

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Board of Zoning Adjustment**



**MEMORANDUM**

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To: Eva Laguerre, PHR, SHRM-CP  
HR Compliance Manager, Division of Human Resources  
Office of State Superintendent of Education

From: Stephen Varga, AICP, LEED Green Assoc.   
Senior Zoning Specialist

Date: March 21, 2016

Re: BZA Application No. 16257A

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An Applicant in the District of Columbia is seeking zoning relief for a project or use that is not provided as a matter of right for the zoning district. The Zoning Regulations of the District of Columbia (Regulations) require that referral of this case be made to your agency for review and report. This application was filed on **March 18, 2016** through the Interactive Zoning Information System (IZIS).

In order to review exhibits in the case, follow these steps:

- Visit the Office of Zoning (OZ) website at [www.dcoz.dc.gov](http://www.dcoz.dc.gov)
- Under "Featured Services", click on "Case Records".
- Enter the BZA application number indicated above and click "Go".
- The search results should produce the list of case documents. Click "View Details".
- On the right-hand side, click "View Full Log".
- This list comprises the full record in the case. Simply click "View" on any document you wish to see, and it will open a PDF document in a separate window.

Visit [http://dcoz.dc.gov/resources/Filing\\_IZIS/index.shtm](http://dcoz.dc.gov/resources/Filing_IZIS/index.shtm) for instructions on how to file an agency report through IZIS. Agency reports must be submitted at least seven days prior to the public hearing date so that the Board has ample time to consider your agency's position. If you submit documents less than eight days before the public hearing, you must file a Motion to Request Waiver of Time Requirements (Form 150) in addition to the documents for consideration by the Board.

If you have any questions or require any additional information, please call OZ at 202-727-6311.

**PROJECTED MONTH OF HEARING: May, 2016**