

EXHIBIT C

TECHNICAL MEMORANDUM

To: Noah Hagen
Erkin Ozberk
DDOT

Cc: Bradley Clark
Dave Avitabile
Cushman & Wakefield
Goulston & Storrs

From: Walker Wilkins
Ashley Orr, P.E.
Daniel Solomon, AICP

Date: February 14, 2025

Subject: 500 New Jersey Avenue NW Renovation – Transportation Statement

Introduction

This memorandum presents the findings of a Transportation Statement for the proposed interior renovation and associated public space improvements located at 500 New Jersey Avenue NW, Washington, DC, and which are associated with Board of Zoning Adjustment (BZA) Case 16930A. The project site is currently improved by the National Association of Realtors office building, as well as space for other office and retail tenants. The site is bounded by F Street NW to the north, E Street NW to the south, New Jersey Avenue NW to the east, and First Street NW to the west. Figure 1 shows the site location and regional transportation facilities, Figure 2 displays the location of the site in relation to the local neighborhood, and Figure 3 provides an aerial view of the site.

The surrounding properties are in the D-3 Zone District, representing high density commercial development. The property is isolated from other buildings by wide rights-of-way. Surrounding developments for the site include the Georgetown University Capitol Campus, Washington Court Hotel, and the Hyatt Regency Washington on Capitol Hill.

The proposed renovation includes the following:

- The renovation of the first floor to expand and improve the existing lobby;
- The reconfiguration of the internal service areas and back of house space;
- The removal of the indoor and outdoor on-site loading facilities; and
- Improvements to the public space surrounding the sites' frontage, including closing the existing curb cut on First street NW to be replaced with two (2) new street trees/tree boxes; and
- The narrowing of the curb cuts on New Jersey Avenue NW.

The purpose of this Transportation Statement is to:

- Review the existing site conditions and details of the proposed project;
- Review the project's on-site transportation components including site access, loading, and streetscape elements;
- Provide a Loading Management Plan (LMP) for the project;
- Provide a Transportation Demand Management (TDM) plan for the project; and

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- Determine whether the project will have a detrimental impact on the surrounding transportation network.

The findings of this Statement conclude that:

- The project is proposing significant streetscape enhancements along the site's frontage which will improve the pedestrian experience, remove a curb cut on First Street NW, reduce the width of curb cuts on New Jersey Avenue NW, and significantly increase the amount of planted and landscaped space around the project;
- The requested relief from one (1) loading berth and one (1) service/delivery space is not expected to have a detrimental impact as the site currently experiences low demand for their loading facilities. The proposed extension of the on-street loading zone on First Street NW and the establishment of an LMP that will further ameliorate any potential impacts;
- The proposed project will provide short- and long-term bicycle parking;
- The proposed project will continue to provide sufficient vehicle parking spaces;
- The proposed project will include a TDM plan with measures that promote non-vehicular modes of travel; and
- The proposed project will not have an adverse impact on the surrounding transportation network.

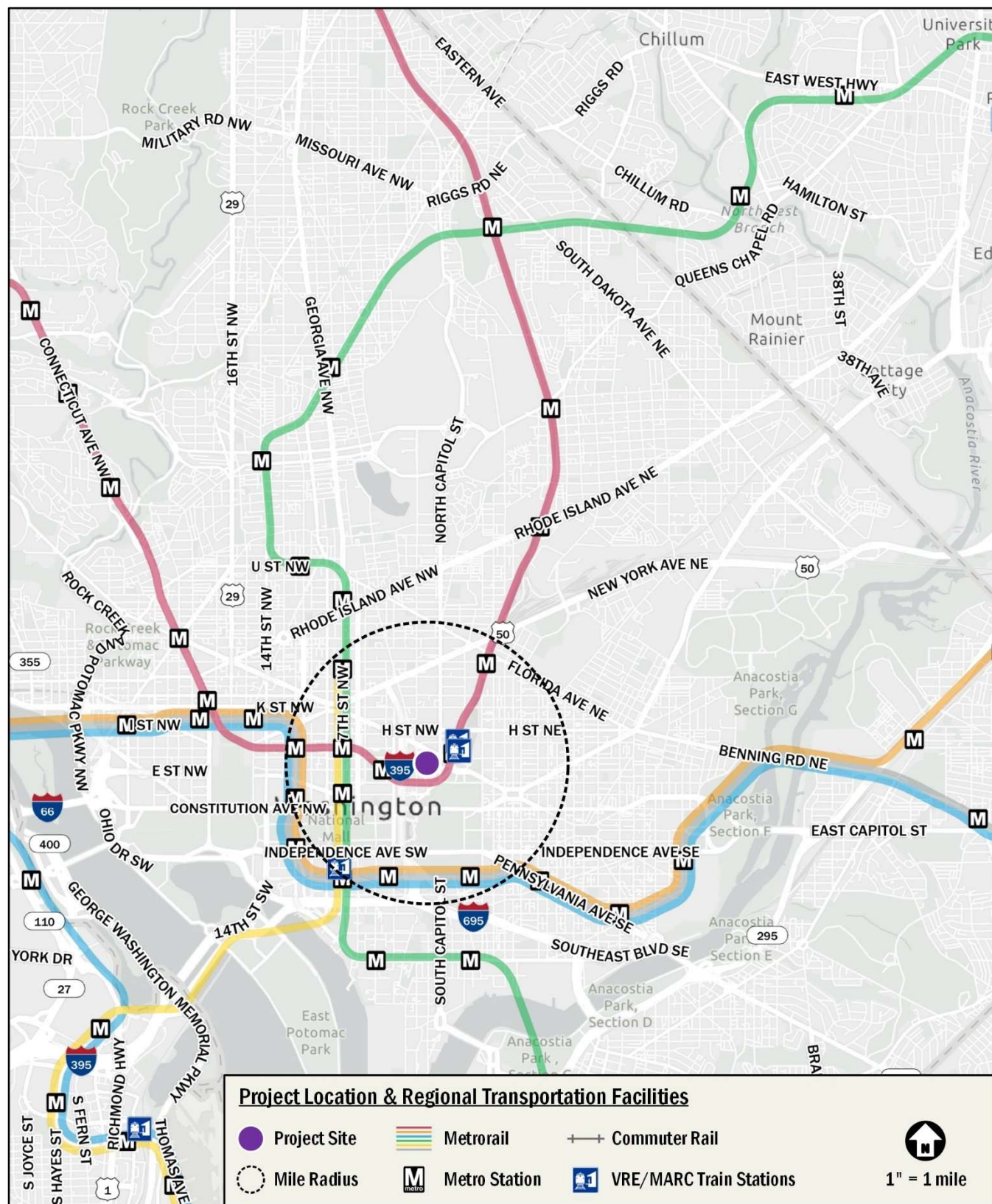


Figure 1: Project Location & Regional Transportation Facilities



Figure 3: Site Aerial

Project Design

This section provides an overview of the on-site transportation components of the project, including descriptions of the site access, loading, and streetscape elements.

Project Overview

The project, referred to as the 500 New Jersey Avenue NW site, is improved by the National Association of Realtors office building, as well as space for other office and retail tenants. It consists of approximately 8,285 square feet of land area. The site is bounded by F Street NW to the north, E Street NW to the south, New Jersey Avenue NW to the east, and First Street NW to the west.

The surrounding properties are in the D-3 Zone District, representing high density commercial development. The property is isolated from other buildings by wide rights-of-way. Surrounding developments include the Georgetown University Capitol Campus, Washington Court Hotel, and the Hyatt Regency Washington on Capitol Hill.

The proposed renovation includes the following:

- The renovation of the first floor to expand and improve the existing lobby;
- The reconfiguration of the internal service areas and back of house space;
- The removal of the indoor and outdoor on-site loading facilities; and
- Improvements to the public space surrounding the sites' frontage, including closing the existing curb cut on First street NW to be replaced with two (2) new street trees/tree boxes; and
- The narrowing of the curb cuts on New Jersey Avenue NW.

While the Applicant is proposing minor interior renovation, the majority of the proposed changes are to elements in public space. As such, the development program for the proposed site will show no changes, and the requested relief is in accordance with previous approvals.

In Board of Zoning Adjustment Order No. 16930, the Board granted variance relief from the height, FAR, and loading requirements under the 1958 Zoning Regulations. The Board also granted special exception relief from the roof structure requirements. The Board's 2002 Order found that the project satisfied the variance test for relief from the 30-foot loading berth requirement because of (1) the small size and narrow, triangular shape of the lot; (2) the practical difficulty in complying with the berth requirement caused by the small lot size and configuration; and (3) the conclusion that the internal service/delivery space should satisfy the loading needs of the Building. The Board also noted that the Applicant had proffered the outdoor loading area in public space and observed that the Property had access to a curbside loading zone on 1st Street NW near the service bay.

In addition to a request to modify the plans approved in the Order and modify the Order to remove Condition 3, the Applicant is now requesting relief from the service/delivery space and loading platform requirements of Subtitle C §§ 901.1 and 905.4, to allow for the elimination of both spaces. The Applicant will maintain the curbside loading zone, which has historically proven to accommodate the loading and service needs of the building based on information provided by the Applicant and will be extended to 60 feet as part of this application. Upon removing the interior service/delivery space, the existing curb cut on First Street NW is slated to be closed.

As part of the proposed renovation, streetscape improvements will be made along the site's frontage. Improvements include closing the existing curb cut on First Street NW and placing metal planters with grasses and perennials, as well as adding street trees along the site's frontage. The curb cut to the below-grade garage on E Street NE will be reconfigured to maximize the width of the sidewalk while still providing a traversable ramp slope and maintaining the ability to operate as a functional driveway. Furthermore, the curb cuts on New Jersey Avenue NW will be narrowed to 12 feet to comply with DDOT standards for a one-

way driveway, and four (4) new U-racks (yielding eight (8) additional short-term bicycle parking spaces) will be added along the building's frontage on New Jersey Avenue NW.

Site Access and Transportation Facilities

An anticipated site access plan including pedestrian, bicycle, vehicle, and loading access is presented in Figure 6.

Pedestrian Access

Pedestrians will be able to access the building via the primary building entrance on New Jersey Avenue NW and via secondary access on First Street NW. There is also a service entrance used for existing delivery/service located on First Street NW.

