

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

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

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

**EXHIBIT R**

Annual Report for Holton-Arms School 2016

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



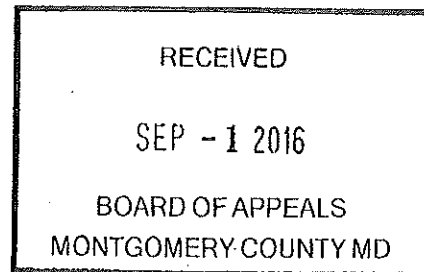
HOLTON-ARMS  
SCHOOL

*I will find a way or make one*

September 17, 2016

**VIA COURIER**

Ms. Katherine Freeman  
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 6, 2016 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

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](http://www.holton-arms.edu)

301.365.5300 | f 301.365.6093

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, 2016.

### **I. Current School Enrollment**

- A. For the academic year ending June 30, 2016 the number of students enrolled in Holton-Arms was 656. No students were admitted outside the regular admissions process.

### **II. Fine and Performing Arts Adjunct Program ending August 31, 2016**

- A. There were 139 Students enrolled in this program.
- B. Of the above numbers 117 (84%) were Holton-Arms Students, and 22 (16%) were students from other schools and adults.

### **III Day Care Program**

- A. The number of children registered for the upcoming year (2016-2017) in the day care program is 26.
- B. Of that number, 22 children are of Holton-Arms faculty members and 3 is a children 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 2016-2017 is maintained on its website that is refreshed daily. This calendar may be viewed at [www.holton-arms.edu](http://www.holton-arms.edu).
- B. During the school year 2015-2016, 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. There were Four Tennis Clinics in which some Holton students participated and they were held in July and August of the 2016-2017 school year.

### **V Creative Summer Camp—2016**

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

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

Respectfully submitted

Holton-Arms School

By: Susanna A. Jones Date: 8/31/16  
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: August 26, 2016**

**Transportation Coordinator**

Michael Joyce is the Director of Facilities and responsible for the Transportation Department. All correspondence can be directed to the Director of Facilities. Michael Joyce 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.

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

Mike Joyce coordinates all sports and field trips that are less than 50 miles from the school using Holton's school buses. Mike Joyce 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)

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.

**Holton-Arms School**  
**Transportation Management Report for Creative Summer**  
**For: August 31, 2016**

**1. Bus**

- A. Creative Summer provided private bus service for 131 campers first session and 131 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, 45<sup>th</sup> 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 17 minutes.
- D. The number of campers that live in the 20817 zip code was 339, which was approximately 32 percent (32%) of total attendance of 1063 campers over two sessions in 2016 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 47% of campers in Session 1 and 43% of campers in Session 2 utilized carpool in 2016.

- 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. 28 children of 19 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 10 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.



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

**EXHIBIT S**

Annual Report for Holton-Arms School 2015



HOLTON-ARMS  
SCHOOL

CBA-1174-D

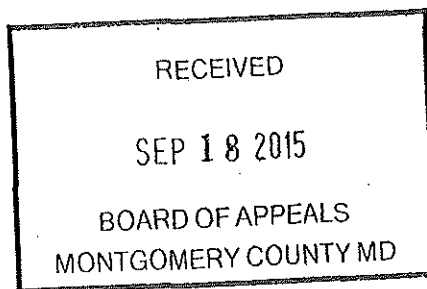
WS 9-30-15 2

*I will find a way or make one*

September 17, 2015

VIA FEDEX

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



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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 9, 2015 and look forward to a new school year. As always, should you desire additional information, please contact me or our counsel, Elsie L. Reid.

Thank you.

Susanna A. Jones  
Head of School

EXHIBIT NO. 143

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

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## **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, 2015.

### **I. Current School Enrollment**

- A. For the academic year ending June 30, 2015 the number of students enrolled in Holton-Arms was 643. No students were admitted outside the regular admissions process.

### **II. Fine and Performing Arts Adjunct Program ending August 31, 2015**

- A. There were 167 Students enrolled in this program.
- B. Of the above numbers 125 (75%) were Holton-Arms Students, and 42 (25%) were students from other schools and adults.

### **III Day Care Program**

- A. The number of children registered for the upcoming year (2015-2016) in the day care program is 25.
- B. Of that number, 23 children are of Holton-Arms faculty members and 1 is a child from a Norwood and 1 child from Landon both are faculty members at the respective schools.

### **IV Schedule of On-Campus Activities (including the use of Athletic Facilities) for the 2015-2016 School year.**

- A. The school's master calendar is maintained on its website that is refreshed daily. This calendar may be viewed at [www.holton-arms.edu](http://www.holton-arms.edu).
- B. During the school year 2015-2016, there was one performance held in the school's theater venues which were not school functions.
- C. Also, during the past school year, there were two conference athletic championships held on the school's track field and in the pool. Two Tennis Clinics in which some Holton students participated were also held during the 2014-2015 school year.
- D. From time to time during the year, and as discussed with the Neighborhood Liaison Committee which meets periodically during the year, small charitable, educational or athletic events are hosted at the school (when school is not in session). One such event held in 2014-2015 school year was a Special Olympics swimming competition held on Saturday, May 30, 2015.

V Creative Summer Camp—2015

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

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

Respectfully submitted

Holton-Arms School

By: Susanna A. Jones  
Susanna A. Jones  
Head of School

Date: 9/17/15

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, 2015**

**1. Bus**

- A. Creative Summer provided private bus service for 154 campers first session and 136 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, 45<sup>th</sup> 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 15 minutes.
- D. The number of campers that live in the 20817 zip code was 379, which was approximately 34 percent (34%) of total attendance of 1107 campers over two sessions in 2015 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 45% of campers in Session I and 47% of campers in Session II utilized carpool in 2015.

- 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. 25 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 10 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 31, 2015**

**Transportation Coordinator**

Michael Joyce is the Director of Facilities and responsible for the Transportation Department. All correspondence can be directed to the Transportation Administrator Alaniis Summerfield. Billy Merino is the Transportation Coordinator and is responsible for coordinating the daily bus transportation which includes the bus routes: Friendship Heights, Prince George's County, Gaithersburg/Potomac, Alexandria, Georgetown/Spring Valley and McLean, Virginia.

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

Billy Merino coordinates all sports and field trips that are under 50 miles from the school using Holton's school buses. Billy Merino 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**

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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:

- Virginia (Shared with Landon School)

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

- Georgetown/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 run 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.

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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**

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## **Traffic Improvements**

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

**EXHIBIT T**

Annual Report for Holton-Arms School 2014

CBA- 1174-D

WS 9-24-14



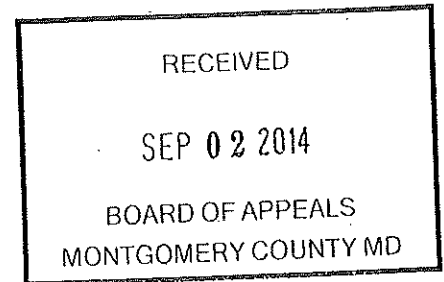
HOLTON-ARMS  
SCHOOL

*I will find a way or make one*

September 2, 2014

VIA HAND DELIVERY

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



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We welcomed our students on September 2, 2014 and look forward to a new school year. As always, should you desire additional information, please contact me or our counsel, Elsie L. Reid.

Thank you.

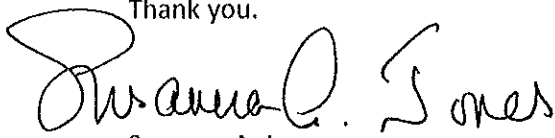
  
Susanna A. Jones  
Head of School

EXHIBIT NO. 142

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

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## 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, 2014.

### I. Current School Enrollment

- A. For the academic year ending June 30, 2014 the number of students enrolled in Holton-Arms was 638. No students were admitted outside the regular admissions process.

### II. Fine and Performing Arts Adjunct Program academic year ending June 30, 2013

- A. There were 227 Students enrolled in this program.
- B. Of the above numbers 177 (78%) were Holton-Arms Students, and 48 (22%) were students from other schools and adults.

### III. Day Care Program

- A. The number of children registered for the upcoming year (2014-2015) in the day care program is 18.
- B. Of that number, 17 children are of Holton-Arms faculty members and 1 is a child from a Norwood faculty member.

### I. Schedule of On-Campus Activities (including the use of Athletic Facilities) for the 2013-2014 School year.

- A. The school's master calendar is maintained on its website that is refreshed daily. This calendar may be viewed at [www.holton-arms.edu](http://www.holton-arms.edu).
- B. During the school year 2013-2014, there was one performance held in the school's theater venues which were not school functions.
- C. Also, during the past school year, there were two conference athletic championships held on the school's track field and in the pool. Two Lacrosse Clinics in which some Holton students participated were also held during the 2013-2014 school year.
- D. From time to time during the year, and as discussed with the Neighborhood Liaison Committee which meets periodically during the year, small charitable, educational or athletic events are hosted at the school (when school is not in session). One such event held in 2013-2014 school year was a Special Olympics swimming competition held on Saturday, May 31, 2014.

V Creative Summer Camp--2014

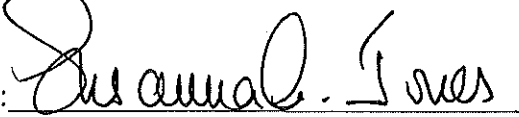
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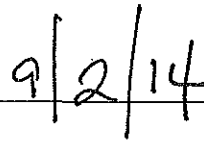
Holton Arms School

By:



Susanna A. Jones  
Head of School

Date:



NOTE: A detailed calendar for the school year 2013-2014 can be furnished upon request.

