Adequacy

Bicycle Adequacy is defined as providing a "Low" (LTS-2) or "Very Low" (LTS 1) Level of Traffic Stress.

Bicycle Level of Traffic Stress (LTS) captures the amount of discomfort that people feel when they bicycle close to traffic. The scoring of streets and trails considers attributes such as traffic speed, traffic volume, number of lanes, frequency of parking turnover, ease of intersection crossings, and others. Montgomery Planning's Transportation Development Review [webpage](#).

The applicant must also field-verify existing conditions and validate the information in the Montgomery Planning's [Bicycle Level of Traffic Stress map](#). Planning staff will provide the Applicants with a unique website link to the validation application once the *Transportation Adequacy Form* is approved.

5. Bus Transit Adequacy

Bus Transit Adequacy is defined as providing ADA-accessible bus shelters and amenities at bus stops per MCDOT guidelines.

C. Motor Vehicle System Analysis

An LATR Study must include an assessment of Motor Vehicle Adequacy for any proposed development project, except for those in a Red Policy Area or a Downtown. Developments in Red Policy Areas and Downtowns are exempt from the motor vehicle adequacy analysis and mitigation requirements.

C1. Adequacy Standards

Montgomery County permits greater levels of traffic congestion in areas with greater access to high-quality transit, walking, and bicycling. The following motor vehicle adequacy standards apply:

- Intersections in Yellow or Green Policy Areas with a Critical Lane Volume (CLV) level of service of 1,350 or less are adequate. No further motor vehicle adequacy analysis or mitigation is required to satisfy the County's adequacy standards.
- For intersections in Yellow and Green Policy Areas with a CLV greater than 1,350, the Highway Capacity Manual (HCM) delay-based level of service standards in **Table 4** apply. Intersections at or below the HCM standard are adequate.
- For intersections in Orange Policy Areas (except for those in Downtowns, which are exempt), the HCM standard in **Table 4** applies. Intersections at or below the HCM standard are adequate.

Table 4 presents the acceptable levels of intersection delay for different areas within the county. These “delay standards” are determined by the location of the intersection itself, not by the location of any proposed development. For intersections on the border between two areas, the less restrictive delay standard applies. A study for a development in an Orange policy area may assess an intersection on the border of an Orange and a Downtown or a Red policy area. However, such intersections do not have an associated standard, and therefore do not require mitigation.

The Applicant must provide:

- Study intersections (map).
- Multimodal counts (motor vehicle, bicycle, pedestrian) for study intersections.
- Pipeline developments (map and table).
- Programmed conditions (map and table).
- Summary of analysis methods and inputs, including site trip distribution, site trip assignment, CLV/HCM, and any additional analysis requested (queuing, gap analysis, etc.).
- Traffic model files (Synchro, VISSIM, SimTraffic, etc.).
- Vehicular analysis results in a summary table that provides the information shown in **Table 5** and highlights any intersections above the delay standard.
- Map of intersections above the delay standard (if applicable).

- Summary of proposed mitigations with a map and corresponding table that provides the information shown in **Table 5** (if applicable). Refer to **Chapter 4** for information on mitigation and cost estimates.

Table 4: LATR Intersection Delay Standards

Policy Area	Policy Area Classification (color)	HCM Average Vehicle Delay Standard* (seconds/vehicle)
Rural East Rural West	Green	41
Damascus	Green	48
Clarksburg West	Yellow	51
Cloverly North Potomac Potomac Olney	Yellow	55
Clarksburg East Germantown East Germantown West Great Seneca Communities	Orange	55
Colesville	Yellow	59
Derwood Gaithersburg Montgomery Village/Airpark	Orange	59
Aspen Hill Clarksburg Town Center Fairland/Briggs Chaney Germantown Town Center Rockville City Olney Town Center	Orange	63
Burtonsville Town Center North Bethesda	Orange	71
Bethesda/Chevy Chase Kensington/Wheaton Silver Spring/Takoma Park White Oak	Orange	80

*The 2019 Veirs Mill Corridor Master Plan set the HCM Average Delay Standard at 100 seconds/vehicle at all Veirs Mill Road signalized intersections between the boundaries of the Wheaton CBD Policy Area and the City of Rockville.

Table 5: Example Motor Vehicle Analysis Summary Table

Intersection	Signalized or Unsignalized	Delay Standard (CLV or HCM)	Existing Conditions (AM)	Existing Conditions (PM)	Future Background Conditions (AM)	Future Background Conditions (PM)	Total Future Conditions (AM)	Total Future Conditions (PM)
Street A / Street B	Signalized	HCM, 80 sec./veh.	40	65	60	75	67	85
Street A / Street C	Signalized	HCM, 80 sec./veh.	30	40	50	55	60	68

Table 6: Example Proposed Motor Vehicle Mitigation

ID	Location	Deficiency	Proposed Mitigation	Conditions After Mitigation (HCM) (AM)	Conditions After Mitigation (HCM) (PM)
M1	Street A / Street B	Operates above the delay standard	Modify signal timing	67	75

C2. Analysis Components

The Applicant should use the following general criteria and analytical techniques to show the proposed development's expected impact on public roadway segments and intersections.

6. Study Intersections

The Applicant must study:

- **Driveways:** All driveways accessing the proposed development from a public street.
- **Intersections:** A certain number of significant signalized and significant non-signalized intersections tiers in each direction. This number, found in **Table 7**, is based on the proposed development's estimated net new weekday peak-hour motor vehicle trips. Site driveways do not count towards this intersection requirement.

The term "**each direction**" applies to every significant intersection. For example, in a hypothetical grid pattern, the first tier around the site access point would encompass four intersections. The second tier would include the subsequent four significant intersections along the primary streets and the four significant intersections encountered on cross streets within the first tier. As the number of intersection tiers grows linearly from one to

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EXHIBIT I

April 10, 2025, letter from MDOT, SHA

April 10, 2025

Ms. Katie Wagner, P.E.
Gorove Slade Associates, Inc.
4550 Montgomery Avenue, Suite 400
Bethesda, Maryland 20814

Dear Ms. Wagner:

Thank you for the opportunity to review the **Second (2nd) TIS Submittal (a Local Area Transportation Report - LATR)** prepared by **Gorove Slade Associates, Inc.**, dated February 24, 2025 and submitted on **March 5, 2025**, for the **Holton Arms School's proposed enrollment increase project (SHA Tracking #24APMO041XX)** in Montgomery County, Maryland.

The State Highway Administration (SHA) review is complete, and we are pleased to respond.

- Proposed access to the 670-student school is via one (1) site access to River Road (MD 190).
- The following intersections were analyzed under existing, background and future conditions:
 - MD 190 intersection with SB I-495 (Outer Loop) Off-Ramp
 - MD 190 intersection with NB I-495 (Inner Loop) On-Ramp
 - MD 190 intersection with Burdette Road
 - MD 190 intersection with Royal Dominion Drive
 - MD 190 intersection with Beech Tree Road/Nevis Road
 - MD 190 intersection with Wilson Lane (MD 188)
 - Burdette Road intersection with Arrowood Road/Hillmead Road
- The report concludes that the recommended mitigation measures significantly reduce queues in the peak direction of commuter traffic flow (westbound) along River Road (MD-190) in the afternoon period

Based on the information provided, please address the following comments in a point-by-point response:

Ms. Katie Wagner, P.E.
SHA Tracking No.: 24APMO041XX
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April 10, 2025

District 3 Traffic Engineering Team's Comments (by Alvin Powell):

District 3 Traffic has completed its review of the second submission of the scoping document for the Holton Arms School project in Montgomery County. We offer the following comments:

1. We note that the study conclusions and recommendations with respect to delay are based on the total corridor delay results provided in Table 7. We also note that HCM intersection delay results are presented in Table 8. Based on these results, the projected delay at MD 190 and Royal Dominion Road remains unacceptable under Total Future AM conditions even with the implementation of the proposed lane use and signal timing modifications. SHA requests that further mitigation be recommended to address this issue.
2. Based on the SimTraffic queueing analysis results presented in Table 9, SHA notes that existing and projected 95th percentile queues significantly exceed the available left and right turn queue storage along MD 190 during AM and PM School Year and Summer School peak at the following intersections:
 - a. MD 190 and Royal Dominion Road
 - b. MD 190 and Burdette Road
 - c. MD 190 and Beech Tree/Nevis Road

SHA notes that the proposed signal timing and lane use modifications at MD 190 and Royal Dominion Road generally reduced the projected 95th percentile queues along the MD 190 study corridor.

3. SHA notes that the minor street approach and receiving lanes at MD 190 and Royal Dominion are misaligned. Removal of split phasing for the minor street approaches without aligning the approach and receiving lanes will result in safety issues that are unacceptable to SHA. We request that other options be explored if geometric changes are not proposed to align the minor street approach and receiving lanes.
4. Please note that coordination will be required with the Montgomery County Transportation Management Center and the SHA signal shop for all proposed mitigations that involve signal timing modifications, signal head replacement, and modifications to existing signal head placement. Traffic signal plans may be required for signal head modifications.

If you have any questions, please contact Alvin Powell at apowell@primeeng.com.

Travel Forecasting and Analysis Division (TFAD) Comments (by Scott Holcomb):

1. The proposed concept for lane modifications on the southbound approach of the MD 190 & Royal Dominion Drive intersection move the stop bar of the southbound left turn closer to

Ms. Katie Wagner, P.E.
SHA Tracking No.: 24APMO041XX
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the intersection. Verify that left turning buses from MD 190 can still make the turn into the school.

