

GRIFFIN, MURPHY, MOLDENHAUER & WIGGINS, LLP

DIRECT DIAL: 202-530-1482

DIRECT EMAIL: mmoldenhauer@washlaw.com

March 10, 2017

VIA IZIS

Frederick L. Hill, Chairperson
Board of Zoning Adjustment
441 4th Street, NW, Suite 210S
Washington, DC 20001

**Re: Application No. 19450 – 3320 Idaho Avenue, NW (Square 1818, Lot 849)
Applicant’s Supplemental Submission**

Chairperson Hill and Honorable Members of the Board:

On behalf of the Applicant, District of Columbia Department of General Services (the “Applicant”), please find enclosed responsive documents to the Board’s limited request for supplemental information at the close of the March 1st hearing.

The enclosed documents are as follows:

1. **Tab A:** Information concerning the Ward 3 Advisory Team, including members of the Ward 3 Advisory Team, meeting minutes for Advisory Team meetings from the Homeward D.C. website - <https://dmhhs.dc.gov/homewarddc>, a summary of next steps and anticipated future meeting topics, and a schedule for the Advisory Team.
2. **Tab B:** Shelter modeling utilized by the Applicant in developing the design elements for the Project.
3. **Tab C:** Statistics detailing the “point-in-time” homeless population in the District¹.
4. **Tab D:** Contextual rendering of the Project including a perspective looking at the abutting single-family homes.

Thank you for your attention to this matter. The record is now closed for supplemental filings by the Applicant and the Party in Opposition. The Board has left the record open for the limited purpose of permitting ANC 3C to file a report on the Applicant’s temporary parking proposal. As directed, the Applicant and the Party in Opposition will simultaneously file Closing Statements and Draft Findings of Fact and Conclusions of Law on March 17.

¹ The “point-in-time” data is based on a census taken on January 28, 2016. The “point-in-time” data for 2017 is expected to be released in late-March 2017 and is not yet available to the Applicant.

The Applicant looks forward to the Board's issuance of a decision at the March 22nd public meeting.

Sincerely,
GRIFFIN, MURPHY,
MOLDENHAUER & WIGGINS,
LLP

A handwritten signature in blue ink, appearing to read 'M. Moldenhauer', is written over a horizontal line.

Meridith H. Moldenhauer

CERTIFICATE OF SERVICE

I hereby certify that on March 10, 2017, I served a copy of this Cover Letter with Supplemental Submission Documents via email, to the following:

D.C. Office of Planning
1100 4th Street, SW, Suite E650
Washington, DC 20024
Maxine.BrownRoberts@dc.gov

D.C. Department of Transportation
55 M Street, SE, Suite 400
Washington, DC 20003
evelyn.israel@dc.gov

Advisory Neighborhood Commission 3C
Nancy MacWood, Planning and Zoning Committee Chairperson
nmacwood@gmail.com

Angela Bradbery, Single Member District 3C06
3C06@anc.dc.gov

Neighbors for Responsive Government
David W. Brown, Esq.
401 E. Jefferson Street, Suite 206
Rockville, MD 20850
brown@knopf-brown.com
joy@knopt-brown.com



Meridith H. Moldenhauer

TAB A



Community Advisory Teams for Short-term Family Housing

The District of Columbia has a plan to end homelessness. As part of that plan, we will close DC General - a former hospital that has served as the District's largest family shelter for seven years. DC General is too big, too old and geographically removed from the services that individuals experiencing homelessness need to exit shelter and get back on their feet. We will replace DC General by developing several short-term family housing facilities across the city. Advisory Teams from each community where these new facilities are located will serve to advise government agencies throughout the development process.

Role and Purpose of Advisory Teams

The Department of Human Services (DHS) will facilitate and coordinate Short-term Family Housing Advisory Teams in each ward where a facility will be built. The Advisory Team will:

1. Provide feedback on concerns related to residents' quality of life during construction,
2. Coordinate community feedback and input opportunities on all issues and concerns related to the development of Short-term Family Housing and share information,
3. Develop Good Neighbor Agreements.

The Advisory Teams serves in an advisory capacity only and will ensure that there is a representative voice from the surrounding community during the development phase of Short-term Family Housing facilities. The Advisory Team will consist of no more than 15 people.

Membership: Composition and Roles

The Advisory Teams will be Co-Chaired by the ANC Chair (or designee) and a representative from Mayor Bowser's Administration.

Community, ANC and Council Representatives (10)

- **Advisory Neighborhood Commission - 4 participants:** the ANC Chair (who will serve as Co-Chair of the Advisory Team), ANC Single Member District Commissioner or other ANC commissioner as selected by the ANC, and 2 community members of the ANC's choosing. Suggestions for community members include immediate neighbors, faith community representatives, and members of the business community, nearby condo association president, or other community stakeholders.
- **Civic or Neighborhood Association - 3 participants:** the President of the local association or a designee, and 2 community members selected by the association.
- **School representative - 1 participant (selected by the ANC).** A parent or school community leader from the feeder elementary school associated with the site (e.g. LSAT Chair, PTA lead, or other school community representative).
- **Ward Councilmember - 2 participants:** Ward Councilmember or designee and one community representative selected by the Ward Councilmember.

Homeless Services Stakeholders (2)

- **Homeless services provider & consumer (selected by the DC Interagency Council on Homelessness) 2 participants:** one non-profit homeless services provider and one homeless services customer.

DC Executive Government Representatives (3)

- **Administration Co-Chair – listed below are the Administration Co-Chairs for each Ward**

WARD	Administration Co-Chair
1	Kristy Greenwalt , Executive Director, Interagency Council on Homelessness, or her designee
3	Laura Zeilinger , Director, Department of Human Services, or her designee
4	Brenda Donald , Deputy Mayor, Health and Human Services, or her designee
5	Jay Melder , Chief of Staff, Department of Human Services, or his designee
6	Jay Melder , Chief of Staff, Department of Human Services, or his designee
7	Courtney Snowden , Deputy Mayor, Greater Economic Opportunity, or her designee
8	Rahman Branch , Director, Office of African American Affairs, or his designee Laura Zeilinger , Director, Department of Human Services, or her designee

Community Advisory Teams for Short-term Family Housing (8/11/16)

- **Department of General Services, Project Manager** (1 participant)
- **Department of Human Services representative** (1 participant)

Other Government officials from the Mayor’s Office of Community Relations and Services (MOCRS), Office of the State Superintendent of Education (OSSE), DC Public Schools (DCPS), Metropolitan Police Department (MPD) or other relevant agencies will attend and present at Advisory Team meetings as needed.

Communication and Information Sharing

Clear and on-going communication is the key to an effective Advisory Team. The Advisory Team meetings are opportunities for government representatives and community members to engage, share updates, solve issues, and advise on the development of Short-term Family Housing facilities. Because there are often lengthy gaps between meetings, each Advisory Team will have the following:

Consistent point of contact: Each project will have an Advisory Team Coordinator as designated by the Department of Human Services. The Advisory Team Coordinator will organize and facilitate meetings and will be the face of the project.

Website: DHS will make sure that a dedicated webpage is created and updated for each project. The website will include project details, materials from previous meetings, and notifications. The Advisory Team Coordinator will be responsible for updating the website throughout the project.

Email updates: In order to keep the Advisory Team updated, DHS (in coordination with the Co-Chairs) will circulate updates as needed. Updates could include follow up to unanswered questions during meetings, responses to email questions sent to the Advisory Team Coordinator, updates on design and construction, Board of Zoning Adjustment and construction process updates, progress on implementing *Homeward DC* (the strategic plan to end homelessness in the District), and other community updates that impact the Short-Term Family Housing project.

Meetings and Milestones

While communication will be regular and frequent, the frequency of meetings will be determined by the Advisory Team Co-Chairs. Quarterly or more frequent meetings may make sense in the beginning and moving to bi-annual meetings or on an as-needed basis. While each community is unique, and the milestones may differ from community to community, these are the five core milestones that each Advisory Team will be charged with achieving:

1. **Advisory Team formation:** Working with ANCs and Civic Associations, each Ward will form an Advisory Team.
2. **Design Presentation and Input:** Each Advisory Team, with the community at-large, will receive a presentation on initial exterior design and provide input and register preferences for aspects of exterior façade color, fencing, and landscaping (this has already occurred in Wards 4, 7, and 8).
3. **Pre-BZA submission presentation:** Each Advisory Team, in conjunction with the local ANC, will receive a presentation on any necessary Board of Zoning Adjustment applications. (This has already occurred in Wards 4, 7, and 8).
4. **Final Design and Construction Timeline Presentation:** Each Advisory Team will receive a presentation on final designs and be briefed on construction timelines.
5. **Develop Good Neighbor Agreement:** Coinciding with the contracting for STFH service provision at each site, the Advisory Team and the service provider will develop a “good neighbor agreement,” which will be an agreement between the STFH service provider and the Advisory Team on behalf of the community to set forth expectations and commitments regarding exterior facility and landscape maintenance, safety and security, mutual codes of conduct and respect, and clear and expedient process for communication and problem solving. The agreement will also set forth clear expectations for ongoing Advisory Team engagement and coordination.

Ward 3 - Advisory Team Members	Inviting Organization	Role/Title
Nancy MacWood	ANC 3C	Co-Chair, ANC3C Chair
Margaret Siegel	ANC 3C	Community Representative, Previously ANC 3C Treasurer, SMD 3C05 Commissioner
Angela Bradbery	ANC 3C	SMD 3C06 Commissioner
Melody Molinoff	ANC 3C	John Eaton Elementary, LSAT Chair
Ann Scoffier	ANC 3C	Community Representative
Ruth Caplan	Cleveland Park Citizens Association	Cleveland Park Citizens Association, President; Community Representative
Ann Hamilton	Cleveland Park Citizens Association	Cleveland Park Citizens Association; Community Representative
Pamela Korbel	Cleveland Park Citizens Association	Cleveland Park Citizens Association; Community Representative
Mary Cheh	Councilmember Cheh's Office	Ward 3 Councilmember
Jeffrey Davis	Councilmember Cheh's Office	Community Representative
Deborah Linde	Department of Human Services (DHS)	Community Representative; 30-year resident of McLean Gardens
Rabbi Aaron Alexander	Department of Human Services (DHS)	Community Representative; Rabbi of Adas Israel Congregation
Kelly McShane	Interagency Council on Homelessness (ICH)	Ward 3 Resident; President and CEO, Community of Hope
Melvin Gresham	Metropolitan Police Department (MPD)	Commander, 2nd District MPD
Laura Zeilinger	Department of Human Services (DHS)	DHS Director, Advisory Team Co-Chair; Ward 3 Resident
Agyei Hargrove	Department of General Services (DGS)	DGS Project Manager
ANC History		
Maureen Boucher	ANC 3C	SMD 3C07 Commissioner-Elect (SMD across the street from the site)
Carl Roller	ANC 3C	ANC 3C Chairperson, SMD 3C06 Commissioner, Advisory Team Co-Chair (moved on 11/4/16; 11:59 pm; ceded to Catherine May, ANC 3C Vice Chair)
Catherine May, MD	ANC 3C	ANC 3C Chairperson, SMD 3C08 Commissioner, Advisory Team Co-Chair (as of 11/5/16 took over for Carl Roller; then ceded to Victor 11/14/16)
Victor Silveira	ANC 3C	SMD 3C07 Commissioner, Advisory Team Co-Chair (as of 11/15/16, as Catherine May's designee. Maureen Boucher leads SMD 3C07 on 1/2/16)



Department of Human Services
Office of the Director | 64 New York Avenue N.E., Suite 600 | Washington, DC 20002

Short-Term Family Housing Ward 3 Advisory Team – Next Steps

Additional Advisory Team (AT) Meetings in Ward 3

February 15, 2017, 5:00 P.M.

Topic: Public Safety

Guests: Metropolitan Police Department – Chief Peter Newsham; Homeland Security and Emergency Management Agency – Director Chris Geldart

March 7, 2017, 6:00 P.M.

