

MEMORANDUM

TO: The District of Columbia Board of Zoning Adjustment

FROM: *JF* Jennifer Steingasser, Deputy Director, Development Review and Historic Preservation

DATE: July 12, 2011

SUBJECT: BZA Application 18233, National Cathedral School – Special Exception relief to permit an increase in the number of full-time equivalent staff (FTEs) from 150 to 165.

I. SUMMARY RECOMMENDATION

The Office of Planning recommends approval of the requested special exception pursuant to §§ 206 and 3104.1 to increase the number of full-time equivalent (FTE) staff from 150 to 165, subject to the conditions listed at the end of this report.

II. SITE AND AREA DESCRIPTION

Address	3600 and 3609 Woodley Road NW
Legal Description	Square 1944 Lot 25 and Square 1922 lot 17 (subject lot) respectively.
Ward/ANC	3/ANC 3C
Lot Characteristics	Subject lot, Lot 17 is a 78,047 square-foot (1.8 acre) tract that encompasses all of Square 1922.
Existing Development	The private school property at 3609 Woodley Road, NW (Square 1922 Lot 17) occupies the entire square. The North of Woodley or “lower school” campus property is developed with Scott, Founders, Proctor and Whitby Halls and the Whitby Center. The “upper school” and administrative offices of the college are located in the four-story Hearst Hall across Woodley Road on the 57-acre National Cathedral Close.
Zoning	R-1-B and R-5-B: Private schools are allowable uses in both zones with special exception approval in accordance with the standards of § 206 of the Zoning Regulations.
Surrounding Neighborhood Character	Surrounding development in the vicinity of the subject property consists of one-family detached dwellings, with some apartments on Wisconsin Avenue. The subject property is located within the Cleveland Park Historic District, although the buildings were constructed after the period of significance (that is, 1880 to 1941) and are non-contributing.

III. APPLICATION IN BRIEF

The Protestant Episcopal Cathedral Foundation (PECF), the applicant, requested special exception relief pursuant to §§ 206 and 3104 to modify Condition #3 of its existing order (17759), which permitted no more than 150 full-time equivalent (FTE) faculty and staff at its National Cathedral School (NCS). The application requests an increase in the FTE's from 150 to 165. Eight housekeeping staff would be transferred to the National Cathedral's school's account and seven new staff would be hired. Therefore, only seven more staff persons would be coming to the site. The Condition #3 would be modified as follows: (new in **bold**)

3. NCS' student enrollment shall not exceed 585 students. NCS shall employ no more than ~~150~~ **165** full-time equivalent faculty and staff.



Aerial with Zoning

IV. BACKGROUND

The existing facility has been the subject of the following Board of Zoning Adjustment (BZA) approvals:

- Order 8000 (1964) Permitted construction of a new dining hall and academic building to house classrooms, a library and language lab;
- Order 14282 (1985) Established limits of 546 students and 105 faculty and staff;
- Order 15691 (1992) Permitted construction of a two-story addition and basement for assembly and performance space, library, music room, computer center and classrooms with no change in enrollment.
- Order 16433 (1999) Permitted construction of the NCS Athletic Center off-site on the National Cathedral Close.
- Order 17759 (2008) Permitted additions and alterations to buildings on the Woodley North campus of NCS. Also, an increase in the total enrollment to a maximum of 585 students and number of full-time employees to 150.

The school currently operates subject to twelve conditions of Order 17759, as provided in the applicant's submission.

V. ZONING ANALYSIS

The site is split-zoned R-1-B and R-5-D. Private schools are allowable uses in both zones with special exception approval in accordance the standards of § 206 of the Zoning Regulations.

206.1 Use as a public school that does not meet the requirements of chapter 4 of this title or as a private school, but not including a trade school, and residences for teachers and staff of a private school, shall be permitted as a special exception in an R-1 District if approved by the Board of Zoning Adjustment under § 3104, subject to the provisions of this section.

The existing private school has been in continuous operation on the subject properties since 1964 and has been approved by the Board as previously outlined.

