

**MEMORANDUM**

**TO:** District of Columbia Board of Zoning Adjustment  
**FROM:** Stephen Gyor AICP, Case Manager  
Joel Lawson, Associate Director Development Review  
**DATE:** September 3, 2013  
**SUBJECT:** BZA Case 18604, 3400-3410 Prospect Street NW (Halcyon House)

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**I. OFFICE OF PLANNING RECOMMENDATION**

The Office of Planning (OP) recommends **approval** of the following:

**A special exception pursuant to § 217 of Title 11 DCMR**, to permit the use of a historic residential building by a nonprofit organization, subject to the following conditions:

1. Approval shall be for a period of five (5) years.
2. The Property shall be used only for a 501(c)(3) nonprofit organization focused on the fields of fine arts, cultural understanding, global resilience (including the fields of science, technology, business, innovation and emergency response), and medical or pharmaceutical research.
3. A maximum of twelve (12) nonprofit employees may work on-site.
4. The hours of operation shall be as follows:
  - a. Non-profit offices:

Monday through Friday, 7 AM to 8 PM, with hours extended daily and on the weekends as required for the non-profit's use.
  - b. Events at the S&R Foundation:

Monday through Thursday, 10 AM to 4 PM; 7 PM to 10 PM  
Friday and Sunday, 10 AM to 11 PM  
Saturday, 9 AM to 11 PM
  - c. International Institute for Global Resilience Research Program:

Up to twelve (12) weeks annually between June 1 and August 31
  - d. Incubator:

Up to nine months annually between September 1 and May 31



5. The maximum number of events per year shall be as follows:

Event Type	Participants	Max. # of Events
International Institute for Global Resilience (educational events)	1-20	24
	21-50	16
International Institute for Global Resilience Research Program	8	1
Illuminate (Incubator)	1-4 per project	2-4 projects
S&R Foundation Events (including Illuminate Speaker Series, Illuminate conferences and seminars, other educational conferences, seminars, and events pursuant to the Foundation's missions, and three civic/fundraising events)	1-50	12
	51-100	12
	101-200	8
	201-350	3
<b>TOTAL (excl. residency programs)</b>		<b>75</b>

6. The Applicant shall adhere to the following guidelines when scheduling an event with more than 200 guests:

- a. The event shall be scheduled coincident with any period in which Georgetown University Academic Calendar reflects a holiday recess during the months of September to May, or during the months of June through August.
- b. The event shall be scheduled on a Saturday or Sunday.
- c. The events with more than 200 guests must end no later than 11 PM and no vendor loading or pick-up may occur after 10 PM or before 10 AM.

7. The Applicant shall minimize traffic and noise impacts by employing the following measures:

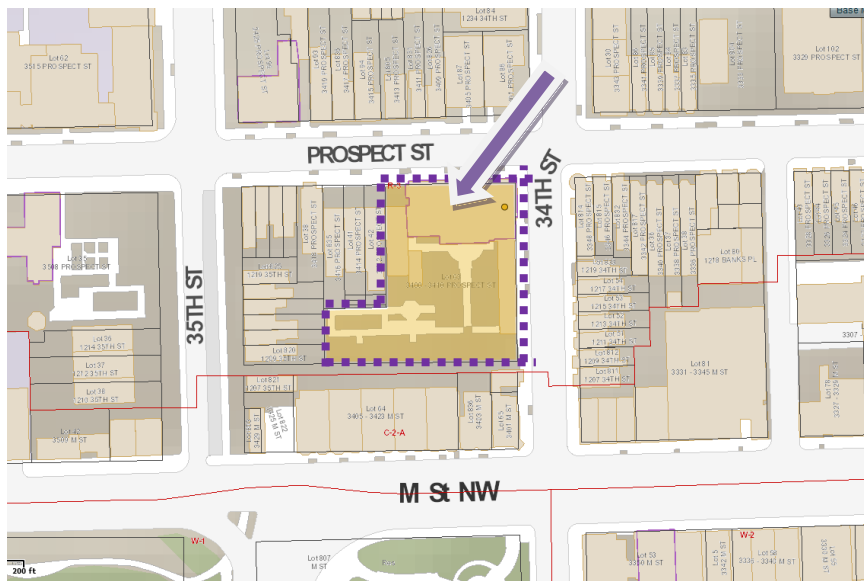
- a. The Applicant shall maintain an adequate supply of furnishings for events, such as tables and chairs, to preclude noisy unloading and loading of furnishings;
- b. The Applicant shall create a turn-around in the rear parking area;
- c. All guests shall be informed in advance of the parking policies and operations for events as follows:
  - 1. For events with forty (40) or less guests the Applicant's staff or a valet company may park guests' vehicles in the rear parking court;
  - 2. For any events with more than forty (40) guests but less than 150 guests, the guests shall be directed to utilize complementary valet parking with unloading and loading on Prospect Street, and the valet company shall utilize satellite parking lots, with priority given to satellite lots on the north side of M Street, NW and west of Wisconsin Avenue, NW;
  - 3. For events with more than 150 guests, the valet company shall provide shuttle van service from the satellite parking lot to the Property, with loading and unloading of the shuttle vans to occur at the Property along Prospect Street with valet assistance.
  - 4. The Applicant shall submit an application(s) to establish a valet parking zone in front of Halcyon House along Prospect Street for event days, as needed pursuant to these Conditions.

