

TECHNICAL MEMORANDUM

To	Jonathan Rogers	District Department of Transportation
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From.	James Watson, PTP	
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Date	August 26, 2013	
Subject	Halcyon House Special Exception Application # 18604 – Response to DDOT Comments	

INTRODUCTION

This memorandum presents supporting discussion for the Special Exception application for Halcyon House in response to comments received via a telephone conference with Jonathan Rogers of DDOT on August 20, 2013. In summary, Halcyon House is located at 3400-3410 Prospect Place, NW in the Georgetown neighborhood of Washington, D C. A Special Exception application was submitted to permit the S&R Foundation, a 501(c)(3), non-profit corporation, to conduct its operations, seminars and events at Halcyon House. A Parking and Loading Statement was issued on August 5, 2013 addressing the items in the final scoping document agreed to by DDOT on July 17, 2013. The items discussed in this memorandum address the comments mentioned by DDOT in the August 20 telephone call.

ON-SITE PARKING AND LOADING

As summarized in the August 5 Parking and Loading Statement, Halcyon House is served by a rear parking court measuring approximately 166 feet long by 22 feet wide which is accessed via a driveway along 34th Street, shown on Figure 1. The August 5 statement supported the use of this parking court for day-to-day parking by Halcyon House staff, managed parking for smaller events, as well as occasional loading for some larger events. DDOT expressed some concern with the inability for vehicles to turn around in the rear court to facilitate “head-in” and “head-out” maneuvers. While this is a maneuver that has been made by delivery trucks to access the rear court for as long as the rear court has been accessible, in order to address DDOT’s concerns regarding the need for backing into or out of the rear court, the Applicant is investigating the feasibility of installing a vehicle turntable at the western end of the rear court to turn most vehicles around so that vehicles may exit the rear court “head on” onto 34th Street. Figure 1 depicts how this turntable would be accommodated in the rear court.

While the turntable would allow Halcyon House to easily accommodate parking for day-to-day administrative duties, it would reduce the overall potential managed parking area for events within the space. As stated in the August 5 statement, without the turntable, the rear court could accommodate up to 24 vehicles. With the installation of the turntable, the maximum capacity of the rear court would be reduced to 18 vehicles. As a result, it is anticipated that any event that would expect over 40 guests (assuming approximately 2 guests per vehicle) would need to be parked at one of the off-site parking locations identified in the August 5 statement.

Halcyon House is also served by a small parking pad located in front of the townhouse adjacent to the west side of the main house, as shown on Figure 1. Halcyon House intends to use this area as additional parking and/or loading space for events at the house. In addition, Halcyon House plans to establish a valet zone along Prospect Street directly in front of the house that will be used to facilitate not only valet operations but loading for events as well. Deliveries for events are anticipated to primarily be catering oriented in delivery vans and small box trucks. Some events may require the delivery of event furniture such as tables and chairs as well. Halcyon House trash is picked up curbside multiple times a week and no large trash container requiring the use of a large trash truck entering the property is planned.

Most loading activity will take place in the Prospect Street loading zone, from the adjacent parking pad, and/or (for smaller delivery vehicles) in the rear court. When any loading is necessary in the rear court, the turntable will be able to accommodate smaller delivery vans that may be used by caterers or for other deliveries for events, however, vehicles over 20 feet long (such as box trucks and larger delivery vans) would still need to occasionally either back in from or back out on to 34th Street from the rear court for the largest events. As noted in the August 5 statement, these events would be held up to four times per year, when 200 to 350 guests are expected at the largest events. The need for these backing maneuvers is only anticipated for these few events held at the house occasionally, however smaller loading vehicles that can be accommodated by the turntable may continue to use the rear court on a more frequent basis. All loading activities will be coordinated with each event so that parking and loading activities will not occur simultaneously in either the rear court or along Prospect Street. In addition, loading will be limited to hours outside of the commuter peak periods.

OFF-SITE VALET PARKING FACILITIES

Halcyon House will utilize off-site parking facilities to valet park all events that anticipate over 40 attendees. The August 5 Parking and Loading Statement addressed the valet plan which was developed in consultation with the Applicant's valet parking service provider, U Street Parking. At the request of DDOT, a letter from U Street Parking supporting the valet plan presented in the August 5 statement is forthcoming and will be provided when it is available.

In summary, the valet plan outlined in the August 5 statement described the use of four parking facilities nearby Halcyon House for events. These are as follows:

- PMI parking garage on Bank Street
- Georgetown Court parking garage at 3251 Prospect Street
- Georgetown Visitation Preparatory School surface lot
- Georgetown University parking garages and surface lots

For Halcyon event parking, the PMI parking garage on Bank Street will be given priority, followed by the Georgetown University parking garages and surface lots. While DDOT commented that they generally supported the valet plan proposed in the August 5 statement, some additional documentation was requested concerning the availability of the listed parking facilities and the possibility of overlap of parking demand on these facilities for events that may be occurring in Georgetown. The parking facilities listed in the August 5 statement were identified in conjunction with U Street Parking's valet parking expertise. These facilities were contacted prior to the issuance of the statement to judge their availability and were included based upon their ability to accommodate Halcyon House event parking. The Applicant is currently in the process of finalizing the necessary documentation securing these spaces as event parking and will supply these upon their availability.

