

Estrellitas Montessori School

November 13, 2024
BZA Case No. 21101

Estrellitas Montessori School

Marilyn Medrano, *Owner and Founder*
Cristina Encinas, *Operations Director*

Sullivan & Barros

Alexandra Wilson, *Land Use Attorney*

District Architecture Studio

Dave Bloom, *Project Architect*

Symmetra Design

Nicole White, *Professional Traffic Operations Engineer*
Cece Wu, *Transportation Engineer*



Board of Zoning Adjustment
District of Columbia
CASE NO.21101
EXHIBIT NO.61

Transportation

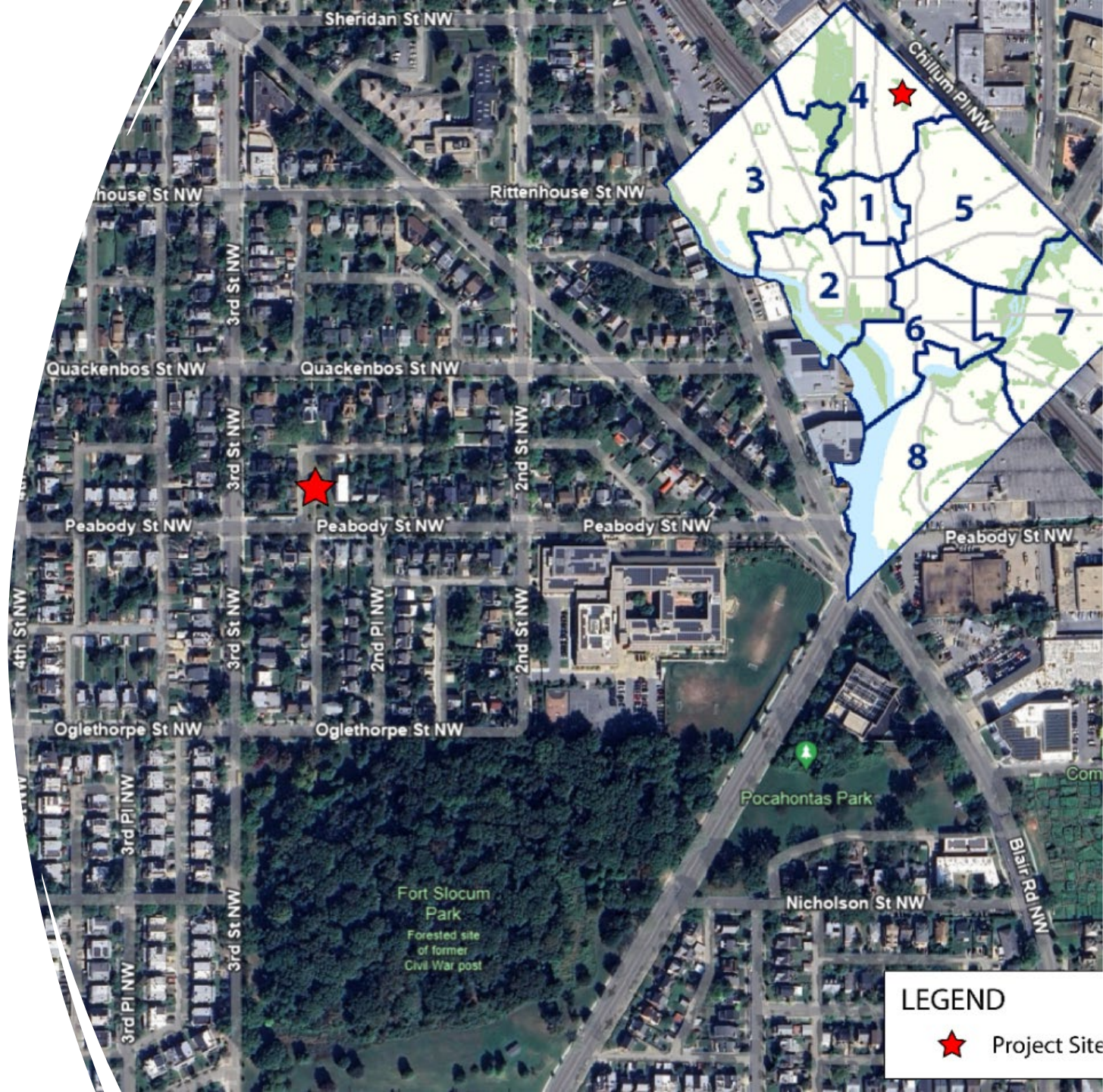
Nicole A. White, P.E., PTOE



symmetra design

Transportation Overview

- Scope of study and assumptions approved by DDOT
- Transportation Statement - June 8, 2024
- Additional data collection September 2024
- Revised Transportation Statement - September 19, 2024
- **Supplemental Transportation Statement – October 30, 2024**



DDOT Conditions

