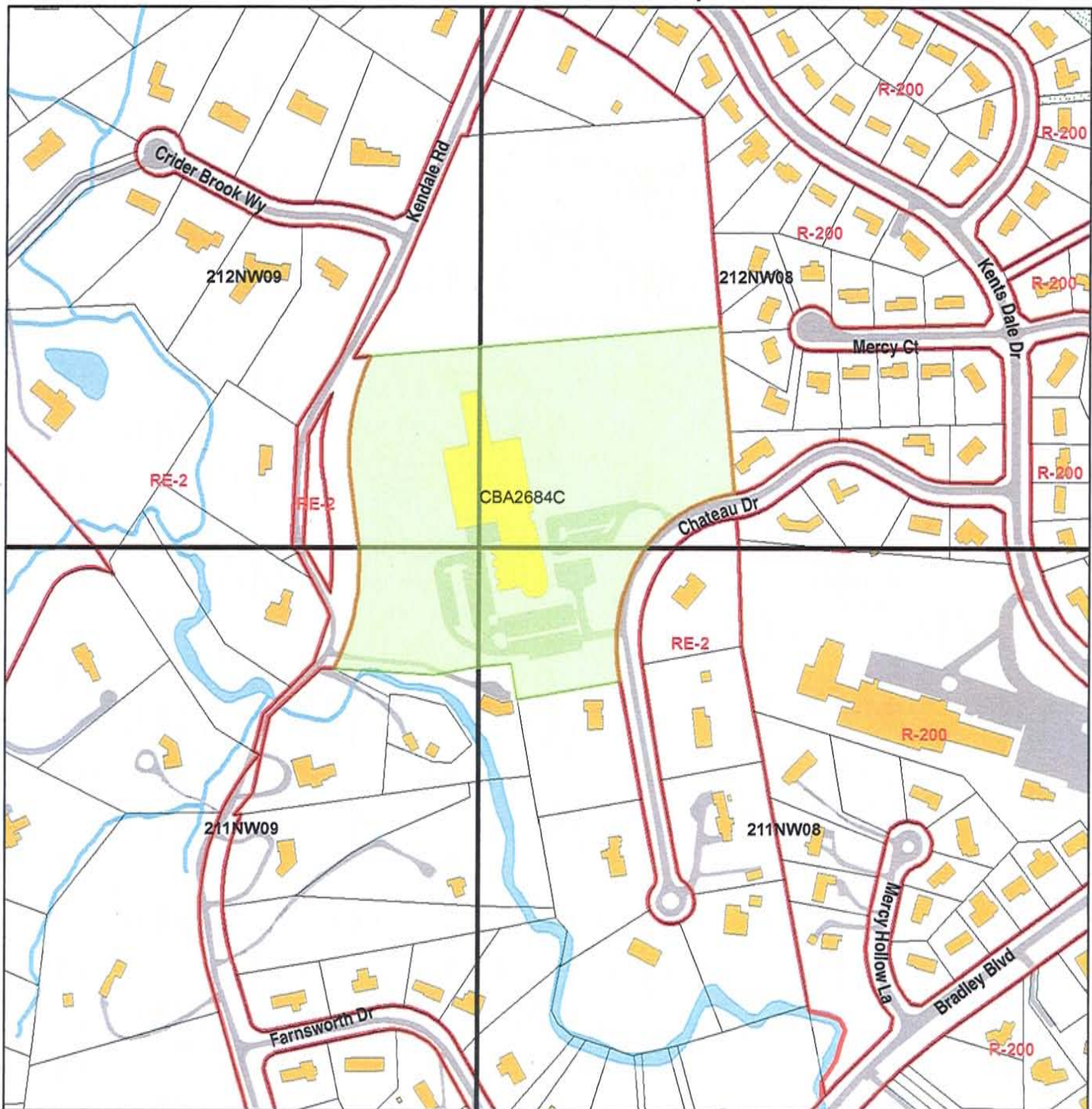


## LIST OF ATTACHMENTS

1. Location Map
2. Surrounding Area Map
3. Zoning Map
4. Site Plan
5. Enlarged Site Plan
6. Landscape Plan at Proposed Science Building
7. Site Lighting Plan
8. Circulation Plan
9. Community-Based Planning Memo
10. Transportation Planning Memo
11. Environmental Planning Memo
12. Stormwater Management Concept Approval
13. Summary of Operations Chart
14. Notice of Hearing
15. Traffic Management Plan (TMP)

## Generalized Location Map



## LEGEND

- |  |  |
|--|--|
|  Subject Site |  Paved Area       |
|  Parcel       |  Lake and Pond    |
|  Building     |  Stream and River |

## NOTICE:

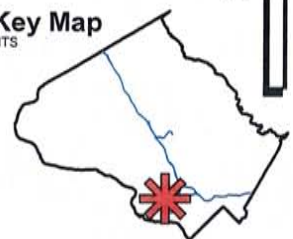
The planimetric, property, and topographic information shown on this map is based on copyrighted Map Products from the Montgomery County Department of Park and Planning of the Maryland-National Capital Park and Planning Commission, and may not be copied or reproduced without written permission from M-NPPC.

Property lines are compiled by adjusting the property lines to topography created from aerial photography and should not be interpreted as actual field surveys. Planimetric features were compiled from 1:14400 scale aerial photography using stereo photogrammetric methods.

This map is created from a variety of data sources, and may not reflect the most current conditions in any one location and may not be completely accurate or up to date. All map features are approximately within five feet of their true location. This map may not be the same as a map of the same area plotted at an earlier time as the data is continuously updated. Use of this map, other than for general planning purposes is not recommended.