**Holton–Arms School**  
**Transportation Management Report**  
**For: August 30, 2014**

**Transportation Coordinator**

Susana Eusse is the Transportation Coordinator for the school. She is responsible for coordinating the daily bus transportation which includes the bus routes: Friendship Heights, Prince George's County, Gaithersburg/Potomac, Alexandria, Georgetown/Spring Valley and McLean, Virginia.

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- Virginia (Shared with Landon School)
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- 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.

**Holton-Arms School**  
**Transportation Management Report for Creative Summer**  
**For: August 30, 2014**

**1. Bus**

- A. Creative Summer provided private bus service for 101 campers first session and 99 campers second session at the following six 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, 45<sup>th</sup> St., Friendship Heights; Rite-Aid Parking Lot, Westwood Shopping Center, Bethesda; and Burning Tree Elementary School, Bethesda.
- 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 15 minutes.
- D. The number of campers that live in the 20817 zip code was 371, which was approximately 34 percent (34%) of total attendance of 1090 campers over two sessions in 2014 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 54% of campers in Session I and 55% of campers in Session II utilized carpool in 2014.

- 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. 28 children of 22 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 15 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.



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

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

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

**EXHIBIT U**

Annual Report for Holton-Arms School 2013



HOLTON-ARMS  
SCHOOL

CBA-1174-D

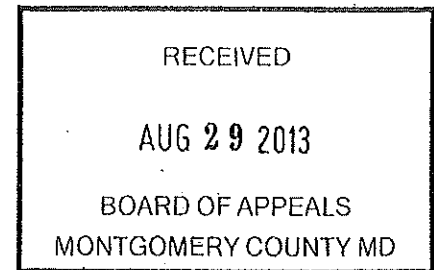
WS: 9-25-13

*I will find a way or make one*

August 28, 2013

**VIA HAND DELIVERY**

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



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

Dear Ms. Freeman:

I am enclosing the annual report for The Holton-Arms School, Inc. Holton files this report in September of each new school year, along with a copy of the Master Calendar for the preceding year. The additional reports included with this letter relate to the school's approved Transportation Management Plans, one for the academic year and one for its Creative Summer program.

The School continues to examine and implement ways to reduce vehicular traffic to and from the School by promoting busing and carpool alternatives.

We are looking forward to welcoming our students back on September 4, 2013.

Please do not hesitate to contact me or our counsel, Elsie Reid, if Holton can provide you with any further information. Thank you.

Sincerely,

Susanna A. Jones  
Head of School

Enclosures

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

EXHIBIT NO. 141

www.holton-arms.edu

301.365.5300 | f 301.365.6093

7303 River Road, Bethesda, Maryland 20817



*I will find a way or make one*

**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, 2013.

I. Current School Enrollment

- A. For the academic year ending June 30, 2013 the number of students enrolled in Holton-Arms was 657. No students were admitted outside the regular admissions process.

II. Fine and Performing Arts Adjunct Program academic year ending June 30, 2013

- A. There were 153 Students enrolled in this program.  
B. Of the above numbers 127 (83%) were Holton-Arms Students, and 26 (17%) were students from other schools and adults.

III Day Care Program

- A. The number of children registered for the upcoming year (2013-2014) in the day care program is 18.  
B. Of that number, 16 children are of Holton-Arms faculty members and 2 are children of either Landon or Norwood faculty members.

IV Schedule of On-Campus Activities (Including the Use of Athletic Facilities) for the 2012-2013 School year is attached.

V Creative Summer Camp--2013

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

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

Respectfully submitted

Holton-Arms School

By:

Susanna A. Jones  
Head of School

Date:

**Holton-Arms School**  
**Transportation Management Report**  
**For: August 30, 2013**

**Transportation Coordinator**

Susana Eusse is the Transportation Coordinator for the school. She is responsible for coordinating the daily bus transportation which includes the bus routes: Friendship Heights, Prince George's County, Potomac, Alexandria/Spring Valley and McLean, Virginia.

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

Susana Eusse, coordinates all sports and field trips that are under 50 miles from the school using Holton's school buses. Susana 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. She 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:

- Virginia (Shared with St. Andrews and Landon Schools)
- Friendship Heights morning and afternoon (Shared with St. Andrews School)
- Friendship Heights Evening (one-way shared with St. Andrews and Landon)

The school provides roundtrip bus transportation with Rejoice Bus Co. for:

- PG County (Holton bus only in the morning and a shared bus with Landon in the afternoon)

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

- Gaithersburg, Darnestown and Potomac Village which is shared with Landon School.
- Spring Valley/Alexandria bus run to include Georgetown.
- 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.

**Holton-Arms School**  
**Transportation Management Report for Creative Summer**  
**For: August 30, 2013**

**1. Bus**

- A. Creative Summer provided private bus service for 124 campers first session and 129 campers second session at the following six 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, 45<sup>th</sup> St., Friendship Heights; Rite-Aid Parking Lot, Westwood Shopping Center, Bethesda; and Burning Tree Elementary School, Bethesda.
- B. Bus information is listed in the camp brochure and camp handbook. Families are strongly encouraged to use the bus transportation.
- C. The reconfiguration of the traffic patterns on campus create a smoother traffic flow onto and off of the campus resulting in less time spent in carpool lines. The average time for carpool is about 15 minutes.
- D. The number of campers that live in the 20817 zip code was 329, which was approximately 32 percent (32%) of total attendance of 1041 campers over two sessions in 2013 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 52% of campers in Session I and 49% of campers in Session II utilized carpool in 2013.

- 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. 35 children of 24 camp staff members who attended the camp resulted in their arrival and departure in a single vehicle with the staff parent.

**4. Metro bus**

- A. Approximately 10 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**

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

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

**EXHIBIT V**

Annual Report for Holton-Arms School 2012





HOLTON-ARMS  
SCHOOL

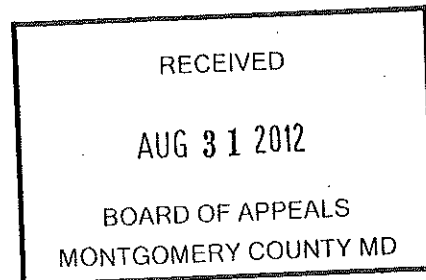
CBA-1174-D  
WS 9-26-12

*I will find a way or make one*

August 30, 2012

**VIA HAND DELIVERY**

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



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

Dear Ms. Freeman:

I am enclosing the annual report for The Holton-Arms School, Inc. Holton files this report in September of each new school year, along with a copy of the Master Calendar for the preceding year. The additional reports included with this letter relate to the school's approved Transportation Management Plans, one for the academic year and one for its Creative Summer program.

The School continues to examine and implement ways to reduce vehicular traffic to and from the School by promoting busing and carpool alternatives.

We are looking forward to welcoming our students back on September 4, 2012.

Please do not hesitate to contact me or our counsel, Elsie Reid, if Holton can provide you with any further information. Thank you.

Sincerely,

Susanna A. Jones  
Head of School

Enclosures

cc: Elsie L. Reid, Esquire, Leslie Meyer, Lori Larson, Kim Samperton (HOLTON)  
Norman Knopf, George Springston, Dino Caterini, Jason Smolen, Kimberly Schiffrin, Burning  
Tree Elementary School, Parent/Teacher Association

EXHIBIT NO. 140

{FDALAW 00150327v1\5930\05 8\26\2011 02:55 PM}

www.holton-arms.edu

301.365.5300 | f 301.365.6093

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, 2012.

I. Current School Enrollment

- A. For the academic year ending June 30, 2012 the number of students enrolled in Holton-Arms was 645. No students were admitted outside the regular admissions process.

II. Fine and Performing Arts Adjunct Program academic year ending June 30, 2012

- A. There were 140 Students enrolled in this program.  
B. Of the above numbers 103 (74%) were Holton-Arms Students, and 37 (26%) were students from other schools and adults.

III Day Care Program

- A. The number of children registered for the upcoming year (2012-2013) in the day care program is 18.  
B. Of that number, 15 children are of Holton-Arms faculty members and 3 are children of either Landon, Primary Day or Norwood faculty members.

IV Schedule of On-Campus Activities (Including the Use of Athletic Facilities) for the 2011-2012 School year is attached.

V Creative Summer Camp--2012

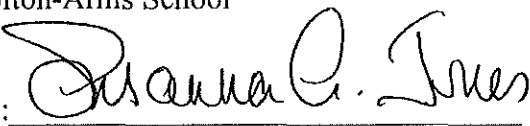
- A. First Session – 665  
B. Second Session - 665

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

Respectfully submitted

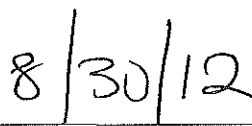
Holton-Arms School

By:



Susanna A. Jones  
Head of School

Date:



**Holton-Arms School**  
**Transportation Management Report**  
**For: August 30, 2012**

**Transportation Coordinator**

Susana Eusse is the Transportation Coordinator for the school. She is responsible for coordinating the daily bus transportation which includes the bus routes: Friendship Heights, Prince George's County, Potomac, Alexandria/Spring Valley and McLean, Virginia.

