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April 3, 2015

VIA ELECTRONIC DELIVERY

Mr. Lewis Booker
Transportation Planner
District Department of Transportation
55 M. Street, S.E., Suite 400
Washington, DC 20003

Re: Renewal of Special Exception Case Nos. 18138 and 18138-A
St Paul's Episcopal Church (the "Applicant")

Dear Mr. Booker.

Per your request, we are submitting information regarding the Christian Family Montessori School ("CFMS"), located at 201 Allison Street N.W. (the "Property"), in connection with CFMS's pending application to the Board of Zoning Adjustment ("BZA") to renew its existing Special Exception (the "Application"). Importantly, CFMS is seeking only to renew the Special Exception, and no changes to the operations, enrollment capacity or maximum number of employees are proposed. As such, this Application will not generate any additional vehicle trips.

This Traffic Statement serves to provide information about CFMS's compliance with the applicable conditions and transportation measures contained in the original Special Exception approval since the establishment of the use on the Property.

I. Background

In June, 2011, after receiving approval from the BZA, CFMS relocated to the Property, which is the site of the St. Paul's Rock Creek Episcopal Parish and the historic Rock Creek Church Cemetery. Since the date of approval four years ago, CFMS has successfully operated a private school and child development center at this location in accordance with the terms and conditions of the Special Exception. The school is largely separated from the surrounding neighborhood by virtue of its location within the expansive, 86 acre site. This location is uniquely situated for a private school and child development center, as it provides both a physical and visual buffer from the surrounding community. At the same time, the site's proximity to nearby residential areas allows CFMS to effectively serve families in the District.

The Property's size and institutional character provides natural mitigation for many of the potential impacts associated with the Special Exception. All parking and

BOARD OF ZONING ADJUSTMENT
District of Columbia
CASE NO. 18138-B
EXHIBIT NO. 4

Board of Zoning Adjustment
District of Columbia
CASE NO. 18138B
EXHIBIT NO. 4

pick-up/drop-off of students is accommodated on-site, within the boundaries of the Property. The internal circulation network ensures that no traffic congestion occurs on the surrounding public streets. Students arrive between 8:00 and 9:00AM, and CFMS programs are designed to accommodate multiple departures throughout the day, reducing the number of departures from the Property in the evening peak period. Additionally, most of CFMS' program activities fall outside of the peak hour for traffic volumes on the surrounding road network.

Since origination of the use on the Property, CFMS has worked to maintain awareness of any potential traffic impacts through diligent monitoring and compliance with the approved Transportation Management Plan ("TMP"), as discussed in Section II below. As anticipated at the time of approval, such monitoring has revealed a steady increase in the number of students enrolled from Wards 4 and 5 (*i.e.*, the immediately surrounding neighborhoods) over the past four years. As enrollment demographics have shifted to draw more from families in the surrounding Wards than from more remote locations, vehicle trips associated with the Special Exception use have assumed a more local character. CFMS is not aware of any adverse impacts on the surrounding neighborhood from such trips.

II. Compliance with Transportation Measures and Conditions

The Applicant and CFMS have worked diligently to ensure compliance with all conditions of approval and the Transportation Management Plan. These obligations are addressed in turn below:

a. Condition of Approval

As a condition of approval, the BZA required that ingress to the Property be restricted to the Webster Street gate and egress from the Property be accommodated through the Allison Street gate. CFMS has taken adequate measures to ensure that all families are educated about and aware of the approved on-site circulation pattern through the dissemination of information on its listserv, in parent and staff handbooks, and during new-family orientation. CFMS staff also enforces compliance through monitoring of the parking lot periodically throughout the year, during both drop-off and dismissal. Additionally, the Allison Street Gate has recently been converted into an automatic egress-only gate, to further ensure compliance with the approved on-site circulation pattern.

It is worth noting that, since the original application, Webster Street has been converted into a one way street. CFMS posted a message on the listserv to notify families of this change in traffic patterns on October 17, 2012. This change has not had any impact on CFMS' ability to comply with the aforementioned circulation pattern.

b. Transportation Management Plan

In connection with the original approval, CFMS prepared a TMP. (See "Exhibit A"). The TMP was designed to reduce single-occupant vehicle trips and encourage the use of alternative modes of transportation. As the previous Traffic Study indicated, CFMS does not significantly impact the area road network because the majority of the site activity occurs during off-peak hours. Nonetheless, CFMS agreed to implement the following measures to contribute to the City's transportation goals:

1. Ride-sharing

CFMS encourages employees and enrolled families to carpool, to reduce single-occupant vehicle trips to the Property. In furtherance of this goal, CFMS includes language in the parent and staff handbooks regarding ride-sharing. To facilitate opportunities for parents to coordinate carpooling arrangements, CFMS distributes a list of all enrolled families prior to the start of each school year, which is sorted by zip codes and includes dismissal times for each student. Additionally, staff is given a directory each year with each staff member's work hours, to encourage staff to work-out carpooling arrangements with one another.

2. Transit Ridership

There are several bus routes that run near the Property. CFMS promotes transit ridership among both staff and enrolled families through publication of bus routes, fares and scheduling information in parent and staff handbooks. Additionally, CFMS advertises the D.C. School Transit Subsidy program and enrolls interested families.

3. Guaranteed Ride Home

CFMS disseminates information of the Guaranteed Ride Home program, operated by the Metropolitan Washington Council of Governments, to staff who carpool.

4. Bicycle Racks

The Applicant has installed one bicycle rack near the entrance to the school to encourage Staff, students and families to utilize this mode of transportation when accessing the Property. Although cycling is generally prohibited on the cemetery grounds, CFMS has worked with the Applicant to make special accommodations for CFMS staff and students who wish to bike to the school. Since bikes are not normally allowed on the Property, the school distributes bike passes to CFMS families so that church staff can easily identify that riders are associated with the school.

5. Local Area Access Plan

CFMS has prepared a Local Area Access Plan that illustrates the vehicular access patterns discussed above. This Plan directs parents and staff who drive to the Property to utilize routes that will not substantially impact the surrounding neighborhood. A copy of the Plan is included in the parent and staff handbooks. And, as mentioned above, compliance with this circulation pattern is periodically monitored and enforced by Staff.

6. School Transportation Coordinator

Ms. Wendy Shenk-Evans, the Director of CFMS, has served as the school's Transportation Coordinator ("STC") for the past four years, and plans to continue to do so for the foreseeable future. In this role, Ms. Shenk-Evans has monitored and promoted compliance with the aforementioned measures and conditions, to ensure the successful operation of CFMS at this location. Her continued service as the STC provides valuable institutional memory for CFMS with regard to the Special Exception approval condition and the TMP.