Topic: Neighborhood Schools

Guests: District of Columbia Public Schools – Chief Operating Officer Carla Watson; Eaton Elementary School Principal Dale Mann

Ward 3 – Future Advisory Team (AT) Meeting Topics

- AT meetings will be at a minimum quarterly through 100% Design Development/Permitting, providing comments, feedback, updates and documents to the AT
- AT meetings will be quarterly through the issuance of Building Permits/Construction Start and the Final Quarter of Construction, keeping neighborhood engaged and up-to-date on construction phases
- AT meetings will be monthly through the Final Quarter of Construction/Move-In
- Good Neighbor Agreement will be developed through the AT and will outline ongoing AT engagement and coordination after the Program is opened
- If additional meetings are necessary due to the issues being faced, such meetings will be scheduled via the AT meetings





Department of Human Services
Office of the Director | 64 New York Avenue N.E., Suite 600 | Washington, DC 20002

Ward 3 Short-term Family Housing Advisory Team Meeting
Tuesday, September 20, 2016
Chevy Chase Community Center - 5601 Connecticut Ave N.W. - Washington, DC 20015
7 pm – 8:30pm

Ward 3 Advisory Team Members

Name	Inviting Organization	Affiliations	Attendance
Carl Roller	ANC 3C	ANC 3C Chairperson, SMD 3C06 Commissioner, Advisory Team Co-Chair	Present
Margaret Siegel	ANC 3C	ANC 3C Treasurer, SMD 3C05 Commissioner	Present
Angela Bradbery	ANC 3C	Community Representative	Present
Melody Molinoff	ANC 3C	John Eaton Elementary, LSAT Chair	Present
Ann Scoffier	ANC 3C	Community Representative	Not present*
Ruth Caplan	Cleveland Park Citizens Association	Cleveland Park Citizens Association, President; Community Representative	Present
Pamela Korbel	Cleveland Park Citizens Association	Cleveland Park Citizens Association; Community Representative	Present
Ann Hamilton	Cleveland Park Citizens Association	Cleveland Park Citizens Association; Community Representative	Not present*
Mary Cheh	Councilmember Cheh's Office	Ward 3 Councilmember	Present
Jeffrey Davis	Councilmember Cheh's Office	Community Representative	Present
Deborah Linde	Department of Human Services (DHS)	Community Representative; 30-year resident of McLean Gardens	Present
Rabbi Aaron Alexander	Department of Human Services (DHS)	Community Representative; Rabbi of Adas Israel Congregation	Not present*
Kelly McShane	Interagency Council on Homelessness (ICH)	Ward 3 Resident; President and CEO, Community of Hope	Present
Melvin Gresham	Metropolitan Police Department (MPD)	Commander, 2nd District MPD	Present
Laura Zeilinger	Department of Human Services (DHS)	DHS Director; Advisory Team Co-Chair; Ward 3 Resident	Present
Agyei Hargrove	Department of General Services (DGS)	DGS Project Manager	Present

Additional Support Staff Present

Phil Thomas	Mayor's Office of Community Relations	Ward 3 Community Liaison (MOCR)
Anthony Cassillo	Councilmember Cheh's Office	Deputy Director of Constituent Services
Jay Melder	Department of Human Services (DHS)	Chief of Staff
Kathy Haines	Office of the Deputy Mayor for Health and Human Services	Capital City Fellow
Wanda Sherrod	Department of General Services (DGS)	Program Manager: Health and Human Services Cluster

Agenda

1. Welcome and Introductions
2. Purpose and Scope of Advisory Team
3. Update on STFH Process in Ward 3
4. Identifying Community Issues
5. How to Get Advisory Team Input on Design
6. Summary of Next Steps & Adjourn

Meeting Minutes

1. Welcome and Introductions

- The meeting began at 7:10pm
- Introductions were made of the Advisory Team Members
- *The following persons could not make the initial meeting but will participate in future meetings:
 - Ann Scoffier
 - Rabbi Alexander
 - Ann Hamilton

2. Purpose and Scope of the Advisory Teams

- Director Zeilinger and Commissioner Roller discussed the purpose and scope of the Advisory Team

Purpose: (Slide 3)

1. Coordinate community feedback and input opportunities on issues and concerns related to the development of Short-term Family Housing and share information.
2. Provide feedback on concerns related to residents' quality of life during construction
3. Develop Good Neighbor Agreements.

Scope: (Slide 4)

- In-scope for the Advisory Team:

- Gathering community input on exterior design.
- Listening and responding to concerns and questions regarding quality of life issues during construction and how the program impacts the community.
- Coordinating the sharing of information amongst stakeholder groups. Information shall not include anything that may be construed to relate to active litigation.
- Working with the program service provider to establish shared expectations for both the community and the program regarding being “good neighbors.”
- Out-of-scope for the Advisory Team:
 - Program Components and Rules and Regulations relating to the Short-term family housing program.
 - Legislative or judicial processes relating to the Short-term family housing program.
 - Any question, concern, or comment about active litigation is off the table.

Director Zeilinger’s Comments:

- We are not able to discuss active litigation in this setting.
- We can absolutely discuss what features will make a successful program and environment for families and the community.
- First and foremost, the facility must support the function of DHS programming.
- We are happy to hear from the Advisory Team about ideas and address concerns; however ultimately the programming that occurs inside the facility is a function of the Department of Human Services.
- Focus of the Advisory Team in terms of design is on exterior features.
- About Open Meeting Law – According to the DC Board of Ethics and Government Accountability (BEGA), this Advisory Team does not fall under Open Meeting Law. However, our intention is to be completely transparent. The whole purpose of this activity is information sharing. We want you to share this information.

Commissioner Roller’s Comment:

- To support what Director Zeilinger said about not discussing the litigation or related matters here, any concerns about the appropriateness of the site need to be left outside the door to be handled and addressed through the appropriate process. The question in this room is how to make this shelter work in the community.

Community Representatives’ Comments:

- Community members with expertise in this field have concerns about this program: (e.g. “Why isn’t x or y happening on site? What is happening on site?). We want to know what we can talk about inside the box of the building (and not). Also, recognize that there are residents with expertise in this area; how can we leverage their expertise and gain their approval? These residents could be a resource to the shelter residents.

- **Director Zeilinger's Response:** *Absolutely. We will continue to share and discuss the program. I am happy to talk about these attributes, for example why onsite daycare versus not onsite? This is why we have a family homeless services provider present in this group (in addition to the Department of Human Services staff). We are happy to use the input of community members to make this the best program possible. A great degree of thoughtfulness went into the programmatic design for short-term family housing, but we are still open to input and your best ideas.*
- I got the sense from this evening's introduction that the facility will be in the community, but not part of the community. It should be 'part of the community.' It almost sounded like an island, with no interaction, like the kids might go to the school, but not go to the playground. Needs to be part of the community.
 - **Director Zeilinger's Response:** *I do not disagree. This program should absolutely be a part of the community. I'm not sure what was said to give an impression, otherwise. I'm sorry if it was not articulated well. Though families are here for a temporary purpose while they are supported on a path to permanent housing, they will be a part of the community while they are here, and it is our intent that the program fit well within the community.*

3. Update on STFH Process in Ward 3

Advisory Team Milestones: (Slide 5)

1. Launch Advisory Team
2. Provide input on facility design
3. Receive BZA application and presentation (formally presented to ANC)
4. Receive Final design and construction timeline presentation
5. Develop a good neighbor agreement with Short-term Family Housing program

Director Zeilinger's Comments:

- Although the issues we may choose to discuss and focus on in Ward 3 may differ the issues other Advisory Teams in other Wards decide to focus on and visa-versa, each Ward shares these milestones in common:
 1. First milestone, Advisory Team formation: Working with ANCs and Civic Associations, each Ward will form an Advisory Team, which we have done tonight.
 2. Second milestone, Design Presentation and Input: Advisory Teams will have a listening session with the Design Team to give initial input on design; we will also have a design input session with the community at-large.

3. Third milestone, Pre-BZA submission presentation: Each Advisory Team, in conjunction with the local ANC, will receive a presentation on any necessary Board of Zoning Adjustment applications.
4. Forth milestone, Final Design and Construction Timeline Presentation: the Advisory Team will receive a presentation on final designs and be briefed on construction timelines. The Advisory Team will continue to coordinate to raise and solve quality of life issues during construction.
5. Develop Good Neighbor Agreement: the Advisory Team and the service provider will develop a “good neighbor agreement,” which will be an agreement between the STFH service provider and the Advisory Team on behalf of the community to set forth expectations and commitments regarding exterior facility and landscape maintenance, safety and security, mutual codes of conduct and respect, and clear and expedient process for communication and problem solving.

Ward 3 Project Process: (Slide 6)

- July – request for proposal for architects
- September – architects awarded
- October – Community Input on design
- October – development of test fit & approval
- November – BZA submission
- December/January 2017 – BZA hearing
- Late Fall 2017 – Estimated construction start

Director Zeilinger’s Comments:

- The slide deck includes an overview of the timeline in Ward 3; we are at the phase where the Department of General Services (DGS) is in the final negotiations to hire the architects. The architects have deliverables about how many days they have to produce a test fit design for the site.
- We will hold a listening session with the architect and the Advisory Team in early October.
- We will also hold a larger design meeting with the broader community.
- We are hoping for a November 2016 Board of Zoning Adjustment (BZA) submission, and a December/January BZA hearing, followed by late 2017 construction and program opening in 2019.

Commissioner Roller’s Comments:

- BZA applications first need to go through ANC 3C’s Planning & Zoning Committee, then two weeks later to the full ANC committee

4. Identifying Community Issues (activity led by Commissioner Roller)

- The goal of the exercise is to come to a consensus on top issues that the community (represented by Advisory Team) would like to bring to the attention of this group for discussion, more information, consideration, etc.

[Advisory Team Members were asked to create a list of concerns and issues that need to be addressed with the community. Issues raised by the Advisory Team will be addressed in writing by the District of Columbia and shared publically. Director Zeilinger offered responses to some of the concerns during the course of the meeting, and those responses are captured below.]

Community Issues Raised by Community Representatives:

- What are the opportunities for the community to volunteer?
- What is the impact on traffic during operations once it's open?
- What is the latest information on the number of families that will live there? How many persons will live there?
- What is the density of the building?
- What will the impact be on 2nd District Metropolitan Police Department operations?
- What will the impact be on John Eaton Elementary School, in terms of:
 - Enrollment
 - Funding - the way funding flows is on a per pupil population, the community is concerned that high-needs funding may not follow the individual student if the student is here on a temporary basis; if the school budget is set one year in advance; how will we capture the number of students coming?
 - Can we increase nursing staff?
 - What is the age range of the children who will reside at the site? Small children? High school age for Wilson?
- The community should understand the thoughtfulness with which the site was selected to help residents to become more comfortable with the process.
- People have raised concerns about public safety.
- A big part of the concern is that people don't have a clue about what's going on; there needs to be a clear campaign on the process, that this is where we are; this is where we are going for the next 6 months; we will have x, y, z meetings, and we will have opportunities to engage. What are opportunities to get information?
- The District should make a statement about the status of the litigation.
- What is the plan for facility maintenance long term?
- What will be the process for input on the design (exterior, and the appearance of the facility)? The community cares about how their buildings look.
- What will be the parking situation? Will it be meters or residential parking?
- What programs will be onsite vs. offsite?

- How will these families actually be moved to permanent housing? We should at least acknowledge this is a challenge.
- How is the city dealing with the lack of options for affordable housing?
- There is also a fear of the unknown.
- We are getting questions that are hard to answer in the community such as “Who are these new people coming into the community? Are these mothers with little kids? Mothers with teenagers?”
- How will people decide who goes to which shelter? Will there be a profile for the residents of the shelter?
- The number of families keeps changing, doesn’t give confidence in the project. We keep hearing that the impact on Eaton will be small, but acknowledge that there are concerns about potential impact on the school.
- Do we know who the providers of services are?
 - **Director Zeilinger’s Response:** *No; the Department of Human Services will do a competitive process with a Request for Proposals (RFP). We will put out a scope of work about what the provider will do and use a Technical Panel to look at past experience, responsiveness, etc. and then will issue a contract. We will not do that until we are much closer to occupying the building. We have not selected a provider.*
- Will there be any city staff working at the site?
 - **Director Zeilinger’s Response:** *At the moment, our programs are run by contractors; city government staff play an oversight role.*
- There are people who want to help, but don’t know how to. There are a lot of opportunities.
- We say that program components are out of scope, but that will determine what type of providers we need.
 - **Director Zeilinger’s Response:** *We know that we need people who can support the appropriate kinds of on-site services, activities for children to engage in age-appropriate activities, and the right kind of social service supports. We have statutes about amenities and services; provisions around room and bathroom configuration, etc. Also, this group can talk about whether there should be x or y in the building, but there are certain requirements that are needed to operate a program that are decisions made within the Department of Human Services and governed by law. The building must accommodate the services, but it is not for this group to say that the homework room needs to look like x, not y. It is in everyone’s interest for children to have appropriate homework space. It is not the best use of time for the Advisory Team to weigh in on an issue like this.*
- We may not want to talk about the shape of the homework room, but will there be a child development center on site, and can we volunteer? If there are teenagers, how can we

support them? Might be helpful to have the parameters on what the contract with the architects is e.g. how much community space per resident, etc.

