

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Board of Zoning Adjustment



April 19, 2018

ANC 5D  
c/o Clarence Lee, Chair  
1519 Trinidad Avenue, NE  
Washington, DC 20002

**Re: BZA Application No. 19757**

**REFERRAL MEMORANDUM AND NOTICE OF PUBLIC HEARING**

Dear ANC Chair:

An Applicant within the boundaries of your ANC area is seeking zoning relief for a project or use that is not provided as a matter of right for the zoning district. This application was filed on April 4, 2018 through the Interactive Zoning Information System (IZIS).

A public hearing has been scheduled by the Board of Zoning Adjustment (Board) on **Wednesday, June 6, 2018 at 9:30 am**, at the Jerrily R. Kress Memorial Hearing Room, One Judiciary Square, at 441 4<sup>th</sup> Street, N.W., Suite 220 South, Washington, D.C., 20001, concerning the following application:

**Application of 1201 Staples, LLC**, pursuant to 11 DCMR Subtitle X, Chapter 9, for a special exception under Subtitle E § 5203 from the upper floor addition requirements of Subtitle E § 206.1, to convert an existing non-residential building to a three-unit apartment house in the RF-1 Zone at premises 1201 Staples Street N.E. (Square 4067, Lot 2).

**HOW TO FAMILIARIZE YOURSELF WITH THE CASE**

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

- Visit the Office of Zoning (OZ) website at <http://dcoz.dc.gov>
- Under “Services”, click on “Interactive Zoning Information System”.
- Click on “Go to Case Records”.
- Enter the BZA application number indicated above and click the search button.
- The search results should produce the case on the right. Click “View Details”.
- 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.

**HOW TO PARTICIPATE IN THE CASE**

As described in the Zoning Regulations of the District of Columbia (Regulations), the affected ANC is an automatic party to the case and the Board gives “great weight” to its written report.

Visit [http://dcoz.dc.gov/resources/ANC\\_Filing/index.shtm](http://dcoz.dc.gov/resources/ANC_Filing/index.shtm) for instructions on how to file the ANC report (Form 129) through the Interactive Zoning Information System (IZIS). Though ANC reports may be filed at any time prior to the Board's final deliberation on the case, the ANC is strongly encouraged to submit their report no later than seven days prior to the public hearing date so that the Board has ample time to consider the ANC's position.

Please contact the Applicant or designated agent to ensure that their case can be scheduled for ANC review in advance of the public hearing:

Will Teass  
Teass\Warren Architects  
515 M Street SE, Suite 200  
Washington, DC 20003

[will@teass-warren.com](mailto:will@teass-warren.com)  
202-683-6260

If your ANC has not received a courtesy copy of the application from the Applicant, please notify us so we can assist you in obtaining a copy. If you have any questions or require any additional information, please call OZ at 202-727-6311.

**SINCERELY,**

A handwritten signature in black ink, appearing to read "Clifford W. Moy". The signature is fluid and cursive, with a long horizontal stroke at the end.

**CLIFFORD W. MOY**  
**Secretary, Board of Zoning Adjustment**  
**Office of Zoning**