Vehicular Access and Facilities

Vehicular access to the site is maintained via an existing curb cut on E Street NW, which provides access to the below-grade parking garage (including 25 onsite vehicular parking spaces). Forty-three (43) additional spaces are also available for use in a public space vault. This curb cut is being improved as compared to existing conditions to maximize the width of the sidewalk while still providing a traversable ramp slope and maintaining the ability to operate as a functional driveway. Vehicle access for pick-up/drop-off will be maintained via existing curb cuts and a one-way circular driveway located on New Jersey Avenue NW. The existing curb cuts on New Jersey Avenue will be narrowed to 12 feet as part of this application so that they meet DDOT DEM standards.

Bicycle Access and Facilities

Primary bicycle access is provided via an existing curb cut on E Street NW, which allows access to the below-grade parking garage (including 20 long-term bicycle parking spaces in a secure bike room).

Loading Access and Facilities

The Applicant is seeking a special exception from the service/delivery, loading berth, and loading platform requirements. This will eliminate the existing outdoor on-site loading zone and remove the interior service/delivery space, while continuing the relief previously granted not to provide a loading platform. In lieu of on-site loading facilities, the project is proposing to extend the curbside loading zone that is adjacent to the building's current back-of-house on First Street NW from 40 feet to 60 feet to accommodate the building's loading and delivery needs.

Data was collected on Wednesday, December 4th, 2024 to understand the typical loading demand for the building within the off-street loading area and the service/delivery space. Over the course of the day, six (6) vehicles were observed to occupy these off-street loading areas for a total duration of 39 minutes. Based on loading usage information provided by DDOT for the on-street loading zone, under existing conditions, the First Street NW loading zone sees about one (1) transaction per day, with each use averaging an hour and a half. With the removal of the outdoor loading area adjacent to the site as well as the service/delivery space, the existing curb cut on First Street NW will be closed. The request to extend the curbside loading zone by 20' maintains the effective loading area that exists today, which includes the 40' loading zone plus the length of the existing driveway.

Loading Management Plan (LMP)

DC Zoning Regulations (Subtitle 11-C § 901.1) require that one (1) 30-foot loading berth and one (1) 20-foot service/delivery space be provided for the proposed development. However, due to the small size and configuration of the lot, and in accordance with previous approvals, the Applicant is requesting special exception relief from Subtitle 11-C § 901.1 of DC Zoning Regulations to support the removal of the off-street loading zone adjacent to the site, as well the service/delivery space. As part of this application, the on-street loading zone is proposed to be extended to 60 feet.

In support of the requested zoning relief, a Loading Management Plan (LMP) is required to be included as part of the project to help mitigate any impact that the proposed loading configuration may have within the public realm. The goals of this plan are to maintain a safe environment for all users of the site, the loading area, the adjacent streets, and any nearby intersections; minimize undesirable impacts to pedestrians and building tenants; reduce conflicts between truck traffic using the loading facilities and other users; and ensure efficient operation of the loading facilities through appropriate levels of management and scheduled operations. Consistent with recommended DDOT guidelines, the components of the loading management plan that will be implemented for the life of the project are as follows:

- A loading manager will be designated by the building management who will be on duty during delivery hours. The loading manager will be responsible for coordinating with tenants to schedule deliveries and will work with the community and neighbors to resolve any conflicts should they arise.
- Trucks using the loading zone will not be allowed to idle and must follow all District guidelines for heavy vehicle operation including but not limited to DCMR 20 – Chapter 9, Section 900 (Engine Idling), the goDCgo Motorcoach Operators Guide, and the primary access routes shown on the DDOT Truck and Bus Route Map (godcgo.com/freight).
- Building staff will roll trash receptacles from the building side entrance to the curb along First Street NW for collection. Trash bins will be rolled to the curb at the time of collection and will be expeditiously returned to the building trash room.
- “No Parking: Loading Zone” will be used to demarcate the loading zone. The exact restrictions and placards will be determined by DDOT’s Curbside Management Division (CMD) during public space permitting.
- The on-street loading zone will be approximately 60 feet in length. The exact dimensions will be determined by CMD during public space permitting.
- The loading manager will call 311 to obtain DPW enforcement of the parking restriction in the loading zone, as needed.
- The Applicant will provide a curbside management plan, as well as a copy of this LMP, in the public space construction permit application.
- The dock manager will be responsible for disseminating suggested truck routing maps to the building’s tenants and to drivers from delivery services that frequently utilize the development’s loading dock as well as notifying all drivers of any access or egress restrictions.

Curbside Management

Existing curbside uses were reviewed along the sites frontage as shown in Figure 7. Metered street parking is available on streets surrounding the site except in front of the existing curb cuts located on First Street NW and E Street NW as well as in front of the circle driveway located on New Jersey Ave NW.

The Project is proposing changes to curbside management. The curb cuts on New Jersey Avenue NW will be narrowed to 12 feet to comply with DDOT standards for one-way driveways. Furthermore, the existing curb cut on First Street NW, which currently services the interior service/delivery space, will be removed upon closing the service/delivery space. The Applicant is

proposing to extend the commercial curbside loading zone on First Street NW to 60 feet as part of this application. Existing and Proposed curbside conditions are shown in Figure 7 and Figure 8. The Applicant will coordinate the exact restrictions and placards with DDOT's Curbside Management Division (CMD) during public space permitting

Streetscape and Public Space Elements

As part of the project's renovation, streetscape enhancements will be made along the site's frontage. The improvements include closing the existing curb cut on First Street NW and replacing the space with two (2) new street trees, as well as adding metal planters equipped with grasses and perennials along the site's frontage. All new street trees will follow DDOT Green Infrastructure Standards. The curb cut to the below-grade parking garage on E Street NW will be reconfigured to maximize the width of the sidewalk while attempting to provide a traversable ramp slope that maintains the ability to function as an operational driveway. The existing curb cut on First Street NW will be closed in tandem with the removal of the service/delivery space, and the Applicant is also seeking to remove the loading zone located adjacent to the site as it is positioned within the public realm and is rarely used to accommodate truck deliveries.

Furthermore, the curb cuts on New Jersey Avenue NW will be narrowed to 12 feet to comply with DDOT standards for one-way driveways, and four (4) new U-racks (yielding eight (8) additional short-term bicycle parking spaces) will be added along the site's frontage on New Jersey Avenue NW. The proposed conditions for the streetscape and public elements surrounding the site are shown in Figure 9.