5. Passenger vans used in connection with an event shall be no larger than approximately 20-feet in length.
  - d. All vendors shall be informed in advance of the parking policies and operations for events as follows:
    1. Vendor unloading and loading may occur daily between the hours of 10 AM until 4 PM and from 7 PM until 10 PM.
    2. Noisy vendor breakdown and loading shall occur before 10 PM or shall take place on the following business day between the hours of 10 AM until 4 PM and from 7 PM until 10 PM.
    3. Vendors using vans under 20 feet in length shall be directed to utilize the rear parking court off of 34<sup>th</sup> Street, or the townhouse lot for loading and unloading purposes. Loading by vehicles over 20 feet in length shall not be permitted at the rear of the Subject Property and would only be permitted in designated areas along Prospect Street.
    4. For the three annual events with more than 200 people, vendors may utilize the rear parking court Monday through Sunday between the hours of 10 AM and 4 PM, and 7 PM to 10 PM.
    5. Trucks associated with noisy vendor breakdown and loading shall depart the Property before 10 PM.
    6. Valets and other staff associated with events, including, for instance, cooks, caterers, and janitors, shall leave the Property within two hours after the event concludes but in any event, before 12 AM.
    7. Vendors used in connection with an event shall be instructed that idling in the neighborhood is prohibited.
  - e. The Applicant shall provide monitoring and oversight of the valet operations for an event over 200 guests, including information regarding the number of guests, valet queues, capacity and usage of parking facilities utilized for the event, the total number of valet staff operating the valet stand (as needed), and number of cars parked by valet, with a report to be submitted annually with the DDOT Policy and Planning Staff to review parking and traffic issues, and the Applicant shall take appropriate corrective measures, as necessary.
  - f. Employees shall park on-site in the rear parking court.
  - g. The Applicant shall utilize satellite parking facilities north of M Street NW and west of Wisconsin Avenue, NW.
  - h. Resident participants in the IIGR Research Program and Illuminate Incubator with cars shall be prohibited from parking on-site and shall provide evidence to the Foundation of parking in off-street locations.
8. Attendees at IIGR events may reside on-site for the duration of the meeting and/or seminar.

9. Resident participants in the International Institute for Global Resilience Research Program shall reside and research at the Property for periods up to twelve weeks during the months of June through August.
10. Resident participants in the Illuminate Incubator shall reside and work at the Property for periods up to nine months during the months of September through May.
11. No amplified music shall be permitted on the outside grounds of the Subject Property.
12. The Applicant shall establish a neighborhood liaison to address concerns and provide information about events and activities to property owners within 200 feet of Halcyon House. The Applicant shall maintain a website that shall include a neighbors' section to provide notice of upcoming scheduled events.

## II. LOCATION AND SITE DESCRIPTION

Address	18604, 3400-3410 Prospect Street NW
Legal Description	Square 1204, Lot 63
Ward	2
Lot Characteristics	Large, unusually shaped lot fronting on Prospect Street NW. 34 <sup>th</sup> Street NW is located to the east.
Zoning	R-3: Permits matter-of-right development of single-family residential uses (including detached, semi-detached, and row dwellings)
Existing Development	Historic mansion and adjacent townhouse, permitted in this zone.
Historic District	Georgetown
Adjacent Properties	North, East and West: West: single family and multifamily dwellings South: Retail uses facing M Street across the 10 ft. alley
Surrounding Neighborhood Character	The neighborhood primarily consists of historic single family and multifamily dwellings. Retail uses are located along M Street.