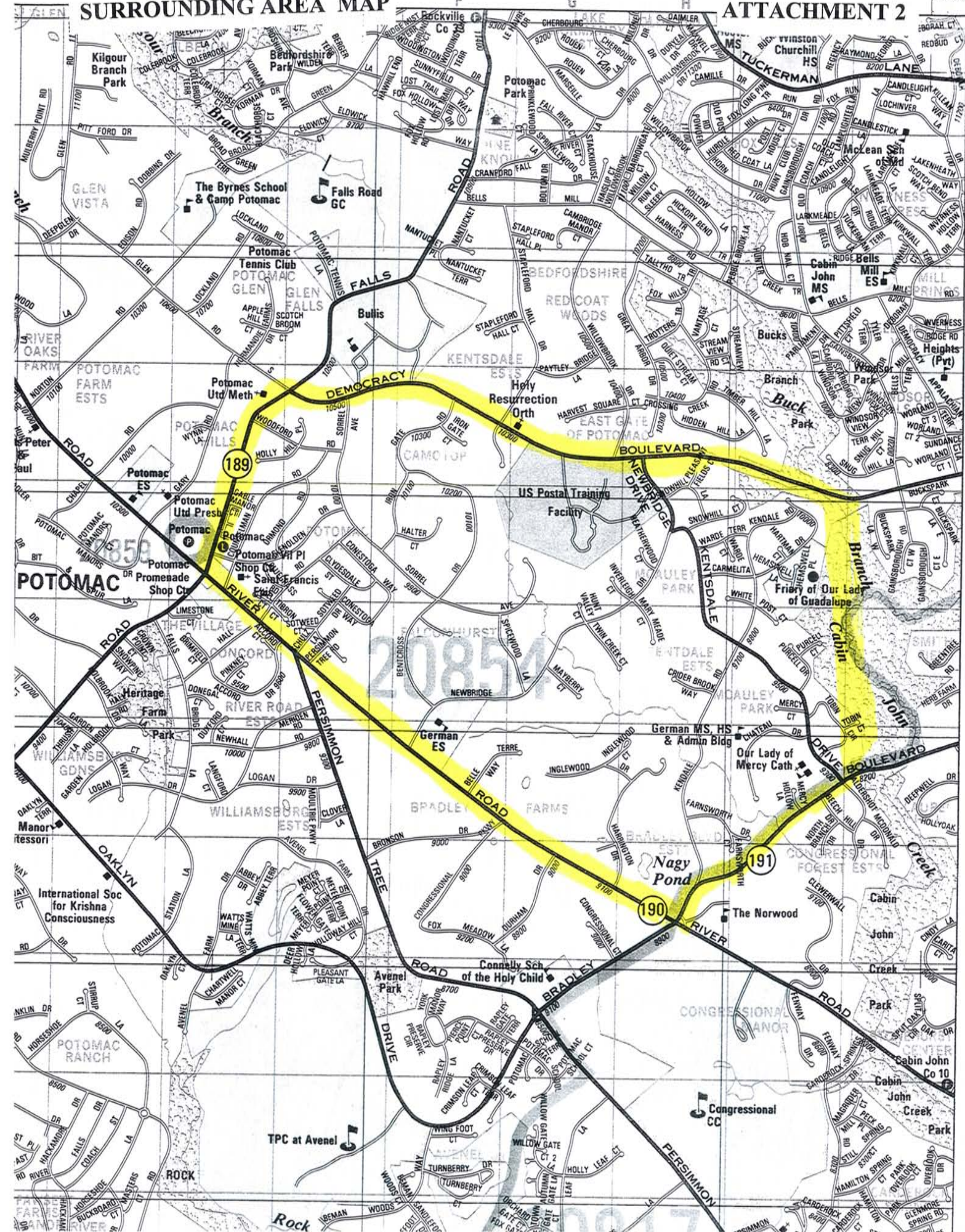
1 inch = 400 feet

Address: 8617 Chateau Drive, Potomac

Key Map  
NTS



## ATTACHMENT 2

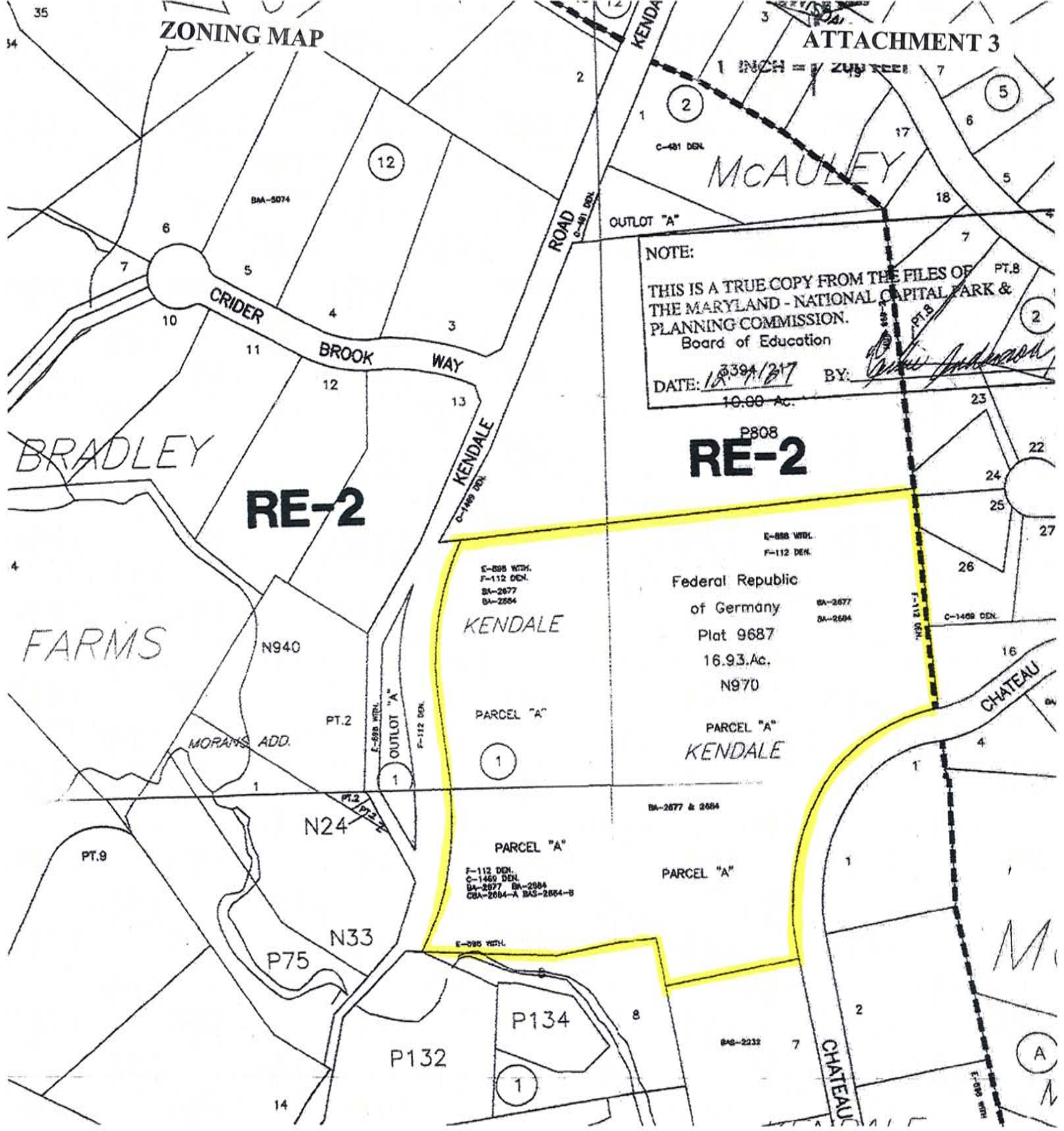




ZONING MAP

ATTACHMENT 3

1 INCH = 100 FEET



NOTE:

THIS IS A TRUE COPY FROM THE FILES OF  
THE MARYLAND - NATIONAL CAPITAL PARK &  
PLANNING COMMISSION.  
Board of Education

DATE: 12/1/87 BY: [illegible]  
10.00 Ac.

P808  
**RE-2**

Federal Republic  
of Germany  
Plat 9687  
16.93.Ac.  
N970

PARCEL "A"  
KENDALE

PARCEL "A"

KENDALE

PARCEL "A"

PARCEL "A"

F-112 DEN.  
C-1468 DEN.  
BA-2677, BA-2684  
CBA-2684-A, BAS-2684-B

E-888 WDL.

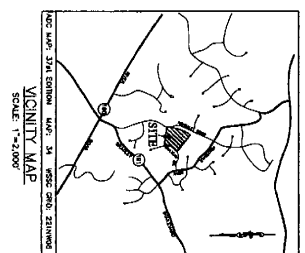
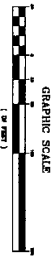
E-888 WDL.  
F-112 DEN.

BA-2677  
BA-2684

C-1468 DEN.

BA-2232

E-888 WDL.



GENERAL NOTES	REVISIONS	DATE
1. THE PROPERTY SHOWN ON THIS PLAN IS NOTED AS TAX PARCEL 1870, MARYLAND. OF THE TAX RECORDS OF THE MONTGOMERY COUNTY, MARYLAND.		
2. PROPERTY INFORMATION SHOWN HEREON HAS BEEN TAKEN FROM PUBLIC RECORDS AND CAN BE FOUND RECORDED AMONG THE LAND RECORDS OF THE MONTGOMERY COUNTY, MARYLAND.		
3. THE LOCATION OF ALL UTILITIES SHOWN ON THIS PLAN IS A COMBINATION OF FIELD INVESTIGATION, FIELD EXPOSURE AND AVAILABLE RECORDS. UTILITY LOCATIONS ARE NOT GUARANTEED AND SHOULD BE VERIFIED BY THE USER. ANY UTILITIES AT ALL UTILITY CROSSINGS TO VARIOUS LOCATIONS.		
4. THE PROPERTY IS ZONED RE-2.		
5. THE USE IS PRIVATE EDUCATIONAL INSTITUTION.		
6. PREVIOUS MONTGOMERY COUNTY BOARD OF APPEALS CASES:		
- CASE NO. 2884, PETITION FOR SPECIAL EXCEPTION, 1988.		
- CASE NO. 2884-1, PETITION TO MODIFY SPECIAL EXCEPTION, 1988.		
- CASE NO. 2884-2, AMENDING MODIFICATION TO SPECIAL EXCEPTION, 1988.		

## GENERAL NOTES

1. THE PROPERTY SHOWN ON THIS PLAN IS NOTED AS TAX PARCEL 1870, MARYLAND. OF THE TAX RECORDS OF THE MONTGOMERY COUNTY, MARYLAND.
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## PROFESSIONAL CERTIFICATION

I, the undersigned, being a duly licensed Professional Engineer in the State of Maryland, do hereby certify that the foregoing is a true and correct copy of the original as submitted to me for record.



**Deutsche Schule  
German School**  
8817 Chateau Drive  
Potomac, Maryland 20854  
301 365 4400 P  
301 365 3605 F

**Gale Brown Ranlow  
Architects, LLC**  
901 N. Pk. St., Suite 200  
Annapolis, MD 21403  
410 293 8773  
703 585 9151

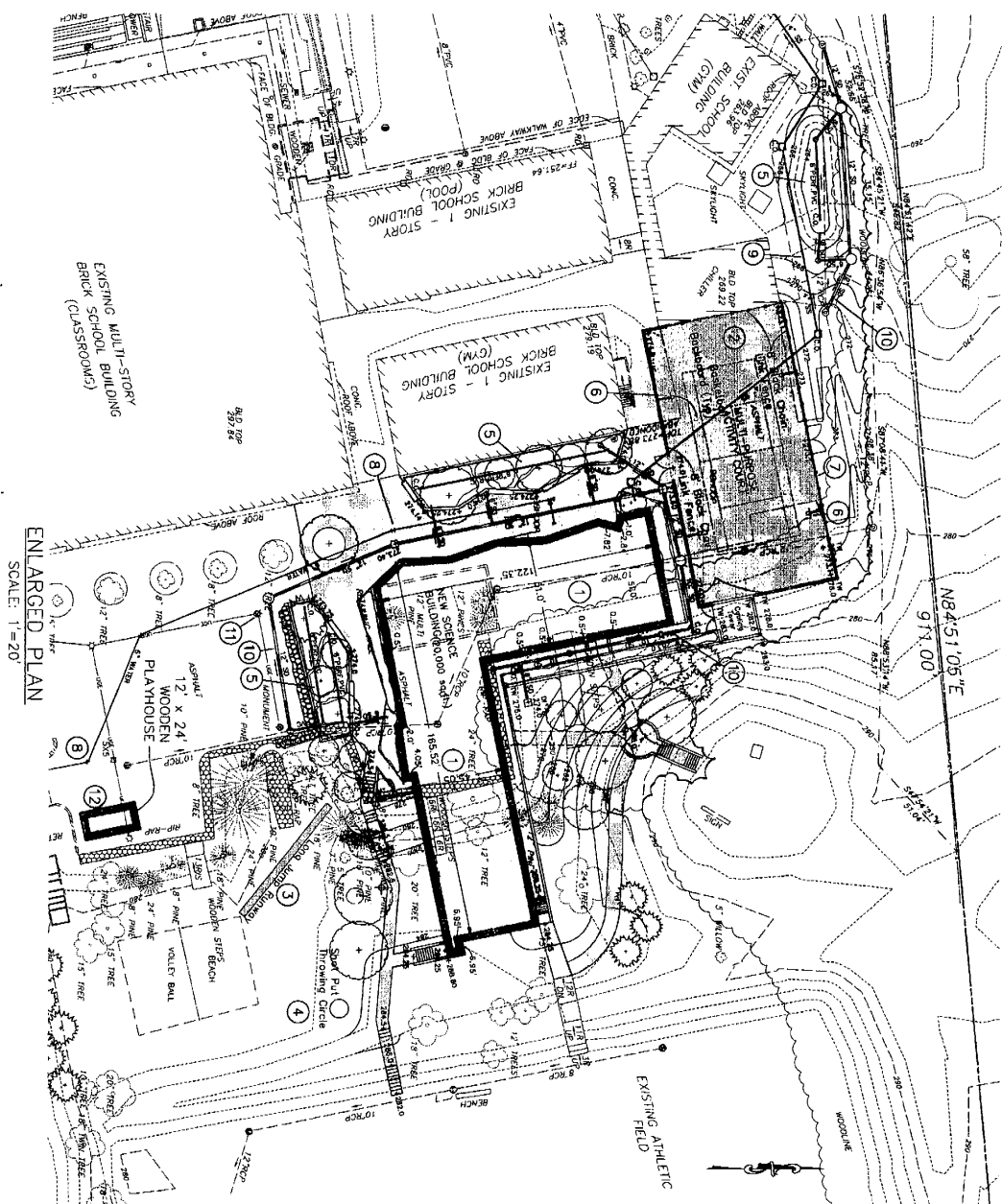
**Brian Stephenson & Co  
Landscape Architects**  
3530 Chanticleer Drive, NW  
Washington, DC 20007  
202 537 9271