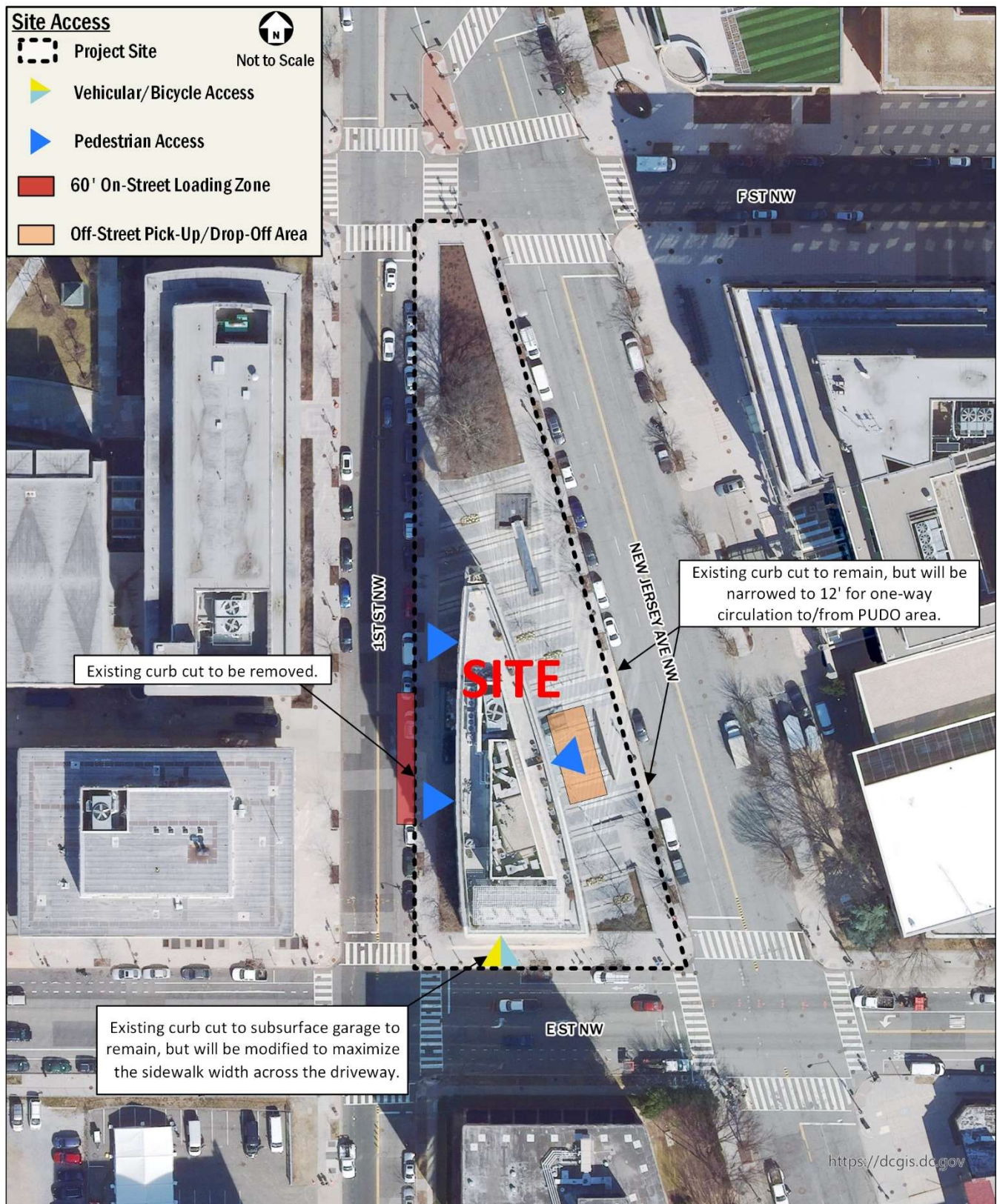


Figure 6: Site Access

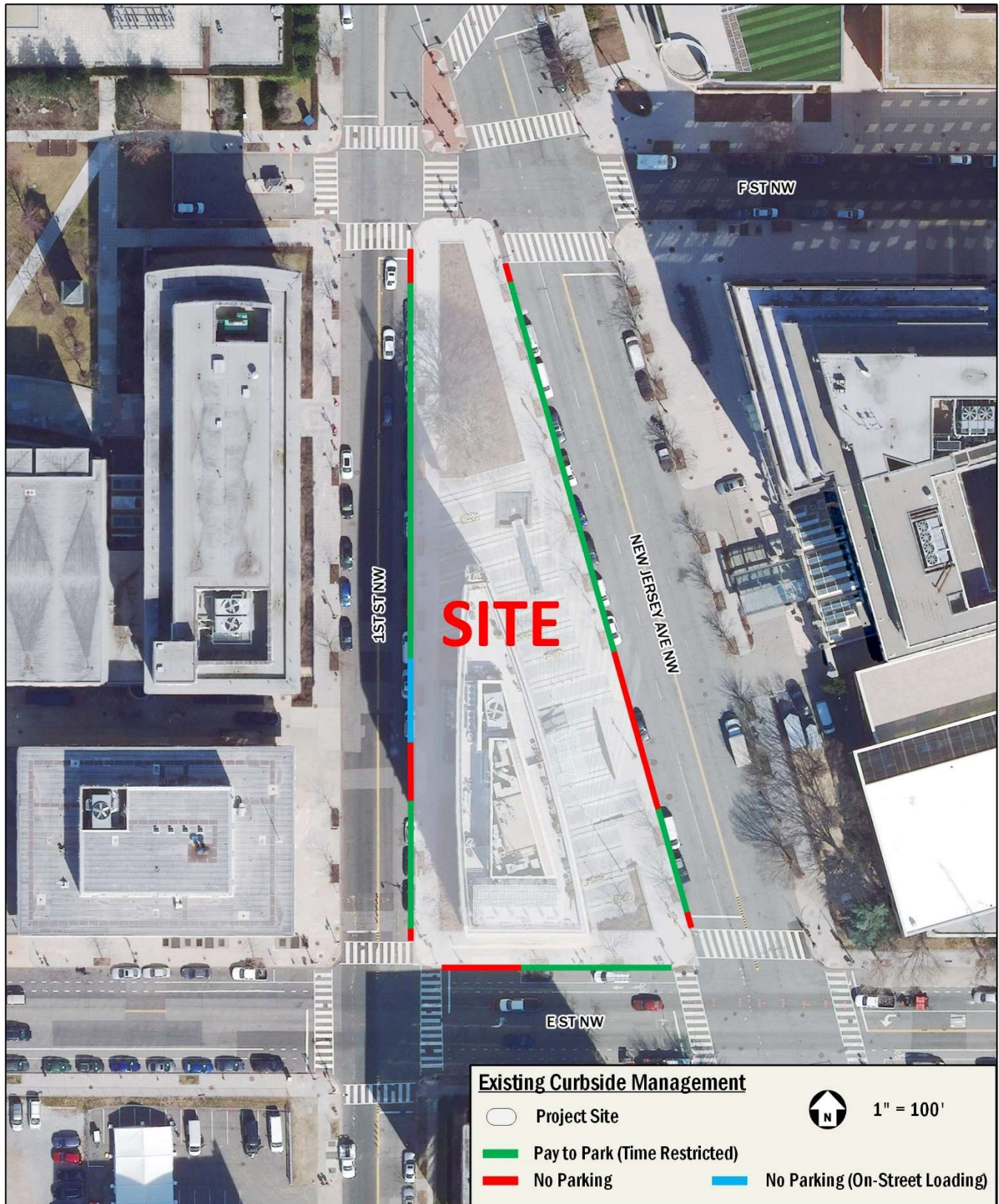


Figure 7: Existing Curbside Management

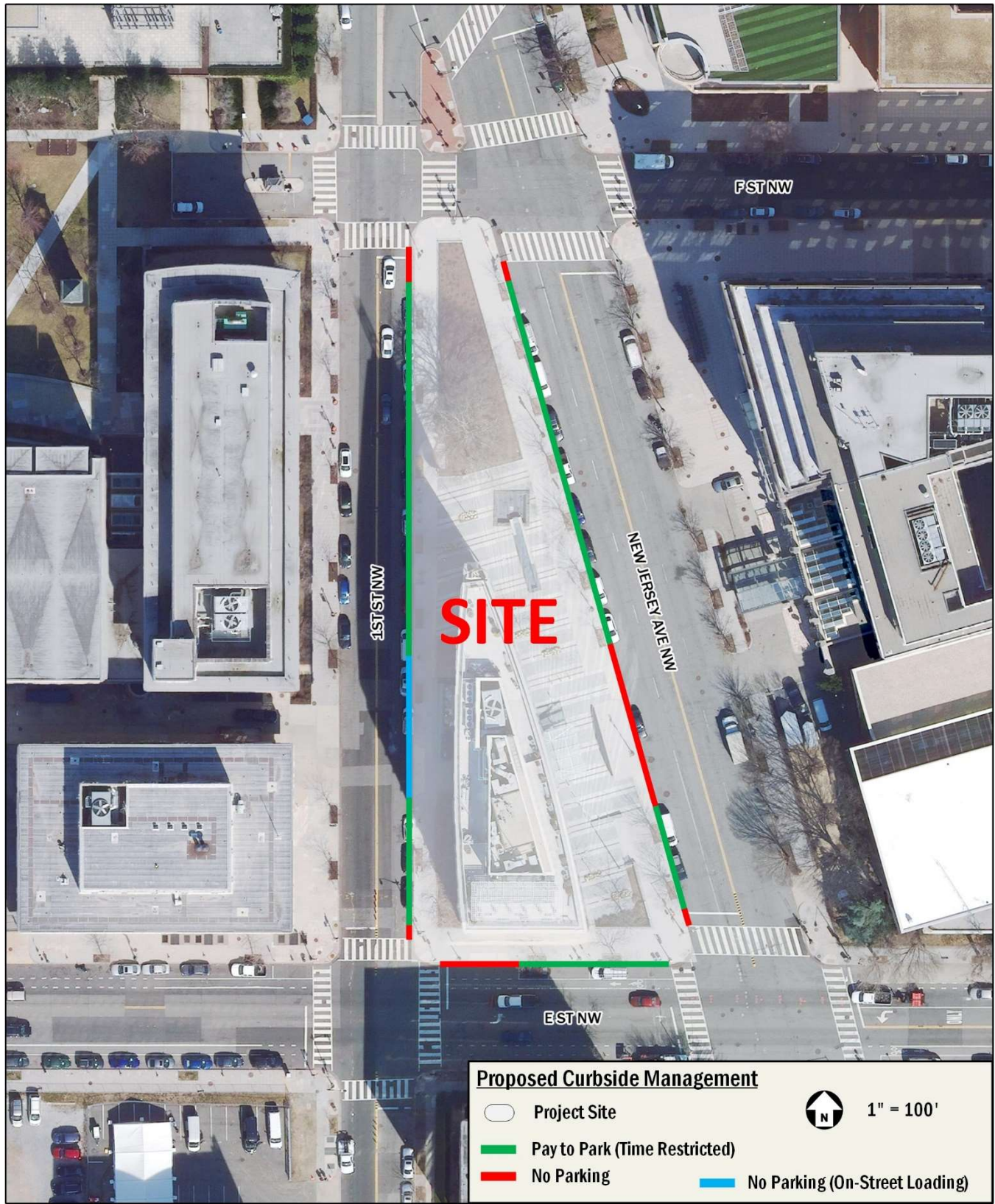


Figure 8: Proposed Curbside Management

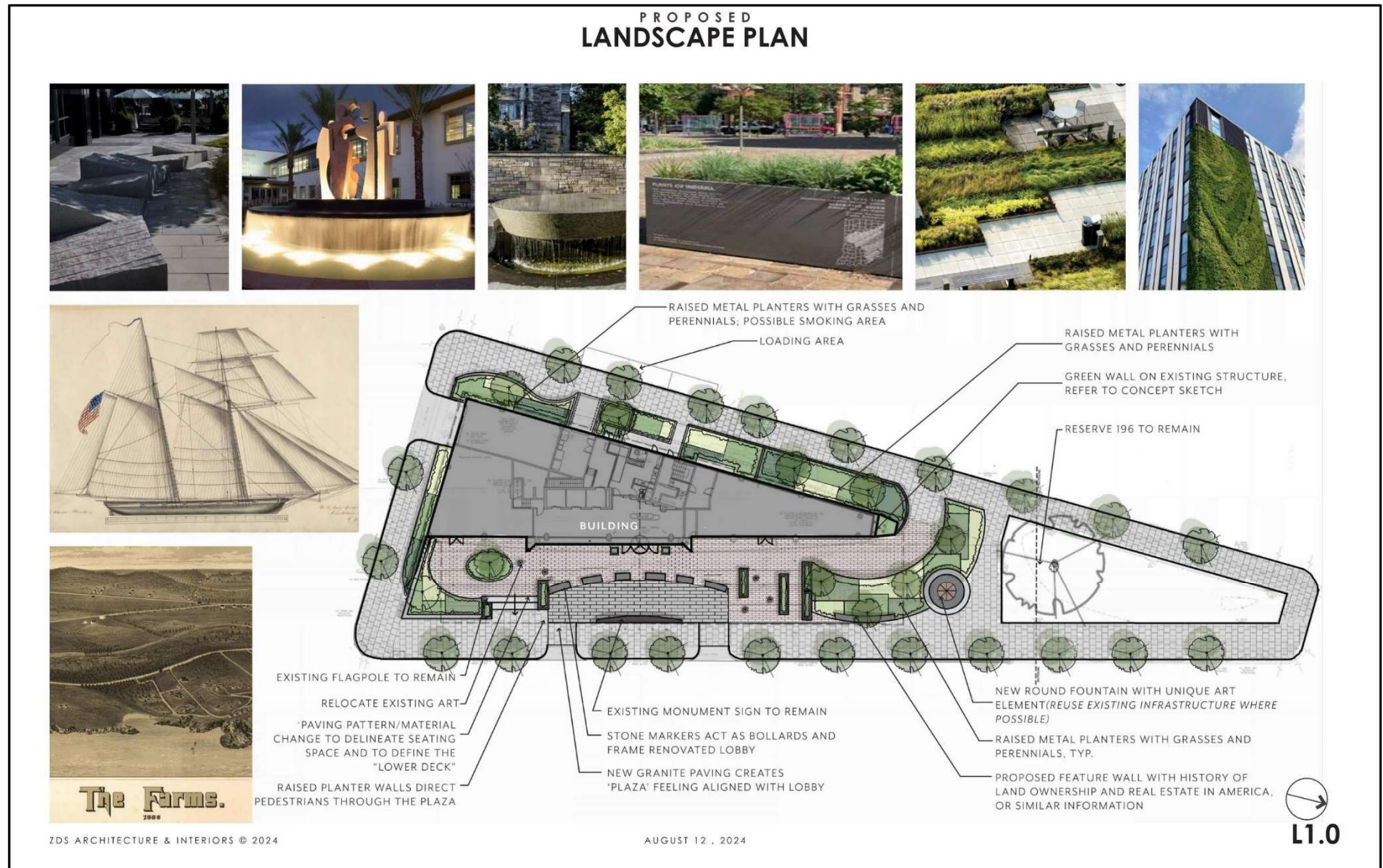


Figure 9: Proposed Streetscape and Public Elements

Transportation Demand Management

Transportation Demand Management (TDM) is the application of policies and strategies used to reduce travel demand or redistribute demand to other times or spaces. TDM focuses on reducing the demand of single-occupancy, private vehicles during peak period travel times or on shifting single-occupancy vehicular demand to off-peak periods.

