

December 11, 2024

**BY ELECTRONIC DELIVERY**

Chair Caryn Hines  
And Members of the Board of Appeals  
Stella B. Werner Council Office Building  
100 Maryland Avenue, Room 217  
Rockville, Maryland 20850

Re: Petition of the German International School Society, Washington DC,  
Administrative Modification of Special Exception Case No. CBA-2684-C

Dear Chair Hines and Members of the Board of Appeals:

The following is a supplemental submission to the administrative modification request filed on behalf of the German International School Society, Washington DC, (the “German School” or “School”), dated November 26, 2024, that was discussed at the Board’s December 4<sup>th</sup> Worksession.

As requested by the Board, a package containing a Cover Letter summarizing the School’s modification request (**Exhibit A**) along with a complete copy of the November 26<sup>th</sup> submission (**Exhibit B**) was personally delivered by a third-party process server to the properties named in the 2009 MOU, i.e., 8613 Chateau Drive, 8620 Chateau Drive and 8621 Chateau Drive. Affidavits of Service for each delivery are attached hereto as **Exhibit C** for the Board’s reference.

In addition, the following table is a summary of the School’s Community Liaison Committee meetings held since 2016:


Year	Dates of CLC Meetings	Number of Attendees
2016	July 13	0
2017	June 28	0
	December 6	2 (non-MOU)
2018	April 18	0
	December 5	0
2019	April 10	1 (non-MOU)
	December 18	0
2020	April 8	0
	December 8	0

Year	Dates of CLC Meetings	Number of Attendees
2021	April 7	1 (MOU party – 8621 Chateau Dr)
	December 8	0
2022	April 6	0
	December 7	0
2023	April 5	0
2024	January 18	0
	December 9	1 (non-MOU)

Thank you for your consideration of this additional information.

Sincerely yours,

BREGMAN, BERBERT, SCHWARTZ & GILDAY, LLC

By:   
Soo Lee-Cho

Attachments

- cc: Carsten Apsel, Head of School, German International School of Washington, DC
- George Deeley, Business Director, German International School of Washington, DC
- Katie Wagner, Gorove Slade
- Maribel Donahue, Gorove Slade

December 10, 2024

Dhanusha and Iyanka Ponnamparuma  
8613 Chateau Drive  
Potomac, MD 20854

RE: Notice of Special Exception Modification Request Submitted to the Board of Appeals

Dear Neighbors,

As you may know, the German International School (the “School”) was established on 8617 Chateau Drive pursuant to a special exception (i.e., zoning use permit) granted by the Montgomery County Board of Appeals (“Board of Appeals”) in 1969. Accordingly, proposed changes to School facilities or operations are subject to further review and approval by the Board of Appeals.

I am writing to inform you that the School has submitted a request for a minor modification of its special exception to allow for some programmatic changes needed to better serve the evolving needs of students and their working parents. Enclosed is the complete package of information that has been submitted to the Board of Appeals. In brief, the modifications requested would allow an academic bridge program during winter/spring breaks, six (6) weeks of summer language/culture and academic bridge operations, extension of hours for our existing before-/after-school care program to 6:30am (currently 7:30am) and 6:30pm (currently 4:45pm), and extension of hours of our existing Saturday language/culture program to 2:30pm (currently 11:30am).

The above modifications are operational in nature only – meaning, they require no alteration or change to any of the School’s existing facilities. The existing enrollment cap of 650 students will also not change at all. A traffic analysis conducted by transportation engineering consultants engaged by the School (included in the enclosed package) found that the operational modifications would result in no adverse impact to existing traffic/circulation patterns of the surrounding area.

This matter will be further considered by the Board of Appeals at its December 18<sup>th</sup> Worksession. We would be pleased to answer any questions you might have about the School’s modification request. Please feel free to reach out directly to our land use counsel, Soo Lee-Cho, Esq. She can be reached either by phone at (301) 656-2707 or by email at [sleecho@bregmanlaw.com](mailto:sleecho@bregmanlaw.com).

Thank you for your consideration.

Best regards,

Carsten Apsel  
Head of School

December 10, 2024

Mark and Anne Dorfman  
8620 Chateau Drive  
Potomac, MD 20854

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Thank you for your consideration.

Best regards,

Carsten Apsel  
Head of School

December 10, 2024

Miguel Bachrach and Barbara Bruns  
8621 Chateau Drive  
Potomac, MD 20854

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The above modifications are operational in nature only – meaning, they require no alteration or change to any of the School’s existing facilities. The existing enrollment cap of 650 students will also not change at all. A traffic analysis conducted by transportation engineering consultants engaged by the School (included in the enclosed package) found that the operational modifications would result in no adverse impact to existing traffic/circulation patterns of the surrounding area.

This matter will be further considered by the Board of Appeals at its December 18<sup>th</sup> Worksession. We would be pleased to answer any questions you might have about the School’s modification request. Please feel free to reach out directly to our land use counsel, Soo Lee-Cho, Esq. She can be reached either by phone at (301) 656-2707 or by email at [sleecho@bregmanlaw.com](mailto:sleecho@bregmanlaw.com).

Thank you for your consideration.

Best regards,

Carsten Apsel  
Head of School

November 26, 2024

## BY ELECTRONIC DELIVERY

Chair Caryn Hines

And Members of the Board of Appeals  
Stella B. Werner Council Office Building  
100 Maryland Avenue, Room 217  
Rockville, Maryland 20850

Re: Petition of the German International School Society, Washington DC,  
Administrative Modification of Special Exception Case No. CBA-2684-C

Dear Chair Hines and Members of the Board of Appeals:

On behalf of the German International School Society, Washington DC (the “German School,” “School” or “Petitioner”), the undersigned submits the following request for administrative modification pursuant to Section 59-G-1.3(c)(1) of the Montgomery County Zoning Ordinance (2004, as amended) (the “Zoning Ordinance”)<sup>1</sup> in order to implement certain programmatic/operational changes that have become necessary to meet the evolving needs of the students/families served by the School. The operational changes requested herein for the Board’s consideration are summarized as follows:

- 1. Modification to Existing Extended Care Program During the Academic Year<sup>2</sup>:** Extension of hours of existing program to allow for drop-off at 6:30AM (currently 7:30AM) and pick-up at 6:30PM (currently 4:45PM).
- 2. Modification to Existing Saturday German Language/Culture Program:** Extension of hours of existing program to 2:30PM (currently 11:30AM) and increase in staffing to 55 instructors/assistants (currently limited to 40 staff under Condition No. 4 of the Opinion of the Board in Case No. CBA-2684-C, effective August 6, 2009, attached hereto as **Exhibit A**).

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<sup>1</sup> As a special exception approved prior to October 30, 2014, under Section 59.7.7.1.B of the current 2014 Zoning Ordinance, this administrative modification request and future action concerning this special exception are subject to standards and procedures in effect on October 29, 2014, i.e., the 2004 Zoning Ordinance.

<sup>2</sup> Currently, the School’s academic year runs from late August to the 3<sup>rd</sup> week in June with a 10-week gap from the last day of school in June to the start of the following school year in the Fall.

3. **Proposed School Bridge Program for Existing Pre-K through 8<sup>th</sup> Grade Level:** Extension of academic instruction/programming for up to 70 students enrolled in the School’s academic year – during extended holidays/breaks in the academic year (i.e., winter/spring) and six (6) weeks of instruction in the summer; M-F, 6:30AM-6:30PM.
4. **Proposed Summer German Language/Culture Program:** Extension of existing Saturday German Language/Culture Program to four (4) full weeks during the summer for up to 200 students; M-F, 8:00AM-5:30PM.

In support of this modification request, the School enlisted the professional traffic engineering services of Gorove Slade to evaluate the School’s trip generation with the proposed operational modifications based on a comparison of roadway traffic volume counts taken during the 2023-2024 academic year as well as this past summer on August 7, 2024. The Technical Memorandum prepared by Gorove Slade, attached hereto as **Exhibit B**, concludes that none of the above operational modifications will cause a detrimental impact to the surrounding transportation networks.

More specifically, Gorove Slade’s findings and conclusions (found on pgs. 2 and 12 of the report) are summarized as follows:

- The proposed extension of the existing Before-/After-Care Program hours will **reduce** the School’s traffic impact by spreading out the number of trips coming to/from the School without an increase in the School’s trip generation.
- The proposed extension of the Saturday German Language/Culture Program hours will not have a detrimental impact on the surrounding roadways as peak hour trip generation will not be increased.
- Roadway volumes were found to be significantly lower in the summer as compared to volumes during the academic year, therefore the surrounding roadway network can accommodate the proposed School Bridge Program and Summer German Language/Culture Program operations without detrimental impact.

## **BACKGROUND**

The subject property contains 16.93 acres, located at 8617 Chateau Drive, Potomac, Maryland in the RE-2 Zone. The land is owned by the government of the Federal Republic of Germany (the “Federal Republic”) but all upkeep, renovations, equipment replacement, and other structural/operational costs are carried by the School.

The Board of Appeals originally granted Special Exception CBA-2684 to the Federal Republic on December 9, 1969, authorizing the Petitioner to build and operate a private educational institution for **up to 650 students** at the subject property pursuant to Section 59-G-2.19 of the 2004 Zoning Ordinance. The School broke ground and began construction on December 4, 1970.

Similar to a ground lease, the School has the right to use the property pursuant to a Usufruct (Use) Agreement with the Federal Republic that has the School solely responsible for the long-term maintenance and upkeep of all facilities and improvements. Despite requiring Petitioner to provide land

dedication along the western extent of the property for purposes of realigning Kendale Road, the original grant of special exception specified that the entrance to the school be from Chateau Drive only.

On April 1, 1992, the Board granted CBA-2684-A, a major modification to allow operational and physical changes that would permit the lower school to move from another location and join the upper school at the subject site. Before that modification was fully implemented, however, the Petitioner and the community reached agreement on changes to the plans approved in CBA-2684-A, reducing building heights and adding buffering. While noting that either plan would have been appropriate, the Board accepted these changes as creating a ‘more pleasing’ situation. As such, the Board revoked CBA-2684-A and replaced it with CBA-2684-B on April 22, 1994. CBA-2684-B permits the redesign of the buildings and other facilities initially approved in April 1992, including a bus bay, a 14-space parking lot and a gymnasium, to accommodate the consolidation of the kindergarten, elementary school and high school.

On April 5, 1996, the Board granted an administrative modification to CBA-2684-B that increased the size of the then-proposed garage, gymnasium and HVAC system and reducing the size of the then-proposed elementary school addition.

Then, in 2008, the School sought approval of CBA-2684-C (**Exhibit A**), a major modification to allow construction of a new science building that also included for the first time in the record of the special exception, a detailed Statement of Operations that specifically defined existing and proposed operational/programmatic aspects of the School’s special exception, inclusive of a new 450-student summer program, well below the School’s academic year enrollment cap of 650 students.

The Hearing Examiner held hearings on October 20, 2008 and April 7, 2009, and then issued a Report and Recommendation that denied in part and granted in part, recommending approval of a more limited 100-student summer camp program.

Several neighbors participated in the public hearings held by the Hearing Examiner and raised concerns with aspects of the School’s existing and proposed operations that led the School to reach an agreement with owners of three (3) neighboring properties to settle their issues. This agreement was ultimately embodied in a Memorandum of Understanding (“MOU”), attached hereto as **Exhibit C**, and entered into the record of the case at Oral Argument heard by the Board on July 22, 2009.

The School’s then-legal counsel informed the Board that as part of the agreement, the School withdraws its request to operate a summer program and agrees not to request a modification to operate a summer program at the School for a period of 20 years. The neighbors who signed the MOU agreed, in turn, that the Saturday language classes may be operated at the School, provided they are capped at an enrollment of 500 students and 40 staff, and provided that traffic mitigation measures be implemented as detailed in the MOU. In that regard, a significant component of the 2009 modification approvals is an extensive Transportation Management Plan (“TMP”) that was prepared by the School’s then-traffic engineers, Wells & Associates, attached hereto as **Exhibit D**.

Notably, the MOU included a provision that allows the School to seek modification of its special exception to operate a summer program within the term of the MOU with unanimous consent of the



signatories, who are owners of three (3) specific residences located on Chateau Drive – i.e., 8613, 8620 and 8621 Chateau Drive. Presumably, this provision was included to afford an opportunity to re-engage on the topic after the School fully and effectively implemented the TMP and shows consistent operation without adverse impact to neighboring under its formalized Statement of Operation, which it has done now for over 15 years.

Unfortunately, however, the School's diligent efforts over the past three (3) years, to engage its neighbors on the need for operation modifications to address critical funding issues confronting the School have gone unanswered, with no one from the neighborhood attending any of the biannual Community Liaison Committee meetings that the School has endeavored to convene in that period of time.

Confronting a bleak future if reasonable funding solutions cannot be achieved to address mounting deferred maintenance costs, the School respectfully seeks four (4) operational modifications to its existing programming that are targeted to facilitate more flexibility to the changing needs of the families served by the School and to allow much-needed opportunities for additional funding, without an increase to the School's overall enrollment cap of 650 students.

## **PROPOSED OPERATIONAL MODIFICATIONS**

### **1. Modification to Existing Extended Care Program During the Academic Year**

The School seeks a minor modification to the current drop-off/pick-up times of its extended care program to better facilitate the schedules of its working families. Currently, families are able to drop-off students to School no earlier than 7:30AM before the start of classes and pick-up by no later than 4:45PM. The School has heard from numerous families that an earlier drop-off and later pick-up time is needed to sufficiently accommodate for their commute to/from work.

The Gorove Slade Technical Memorandum's assessment/finding relative to this modification request, found on page 9, is as follows:

**Extended drop-off and pick-up hours would spread out the vehicular trips during morning and afternoon hours which would reduce the school's peak impact on the surrounding transportation network without increasing the number of trips coming to and from the school as these students are already being picked up and dropped off at the school.**

**Accordingly, an extension of hours for the School's existing Extended Care Program is requested to allow for drop-off at 6:30AM and pick-up at 6:30PM.**

2. Modification to Existing Saturday German Language/Culture Program

The current Saturday Language/Culture Program is structured into two class blocks, one that runs from 9:00AM to 11:30AM and another that runs from 9:00AM to 11:15AM as described in the School's Statement of Operations adopted in conjunction with the approval of CBA-2684-C. Moreover, the number of staff is limited to 40 instructors/assistants pursuant to Condition No. 4 of the Board's Opinion (see **Exhibit A**).

The School seeks to adjust the scheduling of the second class block, allowing it to start at 12:00PM and end at 2:30PM. This would allow families much needed flexibility to accommodate potential conflicts with other activities, such as Saturday morning sporting events, of their students.

The Gorove Slade Technical Memorandum's assessment/finding relative to this modification request, found on page 9, is as follows:

Based on the proposed format, hours, and sizes of Saturday classes, peak trip generation with the proposed modifications would not exceed the peak hour trip generation on the adjacent roadways under the existing operations.

**These proposed changes would not impact the surrounding neighborhood or roadway network. Proposing multiple class blocks that do not overlap would reduce the school's peak impact and distribute trips across the various proposed blocks without increasing peak trip generation. The small increase in staff size only adds a de minimus number of trips to the network.**

**Accordingly, an extension of hours and staffing for the School's existing Saturday Language/Culture Program is requested to allow operations until 2:30PM and staffing of up to 55 instructors/assistants.**

3. Proposed School Bridge Program for Existing Pre-K through 8<sup>th</sup> Grade Level

The School seeks to provide a bridge program that would extend academic instruction/programming for up to 70 students during extended holidays/breaks in the academic year (i.e., winter/spring) and six (6) weeks of the summer. The program would run as a continuation of the academic year curriculum and run weekdays, Monday through Friday, from 6:30AM-6:30PM.

The Gorove Slade Technical Memorandum's assessment/finding relative to this modification request, found on page 10, is as follows:

**The proposed School Bridge Program trips are forecasted to be significantly lower than the approved weekday academic year school trips during the morning and afternoon peak hours. Therefore, the surrounding roadway network can accommodate the School Bridge program without detrimental impact.**

**Accordingly, an extension of the School’s academic curriculum for up to 70 students is requested during extended holidays/breaks in the academic year and six (6) weeks in the summer as described above.**

4. Proposed Summer German Language/Culture Program

The School seeks to provide an extension of its Saturday German Language/Culture curriculum as a Summer Camp program during four (4) full weeks in the summer for up to 200 students.<sup>3</sup> The program would run weekdays, Monday through Friday, from 8:00AM-5:30PM.

While the Gorove Slade Technical Memorandum assessed trip generation and analyzed potential roadway impacts for up to a 300-student summer program and concluded no adverse impact to existing traffic/circulation, the School seeks to be more conservative and requests approval to implement a smaller 200-student program at this time.

