TECHNICAL MEMORANDUM

To:	Erkin Ozberk	DDOT-PSD
Cc:	Mitchell Platt	Cosmos Club
	Lee Templin	Goulston & Storrs
	David Avitable	
From:	Daniel Solomon, AICP	
	Ashley Orr, PE	
	Salem Zewdu	
Date:	October 2, 2026	
Subject:	Cosmos Club BZA (Case No. 21517) – Transportation Statement	

Introduction

The memorandum presents the findings of a Transportation Statement for the proposed acquisition of the property located at 9 Hillyer Court NW (the "Property") by the Cosmos Club (the "Club") as part of BZA Case No. 21517. The Cosmos Club, a 501(c)(7) non-profit corporation that offers gathering space and programming for intellectual fellowship between distinguished individuals in science, literature, the arts, learned professions, or public service, intends to use the Property for expanded operations of their private club which is located across the parking lot at 2121 Massachusetts Avenue NW and is comprised of a collection of buildings and land that occupy approximately 46% of Square 66.

The Club is requesting variance relief to permit private club use of the Property to facilitate the sale by International Arts & Artists ("IA&A") to the Club as part of this BZA application. The Property is a trapezoidal lot located in the center of Square 66 that fronts a 20-foot public alley to the south and a 15-foot public alley to the east that narrows to 5 feet at the northern end of the alley. Square 66 is a triangular block that is bounded by R Street NW to the north, Florida Avenue NW to the northwest, Massachusetts Avenue NW to the southwest, Q Street NW to the south, and 21st Street NW to the east. The Property is in the RA-2/DC Zone District, which provides areas for moderate-density apartment buildings, flats, and converted row structures while aligning with the historic character of the Dupont Circle neighborhood.

Figure 1 shows the regional location of the site and Figure 2 provides an aerial view of the site.

Similar to the current use by IA&A, which features ground floor art display and event space and office use supporting IA&A's arts exchange mission, the Club intends to use the Property as overflow space for its current membership and initial plans anticipate a mixed-use arts space café and meeting space as well as ancillary office use, all in support of the club's existing activities and mission. These uses may evolve over time. No changes are proposed to the existing buildings within the Square, including access, loading, or vehicle parking. Vehicular, bicycle, and pedestrian access to the Property is provided by existing public alleys with access from Florida Avenue NW and 21st Street NW, connecting to the existing surface parking lots and loading areas.

The proposed private club use of the Property would otherwise be permitted as a matter-of-right in the RA-2/DC Zone if the Property were not an alley lot. However, as an alley lot, the matter-of-right uses for the building are severely restricted. The Applicant is requesting a variance to use an alley lot in the RA-2/DC Zone for private club use.

Board of Zoning Adjustment
District of Columbia
CASE NO. 21517
EXHIBIT NO. 19C

The purpose of this Transportation Statement is to:

- Review existing site conditions and details of the proposed building acquisition;
- Provide an estimate of trip generation for the existing and future uses of the building;
- Review the relevant planning efforts and demonstrate how the project is consistent with District-wide planning documents; and
- Review the engagement efforts between the Applicant and ANC 2B.

The findings of this study conclude that:

- The project is consistent with planning strategies within the region;
- The project is not proposing any changes to the pedestrian, bicycle, vehicular, and trash access and circulation at the site, and the new building is adequately supported by the Club's existing infrastructure;
- The project accommodates existing members and existing organizational functions of Cosmos Club and does not increase overall event attendance, staffing, or membership; with the acquisition of the IA&A building, the removal of all existing trips to the building leads to a net decrease in trips compared to its existing use; and
- ANC 2B supports the application.

Overall, the acquisition and use of the building is not expected to have a detrimental impact on the transportation network. On the contrary, it is expected to remove existing vehicle trips from the network and better manage internal alley operations.