The following is a list of TDM strategies the Applicant proposes for the 500 New Jersey Avenue NW renovation. As part of the site's TDM plan, the Applicant will:

- Identify a Transportation Coordinator for the planning, construction, and operations phases of development who will act as the point of contact with DDOT, goDCgo, and Zoning Enforcement;
- The Transportation Coordinator will receive TDM training from goDCgo to learn about the transportation conditions for this project and available options for implementing the TDM Plan.
- Instruct the Transportation Coordinator to develop, distribute, and market various transportation alternatives and options to the residents, including promoting transportation events (i.e., Bike to Work day, National Walking Day, Car Free Day) on the property website and in any internal newsletters or communications;
- Provide welcome packets to all new employees that will, at a minimum, include the Metrorail pocket guide, brochures of local transit lines (Streetcar, Circulator, and Metrobus), carpool and vanpool information, a Capital Bikeshare coupon or rack card, a Guaranteed Ride Home (GRH) brochure, and the most recent DC Bike Map; and
- Provide at least 20 short- and 20 long-term bicycle parking spaces;
- Provide links to CommuterConnections.com, transit agencies, and goDCgo on property websites;
- The Transportation Coordinator will demonstrate to goDCgo that tenants with 20 or more employees are following DC Commuter Benefits Law to participate in one of three transportation benefits outline in the law (employee-paid pre-tax benefit, employer-paid direct benefit, or shuttle service);
- Provide employees who wish to carpool with detailed carpooling information and will be referred to other carpool matching services sponsored by the Metropolitan Washington Council of Governments (MWCOC);
- Provide a copy of the Loading Management Plan (LMP) to the Transportation Coordinator so they are aware of this commitment
- Following the issuance of a Certificate of Occupancy for the Project, the Transportation Coordinator will submit documentation summarizing compliance with the transportation and TDM conditions of the Order (including, if made available, any written confirmation from the Office of the Zoning Administrator) to the Office of Zoning for inclusion in the IZIS case record of the case.
- Following the issuance of a Certificate of Occupancy for the Project, the Transportation Coordinator will submit a letter to the Zoning Administrator, DDOT, and goDCgo every five (5) years (as measured from the final Certificate of Occupancy for the Project) summarizing continued substantial compliance with the transportation and TDM conditions in the Order, unless no longer applicable as confirmed by DDOT. If such letter is not submitted on a timely basis, the building shall have sixty (60) days from date of notice from the Zoning Administrator, DDOT, or goDCgo to prepare and submit such letter.

Summary and Conclusions

The findings of this Statement conclude that the proposed project will:

- The project is proposing significant streetscape enhancements along the site's frontage which will improve the pedestrian experience, remove a curb cut on First Street NW, reduce the width of curb cuts on New Jersey Avenue NW, and significantly increase the amount of planted and landscaped space around the project;
- The requested relief from one (1) loading berth and one (1) service/delivery space is not expected to have a detrimental impact as the site currently experiences low demand for their loading facilities. The proposed extension of the on-street loading zone on First Street NW and the establishment of an LMP that will further ameliorate any potential impacts;
- The proposed project will provide short- and long-term bicycle parking;
- The proposed project will continue to provide sufficient vehicle parking spaces;
- The proposed project will include a TDM plan with measures that promote non-vehicular modes of travel; and
- The proposed project will not have an adverse impact on the surrounding transportation network.

Technical Attachments

500 New Jersey Avenue NW

Washington, DC

February 14, 2025

GOROVE SLADE
Transportation Planners and Engineers

CONTENTS

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A. Finalized DDOT CTR Scoping Form.....	3
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A. Finalized DDOT CTR Scoping Form

Walker Wilkins

From: Hagen, Noah (DDOT) <noah.hagen@dc.gov>
Sent: Tuesday, February 11, 2025 3:01 PM
To: Ashley Orr; Ozberk, Erkin (DDOT)
Cc: Daniel Solomon; Walker Wilkins
Subject: RE: 500 New Jersey Avenue NW BZA | Scoping Documents

Hi Ashley,

Following up about this – no concerns with the loading zone. We can consider the scoping form finalized.

Thanks,
Noah

Noah Hagen, AICP
Transportation Planner
202-815-7130 (mobile)
noah.hagen@dc.gov

From: Hagen, Noah (DDOT)
Sent: Friday, February 7, 2025 4:28 PM
To: Ashley Orr <ashley.orr@goroveslade.com>; Ozberk, Erkin (DDOT) <erkin.ozberk1@dc.gov>
Cc: Daniel Solomon <ds@goroveslade.com>; Walker Wilkins <ww@goroveslade.com>
Subject: RE: 500 New Jersey Avenue NW BZA | Scoping Documents

Received – thanks, Ashley. Looks like the only outstanding item is the loading zone – I don't anticipate there being any issues with your response, but before we finalize the scoping document, I do want to run it by our freight planner.

I'll let you know if there's any follow up needed. Have a great weekend!

Noah

Noah Hagen, AICP
Transportation Planner
202-815-7130 (mobile)
noah.hagen@dc.gov

From: Ashley Orr <ashley.orr@goroveslade.com>
Sent: Thursday, February 6, 2025 1:03 PM
To: Hagen, Noah (DDOT) <noah.hagen@dc.gov>; Ozberk, Erkin (DDOT) <erkin.ozberk1@dc.gov>
Cc: Daniel Solomon <ds@goroveslade.com>; Walker Wilkins <ww@goroveslade.com>
Subject: RE: 500 New Jersey Avenue NW BZA | Scoping Documents

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District Department of Transportation (DDOT) Comprehensive Transportation Review (CTR) Scoping Form



The purpose of the Comprehensive Transportation Review (CTR) study is to evaluate potential impacts to the transportation network that can be expected to result from an approved action by the Zoning Commission (ZC), Board of Zoning Adjustment (BZA), Public Space Committee (PSC), a Federal or District agency, or an operational change to the transportation network. The Scoping Form accompanies the *Guidance for Comprehensive Transportation Review* and provides the Applicant with an opportunity to propose a scope of work to evaluate the potential transportation impacts of the project.

Directions: The *CTR Scoping Form* contains study elements that an Applicant is expected to complete to determine the scope of the analysis. An Applicant should fill out this *Scoping Form* with a proposed scope of analysis commensurate with the requested action and submit to DDOT in Word format for review and concurrence. Accordingly, not all elements and figures identified in the *Scoping Form* are required for every action, and there may be situations where additional analyses and figures may be necessary. The Applicant should fill out as many sections as possible and leave blank any sections that are not relevant to their project. Once a completed *Scoping Form* is submitted, DDOT will provide feedback on the initial proposed scope. DDOT's turnaround times are four (4) weeks for CTRs with a Traffic Impact Analysis (TIA) and three (3) weeks for all other lower tier studies. After the *Scoping Form* has been finalized and agreed to by DDOT, the Applicant is required to expand upon the elements outlined in this *Form* within the study and comply with all CTR requirements not specifically addressed in this *Form*.

Scoping Information

Date(s) Scoping Form Submitted to DDOT: December 19, 2024, Revised February 6, 2025

DDOT Case Manager: Erkin Ozberk Noah Hagan

Date(s) Scoping Form Comments Returned to Applicant: January 14, 2025

Date Scoping Form Finalized: February 11, 2025

Project Overview	Proposed Development Program
Project Name: 500 New Jersey Avenue NW	Use(s) Mixed Use (Office, Retail, Restaurant) - No change to development program as part of Application
Case Type & No. (ZC, BZA, PSC, etc.): BZA Case 16930A	Residential (dwelling units): N/A
Applicant/Developer Name: The National Association of Realtors/Cushman & Wakefield	Retail (square feet): No change
Transportation Consultant and Contact Info: Gorove/Slade Associates, Inc., 1140 Connecticut Avenue NW, Suite 1010, Washington, DC 20036 Daniel Solomon, 202-540-1928, dsolomon@goroveslade.com Ashley Orr, 202-293-7263, ashley.orr@goroveslade.com	Office (square feet): No change
Land Use Counsel and Contact Info: Goulston & Storrs 1999 K Street, Suite 500, Washington, DC 20006	Hotel (rooms): N/A

David Avitabile, 202-721-1137, davitabile@goulstonstorrs.com	
Site Street Address: 500 New Jersey Avenue NW	Other: Restaurant (square feet): No change
Site Square & Lot: Square 627 & Lot 13	# of Vehicle Parking Spaces: 25 spaces provided onsite 43 in a public space vault
Current Zoning and/or Overlay District: D-3	# of Carshare spaces: N/A
Estimated Date of Hearing: April 2, 2024	# of Electric Vehicle Stations: 8 EV charging stations
ANC/SMD No. & SMD Commissioner Name: ANC 6E, SMD 6E08, Commissioner Vacant	Bicycle Parking Facilities
OP Small Area Plan (if applicable): N/A	Long-term / Short-Term spaces: Long-Term: 20 existing spaces, 20 spaces provided Short-Term: 12 existing spaces, 20 spaces provided
DDOT Livability Study (if applicable): N/A	Showers / Lockers (non-residential):
Within ½ Mile of Metrorail or ¼ mile of Priority Bus/Streetcar?: Yes, within a ½ of Union Metrorail Station and Judiciary Square Metrorail Station and within a ¼ of a Priority Bus Line	Loading Berths/Spaces: 0 berths proposed, 1 required by ZR16 (RELIEF PREVIOUSLY GRANTED UNDER ZR58) 0 spaces proposed, 1 required by ZR16 (RELIEF REQUESTED IN THIS BZA APPLICATION)

Documents to be Submitted to DDOT: Any action requiring a CTR or some other evaluation of on-site or off-site transportation facilities must submit one of the following documents to DDOT. It must be appropriately scoped for the specific action proposed and document all relevant site operations and transportation analyses.

