



WELLS + ASSOCIATES

February 10, 2012

Mr. Jeff Jennings
District Department of Transportation
Suite 400
55 M Street, SE
Washington, DC. 20003

RECEIVED
D.C. OFFICE OF ZONING
2012 FEB 10 PM 12:16

RE: Jubilee Housing – 1474 Columbia Road, NW
Board of Zoning Adjustment Case No. 18309

Dear Jeff:

We have received DDOT's report dated February 2, 2012 regarding the above-referenced project. Upon review, we note that DDOT enumerated several requests as conditions of their support. We are pleased to be able to respond affirmatively to the majority of those conditions. Our responses are summarized below:

Monitoring the Jubilee JumpStart Pick-up/Drop-off Operation

Jubilee JumpStart has agreed to designate a member of its staff and/or a volunteer to monitor the pick-up/drop-off operation during the AM and PM peak hours. Specifically, the drop-off/pick-up operation will be monitored from 8:00 AM to 9:00 AM and from 3:00 PM to 4:00 PM. These times were selected to coincide with the times during which the majority of the children will be dropped-off and picked-up.

The monitor will be responsible for ensuring that parents dropping-off or picking-up children use the designated drop-off/pick-up zone and do not double park. Additionally, the monitor will ensure that drivers in the drop-off/pick-up zone continue in an efficient manner.

Loading Management Plan

The site can accommodate trucks up to 25-feet in length. Trucks will access the site via the alley from 15th Street.

A truck management plan has been developed to minimize impacts to public streets and the surrounding community by setting forth guidelines and procedures for loading and delivery operations.

The following are the components of the truck management plan:

BOARD OF ZONING ADJUSTMENT
District of Columbia
CASE NO. 18309
EXHIBIT NO. 34

Daily Deliveries

Only one regular daily delivery is expected at the site. Specifically, JumpStart will receive one catering van per day at approximately 10:30 AM. The van will use one of the alley parking spaces for this daily delivery. Note that three of the five alley parking spaces will be assigned to vehicles that will not occupy the spaces during the entire day. Specifically, one space will be assigned to the Jubilee work truck that typically is off-site during the day. A second space will be assigned to the Jubilee van, which is used to transport children to off-site functions and, therefore, also is typically off-site during the day. A third space will be assigned to a member of the teen center staff who will arrive on-site at or after 11:00 AM. Based on these parking assignments, the delivery van will be able to use one or more of those spaces when making a delivery.

Residential Move-in/Move-out

- 1) All residents will participate in an orientation process. As part of the orientation process, Jubilee staff will inform tenants of the guidelines and procedures for loading and delivery operations, including establishment of a temporary no parking zone (for purposes of the situation described below in #3). The loading coordinator will inform tenants of DDOT's regulations for moving trucks and will work with tenants when applying for DDOT permits for moving trucks.
- 2) To the extent possible, residents will be encouraged to move-in and move-out during weekday evening hours or on weekends. When a resident must move in or out during a weekday, one or more of the three alley parking spaces identified above will be used. Residents will be informed that no move-in/move-out activities will be allowed during peak hours (from 7:00 AM to 9:00 AM and from 3:00 PM to 6:00 PM).
- 3) In the rare event that a truck longer than 25 feet is required for move-in/move-out, in accordance with DDOT policies, a temporary no parking zone will be established on an adjacent street to allow for curb-side loading or unloading adjacent to the building.

Guest Bicycle Racks

Guest bicycle racks will be provided on either 15th Street or Columbia Road, subject to approval by the Public Space Committee and the Historic Preservation Office and the National Park Service.

Transportation Demand Management

As outlined in our January 24, 2012 memorandum, Jubilee JumpStart and Jubilee Housing, which runs the Teen Renaissance Center, have created Transportation Management Plans (TMP) that promote alternate modes of transportation for their employees and manage the day-to-day traffic operations of their respective facilities. As a result, the impact of the surrounding area will be minimized. By virtue of the facilities being community based facilities, they will inherently foster non-auto modes of transportation.

The JumpStart TMP includes the following (note that new measures, added at DDOT's request, are highlighted in bold text):

- Employees of the Maycroft Jubilee JumpStart center will be offered a \$25 SmarTrip card **or a one year membership to Capital Bikeshare** at the time of hire. Note that Applicant is a non-profit organization and is unable to offer \$50 in fare media.
- The shower and changing facilities at Jubilee Housing's main office will be available for use by employees of Jubilee Jumpstart. The main office is located just two blocks from the Maycroft site.
- All parents will be notified of pick-up/drop-off procedures, including the following:
 - Children may be dropped-off and picked-up only during the designated times,
 - If unoccupied, the designated zone on 15th Street must be used when picking-up or dropping-off children,
 - When parking for more than 15 minutes, parents must park in a legal parking space in lieu of using the designated pick-up/drop-off area, and
 - Parents are not permitted to double park on 15th Street or Columbia Road when picking-up or dropping-off children.
- Transportation policies will be included in the Parent's Handbook. Additionally, a quarterly letter or flyer will be sent to staff and parents reminding them of the transportation policies.
- Jubilee JumpStart will provide a map to parents showing on-street parking options (including various restrictions) and locations of nearby off-street public parking.
- A secure, enclosed bicycle room will provide parking for approximately 10 bicycles and will be available for use by employees, residents, volunteers, and visitors.

The Jubilee Housing TMP includes the following (note that new measures, added at DDOT's request, are highlighted in bold text):

- Continue offering employees \$100 monthly SmarTrip Cards **or an annual membership to Capital Bikeshare.**
- The shower and changing facilities at Jubilee Housing's main office will be available for use by employees of the Teen Renaissance Center. The main office is located just two blocks from the Maycroft site.
- A secure, enclosed bicycle room will provide parking for approximately 10 bicycles and will be available for use by employees, residents, volunteers, and visitors.
- Jubilee Housing will issue a quarterly letter or flyer to staff and volunteers reminding them of the transportation policies.

Note that an electronic information display cannot be provided in the lobby since the project is a restoration of a historic landmark. As part of this property's historic review process, the site's interior is under the jurisdiction of the National Park Service and the installation of an electronic information display in the lobby would not be permitted. In lieu of an electronic information board, a bulletin board will be provided in the common area, where information such as bus routes, schedules, and the nearest Metro station will be posted.

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Vaults

There is an existing PEPCO vault on the Applicant's property. Although this vault will be expanded in size, the vault will remain on private property. No vaults are proposed for public space as a result of this project.

Parking

Please note that five parking spaces will be provided on-site. These spaces are adjacent to the public alley, but are located on private property.

In conclusion, we are pleased to have DDOT's support regarding the subject application. We believe that the Applicant's willingness to monitor the drop-off/pick-up operation, the Loading Management Plan, and the Transportation Management Plan will adequately offset the impacts associated with the proposed redevelopment. Please do not hesitate to contact me at 724-933-9010 or jlmilanovich@mjwells.com with any questions regarding this matter.

Sincerely,



Jami L. Milanovich, P.E.
Principal Associate

cc: Michael Milliner
Jeff Utz