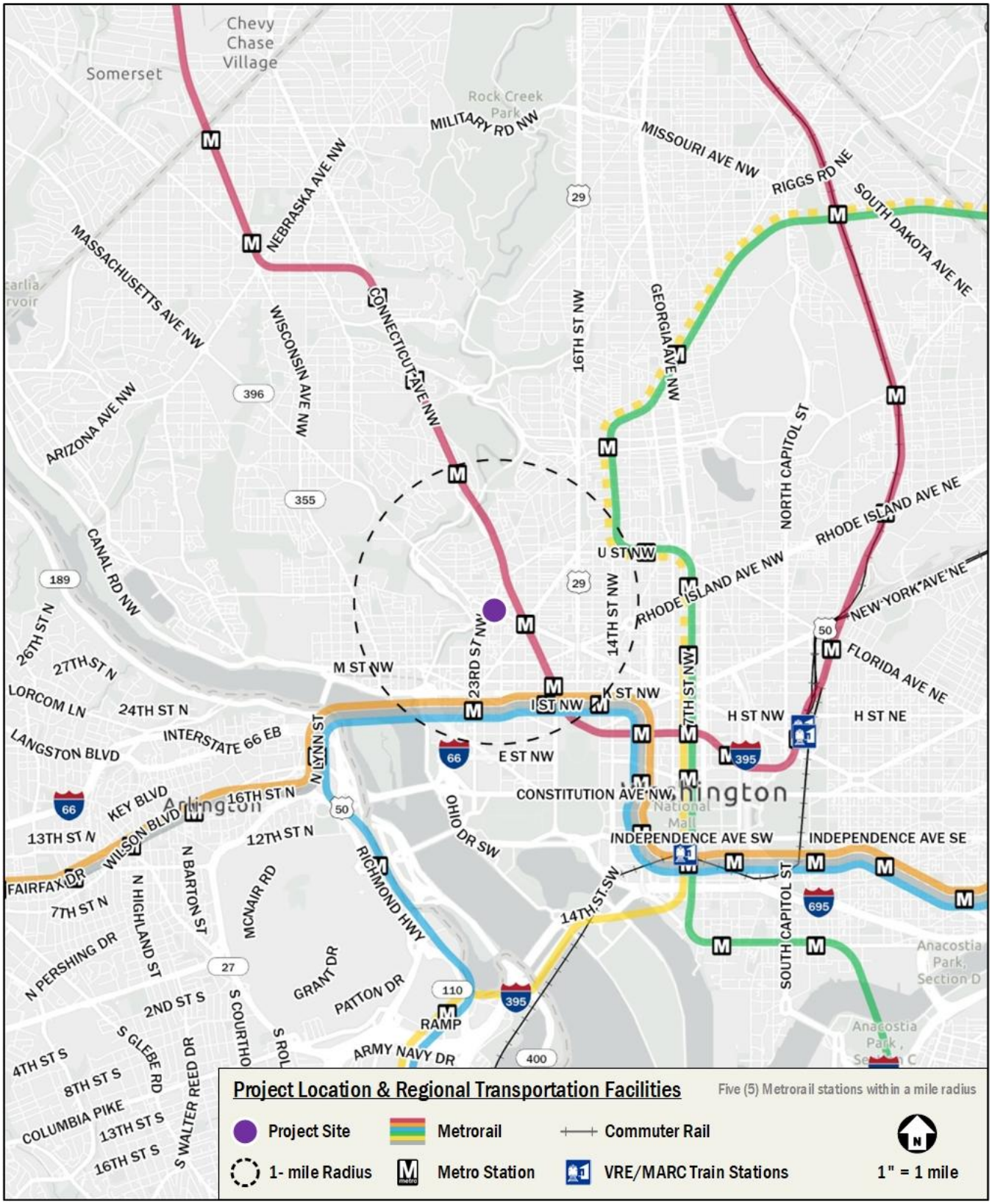

Figure 1: Project Regional Location

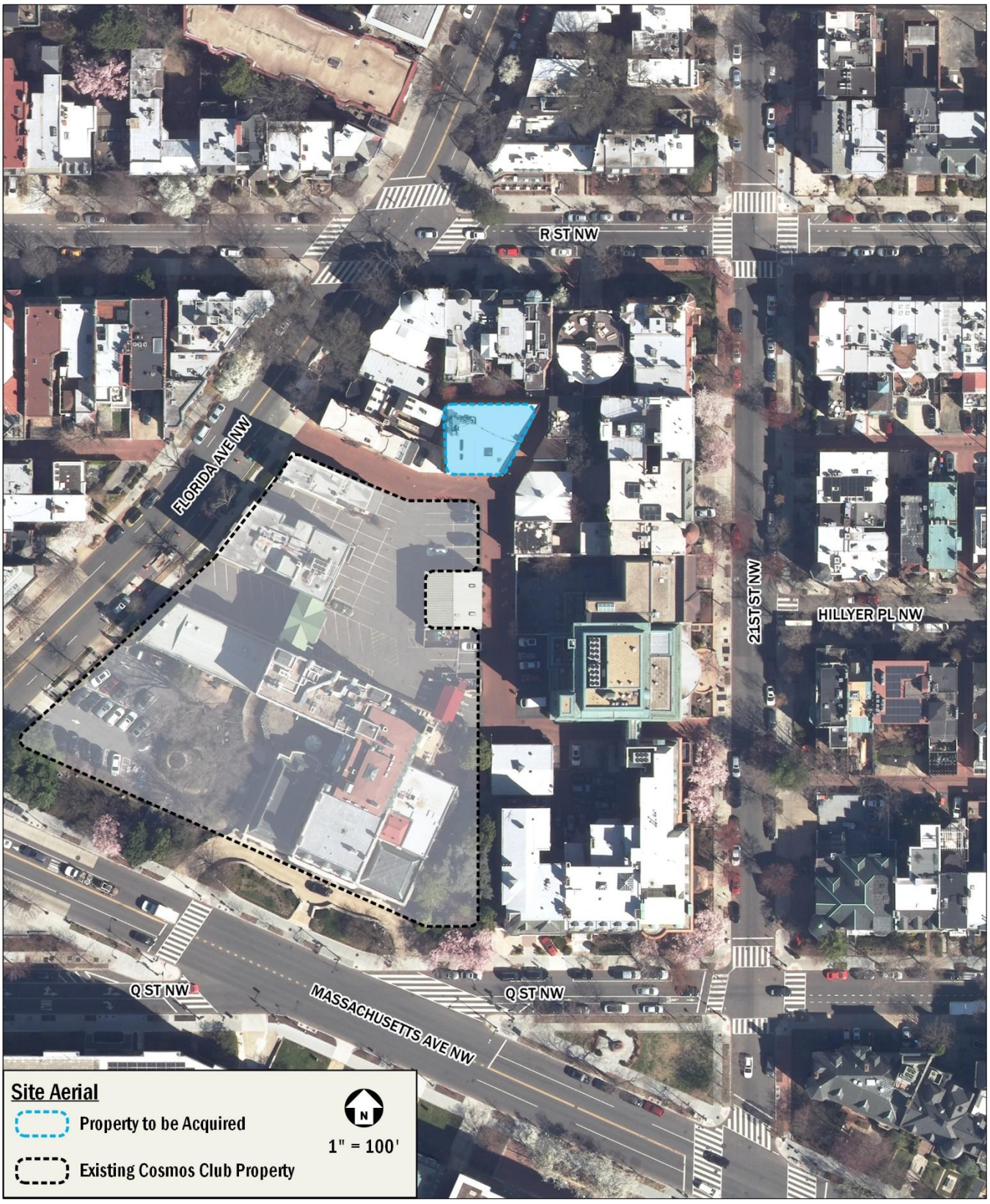

Figure 2: Site Aerial

Strategic Planning Documents and Initiatives

Several District of Columbia-wide and local planning documents and projects located in the vicinity of the project site. These items are summarized below, along with their implications for or in relation to the proposed project.

Transportation and Infrastructure

moveDC

As described previously, DDOT maintains and regularly updates its long-range transportation plan, *moveDC*, to identify transit challenges and opportunities and to recommend investments.

As part of the *moveDC* 2021 update, Mobility Priority Networks were created to show where investments in safety and mobility improvements will take place for specific modes of transportation. The Transit Priority Network highlights streets where infrastructure improvements such as dedicated transit lanes, better transit stops, and/or special intersection treatments for buses will be prioritized to improve transit travel times and reliability. The Bicycle Priority Network includes bicycle priority routes from the *moveDC* 2014 update and additions from recent planning and public engagement efforts. From the final *moveDC* 2021 update published in December 2021, the Bicycle Priority Networks near the site include:

- The Q Street NW Bicycle Priority Network; and
- The R Street NW Bicycle Priority Network.

Due to updates made to the MetroBus Network as part of the WMATA Better Bus Network initiative, the transit priority network is currently being updated by *move*DC.

WMATA Better Bus Network 2025

Better Bus is Metro's initiative to improve regional bus service and deliver more frequent, reliable, and user-friendly bus service to communities across Washington, DC, Maryland, and Virginia. On June 29, 2025, Metro launched its new bus network, which is the first major overhaul of the WMATA bus system in 50 years. WMATA bus routes within the vicinity of the site remain largely unchanged, with bus routes continuing to travel along Connecticut Avenue NW and Massachusetts Avenue NW. Additional service has been provided along Florida Avenue NW adjacent to the site.

Vision Zero Action Plan

DDOT's *Vision Zero Action Plan* is the implementation strategy of DC's Vision Zero Initiative, which commits to reaching zero fatalities and serious injuries to travelers of DC's transportation system by the year 2024. The *Action Plan* is based on DC interagency workgroups, public input, local transportation data and crash statistics, and national and international best practices. Workgroups identified the guiding themes for the *Vision Zero Action Plan* and the goals of the DC government. The *Action Plan* focuses on the following themes:

- Create Safe Streets
- Protect Vulnerable Users
- Prevent Dangerous Driving
- Be Transparent and Responsive

Strategies within each theme assign lead and supporting agencies responsible for the planning and implementation of each program. The plan also calls for partners external to the District government to ensure accountability and aid in implementation.

The proposed development supports the District's ongoing Vision Zero objectives by maintaining existing access patterns and avoiding the introduction of new curb cuts or vehicular conflict points.

Capital Bikeshare Development Plan

The District Department of Transportation (DDOT) embarked on the Capital Bikeshare Development Plan in 2015 to understand how the program was performing five years after launch and devise a strategy for future growth and funding. The most recent update of the DDOT's Capital Bikeshare Development Plan was released in 2020 and includes a strategic plan update, market analysis update, expansion priorities, financial plan update, and business plan. The Plan includes one (1) planned Capital Bikeshare station near the proposed project on P Street NW at Rock Creek Trail and Rose Park Trail.

Land Use and Sustainability

DC Comprehensive Plan

The *DC Comprehensive Plan* is a high-level guiding document that sets a positive, long-term vision for the District through the lens of its physical growth and change. The existing Comprehensive Plan was enacted in 2006 and updated in 2011 and again in 2021 with the DC Council passing the updated plan in May 2021. The new plan officially became law on August 21, 2021.

The Comprehensive Plan's Transportation Element contains the following policy which is supported by the proposed development:

> "*Policy T-1.1.8: Minimize Off-Street Parking*. An increase in vehicle parking has been shown to add vehicle trips to the transportation network. In light of this, excessive off-street vehicle parking should be discouraged."

The proposed project supports this policy by not providing any additional parking spaces as part of the application and utilizing existing parking resources on the Cosmos Club property.

Sustainable DC 2.0 Plan

Sustainable DC is the District of Columbia's major planning effort to make DC the most sustainable city in the nation. It proposes a variety of sustainability goals, targets, and actions related to the built environment, transportation, and other topics.

The 2019 iteration of the plan, the *Sustainable DC 2.0 Plan*, includes the following proposed action which is supported by the development:

- "TR1.2 Improve transit connections to employment and activity centers from underserved areas."

The proposed development supports this action by being located less than a quarter mile from the Dupont Circle Metrorail Station, providing transit access for members.

Site Trip Generation

While the Property is currently used by IA&A as an art gallery, the limited number of studies under Land Use 580 (Museum) from the ITE Trip Generation Manual, 12th Edition are based on museums starting at 158,000 SF, much larger than the ~5,400 SF Property. This may underestimate the number of trips generated by the existing site. To create a fuller understanding of the existing trips generated by the site, trips were also estimated using ITE Land Use 822 (Strip Retail Plaza (<40 kSF)), which can describe the art purchasing functions of the IA&A operations. Both land uses were included to create a range of trips generated by the site to capture different elements of the building's function. Because the proposed use is intended to serve existing Club members and operations and will not increase overall Cosmos Club membership or employment, no independent trip generation estimate was developed for the proposed use as it will not generate any new trips.

The trips estimated by the ITE Trip Generation Manual can be converted to multi-modal trip generation following DDOT CTR guidelines set forth in section 2.2. The finalized DDOT CTR scoping form can be found in the technical attachments. The ITE trip generation is shown below. As shown in the table below, the number of peak hour vehicular trips in the peak direction is expected to range from 1 to 7 in the AM peak hour and 0 to 15 in the PM peak hour for the existing use.