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

Susana Eusse, coordinates all sports and field trips that are under 50 miles from the school using Holton's school buses. Susana 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. She 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:

- Virginia (Shared with St. Andrews and Landon Schools)
- Friendship Heights morning and afternoon (Shared with St. Andrews School)
- Friendship Heights Evening (one-way shared with St. Andrews and Landon)

The school provides roundtrip bus transportation with Middledorf Bus Co. for:

- PG County (Holton bus only in the morning and a shared bus with Landon in the afternoon)

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

- Gaithersburg, Darnestown and Potomac Village which is shared with Landon School.
- Spring Valley/Alexandria bus run to include Georgetown. This run has doubled participation from last year.
- 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.

**Holton-Arms School**  
**Transportation Management Report for Creative Summer**  
**For: August 30, 2012**

**1. Bus**

- A. Creative Summer provided private bus service for 121 campers first session and 121 campers second session at the following six 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, 45<sup>th</sup> St., Friendship Heights; Rite-Aid Parking Lot, Westwood Shopping Center, Bethesda; and Burning Tree Elementary School, Bethesda.
- B. Bus information is listed in the camp brochure and camp handbook. Families are strongly encouraged to use the bus transportation.
- C. The reconfiguration of the traffic patterns on campus create a smoother traffic flow onto and off of the campus resulting in less time spent in carpool lines. The average time for carpool is about 15 minutes.
- D. The number of campers that live in the 20817 zip code was 308, which was approximately 28 percent (28%) of total attendance of 1094 campers over two sessions in 2012 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 47% of campers utilized carpool in 2012.

- 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 to be writing 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. 37 children of 26 camp staff members who attended the camp resulted in their arrival and departure in a single vehicle with the staff parent.

**4. Metro bus**

- A. Approximately 10 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**

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

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

**EXHIBIT W**

Annual Report for Holton-Arms School 2011



HOLTON-ARMS  
SCHOOL

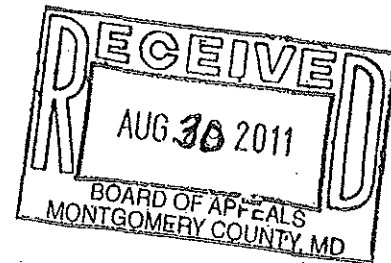
WS 9-28-11  
CBA-1174-D

*I will find a way or make one*

August 29, 2011

**VIA HAND DELIVERY**

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



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

Dear Ms. Freeman:

I am enclosing the annual report for The Holton-Arms School, Inc. Holton files this report in September of each new school year, along with a copy of the Master Calendar for the preceding year. The additional reports included with this letter relate to the school's approved Transportation Management Plans, one for the academic year and one for its Creative Summer program.

As last year, I am also enclosing a fourth informational report from the School's ongoing Transportation Task Force describing its efforts to improve the flow of traffic and reduce trip rates at Holton. The school continues to encourage carpooling and the use of public transportation by our student families. Holton has also increased its offerings of private bus options with modest success. The task force plans to explore adding carpool incentives to its traffic mitigation efforts in this coming year.

We are looking forward to welcoming our students back on September 6, 2011.

Please do not hesitate to contact me or our counsel, Elsie Reid, if Holton can provide you with any further information. Thank you.

Sincerely,

Susanna A. Jones  
Head of School

Enclosures

cc: Elsie L. Reid, Esquire, Leslie Meyer, Lori Larson, Kim Samperton (HOLTON)  
Norman Knopf, George Springston, Dino Caterini, Jason Smolen, Kimberly Schifrin, Burning  
Tree Elementary School, Parent/Teacher Association  
{FDALAW 00150327v1\5930\05 8\26\2011 02:55 PM}

[www.holton-arms.edu](http://www.holton-arms.edu)

301.365.5300 | f 301.365.6093

7303 River Road, Bethesda, Maryland 20817

EXHIBIT #

138





**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, 2011.

**I. Current School Enrollment**

- A. For the academic year ending June 30, 2011 the number of students enrolled in Holton-Arms was 644. No students were admitted outside the regular admissions process.

**II. Center for the Arts academic year ending June 30, 2011**

- A. Number of Center of the Arts enrollees were: Fall Semester – 216 and Spring Semester -234  
B. Of the above numbers 111(51.3%) Holton-Arms Families enrolled for the Fall Semester and 119 (51%) Holton-Arms Families enrolled for the Spring Semester.

**III Day Care Program**

- A. The number of children registered for the upcoming year (2011-2012) in the day care program is 15.  
B Of that number, 14 children are of Holton-Arms faculty members and 1 are children of either Landon, Primary Day or Norwood faculty members.

**IV Schedule of On-Campus Activities (Including the Use of Athletic Facilities) for the 2010-2011 School year is attached.**

**V Creative Summer Camp--2011**

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

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

Respectfully submitted

Holton-Arms School

By: Susanna A. Jones  
Susanna A. Jones  
Head of School

Date: 8/29/11

**Holton-Arms School**  
**Transportation Management Report**  
**For: August 27, 2011**

**Transportation Coordinator**

Susana Eusse is the Transportation Coordinator for the school. She is responsible for coordinating the daily bus transportation which includes the bus routes: Friendship Heights, Prince George's County, Potomac, Spring Valley and Virginia.

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

Susana Eusse, coordinates all sports and field trips that are under 50 miles from the school using Holton's school buses. Susana 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. She is responsible for ensuring that adequate onsite parking is available for all scheduled activities which are shown on the Master Calendar.

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

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**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:

- Virginia (Shared with St. Andrews and Landon Schools)
- Friendship Heights morning and afternoon (Shared with St. Andrews School)
- Friendship Heights Evening (one-way shared with St. Andrews and Landon)

The school provides roundtrip bus transportation with Middledorf Bus Co. for:

- PG County (Holton bus only in the morning and a shared bus with Landon in the afternoon)

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

- Potomac Village which is shared with Landon School.
- Spring Valley bus run which was initiated last year and has been [is this may or has it already been done: not clear from Kim's report at least to me that Georgetown and Alexandria added yet]extended to include Georgetown and Alexandria.
- 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 are continuing to make every effort to coordinate a Gaithersburg/Darnestown bus run as a new extension to the Potomac Village run.

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.

**Holton-Arms School**  
**Transportation Management Report for Creative Summer**  
**For: September 2011**

**1. Bus**

- A. Creative Summer provided private bus service for 101 campers first session and 113 campers second session at the following six 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, 45<sup>th</sup> St., Friendship Heights; Rite-Aid Parking Lot, Westwood Shopping Center, Bethesda; and Burning Tree Elementary School, Bethesda.
- B. Bus information is listed in the camp brochure and camp handbook. Families are strongly encouraged to use the bus transportation.
- C. The reconfiguration of the traffic patterns on campus create a smoother traffic flow onto and off of the campus resulting in less time spent in carpool lines. The average time for carpool is about 15 minutes.
- D. The number of campers that live in the 20817 zip code was 307, which was approximately 29 percent (29%) of total attendance [?] [is this math right?  $307/665 = 46\%$ ] in 2011 as compared to 2002 when we had 27 percent (27%). [Must be percentage of something else]. 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 utilized carpool in 2011.

- 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 to be writing 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. 46 children of 30 camp staff members who attended the camp resulted in their arrival and departure in a single vehicle with the staff parent.

**4. Metro bus**

- A. Approximately 11 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.

## Holton-Arms Traffic Task Force Informational Report

### August 31, 2011

Established in May of 2008 as part of the school's special exception process, the Traffic Task Force, a committee of the Holton-Arms Board of Trustees, continued this past year its ongoing review of the school's existing Traffic Management Plan (TMP). The Task Force is comprised of several Trustees, including the Head of School and the President of the Parent's Association, the Transportation Coordinator for the School, the Director of Finance and Operations, and the Director of Enrollment and Marketing. The Task Force has been chaired by the former Chair of the Board. During the 2010-2011 school year, the Traffic Task Force evaluated the implementation of trial recommendations from the previous year and the 2008-2009 school year, particularly the enhanced assistance from the School in the formation of carpools, the Potomac Bus Route, the Holton-Landon shuttle bus and the new Spring Valley bus. The task force collected data on parking, carpooling and busing. It also considered further suggestions to reduce trip generation rates at Holton-Arms. Enrollment has remained static at the School over the past year's study period, remaining below the maximum allowable under the school's zoning approvals.

#### Past Recommendations:

The Task Force findings as to the implementation of the recommendations from the 2008-2009 and 2009-2010 school year are:

#### 1. ENHANCED ASSISTANCE IN THE FORMATION OF CARPOOLS.

Carpooling remains the easiest, most cost effective way to reduce trip generation rates. As part of the existing TMP, the School has encouraged, coordinated and maintained a carpool list. The School includes a listing by zip code in the School Directory to facilitate carpool information. The Task Force survey from the 2008-2009 school year revealed that parents wanted more help from the School in forming carpools. During the summer prior to the beginning of the 2009-2010 school year, the School created graphs showing students within a one to two mile radius of one another and compiled lists of cluster families within the one/two mile radius. Holton-Arms sent letters to all of these families identifying the nearby small group clusters encouraging them to form carpools with one another.

The initial response last year to these efforts was positive. Based on its review of carpooling activity during the 2009-2010 and the 2010-2011 school years, the Task Force concluded that the School's efforts produced an increase in carpools traveling to the School and recommended the continuation of this School sponsored program. In 2011 the School changed to a new database system called *Veracross* which has the capability to allow parents to individually access cluster families and routing information from the database. Parents are being informed of this new, easier system to form carpools. The Task Force will continue to monitor this program, especially the change to the *Veracross* system, during the 2011-2012 school year.

