

January 29, 2024

Compliance Review Specialist
District of Columbia Office of Zoning
441 4th Street, NW, Suite 200 South
Washington, DC 20001

RE: Minutes of Community Relations Council (Z.C. Order No. 849-B, Case No. 97-16A)

Dear Sir/Madam:

As members of the Community Relations Council ("CRC"), which was created by Zoning Commission Order No. 849-B, we respectfully submit the attached minutes pursuant to an agreement with Lowell School to maintain and submit separate minutes. Specifically, because of past disputes, Lowell and the neighbors have agreed to maintain two sets of minutes for CRC meetings, one set prepared by Lowell and one set prepared by neighbors, and both of which would be filed with the Zoning Commission.

On December 28, 2023, members of the CRC (and neighbors of Lowell) respectfully submitted, via priority mail, a request for an extension of time until February 2, 2024, to submit minutes for CRC meetings held in 2023. Consistent with that request, members of the CRC (and neighbors of Lowell) now submit the following minutes of CRC meetings held on the dates listed below:

- January 10, 2023
- April 11, 2023
- July 11, 2023
- October 10, 2023

Respectfully submitted,

Cynthiana Lightfoot,
1609 Kalmia Rd NW
Washington, DC 20012

Sharon Giles & Columbus Giles
1630 Kalmia Road NW
Washington, DC 20012

**Minutes of the Community Relations Council (“CRC”) Meeting
January 10, 2023, 6:30pm
Meeting via Zoom
Minutes Prepared by Neighbors (pursuant to agreement with Lowell)**

Attendees:

- Cynthiana Lightfoot
- Sharon Giles
- Columbus Giles
- Chris Ginter (Lowell Director of Finance and Operations)
- Cynthia Francisco (Lowell Board Finance Chair)
- Oliver Sockwell
- Sheldon Gay (Lowell Board, Chair of Buildings & Grounds)
- Shereece Millett (Lowell Board Chair)
- Paula Edwards (ANC Commissioner 4A01)

Kalmia Creek

- The Kalmia Creek project is still in the permitting stages.
- HPRB and CFA have signed off on it, but Lowell is waiting on DOEE and final approval thereafter. Lowell hopes to start the work as soon as possible.

Fraser Site

- Lowell said no advancements have been made on the Fraser Field site.

Status/Update

- Academic year feeling like “normal.”
- Vaccines required for all employees and others who are regularly on campus and who are eligible and able to safely receive them.
- The wearing of a mask is optional.
- On-campus testing took place for the first few weeks of the school year but was curtailed in October and no testing requirement or testing has taken place since.
- Programming has been quite typical. All of the major adjustments that Lowell made to the academic day have been reversed.
- The fall athletic season wrapped up before the holidays with the completion of cross-country and soccer seasons. Basketball season is now underway. Lowell has 4 middle school and 4 primary school teams playing basketball. The aquatics program continues to grow considerably, almost exclusively on the lessons side (both group and individual lessons).
- The before-care and after-care programs, which were eliminated during the COVID-era, are back and operating at pre-COVID levels.
- Lowell is considering bringing back the community swim team and other options to maximize the use of the swimming pool.