In addition, the primary event space close to Halcyon House, City Tavern Club located on M Street, was contacted to determine which parking facilities that they use for event parking. City Tavern Club primarily utilizes the parking garage at Georgetown Park on M Street, which is large enough to accommodate nearly all of their events. City Tavern Club also occasionally utilizes the Doggett's parking lot on Prospect Street between Potomac Street and Wisconsin Avenue as well as the PNC Bank parking lot on the corner of Wisconsin Avenue and M Street, thus not overlapping with the parking facilities identified for use for Halcyon House events. In addition, the Powerhouse located on Grace Street south of the C&O Canal, primarily utilizes facilities south of M Street. The use of parking facilities on the campuses of Georgetown University and Georgetown Visitation Preparatory School will be coordinated and scheduled with the respective campuses so as not to conflict with events scheduled at those locations.

VALET MONITORING

The valet plan outlined in the August 5 Parking and Loading Statement was developed in consultation with the Applicant's valet parking provider, U Street Parking, to ensure the most efficient plan to serve the needs of the events planned at Halcyon House. At DDOT's request, the Applicant will monitor valet parking at a single large event approximately one year following the approval of the Special Exception. This monitoring program will be based on observations taken at the single large event to determine the efficiency of the valet plan.

The monitoring program will evaluate the following items:

- Total number of event attendees and staff at the single event
- Total number of vehicles valeted and/or parked on-site at the single event
- Capacity and usage of parking facilities utilized for the single event
- Any on-street queuing that may result from valet operations along Prospect Street at the single event
- Total number of valet staff operating valet stand at the single event

The monitoring program will be summarized in a technical memorandum for submission to and evaluation by DDOT.

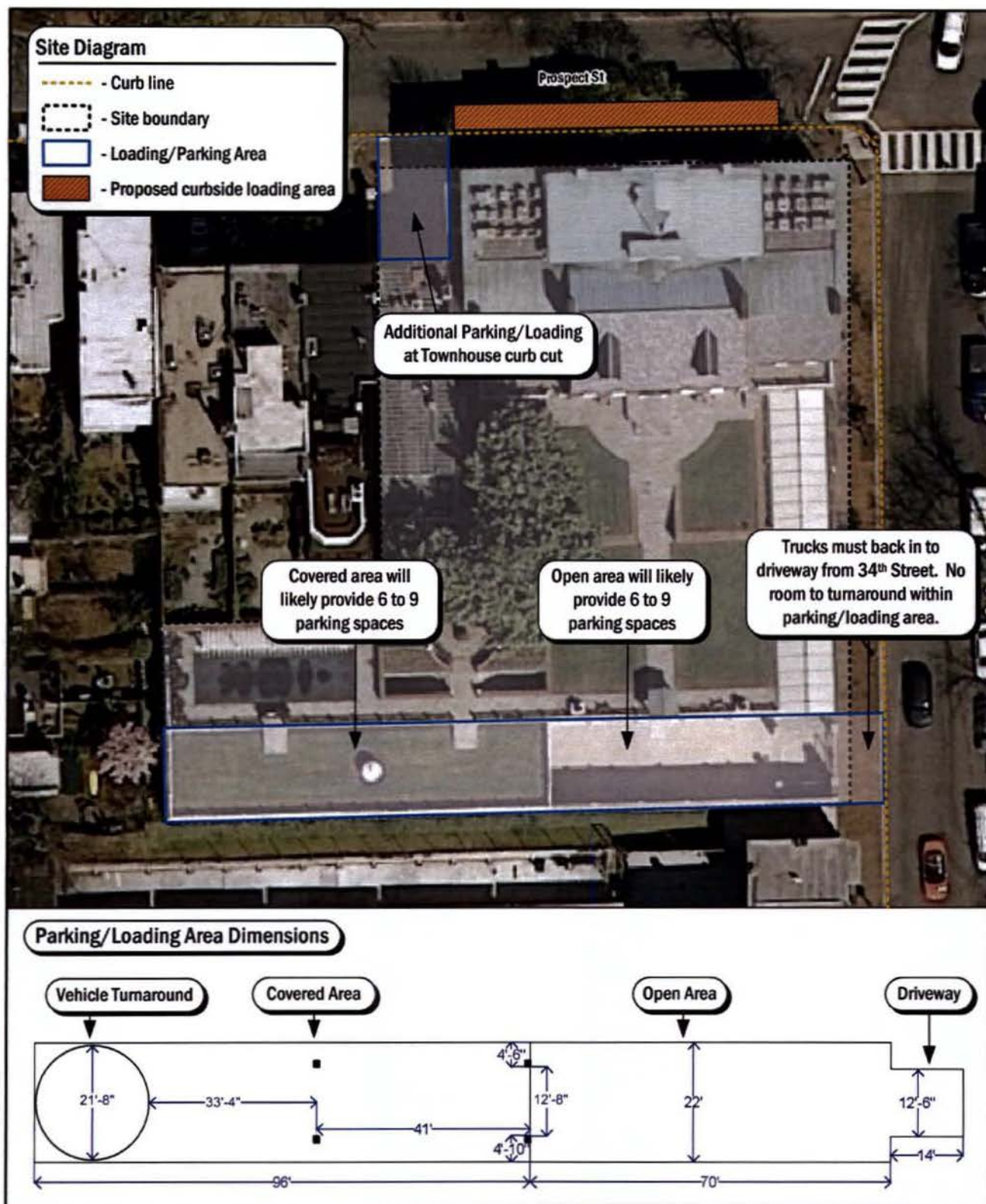


Figure 1: Parking/Loading Area