**AMT Engineering  
Civil Engineer**  
12759 Veinwood Parkway  
Rockville, MD 20852  
301 581 0814

DATE: \_\_\_\_\_

**SPECIAL EXCEPTION  
MODIFICATION  
SITE PLAN**

Drawing Title: \_\_\_\_\_  
Project No.: 06106  
Date: 04-24-08  
Drawing No.: \_\_\_\_\_



- ### KEY LEGEND
- 1 NEW SCIENCE BUILDING.
  - 2 41230 MULTI-PURPOSE ACTIVITY COURT.
  - 3 LONG JUMP RUNWAY.
  - 4 HOT POT THROWING CIRCUIT.
  - 5 FRAGMENTED WANDERER BO-HITLORUM FACILITY.
  - 6 METEORICAL BOMBARDER (TNT).
  - 7 8 HIGH BLACK CHAIN LINK FENCE.
  - 8 PROPOSED WATER LAKE.
  - 9 PROPOSED SEWER LAKE.
  - 10 PROPOSED STORM DRAIN LAKE.
  - 11 NEW LANDING (TNT). SEE LANDSCAPE PLAN FOR DETAILS.
  - 12 PROPOSED PLANTHOUSE.

## LEGEND

- PHONE IN  
POWER POLE  
LIGHT POLE  
LIGHTING  
GLASS CUR  
SUNBATH IN  
STORM IN  
HYD  
WATER VALVE  
HTD  
GROUND SHOT  
SEAL  
WOOD FENCE  
CHAIN LINK FENCE  
IRON PIPE FOUNDRY  
SMITHING SHED  
STORM DRAIN  
WATER LINK  
ASPHALT PAVING  
CONCRETE PAVED

## PROFESSIONAL CERTIFICATION

"PROFESSIONAL CERTIFICATION, I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND LICENSE NO. 18872, EXPIRATION DATE 03/28/2010."



**Deutsche Schule  
German School**  
8617 Chateau Drive  
Potomac, Maryland 20854  
301 365 4400 p  
301 365 3905 f

**Geier Brown Renfrow  
Architects, LLC**  
901 N. Pitt St., Suite 350  
Alexandria, VA 22314  
703 836 8775 P  
703 836 9783 F

**Brian Stephenson + Co**  
Landscape Architect  
3520 Quezada Street, NW  
Washington, DC 20015  
202 276 6022 P  
202 537 6021 F

**AMT Engineering**  
Civil Engineer  
12750 Timberock Parkway  
Rockville, MD 20852  
301 861 5245 P  
301 861 0814 F

Issued:	Description:	Date:
---------	--------------	-------

ENLARGED  
SPECIAL EXCEPTION  
MODIFICATION  
SITE PLAN

1 <sup>st</sup> = 20 <sup>1</sup>	
Project No.:	Date:
06106	04.24.08
	Drawing No.



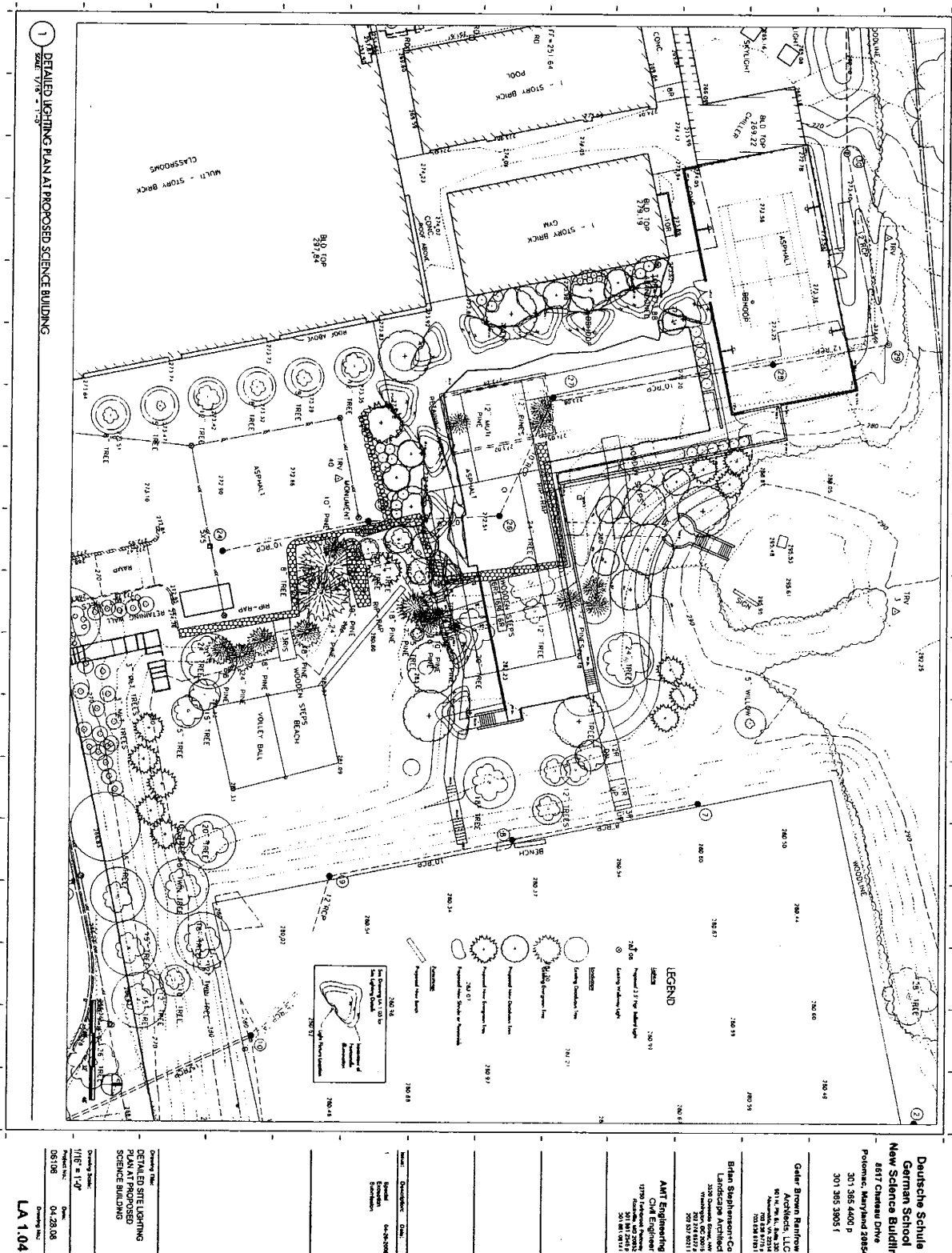
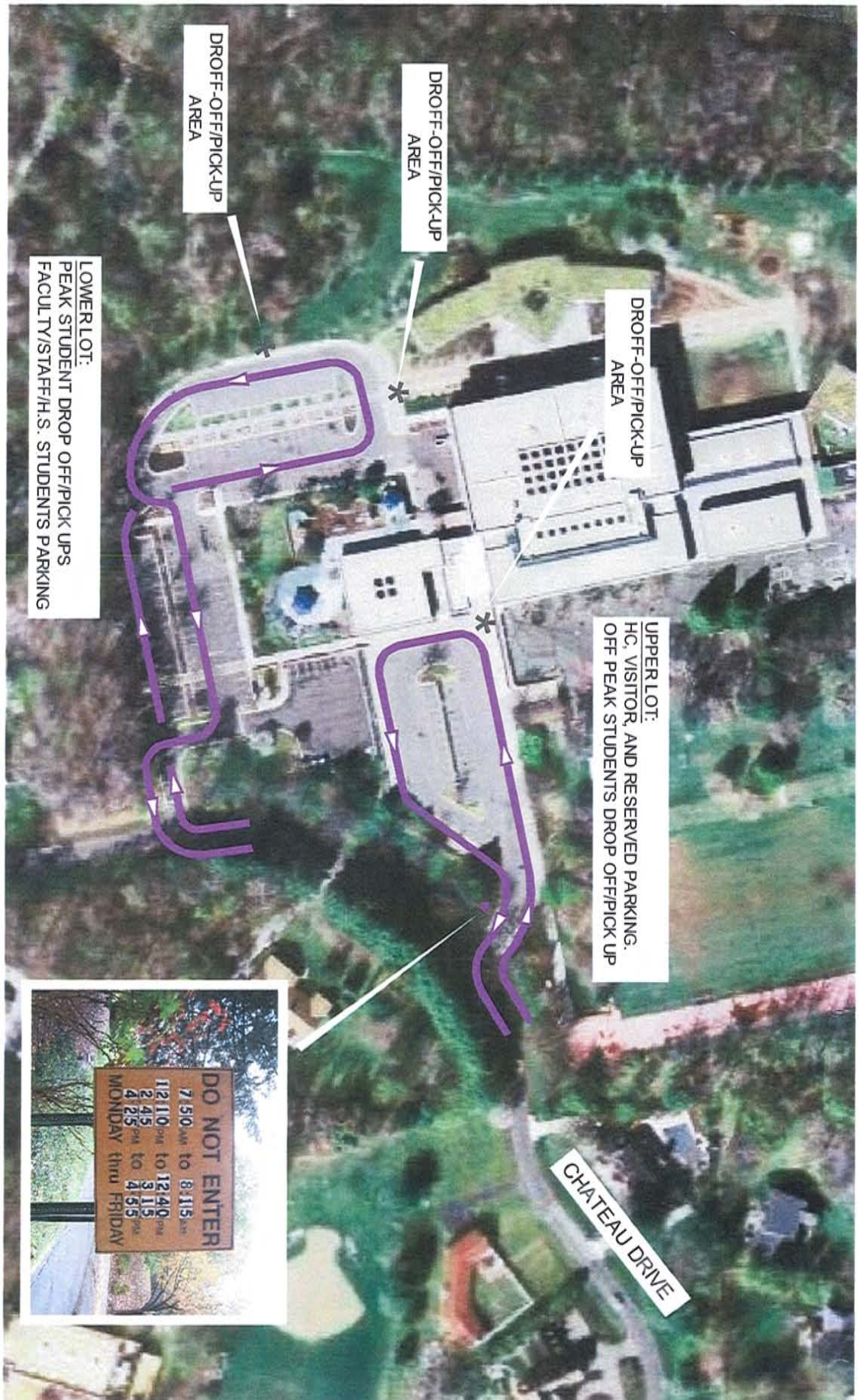





Figure 2  
Existing Access, Egress, and Circulation by Cars



North  
➔

**To:** Carlton Gilbert,  
Development Review Division

**From:**   
Callum Murray, Team Leader  
Potomac Subregion/Rural Team

**Subject:** Special Exception No. CBA -2684C  
Federal Republic of Germany  
Private Educational Institution, RE-2 Zone  
Modification to existing Special Exception  
8617 Chateau Drive, Potomac

The German School property is located within the Approved and Adopted 2002 Potomac Subregion Master Plan area. The Master Plan confirmed the existing RE-2 Zone and the land use map indicates the site as a school/education facility. The Plan text does not specifically reference the School site.