Safety/Traffic/Parking/Neighborhood Agreement

- Lowell has hired a full-time Director of Safety and Security. His name is Jose Burgos, and he can be reached at jburgos@lowellschool.org. Jose will be joined by a campus safety officer.
- In response to a neighbor's question about the role, duties, and responsibilities of the Director of Safety and Security, Lowell said his duties and responsibilities will include things like policies, procedures, and protocols that Lowell will have; safety and emergencies on campus; any changes, modifications, or additions needed for security reasons; implementation of a visitor management system; overseeing the upgrade of the campus camera security system; serving as liaison with the fire and police department and sometimes OSSE; and working with Chris Ginter, his supervisor, and Donna Lindner, the head of school, to evaluate needs as they move forward.
- A neighbor asked if the Director of Safety and Security will be involved with the enforcement of the Neighborhood Agreement, which is a safety issue as well. The neighbor explained that when parents park on Kalmia Road in the mornings with traffic moving in both directions and there is not a traffic control officer directing traffic, it creates a safety issue. So, the neighbor questioned whether the Director of Safety and Security will be involved with enforcing the Neighborhood Agreement to make sure that parents do not park on Kalmia Road in the mornings and walk their kids into the school and also make sure there is a traffic control officer directing traffic on Kalmia Road in the mornings as required by the Neighborhood Agreement, which is not happening. Lowell said that as to the traffic control officer, they hope their Director of Safety and Security has contacts at MPD and will be able to help them find officers who are willing to work as a traffic control officer. As to the enforcement of the rules of the Neighborhood Agreement, Lowell said that employees who are expected to do that currently report to the Director of Facilities, not to the Director of Safety and Security.
- Lowell said the Director of Safety and Security has a background in safety, and he will conduct all fire drills, safety preparedness, and training. When questioned about his background, Lowell said he served as Assistant Chief at Georgetown University Law School, received a master's degree in a directly-related field from Georgetown in addition to an undergraduate degree, and has a multi-year background in direct law enforcement that goes back to the 80's.
- Lowell said that carpool lines have been highly efficient, stating that before and after-care options, bus transportation, and athletic teams have contributed to the efficiency. A neighbor questioned whether Lowell was referring to the carpool line on 17th Street or Kalmia Road, to which Lowell replied "both" but stated that their in-depth experience was on 17th Street and not Kalmia Road. Another neighbor stated that Kalmia Road was still an issue and probably would remain an issue based on behaviors. Cars with Lowell stickers still come through the alleys at a high rate of speed. They also block the alleys so that it is difficult for people who are trying to leave their homes to get onto Kalmia Road in a safe fashion. A neighbor also expressed that her experience with traffic has been different from Lowell's, particularly with no traffic control officer directing traffic in the mornings, an issue that has been raised with Lowell for years. The neighbor said we are far, far away from saying there is no issue with traffic or safety on Kalmia Road and that there is noncompliance on Lowell's part with the Neighborhood Agreement, which is a

problem. Lowell said they will send another communication to its parents not to block driveways.

- A neighbor stated that some parents or caregivers allow their children to skateboard or run down the sidewalk on Kalmia Road unsupervised. She reminded Lowell that the driveways on Kalmia Road are active and that children should look both ways before crossing alleys or driveways to avoid injury.
- Lowell stated they have not been contacted by DDOT regarding traffic calming measures on Kalmia Road. A neighbor explained that calming measures had been put in place on Kalmia Road from Georgia Ave to 16th Street but they do not extend beyond 16th Street. ANC 4A01's Commissioner placed a comment in the chat stating that DDOT just put in a new system so we can work together on traffic calming.

Upcoming Dates

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|-------------------|---|
| • January 9, 2023 | New Student Application Deadline |
| • March 18, 2023 | STEAM Fest |
| • March 22, 2023 | Grand Guest Day (Middle School) |
| • March 24, 2023 | Grand Guest Day (Preprimary and Primary School) |
| • March 24, 2023 | Spring Break Begins |
| • April 29, 2023 | Fete/Annual Auction |
| • June 07, 2023 | 5th Graders Moving Forward |
| • June 08, 2023 | Last Day of School/Year-End Picnic |
| • June 09, 2023 | Graduation Ceremony |
| • June 20, 2023 | Summer Camp Session I |
| • July 10, 2023 | Summer Camp Session II |
| • July 31, 2023 | Summer Last Call Camp |

Upcoming CRC Meetings

- April 11, 2023
- July 11, 2023
- October 10, 2023
- January 9, 2024

Minutes of the Community Relations Council (“CRC”) Meeting
April 11, 2023, 6:30pm
Meeting via Zoom
Minutes Prepared by Neighbors (pursuant to agreement with Lowell)

Attendees:

- Cynthiana Lightfoot
- Sharon Giles
- Columbus Giles
- Chris Ginter (Lowell Director of Finance and Operations)
- Ed Atkins
- Wendell Hughes
- Laurice Redhead
- Paula Edwards (ANC 4A01 Commissioner)

ANC 4A01

- ANC Commissioner 4A01 stated she had to leave the meeting early and could not attend the entire meeting. She said any issues discussed during the meeting that she missed could be raised to her.

