

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF PLANNING



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Memorandum

TO: District of Columbia Board of Zoning Adjustment
FROM: *ELSA*
Ellen McCarthy, Director
DATE: February 21, 2006
SUBJECT: BZA Application #17383 - Supplemental
4749 Whitehaven Parkway (The Lab School of Washington)

APPLICATION

The Lab School of Washington requested special exception relief under Section 206 to:

- increase the maximum student enrollment from 310 to 330 students and faculty and staff from 94 to 182;
- to use the property located at 4749 Whitehaven Parkway as administrative offices for the school in the R-1-B Zone District; and relief under Section 214
- to install 43 angled parking spaces in the public-right-of-way along Whitehaven Parkway as accessory parking spaces for the school.

RECOMMENDATION

- Special exception approval until the end of the 2008 academic year to reduce student enrollment to 310 by attrition, with submission of enrollment figures to the Board at that time.
- Special exception approval for a temporary faculty increase from 94 to 182 until 2009. However, the applicant must submit a modification request to the Board in 2009 to reflect the number of faculty and staff which would complement the compliance with the approved of 310 students.
- Variance relief from the parking requirements to provide up to 112 spaces. (Approval of 15 off-site spaces at the G.W. campus¹ and 20 on-site stacked spaces.)

¹ Agreement should be submitted to the record.

BOARD OF ZONING ADJUSTMENT
District of Columbia

17383
67

Board of Zoning Adjustment
District of Columbia
CASE NO. 17383
EXHIBIT NO. 67

- Approval of the night school within its stated hours of operation from 5:30 to 9:30 p.m.

BACKGROUND

OP's report dated November 22, 2005 requested additional information from the applicant regarding the staffing for the program requirements, including the number and type of staff (full time and temporary). At the public hearing on November 22, 2005, the Board requested the applicant provide additional information prior to the Board making a decision on March 7, 2006.

Student Enrollment

OP's prior report did not recommend approval of the requested increase in the student cap from 310 to 330 students but recommended the school come into compliance through attrition to the previously approved 310 students no later than the 2007/2008 school year. OP stands on the record, with respect to this recommendation for reasons previously discussed in the original report.

Staffing

OP could not provide a recommendation in its earlier report for the increase in faculty/staff request due to the related traffic and parking issues which DDOT determined to be insufficiently addressed. OP requested additional information regarding a traffic management plan and DDOT's comments on the plan. OP received a copy of the applicant's TMP dated January 24, 2006 on February 13, 2006. To date, DDOT has not provided formal comments but stated to the applicant that while the plan is favorable, they are still not in support of the use of public space to accommodate the 43 parking spaces the applicant needs to satisfy their parking requirement.

The school currently has 182 staff persons. Based on the school's faculty/staff hours chart (attached), the morning sessions (7am – 12pm) range between 179 to 170 staff persons on site during the week and the afternoons (12pm – 4pm) are similar with 172 to 179 staff on site. The chart also included the evening hours between 4pm to 8 pm which included a maximum number of 39 staff (Monday) and a minimum of 31 persons (Friday).

The applicant testified stated that the total number of staff was incorrectly counted at the applicant's previous BZA hearing in 1997 when an increase was granted in the school's enrollment from 250 to 310. The actual number of staff at that time was 149 persons and while the number of therapists increased by only one person, the number of administrative staff increased by 30. The school currently has 78 full-time staff. The applicant testified at the hearing that the school's professional staffing needs for therapists and related service professionals are a result of federally required Individualized Educational Plans (IEP) which requires schools to be accountable in meeting each child's needs. Therefore a host of service providers including teachers, speech therapists, occupational and physical therapists,

psychologists and social workers are needed to meet the needs of children attending the school. In addition, the administrative staff increased to address the mandated filing requirements of the professional staff. Therefore, from 1997 to date, the number of staff increased from 149 to 182 persons, which represents a staff increase of 22%.

