

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF TRANSPORTATION



1. Policy, Planning, and Sustainability Administration

RECEIVED
D.C. OFFICE OF ZONING
2013 SEP -4 PM 4:09

MEMORANDUM

TO: Chairman Lloyd Jordan
District of Columbia Board of Zoning Adjustment

FROM: Samuel Zimbabwe
District Department of Transportation (DDOT)

DATE: September 4, 2013

SUBJECT: Request for reopening the public record for BZA #18604

Dear Chairman Jordan,

The DDOT report for the above-referenced case was prepared and submitted today, after the record was closed at 3:00 PM yesterday, September 3, 2013. We respectfully request that you re-open the record for DDOT's report to be included.

Sincerely,

Sam Zimbabwe, PPSA

BOARD OF ZONING ADJUSTMENT
District of Columbia

CASE NO.

18604

EXHIBIT NO.

31

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF TRANSPORTATION



d. Policy, Planning and Sustainability Administration

RECEIVED
D.C. OFFICE OF ZONING
2013 SEP -4 PM 1:50

MEMORANDUM

TO: District of Columbia, Board of Zoning Adjustment

FROM: Samuel Zimbabwe 
Associate Director, PPSA
District Department of Transportation

DATE: September 3, 2013

SUBJECT: **DDOT Review of BZA Case #18604**, Halcyon House, 3400-3410 Prospect Street NW
(Square 1204, Lot 63)

APPLICATION

Application of Halcyon Georgetown LLC, pursuant to 11 DCMR § 3104.1, for a special exception to establish a non-profit organization under section 217, in the R-3 District at premises 3400-3410 Prospect Street, N.W. (Square 1204, Lot 63). The subject site is currently improved with a contributing historic mansion and a townhome. No changes are proposed to the existing structures. The Applicant is proposing to host approximately 88 events each year ranging from small gatherings to large events of up to 350 people.

RECOMMENDATIONS IN BRIEF

The purpose of DDOT's review is to assess the potential impacts of the action on the District's transportation network. After an extensive multi-administration review, DDOT finds:

- The Applicant is proposing to host a large number of events of varying sizes at the site.
- The Applicant is proposing to accommodate parking for events of up to 40 people on-site and valet service will be provided for all other events.
- The action will generate additional vehicle traffic in the vicinity, with the potential for queuing on Prospect Street.
- The Applicant is proposing occasional use of the rear parking court for trucks larger than 20 feet, which would create unsafe conditions for pedestrians and motorists.
- The success of the Applicant's proposal is dependent on establishing a valet staging area and loading zone in public space, both of which will be subject to DDOT's public space permitting process. At this time no permit has been filed nor has an approval been granted or implied.

DDOT has no objection to the special exception request, provided the following conditions or minor changes be incorporated into the project.

- The Applicant coordinates the scheduling of events with more than 150 guests with other events spaces and organization including Spagnuolo Art Gallery, Georgetown University School of Continuing Studies, Holy Trinity School, City Tavern Club, and Powerhouse
- The Applicant does not schedule events with more than 200 guests that would overlap with major Georgetown University events, including homecoming, parent's weekend, graduation, etc.
- The Applicant does not schedule events between the hours of 7am-10am and 4pm-7pm on weekdays.
- The Applicant installs a vehicle turntable near the driveway in the rear parking court that can accommodate vehicles up to 20 feet long. The turntable should be located so there is sufficient queuing space for one vehicle turning into the parking court from 34th Street to queue on private space if the turntable is in use.
- The Applicant provides confirmation from a parking management company specializing in valet services that the proposed valet procedures represent best practice techniques that will allow for efficient valet services at Halcyon House
- The Applicant agrees to a valet monitoring plan that includes annual observations of both a medium and large event for the duration of 5 years as well as enhancements to valet operations if excessive queuing is observed
- The Applicant limits loading activities in the rear parking court to vehicles 20 feet and shorter.

TRANSPORTATION ANALYSIS

DDOT is committed to achieving an exceptional quality of life in the nation's capital by encouraging sustainable travel practices, constructing safer streets, and providing outstanding access to goods and services. As one means to achieve this vision, DDOT works through the zoning process to ensure that impacts from new developments are manageable and take advantage of the District's multimodal transportation network.

As part of the transportation impact assessment, DDOT requests that Applicants evaluate the impacts to the pedestrian, transit, and roadway system resulting from the proposed action. Accordingly, an applicant is expected to show the existing conditions for each transportation mode affected, the proposed impact on the respective network, and any proposed mitigations, along with the effects of the mitigations on other travel modes. A Comprehensive Transportation Review (CTR) should be performed according to DDOT direction. The evaluation should consider guidance from relevant documents including guidance on the public realm, the pedestrian system, the bicycle system, as well as neighborhood-based studies.

The Applicant and DDOT coordinated on an agreed-upon scope for the CTR that focused on the loading and parking/valet operations of Halcyon House. An evaluation of the Applicant's CTR follows.

