



**Summary of Meetings and Discussions by 3443 Benning, LLC  
 Related to 3450 Eads Street NE Planned Unit Development Proposal  
 Zoning Commission Case No. 16-20**

**May 1, 2017**

Outlined in the table below are meetings and discussions that have occurred between 3443 Benning, LLC, through its operating entity, the Neighborhood Development Company (“Applicant”), local community members, members of the local community organization (the River Terrace Community Organization or RTCO), and the Advisory Neighborhood Commission (ANC) in relation to the Planned Unit Development (PUD) proposed to occur at 3450 Eads Street NE. The summary identifies dates of meetings; who participated; the nature of the interaction; and, the purpose, content covered, and outcome of the interaction on the development itself or the outreach process.

**Tables Summarizing Meetings and Discussions Regarding 3450 Eads Street NE**

<b>Item</b>	1.
<b>Date</b>	02/30/2016
<b>Meeting Participants</b>	Applicant and ANC Commissioner for SMD 7D04
<b>Type of Interaction</b>	Personal Meeting at Development Site
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>– Applicant’s agent had one-on-one meeting with Single Member District (SMD) Commissioner for ANC 7D04 at the project site to provide a general overview of the project proposal and discuss issues with the site and considerations being factored into the development plan.</li> <li>– The commissioner was generally supportive of the intent to redevelop the site but desired more details regarding the project. In terms of the final building proposal, the commissioner indicated that it should be a “step-up” from the surroundings and that it would add to the existing character of the neighborhood, in terms of building quality.</li> <li>– Discussions also occurred regarding Applicant’s desire to establish a plan for interacting with the community, in accordance with the PUD process.</li> <li>– It was resolved that an initial step would be for the Applicant to attend the next ANC 7D meeting to introduce the project to the ANC.</li> </ul>

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<b>Item</b>	2.
<b>Date</b>	03/07/2016
<b>Meeting Participants</b>	Claude McKay ANC Commissioner SMD 7D04
<b>Type of Interaction</b>	E-Mail Correspondence
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>- As a follow-up to initial discussions on 02/30/2016, Applicant provided ANC SMD Commissioner Claude McKay with a preliminary plan set, to be introduced to the Office of Planning (see Attachment A) and a draft copy of a proposal for community outreach in relation to the project (see Attachment B). Communication is documented in Attachment C.</li> </ul>

<b>Item</b>	3.
<b>Date</b>	03/8/2016
<b>Meeting Participants</b>	Applicant, ANC 7D Commissioners, and Ward 7 Citizens
<b>Type of Interaction</b>	ANC Public Meeting
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>- Based on conversations with Claude McKay, SMD for ANC 7D04, Applicant attended the regular meeting of the ANC to introduce the project to the ANC.</li> <li>- The Applicant desired to inform the ANC and members of the Community about their intentions to pursue a PUD on the 3450 Eads Street NE site and to advise of the intent to complete additional community meetings in the future. The notice of the project was provided during community comments. No specific plans were reviewed; however, a general overview of the intentions for the PUD were provided.</li> <li>- Citizens and members of the ANC had general questions about the project (i.e., size, number of units, and level of affordability with respect to affordable units) which were answered by the Applicant.</li> <li>- As a result of attendance of the meeting, the Applicant was able to make contact with a key community stakeholder who was in attendance for other purposes: The President of the River Terrace Community Organization (RTCO), Cinque Culver. Discussions occurred with the Mr. Culver regarding how to work with RTCO to provide input on the PUD and any related community benefits associated with it.</li> </ul>

