

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of Planning**



**Responses to Questions for the**  
**Agency Performance Oversight Hearing on FY 2024-2025**

**Anita Cozart**

Director, Office of Planning

Submission to

Committee of the Whole  
Chairman Phil Mendelson

February 25, 2025

Committee of the Whole  
John A. Wilson Building  
1350 Pennsylvania Ave., NW  
Washington, DC 20004

**Office of Planning  
FY 2024-25 Performance Oversight  
Responses to Pre-Hearing Questions  
February 20, 2025**

1. **Please provide, as an attachment to your answers, a current organizational chart for your agency with the number of vacant and filled FTEs marked in each box. Include the names of all senior personnel. Also include the effective date on the chart.**

Please see attachment Council Q1.

2. **Please provide, as an attachment, a Schedule A for your agency which identifies all employees by title/position, current salary, fringe benefits, and program office as of January 31, 2025. The Schedule A also should indicate all vacant positions in the agency. Please do not include Social Security numbers.**

Please see attachment Council Q2.

3. **Please list as of January 31, 2025 all employees detailed to or from your agency, if any, anytime this fiscal year (up to the date of your answer). For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date the detail began, and the employee's actual or projected date of return.**

The Office of Planning has no employees detailed to or from the agency.

4. **(a) For fiscal year 2024, please list each employee whose salary was \$150,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and any bonus pay.**

Employee Name	Position Title	Salary	Overtime	Bonus Pay
Anna, Alemayehu M	INFORMATION TECHNOLOGY SPECIALIST	\$157,829	\$4,365	\$1,600
Brown-Roberts, Maxine H	DEV REVIEW SPEC	\$157,829		\$1,600
Cozart, Anita M	DIR OF PLANNING	\$196,139		
Crain, Deborah L	COMMUNITY PLANNER	\$157,829		
Giefer, Edward T	Asst Dir Strategic Ops & Finance	\$157,050		\$7,050
Guerra, Nelly V	Chief of Staff	\$170,517		\$7,800
Khan, Sakina H	Deputy Director for Citywide Planning	\$171,043		\$7,800
Lawson, Joel	SENIOR DEV ZONING PLANNING	\$150,713		\$6,000
Lewis, Charles A	HISTORIC PRESERVATION SPECIALI	\$157,829		
Lieb, David	ATTORNEY ADVISOR	\$186,840		\$4,700
Phillips, Joy E	ASSOC DIR STATE DATA CENTER	\$150,031		\$3,800
Rodgers, Arthur H.	COMMUNITY PLANNER	\$153,904	\$118	
Steingasser, Jennifer L.	Dep Dir, Dev Review	\$173,090		\$5,200
Thomas, Karen M	Development Review Specialist	\$157,829		

**(b) For fiscal year 2025, please list each employee whose salary is or was \$150,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and any bonus pay as of the date of your response.**

Employee Name	Position Title	Salary	Overtime	Bonus Pay
Anna, Alemayehu M	INFORMATION TECHNOLOGY SPECIALIST	\$162,565		
Brown-Roberts, Maxine H	DEV REVIEW SPEC	\$162,565		
Chandler, Jamie	Data Visualization Analyst	\$150,436		
Cozart, Anita M	DIR OF PLANNING	\$196,139		
Crain, Deborah L	COMMUNITY PLANNER	\$162,565		
Giefer, Edward T	Asst Dir Strategic Ops & Finance	\$157,050		
Guerra, Nelly V	Chief of Staff	\$170,517		
Gyor, Stephen M	Lead Community Planner	\$150,436		
Khan, Sakina H	Deputy Director for Citywide Planning	\$171,043		
Lawson, Joel	SENIOR DEV ZONING PLANNING	\$150,713		
Lewis, Charles A	HISTORIC PRESERVATION SPECIALI	\$162,565		
Lieb, David	ATTORNEY ADVISOR	\$186,840		
Phillips, Joy E	ASSOC DIR STATE DATA CENTER	\$150,031		
Rodgers, Arthur H.	COMMUNITY PLANNER	\$158,522		
Steingasser, Jennifer L.	Dep Dir, Dev Review	\$173,090		
Thomas, Karen M	Development Review Specialist	\$162,565		

5. **Please list, in descending order, the top 15 overtime earners in your agency for fiscal year 2024. For each, state the employee's name, position or title, salary, and aggregate overtime pay.**

Employee Name	Position Title	Salary	Overtime
Anna, Alemayehu	IT Specialist	\$162,565	\$4,365
Bashire, Abdulsalam	IT Specialist	\$98,412	\$1,496
Kirschenbaum, Jonathan	Dev. Review Spec. (former)	--	\$1,298
Gunn, Zhetique	Urban Designer	\$110,185	\$1,168
Abou Samra, Rita	Community Planner	\$126,178	\$986
Dennee, Timothy	Historic Preservation Spec.	\$137,561	\$821
Ubiera, Vincent	Community Planner	\$101,290	\$743
Harris, Karen	Executive Assistant	\$104,168	\$388
Wilson, Valecia	Community Planner	\$140,000	\$354
Stephens, Ashley	Community Outreach Spec.	\$95,534	\$350
Dumas, Ebony	Community Planner (former)	--	\$169
Rodgers, Arthur	Community Planner	\$158,522	\$118

6. **For fiscal years 2024 and 2025 (as of January 31), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.**

<b>Name</b>	<b>Description</b>	<b>Bonus Pay</b>
Yarnall,Bruce	Mayor 2008-31 Retirement Inc	\$20,000
Alemayehu,Mekdelawit	Performance Allowance	\$4,600
Anna,Alemayehu	Performance Allowance	\$1,600
Bashire,Abdulsalam	Performance Allowance	\$1,000
Biddiex,Anthony	Performance Allowance	\$4,600
Brown,Martin H	Performance Allowance	\$1,300
Brown-Roberts,Maxine	Performance Allowance	\$1,600
Callcott,Stephen	Performance Allowance	\$3,300
Chafetz,Sarah	Performance Allowance	\$6,000
Delaney,Joyetta	Performance Allowance	\$1,100
ElGawish,Heba	Performance Allowance	\$2,000
Giefer,Edward	Performance Allowance	\$7,050
Guerra,Nelly	Performance Allowance	\$7,800
Howe,Caroline	Performance Allowance	\$3,300
Khan,Sakina	Performance Allowance	\$7,800
Lawson,Joel	Performance Allowance	\$6,000
Lieb,David	Performance Allowance	\$4,700
Luthy,Edward	Performance Allowance	\$1,300
Maloney,David	Performance Allowance	\$3,700
Marcinkowski,Lauren	Performance Allowance	\$5,150
Meyer,James B	Performance Allowance	\$1,100
Pate,John	Performance Allowance	\$1,300
Peart,Kim	Performance Allowance	\$6,200
Phillips,Joy E	Performance Allowance	\$3,800
Schwartzman,Rebecca	Performance Allowance	\$1,200
Steingasser,Jennifer L.	Performance Allowance	\$5,200
Todd,Lori	Performance Allowance	\$4,950
Vuillemin,Mamiko	Performance Allowance	\$1,000
Waardenburg,Dennis S	Performance Allowance	\$1,400
Williams,Kimberly P	Performance Allowance	\$1,400
Wilson,Valecia	Performance Allowance	\$2,150
Hand,Ryan	Special Act or Service	\$7,500
Maher,Timothy D	Special Act or Service	\$1,300
Ozberk,Erkin	Special Act or Service	\$3,000
Shaheen,Christopher M	Special Act or Service	\$2,000

7. **For fiscal years 2024 and 2025 (as of January 31), please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.**

No employee was separated from the agency with separation pay.

8. For fiscal years 2023, 2024, and 2025 (as of January 31), please state the total number of employees receiving worker's compensation payments.

No employees received worker's compensation payments in FY 2023, 2024, or 2025 to date.

9. Please provide the name of each employee who was or is on administrative leave in fiscal years 2024 and 2025 (as of January 31). In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status (as of January 31, 2025).

No employee was placed on paid administrative leave in FY 2024. To date in FY 2025 one employee was placed on paid administrative leave for one day while a potential misconduct was investigated. The investigation was concluded with no finding of misconduct.

10. For fiscal years 2024 and 2025 (as of January 31), please list, in chronological order, all intra-District transfers to or from the agency. Give the date, amount, and reason for the transfer.

#### **FY 2024**

<b>OP IS THE BUYER</b>		
OZ	Broadcast and archive HPRB hearings (10/1/23)	\$6,487
DPW	Fleet services (10/1/23)	\$10,660
DCHR	Executive Leadership Program (10/11/2023)	\$12,791
OCTO/OFRM	Telephone services (1/17/24)	\$2,000
ODDHH	Sign language services (1/18/2024)	\$500
DGS	To pay for furniture and design services associated with OP's move to 899 N Capitol St NE (5/31/24)	\$7,054
<b>OP IS THE SELLER</b>		
DDOT	Planning support for federal Historic Preservation requirements (10/1/23)	\$165,000
DMPED	Support OP planning services (Downtown, Ivy City, Nannie Helen Burroughs) (11/15/23)	\$200,000
DHS	To facilitate efforts to administer the Summer EBT program in 2024 and prepare for 2025 (2/15/24)	\$91,905
DPR	To provide preliminary conceptual design services for the Historic Green Triangle improvements (6/3/24)	\$50,000

#### **FY 2025**

<b>OP IS THE BUYER</b>		
OZ	Broadcast and archive HPRB hearings (10/1/24)	\$6,487
DPW	Fleet services (10/1/24)	\$11,785
<b>OP IS THE SELLER</b>		
DDOT	Planning support for federal Historic Preservation requirements (10/1/24)	\$165,000
DMPED	To facilitate efforts to administer the USDA Resilient Food System Infrastructure grant program and improve the District's food supply chain resiliency via OP's Food Policy Council team (10/1/24)	\$237,129

11. Please list, in chronological order, every reprogramming of funds into or out of the agency for fiscal years 2024 and 2025 (as of January 31). Include a “bottom line” that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number (if submitted to the Council for approval), the date, the amount, and the rationale.

**FY 2024**

FROM		
OP	OCFO year-end reprogrammings to offset deficits in other District agencies (9/30/2024)	\$86,000

There have been no interagency reprogrammings in FY 2025 to date.