Event Programming

Halcyon House is proposing to provide event and programming space for S&R Foundation and a small number of third party non-profit or corporate organization events. The Applicant proposes to host up to 88 events annually at Halcyon House. In addition to the events, Halcyon House will host short-term residency programs for invited scholars and guests, four-three-week art exhibits, and the business offices of the S&R Foundation. The Applicant is proposing to host all events outside of the morning and evening peak periods when congestion on the road network is typically worst. DDOT requests that the Applicant commit to not scheduling events between the hours of 7am-10am and 4pm-7pm on weekdays as a condition of BZA approval.

The proposed use of Halcyon House is provided below:

Event	Program Component	Permitted Days/Hours	# of Guests	Annual Maximum
International Institute for Global Resilience (IIGR)	Meetings/Seminars	Monday-Sunday, 9 am – 10 pm (Some overnight stay)	1-20 21-50	24 16
	Residency Program	June to August	6-8	1
Illuminate	Incubator	Three to six months	1-6	2-4
S&R Foundation Events	Concerts/Presentations/ Fund-raising events	Monday-Friday, 10 am – 4 pm;	1-50	12
		Monday-Friday, 7 pm – 10 pm;	51-100	12
		Friday, 7 pm – 11 pm and Saturday – Sunday, 11 am – 11 pm	101-200	8
	Art Exhibits	Thursday – Sunday, 10 am – 4 pm 3-week maximum exhibit period	Open to Public	4
	Gala	Saturday – Sunday, 11 am – 11 pm	201-350	2
Third Party Non-Profit or Corporate Organization Events sharing S&R Foundation missions		Monday-Friday, 10 am – 4 pm;	1-50	4
		Saturday – Sunday 7 pm – 10 pm	1-200	8
		Saturday – Sunday, 11 am – 11 pm	201-350	2
Maximum Total Events (excluding residencies and art exhibits)				88

The Applicant has committed to taking into account other potential events in the immediate vicinity when scheduling events with more than 150 guests at Halcyon House. Events spaces and organizations to coordinate with include Spagnuolo Art Gallery, Georgetown University School of Continuing Studies, Holy Trinity School, City Tavern Club, and Powerhouse. Additionally, the Applicant has committed to avoid scheduling the largest events of up to 350 guests at the same time as large events at Georgetown University, including homecoming, parent's weekend, graduation, etc.

Event Parking

Small Events and Everyday Operations

The Applicant is proposing to accommodate parking for events with fewer than 40 guests on-site. Halcyon House contains a parking court at the rear of the site, accessed via a curb cut on 34th Street. The narrowness of the parking court makes it difficult for cars to turn around on private property to allow for head-in and head-out movements. Any backing movements through public space introduce potential safety conflicts between motorists and pedestrians, and are therefore considered unsafe. In response to these concerns, the Applicant is investigating the feasibility of installing a vehicle turntable at the western edge of the parking court to allow for head-in and head-out movements. The turntable should be located closer to the driveway rather than at the western edge of the parking court where it would likely go unused. The location should provide sufficient queuing space for one vehicle turning into the parking court from 34th Street to queue on private space if the turntable is in use. DDOT requests that the installation of a vehicle turntable adjacent to the driveway be a condition of BZA approval.

Medium and Large Events

The Applicant is proposing a valet service to accommodate guest parking for events with greater than 40 guests. The Applicant will contract with a parking management company to provide the valet service. The parking management company will coordinate with surrounding parking locations in order to provide an adequate amount of off-site parking for all events. The Applicant and parking management representatives have identified four likely off-site parking locations:

- 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

Because of the proximity and ease of access to the site, the PMI parking garage on Bank Street is the Applicant's preferred off-site parking location, and will be the first choice for off-site parking needs for events under 250 guests. Georgetown Court parking garage at 3251 Prospect Street provides the second best access to the site and will be used if the Bank Street facility is unavailable or insufficient. The Georgetown Visitation Preparatory School surface lot and Georgetown University garages and surface lots will be used for the largest events with more than 250 guests.

Valet Procedures

Typical procedures for valet operations include.

- Employees, staff, caterers, etc. to park off-site at the identified valet lots
- Guests of events to RSVP noting whether or not they will be driving and if they anticipate carpooling. This will give the parking management team an estimate of the expected number of vehicles.
- Parking management team to supply 1 valet for every 10 vehicles expected. There will also be a parking management staff member stationed at the valet staging area and one at the off-site parking facility.
- Parking management staff to provide guests with valet tickets that will include text capability for vehicle pick-up requests
- For the largest events utilizing the Georgetown Visitation Preparatory School and Georgetown University off-site parking facilities, a shuttle service will be utilized to transport valets to and from the site to accelerate the valet process.

DDOT requests as condition of BZA approval confirmation from a parking management company specializing in valet services that the proposed valet procedures represent best practice techniques that will allow for efficient valet services at Halcyon House.

Valet Staging Area

The Applicant proposes to establish a curbside valet staging area on Prospect Street NW. The valet staging area is also proposed to serve as a curbside loading area when not in use as a valet staging area. The curbside loading area is discussed in the Loading section below. The valet staging area will be subject to DDOT's public space permitting process. No approval for the valet staging area has been granted nor is approval imminent.