7. Transportation Surveys

CFMS conducts semi-annual transportation surveys regarding the travel preferences and habits of enrolled families and staff. The results of these surveys generally support the conclusion that a significant number of enrolled families and staff members utilize ride-sharing or alternative modes of transportation (results of the two most recent surveys are attached as "Exhibit B"). According to the most recent survey conducted in October 2014, out of the 60 families that responded, 46 families in the morning and 54 families in the afternoon utilize ride-sharing or alternative modes of transportation for some portion of their trips to and from the Property.¹ As a result of the aforementioned TMP measures, the number of students and employees who utilize ride-sharing and alternative forms of transportation to access the Property continues to increase.

III. Conclusion

As this Statement illustrates, CFMS has devoted a great deal of attention and effort to ensure that the school's programs do not have any adverse impacts on the surrounding neighborhood. CFMS will continue to enforce the transportation measures and encourage alternative modes of transportation. Due to the success of these measures, CFMS proposes that the TMP be continued. In addition, CFMS will continue to provide built-in transportation mitigation measures in its programs, including: before- and after-care, staggered arrival/ departure, and off-peak hours for many activities.

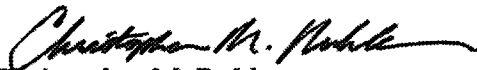
¹ Although CFMS recognizes that there is a potential for some degree of error (due to factors such as sample size and weather conditions), the results have been fairly consistent over the past four years.

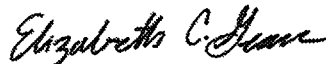
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We trust that this information provides sufficient information for your initial review of the traffic impacts associated with the pending Application, and otherwise provides sufficient information regarding CFMS' ongoing compliance with the transportation related measures and conditions of approval. CFMS looks forward to continuing to be a part of and to serve the neighborhood in the coming years, and appreciates your consideration of this matter.

Please do not hesitate to contact us if you have any questions concerning the above.

Very truly yours,


Christopher M. Ruhlen


Elizabeth C. Geare

cc: Ms. Anna Chamberlin
Ms. Wendy Shenk-Evans

EXHIBIT "A"

5.0 CFMS TRANSPORTATION MANAGEMENT PLAN

A Transportation Management Plan (TMP) consists of the set of measures and strategies that an employer (or place of business) may institute for the purpose of reducing the number of single-occupant vehicle trips accessing a site. Typically, the emphasis is placed on trip-making activity during weekday morning and afternoon peak periods. These plans are more applicable to large employment sites, which provide “critical mass” in terms of the number of employees, visitors, etc. that would support measures such as ride-sharing, flexible work hours, etc. As an illustration of this, it is noted that DDOT’s Transportation Demand Management guidelines makes reference to employment sites serving 100 and more persons. For context, a copy of the guideline is included in Appendix H.

The analyses presented in this report shows that the CFMS school program would not significantly impact the study area road network for the following reasons: (a) Most of the activity occurs during the off-peak periods; (b) There is likely to be significant walk trips to and from the school generated by clients living within the community; and (c) Vehicle trips approaching the school would be well distributed and would result in insignificant impact on any of the intersections considered in this study. However, St. Paul’s and CFMS have been made aware of the City’s policies, and have indicated a readiness to contribute and support the City’s goals and objectives by developing a Transportation Management Plan that would consist of the following measures:

- 1) **Ride-Sharing:** CFMS would strongly encourage its employees to share rides and reduce vehicle trips coming to the site. The school notes that there is currently a significant degree on ride-sharing among parents at its Mount Rainier location, and would also promote and encourage this activity at the St. Paul’s site.
- 2) **Transit Ridership:** CFMS would promote transit ridership by publicizing bus route, fares, and scheduling information on-site and in its information packages to prospective clients. *[The school’s non-profit status, along with the limited number of employees and the variable times of arrival on-site does not make SmartBenefits a feasible option.]*
- 3) **Guaranteed Ride Home:** CFMS is aware of this program operated by the Metropolitan Washington Council of Governments and will disseminate this information to parents/guardian and staff who may be participating in the ride-sharing program under Item (1) of the schools Transportation Management Program.
- 4) **Bicycle Rack(s):** St. Paul’s and CFMS are aware of the increasing use of this mode by commuters, and the City’s provision of bicycle routes within many areas. The applicant will designate a convenient location for the provision of one or more bicycle racks that fit DDOT’s recommended design and configuration.
- 5) **Local Area Access Plan:** CFMS would develop and publicize an access plan for clients and employees who reside outside of the area, with the objective of minimizing vehicular intrusion into the neighborhood. This plan would be incorporated as an understanding/agreement as part of the enrollment process. *[The plan would stress use of Allison Street, Webster Street and 3rd Street by parents originating out of the immediate area of the school.]*

- 6) **School Transportation Coordinator:** CFMS would designate a full-time staff member to serve as the School's Transportation Coordinator (STC). The STC would monitor and promote the measures noted above through dissemination of information and periodic reminders, and would be the designated contact with the local Advisory Neighborhood Commission. *[The STC may also be designated to represent CFMS at ANC meetings, periodically.]*

As further context to the above, it is noted that the CFMS program has built-in TMP measures. These include the before- and after-care, and the staggered arrival/departure pattern. Also, the pre-school closure and pick-up activity around mid-day, and the early afternoon classroom dismissal both fall well outside the street system PM peak hour, and serve to self-mitigate potential traffic impacts. In order to give the above TPM measures due focus and emphasis, CFMS has agreed that the school's Director would serve as program coordinator with assistance from other staff and may be needed and as the program becomes fully established.

EXHIBIT "B"

54 responses

[View all responses](#) [Publish analytics](#)

Summary

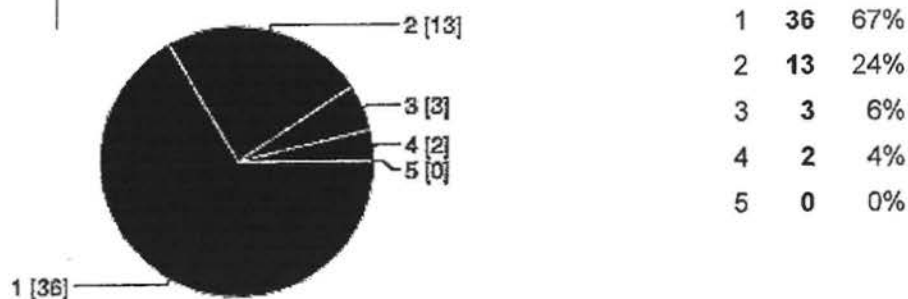
First Name

Janai Zachariah Melissa Christina Kathryn Jed Eliza Yamuna Joseph
 Rachel Anna Christine Maria Susan Mira Ellen Christy alana Simone
 Colleen Andrew Tamara Haskett Jack Jessica Bill Tim Jodi-beth Diana
 Lara Cynthia Jeremy Tara Kathleen Molly Jim Keketso Amy Matthew
 Rodges Kristin dan Karri kari Caroline Lisa sandy Joe Carrie Loraine
 Jennifer Katie Nicola

