



Office of Planning  
Development Review and Zoning Division  
Internship Work Plan

Work Topic	Project Review and New Zoning Regulation Media
Number of Internships:	Two (2)
Minimum hours/week:	24/40 hours/week
Dates of Internship	TBD
Supervisor:	Deputy or Associate Director Division(s): Development Review

The mission of the Office of Planning (OP) is to guide development of the District of Columbia, including the preservation, revitalization and development of our distinctive neighborhoods, by informing decisions, advancing strategic goals, encouraging the highest quality outcomes, and engaging all communities. As part of the OP's efforts to implement the Comprehensive Plan, including neighborhood priorities and small area plans, the Development review division has been revising the 1958 zoning regulations to reflect modern urban standards, protect neighborhood character, remove hurdles to sustainability elements and remove outdated zoning requirements. Responsible for planning and coordinating a Development Review activity for OP summer youth employees.

Work Description:

The intern(s) will assist OP professional staff in the following:

Proposed Development Project Analysis

Work with senior planners on the review and negotiation of proposed development projects that go before the Zoning Commission or Board of Zoning Adjustment ranging in size from house additions to multi-acre multi-building transformative developments; Review will include research and analyses of the Comprehensive Plan, policy initiatives and the existing zoning regulations. (This is not building permit review)

Promotion of New Zoning Regulations and Community Presentations

Promotion of the new regulations through social media and work on the OP website. The intern(s) will help create the "branding" of the new zoning initiative including web-based and print materials, and education and publicity strategies. The intern(s) will work with staff to organize



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and advertise ward-based community meetings on the new zoning regulations, focusing presentation content on changes applicable to each ward consistent with the Comprehensive Plan and preparing meeting materials.

The intern(s) will have the opportunity to coordinate with other agencies and government officials at the community, local and federal level; present information at public forums and gain hands-on experience with real development cases.

Experience requested: General municipal planning, workshop & event planning, marketing/promotions and interactive/social media.

**Desired Qualifications:**

Bachelors degree or experience in architecture, public policy, or urban planning.

Experience writing clearly and concisely for a general audience.

Experience in graphic design and publication preparation

