

TECHNICAL MEMORANDUM

To: Aaron Zimmerman DDOT – PSD

From: Brandon Zhang
William Zeid, PE
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Date: April 14, 2022

Subject: 1301 South Capitol Street, SW
Transportation Demand Management Plan & Loading Management Plan

This document outlines the final loading management plan (LMP) and the final transportation demand management (TDM) for the redevelopment project at 1301 South Capitol Street, Washington DC and addresses comments received from the District Department of Transportation regarding the project's Traffic Statement.

Loading Management Plan

The primary loading facilities for the Project are planned via a curbside loading zone on N Street SW to be located at approximately the existing curb cut that is to be removed. Because this is a mixed-use project, the loading berth will be shared by the residential, retail, and office components of the Project. Usage between retail and residential loading will be managed via a dock manager with residential loading scheduled when the loading areas are not used for retail loading. Tenants will be required to notify the front desk/loading dock manager when moving in or moving out. Retail loading typically occurs between 7:00am and noon. As such, it is anticipated that residential loading activities will primarily be scheduled during afternoon periods. Loading and service vehicles will access and exit the Project from N Street SW.

The goals of this plan are to maintain a safe environment for all users of the site, the loading area, the adjacent streets, and any nearby intersections; minimize undesirable impacts to pedestrians and to building tenants; reduce conflicts between truck traffic using the loading facilities and other users; and ensure efficient operation of the loading facilities through appropriate levels of management and scheduled operations. Consistent with recommended DDOT guidelines, the components of the loading management plan that will be implemented for the life of the project are as follows:

- A loading zone manager will be designated by building management who will be on duty during delivery hours. The loading zone manager will be responsible for coordinating and scheduling loading activities with vendors and tenants and will work with the community and neighbors to resolve any conflicts should they arise.
- Lease provisions will require all tenants to use only the designated loading zone for all deliveries and move-in and move-out activities through coordination with the loading zone manager.
- All tenants will be required to schedule deliveries that utilize the loading zone (any loading operation conducted using a truck 20-feet in length or larger).
- The loading zone manager will schedule deliveries using the loading zone such that the zone's capacity is not exceeded. In the event that an unscheduled delivery vehicle arrives while the loading zone is full, that driver will be directed to return at a later time when the loading zone will be available so as to not compromise safety or impede N Street SW functionality.

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- The loading zone manager will schedule residential loading activities so as not to conflict with retail deliveries. All residential loading will need to be scheduled with the loading zone manager and it is anticipated that residential loading will take place primarily during afternoons, when the retail loading activity is minimal.
- The loading zone manager will monitor inbound and outbound truck maneuvers and will ensure that trucks accessing the loading zone do not block vehicular, bike, or pedestrian traffic along N Street SW except during those times when a truck is actively entering or exiting a loading zone.
- Service vehicle/truck traffic interfacing with N Street SW 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 zone manager will monitor the timing of the retail and residential deliveries to see if any adjustments need to be made to ensure any conflicts with the retail loading and residential loading activities are minimized.
- Trucks using the loading zone 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). The loading zone 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 loading zone manager will also post these materials and other relevant notices in a prominent location within the loading area.
- The loading zone 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 zone as well as notifying all drivers of any access or egress restrictions (ex. N Street SW one-way westbound only).
- "No Parking: Loading Zone" or comparable signage and placards will be used to demarcate the loading zone, and "No Parking" signs will be used to demarcate the pick-up/drop-off area. The exact restrictions and placards will be determined by DDOT's Curbside Management Division (CMD) during public space permitting.
- The loading zone manager will use traffic cones to block off the loading zone and actively manage deliveries and movements/outs.
- The loading zone manager will call 311 to obtain DPW enforcement of the parking restriction in the loading zone and pick-up/drop-off zone as needed.
- The loading zone manager will encourage and facilitate residents obtaining "Emergency No Parking" signs from DDOT if there is observed non-compliance with the parking restriction in the loading zone.
- The Applicant will provide a curbside management and signage plan, as well as a copy of this LMP, in the public space construction permit application to remind the Curbside Management Division (CMD) of what was agreed to.
- The Applicant will submit and receive approval from DDOT for a curbside management plan.
- Loading for trash pick-up will take place curbside on N Street SW. Trash containers will be stored internal to the building and rolled out the walkway along the western edge of the building to the curb on N Street SW. The loading manager will coordinate with trash pick-up to minimize the time trash trucks need to use the curbside loading area.

Transportation Demand Management

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 baseline TDM plan for the proposed project is based on DDOT expectations for TDM programs for developments of this type and size. As such, the applicant proposes the following baseline TDM measures for the entire development and each of the uses onsite:

Site-Wide TDM Plan

- Identify Transportation Coordinators for the planning, construction, and operations phases of the office units within the development. There will be a Transportation Coordinator for each retail and office tenant and the entire residential component/building. 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, 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 subscribe to the applicable goDCgo's newsletters and receive TDM training from goDCgo to learn about the TDM conditions for this project and available options for implementing the TDM Plan.
- Provide a copy of the Loading Management Plan (LMP) to the Transportation Coordinator so they are aware of this commitment.
- Post all TDM commitments on website, publicize availability, and allow the public to see what commitments have been promised.
- Provide a SmarTrip card and a complimentary Capital Bikeshare coupon good for one ride to each new resident and employee.
- Provide residents and employees who wish to carpool with detailed carpooling information and will be referred 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.
- Will meet ZR16 short- and long-term bicycle parking requirements. Long-term bicycle space will be provided free of charge to residents. 24 long-term bicycle parking spaces will be provided by the development, which represents six (6) spaces, or thirty-three percent, of additional long-term bicycle parking beyond the zoning required 18 spaces. A minimum of 12 long-term bicycle parking spaces (50%) will be designed to be installed horizontally on the ground.
- Long-term bicycle storage rooms will accommodate non-traditional sized bikes including cargo, tandem, and kids bikes with a minimum of two (2) spaces designed for longer cargo/tandem bikes, and a minimum of 10% of spaces will be designed with electrical outlets for the charging of electric bikes. There will be no fee to the residents for usage of the bicycle storage room.
- Following the issuance of a Certificate of Occupancy for the Project, the Transportation Coordinator shall submit documentation 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 substantial compliance with the transportation and TDM conditions in the Order, unless no longer applicable as confirmed by DDOT. If such letter is not submitted on a timely basis, the Applicant shall have sixty (60) days from date of notice from the Zoning Administrator, DDOT, or goDCgo to prepare and submit such letter.

Residential TDM Plan

- Provide welcome packets to all new residents that should, at a minimum, include the Metrorail pocket guide, brochures of local bus lines (Circulator and Metrobus), carpool and vanpool information, CaBi coupon or rack card, Guaranteed Ride Home (GRH) brochure, and the most recent DC Bike Map. Brochures can be ordered from DDOT's goDCgo program by emailing info@godcgo.com.

Retail TDM Plan

- 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 customers and patrons discouraging parking on-street in Residential Permit Parking (RPP) zones.

Office TDM Plan

- Transportation Coordinator will notify goDCgo each time a new office tenant moves in and provide TDM information to each tenant as they move in.
- Transportation Coordinator will provide links to CommuterConnections.com and goDCgo.com on property websites.
- 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 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, such as the Parking Cash-out Law.