

**Master Plan for  
Friends Meeting of Washington**  
Washington, DC

**CHATELAIN** *Architects, p.c.*  
3516 Connecticut Avenue, N.W.  
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June 25, 2006

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**Executive Summary**

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## **Executive Summary**

### **Project History**

In early 2005, Friends Meeting of Washington (FMW) engaged Chatelain Architects, p.c. to prepare a Master Plan. This Master Plan Report is the culmination of the extensive study of the existing property, its facilities, usage needs, natural aspects of the site, professional engineering reports, zoning regulations, historical regulations, FMW goals and strategic plan. Equally important has been the continuous dialogue with the Planning Committee, reference to reports outlining FMW long-term goals, interviews with all user groups and input from other Friends over the last year. From these discussions, studies and on-site observations a detailed Program of Requirements was developed, outlining the spatial needs of FMW. At the conclusion of these program discussions, goals and priorities were developed.

Dialogue with FMW has produced a clear vision of their philosophies and goals for the Master Plan. FMW has embraced a strategy to improve the years-neglected structures and infrastructures that comprise their Florida Avenue property, with the intention of solving many persistent deficiencies and creating spaces that afford opportunities to welcome a larger quantity and variety of on-site uses consistent with the manner of Friends. By supporting this approach, FMW can be more flexible for many decades and will ensure their long-term presence at their current home.

The culmination of this research, dialogue and strategy is the 2006 Master Plan for Friends Meeting of Washington. It proposes three different plan options for consideration, each of which satisfies certain amounts of the original list of program requirements, provides varying opportunities for improvement of space use, and offers corresponding cost impacts.

## Strategic Plan and Goals

In October 2003, the Faith, Facilities and Financial Realities Task Force issued their Final Report which listed the “steps we should take to work toward providing our community with a secure future” based on “the goals that Friends seem to agree should be our top priorities.”

Relative to work provided for the Master Plan, those goals included:

- Design for Universal Access
- Creating a Welcoming Facility for a Variety of Uses
- Remodeling to Achieve Increased Accessibility and Flexibility
- Determining the use and future of Quaker House
- Improvement of the grounds and gardens

In May 2005, FMW compiled a draft statement of FMW program, the contents of which were partly referenced as the goals in the generation of the Master Plan as follows:

1. Conduct deeply-centered, regular unprogrammed worship in the manner of Friends for groups of two to more than one hundred at a time, as well as for weddings and memorials for groups of as many as three hundred under the care of the Meeting.
2. Provide a welcoming community for members and visitors of all ages and differing abilities via an attractive, comfortable, useful property...
3. Provide an attractive, comprehensive area of resource for Quaker study (i.e. library).
4. Conduct meaningful activities, meetings and classes of a variety of types for small and large groups.
5. Provide peaceful opportunities for individual Quaker meditation, study and contemplation.
6. Provide resources and spaces for personal and community development and opportunities for service – on committees, in other Meeting activities and in the wider D.C. community.
7. Provide an environment for healthy, spirit-led conduct of Quaker business in Meetings for Worship with Concern for Business, in threshing sessions and in committee culture.
8. Find and employ appropriate, manageable, effective, affordable ways to maintain and revitalize Meeting property and activities.
9. Recognize limitations of the capabilities of the Meeting, and apportion resources accordingly during efforts to realize these goals.

10. Encourage a healthy balance of worship, service, social and study activities.
11. Encourage membership in the Religious Society of Friends and FMW and interpret its meaning.
12. Recognize the challenges of accommodating all these goals in the diverse, transient and very busy urban setting, focusing on how to accommodate the greatly varied individual modes of participation.
13. Provide special outreach to young adults, ethnic minorities, social minorities, and Friends from all branches of the Religious Society of Friends.
14. Expand visibility of the Quaker life and testimonies within the DC area by means of well-run events, valuable service and well-conceived communications.
15. Work in partnership with other area organizations, Quaker and otherwise, to further shared values that relate to our Quaker testimonies and concerns via liaisons, events and use of meeting space.
16. Actively participate in and call upon the resources of the wider Religious Society of Friends in ways that support its organizations and in turn strengthen our own community.
17. Maintain and share attention to a worshipful spirit.

**Analysis**

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## **Site Analysis**

### **Zoning**

Friends Meeting of Washington (FMW) occupies a total building footprint of approximately 7,700 square feet on its 28,083 square foot (28,902.31 sqft per record) Lot 47, Square 2515 along Florida Avenue, NW in Washington, DC. The entire property was originally comprised of one lot in the early 1920s (Lot 45), which was then subdivided twice more in 1930 to accommodate one lot each for both buildings of the Quaker House (Lot 806 & 807). These three subdivided lots were then rejoined in January 1971 into the current, single Lot 47.

The property is zoned “E / R-3 – Row Dwellings and Flats Within Embassy Overlay Area”. This zone allows for zero setback at front and side yards with some restrictions and requires a 20 foot minimum rear yard setback as measured from the centerline of the street. If a side yard is provided, the minimum width is 8 feet. The minimum lot area of 4,000sf and minimum width of lot of 20 feet are both satisfied. Future exploration into reversion of the lot subdivisions back to Lot 806, Lot 807 and Lot 808 would still yield acceptable lot configurations based on the current zoning regulations.

Maximum allowable height of built structures (excluding ornamental spires, etc.) is 40 feet and 3 stories. No Floor Area Ratio (FAR) is prescribed for the R-3 Zone. However, maximum percentage of lot occupancy is 60%. The existing lot coverage is 26%.

Future use of existing and/or new facilities as proposed by the Master Plan must consider that the existing Quaker House is a “non-conforming structure”. Any additions to this structure may require review by the DC Board of Zoning Adjustment.

### **Site Topography**

The site is sloped high to low from the Northwest corner to the Southeast. Along the rear yards the property is bounded primarily by tall retaining walls which hold back neighboring soils at higher levels. As shown on the existing site plan, these various walls are located inside, outside and directly on the property line, which presents ownership issues should work be required to improve any portion of them. An original stone wall with iron fencing acts to retain the site soil mostly at the Southeast corner.

The locations of the buildings within the topography make them vulnerable to groundwater and runoff infiltration. Water infiltration has occurred regularly over the life of the buildings and presents an undeniable risk to their continued integrity and use. There is no evidence that any reliable waterproofing measures were incorporated into the original 1930s construction of any building on the property. All of the drainage and geotechnical reports that FMW has

commissioned note the potential for long-term damage to basement walls, foundations and nearby retaining walls if the infiltration is not corrected as soon as possible. The most current geotechnical report by Professional Consulting Corporation outlines recommendations for action which should be considered.

- The resolution of storm water issues is a prerequisite before implementation of any other work on the property.

### **Vegetation**

The property is lightly populated with trees, mostly around the periphery. A few large diameter trees occupy the property and hold special historical value to the Meeting and should be saved wherever possible. Trees in the front and rear of the property serve as a screen between noisy public roads and neighboring buildings, respectively. Newer trees can easily be relocated in any new development scheme.

The green space on the property is underutilized mainly due to inaccessibility and lack of care. Routine maintenance is currently not a budget item. Low-cost, low-maintenance solutions should be considered, including the use of automatic landscape irrigation, fed from a rainwater/greywater cistern if possible. These spaces also suffer from inadequate runoff distribution.

### **Soils**

Previous geotechnical reports note that the site is mainly comprised of “fat clay” and/or “sandy fat clay” below the variegated topsoil level. No unusual problems were encountered. The remainder of the site is likely comprised of the same material. Existing reports do not clearly state if this soil is able to be compacted. A geotechnical engineer should be engaged to analyze these reports and make necessary recommendations for any new footing designs.

### **Sun and wind**

The site is surrounded by dense, urban development and is not subject to extraordinary wind loads. However, given its location amongst surrounding tall trees, strong storms can produce a significant amount of falling branches, limbs and debris.

Due to their open layout within the site, the front and rear “gardens” are able to benefit from some breeze which suits them for gatherings and outdoor events. Breezes tend to waft down Phelps and Decatur Place, flowing down across the site. This may provide some relief from stagnant summer air, but is not significant enough to reduce cooling loads.

The arrangement of trees along Decatur Place provides good shading for the south-facing facades. Solar load during summer time is not extreme. However, the roofs of these buildings incur most of the heat load and additional insulation may be required.

### **Master Plan Strategies:**

- Extensive site work will be a part of any new construction in order to mitigate water runoff and drainage issues. The geotechnical report by Professional Consulting Corporation outlines recommendations which should be incorporated in any new work.
- A landscape architect should be consulted to determine which plantings may help naturally reduce the current drainage problems, in addition to beautifying the area and improving the area’s outdoor air quality.
- Consideration should be given to the cultivation of both the existing front yard garden and a new rear yard garden. Each may serve different functions, private or public. The opportunity to create garden oases in an urban setting should be considered.

## **Environmental & Sustainable Strategies**

Friends Meeting of Washington currently resides in buildings which were designed without the benefit of environmental strategies commonly employed today. As a result, the buildings may begin to suffer from “sick building syndrome” and will pose health threats to occupants unless remedied. Health concerns center around indoor air quality, lighting levels and potentially carcinogenic materials. Current building codes now require large amounts of fresh air to all spaces, especially educational and children’s spaces, in order to avoid stale air that can harbor molds and other health problems. Although not strictly mandated by codes, reliable temperature regulation within spaces also improves the indoor air quality and comfort. The current HVAC systems are a mix of generations and types which are barely sufficient to accommodate current spaces, and some of which are well past their expected useful lifespan. Current codes may require installation of smoke detectors and other sensors in ducts serving certain spaces.

A good balance of artificial and natural lighting at appropriate levels is crucial to occupants’ well-being. Almost all rooms receive light through windows but the Assembly Room and other “underground” rooms nonetheless suffer from a cramped feel. Energy usage for lighting is not extreme now, but can be managed better by including automatic motion and/or light level sensors in rooms. Long-life lamps should be considered, despite their higher initial cost, to reduce maintenance calls and reclaim valuable storage space currently used for replacement lamps.

The Building Condition Study by Kvell-Corcoran notes the presence of asbestos-containing materials in a few areas of the buildings. Although most are currently encapsulated and out of harm’s way, any future improvements to the buildings may require removal of these materials. Lead paint was also found to be exposed in some areas, but only outdoors – lead paint is certainly used indoors but has been satisfactorily encapsulated. Water infiltration problems will continue to cause flaking paint, plaster damage, and possible mold growth. Long-term strategies should solve these problems and promote prevention of health issues. The incorporation of “green” materials in renovation and new construction will help prevent the onset of any potential “sick building syndrome” and can help improve indoor air quality for the foreseeable future.

### **Master Plan strategies:**

- Examples of “green” building opportunities are:
  - Passive and/or active solar panels on the property – on new and/or existing structures and roofs. Approval from the DC Historic Preservation Review Board will be required.