DDOT **continues to support** this Special Exception request and looks forward to working with the Applicant on the site's public space permitting. DDOT requests that the **revised TDM Plan as described in the Applicant's October 30, 2024, Supplemental Transportation Memo (Exhibit 57E) be a condition of approval.**

Supplemental Transportation Statement

1. Confirm cumulative transportation impacts of CDC were adequately considered.
2. Consider the potential to provide additional parking for staff on-site.
3. Clarification on how the alley will be used and how the proposed bike racks impact use of the alley.

CDC Impacts



CCPCS	CCPCS CDC	Daycare
1,000+ Students (pre-K – 12)	84 Students (24 age 3-5 and 60 age 5-15)	82 Children (infant – pre-K)
8:15 – 8:30AM Start Time	7:30AM Start Time	7:45 – 9:15AM Drop-off Period
3:30PM Dismissal; 1:30PM Dismissal Wednesdays	Ends at 6PM	4:45-5:45PM Pick-up Period

CDC Impacts

Peak Hour	On-Street Parking Spaces Needed for Pickup/Drop-off	Parking Spaces Available
7:00 – 8:00AM (CCPCPS CDC drop-off)	3	15
8:15 – 9:15AM (CCPCPS and Daycare drop-off)	3	20
3:15 – 4:15PM (CCPCPS Dismissal)	1	16
4:45 – 5:45PM (Daycare PM Peak)	11	25