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<b>Item</b>	4.
<b>Date</b>	03/22/2016
<b>Meeting Participants</b>	Applicant, Applicant's Architect, and President of RTCO
<b>Type of Interaction</b>	Working Meeting
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>- The purpose of this working meeting on the project was to coordinate the next steps between the Applicant and RTCO. The details of the proposed project were not a key element of the discussions although a general overview of the proposal in the form of the drawing package provided to OP and the AND SMD Commissioner (see Attachment A) did occur, so that Mr. Culver had a clear understanding of the current state of plans associated with the PUD.</li> <li>- In addition to providing an overview of the plans for the site, the applicant reviewed their schedule and objectives associated with resolving particular aspects of the PUD in relation to those elements that would require participation of the ANC and RTCO. They also reviewed the Community Outreach plan provided to the SMD Commissioner for ANC 7D04 (see Attachment B).</li> <li>- The Applicant requested information regarding opportune times to meet with the community, where meetings may occur, and with whom the Applicant should be coordinating.</li> <li>- Based on discussions that occurred, it was recommended by Mr. Culver that he would start a dialogue with other members of RTCO to identify a potential schedule for interactions and options for how interaction may occur, in lieu of the community open house proposed by the Applicant.</li> </ul>

<b>Item</b>	5.
<b>Date</b>	03/31/2016
<b>Meeting Participants</b>	Richard Capparell, Neighbor
<b>Type of Interaction</b>	Phone Call and E-mail Exchange
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>- Mr. Capparell contacted the Applicant with general questions regarding the project's proposed affordability levels.</li> <li>- Based on conversation between Mr. Capparell and the Applicant, Mr. Capparell was forwarded information regarding the Washington DC Fiscal Year 2016 Department of Housing and Urban Development Income Limits.</li> <li>- Mr. Capparell's questions helped highlight what information would be best to present through future consultation meetings with the community and the ANC.</li> </ul>

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<b>Item</b>	6.
<b>Date</b>	04/12/2016
<b>Meeting Participants</b>	Applicant, ANC 7D Commissioners, and Ward 7 Citizens
<b>Type of Interaction</b>	Public Meeting
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>- Applicant met with ANC 7D at its regular monthly meeting in April to provide an update on the status of the project and intention to coordinate with RTCO.</li> <li>- No particular details regarding the proposal were discussed at this time.</li> </ul>

<b>Item</b>	7.
<b>Date</b>	04/20/2016
<b>Meeting Participants</b>	RTCO Board and Members, River Terrace Citizens, Applicant
<b>Type of Interaction</b>	Public meeting of RTCO
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>- Applicant attended a regular meeting of the RTCO to present the current status of the project and to assist in outlining subsequent opportunities for community interaction to discuss proposed community benefits and the building's design.</li> <li>- Applicant provided an overview of the project including its location, supporting land use policy guidance, general building program, areas of relief being sought, target income levels for future occupants, and the current aesthetic concept being developed by the applicant's architect. (See Attachment D.)</li> <li>- The applicant entertained a variety of questions about the project dealing with its affordability, the potential community benefits.</li> <li>- The President of the RTCO recommended that a working group of RTCO members be convened to assist with helping to coordinate the resolution of the community benefits for the project as well as other relevant building elements.</li> </ul>

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<b>Item</b>	8.
<b>Date</b>	2016-04-27
<b>Meeting Participants</b>	Applicant and 6 <sup>th</sup> District Police Department's Lt. Ronny Arce
<b>Type of Interaction</b>	Information and Security Strategy Advisory Session
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>- Based on the meeting with RTCO, NDC was contacted by representatives of the 6th District of Columbia Municipal Police Department (MPD).</li> <li>- The MPD representative, Lt. Ronny Arce, was provided an overview of the plans for the project and offered comments on the project with respect to security.</li> <li>- Lt. Arce's comments dealt with ensuring secured entry points; ensuring high quality, high memory capacity security camera systems; and locating outdoor common areas for the building in a manner that ensures that they are not easily accessed.</li> <li>- Lt. Arce recommended ensuring that garage doors for parking entry be fully secured (i.e., an overhead door vs. a gate) and that direct entry for pedestrians to the enclosed parking area from outside the building be provided separately from overhead doors. This would limit occurrences where individuals may be able to enter the building through the parking garage through an open garage door.</li> <li>- Lt. Arce supported NDC's plan for Closed Circuit Television cameras monitoring all entry points of the building and the exterior of the property. However, he recommended that NDC invest in camera systems that are of a very high resolution and that we maintain a high level of memory capacity for recording events. Should anything occur, the high-resolution cameras will make identifying persons responsible easier; while the high level of memory will allow storage of information over a longer period of time.</li> <li>- Lt. Arce recommended ensuring that an initially planned open courtyard on the first level of the building be located at an elevation that would not allow individuals on a vehicle to access the courtyard. Based on this guidance, and additional building design considerations, the courtyard was subsequently removed from the building's overall design.</li> </ul>