- Increased reliance on daylighting. Every room (besides service functions like restrooms and kitchen) should receive daylight, even if it is indirect.
- Automatic light sensors and light switches in rooms. These will help avoid the costly dilemma of lights being left on when rooms are unoccupied as well as reduce the burden of whoever is tasked with turning off all lights on a regular basis. Long life lamps should be installed throughout. Energy bill reductions can be significant.
- Automatic thermostats and properly coordinated HVAC zoning. Always-on, single zone heating and cooling can be eliminated in favor of systems which can provide specific heating and cooling to individual zones on demand. Arrangement of rooms in plan should also consider how each is served efficiently by the HVAC system. This, along with Energy Star rated HVAC equipment, can significantly reduce energy bills and lessen environmental impact.
- Electric/gas on-demand water heaters. Demand for hot water at any given time on the property is not extreme. Individual, on-demand water heaters could be successfully used, eliminating the need for large tank-style water heaters which constantly require energy to keep the stored water warm.
- Use of renewable and recycled materials in new construction and renovations. Certified renewable wood species are abundant and are a good example of opportunities to implement “green” materials.
- Use of local materials, delivered from anywhere within a designated mile circumference of the property. Reducing the amount of gasoline required by trucks delivering goods helps reduce the amount of carbon monoxide released into the atmosphere.
- Remediation of as much carcinogenic material as possible throughout the property. Indoor air quality is dramatically reduced when these materials are present. New construction should feature low-VOC paints and coverings, hypo-allergenic recyclable carpet, formaldehyde-free adhesives, etc.
- Encouraging ridesharing, bicycling, public transit, etc. FMW should promote their convenient location near Metro lines for any persons interested in visiting the property. Bike racks should be made available and easily accessible. Car-sharing should be considered.
- Improved indoor air quality. In addition to upgraded HVAC systems and remediation of carcinogenic materials, natural ventilation should be exploited as much as possible to reduce the cooling loads and thus, energy bills.
- Reuse of excavated fill. In lieu of trucking in new site soils, every effort should be made to salvage and reuse the soils excavated from the site itself.



- FMW should adopt an environmental impact policy – offering suggestions for how to reduce any person’s daily impact on the environment, inside or outside of FMW property. Educate all Friends and visitors to take small, consistent steps in updating old habits such as using too much hot water, taking too many paper towels, not closing doors to conditioned rooms, turning on too many lights for the required use, relying on air conditioning instead of natural ventilation when bearable, carpooling, etc.

## Universal Access

Lack of universal access is the most prominent shortcoming throughout the property – indoors and outdoors. FMW should be able to accommodate all persons – able-bodied, temporarily disabled, permanently disabled, old and young. Almost every person asked to comment on FMW's space use listed accessibility as a significant issue.

Grade changes across the site have warranted the placement of many steps up to and down from the various entrances to indoor spaces, making access extremely limited, if not impossible for some. The entire bottom floor of the Meeting House and almost all spaces of the Quaker House are not wheelchair accessible. Restrooms have been recently renovated to meet code, but may still fall short if strict inspection is performed by the local code official. Some signage and alarm devices do not meet current accessibility codes. Even though the top floor of the Meeting House is accessible, it also may fall short if strictly inspected due to several door clearances, pathway dimensions, and especially the lack of proper lever handles on doors. Other existing non-accessible areas will likely require full compliance with current accessibility codes. The building's historical status may preclude it from some minor improvements but accessibility is a priority issue and, as voiced by many Friends, must be completely resolved.

Accessible entry to the building is also hampered by the lack of handicap parking spaces nearby. Disabled Friends currently do not have a good option to park their cars near the entrance to the property, nor have a dedicated curbcut.

The present lack of universal access limits the Meeting in numerous ways. Having only a few meeting spaces accessible now limits FMW's ability to accommodate various sizes and types of events and meetings. The future of FMW's growth and outreach depends largely on resolving the lack of accessibility.

### **Master Plan Strategies:**

- FMW shall require all new construction to comply with current ADA guidelines.
- Future construction shall consider the entire traveled route of a disabled person from a block away from the property all the way to their destination inside the property. This includes dedicated handicap parking spaces and adjacent curbcuts.
- ALL indoor spaces shall be made universally accessible.
- Outdoor and garden areas shall all be accessible, wherever practical. Severe existing grade changes and slopes in the front gardens may not all be able to be regraded to

accessible standards. However, new gardens and/or terracing in the rear property shall be accessible.

- Passageway hardware (doors, etc), signage, call buttons, switches, signals, etc. shall be ADA compliant.
- Two elevators connecting the ground floor to the floor above – one serving the Meeting House and one serving the Quaker House – shall be installed.
- Egress routes shall be designed to accommodate the needs of disabled persons. Adequate space shall be provided for disabled persons (in wheelchairs) to be carried by assistants down small flights of steps, if required in case of emergency.

## **Security and Orientation**

No active security system is currently in place. Eight doors at the Meeting House and nine doors at the Quaker House (including two on the upper terrace level) lead into the buildings. Neither these doors nor any of the multitudes of windows have sensors to indicate intrusion. Unwanted entry has rarely been a problem, but has occurred nonetheless. FMW relies on staff or volunteers to answer the front door when any visitors arrive after hours. The front door (as well as most other periphery doors) is opaque and does not afford an opportunity to see who is on the other side, resulting in possible security risks.

Orientation to and within the building is confusing, especially for first time visitors. There is little signage, resulting in visitors wandering into areas other than their desired destination – further confounding security efforts.

Additionally, there is no comprehensive, or “master”, key system throughout the premises. Having multiple different keys for all keyways can hamper efforts to control access and can be a life safety hazard should any one door require locking or unlocking in an emergency situation.

With so many children on site at specific times of the day and week, FMW faces the responsibility of assuring their safety during times of emergency. A “lock-down” plan must be in place should conditions warrant, and all children’s spaces must be able to be secured in emergency situations. Two-way communication to each room should be implemented.

Implementing security measures must consider the spirit of the Quaker philosophy of acceptance and openness, and must not give a visual impression of guardedness. Discretion is crucial in whichever measures are adopted.

### **Master Plan Strategies:**

- A single point of entry should be designated for all visitors to the entire property – ideally located between the two “Houses”, acting as the central fulcrum for the flow of people amongst both buildings. A staffed reception/lobby area should be located adjacent or at least in plain view of the entry in order to supervise the entry of orientation of entrants. Vertical transportation should be located also near this main entry. Any security camera system should have monitors in this area as well as in a secured office area. The Decatur Place entry should be abandoned as the main entry and used only as an emergency egress door or disabled access.
- Transparent panels in the door or sidelites, an audiovisual communication system or other means of pre-identifying entrants should be considered to reduce the great potential for hazard.

- Arrange program spaces in such a way to create zones of activity, each of which may be understood to have a varying level of security risk in terms of who is occupying the space, to which spaces they should or should not have unlimited access, and how the spaces should be accordingly secured in an emergency or special situation.
- Utilize a master key system - a single source of control over all keyways which can minimize security risks and will afford future caretakers a unified, organized opportunity to manage the buildings' security.
- Upgrade and add communications systems (phones, in-house phones, intercoms, etc.) so a central caretaker/receptionist can be in contact with occupants in all areas.
- FMW shall establish a policy for site security.
- Implement a monitored alarm system. Also, the same or an alternate alarm system could help alert a staff member if certain exterior doors (those out of sight to the staff member) were opened at any time.
- Add exterior and interior motion-sensor activated lighting systems, for off-hours.
- Provide signage and wayfinding throughout the premises.

## **Fire and Life Safety**

Fire and life safety requirements include proper alarm systems, egress paths, emergency lighting and fire sprinklers. The existing alarm system is antiquated and does not meet current codes. Modern systems require audible and visual alarms (bells and strobes), control and annunciator panels, and smoke and heat detectors – all working in concert on a unified system. Also, despite it not being a code requirement, there is no central or remote monitoring station and relies on individuals to alert the fire department. Manual alarm pull stations are in logical but few areas and are not located exactly per current codes. The fire alarm control box in the MH could not be located, and the box in the QH may not be in working condition. The potential delay in response time could lead to irreparable fire and smoke damage.

No fire suppression system (sprinklers, etc) is in place in any part of the property, besides manual fire extinguishers. Even though retrofitting the existing structures with a sprinkler system will be costly, and may not be absolutely required by code in all areas, it would be a safeguard against the very common fate of total loss by fire which many historic structures suffer.

All future improvements should give great priority to the fire alarm notification and fire suppression system for the sake of the life safety of all occupants.

### **Master Plan Strategies:**

- Compartmentalization of the buildings into fire-rated areas should be considered to minimize the spread of fire.
- Install a fully-monitored, automatic sprinkler system in all existing areas possible. Sprinklers should unquestionably be installed in children's areas, assembly areas, service and mechanical areas and any high-hazard areas.
- New construction shall be fully compliant with current life safety and fire suppression codes.
- FMW shall formulate and publish in plain view a fire exit plan and educate all Friends of proper procedures in case of fire.
- A "knox box" shall be installed at all primary entry points into each building, for keyed fire department access.
- Kitchens shall have required automatic fire suppression systems in range hoods.

## Program Statement Square Footage Calculations

### Master Plan for Friends Meeting of Washington Washington, DC

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<b>Net Floor Area Calculations</b>			
	Existing (MH)	Existing (QH)	Master Plan
A. FRIENDS MEETING OF WASHINGTON	7,251	1,747	11,614
B. SCHOOL FOR FRIENDS	0	1,143	6,590
C. NPO TENANT	0	1,056	1,056
D. RESIDENTIAL TENANT	0	730	730
<b>Total Net Floor Area (ft<sup>2</sup>)</b>	<b>7,251</b>	<b>4,676</b>	<b>19,990</b>

<b>Gross Floor Area Calculations</b>			
	Existing (MH)	Existing (QH)	Master Plan
Ground Floor	5,157	2,887	13,993
Second Floor	4,786	2,595	13,993
Third Floor	1,044	513	
<b>Total Approx. Gross Floor Area (ft<sup>2</sup>)</b>	<b>10,987</b>	<b>5,995</b>	<b>27,986</b>
<b>Net/Gross Percentage (%)</b>	<b>66%</b>	<b>78%</b>	<b>71%</b>

Net Floor Area Calculations	Existing (MH)	Existing (QH)	Master Plan
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**A. FRIENDS MEETING OF WASHINGTON**

<b>1. Meeting, Committee and Assembly</b>	5,180	576	<b>8,084</b>
<b>2. Education</b>	235	739	<b>1,850</b>
<b>3. Office &amp; Administrative</b>	475	0	<b>510</b>
<b>4. Kitchen/Food Preparation</b>	302	51	<b>480</b>
<b>5. Storage</b>	1,059	381	<b>690</b>
<b>Total Net Floor Area (ft<sup>2</sup>)</b>	<b>7,251</b>	<b>1,747</b>	<b>11,614</b>