The Gorove Slade Technical Memorandum’s assessment/finding relative to this modification request, found on page 10, is as follows:

In order to establish the proposed trip generation for the Summer Camp, the trip generation rates calculated in Table 3 were then applied to the proposed Summer Camp enrollment (approximately 300<sup>3</sup> students). A summary of the trip generation comparison for the existing weekday enrollment of 562 students, the approved enrollment cap of 650 students, and the Summer Camp operation is shown in Table 4. As Table 4 shows, the proposed summer camp trips are significantly lower than the existing weekday trips during the academic year and lower than the trips under the approved enrollment cap.

**Since operations during the academic year were observed to operate without any significant issues within the site or on adjacent public streets, the lower volume of traffic expected for summer operations would be adequately accommodated without the need for mitigation measures or roadway improvements.**

**Table 4: Proposed Summer Camp Trip Generation**

Size	AM Peak Hour			School PM Peak Hour			Commuter PM Peak Hour		
	In	Out	Total	In	Out	Total	In	Out	Total
<b>Existing Academic Year Weekday Trips</b>									
562 Students	223	172	396	141	160	301	44	63	107
Trip Generation Rate*	0.40	0.30	0.70	0.25	0.29	0.54	0.08	0.11	0.19
<b>Approved Enrollment Cap Trips</b>									
650 Students	259	199	458	163	185	348	51	73	124
<b>Proposed Summer Camp Trips</b>									
300 Students	120	91	211	75	86	161	23	34	57

*\*Trip Generation Rate derived using the ratio of inbound/outbound vehicles compared to the current student enrollment of 562 during the academic year.*

**Accordingly, an extension of the School’s Language/Culture curriculum as a Summer Camp program for four (4) weeks in the summer for up to 200 students is requested.**

<sup>3</sup> Participation would not be restricted to German School students.

## CONCLUSION

As confirmed by the comprehensive analysis conducted by Gorove Slade, the changes to the programmatic and operational components of the School's Special Exception requested herein will not substantially change the nature, character or intensity of the approved special exception use, will not negatively impact traffic or otherwise adversely affect the surrounding neighborhood and, as such, can be approved by the Board administratively without the necessity of a public hearing. Based on all the above, the School respectfully requests that the Board approve the administrative modification to Special Exception Case No. CBA-2684-C as requested.

Enclosed is a current list of adjoining and confronting property owners, a check in the amount of \$756.25, along with the following supporting materials provided as attachments:

- 1) **Exhibit A** – Opinion of the Board in Case No. CBA-2684-C, effective August 6, 2009
- 2) **Exhibit B** – Gorove Slade Technical Memorandum/Report, dated November 25, 2024
- 3) **Exhibit C** – Memorandum of Understanding in Case No. CBA-2684-C, dated July 20, 2009
- 4) **Exhibit D** – Transportation Management Plan (TMP), Sept 2009

Thank you for your consideration. Representatives of the School and Gorove Slade will be present and available to further discuss and/or answer any questions that the Board might have at the December 4, 2024 Worksession at which this matter will be considered.

Sincerely yours,

BREGMAN, BERBERT, SCHWARTZ & GILDAY, LLC

By:



Soo Lee-Cho

## Attachments

cc: Carsten Apsel, Head of School, German International School of Washington, DC  
George Deeley, Business Director, German International School of Washington, DC  
Katie Wagner, Gorove Slade  
Maribel Donahue, Gorove Slade

# Exhibit A

## **BOARD OF APPEALS for MONTGOMERY COUNTY**

Stella B. Werner Council Office Building  
100 Maryland Avenue  
Rockville, Maryland 20850  
[www.montgomerycountymd.gov/content/council/boa/index.asp](http://www.montgomerycountymd.gov/content/council/boa/index.asp)

(240) 777-6600

**Case No. CBA-2684-C**

### **PETITION OF THE GERMAN SCHOOL**

**OPINION OF THE BOARD**  
(Opinion Adopted July 22, 2009)  
(Effective Date of Opinion: August 6, 2009)

Case No. CBA-2684-C seeks modifications to an existing special exception (CBA-2684 and 2684-B) which permits Petitioner to operate a private educational institution pursuant to Zoning Code Section 59-G-2.19. The modifications requested are to permit construction of new facilities and to add new activities, without increasing school-year enrollment.

The subject property contains 16.93 acres, located at 8617 Chateau Drive, Potomac, Maryland in the RE-2 Zone.

The Hearing Examiner for Montgomery County held hearings on the application on October 20, 2008 and April 7, 2009, closed the record in the case on April 30, 2009, and on May 19, 2009 issued a Report and Recommendation to deny the application in part, and to grant it in part.

On May 29, 2009, the Board of Appeals received a letter from Ronald Bolt, Esquire, on behalf of the German School. Mr. Bolt's letter requested Oral Argument before the Board of Appeals on proposed recommendation number 4 in the Hearing Examiner's Report and Recommendation. That recommendation proposes an enrollment cap of 250 students for the school's Saturday German classes.

The Board of Appeals heard Oral Argument on July 22, 2009. Ronald Bolt, Esquire and David Podolsky, Esquire appeared on behalf of the German School. Mr. Bolt informed the Board that the school had met with and arrived at an agreement with the school's neighbors on Chateau Drive. He offered a copy of a Memorandum of Understanding which was entered into the record as Exhibit No. 94. Mr. Bolt informed the Board that as part of the agreement, the school



No. 94. Mr. Bolt informed the Board that as part of the agreement, the school withdraws its request to operate a summer program and agrees not to request a modification to operate a summer program at the school. The neighbors who signed the Memorandum of Understanding agree, in turn, that the Saturday language classes may be operated at the school, provided they are capped at an enrollment of 500 students and 40 staff, provided that traffic mitigation measures are implemented as detailed in the Memorandum of Understanding

Decision of the Board:      **Special Exception Modification Granted  
In Part and Denied In Part, Subject  
To Conditions Enumerated Below.**

After careful consideration and review of the record, together with the Oral Argument, the Board adopts the Hearing Examiner's Report and Recommendation, as modified by the Memorandum of Understanding between the German School and neighbors on Chateau Drive [Exhibit No. 94], and grants the modification in part and denies it in part, subject to the following amended conditions:

1. The Petitioner shall be bound by all of its testimony and exhibits of record, and by the testimony of its witnesses and representations of counsel identified in the Hearing Examiner's Report and Recommendation and in the Opinion of the Board.
2. All terms and conditions of the approved special exceptions shall remain in full force and effect, except as modified by the Board as a result of this Modification Petition. The German School's Statement of Operations must be amended to include all of the changes required by these conditions.
3. Regular weekday School operations are limited to 650 students and 102 employees on site at any time, and at no time shall Petitioner admit a greater number of students than it is able to appropriately manage with the facilities, faculty and staff available at the time. Generally, staff on site will be approximately 60 employees, but for staff conferences (approximately eight times per year) and other special activities, up to 102 employees may be on site.
4. Saturday German language classes conducted on site are capped at 500 participants and 40 staff. No additional limits are recommended for German language classes held on Wednesdays during the regular school year.

5. The following activities listed in the Second Amended Statement of Operations (Exhibit 80(a)) must be discontinued:<sup>1</sup> Item #1. Four (4) of the twelve (12) student theater, music and art productions; Item #7.d. the Christmas party for German language classes; Item # 7.e. Summer celebration for German language classes; Item #10, the Easter Bazaar; and Item #12, the Flea market.
6. No meetings or activities may continue on campus after 10 p.m., nor beyond the times specified in the Statement of Operations.
7. No Sunday activities are permitted, except for the Ecumenical Service specified as Item 14 on page 12 of the Second Amended Statement of Operations (Exhibit 80(a));
8. Paragraph #23 on page 10 of the amended statement of operations (Exhibit 80(a)) must be modified to prohibit use of the gymnasium on weekends by anyone other than German School students and staff (and their families), and to prohibit such use after 9:00 p.m.
9. Petitioner must implement the traffic management program described in the revised Transportation Management Plan (TMP), Exhibit 41(d), as modified to comply with the conditions set forth herein, and as revised to be in accordance with the terms of the Memorandum of Understanding dated July 20, 2009 [Exhibit 94], including the addition of the section entitled "4. Bus and Transportation Services" contained in paragraph 4 of the Memorandum of Understanding. Petitioner must provide a Saturday bus, and/or shuttle bus system for the German language classes.
10. Vehicles arriving at the school are not permitted to be stacked (*i.e.*, queued) on off-site streets during morning drop-off and afternoon pick-up periods.
11. No parking is permitted on Chateau Drive for school-related activities, and Petitioner must enforce this restriction through its TMP.
12. The condition in the original December 9, 1969 grant (Exhibit 17(a), p. 4, Condition #9), which specifies that students driving to school shall be limited to insured students in the 12th and 13th grade, is hereby modified to read: "Students driving themselves to school shall be limited to students in the top two grades of the school, and students who do so must be properly licensed and insured. In no event shall a student drive to school in violation of applicable motor vehicle regulations."

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<sup>1</sup> Item numbers are a reference to the Items as listed in the matrix on pp. 10 to 12 of the Statement of Operations and reproduced on pp. 42-44 of the Hearing Examiner's Report.



13. There must be no leaf blowing on site before 8 a.m. on weekdays and 10 a.m. on weekends.
14. The new entrance sign may not be posted until Petitioner has received a permit therefore from Montgomery County Department of Permitting Services (DPS) and has filed a copy thereof with the Board of Appeals.
15. Petitioner must comply with all terms of the final forest conservation plan approved by M-NCPPC Environmental Planning Staff.
16. Petitioner must comply with a stormwater management plan, as approved by the County Department of Permitting Services (DPS).
17. Petitioner must create a Community Liaison Council (CLC) to discuss and address operating impacts and other issues of concern to Petitioner and/or the community. The CLC shall consist of Petitioner's representative and representatives from any civic association or homeowners association within the defined neighborhood wishing to participate. The adjacent and confronting neighbors must also be invited to participate, and the People's Counsel must be included as an *ex officio* member of the CLC. Meetings must be held at least twice a year, or more frequently as called for by any member, and minutes must be kept by Petitioner and filed with the Board of Appeals annually. The terms of the CLC proposed on pages 17-18 of the revised TMP (Exhibit 41(d)) are approved, except that residents of Kendale Road (to the west of the school) must also be invited to participate.
18. The Petitioner shall explore, at CLC meetings, the possibility of creating a new school access on Kendale Road, to share some of the traffic burden created by the school.
19. Petitioner must obtain and satisfy the requirements of all licenses and permits, including but not limited to building permits and use and occupancy permits, necessary to occupy the special exception premises and operate the special exception as granted herein. Petitioner shall at all times ensure that the special exception use and premises comply with all applicable codes (including but not limited to building, life safety and handicapped accessibility requirements), regulations, directives and other governmental requirements.
20. The Board shall retain jurisdiction over this case until further notice to determine, based on an annual review, whether school activities are creating an excessive adverse impact on the neighborhood. To avoid disruption, this resolution shall not affect operations ongoing at the German School in the current 2008-2009 school year, which ends in late June, 2009.



On a motion by David K. Perdue, Vice-Chairman, seconded by Carolyn J. Shawaker, with Walter S. Booth, Stanley B. Boyd and Catherine G. Titus, Chair, in agreement, the Board adopted the following Resolution:

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

  
Catherine G. Titus  
Chair, Montgomery County Board of Appeals

Entered in the Opinion Book  
of the Board of Appeals for  
Montgomery County, Maryland  
this 6<sup>th</sup> day of August, 2009.

  
Katherine Freeman  
Executive Director

**NOTE:**

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

Any decision by the County Board of Appeals may, within thirty (30) days after the decision is rendered, be appealed by any person aggrieved by the decision of the Board and a party to the proceeding before it, to the Circuit Court for Montgomery County, in accordance with the Maryland Rules of Procedure. It is each party's responsibility to participate in the Circuit Court action to protect their respective interests. In short, as a party you have a right to protect your interests in this matter by participating in the Circuit Court proceedings, and this right is unaffected by any participation by the County.

## TECHNICAL MEMORANDUM

To: John Green  
George Deeley  
Cc: Soo Lee-Cho, Esq.  
From: Anila Moorthy, EIT  
Maribel Donahue  
Katie Wagner, PE, PTOE  
Date: November 25, 2024  
Subject: German International School Washington D.C. – Modified Operation Trip Generation Comparison

German International School Washington DC  
German International School Washington DC  
BBS&G Attorneys

### Executive Summary

This memorandum summarizes a comparison of the trip generation for the existing and proposed operational modifications at the German International School Washington DC (GISW).

The School, located at 8617 Chateau Drive in Potomac, Maryland, as shown in Figure 1 seeks to request an administrative modification with the Board of Appeals to allow summer language/culture school (“Summer Camp”) operations, extend the dates and hours of operations of the existing extended care program, provide a Pre-K through 8<sup>th</sup> Grade ‘School Bridge’, and extend the hours of the existing Saturday German Language/Culture Program.

More specifically, the proposed modifications include the following:

1. Modification to extend the hours of the existing Before-/After-Care Program during the academic year to allow for drop-off beginning at 6:30 AM (currently 7:30 AM) and pick-up at 6:30 PM (currently 4:45PM); and
2. Modification to extend the hours of the existing Saturday German Language/Culture Program to 2:30 PM (currently 11:30 AM) and an increase in staff to 55 instructors/assistants (currently limited to 40 staff); and
3. Proposed School Bridge Program for existing Pre-K through 8<sup>th</sup> Grade levels providing extended academic instruction opportunity for up to 70 students, totaling six (6) additional weeks of full-day operations (M-F, 6:30 AM to 6:30 PM) in the summer as well as during extended holidays/breaks in the academic year (i.e., winter/spring) (“School Bridge”); and
4. Proposed Summer German Language/Culture Program operations (M-F, 8:00 AM to 5:30 PM) with up to 300<sup>1</sup> students over four (4) weeks (“Summer Camp”).

Field observations of traffic conditions around the School were conducted during a typical school day during the week, during Saturday operations, and during the summer to determine whether School-related queuing or other transportation issues exist under current operations. A comparison of traffic volumes during the academic year and traffic volumes during the summer was also conducted to determine whether the surrounding roadways can accommodate the proposed Summer Camp and School Bridge program.

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<sup>1</sup> While the analysis undertaken herein has been completed for up to 300 students, the School intends to request only up to 200 students at this time.

**Based on field observations, an evaluation of the School’s trip generation with the proposed modifications, and a comparison of roadway volumes during the academic school year and during the summer, the findings of this Technical Memorandum are that the above proposed operational modifications would not generate a detrimental impact to the surrounding transportation networks.** More specifically, this report’s conclusions are summarized as follows:

- The proposed extension of the existing Before-/After-Care Program hours will **reduce** the School’s traffic impact by spreading out the number of trips coming to/from the School without an increase in the School’s trip generation.
- The proposed extension of the Saturday German Language/Culture Program hours will not have a detrimental impact on the surrounding roadways as peak hour trip generation will not be increased.
- Roadway volumes were found to be significantly lower in the summer as compared to volumes during the academic year, therefore the surrounding roadway network can accommodate the proposed School Bridge Program and Summer German Language/Culture Program operations without detrimental impact.

A summary of the proposed modifications to the School’s operations throughout the year is presented in Table 1. A comprehensive review of existing operations and the proposed modifications is provided in the sections that follow. Additionally, a comparison of traffic volumes during the academic year and traffic volumes during the summer was also conducted to determine whether the surrounding roadways can accommodate the proposed Summer Camp and School Bridge programs.