#### 2. POTOMAC BUS ROUTE.

The Task Force reviewed student participation on the bus route to Potomac, Maryland which is in its second year of service. The 20854 Potomac zip code has the most concentrated number of students attending Holton-Arms. The Potomac bus route had 6 Holton students riding roundtrip, and 1 Holton student riding one way in the afternoon during the 2009-2010 school year. During the 2010-2011 school year the Potomac bus route participation had 6 Holton students riding roundtrip, with 2 Holton students riding one way. The students riding the Potomac bus span grades 7 to 9.

With anticipated further growth in participation on the Potomac bus, the Task Force recommended the School purchase a larger bus to accommodate more students. Both the 2010-2011 and 2011-2012

School budgets included \$25,000 each year, totaling \$50,000 towards the purchase of a larger bus.

The Potomac bus picks up and drops off in one centralized location on the south side of River Road in Potomac Village. During the 2009-2010 school year at the request of a parent, the School asked Montgomery County officials to permit the Holton bus to use the parking lot of the Montgomery County Public Library, Potomac branch, as a pick up and drop off location, a request which was denied. The parent who made the initial request has a young daughter and does not want her child walking across River Road alone to go to the Library to wait until the parent can pick her up. Consequently the student waits at a local grocery store for her parent to arrive. The Task Force has concerns regarding a student who uses the bus to reduce trip generation but waits for pick up in a public business rather than at the local library or at School in an extended care program. The Traffic Task Force could not obtain permission to pick up or drop off students in the parking lot again this year. Consequently, the Task Force recommended the new large school bus be equipped with a retractable side "stop" arm so that the bus may pick up and drop off students in the street in front of the Library. The Task Force hopes this change will make the bus a more attractive and safer option for parents and students. The Task Force will monitor any increase in riders on the Potomac bus route during the 2011-2012 school year.

### 3. HOLTON-LANDON SHUTTLE BUS

The shuttle bus between Holton-Arms and the Landon School in Bethesda was a Task Force recommendation from 2008-2009. The Task Force reviewed the operation of the Holton-Landon shuttle again this year and concluded that it has reduced the number of individual cars traveling between the campuses. The Task Force found it difficult again to assess the overall quantity of reduced trip generation rates due to the fact that ridership on the shuttle changes daily and seasonally, depending upon sports, arts and other schedules. Nonetheless, as many as 14 students in the afternoon were counted on the shuttle and parents have told the school how much this service helps them to reduce automobile trips between the two schools. The Task Force will continue to monitor the shuttle during the 2011-2012 school year.

### Newer Initiatives:

From its work this past year, the Task Force has made additional recommendations for the 2011-2012 school year. These are:

#### 1. NEW DARNESTOWN TO POTOMAC BUS WITH BULLIS SCHOOL.

The Task Force recommended a **new bus extension** be added to the Potomac bus route during the 2010-2011 school year. The Task Force contacted the Bullis School regarding potential joint bus routes. Holton-Arms and Bullis identified a bus route between Darnestown, Maryland and Potomac, Maryland whereby Holton-Arms students could take a Bullis School bus to the existing Holton Potomac bus. Emails were sent to the Holton-Arms families residing in the Darnestown zip codes. The response was disappointing as no students elected to take this new bus route during the 2010-2011 school year. The Task Force continued to work with Bullis School during the 2010-2011 school year to promote this route. This route is being offered again this year (2011-2012); however, only 6 students have shown an interest in riding this bus. The School is currently analyzing the feasibility of running this bus route due to its significant cost.

#### 2. POSSIBLE ALEXANDRIA BUS ROUTE.

The School is studying the possibility of operating a bus for pupils in the Alexandria, VA and Georgetown, DC area. The Task Force is exploring the logistics of such a bus run.

### 3. SPRING VALLEY BUS

The Task Force recommended and the School added a new bus route to the Spring Valley neighborhood in Northwest Washington, D. C. during the 2010-2011 school year. The 20016, a N. W. District of Columbia zip code, has a concentrated number of students attending Holton-Arms, including students from the 20008 and 20007 zip codes who may benefit from such a route. Due to limited resources, the Spring Valley bus route for 2010-2011 was a morning only route with 4 students. For 2011-2012, together with Landon, Holton is offering morning and afternoon bus runs and currently 5 Holton students have signed up for this service. The Task Force will continue to monitor the use of this bus route during the 2011-2012 school year.

### 4. CARPOOL ONLY LANES/TRAFFIC CONSULTANT

The Task Force recommended establishing carpool only lanes on campus roadways to facilitate and give priority to carpools in dropping off and picking up students. The School's operating budget for 2010-2011 included funding for a traffic consultant to analyze the potential for carpool only lanes within existing on-campus roadways. Last September 2010, the Task Force sent an RFP to several traffic consultants and hired the combined companies, Wells + Associates and UrbanTrans to aid the Task Force in its work. The consultants have reviewed all previous traffic studies, surveyed the site, consulted parents and students and have reported preliminary findings to the Task Force. Initial findings indicate there has been a modest increase in student carpools over the past two years. A final report with recommendations from the consultants is expected later this year.

#### Future Efforts:

The Task Force proposes to continue its work in the upcoming school year. For example, it will continue to evaluate the carpooling and bus initiatives begun in the past two years, as well as consider other options and recommendations from the traffic consultants during the 2011-2012 school year. The Task Force will consider the potential for adding more shared bus routes with other schools. The Task Force will solicit the Holton community, its neighbors, and other local private schools for new ideas to build support for trip reduction initiatives. Based on these efforts and the assistance of its transportation specialists, the Task Force may formulate recommendations for further changes or additions to the school's TMP and school operations or scheduling priorities. The Task Force will then present its recommendations to the School's Board of Trustees, the NLC, and after consultation with the NLC, the Board of Appeals for its approval, as appropriate.

Respectfully submitted,  
Kim Samperton, Past Chair, Board of Directors, The Holton-Arms School, Inc.



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

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

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

**EXHIBIT X**

Annual Report for Holton-Arms School 2010



HOLTON-ARMS  
SCHOOL

*I will find a way or make one*

August 31, 2010

**VIA HAND DELIVERY**

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



Re: The Holton-Arms School, Inc. - Annual Report

Dear Ms. Freeman:

I am enclosing the annual report for The Holton-Arms School, Inc. Holton files this report in September of each new school year, along with a copy of the Master Calendar for the preceding year. There are two other reports relating to the school's approved Transportation Management Plans. one for the academic year and one for our Creative Summer program.

As last year, I am also enclosing a fourth report captioned the "Transportation Task Force Report to the Board," describing the ongoing work of the school's appointed task force to study means to reduce or control the trip generation rates at Holton, as required by the July 29, 2008 Board Resolution. The school, as you will read in this report, has intensified its efforts to encourage carpooling and the use of public transportation by our student families. Holton has also increased its offerings of private bus options with modest success. The task force wants to continue these formal efforts during this new school year in order to explore adding more carpool incentives and refining the ways we measure the effectiveness of our transportation management initiatives. I believe this report fully satisfies the conditions of our zoning approvals. In the future, the school will include information on its ongoing transportation management initiatives as part of the regular annual report of the school filed each September.

We are looking forward to welcoming our students back on September 7, 2010.

Please do not hesitate to contact me or our counsel, Elsie Reid, if Holton can provide you with any further information. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Susanna A. Jones".

Susanna A. Jones  
Head of School

Enclosures

cc: Elsie L. Reid, Esquire, Amy Kaslow, Board Chair, Kimberly Samperton  
Leslie Meyer, Norman Knopf, George Springston, Dino Caterini, Jason Smolen,  
Kimberly Schiffrin, 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, 2010.

I. Current School Enrollment

- A. For the academic year ending June 30, 2010 the number of students enrolled in Holton-Arms was 637. No students were admitted outside the regular admissions process.

II. Center for the Arts academic year ending June 30, 2010

- A. Number of Center of the Arts enrollees were: Fall Semester – 252 and Spring Semester -193  
B. Of the above numbers 144(57%) Holton-Arms Families enrolled for the Fall Semester and 105 (55%) Holton-Arms Families enrolled for the Spring Semester.

III Day Care Program

- A. The number of children registered for the upcoming year (2010-2011) in the day care program is 18.  
B Of that number, 15 children are of Holton-Arms faculty members and 3 are children of either Landon, Primary Day or Norwood faculty members.

IV Schedule of On-Campus Activities (Including the Use of Athletic Facilities) for the 2008-2009 School year is attached.

V Creative Summer Camp--2010

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

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

Respectfully submitted

Holton-Arms School

By: Susanna A. Jones

Susanna A. Jones  
Head of School

Date: 8/30/10

## **Private Bus Transportation**

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

- Virginia (Shared with St. Andrews and Landon Schools)
- Friendship Heights morning and afternoon (Shared with St. Andrews School)
- Friendship Heights Evening (one-way shared with St. Andrews and Landon)

The school provides roundtrip bus transportation with Middledorf Bus Co. for:

- PG County (Holton bus only in the morning and a shared bus with Landon in the afternoon)

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

- Potomac Village which is shared with Landon School.
- Spring Valley morning bus run (new this year).
- A shuttle will run between Holton and Landon in the morning and afternoon so parents will 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 have attempted to coordinate a Gaithersburg run but there has not been enough interest. We will continue to survey for this route.

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.

