

## TECHNICAL MEMORANDUM

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SHA, District 3 Traffic  
SHA, TFAD  
SHA, OOTS-TDSD

Cc: Soo Lee-Cho  
Bregman, Berbert, Schwartz & Gilday, LLC

From: Lauren Buford  
Maribel Donahue  
Katie Wagner, PE, PTOE

Date: October 17, 2025

Subject: Holton-Arms School – Summary of LATR Review Meeting

**Exhibit 38 (d)**  
**OZAH Case No: CBA-1174-E**

### Introduction

Gorove Slade met with reviewers from the Maryland State Highway Administration (SHA) on October 16, 2025, to discuss any remaining questions on the Holton-Arms School Local Area Transportation Review (LATR) and Transportation Management Plan (TMP), both dated September 12, 2025. Over the course of the meeting, all comments and questions from SHA were answered and addressed to the satisfaction of all parties. This letter summarizes the key topics of discussion and resolutions reached.

- **Eastbound Left-Turn Re-Servicing During the PM Scenarios**

- SHA's District 3 Traffic team inquired about the inclusion of eastbound left-turn re-servicing in the Mitigated Synchro models for the School PM and Summer PM peak hours, noting that these scenarios were not discussed in the submitted report.
  - Gorove Slade clarified that re-servicing was only analyzed, documented, and recommended for the AM peak hour scenario. The PM scenarios included in the Synchro files were exploratory and not part of the formal evaluation or recommendations in the LATR. Their removal does not affect the reported analysis results, and no revisions are necessary. As discussed, the eastbound left-turn re-servicing is recommended only during the peak arrival period, which may last 30 to 45 minutes, and not necessarily for the full hour. The specific duration of the eastbound left-turn re-servicing will be documented as part of the traffic signal modification process and in the design request (DR) form which will be submitted to SHA once the Applicant team initiates the traffic signal modification design.

- **TMP**

- SHA's Travel Forecasting and Analysis Division recommended incorporating site trip monitoring into the TMP and asked how the TMP is enforced.
  - Gorove Slade confirmed that a revised TMP will be submitted on October 17<sup>th</sup> to include driveway counts, site trip distributions based on count data to understand direction of travel for vehicles entering and exiting the School, and bus ridership data as part of the annual reporting requirements. These annual reports will be submitted in perpetuity to the Board of Appeals, Montgomery Planning, MCDOT, and SHA, in accordance with the special exception requirements. Compliance with the TMP is mandatory to maintain the special exception.

- Gorove Slade also informed SHA that the revised TMP highlights the proposed addition of a staff member stationed at the River Road and Royal Dominion Drive intersection. This individual will monitor traffic conditions and communicate with internal staff to adjust internal on-campus operations as needed, helping to reduce the School's impact on surrounding roadways. At SHA's request, clarification was also added to note that School staff will not manage or direct traffic in the public right-of-way; their role is limited to observing traffic queues at the River Road and Royal Dominion Drive intersection and making internal adjustments to prioritize inbound traffic when necessary to prevent queue spillback at the intersection.
  - As part of the TMP and site trip monitoring discussion, Gorove Slade also informed SHA that a supplemental analysis with field observations was conducted to assess the level of cut-through traffic associated with the Holton-Arms School based on community comments. Based on the supplemental analysis results, much of the traffic on Royal Dominion Drive within the Al Marah neighborhood is generated by Primary Day located in the southeast quadrant of the River Road/Royal Dominion Drive intersection and traffic entering the Holton-Arms driveway from the south is almost entirely made up of parents or staff/faculty dropping off students at Primary Day before arriving at Holton-Arms. A copy of the supplemental analysis is included with this memo for SHA's information.
- **References to OOTS/TDSD**
    - The applicant team sought clarification on references to "OOTS" and "TDSD" to ensure accurate representation of SHA's review process.
      - SHA explained that "OOTS" refers to the Office of Traffic Safety, while "TDSD" is a division within that office. Although the acronyms are sometimes used interchangeably, SHA confirmed that OOTS-TDSD participated in the review and did not offer additional comments or have outstanding questions or issues on either the LATR or TMP. For clarity in future correspondence, SHA will include both "Office of Traffic Safety (OOTS)" and "Traffic Development & Support Division (TDSD)" when referencing either entity.

With these items addressed, SHA agreed that there are no outstanding points requiring further discussion or clarification. The Applicant team appreciates SHA's thorough review and constructive feedback throughout the review process and remains committed to fostering collaboration with all reviewing agencies and stakeholders. We look forward to continued collaboration during the post-approval process to ensure successful implementation of the project.