- Would like information on whether there is 24-hour staff; we have zero information.
 - **Director Zeilinger's Response:** *I have copies of a slide deck that describes some of the information. [LZ held up a slide deck that was used at other meetings and passed it around the room for inspection.] E.g. We will perform a housing assessment, help families with their housing searches, provide early childhood development staff and work with school staff to connect with services; provide connections to broader services for parents' educational development and connections to employment services; connections with various healthcare organizations (e.g. the Georgetown Hoya Clinic at DC General Family Emergency Shelter); will help with credit counseling; provide partnerships with other organizations for mentoring, tutoring; provide 24-hour staffing and security. Those are already the requirements built-in to the program. Please refer to the slide decks available on our website: <http://www.mayor.dc.gov/homewarddc>. This is the website where past slide decks and information are housed.*

[Advisory Team concludes listing topics of concern]

Director Zeilinger's Comments:

- Thank you.
- These topics mentioned were not new to us, and you may be pleased about the information on the topics that are already available.
- We want to get information out in a quick and meaningful way; let's try to prioritize.
- Most of this information is already available and can be shared easily.

Community Representatives' Comments:

- You [Director Zeilinger] may have said this information multiple times all over the city, but I haven't heard some of these answers. Also, prioritization is important because wards are different, and the locations where the facilities are located are different so we may have different priorities.
 - **Director Zeilinger's Response:** *Yes. That is exactly why this group exists, to help share information that the community needs.*

Commissioner Roller's Comments:

- Please note that this is also not a closed universe. This is a venue to discuss any concerns, so we can add new items of concern as time goes on.

Community Representatives' Comments:

- A reminder that each participant is speaking on behalf of the communities that they represent.

Voting on the Top Issues

[Dot voting system – the four flip charts with the issues identified above were placed around the room. Community members were each given three dots to vote.]

Director Zeilinger's Comment:

- The purpose of the activity is to prioritize the issues the community needs addressed.
- A common question is how are we not disrupting MPD operations? What are we doing about parking, shift turn-over, etc.? The answer is that part of the architect's job is to meet with the folks at the police department, understand those things and come back to us and say these are the requirements of the DHS program, and the 2nd District MPD, and present a plan to achieve both.

Community Representatives' Comments:

- Don't wait until the answers are available; explain the process of how the answers will be obtained to the community.
- We can't have too much information.
 - **Director Zeilinger's Response:** *Point taken and I agree.*

Record of Prioritization by Dot Voting

[Nine team members voted with three dots each. An additional dot was allotted to "provider process," since the interested party had not seen this selection on the charts. Total of 28 votes.]

Top five items

1. John Eaton Elementary School. What will the impact be in terms of: issues with funding per pupil, enrollment, overcrowding, nursing staffing, age of students? (5 votes)
2. Clear understanding of program (4 votes); what *services will be offered at the facility?* *How long will the residents stay at the facility? What are the ages of the parents and the children?*
3. What will the impact be on 2nd District Metropolitan Police Department operations? (3 votes)
4. What is the density of the building? (2 votes)
5. What will be the process for input on the design (exterior, and the appearance of the facility)? The community cares about how their buildings look. (2 votes)

Items with one vote each

- Age range of residents
- Clear communications on the process / 6 months in advance
- Degree of thoughtfulness in site selection
- Facility maintenance – long-term
- Fear of the unknown (who are the families?)
- How can people help?
- Impact on traffic (operations)
- Long-term solutions for families (homelessness in general)
- Number of families/census
- Opportunities to be a part of the community
- Programmatic design specifications
- Provider process

Items that did not receive a vote

- Parking (meters vs. residential parking)
- Placement of families (Profiles for each Ward?)
- Public Safety
- Statement on litigation

Director Zeilinger's Comments:

- We will still point you toward all of the information available
- We want to make sure you are equipped to talk to your groups and neighbors with a complete answer, or know that you can come to us to secure an answer.

Community Representatives' Comments:

- Would there be a written document or memo for all of these things?
 - **Director Zeilinger's Response:** *We have written documents in the public sphere that can answer many of these things. For those that aren't covered, we will put together a document to cover the missing areas. We want to make sure you have what you need in your hands and brains to be accurate and complete.*

5. How to Get Advisory Team Input on Design

Input: (Slide 8)

1. Gather meaningful input from stakeholder groups on what is important to them in building design.
2. Advisory Team holds listening session with Design Team to give input on design.
3. Design Team presents draft design to community and receives feedback.

Input, continued: (Slide 9)

- What aspects of the facility does your stakeholder group want the design team to focus on or consider while during the site massing process?
- What exterior design attributes would your stakeholder group want reflected in the final design, and provide examples?
- What exterior design elements would your stakeholder group absolutely not want included as part of the final design, and provide examples?
- What other aspects of the design and site should the program or design team take into account while designing the W3 STFH?

Director Zeilinger's Comments:

- As noted, DGS is in final architect selection stages. We would like to reconvene in about two weeks' time to hear from you about what you want the architects to think about as they put together their first proposals for city. They will do a listening session, and then work on their design, and there will be an iterative process with DGS and DHS on design requirements. We will then do a larger community meeting open to the broad public, for the community to have a direct voice. To recap, in October we will hold a listening session with you; then when the architects are ready, with the community
- We want to understand what your stakeholder group wants with respect to siting the building on the parcel (e.g. Ward 6 wants to know where the parking is, where the loading dock is, where the door faces); these are all questions in the massing phase. Tell us your input.
- Some wards really care about which way the front door is oriented. Perhaps there are different concerns in this community. E.g. would we like it to resemble certain elements of Cathedral Commons, or McLean Gardens? What things do we like the look and feel of, or what are things to avoid? We want to see as much material as possible.

Community Representatives' Comments:

- There were roundtables with the architects for the prior design on the former site, and that was a useful process. There was discussion about how the design fit in with the neighborhood. It had a good feeling for those who did not walk out of the meeting.
 - **Director Zeilinger's Response:** *We will still do the group roundtables with this site, but we want an earlier input session for the Advisory Team. We agree it is hard to do this work in the abstract. We debated internally the degree to which this activity might be valuable. However, we feel early input on design is important, especially for those closest to the site.*
 - **Jay Melder's Response:** *We don't want the architect to design in the dark either; having community input will help them to understand what elements are important to the community.*

- **Councilmember Cheh's Response:** *This activity does not replace the large public design meeting; this is a supplemental and earlier step in the feedback process.*
- **Community Representatives' Response:** *Those who live far away may not care as much; would be important to really consult with those who live close.*
- **Director Zeilinger's Response:** *That is part of the intent with our member selection for this group.*
- **Community Representatives' Response:** *Don't make it look like the Tenleytown Library.*

Next Steps & Adjourn: (Slide 9)

- Make sure we have the best email address for you (see Kathy Haines)
- Next Meeting: First Week in October
- Website: mayor.dc.gov/homewarddc
- Thank you for participating!

Director Zeilinger's Comments:

- Do you understand your homework? These are the conversations we would like you to have with your community groups. Our next session would be a listening session with the architect. The next meeting we will also bring a lot of answers to the prioritized answers. We will also point you in the right direction about answers.
 - **Community Representatives' Response:** *Please share answers by e-mail in advance.*
- Scheduling: we will work with everyone to find a time in early October (maybe through a poll) to try to find a time that works for people. Is there a night of the week that works best?
 - **Community Representatives' Response**
 - *Please note that Wednesdays are McLean Gardens Board meetings*
 - *Please send out a roster*
- The Co-Chairs are open to feedback, and we are committed to making this work.

[Adjournment at 8:37 pm]



Department of Human Services
Office of the Director | 64 New York Avenue N.E., Suite 600 | Washington, DC 20002

Ward 3 Short-term Family Housing Advisory Team Meeting
Thursday, October 6, 2016
Chevy Chase Community Center - 5601 Connecticut Ave N.W. - Washington, DC 20015
7 pm – 8:30pm

Ward 3 Advisory Team Members

Name	Inviting Organization	Affiliations	Attendance
Carl Roller	ANC 3C	ANC 3C Chairperson, SMD 3C06 Commissioner, Advisory Team Co-Chair	Not present
Margaret Siegel	ANC 3C	ANC 3C Treasurer, SMD 3C05 Commissioner	Present
Angela Bradbery	ANC 3C	Community Representative	Not present
Melody Molinoff	ANC 3C	John Eaton Elementary, LSAT Chair	Not present
Ann Scoffier	ANC 3C	Community Representative	Present
Ruth Caplan	Cleveland Park Citizens Association	Cleveland Park Citizens Association, President; Community Representative	Not present
Pamela Korbel	Cleveland Park Citizens Association	Cleveland Park Citizens Association; Community Representative	Present
Ann Hamilton	Cleveland Park Citizens Association	Cleveland Park Citizens Association; Community Representative	Present
Mary Cheh	Councilmember Cheh's Office	Ward 3 Councilmember	Not present
Jeffrey Davis	Councilmember Cheh's Office	Community Representative	Present
Deborah Linde	Department of Human Services (DHS)	Community Representative; 30-year resident of McLean Gardens	Present
Rabbi Aaron Alexander	Department of Human Services (DHS)	Community Representative; Rabbi of Adas Israel Congregation	Present
Kelly McShane	Interagency Council on Homelessness (ICH)	Ward 3 Resident; President and CEO, Community of Hope	Present
Melvin Gresham	Metropolitan Police Department (MPD)	Commander, 2nd District MPD	Present
Laura Zeilinger	Department of Human Services (DHS)	DHS Director; Advisory Team Co-Chair; Ward 3 Resident	Present
Agyei Hargrove	Department of General Services (DGS)	DGS Project Manager	Present

Additional Support Staff Present

Andrew Lindberg	Ayers Saint Gross (Architects/Engineers under contract for the Ward 3 Site)	Associate
Ian Maggard	Mayor's Office of Community Relations	Ward 3 Community Liaison (MOCR)
Phil Thomas	Mayor's Office of Community Relations	Ward 3 Community Liaison (MOCR)
Kathy Haines	Office of the Deputy Mayor for Health and Human Services (DMHHS)	Capital City Fellow
Jackie Stanley	Department of General Services (DGS)	DGS Community Outreach Coordinator

Agenda

1. Welcome and Introductions
2. Listening Session with Architect
3. Engagement and Communications
4. Summary of Next Steps & Adjourn

Meeting Minutes

1. Welcome and Introductions

- The meeting began at 7:09 pm
- Introductions were made of the Advisory Team Members
 - Co-Chair Carl Roller was unable to attend due to a family emergency
- Director Zeilinger reminded the team of the questions the team was asked to reflect on over the past week:
 - What aspects of the facility does your stakeholder group want the design team to focus on or consider while during the site massing process?
 - What exterior design attributes would your stakeholder group want reflected in the final design, and provide examples?
 - What exterior design elements would your stakeholder group absolutely not want included as part of the final design, and provide examples?
 - What other aspects of the design and site should the program or design team take into account while designing the W3 STFH?
- Director Zeilinger introduced a handout that lists the elements that were required in the RFP for the building design.

2. Listening Session with Architect

- Team members were invited to share comments, questions, and concerns with the architect's representative to consider when creating the initial building design.

Community Representatives' Comments:

- Team member provided a verbal summary of written comments submitted by one resident who is an architect, a neighbor to the site, who has two small children. (Please see the "Respondent 1" in the Appendix for the original text.)
 - Has there been a full traffic study or not?

- Where will the building sit on the site?
- How will children walking/biking travel to John Eaton School?
- Where will the buses stand who will take children to schools across the District? What about bus turning radius?
- Full set of zoning studies should be performed.
- Doesn't believe that the building will fit easily within the zoning envelope. If the building is on top of a vertical parking structure, it would be 6 or 7 stories tall; nothing is that tall in the neighborhood.
- Would like to see 3 design options, if possible.
- Should be a single style of architecture/not attempt to match 3-4 things/styles.
- Do not match Vaughn Place and Cathedral Commons buildings; these are anachronistic.
- Prefers brick construction to match McLean Gardens; Fannie Mae is also brick, as are many of the homes in the neighborhood.