206.2 The private school shall be located so that it is not likely to become objectionable to adjoining and nearby property because of noise, traffic, number of students, or otherwise objectionable conditions.

Increase in Faculty and Staff

The minimal increase in the number of FTE's requested in this application over the current employment level- 15 FTE's - is not likely to create objectionable conditions for adjoining or neighboring properties. At least eight staff persons are already employed on the Close and would be "transferred for accounting purposes" to NCS's roster. Seven more employees would be considered new employees to NCS.

Traffic

The current operation of the private school has not resulted in objectionable conditions because of parking, traffic or other impacts due to the current number of employees.

Previous complaints associated with the existing private school use focused around vehicle circulation and parking. At the prior request for an increase in the number of students and staff in 2008, traffic consultants Grove/Slade Associates concluded, "... the proposed slight increases in current enrollment and (employment) would result in an insignificant increase in traffic and a marginal increase in parking requirements which is more that met by the parking provided...". However, the applicant implemented parking demand management measures to address the concerns raised by the ANC which have been included in Order 17759 (2008). The Board adopted the ANC's condition that NCS's parking policy requires students, staff and visitors to park on the Close (Condition #4, 5 and 9). The NCS provides reduced fare metro passes, offers credits for bicycle commuters and the Protestant Episcopal Cathedral Foundation (PECF) provides shuttle service between the Close and nearby Metrorail stations (Condition #6). These mitigation measures including the construction of a \$23 million underground parking garage with the community's full support and the District Department of Transportation (DDOT) have significantly reduced traffic impacts and on-street parking congestion.

The applicant responded to DDOT's recent request regarding the expected number of trips to the site. The traffic consultant provided additional information regarding the existing operations implemented since the prior BZA approval and the projected impacts associated with the proposed FTE increase. The report included the mode split, trip generation, carpooling and alternative commuting incentives for NCS's faculty/staff (attached). It is not anticipated that this minimal increase in the number of employees would result in a significant increase in traffic to the site or have an adverse impact to the surrounding community.

206.3 Ample parking space, but not less than that required in chapter 21 of this title, shall be provided to accommodate the students, teachers, and visitors likely to come to the site by automobile.

Section 2101 requires that high schools provide “2 spaces for each 3 teachers and other employees, plus either 1 for each 20 classroom seats or 1 for each 10 seats in the largest auditorium, gymnasium or area usable for public assembly, whichever is greater.”

The PECF has allocated 176 vehicle spaces to NCS, including 149 spaces in the below grade garage in the Close, with the remainder on surface roads in the Close and other locations adjacent to NCS buildings. The increase in faculty and staff would require 160 spaces. In its previous determination, the Board found that “the provision of 176 spaces meets the requirements of Chapter 21’s parking requirements, provided no more than 204 part-time or full-time employees are employed at any one period during the day or night.”¹ Since the increase would be for 15 more persons than previously approved, the marginal increase in the parking requirement will be met by the existing parking supply.

Section 3104

The modification proposed by the applicant to increase the number of staff persons would not affect the applicable bulk, height and lot occupancy requirements of the R-1-B and R-5-D districts. No noise or other objectionable condition would be generated by the increase and it would not result in an intensity of use not anticipated in either district. Therefore, the proposal meets the referenced standards for approval and granting the requested special exception would be in harmony with the general purpose and intent of the Zoning Regulations and Map.

VI. COMMUNITY COMMENTS

At its regularly scheduled meeting on June 20, 2011, Advisory Neighborhood Commission (ANC) 3C stated there was no objection to the requested staff increase. The ANC noted that NCS has reduced its contribution to the traffic on Woodley Road by no longer using this access as a pick-up or drop-off location.

VII. AGENCY COMMENTS

The Department of Transportation (DDOT) intends to submit its report under separate cover.