<b>1. MEETING, COMMITTEE &amp; ASSEMBLY</b>			
2	DECATUR PLACE RM. <i>support storage space</i>	584	<b>500</b> <i>50</i>
10	ASSEMBLY ROOM <i>support storage space</i>	1,048	<b>1,200</b> <i>120</i>
101	MEETING HALL	2,609	<b>2,609</b>
103	PARLOR	310	
104	LIBRARY <i>librarian's office</i>	302	<b>400</b> <i>80</i>
107	TERRACE ROOM <i>support storage space</i>	327	<b>250</b> <i>25</i>
201	LIVING RM. <i>support storage space</i> <i>large assembly space</i> <i>flexible assembly space (divisible into smaller spaces)</i>		<b>500</b> <i>50</i> <b>1,400</b> <i>900</i>
<b>Subtotal</b>		<b>5,180</b>	<b>8,084</b>

<b>2. EDUCATION</b>			
11	CHILDREN'S LIBRARY	235	<b>400</b>
101	CLASSROOM (used only Sundays for FDS) <i>classroom (age group 1)</i> <i>classroom (age group 2)</i> <i>classroom (age group 3)</i> <i>teacher's lounge</i> <i>teacher's office (shared)</i>		<b>739</b> <i>350</i> <i>350</i> <i>350</i> <i>200</i> <i>200</i>
<b>Subtotal</b>		<b>235</b>	<b>1,850</b>

<b>Net Floor Area Calculations</b>		Existing (MH)	Existing (QH)	Master Plan
<b>3. OFFICE &amp; ADMINISTRATIVE</b>				
3	OFFICE (front office) <i>server &amp; file storage</i>	146		80 70
7	OFFICE (administrator's office)	273		150
8	VAULT (secure storage) <i>bookkeeping office</i> <i>reception area</i>	56		50 80 80
<b>Subtotal</b>		<b>475</b>	<b>0</b>	<b>510</b>
<b>4. KITCHEN &amp; FOOD PREP.</b>				
13	KITCHEN	302		400
202	KITCHEN (support for LR events)		51	80
<b>Subtotal</b>		<b>302</b>	<b>51</b>	<b>480</b>
<b>5. MISC. STORAGE</b>				
9	CLOSET (janitor)	37		40
15	STORAGE	416		400
107A	STOR.		58	50
201	STORAGE	273		100
201	STORAGE	332		100
208	STORAGE		68	
301	STORAGE		106	
302	STORAGE		148	
<b>Subtotal</b>		<b>1,059</b>	<b>381</b>	<b>690</b>

Net Floor Area Calculations	Existing (MH)	Existing (QH)	Master Plan
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**B. SCHOOL FOR FRIENDS**

<b>1. Assembly</b>	0	0	<b>800</b>
<b>2. Education</b>	0	739	<b>5,200</b>
<b>3. Office &amp; Administrative</b>	0	298	<b>240</b>
<b>4. Kitchen/Food Preparation</b>	0	0	<b>200</b>
<b>5. Storage</b>	0	105	<b>150</b>
<b>5. Restrooms</b>	0	0	<b>360</b>
<b>Total Net Floor Area (ft<sup>2</sup>)</b>	<b>0</b>	<b>1,143</b>	<b>6,590</b>
<b>1. ASSEMBLY</b>			
<i>gross motor activity room (gym)</i>			<i>600</i>
<i>foyer/reception</i>			<i>200</i>
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>800</b>
<b>2. EDUCATION</b>			
101 CLASSROOM		739	
<i>classroom for 8 children</i>			<i>600</i>
<i>classroom for 12 children</i>			<i>900</i>
<i>classroom for 12 children</i>			<i>900</i>
<i>classroom for 16-18 children</i>			<i>1,350</i>
<i>room for 6-9 infants</i>			<i>675</i>
<i>room for 6-9 infants</i>			<i>675</i>
<i>laundry room</i>			<i>100</i>
<b>Subtotal</b>	<b>0</b>	<b>739</b>	<b>5,200</b>
<b>3. OFFICE &amp; ADMINISTRATIVE</b>			
207 TEACHER LOUNGE		126	200
209 SFF LOUNGE		173	150
<i>director's office</i>			<i>100</i>
<i>asst. director's office</i>			<i>80</i>
<i>admin asst. office (reception)</i>			<i>60</i>
<b>Subtotal</b>	<b>0</b>	<b>298</b>	<b>240</b>

Net Floor Area Calculations	Existing (MH)	Existing (QH)	Master Plan
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**4. KITCHEN & FOOD PREP.**

*kitchen (school cooking projects, reheating and snack food prep)* 200

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**Subtotal** 0 0 200

**5. MISC. STORAGE**

102 STOR.  81 125

103 STOR.  24 125

*stroller "parking"* 150

---

**Subtotal** 0 105 150

**6. RESTROOMS**

101 RESTROOM  58 120

101 RESTROOM  60 120

*faculty restrooms* 120

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**Subtotal** 0 0 360



Net Floor Area Calculations	Existing (MH)	Existing (QH)	Master Plan
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**C. NON PROFIT TENANT**

1. Assembly			
2. Education			
3. Office & Administrative		906	906
4. Kitchen/Food Preparation		51	51
5. Storage		99	99
<b>Total Net Floor Area (ft<sup>2</sup>)</b>	<b>0</b>	<b>1,056</b>	<b>1,056</b>

**1. ASSEMBLY**

*none*

<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>
-----------------	----------	----------	----------

**2. EDUCATION**

*none*

<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>
-----------------	----------	----------	----------

**3. OFFICE & ADMINISTRATIVE**

105 OFFICE		100	
105 OFFICE		187	
106 COPIER		74	
106 OFFICE		153	
107 OFFICE		316	
204 OFFICE		77	
<b>Subtotal</b>	<b>0</b>	<b>906</b>	<b>0</b>

**4. KITCHEN & FOOD PREP.**

202 KITCHEN		51	
<b>Subtotal</b>	<b>0</b>	<b>51</b>	<b>0</b>

**5. MISC. STORAGE**

106 CLOSET		7	
109 STOR.		54	
110 STOR.		45	
<b>Subtotal</b>	<b>0</b>	<b>99</b>	<b>0</b>

Net Floor Area Calculations	Existing (MH)	Existing (QH)	Master Plan
-----------------------------	------------------	------------------	----------------

**D. RESIDENTIAL TENANT**

<b>1. Living Spaces</b>		730	730
<b>Total Net Floor Area (ft<sup>2</sup>)</b>	<b>0</b>	<b>730</b>	<b>730</b>

<b>1. LIVING SPACES</b>			
201	LIVING RM.	248	
203	BEDROOM	141	
203	CLOSET	7	
203	CLOSET	13	
202	RESTROOM	72	
204	KITCHEN	160	
205	CORRIDOR	88	
<b>Subtotal</b>		<b>730</b>	<b>0</b>



Master Plan Options 1, 2 and 3

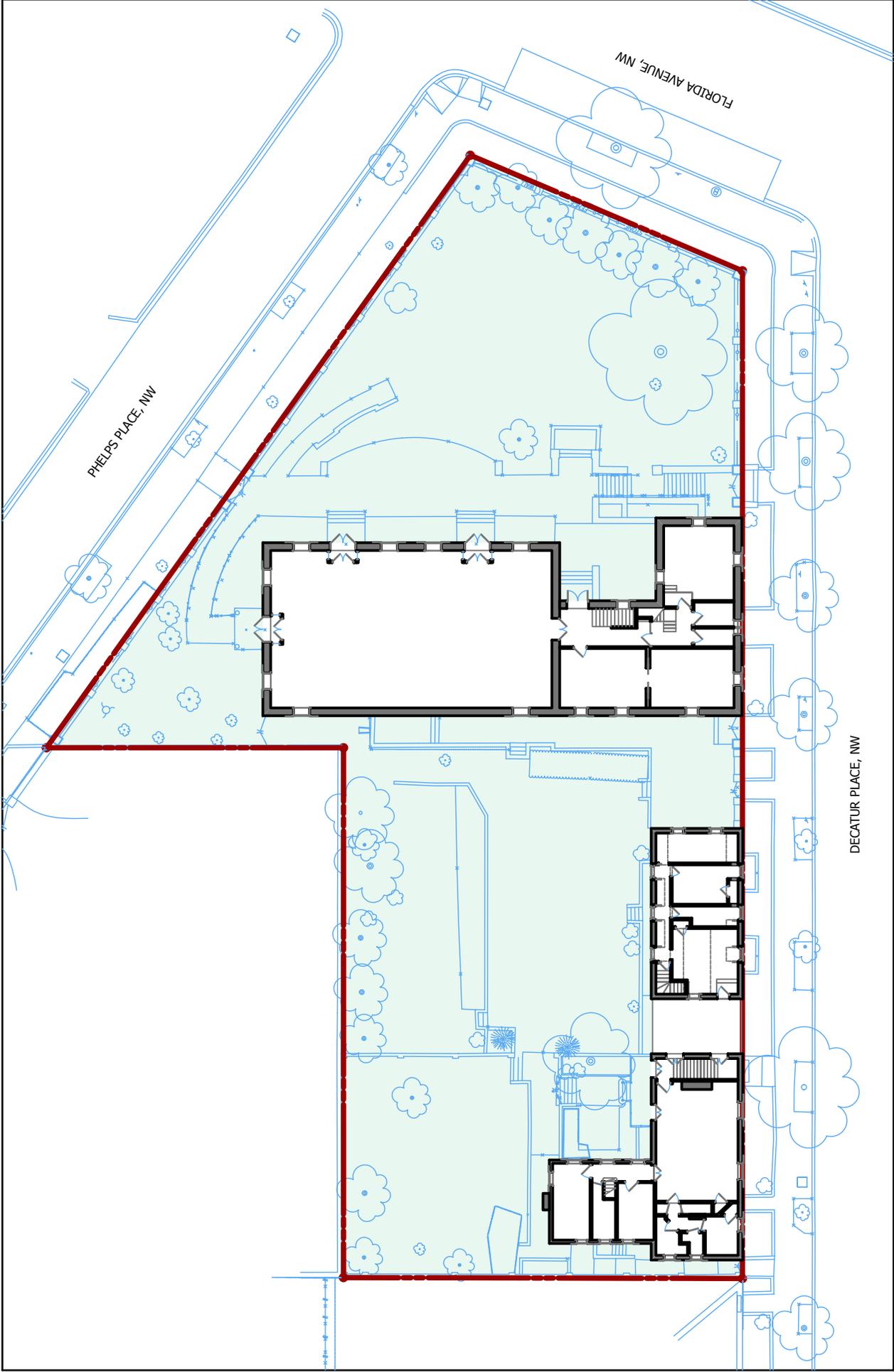
**Master Plan for  
Friends Meeting of Washington**  
Washington, DC