12. Please list, in chronological order, every reprogramming within your agency during fiscal year 2025 to date. Also, include both known and anticipated intra-agency reprogrammings. For each, give the date, amount, and rationale.

In FY 2025 to date there have been no internal reprogrammings.

13. (a) For fiscal years 2024 and 2025 (as of January 31), please identify each special purpose revenue fund maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the programs that generates the funds; (4) the amount of funds generated annually by each source or program; and (5) expenditures of funds, including the purpose of each expenditure. For (4) and (5) give starting and ending balances. You may wish to present this information first as a list (for numbers 1-5) and then as separate tables for numbers 4 and 5.

**Historic Landmark & Historic District Application Fees (O2001)**

This is a non-lapsing revolving fund established within the General Fund of the District to pay the costs of repair work necessary to prevent demolition by neglect, or for the costs of carrying out any other historic preservation program consistent with the purposes of and pursuant to this act. Sources of funding are fees collected for historic landmark and historic district nominations, fees paid by developers for historic preservation mitigation (such as from a builder for work done at a property without permission), and fees paid for violations on historic properties or other properties in historic districts.

FY	Starting Bal + Revenue - Expenses = Ending Bal	Expenses detail	Description
2024	- \$9,154 + \$44,177 <u>- \$9,056</u> \$25,967	\$4,056 <u>\$5,000</u> \$9,056	<ul style="list-style-type: none"> <li>Stipends to HPRB members</li> <li>Mayor’s Agent hearing officer</li> </ul>
2025*	\$25,967 + \$4,100	\$863	<ul style="list-style-type: none"> <li>Stipends to HPRB members</li> </ul>

	- \$863 TBD		
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Note: \* - Through 1/31/25

**(b) Last year, OP did not include the Historic Homeowners Grant Program in the answer to this question. Is it not a non-lapsing fund? Are there other non-lapsing funds under OP's control? Please list them here with the same information as (a).**

The Historic Homeowner Grant Program is not a special purpose revenue fund. The program is funded with Local funding. Unspent funds at year-end carry over to the next fiscal year.

OP has no other non-lapsing funds.

14. **Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogrammings, etc.) for fiscal years 2023, 2024, and the first quarter of 2025. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2023 and 2024.**

Please see attachment Council Q14.

15. **Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2024 and 2025 (as of January 31). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.**

<u>Buyer</u>	<u>Seller</u>	<u>Purpose</u>	<u>Amount</u>
<b>2024</b>			
DDOT	OP	Planning support for federal Historic Preservation requirements (10/1/23 – 9/30/24)	\$165,000
DMPED	OP	To support the completion of the Downtown Public Realm plan and the Ivy City and Deanwood plans (11/16/23 – 9/30/24)	\$200,000
OP	DCHR	Executive Leadership Program (10/11/2023 – 9/30/2024)	\$12,791
OP	OZ	Broadcast and archive HPRB hearings (10/1/23 - 9/30/24)	\$6,487
DHS	OP	To facilitate efforts to administer the Summer EBT program in 2024 and prepare for 2025 (2/15/24 - 9/30/24)	\$91,905
OP	DGS	To pay for furniture and design services associated with OP's move to 899 N Capitol St NE (5/31/24 – 9/30/24)	\$7,054
DPR	OP	To provide preliminary conceptual design services for the Historic Green Triangle improvements (6/3/24 – 9/30/24)	\$50,000
OP	MODDHH	To provide American Sign Language services during FY 2024 (10/1/23 – 9/30/2024)	\$500
<b>2025*</b>			
DDOT	OP	Planning support for federal Historic Preservation requirements (10/1/24 – 9/30/25)	\$165,000
OP	OZ	Broadcast and archive HPRB hearings (10/1/24 - 9/30/25)	\$6,487

DMPED	OP	To facilitate efforts to administer the USDA Resilient Food System Infrastructure grant program and improve the District's food supply chain resiliency via OP's Food Policy Council team (10/1/24 – 11/30/26)	\$237,129
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Note: \* - Through 1/31/25

16. **D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancements requests, such as the “Form B” for all District agencies (See D.C. Code § 47-318.05a). In order to help the Committee understand agency needs, and the cost of those needs for your agency, please provide, as an attachment to your answers, all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2023, 2024, and 2025.**

The Office of Planning works each year with the Mayor's Office of Budget and Performance Management and the Deputy Mayor for Planning and Economic Development to develop our annual budget request. The Mayor's annual budget submission reflects these efforts.

17. **Please list all currently open capital projects for your agency (as of January 31st) including those projects that are managed or overseen by another agency or entity. Include a brief description of each, the total estimated cost, expenditures to date, the start and completion dates, and the current status of the project. Also, indicate which projects are experiencing delays and which require additional funding.**

Name	Description	Total cost	Expenditures*
HP staff review	OP and DDOT have a multi-year intra-district agreement to support one OP Historic Preservation Specialist FTE to expedite review of DDOT projects and other transportation related tasks, including project coordination, technical assistance, and document review on matters relating to historic preservation, history, architectural history, and archaeology. DDOT funds this agreement with capital funds.	\$165,000	\$57,298

Note: \* - Through 1/31/25

18. **Please list all pending lawsuits that name your agency (or agency director in his or her official capacity) as a party. Please identify which cases on the list are lawsuits that potentially expose the city to significant liability in terms of money and/or change in practices. The Committee is not asking for your judgment as to the city's liability; rather, we are asking about the extent of the claim. For those claims identified, please include an explanation about the issues for each case.**

The Office of Planning is not named as a party in any pending lawsuit.

19. **(a) Please list and describe any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed at any time in fiscal years 2024 or 2025 (as of January 31, 2025).**



**(b) Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.**

OP knows of no ongoing investigations, studies, audits, or reports concerning OP or any of its employees.

20. **How many grievances have been filed by employees or labor unions against agency management? Please list each of them by year for fiscal years 2023, 2024, and 2025 (as of January 31). Give a brief description of each grievance, and the outcome as of January 31, 2025. Include on the chronological list any earlier grievance that is still pending in any judicial forum.**

OP did not have any grievances filed by employees or labor unions during this period.

21. **(a) Please describe the agency's procedures for investigating allegations of sexual harassment committed by or against its employees.**  
**(b) If different, please describe the agency's procedures for investigating allegations of misconduct.**  
**(c) List chronologically and describe each allegation of sexual harassment and misconduct received by the agency in FY 2024 and FY 2025 (as of January 31) and the resolution of each as of the date of your answer.**

OP follows Mayor's Order 2017-313 and Mayor's Order 2023-131. As OP reported in response to this question last year, during FY 2024 there was one report of behavior that could constitute sexual harassment or misconduct. OP's Sexual Harassment Officer promptly initiated an investigation, but because the identity of the alleged perpetrator could not be determined and the victim of the potential misconduct declined to provide information for the investigation, the investigation was closed.

To date in FY 2025, OP has received one report of possible sexual misconduct, which was investigated and determined not to be sexual misconduct.

22. **In table format, please list the following for fiscal years 2024 and 2025 (as of January 31) regarding the agency's use of SmartPay (credit) cards for agency purchases: (1) individuals (by name and title/position) authorized to use the cards; (2) purchase limits (per person, per day, etc.); and (3) total spent (by person and for the agency).**

<u>Cardholder</u>	<u>Limits</u>	<u>Spent FY 2024</u>	<u>Spent FY2025*</u>
Edward Giefer Associate Director	\$10,000 per day/ \$20,000 per month	\$47,347.25	\$7,279.08
Lori Todd Resource Allocation Analyst	\$10,000 per day/ \$20,000 per month	\$90,530.54	\$9,515.51
<b>Total</b>		\$137,877.79	\$16,794.59

Note: \* - Through 1/31/25

23. Please provide a list of all procurements for goods or services for use by your agency over \$25,000 for fiscal years 2024 and 2025 (as of January 31, 2025). Give a brief explanation of each, including the name of the contractor, purpose of the contract, and the total dollar amount of the contract. Exclude from this answer purchase card (SmartPay) purchases.

Supplier	Description	Order Date	Amount
Gehl, Inc.	Streets for People consultant for downtown plan (yr 2 of 2)	11/8/2023	\$39,640
Nspiregreen, Inc.	Ivy City Small Area Plan	1/24/2024	\$90,225
AECOM	Commemorate DC design services (FY 2024)	2/22/2024	\$199,885
GovOS	To purchase copies of images of deeds from 1921-1948 to support a mapping segregation project.	2/23/2024	\$32,283
GWU Center for Excellence in Public Leadership	Executive coaching and training	4/12/2024	\$56,100
SmithGroup	Nannie Helen Burroughs plan	5/6/2024	\$61,077
AECOM	Comp Plan rewrite preparation	5/6/2024	\$459,431
Avid Systems LLC	Renewal of Adobe software licenses	6/5/2024	\$25,221
Gehl, Inc.	Columbia Heights and Mount Pleasant studies (year 1 of 2)	6/6/2024	\$432,448
ESRI	Renewal of ArcGIS software licenses	6/26/2024	\$25,536
Gehl, Inc.	Columbia Heights and Mount Pleasant studies (year 2 of 2)	10/15/2024	\$50,000
AECOM	Commemorate DC design services (FY 2025)	10/25/2024	\$99,745
AECOM	Comp Plan rewrite	11/15/2024	\$450,000
SmithGroup	Rhode Island Avenue study	12/18/2024	\$199,110
Public Performance Mgmt.	Replacement laptops and accessories	1/7/2025	\$28,353

Note: Through 1/31/2025

24. (a) Please describe how your agency manages and limits its mobile, voice, and data costs, including cellular phones and mobile devices.

OP pays for mobile phones for a limited number of employees with jobs that require immediate availability and/or frequent off-site communications. These employees have reviewed and signed the "DC Government Landline and Cell Phone User Agreement." OP's Agency Telephone Coordinator monitors the bills monthly for OP's mobile phone users.

(b) In table format (if the answer is more than 20 lines, then provide as an attachment) please provide the following information for fiscal years 2024 and 2025 (as of January 31), regarding your agency's use of cellular phones and mobile devices: (1) individuals (by name and title/position) authorized to carry and use such devices; (2) total annual expense (FY) for each individual's use; and (3) justification for such use (per person). If the list is more than 20 individuals, group the answer by program, giving the total number of FTEs for that program as well as the number of cellular phones and mobile devices.