- ☐ **CTR Study** (100 or more total peak hour person trips OR 25 or more peak hour vehicle trips in peak direction, or as deemed necessary by DDOT)
- ☐ **TIA Component of CTR Study Triggered** (25 or more peak hour vehicle trips in peak direction, or as deemed necessary by DDOT)
- ☒ **Transportation Statement** (limited scope based on specifics of project OR if Low Impact Development Exemption from CTR and TIA is requested)
- ☐ **Standalone TIA** (project proposes a change to roadway capacity, operations, or directionality, has a site access challenge, or as deemed necessary by DDOT)
- ☐ **Other, specify:** _____
- ☐ Include PDF of report with appendices, traffic analysis files, and traffic counts in DDOT spreadsheet format (total size of all digital files under 15 MB, if possible)

Existing Site and Description of Action: *Describe the type(s) of regulatory approval(s) being requested and any background information on the project relevant to the requested action such as the existing uses, amount of vehicle parking, and other notable proposed changes on-site. Also note any other needed regulatory approvals outside of the zoning action discussed in this Form (e.g., Surveyor's Order for alley closure).*

The project, referred to as the **500 New Jersey Avenue NW** site, is improved by the National Association of Realtors office building, as well as space for other office and retail tenants. It consists of approximately **8,285** square feet of land area. The property is bounded by four (4) major streets: F Street NW to the north, New Jersey Avenue NW to the east, E Street NW to the south, and First Street NW to the west. The surrounding properties are in the D-3 Zone District, representing high density commercial development. The property is isolated from other buildings by wide rights-of-way. Surrounding developments include the Georgetown University Capitol Campus, Washington Court Hotel, and the Hyatt Regency Washington on Capitol Hill.

The project will include the renovation of the first floor to expand and improve the existing lobby, the reconfiguration of the internal service areas and back of house space, the removal of the indoor and outdoor on-site loading facilities, and enhancements to public space. While the Applicant is proposing minor interior renovation, the majority of the proposed changes are to elements in public space. As such, the development program for the proposed site will show no changes, and the requested relief is in accordance with previous approvals, as described below.

Previously, in Board of Zoning Adjustment Order No. 16930, the Board granted variance relief from the height, FAR, and loading requirements under the 1958 Zoning Regulations. The Board also granted special exception relief from the roof structure requirements. The Board's 2002 Order found that the Building satisfied the variance test for relief from the 30-foot loading berth requirement because of (1) the small size and narrow, triangular shape of the lot; (2) the practical difficulty in complying with the berth requirement caused by the small lot size and configuration; and (3) the conclusion that the internal service/delivery space should satisfy the loading needs of the Building. The Board also noted that the Applicant had proffered the outdoor loading area in public space and observed that the Property had access to a curbside loading zone on 1st Street NW near the service bay.

In addition to a request to modify the plans approved in the Order and modify the Order to remove Condition 3, the Applicant is now requesting for relief from the service/delivery space and loading platform requirements of Subtitle C §§ 901.1 and 905.4, to allow for the elimination of both spaces. The Applicant will maintain the curbside loading zone, which has historically proven to accommodate the loading and service needs of the building based on information provided by the Applicant and will be extended to 60 feet as part of this application. Upon removing the interior service/delivery space, the existing curb cut on First Street NW is slated to be closed.

As part of the proposed renovation, streetscape improvements will be made along the site's frontage. Improvements include closing the existing curb cut on First Street NW and placing metal planters with grasses and perennials, as well as adding street trees along the site's frontage. The curb cut to the below-grade garage on E Street NE will be reconfigured to maximize the width of the sidewalk while still providing a traversable ramp slope and maintaining the ability to operate as a functional driveway. Furthermore, the curb cuts on New Jersey Avenue NW will be narrowed to 12 feet to comply with DDOT standards for a one-way driveway, and four (4) new U-racks (yielding eight (8) additional short-term bicycle parking spaces) will be added along the building's frontage on New Jersey Avenue NW.

Pedestrian access is provided via the primary building entrance on New Jersey Avenue NW and via secondary access on First Street NW. Primary bicycle access is provided via an existing curb cut on E Street NW, which provides access to the below-grade parking garage (including 20 long-term bicycle parking spaces in a secure bike room).

Prior Related Action(s), Conditions, and Commitments: Note any prior approvals by ZC, BZA, or PSC (e.g., Campus Master Plan, First Stage PUD, student/faculty cap, etc.) for the site and list all relevant conditions and proffers still in effect from the previous approval and status of completion. Attach a copy of the Decision section from the previous Zoning Order if still in effect.

As mentioned previously, in Board of Zoning Adjustment Order No. 16930, the Board granted variance relief from the height, FAR, and loading requirements under the 1958 Zoning Regulations. The Board also granted special exception relief from the roof structure requirements. The Board's 2002 Order found that the Building satisfied the variance test for relief from the 30-foot loading berth requirement because of (1) the small size and narrow, triangular shape of the lot; (2) the practical difficulty in complying with the berth requirement caused by the small lot size and configuration; and (3) the conclusion that the internal service/delivery space should satisfy the loading needs of the Building.

Section 1: SITE DESIGN

DDOT reviews the site plan to evaluate consistency with DDOT's standards, policies, and approach to access as documented in the most recent Design and Engineering Manual (DEM). If the proposal for use of public space is found to be inconsistent with the agency approach, DDOT will note this regardless of its relevance to the action. It is DDOT's position that issues regarding public space be addressed at the earliest possible opportunity to ensure the highest quality project design and to minimize project delays and the need to re-design a site in the future.

CATEGORY & GUIDELINES	APPLICANT PROPOSAL	DDOT COMMENTS
Site Access and Connectivity Show site access points for all modes. Include proposed curb cut locations, curb cuts to be closed, access controls (e.g., right-in/out, signalized), sight distances and sight triangles from access points and new intersections, driveway widths and spacing, on- and off-site parking locations, inter-parcel connections, public/private status of driveways, alleys, and streets, and whether easements, dedications, or ROW closures are proposed. <i>See Section 1.1 of the CTR Guidelines for more detailed guidance.</i>	<p>Site access points for vehicles, pedestrians, and cyclists will be highlighted in the Transportation Statement. All access locations will remain unchanged from the existing condition.</p> <p>All vehicular access to the site is maintained via an existing curb cut on E Street NW, which provides access to the below-grade parking garage (including 25 onsite vehicular parking spaces and 43 spaces in a public space vault). Vehicle access for pick-up/drop-off will be maintained via existing curb cuts and a one-way circle driveway located on New Jersey Avenue NW. The existing curb cuts on New Jersey Avenue will be narrowed to 12 feet as part of this application so that they meet DDOT DEM standards. The existing curb cut on First Street NW, which currently services the interior service/delivery space, will be removed upon closing the service/delivery space.</p> <p>Pedestrian access is provided via the primary building entrance on New Jersey Avenue NW and via secondary access on First Street NW. Primary bicycle access is provided via an existing curb cut on E Street NW, which provides access to the below-grade parking garage (including 20 long-term bicycle parking spaces in a secure bike room).</p> <p><input checked="" type="checkbox"/> Scoping Graphic: Project Location Map</p> <p><input checked="" type="checkbox"/> Scoping Graphic: Site Circulation Plan</p>	<p>DDOT 1/14/25: DDOT concurs and supports removing the First Street curb cut, narrowing the NJ Ave curb cuts, and expanding the sidewalk area adjacent to the E Street curb cut.</p> <p>GS 2/6/25: Noted.</p> <p>DDOT is constructing a protected bike lane and safety project on New Jersey Ave in 2025. Ensure that, during construction, all project elements (flex posts, concrete barriers, striping, etc) remain in place. A future protected bike lane is also in the early stages of planning for E Street NW.</p> <p>GS 2/6/25: Noted. Future bike lanes have been considered and will not be impacted by the proposed project.</p>

