

May 12, 2026

Director Moosally
Alcoholic Beverage and Cannabis Administration (ABCA)
2000 14th Street NW, Suite 400S
Washington, DC 20009

Re: Standardizing ABCA Placard Notification Email Format**

Dear Director Moosally,

At its regularly scheduled, properly noticed, meeting on March 10, 2026, and at the recommendation of its Alcoholic Beverage & Cannabis (ABC) Committee, Advisory Neighborhood Commission (ANC) 6B voted 7-0-0 to file the following request.

ANC 6B is writing to request improvements on the format of ABCA notification emails to help ANC Commissioners and community members manage these notices more efficiently.

Currently, the subject lines of notification emails vary significantly in format and language. Since we rely on these subject lines to locate and organize notifications prior to our meetings, a consistent and standardized format would be extremely helpful. Below are three examples of recent email subject lines:

- Notice of Public Hearing – Streets Market (ABRA-132855)
- 6B09 Renewal Placard Notice: Hill East Burger
- Placard Notification: Good Stuff Eatery (ABRA-078027)

As you can see, some include “Placard Notification,” while others use “Placard Notice.” In certain cases, the SMD number or ABRA case number is included (both of which are very useful), but not consistently. While the format seems to be consistent for individual staff members, it differs between ABCA staff and it seems that there is no standard.

To improve clarity and consistency, we request the adoption of a uniform subject line format such as: “[SMD #] **Placard Notification: Business Name (ABCA Case #)**”. This would, in practice, look like: “**6B09 Placard Notification: Streets Market (ABCA-132855)**”. This standardized structure would make it far easier for Commissioners to track and compile relevant notifications in preparation for our ANC meetings.

We have passed this feedback along informally to staff, and it is our hope that with this letter the request will be given great weight. We welcome any dialogue, so please don’t hesitate to let us know if there are any questions.

Sincerely,



Samuel Pastore
Chair, ANC 6B
Commissioner 6B05