Pubic Alley

Peabody St NW

Peabody St NW

Peabody St NW

Peabody St NW

LEGEND

- ↔ Pedestrian Access
- ↔ Vehicular Circulation

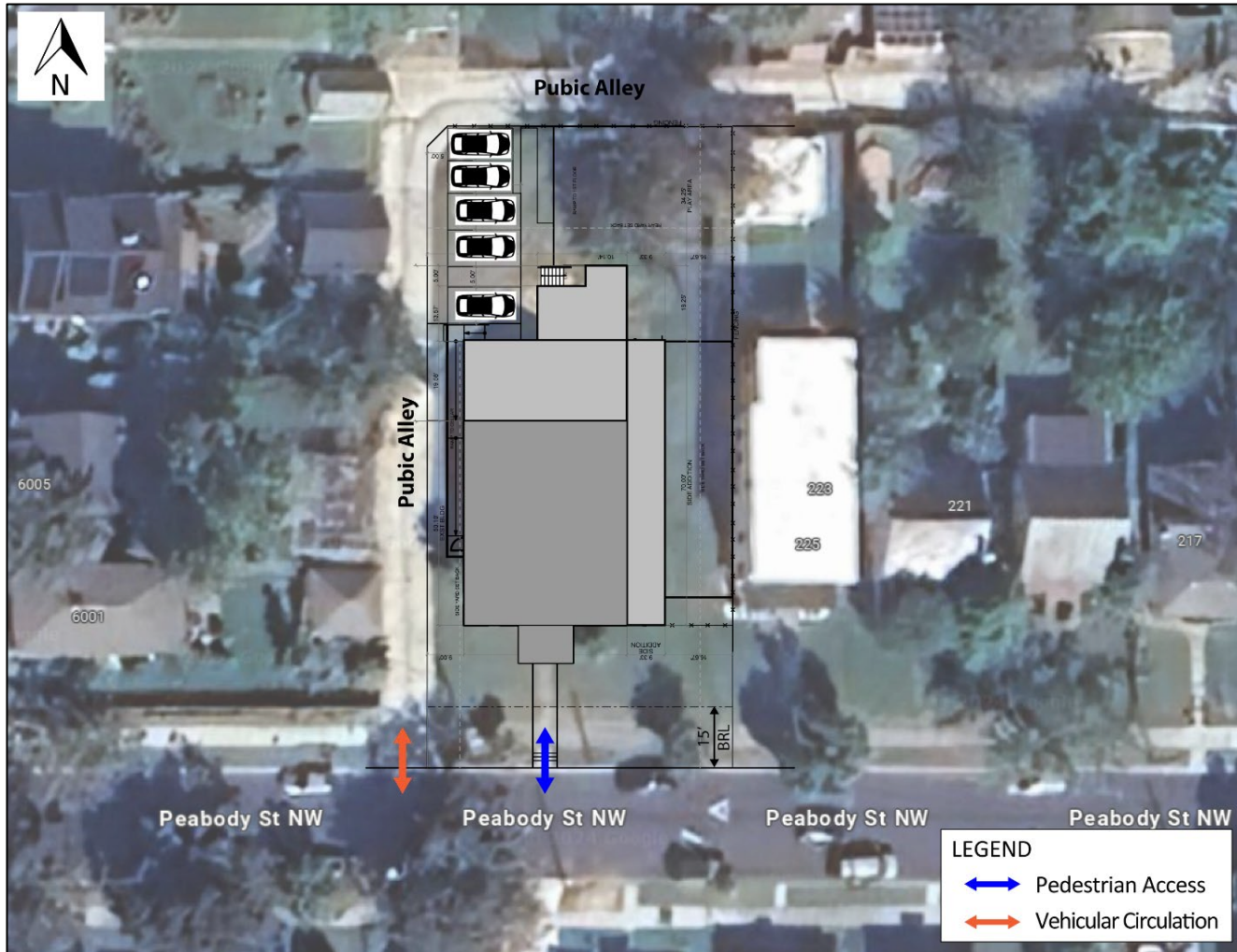
- Five parking spaces (meets zoning requirement) on-site for staff only
- Per District Architecture Studio, providing additional parking spaces on-site would require either reducing the size of the building or taking away outdoor space for the play area.

Staff Parking



- As a condition, staff would be restricted from parking on Peabody Street, east of 3rd Street NW.
- Field observations indicated 60+ on-street spaces (outside of PUDO area) for staff.