**Subject Property**

### III. BACKGROUND

The Subject Property, known as Halcyon House, consists of approximately 22,172 sf. of land. It is developed with a historic mansion built in 1787, as well as an adjacent 2,900 sf. townhouse. Halcyon House is located within the Georgetown Historic District, and is listed as a landmark on the D.C. Inventory of Historic Sites.

Halcyon House is served by a rear parking court measuring approximately 166 feet long by 22 feet wide and accessed via a driveway along 34th Street NW. The rear parking court currently includes spaces for 24 vehicles. Halcyon House is also served by a small parking pad located in front of the

townhouse adjacent to the west side of the main house, Vehicular access to the rear of the property is currently via a curb cut on 34th Street.

The S&R Foundation, (the “Applicant”) a 501(c)(3), non-profit corporation, located its headquarters in 2012 in the historic Evermay in Georgetown pursuant to BZA Order No. 18315.

#### **IV. APPLICATION IN BRIEF**

The Applicant is requesting a Special Exception under § 217 to conduct its operations, seminars and events at Halcyon House. The Applicant proposes to use the Subject Property, including the buildings and associated land, for the purposes of a nonprofit organization, and for residential quarters for the property owner. The S&R Foundation was established in 2000 to promote scientific research and artistic endeavors among young people. In 2011 the Foundation expanded its mission to include promoting the exchange of knowledge and recommendations for the appropriate response and management of emergencies, such as earthquakes, tsunamis and hurricanes.

The Applicant would use the Subject Property for the following:

- As a headquarters for one of its divisions, the International Institute of Global Resilience (IIGR), at Halcyon House. IIGR is a think tank dedicated to improving and enhancing the readiness and professionalism of the Emergency Management community through education and research.
- As a location for Illuminate at Halcyon House. Illuminate convenes individuals in a broad range of fields, including the arts, sciences, and international relations. Illuminate would hold events associated with these programs, such as seminars, presentations and fundraisers.
- To conduct a few events associated with the S & R Foundation’s other programs, including Overtures and the Global Leadership Program, as well as a number of events for third party non-profit or corporate organizations that share one or more of S&R Foundation missions.

Over the course of a five-year development period, up to 75 events are proposed to take place at Halcyon House annually in addition to the short-term IIGR residency and Illuminate incubator residency programs, four, three-week art exhibits, and the business offices of the Foundation programs. 40 of the 75 events are associated with IIGR meetings and seminars, and all of those seminars and meetings are planned for fewer than 50 persons, with more than half planned for 20 or fewer attendees.

The offices of the nonprofit organization would be located on-site and would operate between the hours of 7:00 a.m. and 8:00 p.m., Monday through Friday, with occasional weekend hours between the hours of 7:00 a.m. and 5:00 p.m. Up to twelve (12) staff members would be employed on-site and all would park on-site if arriving by private automobile. Office hours would be spread over a large time period so as not to require all employees to arrive and leave at the same time.

**V. ZONING REQUIREMENTS and REQUESTED RELIEF**

<b>R-3 Zone</b>	<b>Regulation</b>	<b>Existing</b>	<b>Proposed</b>	<b>Relief</b>
Non-Profit Organization	NA	NA	NA	<b>Relief required</b>

**VI. OFFICE OF PLANNING ANALYSIS**

**i. Special Exception Relief pursuant to § 217, Non-Profit Organizations**

*217.1 The use of existing residential buildings and the land on which they are located by a nonprofit organization for the purposes of the nonprofit organization shall be permitted as a special exception in an R-1 District in the following instances if approved by the Board of Zoning Adjustment under § 3104, subject to the provisions of this section:*

*(a) If the building is listed in the District of Columbia's Inventory of Historic Sites contained in the comprehensive statewide historic preservation survey and plan prepared pursuant to § 101(a) of the National Historic Preservation Act, approved October 15, 1966 (80 Stat. 915, as amended; 16 U.S.C. § 470a), or, if the building is located within a district, site, area, or place listed on the District of Columbia's Inventory of Historic Sites; and*

*(b) If the gross floor area of the building in question, not including other buildings on the lot, is ten thousand square feet (10,000 ft.<sup>2</sup>) or greater;*

The S & R Foundation is a nonprofit organization founded in 2000. The Subject Property is located within a residential zone (R-3), located within the Georgetown Historic District, and is listed as a landmark on the D.C. Inventory of Historic Sites. The main building on the property, the mansion, consists of 23,400 square feet of gross floor area, in excess of the minimum required 10,000 square feet. Therefore, the application is in conformance with this criterion.