**CHATELAIN** *Architects, p.c.*  
3516 Connecticut Avenue, N.W.  
Washington, DC 20008  
202.244.0243

June 25, 2006

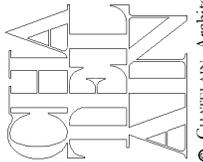
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2111 Florida Avenue, NW  
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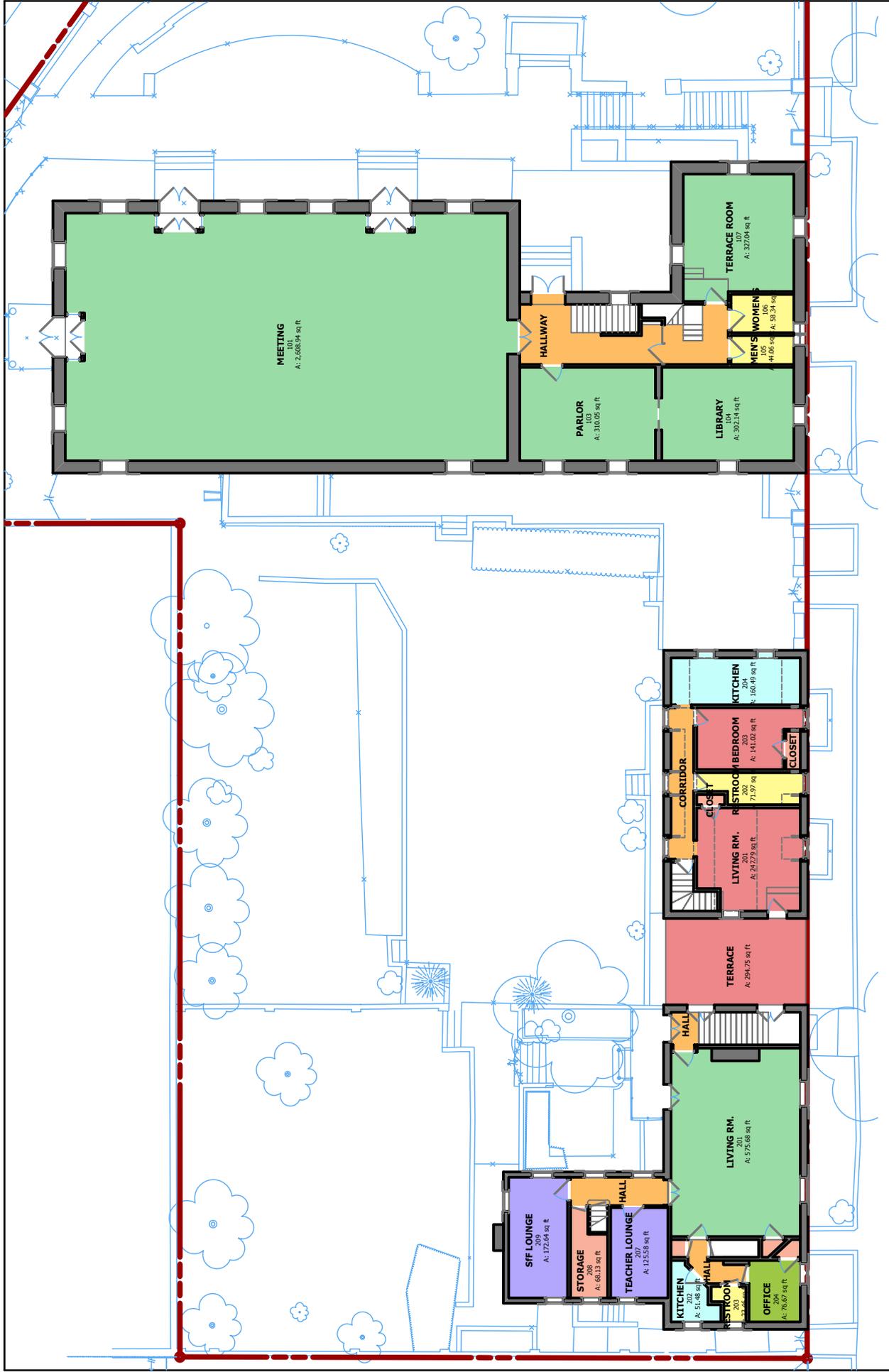
**Master Plan**  
**EXISTING SITE PLAN**  
25 June 2006





**Master Plan**  
**EXISTING GROUND FLOOR PLAN**  
 25 June 2006

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 2111 Florida Avenue, NW  
 Washington, DC 20008



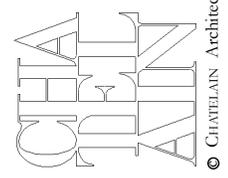
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 Washington, DC 20008

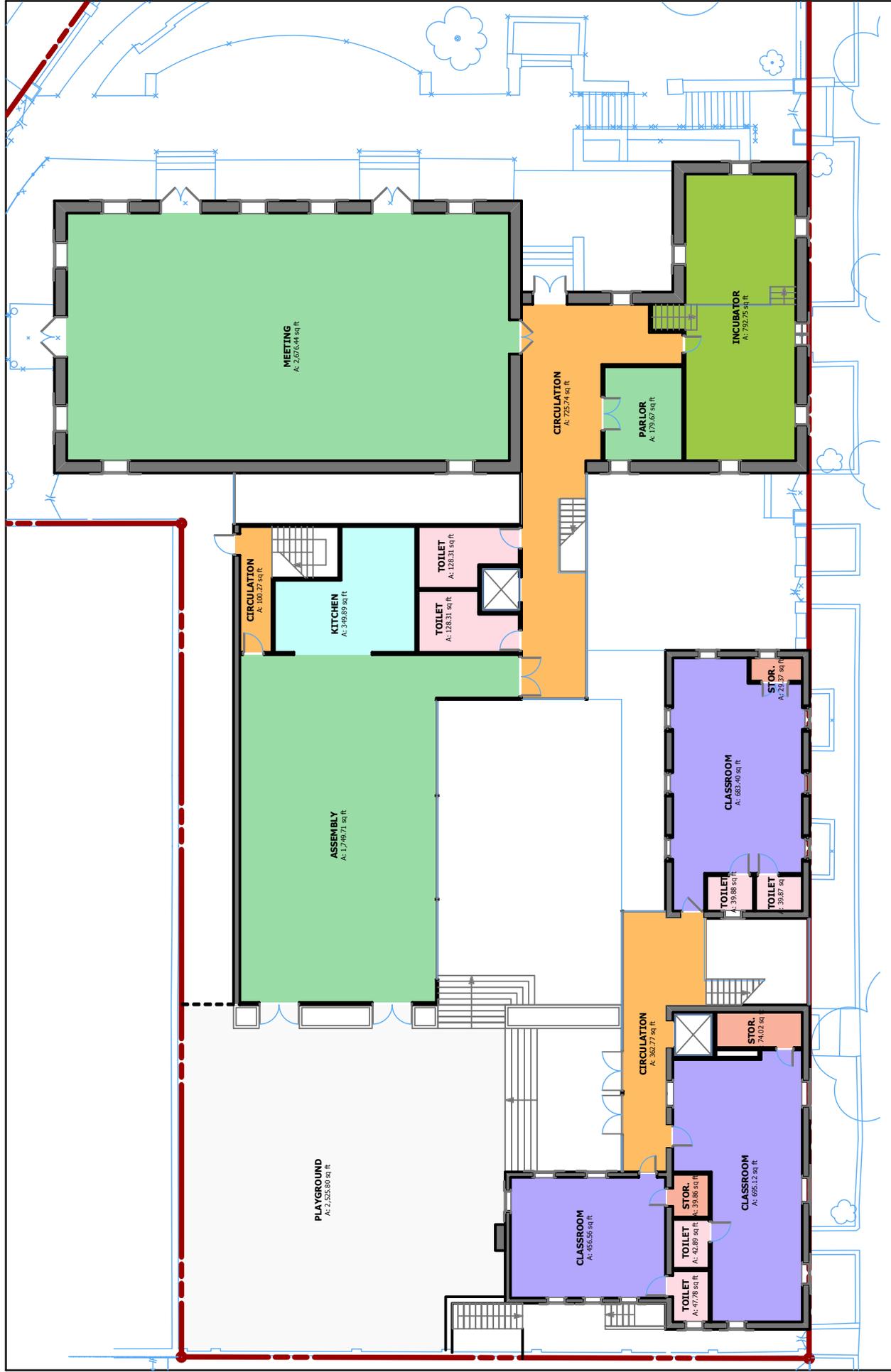
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**EXISTING SECOND FLOOR PLAN**  
 25 June 2006



**Friends Meeting of Washington**  
 2111 Florida Avenue, NW  
 Washington, DC 20008

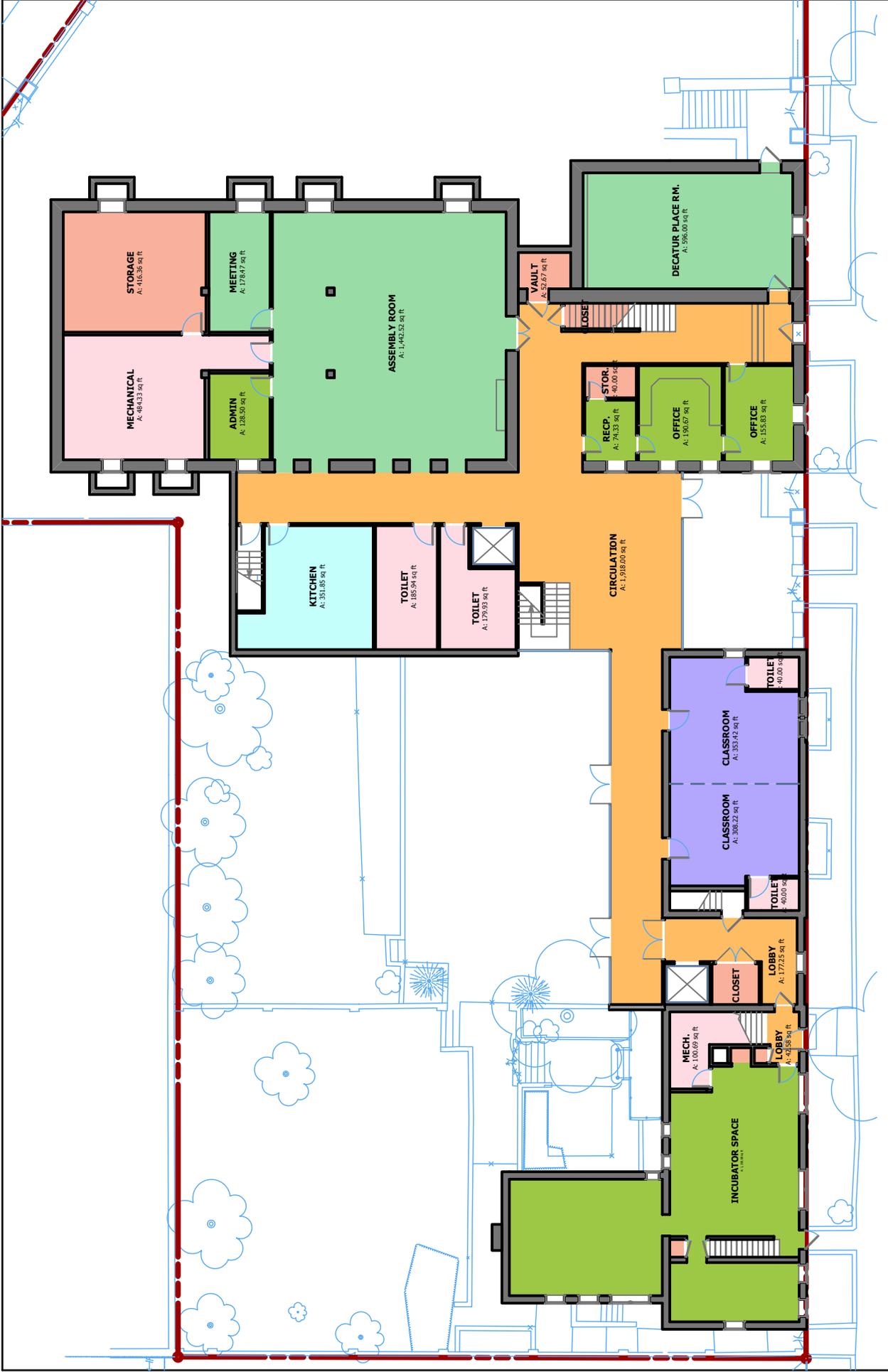
**Master Plan**  
**OPTION 1 - GROUND FLOOR PLAN**  
 25 June 2006





