

**GUIDELINES FOR PRESENTATIONS TO THE COMMUNITY DEVELOPMENT COMMITTEE OF THE
ADVISORY NEIGHBORHOOD COMMISSION (ANC) 2F**
(REVISED 14 OCTOBER 2005)

Overview

New construction or renovation of existing properties within ANC 2F, as with other areas of Washington, requires the approval of relevant District of Columbia agencies. These agencies are required to give “great weight” to the views of the ANC in considering approval. ANC 2F has created a Community Development Committee (CDC) to review and make recommendations regarding these projects. These guidelines are designed to help streamline the process for presenting projects to the CDC. The ANC will not review any project that has not been reviewed by the CDC, unless the Chair of the ANC judges that the circumstances require expedited attention.

Process

Timing

For Projects in the Historic District:

Contact Stephen Callcott at the Historic Preservation Review Board (HPRB) before starting any project.

*For projects requiring Historic Preservation Review Board (HPRB) approval only:
Present project to Logan Circle Community Association’s (LCCA) Historic Preservation Committee. See logancircle.org.*

- 1 month

Request time on CDC agenda, at least 10 days in advance of next meeting by contacting Chair. Meeting schedules are posted at www.anc2f.org. CDC meetings are generally held on the last Wednesday of the month, with no meeting in July or December.

- 10 days

Communicate with the property owners in immediate vicinity of project prior to CDC presentation.

Submit written documents in support of project at least 48 hours prior to CDC presentation. See below on required documentation.

- 2 days

Presentation to CDC.

- 5 minute introduction.
- Chair typically invites CDC members to ask questions.
- Chair may take questions and comments from public.
- If appropriate, Chair entertains a motion, typically to make a recommendation that ANC recommend projects to relevant city agencies.

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At next meeting of ANC, CDC Chair reviews projects. Project developers are encouraged to attend ANC meeting to address questions that may arise. In *most* cases, however, projects that receive unanimous CDC support will not require further elaboration. The ANC meets the first Wednesday of the month.

+ 7 days

ANC either recommends the project to relevant city agency, typically in the form of a letter, or sends the project back to the CDC for further review.

+ 14 days

Total Time: 24 days (*more for HPRB matters*)

Community Participation

The community is welcome to attend meetings of the CDC and ANC. Agendas are generally published on the ANC2F web site several days before meetings, and via ANC2F e-mails. Direct communication between neighbors and project developers is encouraged to resolve disagreements. In cases where this has failed, neighbors may raise concerns at meetings of the CDC, or via written communication with the Chair in advance of meetings.

Documentation

What recommendation by the ANC is sought? Please cite *specific sections of code or regulations* that are relevant. For example:

- a variance to zoning regulation xx, section xx, paragraph xx
- approval of a traffic control plan for construction, or
- approval of concept, design, height and massing in historic preservation area.

Send documentation at least 48 hours in advance of the meeting. Parties are urged to use an electronic format. PDF is recommended. Printed copies of supporting documents should be available during the presentation.

Traffic Control Plans (TCP)

An annotated diagram or map of the location of the project and planned traffic flow is required. Notations should include the time frame for the requested alterations to existing traffic patterns, both time of day and total duration of the planned alterations. The map should indicate:

- o name of the project and contact information
- o address of the property
- o streets names
- o current traffic flow (e.g. one way, two way, no left turn)
- o requested alteration to traffic flow (e.g. lane closures)
- o construction vehicle traffic flow plans; routes construction vehicles will use to arrive and depart the site
- o parking spaces affected
- o placement of temporary signs (e.g. "sidewalk closed ahead")
- o existing trees
- o plan for trash removal; how trash trucks enter and leave the site

Zoning Variances

Requests for variances to zoning regulations should include:

- o name of the project and contact information
- o address of the property
- o current applicable zoning for the property
- o variance requested, citing the relevant section and paragraph of the zoning code
- o brief justification for the variance that address's the key criteria for a variance to be granted.

Historic Preservation Review Board (HPRB) Cases

For projects subject to HPRB approval:

- name of the project and contact information
- address of the property
- annotated drawings of the proposed project