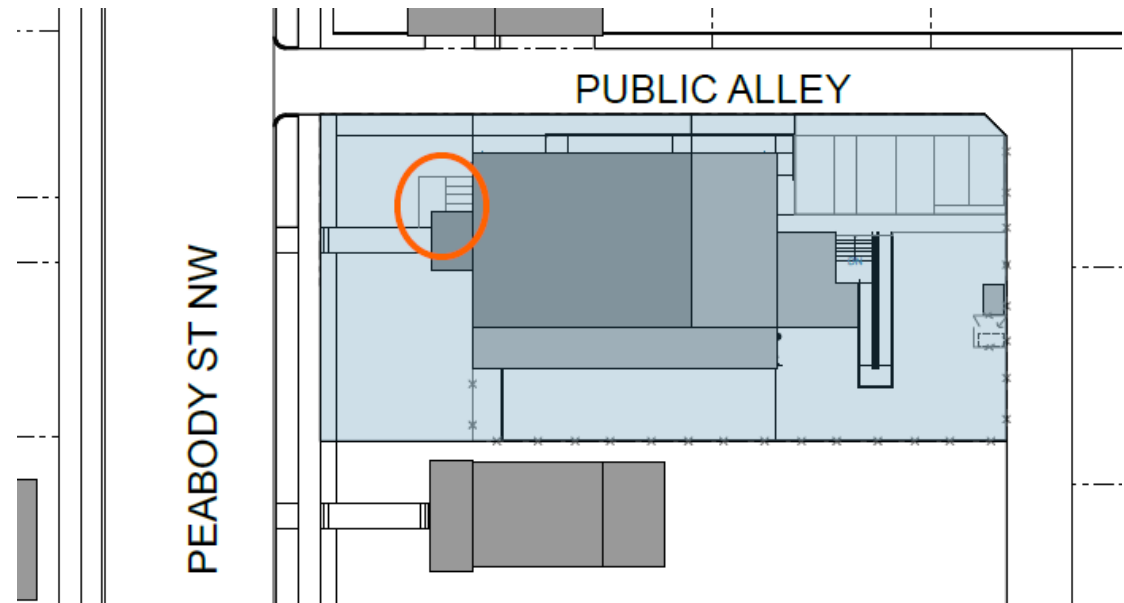
Alley Access



- Five parking spaces on-site for staff only
- Student pick-up/drop-off on Peabody Street

Alley Usage

- Strict pick-up/drop-off policies will be implemented, including restrictions on blocking the alley and using the alley for any pick-up or drop-off. These policies are detailed in an addendum to the handbook which shall be signed separately from the handbook. The proposed addendum is included as Exhibit A1.
- As coordinated with DDOT, access to bicycle parking spaces are planned to be installed on the west side of the front porch with access from the public alley. This would minimize conflicts with sidewalk and vehicle pickup/drop-off operations.



Transportation Demand Management Plan

- Appoint Transportation Coordinator
- Meet with goDCgo to develop goals and plans
- Conduct commuter survey of staff and parents
- Check in with goDCgo's School Services Team halfway through the year to track progress
- Send out reminders for Commuter Benefits Open Enrollment
- Promote commuter benefits and other sustainable transportation programs to new and existing hires
- Provide transportation information to staff and new and existing families
- Provide information on nearby transportation options on the daycare's website (work with goDCgo to create a Get Around Guide customized for the daycare)
- Include transportation information in newsletter
- Promote Sustainable Transportation Holidays
- Host a tabling event with goDCgo to sign staff up for commuter benefits
- Promote Capital Bikeshare as a form of commuting to and from the daycare
- Provide Capital Bikeshare corporate membership to all interested staff
- Host bike safety course for staff
- Promote WABA bicycling classes to staff
- Provide preferential parking for carpools for staff
- Comply with Transportation Benefits Equity Amendment Act if over 20 staff members (including part-time staff)
- Comply with Commuter Benefits Act of 2014

Transportation Demand Management Plan

- Comply with Transportation Benefits Equity Amendment Act if over 20 staff members (including part-time staff)
- Charge staff “market rate” for parking or comply with DC Parking Cashout Law when the number of staff reaches 20.
- For those who drive, carpooling is encouraged and the parking spaces at the rear will be assigned and priority given to those who carpool.



**Party Opponents' Proposed Conditions:
Discussion on Student/Staff Limits & Time Limit**

Party Opponents' Proposed Conditions

The TMC should be further specified in the conditions:

- The BZA should order that the Applicant designate a staff member to serve as TMC who will be tasked with overseeing and resolving any traffic flow issues and concerns, as may be appropriate. The selected TMC should be dedicated to managing traffic and distinct from the staff member who is overseeing child hand-off to teachers.
- The peak drop-off and pick-up times, in which the TMC is placed out front to monitor traffic flow, must encompass the arrival and departure times for Capital City PCS, which the Applicant acknowledges are currently 8:15-8:30 am and 3:30 pm, respectively.
- The Applicant should be required to monitor drop-off/pick-up operations and implement changes that may include staff supported operations as needed throughout the life of the project and not limited to the first six months of operation.
- The BZA should be required to provide annual monitoring to DDOT regarding the status of the conditions and perform additional monitoring of transportation in the area and reassess the TDM conditions as necessary.

