

September 19, 2018

Frederick Hill, Chairman  
D.C. Board of Zoning Adjustment  
441 4<sup>th</sup> Street, N.W.  
Suite 200S  
Washington, D.C. 20001

Re: **Jubilee Housing, Inc. – 1724 Kalorama Road, NW (Square 2567, Lot 90)  
(the “Property”) – Application for loading and lot occupancy relief**

Dear Chairman Hill and Members of the Board:

Please accept for filing the enclosed application of Jubilee Housing, Inc. (the “**Applicant**”) for special exception relief in order to develop a mixed-use building with affordable housing, an arts center, and office uses at the Property (the “**Project**”). The Applicant is seeking: (1) a special exception pursuant to 11-C DCMR §703.2 of the Zoning Regulations for a complete reduction in parking spaces required, and (2) a special exception pursuant to 11-K DCMR § 716.1 for relief from the lot occupancy requirement for residential uses on two floors of the Project due to the adaptive reuse of the existing building.

The application package includes the following materials:

- BZA Form 120, Application.
- BZA Form 135, Self-Certification (Exhibit A).
- Sanborn plats with Property outlined in red (Exhibit B).
- Zoning map with Property outlined (Exhibit C).
- List of names and mailing addresses (including mailing labels) of the owners of all property within 200 feet of the Property (Exhibit D).
- Authorization letter authorizing this application (Exhibit E).

- Certification of proficiency (Exhibit F).
- The preliminary statement of the applicant, including the statement of existing and intended use of the Property (Exhibit G).
- Statement of public outreach (Exhibit H).
- Building Plat, prepared by the D.C. Surveyor, showing the footprint of the proposed structure on the Property (Exhibit I).
- Proposed plans for the Project, including photographs of the Property (Exhibit J).
- Check payable to the DC Treasurer in the amount of \$3,120.00 for the application's filing fee.

We believe that the application is complete and acceptable for filing, and we request that the Board schedule a public hearing on the application as soon as possible. If you have any questions, please do not hesitate to contact the undersigned at (202) 721-1132 or (202) 721-1138. Thank you for your attention to this application.

Sincerely,



Jeff C. Utz



Meghan Hottel-Cox

Enclosures

### Certificate of Service

The undersigned hereby certifies that copies of the foregoing document was delivered by first-class mail or hand delivery to the following addresses on September 19, 2018.

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Meghan Hottel-Cox