The acquisition of the Property is intended to provide overflow space for the Cosmos Club and will not be accompanied by any growth in Club membership. Accordingly, the building will not generate new trips on the network. Rather, the acquisition of the Property will result in the removal of existing trips to the building, leading to a net decrease in trips compared to its existing use. Additionally, the Cosmos Club has observed that when IA&A and the Club held events concurrently, valet operations associated with IA&A occasionally contributed to congestion within the alley. Following the acquisition of the property, such conflicts are not expected to occur, as the Cosmos Club will be able to coordinate parking and event operations across both properties, resulting in more efficient management of vehicular activity.

Table 1 shows mode split assumptions based on the travel patterns of the existing use and are informed by Census data at the tract level of residents that live and work near the site, data contained in WMATA's 2005 Development-Related Ridership Survey and MWCOG's 2022 State of the Commute Survey Report, proximity to transit, and the existing parking supply.

Table 2 shows a net new multimodal trip generation summary of the proposed project. As can be seen in the table, the project will result in a net decrease in trips compared to the existing use. Based on this, per DDOT's CTR Guidelines, a vehicular capacity analysis is not required.

Table 1: Existing Use Mode Split Assumptions

Mode				
Drive[1]	**Transit**	**Bike**	**Walk**	**Telecommute**
60%	25%	5%	10%	0%

[1]Drive mode split includes use of car share

Table 2: Net New Multimodal Trip Generation Summary

Mode	AM Peak Hour			PM Peak Hour			Weekday Total
	In	Out	Total	In	Out	Total	
Existing Use, LUC 580 – Museum (~5,400 GFA)							
Auto	0 veh/hr	1 veh/hr	1 veh/hr	0 veh/hr	0 veh/hr	0 veh/hr	0 veh
Transit	1 ppl/hr	0 ppl/hr	1 ppl/hr	0 ppl/hr	1 ppl/hr	1 ppl/hr	0 ppl
Bike	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl
Walk	0 ppl/hr	1 ppl/hr	1 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl
Telecommute	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl
Existing Use, LUC 822 – Retail (~5,400 GFA)							
Auto	7 veh/hr	5 veh/hr	12 veh/hr	15 veh/hr	15 veh/hr	30 veh/hr	275 veh
Transit	6 ppl/hr	5 ppl/hr	11 ppl/hr	13 ppl/hr	13 ppl/hr	26 ppl/hr	241 ppl
Bike	1 ppl/hr	1 ppl/hr	2 ppl/hr	3 ppl/hr	2 ppl/hr	5 ppl/hr	48 ppl
Walk	2 ppl/hr	3 ppl/hr	5 ppl/hr	5 ppl/hr	6 ppl/hr	11 ppl/hr	96 ppl
Telecommute	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl
Net New Site Trips (Proposed – Existing)							
Auto	0 to -7 veh/hr	-1 to -5 veh/hr	-1 to -12 veh/hr	0 to -15 veh/hr	0 to -15 veh/hr	0 to -30 veh/hr	0 to -275 veh
Transit	-1 to -6 ppl/hr	0 to -5 ppl/hr	-1 to -11 ppl/hr	0 to -13 ppl/hr	-1 to -13 ppl/hr	-1 to -26 ppl/hr	0 to -241 ppl
Bike	0 to -1 ppl/hr	0 to -1 ppl/hr	0 to -2 ppl/hr	0 to -3 ppl/hr	0 to -2 ppl/hr	0 to -5 ppl/hr	0 to -48 ppl
Walk	0 to -2 ppl/hr	-1 to -3 ppl/hr	-1 to -5 ppl/hr	0 to -5 ppl/hr	0 to -6 ppl/hr	0 to -11 ppl/hr	0 to -96 ppl
Telecommute	0 to -0 ppl/hr	0 to -0 ppl/hr	0 to -0 ppl/hr	0 to -0 ppl/hr	0 to -0 ppl/hr	0 to -0 ppl/hr	0 to -0 ppl

Project Design

This section provides an overview of the building's on-site transportation features, including site access by pedestrians, bicycles, vehicles, trucks, and trash collection vehicles.

The existing building, currently home to the IA&A, is a trapezoidal lot located in the center of Square 66 that fronts a 20-foot public alley to the south and a 15-foot public alley to the east that narrows to 5 feet at the northern end of the alley. Square 66 is a triangular block that is bounded by R Street NW to the north, Florida Avenue NW to the northwest, Massachusetts Avenue NW to the southwest, Q Street NW to the south, and 21st Street NW to the east.

The Cosmos Club, a 501(c)(7) non-profit corporation that offers gathering space and programming for intellectual fellowship between distinguished individuals in science, literature, the arts, learned professions, or public service, intends to use the Property for overflow space for their private club. This acquisition will not result in an increase in membership of the Club and, while the uses may evolve over time, initial plans for the space anticipate a mixed-use arts space café and meeting space as well as ancillary office use, all for the club's existing members in support of the club's existing activities and mission. No public-facing events in the building are anticipated at this time. The intended use is similar to the current use by IA&A, which features ground floor art display and event space and office use supporting IA&A's arts exchange mission.

Site Access and Circulation

An existing site circulation and access plan including pedestrian, bicycle, vehicle, and loading routes to the site is shown in Figure 3.

Vehicle Access & Parking

The application does not propose any changes to existing vehicular access. Access to the property via the public alleys from Florida Avenue NW and 21st Street NW will be maintained. No new curb cuts are proposed as part of the application.

While the Property at 9 Hillyer Court NW is not served by any vehicular parking spaces, the Club has 84 vehicular parking spaces within the Square that will continue to serve existing Club members, including two (2) EV charging stations adjacent to the valet dropoff area. No new vehicular parking is proposed as part of this application.

Loading and Trash Collection

All loading operations and trash collection occur within the public alleys surrounding the building, which can be accessed from Florida Avenue NW and 21st Street NW. The Applicant is proposing no changes to loading operations and trash collection.

Pedestrian Access

Pedestrian access to the site occurs via the existing public alleys off Florida Avenue NW and 21st Street NW, which will be maintained as part of this application.

Bicycle Access and Parking, Showers and Lockers

Bicycle access to the site occurs via the existing public alleys off Florida Avenue NW and 21st Street NW, which will be maintained as part of this application.

While the Property at 9 Hillyer Court NW is not served by any bicycle parking spaces, the Club has six (6) short-term bicycle parking spaces within the Club's valet lot. The site is a historic resource, therefore per Subtitle C 802.4, it is excluded from the requirement of providing additional bicycle parking space for a change in use when the gross floor area of the building is not being expanded, as is consistent with this application. Additionally, per Subtitle C 802.6, an addition to a historic resource shall be required to provide additional bicycle parking spaces only for the addition's gross floor area and only when the addition results in at least a 50% increase in gross floor area beyond the existing gross floor area. The Property, which is approximately 5,400 square feet, is significantly smaller than the existing Cosmos Club and does not represent a 50% increase in GFA. Therefore,

no new bicycle parking, showers, and lockers are proposed as part of this application. The existing bicycle parking supply is anticipated to be sufficient to accommodate the bicycle parking demand of current membership.

Community Engagement

The Applicant met with ANC 2B on August 19, 2026, to present the proposed acquisition and associated zoning relief. During the meeting, the Applicant discussed the anticipated use of the property, existing transportation conditions, and the absence of changes to site access, parking, loading, or circulation. Following its review, ANC 2B voted to support the application.

