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September 5, 2013

**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:

- July 17, 2012
- October 16, 2012
- January 22, 2013
- April 16, 2013
- June 11, 2013

Sincerely,

Doug Odom
Associate Head of School and CFO
dodom@lowellschool.org
202-577-2077 direct

Encl.

ZONING COMMISSION
District of Columbia
CASE NO. 97-16A
EXHIBIT NO. 58

**Lowell School Community Relations Council
July 17, 2012 Meeting**

Present: Doug Odom and Debbie Gibbs of Lowell School, Richard Salopek of Bowie Gridley Associates and 4 members from the community.

Meeting time: 6:30 pm to 7:15 pm

Traffic management report:

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

Summer camp has been following the same procedures for traffic management and safety that are in place for the rest of the school year. The split-dismissal in the afternoons has reduced the line of cars on 17th street significantly this year. The shuttle bus service to Rock Creek Forest is also in place again this year which helps reduce the number of cars in the afternoon carpool process.

Lowell's expansion plans

Lowell's conceptual design for Parkside was approved by the Historic Preservation Review Board. The Zoning Commission has set a hearing date for Lowell to present the revised design concept and clarify the timing of the queuing drive aisle scheduled for construction with the gym/pool addition. The revised design was presented to the ANC4A on July 10th and the ANC commissioners voted to support the application to the Zoning Commission requesting approval of the design changes. The School's architect, Bowie Gridley and Associates, is presenting the design to the community members present at the meeting tonight. 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 first day of school is September 4th.

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
October 16, 2012 Meeting

Present: Doug Odom, Joe McQueeney, and Debbie Gibbs of Lowell School and 4 members from the community.

Meeting time: 6:30 pm to 7:20 pm

Traffic management report:

Lowell continues to follow the traffic management plan guidelines. There have been occasional incidents since the beginning of school where parents have parked on Kalmia to drop off or pick up students and these parents have been asked to avoid this behavior per the neighborhood agreement. The vast majority of parents are careful to follow the rules and the Lowell staff on the street combined with MPD presence has significantly improved compliance with the rules.

A community member is helping to get DDOT's attention to address signage and crosswalk needs. These needs were outlined in the Safe Routes to School action plan Lowell and DDOT developed in 2011 but to-date there has been no action from DDOT on the recommendations.

Lowell's expansion plans

Lowell's application to modify the design for Parkside following revisions based on feedback from the CFA and HPRB was approved by Zoning Commission on October 4, 2012. The Zoning Commission voted unanimously to approve the application and clarify the timing of the queuing drive aisle scheduled for construction with the gym/pool addition.

Meanwhile, work continues on the architectural and financing fronts necessary for the project to be ready to start construction in June 2013.

The School reviewed components of the construction management plan in response to questions from community members.

Community Relations Council business

Upcoming events:

- Lowell's annual Fall Bazaar is October 20th 2012.

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 22, 2013 Meeting**

Present: Doug Odom and Joe McQueeney of Lowell School and 2 members from the community.

Meeting time: 6:30 pm to 6:50 pm

Traffic management report:

Lowell continues to follow the traffic management plan guidelines. There have been no reports of infractions by the community.

Lowell installed a stop sign at the driveway exit per a neighbor's request.

Lowell's expansion plans

Lowell filed for a building permit in November 2012. The permit is expected to 5 to 6 months to be reviewed and issued. Construction is still on track to begin in June.

Lowell is preparing to send out invitations to bid on the construction project to pre-qualified general contractors in February and hopes to have selected one by early April.

Financing work is still underway with plans to close on new financing for the school in March or April.

Community Relations Council business

Upcoming events:

- Casino Night on January 26th.
- Spring Break the last week of March.
- Lowell auction to benefit financial assistance on April 20th.

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
April 16, 2013 Meeting**

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

Meeting time: 6:30 pm to 6:50 pm

Traffic management report:

Lowell continues to follow the traffic management plan guidelines. There have been no reports of infractions by the community.

Lowell's expansion plans

Lowell filed for a building permit in November 2012. Construction is still on track to begin in June.

Lowell sent out invitations to bid on the construction in February and has selected Keller Brothers, Inc. to be the general contractor for the project. Lowell has also engaged Kramer Consulting to act a project manager.

Financing for the project closed on schedule April 1, 2013.

There was a discussion amongst the meeting participants regarding some of the elements of the Construction Management plan and anticipated impacts to the community.

Community Relations Council business

Upcoming events:

- Lowell auction to benefit financial assistance on April 20th.
- The last day of school and family picnic will be June 6th.
- Summer camp will begin June 17th.

Other business:

A special meeting of the Community Relations Council will be held prior to the start of construction. The date will be announced as soon as it is determined.

Lowell School Community Relations Council
June 11, 2013 Meeting

Present: Doug Odom and Joe McQueeney of Lowell School;
Rich Salopek of Bowie Gridley Architects;
Tom Hamilton of Keller Brothers, Inc;
Jeff Kramer and Carolina Trujillo of Kramer Consulting;
and 9 members from the community.

Meeting time: 6:30 pm to 7:20 pm

Traffic management report:

Lowell continues to follow the traffic management plan guidelines. The traffic control measures including MPD officers to help with traffic safety will continue during summer camp operations.

Lowell has secured overflow parking for employees at the First United Church on 16th Street to make up for a shortage of on-campus parking during construction. Lowell visitors during the school day will likely need to park on the street sometimes as the on-campus parking will be full with employee cars. Lowell will continue to offer incentives to employees who carpool or use alternative transportation to reduce the number of cars coming to campus.

Lowell's expansion plans

The demolition permit has been issued and construction is on track to begin next week on June 17th. Initial construction activities will include mobilization, fencing, a construction trailer, and interior demolition. The full building permit is in the final stages of review at DCRA and is expected to be issued any day.

The professional team assembled by Lowell is present at the meeting to review the construction project including the schedule, site logistics plan, project contacts, and answer questions from the community.

Many questions were asked by community members mostly pertaining to project logistics and expected impacts on the neighborhood. The project schedule doesn't currently call for consistently working on Saturdays but it may occasionally be necessary to keep the schedule on time.

Community Relations Council business

Upcoming events:

- Summer camp will begin June 17th.

Other business:

The 2013-2014 schedule of Community Relations Council meetings will be published in September.