**Friends Meeting of Washington**  
2111 Florida Avenue, NW  
Washington, DC 20008

**Master Plan**  
**OPTION 1 - SECOND FLOOR PLAN**  
25 June 2006

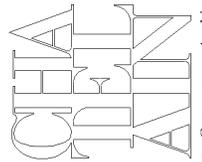


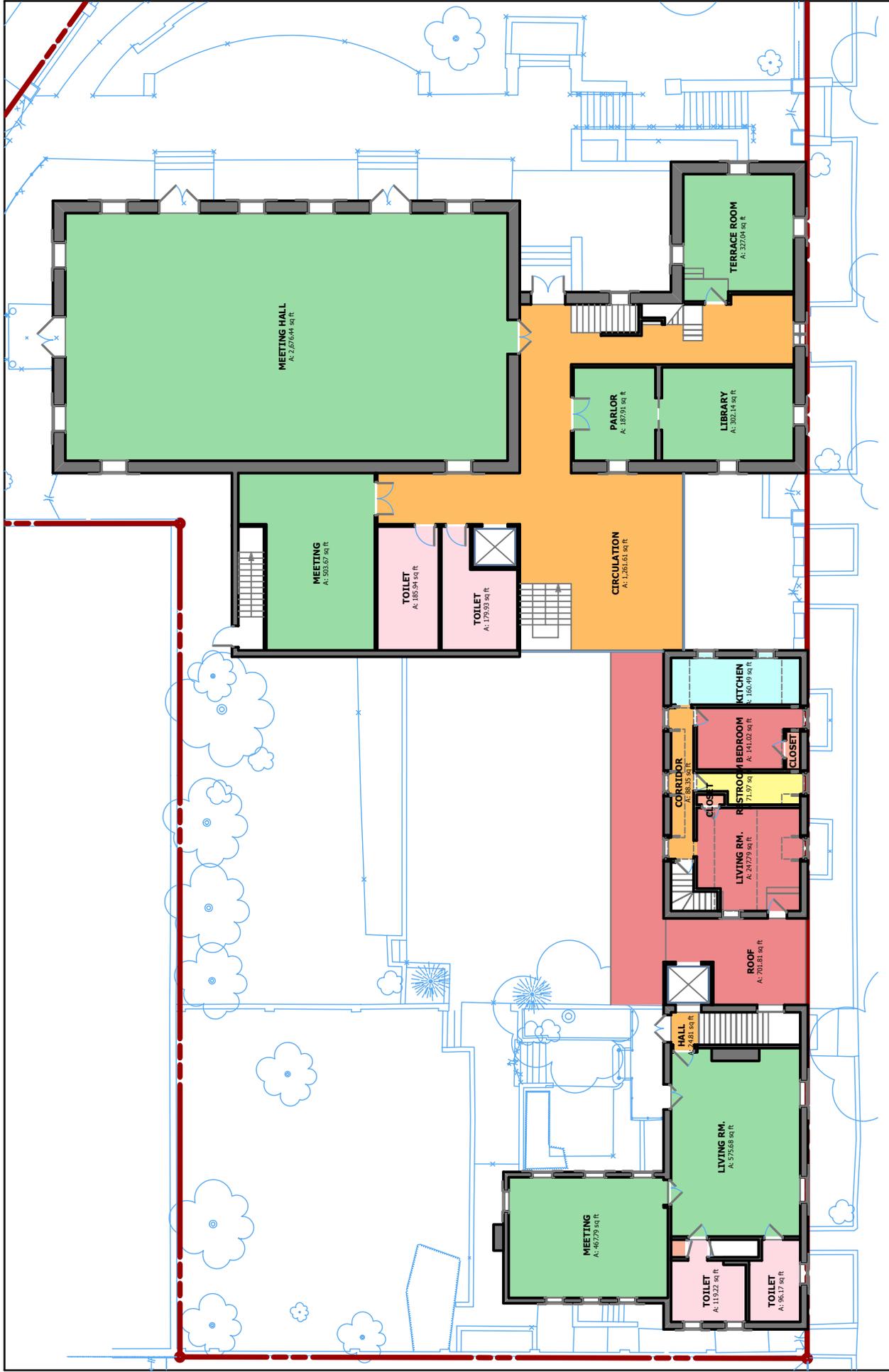
# Friends Meeting of Washington

2111 Florida Avenue, NW  
Washington, DC 20008

## Master Plan

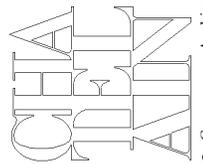
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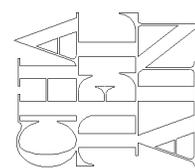
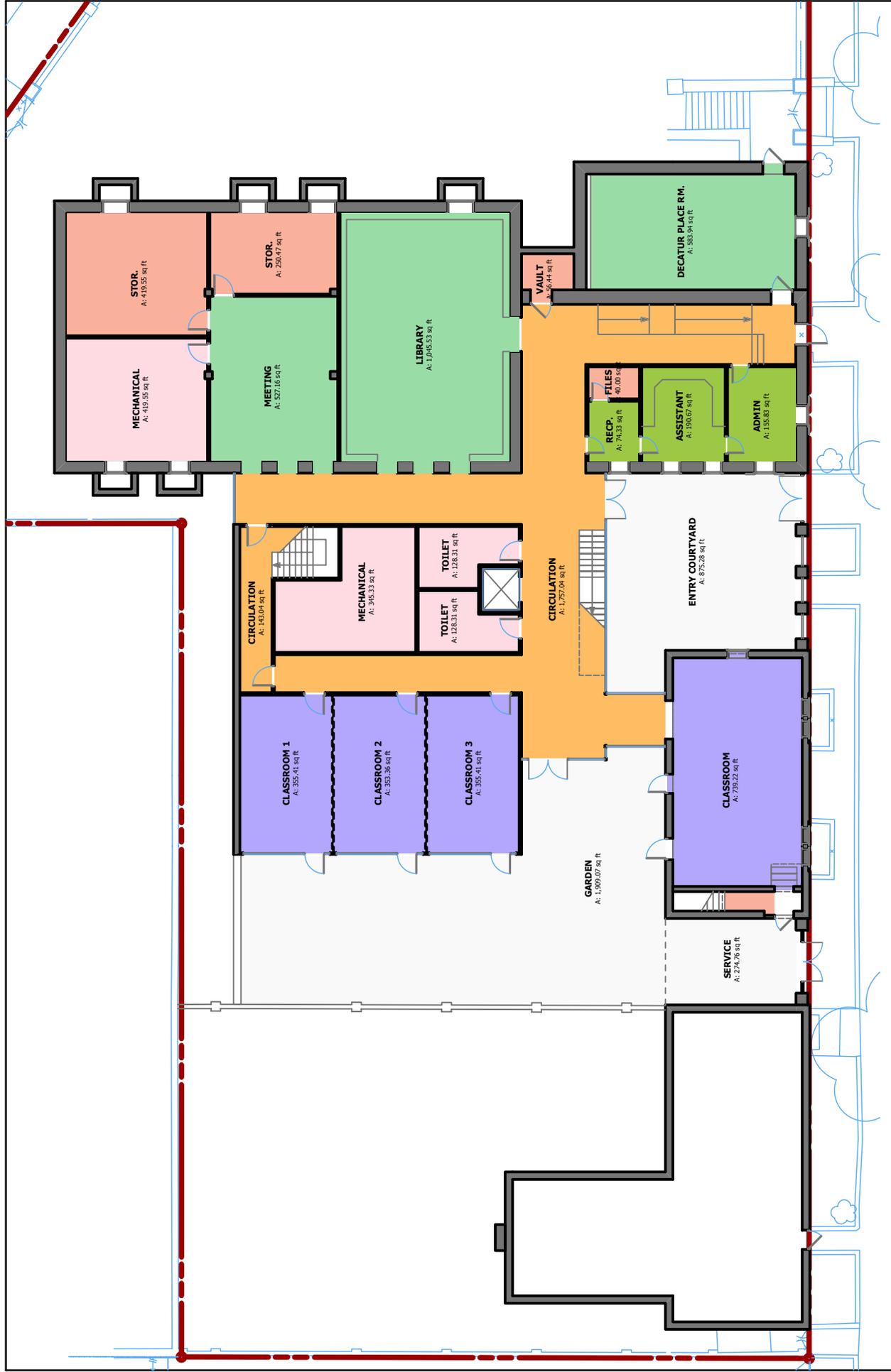




**Friends Meeting of Washington**  
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**Master Plan**  
**OPTION 2 - SECOND FLOOR PLAN**  
 25 June 2006





