GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ZONING ADJUSTMENT

JAN 12 2005

Tom Birch, Chairperson
Advisory Neighborhood Commission 2E
3265 S Street, N.W.
Washington, DC 20007

**Re: BZA Application No. 17292**

Dear Mr. Birch:

This is to advise you that a public hearing has been scheduled by the Board of Zoning Adjustment to consider the following application which is located within the boundaries of your ANC area:

> **Application of Geraldine Dalzell-Payne**, pursuant to 11 DCMR § 3104.1, for a special exception to allow a two-story rear addition to an existing single-family row dwelling under section 223, not meeting the open court requirements (section 406), in the R-3 District at premises 3707 S Street, N.W. (Square 1308, Lot 57).

The hearing will be held on Tuesday, March 15, 2005, in Suite 220, 441 4th Street, N.W., Washington, D.C. 20001. This application will be heard between 9:30 a.m. and 12:00 p.m.

You are advised that 11 DCMR Section 3115.1 sets out certain requirements related to reports of ANCs, and specifically that Section 3115 requires that the written report of the ANC be filed with the Board at least seven days in advance of the hearing. A copy of Section 3115 is enclosed for your convenience. Information on the procedures which will govern consideration of this case are also available from the Office of Zoning, in Suite 210, 441 4th Street, N.W. Washington, D.C. 20001. The telephone number for the Office of Zoning is (202) 727-6311.

BOARD OF ZONING ADJUSTMENT
District of Columbia
CASE NO. 17292
EXHIBIT NO. 17



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If you wish to forward comments in writing directly to the Board, such comments should be addressed to the Board of Zoning Adjustment at 441 4th Street, N.W., Suite 210 South, Washington, D.C. 20001.

**SINCERELY,**

**JERRILY R. KRESS, FAIA**
**Director**

Enclosure

# EXCERPT FROM TITLE 11 DCMR, "ZONING

## 3115 ADVISORY NEIGHBORHOOD COMMISSIONS

**3115.1** The written report of the ANC shall be submitted to the Board at least seven (7) days in advance of the hearing and shall contain the following information:

(a) An identification of the appeal or application;

(b) When the public meeting of the ANC to consider the appeal or application was held;

(c) Whether proper notice of that meeting was given by the ANC;

(d) The number of members of the ANC that constitutes a quorum and the number of members present at the meeting;

(e) The issues and concerns of the ANC about the appeal or application, as related to the standards of the Zoning Regulations against the appeal or application must be judged;

(f) The recommendation, if any, of the ANC as to the disposition of the appeal or application;

(g) The vote on the motion to adopt the report to the Board;

(h) The name of the person who is authorized by the ANC to present the report; and

(i) The signature of the chairperson or vice-chairperson of the ANC.

**3115.2** The Board shall give "great weight" to the written report of the ANC, as required by No. 1-261, D.C. Code, 1982 ed.

**3115.3** In the event the ANC submits its report on the basis of understandings, agreements, or meetings with the appellant, or applicant which later are modified by appellant or applicant, the designated representative of the ANC may comment orally concerning the specific inconsistencies. No other new matters may be presented orally by the designated representative of the ANC.

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