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March 22, 2006

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Via Messenger

Geoffrey Griffis, Chairman
Board of Zoning Adjustment
D.C. Office of Zoning
441 4th Street, N.W.
Suite 210
Washington, DC 20001

Re: BZA Application No. 17383
The Lab School of Washington

RECEIVED
MARCH 23 2006
OFFICE OF THE
CLERK OF THE
BOARD OF ZONING
ADJUSTMENT

Dear Chairman Griffis and Members of the Board:

During the public meeting on March 7, the Board requested that The Lab School of Washington ("Lab") provide additional information regarding its proposed Traffic Management Plan in light of the comments of ANC 3D and the District Department of Transportation ("DDOT"). The Board also provided Lab with an opportunity to comment on the DDOT report dated March 6, 2006.

In its report, DDOT stated that Lab has not demonstrated that its measures to reduce parking demands will be effective. DDOT requested stronger efforts to mitigate the use of parking in the neighborhood and community through use of transit, shuttle services, and carpools. Lab has addressed DDOT's concerns in the attached revised Traffic Management Plan ("TMP").

DDOT also stated its objection to the policy of using public space to meet parking requirements. Even so, DDOT did not withdraw its earlier finding that the spaces were technically sufficient. Given the short-term nature of the request, the permanent community benefit offered by the sidewalk, and the fact that nearly identical spaces exist at the eastern end of Whitehaven Parkway, Lab urges the Board to override DDOT's policy concerns.

In October of 2005, Lab purchased a shuttle bus to encourage employees to use public transportation. Initial ridership on the shuttle was 14, which has increased to approximately 20 since October. Lab's goal is to increase shuttle bus ridership to 49 passengers. This would decrease peak parking demand by 35 in comparison to the

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October 2005 measurements. Lab also has enrolled in Metro's Smart Benefit / Metrocheck program, and 48 employees have enrolled. To further increase the use of public transportation, beginning in Fall 2006, new employees hired by the school will not be permitted to drive. Lab will encourage carpools by reserving five (5) on-site parking spaces for carpools of three (3) or more occupants. Lab will provide information to faculty and staff in order to facilitate carpooling. High school drivers are not permitted to drive to school unless they demonstrate a hardship and are approved by the High School Administration. Lab also has been successful in increasing its parking supply by securing permission to use off-site parking spaces.

The TMP will be enforced by monitoring and reporting requirements applicable to the Fall and Spring semesters. If the goal to balance the parking supply and demand is not met within the set time periods, Lab will be required to add, within 60 days, sufficient off-site parking spaces to adequately accommodate its peak parking demand.

ANC 3D addressed Lab's proposed TMP during its meeting of March 16, 2006. The ANC voted to endorse the TMP, but reaffirmed its objection to the angled parking spaces on Whitehaven. Lab continues to believe that the angled parking spaces would be a benefit to the community. However, the attached TMP provides an alternative arrangement for increasing parking supply without the use of angled spaces by leasing additional off-site parking spaces.

During its March 16 meeting, the ANC deliberated on the TMP and the application in an open, public forum and provided a detailed explanation of its earlier resolution. As a result Lab withdraws its earlier request that the Board not afford "great weight" to the ANC's letter dated November 8. That request is now moot.

We look forward to the Board's further consideration of this application on April 4.

Sincerely,



Allison C. Prince

Attachment

cc: ANC 3D (Jill Stern, Alma Gates)
DDOT
Father Milton Jordan, Our Lady of Victory Church



**LAB SCHOOL OF WASHINGTON
TRANSPORTATION MANAGEMENT PLAN**

January 24, 2006

Revised March 22, 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. This TMP also addresses typical weekday arrival and dismissal, evening, and event traffic management.

LSW proposes two alternative Transportation Management Plans, which differ in terms of the number of parking spaces leased in existing off-site facilities and whether or not angled spaces are constructed on the south side of Whitehaven Parkway, east of MacArthur Boulevard.