Please contact Mr. Scott Holcomb at: sholcomb@mdot.maryland.gov if you have any questions

Traffic Development & Support Division (TDSD) Comments (by Anna Okola):

TDSD has no further comments.

Please submit electronically (via our online system <https://mdotsha.force.com/accesspermit>) the traffic impact study, all supporting documentation, and a point-by-point response addressing the comments noted above to the Access Management Division. Please reference the SHA tracking number on any future submissions. Please keep in mind that you can view the reviewer and project status via SHA Access Management Division web page at <https://www.roads.maryland.gov/mdotsha/pages/amd.aspx>.

If you have any questions, or require additional information, please contact Mr. Kwesi Woodroffe at 301-513-7347, by using our toll-free number in Maryland only at 1-800-876-4742 (x7347) or via email at kwoodroffe@mdot.maryland.gov or shaamdpermits@mdot.maryland.gov.

Sincerely,



4/10/2025

for Derek Gunn, P.E.
District Engineer, SHA - District 3

DG/ei

cc: Ms. Obianuju Ani, SHA – TDSD
Ms. Lauren Buford, Gorove Slade Associates, Inc.
Ms. Maribel Donahue, Gorove Slade Associates, Inc.
Ms. Rola Daher, SHA – TFAD
Mr. Andrae Francois, SHA – District 3 Traffic
Mr. Scott Holcomb, SHA – TFAD
Ms. Qianyu Hu, SHA – District 3 Traffic
Ms. Claire Jones, SHA – District 3 Traffic
Ms. Anna Okola, SHA – TDSD
Mr. Alvin Powell, SHA – District 3 Traffic

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Ms. Zahyrah Ramirez, SHA – EST
Mr. Randall Scott, SHA – District 3 Traffic
Mr. Kwesi Woodroffe, SHA – Regional Engineer, Access Management, District 3
Ms. Urooj Zafar, SHA – Assistant District Engineer, Project Development, District 3

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EXHIBIT J

M-NCPPC staff email comments of March 25, 2025

Outlook

RE: Holton Arms LATR Submission

From Dwyer, Florence <Florence.Dwyer@montgomeryplanning.org>

Date Tue 3/25/2025 10:13 AM

To Katie Wagner <klw@goroveslade.com>; Maribel Donahue <mnd@goroveslade.com>

Cc Lauren Buford <lrb@goroveslade.com>; Dickel, Stephanie <Stephanie.Dickel@montgomeryplanning.org>; Bogdan, Grace <grace.bogdan@montgomeryplanning.org>

MCDOT Comments:

1. River Road and Royal Dominion Drive- Westbound Right turn: The report states (Page 21) that the storage is adequate to contain the vehicles where they are not blocked by a through queue. This is not true as the development is adding additional traffic to an already existing condition. The through traffic gets worse due to the vehicles exiting the site downstream from the intersection and merging into the through lanes, which adds more congestion and backups, which in turn makes the condition worse than the existing.
2. The queues exceed storage (even with proposed mitigation) on multiple intersection routes. How are these addressed?
3. Table 8: River Road and Royal Dominion Drive are LOS 'F' under the proposed conditions, which gets downgraded from LOS 'E'. The intersection delay standard per LATR is 80 sec/veh, and per the report, the AM school peak delay is 113.3 sec/veh.
4. The mitigation proposed to change the lane configuration to accommodate the "additional" right turn on Royal Dominion Drive and signal timings as proposed does not work. The double right turns will not work, as the report itself states that the through queues extend downstream, and I am not sure how the right turn movements will be feasible. Also, per our Division of Traffic Engineering and Operation (DTEO) comments, this mitigation strategy will not work. See additional comments from DTEO below. We concur with the comments by MDSHA in the letter dated January 24, 2025.
5. Division of Traffic Engineering and Operations (DTEO) Comments:
 - I. MD 190 at Burdette Rd
 - a. There must be a minimum of 10 seconds of green plus the red and yellow clearances for any proposed splits.
 - b. The proposed MD 190 left turn lead during the PM peak is not recommended. If implemented, the lead left will need to be protected due to safety concerns (yellow trap). In addition, we did not observe the benefit of the lead-lag phasing on progression.
 - II. MD 190 at Royal Dominion Dr

- a. There is a major conflict with the concurrent permissive NB lefts and the SB double rights.
 - b. The proposed phase 8 split is not long enough to cover the pedestrian crossing time.
 - c. The proposed removal of the side street split phasing will negatively impact the school by making the signal less flexible to accommodate variable traffic demands. In addition, the differences between the SB right and left turn volumes for SB Royal Dominion Dr are not that significant to warrant a change in lane configurations (left/shared left-thru/right to left/shared right-thru/right).
6. Please revise the analysis and update the report based on the comments.

Florence Dwyer
Transportation Planner II | Upcounty Division
Montgomery County Planning Department
florence.dwyer@montgomeryplanning.org
o: 301.495.4563

From: Katie Wagner <kiw@goroveslade.com>
Sent: Wednesday, March 5, 2025 5:03 PM
To: Dwyer, Florence <Florence.Dwyer@montgomeryplanning.org>; Maribel Donahue <mnd@goroveslade.com>
Cc: Lauren Buford <lsb@goroveslade.com>; Dickel, Stephanie <Stephanie.Dickel@montgomeryplanning.org>
Subject: RE: Holton Arms LATR Submission

[EXTERNAL EMAIL] Exercise caution when opening attachments, clicking links, or responding.

Florence,

Please find attached the Comment Response Letter and updated LATR for the Holton Arms School enrollment cap increase. These materials, along with Technical Attachments and Synchro and SimTraffic files, are also available for download at this link: <https://spaces.hightail.com/space/QMoCBYLZvx>. We will also be submitting these materials to the SHA Portal.

Please let us know if you have any questions!

Thank you,

Katie Wagner, PE, PTOE
Principal
GOROVE SLADE
D 202.540.1927 / C 503.789.6917
kiw@goroveslade.com / www.goroveslade.com

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EXHIBIT K

January 24, 2025, letter from MDOT, SHA

January 24, 2025

Ms. Katie Wagner
Gorove Slade Associates, Inc.
4550 Montgomery Avenue, Suite 400
Bethesda, Maryland 20814

Dear Ms. Wagner:

Thank you for the opportunity to review the **First (1st) TIS Submittal (a Local Area Transportation Report (LATR))** prepared by **Gorove Slade Associates, Inc.**, dated December 12, 2024 and submitted on **December 18, 2024**, for the **Holton Arms School's proposed enrollment increase (SHA Tracking #24APMO041XX)** in Montgomery County, Maryland.

The State Highway Administration (SHA) review is complete, and we are pleased to respond.

- Proposed access to the 670-student school is via one (1) site access to River Road (MD 190).
- The following intersections were analyzed under existing, background and future conditions:
 - MD 190 intersection with SB I-495 (Outer Loop) Off-Ramp
 - MD 190 intersection with NB I-495 (Inner Loop) On-Ramp
 - MD 190 intersection with Burdette Road
 - MD 190 intersection with Royal Dominion Drive
 - MD 190 intersection with Beech Tree Road/Nevis Road
 - MD 190 intersection with Wilson Lane (MD 188)
 - Burdette Road intersection with Arrowood Road/Hillmead Road
- The report concludes that the recommended mitigation measures significantly reduce queues in the peak direction of commuter traffic flow (westbound) along River Road (MD-190) in the afternoon period

Based on the information provided, please address the following comments in a point-by-point response:

Ms. Katie Wagner
SHA Tracking No.: 24APMO041XX
Page 2 of 5
January 24, 2025

District 3 Traffic Engineering Team's Comments (by Alvin Powell):

1. SHA District 3 Traffic defers to SHA TFAD on issues related to trip generation and trip distribution.
2. SHA notes the following calibration errors in the Synchro/SimTraffic models provided.

Lane Configurations - Node 3 (MD 190 and Burdette Road)

- a. The right turn lane on the west leg of MD 190 and Burdette Road is incorrectly modelled as a shared through/right lane.
 - b. There is a discrepancy between the number of receiving lanes along eastbound MD 190 under existing conditions and that indicated in the model. The acceleration lane on the east leg of the intersection was omitted from the model.
3. Based on the results of the SimTraffic analysis, SHA notes that existing and projected 95th percentile queues significantly exceed the existing available storage along MD 190 during the AM and PM School Year and Summer School peak at the following intersections:
 - a. MD 190 and Royal Dominion Road
 - b. MD 190 and Burdette Road

We concur that the proposed mitigation measures (i.e., geometric changes at MD 190 and Royal Dominion Road and signal timing updates) significantly reduce projected queues along the MD 190 study corridor. However, we note that the proposed lane configuration modifications on the south leg of MD 190 (River Road) and Royal Dominion Road may require widening of the existing roadway width. Please confirm that the proposed lane configuration modifications can be adequately accommodated within the existing roadway geometry.

Please note that coordination would be required with the Montgomery County Transportation Management Center and the SHA signal shop for all proposed mitigations that involve signal timing modifications, signal head replacement, and modifications to existing signal head placement. Traffic signal plans may be required for signal head modifications.

Travel Forecasting and Analysis Division (TFAD) Comments (by Scott Holcomb):

1. There appear to be discrepancies in the traffic count sheets and the existing peak hour volume shown in Figure 6. Each intersection has discrepancies in at least one peak period.

Revise the graphics and analysis if necessary to match the count data or explain any differences.