First Name	Last Name	Position	FY 2024	FY 25	Justification
ANITA	COZART	Director	\$121.62	\$109.59	Agency head - duties require frequent off-site meetings and the ability to communicate immediately with the Mayor, Council, and others.
ANTHONY	WILLIAMS	Historic Preservation Officer	\$121.62	\$109.59	Duties require substantial off-site work in the field.
ANTHONY	BIDDIEX	HR Specialist	\$121.62	\$109.59	Reports to the Chief of Staff; duties require immediate availability and frequent off-site communications.
DAVID	MALONEY	State Historic Preservation Officer	\$121.62	\$109.59	Duties require immediate availability and frequent off-site communication.
JENNIFER	STEINGASSER	Deputy Director, HP & Development Review	\$121.62	\$109.59	Reports to the Director; duties require immediate availability and frequent off-site communications.
JOEL	LAWSON	Assoc. Director, Development Review	\$139.51	\$119.59	Duties require immediate availability and frequent off-site communication.
JORDAN	CHAFETZ	Deputy Chief of Staff		\$122.34	Reports to the Chief of Staff, duties require immediate availability and frequent off-site communications.
KEITH	LAMBERT	Historic Preservation Officer	\$121.62	\$109.59	Duties require substantial off-site work in the field.
KIM	PEART	HR Lead	\$121.62	\$109.59	Reports to the Chief of Staff, duties require immediate availability and frequent off-site communications.
MARK	AGOSTO	Operations Manager		\$109.59	Reports to the Chief of Staff, duties require immediate availability and frequent off-site communications.
MEKDY	ALEMAYEHU	Communications Officer	\$141.84	\$109.59	Reports to the Deputy Chief of Staff; duties require immediate availability and frequent off-site communications.
SAKINA	KHAN	Deputy Director, Citywide Policy & Analysis	\$121.62	\$109.59	Reports to the Director; duties require immediate availability and frequent off-site communications.
TONI	CHERRY	Senior HP Inspector	\$133.80	\$109.59	Duties require substantial off-site work in the field.
VIVIAN	GUERRA	Chief of Staff	\$162.93	\$ 144.45	Reports to the Director; duties require immediate availability and frequent off-site communications.

25. (a) Does your agency have or use one or more government vehicle? If so, for fiscal years 2024 and 2025 (as of January 31), please list any vehicle the agency owns, leases, or has assigned

to it. You may group the vehicles by category (e.g., 15 sedans, 33 pick-up trucks, three transport buses, etc.).

OP leases two vehicles via the Department of Public Works: a Toyota Corolla and a Dodge Caravan.

**(b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2023, 2024, and 2025 (as of January 31). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the name and title/position of the driver involved; (4) the justification for using such vehicle; (5) whether there was a finding of fault and, if so, who was determined to be at fault; and (6) what employee discipline resulted, if any.**

There were no accidents involving OP's fleet vehicles in the subject years.

26. **Please list every lawsuit against the agency that was settled or decided by a trial court in FY 2024 and FY 2025 to date. Briefly describe each and the sanction, if any.**

No lawsuit against OP was settled or decided by a trial court in FY 2024 or FY 2025 to date.

27. **D.C. Law requires the Mayor to pay certain settlements and judgements from agency operating budgets if the settlement is less than \$10,000 or results from an incident within the last two years (see D.C. Code § 2-402(a)(3)). Please itemize each charge-back to your agency for a settlement or judgment pursuant to D.C. Code § 2-402.**

There have been no charge-backs.

28. **(a) D.C. Law prohibits chauffeurs, take-home vehicles, and the use of SUVs (see D.C. Code §§ 50-203 and 50-204). Is your agency in compliance with this law?**  
**(b) Please explain all exceptions, if any, and provide the following: (1) type of vehicle (make, model, year); (2) individuals (name/position) authorized to use the vehicle; (3) jurisdictional residence of the individual (e.g., Bowie, MD); and (4) justification for the chauffer or take-home status.**

OP is in compliance with this law.

29. **In table format, please provide the following information for fiscal years 2024 and 2025 (as of January 31) regarding your agency's authorization of employee travel: (1) each trip outside the region on official business or agency expense; (2) individuals (by name and title/position) who traveled outside the region; (3) total expense for each trip (per person, per trip, etc.); (4) what agency or entity paid for the trips; and (5) justification for the travel (per person and trip).**

Employee	Cost	Paid By	Justification
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FY 2024			
Moira Nadal Architectural Historian	\$1,819.12	OP	Attend Association for Preservation Technology Conference, October 9-14, 2023 (Seattle, WA)
Anita Cozart Director	\$2,000.00	Lincoln Institute/ Traveler	Attend Big City Planning Directors' Institute, October 14-17, 2023 (Cambridge, MA)
Anita Cozart Director	\$375.44	Washington DC Economic Development Partnership (WDCEDP)/OP	Attend WDCEDP Directors' Retreat, January 26, 2024 (Middleburg, VA)
Caroline Howe Food Policy Director	\$500.00	No Kid Hungry: Share our Strength/Traveler	Attend No Kid Hungry: Share our Strength Child Nutrition Summit, January 22-24, 2024 (Baltimore, MD)
Mamiko Vuillemin Food Policy Analyst	\$553.50	No Kid Hungry: Share our Strength/OP	Attend No Kid Hungry: Share our Strength Child Nutrition Summit, January 22-24, 2024 (Baltimore, MD)
Ryan Hand Associate Director, Citywide Planning	\$3,377.95	C40 Cities Climate Leadership Group/Traveler	Attend and present at 2024 North American Green and Thriving Neighbourhoods Workshop, May 13-17, 2024 (Vancouver, BC, Canada)
Timothy Maher Urban Designer	\$561.03	OP	Attend International Placemaking Week, June 5-8, 2024 (Baltimore, MD)
Travis Pate Demographic Specialist	\$1,400.00	U.S. Census Bureau	Attend State Data Center Training Conference, July 16-17, 2024 (Charlotte, NC)
John Jones Historic Pres. Specialist	\$1,024.36	Nat'l Council of State Hist. Pres. Officers	Attend training for federal historic rehabilitation tax credit program, July 22-25, 2024 (Indianapolis, IN)
Anesu Masube Data & Vis. Analyst	\$1,100.00	UCLA on behalf of the U.S. Census Bureau	Attend Pathways to Data Equity – State Data Leader's Summit, July 29-31, 2025 (Minneapolis, MN)
Anita Cozart Director	\$3,258.63	OP	Serve as a panelist at International Downtown Assn. Conference, September 11-15, 2024 (Seattle, WA)
FY 2025*			
Anita Cozart Director	\$1,583.11	Lincoln Institute/ OP	Attend Big City Planning Directors' Institute, October 6-8, 2024 (Cambridge, MA)
Heba ElGawish	\$1,224.77	OP	Attend and present at ESRI Planning Directors Summit, November 6-7, 2024 (West Palm Beach, FL)
Caroline Howe Food Policy Director	\$840.27	No Kid Hungry: Share Our Strength/OP	Attend No Kid Hungry: Share our Strength Summer Nutrition Summit, December 9-10, 2024 (Dallas, TX)

Note: \* - Through 1/31/2025

30. **Please provide and itemize, as of January 31, 2025, the current number of When Actually Employed (WAE), term, and contract personnel within your agency. If your agency employs WAE or term personnel, please provide, in table format, the name of each employee, position title, the length of his or her term or contract, the date on which he or she first started with your agency, and the date on which his or her current term expires.**

The Office of Planning does not employ WAE employees. OP employs the following Term employees.

Employee Name	Position Title	Length of Term	Start Date	Term Expires
---------------	----------------	----------------	------------	--------------

Megan Schott	Community Planner	FY 2024	10-10-2023	9-30-2025
Lawren-Christian Dolland	Policy Analyst	FY 2024	2-12-2024	3-14-2025

31. **What efforts has your agency made in the past year to increase transparency? Explain.**

In the past year (FY 2024 through Q1 FY 2025), the Office of Planning has made the following efforts to increase transparency throughout the agency:

- **Communications Efforts:** OP uses a variety of communications efforts to share information about the activities and products of the office. In FY24, OP sent 12 newsletters, 19 email blasts, and 7 press releases that had a combined total of almost 73,000 unique views. OP maintains short-term project websites to manage public engagement during project engagement periods and a permanent website which it keeps up-to-date with completed and ongoing work. During FY24, the agency website received approximately 267,000 visits. OP maintains Instagram (@OP\_inDC), Twitter (@OPinDC), and LinkedIn social media accounts. The agency has over 15,000 followers across the three platforms. OP also gives interviews and attends events to explain the results of the agency's work to the public. In FY24, agency representatives participated in 31 speaking events and 48 engagements with press.
- **Community Engagement:** OP engaged communities across the District for the Ivy City Small Area Plan; Nannie Helen Burroughs Corridor Small Area Plan; Columbia Heights and Mount Pleasant Public Life, Design, and Vending Study; North Capitol Crossroads Vision; Commemorate DC; and a variety of zoning actions. Each effort involved significant community engagement with key stakeholders such as residents in the planning area, ANC Commissioners, leaders of the community-based organizations and business leaders to foster transparency and participation in the planning process. Methods included holding Visioning Workshops, Community Walks, Open Houses, and Design Workshops; conducting online surveys; circulating project updates via email newsletters; participating in small group discussions and meetings; and releasing draft plans for public comment periods.
- **Websites and Open Data**
  - **Public Input:** Since FY20, OP has used the Public Input Platform as a central hub for community engagement efforts. Public Input allows for surveying, public discourse, recorded and live video conferencing, a dedicated project phone number, and email and text capabilities. Each OP place-based planning effort has a dedicated Public Input page that enables residents and stakeholders to track past and upcoming engagement opportunities and keep up to date on the plan.
  - **Surveys:** OP conducted online surveys for several of its planning efforts to increase transparency and gather public input.
- **OP Demographic Data Hub:** is a one-stop-shop for people to access current Districtwide, Wards and Area Elements data from the U.S. Census Bureau and other sources. Users can access demographic, housing, social, economic, and racial equity data and view reports, studies, story maps, infographics and maps published by the Office of Planning. There were 31,000 views on the website in 2024.

