



TECHNICAL MEMORANDUM

To: Kelsey Bridges
Cc: John Patrick Brown Jr.
From: Maris Fry, P.E.
Daniel VanPelt, P.E., PTOE
Date: July 26, 2019
Subject: Southeast Academy
Response to DDOT Staff Report

DDOT – PSD
Greenstein DeLorme & Luchs

Introduction

This memorandum is a response to the DDOT Staff Report dated July 19, 2019, regarding the Southeast Academy project (BZA Case No. 20082). In order to mitigate the impacts of the development, DDOT has requested an increase in the strength of the Transportation Demand Management (TDM) plan and a Loading Management Plan. The Applicant has agreed to strengthen the TDM plan and implement the Loading Management Plan as outlined in the DDOT Staff Report. The unified TDM plan and Loading Management Plan per DDOT comments are provided within this memorandum.

Transportation Demand Management Plan

DDOT Comment: DDOT finds the TDM plan proposed by the Applicant to be acceptable with the following minor additions to the TDM plan:

- The Applicant will provide TMC contact information to goDCgo, conduct an annual commuter survey of employees on-site, and report TDM activities and data collection efforts to goDCgo once per year.
- The TMC will receive TDM training from goDCgo to learn about the TDM conditions for this project and available options for implementing the TDM Plan.

Response: The Applicant agrees to the revisions and additions outlined above. The full revised TDM plan is detailed below with updates outlined in **bold**:

Student TDM Elements

- The school will encourage carpooling by offering a parent listserv which will allow parents to find carpool matches;
- The school will require all drop-off and pick-up activities to take place within the designated curbside locations;
- The school will coordinate bike safety/education courses for students; and
- The school will offer DC One Cards to all students to encourage the use of public transportation.

Faculty/Staff TDM Elements

- *The school will offer a transit benefit program to faculty and staff to encourage the use of public transportation;*
- *All faculty and staff who drive to school will be instructed to park on campus;*
- *The school will encourage carpooling by offering a staff listserv which will allow staff to find carpool matches; and*
- *All faculty/staff will complete training on TDM procedures*

School-Wide TDM Elements

- *The school will assign a staff member to serve as Transportation Management Coordinator (TMC) who will be responsible for oversight of the TDM plan, adherence to driving and parking regulations, and encourage and facilitate carpooling;*
- *The Applicant will provide TMC contact information to goDCgo, conduct an annual commuter survey of employees on-site, and report TDM activities and data collection efforts to goDCgo once per year.*
- *The TMC will receive TDM training from goDCgo to learn about the TDM conditions for this project and available options for implementing the TDM Plan.*
- *The school will implement policies for deliveries to the campus to minimize the impact of this traffic on the neighborhood;*
- *The school will install outdoor bicycle parking racks to promote additional bicycle activity; and*
- *The school will participate in the Safe Routes to School Program.*

Loading Management Plan

DDOT Comment: Implement the following Loading Management Plan (LMP), as proposed by DDOT:

- **No deliveries or trash pick-up will occur during peak school drop-off or pick-up hours.**
- **No deliveries or trash pick-up will occur within public space. Deliveries and trash pick-up for both buildings will occur in the designated service area along the rear of the existing building.**
- **Trucks using the loading area will not be allowed to idle and must follow all District guidelines for heavy vehicle operation including but not limited to DCMR 20 – Chapter 9, Section 900 (Engine Idling), the regulations set forth in DDOT’s Freight Management and Commercial Vehicle Operations document, and the primary access routes listed in the DDOT Truck and Bus Route System.**
- **A staff member will be designated as the loading facility manager. The loading facility manager will be responsible for disseminating suggested truck routing maps to drivers from delivery services that frequently utilize the loading facility. The facility manager will also distribute materials such as DDOT’s Freight Management and Commercial Vehicle Operations document to drivers as needed to encourage compliance with idling laws.**
- **No trash pick-up or deliveries will occur on MLK Avenue or Milwaukee Place SE.**
- **The loading facility manager will also be responsible for coordinating with vendors to schedule deliveries and will work with the community to resolve any conflicts should they arise.**

Response: The Applicant agrees to all LMP conditions as outlined by DDOT.