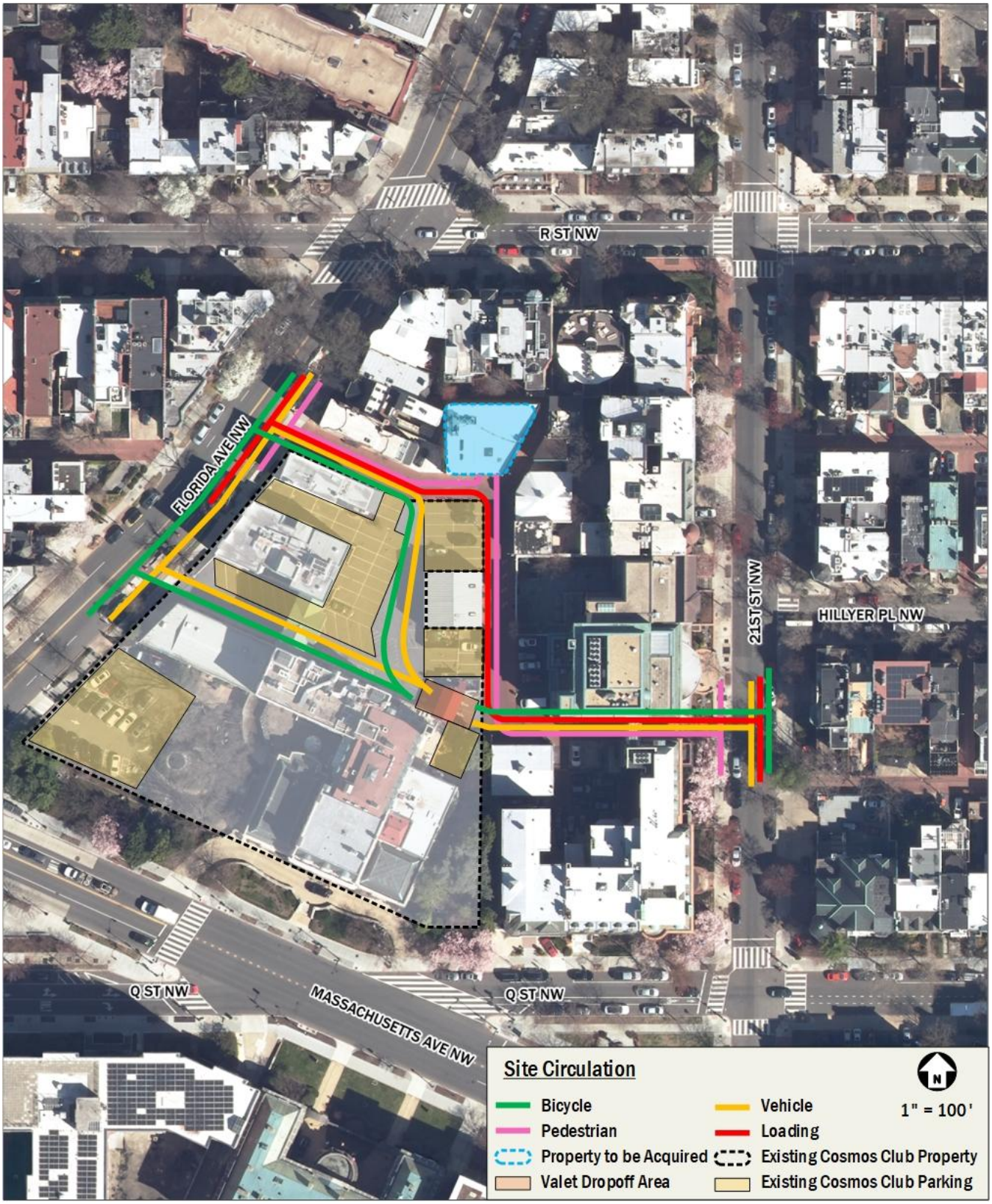

Figure 3: Site Circulation

Summary and Conclusions

The purpose of this Transportation Statement is to:

- Review existing site conditions and details of the proposed building acquisition;
- Provide an estimate of trip generation for the existing and future uses of the building;
- Review the relevant planning efforts and demonstrate how the project is consistent with District-wide planning documents; and
- Review the engagement efforts between the Applicant and ANC 2B.

The findings of this study conclude that:

- The project is consistent with planning strategies within the region;
- The project is not proposing any changes to the pedestrian, bicycle, vehicular, and trash access and circulation at the site, and the new building is adequately supported by the Club's existing infrastructure;
- The project accommodates existing members and existing organizational functions of Cosmos Club and does not increase overall event attendance, staffing, or membership; with the acquisition of the IA&A building, the removal of all existing trips to the building leads to a net decrease in trips compared to its existing use; and
- ANC 2B supports the application.

Overall, the acquisition and use of the building is not expected to have a detrimental impact on the transportation network. On the contrary, it is expected to remove existing vehicle trips from the network and better manage internal alley operations.

Technical Attachments

Cosmos Club BZA

Washington, DC

October 2, 2026

GOROVE SLADE
Transportation Planners and Engineers

CONTENTS

(Note: Click on heading to navigate directly to each section of the Technical Attachments)

A. Finalized Scoping Form

A. Finalized Scoping Form

District Department of Transportation (DDOT)
Comprehensive Transportation Review (CTR) Scoping Form

The purpose of the Comprehensive Transportation Review (CTR) study is to evaluate potential impacts to the transportation network that can be expected to result from an approved action by the Zoning Commission (ZC), Board of Zoning Adjustment (BZA), Public Space Committee (PSC), a Federal or District agency, or an operational change to the transportation network. The Scoping Form accompanies the *Guidance for Comprehensive Transportation Review* and provides the Applicant with an opportunity to propose a scope of work to evaluate the potential transportation impacts of the project.

Directions: The *CTR Scoping Form* contains study elements that an Applicant is expected to complete to determine the scope of the analysis. An Applicant should fill out this *Scoping Form* with a proposed scope of analysis commensurate with the requested action and submit to DDOT in Word format for review and concurrence. Accordingly, not all elements and figures identified in the *Scoping Form* are required for every action, and there may be situations where additional analyses and figures may be necessary. The Applicant should fill out as many sections as possible, and leave blank any sections that are not relevant to their project. Once a completed *Scoping Form* is submitted, DDOT will provide feedback on the initial proposed scope. DDOT's turnaround times are four (4) weeks for CTRs with a Traffic Impact Analysis (TIA) and three (3) weeks for all other lower tier studies. After the *Scoping Form* has been finalized and agreed to by DDOT, the Applicant is required to expand upon the elements outlined in this *Form* within the study and comply with all CTR requirements not specifically addressed in this *Form*.

Scoping Information
Date(s) Scoping Form Submitted to DDOT: 8/14/2026
DDOT Case Manager: Erkin Ozberk
Date(s) Scoping Form Comments Returned to Applicant: 8/18/2026
Date Scoping Form Finalized: 8/18/2026

Project Overview	**Proposed Development Program**
Project Name: 9 Hillyer Court, NW (Case No. 21517)	**Use(s)**: ~5,400 GFA of Private Club (mixed-use arts space, café, meeting space, and ancillary office use)
Case Type & No. (ZC, BZA, PSC, etc.): BZA Case No. 21517	**Residential (dwelling units):** N/A
Applicant/Developer Name: International Arts & Artists and the Cosmos Club	**Retail (square feet):** N/A
Transportation Consultant and Contact Info: Gorove/Slade Associates, Inc., 1140 Connecticut Avenue NW, Suite 1010, Washington, DC 20036 Daniel Solomon, 202-540-1928, dsolomon@goroveslade.com Ashley Orr, 202-293-7263, ashley.orr@goroveslade.com	**Office (square feet):** N/A
Land Use Counsel and Contact Info: Goulston & Storrs 1999 K St NW Ste 500, Washington, DC 20036 David Avitable, Esq., DAvitabile@goulstonstorrs.com	**Hotel (rooms):** N/A

Site Street Address: 9 Hillyer Court, NW, Washington, D.C.	**Other:** N/A
Site Square & Lot: Site Square 66 Lot 807	**# of Vehicle Parking Spaces:** 82 spaces currently used by the Club; no expansion of parking is proposed
Current Zoning and/or Overlay District: RA-2/DC	**# of Carshare spaces:** N/A
Estimated Date of Hearing: November 18, 2026	**# of Electric Vehicle Stations:** Two (2)
ANC/SMD No. & SMD Commissioner Name: ANC 2B, SMD 2B02, Jeffrey Rueckgauer	**Bicycle Parking Facilities**
OP Small Area Plan (if applicable): N/A	**Long-term / Short-Term spaces:** 6 short-term spaces provided by two bike racks
DDOT Livability Study (if applicable): N/A	**Showers / Lockers (non-residential):** N/A
Within ½ Mile of Metrorail or ¼ mile of Priority Bus/Streetcar?: Yes, within ½ mile of the Dupont Metro station.	**Loading Berths/Spaces:** None. Loading for the Club and surrounding institutions take place within the alley.

Documents to be Submitted to DDOT: *Any action requiring a CTR or some other evaluation of on-site or off-site transportation facilities must submit one of the following documents to DDOT. It must be appropriately scoped for the specific action proposed and document all relevant site operations and transportation analyses.*

☐ **CTR Study** (100 or more total peak hour person trips OR 25 or more peak hour vehicle trips in peak direction, or as deemed necessary by DDOT)

☐ **TIA Component of CTR Study Triggered** (25 or more peak hour vehicle trips in peak direction, or as deemed necessary by DDOT)

☒ **Transportation Statement** (limited scope based on specifics of project OR if Low Impact Development Exemption from CTR and TIA is requested)

☐ **Standalone TIA** (project proposes a change to roadway capacity, operations, or directionality, has a site access challenge, or as deemed necessary by DDOT)

☐ **Other, specify:** _____

☐ Include PDF of report with appendices, traffic analysis files, and traffic counts in DDOT spreadsheet format (total size of all digital files under 15 MB, if possible)

Existing Site and Description of Action: *Describe the type(s) of regulatory approval(s) being requested and any background information on the project relevant to the requested action such as the existing uses, amount of vehicle parking, and other notable proposed changes on-site. Also note any other needed regulatory approvals outside of the zoning action discussed in this Form (e.g., Surveyor's Order for alley closure).*

The Cosmos Club is a 501(c)(7) non-profit corporation that offers gathering space and programming for intellectual fellowship between distinguished individuals in science, literature, the arts, learned professions, or public service. The Club is under contract to acquire the Property located at 9 Hillyer Court, NW from International Arts & Artists (IA&A) and intends to use the Property for expanded operations of their private club. The Club is located across the parking lot from the subject property at 2121 Massachusetts Ave NW and operates a collection of buildings and land that occupy ~46% of the square and located directly to the south of the Property.