32. **What efforts will your agency be making to increase transparency? Explain.**

The Office of Planning will continue to make improvements to the services detailed above in question #31.

In addition, OP will release a schedule of community engagement activities for DC 2050, the District's next comprehensive plan, at the launch of the project. The intent is for residents and stakeholders to have clear expectations for all engagement phases from the beginning of the project, so that they know how their input impacts the planning process.

33. **Please identify any legislative requirements that your agency lacks sufficient resources to properly implement. Explain.**

There are no legislative requirements for which the agency lacks sufficient resources to fully implement.

34. **Please identify any statutory or regulatory impediments to your agency's operations.**

There are no statutory or regulatory impediments to OP's operations.

35. **Did your agency receive any FOIA requests in fiscal year 2024? If yes, did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? If available, please provide a copy of that report as an attachment. Also state here the total cost incurred by your agency for each fiscal year 2023, 2024, and 2025 (through January 31) related to FOIA.**

Yes. Please see attachment Council Q35. The total approximate cost incurred for \$3,650 for FY 2023; and \$10,080 for FY 2024; and \$3,600 for FY 2025 through January 31.

36. **For CBE agency compliance purposes, what is your agency's current adjusted expendable budget; how much has been spent with SBEs; and what percent of your agency's expendable budget was spent with SBEs? Further, where SBEs were not available, how much has been spent with CBEs, and what percent of CBE spending, relative to your current expendable budget? How many CBE waivers (including dollar amount) did the agency submit? What efforts has the agency taken to reduce the number of CBE waivers submitted? What is the CBE spending goal for your agency per the DSLBD SBE Opportunities Guide (Green book)? Give this answer for fiscal years 2023, 2024 and 2025 (as of January 31).**

	FY 2023	FY 2024*	FY 2025**
Expendable budget	\$2,293,849	\$1,755,459	\$1,352,666
Spent with SBEs (%)	\$1,150,904 (50.2%)	\$218,248 (12.4%)	\$0 (0.0%)
Spent with CBEs that are not SBEs	\$0	\$0	\$0
Waivers submitted	0	0	0
SBE Spending goal	\$1,146,924	\$877,730	\$673,333

Notes:

\* 4<sup>th</sup> quarter total expenses/year-end goal adjustments not yet reported by DSLBD

\*\* 1<sup>st</sup> quarter data not yet reported by DSLBD

37. **Please provide, as an attachment, a copy of your agency's current annual performance plan as submitted to the Office of the City Administrator.**

Please see attachment Council Q37.

38. **(a) What are your agency's key performance indicators and what has been your agency's performance (for each of these KPIs) in fiscal year (or calendar year) 2023, 2024, and 2025 (through the first quarter).**

KPI	FY 2023	FY 2024	FY 2025*
% of GIS and State Data customers who receive requested maps and demographic data from OP staff	98.7%	99.7%	100%
Satisfaction rating given by the Director of the Capital Improvements Program re: the consistency and quality of OP's contribution	100%	100%	100%
% of OP small area plans approved by the Council or other neighborhood plans supported by the relevant ANCs	100%	No applicable incidents	100%
Satisfaction rating given by head of Public Space Commission re: the consistency and quality of OP's contribution	100%	100%	100%
% of stakeholder requests for planning assistance fulfilled	97.6%	99.6%	100%
% of small area plans or other planning and design initiatives active or launched that include a clear racial equity component in their goals, process, objectives, and/or outcomes	86.7%	100%	100%
% of discretionary developments/projects initiated within neighborhood plan boundaries that are guided by OP's small area or neighborhood plans	100%	100%	100%



KPI	FY 2023	FY 2024	FY 2025*
% of customers OP engages who rate their interaction with OP as satisfactory or higher	98.8%	99.7%	100%
% of relevant ANCs and civic organizations that OP engages in small area or neighborhood planning initiatives	100%	100%	100%
% of historic property permit applications reviewed over the counter	97.4%	95.8%	94.4%
% of historic landmark designations without owner objection	100%	100%	100%
% of DC government project reviews concluded with adverse effects resolved by consensus	99.2%	99.1%	98.9%
% of Development Review reports for boards and commissions that did not require a supplemental report	93.7%	93.7%	92.6%
% of HP staff reports with recommendations that are accepted by the HPRB Chair and the Mayor's Agent	92.9%	95.8%	97.8%
Average cases reviewed per zoning review staff	50.3	53.4	11.8
% of OP setdown, design review, and map amendment reports for the Zoning Commission that include a Comp Plan racial equity analysis	96.5%	97.7%	100%
% of PUDs that exceed minimum requirements to further the Sustainable DC plan including the provision of green roofs or other features to help reduce storm water runoff, electric car charging stations, or bike share facilities.	100%	100%	100%

Note: \* - Through 12/31/2024

**(b) What KPIs have been dropped (or changed) since 2023? List each specifically and explain why it was dropped or changed.**

For the FY 2023 plan, OP dropped three KPIs and added two.

**KPIs Dropped:**

- “Average cases reviewed per historic preservation staff.” Although there is a high number of HPO review cases, some are complex and some are straightforward, and these reviews account for a widely varying percentage of workload for different staff depending on other duties. Since there is no real “average” number of cases per staff person, it is not a very meaningful or useful measure.
- “Percentage of historic preservation projects properly noticed after implementation of new regulations.” In the last few years, the HPO adjusted the noticing protocol to require homeowners to notify their immediate neighbors as the law requires, and as a result this measure is no longer accurately measuring the HPO’s performance.
- “Percentage of OP’s neighborhood plans that receive recognition from professional associations (APA, ULI, etc.).” The schedule of when plans are completed resulted in many quarters with no results to report.

**KPIs Added:**

- “Percentage of small area plans or other planning and design initiatives active or launched that include a clear racial equity component in their goals, process, objectives or outcomes.” Added to reflect OP’s efforts to support the District’s racial equity goals.
- “Percentage of OP setdown, design review, and map amendment reports for the Zoning Commission that include a Comp Plan racial equity analysis.” Added to reflect OP’s efforts to support the District’s racial equity goals.

**39. Please list each small area plan and all other comprehensive plan related plans (e.g. PDR Study) currently underway, give the current status, and provide the expected completion date.**

Name	Status	Expected Completion Date
Rhode Island Avenue Planning Study	OP drafting plan	Q4 FY25
Poplar Point Master Plan	OP & DMPED conducting public engagement on development alternatives	Q3 FY26
DC 2050: Comprehensive Plan	OP launching public engagement in Q2 FY25	Q3 FY27

**40. How much and what percentage of funds have been expended from the Historic Homeowner Grant Program for fiscal years 2023, 2024, and 2025 (as of January 31).**

	Available	Expended
FY 2023	\$702,768	\$611,945 (87%)

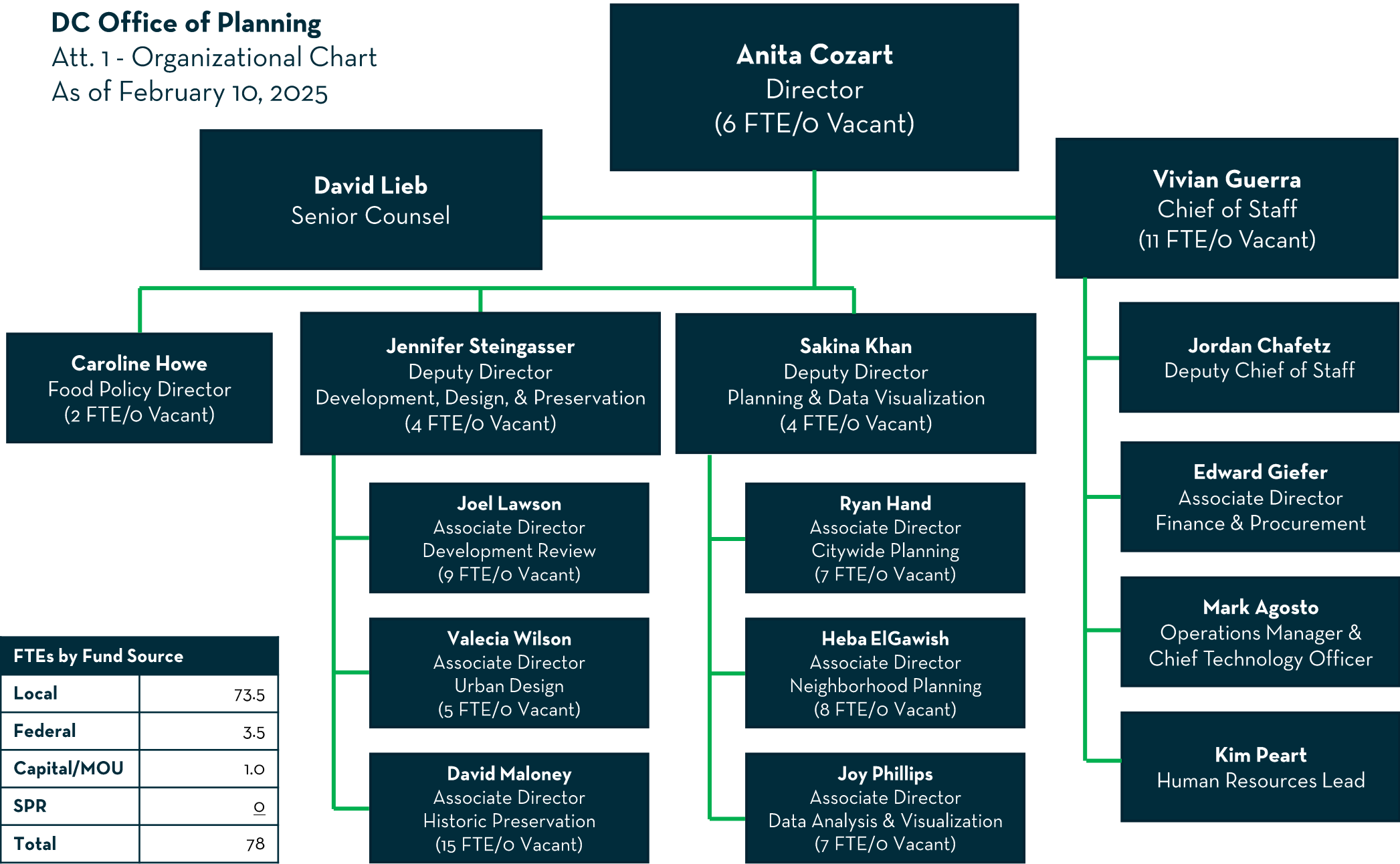
FY 2024	\$250,000	\$250,000 (100%)
FY 2025*	\$250,000	\$46,653 (19%)