When the German School obtained the original special exception approval in 1969, the School was required to dedicate land for the realignment of Kendale Road, a primary residential road on the west side of their property. Unusually, although the right-of-way was dedicated, the School was granted permission to take access off Chateau Drive, a tertiary residential cul-de-sac serving 12 houses on the south-east side of the property. If the application were to be made today, access from a road with a minimum classification of a primary residential road would be required.

The modifications do not include an increase in enrollment of students or staff, changes to the existing access points, or queuing on Chateau Drive during drop-off and pick-up periods. The most significant change to the operational schedule is the introduction of a summer school program, in line with many of the other private educational institutions in the Potomac Subregion. The choices would potentially include sciences, art, music, sports and language programs. There would therefore be some level of outdoor activity for six weeks during the summer.

The inherent adverse characteristics associated with a private educational institution include the size, scale, and institutional character of the facilities including parking and traffic. The non-inherent characteristics of the proposed modification would be the sports program element of the overall summer school program. Although summer programs are increasingly commonly associated with private educational institutions, Section 59-G-2.19.(b) of the Zoning Ordinance commences with, "If a Private Educational Institution operates or allows its facilities by lease or other arrangement to



be used for:.....(iv) indoor and outdoor recreation programs...” The use is therefore an option and a non-inherent characteristic.

Community planning staff finds that the physical and operational characteristics of the proposed modification, including those regarding the summer program, are reasonable, and that the submitted transportation management plan is efficient and will not have an adverse effect on the surrounding neighborhood due to traffic, noise, lighting, parking, or the intensity, frequency, or duration of activities.




**MONTGOMERY COUNTY PLANNING DEPARTMENT**  
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

September 8, 2008

**MEMORANDUM**

TO: Carlton Gilbert  
Development Review Division

VIA: Shahriar Etemadi, Supervisor  
Transportation Planning 

FROM: Ki H. Kim, Planner Coordinator  
Transportation Planning 

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

---

This memorandum represents Transportation Planning staff's Adequate Public Facilities (APF) review and recommendations on the subject special exception case. The German School currently operates a private educational institute for nursery school through 13<sup>th</sup> grade with a maximum enrollment of 650 students on a 17-acre parcel at 8617 Chateau Drive, Potomac. The School proposes to operate a summer program with a maximum enrollment of 450 students under the subject special exception application.

**RECOMMENDATION**

Transportation Planning staff recommends the following condition for transportation requirements related to approval of this application:

1. The student enrollment of the summer program proposed under the special exception application CBA-2684-C should be limited up to 450.
2. The School implements a comprehensive traffic management program as described in the submitted Transportation Management Plan (TMP).



## **DISCUSSION**

The School is not subject to the Local Area Transportation Review or Policy Area Transportation Review since the School does not increase the student enrollment or the number of faculty/employee. The traffic associated with the proposed summer program would be less than the traffic impacts of the daily operations of the school during the typical school year. There is no change on the existing access points and the internal traffic circulation.

The German School submitted the TMP as a part of the subject special exception application to promote safe and efficient transportation operations on the School campus and adjacent public streets. The TMP is also designed to reduce the School's transportation impacts on the campus and adjacent neighborhood. The TMP includes transportation management elements to manage the flow of traffic at the School's points of access and to ensure that queuing and circulation of vehicles on campus is conducted in an organized and efficient manner that supports the School's operations.

The TMP describes a comprehensive traffic management program which includes designation of a staff person as School Transportation Coordinator who will implement the traffic management elements associated with carpooling, bus transportation, parking enforcement, and vehicle limitations.


Staff has reviewed the TMP and finds that the proposed traffic management elements are reasonable to handle the projected school traffic associated with operation of the School's daily programs during the school year and the proposed summer program in a safe and efficient manner.

KK:tc



**MONTGOMERY COUNTY PLANNING DEPARTMENT**  
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

**MEMORANDUM**

TO: Carlton Gilbert, Development Review  
VIA: Mark Pfefferle, Supervisor, Environmental Planning  
FROM:  Marco Fuster, Senior Planner, Environmental Planning  
DATE: September 19, 2008  
SUBJECT: Special Exception CBA-2684/S-94003  
German School

---

Environmental Planning recommends approval of the Special Exception for the German School. The school property is subject to a previously approved final forest conservation plan. The forest conservation plan was originally approved on May 14, 1997 and amended in May 2008. On May 12, 2008, Environmental Planning staff approved an amendment to the approved plan to address restoration of existing Category I Easement areas, which had been subjected to a number of encroachments. The revised plan includes restoration plantings of 32 trees and over 300 native ferns. Additionally, the plan provides permanent split-rail fence with forest conservation signs to delineate and protect portions of the conservation easement areas from future encroachments.

The approved forest conservation plan takes into consideration future expansion and any forest removal associated with the current plan is incorporated into the earlier approvals. The current plan has no impact on the conservation easements and does not generate any additional planting requirements. It is not necessary for the Planning Board to act on a forest conservation plan associated with this special exception. The applicant did submit a revised forest conservation plan on September 16, 2008. This plan identifies the location of the proposed new building, the limits of disturbance, and measures to protect trees outside the limits of disturbance.





## DEPARTMENT OF PERMITTING SERVICES

Isiah Leggett  
County Executive

June 30, 2008

Carla Reid Joyner  
Director

Mr. Robert A. Dennis  
A. Morton Thomas and Associates, Inc.  
12750 Twinbrook Parkway  
Rockville, MD 20852

Re: Stormwater Management **CONCEPT** Request  
for German School of Washington DC  
SM File #: 233205  
Tract Size/Zone: 16.9 acres/RE-2  
Total Concept Area: 1.3 acres  
Parcel(s): A  
Watershed: Cabin John Creek

Dear Mr. Dennis:

Based on a review by the Department of Permitting Services Review Staff, the stormwater management concept for the above mentioned site is **acceptable**. The stormwater management concept consists of on-site water quality control via 3 biofilters and a green roof and onsite recharge via 3 recharge trenches. Channel protection volume is not required because the one-year post development peak discharge is less than or equal to 2.0 cfs.

The following **items** will need to be addressed **during** the detailed sediment control/stormwater management plan stage:

1. Prior to permanent vegetative stabilization, all disturbed areas must be topsoiled per the latest Montgomery County Standards and Specifications for Topsoiling.
2. A detailed review of the stormwater management computations will occur at the time of detailed plan review.
3. An engineered sediment control plan must be submitted for this development.
4. All filtration media for manufactured best management practices, whether for new development or redevelopment, must consist of MDE approved material.

This list may not be all-inclusive and may change based on available information at the time.

Payment of a stormwater management contribution in accordance with Section 2 of the Stormwater Management Regulation 4-90 is not required.

This letter must appear on the sediment control/stormwater management plan at its initial submittal. The concept approval is based on all stormwater management structures being located outside of the Public Utility Easement, the Public Improvement Easement, and the Public Right of Way unless specifically approved on the concept plan. Any divergence from the information provided to this

office; or additional information received during the development process; or a change in an applicable Executive Regulation may constitute grounds to rescind or amend any approval actions taken, and to reevaluate the site for additional or amended stormwater management requirements. If there are subsequent additions or modifications to the development, a separate concept request shall be required.

If you have any questions regarding these actions, please feel free to contact Nadine Vurdelja Piontka at 240-777-6334.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard R. Brush", written over the word "Sincerely,".

Richard R. Brush, Manager  
Water Resources Section  
Division of Land Development Services

RRB:dm CN233205

cc: C. Conlon  
S. Federline  
SM File # 233205

QN -onsite; Acres: 1.3  
QL - onsite; Acres: 1.3  
Recharge is provided



GERMAN SCHOOL WASHINGTON, D.C.  
SUMMARY OF OPERATIONS FOR SCHOOL YEAR 07/08

**1. Number of students as of September 15 for the school year 07/08:**

Nursery School/Preschool (PS): 77  
 Kindergarten and Elementary School (ES): 195  
 Middle and High School (HS): 314  
 Total students: 586

**2. Number of Faculty and Support Personnel:**

ES	HS	PS	Lib.	Admin Maint.	Busdept.	Cleaning	Total	
17	41	13	2	9	4	10	6	102

**3. Estimated number of students driven to school daily:**

Grades PS to 13	305 (approx. 150 cars)
Bus students	246 (8 bus routes)
Total (driven)	551
Student drivers	35
<b>Total number of students</b>	<b>586</b>

**4. Estimated percentage of car poolers, divided by Faculty, Staff and Students:**

PS	20%
ES	30%
HS	20%
Faculty	5%
Staff	0%

**5. Typical Bus Traffic (number of scheduled runs):**

6.45 am – 8.15 am	5 days	8 runs
12.35 pm – 2.30 pm	5 days	8 runs
3.15 pm – 4.15 pm	5 days	8 runs
4.55 pm – 6.20 pm	5 days	6 runs

**6. Number of Phys. Ed. Classes outdoors during school term (depending on weather and field conditions):**

Classes	Days/week	Classes/Day	Months	Number	Fields
Mon. – Fri.	5	7	Sept. – Nov.	35	all
Mon. – Fri.	5	7	Mar. – Jun.	35	all

Teams – average 1 home game a week per team

Field	Days/week (average)	Classes/day (average)	Months	Partic.	Spect. (avg.)
Soccer field	4 days	2 classes	Sept. – Nov.	20	10
Volleyball ind.	2 days	2 classes	Sept. – Nov.	15	5
Basketb. ind.	4 days	4 classes	Dec. – Mar.	20	10

Children's Olympics for ES students in June: 200 participants

**Recreational Sports Activities.** Various groups, primarily teacher groups, use the Upper Gym to play volleyball and basketball in the evenings and soccer is played on Grundmann Field in the evenings and on Saturdays.