Cap on the number of students and staff:

- The CDC's occupancy at 245 Peabody St. NW should be limited to 58 children and 15 staff.

Conditions that should be imposed by BZA concerning the alley specifically:

- The Applicant shall appoint a TMC to be present during pick-up and drop-off times to ensure that cars are not blocking the adjacent alley.
- The Applicant shall post signage prohibiting the use by Estrellitas Montessori parents of the public alley.

Additional communication with neighbors and reporting of activities/data collection:

- The Applicant and party status individuals shall discuss language and content for brochures and information to share with daycare parents regarding parking and pickup/drop-off.

Party Opponents' Proposed Conditions

Additional communication with neighbors and reporting of activities/data collection continued:

- Check-ins with the ANC must be no fewer than two times per year.
- The Applicant shall provide the TMC's 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 Applicant shall demonstrate how the short- and long-term bicycle parking requirements are being met.

Noise from the play area:

- Diligent efforts shall be taken by the Applicant to reduce noise in the play area and when the children are escorted through the neighborhood.

Deliveries:

- The Applicant shall implement policies for incoming deliveries to minimize the impact of this traffic on the neighborhood.

Time Limit/Sunset Provision:

- A seven-year time limit for any approval order which will afford parties of interest a formal mechanism to revisit the effectiveness of any traffic mitigation measures.

Other:

- The Applicant has stated it will not have more than 20 staff members employed at the site yet it provides that it will "Comply with Transportation Benefits Equity Amendment Act if over 20 staff members (including part-time staff). This seems inapplicable here.
- Additionally, the Applicant says that it will "Charge staff 'market rate' for parking or comply with DC Parking Cashout Law when the number of staff reaches 20," which would require 100% participation.

Applicant's Proposed Conditions

1. The child development center shall enroll no more than 82 children, ages 6 months to 5 years old.
2. The child development center's staff shall be limited to no more than 20 staff.
3. Hours of operation of the child development center shall be limited to 7:00 am to 6:00pm per day, Monday through Friday.
4. The Applicant shall provide commercial trash and garbage collection, and garbage shall be collected at least once a week.
5. Outdoor playtime shall be staggered so that all children are not on the play area at one time.
6. Visits around the neighborhood and/or to any parks will be staggered so that there are a limited number of children being escorted through the neighborhood at one time.
7. Fencing shall be provided as shown on Page 2 of Exhibit 24A (Approved BZA Plans) with a locked gate on the alley side ramp.

NEW or REVISED Conditions with comment:

8. Strict Pick-Up/Drop-Off policies will be implemented, including restrictions on blocking the alley and prohibition on using the alley for any Pick-Up or Drop-Off, and penalties for violating these policies. These policies shall be detailed in an addendum to the handbook which shall be signed separately from the handbook. The proposed addendum is included as Exhibit __A1.

At the hearing, neighbors raised concerns over the proposed termination policy and efficacy of the restrictions, and it being buried in a handbook. Applicant has revised this to be a tiered policy and will have a separate addendum so that it is front of mind and very obviously communicated to parents. An addendum has been provided so that the exhibit may be referenced in any final condition list. Alternatively, the policies can be listed in detail in the conditions list.

9. The five (5) parking spaces at the rear of the Property are strictly reserved for staff of Estrellitas and shall not be used for Pick-Up and Drop-Off; an exception may be made for students with special needs. This shall be communicated to the designated ANC contact, so neighbors are aware that an exception has been made to accommodate a child with special needs.

Concerns were raised that the parking policy did not address any potential exceptions for children with special needs.

10. A designated staff member shall be located at the front of the school during peak drop-off and pick-up times to ensure efficient traffic flow, prevent congestion, and ensure compliance with PUDO rules in the addendum.

