

**TECHNICAL MEMORANDUM**

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

Date: December 16, 2014

Subject: 1309-1329 5<sup>th</sup> Street NE PUD Loading Management Plan

This memorandum outlines a loading management plan for the 1309-1329 5<sup>th</sup> Street NE PUD. The plan will include the following elements:

- A loading facility manager will be designated. The loading facility manager will coordinate with vendors to schedule deliveries and will be on duty during delivery hours.
- All tenants will be required to schedule deliveries that utilize the loading docks – defined here as any loading operation conducted using a truck 20’ in length or larger.
- All tenants will be provided with information regarding loading dock restrictions, rules, and suggested truck routes at lease signing. Tenants will be encouraged to move using trucks 30’ in length or shorter.
- The loading dock operation will be limited to daytime hours of operation, with signage indicating these hours posted prominently at the loading dock and at both entrances to the garage. The loading dock for the building is adjacent to the Plaza situated in the private alley between the two buildings. All loading will be limited to time when there are no special events scheduled. Commercial loading will occur between the times of 5 am and 3 pm; residential loading will be limited to the hours of 7 am and 4 pm. Service vehicle traffic interfacing with public street traffic will be monitored during peak periods and management measures will be taken if necessary to reduce conflicts between truck and vehicular movements.
- The loading facility manager will schedule deliveries such that the loading facility’s capacity is not exceeded. In the event that an unscheduled delivery vehicle arrives while the facility is full, that driver will either be directed to return at a later time when the loading facility will be available.
- The loading facility manager will monitor inbound and outbound truck maneuvers and will ensure that trucks accessing the loading facility do not block vehicular traffic.
- Trucks using the loading facility 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.
- 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 flyers materials as DDOT’s Freight Management and Commercial Vehicle Operations document to drivers as needed to encourage compliance with idling laws.