2. The MD 190 at Royal Dominion Drive southbound left turn exceeds the available storage for all future scenarios with the mitigation lane use changes. Is the site driveway capable of handling this?
3. TFAD understands the LATR option to analyze the corridor as a whole instead of on an intersection specific basis, however, we recommend providing individual operational analysis results for the MD 190 at Royal Dominion Drive intersection for the site access where changes to lane assignments are proposed.
4. TFAD recommends providing Autoturn vehicle turning path results to show that the proposed northbound Royal Dominion Drive Lane modifications at the MD 190 at Royal Dominion Drive are viable with the existing roadway geometry.

Traffic Development & Support Division (TDSD) Comments (by Anna Okola):

Queuing Analysis Results: Table 9

1. Verify the queuing and storage analysis for several movements.
2. Address the queues that exceed storage (even with proposed mitigation)
 - a. MD 190 at Royal Dominion Drive
 - i. WBR
 - ii. WB thru
 - iii. EBL
 - b. MD 190 at Burdette
 - i. WBR
 - ii. WB thru
 - iii. WBL
 - iv. EBL
 - c. MD 190 at Beech Tree/Nevis
 - i. WB thru

Summary of Study Area Roadways: Table 2

3. MD 190 shown as 45mph principal arterial

Ms. Katie Wagner
SHA Tracking No.: 24APMO041XX
Page 4 of 5
January 24, 2025

4. Consider a footnote to match (page 12)
5. Page 12 notes that the speed limit was lowered to 35mph

Pedestrian, Transit adequacy, gaps, deficiencies

6. Consider improvements, at least at MD 190 / school entrance

Regional and Intermodal Planning Division (RIPD) Comments (by Darren Bean):

1. RIPD has no comments


District 3 Engineering Systems Team (EST) Comments (by Garvin Guide):

1. We offer no comments at this time.

Please submit electronically (via our online system <https://mdotsha.force.com/accesspermit>) the traffic impact study, all supporting documentation, and a point-by-point response addressing the comments noted above to the Access Management Division. Please reference the SHA tracking number on any future submissions. Please keep in mind that you can view the reviewer and project status via SHA Access Management Division web page at <https://www.roads.maryland.gov/mdotsha/pages/amd.aspx>.

If you have any questions, or require additional information, please contact Mr. Kwesi Woodroffe at 301-513-7347, by using our toll-free number in Maryland only at 1-800-876-4742 (x7347) or via email at kwoodroffe@mdot.maryland.gov or shaamdpermits@mdot.maryland.gov.

Sincerely,



1/24/2025

for Derek Gunn, P.E.
District Engineer, SHA - District 3

DG/ei

cc: Ms. Obianuju Ani, SHA – TDSD
Mr. Darren Bean, SHA – RIPD
Ms. Lauren Buford, Gorove Slade Associates, Inc.

Ms. Katie Wagner
SHA Tracking No.: 24APMO041XX
Page 5 of 5
January 24, 2025

Ms. Rola Daher, SHA – TFAD
Mr. Andrae Francois, SHA – District 3 Traffic
Mr. Garvin Guide, SHA – EST
Mr. Scott Holcomb, SHA – TFAD
Ms. Qianyu Hu, SHA – District 3 Traffic
Ms. Claire Jones, SHA – District 3 Traffic
Ms. Anna Okola, SHA – TDSD
Mr. Alvin Powell, SHA – District 3 Traffic
Ms. Zahyrah Ramirez, SHA – EST
Ms. Thomasina Saxon, SHA – RIPD
Mr. Randall Scott, SHA – District 3 Traffic
Mr. Kwesi Woodroffe, SHA – Regional Engineer, Access Management, District 3
Ms. Urooj Zafar, SHA – Assistant District Engineer, Project Development, District 3

**BEFORE THE OFFICE OF ZONING AND ADMINISTRATIVE HEARINGS
FOR MONTGOMERY COUNTY, MARYLAND**

IN THE MATTER OF THE APPLICATION	:	
OF HOLTON ARMS SCHOOL, INC. FOR A	:	Conditional Use Application
MAJOR MODIFICATION OF SPECIAL	:	Nos. CBA-1174-E, S-2467-A
EXCEPTION FOR A PRIVATE	:	S-2503-B, S-516, & S-729
EDUCATIONAL INSTITUTION	:	

**PRE-HEARING SUBMISSION OF VIVIAN RIEFBERG
AND BRADLEY BOULEVARD CITIZENS ASSOCIATION**

EXHIBIT L

MPIA #25-1667 response of M-NCPPC

Record request #25-1667 has been closed. The closure reason supplied was:

Dear Ms. Riefberg:

On September 9, 2025, the Maryland-National Capital Park and Planning Commission (Commission) received your request under the Public Information Act, Md. Code Ann., Gen. Prov (GP) §§ 4-101, et seq., seeking records regarding the above-described subject matter, in which you requested the following:

"This email is to request copies of all reports, analyses, and/or memoranda prepared by the staff/employees of the M-NCPPC and/or the Montgomery County Planning Board concerning or related to the application of the Holton-Arms School to modify its special exception that is scheduled for OZAH hearing on November 17 and 20.

I understand that the application is identified as Case No. CBA-1174-E. This request includes, but is not limited to, all staff/employees of transportation planning, environmental planning, urban design, community planning, and special exception modification plan reviewer. It also includes all reports, analyses, or memoranda on file with your agency received from any governmental and non-governmental agencies, organizations, and utilities that have submitted reports, analyses, or memoranda on the application.

This request is for all existing reports, analyses, or memoranda currently on file plus additional reports, analyses, or memoranda received by your agency or prepared by the staff of your agency up to and including November 17.

Thank you so much for your attention to this matter.

Request addition 9/9/2025:

"However in order to fully understand the information I request a copy of the traffic model files in their digital form including Synchro.""

We have collected those records in our custody that are responsive to your request. New documents have been submitted as part of the project since

your last MPIA request, and those files can be viewed on Montgomery Planning's Development Activity Information Center at this link: <https://mcatlas.org/daic8/daiclinks.html?apno=CBA1174E&projname=Holt+Arms+School>

MPIA Requests cannot be responded to on a rolling basis, so we are limited to providing you with the documents available at the date of our response. However, we suggest that you check DAIC at the link above periodically, as this is where any new submitted documents will be made available up until November 17th. You are also at your liberty to submit another MPIA request in the future.

You may inspect or receive copies of all the records we have compiled with the exception of the Synchro files you requested. Montgomery Planning is not in possession of those Synchro files and reviews only the outputs of those Synchro files, which have been provided as part of a previous MPIA response. As a practice, Synchro files are not provided to Montgomery Planning as part of the review process. However, they are provided to the State Highway Authority, so if you would like the files themselves you can request them through an MPIA of the State Highway Authority at this link: <https://www.mdot.maryland.gov/tso/pages/Index.aspx?PageId=69>.

You have the option to file a complaint with the Public Information Act Compliance Board or refer any concerns about this decision to the Public Access Ombudsman pursuant to GP § 4-1B-01 et seq. Pursuant to GP § 4-362, you are entitled to seek judicial review of this decision.

If you have any questions, please contact me at 301-495-1327 or Parker.Smith@montgomeryplanning.org.

Sincerely,

Parker Smith

MPIA Coordinator

[View Request 25-1667](#)

<https://mncppc-md.nextrequest.com/requests/25-1667>

**BEFORE THE OFFICE OF ZONING AND ADMINISTRATIVE HEARINGS
FOR MONTGOMERY COUNTY, MARYLAND**

IN THE MATTER OF THE APPLICATION	:	
OF HOLTON ARMS SCHOOL, INC. FOR A	:	Conditional Use Application
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EDUCATIONAL INSTITUTION	:	

**PRE-HEARING SUBMISSION OF VIVIAN RIEFBERG
AND BRADLEY BOULEVARD CITIZENS ASSOCIATION**

EXHIBIT M

ITE Trip Generation Manual (12th Ed.) estimate for Private School (K-12)

Private School (K-12) (532)