**Table 1: Summary of Proposed Modified Operations**

Modification Summary	Academic Year												Summer	
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	
Proposed extension of weekday hours during academic year for Before-/After-Care Program No proposed change in student enrollment.	Existing SY 2024-2025 Weekday Academic Year: 562 students (Approved for 650 students) 7:30 AM - 4:45 PM												N/A	
	Proposed Extension of School Hours to: 6:30 AM - 6:30 PM No change in weekday enrollment													
Proposed extension of Saturday Language/Culture Program Hours.	Existing SY 2024-2025 Saturday Language/Culture Program: 479 Students (Approved for 500 students) 9:00 AM - 11:30 AM to multiple sessions and extended programming												N/A	
	Proposed Saturday Language/Culture Program Extension of Hours to offer different “Blocks”: <u>Block 1</u> : 9:00 AM - 11:30 AM and <u>Block 2</u> : 12:00 PM – 2:30 PM													
Proposed Summer Camp with enrollment of up to 300 students.	N/A												No Existing Summer Camp	
													Proposed Summer Camp 300 Students Hours TBD (estimated hours 8:00 AM - 5:30 PM)	
Proposed School Bridge Program with enrollment up to 70 students when Academic Year is in recess. (Holiday/Breaks and Summer Only)	Proposed Pre-K through 8 <sup>th</sup> Grade ‘School Bridge’ Program - Holidays and Recesses Only (not to overlap with programming above) 70 Students 6:30 AM - 6:30 PM												Proposed Pre-K through 8 <sup>th</sup> Grade School Bridge Program- 6 Week Summer Program 70 Students 6:30 AM - 6:30 PM	

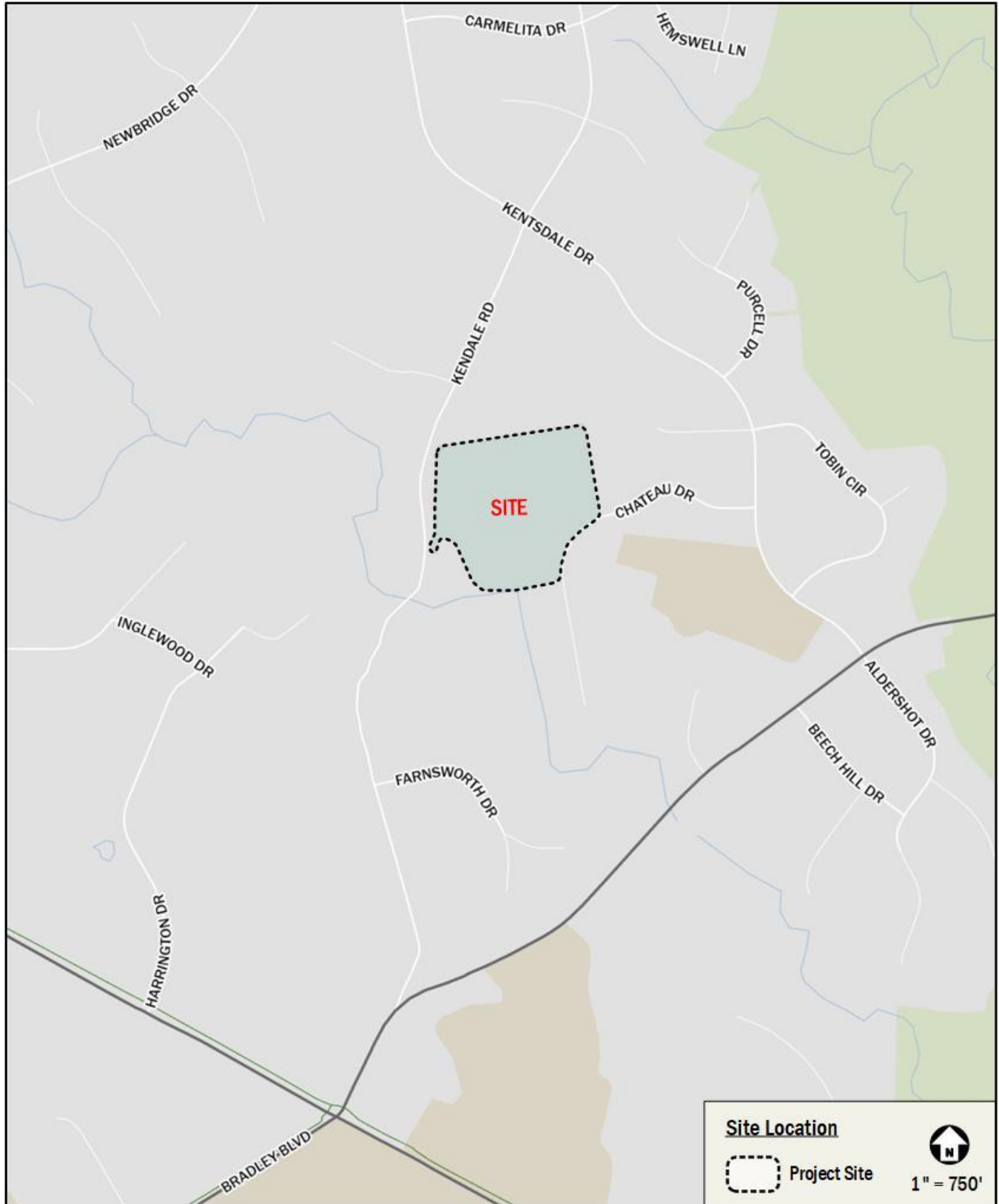


Figure 1: Site Location

## Existing School Operations

This section summarizes the daily schedule and operations of the German International School Washington DC School. Apart from the regular weekday academic operations, the GISW School also offers an internationally recognized German Language/Culture Program during Saturdays. The site layout and vehicle access locations are presented in Figure 2.

### Academic Year Weekday Operations

#### Enrollment and Hours of Operations

The GISW School currently enrolls 562 students from age 2 to grade 12 for the 2023-2024 academic year. The school includes approximately 127 full-time and part-time employees, including coaches and 8 substitute teachers. Staff usually arrive before the school morning bell time and depart the school depending on their teaching schedule. Some employees work from home and not all employees work every day during the week, thus no more than 102 employees are on-site at any time. These numbers are below the cap of 650 students and 102 employees on-site at any time allowed under the Board of Appeals Special Exception approval in Case No. CBA-2684-C. The hours of operations for each Division of the School and a breakdown of students of 2023-2024 enrollment are presented in Table 2.

**Table 2: Existing Weekday Hours of Operation and Enrollment Breakdown at the GISW School**

Program	Grades	Morning Bell	Dismissal Hours	Existing Population (May 2024)
Academic Year Weekday	Preschool	8:10 AM	12:30PM – 1:30 PM	25 students
	Preschool		2:45 PM – 3:15 PM	30 students
	Preschool		4:30 PM – 5 PM	16 students
	Elementary		3:10 PM and/or 4:45 PM	198 students
	High School		3:10 PM and/or 4:45 PM	293 students
				<b>Total Students</b>
Staff	6:30 AM	5:15 PM		127* staff

*\*Not all staff members are always present and on-site Staff does not exceed 102. Staff hours vary depending on their teaching schedule and role.*

### Existing After-School Care Operations

The GISW School currently offers an extended care program that begins at 3:10 PM and ends at 4:45 PM. This program is also only offered during weekday academic school year operations. For the 2023-2024 academic year, approximately 48 students from pre-K up to grade 9 are enrolled in extended care. Under existing conditions, the school does not offer before-school care coverage.

As shown in Table 2, the operations of the current extended care program spreads out vehicular trips entering and exiting the school across the afternoon hours reducing the School’s peak impact on adjacent roadways.

#### Bus Operations

The GISW School operates and subsidizes a robust busing program that significantly reduces the school’s vehicular trip generation. For the 2023-2024 academic year, 236 students (42% of the student body) are registered in the bus program. The number of bus routes and schedules are as follows:

- Eight (8) bus routes during morning Arrival hours
- Eight (8) bus routes during 3:10 PM Dismissal hours
- Six (6) bus routes during 4:45 PM Dismissal hours

Under existing operations, all buses arrive and drop-off students at the upper parking lot between 7:40 and 7:55 AM. Starting at 3:15 PM, the buses begin pick-up operations, picking up students at the same location as the drop-off (the upper parking lot). Between 3:20 and 3:25 PM, all buses depart the school towards their respective destinations. For students involved in after-school or after-care activities, the late bus service departs between 4:50 and 4:55 PM. The School’s bus circulation is presented in Figure 3.



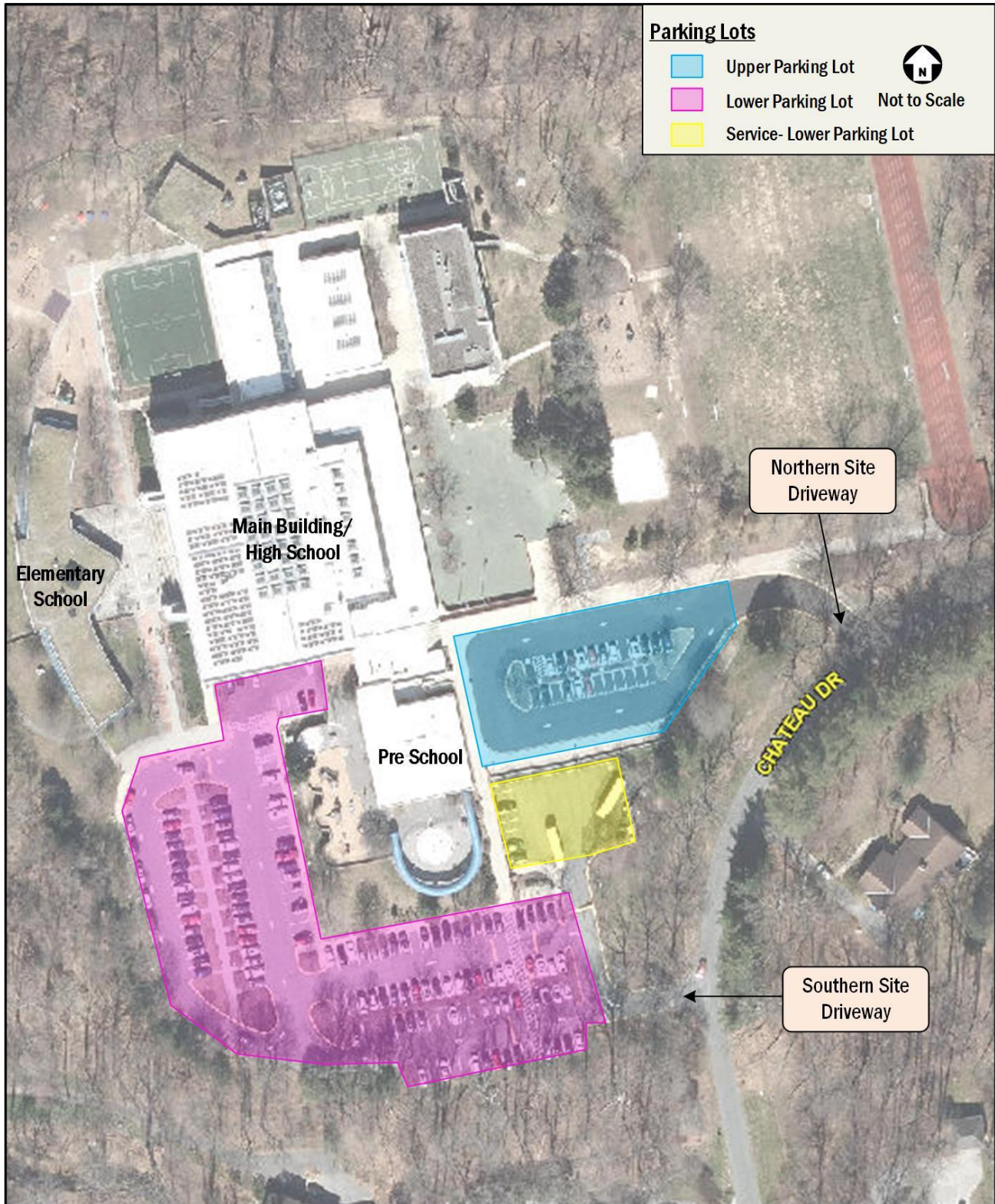


Figure 2: Site Layout and Access



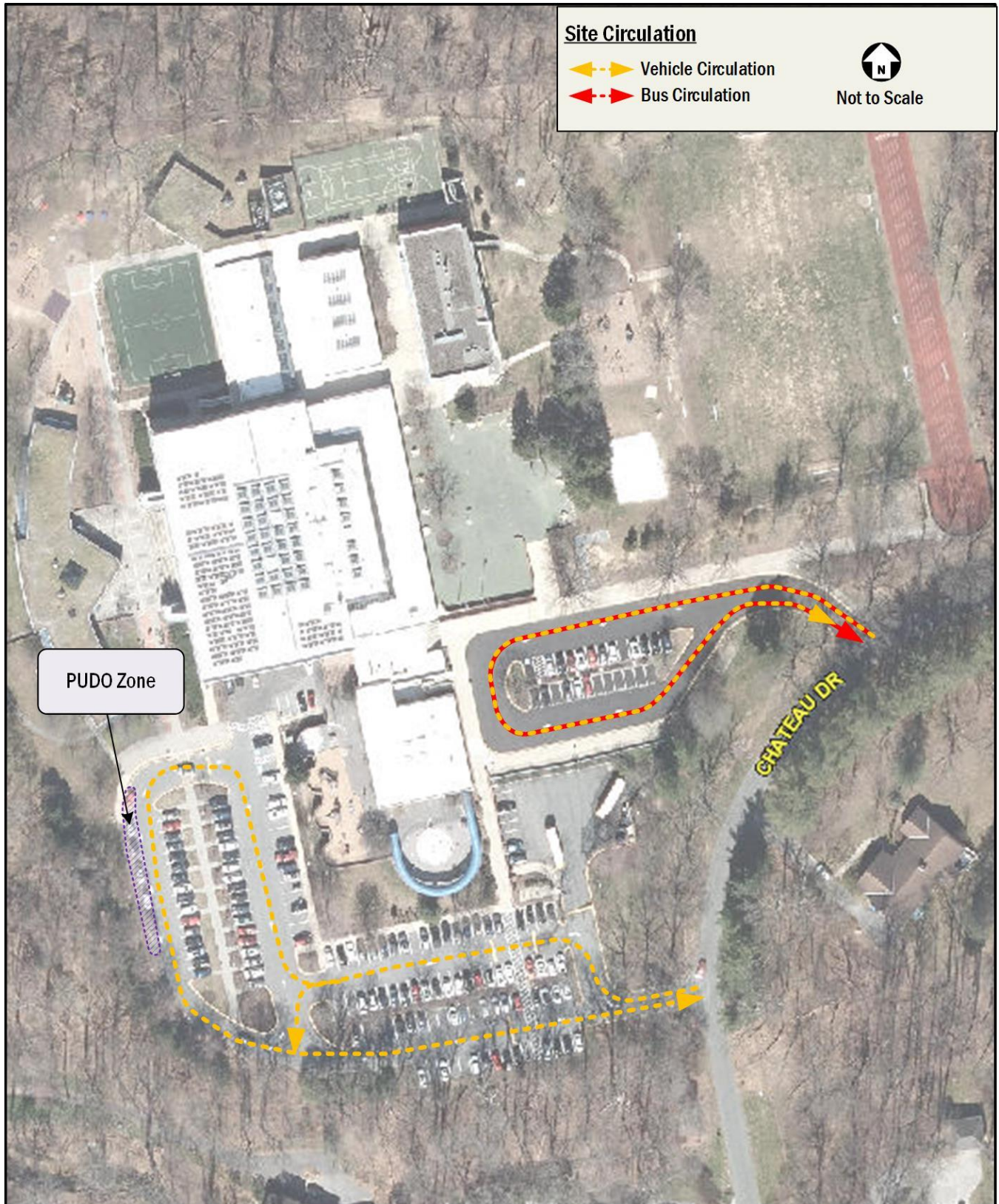


Figure 3: Site Circulation

### Pick-Up/Drop-Off (PUDO) Operations

Under existing conditions, the GISW School maintains one (1) location for pick-up and drop-off in front of the Elementary School in the lower parking lot. The dedicated 10-minute Pick-up/Drop-off (PUDO) zone can accommodate approximately six (6) vehicles loading and/or unloading concurrently. It was also observed that a significant portion of parents park their vehicles at empty parking spaces in the lower lot and walk their kids to/from the school entrance. Pick-up/Drop-off operations were also observed in the loading area below the upper parking lot. Vehicles enter the lower lot from Chateau Drive, with the main driveway running in a counterclockwise direction. Pre-K PUDO operations occur at the section of the parking lot closer to the Elementary School while elementary and high-school PUDO operations occur at the area closer to the main entrance. The pick-up/drop-off circulation is presented in Figure 3.

Morning drop-off occurs between 7:30 and 8:15 AM with peak arrival expected to occur between 7:45 and 8:00 AM. For the pick-up operations, parents begin to arrive at 1:15 PM for Preschool. **No significant traffic was observed during this period.** For the 3:10 PM dismissal hour pick-up operations, parents begin to arrive at 2:50 PM and park at the dedicated PUDO location and empty parking spaces on the lower lot. Parents start arriving at 4:40 PM to pick up students dismissed at 4:45 PM. **No significant traffic was observed during this period.**

**The School's robust bus plans and ample parking spaces on site provide plenty of space for pick-up/drop-off activity to take place entirely on-site and not on public roads.** The School also has ample space to accommodate pick-up/drop-off operations on-site for the approved enrollment maximum of 650 students.

### Parking

The GISW School has 175 surface parking spaces within two (2) parking lots at the School that adequately accommodate parking needs for staff, students, and visitors.

- Upper Lot:
  - 25 spaces
  - All spaces reserved for staff and admin
- Lower Lot:
  - 150 Spaces
  - Reserved for staff, students and Pick-Up/Drop-Off operations

**The available surface parking spaces accommodate all traffic generated by the school on-site without impact to the surrounding neighborhood and roadways.**

### ***Existing Saturday German Language/Culture Program Operations***

This section provides an overview of operations of the existing Saturday German Language/Culture Program.

### Saturday Enrollment and Hours of Operations

The GISW School offers Saturday morning German language/culture classes from 9:00 to 11:30 AM, for a period of thirty (30) weeks from the Saturday after Labor Day to the Saturday before Memorial Day. These classes are open to both non-German and German children and adults—some traveling from as far as Baltimore.

