

June 25, 2012

RECEIVED
D.C. OFFICE OF ZONING
2012 JUN 29 AM 11:57



Compliance Review Specialist
District of Columbia Office of Zoning
441 4th Street, NW, Suite 200 South
Washington DC, 20001

RE: Community Relations Council meeting minutes filing per Zoning Order Number 849-B

Lowell School respectfully submits copies of the meeting minutes of the Community Relations Council to the Zoning Compliance Officer in the Office of Zoning as stipulated in section 9 of the decision in Zoning Order Number 849-B of Case Number 97-16A.

Enclosed are minutes from meetings held on the following dates:

- October 7, 2010
- May 25, 2011
- July 19, 2011
- October 18, 2011
- January 12, 2012
- April 17, 2012

Sincerely,

Doug Odom
Director of Finance, Facilities and Operations
dodom@lowellschool.org
202-577-2077 direct

Encl.

ZONING COMMISSION
District of Columbia
CASE NO. 97-16A
EXHIBIT NO. 57

Lowell School Community Relations Council
April 17, 2012 Meeting

Present: Debbie Gibbs of Lowell School, and 2 members from the community.

Meeting time: 6:30 pm to 7:00 pm

Traffic management report:

Lowell continues to operate successfully under the traffic management plan that has been in place all year with few hiccups.

The school continues to look for ways to increase bus ridership, especially in the afternoons. After completing a survey of all families during the winter, it is apparent that increasing bus usage in the afternoons will be difficult given the wide variety of destinations many students depart to after school.

Lowell has re-distributed the neighborhood traffic rules to all families and reminded them to make every effort to support our goal of making the immediate neighborhood safe for all who travel around the campus.

The school continues to regularly contact DDOT about the Kalmia Rd crosswalk. The last update during the winter was that the crosswalk is on the list of ADA Construction Contracts and funding is available but there had been a delay in bidding the job. Brett Rouillier is the DDOT ADA Coordinator and the contact for this job.

Community members noted that school operations have been going well. There is still a need for traffic calming on 17th street due to excessive speed but that it is commuter issue more than a school issue.

Lowell's expansion plans

Lowell's conceptual design for Parkside was approved by the Commission of Fine Arts in February with only minor comments that needed to be addressed by the CFA staff architects. Lowell's architects have addressed the CFA's comments and are now preparing to present the design concept to the Historic Preservation Review Board. Meanwhile, work continues on the various fronts necessary for the project to be ready to start construction in June 2013.

Community Relations Council business

Upcoming events:

- Lowell's annual Auction to benefit financial assistance is on April 21st
- Field Day is May 25th (noon dismissal)
- Last day of school and all-school picnic is June 8th
- SPCA annual picnic is currently planned for June 24th

Other business:

Community Relations Council meeting schedule for the 2012-2013 school-year is as follows: (all meetings at 6:30 pm in Marjorie Webster House unless otherwise noted)

Tuesday, July 17th 2012 (Library in Main Building)

Tuesday, October 16th 2012

Tuesday, January 22nd 2013

Tuesday, April 16th 2013

Lowell School Community Relations Council
January 24, 2012 Meeting

Present: Doug Odom of Lowell School, and four members from the community.

Meeting time: 6:35 pm to 7:00 pm

Traffic management report:

Lowell's continues to operate successfully under the traffic management plan that has been in place all year with few hiccups.

The school continues to look for ways to increase bus ridership, especially in the afternoons. A survey of all parents is underway and one item the survey addresses is how to make the bus service more useful to more families.

One community member asked if Lowell can remind parents not to cut through alleys along 16th street. Another community member acknowledged how much more calm traffic is when an officer is present, especially when the officer has a police car with the lights on parked near the driveway exit.

Lowell's expansion plans

Lowell is working on the conceptual and schematic design for phase 1, Parkside, of the expansion project. We continue working on the timeline to be ready to start construction in June 2013.

The Commission of Fine Arts provided comments on the original exterior design concept and the architects are working on incorporating the comments into the design concept that is to be presented to the Commission in February.

Community Relations Council business

Upcoming events:

- Casino Night is scheduled for January 28th.