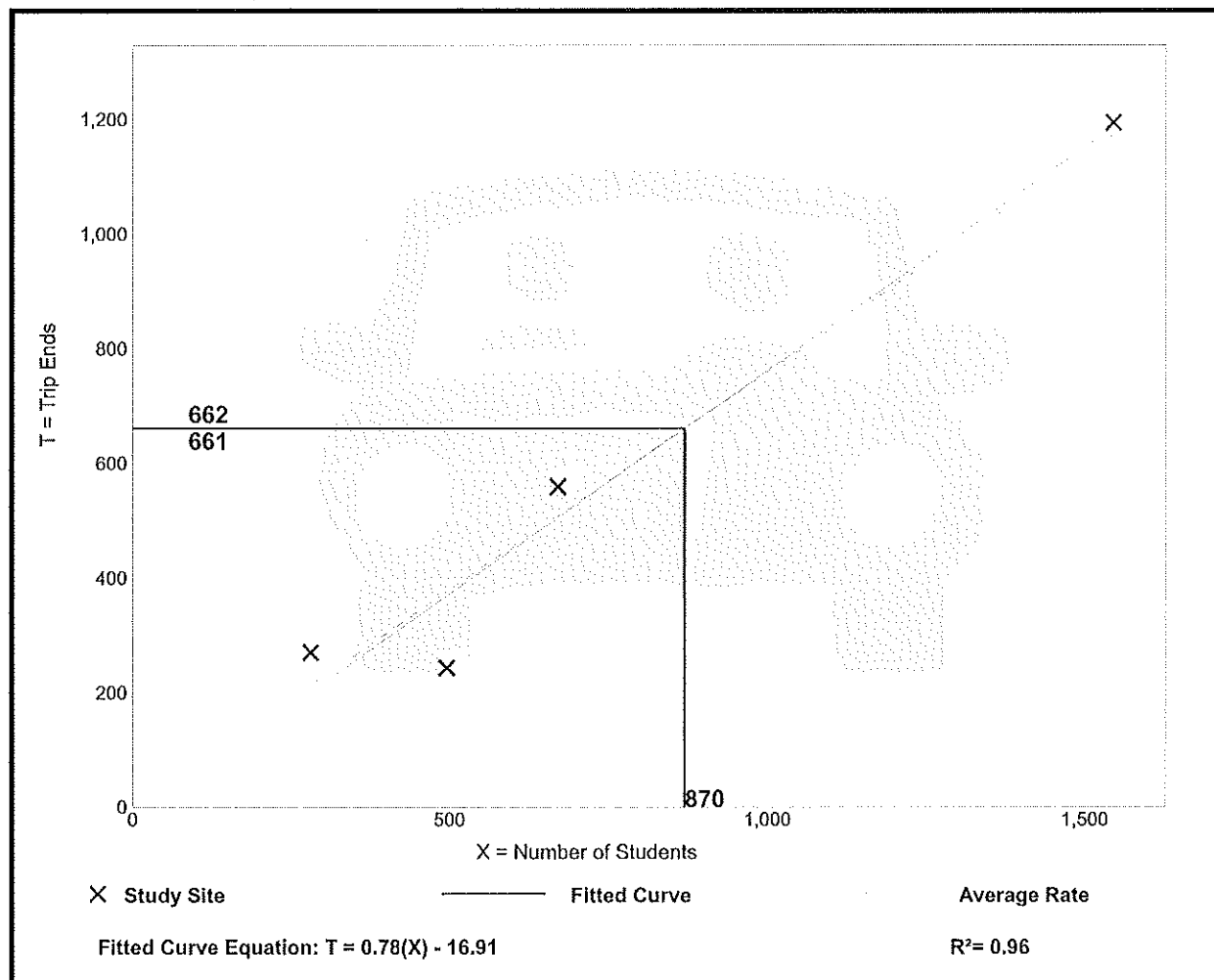
Vehicle Trip Ends vs: Students
 On a: Weekday,
 Peak Hour of Adjacent Street Traffic,
 One Hour Between 7 and 9 a.m.
 Setting/Location: General Urban/Suburban
 Number of Studies: 4
 Avg. Num. of Students: 748
 Directional Distribution: 64% entering, 36% exiting

Vehicle Trip Generation per Student

Average Rate	Range of Rates	Standard Deviation
0.76	0.49 - 0.96	0.15

Data Plot and Equation

Caution – Small Sample Size



**BEFORE THE OFFICE OF ZONING AND ADMINISTRATIVE HEARINGS
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EDUCATIONAL INSTITUTION	:	

**PRE-HEARING SUBMISSION OF VIVIAN RIEFBERG
AND BRADLEY BOULEVARD CITIZENS ASSOCIATION**

EXHIBIT N

Annual Report for Holton-Arms School 2020

Law Offices Of
MILLER, MILLER & CANBY
MM&C
CLIENT FOCUSED. RESULTS DRIVEN.

200-B MONROE STREET, ROCKVILLE, MARYLAND 20850 P: 301.762.5212 F: 301.762.6044 WWW.MILLERMILLERCANBY.COM

All attorneys admitted in Maryland and where indicated.

JAMES L. THOMPSON
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DONNA E. MCBRIDE (DC)
SEAN P. HUGHES (DC)
CATHY G. BORTEN (DC, VA)
MICHAEL G. CAMPBELL (DC, VA)
SOO LEE-CHO (CA)

DAVID A. LUCAS (DC)
DIANE E. FEUERHERD
CHRISTOPHER L. YOUNG (VA)
CALLIE CARNEMARK (VA)
JAMES T. ROTH (DC)

SLCHO@MMCANBY.COM

September 4, 2020

Montgomery County Board of Appeals
Stella B. Werner Council Office Building
100 Maryland Avenue, Rm 217
Rockville, MD 20850

RE: Petition of The Holton-Arms School;
Special Exception No. CBA-1174-D

Dear Chair Pentecost and Members of the Board of Appeals:

On behalf of The Holton-Arms School ("School"), enclosed please find the School's Annual Report for the Board's review and incorporation into the record of Special Exception Case No. CBA-1174-D.

Thank you for your consideration of this request.

Sincerely yours,

MILLER, MILLER & CANBY

By: 
Soo Lee-Cho



HOLTON-ARMS
SCHOOL

I will find a way or make one

August 30, 2020

Ms. Barbara Jay
Executive Director
Montgomery County Board of Appeals
Stella Werner Office Building
100 Maryland Avenue, Room 217
Rockville, Md. 20850

Re: The Holton-Arms School, CBA 1174-D Annual Report

Dear Chair and Members of the Board:

I am attaching the annual report for The Holton-Arms School, Inc. In September of each year, as a new school year commences in a hybrid mode, we file this report summarizing our activities and enrollment levels for the past year.

Our report contains the usual information about our enrollment and transportation management initiatives. In September of 2013, when the members were reviewing the year's report, the Board encouraged the school not to submit in its entirety the Master Calendar for the school, as it consists of many pages much of which pertain to routine academic events and deadlines. Taking those comments into consideration, this year's report references our website where the master calendar is maintained, and only reports here those activities we believe are relevant to the special exception conditions for the school.

We will be welcoming our students on September 8, 2020 and look forward to a new school year in these unprecedented times. As always, should you desire additional information, please contact me.

Thank you,

Susanna A. Jones
Head of School

cc: Soo Lee-Cho, Esquire, Adrena Ifill-Blagburn (Holton), Nicole Lamb-Hale (Holton), Norman Knopf, Dino Caterini, Jason Smolen, Burning Tree Elementary School – Parent/Teacher Association

www.holton-arms.edu

301.365.5300

7303 River Road, Bethesda, Maryland 20817

ANNUAL REPORT HOLTON-ARMS SCHOOL

In accordance with the Opinion of the Board of Appeals dated September 7, 2001 Holton-Arms is pleased to report the following information for the Annual Report ending September 1, 2020.

I. Current School Enrollment

- A. For the academic year ending June 30, 2020 the number of students enrolled in Holton-Arms was 662. No students were admitted outside the regular admissions process.

In a letter submitted by the School's land use counsel (Miller, Miller & Canby) dated May 15, 2018, the Board was advised of an anticipated over-enrollment for the then-upcoming 2018-2019 school year due to an unexpectedly higher yield of families who accepted offers of admissions and an unusually low attrition rate. At the time, the enrollment figure for 2018-2019 was anticipated to exceed the School's cap of 665 by about 13 students, potentially reaching 678. As reported above, the over-enrollment turned out to be less than initially expected by about half, resulting in a final enrollment figure of 671 students.

The School has implemented adjustments to its admissions criteria to facilitate bringing the enrollment back down to the cap of 665 by the end of the 2020-2021 school year as indicated to the Board in the May 15, 2018 letter.

II. Fine and Performing Arts Adjunct Program ending August 31, 2020

- A. There were 88 Students enrolled in this program.
B. Of the above numbers 77 (88%) were Holton-Arms Students, and 11 (12%) were students from other schools and adults.

III Day Care Program

Based on State regulations due to COVID19 Day Care may or may not be open.

- A. The number of children registered for the upcoming year (2020-2021) in the day care program is 25.
B. Of that number, 22 children are of Holton-Arms faculty members; 1 is from Burning Tree Elementary School, 1 is from Norwood School, 1 is from Landon School and 1 child is from Primary Day. All parents are faculty members at their respective schools.

IV Schedule of On-Campus Activities (including the use of Athletic Facilities) year,

Due to COVID19 on campus activities may or may not take place.

A. The school's master calendar for 2020-2021 is maintained on its website that is refreshed daily. This calendar may be viewed at www.holton-arms.edu.


V Creative Summer Camp—2021

Camp was cancelled however, some classes were held virtually

VII. Transportation Management Reports for the School is attached.

Respectfully submitted

Holton-Arms School

By:  Date: August 30, 2020
Susanna A. Jones
Head of School

NOTE: A detailed calendar for the school year 2020-2021 can be furnished upon request.



**Holton-Arms School
Transportation Management Report
For: August 30, 2020**

Transportation Coordination

Daryl Owens is the Facilities Manager of Transportation and responsible for the Transportation Department. All correspondence can be directed to the Facilities Manager of Transportation. Daryl Owens is responsible for coordinating the daily bus transportation which includes the bus routes: Alexandria, Bethesda, Capitol Hill, Cleveland Park/Spring Valley, Friendship Heights, Germantown/Gaithersburg/Potomac, Great Falls, Guy Mason/Palisades, McLean, and Prince Georges County.

Daryl Owens also coordinates commercial coaches and charter school buses for field trips that are over 50 miles away from the school.

Daryl Owens coordinates all sports and field trips that are less than 50 miles from the school using Holton's school buses. Daryl Owens coordinates with other senior staff in the scheduling of after-school and non-school activities to avoid conflicts in site traffic at peak school arrival and departure times. The Facilities Department is responsible for ensuring that adequate onsite parking is available for all scheduled activities which are shown on the Master Calendar.

Carpools

The School encourages carpooling for families. Through the school website, parents may sign in and enter the 'Parent' portal. The parent's home location is automatically mapped out on the screen, and other parents' home locations and contact information are shown on the same map. Carpool groups can easily be assembled within neighborhoods. Once assembled, the groups are assigned account numbers. The School has a master listing of each carpool grouping and will keep encouraging parents to carpool. The School also maintains a carpool registry at the School's reception desk and a listing of all students, in zip code order.