There are currently 479 in-person students enrolled in the Saturday German Language School with 50 faculty and staff. Not all staff members are present at the same time during school. These enrollment numbers are below the 500 student and 40 staff on-site at any time caps allowed under the Board of Appeals Special Exception approval in Case No. CBA-2684-C.

### Saturday Bus Operations

Under existing conditions, 208 students (43% of the student body) are registered for the bus program. The school has arranged for overflow parking at the nearby Bolger Conference Center (9600 Newbridge Dr., Potomac, MD) and provides four (4) buses



which commute between GISW and the Bolger Center for the Saturday Language School. All buses arrive and drop-off students at the upper parking lot between 8:45 and 9 AM. Between 11:35 and 11:40 AM, the buses begin pick-up operations, picking up students at the same location as the drop-off (the upper parking lot).

### Saturday Parking

No pick-up/drop-off operations are allowed during the Saturday German Language School operations. Parents must park their vehicles in the surface parking spaces in the lower lot and stay for the duration of the Language School. Approximately 161 parking passes are provided to parents and students. Some parents are registered for more than 1 pass due to the usage of different vehicles, or because more than one parent per household attends the classes. 40 parking passes are provided to teachers and staff members.

Parents start arriving between 8:30 and 9:30 AM with the peak arrival between 8:50 and 9:00 AM. Vehicles parked on site have the permits printed and displayed on their car dashboards. Vehicles begin to leave at 11:35 AM.

### **Existing Operations Field Observations**

Gorove Slade conducted field observations of weekday operations on Thursday May 23, 2024 while schools were in session. Saturday operations were also observed on June 1, 2024. There are five (5) schools within a one (1) mile radius that influence the transportation network around GISW. **No German School-related queueing or transportation issues were identified during field observations.** Chateau Drive and Kentsdale Drive operate well within capacity thresholds and experience limited impact from School operations.

During field observations, queues at signalized intersections around the GISW campus clear within each cycle lengths and did not persist and build up over time, and queues at unsignalized intersections around the GISW were minor and brief.

**Based on field observations, the surrounding roadway network can accommodate modifications to the School operations without detrimental impact.**

### **Trip Generation – Existing Operations**

Trip generation for the existing operations of the German School is based on driveway counts collected during the academic school year in May of 2024 (on a typical school day) to establish the School’s existing peak trip generation rates per student. A trip generation rate was then created by comparing the number of inbound and outbound peak hour trips to the 2024 enrollment of 562 students.

**Table 3: Existing Operations Trip Generation**

Size	AM Peak Hour (7:30-8:30 AM)			School PM Peak Hour (2:30-3:30 PM)			Commuter PM Peak Hour (4:00-5:00 PM)		
	In	Out	Total	In	Out	Total	In	Out	Total
<b>Existing Academic Year Weekday Trips</b>									
562 Students	223	172	396	141	160	301	44	63	107
Trip Generation Rate*	0.40	0.30	0.70	0.25	0.29	0.54	0.08	0.11	0.19
<b>Approved Student Cap</b>									
650 Students	259	199	458	163	185	348	51	73	124

\*Trip Generation Rate derived using the ratio of inbound/outbound vehicles compared to the current student enrollment of 562 during the academic year to come up with a trips per student ratio for the different analyzed time periods.

## Proposed Modified School Operations

This section summarizes the proposed modifications to operations of the German International School Washington DC. No new construction or modifications to existing facilities are proposed. Similarly, no changes are proposed to the school year’s weekday enrollment. The following modifications are proposed for the school:

### ***Academic School Year Before-/After-Care Operation Hours Extension***

The GISW School proposes an extended before and after-school care program which would allow for earlier drop-off beginning at 6:30 AM (currently 8:10 AM) and later pick-up until 6:30 PM (currently 4:45 PM). Under existing conditions only after-school care is available and the proposed hours would allow a before-school care program which would reduce the School's peak impact on the adjacent roadway network.

**Extended drop-off and pick-up hours would spread out the vehicular trips during morning and afternoon hours which would reduce the school's peak impact on the surrounding transportation network without increasing the number of trips coming to and from the school as these students are already being picked up and dropped off at the school.**

### ***Extended Saturday German Language/Culture Program Operations***

The school also proposes to extend the Saturday German Language/Culture Program operations by offering German classes and activities such as sports, theater, music, and arts in the afternoon up to 2:30 PM. This change also includes a proposal to increase the on-site staff from 40 to 55 employees. Given the minimal increase in additional staff to support the extension of hours that will distribute trips over a larger period of time (decreasing the peak impact), this change is expected to have a de minimus impact to the peak trip generation. With the proposed modification, students can be on-site from 9:00 AM to 2:30 PM and at no point in time will the students on site exceed the 500-enrollment cap. No changes to the student enrollment are proposed.

With the proposed modification, GISW envisions the Saturday German Language/Culture Program sessions to be offered in different blocks throughout the day to offer families participating in the program more flexibility. Bus service would continue to be offered during each block and drop-off activity would be restricted and all families would stay on campus during each block. At this time, the School envisions the block times and enrollment as:

- **Block 1** from 9:00 to 11:30 AM with 350 students
- **Block 2** from 12:00 to 2:30 PM with 200 students

Based on the proposed format, hours, and sizes of Saturday classes, peak trip generation with the proposed modifications would not exceed the peak hour trip generation on the adjacent roadways under the existing operations.

**These proposed changes would not impact the surrounding neighborhood or roadway network. Proposing multiple class blocks that do not overlap would reduce the school's peak impact and distribute trips across the various proposed blocks without increasing peak trip generation. The small increase in staff size only adds a de minimus number of trips to the network.**

### ***Summer Language/Culture Camp Operations***

The GISW School proposes to offer a summer day camp, open to non-Germans and Germans alike, for about four (4) weeks in the summer months. The summer camp would include sports, theater, music, and arts programs apart from German classes. A maximum of 300<sup>2</sup> students are proposed to be enrolled in the Summer Camp program. The Summer Camp will be from Monday to Friday with varied hours of operation, yet to be finalized but currently estimated as 8:00 AM to 5:30 PM.

Given the lower numbers, on premises parking is sufficient and Pick-up/Drop-off operations are expected to occur similarly to the regular academic year pick-up/drop-off operations, with a designated PUDO zone near the Elementary School and PUDO from available parking spaces, same as the existing operations during the academic school year.

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<sup>2</sup> See footnote 1.

In order to establish the proposed trip generation for the Summer Camp, the trip generation rates calculated in Table 3 were then applied to the proposed Summer Camp enrollment (approximately 300<sup>3</sup> students). A summary of the trip generation comparison for the existing weekday enrollment of 562 students, the approved enrollment cap of 650 students, and the Summer Camp operation is shown in Table 4. As Table 4 shows, the proposed summer camp trips are significantly lower than the existing weekday trips during the academic year and lower than the trips under the approved enrollment cap.

**Since operations during the academic year were observed to operate without any significant issues within the site or on adjacent public streets, the lower volume of traffic expected for summer operations would be adequately accommodated without the need for mitigation measures or roadway improvements.**

**Table 4: Proposed Summer Camp Trip Generation**

Size	AM Peak Hour			School PM Peak Hour			Commuter PM Peak Hour		
	In	Out	Total	In	Out	Total	In	Out	Total
<b>Existing Academic Year Weekday Trips</b>									
562 Students	223	172	396	141	160	301	44	63	107
Trip Generation Rate*	0.40	0.30	0.70	0.25	0.29	0.54	0.08	0.11	0.19
<b>Approved Enrollment Cap Trips</b>									
650 Students	259	199	458	163	185	348	51	73	124
<b>Proposed Summer Camp Trips</b>									
300 Students	120	91	211	75	86	161	23	34	57

\*Trip Generation Rate derived using the ratio of inbound/outbound vehicles compared to the current student enrollment of 562 during the academic year.

### **School Bridge Program Operations**

The GISW School is also proposing a School Bridge program (for Pre-K through 8<sup>th</sup> Grade) with operations in the academic year (during extended holidays/breaks) and summer and a maximum enrollment of 70 students to support the School's families in need of daycare programming during the summer and when school is not in session during the academic year. The summer portion of the School Bridge program would be a six (6) week program outside of the academic year. The hours of operations are expected to be between 6:30 AM and 6:30 PM.

The proposed student enrollment is significantly lower than the existing weekday academic year enrollment of 562 students and the approved enrollment cap of 650 students. A summary of the trip generation comparison for the approved enrollment cap of 650 students during the academic year, and the proposed School Bridge operation is shown in Table 5.

**The proposed School Bridge Program trips are forecasted to be significantly lower than the approved weekday academic year school trips during the morning and afternoon peak hours. Therefore, the surrounding roadway network can accommodate the School Bridge program without detrimental impact.**

**Table 5: School Bridge Operations Trip Generation Comparison Summary**

Size	AM Peak Hour			School PM Peak Hour			Commuter PM Peak Hour		
	In	Out	Total	In	Out	Total	In	Out	Total
<b>Approved Enrollment Cap Trips</b>									
650 Students	259	199	458	163	185	348	51	73	124
Trip Generation Rate*	0.40	0.30	0.70	0.25	0.29	0.54	0.08	0.11	0.19
<b>Proposed School Bridge Program Trips</b>									
70 students	28	21	49	18	19	37	5	8	13

\*Trip Generation Rate derived using the ratio of inbound/outbound vehicles compared to the current student enrollment of 562 during the academic year.

<sup>3</sup> See footnote 1.

### Summer Camp and School Bridge Overlap Operations

While the proposed Summer Camp and School Bridge operations are two separate programs, they are both proposed to operate in the summer and overlap for a period of four (4) weeks.

As Table 6 shows, the total trip generation for the proposed Summer Camp and School Bridge are forecasted to be significantly lower than the existing academic year school-day trips during the morning and afternoon peak hours. No negative impacts on traffic flow were found with the proposed overlapping Summer Camp and School Bridge operations. **As a result, the proposed programs can be accommodated on the surrounding roadway network without the need for any roadway mitigation or improvements.**

**Table 6: Summer Camp and School Bridge Operations Combined Trip Generation**

Size	AM Peak Hour			School PM Peak Hour			Commuter PM Peak Hour		
	In	Out	Total	In	Out	Total	In	Out	Total
<b>Approved Enrollment Cap Trips</b>									
650 Students	259	199	458	163	185	348	51	73	124
Trip Generation Rate*	0.40	0.30	0.70	0.25	0.29	0.54	0.08	0.11	0.19
<b>Proposed Summer Programs Trips</b>									
300 Summer Camp Students	120	91	211	75	86	161	23	34	57
70 School Bridge Students	28	21	49	18	19	37	5	8	13
<b>Proposed Overlapping Summer Operations*</b>	<b>148</b>	<b>112</b>	<b>260</b>	<b>93</b>	<b>105</b>	<b>198</b>	<b>28</b>	<b>42</b>	<b>70</b>

\*Overlapping Summer Camp and School Bridge significantly lower than trip generation cap with 650 students.

## Roadway Volumes Comparison

Roadway volumes were evaluated by comparing traffic counts collected in May 2024 and August 2024 to determine whether the surrounding transportation network can accommodate the proposed operations during the summer. As noted above, traffic counts were collected in May 2024 during a typical weekday and summer counts were collected on August 7, 2024, a typical summer day. A summary of roadway volumes during the academic school year and during the summer is outlined in

Table 7.

**Based on the significantly lower summer volumes, shown in**

**Table 7 and the proposed Summer Camp and School Bridge trip generation shown in Table 6, the proposed operations will not have a detrimental impact on the surrounding roadway network.**

**Table 7: Comparison of Roadway Volumes**

Intersection Name	Peak Hour	Total Entering Volumes		Percentage Change
		Academic Year Volumes (May 2024)	Summer Volumes (August 2024)	
<b>Kentsdale Drive/Aldershot Drive and Bradley Boulevard (MD 191)</b>	AM Peak	1,135	551	-51%
	School Peak	924	515	-44%
	PM Peak	725	492	-32%
<b>Kentsdale Drive and Kendale Road</b>	AM Peak	493	165	-67%
	School Peak	366	130	-64%
	PM Peak	1,990	1,522	-24%
<b>River Road (MD 190) and Bradley Boulevard (MD 191)</b>	AM Peak	2,264	1,713	-24%
	School Peak	266	130	-51%
	PM Peak	1,990	1,522	-24%

## Summary and Conclusions

This Technical Memorandum was prepared in support of the proposed operational modifications at the German International School Washington DC (GISW). The minor modifications consist of the following:

1. Modification to extend the hours of the existing Before-/After-Care Program during the academic year to allow for drop-off beginning at 6:30 AM (currently 7:30 AM) and pick-up at 6:30 PM (currently 4:45PM); and
2. Modification to extend the hours of the existing Saturday German Language/Culture Program to 2:30 PM (currently 11:30 AM) and an increase in staff to 55 instructors/assistants (currently limited to 40 staff); and
3. Proposed School Bridge Program for existing Pre-K through 8<sup>th</sup> Grade levels providing extended academic instruction opportunity for up to 70 students, totaling six (6) additional weeks of full-day operations (M-F, 6:30 AM to 6:30 PM) in the summer as well as during extended holidays/breaks in the academic year (i.e., winter/spring) (“School Bridge”); and
4. Proposed Summer German Language/Culture Program operations (M-F, 8:00 AM to 5:30 PM) with up to 300<sup>4</sup> students over four (4) weeks (“Summer Camp”).

Field observations of traffic conditions around the School were conducted during a typical school day during the week, during Saturday operations, and during the summer to determine whether School-related queueing or other transportation issues exist under current operations. A comparison of traffic volumes during the academic year and traffic volumes during the summer was also conducted to determine whether the surrounding roadways can accommodate the proposed Summer Camp and School Bridge program.

The findings of this report are summarized as follows:

- The proposed extension of the existing Before-/After-Care Program hours will **reduce** the School’s traffic impact by spreading out the number of trips coming to/from the School without an increase in the School’s trip generation.
- The proposed extension of the Saturday German Language/Culture Program hours will not have a detrimental impact on the surrounding roadways as peak hour trip generation will not be increased.
- Roadway volumes were found to be significantly lower in the summer as compared to volumes during the academic year, therefore the surrounding roadway network can accommodate the proposed School Bridge Program and Summer German Language/Culture Program operations without detrimental impact.

**Based on field observations, an evaluation of the School’s trip generation with the proposed modifications, and a comparison of roadway volumes during the academic school year and during the summer, the findings of this memo conclude that the proposed modified operations would not generate a detrimental impact to the surrounding transportation networks.**

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<sup>4</sup> See footnote 1.



# Exhibit C

## MEMORANDUM OF UNDERSTANDING

RE: German School Special Exception  
Case No. CBA-2684-C

### RECITALS

1. The German School Society, Washington D.C., operating as the German School Washington, D.C. (the "German School"), filed petition CBA-2684-C on May 23, 2008 seeking modifications to its existing special exception (CBA-2684 and 2684-B) which permits the German School to operate a private educational institution pursuant to Zoning Code Section 59-G-2.19 at the property known as and located at 8617 Chateau Drive, Potomac, Maryland 20854 on a 16.93-acre parcel of land owned by the Federal Republic of Germany.
2. The modification request includes, among other things, a request to operate a summer program.
3. The request for a summer program has caused concern by the undersigned neighbors of the German School residing along Chateau Drive.
4. A public hearing was conducted on April 7, 2009 concerning the German School's ongoing and proposed operations.
5. Following the hearing, the Hearing Examiner issued a Report and Recommendation on May 19, 2009 which recommends that, in order to reduce traffic impact resulting from the German School's operations and proposed summer program, the request for the summer program be granted but with an enrollment cap of 100 students (plus 15 employees) and that an enrollment cap of 250 students (plus 25 staff) be imposed for the existing Saturday German language classes.
6. By letter dated May 29, 2009, the German School requested oral argument before the Board of Appeals and suggested a proposed alternative condition concerning the Saturday German language classes that, in the School's view, would more directly accomplish the Hearing Examiner's goal of limiting the traffic impact from the Saturday German language classes.
7. After discussing the Hearing Examiner's Report and Recommendation, the German School and the undersigned neighbors have reached an agreement regarding the proposed summer program and the German School's Saturday German language classes. This Memorandum of Understanding sets forth that agreement.

### TERMS OF AGREEMENT

1. The undersigned neighbors hereby evidence their support for the above-referenced petition for modification, with the conditions contained in the Hearing Examiner's

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Report and Recommendation, except as otherwise set forth below and upon the following terms and conditions.