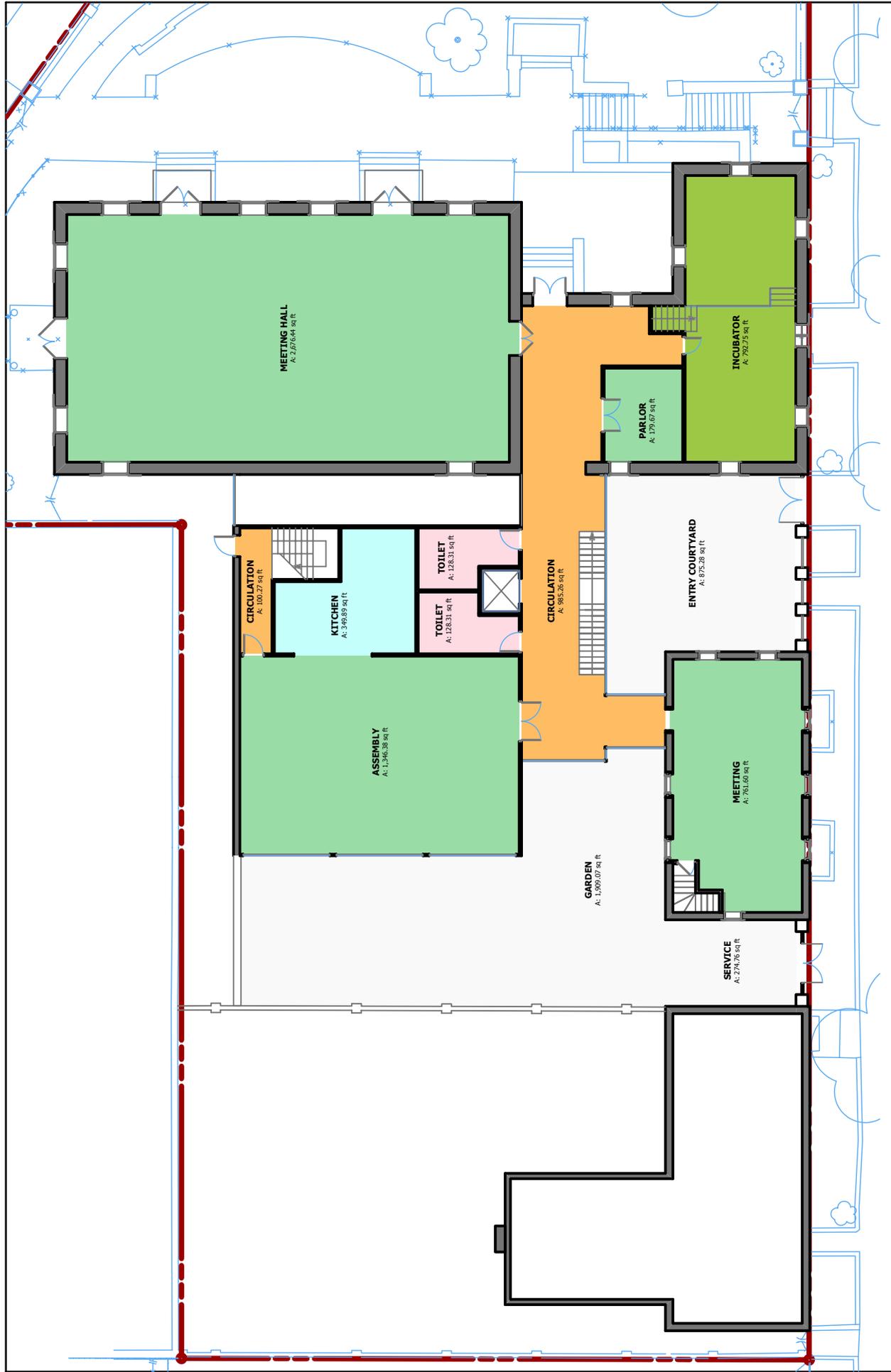
# Master Plan

## Friends Meeting of Washington

2111 Florida Avenue, NW  
Washington, DC 20008

### OPTION 3 - GROUND FLOOR PLAN

25 June 2006



**Friends Meeting of Washington**  
 2111 Florida Avenue, NW  
 Washington, DC 20008

**Master Plan**  
**OPTION 3 - SECOND FLOOR PLAN**  
 25 June 2006

# Appendix A

## Survey Study

### Master Plan for Friends Meeting of Washington Washington, DC

**CHATELAIN** *Architects, p.c.*  
3516 Connecticut Avenue, N.W.  
Washington, DC 20008  
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June 25, 2006

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## **Introduction**

The following is a survey study of the property of Friends Meeting of Washington (FMW) at 2111 Florida Avenue, NW in Washington, DC as prepared by Chatelain Architects, p.c. (CA). This study aims to recognize the relevant professional and non-professional reports that have been generated for FMW over the past fifteen years as well as to provide an outline analysis of current conditions and issues which will significantly shape the work to define a Master Plan.

## Existing Reports

CA has reviewed the following reports and surveys as provided by FMW:

1. **National Register of Historic Places Registration** (c. 1990) prepared by Robinson & Associates. This narrative history of the MH provides valuable historical information and context.
2. **Building Condition Study** (1994) by Kvell Corcoran Architects with Ehlert/Bryan Consulting Structural Engineers; Greenman-Pederson, Inc. Civil Engineers; Custer Environmental, Inc.; and Proctor Electric, Inc.. This extensive report covers a wide-ranging observation of the existing conditions of the property along with detailed cost estimates for implementation of recommended renovations and repairs. It addresses water infiltration, existing fire and life safety issues, accessibility, electrical and mechanical issues, and more.
3. **Drainage Study** (1998) by Kamel Engineering. This report focuses on potential solutions to the drainage and infiltration problems on the property, including itemized alternatives and pricing estimates for each.
4. **HVAC/Electrical/Plumbing Systems Evaluation Report** (2000) by Girard Engineering, pc. This outstanding report offers detailed, wide-ranging observations, analysis and conclusions of the listed systems. Recommendations include focus on bringing systems up to compliance with applicable codes. Price estimates are given for each recommended solution.
5. **PEPCO Energy Management Report** (2000). This evaluation identifies existing energy usage and recommends large and small scale methods to improve energy efficiency and reduce consumption.
6. **Drainage Study** by Alvin Sacks, Inc. (2002). This extensive report includes findings, conclusions and recommendations regarding the continuing water infiltration problem. Its scope covers all the areas noted in the Kamel Engineering report.
7. **Observations – Furnace Room Drill Hole** by FMW (2003). This is a timeline from 12 November 2002 to 23 February 2003 indicating water levels at the QH furnace room sump hole.
8. **Geotechnical Engineering Report** (2003) by Gerald Davit of Professional Consulting Corporation. This extensive report includes test boring logs, results of soil laboratory testing, description of sub-surface conditions, opinions on causes of flooding, and geotechnical recommendations for remedial actions.

9. **Proposed Landscape Plans & Details** (2003) by Raymond Nuesch Landscape Architecture. Scope includes only East of MH. Plans show attempts to mitigate water run-off and drainage problems as well as to beautify overall environment.
10. **Proposed Landscape Plan Sketch** (not dated) by Melissa Gilday. Scope includes only West of MH, in the yards behind QH. Plans show attempts to mitigate water run-off and drainage problems as well as to beautify overall environment.
11. **Notes of “drain pipe location search/scope”** (2004) by Otto Seidel, as recorded by Riley Robinson. It was circulated among FMW property committee members, May 2004. This report attempts to locate runs and discharges of most of the storm drains on site, especially around QH.
12. **Drainage Information Package** (2005) by FMW. This document, prepared by Riley Robinson, identifies current water infiltration problems and their charted recent history. It briefly summarizes the several professional drainage reports FMW commissioned in their recent history.
13. **Program Study of School For Friends at QH** (2005) by Michael John Ray, AIA. This pro bono work includes schematic plans for the expansion of the school at QH.
14. **Boundary & Topographic Survey** (2005) by A. Morton Thomas & Associates. Also included is a package of D.C. records showing former Lot configurations, former plats and existing photographs of site details. This is the most extensive and accurate site survey to date.
15. **Various In-House Publications**, including, but not limited to:
  - a. Annual Space Usage Report, 2003 & 2004.
  - b. Space Use Information, 17 September 2004.
  - c. Monthly Use of Space Report, June 2005.
  - d. Washington Friends Newsletters, various, 2003 - 2005.
  - e. All publications available at main hall information kiosk.

## **Site and Building Analysis**

### **Zoning**

Friends Meeting of Washington (FMW) occupies a total building footprint of approximately 7,700 square feet on its 28,083 square foot (28,902.31 sqft per record) Lot 47, Square 2515 along Florida Avenue, NW in Washington, DC. The entire property was originally comprised of one lot in the early 1920s (Lot 45), which was then subdivided twice more in 1930 to accommodate one lot each for both buildings of the Quaker House (Lot 806 & 807). These three subdivided lots were then rejoined in January 1971 into the current, single Lot 47. A thorough pictorial history of these fluctuations is on record.

The property is zoned “E / R-3 – Row Dwellings and Flats Within Embassy Overlay Area”. Generally, this allows for zero setback at front and side yards with some restrictions and requires a 20 foot minimum rear yard setback as measured from the centerline of the street. The minimum lot area of 4,000sf and minimum width of lot of 20 feet are both satisfied. Future exploration into reversion of the lot subdivisions back to Lot 806, Lot 807 and Lot 808 would still yield acceptable lot configurations based on the current zoning regulations. Any deviation thereof requires further analysis.

Maximum allowable height of built structures (excluding ornamental spires, etc.) is 40 feet and 3 stories. No Floor Area Ratio (FAR) is prescribed for the R-3 Zone. However, maximum percentage of lot occupancy is 60%. These factors allow for significant addition to the current lot coverage.

Future use of existing and/or new facilities as proposed by the Master Plan must consider zoning regulations of “non-conforming structures”, under which several current buildings may potentially fall.

### **Site Topography**

The site is sloped high to low from the Northwest to the Southeast, respectively. The property is bounded primarily by tall retaining walls along the rear yards which hold back neighboring soils at higher levels. The current site plan by AMT has found that these various walls are located inside, outside and directly on the length of the property line, which presents ownership issues should work be required to improve any portion of them. An original stone wall with iron gating acts to retain the site soil mostly at the Southeast corner.

The locations of the buildings within the topography make them susceptible to groundwater and runoff infiltration, a problem which is paramount in the study of this property. Water infiltration

has occurred regularly over the life of the buildings and presents an undeniable risk to their continued integrity and use. There is no evidence that any reliable waterproofing measures were incorporated into the original 1930s designs of any building on the property. All of the drainage and geotechnical reports that FMW has commissioned note the potential for long-term damage to basement walls, foundations and nearby retaining walls if the infiltration is not corrected as soon as possible. The most current geotechnical report by Professional Consulting Corporation outlines recommendations for action which should be considered.

The Master Plan shall consider the resolution of this issue a prerequisite for the implementation of any other work on the property.

### **Vegetation**

The property is lightly concentrated with trees, mostly around the periphery. A few large diameter trees occupy the property and hold special historical value to the Meeting and should be saved, if possible. Trees in the front and rear of the property serve as a screen between noisy public roads and neighboring buildings, respectively. Newer trees can easily be relocated in any new development scheme.