**Holton-Arms School**  
**Transportation Management Report**  
**For: August 27, 2010**

**Transportation Coordinator**

Rod Turnbough is the Transportation Coordinator for the school. He is responsible for coordinating the daily bus transportation which includes the bus routes: Friendship Heights, Prince George's County, Potomac, Spring Valley (morning run only) and Virginia.

Rod also coordinates field trips that are over 50 miles away from the school and charts coach and school buses for these trips.

Susana Eusse, Operations Manager, coordinates all sports and field trips that are under 50 miles from the school using Holton's school buses. Susana 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. She is responsible for ensuring that adequate onsite parking is available for all scheduled activities which are shown on the Master Calendar.

**Carpools**

The school continues to encourage, coordinate and maintain carpool lists. We survey all parents requesting information on a student's travel patterns, her interest in public transportation, private bus transportation or carpools.

The school has plotted each family on the map, and then e-mailed groupings of families that were in a one to five mile radius from each other to encourage carpooling. This endeavor will continue throughout the year. Every carpool group was assigned an account number. 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 website carries transportation information.

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

A clause in the student contract states 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.

- 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 to be writing 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. 51 children of 33 staff members that attended the camp resulted in their arrival and departure in a single vehicle.

**4. Metro bus**

- A. Approximately 6 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.

**THE HOLTON-ARMS SCHOOL, INC. TRANSPORTATION MANAGEMENT  
REPORT FOR CREATIVE SUMMER**

**For: September 2010**

**1. Bus**

- A. Creative Summer provided private bus service for 103 campers first session and 89 campers second session at the following six 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, 45<sup>th</sup> St., Friendship Heights; Rite-Aid Parking Lot, Westwood Shopping Center, Bethesda; and Burning Tree Elementary School, Bethesda.
- B. Bus information is listed in the camp brochure and camp handbook. Families are strongly encouraged to use the bus transportation.
- C. The reconfiguration of the traffic patterns on campus create a smoother traffic flow onto and off of the campus resulting in less time spent in carpool lines. The average time for carpool is about 15 minutes.
- D. The number of campers that live in the 20817 zip code was 308, which was approximately 30 percent (30%) in 2010 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 45% of campers utilized carpool in 2010.



Holton-Arms Traffic Task Force Report to the Board of Appeals  
August 31, 2010

Established in May of 2008 as part of the School's special exemption approvals, the Traffic Task Force, a committee of the Holton-Arms Board of Trustees, undertook this past year to continue to review the School's existing Traffic Management Plan (TMP), as well as some new measures instituted during the school year, in order to ascertain how effective each item is or has been and to collect current data on parking, carpooling and busing. The Task Force is comprised of several Trustees, including the Head of School and the President of the Parent's Association, the Transportation Coordinator for the School, the Chief Financial Officer, and the Director of Enrollment and Marketing. The Task Force is chaired by the Chair of the Board.

During the 2009-2010 school year, the Traffic Task Force considered further suggestions to reduce trip generation rates at Holton-Arms. The Task Force evaluated the implementation of Task Force trial recommendations from the previous year, particularly the enhanced assistance from the School in the formation of carpools, the new Potomac Bus Route, and the new Holton-Landon shuttle bus. The Task Force reviewed the surveys sent to all parents, faculty and staff and Upper School students regarding all aspects of transportation to and from the School. The Task Force surveyed other private schools to discover what methods they have employed to control vehicular traffic at their schools, and explored the opportunity to share bus routes with other private schools. The Task Force reviewed programmatic needs of the School in terms of its effect on traffic operations and considered the economic effects of any new transportation measures. The Task Force monitored enrollment numbers to discern any changes in numbers, geographic orientation, and arrival patterns. Enrollment has remained static at the School over the past year's study period, remaining below the maximum allowable under the School's zoning approvals.

**Past Recommendations:**

The Task Force findings as to the implementation of the recommendations from the 2008-2009 school year are:

1. ENHANCED ASSISTANCE IN THE FORMATION OF CARPOOLS.

**Carpooling** remains the easiest, most cost effective way to reduce trip generation rates. As part of the existing TMP, the School has encouraged, coordinated and maintained a carpool list. The School includes a listing by zip code in the School Directory to facilitate carpool information. As a result of the Task Force survey from the 2008-2009 school year, it became clear that parents wanted more help from the School in forming carpools. During the summer prior to the beginning of the 2009-2010 school year, the School created graphs showing students within a one to two mile radius of one another and compiled lists of cluster families within the one/two mile radius. Holton-Arms sent letters to all of these families identifying the nearby small group clusters encouraging them to form carpools with one another. The initial response last year was very positive. The Task Force monitored and reviewed the process during the 2009-2010 school year. The Task Force concluded that the School's efforts produced an increase in carpools traveling to the School and recommended the continuation of this School sponsored program. As of this report, the graphs have been updated to include new students and the cluster families have received letters with the updated information. The Task Force will continue to monitor this program during the 2010-2011 school year, including carpool registration for the 2010-2011 school year enabling the School to track the number of students carpooling.

2. NEW POTOMAC BUS ROUTE.

The Task Force reviewed the implementation of a new bus route to Potomac, Maryland. This is an additional bus route to existing bus transportation routes. The 20854 Potomac zip code has the most concentrated number of students attending Holton-Arms. The new Potomac bus route had 6 Holton students riding roundtrip, and 1 Holton student riding one way in the afternoon. The Potomac bus route

had two Landon students riding round trip. The students riding the Potomac bus span grades 5 to 8. One can extrapolate that this route has reduced the morning vehicular trips by 10 and the evening vehicular trips by 12.

The Potomac bus picks up and drops off in one centralized location on the south side of River Road in Potomac Village. At the request of a parent, the School asked Montgomery County officials to permit the Holton bus to use the parking lot of the Montgomery County Public Library, Potomac branch, as a pick up and drop off location, a request which was denied. The parent who made the initial request has a young daughter and does not want her child walking across River Road alone to go to the Library to wait until the parent can pick her up. Consequently the student waits at a local grocery store for her parent to arrive. The Task Force has concerns regarding a student who uses the bus to reduce trip generation but waits for pick up in a public business rather than at the local library or at School in an extended care program. The Traffic Task Force will again seek to obtain permission to use the Potomac Public Library parking lot as a drop off location during the 2010-2011 school year, as doing so will make it a more attractive and safer option for parents and students. The Task Force will monitor any increase in riders on the Potomac bus route during the 2010-2011 school year.

### 3. NEW HOLTON-LANDON SHUTTLE BUS

The new shuttle bus between Holton-Arms and the Landon School in Bethesda was a Task Force recommendation from 2008-2009. The Task Force reviewed the operation of the Holton-Landon shuttle bus and concluded that it has reduced the number of individual cars traveling between the campuses. The Task Force found it difficult to assess the overall quantity of reduced trip generation rates due to the fact that ridership on the shuttle bus changes daily and seasonally depending upon sports, arts and other schedules. Nonetheless, as many as 6 - 8 riders per afternoon were counted on the shuttle bus and parents have told the school how much this service helps them to reduce automobile trips between the two schools. The Task Force will continue to monitor the shuttle bus during the 2010-2011 school year, and seek to identify a method to verify the reduced trip generation rates generated from the Holton-Landon shuttle.

#### New Initiatives:

From its work this past year, the Task Force has made additional recommendations for the 2010-2011 school year. These are:

### 1. NEW DARNESTOWN TO POTOMAC BUS WITH BULLIS SCHOOL.

The Task Force recommended a new bus extension be added to the Potomac bus route. The Task Force contacted the Bullis School regarding potential joint bus routes. Holton-Arms and Bullis identified a bus route between Darnestown, Maryland and Potomac, Maryland where Holton-Arms students could take a Bullis School bus to the existing Holton Potomac bus. Emails were sent to the Holton-Arms families residing in the Darnestown zip codes. The response has been disappointing as no students have elected to take this new bus route. The Task Force will continue to work with Bullis School during the 2010-2011 school year to promote this route and consider the potential for other shared bus routes in the future.

### 2. NEW SPRING VALLEY BUS

The Task Force recommended another new bus route be added to the existing bus transportation routes. The 20016, N. W. District of Columbia zip code has a concentrated number of students attending Holton-Arms, including students from the 20008 and 20007 zip codes who may benefit from such a route. Therefore, the Task Force recommended a new roundtrip bus route to and from the Spring Valley area in N. W. District of Columbia. Holton may share this route with St. Andrews School. The Task Force will monitor use of this bus route during the 2010-2011 school year.

### 3. CARPOOL ONLY LANES/TRAFFIC CONSULTANT

The Task Force recommended establishing carpool only lanes on campus roadways to facilitate and give priority to carpools in dropping off and picking up students. The 2010-2011 School operating budget includes funding for a traffic consultant to analyze the potential for car pool only lanes within existing on-campus roadways. The Task Force will hire and review recommendations from the traffic consultant during the 2010-2011 school year. Budgetary restraints prevented hiring this consultant during this past year.

**Future Efforts:**

The Task Force proposes to continue its work in the upcoming school year. For example, it will continue to monitor the carpooling and bus initiatives begun last year and this year, as well as consider other options during the 2010-2011 school year. The Task Force will continue to survey the Holton community, and reach out to neighbors and other local private schools to investigate other ideas to build support for trip reduction initiatives. Based on these efforts and the assistance of a transportation specialist, the Task Force may formulate recommendations for further changes or additions to the School's TMP and school operations or scheduling priorities and present its recommendations to the Board of Trustees in May, 2011 for final action. The Task Force will present its recommendations to the NLC, and after consultation with the NLC, submit those recommendations to the Board of Appeals for its approval.