## 7. Special Events

	Approx. Day/Time	Approx. Number of Attendees	Approx. Freq. /year
Family Night PS:	Fri. 7 pm to Sat. 7 am	100	1
Open House PS:	weekday 9 am – 3 pm	70	3
Christmas Party PS:	weekday 9 am – 12 pm	80	1
ES Open House:	weekday 9 am – 12 pm	50	2
HS student dances:	Fri. 6 pm – 10 pm	100	4
Theater/Music/Art events:	weekday 7 pm – 10 pm	100-300*	12
(*There is typically one event with approx. 300 attendees and the remaining events are generally attended by approx. 100-200 persons)			

### Events for all grades/Entire school:

School Society meetings	weekday 8 pm – 10 pm	80	2
School Board meetings	weekday 7 pm – 12 midnight	10	10
Reception for new students/ Parents	weekday mornings	300	1
Reception for new staff:	weekday 6 pm – 9 pm	100	1
Staff Picnic: (on school grounds or away)	weekday 6 pm – 10 pm	150	1



Christmas Bazaar/ Lantern Parade	Sat. 11:30 am – 6 pm	600	1
Easter Bazaar	Sat. 11:30 am-3:30 pm	500	1
Flea Market	Sat. 9 am – 2 pm	250	1
End of Year School Party (Schulfest)	weekday 4 pm – 9 pm	400	1
Ecumenical Service	Sun. 9 am – 1 pm	250	1
Weekly meeting of the Friends	weekday 9 am – 12 pm	20	20
Friends Board meeting	weekday evenings	10	4
Parent-Teacher conferences (PS + HS)	weekday 5 pm – 8 pm	200	2
Parent-Teacher conferences (ES)	weekday 5 pm – 8 pm	175	2
Parent Association meetings	weekday 7:30 pm – 10 pm	35	4
Teachers Conference	weekday afternoons	70	8
College Night	weekday 7 pm – 9pm	60	1
Information Evening on German Universities/ Job Fair	weekday 7 pm – 9 pm	100	2
Graduation (U.S. HS diploma)	weekday 6 pm – 10 pm	175	1
Graduation (German Abitur)	weekday 6 pm – 10 pm	175	1

# **11. German School Washington, D.C., German Language Courses**

German Language Classes for the community and families/children who want to learn German.

Saturdays 9 am – 11:30 pm 440 students (approx.)

Wednesdays 7 pm – 9 pm 40 students (approx.)

32 staff members (GLC director and teachers, maintenance)

After Saturday classes, adults and children play soccer from 11:45 am to 12:45 pm, weather permitting.

**BOARD OF APPEALS  
for  
MONTGOMERY COUNTY  
(240) 777-6600**

**<http://www.montgomerycountymd.gov/content/council/boa/index.asp>**

**Office of Zoning and Administrative Hearings  
Stella B. Werner Council Office Building  
100 Maryland Avenue, Room 200  
Rockville, Maryland 20850**

**Phone:(240) 777-6660; Fax (240) 777-6665**

**CASE NO: CBA-2684-C**

**PETITION OF THE GERMAN SCHOOL**

**NOTICE OF HEARING**

Please take notice that the Office of Zoning and Administrative Hearings for Montgomery County, Maryland, will hold a public hearing in the Stella B. Werner Council Office Building, Second Floor Davidson Memorial Hearing Room, at 100 Maryland Avenue, Rockville, Maryland, **on Monday, the 20<sup>th</sup> day of October, 2008 , at 9:30 a.m.**, or as soon thereafter as this matter can be heard, on the above-captioned application for a special exception modification pursuant to Section 59-G-2.19 (*Private Educational Institution*) and Section 59-G-1.3(c)(2) of the Zoning Ordinance to permit:

- 1) Relocation of the existing multi-purpose activity court to the north side of the site;
- 2) Construction of a new science and classroom building on the existing multi-purpose activity court site; This building will be screened from neighboring properties;
- 3) The addition of lights on the side of the new building and light bollards around the new building; These lights will not be visible from neighboring properties as the building will be shielded from view;
- 4) New entrance driveway on Chateau Drive; A new entrance sign and new security gates;
- 5) A new wooden playhouse to the south of the new science building;
- 6) Installation of new windows on the west side of the existing elementary school building;
- 7) Summer school program: (a) enrollment not to exceed 450 students; (b) approximately 50 faculty/staff members; (c) duration of the program six weeks in the summer; (d) timing: 8 a.m. to 5 p.m;

The regular school operates from late August to the third week of June each year; hours of operation: 8:10 a.m. to 4:45 p.m.; Monday through Friday; after school and weekend activities; the maximum number of children is 650; no increase in enrollment is proposed. Staff: 102 members

The subject property is in Parcel A, McCauley Park Subdivision, located at 8617 Chateau Drive, Potomac, Maryland, 20854, in the RE-2 Zone (Tax Account Number 10-001-00853410).

Notices forwarded this 24<sup>th</sup> day of June 2008, to:

A. Redeker, Federal Republic Of Germany  
Ronald M. Bolt, Esquire  
David R. Podolsky, Esquire  
Malcolm Spicer, Jr., Esquire, Assistant County Attorney  
Martin Klauber, Esquire, People's Counsel  
Carla R. Joyner, Director, Department of Permitting Services  
Ralph Wilson, Acting Supervisor, Development Review Division, M-NCPPC  
Washington Suburban Sanitary Commission  
State Highway Administration  
County Board of Education  
Adjoining and Confronting Property Owners  
Local Civic Associations

County Board of Appeals

by: \_\_\_\_\_  
Katherine Freeman  
Executive Director

**NOTE:** Any submissions regarding this matter should be sent directly to the Office of Zoning and Administrative Hearings, which will maintain the official administrative file until a hearing is conducted and a Report and Recommendation issued. Submissions should not be made to the Board of Appeals or to the individual Hearing Examiner assigned to the case.



Submissions cannot be placed in the official file until received by the Office of Zoning and Administrative Hearings.

All parties who make submissions, after an initial filing, in Special Exception, Variance and Administrative Appeals cases, must furnish copies of the submission to all other parties in the case. For the purpose of this requirement, a party includes: (1) Counsel of record who have formally entered their appearance; (2) The People's Counsel for Montgomery County if he has filed Notice of Intention to Participate in the case; (3) Any person to whom the Board of Appeals has granted Intervener status; and (4) The Applicant, Petitioner or Appellant in the case.

Submissions must be accompanied by a written statement certifying that copies have been sent to all parties. Failure to supply such written certification will result in refusal of the submission.



**WELLS + ASSOCIATES**

## **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, operates a private educational institution at 8617 Chateau Drive, Potomac, Maryland on a 17-acre parcel of land owned by the Federal Republic of Germany (see Figure 1). The school is located in a predominantly residential neighborhood.

This Transportation Management Plan (TMP) promotes safe and efficient transportation operations on the German 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:

1. School Profile,
2. Vehicular Access, Egress, and Circulation,
3. Parking,
4. Bus Operations,
5. School Transportation Coordinator,
6. Driver Operations,
7. High School Drivers,
8. Roller Skates and Skate Boards,
9. Parking Policies,
10. Delivery and Service Vehicles,
11. General Safety Provisions,
12. Community Coordination,
13. Sports Schedule,
14. Sports,
15. Special Events,
16. Monitoring,
17. Enforcement, and
18. Implementation.

