

## MEMORANDUM

To: Anne Corbett  
Vision McMillan Partners

From: Robert B. Schiesel, P.E.  
Daniel VanPelt, P.E., PTOE

Date: June 18, 2014

Subject: McMillan Sand Filtration Site TIS – Loading Management Plan Concepts for Parcel 4

This memorandum contains a summary of the elements of a loading management plan for Parcel 4 based on our experience working on prior projects. The purpose of this memorandum is to help explain the amount of loading activity anticipated at the grocery store and the residential components, and the expected elements of a loading management plan.

### ***Grocery Store Loading***

We have found that the number and size of trucks that service grocery stores vary greatly, as some grocers rely heavily on vendors that use smaller trucks, and some rely on less frequent deliveries of very large trucks. Based on information from several grocers, the average grocery store will service 2 to 3 tractor trailers and 12 smaller trucks (30' trucks and vans) on an average weekday. For design purposes, we prefer to use the conservative assumption of 6 tractor trailers and 16 small trucks per day when the specific tenant is unknown.

Although it depends highly on the grocery store tenant, a quick assumption can be made that one truck delivery will require an hour to unload at a loading dock. Thus, our conservative assumption of 22 trucks per day will need at least 22 hours of loading dock time. Parcel 4's grocery store loading dock can accommodate three trucks at a single time: two large docks than can accommodate trucks up to the largest tractor-trailer, and an additional smaller dock shared with the residential component. With the loading dock hours discussed below, this allows for 36 hours of loading dock time, which is large enough to serve the 22 hours of demand anticipated. With proper scheduling of the dock via a loading dock manager, all truck deliveries can be accommodated without any queuing or backing up on Evarts Street.

### ***Residential Loading***

The residential loading dock will serve both the market rate and affordable senior multifamily components. Loading facilities in multifamily projects are used for resident move ins/outs, trash removal, large residential deliveries (e.g. furniture, large packages, etc.), and deliveries to support residential operations (e.g. equipment, appliances, etc.). The following estimates of residential loading dock use are based on discussions with apartment asset and property management teams for similar projects.

1. Resident Move-in/Move-Out – Typical “stabilized” turnover for market rate apartments in the District is +/- 40% per year. On 196 market rate units, this results in approximately 13 combined move-in and move outs per month. Typical “stabilized” turnover for senior apartments is +/- 25% per year resulting in roughly 4 combined move ins

and outs per month for the senior component, thus approximately 17 total for the combined multifamily program. Residents are typically allotted a 2-hour window to access the loading dock for move-in/out with higher demand on weekends. Note that a significant number of residents will often move via pickup truck or personal car and thus do not request loading dock use.

2. Trash removal – Trash removal is typically done 2-3 times per week with trucks accessing the loading dock during normal business hours (9AM – 5PM; M-F) and require less than 15 minutes for each haul.
3. Deliveries – Large deliveries for both residents and property management operations are typically 4-5 times per week during normal business hours (9AM – 5PM; M-F) and require use of the dock for less than 15 minutes for each delivery.

Scheduling and use of the residential loading dock is handled by the Property Management staff as part of normal operating duties. The residential Property Management staff will coordinate with the grocery store to schedule access to the dock as necessary. The amount of loading anticipated from the residential components of Parcel 4 can easily be accommodated in the shared loading dock proposed.

### ***Loading Management Plan Components***

A typical loading management plan for a multi-use building like Parcel 4 (including a grocery store) has the following components:

1. A grocery store employee that will be responsible for implementing the plan. This includes ensuring the dock meets the District's noise ordinance, scheduling deliveries, providing ingress and egress routes to delivery drivers/companies, and ensuring pedestrian safety near the dock.
2. Limited hours of operation. Due to the location of the dock on Evarts Street close to North Capitol Street, DDOT has requested prohibiting access during weekday mornings during high volumes of commuter demand. Thus, the dock hours should be limited to 6:00 am to 7:00 am, and 8:30 am to 7:30 pm. Deliveries would be allowed between 7:00 am and 8:30 am on weekends.
3. A requirement to schedule all deliveries to ensure docks are available and impacts are minimal on surrounding/adjacent streets.
4. The grocery store will issue plans to all drivers and delivery companies. These plans include any restrictions on vehicle size and type, the hours of operations, scheduling rules, noise control rules, and ingress and egress routes.
5. Pedestrian conflict abatement. Some loading docks have a provision that a store employee will help abate conflicts between the loading dock and pedestrians on the sidewalk by providing signage and helping control movements outside the loading dock while large trucks are maneuvering into and out of the dock.
6. Coordination with the Property Manager for the senior and multi-family residential buildings for scheduling use of the shared dock for resident move-in and move-out.

We recommend incorporating a loading dock management plan with the aforementioned elements, and waiting until a tenant is known so the details can be refined to match their specific needs. This can occur during the permitting process.