Kalmia Creek Project

- The Kalmia Creek Project has been approved by the Historic Preservation Review Board and the Commission on Fine Arts. Still waiting on permitting from DCRA.

Fraser Site

- No advancements have been made on the Fraser Field site.

Lowell Status/Update

- The 100th day of school was celebrated on February 22, 2023. It is a milestone long acknowledged and celebrated at Lowell.
- The athletics program, for the first time, has joined a conference. For the winter, the boys’ basketball team won a conference championship tournament, and the girls’ basketball team was the runner-up.
- Winter athletics have ended and spring athletics have begun in track & field, baseball, and lacrosse with athletes ranging from kindergarten through 8th Grade.
- The admissions season ended in March. All of the outgoing 8th Grade students (approximately 35) have been successfully placed. Enrollment remains strong; approximately 330 students are expected on campus for the 2023-2024 school year.
- Lowell recently held their first return to full on-campus STEAMFest, It was an overwhelming success, showcasing a huge array of project-based learning.
- Lowell returned to Grandguest Day on campus this year with guests of middle schoolers coming on one day and guests of primary school students coming on a different day.
- 8th Grade students performed 3 highly-regarded performances of *A Midsummer’s Night Dream* with the score custom-created by Lowell’s music team.

- Lowell expects a full summer camp with enrollment of approximately 400 campers. Does not expect an appreciable difference in the program. The program is open to anyone and not just Lowell students. Lowell will make campers aware of rules regarding parking, not blocking driveways, etc.
- Other than summer camp, there will not be any other organizations using space at Lowell outdoors. However, indoor rental of space at Lowell is ongoing.
- Other than the Kalmia Creek project, there is no other construction or projects that will impact the outside area during the summer.

Front Playground

- If basketball players use the basketball court after-hours during the week or weekend, Lowell will “cap” the goals during the evening at “dusk-ish” to stop the behavior and then remove the caps in the morning.

Safety/Traffic/Parking/Neighborhood Agreement

- A neighbor requested that Lowell report to ANC Commissioner 4A01 that the two walkways near the stop sign at 17th and Kalmia Road NW should be a raised walkways. Lowell said they will share this issue with the Commissioner as well as other concerns expressed in previous meetings about the intersection at 17th and Kalmia Road NW.
- A neighbor said there still is no traffic controller directing traffic on Kalmia Road in the mornings, which continues to be a problem. The neighbor said that in the absence of a traffic controller on Kalmia Road that morning, someone exited the driveway at Lowell without looking and almost ran directly into the neighbor. The neighbor stated the lack of a traffic control officer to direct traffic in the mornings is an issue that still requires the school’s attention. Lowell said they are trying to find someone from MPD to direct traffic for the morning shift.
- A neighbor asked Lowell to please remind parents not to block alleys and to be conscious of active alleys as they walk by, particularly while cars are trying to enter onto Kalmia Road. Lowell said they will send out another communication regarding the alleys.

New Business

- Neighbors reported loud noises and socializing coming from Lowell in the evening after weekend gatherings. Lowell said they will look into it.

Upcoming Dates

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|----------------------|--|
| • April 29, 2023 | Auction/Fete |
| • June 07, 2023 | 5th Graders Moving Forward Ceremony |
| • June 08, 2023 | Year-End Picnic |
| • June 09, 2023 | Graduation Ceremony |
| • June 20, 2023 | Summer Camp Session I |
| • July 10, 2023 | Summer Camp Session II |
| • July 31, 2023 | Summer Last Call Camp |
| • August 28, 2023 | Gearing-Up Begins (All Employees Back on Campus) |
| • September 05, 2023 | Open House |

- September 06, 2023 First Day of School
- September 08, 2023 All School Picnic

Upcoming CRC Meetings

- July 11, 2023
- October 10, 2023
- January 09, 2024
- April 09, 2024

Minutes of the Community Relations Council (“CRC”) Meeting
July 11, 2023, 6:30pm
Meeting via Zoom
Minutes Prepared by Neighbors (pursuant to agreement with Lowell)

Attendees:

- Cynthiana Lightfoot
- Sharon Giles
- Columbus Giles
- Chris Ginter (Lowell Director of Finance and Operations)
- Cynthia Francisco (Lowell Board Member)
- Sheldon Gay (Lowell Board Member)
- Joan Buhrman (Lowell Director of Communications and Marketing)
- Edmund Atkins
- Jose Burgos (Lowell Director of Safety & Security)
- Laurice Redhead

Kalmia Creek Project

- Lowell received permit approximately 10 days ago and started work last week, so they have been on site for about a week. Expecting about three more weeks of work to complete project, weather permitting. Safety fencing is up; the fencing for the runoff is in place; and permits are posted on the 17th Street side by the entrance. The goal of the project is to create a natural wetland and attract amphibians. Lowell will also build a viewing and educational area and an amphitheater-looking space.

Fraser Site

- No advancements on the Fraser Field site.

Lowell Status/Update

- The spring athletics program concluded in early May with successful seasons in track and field, baseball, and girls’ lacrosse. One of the athletes was the city champion in the 400 meters, winning with a record of 1 minute, 2 seconds.
- Middle school students went on their capstone trip: 6th Graders went to the Eastern Shore; 7th Graders went to Alabama and Georgia; and 8th Graders went to Costa Rica.
- Thirty-six (36) 8th Graders graduated on June 9, 2023, all of whom will be attending local independent schools and local public schools.
- Approximately 350 campers attended Summer Camp Session I, and approximately 390 campers attended Summer Camp Session II, which began yesterday. Summer Camp Session III, the Last Call Camp, is a one-week offering which begins on July 31, 2023 and ends on August 4, 2023.
- All employees will return to campus on August 28, 2023 for the 2023-2024 school year.
- In response to a neighbor’s question about a threat to the school, Lowell confirmed that the school received a threat but they do not know from whom. The threat described an event that did not happen; it described people who were not in the place where they were claimed to have been; and it described a threat which did not come to fruition. Lowell

received a phone call that said something had happened to one of its campers, but the camper does not exist and the person who was calling does not exist as part of the Lowell community. The threat was directed to the school and did not impact the entire neighborhood. The threat was that someone was going to come to Lowell with a gun and solve the problem that was alleged to have happened to an alleged camper. Lowell conducted research on the caller's phone number and learned that it came in from a location from which Lowell does not generally admit students. There was nothing truthful about the call. The alleged incident happened on the bus at a time when the bus was not running. And the call came in to a staff member's personal cell phone and not the school's phone. There was not a grain of truth to it, and no one showed up at the school.

Safety/Traffic/Parking/Neighborhood Agreement

- A neighbor said that drivers with Lowell stickers on their cars are creating havoc and causing a bottleneck in the mornings and afternoons by driving down Kalmia Road and improperly entering 17th Street, which Lowell previously agreed they would not allow. Lowell said it would post an employee at the intersection of 17th Street and Kalmia Road to direct their drivers how to properly enter 17th Street. The neighbor stated that if drivers to Lowell's campus are not following Lowell's guidance on safely transporting their children and keeping our neighborhood safe, there should be consequences. The neighbor also noted that we have discussed issues over the years about route safety, so instead of Lowell shrugging their shoulders, the neighbor hopes Lowell does something to address this problem. The neighbor further noted that having 7 or 8 cars waiting to turn into the wrong way onto 17th Street has caused a problem, particularly given that this involves a major thoroughfare. Lowell acknowledged and conceded it has caused a problem and said it will try to get the problem under control. The neighbor reiterated that with any behavior, unless there is a consequence to it, people are going to continue to engage in it.
- A neighbor stated that the lack of a traffic control officer to direct traffic on Kalmia Road in the mornings has been a long-standing issue and asked whether the issue can be resolved by the time school resumes in the fall. Lowell said their Director of Safety and Security is working with MPD to see if Lowell can get its own people trained to do that work. Lowell also said they continue to contact their sources in MPD for assistance in finding someone to come to do that work for Lowell but have not had any luck. Lowell's Director of Finance and Operations then requested the Director of Safety and Security to address this issue. The Director of Safety and Security said he is working with the MPD community outreach officer, who is getting back in touch with him. He said that he and one other officer comprise the security personnel at Lowell. He said that MPD certifies officers to direct traffic, and that he and his officer probably will be going through the course to get certified to direct traffic. He said they cannot be on the street directing traffic unless they are certified.