The Property is a trapezoidal lot located in the center of Square 66 that fronts on a 20-foot public alley to the south and a 15-foot public alley to the east that narrows to 5 feet at the northern end of the alley. Square 66 is a triangular block that is bounded by R Street NW to the north, Florida Avenue NW to the northwest, Massachusetts Avenue NW to the southwest, Q Street NW to the south, and 21st Street NW to the east. The Property is in the RA-2/DC Zone District, which provides areas for moderate-density apartment buildings, flats, and converted row structures while aligning with the historic character of the Dupont Circle neighborhood.

The Club desires to use the Property for additional space; while the uses may evolve over time, initial plans anticipate a mixed-use arts space café and meeting space as well as ancillary office use, all in support of the club's activities and mission. This mirrors the current use by IA&A, which features ground floor art display and event space and office use supporting IA&A's arts exchange mission. No changes are proposed to the existing buildings within the Square, including access, loading, or vehicle parking. Vehicular, bicycle, and pedestrian access to the Property is provided by existing public alleys with access from Florida Avenue NW and 21st Street NW, connecting to the existing surface parking lots and loading areas.

The proposed private club use of the Property would otherwise be permitted as a matter-of-right in the RA-2/DC Zone if the Property were not an alley lot. However, as an alley lot, the matter-of-right uses for the Building are severely restricted. This Application requests a variance to use an alley lot in the RA-2/DC Zone for private club use.

Prior Related Action(s), Conditions, and Commitments: *Note any prior approvals by ZC, BZA, or PSC (e.g., Campus Master Plan, First Stage PUD, student/faculty cap, etc.) for the site and list all relevant conditions and proffers still in effect from the previous approval and status of completion. Attach a copy of the Decision section from the previous Zoning Order if still in effect.*

Since 1979, the Property at 9 Hillyer Court, NW has been used as an art museum gallery and other arts-related use. Previously, in 1979 in BZA Case No. 12814, a prior property owner sought BZA variance relief to allow residential use (at the time, residential use was not allowed on alleys less than 30 feet in width). The BZA denied the relief because a variety of nonresidential uses, including art galleries, museums, and storage were all permitted by right.

Section 1: SITE DESIGN

DDOT reviews the site plan to evaluate consistency with DDOT's standards, policies, and approach to access as documented in the most recent Design and Engineering Manual (DEM). If the proposal for use of public space is found to be inconsistent with the agency approach, DDOT will note this regardless of its relevance to the action. It is DDOT's position that issues regarding public space be addressed at the earliest possible opportunity to ensure the highest quality project design and to minimize project delays and the need to re-design a site in the future.

CATEGORY & GUIDELINES	APPLICANT PROPOSAL	DDOT COMMENTS
Site Access and Connectivity Show site access points for all modes. Include proposed curb cut locations, curb cuts to be closed, access controls (e.g., right-in/out, signalized), sight distances and sight triangles from access points and new intersections, driveway widths and spacing, on- and off-site parking locations, inter-parcel connections, public/private status of driveways, alleys, and streets, and whether easements, dedications, or ROW closures are proposed. *See Section 1.1 of the CTR Guidelines for more detailed guidance.*	Site access points for vehicles, pedestrians, and cyclists will be highlighted in the Transportation Statement. All access locations will remain unchanged from the existing condition. Specifically, the existing public alleys off Florida Avenue NW and 21st Street NW will be maintained as part of this application, which provides vehicular, pedestrian, and bicycle access to the building. ☒ *Scoping Graphic: Project Location Map* ☒ *Scoping Graphic: Site Circulation Plan* ☒ *Scoping Graphic: Plat for Site's Square and Lot from Office of the Surveyor (if official plat not available, provide copy from SURDOCS)*	**DDOT 8/18/26**: Concur.
Loading Discuss and show the quantity and sizes of loading berths/delivery spaces, trash storage locations, on- and off-site loading locations, turnaround design, nearby commercial loading zones, and anticipated demand, operations, and routing of delivery and trash vehicles. Identify the sizes of trucks anticipated to serve the site and design vehicles to be used in truck turning diagrams. Provide truck turning diagrams in the body of the report not the appendix. Include a Loading Management Plan (LMP) if zoning relief, back-in loading, or curbside loading is proposed. *See Section 1.2 of the CTR Guidelines for more detailed guidance. A template LMP is provided in Appendix E.*	Loading occurs within the public alleys surrounding the building, which can be accessed from Florida Avenue NW and 21st Street NW**.** The Applicant is proposing no changes to vehicular parking. ☐ *Scoping Graphic: Location of loading area with internal building routing* ☐ *Scoping Graphic: Truck Turning Diagrams (to/from the site, alley, truck routes)*	**DDOT 8/18/26**: Concur.
Vehicle Parking Identify all off-street parking locations (on- and off-site) and justify the amount of on-site vehicle parking, including a comparison to the number of spaces required by ZR16 and DDOT's Preferred Maximum rates (Figure 10). Provide parking calculations and	While the Property at 9 Hillyer Court, NW is not served by any vehicular parking spaces, the Club has 82 vehicular parking spaces within the Square. The Applicant is proposing no changes to vehicular parking. ☐ *Scoping Table: Parking Calculations with Comparison to ZR16 and DDOT's Preferred Maximum Vehicle Parking (Figure 10)*	**DDOT 8/18/26**: Concur.

parking ratios by land use, including any eligible ZR16 vehicle parking reductions (i.e., within ¼ mile of Priority Bus Route, within ½ mile of Metrorail Station, providing carshare spaces, located within a D zone, etc.). Confirm whether ZR16 TDM Measures will be required per Subtitle C § 707.3 for providing more than double the required amount of parking. *See Section 1.3 of the CTR Guidelines for more detailed guidance.*	☐ *Scoping Graphic: Off-Street Parking Locations (both on- and off-site)*	
Bicycle Parking Identify the locations of proposed bicycle parking and justify the amount of long- and short-term spaces proposed. Provide a calculation of the number of spaces required by ZR16, as well as showers and lockers for non-residential uses, and ensure they are designed appropriately into the project. *See Section 1.4 and Appendix F of the CTR Guidelines, and the latest DDOT Bike Parking Guide, for more detailed design guidance.*	While the Property at 9 Hillyer Court, NW is not served by any bicycle parking spaces, the Club has 6 short-term bicycle parking spaces within the Club's valet lot. The Applicant is proposing no changes to bicycle parking. ☐ *Scoping Graphic: Locations of internal bicycle parking spaces, routing to these spaces, and related support facilities including locker rooms, showers, storage areas, and service repair rooms*	**DDOT 8/18/26**: Please document zoning compliance for bike parking for full square footage of existing Club plus additional area associated with the acquisition.
Streetscape and Public Realm Provide a conceptual layout of the streetscape and public realm including at minimum: curb cuts, vaults, sidewalk widths, street trees, grade changes, building projections, short-term bicycle parking, and any existing bus stops. Also provide the permit tracking numbers and PSC hearing date, if known, for any approved public space designs. Note any non-compliant public space elements requiring a DCRA code modification or PSC approval. *See Section 1.5 of the CTR Guidelines for more detailed guidance. A summary of public space best practices and DDOT standards are also documented in the DEM, Public Realm Design Manual, and corridor Streetscape Guidelines (if applicable).*	The Applicant is proposing no changes to the existing streetscape along the property. ☐ *Scoping Graphic: Preliminary Public Space Concept*	**DDOT 8/18/26**: Concur.
Sustainable Transportation Elements Identify all sustainable transportation elements, such as electric vehicle (EV) charging stations and carshare spaces proposed to be included in the project. Electrical conduit should be installed in parking garage so that additional EV stations can be provided later. DDOT recommends 1 per 50 vehicle spaces be served by an EV	While the Property at 9 Hillyer Court, NW is not served by any vehicular parking spaces, the Club has 82 vehicular parking spaces within the Square. The Applicant is proposing no changes to the existing number or disposition of vehicular parking spaces within the property.	**DDOT 8/18/26**: Concur.

station. Note that District regulations for EV infrastructure is fast evolving and additional requirements may go into effect. *See Section 1.6 of the CTR Guidelines for more detailed guidance.*		
Heritage, Special, and Street Trees Heritage Trees are defined as having a circumference of 100 inches or more. They are protected by District law and must be preserved if deemed non-hazardous by Urban Forestry Division (UFD). Special Trees are between 44 inches and 99.99 inches in circumference and may be removed with a permit. Note whether there are existing Heritage Trees on-site or in adjacent public space. The presence of Heritage Trees will impact site design since they may not be cut down. Conduct an inventory of existing and missing street trees within a 2-block radius of the site. Provide a screenshot from UFD's map of existing and missing street trees. *See Section 1.7 of the CTR Guidelines for more detailed guidance.*	The Applicant is proposing no changes to the property, so no Heritage or Special Trees that will be impacted.	**DDOT 8/18/26**: Concur.