Since the number of staff seems directly related to the student population OP will support the requested faculty increase at this time. However, OP recommends the school come into compliance with its 310 cap and the applicant submit a modification request to the Board in 2009 to reflect the number of faculty and staff which would complement the reduced enrollment to 310 students.

Parking /Traffic

Parking Demand

The school's traffic consultant developed a proposed Traffic Management Plan (attached), and according to the applicant's statement to OP, many aspects of the plan are already implemented. The applicant has submitted this plan to the record. The applicant presented this plan to DDOT and has had several follow-up conversations with DDOT. While no formal comments have been received to date, according to the applicant DDOT is in favor of the concept of the plan although they may not be in favor of the proposed angled spaces. OP has contacted DDOT but has not received feedback regarding their discussions or position on the submitted TMP for the school.

As previously mentioned, the maximum number of staff on site is 179, and a peak parking demand for 175 spaces. In an effort to alleviate the peak parking demand, the TMP proposed a number of options which projected a reduction in the demand to 130 spaces. The result is a difference of 18 spaces between what is proposed (148) and the projected reduction in demand.

OP is supportive of the effort to encourage metro ridership through the Metrocheck program with 45 employees currently using the program. A free shuttle bus service currently operates between the school and the Tenley Metro and Rosslyn Stations. Approximately 14 passengers use the service and the goal is to increase the number of riders to 35 which is intended to decrease the parking demand by 35 spaces. In addition, the school is proposing a car sharing program for 1 space on site. These measures and others mentioned in the TMP are intended to reduce peak parking demand from 175 to 130 spaces.

Parking Supply

Zoning Regulations require the school to provide 130 spaces based on the number of faculty. The school provides up to 87 legal spaces therefore 43 additional spaces are needed to meet the requirements. The school has proposed to address the short-fall by providing 20 on-site stacked spaces², leasing 15 off-site spaces at another institution (the George Washington Campus) and

² 8 of the 20 spaces would be provided at the new office location.

constructing 43 angled parking spaces on the north side of Whitehaven Parkway which abuts the school's property for a total of 78 additional spaces.

OP has no objection to the provision of off-site spaces to address the school's parking situation. OP observed that no residential uses abut Whitehaven Parkway which services mainly institutional uses such as St. Patrick's Episcopal School and Our Lady of Victory Church and school. However, if DDOT agrees to permit the spaces in public space, OP believes that this should be only on a temporary basis until the school reduces its student enrollment or acceptable off-site parking could become permanently available.

In the absence of DDOT's recommendation or approval of the spaces in public space, the applicant would only be able to provide 15 off-site, and 20 stacked parking spaces for a total of 112 spaces, which are 18 spaces less than the required (130). In light of site constraints, OP is supportive of variance relief from the number of required parking spaces for the school. However, OP recommends that the applicant seek a permanent solution, in conjunction with an operating traffic management plan to address the parking requirements within 5 years of the issuance of the Board's order.

Traffic

The school has also implemented traffic management measures including the hiring of off duty MPD officers to expedite traffic flow to and from the site. In addition, the school has agreed to prepare an annual TMP report to detail the effectiveness of the measures to the ANC 3D and to DDOT.

The Night School

OP understands that the night school has been operating for twenty years without explicit BZA approval. The applicant explained the night school's operation to the Board at the scheduled hearing and based on the record OP understands that the Lab School provides much-needed services to underserved, learning-disabled adults in the District. Current enrollment is for 59 students and classes are held on Tuesdays and Thursdays between 5:30 and 9:30 p.m. Classes meet a total of only 24 evenings per semester. Class size is limited to 5 students.

Shuttle service to the Metro is provided at the end of each class. Of the 59 attendees of the night program, 32 take public transportation and/or use the shuttle, 23 drive, and 4 are picked up.

OP supports the night school program and has no objection to the continued operation of the night school program for adults within the stated hours of operation.