The School understands and shares the desire of its neighboring communities to reduce vehicular trips to and from the School's campus. Holton-Arms intends to continue to promote carpooling and use of public and private bus transportation to the School as part of its existing TMP.

The Task Force proposes to incorporate its findings and conclusion from the 2010-2011 Task Force in the annual submission to the Board of Appeals due in September of 2011.

Respectfully submitted,

Kim Samperton, immediate Past Chair, Board of Directors, The Holton-Arms School, Inc.

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

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

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

**EXHIBIT Y**

Annual Report for Holton-Arms School 2009



HOLTON-ARMS  
SCHOOL

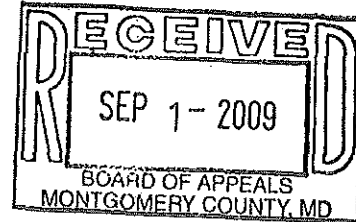
WS 9-23-09  
CBA-1174

*I will find a way or make one*

September 1, 2009

**VIA HAND DELIVERY**

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



Re: The Holton-Arms School, Inc. - Annual Report

Dear Ms. Freeman:

I am enclosing the annual report for The Holton-Arms School, Inc. We file this report in September of each new school year, along with a copy of the Master Calendar for the preceding year.

This year, we have added, as required by the July 29, 2008 Board Resolution, a "Report to the Board" discussing the school's appointed task force to study trip generation rates at Holton and describing the work of the task force. The task force will begin work again this year when it first meets in early October and is expected to render its report and recommendations at the end of the upcoming academic year.

We are looking forward to welcoming our students back on September 8, 2009.

Please do not hesitate to contact us if we can provide you with any further information.  
Thank you.

Sincerely,

Susanna A. Jones  
Head of School

Enclosures

cc: Elsie L. Reid, Esquire, Martin Klauber, Office of People's Counsel, Dino Caterini, Leslie Meyer, Jody Kline, Norman Knopf, George Springston, Kimberly Samperton, Harry Lerch, Jason Smolen, Kimberly Schifrin, Burning Tree Elementary School, Parent/Teacher Association

EXHIBIT #

131

www.holton-arms.edu

301.365.5300 | f 301.365.6093

7303 River Road, Bethesda, Maryland 20817



*I will find a way or make one*

**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, 2009.

- I. Current School Enrollment
  - A. For the academic year ending June 30, 2009 the number of students enrolled in Holton-Arms was 641. No students were admitted outside the regular admissions process.
- II. Center for the Arts academic year ending June 30, 2008
  - A. Number of Center of the Arts enrollees were: Fall Semester – 268 and Spring Semester -241
  - B. Of the above numbers 183(68%) Holton-Arms Families enrolled for the Fall Semester and 138 (57%) Holton-Arms Families enrolled for the Spring Semester.
- III Day Care Program
  - A. The number of children registered for the upcoming year in the day care program is 12.
  - B Of that number, 10 children are of Holton-Arms faculty members and 2 are children of either Landon, Primary Day or Norwood faculty members.
- IV Schedule of On-Campus Activities (Including the Use of Athletic Facilities) for the 2008-2009 School year is attached.
- V Creative Summer Camp--2009
  - A. First Session – 665
  - B. Second Session - 663
- VII. Transportation Management Reports for the School and Creative Summer are attached.

Respectfully submitted

Holton-Arms School

By: Susanna A. Jones  
Susanna A. Jones  
Head of School

Date: 9/31/09

**Holton-Arms School**  
**Transportation Management Report**  
**For: August 27, 2009**

**Transportation Coordinator**

Rod Turnbough is the Transportation Coordinator for the school. He is responsible for coordinating the daily bus transportation which includes the following roundtrip bus routes: Friendship Heights, Prince George's County, Potomac, and Virginia.

Rod also coordinates field trips that are over 50 miles away from the school and charters coach and school buses for these trips.

Susana Eusse, Operations Manager, coordinates all sports and field trips that are under 50 miles from the school using Holton's school buses. Susana 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. She is responsible for ensuring that adequate onsite parking is available for all scheduled activities which are shown on the Master Calendar.

**Carpools**

The school continues to encourage, coordinate and maintain carpool lists. We survey all parents requesting information on a student's travel patterns, her interest in public transportation, private bus transportation or carpools.

The school has begun the task of plotting each family on the map, and then e-mailing groupings of families that were in a one or two mile radius from each other to encourage carpooling. This endeavor will continue throughout the year. Every carpool group was assigned an account number. 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 website carries transportation information.

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

A clause in the student contract states 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:

- Virginia (Shared with St. Andrews and Landon Schools)
- Friendship Heights morning and afternoon (Shared with St. Andrews School)
- Friendship Heights Evening (one-way shared with St. Andrews and Landon)

The school provides roundtrip bus transportation with Middledorf Bus Co. for:

- PG County (Holton bus only)

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

- Potomac Village which is shared with Landon School (new this year)
- A shuttle will run between Holton and Landon in the morning and afternoon so parents will 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. [new this year]

We have attempted to coordinate a Gaithersburg run but there has not been enough interest. We will continue to survey for this route.

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.



**THE HOLTON-ARMS SCHOOL, INC. TRANSPORTATION MANAGEMENT  
REPORT FOR CREATIVE SUMMER  
For: September 2009**

**1. Bus**

- A. Creative Summer provided private bus service for 127 campers first session and 101 campers second session at the following five 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, 45<sup>th</sup> St., Friendship Heights; and Rite-Aid Parking Lot, Westwood Shopping Center, Bethesda.
- B. Bus information is listed in the camp brochure and camp handbook. Families are strongly encouraged to use the bus transportation.
- C. The reconfiguration of the traffic patterns on campus create a smoother traffic flow onto and off of the campus resulting in less time spent in carpool lines. The average time for carpool is about 15 minutes.
- D. The number of campers that live in the 20817 zip code was 208, which was approximately 20 percent (20%) in 2009 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 reached its goal of one-third of campers utilizing a carpool.

- 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 to be writing 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. 68 children of 49 staff members that attended the camp resulted in their arrival and departure in a single vehicle.

**4. Metro bus**

- A. Approximately 5 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.

Holton-Arms Traffic Task Force Report to the Board of Appeals  
August 31, 2009

The Traffic Task Force, a Task Force of the Holton-Arms Board of Trustees was established in May, 2008 to continue to review the school's existing Traffic Management Plan (TMP) in order to ascertain how effective each item is or has been and to collect current data on parking, carpooling and busing. The Task Force is comprised of several Trustees, including the Head of School, the President of the Parent's Association, the Transportation Coordinator for the School, the Chief Financial Officer, and the Director of Enrollment and Marketing. The Task Force is chaired by the Chair of the Board of Trustees.

During the 2008-2009 school year, the Traffic Task Force reviewed the school's existing TMP. The Chair of the Task Force met with Martin Klauber, Office of the People's Counsel, in his Rockville offices to solicit suggestions to reduce trip generation rates at Holton-Arms. The Task Force invited members of the Neighborhood Liaison Committee (NLC) to a regularly scheduled meeting of the Task Force to solicit suggestions to reduce trip generation rates at Holton-Arms. The Task Force sent surveys to all parents, faculty and staff, and Upper School students regarding all aspects of transportation to and from the School. The Task Force also surveyed other private schools to discover what methods they have employed to control vehicular traffic at their schools. The Task Force reviewed the programmatic needs of the school in terms of its effect on traffic operations and considered the economic effects of any new transportation measures. The Task Force monitored enrollment numbers to discern any changes in numbers, geographic orientation, and arrival patterns. Enrollment has remained static at the school over the past year's study period.

Once the various interviews and surveys were completed and the results considered, the Traffic Task Force formulated some initial recommendations to implement, on a trial basis, for the 2009-2010 school year. These are:

1. ENHANCE ASSISTANCE IN FORMATION OF CARPOOLS.

**Carpooling** remains the easiest, most cost effective way to reduce trip generation rates. As part of the existing TMP, the School has encouraged, coordinated and maintained carpool list. The School includes a listing by zip code in the Directory to facilitate carpool information. As a result of the Task Force survey, it became clear that parents wanted more help from the School in forming carpools. For the academic year 2009-2010, the School has provided graphs showing students within a one to two mile radius of one another and compiled lists of families within the one/two mile radius. Holton sent letters to these small groups encouraging them to form carpools with one another. The response has been

very positive. The School will continue to graph students and supply families with carpool suggestions. Once Upper School sports teams have been formed, the School will supply those families with similar carpool options by team. The Task Force will monitor this system during the 2009-2010 school year.

## 2. NEW POTOMAC BUS ROUTE.

The Task Force also recommended a **new bus** be added to the existing bus transportation routes. The 20854 **Potomac** zip code has the most concentrated number of students attending Holton-Arms. Therefore, the Task Force recommended a new roundtrip bus route to and from Potomac Village. Holton will share this bus route with the Landon School. The Task Force will monitor use of this bus route during the 2009-2010 school year.

## 3. NEW HOLTON-LANDON SHUTTLE BUS

Additionally, the Task Force recommended a **new shuttle bus between Holton-Arms and the Landon School** in Bethesda. The survey showed that many families have children enrolled at both schools, and that students of the two schools participate in activities on each other's campus for such things as theater, sports and academic classwork. The shuttle may reduce the number of trips between campuses. The Task Force will closely monitor this option during the 2009-2010 school year for usage and effect on Holton's trip generation rate.