Upcoming Dates

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|----------------------|--------------------------------|
| • July 31, 2023 | Summer Last Call Camp |
| • August 28, 2023 | All Employees Return to Campus |
| • September 05, 2023 | Open House |
| • September 06, 2023 | 1st Day of School |

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|-------------------------------|------------------------|
| • September 08, 2023 | All School Picnic |
| • September 11, 2023 | Fall Athletics Begin |
| • November 4-5, 2023 | Book Fair |
| • November 08, 2023 | Winter Athletics Begin |
| • Nov 22, 2023 – Nov 26, 2023 | Thanksgiving Break |
| • Dec 16, 2023 – Jan 01, 2024 | Winter Break |

Upcoming CRC Meetings

- October 10, 2023
- January 09, 2024
- April 09, 2024
- July 09, 2024

Minutes of the Community Relations Council (“CRC”) Meeting

October 10, 2023, 6:30pm

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Attendees:

- Cynthia Lightfoot
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- Columbus Giles
- Chris Ginter (Lowell Director of Finance and Operations)
- Paula Edwards
- Joan Buhrman (Lowell Director of Communications and Marketing)
- Laurice Redhead

ANC 4A01

- ANC 4A01 Commissioner has submitted information about the 17th and Kalmia Road intersection to DDOT through their TSI system. For the current quarter, it was not selected as a project for review; however, the Commissioner will continue to pursue it.

Kalmia Creek Project

- The Kalmia Creek project is complete. Construction was completed in late summer. There are now three ponds rather than just one. Lowell hosted a ribbon-cutting ceremony on October 1, 2020 honoring Cathy Creech, in whose memory the project was conceived and implemented.

Fraser Site

- No advancements on the Fraser Field site.

Lowell Status/Update

- Lowell has finished the second and third of their summer camps, totaling approximately 900 spots filled over the course of three sessions.
- On August 21, 2023, 10 new faculty members joined Lowell, and they went through the “New to Lowell” training. All employees returned to campus during the week of August 28, 2023 for Gearing Up.
- Students arrived on campus on September 5, 2023 for a two-hour open house. Middle School and Primary School students reported for the first day of school on September 6, 2023, while Pre-Primary School students reported for the first day of school on September 7th or 8th. Currently, Lowell has 330 students enrolled.
- After-school activities and fall athletics have begun.
- Admissions tours for the 2024-2025 school year have begun.
- Lowell will be undergoing its 10-year accreditation cycle this year with the Association of Independent Schools of Maryland and DC (AIMS). Lowell has been gathering information for many months. That information will be assembled into a fairly substantial package for AIMS over the next couple of months. There will be an on-campus visit by 6 or 8 administrators and faculty members from other schools in the region who will serve

as Lowell's accrediting committee and will issue a report to Lowell with recommendations. Lowell will have one year to determine how they are going to address those recommendations and to show to AIMS that Lowell has a firm plan for meeting them, at which point Lowell will receive their final accreditation. So, the process will take nearly two years from the time Lowell started to the time they are done with that phase. Then there will be a five-year review of Lowell's accreditation, which will be an update from Lowell to AIMS letting them know where Lowell stands on all of the recommendations made to Lowell and on which Lowell has been following-up over the past few years. Lowell's report probably will be in excess of 200 pages, and the report back to Lowell – containing comments, commendations, and recommendations – will probably be half of that.

- Lowell has made the decision to prohibit parking in the driveway going forward for safety reasons.