More details about the process are available in the PUDO addendum.

11. Staff will be restricted from parking on Peabody Street, east of 3rd Street, NW, and this shall be noted in an addendum to the employee handbook which must be signed separately from the employee handbook and employee agreements and include penalties. The proposed addendum is included as Exhibit __A2.

Concerns were raised regarding parking on Peabody. While the parties in opposition have private garages off the alley and/or alley access, this condition would keep the pickup/drop-off area available for parents and would also help to maintain parking for residents on Peabody Street between 2nd Place and 3rd Street. Also, by keeping staff parking to the west we keep parking spaces available for pickup/drop-off operations for CCPCS. An addendum has been provided so that the exhibit may be referenced in any final condition list. Alternatively, or additionally, the policies can be detailed in the conditions.

NEW or REVISED Conditions with comment:

12. The Applicant will work with Casey Trees to add more trees to the site.

While not directly requested, the Applicant reviewed other conditions and thought about other ways it could mitigate concerns. This would provide beautification of the site and be an overall benefit to both neighbors and the students. Additional tree coverage in combination with the fence shall provide privacy for both neighbors and students.

13. The Applicant shall provide annual check-ins with the local ANC on compliance with conditions.

*While this is generally addressed in the Community Agreement, the Applicant is proposing annual check-ins as a condition so that the ANC is always kept in the loop with these conditions. **This condition, and condition 14,-- and the new conditions generally, are being proposed in lieu of a time limit.***

14. For the first six months of operation, monitor conditions and collect data on peak congestion times and adjust drop-off and pick-up procedures. Applicant will work to make adjustments based on data findings to further ease traffic flow.

Alternatively, or additionally, the Applicant could provide annual monitoring to DDOT regarding the status of the conditions and perform additional monitoring of transportation in the area and reassess the TDM conditions as necessary.

15. The Applicant shall construct the four (4) short-term bike parking spaces, the equivalent to two (2) inverted U-style racks located as shown on Sheet 2 of the Applicant's September 11, 2024 Updated Architectural Plans (Exhibit 24A).

16. The Applicant shall construct the one (1) long-term bike parking space required by zoning.

17. Applicant will coordinate with DDOT to install pick-up/drop-off signage on Peabody Street directly adjacent to the daycare for three parking spaces.

18. Trash pick-up will occur in the public alley. Trash will be enclosed in a gated fence and rolled out to the alley.

NEW or REVISED Conditions with comment:

20. In addition to the conditions above, the Applicant has coordinated with DDOT to implement the following TDM Conditions. The Applicant shall implement the TDM plan for the life of the project:

- a) Appoint Transportation Coordinator
- b) Meet with goDCgo to develop goals and plans
- c) Conduct commuter survey of staff
- d) Conduct commute survey of parents
- e) Check in with goDCgo's School Services Team halfway through the year to track progress
- f) Send out reminders for Commuter Benefits Open Enrollment
- g) Promote commuter benefits and other sustainable transportation programs to new and existing hires
- h) Provide transportation information to new and existing families
- i) Provide transportation information (electronic format) for staff
- j) Provide information on nearby transportation options on the daycare's website (work with goDCgo to create a Get Around Guide customized for the daycare)
- k) Include transportation information in newsletter
- l) Promote Sustainable Transportation Holidays:
 - i. Park(ing) Day (September)
 - ii. Car Free Day (September)
 - iii. Walk to School Day (October)
 - iv. National Walk to Work Day (April)
 - v. Bus to Work/Transportation Equity Day (February)
 - vi. National Bike Month (May)
 - vii. Bike to Work Day (May)
- m) Host a tabling event with goDCgo to sign staff up for commuter benefits
- n) Promote Capital Bikeshare as a form of commuting to and from the daycare
- o) Provide Capital Bikeshare corporate membership to all interested staff
- p) Host bike safety course for staff
- q) Promote WABA bicycling classes to staff
- r) Provide preferential parking for carpools for staff
- s) Comply with Commuter Benefits Act of 2014
- t) Comply with Transportation Benefits Equity Amendment Act if over 20 staff members (including part-time staff)
- u) Charge staff "market rate" for parking or comply with DC Parking Cashout Law when the number of staff reaches 20.
- v) For those who drive, carpooling is encouraged and the parking spaces at the rear will be assigned and priority given to those who carpool.