Note: \* - As of 1/31/2025

41. **What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities.**

1. **DC 2050, the District's next comprehensive plan:** DC 2050 aims to advance the District's goals for an equitable, climate-resilient city that supports affordable living for residents across all 8 wards. In FY25, OP will conduct engagement events and the DC 2050 Vision Survey. Engagement will explore new ways to guide future land use, discuss the District's land use needs and opportunities, and gather input on stakeholder priorities.
2. **Downtown revitalization:** OP will continue its work to implement the Downtown Public Realm Plan, making public space improvements that attract people to Downtown DC. In FY25, OP's Streets for People grant program will support public space improvements in Farragut Square and TechWorld Plaza. OP will work with the National Park Service to determine next steps for the Historic Green Triangle, including McPherson Square, Farragut Square, and Lafayette Square.
3. **Repositioning federal land and buildings:** OP will collaborate with the Office of the Deputy Mayor for Planning and Economic Development (DMPED) for land and buildings disposed of by the federal government. In FY25, OP will develop a master plan for Poplar Point, in coordination with an environmental assessment process led by DMPED. OP will also prioritize planning for the former RFK-site and surrounding area. Additionally, as the federal government continues to announce consolidation of office buildings, OP and DMPED will identify necessary plans and studies to support the redevelopment and reuse of these buildings.
4. **Zoning to implement place-based plans:** In recent years, OP has completed several place-based plans to implement the 2021 Comprehensive Plan. In FY25, OP will advance several zoning amendments to implement the land use guidance provided in those plans. Zoning initiatives will include Connecticut Ave NW, Wisconsin Ave NW, and New York Avenue NE.
5. **Telling the stories of DC's communities:** In the second year of the Commemorate DC program, OP will work with community members to select two more subjects for new commemorative works and complete a conceptual design. Commemorate DC seeks to address the lack of representation of BIPOC Washingtonians in the District's monuments and memorials, as well as the geographic disparity of where they are located. OP will also continue its work to document the history of DC's diverse communities and ensure that is reflected in preservation efforts. OP will complete context studies to inform the National Register of Historic Places on the Latino, Chinese, and Korean communities, as well as affordable housing for Black residents.

DC Office of Planning  
Att. 1 - Organizational Chart  
As of February 10, 2025



**OFFICE OF PLANNING - SCHEDULE A (as of February 15, 2025)**

Name	Title	Filed/		Fringe		Department Name
		Vac	Salary	21.1%	FTE	
Khan,Sakina H	Dep Dir, Citywide & Neighb. Planning	F	\$171,043	\$36,090	1	Citywide/Neighborhood Planning
Agosto,Mark	Operations Manager & CIO	F	\$145,000	\$30,595	1	Office of the Director
Dennee,Timothy J.	Historic Preservation Specialist	F	\$137,651	\$29,044	1	Historic Preservation
Waardenburg,Dennis S	Cartographer	F	\$137,561	\$29,025	1	Geographic Information Systems
Lambert,Rupert K	Historic Preservation Inspector	F	\$96,547	\$20,371	1	Historic Preservation
Thomas,Karen M	Development Review Specialist	F	\$162,565	\$34,301	1	Development Review
Brown-roberts,Maxine H	Development Review Specialist	F	\$162,565	\$34,301	1	Development Review
Cozart,Anita M	Director	F	\$196,139	\$41,385	1	Office of the Director
Gyor,Stephen Michael	Lead Community Planner	F	\$150,436	\$31,742	1	Citywide Planning
Beamon,Shepard	Development Review Specialist	F	\$138,307	\$29,183	1	Development Review
Joe,Elizabeth	Community Planner	F	\$106,763	\$22,527	1	Urban Design
Lewis,Charles A	Historic Preservation Specialist	F	\$162,565	\$34,301	1	Historic Preservation
ElGawish,Heba	Assoc. Dir., Neighborhood Planning	F	\$147,000	\$31,017	1	Neighborhood Planning
Williams,Kimberly P	Architectural Historian	F	\$134,139	\$28,303	1	Historic Preservation
Bradford,Philip	Development Review Specialist	F	\$126,178	\$26,624	1	Development Review
Harris,Karen	Executive Assistant	F	\$104,168	\$21,979	1	Citywide Planning
Todd,Lori	Resource Allocation Analyst	F	\$105,001	\$22,155	1	Office of the Director
Brown,Martin H	Community Planner (Citywide)	F	\$130,221	\$27,477	1	Citywide Planning
Estes,Emma	Community Planner	F	\$110,185	\$23,249	1	Citywide Planning
Wilson,Valecia	Assoc. Director, Urban Design	F	\$140,000	\$29,540	1	Urban Design
Meyer,James B	Historic Preservation Specialist	F	\$112,802	\$23,801	1	Historic Preservation
Abou Samra,Rita	Community Planner	F	\$126,178	\$26,624	1	Neighborhood Planning
Steingasser,Jennifer L.	Dep Dir, Dev Rev., Preservation, & Design	F	\$173,090	\$36,522	1	Development Review/HP
Pate,John	Demographic Specialist	F	\$127,295	\$26,859	1	Data Analysis & Visualization
Lawson,Joel	Assoc. Dir, Development Review	F	\$150,713	\$31,800	1	Development Review
Maloney,David J	State Historic Preservation Officer	F	\$149,755	\$31,598	1	Historic Preservation
Crain,Deborah L	Community Planner	F	\$162,565	\$34,301	1	Neighborhood Planning
Ubiera,Vincent E	Community Planner	F	\$101,290	\$21,372	1	Neighborhood Planning
Gould,Rishawna	Visual Information Specialist	F	\$130,717	\$27,581	1	Data Analysis & Visualization
Jones,John	Historian (Architectural)	F	\$92,656	\$19,550	1	Historic Preservation
Freedman,Alexander	Community Planner	F	\$106,763	\$22,527	1	Neighborhood Planning
Barron,Ron M	Development Review Specialist	F	\$120,451	\$25,415	1	Development Review
Phillips,Joy E	Assoc. Dir., Data Analysis & Visualization	F	\$150,031	\$31,656	1	Data Analysis & Visualization
Anna,Alemayehu M	IT Specialist	F	\$162,565	\$34,301	1	Office of the Director
Thompson,Diamond	Community Planner	F	\$106,763	\$22,527	1	Neighborhood Planning
Rodgers,Arthur H.	Community Planner	F	\$158,522	\$33,448	1	Citywide Planning
An,Le	Lead Community Planner (Placemaking)	F	\$142,350	\$30,036	1	Neighborhood Planning
Ames,Christine	Archeologist	F	\$95,534	\$20,158	1	Historic Preservation
Callcott,Stephen L	Senior Historic Preservation Specialist	F	\$132,623	\$27,983	1	Historic Preservation
Giefer,Edward T	Assoc. Dir., Finance & Procurement	F	\$157,050	\$33,138	1	Office of the Director
Jurkovic,Michael	Development Review Specialist	F	\$117,029	\$24,693	1	Development Review
Schwartzman,Rebecca	Community Planner	F	\$113,607	\$23,971	1	Citywide Planning
Price,Imania G	Historian (Architectural)	F	\$101,290	\$21,372	1	Historic Preservation
Myers,Crystal	Development Review Specialist	F	\$138,307	\$29,183	1	Development Review
Barber,Jennifer	Executive Assistant	F	\$110,967	\$23,414	1	Office of the Director
Jesick,Matthew R	Development Review Specialist	F	\$146,393	\$30,889	1	Development Review
Chandler,Jamie	Data Visualization Analyst	F	\$150,436	\$31,742	1	Data Analysis & Visualization
Nguyen,Huong	Demographic Specialist	F	\$104,168	\$21,979	1	Data Analysis & Visualization
Delaney,Joyetta	Executive Assistant	F	\$104,168	\$21,979	1	Development Review
Troccoli,Ruth	Archeologist	F	\$118,558	\$25,016	1	Historic Preservation
Jones,Todd Joseph	Historic Preservation Specialist	F	\$104,168	\$21,979	1	Historic Preservation
Stephens,Ashley	Community Outreach Specialist	F	\$95,534	\$20,158	1	Neighborhood Planning
Howe,Caroline L.	Food Policy Director	F	\$130,941	\$27,629	1	Office of the Director
Lieb,David	Attorney Advisor	F	\$186,840	\$39,423	1	Office of the Director
Williams,Anthony E	Historic Preservation Inspector	F	\$86,923	\$18,341	1	Historic Preservation
Maher,Timothy D	Lead Community Planner (Public Space)	F	\$138,307	\$29,183	1	Urban Design
Alemayehu,Mekdelawit	Public Affairs Specialist	F	\$116,933	\$24,673	1	Office of the Director
Biddix,Anthony M.	Human Resources Specialist	F	\$90,805	\$19,160	1	Office of the Director
Hodges,Marvin	Community Planner	F	\$110,185	\$23,249	1	Urban Design
Williams-cherry,Toni V	Historic Preservation Compliance	F	\$134,139	\$28,303	1	Historic Preservation
Luthy,Edward W	Cartographer	F	\$123,873	\$26,137	1	Geographic Information Systems
Hand,Ryan	Assoc. Dir., Citywide Planning	F	\$149,000	\$31,439	1	Citywide Planning
Bashire,Abdulsalam Saide	IT Specialist	F	\$98,412	\$20,765	1	Office of the Director
Vuillemin,Mamiko	Policy Analyst	F	\$98,412	\$20,765	1	Office of the Director
Dolland,Lawren-Christian	Policy Analyst	F	\$92,656	\$19,550	1	Office of the Director
Marcinkowski,Lauren	Public Affairs Specialist	F	\$110,967	\$23,414	1	Office of the Director
Chafetz,Sarah JB	Deputy Chief of Staff	F	\$125,000	\$26,375	1	Office of the Director
Guerra,Nelly V	Chief of Staff	F	\$170,517	\$35,979	1	Office of the Director
Peart,Kim	Lead Human Resources Specialist	F	\$131,138	\$27,670	1	Office of the Director
Schott,Megan	Community Planner	F	\$110,185	\$23,249	1	Citywide Planning
Gunn,Zhetique	Urban Designer	F	\$110,185	\$23,249	1	Urban Design
Brockett,Anne	Historic Preservation Specialist	F	\$134,139	\$28,303	1	Historic Preservation
Krefetz,Alex	Community Planner	F	\$117,029	\$24,693	1	Neighborhood Planning
Costanzo,Andrew	Grants Management Specialist	F	\$106,763	\$22,527	1	Historic Preservation
Kushner,Nicholas	Community Planner	F	\$126,178	\$26,624	1	Citywide Planning
Syasa,Nadya	Community Planner	F	\$92,565	\$19,531	1	Citywide Planning
Masube,Anesu	Data Visualization Analyst	F	\$113,607	\$23,971	1	Data Analysis & Visualization
Mitchum,Joshua	Development Review Specialist	F	\$106,763	\$22,527	1	Development Review



