

## TECHNICAL MEMORANDUM

To: Aaron Zimmerman  
DDOT

From: Vinay Varadarajan, PE  
Katie Wagner, PE, PTOE  
Erwin Andres

Date: May 20, 2020

Subject: Market Terminal Building C2 – Loading Management Plan and Transportation Demand Management

### Introduction

This memorandum presents a Loading Management Plan and Transportation Demand Management (TDM) Plan for the proposed development at 350 Morse Street, NE in Washington DC. A mixed-use building is proposed with approximately 226,103 SF of office space and approximately 5,827 SF of retail space. Loading for the proposed development is located in the southeast corner of the building, accessible from the private alley. The loading facilities consist of one (1) 30-foot loading berth and one (1) 20-foot delivery space.

### Project Description

The subject property is located at 350 Morse Street, NE in the Union Market area. The property (Building C2) is a part of the overall Market Terminal development and is seeking Second-Stage PUD approval. Building C2 will consist of a single mixed-use building with office and retail uses. The subject property is bordered by the future Market Terminal Building C1 to the south, the newly constructed private section of 3<sup>rd</sup> Street to the west, the extension of Neal Place to the north, and a private alley to the east, as seen in Figure 1. Proposed vehicular access to the property is from two (2) curb cuts along the private alley: one (1) serving the on-site parking garage and one (1) serving the loading facilities.

### Zoning Requirements

The project is subject to the 2016 Zoning Requirements for loading facilities. Under the 2016 Zoning Requirements, the property is required to provide one (1) loading berth for retail uses between 5,000 and 20,000 SF. Three (3) loading berths and one (1) service/delivery space are required for the office uses greater than 200,000 SF. Buildings C1 and C2 are one building for zoning purposes. Together, C-1 and C2 provide the required loading facilities (3 total loading berths and 1 service delivery bay for more than 200,000 SF of office use).

C2 will provide one (1) 30-foot loading berth and one (1) 20-foot service/delivery space, while C1 will provide two 30-foot loading berths. As shown in the attached turning maneuvers, 20-foot vehicles and 30-foot trucks may use the private alley to access to the loading facilities. The loading area has been designed such that vehicles are able to access the loading area using head-in and head-out maneuvers.

### Analysis of Loading Demand

The amount of loading expected at the site is estimated as follows:

- It is estimated that there will be three (3) daily truck deliveries at each loading area for trash, general shared delivery, and mail.

Based on the expected truck deliveries and loading management plan provided below, the loading facilities for the Building C2 development is adequate and will not adversely affect the local roadway network.

## Loading Management Plan

The project will provide one (1) 30-foot loading berth and one (1) 20-foot service/delivery space. As discussed previously, the building is considered one building with C1 for zoning purposes and therefore meets the 2016 Zoning Regulations.

A Loading Management Plan has been proposed. The goals of this plan are to maintain a safe environment for all users of the site, loading dock, streets, and nearby intersections; minimize undesirable impacts to pedestrians and to building tenants; reduce conflicts between truck traffic using the loading facilities and other street users; and ensure smooth operation of the loading facilities through appropriate levels of management and schedule operations. The components of the loading management plan that will be implemented for the life of the project are as follows:

- A loading dock manager will be designated by the building management who will be on duty during delivery hours. The dock manager will be responsible for coordinating with vendors and tenants to schedule deliveries and will work with the community and neighbors to resolve any conflicts should they arise.
- The dock manager will monitor inbound and outbound truck maneuvers and will ensure that trucks accessing the loading dock do not block vehicular, bike, or pedestrian traffic along the private alley except during those times when a truck is actively entering or exiting a loading berth.
- All tenants will be required to schedule deliveries that utilize the loading area (any loading operation conducted using a truck 20-feet in length or larger).
- Delivery trucks for the retail tenants will be prohibited from serving the site between the commuter peak hour times of 8:00 to 10:00 AM and 4:00 to 6:00 PM.
- Retail loading in the 30-foot berth will be restricted to times before 8:00 AM and after 6:00 PM to allow for deliveries to be accessed through the building lobby from the loading berth to the retail space.
- Outside of these hours, retail tenants may access the loading dock via the sidewalk along the private alley. This is projected to occur no more than five (5) times in a week.
- The dock manager will schedule deliveries using the berths such that the dock's capacity is not exceeded. In the event that an unscheduled delivery vehicle arrives while the dock is full, that driver will be directed to use the C1 loading facility or return at a later time when a berth will be available so as to not compromise safety or impede the private alley functionality.
- When needed, the dock manager will coordinate usage of Building C1's loading facilities with the Building C1 dock manager. Building C2 loading and delivery schedules will be coordinated to lessen the need of this overflow option.
- Trucks using the loading dock 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 goDCgo Motorcoach Operators Guide, and the primary access routes shown on the DDOT Truck and Bus Route Map ([godcgo.com/freight](http://godcgo.com/freight)).
- The dock manager will be responsible for disseminating suggested truck routing maps to the building's tenants and to drivers from delivery services that frequently utilize the development's loading dock as well as notifying all drivers of any access or egress restrictions (ex. No left turn onto Neal Place Extension). The dock manager will also distribute flyer materials, such as the MWCOG Turn Your Engine Off brochure, to drivers as needed to encourage compliance with idling laws. The dock manager will also post these materials and other relevant notices in a prominent location within the loading area.

## Transportation Demand Management (TDM) Plan

Transportation Demand Management (TDM) is the application of policies and strategies used to reduce travel demand or to redistribute demand to other times or spaces. TDM elements typically focus on reducing the demand of single-occupancy, private vehicles during peak period travel times or on shifting single-occupancy vehicular demand to off-peak periods.

The TDM plan for the Market Terminal Building C2 development is based on DDOT expectations for TDM programs for developments of this type and size. As such, the Applicant proposes the following TDM measures for the project:

- Unbundle the cost of parking from the cost to lease an office unit and only hourly, daily, or weekly rates will be charged. Free parking, validation, or discounted rates will not be offered.
- Identify Transportation Coordinators for the planning, construction, and operations phases of development. There will be a Transportation Coordinator for each tenant and the entire site. The Transportation Coordinators will act as points of contact with DDOT, goDCgo, and Zoning Enforcement.
- Will provide Transportation Coordinators' 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. All employer tenants must survey their employees and report back to the Transportation Coordinator.
- Transportation Coordinators will develop, distribute, and market various transportation alternatives and options to the employees and customers, including promoting transportation events (i.e., Bike to Work Day, National Walking Day, Car Free Day) on property website and in any internal building newsletters or communications.
- Transportation Coordinators will receive TDM training from goDCgo to learn about the TDM conditions for this project and available options for implementing the TDM Plan.
- Will notify goDCgo each time a new office tenant moves in and provide TDM information to each tenant as they move in.
- Will post "getting here" information in a visible and prominent location on the website with a focus on non-automotive travel modes. Also, links will be provided to goDCgo.com, CommuterConnections.com, transit agencies around the metropolitan area, and instructions for discouraging parking on-street in Residential Permit Parking (RPP) zones.
- Transportation Coordinator will implement a carpooling system such that individuals working in the building who wish to carpool can easily locate other employees who live nearby.
- Distribute information on the Commuter Connections Guaranteed Ride Home (GRH) program, which provides commuters who regularly carpool, vanpool, bike, walk, or take transit to work with a free and reliable ride home in an emergency.
- Transportation Coordinator will demonstrate to goDCgo that tenants with 20 or more employees are in compliance with the DC Commuter Benefits Law and participate in at least one of the three transportation benefits outlined in the law (employee-paid pre-tax benefit, employer-paid direct benefit, or shuttle service), as well as any other commuter benefits related laws that may be implemented in the future.
- Provide employees who wish to carpool with detailed carpooling information and refer to other carpool matching services sponsored by the Metropolitan Washington Council of Governments (MWCOG) or other comparable service if MWCOG does not offer this in the future.
- Designate a minimum of two (2) preferential carpooling spaces and one (1) vanpooling spaces in a convenient location within the parking garage for employee use.
- Offer a free SmarTrip card and one (1) complimentary Capital Bikeshare coupon good for a free ride to each new employee for the first year.
- Will meet ZR16 requirements for showers and lockers for use by employees. The Applicant will provide shower and locker facilities that meet Zoning Regulations (6 showers and 42 lockers).
- Long-term bicycle storage rooms will accommodate non-traditional sized bikes including cargo and tandem bikes.
- Provide a minimum of six (6) electric vehicle parking spaces in the garage.

