District of Columbia
Office of Planning

MEMORANDUM

TO: District of Columbia Zoning Commission

FROM: Karen Thomas, Development Review Specialist
MBR
Maxine Brown-Robberts, Associate Director, Development Review

DATE: September 25, 2026

SUBJECT: OP Hearing Report - ZC Case 26-04 – Office of Zoning's proposed text amendments to Subtitles Y and Z to reflect updated Zoning Commission and Board of Zoning Adjustment policies and procedures.

I. RECOMMENDATION

The Office of Planning recommends the Zoning Commission **approve** the proposed text amendments to Subtitles Y and Z Chapters 2, 7 and 16. The proposed text amendments would:

- Replace the outdated requirement of the provision of DVD submissions as digital submissions with permission of electronic submission or by a USB drive as permitted under Y § 203.6; Z § 203.5;
- Align the submission times for IZIS and e-mail submissions under Y and Z §§ 206.10 to 206.14;
- Removal of COVID references in the Regulations including under Subtitles Y and Z Chapter 7;
- Clarification regarding Modification Without Hearing as permitted under Subtitle Y 703.15;
- Revision of filing fees for non-owner-occupied subdivided lots under Y §1600; and
- Revision of filing fees for BZA and ZC applications under Subtitle Y § 1600 and Subtitle Z § 1600;

.**No Substantive Changes**

There are no substantive changes to any development standards, uses, or other permissions in the Zoning Regulations proposed as part of this case.

Proposed Amendments

OP supports the proposed amendments, which advance the Office of Zoning's goal of improving the clarity, efficiency, and accessibility of zoning administration. The updates provide several concrete benefits, including the removal of outdated COVID-era provisions, alignment of submission requirements with current technologies to streamline processing, and clearer, more consistent standards for public notice signage to ensure information is easy for residents to understand and access.

ZONING COMMISSION
District of Columbia
CASE NO. 26-04
EXHIBIT NO. 11
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II. COMPREHENSIVE PLAN

The Comprehensive Plan's Implementation Element provides direction and guidance for agencies to continuously review their standards and procedures to improve efficiency as needed. The following policies and action are supported by the proposed amendments.

Policy IM-1.3.5: District Government Compliance: *Improve and ensure continued compliance by the District government with the provisions and standards of its building and zoning regulations in all parts of Washington, DC. 2504.7*

Action IM-1.3.A: Monitor and Review New Zoning Regulations: *Regularly monitor and review the zoning regulations to verify that they are working to achieve their purpose and submit corrections, changes, and amendments as necessary. 2504.8*

Policy IM-1.5.6: Electronic Media *Enhance communication between residents, organizations, and the District government by providing access to information through electronic media and other methods. 2506.7*

Consistency in filing times, including that all filings for cases on a meeting or hearing agenda must be submitted 24 hours before the hearing, removes the different deadlines that were created before COVID, when hearings were in person and the 5:00 PM cutoff matched the 6:30 PM hearing schedule. This is not inconsistent with Policy IM 1.3.5 above.

Clarification is needed on when a modification without a hearing is placed on a BZA agenda. Incomplete applications often require additional Applicant revisions, and because the BZA meets weekly, these delays make the 35-day review window difficult to measure from the initial filing date. BZA staff notes that refining this provision would streamline case processing and ensure cases reach the Board when they are fully ready for consideration. This is not inconsistent with Action IM-1.3.A above**.**

Similarly, the requirement of digital files is consistent with Policy IM-1.5.6 which enhances communication between the community and the Office of Zoning, as well as the filing fees which are intended to improve sign quality and formatting which have become inconsistent across the District. To ensure all posted notices are accurate, durable, and include a QR code linking to case information, the Director centralized sign production within staff. The associated fee covers the standardized preparation of these required public notices.

The submitted amendments outlined in Exhibit 2 of the record are not inconsistent with the Comprehensive Plan and OP recommends approval of the proposed amendments.