2. The German School shall withdraw its request to operate a summer program and agrees not to request a modification of its special exception to operate, or to otherwise operate, for a period of 20 years from the date of this agreement, a summer school, summer camp or any other program which brings participants of any age to the School on a regular basis during the summer season, provided the Board of Appeals approves the German School's suggestion for the Saturday German language classes detailed below. The German School, however, may request a modification of its special exception to operate a summer program within the aforementioned 20-year period with the prior written unanimous consent of the undersigned neighbors and Eligible Assignees (as defined below) who continue to reside along Chateau Drive. For purposes of this agreement, the summer is considered to be the period from the date on which the last class of the regular school year ends in June until the date on which the first class of the regular school year begins in late August or early September.

3. In consideration for the German School's agreement not to operate a summer program as set forth in paragraph 2 above, the undersigned neighbors hereby agree that, notwithstanding the Hearing Examiner's recommendation to the contrary, the Saturday German language classes may be operated, provided they are capped at an enrollment of 500 (plus 40 staff), provided that traffic mitigation measures are implemented in accordance with paragraphs 4 and 5 below, starting with the Fall 2009 semester.

4. The undersigned neighbors hereby agree that the German School's Traffic Management Plan be amended to add of the following language to the end of the section titled "4. Bus and Transportation Services" on page 17:

"Starting in September 2009, in order to mitigate the traffic impact resulting from the Saturday German Language Classes, only staff vehicles and the vehicles of those persons who remain on campus while language classes are in session will be permitted to drive to the School (up to the number of available parking spaces (175)). All drivers who do not remain at the School while language classes are in session will be required to drop off and pick up students at an off-site location and those students will be taken to the School using shuttle vans and/or no more than four (4) buses."

5. Additionally, upon approval by the Board of Appeals of the German School's above suggestion for the Saturday language classes, the German School shall implement the Traffic Mitigation Plan for the Saturday German Language Classes set forth in Exhibit 1 attached hereto and incorporated herein by reference and the Parking and Traffic Rules and Driver's Guide for the Saturday German language classes set forth in Exhibit 2 attached hereto and incorporated herein by reference. In the event the German School proposes to amend the Traffic Mitigation Plan and the Traffic Rules and Driver's Guide for the Saturday German language classes at any time, it shall give the undersigned neighbors or Eligible Assignees, as may be the case, written notice of the proposed amendment and the reasons for such amendment, and the

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neighbors will have 20 days within which to advise the German School whether or not they consent to the amendment. Consent shall be deemed to be denied unless, within the 20-day period, a majority of the undersigned neighbors and/or Eligible Assignees grant their consent of the amendment in writing.

6. This agreement shall be for the benefit of, and shall be binding upon, the German School, its successors and assigns and the undersigned neighbors and their Eligible Assignees. The term "Eligible Assignees" shall mean any owners of the properties currently owned by the undersigned neighbors during the 20-year period set forth in paragraph 2 above. The current street addresses of such properties are: 8613 Chateau Drive, 8621 Chateau Drive and 8620 Chateau Drive.

7. The parties acknowledge that the agreements set forth herein are of a unique and special nature and that money damages will be impossible to calculate and therefore will not be a sufficient remedy. Accordingly, in the event of a breach of this agreement by the German School, the non-breaching party and their successors and assigns and Eligible Assignees shall be entitled to injunctive relief to prevent or cure any such breach.

8. This agreement is made this 20<sup>th</sup> day of July, 2009 and shall be presented to the Board of Appeals for its consideration concerning the German School's pending request for oral argument scheduled for a hearing on July 22, 2009.

German School Washington, D.C.

By: [Signature]  
Jutta M. Frankfurter, Vice Chair  
By: [Signature]  
Sybille Young, Chair of the Board of Directors

[Signature]  
Jerome S. Sowalsky

[Signature]  
Miguel Bachrach

[Signature]  
Patti Sowalsky

[Signature]  
Barbara Bruns

[Signature]  
Gary Hess

[Signature]  
Susan B. Hess

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# Exhibit D



## **German School Washington, D.C. Transportation Management Plan (TMP)**

### **Introduction**

The German School Washington, D.C., based on a special exception approved by the Board of Appeals of Montgomery County on October 16, 1969 in CBA – 2684, as amended, operates a private educational institution at 8617 Chateau Drive, Potomac, Maryland on a 16.93-acre parcel of land owned by the Federal Republic of Germany (see Figure 1).

This Transportation Management Plan (TMP) will promote safe and efficient transportation operations on the School campus and adjacent public streets. It also is designed to reduce the School's transportation impacts on the campus and adjacent neighborhood.

This TMP includes the following:

### **Description of Existing Conditions**

1. School Profile,
2. Vehicular Access, Egress, and Circulation,
3. Parking,
4. Roller Skates and Skate Boards,
5. Delivery and Service Vehicles, and
6. General Safety Provisions.

### **Traffic Management Measures**

1. School Transportation Coordinator,
2. Driver Operations,
3. Carpools,
4. Bus and Transportation Services
5. High School Drivers,
6. Parking Policies,
7. Community Coordination,
8. School Schedule,
9. Sports,
10. Special Events,
11. Monitoring,
12. Enforcement, and
13. Implementation.

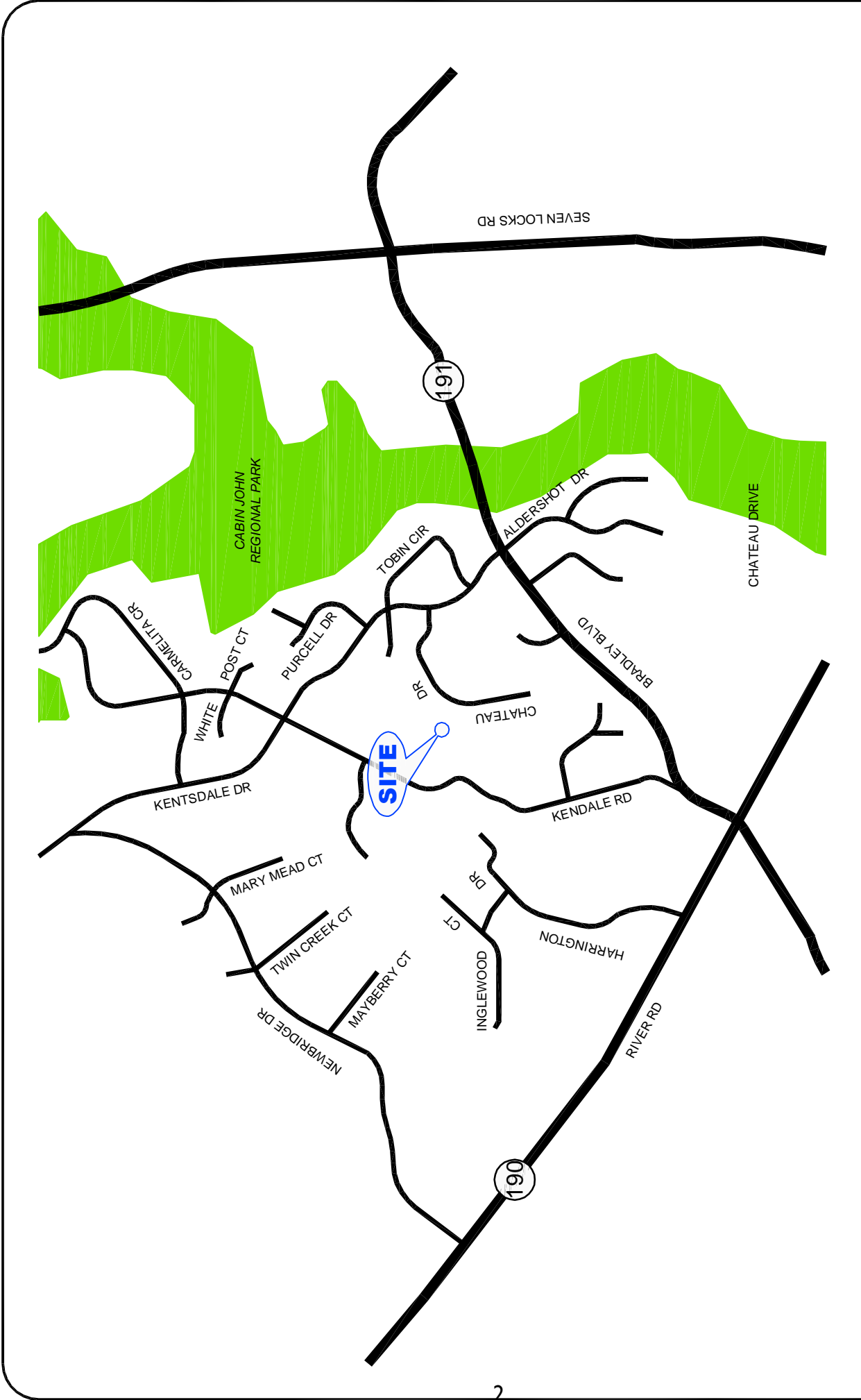


Figure 1  
Site Location Map



This TMP is posted on the school's web page ([www.dswashington.org](http://www.dswashington.org)). The TMP will be monitored, evaluated, and revised by the School over time (with notice to the Community Liaison Committee), in order to meet the needs of the School and the community, as circumstances change and operating conditions warrant.

## **Description of Existing Conditions**

### **I. School Profile**

**Overview.** The following is a profile of existing and projected school travel characteristics. These data are based on field observations conducted by Wells + Associates in October 2007 and data provided by the school.

All vehicular access to the School is from Chateau Drive via Kentsdale Drive, as shown on Figure 2A. Upon implementation of this TMP, all vehicular access to the School will continue to be from Chateau Drive via Kentsdale Drive, as shown on Figure 2B.

**Chateau Drive** is classified by Montgomery County as a local street. It is a curb-less, 20-foot wide, cul-de-sac street that intersects Kentsdale approximately 850 feet east of the school. Chateau Drive is controlled by a STOP sign at Kentsdale Drive. Chateau Drive is posted at 25 miles per hour (mph). Single-family detached homes are located on both sides of the street. There are no sidewalks along Chateau Drive.

There are two (2) school driveways on Chateau Drive: (1) the north driveway and (2) the south driveway. The north driveway serves the School's upper lot (25 spaces), and the south driveway serves the school's lower parking lots (150 spaces) and bus storage facilities (9 spaces). Figure 3A graphically depicts the number of parking spaces in each parking lot on campus at the time of the study.

**Other Roads.** Kentsdale Drive is classified by Montgomery County as a primary residential street. Bradley Boulevard is located approximately 1,000 feet (or 0.2 miles) to the south and Kendale Road is located approximately 2,080 feet (or 0.4 miles) to the north.

**Grades.** The School conducts classes in the German language for children in Nursery School through grade 13. It is anticipated that, commencing in 2009, the 13<sup>th</sup> grade will be discontinued.

**Enrollment.** Student enrollment varies from year to year. The cap for the school is 650 students on site at any one time, and enrollment has been consistently less (550-590).