Section 2: MULTI-MODAL TRIP GENERATION

CATEGORY & GUIDELINES	APPLICANT PROPOSAL	DDOT COMMENTS
Mode Split Provide mode split assumptions with sources and justification. Adjustments to mode split assumptions may be made, as appropriate, if the number of vehicle parking spaces proposed is significantly lower or higher than expected for the context of the neighborhood. The agreed upon mode split assumptions may not be revised between scoping and CTR submission without amending the scoping form and receiving DDOT concurrence. *See Section 2.1 of the CTR Guidelines for acceptable data sources and methodologies.*	Mode splits are based on the travel patterns of the existing use and are informed by Census data at the tract level of residents that live and work near the site, data contained in WMATA's *2005 Development-Related Ridership Survey* and MWCOG's *2022 State of the Commute Survey Report*, proximity to transit, and the existing parking supply. **Mode** **Drive[1] / Transit / Bike / Walk / Telecommute** 60% / 25% / 5% / 5% / 5% [1]Drive mode split includes use of car share. ☒ *Scoping Table: Mode Split Assumptions by Land Use*	**DDOT 8/18/26**: Does the telecommute factor apply to this use (e.g. virtual participation in events)? Please adjust accordingly if not.

Trip Calculations

Provide site-generated person trip estimates, utilizing the most recent version of ITE *Trip Generation Manual* or another agreed upon methodology such as manual doorway or driveway counts at similar facilities. Estimates must be provided by mode, type of trip, land use, and development phase during weekday AM and PM commuter peaks, Saturday mid-day peak, and daily totals. CTR must also include existing site trip generation based on observed counts. Include estimates for the transit, bicycle, walk, and automobile modes.

The agreed upon trip generation methodology may not be revised between scoping and CTR submission without amending the scoping form and receiving DDOT concurrence. Consult the DDOT Case Manager if site plan, development program, land uses, or density changes significantly.

See Section 2.2 of the CTR Guidelines for guidance on auto occupancy rates, acceptable trip reductions, and other methodologies.

While the existing use of the Property can be described with the Land Use 580 (Museum) from the ITE Trip Generation Manual, 12th Edition, the limited number of studies under that Land Use code are based on museums starting at 158,000 SF, much larger than the ~5,400 SF Property. This may underestimate the number of trips generated by the existing site. To create a fuller understanding of the existing trips generated by the site, trips were also estimated using ITE Land Use 822 (Strip Retail Plaza (<40 kSF)), which can describe the art purchasing functions of the IA&A operations. Both land uses were included to create a range of trips generated by the site.

The trips estimated by the ITE Trip Generation Manual can be converted to multi-modal trip generation following DDOT CTR guidelines set forth in section 2.2. Attached to this form are details on the trip generation and mode split assumptions. The ITE trip generation is shown below. As shown in the table below, the number of peak hour vehicular trips in the peak direction ranges from 1 to 7 in the AM peak hour and 0 to 15 in the PM peak hour.

The acquisition of the Property is intended to provide expansion space for the Cosmos Club and will not be accompanied by any growth in Club membership. Accordingly, the Property will not generate new trips on the network. Rather, the acquisition and associated change in use of the Property will result in the removal of all existing trips to the Property, leading to a net decrease in trips compared to its existing use. Therefore, a vehicular capacity analysis is not proposed for this project.

Mode	AM Peak Hour			PM Peak Hour			Weekday Total
	In	Out	Total	In	Out	Total	
Existing Use, LUC 580 – Museum (~5,400 GFA)							
Auto	0 veh/hr	1 veh/hr	1 veh/hr	0 veh/hr	0 veh/hr	0 veh/hr	0 veh
Transit	1 ppl/hr	0 ppl/hr	1 ppl/hr	0 ppl/hr	1 ppl/hr	1 ppl/hr	0 ppl
Bike	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl
Walk	0 ppl/hr	1 ppl/hr	1 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl
Telecommute	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl/hr	0 ppl
Existing Use, LUC 822 – Retail (~5,400 GFA)							
Auto	7 veh/hr	5 veh/hr	12 veh/hr	15 veh/hr	15 veh/hr	30 veh/hr	275 veh
Transit	6 ppl/hr	5 ppl/hr	11 ppl/hr	13 ppl/hr	13 ppl/hr	26 ppl/hr	241 ppl
Bike	1 ppl/hr	1 ppl/hr	2 ppl/hr	3 ppl/hr	2 ppl/hr	5 ppl/hr	48 ppl
Walk	1 ppl/hr	2 ppl/hr	3 ppl/hr	2 ppl/hr	4 ppl/hr	6 ppl/hr	48 ppl
Telecommute	1 ppl/hr	1 ppl/hr	2 ppl/hr	3 ppl/hr	2 ppl/hr	5 ppl/hr	48 ppl
Net New Site Trips (Proposed – Existing)							
Auto	0 to -7 veh/hr	-1 to -5 veh/hr	-1 to -12 veh/hr	0 to -15 veh/hr	0 to -15 veh/hr	0 to -30 veh/hr	0 to -275 veh
Transit	-1 to -6 ppl/hr	0 to -5 ppl/hr	-1 to -11 ppl/hr	0 to -13 ppl/hr	-1 to -13 ppl/hr	1 to -26 ppl/hr	0 to -241 ppl
Bike	0 to -1 ppl/hr	0 to -1 ppl/hr	0 to -2 ppl/hr	0 to -3 ppl/hr	0 to -2 ppl/hr	0 to -5 ppl/hr	0 to -48 ppl
Walk	0 to -1 ppl/hr	0 to -2 ppl/hr	-1 to -3 ppl/hr	0 to -2 ppl/hr	0 to -4 ppl/hr	0 to -6 ppl/hr	0 to -48 ppl
Telecommute	0 to -1 ppl/hr	0 to -1 ppl/hr	0 to -2 ppl/hr	0 to -3 ppl/hr	0 to -2 ppl/hr	0 to -5 ppl/hr	0 to -48 ppl

☒ *Scoping Table: Multi-Modal Trip Gen Summary (with mode split and applicable reductions, as appropriate)*

DDOT 8/18/26: Concur. Please provide any useful narrative about instances when IA&A and Cosmos Club held events at the same time, where the proposed change would provide a potentially positive impact on vehicle traffic in the alley.

Section 3: MULTI-MODAL NETWORK EVALUATION

A multi-modal network evaluation is required in the CTR or Transportation Statement if the project generates 100 or more total person trips (combined inbound and outbound) OR 25 or more vehicle trips in the peak direction (highest of inbound or outbound) during any peak hour period. Existing site traffic, pass-by, TDM, internal capture or other reductions may not be taken in the calculation to determine if the project meets these thresholds. However, the reductions may be applied in the analysis, as appropriate, if a study is triggered. Multi-modal analyses in this section are required in all CTRs, unless otherwise specified. A Transportation Statement may only require some of the following sections depending on the specifics of the project and zoning action.

Requirement for a CTR may be waived if site is within ½ mile from Metrorail or ¼ mile from Priority Transit, total vehicle parking supply is below the max amount for its distance to transit (see Figure 10), site has a maximum of 100 parking spaces, a Baseline TDM Plan is implemented, site access and loading design are acceptable, an off-site safety or non-auto improvement is constructed, and long-term bike parking requirements are exceeded. Additional criteria may be found in the Low Impact Development Exemption section of the *CTR Guidelines*.