The School's handbook also includes a listing by zip code of all students to facilitate carpool formation.

There is a clause in the student contract stating that compliance with the Transportation Management Plan is required.

Public Transportation

There is a waiting area and a bench in place at the bus stop with walkways to the academic buildings. Holton's website currently carries information concerning the availability of public transportation.

Private Bus Transportation

The school provides roundtrip bus transportation with Coughlin Transportation for:

- Great Falls (Shared with Landon School and managed by Landon School)
- Guy Mason
- Germantown/Gaithersburg/Potomac morning (Shared with Landon)

The school provides roundtrip bus transportation with Middledorf Bus Company for:

- Cleveland Park/Spring Valley morning and afternoon.
- Friendship Heights afternoon
- Friendship Heights evening (shared with Landon)
- Prince George's County.

The school provides roundtrip bus transportation with a Holton driver for:

- Germantown, Gaithersburg, North Potomac and Potomac Village afternoon route which is shared with Landon School.
- Alexandria bus runs which is shared with Landon.
- Bethesda
- Friendship Heights morning route
- Capitol Hill
- A shuttle runs between Holton and Landon in the morning and afternoon so parents have the opportunity to drop-off or pick up their children at one school. For example, in the morning a parent can drop his son and daughter at Landon. The daughter would then ride the shuttle to Holton.

We include in our school literature, on the web site, and in periodic mailings to parents, information about bus service from off-site locations to the school.

The Buildings and Grounds Committee, a sub-committee of the Board of Trustees, has directed staff to continue to investigate further opportunities to increase bus and carpool usage.

Vehicle Limitations

Driving privileges, predicated on parking space availability, is limited to juniors and seniors only. Also, during the first annual faculty and staff meeting, the school administration encourages faculty, staff and administrative personnel to share travel opportunities to and from school, including the school's expectation that students under age 16 residing with a faculty or staff member will travel with such faculty or staff member to and from school.

Traffic Improvements

In April 2005, the school completed the extension of the eastbound left-turn lane on River Road at the school's entrance, per State Highway Administration specifications, increasing the stacking space for vehicles seeking to enter school grounds. This improvement satisfies a condition of the BOA approvals for the school.

SARS-Covid-19

We have planned changes to start school year 2020 – 2021 to incorporate social distancing on campus and buses. Hybrid schedules are planned that reduce the number of in class students reducing the daily students transported to school.

**BEFORE THE OFFICE OF ZONING AND ADMINISTRATIVE HEARINGS
FOR MONTGOMERY COUNTY, MARYLAND**

IN THE MATTER OF THE APPLICATION	:	
OF HOLTON ARMS SCHOOL, INC. FOR A	:	Conditional Use Application
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EDUCATIONAL INSTITUTION	:	

**PRE-HEARING SUBMISSION OF VIVIAN RIEFBERG
AND BRADLEY BOULEVARD CITIZENS ASSOCIATION**

EXHIBIT O

Annual Report for Holton-Arms School 2018



August 30, 2018

VIA COURIER

Ms. Barbara Jay
Executive Secretary
Montgomery County Board of Appeals
Stella Werner Office Building
100 Maryland Avenue, Room 217
Rockville, MD 20850

RECEIVED

AUG 31 2018

BOARD OF APPEALS
MONTGOMERY COUNTY MD

Re: The Holton-Arms School, CBA 1174-D Annual Report

Dear Chair and Members of the Board:

I am enclosing the annual report for The Holton-Arms School, Inc. In September of each year, as a new school year commences, we file this report summarizing our activities and enrollment levels for the past year.

Our report contains the usual information about our enrollment and transportation management initiatives. In September of 2013, when Board members were reviewing that year's report, the Board encouraged the school not to submit in its entirety the Master Calendar for the school, as it consists of many pages much of which pertain to routine academic events and deadlines. Taking those comments into consideration, this year's report references our website where the master calendar is maintained, and only reports here those activities we believe are relevant to the special exception conditions for the school.

We will be welcoming our students on September 6, 2018 and look forward to a new school year. As always, should you desire additional information, please contact me.

Thank you.

Susanna A. Jones

Susanna A. Jones
Head of School

EXHIBIT NO. 145

cc: Soo Lee-Cho, Esquire, Mary Wallack (Holton), Claudia Hinsch (Holton) Norman Knopf,
Dino Caterini, Jason Smolen, Burning Tree Elementary School, Parent/Teacher Association

ANNUAL REPORT HOLTON-ARMS SCHOOL

In accordance with the Opinion of the Board of Appeals dated September 7, 2001 Holton-Arms is pleased to report the following information for the Annual Report ending September 1, 2018.

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- 5. For the academic year ending June 30, 2018 the number of students enrolled in Holton-Arms was 661. No students were admitted outside the regular admissions process.

II. Fine and Performing Arts Adjunct Program ending August 31, 2018

- A. There were 110 Students enrolled in this program.
- B. Of the above numbers 95 (86%) were Holton-Arms Students, and 15 (14%) were students from other schools and adults.

III Day Care Program

- A. The number of children registered for the upcoming year (2018-2019) in the day care program is 25.
- B. Of that number, 23 children are of Holton-Arms faculty members; 1 are from a Norwood, and 1 child is from Primary Day. All parents are faculty members at their respective schools.

IV Schedule of On-Campus Activities (including the use of Athletic Facilities) year.

- A. The school's master calendar for 2018-2019 is maintained on its website that is refreshed daily. This calendar may be viewed at www.holton-arms.edu.
- B. During the school year 2017-2018, the Scripps Regional Spelling Bee was held in the school's theater venue which was not a school function.
- C. Also, during the past school year, there were three conference athletic championships held on the school's track field and in the pool. Periodic clinics are held for Lacrosse, Tennis, Basketball, Soccer and Volleyball. The clinics service 15-35 students and majority of the enrollment are Holton Students. These clinics may run from Fall through Summer.
- D. During the past year Holton was asked to host two tryouts and one practice for the US Lacrosse National Tournament. There was a maximum of 100 girls, some of which were Holton Students. In addition, the Lacrosse Varsity Team in April held a playday for younger girls.

V Creative Summer Camp—2018

- A. First Session -- 665
- B. Second Session - 644

VII. Transportation Management Reports for the School and Creative Summer are attached.

Respectfully submitted

Holton-Arms School

By: Susanna A. Jones Date: August 30, 2018
Susanna A. Jones
Head of School

NOTE: A detailed calendar for the school year 2018-2019 can be furnished upon request.

Holton-Arms School
Transportation Management Report
For: August 27, 2018

Transportation Coordination

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The School's handbook also includes a listing by zip code of all students to facilitate carpool formation.

There is a clause in the student contract stating that compliance with the Transportation Management Plan is required.

Public Transportation

There is a waiting area and a bench in place at the bus stop with walkways to the academic buildings. Holton's website currently carries information concerning the availability of public transportation.

Private Bus Transportation

The school provides roundtrip bus transportation with Rejoice Transportation LLC for:

- Great Falls (Shared with Landon School and managed by Landon School)

The school provides roundtrip bus transportation with Coughlin Transportation for:

- Guy Mason
- McLean

The school provides roundtrip bus transportation with Middledorf Bus Company for:

- Cleveland Park/Spring Valley morning and afternoon.
- Friendship Heights afternoon
- Friendship Heights evening (shared with Landon)
- Prince George's County.

The school provides roundtrip bus transportation with a Holton driver for:

- Gaithersburg, North Potomac and Potomac Village which is shared with Landon School.
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- Bethesda
- Friendship Heights morning route
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the stacking space for vehicles seeking to enter school grounds. This improvement satisfies a condition of the BOA approvals for the school.

Holton-Arms School
Transportation Management Report for Creative Summer
For: August 27, 2018

1. Bus

- A. Creative Summer increased the number of bus routes that we offered from 7 stops in 2017 to 12 stops in 2018. This increased ridership in both sessions. Creative Summer provided private bus service for 167 campers first session and 179 campers second session at the following twelve pick-up/drop-off points in Montgomery County and Washington DC: Potomac Woods Plaza on 7 Locks Road, Rockville; Cabin John Middle School, Potomac; Blessed Sacrament Education Center, Chevy Chase; Lord and Taylor, 45th St., Friendship Heights; Rite-Aid Parking Lot, Westwood Shopping Center, Bethesda; Walt Whitman High School, Bethesda; Bethesda Elementary, Bethesda; Bradley Hills Elementary, Bethesda; N. Bethesda Middle, Bethesda; Luxmanor Elementary, Rockville; CVS North Potomac, Darnestown Road, Rockville; and Burning Tree Elementary School, Bethesda. Twelve bus counselors also rode these private buses to and from camp in both sessions.
- B. Bus information is listed in the camp brochure, camp handbook, and emailed out to families. Families are strongly encouraged to use the bus transportation.
- C. The average time for carpool is about 21 minutes.
- D. The number of campers that live in the 20817 zip code was 325, which was approximately 30 percent (30%) of total attendance of 1079 campers over two sessions in 2018 as compared to 2002 when we had 27 percent (27%). Given their proximity to the school, we believe these families are not interested in utilizing the bus service.

2. Carpooling

Creative Summer exceeded its goal of one-third of campers utilizing a carpool; approximately 40% of campers in Session 1 and 38% of campers in Session 2 utilized carpool in 2018.

- A. Carpool information is listed in the camp brochure and camp handbook. Families are strongly encouraged to carpool.
- B. The camp provided each family with a list based on respective zip code areas.
- C. Each carpool is given an assigned number that is written on a card and placed in a visible area of the passenger side dashboard of the vehicle. When a car enters the campus, a Creative Summer staff member identifies the number displayed on the card. The employee then calls ahead by walkie-talkie phone to the assembly area so that the child or children are ready to leave when the vehicle reaches the pick-up point.