The greenspace on the property is underutilized mainly due to inaccessibility and lack of care. Routine maintenance is unfortunately not a budget item, thus low-cost, low-maintenance solutions should be considered including the use of automatic landscape irrigation, fed from a rainwater/greywater cistern if possible. These spaces also suffer from inadequate runoff distribution. The Master Plan will include recommendations to revive these areas for suitable functions, with consideration of the two landscape plans mentioned above.

### **Soils**

All the commissioned geotechnical reports noted test borings which show that the site is mainly comprised of “fat clay” and/or “sandy fat clay” below the variegated topsoil level. No unusual problems were encountered. The remainder of the site is likely comprised of the same material. Any new foundations will require proper compaction of this material. Existing reports do not clearly state if the soil is able to be compacted so a geotechnical engineer may be required to determine this.

## Sun and wind

The site is surrounded by dense, urban development and is not subject to extraordinary accelerated wind loads. However, given its location amongst surrounding tall trees, strong storms can produce a significant amount of falling branches, limbs and debris. Due to their open layout within the site, the front and rear “gardens” are able to benefit from some breeze which suits them for gatherings and outdoor events. Cooler breezes tend to waft down Phelps and Decatur Place, flowing down across the site. This may provide some relief from stagnant summer air, but is not significant enough to reduce cooling loads.

The arrangement of trees along Decatur Place provides good shading for the facades along that street, and solar load during summer time is not extreme. However, the roofs of these buildings incur most of the heat load and their insulation may not have the current recommended R-value.

## Life Safety & Health

Examination of the various buildings and grounds points to numerous life safety and health issues. Health concerns center around indoor air quality, lighting levels and potentially carcinogenic materials. Current building codes now require large amounts of fresh air to all spaces, especially educational and children’s spaces, in order to avoid stale air that can harbor molds and other health problems. Although not strictly mandated by codes, reliable temperature regulation within spaces also improves the indoor air quality and comfort. The current HVAC systems are a mix of generations and types which are barely sufficient to accommodate current spaces, and some of which are well past their expected useful lifespan. Current codes may require installation of smoke detectors and other sensors in ducts serving certain spaces.

A good balance of artificial and natural lighting at appropriate levels is crucial to occupants’ well-being. Almost all rooms receive light through windows but the Assembly Room and other “underground” rooms nonetheless suffer from a cramped feel. Energy usage for lighting is not extreme now, but can be managed better by including automatic motion and/or light level sensors in rooms which rely on the diligence of a busy occupant to shut off the lights. Long life lamps should be considered, despite their higher initial cost, to reduce maintenance calls and reclaim valuable storage space currently used for replacement lamps.

The Building Condition Study by Kvell-Corcoran notes the presence of asbestos-containing materials in a few areas of the buildings. Although most are currently encapsulated and out of harm’s way, any future improvements to the buildings may have to mitigate these materials. Lead paint was also found to be exposed in some areas, but only outdoors – lead paint is certainly used indoors but has been satisfactorily encapsulated. However, water infiltration problems will continue to cause flaking paint and long-term strategies for the Meeting should promote prevention of health issues by means of thorough mitigation of these materials. The incorporation of “green” materials in renovation and new construction will help prevent the

onset of any potential “sick building syndrome” and can help improve indoor air quality for the foreseeable future. These include low-VOC paints and coverings, hypo-allergenic recyclable carpet, formaldehyde-free adhesives, certified renewable wood species, etc.

### **Universal Access**

Accessibility is a major problem throughout the property – indoors and outdoors. FMW should be able to accommodate all persons – able-bodied, temporarily disabled, permanently disabled, old and young. Grade changes across the site have warranted the placement of many steps up to and down from the various entrances to indoor spaces, making access extremely limited if not impossible for some. The entire bottom floor of the Meeting House and almost all spaces of the Quaker House are not wheelchair accessible. Restrooms have been recently renovated to meet code, but may still fall short if strict inspection is performed by the local code official. Some signage and alarm devices do not meet current accessibility codes. Even though the top floor of the Meeting House is accessible, it also may fall short if strictly inspected due to several door clearances, pathway dimensions, and most especially the lack of proper handlesets on doors. Other existing non-accessible areas will likely require full compliance with current accessibility codes. The building’s historical status may preclude it from some minor improvements but accessibility is a priority issue and, as voiced by many Friends, must be completely resolved.

### **Fire & Life Safety**

Fire and life safety requirements include proper alarm systems, egress paths, emergency lighting and fire sprinklers. The existing alarm system is antiquated and does not meet current codes. Modern systems require audible and visual alarms (bells and strobes), control and annunciator panels, smoke and heat detectors – all working in concert on a unified system. Also, despite it not being a code requirement, there is no central or remote monitoring station and relies on individuals to alert the fire department. Manual alarm pull stations are in logical but few areas and are not located exactly per current codes. The fire alarm control box in the MH could not be located, and the box in the QH may not be in working condition. The potential delay in response time, in addition to the already limited fire truck pull-up access to the east and west facades of the building, could lead to irreparable fire and smoke damage.

All future improvements should give great priority to the fire alarm and notification system, for the sake of the life safety of all the occupants. Compartmentation of the buildings into fire-rated areas should be considered to minimize the spread of fire. See the Kvell Corcoran report for cost estimates and scopes for this and other associated work.

No fire suppression system (sprinklers, etc) is in place in any part of the property, besides manual fire extinguishers. Even though retrofitting the existing structures with a sprinkler system will be costly, and would not be required by code if the work were to negatively alter the historic character of the spaces and if the overall renovation did not exceed fifty percent (50%) of the scope of work, it would be a safeguard against the very common fate of total loss by fire which many historic structures encounter. New structures will require sprinkler systems unless their construction type and use type allow an exception.

## **Security**

No active security system is in place now. Eight doors at the Meeting House and nine doors at the Quaker House (including two on the upper terrace level) lead into the buildings. Neither these doors nor any of the multitudes of windows have sensors to indicate intrusion. Unwanted entry has rarely been a problem, but has occurred nonetheless. FMW relies on a “friendly office presence”, or person, to answer the front door when any visitors arrive after hours. The front door (as well as most other periphery doors) is opaque and does not afford an opportunity to see who is on the other side before opening. Transparent panels in the door or sidelites, an audiovisual communication system or other means of pre-identifying entrants should be considered to reduce the great potential for hazard.

Additionally, there is no comprehensive, or “master”, key system throughout the premises. Having multiple different keys for all keyways can hamper efforts to control access and can be a life safety hazard should any one door require locking or unlocking in an emergency situation. Having a single source of control over all keyways can avoid these problems and will afford future caretakers a unified, organized opportunity to manage the buildings’ security.

Implementing security measures must consider the spirit of the Quaker philosophy of acceptance and openness, and must not give a visual impression of guardedness. Discretion is crucial in whichever measures are adopted.

## **Indoor Environmental Quality**

A mix of HVAC systems serve both buildings (for detailed accounts of the existing mechanical system refer to the Girard Engineering report). Recommendations of the Girard report should be strongly considered, especially those concerning median service life for handling and distribution equipment. Achieving and maintaining desired air temperatures in all spaces as they are used is not possible currently, simply due to the nature of each type of heating/cooling system. To satisfy building codes, a specific amount of air must be exchanged within any space



over a period of time. Since the current HVAC systems either barely meet or fail to meet these modern requirements, it is very unlikely that any new construction could benefit from being joined to an existing HVAC system. Thus, not only should an entirely new system be considered for areas of new construction, but new systems should be considered to replace the oldest existing ones as well.

Indoor comfort levels are additionally affected by outside air infiltration and low insulation values in the building envelope. Although upgrading envelope insulation may only have a nominal impact on the buildings' energy consumption, the Master Plan shall evaluate other means of reducing air infiltration, such as vestibules at entry points, arrangement of similarly conditioned spaces and more.

## **Appendix B**

### **User Group Interviews and Programming Questionnaires Summary and Report**

### **Master Plan for Friends Meeting of Washington** Washington, DC

**CHATELAIN** *Architects, p.c.*  
3516 Connecticut Avenue, N.W.  
Washington, DC 20008  
202.244.0243

June 25, 2006

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**Staff**

Date: 10/13/05

Attendees: Riley, Barbara

- Need central **loading** dock and **delivery** area.
- Need **janitor's closet** for two person cleaning crew that works 2hrs daily except weekends.
- Need **consolidated staff areas** located so staff is available to greet guests.
- Third floor undesirable for staff areas for this reason.
- Security begins and ends at front door.
- No **security system** in place – past instances of security “breaches”.
- Front office important since it is the only room that can and is **purposely locked**.
- Front office now houses water and gas meter – access to this area needed by utility company on occasion.
- **Vault** not absolutely necessary for sentimental value.
- Vault files can be mostly digitized, and/or **archived** in alternate location on or off site.
- Possible committee policy change to reduce amount of stored, redundant paperwork in vault.
- Entire property requires **master key** solution.

## Property Committee

Date: 10/13/05

Attendees: Riley, Melissa, Byron, Clem

### Drainage

- Resolution of **site drainage** is paramount.
- Site walls are inside, outside and directly on property lines. FMW will have to successfully discuss with adjacent embassies if any **site wall work** requires changing.
- **Outdoor shed** should be relocated and redesigned.
- Ground drain inadequate outside kitchen door.
- Potential to re-access abandoned drain between QH and MH.

### Landscape/garden

- Some trees along Phelps shroud MH.
- **East garden/yard** has potential as good event site understanding the following existing drawbacks:
  - Street traffic noise
  - Event noise could disturb neighbors
  - Security is difficult, must be reorganized.
- Serving outdoor functions requires better way to bring up supplies, chairs, food, etc. – **reorganized indoor/outdoor circulation.**
- **Current outdoor events** include School for Friends, Bazaar, Committee meetings, Weddings, Memorials (all weather permitting).

### Maintenance & misc. issues

- Doors at QH are unsafe and negatively effect security and life safety.
- MH exterior doors suffer from water damage at bottom
- Any **children's spaces** require window in doors for supervisory purposes.

## Kitchen Users

Date: 10/20/05

Attendees: Katherine, Patrick, Marcia

### Equipment

- Double **refrigeration space** needed.
- **Freezer space** is adequate for now, but plans should accommodate a larger or additional one.
- **Dishwasher** has adequate capacity and performs satisfactorily but is antiquated nonetheless.
- Only two **ovens** needed.
- **Range top** needs code compliant hood and ventilation.
- **Hood** will require ansul and/or other fire suppression system.
  
- Trash collection attracts rats. Need **central dumpster** nearby.
- Need **additional outlets** to serve assembly room coffee maker. Extension cords not acceptable.
- Kitchen needs **dedicated access** – not limited by usage of adjacent spaces such as Assembly Room.
- **Dish pass through** is a great option if it could be made to work properly with the flow of the space.
- Eliminate pinch point at only door. New or wider **doorway** required.

