

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Board of Zoning Adjustment



August 15, 2019

ANC 3G 06  
[3G06@anc.dc.gov](mailto:3G06@anc.dc.gov)

Re: BZA Application No. 20120

**REFERRAL MEMORANDUM AND NOTICE OF PUBLIC MEETING**

Dear ANC Single Member District Commissioner:

An Applicant within the boundaries of your ANC Single Member District 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 July 13, 2019 through the Interactive Zoning Information System (IZIS).

Therefore, a decision without public hearing as an Expedited Review Calendar item has been scheduled by the Board of Zoning Adjustment (Board) on **Wednesday, 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 Robert Sale and Katherine Leland**, pursuant to 11 DCMR Subtitle X, Chapter 9, for a special exception under Subtitle D § 5201 from the side yard requirements of Subtitle D § 206.7, and from the nonconforming structure requirements of Subtitle C § 202.2, to construct a second story rear addition to an existing, detached principal dwelling unit in the R-2 Zone at premises 3917 Military Road N.W. (Square 1750, Lot 57).

**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 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 meeting date so that Board has ample time to consider the ANC's position.

**REMOVAL FROM EXPEDITED REVIEW CALENDAR**

The ANC and the affected Single Member District may file a written request that the application be removed from the Expedited Review Calendar and scheduled for public hearing. Visit IZIS in order to file such a request at least 14 days prior to the decision date.

The written request must be accompanied by a statement indicating that an ANC representative will appear as a witness and it must contain a summary of the testimony to be given at the meeting. The Board may deny a request to remove an application if the proffered testimony is irrelevant.

The removal of an application from the Expedited Review Calendar will be announced as a preliminary matter on the scheduled decision date and then scheduled for a public hearing on a later date. You will not receive notice of the public hearing date. Rather, the notice will be posted on the Office of Zoning website calendar at <http://dcoz.dc.gov/bza/calendar.shtm> and on a revised public hearing notice in the OZ office.

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

Robert Sale  
3917 Military Road, NW  
Washington, DC 20015

[rwinstonsale@gmail.com](mailto:rwinstonsale@gmail.com)  
240-460-1564/202-649-3081

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 extending to the right from the end of the name.

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