Other business:

Community Relations Council remaining meeting schedule for the 2011-2012 school-year is as follows: (all meetings at 6:30 pm in Marjorie Webster House)

Tuesday, April 17th 2012

Lowell School Community Relations Council
October 18, 2011 Meeting

Present: Doug Odom, and Joe McQueeney of Lowell School, and four members from the community.

Meeting time: 6:30 pm to 6:55 pm

Traffic management report:

School opened on September 7th 2011.

Lowell's Safe Routes to School team has met and outlined several items to take action on. We participated in International Walk to School Day on October 5th. We will host a bicycle rodeo at the Fall Bazaar with a sample road course and bike safety instruction. We would like to form a team of community members and Lowell parents to try to make headway on DDOT issues like the crosswalk and the 17th and Kalmia intersection.

Lowell launched daily bus services with one route at the beginning of the year. Morning ridership is very strong; afternoons starting to catch on but the numerous after-school activities are keeping some families from using it in the afternoons.

One community member asked if Lowell can help direct traffic occasionally at the Kalmia and 17th St. intersection to help prevent confusion about the correct traffic pattern due to poor signage.

Lowell's expansion plans

Lowell is just beginning the architectural work for phase 1, Parkside, of the expansion project. We plan to be ready to file for a building permit in about a year with the target remaining to start construction in June 2013.

Lowell will continue to evaluate the timing of each part of the expansion project to make sure we are ready for each phase as the resources become available.

The Historic Preservation Review Board held a hearing in September and rendered a decision to designate the Lowell campus a DC historic district. The HPRB also voted to designate Fraser and Parkside as 'non-contributing' elements of the designation. The final written decision has not yet been issued by DC's preservation office.

Community Relations Council business

Upcoming events:

- 30th Annual Fall Bazaar on Saturday October 22nd from 11 am to 3 pm
- Admissions tours take place mostly on Tuesdays and Wednesdays throughout the admissions season from now through January.
- Current parent open house on November 11th 8:30 to 10:30 am

Other business:

Community Relations Council meeting schedule for the 2011-2012 school-year is as follows: (all meetings at 6:30 pm in Marjorie Webster House)

Tuesday, January 24th 2012

Tuesday, April 17th 2012

Lowell School Community Relations Council
July 19, 2011 Meeting

Present: Doug Odom, Debbie Gibbs and Joe McQueeney of Lowell School, ANC 4A commissioners Kennedy and Toliver, and 5 members from the community.

Meeting time: 6:30 pm to 7:25 pm

Traffic management report:

Lowell received 2 phone calls and a few emails from two Kalmia Rd residents reporting safety and parking concerns related to summer camp activities. Further communications were sent to summer camp families, additional camp staff members were posted on the street during drop-off and pick-up times and the off duty police were reinstated for the remainder of camp. This practice will become the standard for summer camp from this point forward.

Lowell received the final Safe Routes to School plan that was developed with DDOT. Lowell is the first independent school in DC to complete this effort. The plan will be published on the school website.

Lowell is launching daily bus services with one route as scheduled in the fall 2011. The service will be provided by a 3rd party under contract with Lowell.

A member of the community suggested having the police officer occasionally located at the Kalmia and 17th intersection to prevent improper left turns.

A community member suggested placing a stop sign at the Lowell's driveway exit to remind drivers to stop before proceeding on to Kalmia.

The community members present would still like to see some traffic calming measures to help slow traffic down throughout the neighborhood in general.

Lowell's expansion plans

Lowell is in its fundraising phase to support the expansion project and still expects to begin construction on the first phase by summer 2013.

An application to designate the Lowell campus as a historic landmark has been filed with the DC Historic Preservation Office. Lowell does not support this landmark effort and expects a Historic Preservation Review Board hearing to occur in September. Neighbors who wish to support Lowell can contact Doug Odom for information on how to do so.

Two members of the community present at the meeting support the landmark designation. ANC representatives Kennedy and Toliver agreed that Lowell should present its position to the ANC at its September meeting.