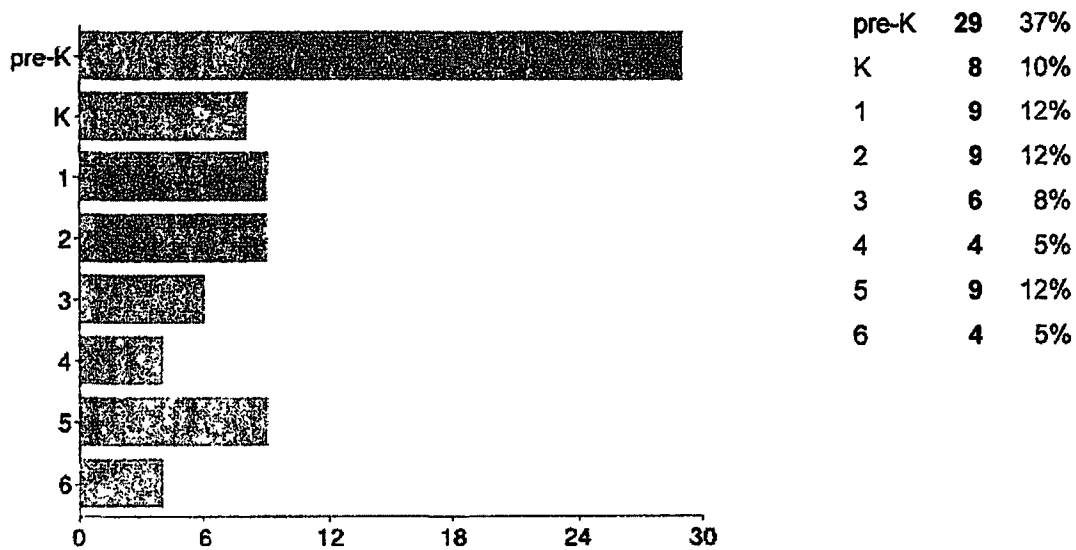
What is your Home Zip Code?

20706 20912 20770 20781 20782 20785 20003 20002 20001 20008
 20737 20712 20720 20712 20901 20012 20011 20010 20018 20017

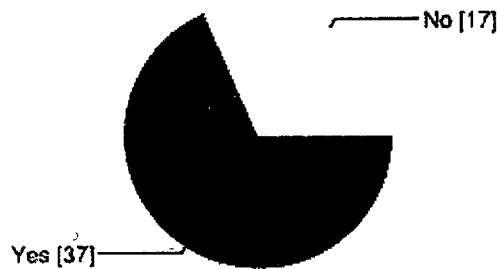
How many of your children attend CFMS?



What are the grade(s) of your child(ren) at CFMS? Please check all that apply.



Did you bring children to CFMS today?



Yes	37	69%
No	17	31%

Drop Off Questions

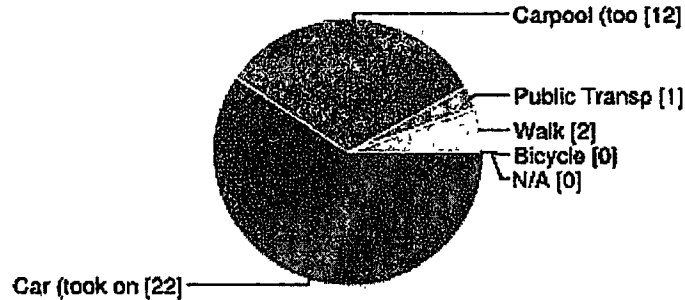
What time did you arrive at school today?



8:00-8:14 AM	8	22%
8:15-8:29 AM	8	22%
8:30-8:44 AM	14	38%

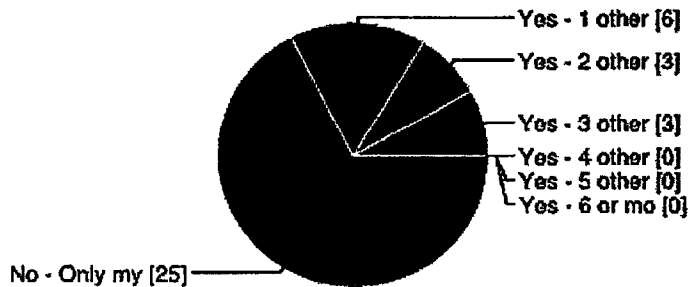
8:45-9:00 AM 4 11%
 After 9:00 AM 3 8%

How did you take your child(ren) to school today?



Bicycle	0	0%
Car (took only my children)	22	59%
Carpool (took children from another family)	12	32%
Public Transportation	1	3%
Walk	2	5%
N/A	0	0%

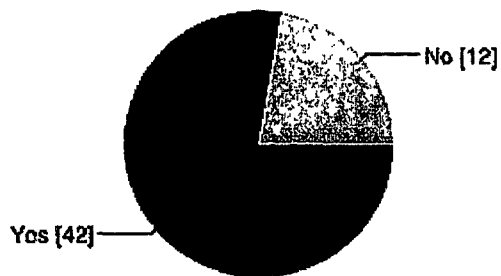
Did you take children from another family with you (carpool, walking, etc)?



No - Only my own children	25	68%
Yes - 1 other child	6	16%
Yes - 2 other children	3	8%
Yes - 3 other children	3	8%
Yes - 4 other children	0	0%
Yes - 5 other children	0	0%
Yes - 6 or more children	0	0%

Pick-Up Questions

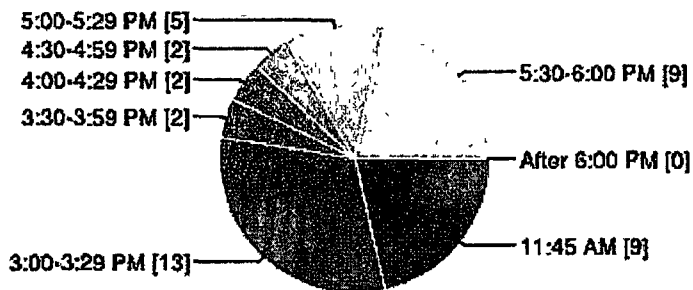
Did you/will you pick up children from CFMS today?



Yes	42	78%
No	12	22%

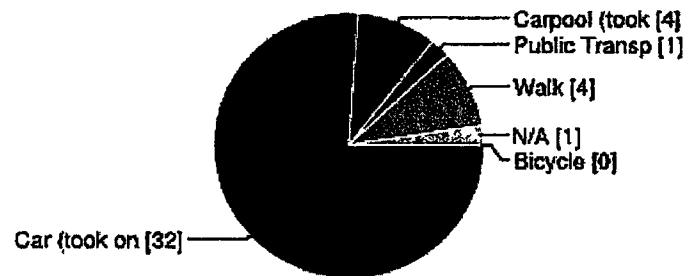
Pick-Up Questions

What time did you pick up your child(ren) today?