These conditions highly encourage non-vehicular modes of transportation, which aligns with Estrellitas goal to serve the neighborhood i.e. those who are more likely to walk and bike to the site once a local daycare is available!

Addendum to Student Handbook

Estrellitas operates by virtue of a special exception from the Board of Zoning Adjustment. In order to maintain our license and approval we will implement the following Pick-up and Drop-off measures which must be adhered to:

Pick-Up and Drop-Off Policy and Procedures:

- A designated staff member will be at the front of the building when you arrive to drop off students. The staff member will use a walkie-talkie or similar mechanism to contact the teacher when a student arrives. The caregiver will hand-off the student to the designated intake staff person. The teacher will meet the staff member and student up front and walk the students back to the respective classrooms.
- Pick-up will be executed in a similar fashion where the teachers will be called and there will be designated staff bringing the children up front to meet the parent/caregiver. The teachers will prepare students for pick-up (backpacks packed etc.) in advance to expedite pick-up.

Parking Policies and Alley Use

- Prohibition of U-Turns and Double Parking: U-turns and double-parking are prohibited during drop-off and pick-up at all times.
- The adjacent neighbors use the alley to access their garages and parking spaces. In order to prevent any conflict with neighbor's vehicles, pick-up and drop-off in the adjacent alleys is strictly prohibited.
- Similarly, parking in the rear of the property is exclusively reserved for the use of staff. Note: If your child has any special needs requiring a designated parking space, appropriate accommodations can be made.
- The primary pickup/drop-off area is located on Peabody Street in the designated area in front of the daycare. Parents may also park in other legal and available parking spaces, particularly on Peabody Street, between 2nd Place, NW and 3rd Street, NW.
- Parents may not block traffic waiting for a parking space directly in front of the daycare.
- Bicycle parking and a designated stroller parking area will be located in front of the daycare. Desired access to bicycle parking spaces will occur from the public alley. This would minimize conflicts with sidewalk and vehicle pickup/drop-off operations.

Addendum to Student Handbook

Estrellitas operates by virtue of a special exception from the Board of Zoning Adjustment. In order to maintain our license and approval we will implement the following Pick-up and Drop-off measures which must be adhered to:

Penalties and Enforcement for Violating these procedures:

- Staff monitor pick-up and drop-off and will enforce all policies.
 - The first time a parent or caregiver violates any of the aforementioned policies, a written warning outlining the violation will be issued to the parent or guardian.
 - The second violation of any of the aforementioned policies will result in a monetary penalty of \$50.
 - The third violation of any of the aforementioned policies will result in termination of your child from Estrellitas Montessori.
-

Addendum to Employee Handbook

Estrellitas operates by virtue of a special exception from the Board of Zoning Adjustment. In order to maintain our license and approval we have strict policies related to parking.

- Staff are encouraged to use public transportation and Estrellitas will provide various incentives throughout the year to encourage this use.
- For those who drive, carpooling is encouraged and the parking spaces at the rear will be assigned and priority given to those who carpool.
- Staff will be restricted from parking on Peabody Street, east of 3rd Street, NW. We will assist in identifying other areas where staff may park.

Penalties and Enforcement for Violating these procedures:

- The first time an employee violates any of the aforementioned policies, a written warning outlining the violation will be issued to said employee.
- The second violation of any of the aforementioned policies will result in a monetary penalty of \$50.
- The third violation of any of the aforementioned policies will result in termination of your employment from Estrellitas Montessori.