- Install a Transportation Information Center Display (electronic screen) within the office lobby containing information related to local transportation alternative.
- Offer an annual Capital Bikeshare membership to each employee for three (3) years after the building opens.
- Employers will participate in the Capital Bikeshare Corporate membership program and offer discounted annual memberships to employees.
- Provide a free parking space for all vehicles that employees use to vanpool to work.
- Additional short and long-term bicycle parking spaces above ZR16 requirements.
- Will not lease unused surplus parking spaces to anyone aside from tenants of the building or Market Terminal PUD unless the other building is under parked or provides zero (0) on-site parking.
- Provide a bicycle repair station in each long-term bicycle storage room.
- Following the issuance of a certificate of occupancy for the Project, the Transportation Coordinator shall submit documentation from DCRA summarizing compliance with the transportation and TDM conditions of the Order (including, if made available, any written confirmation from the Office of the Zoning Administrator) to the Office of Zoning for inclusion in the IZIS case record of the case.
- Following the issuance of a certificate of occupancy for the Project, the Transportation Coordinator will submit a letter to the Zoning Administrator, DDOT, and goDCgo every five (5) years (as measured from the final certificate of occupancy for the Project) summarizing continued compliance with the transportation and TDM conditions in the Order.
- Contribute \$25,000 to the DDOT Transportation Mitigation Fund in lieu of installing the turn lane and making traffic signal adjustments. This money will be used by DDOT within ANC 5D (the ANC of Union Market) to fund these roadway geometric changes, other traffic flow improvements, traffic calming, bike/ped improvements, and/or improved transit connections.

In addition to the Baseline and Enhanced Tier TDM plan proposed, the Applicant will honor the following TDM commitments as approved under the First Stage PUD application:

- Prior to the issuance of COO for Building C2, the building owner shall have the individual obligation to demonstrate to the Zoning Administrator that it has constructed the interior bicycle parking within Building C2.
- Prior to the issuance of COO for the first building completed within the second-stage PUD, the Applicant shall demonstrate to the Zoning Administrator that it has paid DDOT for the installation and first year's operation expenses of a new Capital Bikeshare station to be located on Morse Street, south of Building C1.
- Prior to the issuance of a COO for Building C2, the Applicant shall demonstrate to the Zoning Administrator that it has exceeded the zoning requirements for bicycle parking for Building C2.
- Prior to the issuance of a COO for Building C2, the building owner shall have the individual obligation to demonstrate to the Zoning Administrator that it has installed a transit information screen in the lobby.
- Transportation Coordinators will develop, distribute, and market various transportation alternatives and options to the employees, including promoting transportation events (i.e., Bike to Work Day, National Walking Day, Car Free Day) on property website and in any internal building newsletters or communications.