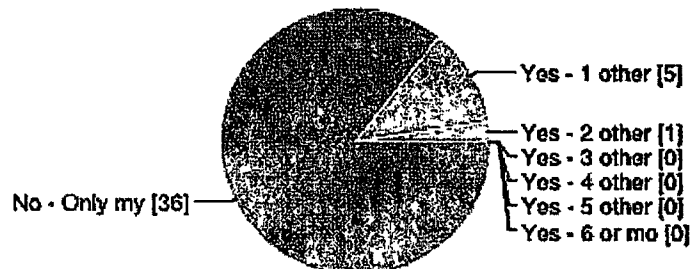
11:45 AM	9	21%
3:00-3:29 PM	13	31%
3:30-3:59 PM	2	5%
4:00-4:29 PM	2	5%
4:30-4:59 PM	2	5%
5:00-5:29 PM	5	12%
5:30-6:00 PM	9	21%
After 6:00 PM	0	0%

How did you pick-up your child(ren) from school today?



Bicycle	0	0%
Car (took only my children)	32	76%
Carpool (took children from another family)	4	10%
Public Transportation	1	2%
Walk	4	10%
N/A	1	2%

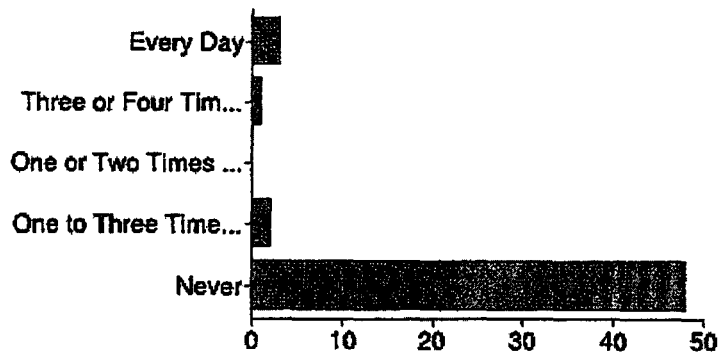
Did you also pick-up children from another family (carpool, walking, etc)?



No - Only my own children	36	86%
Yes - 1 other child	5	12%
Yes - 2 other children	1	2%
Yes - 3 other children	0	0%
Yes - 4 other children	0	0%
Yes - 5 other children	0	0%
Yes - 6 or more children	0	0%

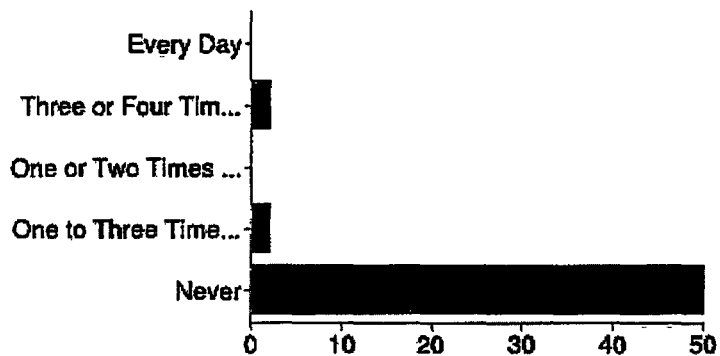
Mode Questions

Walk [How often do you use the following modes to get your children TO school?]



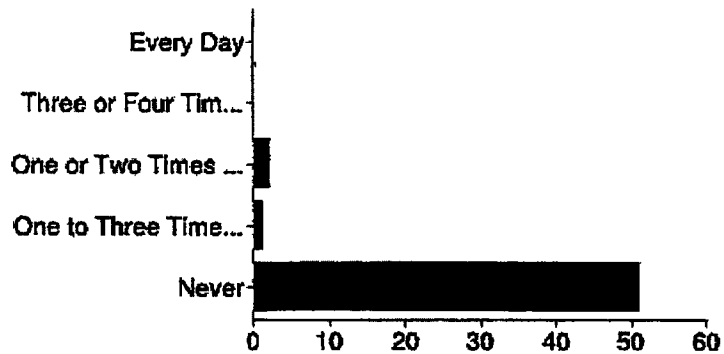
Every Day	3	6%
Three or Four Times per Week	1	2%
One or Two Times per Week	0	0%
One to Three Times per Month	2	4%
Never	48	89%

Bicycle [How often do you use the following modes to get your children TO school?]



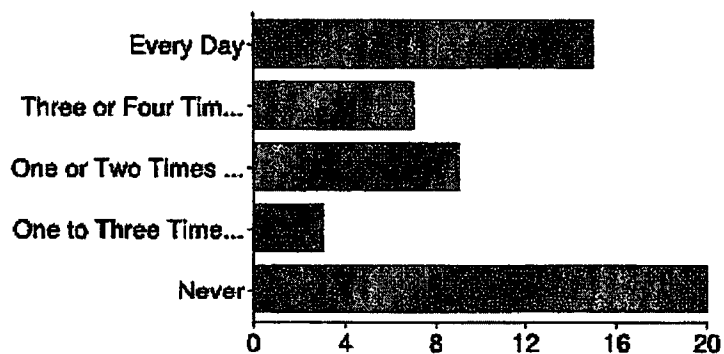
Every Day	0	0%
Three or Four Times per Week	2	4%
One or Two Times per Week	0	0%
One to Three Times per Month	2	4%
Never	50	93%

Bus/Transit [How often do you use the following modes to get your children TO school?]



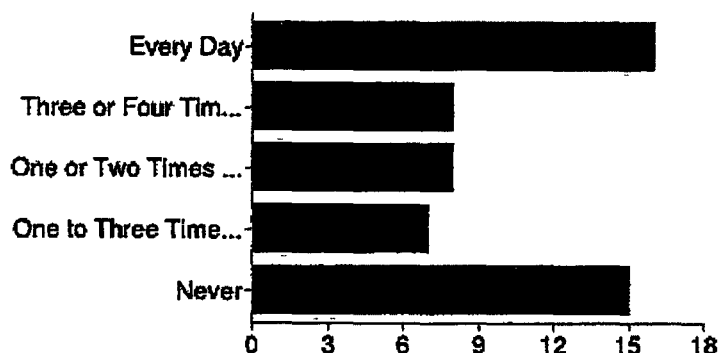
Every Day	0	0%
Three or Four Times per Week	0	0%
One or Two Times per Week	2	4%
One to Three Times per Month	1	2%
Never	51	94%

Carpool with other families [How often do you use the following modes to get your children TO school?]