Table I
Lab School of Washington
Transportation Management Plan (TMP) "A" (Angled Spaces)
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	175 ³	130 ⁴	(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 off-site spaces that would be leased by LSW from The George Washington University on the nearby Mt. Vernon campus or elsewhere.

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.

Table 2
 Lab School of Washington
 Transportation Management Plan (TMP) "B" (No Angled Spaces)
 Existing and Proposed Parking Supply and Demand

	<u>Existing</u>	<u>Proposed</u>	<u>Change</u>	<u>% Change</u>
Parking Supply	87 ⁵	137 ⁶	50	57%
Parking Demand	<u>175⁷</u>	<u>130⁸</u>	(45)	(26%)
Supply vs. Demand	(88)	7		

Plan "A" reflects a future parking supply of 148 spaces, including 87 marked on-site spaces, 20 on-site stacked spaces, 26 net additional angled spaces on Whitehaven Parkway, and 15 off-site leased spaces. Plan "B" reflects a future parking supply of 137 spaces, including 87 marked on-site spaces, 20 on-site stacked spaces, no angled spaces on Whitehaven Parkway, and 30 off-site leased spaces. Both plans would reduce parking demand from 175 to 130 spaces.

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.

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

6 This includes 87 on-site marked spaces, 20 on-site stacked spaces, and 30 off-site spaces that would be leased by LSW from The George Washington University on the nearby Mt. Vernon campus, Safeway on MacArthur Boulevard, and/or elsewhere.

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

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

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, and information provided by LSW.

Current faculty/staff mode splits are as follows:

Auto Driver:	158	87%
Auto Passenger:	4	2%
Shuttle Bus Passenger ⁹ :	14	8%
Walk/bike:	<u>6</u>	<u>3%</u>
Total:	182	100%

Approximately five (5) high school students drive, 136 ride public school buses, and 189 are driven by parents/guardians, walk, or bike.

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.