Extracurricular Activities

OP has no further information regarding extracurricular activities that may create or have created adverse impacts on the neighborhood. According to the applicant's traffic management plan the school discusses special events in advance with the neighborhood and intends to use the TMP

and shuttle service in the future to regulate traffic and parking on the site. The school accommodates the community's requests to use the school facilities for community events as stated in their report.

RECOMMENDATION

Based on the information provided, it can be concluded that faculty increases are directly proportional to student increases. Due to site constraints, which restrict the availability of on-site parking to satisfy peak parking demands, the resulting spill-over creates adverse parking impacts to the immediate neighborhood. OP is supportive of the school's traffic management plan, including the efforts to balance the school's parking demand to its supply.

However, the current impacts must be addressed. OP believes that until a permanent parking solution is designed to meet the school's needs, the following is recommended:

- Special exception approval until the end of the 2008 academic year to reduce student enrollment to 310 by attrition, with submission of enrollment figures to the Board at that time.
- Special exception approval for a temporary faculty increase from 94 to 182 until 2009. However, the applicant must submit a modification request to the Board in 2009 to reflect the number of faculty and staff which would complement the compliance with the approved of 310 students.
- Variance relief from the parking requirements to provide up to 112 spaces. (Approval of 15 off-site spaces at the G.W. campus³ and 20 on-site stacked spaces.)
- Full implementation of the TMP with quarterly reports to the ANC and annual report submitted to the Zoning Administrator or the BZA.
- Approval of the night school within its stated hours of operation from 5:30 to 9:30 p.m.

³ Agreement should be submitted to the record.

THE LAB SCHOOL FACULTY / STAFF HOURS CHART

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>Morning</u> <u>(7:00 am – 12:00 pm)</u>	__33__ __8__ Aide __25__ Support __72__ Teacher __40__ Therapist __178__ Total	__33__ Admin __8__ Aide __26__ Support __72__ Teacher __38__ Therapist __177__ Total	__33__ Admin __8__ Aide __24__ Support __72__ Teacher __40__ Therapist __177__ Total	__33__ Admin __8__ Aide __26__ Support __72__ Teacher __40__ Therapist __179__ Total	__32__ Admin __7__ Aide __23__ Support __72__ Teacher __36__ Therapist __170__ Total
<u>Afternoon</u> <u>(12:00 pm – 4:00 pm)</u>	__32__ Admin __8__ Aide __25__ Support __73__ Teacher __40__ Therapist __178__ Total	__32__ Admin __8__ Aide __26__ Support __73__ Teacher __38__ Therapist __177__ Total	__32__ Admin __8__ Aide __24__ Support __73__ Teacher __40__ Therapist __177__ Total	__32__ Admin __8__ Aide __26__ Support __73__ Teacher __40__ Therapist __179__ Total	__32__ Admin __8__ Aide __23__ Support __73__ Teacher __36__ Therapist __172__ Total
<u>Evening</u> <u>(4:00 pm – 8:00 pm)</u>	__10__ Admin __1__ Aide __6__ Support __0__ Teacher __22__ Therapist __39__ Total	__10__ Admin __1__ Aide __6__ Support __0__ Teacher __20__ Therapist __37__ Total	__10__ Admin __2__ Aide __6__ Support __0__ Teacher __20__ Therapist __38__ Total	__10__ Admin __1__ Aide __6__ Support __0__ Teacher __19__ Therapist __36__ Total	__10__ Admin __2__ Aide __5__ Support __0__ Teacher __14__ Therapist __31__ Total



**LAB SCHOOL OF WASHINGTON
TRANSPORTATION MANAGEMENT PLAN
January 24, 2006**

Introduction

The Lab School of Washington (LSW) seeks through this Transportation Management Plan (TMP) to promote safe and efficient arrival, dismissal, and parking procedures that minimize the school's impact on neighboring institutions and the community.

Goal

The LSW's peak weekday parking demand currently exceeds the LSW's on-site parking supply. The goal of this TMP is to bring peak weekday parking demand and supply into balance by: (1) increasing parking supply and (2) decreasing overall parking demand, as shown in Table I. This TMP also addresses typical weekday arrival and dismissal, evening, and event traffic management.