- D. Each carpool driver is provided with detailed instructions regarding the drop-off and pick-up locations, times, and procedures.

3. Individual vehicle trips

- A. 32 children of 22 camp staff members who attended the camp resulted in their arrival and departure in a single vehicle with the staff parent.
- B. 14 children of 7 Holton full-time faculty/staff members who attended the camp resulted in their arrival and departure in a single vehicle with the faculty/staff parent.

4. Metro bus

- A. Approximately 8 staff members utilized public Metro bus service.
- B. The young age of the majority of our campers is the deciding factor in this type of Transportation.

**BEFORE THE OFFICE OF ZONING AND ADMINISTRATIVE HEARINGS
FOR MONTGOMERY COUNTY, MARYLAND**

IN THE MATTER OF THE APPLICATION	:	
OF HOLTON ARMS SCHOOL, INC. FOR A	:	Conditional Use Application
MAJOR MODIFICATION OF SPECIAL	:	Nos. CBA-1174-E, S-2467-A
EXCEPTION FOR A PRIVATE	:	S-2503-B, S-516, & S-729
EDUCATIONAL INSTITUTION	:	

**PRE-HEARING SUBMISSION OF VIVIAN RIEFBERG
AND BRADLEY BOULEVARD CITIZENS ASSOCIATION**

EXHIBIT P

Letter from Miller, Miller & Canby Updating the
Board of Appeals regarding enrollment Cap Issues, May 15, 2018

Law Offices Of
MILLER, MILLER & CANBY
MM&C
CLIENT FOCUSED. RESULTS DRIVEN.

200-B MONROE STREET, ROCKVILLE, MARYLAND 20850 P: 301.762.5212 F: 301.762.6044 WWW.MILLERMILLERCANBY.COM

All attorneys admitted in Maryland and where indicated.

PATRICK C. MCKEEVER
JAMES L. THOMPSON
LEWIS R. SCHUMANN
JODY S. KLINE
JOSEPH P. SUNTUM

ROBERT E. GOUGH
DONNA E. MCBRIDE (DC)
GLENN M. ANDERSON (FL)
SEAN P. HUGHES (DC)
MICHAEL G. CAMPBELL (DC, VA)

SLCHO@MMCANBY.COM

SOO LEE-CHO (CA)
DAVID A. LUCAS (DC)
DIANE E. FEUERHERD
CALLIE CARNEMARK (VA)
JAMES T. ROTH

May 15, 2018

Montgomery County Board of Appeals
Stella B. Werner Council Office Building
100 Maryland Avenue
Rockville, Maryland 20850

RECEIVED

MAY 15 2018

**BOARD OF APPEALS
MONTGOMERY COUNTY MD**

Re: Special Exception Case Nos. CBA-1174-D, S-2467-A, S-2503;
Petition of Holton-Arms School;
Update to Board of Appeals in re Enrollment Cap Issues

Dear Chair Pentecost and Members of the Board of Appeals:

On behalf of my client, Holton-Arms School, I am writing to advise the Board of Appeals of issues concerning the School's student enrollment for the upcoming 2018-2019 academic year.

The Holton-Arms School ("the School") is a private preparatory day school for girls in grades 3 through 12, located at 7303 River Road, Bethesda, Maryland. It is located on the north side of River Road (MD 190), east of the intersection with Burdette Road. The School has been at this location since 1963. Among other things, the Board of Appeals approved an increase to the School's permitted general enrollment from 650 to 665 in 2004. (See attached Exhibit A, Opinion of the Board)

The School typically provides an Annual Report to the Board shortly after the start of each academic year in September, which provides the School's enrollment / program participation figures for the preceding year, inclusive of its Creative Summer Camp Program, Day Care Program, Fine and Performing Arts Program and other on-campus special/athletic activities. It is anticipated that the Annual Report that will be submitted this coming September 2018 will reflect that the School's enrollment for the preceding academic year ending in June 30, 2018 reached 664 students, which is the School's maximum enrollment cap for students admitted through its regular admissions process. Holton-Arms has maintained a student enrollment that

has been at or below the 665 regular admissions cap since the Board of Appeals approved the increase in 2004. However, based on an unexpectedly high yield (percentage of admitted families who accepted an offer of admission) and unusually low attrition (current students who have indicated they are not returning next year), the enrollment figure for the 2018-2019 academic year is expected to exceed the School's cap by at most 13 students, i.e., potentially reaching a total of 678.

The School's administrators make admissions decisions based on yield and attrition information from the previous five years. The anticipated yield for 2018-2019 is expected to be 64%, which is the highest yield experienced by the School in the last five years – the average yield over that period having been 56%. The combined effect of this higher than average yield and an all-time low attrition rate of 2.8% experienced by the School this past year is what is believed to have caused the anticipated over-enrollment for the upcoming school year. (The average attrition rate over the past five years has been 5.2%).

Conversion rates for past 5 years																				
Gr	2013 Apps	AC	%	ENR	%	2014 Apps	AC	%	ENR	%	2015 Apps	AC	%	ENR	%	2016 Apps	AC	%	ENR	%
3	66	40	61%	28	70%	63	38	60%	29	76%	73	41	56%	33	80%	57	37	65%	31	84%
4	33	19	58%	12	63%	53	32	60%	16	50%	58	29	50%	22	76%	55	25	45%	16	64%
5	14	8	57%	5	63%	24	11	46%	9	82%	16	9	56%	9	100%	23	5	22%	3	60%
6	59	29	49%	22	76%	60	33	55%	16	48%	56	25	45%	12	48%	58	24	41%	16	67%
7	44	25	57%	10	40%	54	34	63%	20	59%	51	31	61%	18	58%	64	33	52%	22	67%
8	17	5	29%	3	60%	16	4	25%	2	50%	16	4	25%	1	25%	19	3	16%	2	67%
9	104	53	51%	18	34%	125	60	48%	24	40%	128	54	42%	20	37%	119	44	37%	21	48%
10	10	2	20%	1	50%	16	4	25%	3	75%	8	4	50%	3	75%	18	7	39%	2	29%
11	9	6	67%	1	17%	9	1	11%	1	100%	5	0	0%	0	0%	9	1	11%	0	0%
12	0	0	0%	0	0%	1	0	0%	0	0%	1	0	0%	0	0%	0	0	0%	0	0%
Total	356	187	53%	100	53%	421	217	52%	120	55%	412	197	48%	118	60%	422	179	42%	113	63%

Gr	2017 Apps	AC	%	ENR	%	5 yr av apps	5 yr av ac	%	5 yr av enr	%	2018 Apps	AC	%	ENR	%
3	58	35	60%	27	77%	63	38	60%	30	77%	51	30	59%	28	93%
4	55	29	53%	11	38%	51	27	53%	15	57%	50	19	38%	12	63%
5	23	2	9%	2	100%	20	7	35%	6	80%	32	9	28%	8	89%
6	81	23	28%	13	57%	63	27	43%	16	59%	67	25	37%	14	56%
7	68	32	47%	17	53%	56	31	55%	17	56%	55	22	40%	17	77%
8	17	4	24%	3	75%	17	4	24%	2	55%	17	7	41%	6	86%
9	165	51	31%	22	43%	128	52	41%	21	40%	135	60	44%	28	47%
10	21	4	19%	3	75%	15	4	29%	2	57%	9	2	22%	0	0%
11	9	4	44%	2	50%	8	2	29%	1	33%	9	2	22%	0	0%
12	1	0	0%	0	0%	1	0	0%	0	0%	0	0	0%	0	0%
Total	498	184	37%	100	54%	422	193	46%	110	57%	425	176	41%	113	64%

Updated 5/14

Attrition							
From Sept 1 to Sept 1	2012 to 2013	2013 to 2014	2014 to 2015	2015 to 2016	2016 to 2017	5 yr av	2017 to 2018
Enroll ment	658	640	646	660	664	653.6	678
3 to 4	1	2	3	2	2	2	0
4 to 5	2	0	3	0	1	1.2	1
5 to 6	2	6	3	5	2	3.6	0
6 to 7	4	1	2	3	4	2.8	0
7 to 8	0	0	1	5	4	2	0
8 to 9	12	12	11	15	9	11.8	13
9 to 10	9	4	8	6	4	6.2	4
10 to 11	3	2	4	6	4	3.8	1
11 to 12	0	0	0	1	1	0.4	0
	33	27	35	43	31	33.8	19
	5.0%	4.2%	5.4%	6.5%	4.7%	5.2%	2.8%

As noted previously, the School has successfully maintained its enrollment below the regular admissions cap of 665 since it was approved by the Board of Appeals in 2004. Enrollment figures in the years since have ranged from a low of 638 to a high of 664 (this past year) with an average of 652. The School is not planning to seek a modification of its enrollment cap, but plans to implement adjustments to its admissions criteria in order to bring the enrollment back down to the cap of 665 within the next two years.

The School has reached out to adjacent neighbors and community representatives, in particular the Bradley Boulevard Citizens Association, to advise them of the anticipated over-enrollment for the upcoming school year and the School's intentions to undertake efforts to bring its enrollment within the cap as opposed to seeking a further increase. We are pleased to be able to report that the response received has been supportive and understanding.