The Task Force will continue to monitor these and other options during the 2009-2010 school year. Additionally, the Task Force will investigate other ideas, such as the use of car pool only lanes, to build support for trip reduction initiatives.

The Task Force will formulate recommendations for changes or additions to the school's TMP and school operations or scheduling priorities and present its recommendations to the Board of Trustees next year. As the Holton Board of Trustees approves final recommendations, the Task Force will then present its recommendations to the NLC; and, after consultation with the NLC, submit those recommendations to the Board of Appeals for its approval.

The 2009-2010 progress of the Task Force will be noted in the annual submission to the Board of Appeals.

## **CREATIVE SUMMER TRANSPORTATION MANAGEMENT PLAN**

### **Introduction**

The following document describes the strategies and techniques to be employed by Holton-Arms School in organizing and managing vehicular traffic to and from its campus in support of its "Creative Summer" camp program. "Creative Summer," a co-educational camp program, will be operated in two sessions from late June through early August, on the Holton-Arms campus located at 7303 River Road, Bethesda, Maryland. The camp program is comprised of half-day (9:00 a.m. to 1:00 p.m.) and whole day (9:00 a.m. to 3:00 p.m.) sessions, Monday through Friday, with extended care available in the morning commencing at 7:30 a.m. and until 6:00 p.m. in the evening.

### **Background**

Holton-Arms School has a single point of access, River Road, a busy and heavily traveled major highway. A Transportation Management Plan is essential to accomplish the following goals of the School:

- To minimize vehicular traffic, whenever possible, and to manage the flow of traffic at its River Road entrance in a manner so that traffic movements to and from the campus are made in a safe and efficient manner, without impeding the flow of traffic on the state highway.
- To distribute traffic away from the peak hours of usage on River Road.
- To ensure that queuing and circulation of vehicles on campus is conducted in an organized and civil manner that supports the School's operations.
- To reduce the volume of traffic, whenever reasonably possible, to and from the Holton-Arms campus so as to support the goals stated above.

On average, the total number of campers arriving at the Holton-Arms campus between 7:30 a.m. and 8:30 a.m. will be 25 campers. The camp will experience a full capacity of 645 campers between the hours of 9:00 a.m. and 1:00 p.m., with enrollment tapering off to approximately 575 campers between the hours of 1:00 p.m. and 3:00 p.m. There will be an average of 50 campers on campus between the hours of 3:00 p.m. and 6:00 p.m. A total number of 160 staff will be on campus between the hours of 7:30 a.m. and 6:00 p.m.

### **Program**

The Transportation Management Plan for Holton-Arms "Creative Summer" camp program includes the following specific elements.

1. "Creative Summer" busing operations; (Holton-Arms' goal is to transport one-third of its campers by bus);
2. Carpooling (Holton-Arms' goal is to transport one-third of its campers by carpool);
3. Individual vehicle trips; and
4. Metrobus service.

Holton-Arms will work with the Neighborhood Liaison Committee to develop specific incentives to encourage campers to carpool or use the bus service. Holton-Arms will include as part of its quarterly reports in CBA-1174-C a report on their progress in meeting these goals.

### **Personnel**

The Transportation Management Plan will be implemented by staff of the Holton-Arms School. Six maintenance workers, in addition to over 100 staff members of the

Creative Summer camp program, will assist Montgomery County police officers with directing traffic and with facilitating the loading and unloading of students from vehicles and buses during morning drop-off and the 3:00 – 3:30 p.m. pick up. During the first week of each camp session, two Montgomery County police officers will assist with traffic management at these times. After commuting and circulation patterns become familiar to drivers, usually by the second week of each camp session, then only one police officer is employed to assist in traffic control. In addition, parents of campers arriving by carpool or otherwise will be required to follow the School's instructions regarding traffic management (see attachment 1). Eight to ten maintenance workers will assist with directing traffic during Carnival nights.

#### **"Creative Summer" Bus**

Holton-Arms School will provide a private bus service for campers at six pick-up/drop-off points in Montgomery County. Pick-ups and drop-offs are scheduled at 8:30 a.m. and 3:30 p.m., respectively, at the following locations:

1. Julius West Middle School area; Rockville;
2. Normandie Farms Restaurant, Potomac;
3. Tilden Middle School, Rockville;
4. Blessed Sacrament Education Center, Chevy Chase;
5. Geico Parking Lot, Western Avenue, Friendship Heights; and
6. Rite-Aid Parking Lot, Westwood Shopping Center, Bethesda

Campers are instructed during the application process to check the appropriate boxes corresponding to the bus route and times for their respective geographical area.

#### **Carpooling**

The Camp has arranged with parents of campers for a comprehensive carpooling program for the safe and efficient transportation of students to and from the Holton-Arms campus. With a list provided from the School, families of campers will organize carpools based on respective zip code areas. Families are issued cards with campers names or numbers assigned to campers (the difference being the age of the camper), to be placed in a visible area of the passenger side dashboard of the vehicle. When a car enters the campus, a Holton employee identifies the name of 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. Each carpool driver is provided with detailed instructions regarding the drop-off and pick-up locations, times, and procedures. See Attachment 1.

Afternoon carpools will run from 3:00 p.m. through 3:30 p.m. The pick-up point will be located where substantial vehicle cueing is possible and where campers will not have to cross drive lanes. Pick-ups and drop-offs on River Road are prohibited. The School will provide information regarding carpooling opportunities during the application process.

#### **Individual vehicle trips – multiple campers per vehicle**

It will be common for families and staff to have multiple children enrolled in the Creative Summer camp program. Therefore, even for those families not utilizing the School's busing and carpool programs, a reduction of potential vehicles is nevertheless achieved as a result of multiple campers from the same family arriving and departing in a single vehicle.



These campers are assigned a "pick-up" number to better manage the flow of arriving and departing vehicles.

### Metrobus

Public Metrobus service, with a stop at the campus entrance, will be available to both campers and staff. Staff will generally utilize this service, more so than will the campers.

### Conclusion

The Holton-Arms School, on behalf of the "Creative Summer" camp program will undertake the transportation management measures described above in order to ensure the efficient flow of vehicular traffic to and from the campus. Wherever possible, Holton-Arms has attempted to reduce or remove the number of vehicle trips on the road during the peak a.m. and p.m. travel hours.

\*Pursuant to Case Nos. CBA-1174-D and S-2503-A, the total number of campers permitted is 665.

**THE HOLTON-ARMS SCHOOL, INC.**  
**TRANSPORTATION MANAGEMENT REPORT FOR CREATIVE SUMMER**  
**For: September 2004**

**1. Bus**

- A. Creative Summer provided private bus service for 122 campers each session at the following six pick-up/drop-off points in Montgomery County: Julius West Middle School area, Rockville; Normandie Farms Restaurant, Potomac; Tilden Middle School, Rockville; Blessed Sacrament Education Center, Chevy Chase; Geico Parking Lot, Western Avenue, Friendship Heights; and Rite-Aid Parking Lot, Westwood Shopping Center, Bethesda.
- B. Bus information is listed in the camp brochure and camp handbook. Families are strongly encouraged to use the bus transportation.
- C. While bus usage is less than our goal, the reconfiguration of the traffic patterns on campus create a smoother traffic flow onto and off of the campus resulting in less time spent in carpool lines.

**2. Carpooling**

Creative Summer reached its goal of one-third of campers utilizing a carpool.

- 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. Families are issued cards with camper's names or numbers assigned to campers (the difference being the age of the camper) that were 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 name or 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. 40 children of 24 staff members that attended the camp resulted in same family arrival and departure in a single vehicle.

**4. Metro bus**

- A. Approximately 5 staff members and 2 campers utilized public Metro bus service.
- B. The young age of the majority of our campers is the deciding factor in this type of transportation.

- B. The camp provided each family with a list based on respective zip code areas.
- C. Families are issued cards with camper's names or numbers assigned to campers (the difference being the age of the camper) that were 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 name or 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. 51 children of 38 staff members that attended the camp resulted in same family arrival and departure in a single vehicle.

**4. Metro bus**

- A. Approximately 2 staff members and 4 campers 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**

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

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

**EXHIBIT Z**

Annual Report for Holton-Arms School 2008



HOLTON-ARMS  
SCHOOL

LEA 1174-D

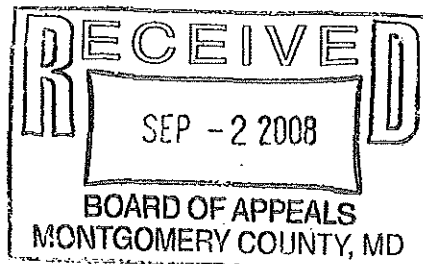
WS 9-24-07

*I will find a way or make one*

September 2, 2008

**VIA HAND DELIVERY**

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



Re: The Holton-Arms School, Inc. - Annual Report

Dear Ms. Freeman:

I am enclosing the annual report for The Holton-Arms School, Inc. We file this report in September of each new school year, along with a copy of the Master Calendar for the preceding year.

This year, we have added, as required by the July 29, 2008 Board Resolution, a "Report to the Board" discussing the school's recently appointed task force to study trip mitigation measures at Holton and describing the work expected of the task force. The task force will begin work when it first meets in early October and is expected to render its report and recommendations at the end of the upcoming academic year.

We are looking forward to welcoming our students back on September 2, 2008.

Please do not hesitate to contact us if we can provide you with any further information.  
Thank you.

