

# ANC-5D Zoning and Development Committee

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The ANC-5D Zoning and Development Committee (ZDC) meets at 7pm on the third Thursday of each month. ZDC meetings are held at the ANC 5D Community Meeting Room, The Edison Building (rear of Trader Joe's), 371 Morse Street NE.

## **The ANC-5D Zoning and Development Committee (ZDC) was established to:**

- 1) Support and advise ANC-5D on zoning and development matters that affect the neighborhoods of Carver-Langston, Gallaudet, Ivy City, Trinidad, and Union Market;
- 2) Include more community stakeholders in the work of the ANC to tap the human resources, skills, and knowledge of the neighborhood;
- 3) Involve more community stakeholders in advising the ANC in the decisions that shape our neighborhood; and to facilitate institutional memory;
- 4) Host monthly public meetings to hear homeowners and developers present their applications to the Board of Zoning Adjustment (BZA) and/or the Zoning Commission (ZC), and prepare standardized and easy to read written summaries, with recommendations, for the ANC at least 10 days prior to the next public ANC meeting;
- 5) Submit ANC-5D reports into BZA and ZC case records in a timely manner (at least 7-days in advance of the *first* public hearing date), and provide testimony at public hearings when Commissioners are unable to attend;
- 6) Educate ANC-5D residents on the BZA process and provide general information to those residents who need assistance in their applications to the BZA or ZC;
- 7) Track and comment, when appropriate, on District zoning policy, neighborhood developments, and major projects outside of 5D that merit ANC action;
- 8) Establish and maintain ongoing working relations with those public and private entities with similar goals and purposes, such as: the BZA, the ZC, the DC Office of Zoning (DCOZ), the DC Office of Planning (OP), other ANCs, and other relevant stakeholders.
- 9) Seek the advice of outside expertise such as architects and land-use attorneys, when appropriate, to guide the Committee in its work (e.g., sun shadow studies); In the event that outside expertise requires the obligation of funds, the maximum dollar amount must be proposed, in writing, to the ANC and then approved by voting action at a public ANC meeting.

## **ANC-5D ZDC Committee Members**

ANC-5D ZDC is comprised of Commissioners and appointed Community committee members:

All Commissioners are *ex-officio* ZDC members and may participate in meetings as full members at their discretion, particularly for matters that are within their Single Member Districts (SMD).

All Community members are volunteers appointed by majority vote of the full Commission. Community members serve at the pleasure of the ANC, with tenure start and end dates determined by ANC voting action. Community members may include 5D residents, local 5D business representation, as well as representatives of other groups within the ANC 5D boundary.

ANC-5D endeavors to have at least one Community member from each SMD to ensure a diversity of neighborhood knowledge. There shall be no more than two Community members, excluding ex-officio members, from a particular SMD.

ANC-5D strives to have at least one practicing DC-licensed architect on the committee to offer technical advice and expertise on design and architectural issues.

ANC-5D ZDC community members shall adhere to the Office of the ANC Ethics Standards e.g. recusing oneself from involvement in BZA/ZC cases when there could be a perceived or actual personal or professional conflict of interest with a case

ANC-5D designates one ANC-5D Commissioner and one Community committee member to serve as ZDC Co-Chairs; Both Co-Chairs serve at the pleasure of the ANC, with tenure start and end dates determined by ANC voting action.

## **ANC-5D ZDC Work Flow for BZA & ZC Applications**

The ZDC is tasked with the initial review of individual applications to the BZA or ZC – for any application that a SMD Commissioner and/or the ZDC Co-Chair(s) believes would require substantial (i.e., greater than 10 minutes) time at the full ANC public meeting.

All Applicants begin their public review process by contacting their SMD Commissioner and contact the ZDC Co-Chairs. Note: The ZDC may also proactively reach out to Applicants when their documents appear in the DCOZ Interaction Zoning Information System (IZIS) website. The ANC recommends that Applicants contact the ZDC one week before ZDC Committee meetings to be added to their agenda. The ZDC will publish an agenda on the ANC-5D website, as well as other media forms to include 5D mailing list, Twitter, NextDoor, Yard Signs, Flyers, etc.

When submitting to the ZDC, Applicants should provide their BZA/ZC hearing date, case number, a brief description of the project, a brief description of any relief sought (special exception or variance), and provide presentation materials or drawings in PDF format.

At the ZDC meetings, which are **open and public** like the ANC meetings, Applicants provide ten hard-copies of their architectural plans, present their project, and answer questions from the ZDC and community members in attendance. Following the the ZDC meeting, the Committee provides standardized and easy-to-read written summaries, with recommendations, for the ANC at least 10 days prior to the next public ANC meeting;

At the monthly SMD meetings, the ZDC shall provide representative(s) to attend and gather community feedback.

At the monthly ANC meeting, Applicants again describe their project but with an abbreviated presentation (~ 5-10 minutes), followed by a standardized response from the ZDC, and a community questions and answer period. Reminder: Although 5D ZDC makes recommendations and may even assist in writing draft ANC reports for submission to BZA/ZC cases, ZDC documents are non-binding until the full ANC votes to approve a motion to adopt draft reports.