



## Information Presentation

Commission Meeting: January 7, 2016

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<b>PROJECT</b> Submission Guidelines and Environmental Procedures Overview	<b>NCPC FILE NUMBER</b> 7744
<b>SUBMITTED BY</b> National Capital Planning Commission	<b>NCPC MAP FILE NUMBER</b> n/a
<b>PRESENTER</b> National Capital Planning Commission	<b>REVIEW AUTHORITY</b> n/a

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The National Capital Planning Commission (NCPC) is the federal government's planning agency for the National Capital Region. Its mission is to preserve and enhance the extraordinary historical, cultural, and natural resources and federal assets of the National Capital Region to support the needs of the federal government and enrich the lives of the region's visitors, workers, and residents. NCPC's work is centered on four principal activities, including Comprehensive Planning, Federal Capital Improvements, Special Initiatives, and the Review and Approval of Federal and District Plans and Projects.

Agencies that are subject to plan and project review must submit development proposals to the Commission by following a process laid out in the Commission's *Site Plan and Development Project Submission Guidelines* ("the Guidelines"). These Guidelines describe the Commission's statutory authority, the content of submissions, submission stages, along with the coordination and review process. The Guidelines are critical to the Commission's ability to carry out its planning and review authorities, but they have not been updated since October 3, 1991. As such, NCPC staff has engaged a consultant to prepare recommendations to update the Guidelines to ensure they are clear, consistent with agency policy and easily accessible to applicants. Four areas have been identified for improvement, including Organization & Textual Clarity; Stages of Review and Submission Requirements; Alignment with Existing Commission Tools; and Applicable Guidance, Laws and Regulations. Through continuing work with staff and outreach to Guidelines users, including applicants, the consultant will prepare revisions for Commission review and approval.

In parallel with the Guidelines update, staff is also undertaking an update of NCPC's *Environmental and Historic Preservation Policies and Procedures* ("the Policies"). These Policies set forth the rules which NCPC and its applicants follow to ensure compliance with the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act (NHPA), along with the relevant procedures for each. The update of the Guidelines and Policies are proceeding concurrently to ensure that they are coordinated, thereby improving the applicant experience and providing the Commission the information necessary to support its decision-making.

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**PROJECT TIMELINE**

<b>Previous actions</b>	<b>None</b>
<b>Remaining actions</b> (anticipated)	– Approval of Revised Submission Guidelines