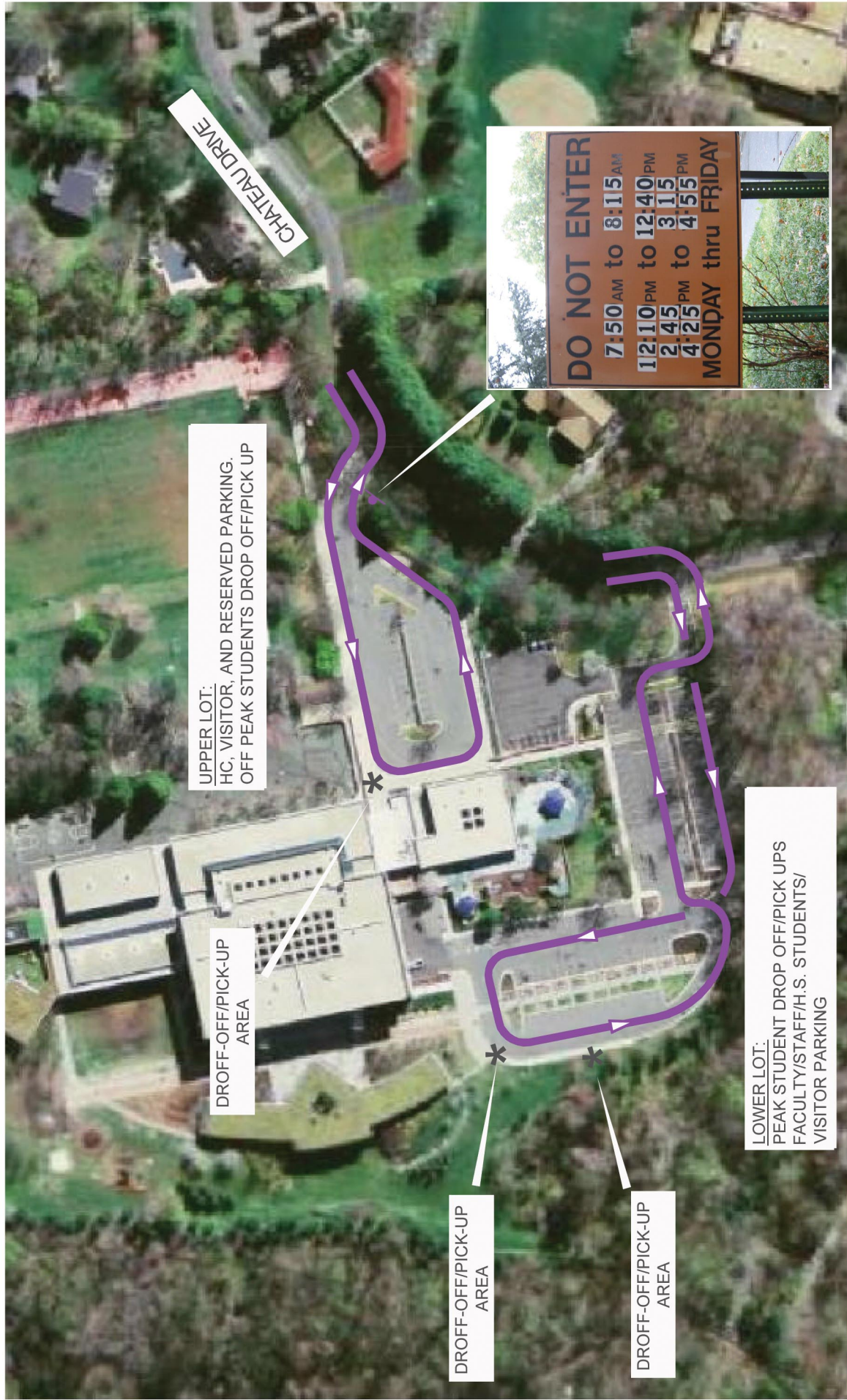


Figure 2 A  
2007/2008 Access, Egress, and Circulation by Cars





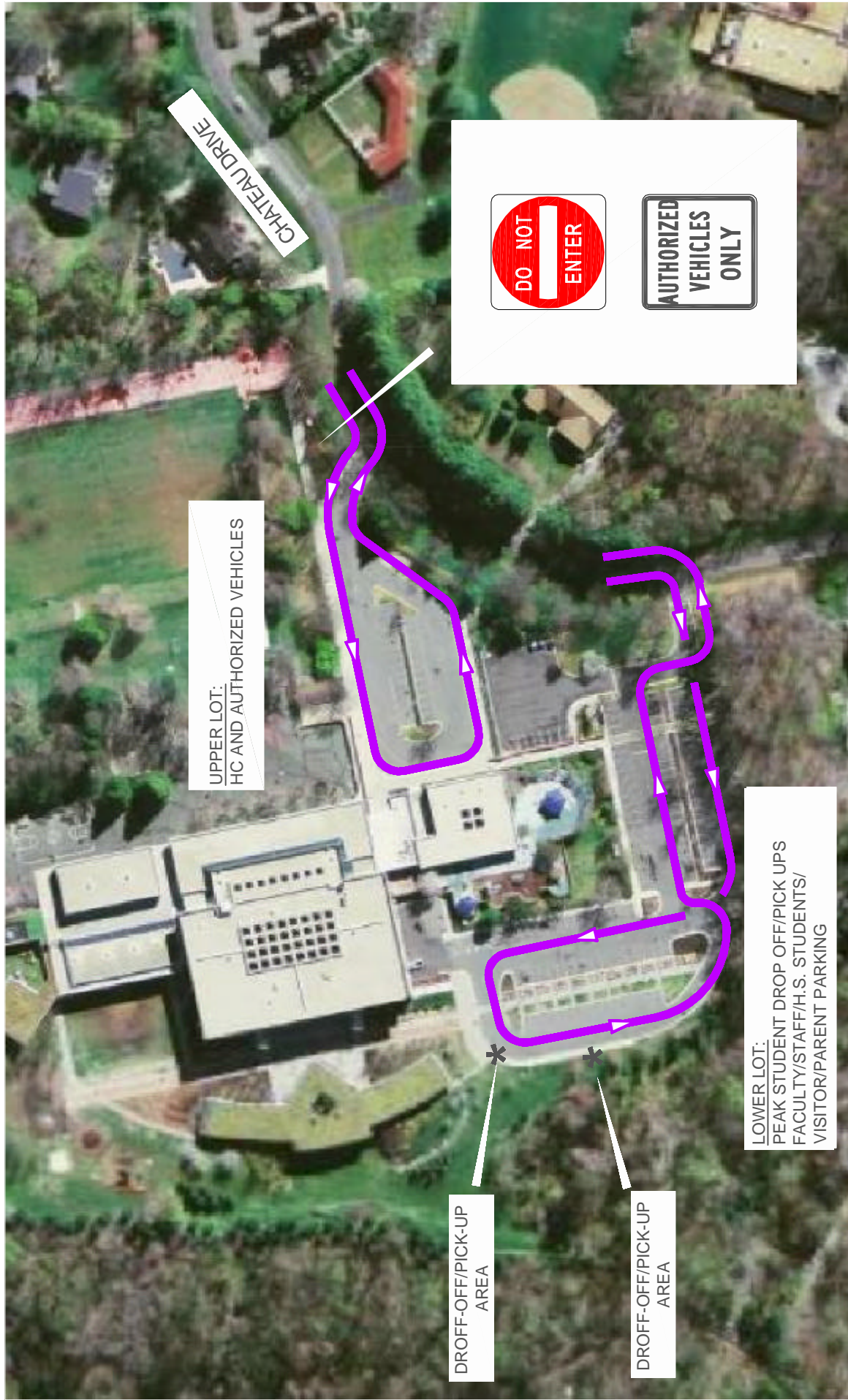
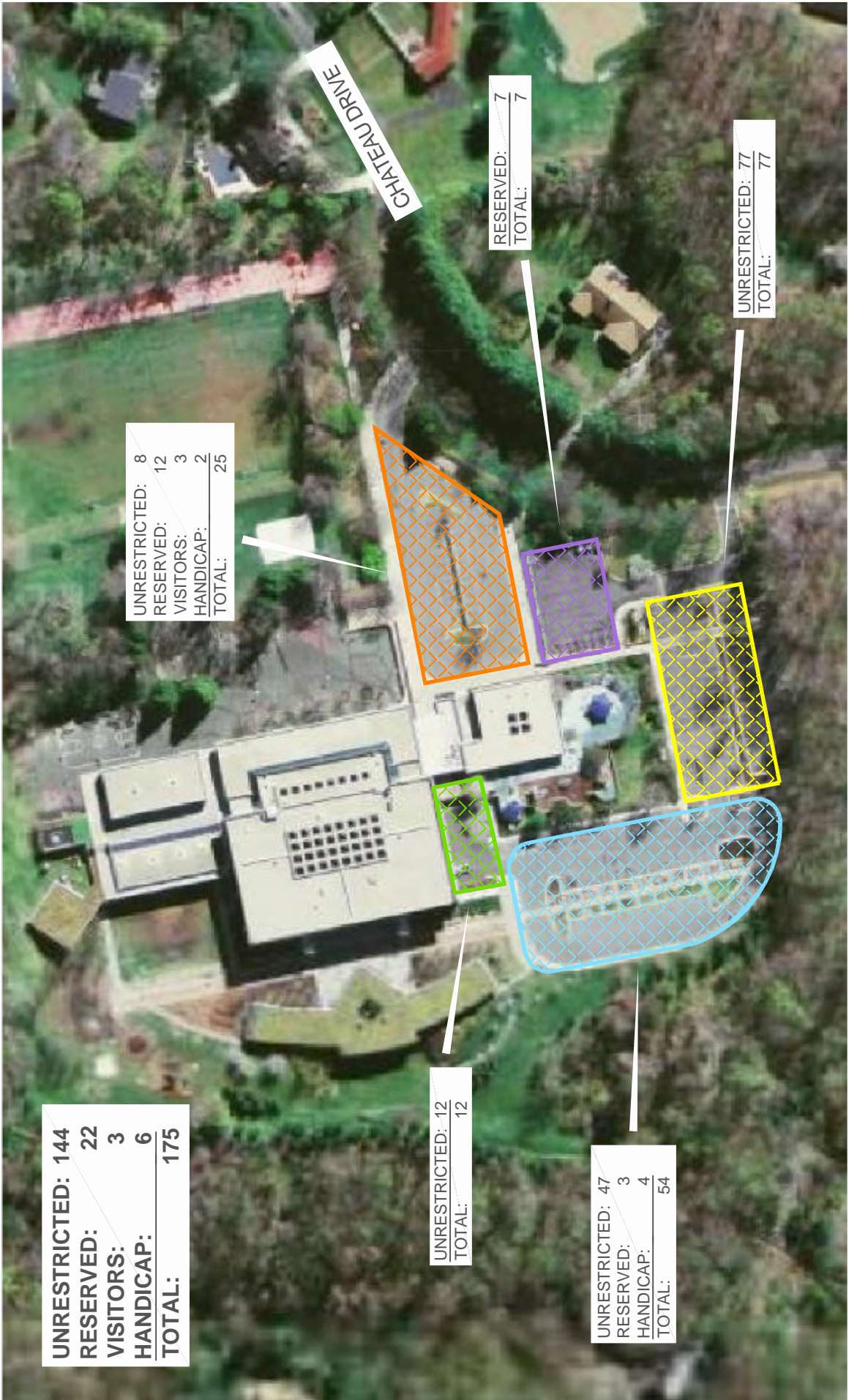


Figure 2 B  
Proposed Access, Egress, and Circulation by Cars







UPPER LOT  
 SERVICE LOT  
 LOWER LOT (EAST)  
 LOWER LOT (WEST)  
 LOWER LOT (NORTH)

Figure 3 A  
 2007/2008 On-Campus Parking Supply

**Faculty/Staff.** Faculty and staff vary from year to year. The cap for the school is 102 staff on site at any one time.

Approximately 60 employees are present at the school at any one time as a result of part-time variations.

**Class Start and Dismissal Times.** Morning student drop-off time begins around 7:30 AM, prior to the scheduled 8:10 AM class start time. School dismissal times are 12:35 PM for preschool and elementary school, 3:05 PM for students up to and including grade nine, and 4:45 PM for grades ten through thirteen. Class start and dismissal times may change in the future, as conditions warrant.

**Parking Supply.** The School is served by 175 on-campus parking spaces, as shown on Figure 3A. Approximately 82-percent (or 144) of all spaces on campus are unrestricted. The rest are reserved or designated for specific users or user groups such as “Expectant Mothers”, ADA accessible, and visitors (the bus spaces in the garage are excluded from this count).

Upon implementation of this TMP, a total of 175 on-campus parking spaces would continue to serve the campus (See Figure 3B). Of the 175 parking spaces, approximately 49-percent (or 85) of all spaces on campus would be unrestricted. The permissible parking areas will be identified by category by appropriate markings and signage.

**High School Drivers.** 12<sup>th</sup> and 13<sup>th</sup> graders with valid driver’s licenses are permitted to drive and park on campus. In the 2007/2008 school year, the school enrolled (81) 12<sup>th</sup> and 13<sup>th</sup> grades, 60 of whom were of driving age. Approximately 35 (or 43 percent of all 12<sup>th</sup> and 13<sup>th</sup> graders) actually drove to school. 11<sup>th</sup> and 12<sup>th</sup> graders with valid driver’s licenses will be permitted to drive to school starting when the 13<sup>th</sup> grade is eliminated in the school year 2009/2010.

**Mode Split.** 2007/08 mode splits for purposes of future comparison are as follows:



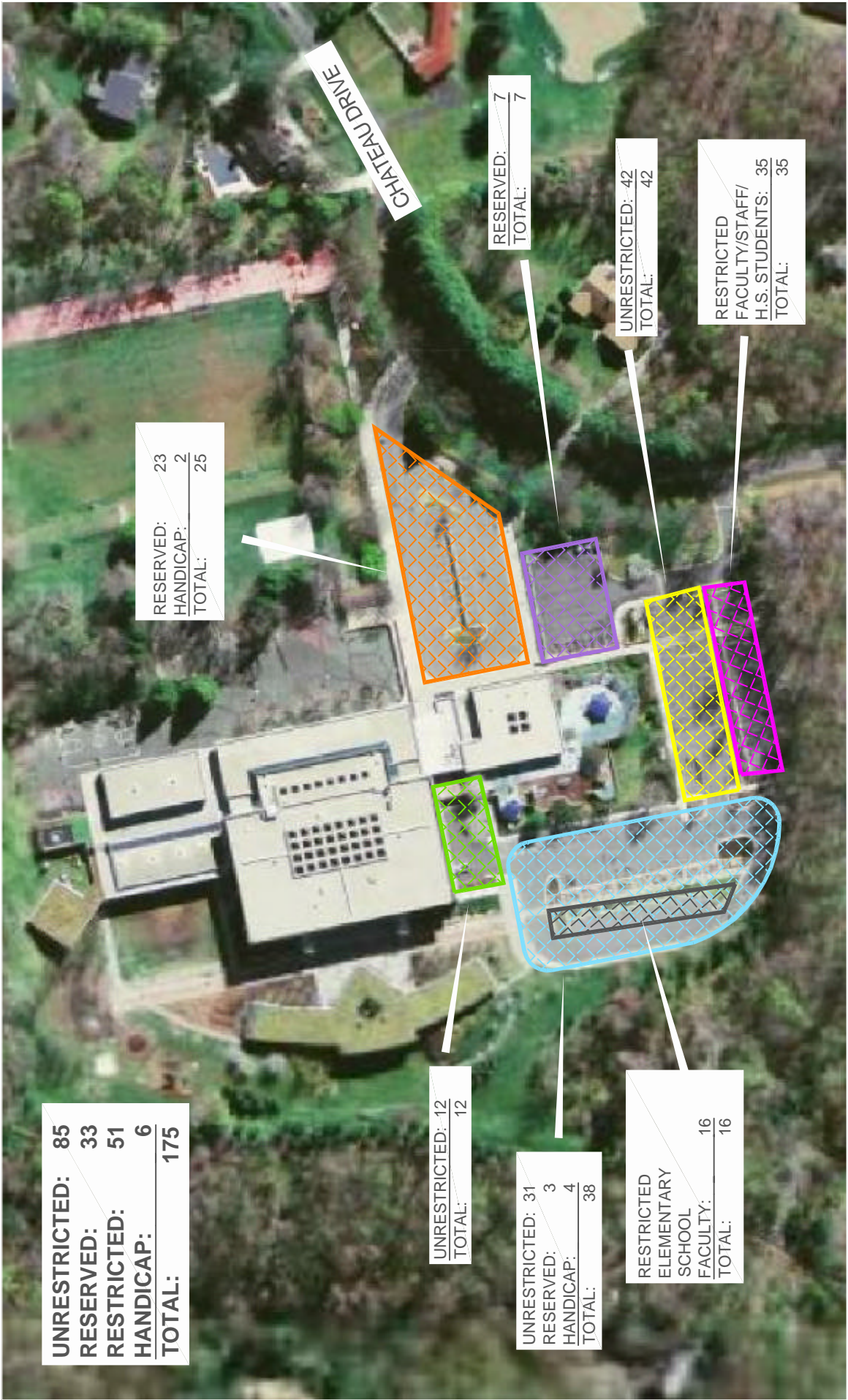


Figure 3 B  
Proposed On-Campus Parking Supply



**Table 1**  
**Faculty/Staff and Student Mode Splits**

Mode	Faculty/Staff		Students	
	Persons	Vehicles	Persons	Vehicles
Auto Drivers	57	57	18	18
Auto Passengers				
In Autos Driven by a F/S				
In Auto Driven by a Student	3	0	0	0
In Autos Driven by a Parent	0	0	5	0
Subtotal	0	0	275	196
Bus Passengers	3	0	280	196
Totals	0	0	246	8
Average Auto Occupancy (Persons Per Auto)	1.05		1.39	
Average Bus Occupancy (Persons Per Bus)			30.75	

(1) Based on surveys conducted during the AM peak period on Wednesday, October 17, 2007 and a survey conducted by the School. Does not reflect absenteeism.

\* Note: Carpool number is included in the 305 Auto Passenger numbers.

**School Bus Service.** During the 2007/2008 school year, the school operated eight (8) bus routes with a fleet of ten buses. Information regarding routes, schedules, single-fare and annual bus fees, and forms are available on the School's web page ([www.dswashington.org](http://www.dswashington.org)). Service generally is offered five (5) days a week, Monday through Friday at the following peak times:

Table 2  
Bus Service Hours

<u>Peak Times</u>	<u>Runs</u>
6:45 – 8:15 AM	8
12:35 – 2:30 PM	8
3:15 – 4:15 PM	8
4:55 – 6:20 PM	6

**Vehicle-Trip Generation.** School faculty, staff, students, and others generate vehicular traffic throughout the school day. The morning peak hour occurs from 7:30 to 8:30 AM, around the

8:10 AM class start time. There are three (3) smaller afternoon peak hours: (1) 12:00 Noon to 1:00 PM, (2) 2:30 to 3:30 PM, and (3) 4:00 to 5:00 PM. These peaks occur around the 12:35 PM, 3:05 PM, and 4:45 PM dismissal times.

The School generated 365 (242 inbound/123 outbound), 201 (102 inbound/99 outbound), 213 (93 inbound/120 outbound), and 91 (34 inbound/57 outbound) vehicle-trips during the morning, mid-day, mid-afternoon, and late afternoon peak hours, respectively.

The school peak hour and the peak hour on adjacent public streets generally occur at the same time in the morning. The school mid-day and mid-afternoon peak hours occurs well before the street peak hour of 4:30 to 5:30 PM.

**German Language Classes.** German language classes (GLC) for the community and families/children who want to learn German are conducted on campus on Saturdays from 9 to 11:30 AM and on Wednesdays from 7 to 9 PM.

The cap for the Saturday GLC is 500 students and 40 staff on site at any one time. The cap for the Wednesday evening GLC is 35 students and 4 staff on site at any one time.

## 2. Vehicular Access, Egress, and Circulation

**On-Campus Circulation.** As shown on Figure 2, most parents take a circuitous route through the lower lot to drop off students in the morning and pick them up in the afternoon. They: (1) enter the lower lot from the south driveway on Chateau Drive, (2) turn right into the west portion of the lot, (3) circulate in a counter-clockwise direction through the west portion of the lot, (4) make a crisscross maneuver to enter the east portion of the lot and circulate in a clockwise direction, (5) make a right turn and immediate left turn to crisscross traffic once again, (8) and then a left turn to (9) exit the lower lot onto Chateau Drive.

The drop-off lane is approximately 175 feet long with a capacity of eight (8) cars, at 20 feet per car (i.e.,  $175 / 20 = 8.75$ ). During peak drop-off (7:45 – 8:15 AM), cars may not be left unattended in the drop-off lane. After 8:15 AM, vehicles may park in a portion of the drop-off zone for a maximum of 10 minutes to pick up students, as noted in the *Parking and Traffic Rules – Drivers' Guide*.

**Buses.** The morning and afternoon bus maneuvers on campus and Chateau Drive are shown on Figures 4 and 5, respectively. In the morning: (1) buses leave the covered garage and (2) turn left onto Chateau Drive to begin each of the eight (8) routes to pick up students. They then complete their routes by: (3) turning right from Chateau Drive into the upper lot, (4) drop-off student passengers, (5) have a staggered exit from the upper lot, (6) turn right out of the upper lot onto Chateau Drive, (7) turn right into the lower lot, and, finally, park in the garage.

In the afternoon: (1) buses exit the garage, (2) turn left out of the lower lot onto Chateau Drive, (3) turn left into the upper lot, (4) pick up student bus passengers around the perimeter of the upper lot, (5) turn left out of the upper lot onto Chateau Drive. They then complete the routes by: (6) turning right into the lower lot, and, (7) finally back into the garage.

