

3203 38th Street, NW
Washington, DC 20016
September 4, 2014

Board of Zoning Adjustment
441 4th Street, NW
Room 220
Washington, DC 20001

Subject: 3203 38th Street exception 220.10 for accessory apartment, Statement of efforts to apprise the affected Advisory Neighborhood Commission

To whom it may concern:

In my application for exception for use of an accessory apartment, I have already contacted my ANC representative, Victor Silveira and informed him of my application for exception to the zoning code for use of an accessory apartment. I attach my email correspondence with him. I am available and happy to discuss my application with him and others affected by this application, and have notified him as such.

Sincerely,

Jennifer Keller



From: Jennifer L. Keller
Sent: Thursday, September 04, 2014 11:01 AM
To: 'Silveira, Victor (ANC 3C07)'
Subject: RE: ANC chair

Hi again Victor:

I stopped by the DCRA and spoke with both the permits department as well as zoning. It appears that the first stop is the BZA, to ensure that the exception for use of an accessory apartment is granted under zoning subsection 202.10. I have likewise applied for a certificate of occupancy which will be evaluated AFTER the zoning board makes its decision.

The required documentation for applying for an exception includes a statement that the applicant will notify adjacent neighbors, the Office of Planning, and the ANC chair:

- *A statement that the Applicant will contact the local Advisory Neighborhood Commission (ANC), community/civic groups, the Office of Planning (OP), and adjacent property owners to discuss their application. The statement should include a pledge from the Applicant to submit a statement of the efforts made to contact these groups and the results of these efforts no less than fourteen (14) days before the scheduled public hearing/meeting . The contact with these entities should occur at the earliest time practical prior to the scheduled public hearing/meeting.*

I have already contacted both of my adjacent neighbors (Mary Haskin and George Penney, and Elizabeth and Richard Sines), and both have written letters to the BZA verifying their non-objection to my use of

my accessory apartment for rental purposes. I also have contacted the Office of Planning. I am not sure that the process REQUIRES the ANC to have a public hearing, but if you do I am of course happy to discuss the application.

In addition to this notification, the BZA will contact neighbors within a 200 foot radius of my property, utilizing the Office of Tax and Revenue's 200 ft. radius map of homeowners.

Best regards, Jennifer

Jennifer Keller

Senior Economist

Macroeconomics & Fiscal Management

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From: Silveira, Victor (ANC 3C07) [<mailto:3C07@anc.dc.gov>]

Sent: Tuesday, September 02, 2014 5:26 PM

To: Jennifer L. Keller

Subject: Re: ANC chair

Jennifer:

There are nine commissioners and one Chair. I looked up your address and you are located in the district that I represent, therefore, you can contact me going forward regarding this matter. But, as I mentioned before, you need to go through the DCRA first, and if needed, they will send the file to our ANC for public review.

Regards

Victor.

On 02 Sep 2014, at 18:47, Jennifer L. Keller <jkeller@worldbank.org> wrote:

Thanks so much Victor. If you could tell me my ANC chair that would be great. My address is 3203 38th Street, NW (between Woodley and Macomb).

I am speaking with several people at the zoning board in DCRA and have been apprised of the process. Thanks again for your help.

Jennifer Keller

Senior Economist

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<image004.png>

From: Silveira, Victor (ANC 3C07) [<mailto:3C07@anc.dc.gov>]

Sent: Tuesday, September 02, 2014 1:35 PM

To: Jennifer L. Keller

Cc: Susan Jensen

Subject: Re: ANC chair

Jennifer:

the process works this way: You may need to apply for either a License or a Permit with DCRA. DCRA will evaluate your case, and they will decide whether the process requires them to send the file for ANC review or not. The rules are strict, and not everything requires ANC review.

Go to <http://dcra.dc.gov>

If you have questions, and need some human help to navigate the web site, I suggest you to call them, they have a phone number for resident questions.

Also, I served as Chair for two years, the new Chair is Carl Roller. You should contact the Commissioner that represents your address, and this is based on ANC single member districts. What is your precise street address ? I can check up your ANC representative there.

Regards

Victor Silveira

On 02 Sep 2014, at 16:05, Jennifer L. Keller <jkeller@worldbank.org> wrote:

Thanks so much Susan!

Jennifer Keller

Senior Economist

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<image003.png>

From: Susan Jensen [<mailto:susjensen@aol.com>]

Sent: Tuesday, September 02, 2014 11:00 AM

To: Jennifer L. Keller

Cc: Victor Silveira

Subject: Re: ANC chair

Victor is copied above

I'm on an iPhone and do t know how to send you his email any other way

Susan

Sent from my iPhone

On Sep 2, 2014, at 9:23 AM, "Jennifer L. Keller" <jkeller@worldbank.org> wrote:

Hi Susan:

Do you know who is the ANC chair for our neighborhood? I'm going to go through the process of making my accessory apartment "legal" by asking for an exception to the zoning board. I had thought

Sheila had done that (she advertised that she had!) but midway through my rental to my dweller, Laura, I came to determine Sheila had only gotten a business license for the house rental but not the needed exception. Anyway, Laura is leaving now and while the apartment sits vacant a few months (I'm remodeling) I want to go through the process the right way.

One of the steps I'll need to complete is notifying and speaking with the ANC chair so they can hold a public hearing on it.

Thanks in advance, Jenny

Jennifer Keller

Senior Economist

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Get involved! [Give input](#) on the draft [Age-Friendly DC](#) goals and objectives at community meetings in August and September.

Give your kids a smart start. Come to the MLK Library for the STAR Family Festival on Sept. 13 at 11 a.m. and see how easy and fun early learning can be. For more information, visit <http://dclibrary.org/starfestival>