CATEGORY & GUIDELINES	APPLICANT PROPOSAL	DDOT COMMENTS
Strategic Planning Elements List any relevant planning efforts and demonstrate how the proposed action is consistent with District-wide planning documents, as well as localized studies. Note in any recommendations from these documents relevant to the development proposal. *See Section 3.1 of CTR Guidelines for a list of strategic planning documents. Details on additional relevant plans and studies may be provided by the DDOT Case Manager.*	The Transportation Statement will consider the suggested studies in Section 3.1 of the DDOT CTR Guidance in addition to the following study located near the development: • Sustainable DC Plan • MoveDC Multimodal Transportation Plan • Vision Zero Action Plan • Capital Bikeshare Development Plan • District of Columbia Comprehensive Plan • WMATA Better Bus Network 2025	**DDOT 8/18/26**: Concur.
Pedestrian Network Evaluate the condition of the existing pedestrian network and forecast the project's impact. Evaluation must include, at a minimum, critical walking routes, sidewalk widths, network completeness, and whether facilities meet DDOT and ADA standards. Study area will include, at a minimum, all roadway segments and multi-use trails within a ¼ mile radius from the site, with a focus on connectivity to Metrorail, transit stops, schools, and activity centers, and other neighborhood amenities. *See Section 3.2 of the CTR Guidelines for more detailed guidance.*	As there are no changes anticipated/proposed to the mode splits, number of pedestrian trips, or pedestrian infrastructure or accommodations, the nature of the Project does not require a pedestrian network assessment. ☐ *Scoping Graphic: Pedestrian Study Area with Walking Routes to Transit, Schools, Activity Centers, and Neighborhood Amenities*	**DDOT 8/18/26**: Concur.
Bicycle Network Evaluate the condition of the existing bicycle network and forecast the project's impact, including Capital Bikeshare (CaBi). Evaluation must include, at a minimum, bicycle network completeness, types of facilities, and	As there are no changes anticipated/proposed to the mode splits, number of cyclist trips, or cyclist infrastructure or accommodations, the nature of the Project does not require a bicycle network assessment.	**DDOT 8/18/26**: Concur.

adequacy of CaBi locations and availability. Study area will include, at a minimum, all roadway segments and multi-use trails within a ½ mile radius from the site, with a focus on connectivity to Metrorail, transit stops, schools, major activity centers, and other bicycle trails or facilities. Look for opportunities to convert traditional bike lanes to protected bike lanes. *See Section 3.3 of the CTR Guidelines for more detailed guidance.*	☐ *Scoping Graphic: Bicycle Study Area with Bicycling Routes to Transit, Schools, Activity Centers, and Other Bicycle Facilities and Trails*	
Transit Network Evaluate, at a minimum, existing transit stop locations, adjacent bus routes and Metro headways, planned transit improvements, and an assessment of existing transit stop conditions (e.g., ADA compliance, bus shelters, benches, wayfinding, etc.). Study area is 1.0 mile for Metrorail stations and ½ mile for Streetcar, Circulator, and buses. *See Section 3.4 of the CTR Guidelines for more detailed guidance.*	As there are no changes anticipated/proposed to the mode splits or number of transit trips generated by the foundation, the nature of the Project does not require a transit network assessment. ☐ *Scoping Graphic: Transit Study Area with Adjacent Routes and Stations* ☐ *Scoping Graphic: Screenshots from DDOT Transit Maps Showing Where the Site Falls within Buffers from Metrorail and Priority Transit (Figures 11 and 12)*	**DDOT 8/18/26**: Concur.
Safety Analysis Qualitatively evaluate safety conditions at intersections and along blocks within the vehicle study area using professional expertise. This might identify geometric design issues, missing critical signage or restrictions, or unforeseen pedestrian desire lines, for example. Perform a review of DDOT Vision Action Plan. Note whether any study intersections have been identified by DDOT as high crash locations, if any safety studies have been previously conducted, and discuss the recommendations. *See Section 3.5 of the CTR Guidelines for more detailed guidance.*	As there are no changes anticipated/proposed to the site trips or surrounding geometry, no new or modified safety concerns have been identified as part of this Application and the Project does not require a safety analysis.	**DDOT 8/18/26**: Concur.
Curbside Management Propose a preliminary curbside management plan that is consistent with current DDOT policies and practices. Curbside signage / restrictions reset with new development and the Applicant is responsible for installing meters if required. The curbside management plan must delineate existing and proposed on-street parking	The Applicant is not proposing changes to existing curbside management; therefore, this section is not applicable. ☐ *Scoping Graphic: Existing Curbside Designations (minimum 2 block radius of site)*	**DDOT 8/18/26**: Concur.

designations/restrictions, including but not limited to pick-up/drop-off zones, loading zones, multi-space meters, RPP, and net change in number of on-street spaces as a result of the proposal. *See Section 3.6 of the CTR Guidelines for more detailed guidance.*		
Pick-Up and Drop-Off Plan Required for all new and existing schools and daycares with 20 or more students. May also be required for churches, hotels, or any other use expected to have significant pick-up/drop-off operations, as necessary. The plan will identify pick-up/drop-off locations and demonstrate adequate circulation so that the flow of bicycles and vehicles on adjacent street is not impeded and queueing does not occur through the pedestrian realm. *See Section 3.6.4 of the CTR Guidelines for more detailed guidance.*	The Applicant is not proposing changes to pick-up/drop-off activities related to the Cosmos Club; therefore, this section is not applicable.	**DDOT 8/18/26**: Concur.
On-Street Parking Occupancy Study This analysis is required if relief from 5 or more on-site vehicle parking spaces is being requested. It may also be required as part of a zoning or permitting case if DDOT has concerns about site-generated vehicles parking in adjacent residential neighborhoods. *See Section 3.6.5 of the CTR Guidelines for more detailed guidance on study periods and analysis requirements.*	The Applicant is not requesting relief for vehicular parking spaces; therefore, this section is not applicable. ☐ *Scoping Graphic: Study Area and Block Faces*	**DDOT 8/18/26**: Concur.
Parking Garage/Drive-Thru Queuing Analysis If site contains 150 or more vehicle parking spaces AND direct access to a public street OR site contains a drive-thru, evaluate on-site vehicle queueing demand and provide analysis demonstrating parking entrance/ramps or drive aisle can properly process vehicles without queuing onto public streets. *See Section 1.3.4 of CTR Guidelines for more detailed guidance.*	The site does not contain more than 150 vehicle parking spaces nor a drive-thru; therefore, this section is not applicable.	**DDOT 8/18/26**: Concur.

Motorcoaches Propose methodology for data collection and analysis. Describe and show the parking locations, anticipated demand, existing areas on- and off-site for loading and unloading (and desired loading times restrictions, if any), and potential routes to and from designated truck routes. If on-street motorcoach parking is proposed, a plan for installation of signage and meters is required, subject to DDOT approval. This section is typically only required for uses that generate significant tourist activity (hotels, museums, cruises, concerts, etc.). *See Section 3.7 of the CTR Guidelines for more detailed guidance.*	No material motorcoach activity is anticipated.	**DDOT 8/18/26**: Concur.

Section 4: TRAFFIC IMPACT ANALYSIS (TIA)

The TIA component of a CTR is required when a development generates 25 or more vehicle trips in the peak direction (higher of either inbound or outbound vehicles) during any of the critical peak hour periods, after mode split is applied. Existing site traffic, pass-by, TDM, internal capture or other reductions may not be applied when calculating whether a TIA is required. However, trip reductions may be used in the multi-modal trip generation summary and assignment of trips within the TIA, as appropriate and agreed to by DDOT. A standalone TIA may also be required if the project proposes a change to roadway capacity, operations, or directionality; has a site access challenge; or as otherwise deemed necessary by DDOT.

