
POTOMAC MANAGEMENT

INTEROFFICE MEMORANDUM

TO: DISTRICT OF COLUMBIA BOARD OF ZONING ADJUSTMENT
FROM: OTHELLO MAHONE *OM*
SUBJECT: APPLICANT: TRINITY AME ZION CHURCH; CASE NO. 18599
DATE: NOVEMBER 26, 2013
CC: REV. DR. WILLIAM KELLY; VICKIE A. WRIGHT-SMITH

2013 NOV 26 PM 2:41

RECEIVED
D.C. OFFICE OF ZONING

AGREEMENT TO MANAGE PARKING LOTS

An agreement to create a community advisory board, known as the Trinity Neighborhood Advisory Board (TNAB) to help manage and maintain the lots in question has been arrived at between the Church and the community as represented by ANC Commissioner for ANC1A02, Vickie Wright-Smith. The agreement as it will appear in final form is attached. Due to the coming Thanksgiving holiday we were not able to obtain final signatures, however, both the Church and the ANC have given assurances that the Agreement before you will be signed and put into effect by the date of the next schedule hearing before the BZA, on December 3, 2013.

We look forward to seeing you to answer any questions and to explain this agreement.

BOARD OF ZONING ADJUSTMENT
District of Columbia

CASE NO.

18599

EXHIBIT NO.

34

TRINITY: PARKING LOT MANAGEMENT AND COMMUNITY ADVISORY BOARD

Introduction: The Parking Lots on Meridian Street, NW that are owned by Trinity AME Zion Church are currently used by the immediate community in an effort to relieve overcrowded parking conditions. It is the desire of Trinity AME Zion Church that "Community Parking" continues on these lots. Trinity has heard the concerns of the community and wishes to address those concerns by formally forming a "Neighborhood Advisory Committee" to assist the Church with the management and maintenance of the parking lots.

1. A Neighborhood Advisory Board shall be established composed of seven (7) members; with three (3) members selected from the immediate community, described as residents of the block of Center Street, NW between Oak and Meridian Streets, NW; and residents who live in the 1400 to 1500 block of Meridian Place, NW, and four (4) members of Trinity AME Zion Church.
2. The three community members of the Trinity Neighborhood Advisory Board (TNAB hereinafter) shall be selected by a vote of community residents from the areas described in Paragraph 1 above; the Board of Trustees of Trinity AME Zion Church shall select four members in good standing from the Church's congregation.
3. The Trustee shall appoint a Chairperson Pro Tem who shall be a member of the Trustees, a member of the Church or a person selected by the Church to work with the TNAB to manage and maintain the parking lots. The Chairperson Pro Tem shall preside over all meetings of the TNAB and shall report, in writing, to the Trustees the results of the TNAB meetings and any Recommendations or Suggestions that the TNAB wants the Trustees to take under advisement at their next regularly scheduled meeting.
4. The first members of the TNAB, irrespective of whether or not they are community or Church representatives, shall serve staggered terms of one, two and three years; with the three (3) members serving initial one year terms; two (2) members serving two year terms; and two (2) members serving three year terms. Each new member, selected after the expiration of the term of the original TNAB members, shall serve a term of two years.
5. Aside from the Chairperson Pro Tem the TNAB shall appoint the following officers:
 - Vice Chairperson – Who shall preside at all meetings where the Chairperson Pro Tem is not in attendance
 - Treasurer – Who shall oversee any financial transaction such as fundraising that the TNAB may have
 - Recording Secretary – Who shall act as the official record keeper of the TNAB.

2013 NOV 26 PM 2:42
RECEIVED
C.C. OFFICE OF ZONING

6. The TNAB shall organize itself into standing committees of:

- Management
- Maintenance
- Safety
- Finance and Fundraising
- Membership

The TNAB can, at its own discretion, create other committees to address areas of concern specifically related to the parking lots.

7. The TNAB shall hold an initial meeting after it is established and shall hold regularly scheduled meetings, at its own discretion, throughout the year. No meeting can be declared official without the presence of an official Quorum, which shall be simple majority of the current sitting members. In the absence of a simple majority the presence of the Chairperson Pro Tem may be construed to represent a majority.
8. An Annual Meeting shall be held in the same month one-year from the date of official designation. The Annual Meeting shall occur in that same month each year, unless officially changed by a vote of the TNAB.
9. At the Annual Meeting the TNAB shall select its new members from a list presented by the Membership Committee. Each new member to serve a term of two years. Original members must step down at the expiration of their term, however, nothing shall prevent them from serving on the TNAB again, after the expiration of their term provided that their membership on the TNAB shall not be in consecutive terms.
10. Trinity AME Zion Church shall provide meeting space for the TNAB, however, the TNAB, at its own discretion, may decide to meet at another locale for either its regularly scheduled meetings or its annual meeting.
11. The TNAB shall be empowered to make recommendations and suggestions to the Board of Trustees of Trinity AME Zion Church through the process of parliamentary procedures and votes taken and approved by the TNAB. Upon certification of the vote by an officer authorized by TNAB the vote containing the Recommendations, or Suggestions of the TNAB shall be transmitted to the Board of Trustees of Trinity AME Zion Church, where the Recommendation or Suggestion shall be taken under advisement at the next regularly scheduled meeting of the Trustees. In the event of an emergency, or of an official timeline requiring action from the Trustees prior to the next regularly scheduled Trustee meeting, a vote can be taken by telephone, text or email, wherein a sufficient number of Trustees, representing a quorum, shall record their vote in favor or, or opposed to, the Recommendation or Suggestion from the TNAB.
12. The TNAB shall be empowered to make Recommendations and Suggestions pertaining to the maintenance, management and compliance of the Lots to the standards established by the Board of Zoning Adjustment of the District of Columbia.

13. Within six (6) weeks of the approval of this Agreement by the BZA, with previous approval by the community and the Trustees of Trinity AME Zion Church, the TNAB, working in conjunction with the Church, or representatives of the Church, shall publish a "Time and Action Plan that shall set milestones and benchmarks for improvements to the Lots.
14. Among those improvements that the TNAB, working in conjunction with the Church, shall include in the Time and Action Plan are:
- Dates certain for completion of all recommended improvements
 - **A parking registration and identification system that guarantees community members, as described above, access to the Lots shall be completed and implemented within six (6) weeks of the approval of this Agreement by the BZA**
 - Measures that improve the safety of the Lots and that discourage criminal activity
 - Measures to ensure the attractiveness and cleanliness of the Lots such as weekly cleaning of the Lots
 - **Establish reasonable times when the Lots shall be available to the community, with access at all times to community holders of parking registration permits when the Lots are not in use by the Church**
 - **Obtain fidelity insurance for all members of the TNAB, both Church and community members**
 - Obtain official cost estimates for capital improvements such as lighting, paving, landscaping and improved security measures
 - All recommendations directly affecting the continued operations of the Lots, whether through capital improvements or adoption of new policies and procedures, shall be reported to the BZA to become a permanent part of the file to be reviewed in three (3) years (2016) when Community Parking on the Lots is scheduled for review by the BZA.

IN WITNESS WHEREOF, the Parties place their signatures to this agreement, this _____ day of _____ 2013.

ANC 1A

Applicant: Trinity AME Zion Church

By: _____ By: _____

Vickie Wright-Smith

Rev. Dr. William E. Kelly