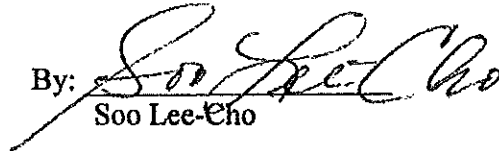
In closing, Holton-Arms requests that this letter be received by the Board into the record of the School's special exception case. The School will continue to provide Annual Reports as it has in the past and update the Board on efforts to bring its enrollment back in line with current approvals, but wanted to apprise the Board of this situation at the earliest opportunity.

Thank you for your attention to this request. Representatives of the School will be available when this matter is considered by the Board in order to answer any questions which Board members may have.

Sincerely yours,

MILLER, MILLER & CANBY

By:

A handwritten signature in cursive script, appearing to read "Soo Lee-Cho", written over a horizontal line.

Soo Lee-Cho

Enclosure

cc: Susanna A. Jones, Head of School, Holton-Arms School
Tracey Fudge, Director of Finance and Operations, Holton-Arms School
Sharron Rodgers, Director of Enrollment Management

**BOARD OF APPEALS
for
MONTGOMERY COUNTY**

**Stella B. Werner Council Office Building
100 Maryland Avenue
Rockville, Maryland 20850
(240) 777-6600**

www.Montgomerycountymd.gov/content/council/boa/board.asp

Case No. CBA-1174-D, S-2467-A, S-2503

PETITION OF HOLTON-ARMS SCHOOL

OPINION OF THE BOARD

(Effective Date of Opinion: March 23, 2004)

Case No. CBA-1174-D is an application for a special exception modification to permit continuation of existing after-school programs, initiation of other after-school programs, and an increase in the permitted general enrollment of the school from 650 to 665, with the possible addition of another 5 students if circumstances warrant.

Case No. S-2467-A is an application for a special exception modification to permit increase in day care enrollment from 15 to 20, with permission to have children of other specified schools fill up to 12 slots if they are not filled by children of Holton faculty and staff.

Case No. S-2503-A is an application for a special exception modification to permit an increase in enrollment of the summer camp from 650 to 665.

The Board of Appeals consolidated the cases and, pursuant to the authority in Section 59-A-4.125 of the Zoning Ordinance, referred the cases to the Hearing Examiner for Montgomery County to conduct a public hearing and submit a Report and Recommendation. The Hearing Examiner convened a public hearing on November 14, 2003, which was continued on November 25, 2003, closed the record on December 5, 2003, and on January 9, 2004, issued a Report and Recommendation for approval of the requested modifications, subject to conditions.

Decision of the Board:

**Special Exception Modifications Granted
Subject to Conditions Enumerated Below.**

The Board of Appeals considered the Hearing Examiner's Report and Recommendation at its Worksession on January 21, 2004. After careful consideration and a review of the record, the Board adopts the Report and Recommendation and grants the requested modifications subject to the following conditions:

1. The Petitioner shall be bound by all of its testimony and exhibits of record, and by the testimony of its witnesses and representations of counsel identified in the Hearing Examiner's Report and Recommendation.
2. All terms and conditions of the approved special exceptions shall remain in full force and effect, except as modified by the Board of Appeals.
3. Petitioner will continue to use its best efforts to obtain State approval for extension of the left-turn storage lane on eastbound River Road at the intersection with the Holton-Arms entrance and Royal Dominion Drive.
4. Petitioner's Transportation Management Plan, Exhibit E to Exhibit 180 in Case No. CBA-1 174-C, should be amended, as follows:

Insert as item I(C)(3):

It is expected that students under the age of 16 residing with a member of the faculty or staff will travel with that faculty or staff member to and from school.

Insert the following as Section IV:

Holton's Director of Special Events, or other designated staff member, will maintain a Master Calendar to ensure that activities approved by the Board of Appeals as additional uses of the campus (for example, college preparatory classes, Center of the Arts activities, recreational programs, and uses of the theatre) are scheduled in such a manner as to avoid traffic movements during the School's arrival and departure times to the extent reasonably possible. The Director of Special Events, or other designated staff member, will ensure there is sufficient parking for the scheduled activities. At no time will events or activities be scheduled that will overburden the School's ability to manage the anticipated traffic and to contain all parking on-site.

5. Petitioner shall conduct a traffic study, as follows:

In May 2005, the Petitioner will submit a traffic study to the Board of Appeals and the Transportation Planning staff of the Maryland-National Capital Park & Planning Commission, after consultation with the Bradley

Boulevard Citizens Association (BBCA), the Burning Tree Civic Association (BTCA), and the Office of the People's Counsel (OPC) as to the parameters of the traffic study. Copies of the study shall be provided to the BBBCA, BTCA, and the OPC. In accordance with Section 59-G-2.19(b), the traffic study will evaluate the traffic generated by the increased enrollment and by the After-Hours/Non-School activities in combination with all other approved activities on the special exception site, including any adverse effects on pedestrian and vehicular traffic safety, capacity, queuing and turning movements arising from the River Road, Holton-Arms and Royal Dominion intersection. Upon receipt of the analysis and comments of the Transportation Planning staff and other interested parties, the Board of Appeals may conduct a public hearing to discuss the study and the analysis and comments of the Transportation Planning staff. Should the Board of Appeals determine that there has been an adverse traffic impact due to the modified uses, then the Board may, after a public hearing, amend the conditions of approval for the modified uses approved by this Opinion; however, every effort will be made to avoid any reduction in enrollment from the approved level of 665.

6. Petitioner's enrollment cap is increased to 665, but on rare occasions Petitioner may admit up to five additional students on the following conditions:

- Admission request received outside regular admissions process which is January-April of preceding school year.
- Student must be academically eligible.
- Any student admitted pursuant to this provision will be included in the enrollment cap in future years.
- Holton-Arms must have available classroom space and faculty to accommodate student without adding any new personnel.
- Holton-Arms will report in its Annual Report (September) its enrollment figures for the academic year just ended, including the number of students admitted outside the regular admissions process in excess of 665 students.

7. Petitioner may increase the number of children in its day care program to 20 under the following conditions:

- Enrollment capped at 20 children, ages 6 weeks to 5 years, supervised by five full-time staff members and additional student volunteers.
- Enrollment priority given to Holton-Arms Faculty/Staff.
- Open to Faculty/Staff of Burning Tree Elementary, Primary Day, Landon and Norwood Schools in order to form suitable classes for children of Holton-Arms faculty and staff.

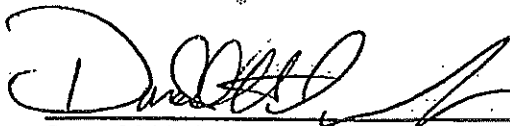
- Academic calendar only (September to June).
- Hours: 7:30 a.m. until 5 p.m. weekdays, and 4 p.m. on Fridays. No weekends.
- Holton-Arms will include, in its Annual Report to be filed in connection with the school's special exception case (Case No. CBA-I 174), enrollment data for the child day care facility, identifying the number of non-Holton children, if any, enrolled in the program for the year just ended as well as the total number of children afforded care during that same year.
- Non-Holton faculty/staff children will not exceed twelve.

8. Petitioner may increase the number of children in its summer camp to match the number of children in its approved regular enrollment, capped at 665 children under these approved modifications.

9. Petitioner may conduct the after-school and miscellaneous activities specified in the attached Exhibits 25c-1 through 25c-7, as amended, in accordance with the conditions specified in the last column of each of those exhibits.

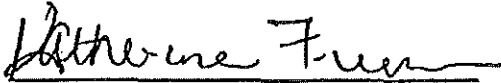
On a motion by Donna L. Barron seconded by Louise L. Mayer, with Angelo M. Caputo, Allison Ishihara Fultz and Donald H. Spence, Jr., Chairman in agreement, the Board adopted the following Resolution:

BE IT RESOLVED by the Board of Appeals for Montgomery County, Maryland that the opinion stated above is adopted as the Resolution required by law as its decision on the above-entitled petition.



Donald H. Spence, Jr.
Chairman, Montgomery County Board of Appeals

Entered in the Opinion Book
of the Board of Appeals for
Montgomery County, Maryland
this 23rd day of March, 2004.



Katherine Freeman
Executive Secretary to the Board

NOTE:

Any request for rehearing or reconsideration must be filed within fifteen (15) days after the date the Opinion is mailed and entered in the Opinion Book (See Section 59-A-4.63 of the County Code). Please see the Board's Rules of Procedure for specific instructions for requesting reconsideration.

Any decision by the County Board of Appeals may, within thirty (30) days after the decision is rendered, be appealed by any person aggrieved by the decision of the Board and a party to the proceeding before it, to the Circuit Court for Montgomery County, in accordance with the Maryland Rules of Procedure.

**BEFORE THE OFFICE OF ZONING AND ADMINISTRATIVE HEARINGS
FOR MONTGOMERY COUNTY, MARYLAND**

IN THE MATTER OF THE APPLICATION	:	
OF HOLTON ARMS SCHOOL, INC. FOR A	:	Conditional Use Application
MAJOR MODIFICATION OF SPECIAL	:	Nos. CBA-1174-E, S-2467-A
EXCEPTION FOR A PRIVATE	:	S-2503-B, S-516, & S-729
EDUCATIONAL INSTITUTION	:	

**PRE-HEARING SUBMISSION OF VIVIAN RIEFBERG
AND BRADLEY BOULEVARD CITIZENS ASSOCIATION**

EXHIBIT Q

Annual Report for Holton-Arms School 2017

CBA-1174-D

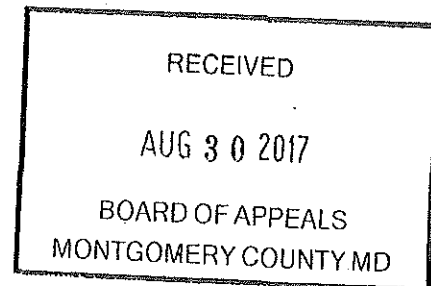


HOLTON-ARMS
SCHOOL

I will find a way or make one

August 31, 2017

VIA COURIER



Ms. Barbara Jay
Executive Secretary
Montgomery County Board of Appeals
Stella Werner Office Building
100 Maryland Avenue, Room 217
Rockville, MD 20850

Re: The Holton-Arms School, CBA 1174-D Annual Report

Dear Chair and Members of the Board:

I am enclosing the annual report for The Holton-Arms School, Inc. In September of each year, as a new school year commences, we file this report summarizing our activities and enrollment levels for the past year.