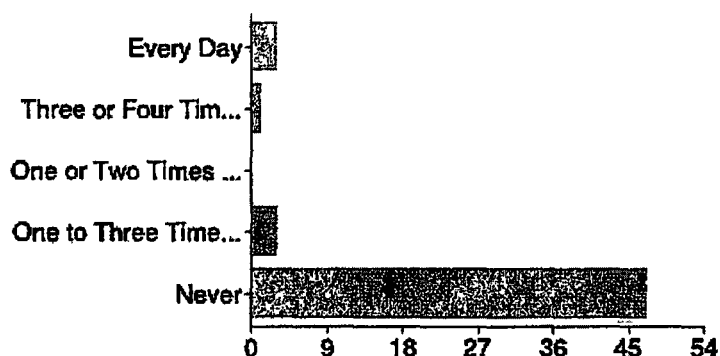
Every Day	15	28%
Three or Four Times per Week	7	13%
One or Two Times per Week	9	17%
One to Three Times per Month	3	6%
Never	20	37%

Drive only my family [How often do you use the following modes to get your children TO school?]



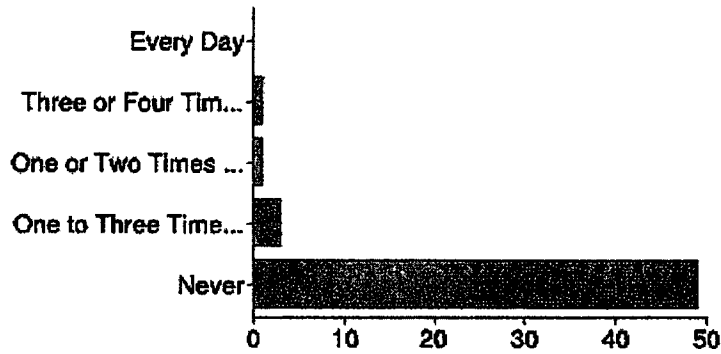
Every Day	16	30%
Three or Four Times per Week	8	15%
One or Two Times per Week	8	15%
One to Three Times per Month	7	13%
Never	15	28%

Walk [How often do you use the following modes to get your children FROM school?]



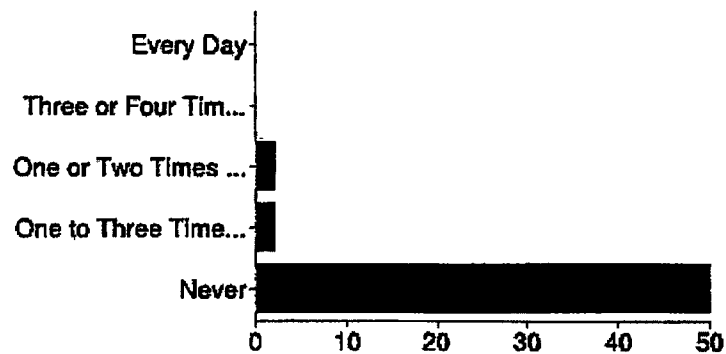
Every Day	3	6%
Three or Four Times per Week	1	2%
One or Two Times per Week	0	0%
One to Three Times per Month	3	6%
Never	47	87%

Bicycle [How often do you use the following modes to get your children FROM school?]



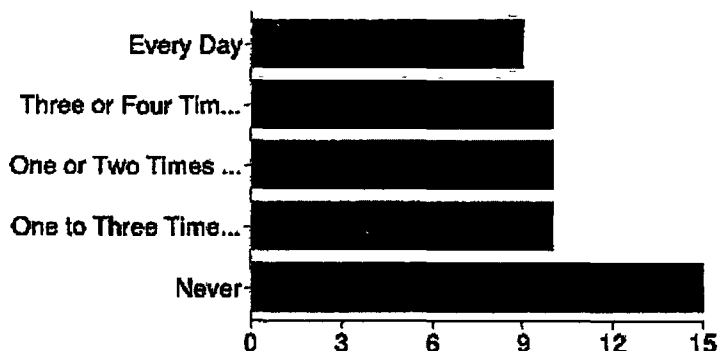
Every Day	0	0%
Three or Four Times per Week	1	2%
One or Two Times per Week	1	2%
One to Three Times per Month	3	6%
Never	49	91%

Bus/Transit [How often do you use the following modes to get your children FROM school?]



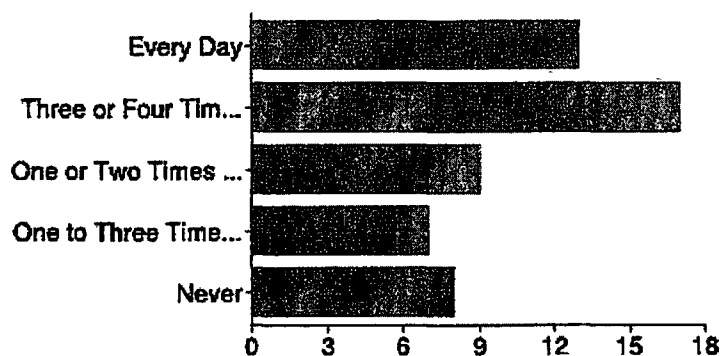
Every Day	0	0%
Three or Four Times per Week	0	0%
One or Two Times per Week	2	4%
One to Three Times per Month	2	4%
Never	50	93%

Carpool with other families [How often do you use the following modes to get your children FROM school?]



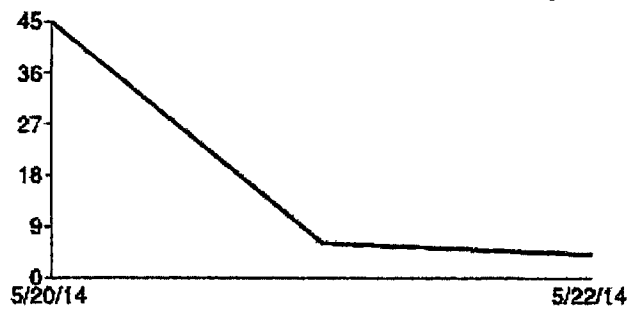
Every Day	9	17%
Three or Four Times per Week	10	19%
One or Two Times per Week	10	19%
One to Three Times per Month	10	19%
Never	15	28%

Drive only my family [How often do you use the following modes to get your children FROM school?]



Every Day	13	24%
Three or Four Times per Week	17	31%
One or Two Times per Week	9	17%
One to Three Times per Month	7	13%
Never	8	15%

Number of daily responses



60 responses

[View all responses](#)[Publish analytics](#)

Summary

First Name

Janai
Jen
Cristina
Kathryn
Gabe
Yamuna
Rachel
Anna
Maria
Susan
Kara
Mira
Ellen
Siobhan
Mary Frances
Simone
Andrew
Tamara
Kavitha
Juan
Jessica
Bill
Kate
Tim
Diana
Lara
Jeremy

Stephanie

Nicole

Kelly

Kathleen

Molly

maggie

Renford

Amy

Matthew

Rodges

Katherine

Kristin

kris

Karri

Jaime

Marcela

Ariana

kari

Caroline

Alana

Joe

Carrie

Joy

David

Timothy

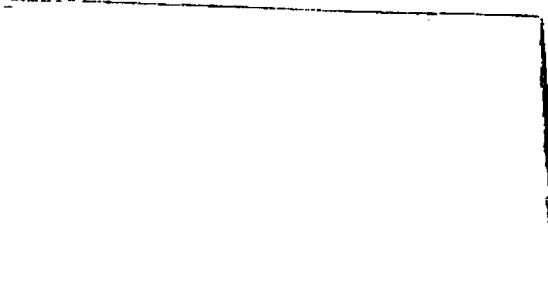
colleen

Katie

Nicola

Rochelle

Last Name





What is your Home Zip Code?