Director Zeilinger's Comments:

- The architect's representative is here tonight to listen. My team will continue to help clarify the program design for Advisory Team members and the architect.

Community Representatives' Comments:

- We would like to learn more about the architectural firm and Andrew's position with the firm.
 - **Andrew Lindberg's Response:** *I'm with Ayers Saint Gross and we are based in Baltimore, MD with a smaller office in DC and an office in Tempe, AZ. We specialize in higher education. In the District we have worked on Bancroft Elementary in Mt. Pleasant as well as new residences at American University, Georgetown University and the George Washington University. We also specialize in smaller dwelling units.*
 - *I have been with the firm for two years, and prior to that, I worked in multi-family residential. I also worked for a firm that worked on many of the single family homes in the Chevy Chase area.*
 - [Mr. Lindberg presented two aerial views of the site to the group on poster boards. These views were satellite imagery of the existing site to orient the group to the parcel.]
 - *We were just awarded the project this week, and we have not done any work on siting it. I walked the site about an hour ago. We are starting from scratch, so would like to hear your ideas.*
- Where is the fueling station? And where are the police station and parking lot?
 - [Mr. Lindberg pointed out these items on the maps, as well as the community gardens and the tennis courts.]
- Will the community garden be affected?
 - **Director Zeilinger's Response:** *Our intention is that we keep the community garden and the tennis courts. When Council determined this site, we were told that we would focus more on the areas of parking. We are trying to preserve the parts that are important to the community. Is there the potential to move a garden*

plot to make the siting of the building easier? The instructions that we have been given are to preserve these things for the community.

- **Community Representatives' Response:** *There are 183 families with plots in the garden. But we have plots that disappear from time to time. After the temporary war buildings on that land were bulldozed, the land became riddled with potholes and lots of building material that was bulldozed, and then the garden was put on top of it.*
- **Director Zeilinger's Response:** *Do you mean that the plots don't work the way they were intended?*
- **Community Representatives' Response:** *Recently some people have fallen into their plots. If you were considering that land, you might want to think about that. We have the impression it is not suitable for any other purpose.*
- Any topic here, with two people you will get 3 very strong reactions.
- I'm not sure the building has to be brick, or has to be traditional. There are times when a modern building looks terrific in a historic district; depends on how it fits together. Height limits are a concern – the preference is for shorter buildings. Since you have to go through the Planning and Zoning Committee of the ANC, they will have time for input. The [Cleveland Park] library design was a long and difficult process, but the architects met with the community regularly. There were about 6 or 7 iterations of design, both interior and exterior. Not all of our ideas were incorporated, but many were.
- Lots of the neighbors close to the site are more than upset. They don't object to the homeless shelter in DC, but the kind, size, and if it should co-located on the police station are areas of concern.

Director Zeilinger's Comments:

- To recap – here's what I have heard:
 - Some believe that brick is important, others believe that other styles could work;
 - An iterative process is important;
 - Building height is going to matter;
 - There is concern about how all the needs of the community will be considered; and
 - There are concerns about traffic.
- One question to prompt more discussion: are there things that are identifiable when you come into the neighborhood that feel like “this is home to me.” Or, if you travel to other communities, are there things that say “this reminds me of my home in DC.”

Community Representatives' Comments:

- Green space. The Urban Forestry Administration has done a great job of protecting trees in the Cleveland Park area. They worked very closely with Cathedral Commons on this issue.
- I would like to reiterate someone's earlier comment. The architects can't be slaves to what people think. We are an eclectic community. Cathedral Commons is ugly. That is a statement of fact. Technical observation. Whereas the new library, which did go through an iterative process, doesn't look like anything in this neighborhood. We're referring to the new Cleveland Park Library (we told them, we don't want Tenleytown). We said, you're the architects, but we don't want mishmash, we want something that resonates.

We don't need 78 different materials. Let's make it coherent. Our job is to say, "that's a great idea" or "can you do this a little more?"

- It's important for the design to be respectful, to not look institutional, to not look like that's where the homeless families live.
- Please don't have clear view sights into each other's windows (there are decks and other things out there in neighboring lots). This is a wish of the immediate neighbors. And as much as possible maintain old growth trees or replant new ones right away.
- There are tree measurement requirements, circumference measures for building on private land, not sure if the same exists for public land, but I would hope so.
 - **Mr. Lindberg's Response:** *We will go through the whole zoning process.*
 - **Community Representatives' Response:** *You will also need to come before the ANC.*
 - **Mr. Lindberg's Response:** *Absolutely. We don't want to design the whole building and then have to go over and do it again.*

Director Zeilinger's Comments:

- Outside of the functional things, is there anything else you want to share?

Mr. Lindberg's Comments:

- The comment about children and bikes is important. Is there anything else we should know? Do people consider a particular "entrance" to the site? Any parts you don't go to?

Community Representatives' Comments:

- Macomb Street NW connects Massachusetts Avenue NW and Wisconsin Avenue NW one block south of the site. This is a popular cut-through, but very narrow and constrictive. Related to that, there are about 10 schools within ¼ mile of this location. Morning, mid-day pick-ups and end of day check-out traffic is horrendous. Look at the concentrated school population in this neighborhood.
- People in McLean Gardens experience lots of Idaho Avenue NW traffic coming from Massachusetts Avenue NW. Because of the one way split, people short-cut and don't go up Wisconsin, go on Massachusetts to Idaho, and enter through Idaho.
- Now that we have a newly built commercial area on Wisconsin on those three blocks, we have a dramatic increase of traffic, including into the garage.
- On Newark Street NW there is also lots of traffic, also because of the cut-through to Mass Ave. We're at the point where people on the block will ask for a traffic study unrelated to the shelter because of cars speeding and running stop sights as pedestrians travel to the playground, park, and community garden.
- Note that Cathedral Commons isn't finished yet, isn't fully occupied either commercially or residentially. Some of the biggest tenants are just starting to come in, and traffic is unbelievable. From a safety standpoint of families, take that into account as well.
- Is staff parking necessary at the new facility, or can they park in Cathedral Commons during the day?
 - No, there are already huge problems with John Eaton teachers trying to park there.
 - But there are lots of empty spots.
 - Part of reason why the parking is empty is that they are waiting for the tenants.

- Don't rely on neighborhood streets or Cathedral Commons for parking needs.

Director Zeilinger's Comments:

- This is an iterative process. We will take into account things that the community has raised and information from the Mayor's Office of Community Relations and Services and share those concepts with you. We will also do a larger community meeting to hear input from the broader community. This will help Andrew and his folks to be well equipped when they first put pencils to paper.

Community Representatives' Comments:

- Question "grand lobby" [referring to a design feature listed on the handout]; is it a place where families can hang out? What is a grand lobby? I can only think of a hotel.
 - **Director Zeilinger's Response:** *It is basically a welcome area. We need space for the people that live there to enter, as well as to receive visitors. This is a place where people can be greeted, where we can control access, and where people can meet-up. Most of the services are in offices with case managers. Not "grand" as a hotel is grand, but you walk into an area with a greeting desk.*
 - **Community Representatives' Response:** *Having gone to DC General to volunteer with the Homeless Children's Playtime Project, the entrance isn't nice, but the Playtime spaces are nice, after you go through the entry process.*
 - **Director Zeilinger's Response:** *Part of the impetus for replacing DC General is that it wasn't designed for the program and it isn't welcoming. We want it to provide space to appropriately house community-based organizations. For the sites that are further along, the Playtime team has participated in the meetings about spaces.*
 - **Community Representatives' Response:** *I talked to Playtime this week. There will be storage space, so if you don't need an office for programming, you can at least store your materials at the site.*
- I think I understand that most mothers are aged 18-30 and that most kids are toddlers, with a few kids in elementary school (based on my experience at DC General). Also, can any of this be adapted for daycare?
 - **Director Zeilinger's Response:** *In the next part of our agenda, we will share the large questions that were asked in the first meeting. Families experiencing homelessness come in every shape and size. Sometimes it is a grandmother and a mother, or a mother and a father, or a father with a child. We have different spaces including quiet spaces for study and places for toddlers to play, so you see we need a variety of amenities.*
- Is there a clinic with a nurse or doctor that comes in?
 - **Director Zeilinger's Response:** *We currently have a partnership with the Hoya Clinic. They have some economy of scale in the DC General facility that they will not be able to operate in every part of the city, but we will continue to partner with them. Health and wellness are important to us.*
- Does Ayers Saint Gross have the architectural contract for all buildings, or just this one?
 - **Director Zeilinger's Response:** *Requirements are standard – so the paper of specifications that you received this evening is standard.*
 - **Department of General Services:** *Right now we have 5 different firms.*

- **Director Zeilinger's Response:** *A reminder, on the Homeward DC site you can see other designs. [<http://www.mayor.dc.gov/homewarddc>]*
- The ANC zoning people would be happy to sit down with the architects.
 - **Director Zeilinger's Response:** *Once there is a design to share, we will have an iterative process.*
 - **Community Representatives' Response:** *We want to be helpful how we can.*
- Another neighbor submitted comments. This person is worried about day care, parking, and delivery of three meals a day to the building, especially during difficult times/snow. What if there was an emergency in DC?
 - **Director Zeilinger's Response:** *We had food stocked in advance during the emergency last year, for all of our services. The Department of Human Services also has the function for mass care, food and shelter, if there is a disaster. We prepare for imminent flooding and other disasters, planned and not. Meal delivery is part of our plan. This happens not only in this context, but also with seniors who participate in the meal delivery program.*
- People are concerned about the ninety-day maximum stay. After that, where can those people go?
 - **Director Zeilinger's Response:** *We are trying to separate larger programmatic concerns from the design conversation, but it sounds like we have talked about the major concerns.*

Mr. Lindberg's Comment:

- I walked behind the police station and there is a path; are there certain paths in the back that anyone can think of that would be important?
 - **Community Representatives' Response:** *The community garden is important for people in the community, and tennis court participants use the paved path next to the playground. One more point on parking. There is no parking on the street in McLean Gardens.*

Director Zeilinger's Comments:

- Let's shift to next part of the agenda. Please send any additional comments to Kathy Haines and we will make sure Andrew has it. This is not your only opportunity to submit feedback. One thing I have learned is that when we start with something for the community to react to, that has its own set of challenges. We hope that what we present initially is informed by this conversation. Our intent is that everything here you are sharing, and that you bring information back from your neighbors and others.

3. Engagement and Communications

Director Zeilinger's Comments:

- We distributed the minutes from our first meeting [9/20/16], both electronically and in print tonight. Can you send feedback to Kathy Haines in the next few days or so, and we can post? For people who were in the room, make sure this reflects what happened in the room. Last time, we said that we would present answers to the questions that you asked. We are also distributing paper copies of those draft responses this evening. Please let us know if these answers cover the specific questions that you asked.

- One question that keeps coming up is “Will you have daycare?” There are a number of reasons why we are not doing daycare on site. The first reason: the stay in temporary housing is temporary and short-term. We are working really hard with our partners at OSSE [Office of the State Superintendent for Education] to prioritize children in households of housing instability and extreme poverty for the highest quality early childhood slots. We want continuity in those programs. We don’t want someone when they move out to have to pull their child out of childcare and go somewhere else or to pull them out of a certified enrichment program and then lose their slot. We try to promote educational continuity. We support families with subsidized childcare, and facilitate access to programs such as Head Start, Early Head Start and the QIN [Early Learning Quality Improvement Network]. Some of you are skeptical about fitting the whole program on the site. The goal is not to fit all services on the site, but to also connect families with services that are off-site. Otherwise, all of their connections are disrupted when they move and would have to be rebuilt somewhere else. Finally, we do not have the resources – money or space – to provide childcare. We will have appropriate recreational space and will help families navigate childcare as we do in our programs now.

Community Representatives’ Comments:

- How does this link to DC General and moving the people out of DC General? The people I know in DC General have been there a long time. Are we making assumptions about where they will end up? Where is the childcare for those persons?
 - **Director Zeilinger’s Response:** *There are two parts to your question; one refers to an image in the slide deck we presented last time. There was an image about systems change and this is important to understand. If we were closing DC General and opening smaller programs across the District, and doing nothing else, that would not be enough. However, this is one element of Homeward DC, our strategic plan to end homelessness in the District of Columbia. We are trying to prevent homelessness when possible. When people experience homelessness, they should be quickly connected with permanent housing, and it should be nonrecurring. The Mayor and Council have put resources toward this – in the first year of prevention services, 300 families were diverted from shelter. 1250 families have exited homelessness in FY16. Some families have significant barriers. Larger families, particularly those that do not have squeaky clean rental histories, have difficulty finding apartments. There is also a shortage of accessible units, even here in Ward 3. We do not make families leave after ninety days. The performance goal is for us to have faster exits. We have targets for average exits, and we aren’t quite there today; it will take us some time. It is a five-year plan. We are constantly revising our contracts and budgets to meet those goals. The families will go to housing in the community, often with short- to medium-term subsidies. If they need longer term support, they may receive longer-term subsidies and sometimes more intensive supports. The group of families in DC General today looks different from one year ago, because there is churn as people come in and out.*
- There are a number of long-staying families, including some as long as three years.