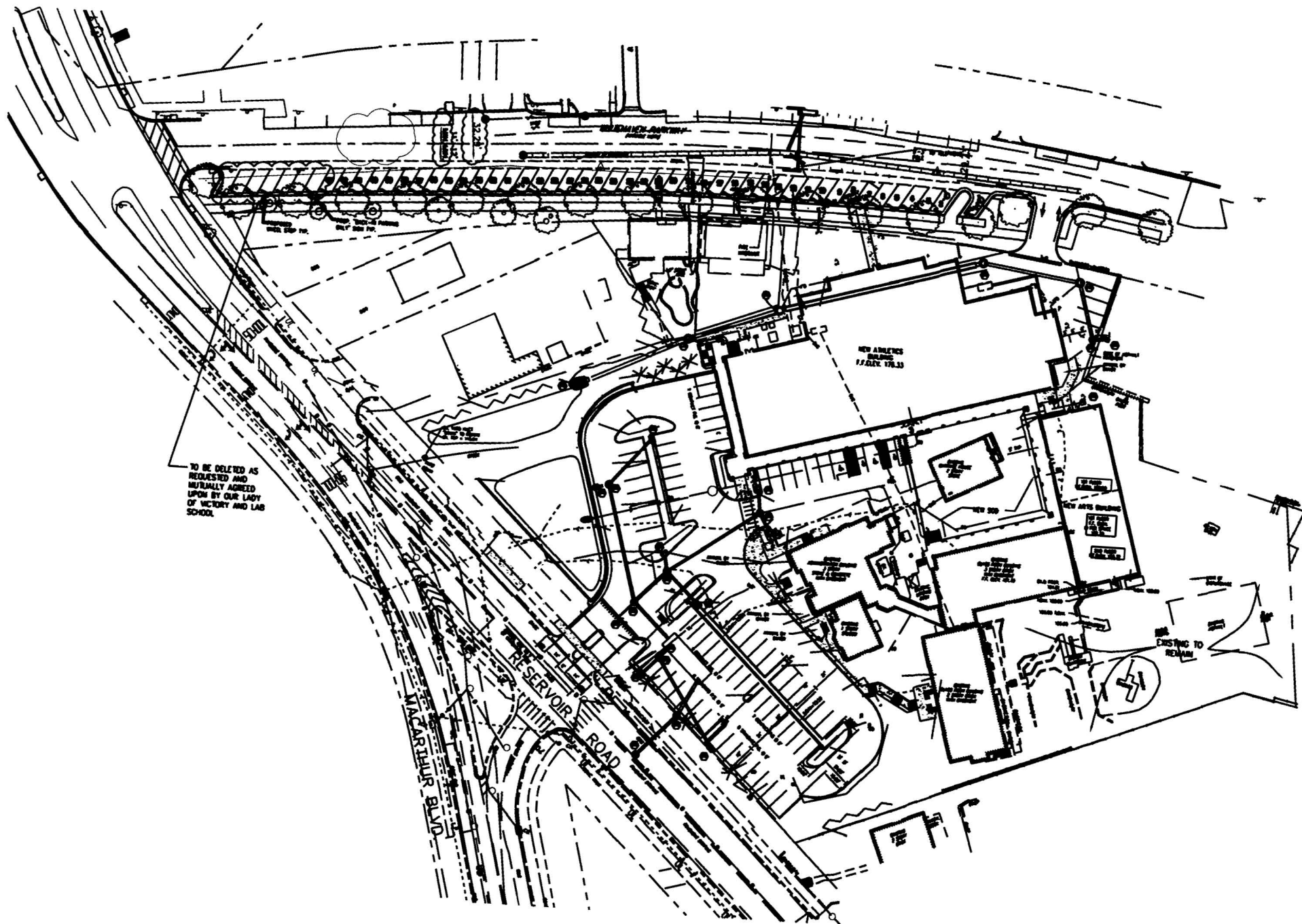
The LSW's peak parking demand for 175 spaces exceeds the on-site parking supply by 88 spaces (i.e., $175 - 87 = 88$).

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 to 30 off-site, off-street spaces.

⁹ The LSW shuttle bus carried 14 passengers on the survey date, Wednesday, October 19, 2005. Average daily ridership has grown to about 20 daily passengers since that time.



These actions would increase the number of spaces available to the Lab School by 50 to 61 spaces, or by 57 to 70 percent, as shown in Tables 1 and 2.

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-eight (48) employees have enrolled in the program. Their benefits started 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 began operating free shuttle bus service, the Dragonmobile, in October 2005.

LSW is committed to operating free daytime 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, and free evening shuttle bus service between the school, the Foggy Bottom/GWU Metro station, and the Dupont Circle Metro station, as shown on Figure 3. 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) and ridership has increased in recent months. LSW's goal is to increase shuttle bus ridership by another 35 passengers beyond the 14 measured in October, which would decrease the peak parking demand by 35 spaces.

LSW will add, delete, and/or modify shuttle bus routes, schedules, and stops, as it deems appropriate, in order to achieve ridership goals.

- 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). Five 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 letters, memos, and/or other forms of correspondence, 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, locker rooms, and showers 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.