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<b>Item</b>	9.
<b>Date</b>	2016-06-20
<b>Meeting Participants</b>	Applicant, Ward 7 Council Member Constituent Representative
<b>Type of Interaction</b>	Personal Information Session
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>- Based on the meeting with RTCO, NDC was contacted by a constituent representative working for the Ward 7 Councilor, Yvette Alexander, in order to get more detailed information about the project.</li> <li>- The meeting with the constituent representative focused on providing an overview of the project and the plans for filing of the application and continuing the outreach process with the ANC and RTCO.</li> <li>- The constituent representative asked to be kept up to date on updated plans for the project and additional community outreach so they could stay informed.</li> </ul>

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<b>Item</b>	10.
<b>Date</b>	2016-06-21
<b>Meeting Participants</b>	Applicant, ANC 7D Commissioners, and Ward 7 Citizens
<b>Type of Interaction</b>	Public Meeting
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>- Although the Applicant had already attended multiple meetings of the ANC, due to the procedural changes in Title 11 of the District of Columbia Municipal Regulations, in association with Planned Unit Developments, the Applicant attended the June meeting in order to comply with the new regulations and to provide a status update on the project and community outreach as well as to introduce it to any community members who may have been unfamiliar with the project.</li> <li>- To ensure RTCO was familiar with the status of the project direct communication was also provided directly to the RTCO president (see Attachment E)</li> <li>- The Applicant provided an overview of the project itself (see Attachment F) as well as a status update on the entitlement process, including the intended schedule for filing the application and eventual plans for returning to the ANC for formal action.</li> <li>- As a result of discussions that occurred after presenting a status update on the project, it was proposed by the ANC and members of RTCO, and residents of River Terrace, that in addition to any discussions with RTCO, that a separate series of open houses should be convened in coordination with the ANC SMD Commissioner for 7D04.</li> <li>- The Applicant agreed that the open houses would serve as a useful means for raising awareness about the project so citizens could learn more about the specific plans for the property and discuss the potential community benefits, and that they would work with the SMD Commissioner to schedule multiple open houses on the project.</li> </ul>

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<b>Item</b>	11.
<b>Date</b>	2016-07-11
<b>Meeting Participants</b>	Applicant, ANC SMD and RTCO Member
<b>Type of Interaction</b>	E-mail Correspondence and Phone Calls
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>- Prior to the hosting of the open houses, the Applicant coordinated directly with the SMD Commissioner and a local member of the RTCO to make necessary preparations.</li> <li>- As a result of these discussions it was resolved when the appropriate days for the meeting would be to allow for enough notice; what the appropriate notification means was (via USPS bulk mailing) and what should be included on the notice for the events.</li> <li>- Attachment G provides a copy of the outline for the meeting that was presented to the SMD and the RTCO member for review as well as the plan for notifying the neighborhood.</li> <li>- Attachment H provides a copy of the save the date notice that was sent to the SMD and the RTCO member for circulation. The notice was provided almost a month in advance of the first meeting.</li> <li>- Attachment H also provides a copy of the mailer that was sent out to over 1,000 households that fall within the boundaries of the Anacostia River, East Capitol Street, Interstate 295 and Benning Rd. NE. Mailers were received by the United State Postal Service for distribution on August 8<sup>th</sup>, 2016.</li> </ul>