- **Director Zeilinger's Response:** *I acknowledge this, and there is a great need for reform and we are working on this. If DC General was working perfectly, we wouldn't necessarily need to replace it. For some families it is taking longer. We want to make sure we are creating a place that is welcoming, supportive, and provides services needed to make a successful transition back into housing. We do the best we can with what we have for now. There is connection between the value people have for themselves that is shaped by the environment in which they live and how they are treated. We are very excited about the opportunity to make fundamental changes to the system. If we weren't investing in affordable housing, remediating barriers for clients, and incentivizing landlords to rent to clients, we would not be successful, but all of those changes are being made. Housing placements are 40% higher than last year and that year was higher than the year before. We still have a lot of work to do, and I don't deny that, but many families have moved out and I am confident that we will reform the system as a whole. I hope that the answers here help as well. I want you to share information back and forth. Other questions as it relates to engagement/communications?*
- Question and an offer, can I post the questions to a community list serv?
 - **Director Zeilinger's Response:** *Yes. They will also be on our website.*
- Please note that the McLean Gardens' ballroom is available for public meetings, we have provided it to the ANC and the police. With enough lead time we can make that facility available which would mean that the vast majority of the people in the neighborhood could walk to a meeting for a briefing on this for the larger community.
 - **Director Zeilinger's Response:** *Thank you very much for that offer. We can talk about that for the larger community input meeting.*

4. Summary of Next Steps & Adjourn

Director Zeilinger's Comments:

- We will hold on posting the minutes to make sure they are accurate.
- For the Frequently Asked Questions, many are already on the site, and we will post this document to the Ward 3 page and we will share it electronically.
- If we missed a question, or did not answer the correct question, please let us know. We intend to be as open and transparent as possible.
 - **Community Representatives' Response:** *The faith community has a shorter one pager that covers many of the same questions. We can share that document too.*
 - **Community Representatives' Response:** *Please add the day care question to the list.*
- Please respond by Monday for comments on the minutes.
 - **Community Representatives' Response:** *Does this fulfill Councilmember Cheh's request for a written document?*
 - **Director Zeilinger's Response:** *Yes.*
- Is the same timeline acceptable on the Frequently Asked Questions?
 - **Community Representatives' Response:** *Yes.*
- For our next meeting we will review renderings, likely in November. We will send a Doodle poll as we did for this meeting. We would also like to work on how to build the most constructive dialogue possible with the larger community; making sure people feel

heard, and that people have meaningful input. There were suggestions during our first meeting to host a charette. Let us know if you have ideas for how to make the meeting the most productive. We can talk about that at the next meeting. Kathy Haines is the main point of contact between now and then. Thank you and have a great evening.

Mr. Lindberg's Comment:

- Thank you for the feedback; a great way to jump this off. We are very excited about the project.

[Adjournment at 8:37 pm]

DRAFT

Appendix: Written Comments submitted to DHS and shared with the Architects

Respondent 1

Oct. 6, 2016

Initial feedback on the shelter design after an Advisory Team member queried the community. Please note that many of these comments came from one person. Initial outreach has not produced much comment.

- 1) Please make it brick, to blend in with McLean Gardens.
- 2) Is this a fair accompli? How can the city be designing a building when there are so many unanswered questions? What about traffic? When will there be a traffic study? Won't there be a lot more traffic on Newark and Idaho? What about parking? Pedestrian safety? Kids walk and bike down Newark. What about school crowding? The effect on police operations?
- 3) Don't go for inexpensive and expedient. We will have to live with this facility for decades.
- 4) Do zoning studies before designing the facility. Because of the existing police station, the building won't fit easily into the space.
- 5) Make sure there are no negative impacts on the community garden, police station and surrounding homes. For instance, a vertical parking structure would result in a 6- or 7-story building, which is wholly inappropriate for the site. And that will have an institutional feel.
- 6) The designer should provide at least 3 design options for building layout and style. The building should be of a single style and not try to match 3 or 4 different things. For example, you cannot match the police station and the houses next door as they are complete opposite aesthetics. In addition, the Vaughan Place tower and the Cathedral Commons buildings are not appropriate to try to match, since those are anachronistic buildings (ie: they do not actually follow a style, but are mixtures of styles to please the various neighborhood stakeholders - you cannot successfully create a mixture of styles from buildings that are themselves mixtures of styles).

Respondent 2

October 6, 2016

To: Ward 3 Advisory Committee on Temporary Homeless Shelter

Ladies and Gentlemen:

I understand that the meetings of this group are closed to the public. Accordingly, I am writing to outline questions and concerns I have regarding the proposed shelter to be located on the site of the 2nd District Police Station at 3220 Idaho Ave., NW.

I also understand that your Committee will not address site selection. As many of you know, I am a named plaintiff in a lawsuit filed against the Council and the Mayor, based on the Council's violation of the ANC Act. The purpose of that lawsuit is not to stop construction of a shelter on this site, nor to force the Council to choose another site. It is merely to ensure that the Council complies with its legal obligation to include community input in its decision – which it failed to do here – and that our statutory rights as citizens to be a part of the decision-making process before decisions are made is enforced. While I understand that the press and many others have adopted the sound-bite that this is a “NIMBY” lawsuit, it is not. My personal feeling, and that of many other neighbors including all of the named plaintiffs in the lawsuit, is that if this shelter is done right with appropriate community input, there will be enormous and sustained community support – wherever the shelter is located.

That said, I have been told that your Committee is discussing details of the configuration and “look” of the proposed Ward 3 shelter, and that the City is about to engage an architect to prepare plans and drawings. Without in any way retreating from the issues raised in the lawsuit about the lack of proper ANC involvement, I have several thoughts on the configuration and “look” of the proposed shelter. Some are generic and would apply no matter where the shelter is built, and others are specific to the 2nd District site.

Generic issues

1. Playground; Day Care. Because it is intended to house families – and I have been told that a “typical” homeless family consists of an 18-24 year-old-single mother with two toddlers – I would hope that the design of this facility will include –

- Space for day care (as well as day care service providers), particularly for children under the age of 3 who cannot attend school and whose mothers hold jobs or attend school themselves; and
- A playground or other outdoor play area.

With 50 families, we are looking at up to 100 children living at this shelter at any given time, most of whom (we are told) are toddlers. The need for daycare is obvious but the playground facility is also of particular importance, no matter where the facility is located.

In that regard – and this is not a “generic” issue but rather pertains only to the 2nd District site -- the playground currently located at 39th & Newark Streets will be overwhelmed if up to 100 new children start using it on a regular basis. The same is probably true of any site near an existing playground.

I strongly encourage this Committee to include a requirement for (a) space for child care, and (b) a playground or other outdoor play space, in the specifications given to the architect for design of the Ward 3 shelter, wherever it is to be located.

2. Entrance Courtyard. I have visited the N Street Village facility and spoken to several of N Street Village’s Board members. One Board member in particular pointed out that the entrance to that facility is behind a large, attractive courtyard. The courtyard is separated from the sidewalk in front by a fence and beautiful trees and bushes; the courtyard itself is landscaped with lovely bushes and flowers. There are multiple benches and other places for residents to sit. This particular Board member said that the courtyard serves not only as an attractive and relatively private place for residents and their visitors to sit outside, but also as a buffer – lessening the intrusion of the facility on the neighborhood, and offering to the residents a safe and pleasant outdoor space that they can call their own. I strongly encourage this Committee to include a requirement for such a courtyard in the specifications given to the architect for design of the Ward 3 shelter, wherever it is to be located.

Issues Peculiar to the 2nd District Site

1. Parking. Currently the police park more than 100 cars on the space where the proposed shelter is to be built. It is not possible to replace those parking spaces by telling the police to park on the street; and in fact, police cars and the private cars of individual police officers are regularly parked on the lawn in front of the station, because there are insufficient spaces in the parking lot. The shelter will take up most of the spaces currently used by the police, so that some kind of new parking structure will be needed. In order to maintain as much of the “look and feel” of the community as possible, I strongly recommend that the specifications given to the architect for design of the Ward 3 shelter, provide for this additional parking in an underground lot, rather than an above-ground, multi-deck structure. Such above-ground parking structures, no matter who the architect is, are almost universally unattractive. An underground lot would also provide more security for the police officers and their operations, as it would be easier to monitor ingress and egress.

In that regard, there is a fuel depot on the police station site, which provides fueling for all District emergency vehicles – ambulances, police cars, fire trucks, etc. Another reason to provide underground parking for the police, rather than an above-ground structure, is to ensure that sufficient space remains on the surface for large fire trucks to turn around and move in and out.

2. Shading of the Community Gardens. I understand that the proposed facility is required to have at least 30,000 square feet for the 150 people who will be living there. This is a large space, which cannot be accommodated with a one or two-story building. However, any building on this lot that is more than two stories (and perhaps even a two-story building) is

likely to shade multiple garden plots in the community garden for most of the morning hours. This will have a direct impact on the ability of those gardeners to grow the flowers and vegetables that they have been growing. (An above-ground parking structure would have the same effect.) Councilwoman Cheh has repeatedly stated that the community gardens will not be impacted by this shelter. I hope that the specifications provided to the architect for the design of the Ward 3 shelter will make clear that the building must be configured in such a way as to not adversely impact the hours of sunlight available to adjacent garden plots.

3. Delivery of Three Meals a Day. We have been told that there will be no kitchens in this facility, and that food will be delivered three times a day for meals for the residents. In order to avoid double-parking on Idaho Avenue by the food trucks/service providers, the design should create appropriate off-street access for these vehicles. I hope that the specifications provided to the architect for the design of the Ward 3 shelter will make clear that off-street access for delivery vehicles must be included.

Thank you for considering these ideas and concerns.



Department of Human Services
Office of the Director | 64 New York Avenue N.E., Suite 600 | Washington, DC 20002

Ward 3 Short-term Family Housing Advisory Team Meeting #3
Wednesday, November 30, 2016
Tenley-Friendship Library, Large Meeting Room
4450 Wisconsin Ave NW, Washington, DC 20016
6 pm – 7:30pm

Ward 3 Advisory Team Members

Name	Inviting Organization	Affiliation(s)	Attendance
Victor Silveira (for Catherine May)	ANC 3C	SMD 3C07 Commissioner	Present
Margaret Siegel	ANC 3C	ANC 3C Treasurer, SMD 3C05 Commissioner	Present
Angela Bradbery	ANC 3C	Community Representative	Present
Melody Molinoff	ANC 3C	John Eaton Elementary, LSAT Chair	Present
Ann Scoffier	ANC 3C	Community Representative	Present
Ruth Caplan	Cleveland Park Citizens Association	Cleveland Park Citizens Association, President; Community Representative	Present
Pamela Korbel	Cleveland Park Citizens Association	Cleveland Park Citizens Association; Community Representative	Not Present
Ann Hamilton	Cleveland Park Citizens Association	Cleveland Park Citizens Association; Community Representative	Present
Anthony Castillo (for Mary Cheh)	Councilmember Cheh's Office	Deputy Director of Constituent Services, Councilmember Cheh's Office	Present
Jeffrey Davis	Councilmember Cheh's Office	Community Representative	Present
Deborah Linde	Department of Human Services (DHS)	Community Representative; 30-year resident of McLean Gardens	Present
Rabbi Aaron Alexander	Department of Human Services (DHS)	Community Representative; Rabbi of Adas Israel Congregation	Not Present
Kelly McShane	Interagency Council on Homelessness (ICH)	Ward 3 Resident; President and CEO, Community of Hope	Present
Melvin Gresham	Metropolitan Police Department (MPD)	Commander, 2nd District MPD	Present
Laura Zeilinger	Department of Human Services (DHS)	DHS Director; Advisory Team Co-Chair; Ward 3 Resident	Present
Agyei Hargrove	Department of General Services (DGS)	DGS Project Manager	Present