Sincerely,

Susanna A. Jones  
Head of School

Enclosures

cc: Elsie L. Reid, Esquire

EXHIBIT # 127

[www.holton-arms.edu](http://www.holton-arms.edu)

301.365.5300 | f 301.363.6093

7303 River Road, Bethesda, Maryland 20817



*I will find a way or make one*

**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, 2008.

I. Current School Enrollment

- A. For the academic year ending June 30, 2008 the number of students enrolled in Holton-Arms was 651. No students were admitted outside the regular admissions process.

II. Center for the Arts academic year ending June 30, 2008

- A. Number of Center of the Arts enrollees were: Fall Semester – 365 and Spring Semester - 296  
B. Of the above numbers 212 (60%) Holton-Arms Families enrolled for the Fall Semester and 164 (55%) Holton-Arms Families enrolled for the Spring Semester.

III Day Care Program

- A. The number of children registered for the upcoming year in the day care program is 14  
B. Of that number, 9 children are of Holton-Arms faculty members and 5 are children of Landon, Primary Day and Norwood faculty members.

IV Schedule of On-Campus Activities (Including the Use of Athletic Facilities) for the 2007-2008 School year is attached.

V Creative Summer Camp--2008

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

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

Respectfully submitted

Holton-Arms School

By: Susanna A. Jones  
Susanna A. Jones  
Head of School

Date: 8/29/08

EXHIBIT # 127(a)

## Report to Board of Appeals

As required by the Corrected Resolution of the Board of Appeals dated July 29, 2008, Holton Arms School ("Holton") is providing this report informing the Board about the measures it has taken, or intends to take during the academic year beginning September, 2008, to study traffic mitigation measures and explore whether the school can implement additional strategies to regulate and possibly reduce the school's trip generation rate ("TGR"). The TGR is the ratio of the total number of trips/day divided by the school's total enrollment.

### **I. Background.**

At the public hearing held before the Board of Appeals in May of 2008, Holton presented a traffic study and report prepared by its transportation engineers, Gorove/Slade Associates, dated July 2, 2007 and supplemented on August 6, 2007. This 2007 Traffic Study calculated the school's Trip Generation Rate (the "TGR") to be 1.31 (A.M. Peak), a rate that has been fairly consistent over the last 7 years, during which the school has submitted three other traffic studies to the Board of Appeals.<sup>1</sup>

The Board of Appeals had required the 2007 Study as part of the Board's approval in 2005 of modest increases in the school's enrollment, an increase of 15 in the school, to a maximum of 665 (previously 650), and an increase of 5 in the day care enrollment to a maximum of 20 (previously 15). The 2007 Traffic Study evaluated the effect of the enrollment increases as implemented and studied traffic operations at the school's entrance and the nearest two intersections along River Road. This 2007 Study provided considerable information about trips to and from the school and traffic patterns along River Road.

At the hearing before the Board, the school offered, and the Board then required the school, to review its existing Transportation Management Plan (its "TMP"), adopted in June of 2002, to assess its functionality and to explore possible means to increase its effectiveness.

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<sup>1</sup> Holton, based on its own survey of several local private schools, believes that its TGR, while higher than that used by the Transportation Planning Division of the County Planning Department for new schools, is comparable to that for similar private schools of its size and grade offerings. Nonetheless, the school shares an interest in reducing the number of vehicular trips to and from the school and the demand for on campus parking at the school.



As relevant background information, since 2002 the school has made a number of traffic circulation enhancements and traffic mitigation measures to regulate campus traffic—measures requested by the homeowner associations who participate on its Neighborhood Liaison Committee, the Bradley Boulevard Citizens Association (“BBCA”) and the Burning Tree Civic Association (“BTCA”), and approved by the Board of Appeals. These measures include major improvements to the school’s internal drives and roadway and changes in the signal operations at River Road and Royal Dominion Drive, improvements that were completed in 2003; the extension of the eastbound left-turn lane along River Road at Royal Dominion Drive to accommodate arriving vehicles, work that was accomplished in 2005; implementation of Transportation Management Plans that promote car-pooling and control the calendaring of events at Holton; and agreement on limitations on both nonschool and afterschool activities at Holton which have been reduced both in size and frequency since 2002.

A significant factor affecting the school’s traffic operations is that, in deference to the community preference to limit school traffic on local neighborhood streets, the only entrance and exit to the school (except for emergency purposes) is its entrance on River Road. Hence school traffic and the impact of arriving and departing vehicles to campus are concentrated on River Road. Disbursement of school traffic to other roads is therefore not an available option.

## **II. Appointment of Task Force.**

On May 28, 2008, the Board of Trustees for Holton appointed a task force to study its existing TMP’s with the goal of recommending measures that might be employed to reduce the school’s TGR, or to mitigate the effects on River Road of traffic from school operations. This task force has been asked to consider strategies that are consistent with the school’s primary learning objectives and which are both affordable and effective.

The Board of Trustees for Holton believes that the proper enjoyment of its campus, its commitment to environmentally responsible operations, and a shared concern with the Board of Appeals and its neighbors for safe, efficient and smooth traffic operations on River Road support this initiative. The school, as a valuable community resource, intends that its academic programming and operational priorities be weighed in determining which traffic control measures can reasonably be implemented.

The Task Force is composed of Trustees of the Holton Board and other task force members, intended to reflect the varied members of the Holton community, its faculty, staff, parents, alumnae and student body as well as other regular users of its school facilities. The first meeting of the Task Force is scheduled to be held on October 2, 2008, and the Board of

Trustees expects the Task Force to render a report to the Holton-Arms Board of Trustees by May 28, 2009.

### **III. Next Steps.**

The Task Force will convene and organize as to tasks and priorities. The Task Force is expected to review the school's existing TMP and confirm that all elements are in place; ascertain how effective each item is or has been; and collect current data on parking, carpooling, and busing. The Task Force will also review all measures Holton has tried or implemented in past to ascertain what has worked or could be improved and try to identify the factors that contribute to its TGR. The Task Force may engage traffic consultants to help in its work. It will solicit input from the NLC and the Office of People's Counsel, Martin Klauber; and conduct forums within the school community to solicit ideas and build support for trip reduction initiatives. The Task Force will seek to find out from the Association of Independent Schools of Greater Washington (AISGW) and other private schools what methods they employ to control vehicular traffic at their schools. In addition the Task Force will invite input from public officials and planning specialists as to ways to mitigate traffic effects of its operation and whether there are any public sector resources available to assist in this effort.

The Task Force will be reviewing the programmatic needs of the school in terms of its effect on traffic operations and will also consider the economic effects of any transportation measures to determine their effectiveness. Part of the work will include monitoring enrollment numbers to discern any changes in numbers, orientation, and arrival patterns. An effort will be made to determine how the trip mitigation objective aligns with or affects other school priorities.

The Task Force is expected to formulate recommendations for changes or additions to the school's TMP and school operations or scheduling priorities; present its recommendations to the NLC; and, after consultation with the NLC, then present those recommendations to the Board of Appeals for its approval.

**Holton–Arms School**  
**Transportation Management Report**  
**For: August 26, 2008**

**Transportation Coordinator**

Carol Ashley is the Transportation Coordinator for the school. She is responsible for coordinating the daily bus transportation which includes the following roundtrip bus routes: Friendship Heights, Prince George's County and Virginia.

Carol also coordinates field trips that are over 50 miles away from the school and charters coach and school buses for these trips.

Susana Eusse, Operations Manager, coordinates all sports and field trips that are under 50 miles from the school using Holton's school buses. Susana 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. She is responsible for ensuring that adequate onsite parking is available for all scheduled activities which are shown on the Master Calendar.

**Carpools**

The school continues to encourage, coordinate and maintain carpool lists. We survey all parents requesting information on a student's travel patterns, her interest in public transportation, private bus transportation or carpools.

For those parents interested in the carpooling option, we request permission to add their names to a consolidated database available to the entire Holton–Arms community. We maintain a carpool registry at the School's reception desk and a listing of all students, in zip code order.

This database is updated on an annual basis using the information gathered in the parent survey that is sent out before the start of the new school year.

The School's website carries transportation information.

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

A clause in the student contract states 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**

Currently the school provides roundtrip bus transportation with Joyce Transportation and Middledorf Bus Company for the following routes:

Middledorf Bus Company:  
PG County (Holton bus only)

Joyce Transportation:  
Virginia (shared with St. Andrews and Landon Schools)  
Friendship Heights (shared with St. Andrews School)

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, 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.

**THE HOLTON-ARMS SCHOOL, INC.**  
**TRANSPORTATION MANAGEMENT REPORT FOR CREATIVE SUMMER**  
**For: September 2008**

**1. Bus**

- A. Creative Summer provided private bus service for 131 campers first session and 125 campers second session at the following five 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, 45<sup>th</sup> St., Friendship Heights; and Rite-Aid Parking Lot, Westwood Shopping Center, Bethesda.
- B. Bus information is listed in the camp brochure and camp handbook. Families are strongly encouraged to use the bus transportation.
- C. The reconfiguration of the traffic patterns on campus create a smoother traffic flow onto and off of the campus resulting in less time spent in carpool lines. The average time for carpool is about 15 minutes.
- D. The number of campers that live in the 20817 zip code was approximately thirty-five percent (35%) in 2008 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 reached its goal of one-third of campers utilizing a carpool.

- 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. Families are issued cards printed with their assigned numbers that are 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. 59 children of 38 staff members that attended the camp resulted in their arrival and departure in a single vehicle.

**4. Metro bus**

- A. Approximately 5 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.