20706

20912

20770

20781

20782

20785

20783

20003

20001

20009

20737

20720

20722

20712

20901

20902

20904

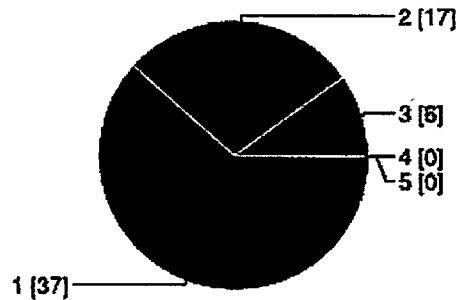
20012

20011

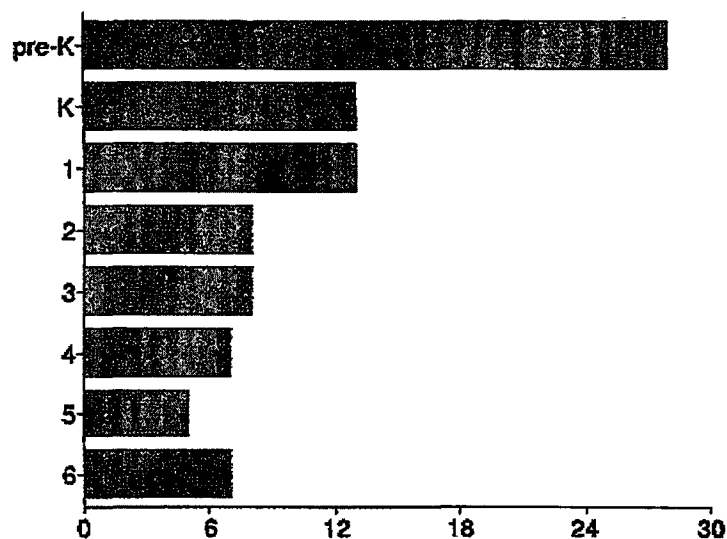
20010

20018

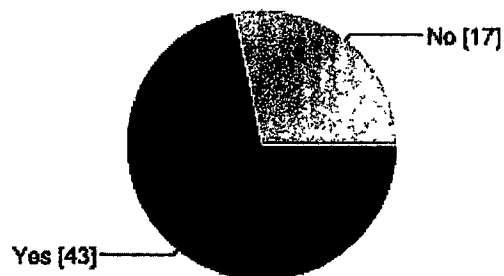
20017

How many of your children attend CFMS?

1	37	62%
2	17	28%
3	6	10%
4	0	0%
5	0	0%

What are the grade(s) of your child(ren) at CFMS? Please check all that apply.

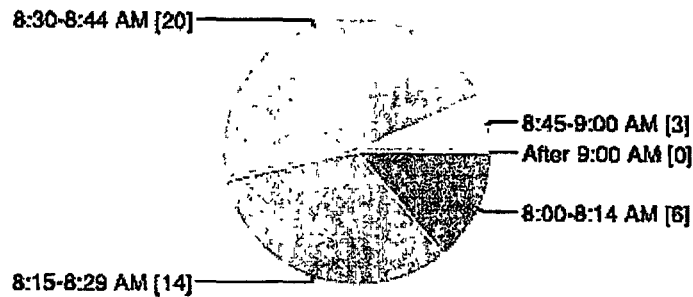
pre-K	28	47%
K	13	22%
1	13	22%
2	8	13%
3	8	13%
4	7	12%
5	5	8%
6	7	12%

Did you bring children to CFMS today?

Yes	43	72%
No	17	28%

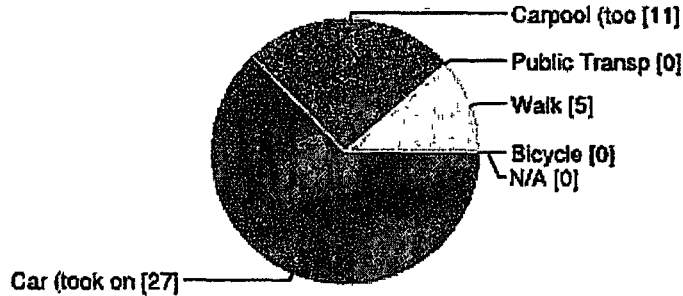
Drop Off Questions

What time did you arrive at school today?



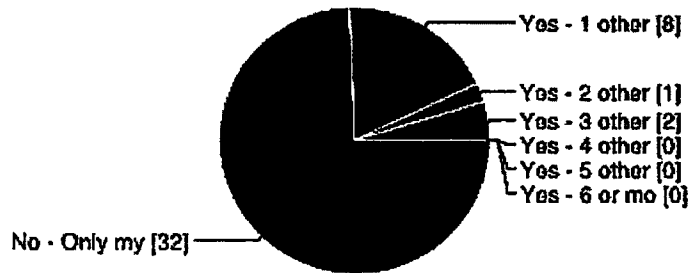
8:00-8:14 AM	6	10%
8:15-8:29 AM	14	23%
8:30-8:44 AM	20	33%
8:45-9:00 AM	3	5%
After 9:00 AM	0	0%

How did you take your child(ren) to school today?



Bicycle	0	0%
Car (took only my children)	27	45%
Carpool (took children from another family)	11	18%
Public Transportation	0	0%
Walk	5	8%
N/A	0	0%

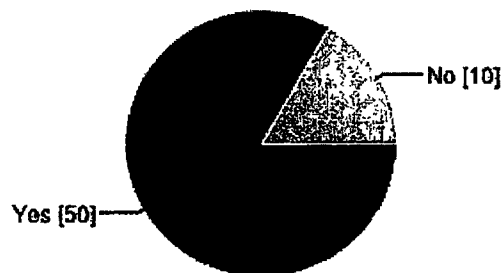
Did you take children from another family with you (carpool, walking, etc)?