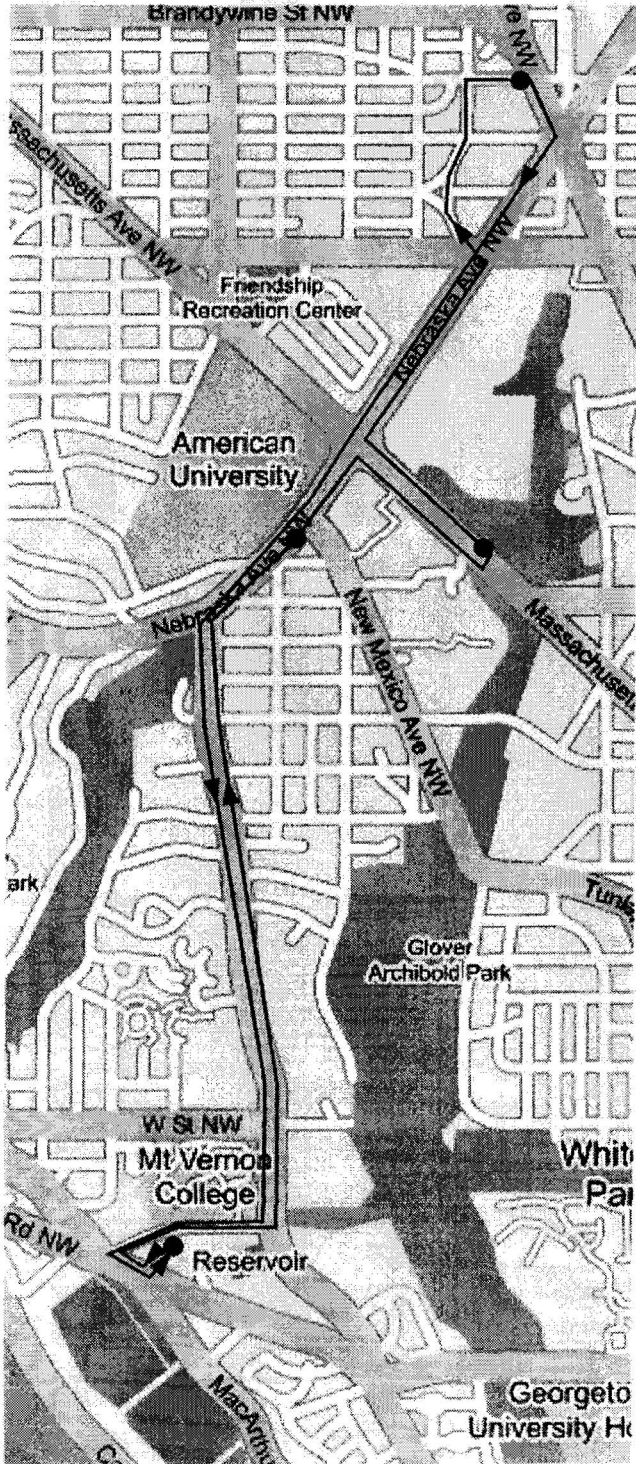
LAB SCHOOL | AU | MASS AVE | TENLEY METRO ROUTE
MONDAY THROUGH FRIDAY

AM PICKUP @ TENLEYTOWN 7:30, 8:00

PM DROP-OFF LEAVES LAB 12:30 2:00, 3:15, 4:15, & 5:00

NOTE:

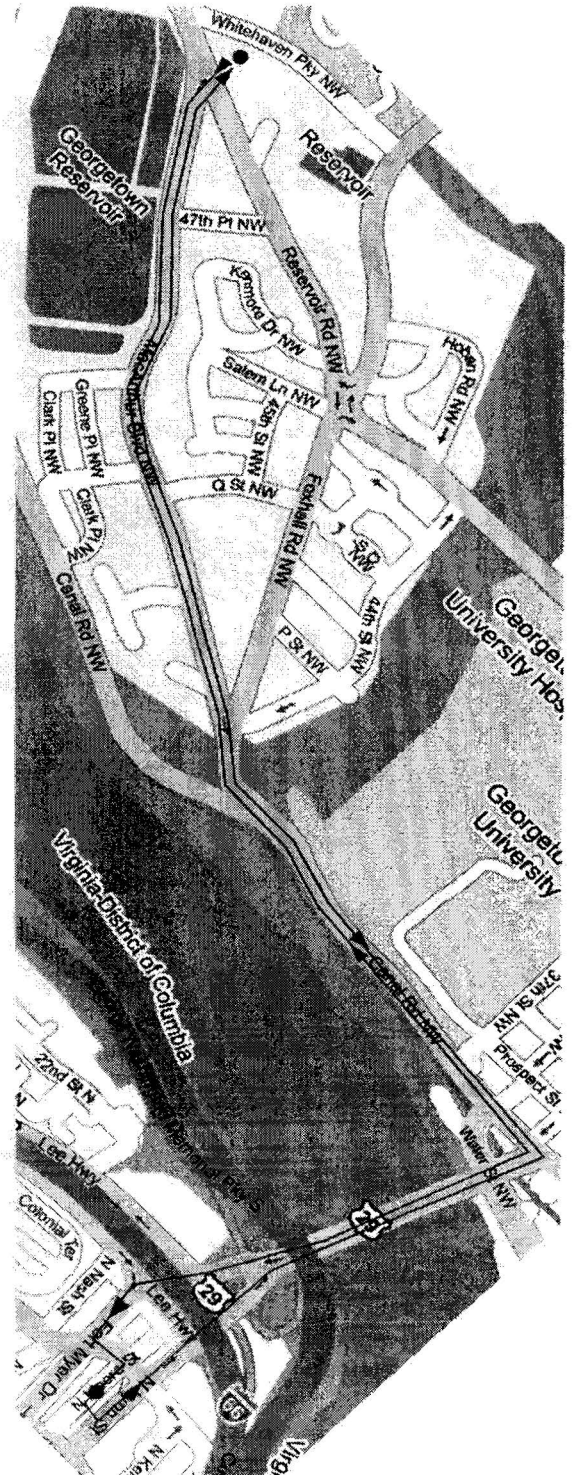
PASSENGERS NEEDING TO GO TO ROSSLYN AFTER 3:45
USE THE TENLEY SHUTTLE TO THE RED LINE
AND TRANSFER @ METRO CENTER