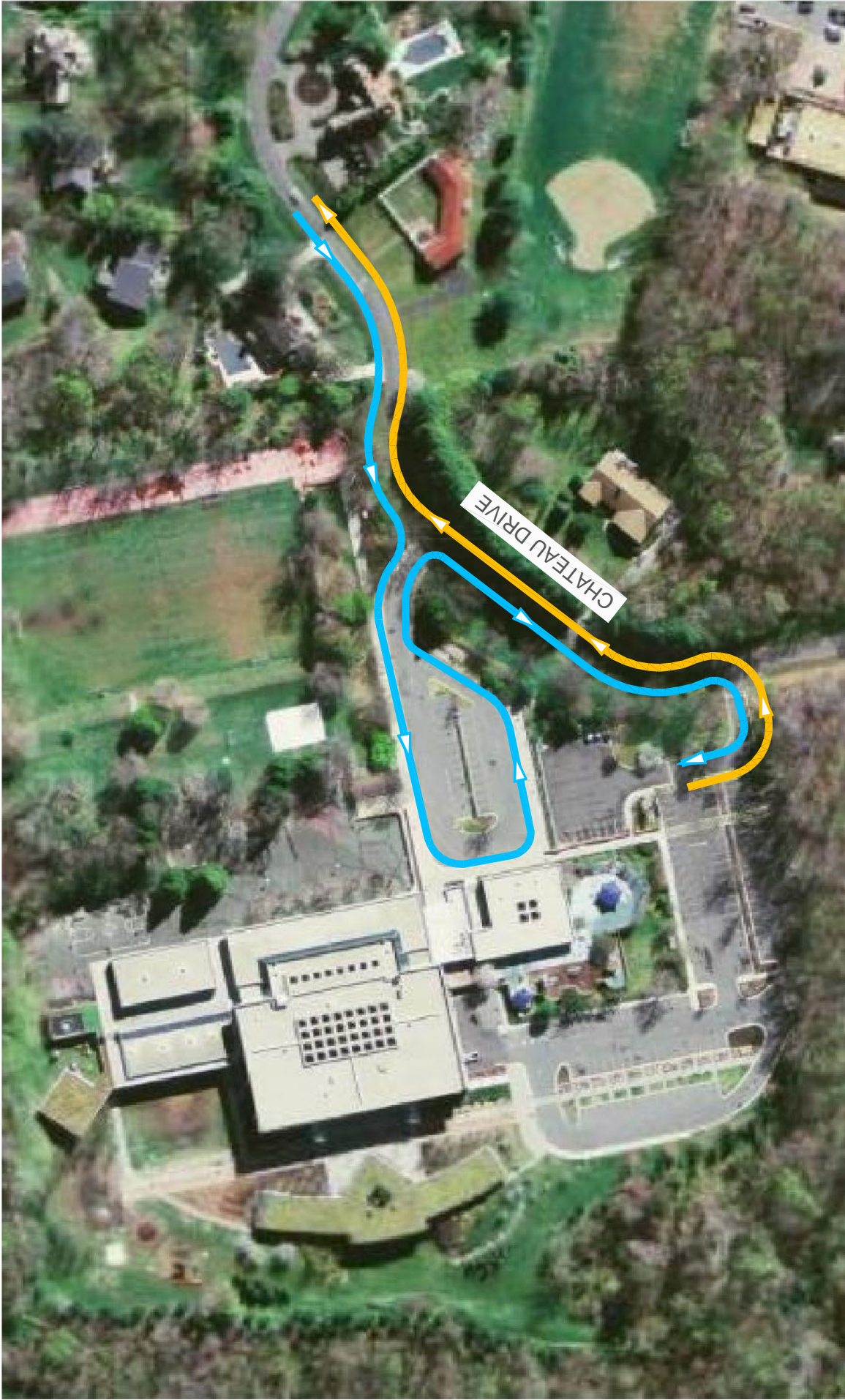


Figure 4  
Morning Bus Route

Inbound  
Outbound





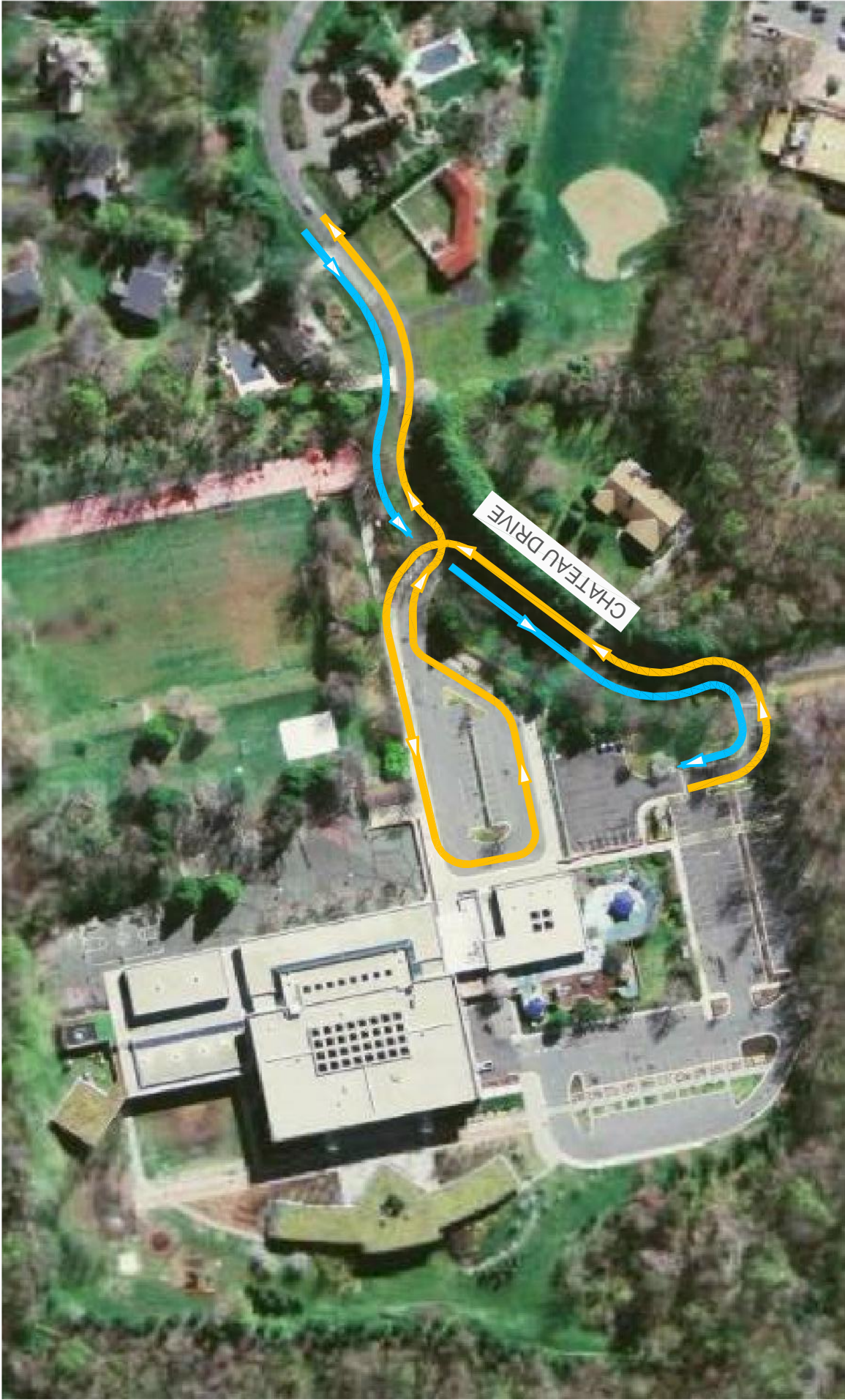


Figure 5  
Afternoon Bus Route

Inbound  
Outbound



Vehicles other than buses are not permitted to enter the upper lot at the following peak times:

7:50 – 8:15 AM  
12:10 – 12:40 PM  
2:45 – 3:15 PM  
4:25 – 4:55 PM

**Pedestrians/Bicycles.** Sidewalks only exist on campus; the surrounding roadways do not have sidewalks or bike lanes.

**Vehicle Queuing.** Presently, no site traffic queues back onto the public roadway network (i.e., Chateau Drive) from the School. Due to the free-flow inbound vehicular movements at the Chateau Drive accesses, vehicles continue into the site's parking facilities and queue internal to the site, rather than on the adjacent public roadway. Queuing will continue to be maintained on-site, internal to the site.

### 3. Parking

**Cars.** The School presently is served by 175 on-campus parking spaces, as shown on Figure 3A. Twenty five (25) spaces are located in the upper (or northern-most) lot and 150 spaces are located in the lower (or southern-most) lots.

At the time of the study, of the 175 available spaces, 144 are unrestricted, 22 are reserved for faculty/staff and expectant mothers, six (6) are ADA accessible and three (3) are marked for visitors (See Figure 3A). Reserved spaces include faculty/staff parking in the service lot and upper lot, expectant mothers parking spaces, and a space reserved for the Head of School.

In the future, during regular school hours, of the 175 available spaces, 85 would be unrestricted, 33 would be reserved, 51 would be restricted, and six (6) would be ADA accessible (See Figure 3B).

**Carpools.** Carpools are able to park in parking spaces in the western portion of the lower lot in order to walk children into the school. Additionally, carpools may pull-up curbside and drop off students alongside the School, provided that vehicles are not left unattended between 7:45 and 8:15 AM.

**Buses.** The school bus fleet (10 buses) is parked in a covered parking garage on the lower parking lot, beneath the upper parking lot.

**Bicycles.** Currently, there is no designated bike parking on campus.

#### **4. Roller Skates and Skate Boards**

The use of roller blades, roller skates, skate boards, and scooters are prohibited on School grounds for safety reasons and to prevent undue disturbances to the neighbors.

#### **5. Delivery and Service Vehicles**

The School provides loading zones to accommodate all delivery and service vehicles on campus; this area is located adjacent to the elementary school parking lot.

Refuse collection and service and deliveries are scheduled outside of the School's AM and PM peak periods, whenever possible.

#### **6. General Safety Provisions**

Crosswalks within the site promote clear pedestrian paths across the main internal campus roadway to the visitor parking area.

All pick-up and drop-off operations occur on-site, curbside along the building, and on the passenger side of the vehicles. During school pick-up and drop-off operations, the queue of vehicles is not expected to extend beyond the site or into the adjacent public roadway network.

### **Traffic Management Measures**

#### **I. School Transportation Coordinator**

The School will appoint one (1) existing staff member to be School Transportation Coordinator (STC), who will manage and implement the TMP. The STC's phone number and e-mail address will be posted on the School's web page ([www.dswashington.org](http://www.dswashington.org)). The STC will use such personnel as required to most safely and efficiently implement the TMP.

To assist the STC in managing and implementing the TMP, at least one (1) traffic monitor will be positioned at the elementary school drop-off area during the morning drop-off, from 7:30 AM to 8:10 AM. The upper lot drop-off area will be reserved for school bus drop-offs. Appropriate signage will be posted to inform motorists that only authorized vehicles may enter the upper lot.

The STC will maintain a record of faculty, staff, parent, and student driver license plate numbers and vehicle types. This information will be contained in annual contracts signed by the faculty, staff, parent, and student drivers and will be obtained prior to the start of each school year and

updated at the time of student enrollment or re-enrollment. Prior to the start of each school year, the STC will inform faculty, staff, parents, and student drivers of the requirement.

The STC will be the primary point of contact for all traffic- and parking-related community matters. The STC will maintain a log of calls and correspondence regarding traffic and parking matters. This information will be provided to the Deputy Principal every two (2) weeks. The Deputy Principal will take appropriate action to address violations of the TMP within ten (10) business days after the issue has been brought to his or her attention. These are included in the *Parking and Traffic Rules – Driver’s Guide* and include the following:

1. First Violation: Mandatory conference with the Deputy Principal and recordation of the incident/infraction.
2. Second Violation: Mandatory meeting with the Deputy Principal, communication to the parents (if a student driver), and recordation of the incident/infraction.
3. Third Violation: A withdrawal of the right to park for a term of one (1) week or a \$100 fine will be assessed.

The STC will encourage students to take the bus or carpools to school rather than be driven, or drive, to school.

## **2. Driver Operations**

All faculty, staff, parent, and student drivers will be required to register their cars with the STC. License plate numbers will be recorded and an annual parking contract will be signed. They will be issued a *Parking and Traffic Rules – Driver’s Guide*. Agreement to abide by the policies in the Guide will be a condition of enrollment for families at the School.

## **3. Carpools**

At the beginning of each school year, the School will conduct a carpool survey and establish an online map of carpool families to enable parents and students, including those attending Saturday school, to find partners for carpooling. Motorists interested in joining a carpool can add their location to the map and can view what other families in the area are interested in carpooling. The 2008/2009 map can be found at the following web address:

<http://maps.google.com/maps/ms?hl=en&ie=UTF8&msa=0&msid=114156233127928472164.00045539c95e15a6ca941&z=9>

The STC will promote carpooling by using address information to identify, on the map, clusters of families who potentially could form carpools. Once these groups are identified, the STC will encourage carpooling by the group through education programs described in mailings and at parent functions. The STC will stress convenience and the environmental, economic, and traffic



reduction benefits of carpooling. The STC also will encourage carpooling by school faculty and staff by similar means.

#### **4. Bus and Transportation Services**

The STC will promote the use of buses by stressing the convenience and the environmental, economic, and traffic reduction benefits of using the bus service. The STC will also encourage bus usage through mailings and at parent functions.

Starting in the school year 2009/2010, the School will conduct a yearly survey to promote and determine the interest in bus usage, or other transportation services, among students of the Saturday school.

Starting in September 2009, in order to mitigate the traffic impact resulting from the Saturday German Language Classes, only staff vehicles and the vehicles of those persons who remain on campus while language classes are in session will be permitted to drive to the School (up to the number of available parking spaces (175)). All drivers who do not remain at the School while language classes are in session will be required to drop off and pick up students at an off-site location and those students will be taken to the School using shuttle vans and/or no more than four (4) buses.

#### **5. High School Drivers**

Students in their final two (2) years of high school who hold a valid driver's permit or license will be permitted to drive and park on the School campus. Vehicles driven by students must be registered with the STC. All high school drivers are subject to the provisions in the *Parking and Traffic Rules – Driver's Guide* and must adhere to the rules and laws that apply in their home state.

#### **6. Parking Policies**

The School's parking policies based on this TMP will be stipulated in the *Parking and Traffic Rules – Driver's Guide*, which will be distributed to faculty, staff, parents, and students at the beginning of each school year and published on the School's website. Students, faculty, and staff will be required to register all cars they will drive on campus. The STC will keep the license plate number, make, and model information on file.

#### **7. Community Coordination**

The School will continue to be a good neighbor and maintain communication and coordination with the adjacent residential neighbors and community.

The School will establish a Community Liaison Committee (CLC) that will meet four (4) times a year to keep the lines of communication open with neighbors of the School regarding the implementation of the TMP and other operating issues. The School will invite a resident of Chateau Drive, Kendale Road, and Kentsdale Drive, as well as a representative of the West Montgomery Civic Association, to serve on the CLC along with one or more representatives of the School. The STC and the Head or Assistant Head of School will attend all CLC meetings. The People's Counsel for Montgomery County will be an ex officio member of the CLC. The CLC can meet less than four (4) times a year upon agreement of the CLC. If requested by a neighbor or the People's Counsel, the School will convene an additional meeting(s). An annual report of the CLC's meetings and actions shall be submitted to the Board of Appeals on a yearly basis.

The School will coordinate the CLC meetings and provide notice to the adjacent property owners and the People's Counsel for Montgomery County. The School also will post notice on the School website ([www.dswashington.org](http://www.dswashington.org)).

A copy of this TMP, the current agenda for the CLC meetings, and the minutes of the most recent CLC meeting, will be posted on the School website (or distributed to the CLC notice list, if necessary).

## **8. School Schedule**

The School will make available to the surrounding community, a vacation schedule calendar for the current school year that shows the days and dates when the School will be in and out of session. The School also will provide at the beginning of the school year, a calendar of evening and weekend school events and activities scheduled at the School, together with updates as necessary. Current information will also be available on the School's website at [www.dswashington.org](http://www.dswashington.org), and will be available at the CLC meetings.

## **9. Sports**

Sports teams average two (2) to three (3) home games per week, during the respective sport's season. The number of participants and spectators is small, on the order of 20 to 30 persons, combined. Sporting events generate no extraordinary transportation needs or impacts and usually occur between 3 and 6 PM between September and November, and December and March. See the Statement of Operations, as amended.

## **10. Special Events**

The School hosts approximately 65 special events per year, ranging in size from only 10 participants to as many as 500 participants. Approximately 11 events are attended by 150 or more participants and are summarized in the Statement of Operations, as amended.

Any necessary satellite parking will take place at offsite locations when parking is expected to be in excess of 175 vehicles. The School will reach agreements with these offsite locations to permit parking at their facilities during these events. During these special events with satellite parking, law enforcement and/or two (2) staff will assist with traffic flow and parking operations; 1) at Chateau Drive and Kentsdale Drive, and 2) in front of the School.

## **11. Monitoring**

The School will monitor on-campus parking and traffic operations on an ongoing basis to ensure compliance with the TMP. In order to monitor the parking and traffic operations, at the beginning of the semester, the STC will be addressing non-compliance issues. If necessary, the School will take additional management and operational steps, as appropriate, to assure reasonably prompt compliance with the TMP, which may include, but not necessarily be limited to, one or more of the following:

1. Make adjustments to the on-site vehicular circulation path,
2. Identify additional staff and/or law enforcement officers to manage morning and afternoon peak hours and special event parking,
3. Enhance efforts and provide incentives to increase the average number of students per vehicle (AVO), and
4. Update and re-circulate the *Parking and Traffic Rules – Driver’s Guide* to parents.

## **12. Enforcement**

The School will require faculty, staff, parents, and student drivers: (1) to agree to policies stated in the *Parking and Traffic Rules – Driver’s Guide* as part of the enrollment contracts and (2) to register their vehicles with the STC.