	<input checked="" type="checkbox"/> <i>Scoping Graphic: Plat for Site's Square and Lot from Office of the Surveyor (if official plat not available, provide copy from SURDOCS)</i>	
<p>Loading</p> <p>Discuss and show the quantity and sizes of loading berths/delivery spaces, trash storage locations, on- and off-site loading locations, turnaround design, nearby commercial loading zones, and anticipated demand, operations, and routing of delivery and trash vehicles. Identify the sizes of trucks anticipated to serve the site and design vehicles to be used in truck turning diagrams. Provide truck turning diagrams in the body of the report not the appendix. Include a Loading Management Plan (LMP) if zoning relief, back-in loading, or curbside loading is proposed.</p> <p><i>See Section 1.2 of the CTR Guidelines for more detailed guidance. A template LMP is provided in Appendix E.</i></p>	<p>The Applicant is seeking BZA approval to remove the loading zone located in public space, remove the interior service/delivery space, and not provide a loading platform, for which relief was previously granted.</p> <p>Notably, the outdoor loading area adjacent to the building that was proffered as a mitigation measure has been rarely used to accommodate truck deliveries. Similarly, the service/delivery space within the building has been rarely used, as its proximity to the lobby means that exhaust fumes can seep into the lobby. Given that the Applicant has historically operated trash pick-up and loading activity almost exclusively from the curb, the curbside loading zone will be sufficient for accommodating the building's loading and delivery needs. As such, the requested loading relief is not expected to have a detrimental impact on the transportation network and serves to enhance the pedestrian realm by removing the existing curb cut on First Street NW.</p> <p>The Applicant is proposing to extend the commercial curbside loading zone on First Street NW to 60 feet as part of this application.</p> <p><input type="checkbox"/> <i>Scoping Graphic: Location of loading area with internal building routing</i></p> <p><input type="checkbox"/> <i>Scoping Graphic: Truck Turning Diagrams (to/from the site, alley, truck routes)</i></p>	<p>DDOT 1/14/25: If the 40-foot curbside loading zone has historically been sufficient to handle all loading and trash operations, why is the extension to 60 feet needed?</p> <p>GS 2/6/25: With the removal of the outdoor loading area adjacent to the site as well as the service/delivery space, the existing curb cut on First Street NW will be closed. The request to extend the curbside loading zone by 20' maintains the effective loading area that exists today, which includes the 40' loading zone plus the length of the existing driveway.</p>
<p>Vehicle Parking</p> <p>Identify all off-street parking locations (on- and off-site) and justify the amount of on-site vehicle parking, including a comparison to the number of spaces required by ZR16 and DDOT's Preferred Maximum rates (Figure 10). Provide parking calculations and parking ratios by land use, including any eligible ZR16 vehicle parking reductions (i.e., within ¼ mile of Priority Bus Route, within ½ mile of Metrorail Station, providing carshare spaces, located within a D zone, etc.). Confirm whether ZR16 TDM Measures will be required per Subtitle C § 707.3 for providing more than double the required amount of parking.</p> <p><i>See Section 1.3 of the CTR Guidelines for more detailed guidance.</i></p>	<p>The Property currently has twenty-five (25) vehicle parking spaces within the property lines and an additional forty-three (43) vehicle parking spaces located in a public space vault. No changes to the parking supply are proposed as part of this application.</p> <p><input type="checkbox"/> <i>Scoping Table: Parking Calculations with Comparison to ZR16 and DDOT's Preferred Maximum Vehicle Parking (Figure 10)</i></p> <p><input type="checkbox"/> <i>Scoping Graphic: Off-Street Parking Locations (both on- and off-site)</i></p>	<p>DDOT concurs.</p> <p>GS 2/6/25: Noted.</p>
<p>Bicycle Parking</p> <p>Identify the locations of proposed bicycle parking and justify the amount of long- and short-term spaces proposed. Provide a calculation of the number of spaces required by ZR16, as well</p>	<p>The Property currently provides twenty (20) long-term spaces that can be accessed via an existing curb cut on E Street NW, which provides access to the below-grade parking garage. No changes to long-term bicycle parking are proposed as part of this application. The remaining twenty (20) short-term spaces can be accessed along the site's frontage. Currently, there are twelve (12) spaces (six (6) U-racks) in public space surrounding the site, and eight (8) spaces (four (4) U-racks) are being added as part of this application.</p>	<p>DDOT concurs.</p> <p>GS 2/6/25: Noted.</p>

<p>as showers and lockers for non-residential uses, and ensure they are designed appropriately into the project.</p> <p>See Section 1.4 and Appendix F of the CTR Guidelines, and the latest DDOT Bike Parking Guide, for more detailed design guidance.</p>	<p><input type="checkbox"/> <i>Scoping Graphic: Locations of internal bicycle parking spaces, routing to these spaces, and related support facilities including locker rooms, showers, storage areas, and service repair rooms</i></p>	
<p>Streetscape and Public Realm</p> <p>Provide a conceptual layout of the streetscape and public realm including at minimum: curb cuts, vaults, sidewalk widths, street trees, grade changes, building projections, short-term bicycle parking, and any existing bus stops. Also provide the permit tracking numbers and PSC hearing date, if known, for any approved public space designs. Note any non-compliant public space elements requiring a DCRA code modification or PSC approval.</p> <p>See Section 1.5 of the CTR Guidelines for more detailed guidance. A summary of public space best practices and DDOT standards are also documented in the DEM, Public Realm Design Manual, and corridor Streetscape Guidelines (if applicable).</p>	<p>A conceptual layout will be provided in the Transportation Statement.</p> <p>As part of the proposed renovation, streetscape improvements will be made along the site's frontage. Improvements include closing the curb cut on First Street NW and placing metal planters with grasses and perennials, as well as adding street trees along the site's frontage. The curb cut to the below-grade garage on E Street NW will be reconfigured to maximize the width of the sidewalk while still providing a traversable ramp slope and maintaining the ability to operate as a functional driveway. Furthermore, the curb cuts on New Jersey Avenue NW will be narrowed to 12 feet to comply with DDOT standards for one-way driveway, and four (4) new U-racks (yielding eight (8) additional short-term bicycle parking spaces) will be added along the building's frontage on New Jersey Avenue NW.</p> <p><input type="checkbox"/> <i>Scoping Graphic: Preliminary Public Space Concept</i></p>	<p>DDOT concurs. GS 2/6/25: Noted.</p>
<p>Sustainable Transportation Elements</p> <p>Identify all sustainable transportation elements, such as electric vehicle (EV) charging stations and carshare spaces proposed to be included in the project. Electrical conduit should be installed in parking garage so that additional EV stations can be provided later. DDOT recommends 1 per 50 vehicle spaces be served by an EV station. Note that District regulations for EV infrastructure is fast evolving and additional requirements may go into effect.</p> <p>See Section 1.6 of the CTR Guidelines for more detailed guidance.</p>	<p>The Applicant is proposing no change to the existing number or disposition of vehicular parking spaces within the property line. In addition, the site currently includes eight (8) electric vehicle charging spaces and has the capacity to charge six (6) vehicles at a time.</p>	<p>DDOT concurs. GS 2/6/25: Noted.</p>
<p>Heritage, Special, and Street Trees</p> <p>Heritage Trees are defined as having a circumference of 100 inches or more. They are protected by District law and must be preserved if deemed non-hazardous by Urban Forestry Division (UFD). Special Trees are between 44 inches and 99.99 inches in circumference and may be removed with a permit. Note whether there are existing Heritage Trees on-site or in adjacent public space. The presence of Heritage Trees will impact site design since they may not be cut down. Conduct an inventory of existing and missing street trees within a 2-block radius of the site. Provide a screenshot from UFD's map of existing and missing street trees.</p>	<p>The Applicant will work with UFD to determine if there are any Heritage or Special Trees that will be impacted by this work. However, given that the project includes a minor interior renovation, no impacts are anticipated. Two (2) new street trees/tree boxes will be installed as part of this project in place of the removed curb cut along First Street NW. All new street trees that are proposed will follow DDOT Green Infrastructure Standards.</p>	<p>DDOT 1/14/25: A DDOT Preliminary Design Review Meeting (PDRM) was held on November 7, 2024 and the proposed Public Space Plan showed one (1) new street tree/tree box to be installed in place of the removed curb cut along 1st Street, NW. The applicant felt that this configuration would allow for better alignment with the existing spacing of street trees. However, DDOT Urban Forestry Division (UFD) asked that two (2) new street trees/tree boxes be installed so the applicant revised the plan to show two (2) new <i>Gleditsia triacanthos</i> var.</p>

<p>See Section 1.7 of the CTR Guidelines for more detailed guidance.</p>		<p>inermis (Shademaster Honeylocust) trees on 1st Street, NW. All new street trees are to be planted per DDOT Green Infrastructure Standards and all existing street trees to remain shall be protected per DDOT Standard Specifications.</p> <p>GS 2/6/25: Noted. This information will be included in the Transportation Statement.</p>
<h2>Section 2: MULTI-MODAL TRIP GENERATION</h2>		
<h3>CATEGORY & GUIDELINES</h3>	<h3>APPLICANT PROPOSAL</h3>	<h3>DDOT COMMENTS</h3>
<p>Mode Split</p> <p>Provide mode split assumptions with sources and justification. Adjustments to mode split assumptions may be made, as appropriate, if the number of vehicle parking spaces proposed is significantly lower or higher than expected for the context of the neighborhood.</p> <p>The agreed upon mode split assumptions may not be revised between scoping and CTR submission without amending the scoping form and receiving DDOT concurrence.</p> <p>See Section 2.1 of the CTR Guidelines for acceptable data sources and methodologies.</p>	<p>This project includes a minor interior renovation and enhancements in public space and includes no changes to the existing development program. As such, no changes to existing mode splits, trip generation, or traffic impacts are anticipated.</p> <p><input type="checkbox"/> Scoping Table: Mode Split Assumptions by Land Use</p>	<p>DDOT concurs.</p> <p>GS 2/6/25: Noted.</p>
<p>Trip Calculations</p> <p>Provide site-generated person trip estimates, utilizing the most recent version of ITE <i>Trip Generation Manual</i> or another agreed upon methodology such as manual doorway or driveway counts at similar facilities. Estimates must be provided by mode, type of trip, land use, and development phase during weekday AM and PM commuter peaks, Saturday mid-day peak, and daily totals. CTR must also include existing site trip generation based on observed counts. Include estimates for the transit, bicycle, walk, and automobile modes.</p> <p>The agreed upon trip generation methodology may not be revised between scoping and CTR submission without amending the scoping form and receiving DDOT concurrence. Consult the DDOT Case Manager if site plan, development program, land uses, or density changes significantly.</p> <p>See Section 2.2 of the CTR Guidelines for guidance on auto occupancy rates, acceptable trip reductions, and other methodologies.</p>	<p>This project includes a minor interior renovation and enhancements in public space and includes no changes to the existing development program. As such, no changes to existing mode splits, trip generation, or traffic impacts are anticipated.</p> <p><input type="checkbox"/> Scoping Table: Multi-Modal Trip Gen Summary (with mode split and applicable reductions, as appropriate)</p>	<p>DDOT concurs.</p> <p>GS 2/6/25: Noted.</p>
<h2>Section 3: MULTI-MODAL NETWORK EVALUATION</h2>		

A multi-modal network evaluation is required in the CTR or Transportation Statement if the project generates 100 or more total person trips (combined inbound and outbound) OR 25 or more vehicle trips in the peak direction (highest of inbound or outbound) during any peak hour period. Existing site traffic, pass-by, TDM, internal capture or other reductions may not be taken in the calculation to determine if the project meets these thresholds. However, the reductions may be applied in the analysis, as appropriate, if a study is triggered. Multi-modal analyses in this section are required in all CTRs, unless otherwise specified. A Transportation Statement may only require some of the following sections depending on the specifics of the project and zoning action.

Requirement for a CTR may be waived if site is within ½ mile from Metrorail or ¼ mile from Priority Transit, total vehicle parking supply is below the max amount for its distance to transit (see Figure 10), site has a maximum of 100 parking spaces, a Baseline TDM Plan is implemented, site access and loading design are acceptable, an off-site safety or non-auto improvement is constructed, and long-term bike parking requirements are exceeded. Additional criteria may be found in the Low Impact Development Exemption section of the *CTR Guidelines*.