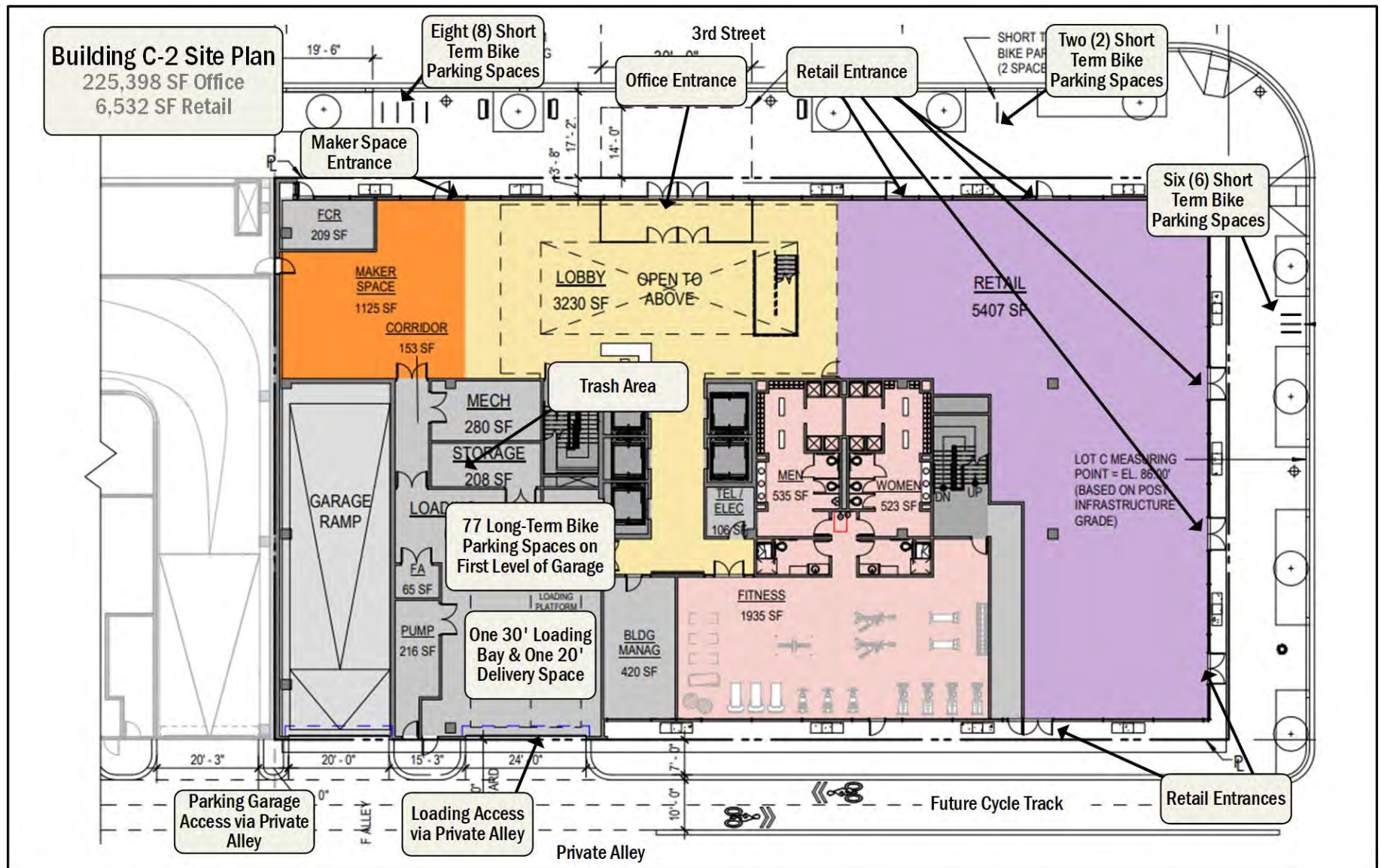