VIII. RECOMMENDATION

The Office of Planning recommends approval of the requested staff increase, as a modification of Condition #3 of Order 17759, subject to the relevant conditions adopted from the order and renumbered accordingly²:

1. NCS’ student enrollment shall not exceed 585 students. NCS shall employ no more than 165 full-time equivalent faculty and staff.
2. The Applicant shall maintain 176 parking spaces on the Cathedral Close or the Woodley North campus for use by NCS faculty, staff, students, and visitors.
3. NCS shall require faculty, staff, and students who drive to the school to park on the Close in off-street parking allocated to NCS.

¹ Order 17759, Findings of Fact, #39, page 10.

² Conditions 1 and 2, of Order 17759 have not been included, as they applied to requested renovations of the school. Condition #8 is also deleted as it was relevant to the training of a school crossing guard. The school currently has a crossing guard.

4. NCS shall continue to participate in parking demand management activities sponsored by the Protestant Episcopal Cathedral Foundation (“PECF”) to reduce parking demand generated by students, faculty and staff. These measures include: encouraging the use of public transportation; making available reduced fare Metro passes; offering credits for bicycle commuters; and other measures as may be provided by PECF from time to time such as remote parking and shuttle service between the Close and nearby Metrorail stations.
5. NCS shall continue to require faculty, staff, and students who drive to school to register their vehicles with the school and to display an identifying sticker on each vehicle so as to facilitate compliance with the parking policy. NCS shall require each parent to agree to the parking policy when that parent signs each year’s enrollment contract, including a requirement that individuals who violate the parking policy will be subject to disciplinary action by the school.
6. Visitors who drive to school events and activities shall be directed to park on the Close in off-street parking allocated to the NCS to the extent parking is available. NCS shall inform all visitor schools in writing of the location of visitor parking.
7. NCS shall ~~establish~~ **maintain** a neighborhood liaison committee composed of NCS staff and neighbors for the purposes of coordinating and discussing traffic and parking issues, and for yearly reporting in December on the actual number of students and the number of faculty and staff employed by the school. NCS shall provide a contact telephone number and e-mail address for persons who wish to report any failure to comply with the conditions adopted in this Order.
8. NCS shall continue its current parking policy addendum established March 31, 2008, but shall have the flexibility to amend any provision after consideration of the proposed change by the liaison committee.
9. The Applicant shall have the flexibility to modify its parking policy and vary the location of parking spaces.

Attachment

1. NCS Transportation Summary – July 5, 2011
2. NCS BZA Order Compliance – June 8, 2011

**MEMORANDUM**

TO: Martin Parker District Department of Transportation
Jeff Jennings District Department of Transportation

FROM: Christopher L. Bowyer, LEED GA
Erwin N. Andres, P.E.

cc: Joseph Smolskis Protestant Episcopal Cathedral Foundation Board of Trustees
Frank Gordon DBI, Inc.
Whayne Quin, Esq. Holland & Knight, LLP
Carolyn Brown, Esq. Holland & Knight, LLP

DATE: July 5, 2011

SUBJECT: National Cathedral School Transportation Summary for BZA Case No. 18233

INTRODUCTION

This memorandum supports the BZA application submitted by the National Cathedral School (NCS) requesting an increase of 15 additional full time equivalent (FTE) staff above the staff cap established in the previous BZA Application No. 17750 presented before the Board of Zoning Adjustment (BZA) on May 13, 2008. Although the proposed increase is 15 FTEs, eight (8) of these FTEs were on the payroll of the Protestant Episcopal Cathedral Foundation and are already on the Close. These eight (8) FTEs who currently hold full time employment positions on the Close have been reassigned to NCS. Therefore, the net parking and traffic impact of the staff increase on the surrounding neighborhood will be due to the net increase of only seven (7) new staff members for NCS, which is minimal.

NCS has prepared supporting documents identifying steps instituted by the school to comply with the conditions of its previous approval, which is included in Appendix A. This document provides information regarding the existing operations implemented since the BZA approval and the projected impacts associated with the proposed FTE increase. In summary, the proposed increase in staff of 15 FTEs will not adversely impact the traffic and parking conditions in the vicinity of the National Cathedral School.