LAB SHOOOL | ROSSLYN METRO ROUTE
MONDAY THROUGH FRIDAY

AM PICKUP @ ROSSLYN 7:30

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

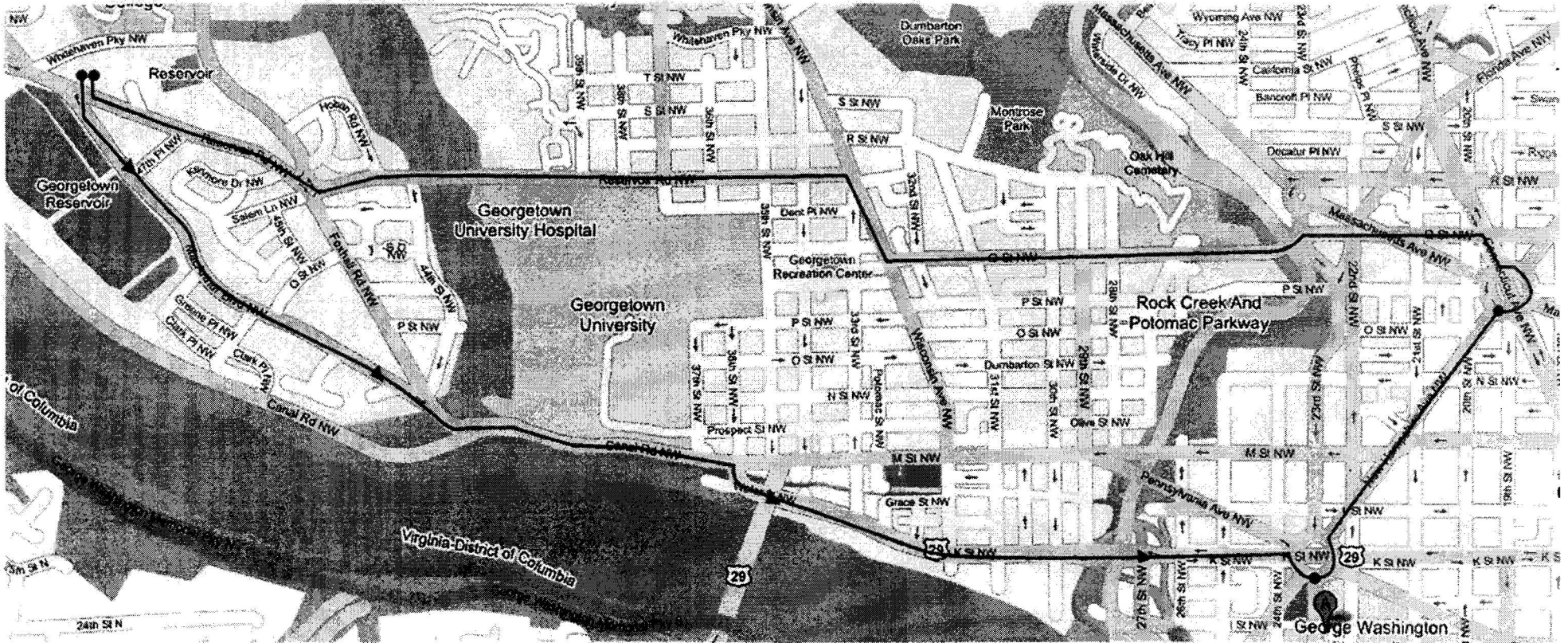


LSW NIGHT SCHOOL | FOGGY BOTTOM | DUPONT CIRCLE METRO ROUTES
TUESDAY & THURSDAY DURING SCHOOL SESSIONS

PM DROP-OFF LEAVES LAB @ 7:30, 8:30, 9:30

FOGGY BOTTOM METRO @ 7:45, 8:45, 9:45

DUPONT CIRCLE METRO @ 8:00, 9:00, 10:00



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 in the event that either company is willing to locate a car there.

Under both Plans “A” and “B”, these measures will reduce peak parking demands by 45 spaces (i.e., $35 + 10 = 45$), or by 26 percent, from 175 to 130 spaces.

Under Plan “A”, the proposed parking supply of 148 spaces would exceed the proposed parking demand by 18 spaces (i.e., $148 - 130 = 18$). Under Plan “B”, the proposed parking supply of 137 spaces would exceed the proposed parking demand by 7 spaces (i.e., $137 - 130 = 7$).

Traffic Management. LSW has implemented and is required to continue 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 monitor within 30 days of the beginning of the fall and spring semesters the performance of the TMP.

LSW will monitor the following aspects of the TMP:

1. Shuttle bus routes, schedules, stops, and ridership.
2. Number of registered carpools and carpool passengers.
3. Number of faculty, staff, and students who walk or bike to LSW.
4. Number of authorized high school student drivers.
5. Peak period vehicle-trip generation.
6. Parking occupancy counts.
7. Use of off-site leased parking spaces.
8. Peak parking demands.
9. Number of on- and off-site parking spaces provided.

LSW will compare actual parking supply and demand to determine whether or not LSW meets the goal of balanced parking supply and demand.

Reporting

LSW will prepare TMP reports within 45 days of each monitoring survey. The reports will be distributed to the District Department of Transportation (DDOT) and Advisory Neighborhood Commission (ANC) 3-D.

Enforcement

LSW will benchmark the performance of the TMP within 30 days of the beginning of the fall 2006 semester. LSW will continue, modify, or delete existing TMP measures, and/or add new measures, as required and appropriate, in order to achieve the goal of balanced parking supply and demand, as determined by the surveys.

In the event that LSW's on- and off-site parking supply and demand are not balanced within 30 days of the start of the fall 2007 semester, LSW commits to add within 60 days sufficient numbers of off-site parking spaces to adequately accommodate LSW's peak parking demand. Spaces may be leased from existing facilities within walking distance of the school and/or in satellite locations served by LSW's shuttle bus system.