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<b>Item</b>	12.
<b>Date</b>	2016-08-17 and 2016-08-27
<b>Meeting Participants</b>	Applicant, Community Members, RTCO Members
<b>Type of Interaction</b>	Public Open Houses
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>- The purpose of the open houses was to inform the neighborhood about the project, identify potential issues with the plan (based on its current status), and to have a conversation about potential local public benefits.</li> <li>- The open houses were organized in an open format with stations to learn about the different elements of the project: architecture, public benefits process, general project background, and affordability plan. There was also a brief presentation of the project and a questions and answers session.</li> <li>- In addition to raising general awareness regarding the project and answering questions of the audience, NDC was able to glean a preliminary list of public benefits for consideration and development considerations that should be taken into account as the project moved forward.</li> <li>- Attachment I is a copy of the handout provided to attendees that included details about potential public benefits based on zoning regulation guidance.</li> <li>- Attachment J provides a copy of the boards that were presented at the open houses. At the second meeting an additional board was created (Property and Project Background, Public Benefits and General Considerations) that included the public benefit options from the first open house and the general development considerations. Most all of these comments were revisited through later discussions by the Applicant about the project and many have actually resulted in direct changes to the project: <ul style="list-style-type: none"> <li><b>Public Benefit Options Resulting from 2016-08-17</b></li> <li><i>A. Portion of overall housing units would target senior citizens – now in project</i></li> <li><i>B. Special use area within building for use by River Terrace residents and building residents for community meetings and events (~1,200 square feet) – now in project</i></li> <li><i>C. Payment to DGS to establish fund to cover future community meetings and events at River Terrace Education Campus – now offered</i></li> <li><i>D. Social service element within the building dedicated to senior wellness – has been discussed, but would require service partner.</i></li> <li><i>E. Improvements or payments for improvements related to a dog park – this item was considered by the community, but not deemed a priority.</i></li> <li><b>Additional General Development Considerations from 2016-08-17</b></li> <li><i>A. Ensure construction truck route and site utilization plans minimize impact on surrounding traffic patterns and parking – required at construction</i></li> <li><i>B. Coordinate plans for construction worker parking to minimize negative impacts on neighborhood on-street parking – required at construction</i></li> <li><i>C. Follow construction staging approaches that minimize disturbance (i.e., noise and vibration) of surrounding properties – addressed through design changes</i></li> <li><i>D. Consider integrating car-sharing within the project, once complete, to improve transportation options to new and existing residents – still under consideration</i></li> <li><i>E. Confirm structural feasibility of conversion of 5th story to brick façade – confirmed and façade was modified.</i></li> </ul> </li> <li>- Attachment K provides a copy of the sign-in sheets for the open houses, which included at total of 65 participants (who signed in) between the two meetings.</li> </ul>

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<b>Item</b>	13.
<b>Date</b>	2016-09-22
<b>Meeting Participants</b>	Applicant, RTCO member, and ANC SMD Commissioner
<b>Type of Interaction</b>	Post open house coordination meeting on issues raised at open houses for resolution
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>- The purpose of the meeting was to discuss next steps to resolve issues of the community and to work to define a list of public benefits.</li> <li>- Attachment L provides a copy of the agenda that outlines the specific purposes of the meeting:               <ol style="list-style-type: none"> <li>1. Understand ZC standard ANC procedures related to set-down application</li> <li>2. Review NDC proposed process for community benefits resolution</li> <li>3. Discuss NDC proposed process for community benefits resolution</li> </ol> </li> <li>- The primary piece of information shared as a part of this meeting was the information to be included as a part of NDC's set-down application filing (i.e., plans and statement in support).</li> <li>- A secondary piece of information provided was a proposed schedule for the project moving forward which included a proposed plan for the resolution of the public benefits. (This schedule is also included as a part of Attachment L.)</li> <li>- As a result of the conversations, after reviewing the content outlined in the agenda and the project calendar, it was resolved that the RTCO member and SMD Commissioner would work to coordinate with other community members to work through the resolution of public benefits in a timely manner.</li> </ul>