*217.2 Use of existing residential buildings and land by a nonprofit organization shall not adversely affect the use of the neighboring properties.*

Use of the Subject Property by a nonprofit organization should not adversely affect the use of neighboring properties. Most Nonprofit activities would occur during business hours, Monday through Friday, 9 a.m. to 6 p.m. Most events would be attended by fewer than 50 persons. In addition, no more than nine Foundation employees would have offices at the Subject Property.

OP recommends that the proposed use be approved for a period of five years to provide an opportunity to address any community issues with the operation of the nonprofit organization.

- 217.3 *The amount and arrangement of parking spaces shall be adequate and located to minimize traffic impact on the adjacent neighborhood.*

The Transportation Impact Study submitted by the Applicant, dated August 5 2013, concluded that the Applicant's proposal would not have an adverse impact on the traffic and parking in the surrounding community. On-site parking is limited to 24 vehicles. This space is expected to accommodate up to 6 vehicles to be used by full-time employees who staff the IIGR offices during typical weekday business hours. Therefore, there is availability for up to 18 additional vehicles for some of the smaller events.

DDOT expressed concern with the inability for vehicles to turn around in the rear court to facilitate "head-in" and "head-out" maneuvers. The Applicant is investigating the feasibility of installing a vehicle turntable at the western end of the rear court to turn most vehicles around so that vehicles may exit the rear court "head on" onto 34th Street. The turntable would reduce the available on-site parking spaces at the rear to 18. If feasible, OP supports the installation of the turntable and DDOT's recommendation that all on-site parking accessed from 34th Street NW shall be "head-in" and "head-out".

According to the Transportation Study provided by the Applicant, extensive loading activity is not expected for most of the events at Halcyon House, except for some of the few larger events which may require more than one delivery. The Applicant proposes to conduct loading activities at the rear of the property, accessed from 34th Street. Given the grade of the street and sight-line difficulties, conducting loading activities with trucks longer than 20 ft. along 34th Street NW could result in potential safety issues. OP supports DDOT's recommendation that loading for trucks longer than 20 feet long shall only be permitted along Prospect Street NW.

- 217.4 *No goods, chattel, wares, or merchandise shall be commercially created, exchanged, or sold in the residential buildings or on the land by a nonprofit organization, except for the sale of publications, materials, or other items related to the purposes of the nonprofit organization.*

The application indicates that no goods, chattel, wares or merchandise would be commercially created, exchanged or sold in the residential building or on the land, except for the possible sale of publications, materials or other items related to the purposes of the S & R Foundation.

- 217.5 *Any additions to the building or any major modifications to the exterior of the building or to the site shall require the prior approval of the Board. The Board shall refer any proposed additions or modifications to the State Historic Preservation Officer, who, acting with the advice of the D.C. Professional Review Committee for nominations to the National Register of Historic Places, shall provide the Board with a report to determine possible detrimental consequences that the proposed addition or modification may have on the architectural or historical significance of the building or site or district in which the building is located.*



The Applicant's proposal does not include additions to the Halcyon mansion or any major modifications to the exterior of the buildings associated with the Foundation's use.

**b. Special Exception Relief pursuant to § 217**

**i. Is the proposal in harmony with the general purpose and intent of the Zoning Regulations and Zoning Maps?**

The proposal would be in harmony with the general purpose and intent of the Zoning Regulations. Section 217 of the Zoning Regulations is intended to provide for the operation of nonprofit organizations within large historic structures, as proposed by the subject application.

**ii. Would the proposal appear to tend to affect adversely, the use of neighboring property?**

Hours of operation for the various types of events proposed, provisions for parking and loading, and restrictions on outdoor amplified music all serve to ensure that the proposed use would not tend to adversely affect the use of neighboring property.

**VII. COMMUNITY COMMENTS**

As of this writing, OP has not received comments from the ANC or the neighbors.