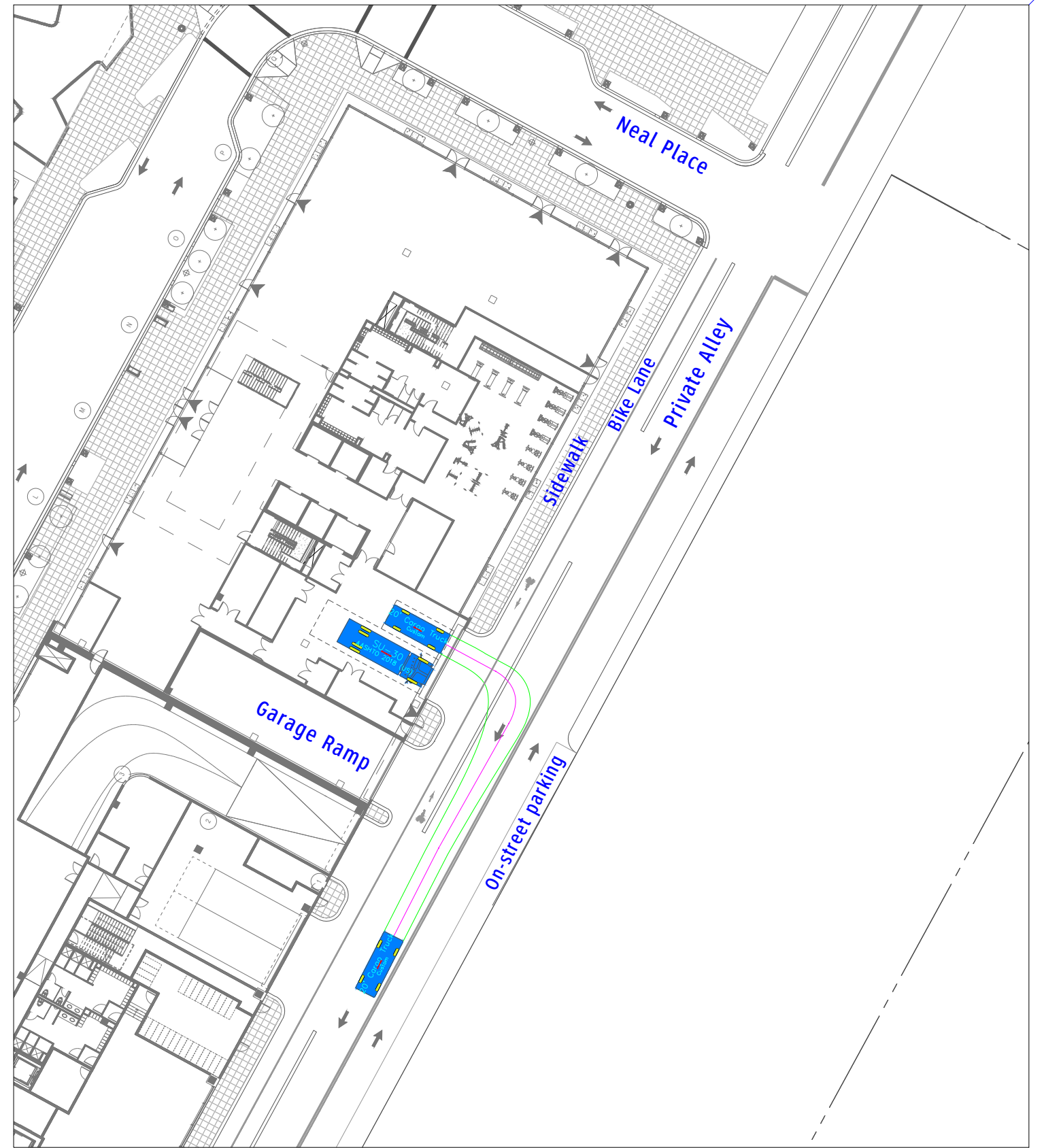