Additional Support Staff Present

Name	Organization	Title
Joe McNamara	Ayers Saint Gross (Architects/Engineers under contract for the Ward 3 Site)	Associate Principal and Project Manager
Andrew Lindberg	Ayers Saint Gross (Architects/Engineers under contract for the Ward 3 Site)	Associate
Meredith Moldenhauer	Griffin, Murphy, Moldenhauer & Wiggins, LLP	Partner
Eric DeBear	Griffin, Murphy, Moldenhauer & Wiggins, LLP	Associate
Maureen Boucher	ANC 3C	SMD 3C07 Commissioner-Elect
Jackie Stanley	Department of General Services (DGS)	Community Outreach Coordinator, DGS
Lisa Franklin-Kelly	Department of Human Services (DHS)	Capital Project Manager, Office of the Director, DHS
Ian Maggard	Mayor's Office of Community Relations	Ward 3 Community Liaison (MOCR)
Phil Thomas	Mayor's Office of Community Relations	Ward 3 Community Liaison (MOCR)
Kathy Haines	Office of the Deputy Mayor for Health and Human Services (DMHHS)	Capital City Fellow

Agenda

1. Welcome and Introductions (5 minutes)
2. Draft Design Presentation and Feedback – DGS/Architects (60 minutes)
 - a. Site Context and Draft Plans
 - b. Options for Exterior, Landscape, Fencing
 - c. Timeline of Meetings and Submission Dates
3. Public Design Meeting (draft agenda and outreach) (20 minutes)
4. Summary of Next Steps & Adjourn (5 minutes)

Meeting Minutes

1. Welcome and Introductions

- The meeting began at 6:08 pm
- Introductions were made of the Advisory Team members and additional support staff

Co-Chair Zeilinger's Comments:

- Co-Chair Carl Roller has moved out of the District. We are grateful to the ANC to have an outgoing and incoming Commissioner here today to ensure a smooth transition. A new Co-Chair will be named in January after the ANC 3C officer elections.
- The majority of today's conversation will be sharing the draft designs for the Ward 3 site.
- We may make some adjustments to the plans after hearing your feedback and before we go to the larger community design meeting. Then we will reconvene to discuss what we will put forward to zoning.

- We are working hard to provide information and dispel myths in the community about this program. Our first Advisory Team meeting was structured to hear your questions. In the second meeting, we answered your questions and provided materials to share with the community. Have you been able to clarify information for the community? Also, what have you been hearing?

Community Representatives' Comments:

- Please share information with the McLean Gardens listserv and the Cathedral Heights list serv.
- Please post the one-pager which contains the overview of what will be contained in each facility. The information is more helpful than just providing a link; people don't always click on the links. We need to get as much information in front of people before public meetings. There are several requests on the Cleveland Park listserv asking for designs ahead of time.
 - **Co-Chair Zeilinger's Comment:** *I'm talking to Nancy McWood [of the ANC 3C Planning and Zoning Committee] about coming to an ANC meeting, or having a Q & A period. I am available to speak to a group if there are more questions than you can answer.*
- People are asking, "When will you talk about impacts on the school, parking, and traffic?" Part of the lack of information may be that we have not gotten to those issues yet.
 - **Co-Chair Zeilinger's Responses:** *Today we will talk about some steps related to the traffic study. For schools, we need to bring in DC Public Schools and have that conversation with either this group, or a subset of this group. We will include that in future agendas. If ideas occur to any of you later, especially on communication, please let us know.*
 - *We will do an activity with index cards – label them A, B, C to represent the three designs you will see and provide comments on each design. People may be more candid with their written comments.*
 - *The job of the architectural team is to figure out how to fit all of the programmatic features into the building. We can achieve the aesthetic outside, but can't sacrifice features like natural light and space. If we can't fit everything, we will need to make tradeoffs.*

2. Draft Design Presentation and Feedback

Presentation by Joe McNamara of Ayers Saint Gross (architects):

- The building form is driven by program requirements. The building entrance is from Idaho Avenue, NW and each floor has public spaces facing toward the Idaho Avenue, NW side of the building. The first floor contains staff office space.
- There is a monitor on each housing floor who needs to have a view of the entry to each room in case there is a distress call. The number of beds per unit varies, as family sizes differ. We currently have 3 and 4 bed units. Trundle beds are an option for larger families.
 - **Co-Chair Zeilinger's Comments:** *There are many family configurations. Sometimes there is a parent with one child, or 2 parents with 3 kids. We have done a lot of modeling to determine what serves us best. The designs reflect the*

demographics of the population we serve. On average, there are about 2.5 persons per family. We are intentional about limiting the program to 10 families per floor, and including both private space and common space for those families. Ten units per floor help us to promote safety and create community since there are fewer people. In DC General, which is an old hospital, we sometimes have 45 units on a floor. This is more chaotic, and people need to bring their children with them everywhere. The larger community meal and program space is on the ground floor, but each floor is almost a separate program.

Site

- Property line
 - The property line images were obtained from the DC Atlas Plus website. Every plot of land in the District can be identified there. The property line is also used in calculating FAR (Floor Area Ratio) for zoning requirements. This site does not need relief for FAR requirements.
- Siting of the building
 - Our design is for a building to the south of the current police station, with the entrance on Idaho Ave., NW. We looked at other options, but we did not want to interrupt the garden wall to the west. There is also a fueling station for the police department on the north side of the site.
 - **Community Representative's Question:** *What about using the community garden?*
 - **Co-Chair Zeilinger's Response:** *The Councilmember advised us to preserve the garden as a community asset. The architects have tried to both maintain community assets and fit us into this space.*
 - **Community Representative's Comment:** *This will be a hot button issue on both sides—balancing public safety and the garden.*
- Wall
 - There is a wall at the south end of the site and we will maintain a wall on the south, with some planting.
- Driveway
 - Proposing to move the southern curb cut north a bit. There would be a divided driveway in the form of a “y,” with the right split for the police station, and the left for the housing site. This would maintain two driveways for the police station.
- Deliveries (meals)
 - We are working through that with our kitchen consultant. The dining area will be in the rear and 3 meals are delivered daily, by van.
- Parking for the housing site
 - Eleven spaces should be sufficient for those staff that drive. Families living in shelter seldom come with cars.
- Play area
 - The play area would be located to the south of the housing site, buffers the building from the houses to the south. The details have not been designed yet.

Building Structure

- Footprint of the building

- Small footprint is primarily dictated by program requirements not to exceed 10 units per floor. About 130 feet long and 55 or 60 feet wide.
- Height
 - Six stories. Housing for 50 families, with no more than 10 families per floor per program requirements, plus one floor for administrative, dining, and large programming space.
 - **Community Representative's Question:** *Could the building be shorter?*
 - **Meredith Moldenhauer's Response:** *In Ward 8 we had a large vacant site. In that instance we could build on up to 40% of lot occupancy, but we only used 18% because of the programmatic need to provide 10 families per floor. Having 20 units per floor would not meet programmatic needs and security needs. The need to have 10 per floor dictated the need for a smaller, more compact, building.*
- Shape
 - The building must accommodate program requirements. This is in the early stages of design where we can make changes but we probably can't move much beyond the bar shape, given the program, shape of the lot and existing features of the site.
- Rooftop
 - There will be a box on the roof for mechanical equipment. The roof will likely have a green roof for storm water management, but not for gardening. We are aiming for LEED Gold certification.
- Windows
 - The full windows toward the right of the design are the community space areas to provide natural light and create a nice feel for the building.
 - Corner windows are study areas.
 - The narrow windows are sleeping units for the families, with operable windows (at least 4 inches) for ventilation. All units have windows.
- Variances
 - Variances will include requests for height and story relief. The current height allowed by right is 40 feet, and the project proposes between 65 and 70 feet. Cathedral Commons is similar, and Vaughn Place [3401 38th Street NW] has 9 or 10 stories plus a penthouse.
 - The Ward 3 site is not the only Short-term Family Housing site seeking zoning relief.

Interior

- Bathrooms
 - There is one bathroom per every two units, and two rooms per floor have private bathrooms, which are accessible for persons with disabilities.
 - **Co-Chair Zeilinger's Comment:** *At DC General, the majority of the bathrooms are congregate, like in a school, with a row of shower stalls. This creates challenges for women and men with kids of certain ages.*
- Dining space
 - About 50 people can eat at one time in the dining space. The meals are provided over a window of time, which provides flexibility for families.
- Interior views

- Have not been designed yet, but will be developed with the Department of Human Services. This is an early stage of design. We are working on floor plans and exteriors to ensure there is adequate program space.

Design Options presented to the Advisory Team:

- Option A uses terra cotta, a more contemporary use of masonry that is contextual to this neighborhood. There is the possibility of filigrees in the curtain wall, study area and community space. There is also a metal panel “wrapper,” to make the building a little softer.
- Option B uses brick, is more traditional, has a metal panel wrapper, and potential brushed concrete on the building’s base. There are also “baguettes” which are terra cotta pieces on the glass that break up the façade.
- Option C is red brick for the building, a darker, coppery metal panel, and glass for the bottom.
- Materials come in multiple colors, and types of material can be mixed and matched amongst the designs.
- Landscaping: we are considering a front garden that is flowery, not too overgrown, but nothing pristinely manicured. On the side, we are looking at different trees and undergrowth. This would also be applied to the north edge facing the police department. The DC Department of General Services will be responsible for maintenance.
- For fencing, we like the idea of a wood slat fence, or a variation, that could be more open or closed, or a green screen wall. This would be a lattice work where plantings can grow and become a wall. Six foot property line fences are permitted. The fence would go around the back. There could be a wall or fence between the two driveways. The wall would also help to cushion the play area noise.

Community Representative’s Comments:

- I hate the metal panels, but like the idea of something a bit more modern, because I want it a little different from McLean Gardens. I’m interested in synchronous, but not identical. There are too many materials here. I like maximizing openness and glass. Have you looked at the penultimate design of Cleveland Park? There are fewer materials and the design is more coherent.
- I like the terra cotta; it is a distinction that doesn’t copy what is here, yet has style.
- Consider underground parking to add more green space.
- Consider future use of this building. If the indoor space is defined for Short-term Family Housing, there may be no room to evolve these buildings to other uses, if we don’t need as many units in the future.
- Consider adding a restroom in the community space too.

Police Operations:

- We are creating a parking deck for police use to maintain the same level of parking spaces for the station, since some of their spaces will be taken to construct the housing. We are envisioning a parking deck that would cover the current ground level parking, with one parking level on top.
- Maintaining two driveways for MPD, both a northern and southern entrance.
- When calls come in for the police, are they responding from the lot?

- **Commander Gresham's Response:** *No, they are already out.*
- Has anyone talked about renovations for the full MPD campus?
 - **Agyei Hargrove's Response (from DGS):** *MPD's 2nd District is being looked at for renovations, but I am not sure of the scope.*
- **Community Representative's Comment:** Currently this area is a staging area for all northwest DC emergencies. We want to know what will happen with that.
 - **Commander Gresham's Response:** *It would be one of them. I have not seen any contingency plans, and there have been no emergencies since I have been there.*
 - **Co-Chair Zeilinger's Response:** *The Department of Human Services (DHS) is part of the District's emergency response plan. HSEMA [the Homeland Security and Emergency Management Agency] is the coordinating entity. We will involve them so there are no unforeseen issues.*
- **Community Representative's Comment:** Prioritize security, and the police mission throughout this process, including siting.

3. Public Design Meeting (draft agenda and outreach)

Co-Chair Zeilinger's Comments:

- Please provide suggestions for the community meeting.

Community Representatives' Suggestions:

- Will these designs change in any way between now and when this is presented to the public?
 - **Co-Chair Zeilinger's Response:** *We will try to be more explicit about certain things you asked us to emphasize today so that the next draft will be closer to what you and those you represent would find acceptable.*
- Show design options side by side.
- Bring actual pictures of what the materials will look like.
- Describe which siting and building shape tradeoffs are not possible. State what Council mandated, why there are 10 families per floor, explain DHS requirements, and hand out the one pager with the program requirements.
- People will ask, "Why are we talking about design when there are fundamental questions around schools, parking, and traffic?"
- Spell out the process and show people how many opportunities there will be to weigh in. Give a place to submit comments, timelines for comments, add locations and times for upcoming meetings, and where to submit letters of support.
 - **Co-Chair Zeilinger's Response:** *We have a slide with dates including the community meeting, follow-up, and work toward the ANC meetings. There may be interim steps as we work with the incoming commissioners on what the program is and make sure that the new class is fully briefed and caught up as well. We are working toward a Board of Zoning Adjustments (BZA) hearing in March of 2017.*
- Coordinate with Nancy McWood, since the first ANC 3C Planning and Zoning Committee date will be very close to the new Commissioners' swear-in date.
 - **Co-Chair Zeilinger's Response:** *We were discussing today if we could invite incoming commissioners to a meeting. We are still working on the public meeting design. Some people have basic questions about the site and program and may not be ready to look at exterior design materials. We're thinking about getting*

more information out with answers to those questions, and perhaps dividing people into different discussion topic tables.