EXISTING OPERATIONS

Since the previous BZA application was approved in 2008, NCS implemented several Transportation Management Plan (TMP) measures which have substantially improved traffic operations along Woodley Road adjacent to the school. The most effective traffic management measures helped to improve traffic flow on Woodley Road during weekday morning and afternoon peak periods while also minimizing pedestrian crossings. These measures, which were originally presented in the *Traffic Impact Study National Cathedral School* dated April 23, 2008, include the following:

General Recommendations

- *Use Hearst Circle, North Road or the Close parking garage as regular drop-off and pick-up points, especially when student drop-off and pick-up locations are fully occupied or when waiting to pick up on Woodley Road.*
- *Pull forward to the stop sign stop bars before stopping to drop-off or pick-up students when you are the first car in the queue.*
- *Pull forward to the rear of the nearest car before dropping-off students and while waiting to pick-up students.*

Restrictions

- *Student drop off or pick up is not permitted west of Wisconsin Avenue on Woodley Road.*
- *Do not block crosswalks or intersections, especially at the intersection of Wisconsin Avenue and Woodley Road.*
- *Standing or parking on Woodley Road is prohibited by law. Immediate student drop off or pick up at the designated locations is permitted.*
- *Student drop off or pick up is not permitted along the eastern curb lane of 36th Street*
- *Parking along the western curb lane of 36th Street or along the southern curb lane of Lowell Street between NCS driveway and 36th Street is not permitted. Standing in these areas is permitted.*
- *Northbound NCS traffic on 36th Street between Woodley Road and Lowell Street during peak drop-off and pick-up times is not permitted.*

Upon implementation of these recommendations, NCS prepared a detailed e-mail correspondence and procedures postcard presented to the parents of each student. The correspondence included information for walkers, information about the private shuttle to/from the Woodley Park Metrorail station and information about parking for after-school athletic events. The postcard also summarized the drop-off and pick-up procedures as well as providing a detailed map of circulation routes, no parking areas and other pertinent information. See Appendix B and C for the NCS e-mail correspondence and NCS Pick-up and Drop-off procedures postcard, respectively. NCS has implemented these procedures on a full-time basis and subsequently eliminated all drop-off and pick-up operations on Woodley Road, which has significantly improved the traffic circulation on Woodley Road.

EXISTING MODE SPLIT

Based on the information provided by NCS reflecting the number of faculty/staff members participating in various alternative transportation rewards programs and the issuance of parking permits, the mode split for the NCS faculty/staff was determined to consist of the following breakdown:

Private Vehicle	81%
Transit	9%
Dropped-off	5%
Bicycle	3%
Walk	2%

FACULTY/STAFF TRIP GENERATION

Existing trip generation for NCS faculty and staff was estimated based on the number of permits issued to these individuals. NCS issued 122 parking permits to the faculty and staff, with all faculty and staff arriving during the morning peak hour. During the afternoon peak hour, approximately 25% of the 122 faculty/staff permit holders stay on campus and do not leave during the PM peak hour due to afterschool obligations.

Although the proposed increase is 15 FTEs, eight (8) of these FTEs were on the payroll of the Protestant Episcopal Cathedral Foundation and are already on the Close. These eight (8) FTEs who currently hold full time employment positions on the Close have been reassigned to NCS. Therefore, the net parking and traffic impact of the staff increase on the surrounding neighborhood will be due to the net increase of only seven (7) new staff members for NCS, which is minimal.

By applying the existing mode split to the net increase of 7 new FTEs, these person trips would be converted into trips by various modes as presented in Table 1. The resulting trip generation associated with the 7 new FTEs consists of 6 weekday AM peak hour and 4 weekday PM peak hour vehicular trips (highlighted in yellow in Table 1). These additional trips represent a minimal contribution to the existing traffic flows on the roadways serving NCS and will not have an adverse impact on the existing roadway network.