## OFFICE OF PLANNING

FY 2023 - 2025 Budgets &amp; Expenditures (through January 31, 2025)

## Attachment Q14

Comp Source Group	<u>FY 2023</u> Original Budget	Revised Budget	Budget Variance	Expenditures	Comments	<u>FY 2024</u> Original Budget	Revised Budget	Budget Variance	Expenditures	Comments	<u>FY 2025</u> Original Budget	Revised Budget	Budget Variance	Expenditures	Comments
<b>LOCAL</b>															
0011 - REGULAR PAY - CONT FULL TIME	\$8,915,996	\$8,649,701	(\$266,295)	\$8,174,368	Budget variance includes -\$286,295 swept mid year / +\$20,000 to match budget to expenses at year-end	\$9,050,971	\$8,761,727	(\$289,244)	\$8,579,859		\$8,854,022	\$8,854,022	\$0	\$2,972,998	
0012 - REGULAR PAY - OTHER	\$346,243	\$346,243	\$0	\$247,784	Term FTEs	\$100,630	\$100,630	\$0	\$166,642	Term FTE	\$106,801	\$106,801	\$0	\$68,153	Term FTE
0013 - ADDITIONAL GROSS PAY	\$0	\$0	\$0	\$137,633	Final leave payouts for OP employees who left agency	\$0	\$0	\$0	\$163,302	Includes leave payouts for OP employees who left agency and special pay and bonuses.	\$0	\$0	\$0	(\$12,805)	
0014 - FRINGE BENEFITS - CURR PERSONNEL	\$2,006,045	\$1,946,680	(\$59,365)	\$1,792,530	Budget variance includes -\$63,705 swept mid year / +\$4,340 to match budget to expenses at year-end	\$1,949,767	\$1,892,058	(\$57,709)	\$1,839,148		\$1,962,388	\$1,962,388	\$0	\$649,461	
0015 - OVERTIME PAY	\$10,000	\$10,000	\$0	\$7,598		\$10,000	\$10,000	\$0	\$12,256		\$10,000	\$10,000	\$0	\$261	
PERSONNEL SERVICES Total	\$11,278,284	\$10,952,624	(\$325,660)	\$10,359,913		\$11,111,368	\$10,764,415	(\$346,953)	\$10,761,207		\$10,933,211	\$10,933,211	\$0	\$3,678,068	
0020 - SUPPLIES AND MATERIALS	\$31,850	\$31,850	\$0	\$31,914		\$31,850	\$45,850	\$14,000	\$32,468		\$7,962	\$7,962	\$0	\$2,563	
0040 - OTHER SERVICES AND CHARGES	\$74,231	\$76,486	\$2,255	\$54,301		\$74,231	\$74,231	\$0	\$66,092		\$64,427	\$64,427	\$0	\$7,658	Covers office ops: travel, fleet, PCard, office machine/printer maint, parking for fleet, training/conf fees, express deliveries, memb dues, minor print jobs, business cards, meeting space rental, media subscriptions, interpretations, translations, imprest fund, etc.
0041 - CONTRACTUAL SERVICES - OTHER	\$3,284,430	\$3,368,420	\$83,990	\$3,115,074		\$1,359,430	\$1,358,430	(\$1,000)	\$1,356,148		\$1,059,430	\$1,059,430	\$0	\$57,622	Includes funding to support DC 2050, Commemorate DC, a planning study for Rhode Island Avenue, the completion of studies for Mt. Pleasant and Columbia Heights, and the operations of the Food Policy Council.
0050 - SUBSIDIES AND TRANSFERS	\$1,875,259	\$2,380,539	\$505,280	\$2,356,939	Budget variance reflects FY 2022 carryover from the Historic Homeowner Grant program and an internal reprogramming to move ARPA funds to correct account	\$500,000	\$250,000	(\$250,000)	\$250,000		\$2,261,000	\$2,261,000	\$0	\$231,325	Includes grant funding to support Streets for People, Commemorate DC, and the Historic Homeowner Grant program.
0070 - EQUIPMENT & EQUIPMENT	\$156,400	\$156,400	\$0	\$144,608		\$150,400	\$127,400	(\$23,000)	\$105,542		\$108,270	\$108,270	\$0	\$37,955	
NON-PERSONNEL SERVICES Total	\$5,422,170	\$6,013,695	\$591,525	\$5,702,836		\$2,115,911	\$1,855,911	(\$260,000)	\$1,810,250		\$3,501,089	\$3,501,089	\$0	\$337,123	
LOCAL Fund Total	\$16,700,454	\$16,966,320	\$265,865	\$16,062,749		\$13,227,279	\$12,620,326	(\$606,953)	\$12,571,457		\$14,434,300	\$14,434,300	\$0	\$4,015,191	



## OFFICE OF PLANNING

FY 2023 - 2025 Budgets &amp; Expenditures (through January 31, 2025)

## Attachment Q14

Comp Source Group	<u>FY 2023</u> Original Budget	Revised Budget	Budget Variance	Expenditures	Comments	<u>FY 2024</u> Original Budget	Revised Budget	Budget Variance	Expenditures	Comments	<u>FY 2025</u> Original Budget	Revised Budget	Budget Variance	Expenditures	Comments
<b>FEDERAL GRANT</b>															
0011 - REGULAR PAY - CONT FULL TIME	\$404,933	\$415,151	\$10,218	\$415,573	HP grant from National Park Service, supports 3.5 OP FTE.	\$422,036	\$453,125	\$31,089	\$384,334	HP grant from National Park Service, supports 3.5 OP FTE.	\$438,491	\$438,491	\$0	\$142,586	HP grant from National Park Service, supports 3.5 OP FTE.
0013 - ADDITIONAL GROSS PAY	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$55,171	includes leave payout for OP employee who left agency and special pay.	\$0	\$0	\$0	\$0	
0014 - FRINGE BENEFITS - CURR	\$87,870	\$0	(\$87,870)	\$86,888		\$91,582	\$67,412	(\$24,170)	\$81,032		\$92,521	\$92,827	\$306	\$28,616	
PERSONNEL SERVICES Total	\$492,803	\$415,151	(\$77,652)	\$502,461		\$513,618	\$520,537	\$6,919	\$520,537		\$531,012	\$531,318	\$306	\$171,202	
0041 - CONTRACTUAL SERVICES - OTHER	\$42,197	\$160,625	\$118,429	\$72,395	Contracts and grants to support HP activities. Revised Budget includes carryover from FY 2022 for the multi-year grant.	\$86,382	\$143,957	\$57,575	\$143,957	Contracts and grants to support HP activities. Revised Budget includes carryover from FY 2023 for the multi-year grant.	\$94,988	\$240,113	\$145,125	\$11,385	Contracts and grants to support HP activities. Revised Budget includes carryover from FY 2024 for multi-year grants.
NON-PERSONNEL SERVICES Total	\$42,197	\$160,625	\$118,429	\$70,529		\$86,382	\$143,957	\$57,575	\$143,957		\$94,988	\$240,113	\$145,125	\$11,385	
Federal Grant Funds Total	\$535,000	\$575,776	\$40,776	\$572,990		\$600,000	\$664,494	\$64,494	\$664,494		\$626,000	\$771,431	\$145,431	\$182,587	
<b>PRIVATE GRANT</b>															
0041 - CONTRACTUAL SERVICES - OTHER	\$0	\$4,999	\$4,999	\$4,999	Grant from the National Trust for Historic Preservation for "History of Resistance and Black Lives Matter Plaza"	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
NON-PERSONNEL SERVICES Total	\$0	\$4,999	\$4,999	\$4,999		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
Private Grant Funds Total	\$0	\$4,999	\$4,999	\$4,999		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
<b>SPECIAL PURPOSE REVENUE</b>															
0040 - OTHER SERVICES AND CHARGES	\$15,000	\$7,210	(\$7,790)	\$7,210	Stipends for HPRB members.	\$0	\$0	\$0	\$4,056	Stipends for HPRB members.	\$15,000	\$15,000	\$0	\$863	Stipends for HPRB members.
0041 - CONTRACTUAL SERVICES - OTHER	\$85,000	\$31,815	(\$53,185)	\$31,815	Purchases to support HP with these o-type funds.	\$50,000	\$9,056	(\$40,944)	\$5,000	To pay for the Mayor's Agent hearing officer	\$35,000	\$35,000	\$0	\$0	Purchases to support HP with these o-type funds.
NON-PERSONNEL SERVICES Total	\$100,000	\$39,026	(\$60,974)	\$39,026		\$50,000	\$9,056	(\$40,944)	\$9,056		\$50,000	\$50,000	\$0	\$863	
Special Purpose Revenue Total	\$100,000	\$39,026	(\$60,974)	\$39,026		\$50,000	\$9,056	(\$81,888)	\$9,056		\$50,000	\$50,000	\$0	\$863	
<b>TOTAL OFFICE OF PLANNING</b>	<b>\$17,335,454</b>	<b>\$17,586,120</b>	<b>\$250,666</b>	<b>\$16,679,763</b>		<b>\$13,877,279</b>	<b>\$13,293,876</b>	<b>(\$583,403)</b>	<b>\$13,245,007</b>		<b>\$15,110,300</b>	<b>\$15,255,731</b>	<b>\$145,431</b>	<b>\$4,198,641</b>	





# **OFFICE OF PLANNING**

## **FY 2025 PERFORMANCE PLAN**

**NOVEMBER 26, 2024**



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# 1 INTRODUCTION

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This document presents the Fiscal Year 2025 Performance Plan for the Office of Planning.