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

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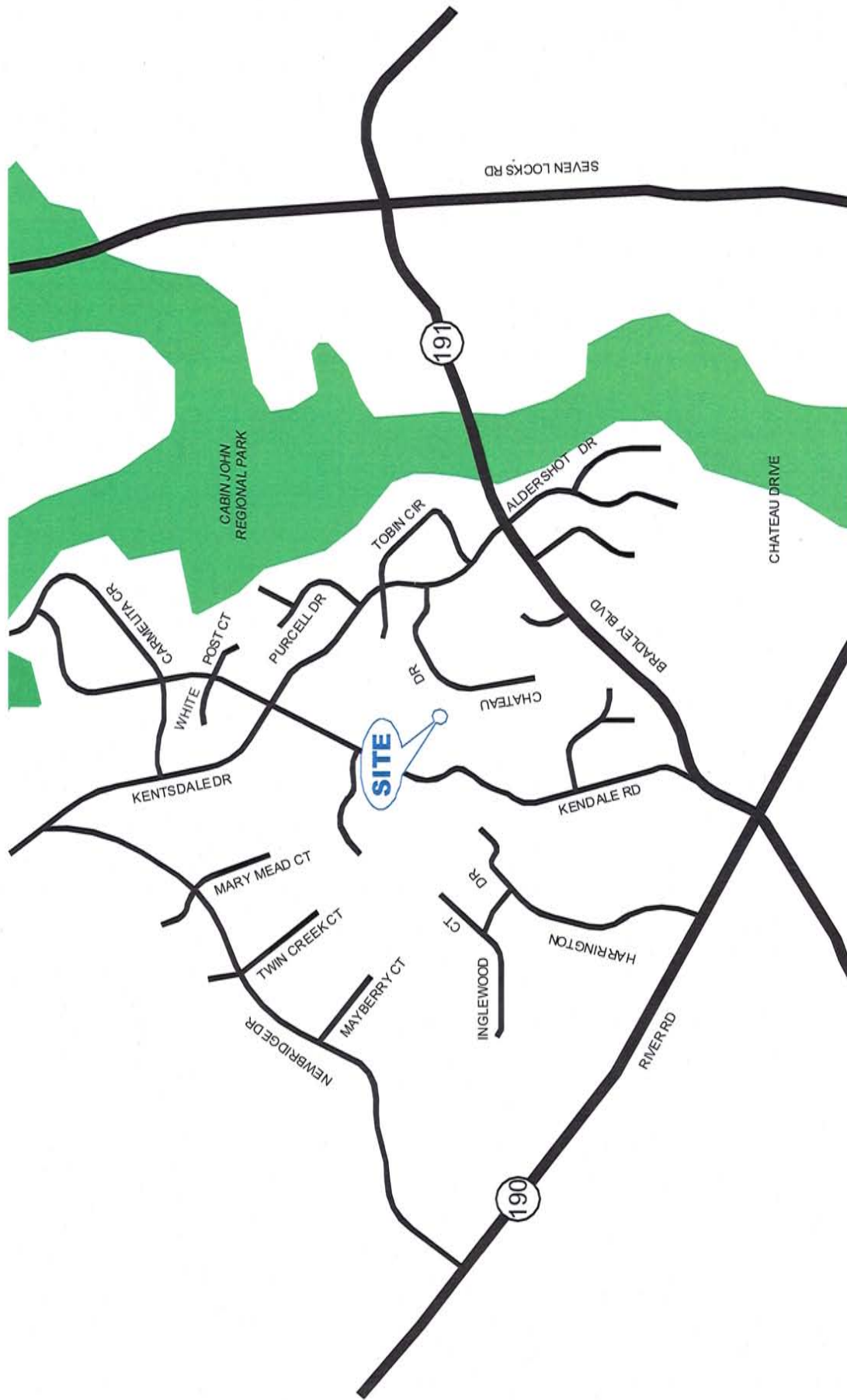


Figure 1  
Site Location Map





## **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 and data provided by the school.

All vehicular access to the German School is from Chateau Drive via Kentsdale Drive, as shown on Figure 2.

**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 (132 spaces) and bus storage facilities (15 spaces). Figure 3 graphically depicts the number of parking spaces in each parking lot on campus.

**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 German 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 enrollment cap for the school is 650 students, and enrollment has been consistently less (550-590). Current enrollment was 586 students as of September 15, 2007:

**Faculty/Staff.** Faculty and staff vary from year to year. Typically, faculty and staff employed by the school is approximately 100 employees. Currently, there are 102 faculty and staff.

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

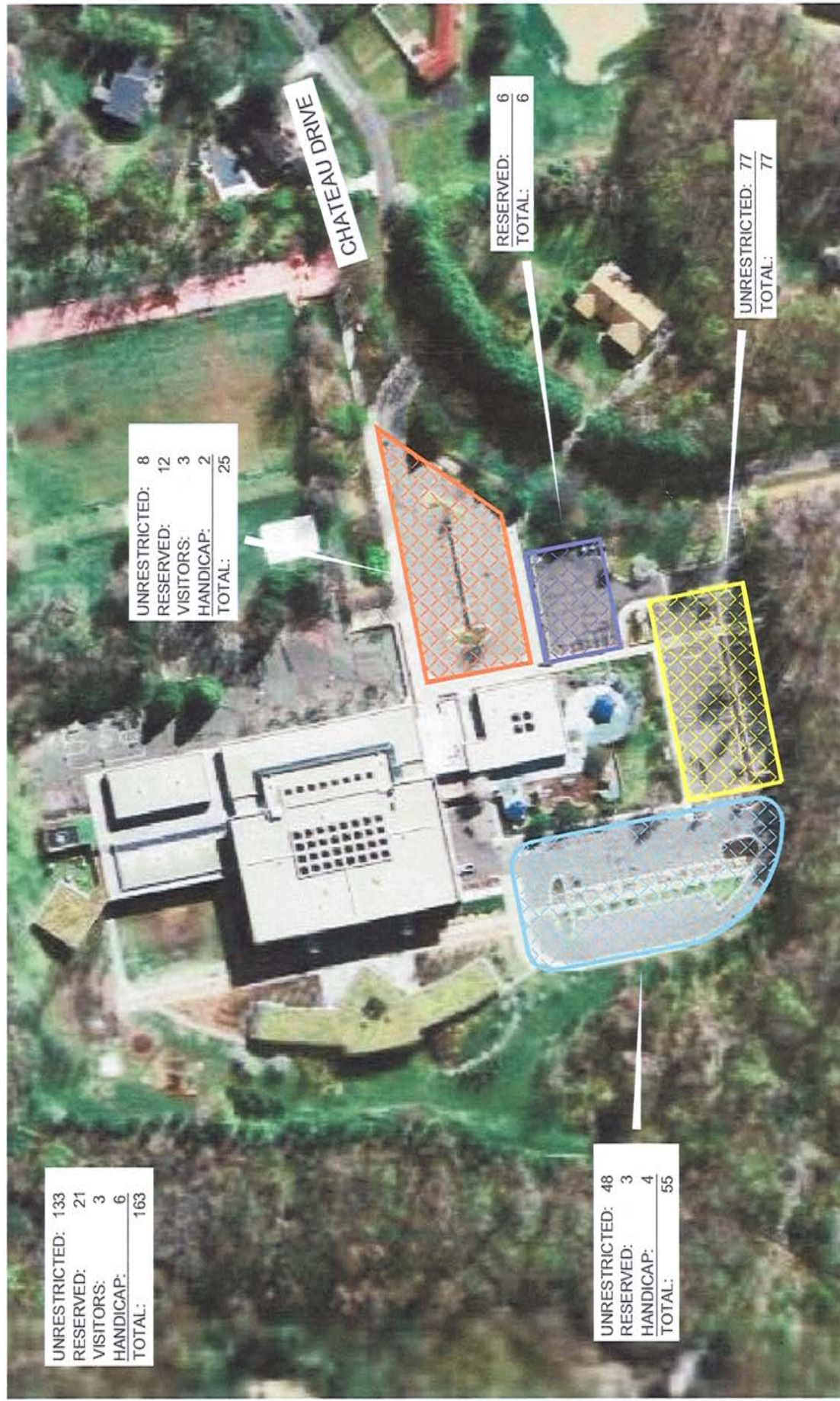
**Class Start and Dismissal Times.** Morning student drop-off time begins prior to the scheduled 8:10 AM class start time. School dismissal times are 12:35 PM for preschool and elementary school, 3:05 PM for students up to and including grade nine, and 4:45 PM for grades



Figure 2  
Existing Access, Egress, and Circulation by Cars







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

North

Figure 3  
On-Campus Parking Supply



ten through thirteen. Class start and dismissal times may change in the future, as conditions warrant.

**Parking Supply.** The school presently is served by 163 on-campus parking spaces, as shown on Figure 3. Approximately 80-percent (or 133) of all spaces on campus are unrestricted. The rest are reserved or designated for specific users or user groups (the bus spaces in the garage are excluded from this count).

**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. The school presently enrolls (81) 12<sup>th</sup> and 13<sup>th</sup> grades, 60 of whom are of driving age. Approximately 35 (or 43 percent of all 12<sup>th</sup> and 13<sup>th</sup> graders) actually drive to school. 11<sup>th</sup> and 12<sup>th</sup> graders with valid driver's licenses will be permitted to drive to school in the future when the 13<sup>th</sup> grade is eliminated.

**Mode Split.** Current mode splits are as follows:

Table 1  
Faculty/Staff and Student Mode Splits

<u>Mode</u>	<u>Faculty/Staff</u>		<u>Students (1)</u>	
	<u>Persons</u>	<u>Percent</u>	<u>Persons</u>	<u>Percent</u>
Auto Drivers:	57	95%	35	6%
Auto Passengers:	3	5%	305	52%
Bus Passengers:	0	0%	246	42%
Total:	60	100%	586	100%

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

**School Bus Service.** The school currently operates eight (8) bus routes with a fleet of ten buses. 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.** German School faculty, staff, students, and others generate vehicular traffic throughout the school day, as shown on Figure 4. 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 German 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 occurs 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.