Table 1: Trip Generation

		AM Peak Hour			PM Peak Hour			After School PM Trips		
		In	Out	Total	In	Out	Total	In	Out	Total
Proposed Increase in NCS Faculty/Staff	7 Faculty	7	-	7	-	5	5	-	2	2
Multi-Modal Breakdown										
Private Vehicle Trips	81%	6.0	-	6.0	-	4.0	4.0	-	2.0	2.0
Transit Trips	9%	1.0	-	1.0	-	1.0	1.0	-	-	-
Drop-off Trips	3%	-	-	-	-	-	-	-	-	-
Bicycle Trips	5%	-	-	-	-	-	-	-	-	-
Walk Trips	2%	-	-	-	-	-	-	-	-	-
Total	100%	7.0	7.0	7.0	-	5.0	5.0	-	2.0	2.0

PARKING

There are 176 spaces allocated for NCS faculty, staff, and students throughout the Cathedral Close. Based on information provided by NCS, during the 2010-2011 school year a total of 122 parking permits were issued to faculty and staff for these parking spaces.

As an overall campus comparison, during the same time period, a detailed parking accumulation count was conducted for all of the parking areas within the Close on a typical school weekday. As indicated in Table 2, it was determined that throughout the entire day, the overall parking demand associated with the campus (excludes on-street parking) remained well below the available supply. During this period, the peak demand occurred at approximately 1:00 PM when a total of 667 vehicles were parked on the site (highlighted in yellow on Table 2). With a total of 826 on-site parking spaces, this would result in 159 available spaces within the Close, which could easily accommodate the 6 additional vehicle trips that would be generated by the proposed increase in FTEs and could be accommodated in the NCS allocation of 176 parking spaces. A detailed breakdown of the parking occupancy is found in Appendix D.

Table 2: National Cathedral School Parking Occupancy - March 9, 2011

	7:30 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM
Parking Demand														
Close North:	297	323	324	343	418	388	374	401	433	444	441	467	462	378
Close South:	176	178	176	191	184	189	190	188	201	201	208	200	190	180
Close Total:	473	501	500	534	602	577	564	589	634	645	649	667	652	558
Available Parking														
Close North:	294	268	267	248	173	203	217	190	158	147	150	124	129	213
Close South:	59	57	59	44	51	46	45	47	34	34	27	35	45	55
Close Total:	353	325	326	292	224	249	262	237	192	181	177	159	174	268
	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:00 PM	8:30 PM	9:00 PM
Parking Demand														
Close North:	390	381	355	338	305	271	268	215	185	133	168	166	161	87
Close South:	183	190	162	148	159	152	169	172	155	121	132	136	141	100
Close Total:	573	571	517	486	464	423	437	387	340	254	300	302	302	187
Available Parking														
Close North:	201	210	236	253	286	320	323	376	406	458	423	425	430	504
Close South:	52	45	73	87	76	83	66	63	80	114	103	99	94	135
Close Total:	253	255	309	340	362	403	389	439	486	572	526	524	524	639

EXISTING PARKING SUPPLY WITHIN THE CLOSE

Close North: 591
Close South: 235
TOTAL 826

Carpooling

Currently carpooling options for students are not formally organized in any manner. If a student wishes to participate in a carpooling system, they contact other students to determine if they live in proximity of one another. However, in the upcoming school year NCS has proposed for a new carpooling referral system to go active on their website. It would be called the Carpool Corner and would allow for students to participate in a formalized carpooling system free of charge. The details of the system include a password protected website allowing each student to upload their address and select amongst other students who live in a specified radius to request a carpool partner. This Carpool Corner was established by a working group comprised of students, faculty and staff dedicated to green initiatives and reducing impacts to the environment.

Alternative Commuting Incentives

NCS provides a dedicated shuttle between NCS and the Woodley Park Metrorail station to encourage transit use. This shuttle operates between these two locations with pickups occurring at the station at approximately 7:15 AM, 7:30 AM and 7:45 AM each weekday morning. The shuttle does not operate during the PM peak period.

