

Government of the District of Columbia

Department of Transportation



d. Planning and Sustainability Division

MEMORANDUM

TO: District of Columbia Board of Zoning Adjustment

FROM: Meredith Soniat
Acting Associate Director *MS*

DATE: March 20, 2025

SUBJECT: BZA Case No. 16930A – 500 New Jersey Avenue NW

APPLICATION

The National Association of Realtors (the “Applicant”), pursuant to Title 11 of the *District of Columbia Municipal Regulations (DCMR)*, requests a Modification with Hearing from BZA Order No. 16930 and Special Exceptions from the loading requirements of Subtitle C § 901.1 and the loading size and layout requirements of Subtitle C § 905.4 to upgrade an office building lobby and surrounding public space. The site is in the D-3 Zone at 500 New Jersey Avenue NW (Square 627, Lot 13) and is served by two (2) curb cuts on New Jersey Avenue NW and one (1) each on First Street and E Street NW.

SUMMARY OF DDOT REVIEW

The District Department of Transportation (DDOT) is committed to achieving an exceptional quality of life by encouraging sustainable travel practices, safer streets, and outstanding access to goods and services. To achieve this vision, DDOT works through the zoning process to ensure that impacts from new developments are manageable within and take advantage of the District’s multi-modal transportation network and, as necessary, propose mitigations that are commensurate with the action. After an extensive review of the case materials submitted by the Applicant, DDOT finds:

- Zoning requires one (1) loading berth and one (1) service/delivery space. The Applicant is requesting relief from these requirements;
- Under existing conditions, loading occurs from an internal loading area accessed from First Street NW by a curb cut. The proposed improvements to the building lobby would eliminate this loading area and replace the First Street curb cut with a standard sidewalk with chamfered or rolled curb;
- The Applicant and DDOT collaborated on a Loading Management Plan (LMP; see Recommendation section below) to support safe and efficient loading operations at the site.

Board of Zoning Adjustment
District of Columbia
CASE NO. 16930A
EXHIBIT NO. 21

without an internal loading area. The LMP includes a provision for extending the building's existing 40-foot curbside loading zone along First Street to 60 feet;

- The Applicant proposes other streetscape improvements that will significantly improve the quality of the public realm including reducing the width of the New Jersey Avenue curb cuts, widening the pedestrian pathway along the E Street curb cut, and increasing the landscaped area in the site's public space.
- The Applicant and DDOT also collaborated on a Transportation Demand Management (TDM) Plan (see Recommendation section below) to support safe and efficient loading operations at the site and non-automotive travel to and from the site; and
- Given the site design and the provisions in the LMP, the impacts on the transportation network of the loading relief are expected to be minimal.

RECOMMENDATION

The Applicant has shown that loading operations at the site can be accommodated without the need for loading facilities internal to the building. Therefore, DDOT has no objection to the approval of this application with the following condition:

- The Applicant shall implement the proposed TDM Plan and LMP, included with this report as Attachment 1 and Attachment 2, respectively.

TRANSPORTATION ANALYSIS

DDOT's practice is to accommodate loading operations safely and efficiently, while prioritizing pedestrian and bicycle safety and limiting negative impacts to traffic operations. For new developments, DDOT prefers that loading takes place in private space and that no back-up maneuvers occur in the public realm. Access to this building for loading and unloading, delivery and trash pick-up is an important consideration.

Per Title 11 of the *DCMR*, Subtitle C § 901.1, the project is required to provide one (1) 30-foot berth with a platform and one (1) 20-foot delivery space. The Applicant is requesting relief from these requirements since the site does not have alley access and the building footprint is small and irregularly shaped. DDOT supports the requested relief on the condition that an LMP be implemented outlining procedures for trash collection and truck deliveries. The Applicant's proposed LMP, developed in collaboration with DDOT, is provided in Attachment 1. Trash must be stored entirely on private property and out of the view of the sidewalk.

DDOT strongly supports the Applicant's proposal to remove the curb cut on First Street NW that provides access to the existing loading area. DDOT supports the Applicant's proposal to install a sidewalk with a rolled or chamfered curb at the location of this curb cut in order to provide a pedestrian-friendly streetscape while allowing the building's trash collector to roll trash compactors from the sidewalk onto the street. DDOT and the Applicant will resolve the details of the curb design during the public space permitting process.

STREETScape AND PUBLIC REALM

DDOT supports the Applicant's proposal to reduce the curb cuts on New Jersey Avenue NW to DDOT's standard 12-foot width for one-way curb cuts as well as reconfigure the E Street curb cut to maximize

the width of the sidewalk. The Applicant also proposes to add landscaping around the site, which will improve the quality of public space.

DDOT's lack of objection to this application should not be viewed as an approval of the public realm. All elements of the project proposed within District-owned right-of-way such as the curb cuts, rolled or chamfered curb, and landscaping require the Applicant to pursue a public space construction permit.

DDOT expects the adjacent public realm to meet all District standards. The Applicant should refer to Titles 11, 12A, and 24 of the [DCMR](#), the most recent version of DDOT's [Design and Engineering Manual](#), and the [Public Realm Design Manual](#) for public space regulations and design guidance. A permit application can be filed through the DDOT [Transportation Online Permitting System](#) (TOPS) website.

The Applicant participated in a Preliminary Design Review Meeting (PDRM) with DDOT and the Office of Planning (OP) on November 4, 2024.

HERITAGE AND SPECIAL TREES

According to the District's [Tree Size Estimator map](#), there are no Heritage or Special Trees within the property or adjacent public space, but there is one (1) Special Tree within the National Park Service-owned reservation to the immediate north of the site. DDOT expects the Applicant to coordinate with the Ward 6 Arborist regarding the preservation and protection of this Special Tree and other small street trees, as well as the planting of new street trees in bioretention facilities or a typical expanded tree planting space.

Special Trees are between 44 inches and 99.99 inches in circumference. Special Trees may be removed with a permit. However, if a Special Tree is designated to remain by UFD, a Tree Protection Plan (TPP) will be required.

ATTACHMENTS

- 1) Proposed Loading Management Plan (LMP), Gorove Slade, 3/3/25 Transportation Statement
- 2) Proposed Transportation Demand Management (TDM) Plan, Gorove Slade 3/3/25 Transportation Statement

MS:nh

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

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.