Safety/Traffic/Parking/Neighborhood Agreement

- A neighbor said there continues to be no traffic control officer directing traffic on Kalmia Road in the mornings as required by the Neighborhood Agreement, which is problematic. At the last CRC meeting, the Director of Safety and Security stated that Lowell was looking into having their staff trained to direct traffic and that he was looking into getting trained himself. The neighbor asked Lowell about the status of the training as well as the status of compliance with the Neighborhood Agreement.
- Lowell said they are unable to find MPD officers who are willing and able to conduct traffic. Lowell said that the Director of Safety and Security, who would be a fine person to have credentials to conduct traffic, continues to research possibilities for Lowell personnel to conduct traffic. Lowell believes, however, they are not eligible to be trained. Lowell said they were told by MPD that the only persons authorized to direct traffic are MPD officers. Lowell said they received this information by calling up the local precinct at MPD and speaking with an unnamed person. Lowell also said they received this information from Sgt. Lee and other police officers who have been at Lowell.
- A neighbor explained that the Neighborhood Agreement does not require that the traffic control officer be a police officer and only requires that the traffic control officer be legally authorized or trained to direct traffic. The neighbor also stated that there are schools in DC who have people directing traffic who are not police officers. The neighbor further stated that Lowell is now trying to impose an additional requirement in the Neighborhood Agreement that was never discussed or intended (i.e., that the traffic control officer must be a police officer), and then argue they do not have to comply with the Agreement because they cannot find a police officer to direct traffic. In addition, Lowell is basing its position on a vague understanding by unspecified persons who may not have authority or expertise to express such an opinion and who are not a party to the Neighborhood Agreement. Moreover, the neighbor noted this is a safety issue, pointing to an instance as recent as today when a utility truck was parked on Kalmia Road near the corner of the Lowell exit driveway. Because Lowell parents were improperly parked on Kalmia Road in addition to the utility truck and because there was no one directing traffic on Kalmia Road, there was mayhem. Drivers were blaring their horns because it was difficult for them to determine whether they could make a right or left turn because the utility truck was obstructing their view. Moreover, because Lowell parents had parked on

Kalmia Road, there was less space for cars to make their way up and down Kalmia Road. This is the type of safety hazard the Neighborhood Agreement was designed to address by having a traffic control officer directing traffic to avoid potential harm. The Neighborhood Agreement is a clearly binding agreement and the neighbors have been bringing this issue to Lowell's attention for years, but no progress is being made and that's troubling.

- Another neighbor stated that Lowell's statement that only police officers are authorized to direct traffic is not correct because Department of Transportation individuals direct traffic downtown at intersections and other places. Lowell admitted that these individuals are authorized by MPD to direct traffic but said they do not know if these people are officers in the sense of police officers. The neighbor further stated that the two employees posted by Lowell to enforce the Agreement at the Lowell driveway exit and Kalmia Road just talk to themselves and are not engaged in looking at anything involving safety or parking. Another neighbor confirmed this, stating she has personally and repeatedly observed Lowell's parents violate the rules by parking on Kalmia Road, but the employees charged with enforcing the Agreement failed to say anything to them when the parents walked past them.
- Another neighbor noted that Lowell's insistence that the traffic control officer must be a police officer is lacking and additional follow-up is needed. The neighbor pointed out that there is someone directing traffic at the intersection of 16th Street and Kalmia Road, and that person is not a police officer. The person does not have a badge displayed and does not have a gun; it is someone stationed there to control traffic across 16th Street, which is a busy thoroughfare. Another example can be found at construction sites. There are individuals at those sites who are directing, stopping, and redirecting traffic, and they are not police officers. Some of them are contractors and may not even be government employees. So, it may be useful to dig deeper.
- A neighbor asked if we could all be in agreement that we need someone directing traffic for the well-being of the community, and the response was yes. With that consensus, the neighbor asked Lowell if they would get at least 2 people trained to conduct traffic. Lowell said if they can get people trained, they would be delighted to do it.
- ANC 4A Commissioner said she just spoke with Commander Lavenhouse, the Commander of 4D, who said that Lowell needs a TCO, a Traffic Control Officer, through DPW (the Department of Public Works). The Commissioner said she will inquire into this, and Lowell said they also will inquire to find out what the process is for that.

Upcoming Dates

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|------------------------------|---------------------------------|
| • November 4 – 5, 2023 | Book Fair |
| • November 08, 2023 | Winter Athletics Program Begins |
| • November 11, 2023 | Fall Bazaar |
| • November 22 – 26, 2023 | Thanksgiving Break |
| • Dec 16, 2023 – Jan 1, 2024 | Winter Break |
| • March 16, 2024 | STEAMFest |
| • March 22, 2024 | Grand Guest Day |
| • March 23 – 31, 2024 | Spring Break |

Upcoming CRC Meetings

- January 09, 2024
- April 09, 2024
- July 09, 2024
- October 08, 2024