

PRESENTATION GUIDELINES

for the Community Development Committee (CDC)

ANC 2F

Advisory Neighborhood Commission 2F

ABOUT THE CDC

The **Community Development Committee (CDC)** is the ANC 2F committee responsible for review of matters within the Commission boundaries related to:

- development and maintenance of housing stock;
- historic preservation;
- neighborhood improvement and stabilization;
- commercial development;
- zoning;
- public space; and
- traffic management.

The CDC reviews the above types of projects, and after considering the views of ANC 2F residents and business owners, makes recommendations for action to the full ANC 2F Commission.

ABOUT THE REVIEW PROCESS

New construction or renovation of existing properties within ANC 2F (as with other areas of Washington, D.C.) requires the approval of relevant District agencies. These agencies are required to afford “**great weight**” to the views of ANCs in considering approval.

The CDC serves as the ANC’s **forum of first impression** for the types of projects listed under the “About the CDC” section. As a result, any project with these elements must first pass through the CDC prior to consideration by the full ANC 2F Commission.

The ANC 2F Commission will not review any project that has not first been reviewed by the CDC, unless the ANC Chair determines that the circumstances require expedited attention.

REVIEW PROCESS TIMELINE

Matters coming before the CDC should anticipate the following process:

30+ DAYS

FOR PROJECTS IN THE HISTORIC DISTRICT, contact the Historic Preservation Office (HPO) for initial guidance.

ALL PROJECT APPLICANTS should communicate with property owners in the immediate vicinity of the project prior to CDC consideration; **the CDC will inquire about your outreach to surrounding neighbors.**

7+ DAYS (BY COB)

THE CDC USUALLY MEETS the fourth Wednesday of each month (see hyperlinks at page bottom). To allow sufficient public notice of issues before the CDC, we post the draft agenda on our website and distributed it to our email list seven (7) days prior to the meeting.

Those having business before the CDC should contact the CDC Chair and ANC Executive Director to be added to the meeting agenda **no later than 5pm seven (7) days in advance of the CDC meeting.**

2+ DAYS (BY COB)

EMAIL ALL MATERIALS that will be used in support of your application to the ANC Executive Director **by 5pm two (2) days in advance of the meeting** (usually a Monday night).

Committee members will review application support materials in advance of the meeting to familiarize themselves with the project. **Please also print 12 hard copies to distribute to Committee members at the start of your presentation.**

AT THE CDC MEETING

PRESENT TO THE CDC:

1. Brief introduction;
2. State your specific request(s) for CDC consideration;
3. Maximum ten (10) minute presentation;
4. CDC Chair & Committee members ask questions;
5. Chair asks for community input and questions;
6. If applicable, Chair entertains a motion for a CDC recommendation to the full ANC 2F Commission.

AT THE ANC 2F COMMISSION MEETING

(1 OR 2 WEEKS LATER)

AT THE SUBSEQUENT ANC 2F COMMISSION MEETING, the CDC Chair reports the CDC’s recommendations to the full Commission. Applicants are encouraged to attend the meeting to address any questions that may arise. In most cases, however, projects that receive unanimous CDC support do not require further elaboration.

THE ANC 2F COMMISSION THEN makes its final recommendation to the relevant city agency or sends the project back to the CDC for further review.

YOUR REQUEST

Be clear about your specific request(s) for the CDC's consideration. What specific action and/or recommendation by ANC 2F are you seeking?

When possible, cite specific sections of code or regulations that are relevant to your request(s). For example:

- Support for a variance or special exception under zoning regulation xx, section xx, paragraph xx;
- Support for a public space application for a sidewalk café;
- Approval of a traffic control plan for construction;
- Support of the concept, design, and massing for a new residential building in a historic preservation area.

COMMUNITY INPUT

The community is invited and encouraged to attend meetings of the CDC and ANC 2F. Agendas are always published on the ANC 2F web site (www.anc2f.org) seven days in advance of meetings and distributed via email to the ANC 2F mailing list. [Click here to join our email list.](#)

The CDC will inquire about your outreach to immediate and surrounding neighbors who may be impacted by the project. Direct communication between neighbors and project developers is encouraged to alleviate concerns and resolve disagreements. In cases where this has failed, neighbors may raise concerns at meetings of the CDC or via written communication with the Committee Chair in advance of meetings.

PRESENTATION MATERIALS

NOTICE TO PRESENTERS: Those presenting to the CDC must email a digital copy of the below presentation materials to the Executive Director (anc2foffice@gmail.com) at least 48 hours in advance of the meeting. Please also bring printed copies of presentation materials to distribute to the Committee members at the start of your presentation.

HRPB Cases

In support of your specific HPRB request, please submit:

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

Traffic Control Plans (TCPs)

In support of your TCP, an annotated map of the project location 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 also indicate: name and address of the project; contact info; streets; current traffic flow; requested traffic flow alteration; construction traffic flow plans; affected parking; temporary signs; existing trees; trash removal plan.

BZA Cases

In support of your specific request for a variance and/or special exception to zoning regulations, please submit:

- Name and address of the project;
- Contact information;
- Current applicable zoning for the property;
- Variance and/or special exception requested, citing relevant zoning code sections;
- Brief justification for the variance or special exception;
- Photographs of 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.

DDOT Public Space Applications

Refer to the DDOT **Specifications Manual for Application Submittal Material** for a complete list of required application submission materials. At a minimum, ANC 2F requires:

- Scaled site plans, elevations, and cross sections;
- Traffic Control and/or Traffic Flow Plans (TCP/TFP);
- Applicable signed consent letters from affected parties (ex: PEPCO, Verizon, WMATA, DC Water, neighbors, etc.).