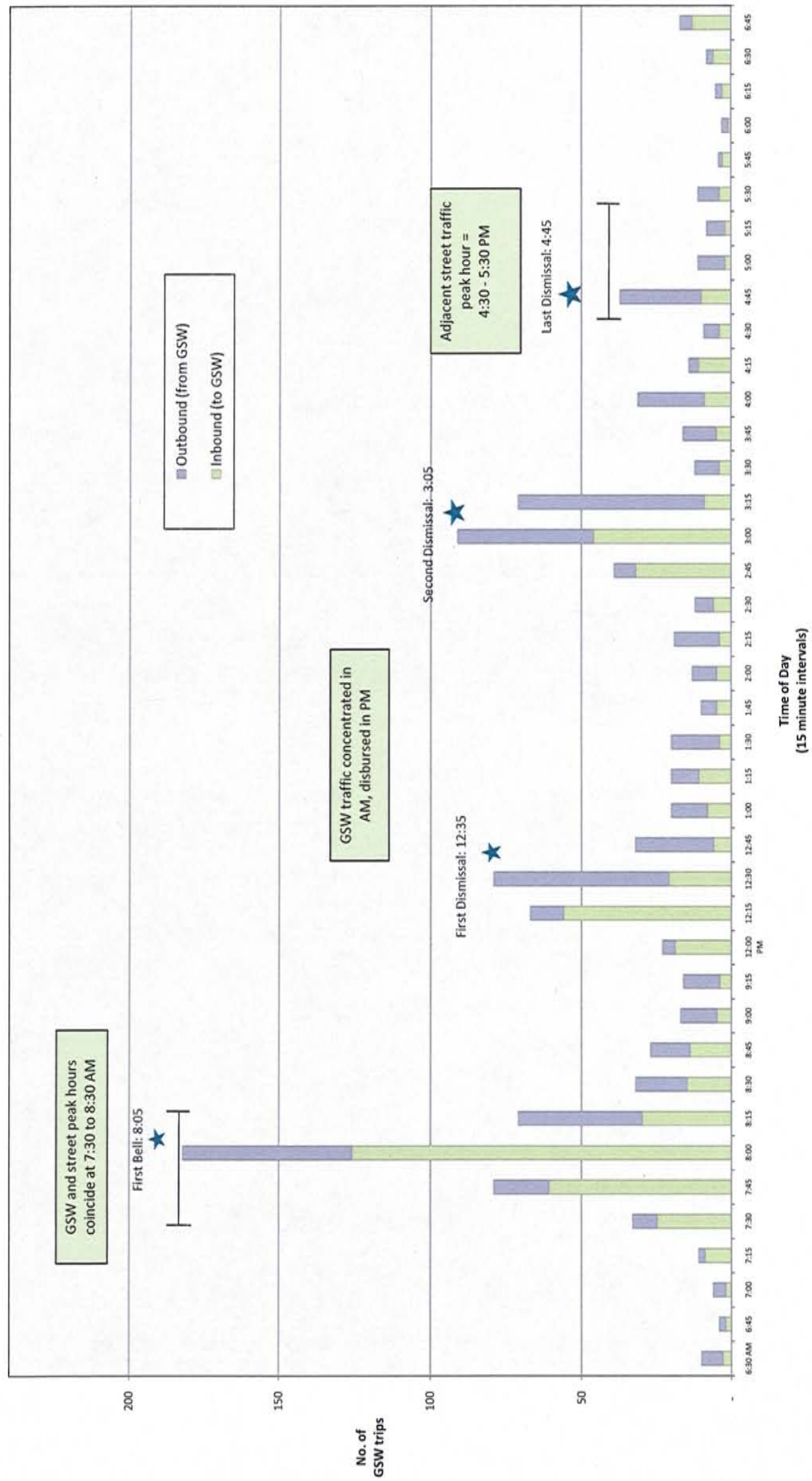
**Summer Program.** The school proposes to operate a summer program that would offer German language courses, sports activities, music and art, and science programs for children ages three (3) to 15. Up to 450 children would attend the summer program, daily, with approximately 50 faculty/staff members. The program would be scheduled for about six (6) weeks, from 8 AM to 3 PM, with extended care until 5 PM. The school would encourage carpooling and operate a bus service during the summer session, if economically feasible.

The traffic impacts associated with the proposed summer program at the German School would be less than the traffic impacts of the daily operations of the school during the typical school year. This is due to the fact that there would be fewer students and employees on-site at one time. Further, the proposed summer program would operate during a time in which traffic volumes are typically lower on roadways such as Kentsdale Drive and Bradley Boulevard. Therefore, the proposed summer program would have less impact on the adjacent roadway than the existing school uses.

**German Language Classes.** German language classes 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, with an additional weekday evening class planned for the future. Extracurricular activities include soccer for children/adults on Saturdays, after class, from 11:45 AM to 12:45 PM, weather permitting.

Approximately 32 staff members (GLC director, faculty, and staff) conduct this program. Approximately 440 students attend Saturday classes and 40 students attend Wednesday classes.

**FIGURE 4**  
**EXISTING DRIVEWAY TRAFFIC COUNTS**  
**(VEHICLE TRIPS BY FIFTEEN MINUTE INTERVALS)**



## **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 clockwise direction through the south portion of the lot, (4) make a crisscross maneuver to enter the west portion of the lot and circulate in a counter-clockwise direction, (5) make a left turn and immediate right turn to crisscross traffic once again, (8) and then a right turn and 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 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 5 and 6, 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) turn right out of the upper lot onto Chateau Drive, (6) 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, and (6) turn right into the lower lot, and, finally back into the garage.