- Post the presentation online ahead of time if you can; more information is better.
- Provide more explanation around the siting of the building.
- Provide information on the program, then siting, then context about what you can or can't do.

[Adjournment at 7:53 pm.]

DRAFT



Department of Human Services
Office of the Director | 64 New York Avenue N.E., Suite 600 | Washington, DC 20002

Ward 3 Short-term Family Housing Advisory Team Meeting #4

Tuesday, December 20, 2016
2nd District Metropolitan Police Department, Community Room
3320 Idaho Avenue NW, Washington, DC 20016
7 pm – 8:30 pm

Ward 3 Advisory Team Members

Name	Inviting Organization	Affiliation(s)	Attendance
Maureen Boucher (for Catherine May)	ANC 3C	SMD 3C07 Commissioner-Elect	Present
Margaret Siegel	ANC 3C	ANC 3C Treasurer, SMD 3C05 Commissioner	Not Present
Angela Bradbery	ANC 3C	Community Representative, SMD 3C06 Commissioner-Elect	Present
Melody Molinoff	ANC 3C	John Eaton Elementary, LSAT Chair	Not Present
Ann Scoffier	ANC 3C	Community Representative	Not Present
Ruth Caplan	Cleveland Park Citizens Association	Cleveland Park Citizens Association, President; Community Representative	Present
Pamela Korbel	Cleveland Park Citizens Association	Cleveland Park Citizens Association; Community Representative	Present
Ann Hamilton	Cleveland Park Citizens Association	Cleveland Park Citizens Association; Community Representative	Not Present
Anthony Castillo (for Mary Cheh)	Councilmember Cheh's Office	Deputy Director of Constituent Services, Councilmember Cheh's Office	Present
Jeffrey Davis	Councilmember Cheh's Office	Community Representative	Not Present
Deborah Linde	Department of Human Services (DHS)	Community Representative; 30-year resident of McLean Gardens	Present
Rabbi Aaron Alexander	Department of Human Services (DHS)	Community Representative; Rabbi of Adas Israel Congregation	Not Present
Kelly McShane	Interagency Council on Homelessness (ICH)	Ward 3 Resident; President and CEO, Community of Hope	Not Present
Captain K.M. Cusick (for Melvin Gresham)	Metropolitan Police Department (MPD)	Captain, 2nd District MPD	Present
Laura Zeilinger	Department of Human Services (DHS)	DHS Director; Advisory Team Co-Chair; Ward 3 Resident	Present
Agyei Hargrove	Department of General Services (DGS)	DGS Project Manager	Present

Additional Support Staff Present

Name	Organization	Title
Joe McNamara	Ayers Saint Gross (Architects/Engineers under contract for the Ward 3 Site)	Associate Principal and Project Manager
Jonathan Catania	Ayers Saint Gross (Architects/Engineers under contract for the Ward 3 Site)	Associate
Eric DeBear	Griffin, Murphy, Moldenhauer & Wiggins, LLP	Associate
Phil Thomas	Mayor's Office of Community Relations	Ward 3 Community Liaison (MOCR)
Kathy Haines	Office of the Deputy Mayor for Health and Human Services (DMHHS)	Capital City Fellow

Agenda

1. Welcome and Introductions (5 minutes)
2. Topics of interest to the team/ Debriefing from the site visit – (40 minutes)
3. Debriefing from the public design meeting – DGS (40 minutes)
4. Summary of Next Steps & Adjourn (5 minutes)

Meeting Minutes**1. Welcome and Introductions**

- The meeting began at 7:03 pm
- Introductions were made of the Advisory Team members and support staff

Co-Chair Zeilinger's Comments:

- We will schedule separate Advisory Team meetings on special topics of interest to the team. There will be one stand-alone meeting on schools to discuss Eaton Elementary School, Deal Middle School, and Wilson High School. There will also be a separate meeting on public safety, and we will likely invite the Chief of Police.
- There are still questions and myths about the program, the families, and how this program fits into the larger homeless services system. We hope that you feel equipped to answer these questions. I am also available to come to your neighborhood associations; please let me know when I can speak to your groups.
- We received feedback from the team asking us to correct slide #13 in the public presentation. We have updated that slide for your review.

2. Topics of interest to the team/ Debriefing from the site visitCommunity Representatives' Comments:

- After the public meeting, we received lots of feedback from McLean Gardens and the surrounding community.

- People feel that schools, traffic, and parking analyses should have been done before site selection, and that community engagement is for show. There is concern about process.
 - **Co-Chair Zeilinger's Response:** *I have heard these comments. The site was voted on by the Council. If we found anything unworkable in this site, we would have gone back to the Council. We would be adapting for the same issues—schools, parking, and traffic control—anywhere we build. There is tremendous need for the services this program will provide. We want to be good neighbors. While the site was selected for us, within that site we can think about siting, look and blend of the building, and Good Neighbor Agreements surrounding operations.*
- I'm receiving questions on the number of units for Ward 3.
 - **Co-Chair Zeilinger's Response:** *We need up to create a total of 280 DC General Family Shelter replacement units across all sites. A size of 50 units gives us the economy of scale that we need, and is a size that is appropriate for our service providers to manage. We only construct less than 50 if limited by the site. Unit breakdown by ward: Ward 3 – 50, Ward 4 – 49, Ward 5 – 46, Ward 6 – 50, Ward 7 – 35, Ward 8 – 50. The Ward 7 site had an extremely small lot size that prohibited construction of more than 35 units. Ward 1 is replacing an existing apartment-style family shelter facility for 29 families, and Ward 2 has a new shelter for unaccompanied women.*
- People are stating that 50 units is too much for this residential neighborhood and that major zoning variances would change the character; maybe 35 units would be less upsetting than 50. Concerns include height, the number of families/people coming with the program and property values. This would feel the same way about an apartment building of the same size.
 - **Co-Chair Zeilinger's Response:** *Across the country, there is no data that residential programs in thriving neighborhoods do anything to diminish property values. The Fannie Mae property on Wisconsin Avenue also sold for an expensive price, knowing this is coming. Would 35 units instead of 50 units make a significant change in this community? What community amenities will be taken away with the addition of 15 families? What would you not be able to do that you are able to do now? We are confident that we can operate a 50 unit program well. This is much smaller than the current 260 unit DC General Family Shelter. We will take the same steps to incorporate public safety needs with any building on the site. Ward 3 trails behind all other wards in homeless services. Residents across the District asked the Mayor to close DC General. Closing this facility together, as a city, is a value that both the Mayor and the Council embraced.*
 - **Community Representative's Request:** *Please provide links to the property value studies.*
- Neighbors are concerned about the past performance of DC General Family Shelter.
 - **Co-Chair Zeilinger's Response:** *DC General Family Shelter is an overwhelmingly large 280 unit facility, situated in a readapted hospital building which was vacant because it was no longer useful as a hospital. This is not comparable to the new program settings. We have done an exceptional job with*

smaller facilities. We will write an RFP to bid the program competitively and providers will propose a program to meets our standards. We aim to minimize impact on neighbors and provide quality services. We are happy to share initial staffing plans. Staff will include a program manager, monitor on each floor, daytime case managers, janitorial staff, security staff, and volunteers.

- What about longer transit times for families traveling to Head Start or similar programs? And the fact that this site is not near a metro station?
 - **Co-Chair Zeilinger's Response:** *Our families travel across the District frequently by bus, and often from locations that are much more inaccessible.*
- Could we site the building on the community gardens instead?
 - **Co-Chair Zeilinger's Response:** *When this site was selected, the Councilmember advised us to preserve existing community assets. The experts we rely on have not raised any concerns with respect to public safety.*
 - **Joe McNamara's Response:** *Remember we also need to maintain access to the street. Also, in addition to removing plots, we would need to consider the shade of the building on remaining plots. With respect to public safety, in our last meeting, Commander Gresham informed us that officers respond to calls from the street, not the parking lot. The only concern we have received from MPD to date is about maintaining the current number of parking spots. Setting the building back in the gardens might create some challenges due to the slope of the land, and also the utility run cost for connecting electric, water, and sewer services.*
- Could there be two sites of 25 units in Ward 3?
 - **Co-Chair Zeilinger's Response:** *This would be less cost-effective than one structure, and would also double the operating cost. Emergency shelter is already the most expensive part of the homeless services system. Resources that we invest in the emergency side are also resources we aren't investing in longer-term solutions like affordable housing. Fifty units is the most cost-effective and manageable size, with 10 units per floor, to create a controlled, quality program. Each floor operates like a smaller program within a larger building.*
- What is the plan for police parking? Please note that police currently park on surrounding side streets, and on the grass in front of the station.
 - **Co-Chair Zeilinger's Response:** *We are replacing the existing number of spots for the police. Our traffic/parking study is forthcoming in this process and will be part of our Board of Zoning Adjustment application. We have already completed the studies for Wards 4, 7, and 8. We are providing on-site parking for program staff. Also, approximately 1% of our families have cars. This facility will not need the same level of parking that an apartment building of a similar size might need.*
- Parking deck size?
 - **Joe McNamara's Response:** *The second level of the deck would be approximately at the level of the garden wall. However, designs have not been completed. The deck would extend slightly beyond the southern end of the police station.*

- **Community Representatives' Comments:** Consider a green wall on the parking deck, with a trellis, to make it as natural looking as possible. Look at the National Zoo's new garage; they incorporated community feedback and there is a lot of green on it.
- Where will the impound lot go?
 - The Department of General Services (DGS) is currently discussing this with MPD.
- Playground noise. Two community representatives on the team expressed different opinions. One expressed concern about the noise level, especially for persons who work from home. Another has lived by a playground and was delighted by the sounds of laughter and play.
- Will there be a generator on site?
 - Probably an emergency generator on the roof, which might be tested once a week for 30 minutes.

Discussion around Good Neighbor Agreements

- Rather than starting from a pre-existing agreement, this is typically a document that is generated by a community and based in the specific areas of interest that are important to the community and the relationship of the program to the community.
- The team would like to work on the Good Neighbor Agreement as soon as possible, to address existing concerns.
- The Advisory Team would identify the issues that they would like addressed, and things that people want the Department of Human Services to adhere to, and document this in writing. The agreement would be specific to this community, and generated in an iterative process. This agreement will exist for each site. Once the Advisory Team has created a draft or outline, if the team wishes, this could then be shared for wider input.
- Potential topics raised by the team at this meeting that could be incorporated in the Good Neighbor Agreement: play area (limits on hours of use, numbers of children, supervision standards), and parking norms. The Department of Human Services can share a slide that provides suggestions on elements of a Good Neighbor Agreement.
- Enforcement mechanism would be through the Department of Human Services' contract requirements with the service provider who operates the program. There are a number of contracting remedies when a provider is out of compliance.

3. Debriefing from the public design meeting

- Options B and C were the most popular designs (B was a terra cotta design, with a matte, non-reflective metal wrapper; C was a mix of terracotta and brick, each one in a different color)
- Either material type would outlast the useful life of the building, and either would be low-maintenance. Metal doesn't need to be painted. There are no appreciable energy efficiency differences in the façade materials and the building will be LEED certified.

- Windows are operable (opening to 4 inches) for fresh air. Terracotta “baguettes” could be fixed on windows to break up the glare.