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<b>Item</b>	14.
<b>Date</b>	2016-10-06 and 2016-10-13
<b>Meeting Participants</b>	Applicant, ANC SMD Commissioner and River Terrace community members
<b>Type of Interaction</b>	E-mail Communications and Phone Calls
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>– After the post open house meeting outlined in Item 13, there was a period of correspondence regarding the preliminary phase of community vetting of potential public benefits.</li> <li>– As outlined in Attachment M, these correspondences involved a dialogue between the SMD Commissioner and the Applicant regarding what were viable public benefits in terms of the PUD regulations, and the from a general feasibility perspective. For example, the Applicant highlighted constraints with providing a fresh food supermarket as a benefit which included that it would be inconsistent with Office of Planning direction regarding the inclusion of retail uses in the project, and that such a change would drastically affect the ground floor development program and would require an increase in building scale for it to be financially feasible.</li> <li>– These communications were very useful in helping to refine the list of options that would work for both River Terrace and the Applicant, and that would be consistent with regulatory guidance.</li> </ul>

<b>Item</b>	15.
<b>Date</b>	2016-10-11
<b>Meeting Participants</b>	Applicant, ANC Members, RTCO Members
<b>Type of Interaction</b>	ANC set-down meeting presentation and discussion
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>– The purpose of this meeting was to review the status of the project and to request the ANC's support of the set-down application.</li> <li>– The content was to focus on the information provided as a part of Item 13 outlined above and by the Office of Zoning.</li> <li>– Because the ANC commissioners were unfamiliar with the full scope of the project they elected to defer on taking any formal action.</li> </ul>

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<b>Item</b>	16.
<b>Date</b>	2017-02-15
<b>Meeting Participants</b>	Applicant, RTCO Members, local community members attending the RTCO meeting, and the new SMD Commissioner for 7Do4
<b>Type of Interaction</b>	RTCO Meeting presentation and Questions and Answers
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>- After the project was set down by the Zoning Commission, River Terrace community members worked to complete a survey of community members to provide general feedback on the project and to prioritize their list of community benefits. The results of this survey were issued in November of 2016 and are presented in Attachment N.</li> <li>- As a result of the survey and comments by the Zoning Commission at the set-down hearing, NDC worked on all elements of the proposal to address the comprehensive list of design issues and the prioritized public benefits list. The purpose of the Applicant attending this meeting was to present to the RTCO, at an official meeting, the refined building proposal and the Applicant's response to the community survey.</li> <li>- The RTCO was presented a handout which summarized the project and highlighted more specific information related to one of the proposed public benefits (the neighborhood serving community room). Attachment O is a copy of the handout that was provided to those in attendance at the meeting. The handout directly spoke to the list of public benefits from the community survey and the concerns also outlined in the survey. Also included was a detailed plan for the community room, which illustrated the intent that it would be accessible directly from the street, without needing to access through other parts of the building. The only issue not specifically addressed was the amount of financial contribution that the Applicant was willing to provide to RTCO, which was under consideration while the budget for the project was being evaluated.</li> <li>- The response to the proposal was well received at that time and the Applicant stated their intent to return to the RTCO at a subsequent meeting for an official action. No other direct feedback was provided by the meeting attendees or the members of the RTCO. The SMD commissioner for 7Do4 did not stay for the Applicant's presentation, but she was provided with a copy of the handouts shared with RTCO for her review.</li> </ul>