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



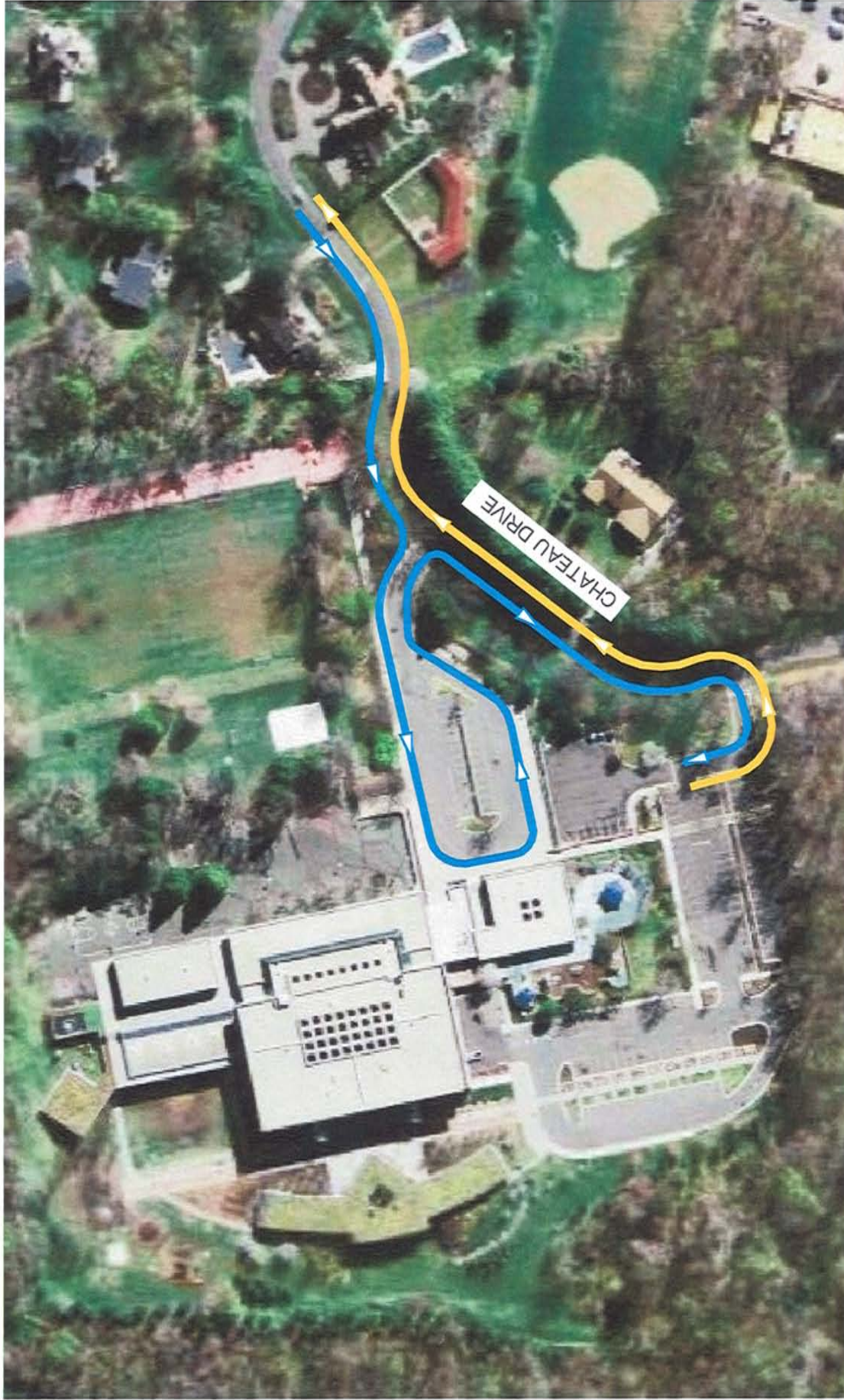


Figure 5  
Morning Bus Route

Inbound  
Outbound





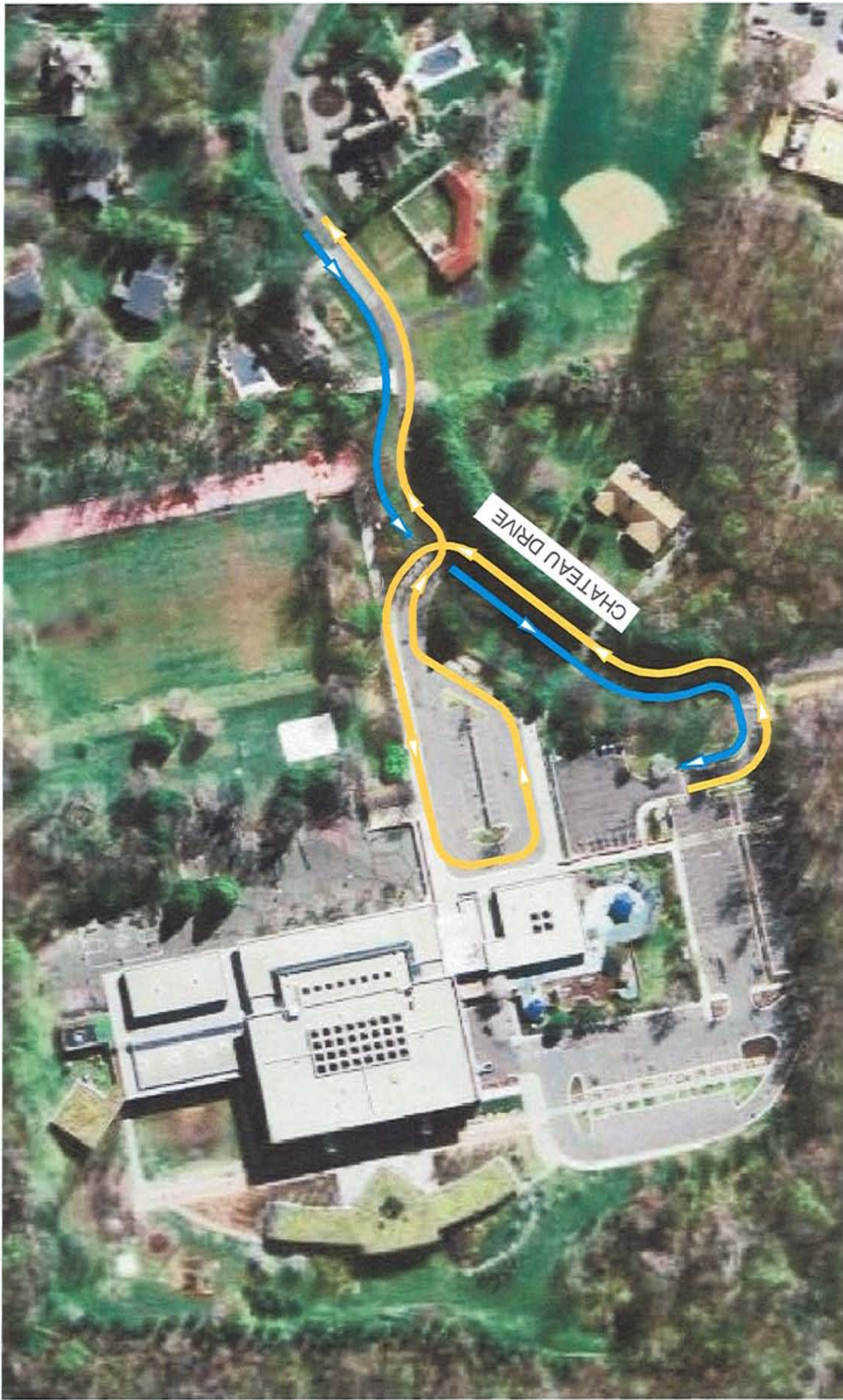


Figure 6  
Afternoon Bus Route

— Inbound  
— Outbound



the site, rather than on the adjacent public roadway. With the current circulation, it is anticipated that queuing will continue to be maintained on-site, internal to the site.

## **Parking**

**Cars.** The German School presently is served by 163 on-campus parking spaces, as shown on Figure 3. Twenty five spaces are located in the upper (or northern-most) lot and 138 spaces are located in the lower (or southern-most) lot.

Of the 163 available spaces, 133 are unrestricted, 21 are reserved, six (6) are ADA accessible and three (3) are marked for visitors. 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.

**Buses.** The school currently operates eight (8) bus routes with a fleet of ten buses. Information regarding routes, schedules, single-fare and annual bus fees, and forms is available on the school's web page ([www.dswashington.org](http://www.dswashington.org)). The school bus fleet is parked in a covered parking garage on the lower parking level, beneath the upper parking lot.

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

## **School Transportation Coordinator**

The German 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 German School 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.

The STC will maintain a record of faculty, staff, parent, and student driver license plate numbers and vehicle types. This information will be obtained prior to the start of each school year and updated at the time of student enrollment or re-enrollment.

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.

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

The STC will promote carpooling by using address information to identify clusters of families who potentially could form carpools. Once these groups are identified, the STC will encourage carpooling by the group through education. 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.

### **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 a parking contract will be signed. They will be issued a *Transportation 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.

### **High School Drivers**

Students in their final two (2) years of high school who hold a valid driver’s permit or license are 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.

### **Roller Skates and Skate Boards**

For safety reasons, the use of roller blades, roller skates, skate boards, and scooters is prohibited on school grounds.

### **Parking Policies**

Adequate on-campus parking is provided to meet the daily parking demands of faculty, staff, students, parents, visitors, and others who drive to the German School, and to prevent spillover parking onto adjacent residential streets. Figure 3 depicts the on-campus parking supply, which totals 163 spaces (excluding the spaces for bus parking in the garage). See ‘*Special Events*’ for additional information on parking arrangements.

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.



### **Delivery and Service Vehicles**

The German 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 will be scheduled outside of the school's AM and PM peak periods, whenever possible.

### **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 will 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.

### **Community Coordination**

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

The German 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 operating issues. 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 German School will convene an additional meeting(s).

The German 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 German 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 German School website (or distributed to the CLC notice list, if necessary).

## **School Schedule**

The German 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 session. The school also will provide at the beginning of the school year, a calendar of major school events 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.

## **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.

## **Special Events**

The German 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 Table 3.

Any necessary satellite parking will take place at offsite locations. The German School will reach agreements with these organizations to permit parking at their facilities during these events.

Additional law enforcement or staff will be designated to assist with traffic flow and parking operations during special events.

## **Monitoring**

The German 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 German 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:

Table 3  
Special Events Attended by 150 or More Participants

<u>Event</u>	<u>Day/Time</u>	<u>Number of Attendees</u>	<u>Freq. /Year</u>
Reception for New Students/Parents	Weekday Mornings	300	1
Flea Market	Saturday 9 AM – 2 PM	250	1
Staff Picnic (On school grounds or away)	Weekday 6 – 10 PM	150	1
Christmas Bazaar/ Lantern Parade	Saturday 11:30 AM – 6 PM	600	1
Easter Bazaar	Saturday 11:30 AM – 3:30 PM	500	1
Parent-Teacher meetings	Weekday 5 – 8 PM	200	2 (Two days each)
End of Year School Party (Schulfest)	Weekday 4 – 9 PM	400	1
Graduation (US High School Diploma)	Weekday 6 – 10 PM	175	1
Graduation (German Abitur)	Weekday 6 – 10 PM	175	1
Theater/Music/Art	Weekday 7 – 10 PM 7 – 10 PM	300 100 – 200	1 11
Ecumenical Service	Sunday 9 AM – 1 PM	250	1

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.

## **Enforcement**

The German 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 German 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.

## **Implementation**

The following actions will be taken in an attempt to to improve transportation safety and efficiency, on and off of the German School campus:

1. Designate a member of the German 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 reserved parking 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.

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 school. Designate the carpool lane for short-term student drop-off and pick-up only. Do 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. Install 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 German 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 German School campus.
10. Promote greater school bus use. The German School strongly encourages students to take the school bus rather than driving, or being driven, to school.

Thirty-nine (39) percent of all German School students currently 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.

It is recommended that greater school bus use 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 German 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).

The school's current average vehicle occupancy (AVO) of 1.47 students per vehicle is typical of other independent schools. It is recommended that the current AVO be increased by: (1) reminding parents at meetings and in writing of the benefits of carpooling, (2) identifying 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. Eliminating the crisscross maneuver that occurs in the lower lot.

or

b. Widening the existing lower lot driveway to 24 feet, and eliminating the crisscross maneuver, as shown on Figure 7.

or

c. 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 8.

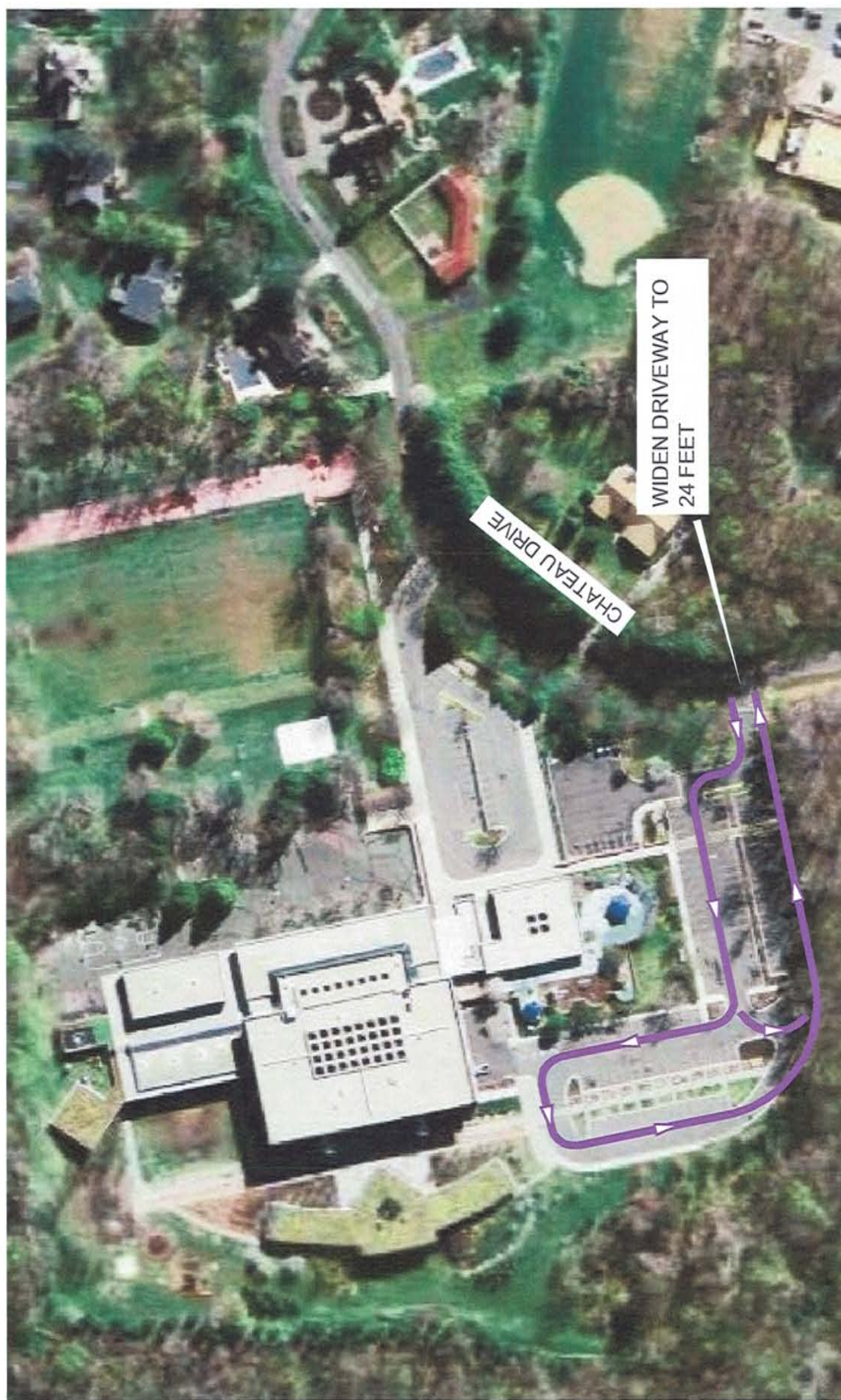


Figure 7  
Modification of Lower Lot Circulation:  
Option 1







Figure 8  
Modification of Lower Lot Circulation:  
Option 2