As an incentive for faculty and staff to utilize Metrorail and/or Metrobus as a means of transportation, NCS contributes commuter rewards to each individual that commits to using this mode of transportation. The incentive to utilize this mode of transportation consists of a monthly stipend of \$30 which is directly deposited onto the individual's SmarTrip card. For the 2010-2011 school year, it was determined that 14 individuals participated in this program.

NCS also provides an incentive for faculty and staff to bike to work. NCS provides a financial incentive to bicyclists by providing these individuals \$100 per year for committing to riding a bicycle to work. For the 2010-2011 school year, a total of four (4) individuals participated in this program. With an increase in the prevalence of the Capital Bikeshare program in Washington, DC and Arlington County and four (4) stations located within one mile of the site, the number of participants in this program is expected to increase in the coming school years.

CONCLUSIONS

The analysis of the proposed National Cathedral School increase in full time equivalent faculty and staff of 15 individuals is expected to have a minimal impact on the road network surrounding NCS campus. Although the proposed increase is 15 FTEs, eight (8) of these FTEs were on the payroll of the Protestant Episcopal Cathedral Foundation and are already on the Close. These eight (8) FTEs who currently hold full time employment positions on the Close have been reassigned to NCS. Therefore, the net parking and traffic impact of the staff increase on the surrounding neighborhood will be due to the net increase of only seven (7) new staff members for NCS, which is minimal.

Since the most recent Board of Zoning Administration (BZA) case for NCS completed in 2008, TMP measures have been implemented on the campus which have significantly improved circulation along Woodley Road. The projected number of peak hour trips associated with the proposed increase in FTEs is 6 AM peak hour and 4 PM peak hour trips, which is minimal.

As presented in the parking occupancy study, a surplus of available parking would more than accommodate the proposed increase of 6 additional vehicles. Based on this information, the proposed increase of 15 FTEs for NCS will not have an adverse impact to the surrounding community.

July 5, 2011

Appendix A

Board of Zoning Adjustment Zoning Order Response Letter

Prepared by Gorove/Slade, dated June 8, 2011

TECHNICAL MEMORANDUM

To: Jeff Jennings
From: Erwin N. Andres, P.E.
Chris L. Bowyer, AICP, LEED GA
cc: Frank Gordon
Whayne Quin, Esq.
Carolyn Brown, Esq.
Date: June 8, 2011
Subject: National Cathedral School BZA Order Compliance

District Department of Transportation
GBI, Inc.
Holland & Knight, LLP
Holland & Knight, LLP

Introduction

This memorandum outlines the how the National Cathedral School complies with the previous BZA Order (see attached in the Appendix) dated October 21, 2008, which established the NCS employee population cap at 150 FTEs. The current proposal by NCS is to increase the cap by 15 FTEs to a new cap of 165 FTEs. This memorandum confirms that the conditions of the previous BZA Order that established the previous employee population cap are currently being met by the Transportation Management Plan of the National Cathedral School (NCS).

Compliance with Previous BZA Order

As part of the previous BZA Order, 12 conditions were identified as part of the previous EZA Application approval and are identified in the following excerpt from the BZA Order:

For the reasons stated above, the Board concludes that the Applicant has satisfied the requirements for a special exception under 11 DCMR § 206 to permit certain additions to, and to increase the number of students and employees at, the National Cathedral School, an existing private school in an area zoned R-1-B and R-5-D at 3609 Woodley Road, N.W. (Square 1922, Lot 17). Accordingly, it is hereby **ORDERED** that the application, pursuant to Exhibit No. 11, as revised by Exhibit No. 29 – Plans, is **GRANTED, SUBJECT** to the following **CONDITIONS**:

1. NCS shall install interior window coverings (shades, draperies or the equivalent) on the new windows on the north side of Proctor Hall that faces Lowell Street, NW.
2. NCS shall enhance the landscaping or install other screening elements on the Lowell Street side of the project, subject to approval by the Historic Preservation Review Board, to screen mechanical equipment and trash.

⁵See Findings of Fact No. 21 through No. 23.