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<b>Item</b>	17.
<b>Date</b>	2017-03-28
<b>Meeting Participants</b>	NDC Phone Call Presentation to ANC
<b>Type of Interaction</b>	Executive Session Phone Call Presentation and Q and A Regarding Project Proposal
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>- The purpose of this phone call was to engage directly with ANC commissioners for ANC 7D regarding the status of the project, in order to prepare them for the ANC meeting on April 11, 2017 where the application was to make a formal presentation for support.</li> <li>- Due to changes in the 7Do4 SMC Commissioner and the general goal of ensuring everyone had the most up to date information on the project and its history to date, the Application provided a comprehensive package of information related to the project. To help orient the commissioners to the project and the background information an itemized list of materials provided in the information package was provided (see Attachment P).</li> <li>- The phone call discussion was very in-depth regarding varied aspects of the project and resulted in the commissioners raising a series of questions to be answered by the Applicant, prior to the official ANC meeting. The questions raised were very germane to the project.</li> <li>- There was not a direct outcome as a result of the meeting, however the Applicant was asked to respond to the series of questions asked of them. The questions and the responses are outlined in Attachment Q.</li> <li>- Although many of the questions were of a clarifying nature, two which shaped the project were associated with the plans for enabling pick-up of residents and the concentration of units provided for seniors. As a result of these inquiries, the applicant eventually resolved to provide a building which would be 100% reserved for seniors (55 years of age and older) and the would work to provide a curb-side passenger loading zone in front of the building's main entrance.</li> </ul>

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<b>Item</b>	18.
<b>Date</b>	2017-04-11
<b>Meeting Participants</b>	NDC, ANC, RTCO members and community members
<b>Type of Interaction</b>	Presentation to ANC with Q and A from ANC
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>- The purpose of the meeting was to present the full proposal before the official ANC meeting for their action.</li> <li>- The content focused on the primary elements of the project, which included the project's design and the proposed public benefits package. Responses to the ANC's questions from the executive session were incorporated into the presentation.</li> <li>- After the presentation of the project to the ANC, questions were fielded by the Applicant from the ANC members only. Additional questions were raised regarding how the project would handle housing vouchers, the distribution of affordable housing units, the scope of the survey prepared by the previous SMD commissioner for 7Do4 and the RTCO, and rationale for the how the proposed cash contribution to the RTCO was sized.</li> <li>- The ANC requested that action on the application be deferred to April 19, 2017 when a special meeting would be held by the ANC jointly with RTCO so that more local community members could participate.</li> </ul>

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<b>Item</b>	19.
<b>Date</b>	2017-04-19
<b>Meeting Participants</b>	NDC, ANC, RTCO members and community members
<b>Type of Interaction</b>	Presentation to ANC Special Meeting and RTCO with Q and A from audience
<b>Purpose, Content, and Outcomes</b>	<ul style="list-style-type: none"> <li>- As outlined in Item 18 above, the purpose of this meeting was to follow up on the prior regular meeting of the ANC to answer additional questions that were to be provided to the Applicant, as well as to answer questions that might arise from the presentation to the attendees of the meeting to be held within River Terrace. Prior to the meeting, the Applicant followed up with the ANC to confirm what issues they should be prepared to address (see Attachment R).</li> <li>- The content presented at this meeting was similar to the prior ANC meeting. After the presentation by the Applicant, a question and answer session took place which included members of the audience. Based on the questions and discussions that occurred the following new issues were raised by the community:             <ol style="list-style-type: none"> <li>1. They desired to have local residents be given priority to live in the building;</li> <li>2. There were general concerns about the population density associated with the project;</li> <li>3. There were concerns about the level of parking being provided in the project;</li> <li>4. There was confusion about the Applicant's willingness and approach to advocate with the District Department of Transportation to include a passenger pick-up and drop-off zone in front of the project;</li> <li>5. They preferred that the site be used for a community center that could include personal wellness programming and/or that would provide programming for youth.</li> <li>6. There was a concern about how the addition of the building would affect future census boundaries.</li> <li>7. There were concerns about how the project would affect surrounding property values.</li> <li>8. There were concerns that the monetary contribution proposed by the Applicant was insufficient in relation to the size of the project and the perceived affect that it would have on the neighborhood.</li> </ol> </li> <li>- The ANC voted to not support the project at this time.</li> </ul>