**Table I
Lab School of Washington
Existing and Proposed Parking Supply and Demand**

	<u>Existing</u>	<u>Proposed</u>	<u>Change</u>	<u>% Change</u>
Parking Supply	87 ¹	148 ²	61	70%
Parking Demand	<u>175³</u>	<u>130⁴</u>	(45)	(26%)
Supply vs. Demand	(88)	18		

1 This includes only on-site, marked spaces; does not include stacked spaces.

2 This includes 87 on-site marked spaces, 20 on-site stacked spaces, 26 net additional angled spaces on Whitehaven Parkway, and 15 spaces that will be leased by LSW from The George Washington University on the nearby Mt. Vernon campus.

3 Existing parking demand was measured by traffic counts, parking occupancy counts, and pedestrian interviews conducted by Wells & Associates on Wednesday, October 19, 2005.

4 Assumes that 35 additional faculty and staff will use shuttle buses and 10 additional faculty and staff will carpool.

Existing Parking Supply

The LSW presently has 87 on-site marked parking spaces, as shown on Figure 1.

Parking Requirements

The number of spaces required by regulation exceeds the LSW's on-site parking supply. Regulations require 130 parking spaces for the current 182 faculty and staff and 330 students. This is 43 more spaces than the current on-campus supply of 87 legal parking spaces.

Existing Parking and Traffic Demands

Current LSW traffic and parking demands were determined by traffic counts, parking occupancy counts, and pedestrian interviews conducted by Wells & Associates on Wednesday, October 19, 2005.

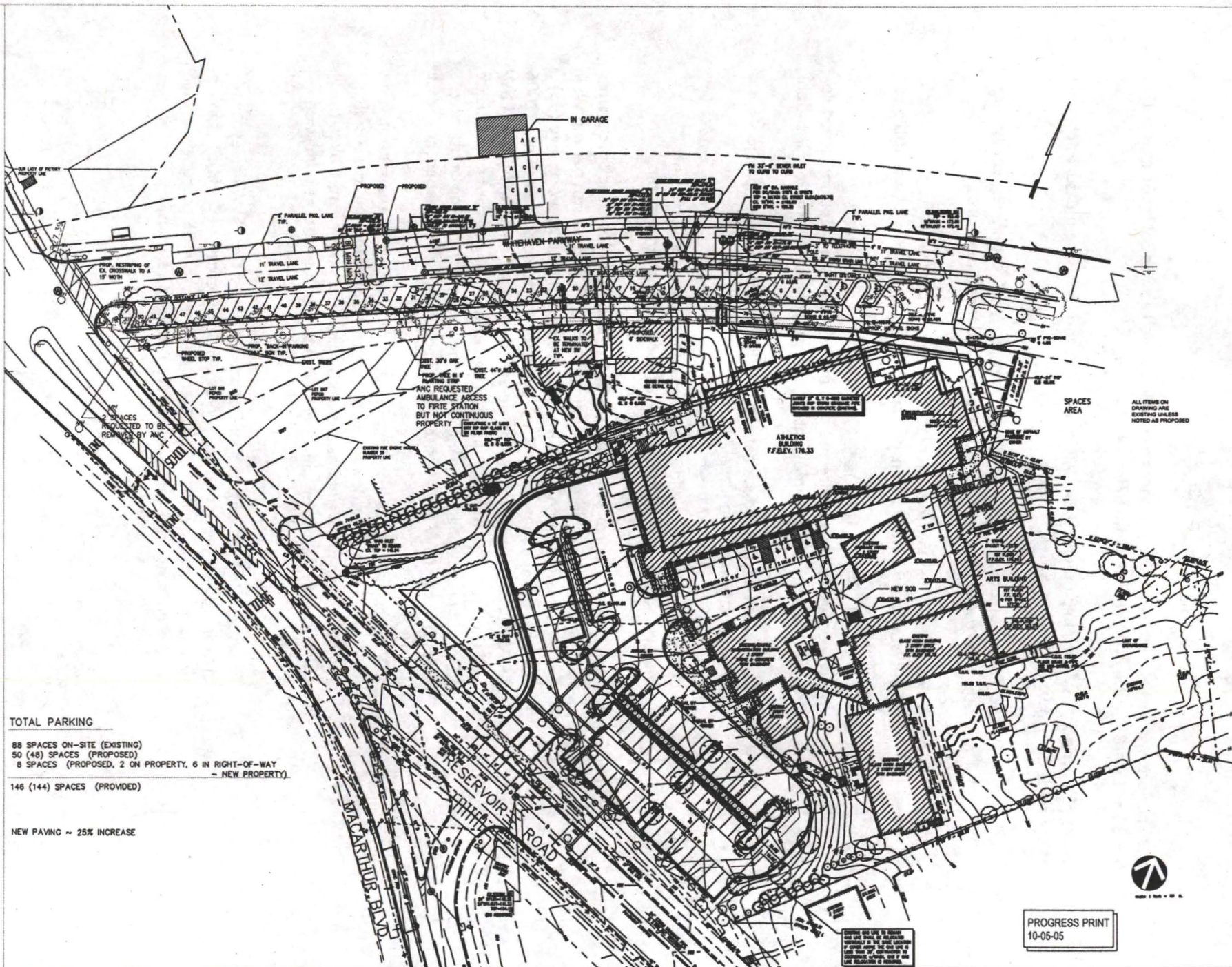
The LSW's 182 faculty and staff and 330 students currently generate 297 AM peak hour trips, 174 school PM peak hour trips, and 121 commuter PM peak hour trips. They generate a peak demand of 175 parking spaces.