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3. NCS' student enrollment shall not exceed 585 students. NCS shall employ no more than 150 full-time equivalent faculty and staff.
4. The Applicant shall maintain 176 parking spaces on the Cathedral Close or the Woodley North campus for use by NCS faculty, staff, students, and visitors.
5. NCS shall require faculty, staff, and students who drive to the school to park on the Close in off-street parking allocated to NCS.
6. NCS shall continue to participate in parking demand management activities sponsored by the Protestant Episcopal Cathedral Foundation ("PECF") to reduce parking demand generated by students, faculty and staff. These measures include: encouraging the use of public transportation; making available reduced fare Metro passes; offering credits for bicycle commuters; and other measures as may be provided by PECF from time to time such as remote parking and shuttle service between the Close and nearby Metrorail stations.
7. NCS shall continue to require faculty, staff, and students who drive to school to register their vehicles with the school and to display an identifying sticker on each vehicle so as to facilitate compliance with the parking policy. NCS shall require each parent to agree to the parking policy when that parent signs each year's enrollment contract, including a requirement that individuals who violate the parking policy will be subject to disciplinary action by the school.
8. The Applicant shall provide training for the crossing guard stationed at Woodley Road between 36th Street and Wisconsin Avenue to improve coordination of pedestrian traffic at the crosswalk with the red light at Wisconsin Avenue.
9. Visitors who drive to school events and activities shall be directed to park on the Close in off-street parking allocated to the NCS to the extent parking is available. NCS shall inform all visitor schools in writing of the location of visitor parking.
10. NCS shall establish a neighborhood liaison committee composed of NCS staff and neighbors for the purposes of coordinating and discussing traffic and parking issues, and for yearly reporting in December on the actual number of students and the number of faculty and staff employed by the school. NCS shall provide a contact telephone number and e-mail address for persons who wish to report any failure to comply with the conditions adopted in this Order.
11. NCS shall continue its current parking policy addendum established March 31, 2008, but shall have the flexibility to amend any provision after consideration of the proposed change by the liaison committee.
12. The Applicant shall have the flexibility to modify its parking policy and vary the location of parking spaces. The Applicant also shall have the flexibility to modify the design for the

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proposed renovations and addition, and to introduce landscaping at Lowell Street, provided that the design and landscaping are not inconsistent with the relief granted in this Order and conform to the recommendations of the Historic Preservation Review Board or its delegate.

Of these 12 conditions, Conditions #4 – 12 are transportation-related and establish a framework for the Transportation Management Plan that is currently implemented at NCS. Table 1 identifies the specific condition of the previous BZA Order and how NCS complies with that order.

Table 1
Matrix of BZA Order Conditions for NCS

Condition #	Is Condition Met by NCS?	Comment
4	Yes	NCS is allocated 176 parking spaces on the Close.
5	Yes	All NCS faculty, staff, students and visitors are required to park on the Close.
6	Yes	NCS participates in the Close Foundation's parking demand management strategies that include running a shuttle to the Metro and offering transit subsidies for employees.
7	Yes	NCS requires all faculty, staff and students to register their vehicle and display an NCS parking sticker. NCS also requires parents to agree to the parking policy as part of the student enrollment contract.
8	Yes	NCS trains the Woodley Road crossing guard to improve coordination with pedestrian crossings across Woodley Road with the traffic signal at Woodley Road/Wisconsin Avenue intersection.
9	Yes	NCS directs all visitors to park on the Close, which has ample reserve capacity on-Close to serve visitor demand.
10	Yes	NCS established a community liaison committee of NCS staff and neighbors which has met to address traffic and parking issues.
11	Yes	NCS continues to implement and enforce its parking policy.
12	Yes	NCS has flexibility to modify its parking policy and vary the location of its spaces. This condition was applied during the renovation of Scott Hall when NCS prohibited all student pick-up and drop-off activities on Woodley Road and redirected those activities onto the Close at either Hearst Circle or North Road Circle. This operation proved to be so successful to improve traffic flow on Woodley Road that it is still part of current NCS policy.

APPENDIX: FULL BZA ORDER