Our report contains the usual information about our enrollment and transportation management initiatives. In September of 2013, when Board members were reviewing that year's report, the Board encouraged the school not to submit in its entirety the Master Calendar for the school, as it consists of many pages much of which pertain to routine academic events and deadlines. Taking those comments into consideration, this year's report references our website where the master calendar is maintained, and only reports here those activities we believe are relevant to the special exception conditions for the school.

We welcomed our students on September 5, 2017 and look forward to a new school year. As always, should you desire additional information, please contact me.

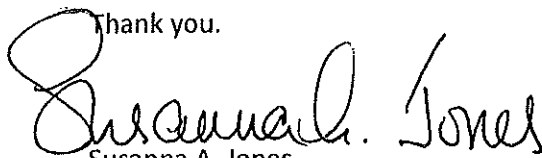
Thank you.

Susanna A. Jones
Head of School

EXHIBIT NO. 145

cc: Elsie L. Reid, Esquire, Mary Wallack, Martha Dippell (HOLTON) Norman Knopf, George
Springston, Dino Caterini, Jason Smolen, Burning Tree Elementary School, Parent/Teacher
Association

www.holton-arms.edu

301.365.5300

7303 River Road, Bethesda, Maryland 20817



ANNUAL REPORT HOLTON-ARMS SCHOOL

In accordance with the Opinion of the Board of Appeals dated September 7, 2001 Holton-Arms is pleased to report the following information for the Annual Report ending September 1, 2017.

I. Current School Enrollment

- A. For the academic year ending June 30, 2017 the number of students enrolled in Holton-Arms was 662. No students were admitted outside the regular admissions process.

II. Fine and Performing Arts Adjunct Program ending August 31, 2017

- A. There were 155 Students enrolled in this program.
- B. Of the above numbers 106 (68%) were Holton-Arms Students, and 49 (32%) were students from other schools and adults.

III Day Care Program

- A. The number of children registered for the upcoming year (2017-2018) in the day care program is 28.
- B. Of that number, 25 children are of Holton-Arms faculty members; 2 are from a Norwood, and 1 child is from Primary Day. All parents are faculty members at their respective schools.

IV Schedule of On-Campus Activities (including the use of Athletic Facilities) year.

- A. The school's master calendar for 2017-2018 is maintained on its website that is refreshed daily. This calendar may be viewed at www.holton-arms.edu.
- B. During the school year 2016-2017, the Scripps Regional Spelling Bee was held in the school's theater venue which was not a school function.
- C. Also, during the past school year, there were three conference athletic championships held on the school's track field and in the pool. Periodic clinics are held for Tennis, Basketball, Soccer and Volleyball. The clinics service 15-35 students and majority of the enrollment are Holton Students. These clinics may run from Fall through Summer.
- D. During the past year Holton was asked to host two tryouts and one practice for the US Lacrosse National Tournament. There was a maximum of 100 girls, some of which were Holton Students.

V Creative Summer Camp—2017

A. First Session – 665

B. Second Session - 625

VII. Transportation Management Reports for the School and Creative Summer are attached.

Respectfully submitted

Holton-Arms School

By: Susanna A. Jones Date: 8/30/17
Susanna A. Jones
Head of School

NOTE: A detailed calendar for the school year 2014-2015 can be furnished upon request.

Holton-Arms School
Transportation Management Report for Creative Summer
For: August 31, 2017

1. Bus

- A. Creative Summer provided private bus service for 146 campers first session and 126 campers second session at the following seven pick-up/drop-off points in Montgomery County: Potomac Woods Plaza on 7 Locks Road, Rockville; Normandie Farms Restaurant, Potomac; Blessed Sacrament Education Center, Chevy Chase; Lord and Taylor, 45th St., Friendship Heights; Rite-Aid Parking Lot, Westwood Shopping Center, Bethesda; Travilah Shopping Center, Darnestown Road, Rockville; and Burning Tree Elementary School, Bethesda. Seven bus counselors also rode these private buses to and from camp in both sessions.
- B. Bus information is listed in the camp brochure and camp handbook. Families are strongly encouraged to use the bus transportation.
- C. The average time for carpool is about 21 minutes.
- D. The number of campers that live in the 20817 zip code was 310, which was approximately 31 percent (31%) of total attendance of 1011 campers over two sessions in 2017 as compared to 2002 when we had 27 percent (27%). Given their proximity to the school, we believe these families are not interested in utilizing the bus service.

2. Carpooling

Creative Summer exceeded its goal of one-third of campers utilizing a carpool; approximately 43% of campers in Session 1 and 43% of campers in Session 2 utilized carpool in 2017.

- A. Carpool information is listed in the camp brochure and camp handbook. Families are strongly encouraged to carpool.
- B. The camp provided each family with a list based on respective zip code areas.
- C. Each carpool is given an assigned number that is written on a card and placed in a visible area of the passenger side dashboard of the vehicle. When a car enters the campus, a Creative Summer staff member identifies the number displayed on the card. The employee then calls ahead by walkie-talkie phone to the assembly area so that the child or children are ready to leave when the vehicle reaches the pick-up point.
- D. Each carpool driver is provided with detailed instructions regarding the drop-off and pick-up locations, times, and procedures.

3. Individual vehicle trips

- A. 27 children of 18 camp staff members who attended the camp resulted in their arrival and departure in a single vehicle with the staff parent.

4. Metro bus

- B. Approximately 8 staff members utilized public Metro bus service.
- C. The young age of the majority of our campers is the deciding factor in this type of Transportation.

Holton-Arms School
Transportation Management Report
For: August 26, 2016

Transportation Coordinator

Daryl Owens is the Facilities Manager of Transportation and responsible for the Transportation Department. All correspondence can be directed to the Facilities Manager of Transportation. Daryl Owens is responsible for coordinating the daily bus transportation which includes the bus routes: Great Falls, McLean, Alexandria, Friendship Heights, Cleveland Park/Spring Valley, Guy Mason/Palisades, Prince Georges County and Gaithersburg.

Daryl Owens also coordinates field trips that are over 50 miles away from the school and charters commercial coaches and school buses for these trips.

Daryl Owens coordinates all sports and field trips that are less than 50 miles from the school using Holton's school buses. Daryl Owens coordinates with other senior staff in the scheduling of after-school and non-school activities so as to avoid conflicts in site traffic at peak school arrival and departure times. The Facilities Department is responsible for ensuring that adequate onsite parking is available for all scheduled activities which are shown on the Master Calendar.

Carpools

The School encourages carpooling for families. Through the school website, parents may sign in and enter the 'Parent' portal. The parent's home location is automatically mapped out on the screen, and other parents' home locations and contact information are shown on the same map. Carpool groups can easily be assembled within neighborhoods. Once assembled, the groups are assigned account numbers. The School has a master listing of each carpool grouping, and will keep encouraging parents to carpool. The School also maintains a carpool registry at the School's reception desk and a listing of all students, in zip code order.

The School's handbook also includes a listing by zip code of all students to facilitate carpool formation.

There is a clause in the student contract stating that compliance with the Transportation Management Plan is required.

Public Transportation

There is a waiting area and a bench in place at the bus stop with walkways to the academic buildings. Holton's website currently carries information concerning the availability of public transportation.

Private Bus Transportation

The school provides roundtrip bus transportation with Rejoice Transportation LLC for:

- Great Falls (Shared with Landon School and managed by Landon School)

The school provides roundtrip bus transportation with Coughlin Transportation for:

- Guy Mason
- McLean

The school provides roundtrip bus transportation with Middledorf Bus Company for:

- Cleveland Park/Spring Valley morning and afternoon.
- Friendship Heights afternoon
- Friendship Heights evening (shared with Landon)
- Prince George's County.

The school provides roundtrip bus transportation with a Holton driver for:

- Gaithersburg, North Potomac and Potomac Village which is shared with Landon School.
- Alexandria bus runs which is shared with Landon.
- A shuttle runs between Holton and Landon in the morning and afternoon so parents have the opportunity to drop-off or pick up their children at one school. For example, in the morning a parent can drop his son and daughter at Landon. The daughter would then ride the shuttle to Holton.

We include in our school literature, on the web site, and in periodic mailings to parents, information about bus service from off-site locations to the school.

The Buildings and Grounds Committee, a sub-committee of the Board of Trustees, has directed staff to continue to investigate further opportunities to increase bus and carpool usage.

Vehicle Limitations

Driving privileges, predicated on parking space availability, is limited to juniors and seniors only. Also, during the first annual faculty and staff meeting, the school administration encourages faculty, staff and administrative personnel to share travel opportunities to and from school, including the school's expectation that students under age 16 residing with a faculty or staff member will travel with such faculty or staff member to and from school.

Traffic Improvements

In April 2005, the school completed the extension of the eastbound left-turn lane on River Road at the school's entrance, per State Highway Administration specifications, increasing the stacking space for vehicles seeking to enter school grounds. This improvement satisfies a condition of the BOA approvals for the school.