

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
OFFICE OF THE ZONING ADMINISTRATOR**



June 27, 2011

VIA EMAIL

Phil Feola
Goulston & Storrs, P.C.
1999 K Street, NW, Suite 500
Washington, DC 20006

Re: Community of Hope, Mixed Use Building, 4 Atlantic Street, S.W.

Dear Mr. Feola:

Pursuant to our meeting on May 25, 2011, I would like to memorialize our discussion related to a proposed mixed use, office/medical (as such uses are defined in the Zoning Regulations) building at 4 Atlantic Street, S.W. ("Building"). I have reviewed the attached description of the proposed Building that the Community of Hope ("COH"), a non-profit community service organization, plans for 4 Atlantic Street, S.W., in Ward 8, in order to determine the amount of vehicular parking needed to accommodate the mix of uses on the site.

The site is in the C-2-A Zone District. The parking requirement for an office use in the C-2-A zone is one space for each 600 square feet of space devoted to office use. The parking requirement for medical office/clinic in the C-2-A Zone is one space for each 300 square feet devoted to medical use for that portion of a building devoted to that use. There is an allowance for the first 2,000 square feet of gross floor area for uses in this zone.

It is my understanding, based on preliminary design characteristics, that the building will be a four-story structure. It is also my understanding that the 2nd and 3rd floors of the building will be devoted entirely to medical/dental uses, while the 4th floor will be devoted entirely to office use for the administration of COH's District-wide programs.

Based on the outline of uses provided by COH (attached to this letter), the rooms on the first floor identified as A-I (yellow) will be classified as office, a part of COH's general administration; and Rooms identified as K-M (pink) will be classified as medical. The remainder of the first floor will be classified as "common" to both uses and parking requirements will be assigned pro-rata.

Provided that the actual uses are consistent with the attached description and the actual square footage is confirmed at the building permit application stage, after splitting the 2,000 square foot credit equally between the two uses, parking requirements for this building will be as follows:

<u>Floor</u>	<u>Area</u>	<u>Use</u>	<u>Parking</u>
2 nd	11,942	Medical	36
3 rd	12,572	Medical	42
4 th	12,572	Office	19
1 st	757	Medical	3 (13%)
1 st	5240	Office	9 (87%)
1 st	6737	Common	13 (pro-rata)
Total			122

Consequently, a total of 122 parking spaces will be required pursuant to the Zoning Regulations to accommodate the construction of this building as it is depicted on the attached plans.

Sincerely, Matthew Le Grant

Matthew Le Grant
Zoning Administrator

Attachment

Community of Hope
Health and Resource Center – 4 Atlantic Street, SW

Community of Hope's Health and Resource Center at 4 Atlantic Street, SW will be a mixed used building that will encompass both medical care as well as office uses for Community of Hope as an organization. The building is divided into the following:

- 1st floor – mixed use of some medical and the rest office use. The first floor is visualized as a “resource center” for the needs of the community, regardless of whether people are patients for medical care or not. Though there is some medical care (primarily two medical exam rooms), the functions of most of the other space would occur regardless of if there were medical or dental care being provided in the building.
- 2nd floor – dental services and behavioral health services, hence all medical use
- 3rd floor – medical care
- 4th floor – relocation from Dupont Circle of Community of Hope's current headquarters and social services staff working with our programs for homeless families, hence all office use

The first floor uses are as follows, using the attached diagram as a key:

- A) Large conference room and small kitchen to be used for all-staff meetings (total of 100+ staff in the entire organization), education sessions for clients across all of Community of Hope's programs (such as nutrition for parents, yoga, budgeting, etc), a resource for the community for ANC or other meetings, etc. *Designated as office for zoning purposes. (1500 sf)*
- B) Two small conference rooms to be used for small groups as outlined in A above. *Designated as office for zoning purpose. (720 sf)*
- C) Suite for building administration – maintenance staff, facilities manager, building manager, IT needs for the whole organization. *Designated as office for zoning purposes. (550 sf)*
- D) Storage room for chairs, audio visual for conference room. *Designated as office for zoning purposes. (250 sf)*
- E) Call center for phones for the entire organization, scheduling for appointments at three health centers around the city. *Designated as office for zoning purposes. (245 sf)*
- F) Office for volunteers for the organization, signing in, doing orientation, filling out paperwork, etc. *Designated as office for zoning purposes. (150 sf)*
- G) Extra space for office, storage, breastfeeding for relevant staff per best practices. *Designated as office for zoning purposes, (673 sf)*
- H) Two exam rooms to be used for initial triage, walk-in patients, etc. *Designated medical for zoning purposes. (432 sf)*
- I) 2nd reception desk for walk in patients or people wanting to make an appointment. *Designated medical for zoning purposes. (720 sf)*

- J) Cubicle for enrolling medical and dental patients on sliding fee scale in the building.
Designated medical for zoning purposes. (323 sf)
- K) Cubicles for other resources for the community, not related to medical care. It might be free tax service, enrollment in housing subsidy programs, visits from Department of Employment Services, etc. *Designated as office for zoning purposes. (132 sf)*
- L) Waiting room for those waiting for triage (small amount) or those waiting for resources identified above. *Small amount for medical, rest for office. (32 sf)*
- M) Gray spaces and white spaces are common areas – lobby, elevator, restrooms, stairs, shower, mechanical and electrical, receiving. This space would be allocated based on the percentage of the first floor that is used for medical versus office use.

Summary:

Floor	Area	use	Parking	Notes
4th	12,572	office	19	
3rd	12,572	Medical	42	took 1,000 out
2nd	11,942	Medical	36	took 1,000 out
1st	757	medical	3	13%
	5,240	office	9	87%
	6,737	common	13	pro-rated based on percentage of first floor
Basement Area	230	N/A	N/A	Sub basement - no program use
Total	50,050		122	

1st Floor Analysis

Office	
A	1500
B	720
C	550
D	250
E	245
F	150
G	673
H	432
I	720
Total	5240

MEDICAL	
J	323
K	132
L	72
M	230
Total	757

COMMON	
N (Total)	6737

TOTAL 1ST FL.	12734
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