Such contracts require parents, faculty, staff, and student drivers to obey local traffic laws and to follow the School *Parking and Traffic Rules – Driver’s Guide* and the TMP. An initial violation of these policies will result in a mandatory conference with the Deputy Principal and communication to the parents (if a student driver), as well as recordation of the incident/infraction. A second violation of these policies will also result in a mandatory meeting with the Deputy Principal and communication to the parents (if a student driver), as well as recordation of the incident/infraction. Upon a third violation, a withdrawal of the right to park for a term of one (1) week or a \$100 fine will be assessed. A schedule of progressively harsher penalties, including driving restrictions and monetary fines, will be developed for subsequent violations.

### **13. Implementation**

As of the 2008/2009 school year, the School has started and will continue to implement the following actions in an attempt to improve transportation safety and efficiency, on and off of the School campus:

1. Designate a member of the School staff as the School Transportation Coordinator (STC). The duties of the STC are outlined above.
2. Back buses into the garage.

Buses should be backed into the garage at the end of the day so the warning alarms that are automatically engaged when the buses are in reverse do not sound in the early morning hours when most of the neighbors who can hear them are asleep.

3. Publish a schedule of events as outlined in the Community Coordination section above.
4. Restrict use of the upper lot to buses and authorized vehicles only, during regular school hours. Restrict parents who drive students to/from school to the lower lot. Faculty, staff, visitors, and others who do not have reserved spaces to park in the upper lot must park in the lower lot.

This will eliminate confusion regarding who may use the upper lot, and when the upper lot may be used.

5. Restrict faculty, staff, and student driver parking to the two (2) east bays of the lower lot. Designate the west bay for parent and visitor parking and elementary school faculty parking.

This will make available to parents and visitors a short-term parking area that is conveniently located with respect to the School entrance used by students during the peak morning drop-off and afternoon pick-up times. The less convenient east lot would be used by long-term (all-day) parkers.

6. Parents should have the option of: (1) dropping-off and picking up students in the designated carpool lane or (2) parking in the lower lot and walking students to/from the School. Designate the carpool lane for short-term student drop-off and pick-up only. Traffic monitor(s) will not permit parents to stand for long periods of time or to park in the carpool lane. Permit parents to park in designated parking spaces in the lower west lot, and walk their children into the School, or pick them up after school.



7. Use of a uniformed officer to monitor travel behavior on campus at the beginning of the school year and such other times that are appropriate.
8. The implementation of traffic calming measures will be reviewed on campus in order to improve any safety issues. Such measures include: installing raised crosswalks, speed humps, and/or stop signs to slow vehicle speeds within the lower parking lot, as necessary.
9. Provide satellite parking and shuttle bus service for special events that might cause overflow parking onto Chateau Drive and other public streets. The School should make reciprocal agreements with neighboring schools, churches, and/or others to use their off-street lots during the few events hosted by the School that might generate overflow parking, as outlined in the Special Events section above. One (1) or more of the 10 buses owned by the School could be used to shuttle overflow parkers between these satellite lots and the School's campus.
10. Promote greater school bus use. The School strongly encourages students to take the school bus rather than driving, or being driven, to school.

Forty-two (42) percent of all School students (as of the 2007/2008 school year) commute to/from school by bus. This is akin to the bus mode splits achieved at many public schools, and significantly greater than the bus mode splits achieved at most independent schools.

Greater school bus use will be encouraged by: (1) reminding parents at meetings and in writing of the benefits of taking the bus rather than driving to school, (2) modifying bus routes and schedules, as appropriate, to more conveniently serve the School community, (3) re-evaluating bus fare policies, and (4) adding new routes or consolidating existing routes.

Greater bus use would reduce the number of daily and peak hour vehicle-trips generated by the school, reduce traffic impacts on neighborhood streets, generate more fare revenue, and make the service more financially viable.

11. Promote carpooling (i.e., increase the average number of students per vehicle and the number of families participating in the carpool program).

The School's current average vehicle occupancy (AVO) of 1.39 students per vehicle is typical of other independent schools. The school will promote the increase of current AVO by: (1) reminding parents at meetings and in writing of the benefits of carpooling, (2) identifying via the Google map, clusters of GSW households that could easily carpool, (3) identifying satellite parking lots where parents could meet in the morning to

form carpools and in the afternoon to pick up their students, (4) assist parents in forming carpools, and/or (5) operating the on-campus carpool lane safely and more efficiently.

12. Enforce the penalties for a motorist's non-compliance with *Parking and Traffic Rules – Drivers' Guide*, as outlined above.

13. If the above actions do not work, explore the ability to modify traffic flow within the lower lot by either:

a. Widening the existing lower lot driveway to 24 feet, and eliminating the crisscross maneuver, as shown on Figure 6.

or

b. Constructing a second driveway to the lower lot, operating the new driveway for inbound traffic only, operating the existing driveway for outbound traffic only, and eliminating the crisscross maneuver, as shown on Figure 7.

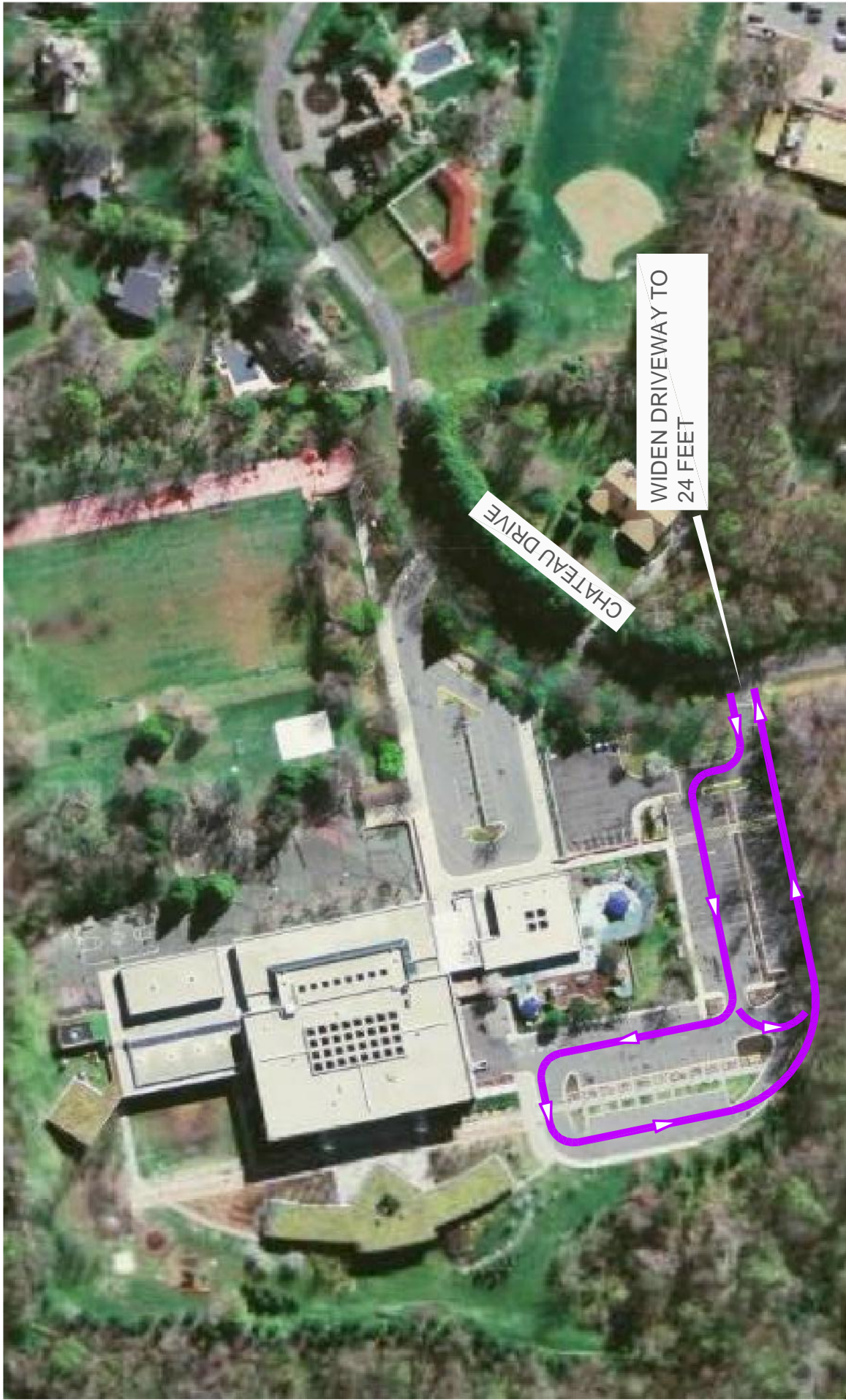


Figure 6  
Modification of Lower Lot Circulation:  
Option 1





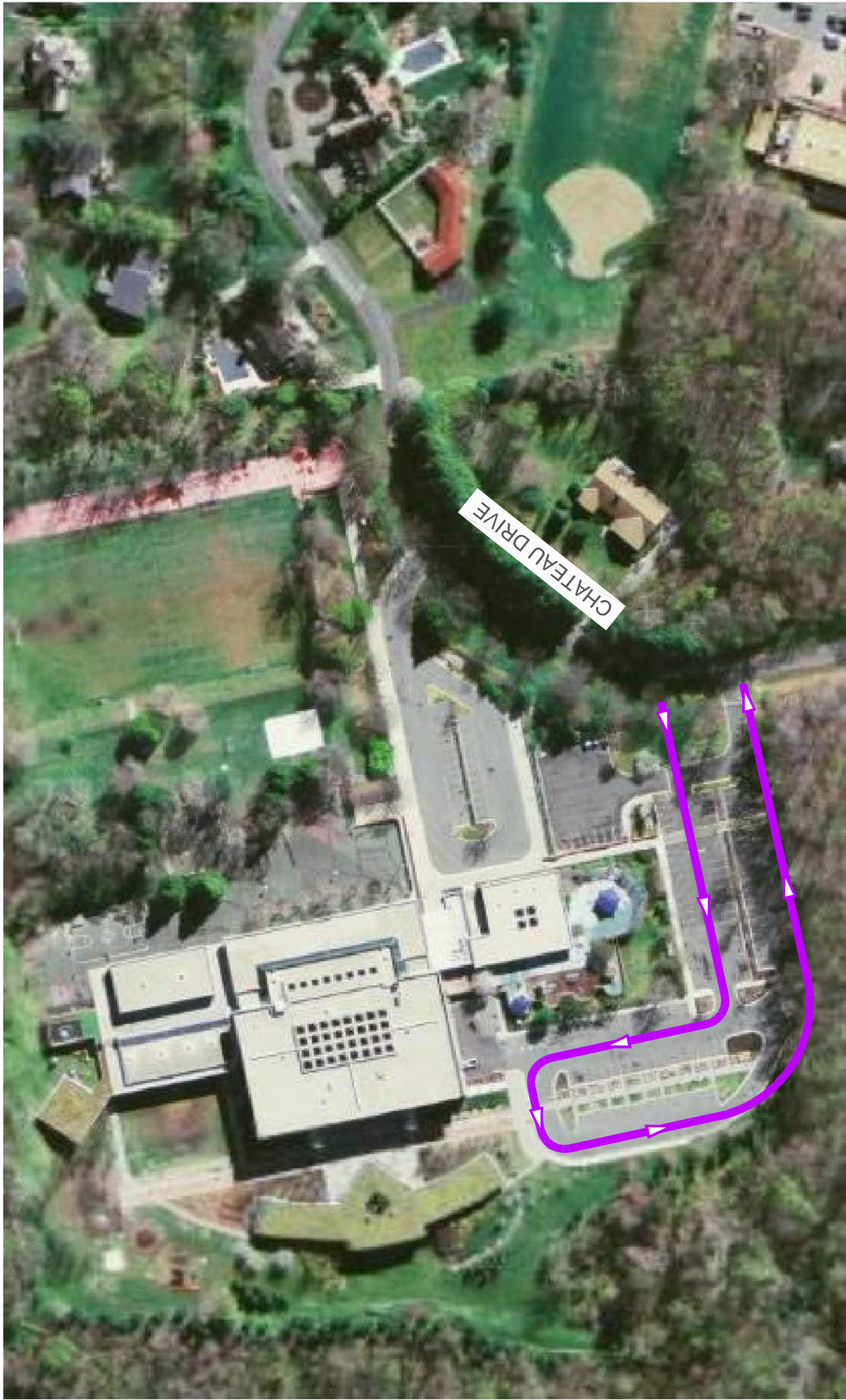


Figure 7  
Modification of Lower Lot Circulation:  
Option 2





**AFFIDAVIT OF SERVICE**  
**(Hand Delivery/Private Process)**

<b>Dhanusha and Iyanka Ponnampereuma</b> 8613 Chateau Drive Potomac, MD 20854	Attorney: Soo Lee-Cho Bregman, Berbert, Schwartz & Gilday, LLC 7315 Wisconsin Ave., #800 West Bethesda MD 20814
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I, Konstantinos Tsirikos, swear and affirm that on December 10, 2024 at 2:04 AM / (PM), I did the following:

Served by delivering a copy of the **Cover Letter** and **German School's Administrative Modification Request to Montgomery County Board of Appeals** to Dhanusha and Iyanka Ponnampereuma at 8613 Chateau Drive, Potomac, MD 20854 as follows:

- Personally Served Dhanusha and Iyanka Ponnampereuma, the person(s) listed as the intended recipient of the documents.
- By leaving the copy with a person who is at least 18 years of age or older and who stated that he/she resides therein.

**Description of Person Accepting Service:**

Iyanka Ponnampereuma  
Female, mid 40's 5'4 140 pounds Short Black Hair

- By posting said copy in the mailbox of the premises, having attempted with due diligence and failed to effect service upon a person of suitable discretion above the age of eighteen (18) years residing on or at the address.

**Supplemental Data Appropriate to this Service:**

I declare under penalty of perjury that the foregoing information contained in this affidavit is true and correct, that I am over the age of 18, and am not a party in the above matter.

Date: 12-10-24

Signature: 

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\_\_\_\_\_  
\_\_\_\_\_

**AFFIDAVIT OF SERVICE**  
**(Hand Delivery/Private Process)**

<b>Mark and Anne Dorfman</b> 8620 Chateau Drive Potomac, MD 20854	Attorney: Soo Lee-Cho Bregman, Berbert, Schwartz & Gilday, LLC 7315 Wisconsin Ave., #800 West Bethesda MD 20814
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I, Konstantinos Tsirikos, swear and affirm that on December 10, 2024 at 2:00 AM (PM), I did the following:

Served by delivering a copy of the **Cover Letter** and **German School's Administrative Modification Request to Montgomery County Board of Appeals** to Mark and Anne Dorfman at 8620 Chateau Drive, Potomac, MD 20854 as follows:

Personally Served Mark and Anne Dorfman, the person(s) listed as the intended recipient of the documents.

By leaving the copy with a person who is at least 18 years of age or older and who stated that he/she resides therein.

**Description of Person Accepting Service:**

Mark Dorfman  
M, late 40s 5'9" Short Black Hair 175 pounds

By posting said copy in the mailbox of the premises, having attempted with due diligence and failed to effect service upon a person of suitable discretion above the age of eighteen (18) years residing on or at the address.

**Supplemental Data Appropriate to this Service:**

I declare under penalty of perjury that the foregoing information contained in this affidavit is true and correct, that I am over the age of 18, and am not a party in the above matter.

Date: 12-10-24

Signature: 

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**AFFIDAVIT OF SERVICE**  
**(Hand Delivery/Private Process)**

<b>Miguel Bachrach and Barbara Bruns</b> 8621 Chateau Drive Potomac, MD 20854	Attorney: Soo Lee-Cho Bregman, Berbert, Schwartz & Gilday, LLC 7315 Wisconsin Ave., #800 West Bethesda MD 20814
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I, Konstantinos Tsirikos, swear and affirm that on December 10, 2024 at 1:57 AM / (PM), I did the following:

Served by delivering a copy of the **Cover Letter** and **German School's Administrative Modification Request to Montgomery County Board of Appeals** to Miguel Bachrach and Barbara Bruns at 8621 Chateau Drive, Potomac, MD 20854 as follows:

- Personally Served Miguel Bachrach and Barbara Bruns, the person(s) listed as the intended recipient of the documents.
- By leaving the copy with a person who is at least 18 years of age or older and who stated that he/she resides therein.

**Description of Person Accepting Service:**

Barbara Bruns  
Female, Early 60's Blonde Hair 130 pounds 5'3

- By posting said copy in the mailbox of the premises, having attempted with due diligence and failed to effect service upon a person of suitable discretion above the age of eighteen (18) years residing on or at the address.

**Supplemental Data Appropriate to this Service:**

I declare under penalty of perjury that the foregoing information contained in this affidavit is true and correct, that I am over the age of 18, and am not a party in the above matter.

Date: 12-10-24

Signature: 

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