

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



August 15, 2019

Mary M. Cheh, Ward 3  
Council of the District of Columbia  
1350 Pennsylvania Avenue, NW  
#108  
Washington, DC 20004

**Re: BZA Application No. 20120**

**REFERRAL MEMORANDUM AND NOTICE OF PUBLIC MEETING**

Dear Councilmember:

An Applicant within the boundaries of your ward 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, October 16, 2019 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.

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441 4<sup>th</sup> Street, N.W., Suite 200/210-S, Washington, D.C. 20001

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Board of Zoning Adjustment  
District of Columbia  
CASE NO.20120  
EXHIBIT NO.24

**HOW TO PARTICIPATE IN THE CASE**

If you wish to participate in the case, you may submit a letter in support or opposition into the record, or appear as a witness to testify at the public hearing. Visit the Interactive Zoning Information System (IZIS) on our website at <https://app.dcoz.dc.gov/Login.aspx> to make a submission. You will need to create a username and password if you have not done so already.

**REFERRAL TO GOVERNMENT AGENCIES**

This case is located within the boundaries of **Advisory Neighborhood Commission (ANC) 3G**. The ANC may require the Applicant to appear at the next regularly scheduled ANC meeting to present their case. You may wish to visit <http://anc.dc.gov> to find contact information to discover if or when the Applicant is scheduled to appear.

**REMOVAL FROM EXPEDITED REVIEW CALENDAR**

If after reviewing the application materials you wish for the case to be removed from the Expedited Review Calendar and scheduled for a public hearing, you should visit the Interactive Zoning Information System (IZIS) on our website at <http://app.dcoz.dc.gov> and click on “Participating in an Existing (ZC or BZA) Case”. From here you may provide a written submission requesting that the Board schedule the case for a public hearing or file a request for party status in opposition to the application. These requests must be made at least 14 days prior to public meeting listed above. The Board may deny a request to remove an application if the proffered testimony is irrelevant.

If you have questions about this application, please call OZ at 202-727-6311 and refer to the BZA application number listed at the top of the notice.

SINCERELY,



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