Elizabeth C. Ely
Director

August 1, 2002

RECD
AUG 6, 2002

By Hand Delivery

Kenneth G. Laden
Associate Director
Department of Transportation
Transportation Policy and Planning Administration
2000 14th Street, N.W.
Washington, D.C. 20009

Re: The Field School, BZA Application No. 16559

Dear Mr. Laden:

Enclosed please find The Field School's Interim Transportation Management Plan for its occupancy of 2301 Foxhall Road, N.W. This plan is intended to implement the plan outlined in your Memorandum of July 5, 2002. It incorporates all of the provisions you have requested and provides details with regard to Conditions No. 8 and 10 of your Memorandum. We are looking forward to continuing to work with you and the Department to ensure that this plan is properly implemented and effective. Certainly, if you have any questions, feel free to contact me at 202 785-1770 or Louis Slade of Gorove-Slade Associates.

Sincerely,

Larry Buc
Chairman, Board of Trustees

cc: ANC 3D
John Finney
Andrew Altman
Richard Rybeck

BZA
Case No. 16559
Exhibit No. 505

2126 Wyoming Avenue, NW ♦ Washington, DC 20008-3997
Phone: 202-232-0733 ♦ Fax: 202-387-1338

Board of Zoning Adjustment
District of Columbia
CASE NO.16559
EXHIBIT NO.505

GOROVE/SLADE ASSOCIATES, INC.
1140 Connecticut Avenue NW, Suite 700, Washington, DC 20036

THE FIELD SCHOOL INTERIM TRAFFIC MANAGEMENT PLAN
August 1, 2002

INTRODUCTION

This document outlines the details associated with The Field School interim traffic management plan that includes details of the temporary access plan and policy requirements for employees, parents, and students. The temporary access plan consists of designating a bus staging area, where students would be picked up and dropped off, and providing shuttle bus service to and from this staging area and the Field School. The interim traffic management plan would be in operation on school days until the Foxhall Road roadway improvements are completed (which is scheduled to be done by the end of December 2002). This plan has been developed to address review comments identified by the District Department of Transportation (DDOT).

TEMPORARY ACCESS PLAN DETAILS

In order to establish an effective temporary access plan to meet the needs of the Field School and DDOT, two separate elements need to be established: a bus staging area and shuttle bus service. The proposed bus staging area has been identified as the parking lot of the Metropolitan Memorial United Methodist Church, located at the intersection of New Mexico Avenue and Nebraska Avenue. The Memorial United Methodist Church has agreed to allow the Field School to use their lot for this temporary bus staging area. The lot is relatively underutilized during the week, especially during the AM and PM school peak hours, with approximately 15 vehicles parked in the lot. There are 96 parking spaces in the entire parking lot, leaving ample room for Field School parents to drop off or pick up students and for the shuttle bus to maneuver around the lot. A person employed by the Field School will be on-site at the Church parking lot to provide supervision during the morning and afternoon shuttle bus operations.

As part of this plan, a shuttle bus with the capacity of 25-persons will transport students to and from this staging area to The Field School campus on Foxhall Road. Two of these small shuttle buses will be scheduled to operate in the morning on a continuous loop from the staging area at the Metropolitan Memorial United Methodist Church to the Field School campus between the hours of 7:30 AM and 9:00 AM. The coordination of these two shuttle buses would be such that as one bus arrives, the other one will leave. This operation will ensure that a bus will always be present in the church parking lot to receive students being dropped off. The bus leaving the staging area would proceed to the Field School campus along the following route:

- Exit the church lot and turn right onto New Mexico Avenue.
- Proceed on New Mexico Avenue until it becomes Tunlaw Street.

- Proceed on Tunlaw Street and turn right onto 37th Street.
- Proceed on 37th Street and turn right onto Reservoir Road.
- Proceed on Reservoir Road and turn right onto Foxhall Road.
- Proceed on Foxhall Road and turn right into the Field School campus.