CATEGORY & GUIDELINES	APPLICANT PROPOSAL	DDOT COMMENTS
TIA Study Area and Data Collection Identify study intersections commensurate with the impact of the proposed project and the travel demand it will generate. Study area must include all major signalized and unsignalized intersections, intersections expected to realize large numbers of new traffic, and intersections that may experience changing traffic patterns. *See Sections 4.1 and 4.2 of the CTR Guidelines for more detailed guidance on study intersection selection and TMC count periods.*	No vehicular capacity analysis is proposed; therefore, this section is not applicable. ☐ *Scoping Graphic: Proposed Study Intersections* ☐ *Will provide hard copies of TMCs in CTR appendix and electronic copies in DDOT spreadsheet format at time of submission.*	**DDOT 8/18/26**: Concur.
TIA Study Scenarios Propose an appropriate set of scenarios to analyze. These commonly include Existing, Background (No Build), Total Future, and Future with Mitigation. Note	No vehicular capacity analysis is proposed; therefore, this section is not applicable.	**DDOT 8/18/26**: Concur.

the anticipated build-out year and project phasing. *See Section 4.3 of CTR Guidelines for guidance on study scenarios.*		
TIA Methodology Propose an appropriate methodology for the capacity analysis including the type of software program to be used. Per DEM 38.3.5.1, HCM methodology will be used to determine Level of Service (LOS), v/c, and vehicle queue lengths. LOS must be reported by intersection approach and v/c by lane group. DDOT prefers Synchro 9 or newer software for capacity and queueing analyses. *See Section 4.4 of the CTR Guidelines for more detailed guidance. DDOT's required standard Synchro and SimTraffic inputs/settings are provided in Appendix H.*	No vehicular capacity analysis is proposed; therefore, this section is not applicable. ☐ *Will provide copies of Synchro, SimTraffic, and other analysis software printouts in study appendix and electronic copies of analysis files at time of CTR submission.*	**DDOT 8/18/26**: Concur.
Transportation Network Improvements List and map all roadway, transit, bicycle, and pedestrian projects funded by DDOT or WMATA, or proffered by others, in the vicinity of the study area and expected to open for public use prior to the proposal's anticipated build-out year. Review the STIP, CLRP, and proffers/commitments for other nearby developments. *See Section 4.5 of the CTR Guidelines for more detailed guidance.*	No vehicular capacity analysis is proposed; therefore, this section is not applicable. ☐ *Scoping Graphic: Locations of Background Transportation Network Improvements and Anticipated Completion Years*	**DDOT 8/18/26**: Concur.
Background Development / Local Growth List and map developments to be analyzed as local background growth. This will include known matter-of-right and zoning-approved developments within ¼ mile of site and others more than ¼ mile from site if their traffic is distributed through study intersections. Document the portions of developments anticipated to open by the projected build-out year.	No vehicular capacity analysis is proposed; therefore, this section is not applicable. ☐ *Scoping Graphic: Background Development Projects Near Study Area* ☐ *Scoping Table: Completion Amounts/Portions Occupied of Background Developments*	**DDOT 8/18/26**: Concur.

See Section 4.6.1 of the CTR Guidelines for more detailed guidance.		
Regional Traffic Growth Propose a methodology to account for growth in regional travel demand passing through the study area. An appropriate methodology could include reviewing historic AADT traffic counts, MWCOG model growth rates, data from other planning studies, or recently conducted nearby CTRs. These sources should only be used as a guide. Generally, maximum annually compounding growth rates of 0.5% in peak direction and 2.0% in non-peak direction are acceptable. Adjustments to the rates may be necessary depending on the amount of traffic assumed from local background developments or if there were recent changes to the transportation network. *See Section 4.6.2 of the CTR Guidelines for more detailed guidance.*	No vehicular capacity analysis is proposed; therefore, this section is not applicable. ☐ *Scoping Table and Graphic: Projected Regional Growth Assumptions (dependent on methodology), Show Growth rates by Road, Direction, and Time of Day*	**DDOT 8/18/26**: Concur.
Trip Distribution Provide sources and justification for proposed percentage distribution of site-generated trips. Additionally, document proposed pass-by distributions and the re-routing of existing or future vehicles based on any changes to the transportation network. Percentage distributions must be shown turning at intersections throughout the transportation network and at site driveways and garage entrances to ensure appropriate routing assumptions. The agreed upon trip distribution methodology may not be revised between scoping and CTR submission without amending this scoping form and receiving concurrence by DDOT Case Manager. *See Section 4.7 of the CTR Guidelines for more detailed guidance.*	No vehicular capacity analysis is proposed; therefore, this section is not applicable. ☒ *Scoping Graphic(s): Percentage Distribution by Land Use, Direction, Time of Day (must be shown turning at intersections and driveways)*	**DDOT 8/18/26**: Concur.

Section 5: MITIGATION

The completed CTR must detail all proposed mitigations. The purpose of discussing mitigation at the scoping stage is to highlight DDOT's Significant Impact Policy, DDOT's approach to mitigation, and to give the Applicant an opportunity to gain initial feedback on potential mitigations that are under consideration. Any mitigation strategies discussed and included in the *Scoping Form* are considered non-binding until formally evaluated in the study and committed to in-documentation submitted as part of the case record.

CATEGORY & GUIDELINES	APPLICANT PROPOSAL	DDOT COMMENTS
DDOT Significant Impact Policy DDOT has two primary impact mitigation tests for development projects: 1) off-street vehicle parking supply, and 2) capacity impacts at intersections. *See Section 5.1 of the CTR Guidelines for detailed policies and metrics for each of the two impact tests.*	☒ *The Applicant acknowledges DDOT's Significant Impact Policy in Section 5.1 of the CTR Guidelines.* ☒ *The study will comply with all other policies in the CTR Guidelines not explicitly documented in the Applicant Proposal or DDOT Comments columns.* ☒ *The study will include all of the required graphics, tables, and deliverables for the relevant sections determined during scoping, as shown in Figure 7 of the CTR Guidelines.*	**DDOT 8/18/26**: Concur.
DDOT's Approach to Mitigation DDOT's approach to mitigation prioritizes (in order of preference) optimal site design, reducing vehicle parking, implementing TDM strategies, making non-automotive network improvements, and making a monetary contribution to DDOT's Mitigation Fund for non-auto improvements, before considering options that increase roadway capacity or alter roadway operations. *See Section 5.2 and Figure 18 of the CTR Guidelines for more detailed guidance on mitigation selection.*	☒ *The Applicant acknowledges DDOT's approach to mitigation in Section 5.2 of the CTR Guidelines.*	**DDOT 8/18/26**: Concur.
Transportation Demand Management (TDM) A TDM Plan is typically required to offset site-generated impacts to the transportation network or in situations where a site provides more parking than DDOT determines is practical for the use and surrounding context. Document all existing TDM strategies being implemented on-site (even outside of a formal TDM Plan) and those being proposed and committed to by the Applicant. Elements of the TDM Plan	Due to the net reduction in trips generated by the site, no TDM is proposed. ☐ *The study will include at least a Baseline TDM Plan. The TDM plan will increase depending on the parking supply and other impacts identified in the study.*	**DDOT 8/18/26**: Concur.

included in CTR must be broken down by land use and user. *See Section 5.3 of the CTR Guidelines for more detailed guidance. Sample TDM plans by land use and tier can be found in Appendix C.*		
Performance Monitoring Plan (PMP) DDOT may require a PMP in situations where anticipated vehicle trips are large in magnitude, unpredictable, or necessitate a vehicle trip cap. Typically, this is required for campus plans, schools, or large developments expected to have a significant amount of single occupancy vehicle trips. Document any existing performance monitoring Plans in effect and any proposed changes. *See Section 5.4 of the CTR Guidelines for more detailed guidance. Sample PMPs can be found in Appendix D.*	We are not aware of any performance monitoring plans currently in effect for the site or the Cosmos Club and thus no changes or new PMP is proposed for the site.	**DDOT 8/18/26**: Concur.
Roadway Operational and Geometric Changes Describe all proposed roadway operational and geometric changes in CTR with supporting analysis and warrants in the study appendix. Detail must be provided on any ROW implications of proposed mitigations. Note any preliminary ideas being considered. *See Section 5.7 of the CTR Guidelines for more detailed guidance.*	No roadway operational and geometric changes are being proposed.	**DDOT 8/18/26**: Concur.

Section 6: ADDITIONAL TOPICS FOR DISCUSSION DURING SCOPING

CATEGORY & GUIDELINES	APPLICANT PROPOSAL	DDOT COMMENTS
ANC Discussions and Feedback Provide an update on the status of Community Benefits Agreement (CBA), any on-going ANC discussions/meetings, and any concerns expressed by the community. DDOT can provide ideas and	The Applicant will work closely with the ANC and other community stakeholders as the application proceeds. The Applicant is scheduled to present the application to ANC 2B's permitting and licensing committee at their August 12, 2026 meeting.	**DDOT 8/18/26**: Please include any notable outcomes from the Aug 12 meeting in the memo.

a feasibility check for transportation items to be included in the CBA.		
Miscellaneous Items for Discussion Any relevant on-going conversations with DOEE, SHPO, DMPED, GSA, NPS, neighboring jurisdictions, Historic Preservation, etc.? Seeking direction on other types of analyses such as traffic calming, TOPP, TMP, IMR/IJR, etc.? Anything unusual proposed not covered under other sections, such as air-rights, right-of-way actions, removal from Highway Plan, removal of BRLs, or construction under or close to a bridge?	N/A	**DDOT 8/18/26**: Concur.