No - Only my own children	32	53%
Yes - 1 other child	8	13%
Yes - 2 other children	1	2%
Yes - 3 other children	2	3%
Yes - 4 other children	0	0%
Yes - 5 other children	0	0%
Yes - 6 or more children	0	0%

Pick-Up Questions

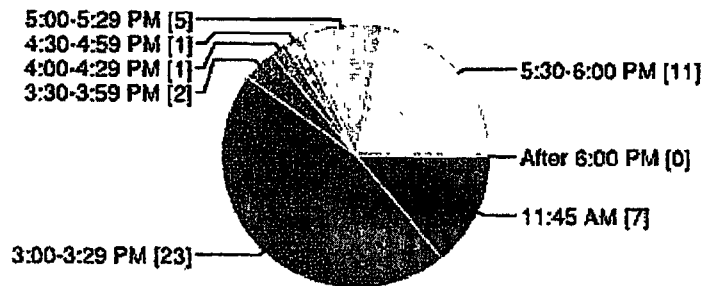
Did you/will you pick up children from CFMS today?



Yes	50	83%
No	10	17%

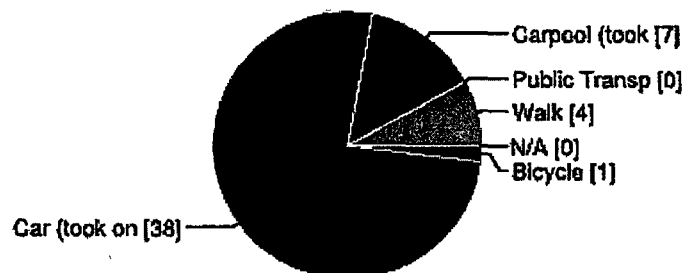
Pick-Up Questions

What time did you pick up your child(ren) today?



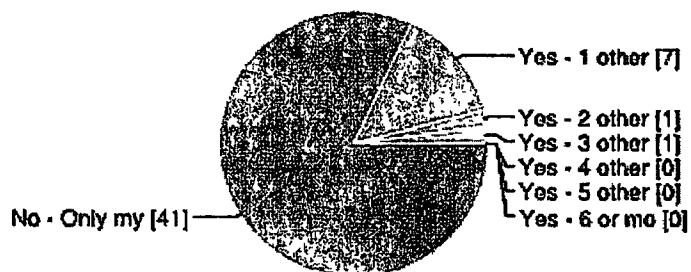
11:45 AM	7	12%
3:00-3:29 PM	23	38%
3:30-3:59 PM	2	3%
4:00-4:29 PM	1	2%
4:30-4:59 PM	1	2%
5:00-5:29 PM	5	8%
5:30-6:00 PM	11	18%
After 6:00 PM	0	0%

How did you pick-up your child(ren) from school today?



Bicycle	1	2%
Car (took only my children)	38	63%
Carpool (took children from another family)	7	12%
Public Transportation	0	0%
Walk	4	7%
N/A	0	0%

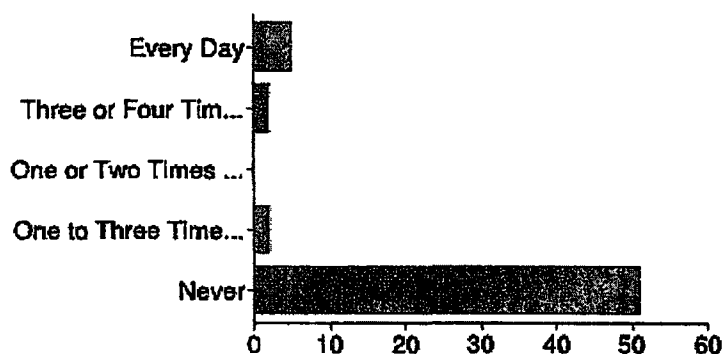
Did you also pick-up children from another family (carpool, walking, etc)?



No - Only my own children	41	68%
Yes - 1 other child	7	12%
Yes - 2 other children	1	2%
Yes - 3 other children	1	2%
Yes - 4 other children	0	0%
Yes - 5 other children	0	0%
Yes - 6 or more children	0	0%

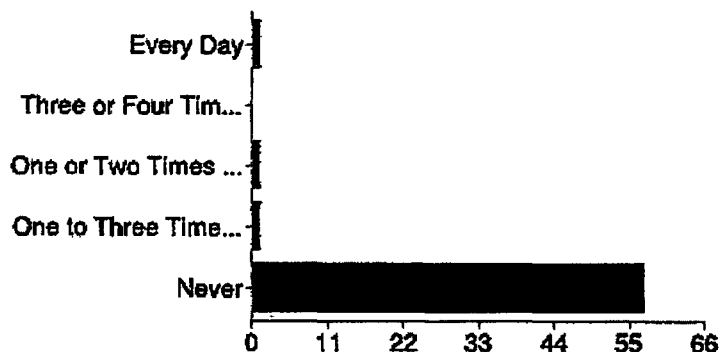
Mode Questions

Walk [How often do you use the following modes to get your children TO school?]



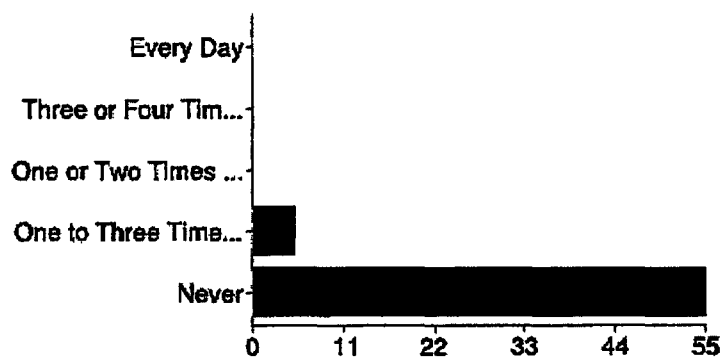
Every Day	5	8%
Three or Four Times per Week	2	3%
One or Two Times per Week	0	0%
One to Three Times per Month	2	3%
Never	51	85%

Bicycle [How often do you use the following modes to get your children TO school?]



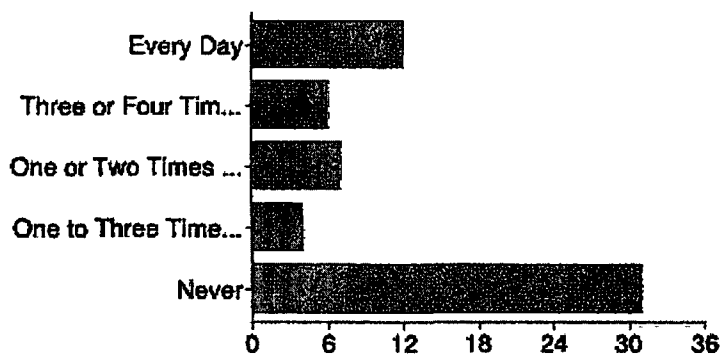
Every Day	1	2%
Three or Four Times per Week	0	0%
One or Two Times per Week	1	2%
One to Three Times per Month	1	2%
Never	57	95%

Bus/Transit [How often do you use the following modes to get your children TO school?]