The LSW's peak parking demand for 175 spaces exceeds the on-site parking supply by 88 spaces (i.e., $175 - 87 = 88$).

Transportation Management Plan

Parking Supply. LSW proposes to increase the number of parking spaces available to Lab School faculty, staff, and others by:

1. Providing 20 on-site stacked parking spaces.
2. Constructing 43 angled parking spaces adjacent to the school on the north side of Whitehaven Parkway, as shown on Figure 2, similar to the spaces provided at the east end of Whitehaven Parkway. These angled spaces would displace 17 parallel parking spaces that presently are used by the Lab School, Our Lady of Victory, and others. Twenty-six (26) net additional spaces would be provided (i.e., $43 - 17 = 26$).
3. Leasing 15 off-site, off-street spaces.



TOTAL PARKING

88 SPACES ON-SITE (EXISTING)
 50 (48) SPACES (PROPOSED)
 8 SPACES (PROPOSED, 2 ON PROPERTY, 6 IN RIGHT-OF-WAY
 ~ NEW PROPERTY)

146 (144) SPACES (PROVIDED)

NEW PAVING ~ 25% INCREASE

THE LAB SCHOOL OF WASHINGTON
 4755 RESERVOIR ROAD, N.W. WASHINGTON, D.C. 20007

EXIST. ON-SITE
 W/ WHITEHAVEN

COMMENTS: PLANNING & LANDSCAPE ARCHITECTS & SURVEYORS & SITE SERVICES

VIFA INCORPORATED
 8800 GREENHURST DRIVE SUITE 200 FOLLIES, VIRGINIA 22042
 WASHINGTON, VA

VIFA REVISIONS

REVISED PER DC	DATE	BY
COMMENTS 8/31/04		
BIA SUBMISSION		
06/13/05		

DATE: APRIL 27, 2004

DES. JFA DWN. JWS

SCALE: 1"=20'

PROJECT/FILE NO. 0093

SHEET NO. 1 OF 1

These actions will increase the number of spaces available to the Lab School by 61 spaces (i.e., $20 + 26 + 15 = 61$), or by 70 percent, from 87 to 148 spaces.

