

MEMORANDUM**To:** D.C. Board of Zoning Adjustment**cc:** Tom Porter Building Hope
Kaye Savage Excel Academy
Valencia Warnock Excel Academy
Phil Feola Goulston & Storrs
Cary Kadlecek Goulston & Storrs**DEC 18****From:** Jim Watson, PTP
Erwin Andres, P.E.**Date:** December 18, 2012**Subject:** Excel Academy Supplemental Transportation Submittal**BOARD OF ZONING ADJUSTMENT**
District of ColumbiaCASE NO. 18472EXHIBIT NO. 29***Introduction***

This memorandum presents a response to comments provided by in the December 11, 2012 Office of Planning (OP) review letter and the December 11, 2012 District Department of Transportation (DDOT) review letter regarding Excel Academy's application for a special exception to the Board of Zoning Adjustment (BZA). Excel Academy Public Charter School has applied for a special exception to allow for a variance approval from the parking requirements for elementary schools at Excel School, which is located at the northwest corner of Martin Luther King Jr. Avenue and Sumner Road in Southeast Washington, D.C. A Traffic Statement was submitted for review on December 4, 2012. Responses to the subsequent comments from OP are noted below.

Responses to OP Comment Letter dated December 11, 2012

Comment 1 (Page 3 of OP Letter): OP notes that the submission provides little justification regarding how the proposal addresses the relevant test for parking relief.

Response 1: The December 4, 2012 Traffic Statement reviewed the parking demands of the existing and planned conditions of Excel Academy. As noted in the Traffic Statement, Excel Academy currently experiences peak occupancy of 75 vehicles parked in the 48 noted spaces on-site at the school. As a result, 27 vehicles were noted parking on-site in spaces that are not in officially marked spaces.

According to zoning requirements, 108 parking spaces are required to be provided by the school with the future staff population of 127. Excel Academy proposes to accommodate this requirement as follows:

Spaces	Vehicles
Marked Spaces	48
Attendant Assisted Spaces	27
Church-Leased Spaces	15
Total Spaces Provided	90
Required Spaces	108
Remainder	18

As noted above, Excel Academy will accommodate an additional 27 vehicles on-site by utilizing an attendant to assist in maximizing the efficiency of the existing parking areas. Excel Academy also is entering into an agreement with the nearby Matthews Memorial Baptist Church to utilize 15 spaces in the church's 200-plus space parking lot during weekdays for staff parking. Since the primary activity at the church occurs on Sundays and after 7:00 on Wednesday evenings, no conflicts are anticipated with school staff members using parking spaces in the church's parking lot.

The 48 on-site spaces, 27 attendant assisted spaces, and 15 church-leased spaces will provide the school with space for 90 vehicles. The remaining 18 spaces as required by zoning regulations will be accommodated by the implementation of the Transportation Demand Management (TDM) strategies stated in the December 4, 2012 Traffic Statement.

The TDM strategies as outlined in the Traffic Statement are intended to reduce the demand for parking on-site and to reduce overall trips to the school. Excel Academy will fully implement the TDM strategies in order to achieve these goals.

Responses to DDOT Comment Letter dated December 11, 2012

Comment 1 (Page 1 of DDOT Letter): Complete a trip generation analysis of existing and future conditions associated with the population increase.

Response 1: Trip generation estimates for students and staff members were developed based on the commuter survey that was performed by Excel Academy in November 2012 (as discussed in the December 4 Traffic Statement), site observations, and discussions with Excel Academy staff. Since school dismissal times occur well before the evening peak hours, only the morning trips were examined. Also, separate trip generation estimates were developed for staff members and students since staff members primarily arrive prior to 7:00 am and students arrive between 7:00 and 8:00 am.

As a result, the trip generation estimates presented here do not represent a peak hour estimate, but the total trips generated by the school during the morning period when students and staff members are arriving.

The net new trips generated by the school were determined using a linear growth rate based on the increase in both student and staff populations for the school. The existing trip generation was separated to student-based and staff-based by assuming that trips generated by student pick-up/drop-off would be equal for inbound and outbound during the morning. Therefore all additional AM inbound trips were assumed to be staff. The new pick-up/drop-off trips were determined using a linear growth rate based on the increase of student enrollment from 758 to 1,000 students.

The new staff trips were determined using a linear growth rate based on the increase in staff members from 127 to 162. Table 1 shows a summary of the existing and proposed student trip generation. Table 2 shows a summary of the existing and proposed staff trip generation. A total of 250 new AM are generated from the increase in students and a total of 24 new AM trips are generated from the increase in staff members. It should be noted that trip generation calculations do not take into account anticipated reductions from implementation of TDM measures.

Table 1: Summary of Existing and Proposed Student Trip Generation

		Inbound	Outbound	Total
AM	Existing (758 Students)	391	391	782
	Future (1,000 Students)	516	516	1,032
	Net New Trips	125	125	250
	Rate per Student	0.52	0.52	1.04

Table 2: Summary of Existing and Proposed Staff Trip Generation

		Inbound	Outbound	Total
AM	Existing (127 Staff)	87	-	87
	Future (162 Staff)	112	-	112
	Net New Trips	24	-	24
	Rate per Staff	0.69	-	0.69

Comment 2 (Page 1 of DDOT Letter): Maintain a comparable site trip generation rate for future conditions.