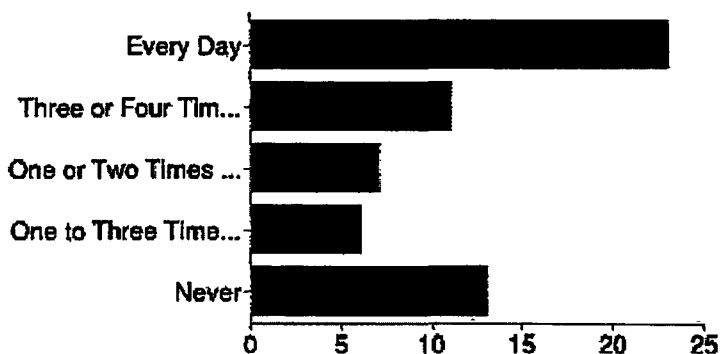
Every Day	0	0%
Three or Four Times per Week	0	0%
One or Two Times per Week	0	0%
One to Three Times per Month	5	8%
Never	55	92%

Carpool with other families [How often do you use the following modes to get your children TO school?]



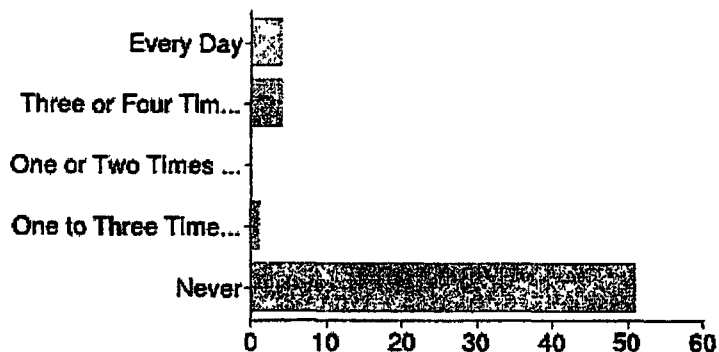
Every Day	12	20%
Three or Four Times per Week	6	10%
One or Two Times per Week	7	12%
One to Three Times per Month	4	7%
Never	31	52%

Drive only my family [How often do you use the following modes to get your children TO school?]



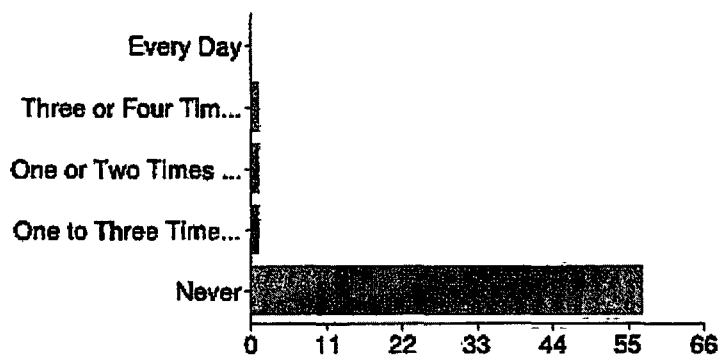
Every Day	23	38%
Three or Four Times per Week	11	18%
One or Two Times per Week	7	12%
One to Three Times per Month	6	10%
Never	13	22%

Walk [How often do you use the following modes to get your children FROM school?]



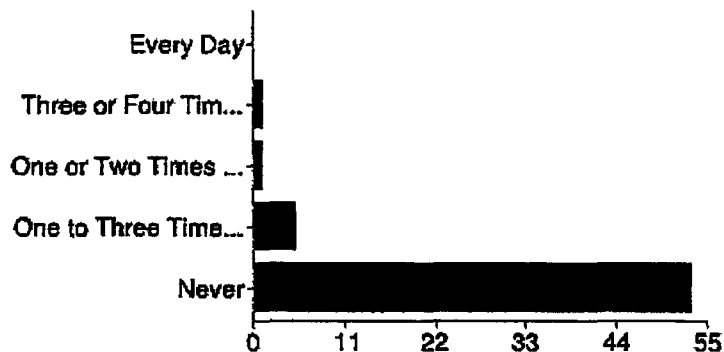
Every Day	4	7%
Three or Four Times per Week	4	7%
One or Two Times per Week	0	0%
One to Three Times per Month	1	2%
Never	51	85%

Bicycle [How often do you use the following modes to get your children FROM school?]



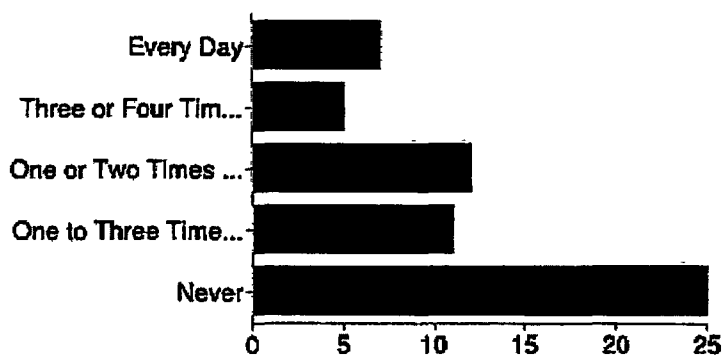
Every Day	0	0%
Three or Four Times per Week	1	2%
One or Two Times per Week	1	2%
One to Three Times per Month	1	2%
Never	57	95%

Bus/Transit [How often do you use the following modes to get your children FROM school?]



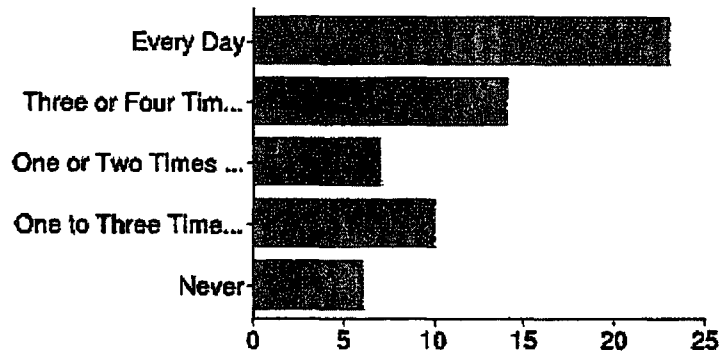
Every Day	0	0%
Three or Four Times per Week	1	2%
One or Two Times per Week	1	2%
One to Three Times per Month	5	8%
Never	53	88%

Carpool with other families [How often do you use the following modes to get your children FROM school?]



Every Day	7	12%
Three or Four Times per Week	5	8%
One or Two Times per Week	12	20%
One to Three Times per Month	11	18%
Never	25	42%

Drive only my family [How often do you use the following modes to get your children FROM school?]



Every Day	23	38%
Three or Four Times per Week	14	23%
One or Two Times per Week	7	12%
One to Three Times per Month	10	17%
Never	6	10%

Number of daily responses