This Performance Plan is the first of two agency performance documents published each year. The Performance Plan is published twice annually – preliminarily in March when the Mayor’s budget proposal is delivered, and again at the start of the fiscal year when budget decisions have been finalized. A companion document, the Performance Accountability Report (PAR), is published annually in January following the end of the fiscal year. Each PAR assesses agency performance relative to its annual Performance Plan.

**Performance Plan Structure:** Performance plans are comprised of agency Objectives, Administrative Structures (such as Divisions, Administrations, and Offices), Activities, Projects and related performance measures. The following describes these plan components, and the types of performance measures agencies use to assess their performance.

**Objectives:** Objectives are statements of the desired benefits that are expected from the performance of an agency’s mission. They describe the goals of the agency.

**Administrative Structures:** Administrative Structures represent the organizational units of an agency, such as Departments, Divisions, or Offices.

**Activities:** Activities represent the programs and services an agency provides. They reflect what an agency does on a regular basis (e.g., processing permits).

**Projects:** Projects are planned efforts that end once a particular outcome or goal is achieved.

**Measures:** Performance Measures may be associated with any plan component, or with the agency overall. Performance Measures can answer broad questions about an agency’s overall performance or the performance of an organizational unit, a program or service, or the implementation of a major project. Measures can answer questions like “How much did we do?”, “How well did we do it?”, “How quickly did we do it?”, and “Is anyone better off?” as described in the table below. Measures are printed throughout the Performance Plan, as they may be measuring an objective, an administrative structure, an activity, or be related to the agency performance as a whole.

Measure Type	Measure Description	Example
Quantity	Quantity measures assess the volume of work an agency performs. These measures can describe the inputs (e.g., requests or cases) that an agency receives or the work that an agency completes (e.g., licenses issued or cases closed). Quantity measures often start with the phrase “Number of...”.	“Number of public art projects completed”
Quality	Quality measures assess how well an agency’s work meets standards, specifications, resident needs, or resident expectations. These measures can directly describe the quality of decisions or products or they can assess resident feelings, like satisfaction.	“Percent of citations issued that were appealed”

(continued)

Measure Type	Measure Description	Example
Efficiency	Efficiency measures assess the resources an agency used to perform its work and the speed with which that work was performed. Efficiency measures can assess the unit cost to deliver a product or service, but typically these measures assess describe completion rates, processing times, and backlog.	"Percent of claims processed within 10 business days"
Outcome	Outcome measures assess the results or impact of an agency's work. These measures describe the intended ultimate benefits associated with a program or service.	"Percent of families returning to homelessness within 6-12 months"
Context	Context measures describe the circumstances or environment that the agency operates in. These measures are typically outside of the agency's direct control.	"Recidivism rate for 18-24 year-olds"
District-wide Indicators	District-wide indicators describe demographic, economic, and environmental trends in the District of Columbia that are relevant to the agency's work, but are not in the control of a single agency.	"Area median income"

*Agencies set targets for most performance measures before the start of the fiscal year.* Targets may represent goals, requirements, or national standards for a performance measure. Agencies strive to achieve targets each year, and agencies provide explanations for targets that are not met at the end of the fiscal year in the subsequent Performance Accountability Report. Not all measures are associated with a target. For example, newly added measures do not require targets for the first year, as agencies determine a data-informed benchmark. Additionally, change in some quantity or context measures and District-wide indicators may not indicate better or worse performance, but are "neutral" measures of demand or input, or are outside of the agency's direct control. In some cases the relative improvement of a measure over a prior period is a more meaningful indicator than meeting or exceeding a particular numerical goal, so a target is not set.

## 2 OFFICE OF PLANNING OVERVIEW

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**Mission:** The Office of Planning (OP) is tasked with planning for the long-term growth of the District of Columbia, to help ensure it reflects our values of an inclusive and vibrant city. We help the District work toward a positive future in which all District residents can thrive, regardless of income, race, age, or background. OP guides development in the District of Columbia's distinctive neighborhoods by engaging stakeholders and residents, performing research and analysis, serving as the steward of our historic resources, and publishing various planning documents, including the Comprehensive Plan.

**Summary of Services:** OP performs planning for neighborhoods, corridors, districts, historic preservation, public facilities, parks and open spaces, and individual sites. In addition, OP engages in urban design, land use, and historic preservation reviews. OP also conducts historic resources research and community visioning, and manages, analyzes, maps, and disseminates spatial and US Census data.

### **Objectives:**

1. Provide data and analysis to support sound and integrated policy decisions that strengthen the District's fiscal stability, sustainability, and quality of life.
2. Catalyze improvements in the urban design, racial equity, economic vitality, and livability of District neighborhoods by creating excellent, context-sensitive plans.
3. Increase the transparency and predictability of the planning process to better engage stakeholders and to enrich the dialogue around key planning tools and topics.
4. Enhance the District's built environment by promoting high quality development through clarified regulations, mandatory and discretionary zoning reviews, historic preservation review processes, and technical assistance in planning and design.
5. Efficient, Transparent, and Responsive Government

### **Activities:**

1. Placemaking
2. Planning Pilots
3. Education
4. Best Practices
5. Engagement
6. Policy and Regulation Support
7. Citywide Planning
8. Planned Unit Developments (PUDs)
9. Revitalization And Design
10. Mapping Services
11. Demographic Services
12. Growth Forecasts
13. Capital Planning

14. HPRB Staff Reports
15. Historic Landmark Designations
16. Historic Preservation Reviews
17. Government Project Reviews
18. Historic Preservation Planning
19. Comprehensive Plan
20. Comp Plan Updates and Amendments
21. Neighborhood Plans
22. Design Support
23. Zoning Regulations Update
24. Zoning Staff Reports
25. Historic Homeowner Grants

### 3 OBJECTIVES

#### 3.1 PROVIDE DATA AND ANALYSIS TO SUPPORT SOUND AND INTEGRATED POLICY DECISIONS THAT STRENGTHEN THE DISTRICT'S FISCAL STABILITY, SUSTAINABILITY, AND QUALITY OF LIFE.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Percent of Geographic Information Systems (GIS) and State Data customers (internal and external) who receive requested maps and demographic data from OP staff	Outcome	Up is Better	98.7%	99.88%	<b>92%</b>
Satisfaction rating given by the Director of the Capital Improvements Program re: the consistency and quality of OP's contribution	Outcome	Up is Better	100%	100%	<b>90%</b>

#### 3.2 CATALYZE IMPROVEMENTS IN THE URBAN DESIGN, RACIAL EQUITY, ECONOMIC VITALITY, AND LIVABILITY OF DISTRICT NEIGHBORHOODS BY CREATING EXCELLENT, CONTEXT-SENSITIVE PLANS.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Percent of discretionary developments/projects initiated within neighborhood plan boundaries that are guided by OP's small area or neighborhood plans	Outcome	Up is Better	100%	100%	<b>95%</b>
Percent of OP small area plans approved by the Council or other neighborhood plans supported by the relevant Advisory Neighborhood Commissions (ANCs)	Outcome	Up is Better	100%	No incidents	<b>92%</b>
Percent of small area plans or other planning and design initiatives active or launched that include a clear racial equity component in their goals, process, objectives, and/or outcomes	Outcome	Up is Better	86.7%	100%	<b>90%</b>

(continued)

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Percent of stakeholder requests for planning assistance fulfilled	Efficiency	Up is Better	97.60%	99.45%	90%
Satisfaction rating given by head of Public Space Commission re: the consistency and quality of OP's contribution	Outcome	Up is Better	100%	100%	90%

### 3.3 INCREASE THE TRANSPARENCY AND PREDICTABILITY OF THE PLANNING PROCESS TO BETTER ENGAGE STAKEHOLDERS AND TO ENRICH THE DIALOGUE AROUND KEY PLANNING TOOLS AND TOPICS.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Percent of customers OP engages who rate their interaction with OP as satisfactory or higher	Outcome	Up is Better	98.8%	99.88%	90%
Percent of relevant ANC's and civic organizations that OP engages in small area or neighborhood planning activities	Efficiency	Up is Better	100%	100%	90%

### 3.4 ENHANCE THE DISTRICT'S BUILT ENVIRONMENT BY PROMOTING HIGH QUALITY DEVELOPMENT THROUGH CLARIFIED REGULATIONS, MANDATORY AND DISCRETIONARY ZONING REVIEWS, HISTORIC PRESERVATION REVIEW PROCESSES, AND TECHNICAL ASSISTANCE IN PLANNING AND DESIGN.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Average number of cases reviewed per zoning review staff	Efficiency	Up is Better	50.30	53.38	35
Percent of Development Review reports for boards and commissions that did not require a supplemental report	Outcome	Down is Better	93.7%	93.92%	92%



(continued)

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Percent of historic landmark designations without owner objection	Outcome	Up is Better	100%	100%	<b>85%</b>
Percent of DC government project reviews concluded with adverse effects resolved by consensus	Outcome	Up is Better	99.2%	99.19%	<b>90%</b>
Percent of Historic Preservation staff reports with recommendations that are accepted by the Historic Preservation Review Board Chair and the Mayor's Agent	Outcome	Up is Better	92.9%	94.92%	<b>92%</b>
Percent of historic property permit applications reviewed over the counter/signed and approved by OP staff	Efficiency	Up is Better	97.4%	95.5%	<b>90%</b>
Percent of OP setdown, design review, and map amendment reports for the Zoning Commission that include a Comp Plan racial equity analysis	Outcome	Up is Better	96.5%	98.33%	<b>90%</b>
Percent of Planning Unit Developments (PUDs) that exceed minimum requirements to further the Sustainable DC plan including the provision of green roofs or other features to help reduce storm water runoff, electric car charging stations or bike share facilities	Outcome	Up is Better	100%	100%	<b>80%</b>

### 3.5 EFFICIENT, TRANSPARENT, AND RESPONSIVE GOVERNMENT

Create and maintain a highly efficient, transparent, and responsive District government.