CATEGORY & GUIDELINES	APPLICANT PROPOSAL	DDOT COMMENTS
Strategic Planning Elements List any relevant planning efforts and demonstrate how the proposed action is consistent with District-wide planning documents, as well as localized studies. Note in any recommendations from these documents relevant to the development proposal. <i>See Section 3.1 of CTR Guidelines for a list of strategic planning documents. Details on additional relevant plans and studies may be provided by the DDOT Case Manager.</i>	The improvements associated with this interior renovation project are limited in nature and do not change the use or intensity of the building. As such, a review of these initiatives will not be provided in the Transportation Statement. The transportation review provided in this Transportation Statement will focus on the requested loading relief and the improvements proposed to public space.	DDOT concurs. N/A GS 2/6/25: Noted.
Pedestrian Network Evaluate the condition of the existing pedestrian network and forecast the project's impact. Evaluation must include, at a minimum, critical walking routes, sidewalk widths, network completeness, and whether facilities meet DDOT and ADA standards. Study area will include, at a minimum, all roadway segments and multi-use trails within a ¼ mile radius from the site, with a focus on connectivity to Metrorail, transit stops, schools, and activity centers, and other neighborhood amenities. <i>See Section 3.2 of the CTR Guidelines for more detailed guidance.</i>	The improvements associated with this interior renovation project are limited in nature and do not change the use or intensity of the building. As such, the project will not have a new or modified impact on the local pedestrian network, and a review of these elements will not be provided in the Transportation Statement. The transportation review provided in this Transportation Statement will focus on the requested loading relief and the improvements proposed to public space. <input type="checkbox"/> <i>Scoping Graphic: Pedestrian Study Area with Walking Routes to Transit, Schools, Activity Centers, and Neighborhood Amenities</i>	DDOT concurs. N/A GS 2/6/25: Noted.
Bicycle Network Evaluate the condition of the existing bicycle network and forecast the project's impact, including Capital Bikeshare (CaBi). Evaluation must include, at a minimum, bicycle network completeness, types of facilities, and adequacy of CaBi locations and availability. Study area will include, at a minimum, all roadway segments and multi-use trails within a ½ mile radius from the site, with a focus on connectivity to Metrorail, transit stops, schools, major activity centers, and other bicycle trails or facilities. Look for opportunities to convert traditional bike lanes to protected bike lanes. <i>See Section 3.3 of the CTR Guidelines for more detailed guidance.</i>	The improvements associated with this interior renovation project are limited in nature and do not change the use or intensity of the building. As such, the project will not have a new or modified impact on the local bicycle network, and a review of these elements will not be provided in the Transportation Statement. The transportation review provided in this Transportation Statement will focus on the requested loading relief and the improvements proposed to public space. <input type="checkbox"/> <i>Scoping Graphic: Bicycle Study Area with Bicycling Routes to Transit, Schools, Activity Centers, and Other Bicycle Facilities and Trails</i>	DDOT concurs. N/A GS 2/6/25: Noted.
Transit Network	The improvements associated with this interior renovation project are limited in nature and do not change the use or intensity of the building. As such, the project will not have a new or modified impact on the local transit	DDOT concurs. N/A GS 2/6/25: Noted.

<p>Evaluate, at a minimum, existing transit stop locations, adjacent bus routes and Metro headways, planned transit improvements, and an assessment of existing transit stop conditions (e.g., ADA compliance, bus shelters, benches, wayfinding, etc.). Study area is 1.0 mile for Metrorail stations and ½ mile for Streetcar, Circulator, and buses.</p> <p><i>See Section 3.4 of the CTR Guidelines for more detailed guidance.</i></p>	<p>network, and a review of these elements will not be provided in the Transportation Statement. The transportation review provided in this Transportation Statement will focus on the requested loading relief and the improvements proposed to public space.</p> <p><input type="checkbox"/> <i>Scoping Graphic: Transit Study Area with Adjacent Routes and Stations</i></p> <p><input type="checkbox"/> <i>Scoping Graphic: Screenshots from DDOT Transit Maps Showing Where the Site Falls within Buffers from Metrorail and Priority Transit (Figures 11 and 12)</i></p>	
<p>Safety Analysis</p> <p>Qualitatively evaluate safety conditions at intersections and along blocks within the vehicle study area using professional expertise. This might identify geometric design issues, missing critical signage or restrictions, or unforeseen pedestrian desire lines, for example. Perform a review of DDOT Vision Action Plan. Note whether any study intersections have been identified by DDOT as high crash locations, if any safety studies have been previously conducted, and discuss the recommendations.</p> <p><i>See Section 3.5 of the CTR Guidelines for more detailed guidance.</i></p>	<p>No vehicular capacity analysis or safety analysis is proposed; therefore, this section is not applicable.</p>	<p>DDOT concurs. N/A GS 2/6/25: Noted.</p>
<p>Curbside Management</p> <p>Propose a preliminary curbside management plan that is consistent with current DDOT policies and practices. Curbside signage / restrictions reset with new development and the Applicant is responsible for installing meters if required. The curbside management plan must delineate existing and proposed on-street parking designations/restrictions, including but not limited to pick-up/drop-off zones, loading zones, multi-space meters, RPP, and net change in number of on-street spaces as a result of the proposal.</p> <p><i>See Section 3.6 of the CTR Guidelines for more detailed guidance.</i></p>	<p>This application proposes changes to curbside management. The curb cuts on New Jersey Avenue NW will be narrowed to 12 feet to comply with DDOT standards for one-way driveway. Furthermore, the existing curb cut on First Street NW, which currently services the interior service/delivery space, will be removed upon closing the service/delivery space. The Applicant is proposing to extend the commercial curbside loading zone on First Street NW to 60 feet as part of this application. <i>With the removal of the outdoor loading area adjacent to the site as well as the service/delivery space, the existing curb cut on First Street NW will be closed. The request to extend the curbside loading zone by 20’ maintains the effective loading area that exists today, which includes the 40’ loading zone plus the length of the existing driveway.</i></p> <p>A curbside management plan will be provided in the Transportation Statement, including existing and proposed curbside designations along the frontage of the site.</p> <p><input type="checkbox"/> <i>Scoping Graphic: Existing Curbside Designations (minimum 2 block radius of site)</i></p>	<p>DDOT 1/14/25: Per earlier comment, provide justification as to why expanded loading zone is needed. GS 2/6/25: Noted. Justification for the extension of the curbside loading zone will be included in the transportation statement.</p>
<p>Pick-Up and Drop-Off Plan</p> <p>Required for all new and existing schools and daycares with 20 or more students. May also be required for churches, hotels, or any other use expected to have significant pick-up/drop-off operations, as necessary. The plan will identify pick-up/drop-off locations and demonstrate adequate circulation so that the</p>	<p>A pick-up and drop-off plan is not necessary. PUDO activity will be contained onsite via the one-way circle driveway on New Jersey Avenue NW.</p>	<p>DDOT concurs. N/A GS 2/6/25: Noted.</p>

<p>flow of bicycles and vehicles on adjacent street is not impeded and queueing does not occur through the pedestrian realm.</p> <p><i>See Section 3.6.4 of the CTR Guidelines for more detailed guidance.</i></p>		
<p>On-Street Parking Occupancy Study</p> <p>This analysis is required if relief from 5 or more on-site vehicle parking spaces is being requested. It may also be required as part of a zoning or permitting case if DDOT has concerns about site-generated vehicles parking in adjacent residential neighborhoods.</p> <p><i>See Section 3.6.5 of the CTR Guidelines for more detailed guidance on study periods and analysis requirements.</i></p>	<p>The Applicant is not requesting relief for vehicular parking spaces; therefore, this section is not applicable.</p> <p><input type="checkbox"/> <i>Scoping Graphic: Study Area and Block Faces</i></p>	<p>DDOT concurs. N/A GS 2/6/25: Noted.</p>
<p>Parking Garage/Drive-Thru Queuing Analysis</p> <p>If site contains 150 or more vehicle parking spaces AND direct access to a public street OR site contains a drive-thru, evaluate on-site vehicle queueing demand and provide analysis demonstrating parking entrance/ramps or drive aisle can properly process vehicles without queuing onto public streets.</p> <p><i>See Section 1.3.4 of CTR Guidelines for more detailed guidance.</i></p>	<p>A parking garage queuing analysis is not applicable to this project.</p>	<p>DDOT concurs. N/A GS 2/6/25: Noted.</p>
<p>Motorcoaches</p> <p>Propose methodology for data collection and analysis. Describe and show the parking locations, anticipated demand, existing areas on- and off-site for loading and unloading (and desired loading times restrictions, if any), and potential routes to and from designated truck routes. If on-street motorcoach parking is proposed, a plan for installation of signage and meters is required, subject to DDOT approval. This section is typically only required for uses that generate significant tourist activity (hotels, museums, cruises, concerts, etc.).</p> <p><i>See Section 3.7 of the CTR Guidelines for more detailed guidance.</i></p>	<p>No material motorcoach activity is anticipated.</p>	<p>DDOT concurs. N/A GS 2/6/25: Noted.</p>

Section 4: TRAFFIC IMPACT ANALYSIS (TIA)

The TIA component of a CTR is required when a development generates 25 or more vehicle trips in the peak direction (higher of either inbound or outbound vehicles) during any of the critical peak hour periods, after mode split is applied. Existing site traffic, pass-by, TDM, internal capture or other reductions may not be applied when calculating whether a TIA is required. However, trip reductions may be used in the multi-modal trip generation summary and assignment of trips within the TIA, as appropriate and agreed to by DDOT. A standalone TIA may also be required if the project proposes a change to roadway capacity, operations, or directionality; has a site access challenge; or as otherwise deemed necessary by DDOT.