Response 2: Based on the analysis noted above, the trip generation rates that are anticipated to be seen in the future will be based on those estimated under current conditions. As shown above in Table 1, Excel Academy is estimated to currently generate 1.04 total trips per student during the morning,

0.52 inbound trips and 0.52 outbound trips per student. As shown on Table 2, Excel Academy is estimated to currently generate 0.69 total trips per staff member during the morning, 0.69 inbound trips and 0 outbound trips per staff member. These rates are anticipated to stay the same or decrease with the additional staff members due to the geographical draw of the students and the Transportation Demand Management (TDM) measures to be put in place by the school.

Comment 3 (Page 1 of DDOT Letter): Develop and implement a student drop-off and pick-up plan.

Response 3: Excel Academy currently accepts students at two entrance points of the building. An entrance at the midway point of the building facing Martin Luther King Jr. Avenue accepts pre-school and Kindergarten children. All other students use the main entrance of the building facing the corner of Martin Luther King Jr. Avenue and Sumner Road. The following procedures for student drop-off and pick-up should be put into place to maintain efficient operations along Martin Luther King Jr. Avenue and Sumner Road:

For Student Drop-off during the morning:

- The school will be able to better manage their operations once the entire building is fully dedicated to Excel Academy only. The school currently shares the building with Septima Clark students.
- The presence of additional staff members will be increased to allow for more efficient drop-off operations and to facilitate students getting out of the arriving cars.
- Students who are being dropped off in the morning should be dropped on the side of the street immediately adjacent to the school. Pre-school and Kindergarten students should be dropped off along Martin Luther King Jr. Avenue from the southbound curbside lane. All other students should be dropped off along Sumner Road from the westbound curbside lane. Students should not be dropped off on the side of either street opposite the school. The only exception is that parents who choose to park at the Campbell AME Church lot across from MLK Avenue will be allowed to do so, only if they accompany the child to cross MLK Avenue to access the school.
- Parents should pull as far forward as possible when dropping off students during the morning, all the way to the school's driveway along Sumner Road or to the sidewalk leading to the main entrance along Martin Luther King Jr. Avenue. This will allow the school to extend the queue as far along the block as possible and avoid congestion on southbound Martin Luther King Jr. Avenue and eastbound Sumner Road. All vehicles should approach the queue from the rear and not attempt to join the queue from its midpoint.

- Staff members will be stationed at the front of each queue to assist students from their vehicles and to ensure that the students enter the school safely and that each queue operates in a safe and efficient manner.
- The school will incorporate a staggered arrival pattern by separating groups of grades by at least 15 minutes to disperse the arrival of vehicles during the morning peak hour.

For Student Pick-up during the afternoon:

- As with the morning drop-off, parents arriving for pick-up should pull forward to the school's driveway along Sumner Road or the sidewalk to the school's main entrance along Martin Luther King Jr. Avenue. Vehicles in the curb lane should always have a driver so that they can move forward as other vehicles leave.
- As with the morning drop off, vehicles should join the queue from the rear and should not try to join the queue from its midpoint. Parents should continue to move forward with the queue and should not park and leave their vehicle. Along Martin Luther King Jr. Avenue, pre-school and Kindergarten students will be lined up to be picked up by parents beginning at the sidewalk to the school's entrance and continuing north. Along Sumner Road, all other students will be lined up from the school's entrance to the driveway. Staff members will be on-hand to maintain safe and efficient operations of the pick-up queues. Students will be called and escorted to vehicles as parents arrive for pick-up.
- If parents need to park to come into the building, all parking restrictions should be observed. Residential Permit Parking exists along the south side of Sumner Road with allowances for 2 hour parking for others. No parking is permitted along either side of Martin Luther King, Jr. Avenue or along the north side of Sumner Road, adjacent to the school.

During both drop off and pick up:

- These pick-up and drop-off policies will be promoted on the school's website.
- Vehicles should never be left along Martin Luther King Jr. Avenue or Sumner Road without a driver during morning and afternoon drop-off and pick-up hours. If necessary, there is parking on the neighboring blocks.
- All drop-off and pick-up vehicles should be completely stopped in the curb lane. Students will not be allowed to get into or exit any vehicle that is double parked.
- Parents should not use the school's or any other driveways in the area of the school or attempt U-turns on Martin Luther King Jr. Avenue or Sumner Road to turn around when dropping off or picking up students. Parents should use neighborhood streets to "turn around".

- Parents driving to the school to drop-off or pick-up students should respect any directions the crossing guard in place at the Martin Luther King Jr. Avenue/Sumner Road intersection may provide.

Comment 4 (Page 1 of DDOT Letter): Install at least 5 inverted bicycle U-racks at the main building entrance.

Response 4: Excel Academy agrees to install at least 5 inverted bicycle U-racks at the main building entrance.

Comment 5 (Page 2 of DDOT Letter): Install at least 10 inverted bicycle U-racks in an accessible and secured location within the building.

Response 5: Excel Academy agrees to install at least 10 bicycle U-racks in an accessible and secured location within the building.

Comment 6 (Page 2 of DDOT Letter): Implement the Transportation Demand Management (TDM) strategies described in their Technical Memorandum regarding a TDM Coordinator, education, carpooling, transit benefits, Safe Routes to School participation, and monitoring.

Response 6: The TDM strategies will be implemented, as outlined in the December 4, 2012 Traffic Statement.