Figure 1: Market Terminal Building C2 Site Plan

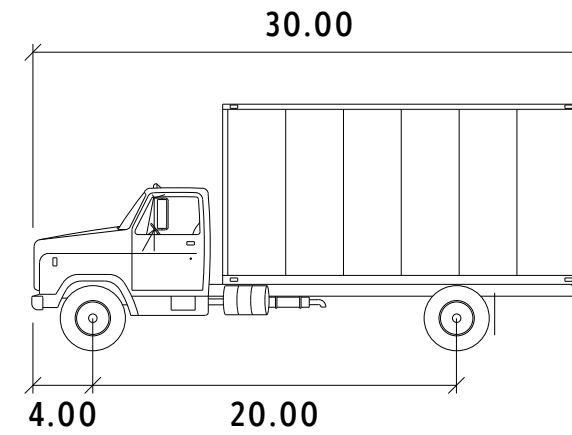
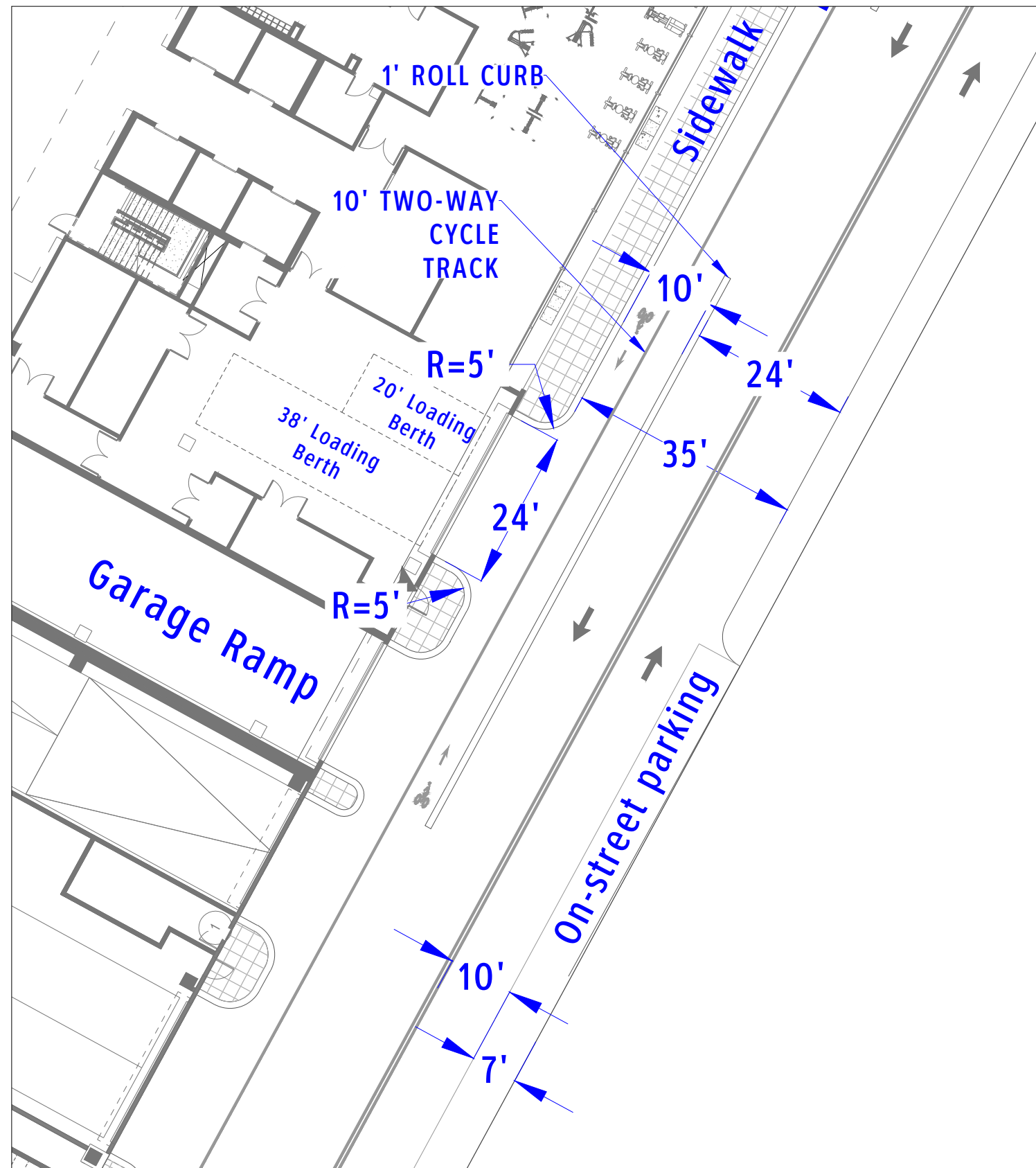
## **TRUCK TURNING MANUEVERS**





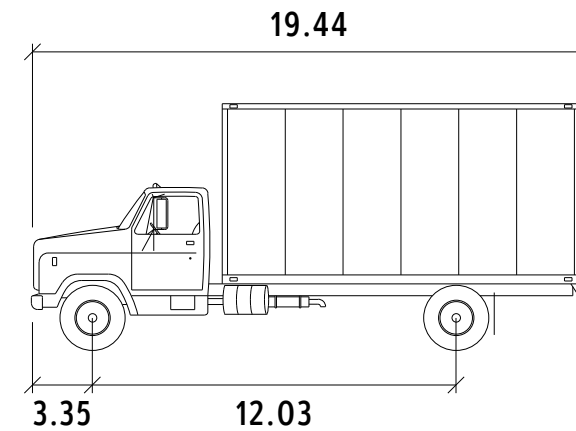






**SU-30**

	feet
Width	: 8.00
Track	: 8.00
Lock to Lock Time	: 6.0
Steering Angle	: 31.8



**20' Cargo Truck**

	feet
Width	: 6.54
Track	: 6.54
Lock to Lock Time	: 6.0
Steering Angle	: 47.4