CATEGORY & GUIDELINES	APPLICANT PROPOSAL	DDOT COMMENTS
<p>TIA Study Area and Data Collection</p> <p>Identify study intersections commensurate with the impact of the proposed project and the travel demand it will generate. Study area must include all major signalized and unsignalized intersections, intersections expected to realize large numbers</p>	<p>No vehicular capacity analysis is proposed; therefore, this section is not applicable.</p> <p><input type="checkbox"/> <i>Scoping Graphic: Proposed Study Intersections</i></p>	<p>DDOT concurs. N/A GS 2/6/25: Noted.</p>

<p>of new traffic, and intersections that may experience changing traffic patterns.</p> <p><i>See Sections 4.1 and 4.2 of the CTR Guidelines for more detailed guidance on study intersection selection and TMC count periods.</i></p>	<input type="checkbox"/> <i>Will provide hard copies of TMCs in CTR appendix and electronic copies in DDOT spreadsheet format at time of submission.</i>	
<p>TIA Study Scenarios</p> <p>Propose an appropriate set of scenarios to analyze. These commonly include Existing, Background (No Build), Total Future, and Future with Mitigation. Note the anticipated build-out year and project phasing.</p> <p><i>See Section 4.3 of CTR Guidelines for guidance on study scenarios.</i></p>	<p>No vehicular capacity analysis is proposed; therefore, this section is not applicable.</p>	<p>DDOT concurs. N/A GS 2/6/25: Noted.</p>
<p>TIA Methodology</p> <p>Propose an appropriate methodology for the capacity analysis including the type of software program to be used. Per DEM 38.3.5.1, HCM methodology will be used to determine Level of Service (LOS), v/c, and vehicle queue lengths. LOS must be reported by intersection approach and v/c by lane group. DDOT prefers Synchro 9 or newer software for capacity and queueing analyses.</p> <p><i>See Section 4.4 of the CTR Guidelines for more detailed guidance. DDOT's required standard Synchro and SimTraffic inputs/settings are provided in Appendix H.</i></p>	<p>No vehicular capacity analysis is proposed; therefore, this section is not applicable.</p> <p><input type="checkbox"/> <i>Will provide copies of Synchro, SimTraffic, and other analysis software printouts in study appendix and electronic copies of analysis files at time of CTR submission.</i></p>	<p>DDOT concurs. N/A GS 2/6/25: Noted.</p>
<p>Transportation Network Improvements</p> <p>List and map all roadway, transit, bicycle, and pedestrian projects funded by DDOT or WMATA, or proffered by others, in the vicinity of the study area and expected to open for public use prior to the proposal's anticipated build-out year. Review the STIP, CLRP, and proffers/commitments for other nearby developments.</p> <p><i>See Section 4.5 of the CTR Guidelines for more detailed guidance.</i></p>	<p>No vehicular capacity analysis is proposed; therefore, this section is not applicable.</p> <p><input type="checkbox"/> <i>Scoping Graphic: Locations of Background Transportation Network Improvements and Anticipated Completion Years</i></p>	<p>DDOT concurs. N/A GS 2/6/25: Noted.</p>
<p>Background Development / Local Growth</p> <p>List and map developments to be analyzed as local background growth. This will include known matter-of-right and zoning-approved developments within ¼ mile of site and others more than ¼ mile from site if their traffic is distributed through study intersections. Document the portions of developments anticipated to open by the projected build-out year.</p> <p><i>See Section 4.6.1 of the CTR Guidelines for more detailed guidance.</i></p>	<p>No vehicular capacity analysis is proposed; therefore, this section is not applicable.</p> <p><input type="checkbox"/> <i>Scoping Graphic: Background Development Projects Near Study Area</i></p> <p><input type="checkbox"/> <i>Scoping Table: Completion Amounts/Portions Occupied of Background Developments</i></p>	<p>DDOT concurs. N/A GS 2/6/25: Noted.</p>

<p>Regional Traffic Growth</p> <p>Propose a methodology to account for growth in regional travel demand passing through the study area. An appropriate methodology could include reviewing historic AADT traffic counts, MWCOC model growth rates, data from other planning studies, or recently conducted nearby CTRs. These sources should only be used as a guide.</p> <p>Generally, maximum annually compounding growth rates of 0.5% in peak direction and 2.0% in non-peak direction are acceptable. Adjustments to the rates may be necessary depending on the amount of traffic assumed from local background developments or if there were recent changes to the transportation network.</p> <p><i>See Section 4.6.2 of the CTR Guidelines for more detailed guidance.</i></p>	<p>No vehicular capacity analysis is proposed; therefore, this section is not applicable.</p> <p><input type="checkbox"/> <i>Scoping Table and Graphic: Projected Regional Growth Assumptions (dependent on methodology), Show Growth rates by Road, Direction, and Time of Day</i></p>	<p>DDOT concurs. N/A GS 2/6/25: Noted.</p>
<p>Trip Distribution</p> <p>Provide sources and justification for proposed percentage distribution of site-generated trips. Additionally, document proposed pass-by distributions and the re-routing of existing or future vehicles based on any changes to the transportation network. Percentage distributions must be shown turning at intersections throughout the transportation network and at site driveways and garage entrances to ensure appropriate routing assumptions.</p> <p>The agreed upon trip distribution methodology may not be revised between scoping and CTR submission without amending this scoping form and receiving concurrence by DDOT Case Manager.</p> <p><i>See Section 4.7 of the CTR Guidelines for more detailed guidance.</i></p>	<p>No vehicular capacity analysis is proposed; therefore, this section is not applicable.</p> <p><input type="checkbox"/> <i>Scoping Graphic(s): Percentage Distribution by Land Use, Direction, Time of Day (must be shown turning at intersections and driveways)</i></p>	<p>DDOT concurs. N/A GS 2/6/25: Noted.</p>
<p>Section 5: MITIGATION</p>		
<p>The completed CTR must detail all proposed mitigations. The purpose of discussing mitigation at the scoping stage is to highlight DDOT's Significant Impact Policy, DDOT's approach to mitigation, and to give the Applicant an opportunity to gain initial feedback on potential mitigations that are under consideration. Any mitigation strategies discussed and included in the <i>Scoping Form</i> are considered non-binding until formally evaluated in the study and committed to in-documentation submitted as part of the case record.</p>		
<p>CATEGORY & GUIDELINES</p> <p>DDOT Significant Impact Policy</p> <p>DDOT has two primary impact mitigation tests for development projects: 1) off-street vehicle parking supply, and 2) capacity impacts at intersections.</p> <p><i>See Section 5.1 of the CTR Guidelines for detailed policies and metrics for each of the two impact tests.</i></p>	<p><input checked="" type="checkbox"/> <i>The Applicant acknowledges DDOT's Significant Impact Policy in Section 5.1 of the CTR Guidelines.</i></p> <p><input checked="" type="checkbox"/> <i>The study will comply with all other policies in the CTR Guidelines not explicitly documented in the Applicant Proposal or DDOT Comments columns.</i></p> <p><input checked="" type="checkbox"/> <i>The study will include all of the required graphics, tables, and deliverables for the relevant sections determined during scoping, as shown in Figure 7 of the CTR Guidelines.</i></p>	<p>DDOT acknowledges. GS 2/6/25: Noted.</p>

DDOT's Approach to Mitigation DDOT's approach to mitigation prioritizes (in order of preference) optimal site design, reducing vehicle parking, implementing TDM strategies, making non-automotive network improvements, and making a monetary contribution to DDOT's Mitigation Fund for non-auto improvements, before considering options that increase roadway capacity or alter roadway operations. <i>See Section 5.2 and Figure 18 of the CTR Guidelines for more detailed guidance on mitigation selection.</i>	<input checked="" type="checkbox"/> <i>The Applicant acknowledges DDOT's approach to mitigation in Section 5.2 of the CTR Guidelines.</i>	DDOT acknowledges. GS 2/6/25: Noted.
Transportation Demand Management (TDM) A TDM Plan is typically required to offset site-generated impacts to the transportation network or in situations where a site provides more parking than DDOT determines is practical for the use and surrounding context. Document all existing TDM strategies being implemented on-site (even outside of a formal TDM Plan) and those being proposed and committed to by the Applicant. Elements of the TDM Plan included in CTR must be broken down by land use and user. <i>See Section 5.3 of the CTR Guidelines for more detailed guidance. Sample TDM plans by land use and tier can be found in Appendix C.</i>	<input checked="" type="checkbox"/> <i>The study will include at least a Baseline TDM Plan. The TDM plan will increase to depending on the parking supply and other impacts identified in the study.</i>	DDOT acknowledges. GS 2/6/25: Noted.
Performance Monitoring Plan (PMP) DDOT may require a PMP in situations where anticipated vehicle trips are large in magnitude, unpredictable, or necessitate a vehicle trip cap. Typically, this is required for campus plans, schools, or large developments expected to have a significant amount of single occupancy vehicle trips. Document any existing performance monitoring Plans in effect and any proposed changes. <i>See Section 5.4 of the CTR Guidelines for more detailed guidance. Sample PMPs can be found in Appendix D.</i>	We are not aware of any performance monitoring plans currently in effect for the site and thus no changes or new PMP is proposed for the site.	DDOT concurs. N/A GS 2/6/25: Noted.
Roadway Operational and Geometric Changes Describe all proposed roadway operational and geometric changes in CTR with supporting analysis and warrants in the study appendix. Detail must be provided on any ROW implications of proposed mitigations. Note any preliminary ideas being considered. <i>See Section 5.7 of the CTR Guidelines for more detailed guidance.</i>	No roadway operational and geometric changes are being proposed with the proposed development.	DDOT concurs. N/A GS 2/6/25: Noted.
Section 6: ADDITIONAL TOPICS FOR DISCUSSION DURING SCOPING		
CATEGORY & GUIDELINES	APPLICANT PROPOSAL	DDOT COMMENTS

<p>ANC Discussions and Feedback</p> <p>Provide an update on the status of Community Benefits Agreement (CBA), any on-going ANC discussions/meetings, and any concerns expressed by the community. DDOT can provide ideas and a feasibility check for transportation items to be included in the CBA.</p>	<p>The Applicant will work closely with the ANC and other community stakeholders as the application proceeds.</p>	<p>DDOT acknowledges. GS 2/6/25: Noted.</p>
<p>Miscellaneous Items for Discussion</p> <p>Any relevant on-going conversations with DOEE, SHPO, DMPED, GSA, NPS, neighboring jurisdictions, Historic Preservation, etc.?</p> <p>Seeking direction on other types of analyses such as traffic calming, TOPP, TMP, IMR/IJR, etc.?</p> <p>Anything unusual proposed not covered under other sections, such as air-rights, right-of-way actions, removal from Highway Plan, removal of BRLs, or construction under or close to a bridge?</p>	<p>N/A</p>	<p>DDOT acknowledges. GS 2/6/25: Noted.</p>