Parking Demand. LSW has implemented, or will implement, the following measures to reduce peak parking demands:

- I. **Public Transportation.** LSW encourages faculty, staff, therapists, volunteers, and others to use public transportation by the following measures:
 - A. At the initial employee orientation, provide information to all new faculty and staff on the public transportation facilities and services available to them.
 - B. Provide all existing faculty and staff published route maps and schedule information. Post this information in a convenient, centralized location.
 - C. Apprise all faculty and staff about web links to the various public transportation providers.
 - D. At faculty and school wide meetings, stress the advantages and importance of using public transportation whenever possible.
 - E. LSW recently enrolled in Metro's Smart Benefit / Metrochek program. The LSW Finance Committee authorized \$105 per person per month in transit benefits, which is the maximum allowed by law. Forty-five (45) employees have signed up. Their benefits will start on February 1, 2006. LSW will begin offering the tax deferred parking benefit in March. LSW will use meetings, memos, displays, and one-on-one sessions to educate LSW staff regarding the financial benefits and convenience of utilizing mass transit. LSW believes that satisfied riders will be its best advocates.
 - F. LSW currently offers free shuttle bus service between the school, the Tenley/AU Metro station in the District of Columbia, and the Rosslyn Metro station in Virginia, as shown on Figure 2. LSW also makes the shuttle available and encourages its use for such events as admission tours.

Fourteen (14) passengers were observed riding the LSW/Tenleytown shuttle bus on the survey day (Wednesday, October 19, 2005). LSW's goal is to increase shuttle bus ridership by another 35 passengers, which would decrease the peak parking demand by 35 spaces.

THE LAB SCHOOL OF WASHINGTON SHUTTLE ROUTES

JANUARY 24, 2006

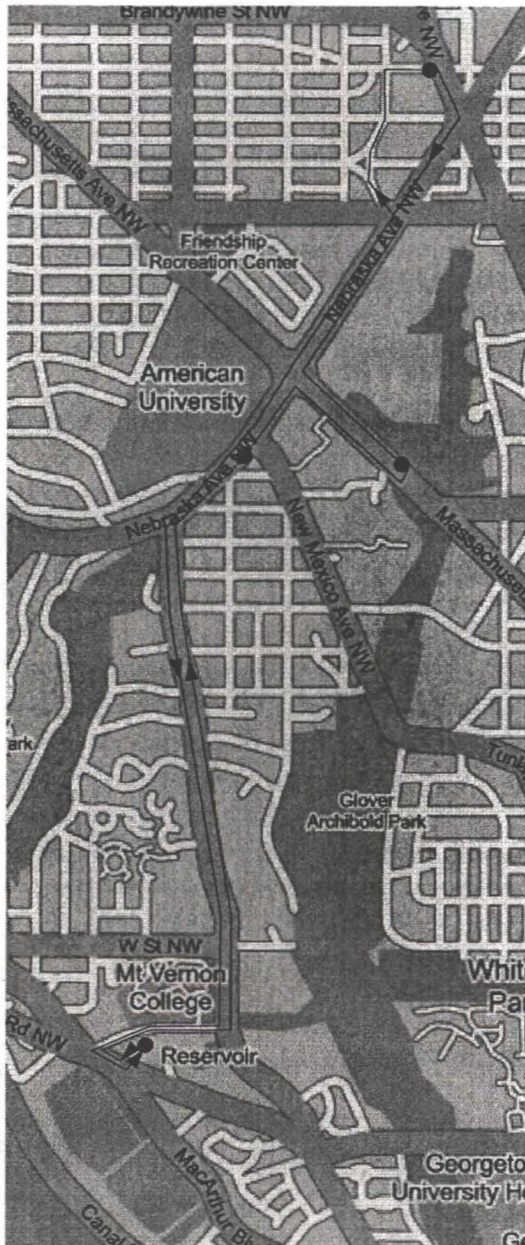
LAB SCHOOL | AU | MASS AVE | TENLEY METRO ROUTE

AM PICKUP @ TENLEY 7:30 & 8:00

PM DROP-OFF LEAVES LAB 12:30 2:00, 4:15, & 5:00

NOTE:

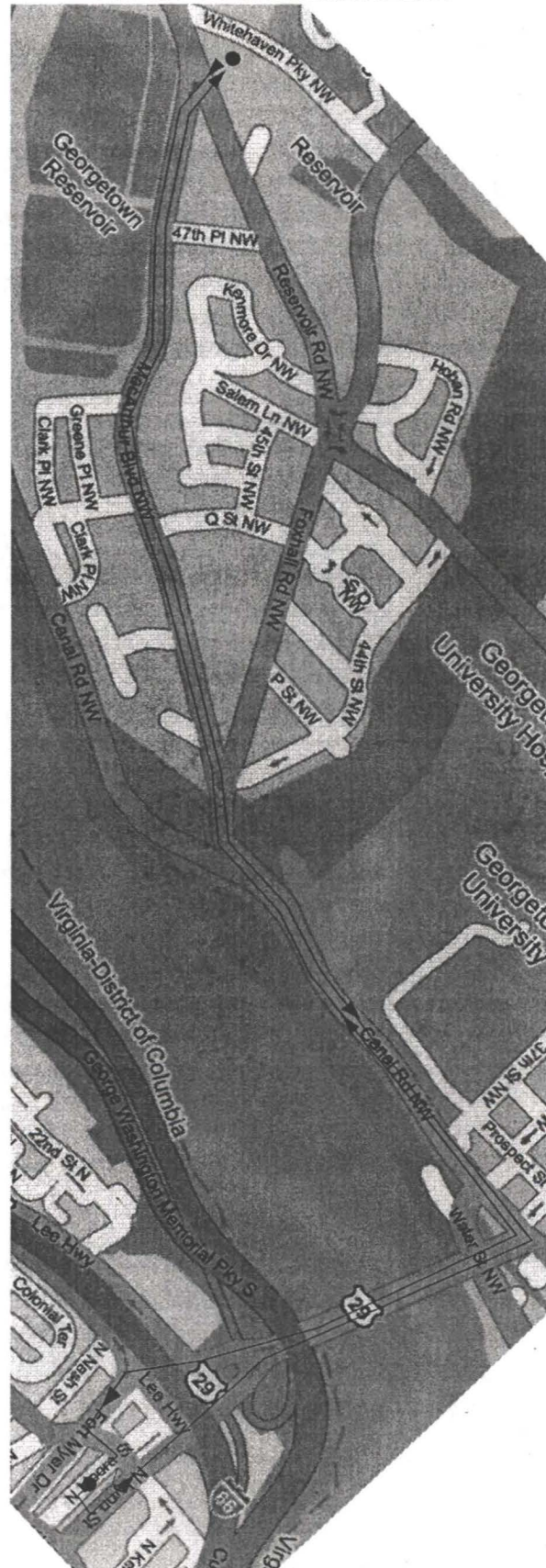
PASSENGERS NEEDING TO GO TO ROSSLYN AFTER 3:45 BUT BEFORE 5:30 USE THE TENLEY SHUTTLE TO THE RED LINE AND TRANSFER @ METRO CENTER



LAB SHOOOL | ROSSLYN METRO ROUTE

AM PICKUP @ ROSSLYN 7:30

PM DROP-OFF LEAVES LAB 3:45 & 5:30



- G. LSW will work with other neighboring schools and institutions to coordinate and expand existing shuttle bus services.
 - H. LSW will offer guaranteed rides home to anyone who takes transit or is a carpool passenger in emergencies. Shuttle buses, taxis, or other vehicles will be used for this purpose.
2. **Carpools.** LSW will reserve five (5) on-site parking spaces for carpool of three (3) or more occupants (i.e., HOV3). Ten new carpools with two passengers would reduce the peak parking demand by 10 spaces.

