Government of the District of Columbia

OFFICE OF ZONING

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M E M O R A N D U M

TO: Armando M. Lourenco
Acting Zoning Administrator
Department of Consumer and Regulatory Affairs

FROM: Sheri M. Pruitt-Williams
Interim Director

SUBJECT: Attendance at Board of Zoning Adjustment (BZA) Appeal Hearings

DATE: February 22, 1999

The BZA scheduled two appeals (Capitol Hill Restoration Society - Case No. 16404 and Mildred Rodgers Crary - Case No. 16405) for February 17, 1999. Your office was notified, in advance, and your presence was requested. However, no one from your office was present for neither case. **Both appeals have been re-scheduled to April 21, 1999, starting at 9:30 a.m.**

The Board instructed staff to reiterate to you that it is important that a representative from the Zoning Administrator's office be available when appeal cases are heard. It is also imperative that the staff person who has either worked on, or who is familiar with the details of the appeal be available to answer questions and discuss the case in-depth. If you are unable to have a representative available at appeal hearings, you need to inform us.

If I can be of assistance or provide additional information, please let me know. I can be reached on (202) 727-6500.

Appeals 16404 & 16405/BAB/2.22.99

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Board of Zoning Adjustment
District of Columbia
CASE NO.16404
EXHIBIT NO.20