Actual travel times along this route from the church to The Field School were timed between 10 – 12 minutes. After dropping off the students at The Field School site, the shuttle bus would proceed to the Memorial United Methodist Church along the following route:

- Exit the Field School campus and turn right onto Foxhall Road.
- Proceed on Foxhall Road and turn right onto Nebraska Avenue.
- Proceed on Nebraska Avenue and turn right onto New Mexico Avenue.
- Proceed on New Mexico Avenue and turn right into the Church parking lot.

This return trip from the school to the church parking lot was timed between 3 – 4 minutes. The complete cycle of student pick-up, travel to The Field School, student drop-off, and return travel to the Church lot is estimated at 15 – 20 minutes.

In the afternoon, the shuttle bus operations would operate between 3:00 PM and 6:30 PM. The bus would deliver students from The Field School campus to the church parking lot to drop off some students. A Field School employee would supervise students waiting to be picked up by their parents. The shuttle bus would proceed to the Woodley Park Metrorail Station to drop off the remaining passengers before proceeding back to The Field School campus to complete the afternoon loop.

This arrangement would be temporary, lasting until the Foxhall Road improvements are built. The estimated completion date has been scheduled as the end of December 2002, with the first day of school beginning on September 3, 2002. During the first semester, there are a total of 70 school days, which is how long this temporary access plan operation is estimated to be needed.

EMPLOYEE POLICIES

Until such time as the left-turn lane of Foxhall Road is constructed and the traffic signal installed and working, employees of The Field School who elect to drive to and from work are expected to abide by the interim traffic management plan. Details of the interim traffic management plan will be outlined in the employee handbook and will be sent to all employees before their first day of work.

In the morning, employees are required to approach the school from the south, heading north on Foxhall Road. In order to access Foxhall Road, employees are expected to use Reservoir Road from either the east or west or Canal Drive if approaching from lower Georgetown. Employees are required to avoid using neighborhood side-streets when approaching the school.

In the afternoon, when leaving work, employees are allowed to make either left or right turns out of the campus driveway when the off-duty Metropolitan Police Officer is present at the Field School driveway. At times when the police officer is not present, only right turns will be allowed to exit the campus driveway. Employees are required to avoid using neighborhood side-streets when departing from the Field School.

PARENT AND STUDENT POLICIES

Until such time as the left turn lane of Foxhall Road is constructed and the traffic signal installed and working, all students of The Field School will arrive at school and leave from school via shuttle bus. On July 22nd, all Field School parents were sent a letter informing them that the school had agreed to abide by the conditions of the alternative transportation management plan submitted to the Board of Zoning Adjustment on July 5th, 2002 by Kenneth G. Laden, Associate Director of the District Division of Transportation. Parents were informed that the school was looking for an appropriate staging site for a shuttle bus to pick up and drop off students.

Prior to the opening of school, all parents and students will be informed by letter of the approved location of the staging area and times of the shuttle bus pick-up and drop-off operations. Parents and students will also be informed that no student will be allowed to park in the neighborhood around the Field School. Disciplinary action will result from the failure to comply with this regulation and could result in expulsion. The Student Handbook of the Field School that is distributed to all school families on the first day of school will contain a reiteration of the transportation plan and policies. During orientation meetings prior to the opening of school, discussions will be held with students and parents regarding the importance of abiding by the interim traffic management plan.

All students will be required to arrive on campus by shuttle bus and leave campus in the afternoon by shuttle bus. The buses serving the staging area will approach the campus from the south and make right turns only into the school and out of the school. The buses will use an approved route that will keep them on major thoroughfares. An off-duty Metropolitan Police Officer will be hired by the school to assist the shuttle buses and cars driven by faculty and staff to exit the school driveway.

CONCLUSIONS

The Field School has agreed to abide by the conditions set by DDOT to operate an interim traffic management plan that includes off-site staging for students, shuttle bus service to this staging area, and policies for employees, parents, and students. The proposed bus staging area is located off-street, thus minimizing conflicts with traffic on the public roadways. Most of the roadways that the shuttle bus uses from the bus staging area to the Field School are also roadways that Metrobus currently uses. The policies established in this plan provide order to this interim

situation and detail the regulations that the employees, parents and students are required to abide by as the Foxhall Road improvements are being constructed.