

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



December 20, 2018

**Memo to file:**

Re: BZA Appeal No. 19818

At the public hearing of December 19, 2018, the Board of Zoning Adjustment completed its hearing procedures, scheduled the case for decision, and **closed the record**, aside from requesting:

- Written conclusions from all parties

Pursuant to Subtitle Y § 602.6: “Any supplemental material received by the Board after the close of the record that bears upon the substance of the application or appeal shall be returned by the Director and not accepted into the files of the Board. However, if the materials are accompanied by a separate request to reopen the record, the request shall be accepted and presented to the Board for consideration. The request must demonstrate good cause and the lack of prejudice to any party. Such requests may be granted by the presiding officer and, if granted, the supplemental materials shall be entered into the record.”

If you have questions, please contact our office at 202-727-6311.

**SINCERELY,**



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