Community Representative’s Comments

- Two comments that metal panels are too institutional
- One comment that small windows are too institutional
- One suggestion to reduce the contrast in the colors of terracotta and brick (currently orange and red, respectively)
- Suggestion that window solar shades or other features that extend from the building would make it more three dimensional and less institutional.
 - **Joe McNamara’s Comment:** *Solar control is not as much of an issue in a residential building, and there is a cost element, but we could look into this.*
- Of the 5 team members present and voting, two favored option C, one initially favored B but agreed to C, and two found it difficult to visualize either option from the images. The architects will move forward with fleshing out option C.
- Please look at methods to prevent birds from crashing into the windows.
- Please look at radon mitigation, which is a problem throughout Cleveland Park.
 - **Joe McNamara’s Response:** *It is fairly standard to put an outflow pipe into the design from the outset, but we can confirm.*

4. Summary of Next Steps & Adjourn

- Director Zeilinger:
 - Will meet with the new ANC 3C Commissioners next week
 - Is available to make community presentations to your groups; please reach out about scheduling.
 - Will read the community comments transmitted through the Advisory Team members.
- DGS works with ANC 3C to prepare for a Board of Zoning Adjustment (BZA) application review and vote
- Advisory team staff will:
 - Work on organizing topic-focused Advisory Team meetings
 - public safety (with appropriate representatives including MPD)
 - schools (with appropriate representatives including DCPS)
 - Provide resources for property value questions and fundamentals of a good neighbor agreement.
- Advisory Team members should take notes on topics to be included in the Good Neighbor Agreement to launch the draft agreement.

[Adjournment at 9:01 pm.]

TAB B

Modeling Chart

DHS Program Requirements	Model or Supporting Research
<p>Program Scale and Number of Sleeping Units</p> <ul style="list-style-type: none"> ▪ No more than 50 units per site ▪ Ten (10) single-room private family units per floor ▪ 25% include trundle beds + play pens ▪ Wardrobes + Dresser + Floating Storage Shelves ▪ Desk + Chair + Task lamp ▪ Mini-fridge in each room ▪ All units are ADA accessible 	<p>“Consider scale when configuring shared living quarters.”</p> <ul style="list-style-type: none"> - Building Dignity: Design Strategies for Domestic Violence Shelter <p>Hamilton Families in San Francisco provides safe shelter, three meals a day and critical social services to 50 families a night for up to six months.</p> <ul style="list-style-type: none"> - https://hamiltonfamilies.org/what-we-do/ <p>Numbers of families in shared space necessitate stricter rules and controls to promote safety. Ten families per floor reduces stress by promoting predictability of environment and allowing for a more normalized setting without sacrificing safety measures.</p> <ul style="list-style-type: none"> - <i>“School-aged homeless sheltered children’s stressors and coping behaviors”</i> Journal of Pediatric Nursing - Shelter life contributes the most stressors to children’s lives, particularly being in a rule-based environment that required being close to mom at all times <p>Designing a single structure with distinct and self-contained wings, each with its own common living and kitchen areas may be a way of reducing the institutional feel.”</p> <ul style="list-style-type: none"> - Domestic Violence Shelter Feasibility Study for Mecklenburg County <p>Case Study: YWCA Pierce County “Private rooms for single women and families facilitate healing from trauma.”</p> <ul style="list-style-type: none"> - Building Dignity: Design Strategies for Domestic Violence Shelter <p>“Flexible furnishings increase the comfort and usefulness of even the smallest spaces.”</p> <ul style="list-style-type: none"> - Building Dignity: Design Strategies for Domestic Violence Shelter <p>Case Study: YWCA Walla Walla “Residents wanted more control over their food. The team realized that many conflicts could be avoided if each resident family had their own locked refrigerator to keep food they had purchased separate.”</p> <ul style="list-style-type: none"> - Building Dignity: Design Strategies for Domestic Violence Shelter

Modeling Chart

	<p>“Flexible spaces with shared amenities make it possible to accommodate very large families, multiple smaller families, or several individuals.”</p> <ul style="list-style-type: none"> - Building Dignity: Design Strategies for Domestic Violence Shelter <p>Case Study: YWCA Pierce County “Separate high stimulus, noisy areas. Locating communal activity spaces away from low-stimulus, quiet areas – such as bedrooms – enables activities to take place without disturbing others.”</p> <ul style="list-style-type: none"> - Building Dignity: Design Strategies for Domestic Violence Shelter
<p>Bathrooms (no congregate or dorm style; exceeds requirements of DC Council Act 21-251)</p> <ul style="list-style-type: none"> ▪ Family style, one for every two units, entry from the hallway <ul style="list-style-type: none"> ▪ 50% showers / 50% bathtubs ▪ Private bathrooms for 20% of units <ul style="list-style-type: none"> ▪ 50% showers / 50% bathtubs ▪ Additional bathroom near dining area 	<p>“Ample restrooms reduce stress and increase dignity.”</p> <ul style="list-style-type: none"> - Building Dignity: Design Strategies for Domestic Violence Shelter
<p>Ground Floor Common Areas</p> <ul style="list-style-type: none"> ▪ Lobby (large and welcoming) ▪ Conference/programming room ▪ Computer lab ▪ Dining area + warming oven + pantry 	<p>“Create a welcoming environment: Healing is facilitated when people feel acknowledged and welcomed. Use colors, imagery and references that are culturally relevant to the people the program serves.”</p> <ul style="list-style-type: none"> - Building Dignity: Design Strategies for Domestic Violence Shelter <p>“Flexibility within communal spaces stimulates and encourages a variety of uses.”</p> <ul style="list-style-type: none"> - Building Dignity: Design Strategies for Domestic Violence Shelter <p>Case Study: YWCA Pierce County “Separate high stimulus, noisy areas. Locating communal activity spaces away from low-stimulus, quiet areas – such as bedrooms – enables activities to take place without disturbing others.”</p> <ul style="list-style-type: none"> - Building Dignity: Design Strategies for Domestic Violence Shelter

Modeling Chart

	<p>“Abundant daylight and views to the outdoors promote wellness: Position rooms, windows, and skylights to maximize natural daylight and increase views of natural features like gardens and trees. Place windows strategically throughout the building to provide a sense of connection between the inside and outside, while still preserving the feeling of security.”</p> <ul style="list-style-type: none"> - Building Dignity: Design Strategies for Domestic Violence Shelter <p>Case Study: YWCA Walla Walla</p> <p>“Access to the shared food and resources reduces feelings of scarcity.”</p> <ul style="list-style-type: none"> - Building Dignity: Design Strategies for Domestic Violence Shelter
<p>Per Floor Requirements</p> <ul style="list-style-type: none"> ▪ Monitoring/assistance station with clear line of sight to all units ▪ Limited/controlled access ▪ Microwave + sink + countertop ▪ Homework/study lounge ▪ Multipurpose room + moveable walls ▪ Laundry room ▪ Trash room or trash chute ▪ Janitor’s closet ▪ Storage room 	<p>“A range of different areas accommodates varying activities and age groups.”</p> <ul style="list-style-type: none"> - Building Dignity: Design Strategies for Domestic Violence Shelter <p>Case Study: Salvation Army’s Catherine Booth House</p> <p>“Private gathering spaces allow residents to come together... Buildings with individual units can include communal spaces on each floor of an apartment building to allow residents the opportunity to gather as a family unit or to socialize and find support from each other without sacrificing privacy (ie their own units).”</p> <ul style="list-style-type: none"> - Building Dignity: Design Strategies for Domestic Violence Shelter <p>“Flexible furniture supports multiple types of activities and age groups.”</p> <ul style="list-style-type: none"> - Building Dignity: Design Strategies for Domestic Violence Shelter <p>“Separate spaces for teens address their need to complete homework, spend time alone, connect with friends via phone or social networking sites, or have a private talk with a parent.</p> <ul style="list-style-type: none"> - Building Dignity: Design Strategies for Domestic Violence Shelter
<p>Play space</p> <ul style="list-style-type: none"> ▪ Crawl space (infants) ▪ Indoor / outdoor play space (toddlers) 	<p>“Outdoor space offers opportunities for reflection, connection with children, privacy and healthy activity. Research has shown that nature, including the feeling of sunshine and access to views of trees, etc., can provide</p>

Modeling Chart

<ul style="list-style-type: none">▪ Outdoor play space (older youth)	<p>healing effects on those recovering from trauma. (Cooper Marcus, Claire and M. Barnes. <i>Healing Gardens: Therapeutic Benefits and Design Recommendations</i>, New York: John Wiley & Sons, 1999.)”</p> <ul style="list-style-type: none">- Building Dignity: Design Strategies for Domestic Violence Shelter
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TAB C

THE COMMUNITY PARTNERSHIP FOR THE PREVENTION OF HOMELESSNESS

The 2016 Point in Time Enumeration



On January 28, 2016, The Community Partnership for the Prevention of Homelessness (TCP) conducted the annual Point in Time (PIT) census and survey of persons experiencing homelessness in the District of Columbia.

PIT is used to identify unmet needs in the District's homeless services Continuum of Care (CoC) and informs plans for future housing and service investments to shape the CoC. TCP has conducted PIT on behalf of the District since 2001, and does so in accordance with the U.S. Department of Housing and Urban Development's reporting standards.

Point in Time Results

8,350 persons experiencing homelessness were counted during PIT 2016 including:

- **318 persons who were unsheltered**, i.e. living on the street or places not meant for habitation (all persons were unaccompanied, no persons in families were found to be unsheltered at PIT);
- **6,259 persons in Emergency Shelters** (2,594 unaccompanied individuals and 3,665 people in 1,136 families); and
- **1,773 persons in Transitional Housing** (771 unaccompanied individuals and 1,002 people in 355 families).

The number of persons experiencing homelessness at PIT **increased by 14.4 percent** from the 2015 PIT count.

- The number of unaccompanied homeless individuals counted **decreased by 3.8 percent** from last year, but the number of families increased **by 31.8 percent**.

The increase is primarily due to housing affordability challenges in the District, and increased demand for stable housing assistance that is brought to bear on the homelessness system. Also impacting PIT was the District's implementation of year-round access to family shelter that began in 2015. In past years, family shelter placements had largely been limited to the District's Hypothermia season (November through March). From April to October 2015, 425 families were placed as a result of the new policy, as compared to 12 placements made from April to October 2014.

As a result of the move to year-round access, the District experienced higher family shelter occupancy during PIT 2016, though year round access to shelter allowed many families to receive the homeless services they needed before the Hypothermia season began. Although family shelter occupancy was higher throughout the winter, a new District-funded prevention program helped more than 1,100 families avoid homelessness during Hypothermia 2016 and led to an overall decrease in the number of families placed in District shelters *during* Hypothermia 2016 as compared to 2015.

PIT COUNT BY CATEGORY			
Category	2016	2015	% Change
Total Number Counted	8,350	7,298	+14.4%
Total Number of Individuals	3,683	3,821	-3.8%
Total Number of Families	1,491	1,131	+31.8%
Total of Persons in Families	4,667	3,477	+34.2%

Permanent Housing and the Formerly Homeless

On the night of PIT there were **4,901 individuals** and **7,516 people in 2,347 families** residing in Permanent Supportive Housing, Rapid Rehousing, or other permanent housing for persons who had previously experienced homelessness. This is an **11 percent increase among formerly homeless individuals** and a **16 percent increase among formerly homeless families** from last year's Point-in-Time due to increased investments in the types of housing named above.

The 3.8 percent decrease in unaccompanied individuals experiencing homelessness is largely due to the further development of the District's Coordinated Assessment and Housing Placement (CAHP) System, which is used by providers to determine the most appropriate housing intervention needed to help someone exit homelessness for permanent housing. CAHP is primarily responsible for the decreases in chronic homelessness and the number of veterans experiencing homelessness detailed in the Quick Facts section.

Quick Facts from DC's 2016 Point-in-Time

- **1,501 unaccompanied individuals** and **42 families** counted met the federal definition of "chronic homelessness" – meaning that they were living with disabilities and had lengthy or repeated episodes of homelessness; these counts decreased from 2015 by **6 percent** and by **36 percent** respectively.
- Median age of unaccompanied homeless persons was **52 years** while median age among adults in homeless families was **27 years**
- **10 unaccompanied minors** were counted in Emergency Shelter and Transitional Housing as were **2,722 children in families**
- **No minor children or families with children were unsheltered during PIT.**
- **350 persons** surveyed reported having served in the United States Armed Forces, which is **down 14 percent** from the 2015 count.
- **57 percent** of unaccompanied homeless adults and **21 percent** of adults in families reported that they have no income, though **20 percent** of unaccompanied persons and **27 percent** of adults in families were employed at PIT.
- **11 percent** of all homeless adults reported living histories of substance abuse and mental illness concurrently; this was reported by **16 percent** of unaccompanied individuals but **less than 1 percent** of adults in families.
- **11 percent** of adult homeless persons reported a chronic health problem, and **17 percent** reported a physical disability.
- **17 percent** of homeless adults reported histories of domestic violence, with **6 percent** stating that domestic violence had directly caused their homelessness.

TAB D



EXISTING SITE



PROPOSED SITE