



DEPARTMENT OF GENERAL SERVICES

Isiah Leggett
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MEMORANDUM

October 28, 2013

TO: Distribution List

FROM: Bernard Fitzgerald *BF*
Real Estate Specialist
Department of General Services

VIA: Cynthia Brenneman, Director *CB*
Office of Real Estate
Department of General Services

SUBJECT: School Reuse Decision Process – Government Agencies Review
English Manor Elementary School

Under provision of COMCOR 11B.45.02 **Reuse, Leasing, and Sale of Closed Schools**, appropriate County and outside agencies are hereby notified of the availability of the former English Manor Elementary School. We are trying to determine whether there is a County or outside agency need for this property.

The Department of General Services (DGS) manages a portfolio of closed school properties that have been declared surplus by the Montgomery County Public Schools. A long term goal of the program is to maintain closed schools in the event they are ever needed for public education again. The reclamation of closed school properties took place a number of times over the years. Historically, the majority of closed schools are leased to non-profits who are responsible for maintaining the properties in return for a reasonable rent. Many closed schools are used by government agencies.

The former English Manor Elementary School was leased to an organization that offered child care and educational programs for many years. The lease was terminated on June 30 and English Manor is now available for reuse. The building is currently occupied by two short term licensees, whose licenses expire on June 30, 2014. English Manor is located at 4511 Bestor Drive in Rockville.

A description of the site and building is contained in the attached "School Reuse Decision Process" link which can be viewed at: <http://webmail.montgomerycountymd.gov/doc/20131024-SchoolReuseDecisionProcess.pdf>.

Office of Real Estate

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The Montgomery County Council and Montgomery County Planning Board have commented on the potential reuse of English Manor. In brief, the County Council preference is for continuation of child care and educational services. The Planning Board recommends that any reuse carefully consider the future public facilities needs of the planning area. The full context of the Council and Planning Board comments can be viewed in the addendum of the School Reuse Decision Process.

Please notify DGS, in writing, no later than December 16, 2014 if your agency has any interest in the reuse of the former English Manor Elementary School. Include your prospective reuse, justification, and potential funding source.

Please contact Bernard Fitzgerald at 240-777-6076 or via e-mail at Bernie.fitzgerald@montgomerycountymd.gov should you have any questions.