Community Relations Council business

Upcoming events:

- Summer camp closes on July 29th
- Welcome back to school open house on September 6th from 8-10 am
- First day of school is September 7th

Other business:

Community Relations Council meeting schedule for the 2011-2012 school-year is as follows: (all meetings at 6:30 pm in Marjorie Webster House)

Tuesday, October 18th 2011

Tuesday, January 24th 2012

Tuesday, April 17th 2012

Lowell School Community Relations Council
May 25, 2011 Meeting

Present: Doug Odom of Lowell School and 3 members from the community.

Meeting time: 8:45 am to 9:25 am

Traffic management report:

Lowell has not received any written notices of violations from the community to date.

Lowell received one phone call from a Jonquil St resident reporting that the outside speaker from the burglar alarm system causes a disturbance when the alarm is set off. Lowell disabled both exterior burglar alarm speakers after determining they were not critical to the function of raising an alarm.

Lowell notified registered neighbors by email of several events that may have impacted parking.

Lowell is reviewing a draft of the Safe Routes to School plan that was developed with DDOT. Lowell is the first independent school in DC to tackle this effort.

Lowell is launching daily bus services with one route as scheduled in the fall 2011. The service will be provided by a 3rd party under contract with Lowell.

It was noted by at least one neighbor that traffic back-ups on Kalmia Rd have improved in the mornings this year and the safety of the afternoon carpool line has also improved with the addition of off-duty police officers helping to manage the traffic.

Lowell's expansion plans

Lowell has launched its fundraising campaign to support the expansion project and still expects to begin construction on the first phase by summer 2013.

Community Relations Council business

Upcoming events:

Last day of school and family picnic on June 10th

Summer camp opens on June 20th and closes on July 29th

Future meeting schedule: It was recommended by the attendees that we hold meetings in the evenings so that neighbors who work during the day can attend the meetings. During the winter months when it is dark outside, neighbors are encouraged to carpool or walk together for safety concerns. It was also recommended to set the meeting schedule well in advance so everyone can plan accordingly.

Other business:

Lowell School Community Relations Council
October 7, 2010 Meeting

Present: Doug Odom, Joe McQueeney of Lowell School and 6 members from the community.

Meeting time: 7:05 pm to 7:55 pm

Traffic management report:

Lowell has implemented police officers to help with traffic at the exit in the morning and at the entrance in the afternoon.

Lowell has added staff to Kalmia and 17th street during the arrival and dismissal period.

Lowell has not received any notices of violations from the community to date.

Lowell has notified registered neighbors by email of events that may impact parking. However, Lowell missed sending notice about one evening event on Sept 23rd where parents had to use surrounding streets for parking.

Lowell has initiated a Safe Routes to School planning process with DDOT.

Lowell will participate in International Walk to School Day in October and Bike to Work Day in the Spring 2011.

Lowell's expansion plans

Final vote of approval of Lowell's zoning application was received on September 27th. This approval differed from the application only in the size of the parking garage/play field. The structure was modified to increase the distance between the neighboring property and the play field. The final recorded order should be available in the next month or two and will be posted on Lowell's website when received.

The next steps include detailed planning for fundraising, financing, and construction with the goal of starting construction on the first phase by summer 2013.

Construction management was discussed and it was agreed that Lowell will review the construction management plan with the community council prior to starting construction on the expansion.

Community Relations Council business

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Upcoming events:

Wonder's childcare to use Lowell parking on Monday October 11th when school is closed. (Pool is open to the community this day)

Admission tours on Tuesday mornings from October 12th weekly into early January.

Annual Bazaar on Saturday the 23rd from 11-3

Private party on Kalmia to use Lowell parking lot on Wednesday evening October 20th

Weekend events are scheduled nearly every Saturday for the next 6 weeks. Renters are instructed that they are to use on-site parking; they are advised of the parking capacity in advance.

Other business:

A community member offered to provide car seat fitting instruction. This was noted and will be passed on to the appropriate Lowell staff.

A community member noted that the sidewalk adjacent to the Parkside parking lot was not repaired or cleaned up by the city following the August storm that left much damage in its wake.

Next meeting: January 2011 - Specific Date TBD