

GUIDELINES FOR PRESENTATIONS

To the Community Development Committee (CDC) of the Advisory Neighborhood Commission 2F (ANC 2F)

Revised March 2014

About the CDC

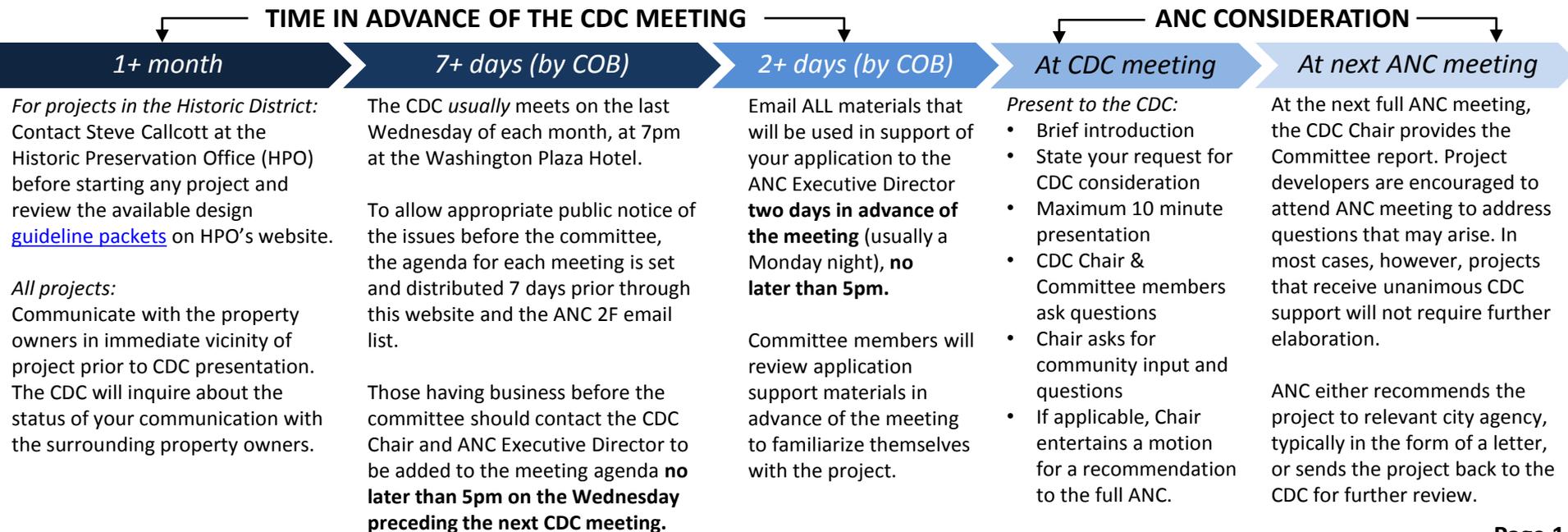
ANC 2F created the Community Development Committee (CDC) to review and make recommendations on projects related to development and maintenance of the housing stock, historic preservation, neighborhood improvement and stabilization, commercial development, zoning, public space, traffic management and parking within the boundaries of ANC 2F. In particular, the Committee reviews proposed real estate developments and renovations, and it makes recommendations for action to the full Commission after hearing the views of residents and business owners within the boundaries of ANC 2F. As such, the CDC serves as the ANC's forum of first impression on projects of the above detailed nature.

About the ANC Project Review Process

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. The CDC serves as the ANC's forum of first impression for all requests for zoning relief, projects destined for the Historic Preservation Review Board, and applications for use of public space. **As a result, any project with these elements must first pass through the CDC prior to consideration by the full ANC.** The ANC will not review any project that has not first been reviewed by the CDC, unless the Chair of the ANC judges that the circumstances require expedited attention.

Overview of the Review Process

The following guidelines are designed to help streamline the process for presenting projects to the CDC.



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Be Clear About Your Request for Consideration

What specific action and/or recommendation by the ANC are you seeking? 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;
- Approval of concept, design, height and massing in a historic preservation area.

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.

Support Documentation for Your Presentation

Email ALL materials that will be used in support of your application to the ANC Executive Director at least two days in advance of the meeting (usually a Monday night), no later than 5pm.

Zoning variances

Requests for variances to zoning regulations should include:

- Name of the project and contact information;
- Address of the property;
- Current applicable zoning for the property
- Variance requested, citing the relevant section and paragraph of the zoning code;
- Brief justification for the variance that address's the key criteria for a variance to be granted.
- Photographs documenting all elevations of the project and the surrounding architectural context of immediate block;
- Annotated drawings of all elevations of the project, and drawings showing the new building in context with the rest of the block.

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:

- Name of the project and contact information;
- Address of the property;
- Streets name;
- Current traffic flow (e.g. one way, two way, no left turn);
- Requested alteration to traffic flow (e.g. lane closures);
- Construction vehicle traffic flow plans, routes construction vehicles will use to arrive and depart the site;
- Parking spaces affected;
- Placement of temporary signs (e.g. "sidewalk closed ahead");
- Existing trees;
- Plan for trash removal; how trash trucks enter and leave the site.

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;
- Photographs documenting all elevations of the project and the surrounding architectural context of immediate block;
- Annotated drawings of all elevations of the project, and drawings showing the new building in context with the rest of the block.