LSW encourages parents to voluntarily form more carpools by: (1) providing them with zip code lists, (2) encouraging them to form carpools through memos, and (3) encouraging them to form carpools at meetings.
 3. **School Bus Service.** Seventeen (17) buses operated by public school systems currently transport LSW students. LSW will continue to accommodate buses on the campus.
 4. **Bicycles.** LSW currently provides bike racks for faculty, staff, and students who commute by bicycle. LSW will monitor bike usage and provide additional racks as required.
 5. **High School Drivers.** LSW students are not permitted to drive to school. The only exceptions are students who have been approved as hardship cases by the High School Administration and the Director of Operations.

If a student does not follow this policy and is discovered driving a car to school and parking anywhere in the neighborhood, the following will occur:

First offense:	Student warned
Second offense:	Parent called and student warned
Third offense:	Student suspended

6. **Car Sharing.** LSW will reserve one parking space on campus for Zip Car and/or Flex Car.

These measures will reduce peak parking demands by 45 spaces (i.e., $35 + 10 = 45$), or by 26 percent, from 175 to 130 spaces.

The proposed parking supply of 148 spaces will exceed the proposed parking demand by 18 spaces (i.e., $148 - 130 = 18$).

Traffic Management. LSW has implemented the following traffic management measures:

1. LSW has hired off duty MPD officers to direct traffic during morning arrival and afternoon dismissal peak periods. These officers address any backups with authority, expedite traffic flow, and supervise the crosswalks for pedestrians.
2. LSW staff directs the flow of traffic on campus in order to expedite loading and unloading of students, prevent on-site congestion, and prevent back-ups onto the public street network. LSW staff is assigned in the parking lot to direct bus and automobile traffic flow, prevent backups, address backups if they occur, and expedite the loading and unloading of students. Students are supervised and arranged into groups such as by bus in order to streamline the above.
3. LSW staff directs traffic in a full loop so as to contain the maximum number of vehicles on campus and, hence, prevent street backups. Large vehicles such as busses are usually directed to the exit at the half loop. A staff member blends the traffic so as to expedite the flow.
4. In the morning the majority of traffic arrives between 8:00 and 8:30 AM. As the drop off is spread over this time traffic flow is enhanced.
5. The traffic signal phase controlling traffic exiting the campus is programmed for seven (7) seconds unless a vehicle is detected every three (3) seconds at which time the phase is extended to a maximum of 20 seconds. This greatly enhances flow and helps prevent backups on Reservoir Road.
6. During dismissal, when vehicles arrive and park a few minutes before the actual pick up time, LSW takes necessary actions to ensure that vehicles do not backup onto Reservoir Road. Parents/guardians are directed to circulate around the block and return when there is space. The officer is our most effective tool to enforce this.
7. LSW staggers events in the evenings and monitors them to prevent problems. LSW has a night guard on duty to prevent problems and to react to problems (such as an event being more popular than anticipated). Personnel and groups are instructed on the importance of safe traffic and positive community relations. LSW modifies schedules and procedures immediately in reaction to what worked well or didn't work.
8. LSW discusses special events in advance and plans how to keep the parking and traffic safe and efficient (for example, providing a metro shuttle for admission tours).

9. LSW receives requests from the community to use their facilities such as bathrooms for the Fourth of July Parade, a parking lot for the Georgetown Citizens Association rummage sale, or a water stop for a breast cancer run. LSW generally accommodates the groups in a safe and non disruptive manner to the community and provides the facility and staff at no cost to the community.

Monitoring

LSW will periodically monitor the performance of the TMP and compare actual parking supply and demand to determine whether or not LSW meets the goal of balanced parking supply and demand. This will include an annual traffic and parking survey that will document actual peak period and peak hour vehicle-trip generation, parking occupancy counts, peak parking demands, any spillover parking, average vehicle occupancy, and mode splits.

Report

LSW will prepare an annual TMP report that will describe the TMP goal, the various TMP measures, the effectiveness of those measures, and the results of the annual traffic and parking survey. The report will be distributed to the District Department of Transportation (DDOT) and Advisory Neighborhood Commission (ANC) 3D.