<b>Related Measures</b>	<b>Measure Type</b>	<b>Directionality</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025 Target</b>
Percent of agency staff who were employed as Management Supervisory Service (MSS) employees prior to 4/1 of the fiscal year that had completed an Advancing Racial Equity (AE204) training facilitated by ORE within the past two years	Outcome	Up is Better	NA	90%	<b>No Target Set</b>
Percent of employees that are District residents	Outcome	Up is Better	61.64%	61.11%	<b>No Target Set</b>
Percent of new hires that are current District residents and received a high school diploma from a DCPS or a District Public Charter School, or received an equivalent credential from the District of Columbia	Outcome	Up is Better	12.5%	0%	<b>No Target Set</b>
Percent of new hires that are District residents	Outcome	Up is Better	80%	75%	<b>No Target Set</b>
Percent of required contractor evaluations submitted to the Office of Contracting and Procurement on time	Outcome	Up is Better	100%	No incidents	<b>No Target Set</b>

## 4 ACTIVITIES

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### 4.1 PLACEMAKING

Undertake placemaking projects to enliven and enrich properties, streets, neighborhoods, waterfronts, and the District.

*No Related Measures*

### 4.2 PLANNING PILOTS

Pilot planning tools to demonstrate the feasibility of new ideas or strategies in OP reports.

*No Related Measures*

### 4.3 EDUCATION

Educate residents and other stakeholders regarding current planning policies and zoning regulations.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of stakeholder engagement activities conducted by OP for purposes of education, dialogue, and/or feedback	Quantity	Up is Better	246	591	*

\*Specific targets are not set for this measure

### 4.4 BEST PRACTICES

Develop and adopt new and effective methods to improve the quality of public participation and input.

*No Related Measures*

### 4.5 ENGAGEMENT

Conduct meaningful public engagement through active projects and ongoing community conversations in all eight wards.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of stakeholder engagement activities conducted by ANC's or civic organizations that OP attends for the purposes of education, dialogue, and/or feedback	Quantity	Neutral	17	50	*

\*Specific targets are not set for this measure

## 4.6 POLICY AND REGULATION SUPPORT

Provide policy assistance and regulation support to the Mayor's Office and partner agencies in key sectors such as housing, transportation, economic development, and public space.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of public space applications submitted to OP for review	Quantity	Neutral	1,910	842	*

\*Specific targets are not set for this measure

## 4.7 CITYWIDE PLANNING

Create studies and provide programmatic support to District agencies for citywide issues such as affordable housing, arts and culture, urbanism, industrial lands, sustainability, health, and the creative economy.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of District agencies that have used OP research and analysis products to support their work	Quantity	Neutral	53	64	*

\*Specific targets are not set for this measure

## 4.8 PLANNED UNIT DEVELOPMENTS (PUDS)

Emphasize the provision of housing affordability, environmental sustainability, and design excellence for projects requesting additional density or development flexibility through the PUD process, while reviewing all proposed PUDs against the Comprehensive Plan, small area plans, and major policy initiatives.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of affordable housing units approved by the Zoning Commission through Planned Unit Developments	Quantity	Up is Better	618	362	*

\*Specific targets are not set for this measure

## 4.9 REVITALIZATION AND DESIGN

Partner on planning and implementation efforts for Center City, coordinating with District and Federal Partners, businesses, and resident groups.

*No Related Measures*

## 4.10 MAPPING SERVICES

Provide mapping services to District agencies and the public.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of requests for mapping or geospatial services	Quantity	Neutral	192	258	*

\*Specific targets are not set for this measure

## 4.11 DEMOGRAPHIC SERVICES

Provide U.S. Census population and demographic data to District agencies and the public.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of requests for Census or other demographics information	Quantity	Neutral	279	923	*

\*Specific targets are not set for this measure

## 4.12 GROWTH FORECASTS

Provide District of Columbia Growth Forecasts on population, households, and employment.

*No Related Measures*

### 4.13 CAPITAL PLANNING

Provide long-range capital planning services for schools, parks, and other public facilities.

*No Related Measures*

### 4.14 HPRB STAFF REPORTS

Produce a staff report on each case before the Historic Preservation Review Board.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of historic preservation cases submitted for Historic Preservation Review Board or U.S. Commission of Fine Arts review	Quantity	Neutral	661	661	*

\*Specific targets are not set for this measure

### 4.15 HISTORIC LANDMARK DESIGNATIONS

Evaluate and recognize significant properties eligible for historic landmark designation.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of cases filed for historic landmark designation	Quantity	Neutral	10	10	*

\*Specific targets are not set for this measure

### 4.16 HISTORIC PRESERVATION REVIEWS

Review conceptual design and permit applications for work on historically designated properties, or properties in historic districts, as an over-the-counter service.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of permit applications cleared by Historic Preservation Office staff	Quantity	Neutral	5,285	4,998	*

\*Specific targets are not set for this measure

#### 4.17 GOVERNMENT PROJECT REVIEWS

Review conceptual design and permit applications for District and federal government undertakings for compatibility with historic work on historically designated or eligible properties, or properties in historic districts.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of archaeology cases regarding District and federal government undertakings filed for State Historic Preservation Office review	Quantity	Neutral	348	449	*
Number of historic preservation cases regarding District and federal government undertakings filed for State Historic Preservation Office review	Quantity	Neutral	1,105	900	*

\*Specific targets are not set for this measure

#### 4.18 HISTORIC PRESERVATION PLANNING

Produce and update short- and long-term, comprehensive historic preservation plans and studies, including the DC Historic Preservation Plan and Historic Preservation Element of the DC Comprehensive Plan, to guide efforts, preserve history and heritage, and establish goals.

*No Related Measures*

#### 4.19 COMPREHENSIVE PLAN

Monitor and update the city's Comprehensive Plan to establish land uses and other overarching policies that guide growth and development.

*No Related Measures*

#### 4.20 COMP PLAN UPDATES AND AMENDMENTS

Produce a full update to the Comp Plan every 12 years and an amendment every four years.

*No Related Measures*

#### 4.21 NEIGHBORHOOD PLANS

Develop small area plans or other customized planning tools to address challenges and manage change at the neighborhood scale.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of neighborhood plans or major projects completed	Quantity	Neutral	68	20	*
Number of requests for planning assistance or information received from civic organizations or other stakeholders	Quantity	Neutral	3,697	2,569	*

\*Specific targets are not set for this measure

## 4.22 DESIGN SUPPORT

Provide design services to OP divisions and District agencies and undertake analysis to provide design decision-making frameworks.

*No Related Measures*

## 4.23 ZONING REGULATIONS UPDATE

Work with the Office of Zoning, Office of the Attorney General, and the Department of Buildings (DOB) to implement the new zoning regulations, and provide clarification through technical corrections and text amendments as necessary.

*No Related Measures*

## 4.24 ZONING STAFF REPORTS

Produce a staff report on each case before the Zoning Commission and Board of Zoning Adjustment.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of Board of Zoning Appeals cases that were amended based on OP input, so that they were able to be approved	Efficiency	Neutral	38	45	*
Number of cases filed for Zoning Commission review to implement the Comp Plan or further the Mayor's housing goals	Quantity	Neutral	18	27	*

\*Specific targets are not set for this measure



## 4.25 HISTORIC HOMEOWNER GRANTS

Award targeted grants to help low and moderate-income homeowners with the cost of preserving their historic homes.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of historic homeowner grants awarded	Quantity	Neutral	9	8	*

\*Specific targets are not set for this measure

## 5 ADDITIONAL MEASURES

Measure	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of commemorative works designed	Quantity	Up is Better	New in 2025	New in 2025	New in 2025
Dollar value of Streets for People grants awarded	Quantity	Up is Better	New in 2025	New in 2025	New in 2025

## **6 PROJECTS**

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### **6.1 COMMEMORATE DC**

*Proposed Completion Date:* September 30, 2025

By September 30, 2025, OP will provide technical assistance and capacity-building services to District community organizations and/or individuals in support of community commemorative works. OP will also execute an outreach effort to inform communities about commemorative works. OP's technical assistance will focus on commemorative works that recognize and honor notable Black Washingtonians, other leaders of color, and events important to BIPOC communities.

*Related Measures:* Number of commemorative works designed

### **6.2 DOWNTOWN PLAN IMPLEMENTATION: STREETS FOR PEOPLE**

*Proposed Completion Date:* September 30, 2025

OP will issue and manage grants in FY 2025 to support implementation of the Downtown Public Realm Plan. Grant funding will focus on projects that activate public space, strengthen the vibrancy of Downtown, support local restaurants, retailers, and businesses, and create vibrant public spaces to attract more residents, workers, and visitors to Downtown.

*Related Measures:* Dollar value of Streets for People grants awarded

### **6.3 COLUMBIA HEIGHTS/MT PLEASANT PUBLIC LIFE AND VENDING STUDY**

*Proposed Completion Date:* December 31, 2024

By December 31, 2024, OP will complete the Columbia Heights and Mt. Pleasant Public Life Study and a Vending Study for these communities to improve the quality and use of public spaces. These deliverables will continue to prioritize inclusive community engagement and interagency coordination for project completion and implementation.

*Related Measures:* Number of stakeholder engagement activities conducted by OP for purposes of education, dialogue, and/or feedback

### **6.4 RHODE ISLAND AVENUE PLANNING STUDY**

*Proposed Completion Date:* September 30, 2025

OP will complete a Rhode Island Avenue planning study that includes a market study, public life assessment, and land use analysis by September 30, 2025.

### **6.5 SUPPORT THE PRODUCTION OF AFFORDABLE HOUSING**

*Proposed Completion Date:* September 30, 2025

By September 30, 2025, OP will advance zoning changes that increase capacity for market rate and affordable housing, including Wisconsin Avenue NW and New York Avenue NE. OP will also produce an anti-displacement strategy that will be incorporated into DC 2050 process (the District's new Comprehensive Plan).

## **6.6 DC 2050**

*Proposed Completion Date:* September 30, 2027

Lead the process to develop a new Comprehensive Plan for the District and deliver the legislation to Council in 2027.