## **School for Friends**

Date: 10/20/05

Attendees: Jim, other SfF parents, teachers, trustees

Program requirements as authored by SfF:

### Classrooms

- Assume 75 children – 65-70 fulltime equivalent in 6 groups
- 4 classrooms for 2-4 year olds – 1 for 8 children; 2 for 12; and one for 16-18 (built-in lofts?).
- 2 “Infant” room/s (children from birth to 2 years) with 6-9 children (including changing area) with adjacent laundry room or with washer/drier in the room (for washing bedding and soiled clothes). Infant space must also have sleeping area.
- Include in classrooms – bathrooms (keep in mind # of children per toilet required); running water/sinks (for art, etc); maximum amount of natural light at children’s eye level; closets; built in cubbies; refrigerators (can be small)

### Support space

- Storage room – large
- Kitchen – for school cooking projects and snack food prep - not part of staff lounge
- Gross motor activity room (gym) (also possibly used for Meeting for worship room)
- Foyer – a light, open space for parents to hang out in
- Staff lounge/work space with space for computer and sink
- Conference/therapy room/s, each accommodating 5 adults or one adult and one child
- Studio for on-going (art) projects – wishlist
- Stroller area – huge – this is essentially a garage for the strollers. Out of the way but near the foyer
- Offices for director, asst. director, and admin. asst. (or reception area for admin asst)
- Playgrounds – one for infant/toddlers and one larger one for older children

### School for Friends (continued)

Other interview notes:

- **Visibility** to outdoors to see arriving parents, guests.
- Space use must be **flexible**, just in case attendance suddenly drops.
- Existence as **tenant** rather than owner is sometimes limiting.
- **Metro accessible** is a plus, but not a deal-breaker.
- **Drop-off parking** historically not a big problem.

**Peace Tax Fund**

Date: 10/25/05

Attendees: Tim

- Space for **3-4 person** private meetings (executive office only option now). Sound and security important.
- Consolidated, safeguarded **storage**.
- Updated **utilities and data** ports.
- Independent control of **security** measures affecting their space.
- Better to have offices on **same floor level**.
- Twice a year board meetings need **larger space** (currently using QH living room). Board meetings could use better **audio visual** support as well as better ambient lighting and seating.
- Daily visitors not common – no present need for visitor orientation or major **lobby**.
- Staff size projected at 9 max.
- Major reasons for staying are low rent, good neighborhood, metro accessible and political cohesiveness with Meeting.

### **Special Events Group**

Date: 10/25/05

Attendees: Hayden

- **Variety of spaces** crucial to serving all needs.
- **Visual connections** important between spaces.
- **Wayfinding** improvements.
- Perhaps change office areas to function more as **reception area for guests** and friends exiting Meeting.
- Space to accommodate **Community Fair**
- Access to rear **garden** is good, access to front garden better, access seamlessly to both is best.
  
- Decatur place houses most functions – isolation, versatility, good furniture, intimate setting, best alternative to Assembly Room.
- **Accessibility** is crucial for Meeting’s future.

**QH tenant**

Date: 10/25/05

Attendees: Jackie

- Need reliable **temperature control**.
- No **accessibility**.
- Volunteer **repair** is only option – no funds for professional repair.

**QH Living Room:**

- Intimate and welcoming are a plus. No other space on the property quite feels like this.
- Physical **separation** from MH affords quiet and independence, but maintains Quaker spirit.
- Need better dedicated **chair storage** for 30+ person gatherings.
- No **accessibility**.
- No **audio visual hookups**.
- Not much **versatility** of space.
- Would be nice if it could house **overnight** peace marchers, but lacks facilities for it.

### Library and Users of Committee Rooms groups

Date: 10/25/05

Attendees: Jean, Marney, Leslie, Sarah, Maia, Kennan, ?

#### Business Meeting

- Need space for **20-40 people** with **nearby support spaces**.

#### Peace and Social Concerns

- Need **accessible space**.
- Terrace Room is only option most times. TR is not adequate.
- **Assembly room** bland and unappealing, especially to outside visitors.
- Need proper space for **guest speaker and audience**.
- **Audio visual hookups**.
- Need **access to kitchen**, other area to prep/warm food.
- **Overnight facilities** are a large desire.

#### Historian and Records

- Need **space for 4-5 people** for records meeting.
- Space should be **near vault**, or wherever records are kept.
- Need small adjacent **workspace** next to records with desk for research.
- Ideally minutes could be **recorded on computer**, eliminating storage requirements and paperwork.

#### Library

- Usually most occupied after Meeting, mostly as a result of the library's proximity to the exit door from Meeting.
- **Nearby Meeting** is desirable but not crucial.
- Need **better children's library**, near children's spaces.
- **Noise** from adjacent bathroom is intolerable.
- **Noise** from downstairs hallway also very disturbing.
- Library regularly used for alternative functions such as:
  - **20 min waiting room** during Meeting for worship.
  - **Annex for bridal party** or other private needs.
- Need additional **storage**. OK if storage located in central, consolidated storage area on premises.



## Library and Users of Committee Rooms groups (continued)

### Marriage and Family Committee

- Need adequately sized **pre-event waiting room** for bridal party with direct access to toilet, small kitchenette.
- **Noise** from downstairs hallway detracts from quiet pre-event preparation.
- Terrace Room used for **childcare area**. Proximity to toilets good, proximity to Meeting doors bad (noise). Need area out of earshot for 10-20 children, near toilets and reception area.
- **Reception space** should accommodate **200+ people**. More at funerals.
- One **kitchen door** is problematic for caterers.
- Circular **kitchen flow** is best.
- Need better **sitting space** at receptions (usually held in Assembly Room).
- Assembly Room is a very poor space for wedding receptions. Need **better environment**, easier arrival.
- Need **window** in double door leading out to terrace.

### Religious Education Committee

Date: 11/19/05

Attendees: Lara, Virginia, Cynthia, Molly, Deborah?

- Need **three “separate” spaces** for three different age groups. 10 per group (30 total). Teenage, child and young child.
- Spaces should be **designed for the age group**, not solely for shared use by adults.
- **Multi-use** activity in each.
- Best to have all three **nearby**.
- **Support rooms** (admin, toilets, copy) nearby.
- Sff and FDS share QH space now fairly successfully but still a rare example.
- Ideal to have **dedicated rooms**, not shared spaces, as this complicates cleanup, organization and security of items in room.
- Future growth may see 4, rather than 3, age groups.
- **Youth** must be a priority for FMW.

## **Conclusions**

Analysis of user group interviews, personal conversations and respondents' comments on programming questionnaires has yielded several major areas of focus for the Master Plan of FMW, noted as follows:

- **Accessibility**

The present lack of universal access limits the Meeting in numerous ways. Having only a few meeting spaces accessible now limits FMW's ability to accommodate various sizes and types of events and meetings. The future of FMW's growth and outreach depends largely on resolving the lack of accessibility.

Almost every person asked to comment on FMW's space use listed accessibility as a significant, if not the most significant, issue.

- **Assembly and Meeting spaces**

Many respondents expressed a desire for one main assembly space, other than the Meeting Room, which could accommodate large functions for invited guest speakers, overnight sleeping quarters for marchers, wedding receptions, etc. The Assembly Room presently fails to meet this demand due to its lack of audio/visual hookups for presentations, its awkward location which cuts off use of other spaces behind it, its "bland" atmosphere, its lack of accessibility and more. The Quaker House Living Room is also not a viable alternative due to its lack of accessibility and support spaces.

Many respondents also noted that the available other meeting spaces (Decatur Place Room, Terrace Room, Library/Parlor, etc.) work satisfactorily for some uses but very poorly for others. For instance, groups that need tables, chairs and access to the kitchen are sometimes relegated to using Decatur Place Room (which has none of these amenities) since the Assembly Room is occupied. Being relegated here also precludes any disabled Friends from attending. Similar inconveniences occur at Quaker House where meetings held in the living room are often interrupted when persons are attempting to find their way to meetings in the "fireplace" room or lounge.

- **Youth and Education areas**

Several spaces are currently used to accommodate these uses, each space generally being far removed from the other. All users (Religious Education and First Day School) indicated a need for these spaces to not only be located near to each other, if not adjacent, but for them to primarily have the feel of a children's education space rather than an adult space shared for that secondary purpose.

Additionally, the true program needs as submitted by School for Friends similarly indicate that their current space is inadequate for their continued growth and success.

- **Circulation and "Wayfinding"**

To a person entering the property for the first time, the path to a desired destination is not clear. A more recognizable street presence along Decatur Place and increased visibility from Florida Avenue were noted. Also generally desired was a clear main entry to the property and a clear method of orienting visitors once they arrive inside. Concurrent with this is the need for a distinguishable "front desk" or reception area upon entry into the building.

- **Security**

Along with indicating a desire to accommodate a greater variety and number of events and meetings, users noted the caveat of improved security. A strain is put on Friends now to perform the role of security personnel and, to help ease this burden, spaces should be arranged so each entrant's passage throughout the premises is easily controlled. Another noted idea was that some type of alarm system could help alert a staff member if certain exterior doors (those out of sight to the staff member) were opened at any time.

Also, a large issue is the lack of security throughout Quaker House.

- **Acoustics**

The acoustics in the main Meeting room were noted as "ineffective" and "insufficient." The current amplification system must be reevaluated.

Also, noise that travels throughout the building is a large issue for Friends. Quiet functions such as Meeting for Worship, Zen Buddhist meetings, Library use, etc. are subject to drastic, uncontrolled noise from nearby persons, slamming doors, moving furniture and the like. Even children using the outdoor playground during Meeting for Worship are audible from the Meeting Room. Spaces should be arranged to prevent loud functions from being within earshot of quieter functions.

- **Temperature control (heating, ventilation and air conditioning)**

Many users of the both the Meeting House and Quaker House note that the temperature control is unreliable and difficult to adjust. Compromises can sometimes be made to adjust temperatures to suit the preference of users in two different rooms served by one thermostat, but most times this is not an option – School for Friends and the upstairs tenant being a good example. One recommendation was to schedule an electronic thermostat in conjunction with scheduled meeting times for each space.

- **Parking**

The lack of dedicated parking – and specifically the lack of handicap parking – around the property is a potential detriment to long-term growth. Hosting larger events may be precluded by this shortage. Additionally, disabled Friends currently do not have a good option to park their cars near the entrance to the property, nor have a dedicated curbcut.

- **Tenant/Landlord status**

Current “tenants” of FMW (Peace Tax Fund, Private Resident and School for Friends) have all noted their fortune to be associated with FMW. However, it is apparent that FMW cannot dedicate the resources to professionally address the myriad tenant/landlord issues that inevitably arise. FMW’s future responsibilities as landlord will likely mean bearing a greater financial burden, considering the level of maintenance required on such historic structures as the Quaker House.