GOVERNMENT OF THE DISTRICT OF COLUMBIA
Board of Zoning Adjustment

December 15, 2020

Martin Sullivan/Sullivan & Barros
1155 15th Street NW
Washington, DC 20005

Re: BZA Application No. 20382

Dear Applicant,

Your application has been accepted as complete. The Board of Zoning Adjustment (BZA) will consider the following application during the **virtual** public hearing session scheduled for **Wednesday, February 24, 2021 beginning at 9:30 am**, via **WebEx:**

Application of: **Haider Haimus and Jessica Bachay**
Case No.: 20382
Address: 308 11th Street N.E. (Square 963, Lot 68)
ANC: 6A
Relief: Special Exceptions from:
• the lot occupancy requirements of Subtitle E § 304.1 (pursuant to Subtitle E § 5201 and X § 901.2)
• the alley centerline setback requirements of Subtitle E § 5004.1(pursuant to Subtitle E § 5201 and Subtitle X § 901.2)
Project: To construct a third-story addition and roof deck addition to an existing two-story flat, and a second-story addition to an existing accessory detached garage, in the RF-1 Zone

NEXT STEPS PRIOR TO HEARING

(1) Coordinate with ANC: Your case has been referred to **Advisory Neighborhood Commission (ANC) 6A**. Contact the ANC as soon as possible to ensure that your case has been scheduled for review well in advance of the public hearing. Visit http://anc.dc.gov to find contact information for your ANC.

(2) Coordinate with government agencies: Your case has been referred to government agencies such as the Office of Planning (OP) and the District Department of Transportation (DDOT) depending on the relief requested. Review the case record in IZIS to see what other agencies have received a referral notice, as they may contact you to discuss your application.

(3) Pick up and post notice of the hearing: You must call the Office of Zoning at 202-727-6311 in advance to ensure the large orange placard sign for your application is ready for pick up. This sign features the case description and must be posted and maintained on the subject property for at least 15 days prior to the public hearing.

(4) File any supplemental material, if necessary, as listed in Subtitle Y § 300.15: Log in to IZIS at https://dcoz.dc.gov/IZIS to submit documents. If you have difficulty submitting documents through

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CASE NO.20382
EXHIBIT NO.29

IZIS, as an alternative, you may email documents as a pdf attachment to bzasubmissions@dc.gov to be uploaded into the record by BZA staff.

NOTE: Applicants are required to file supplemental material at least 21 days prior to the hearing. If your documents will be late – i.e., submitted less than 21 days before the public hearing - you must file Form 150 - a Motion to Waive the Time Requirements - for consideration by the Board.

Exceptions to the 21-Day Filing Deadline:
The Affidavit of Posting and Affidavit of Maintenance have different filing deadlines, (see below) and only require a Motion to Waive the Time Requirements if they will be late based on their deadlines.

(5) Submit Agent authorization: If not already filed, a signed letter of authorization citing Subtitle Y § 300.5 must be submitted by the Applicant if represented by an agent, including a licensed architect or attorney. To learn more, visit: https://dcoz.dc.gov/publication/LAAC.

(6) Submit Affidavit of Posting and Affidavit of Maintenance: An Affidavit of Posting (Form 145) must be filed at least 5 days prior to the hearing. An Affidavit of Maintenance form must be filed between 2 and 6 days prior to the hearing.

(7) Review the files in IZIS for your application frequently so that you are prepared to respond to any filings that may be submitted by individuals and organizations interested in your application. Note that the Board expects Applicants to make a good faith effort to reach out to those in opposition to resolve conflicts prior to the public hearing date.

(8) Address any changes to your application: In the event that the requested zoning relief changes prior to the hearing, you must file a revised Self-Certification (Form 135) or a revised Zoning Deficiency Letter from the Zoning Administrator must be filed, as well as any additional filing fees that may apply. Be sure to also file any documents that you feel are necessary to support the changes that you make to your application.
Note: Any filings for your application must be submitted a minimum of 24 hours prior to the start of the scheduled hearing session. Filings made after the deadline will not be uploaded to the record, unless you make a verbal request that the Board accept them during the public hearing and the Board grants your request.

Failure to submit required documents and additional fees could delay the hearing of your case.

(9) Review the instructions (below) for participating as an Applicant.

(10) HEARING DAY ACCESS TO THE BZA VIRTUAL HEARING via WEBEX
See the OZ Website: To participate on the date of the hearing, please use the link below to find the information to join the WebEx Hearing. You will see the **WebEx Link**, **Access Code**, **Password**, and **Call-in number** for access to your hearing. This information will be available the week of the hearing. https://dcoz.dc.gov/release/watch-zc-and-bza-virtual-meetings-live.

If you have any questions or require any additional information, please call OZ at 202-727-6311 and refer to the 5-digit BZA Application No. on page 1 of this letter.

Sincerely,

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

*****PRINT & SAVE FOR FUTURE REFERENCE*****

HOW TO PARTICIPATE IN THE VIRTUAL HEARING:

A. Sign up to Testify

At least 24 hours before the virtual hearing, sign up to provide testimony.
As the Applicant, you are responsible for ensuring that your Team Members sign up to testify. This includes Agents and any proffered or accepted Expert Witnesses. It is the responsibility of all individuals wishing to testify to sign up using the "Sign Up to Testify" tab (identified by a hand symbol under "Featured Services" on the home page of the Office of Zoning website at dcoz.dc.gov)

To sign up (either as an Applicant or as an Applicant's witness), do one of the following:

Participants may sign up via the "Sign Up to Testify" tab on the Office of Zoning Home Page

1. Select the Hand icon under the heading **Featured Services**.
2. Click on the Orange Tab labeled "**Sign-Up to Testify >".** This will take you to the Kiosk Application.
3. Under **Select a Type**, select **Board of Zoning Adjustment.**
4. Under **Select an Event**, from the drop-down menu, choose the BZA Public Hearing date that the case is scheduled for.
5. Under **Select a Case**, from the drop-down menu, choose the BZA case from the list.
6. Once you have completed these steps, **a form** will appear where the participant will enter the name and contact information that will be used the day of the hearing and check the **Oath box**. Click "Submit".
7. Once you click submit, you will be taken to a screen that reads, "Thank you for signing-up to testify.

OR

Call BZA Staff

1. If you are unable to sign up through the online kiosk call Robert Reid at 202-727-5471 for assistance in signing up.

Confirmation of sign-up will be provided by Office of Zoning staff.

B. Submit evidence into the record:

As noted above, **all evidence** is to be submitted 21 days before the hearing, therefore, 24 hours before the hearing, all documents should be in the case file. However, if there is any supplemental documentation not already in the record as the hearing day approaches, and you intend to present it as part of your testimony, you must do **ALL** of the following:

1. **Upload** the document(s) into the case record in IZIS (or email to bzasubmissions@dc.gov) **at least 24 hours before the hearing.**
2. **Request** that the Board waive the 21-day filing deadline to accept the late documentation into the record (submit Form 150 or request a waiver in the document itself).)
3. For documents being submitted during the public hearing, **make a verbal request** that the Board accept the exhibit. (See Subtitle Y § 103.13(g) for applicable regulations.)
4. **Email** any **PowerPoint or other materials** that you **plan to present during your testimony**, **to Paul Young** (Paul.Young@dc.gov) prior to the hearing.

NOTE

- **Hard copies** of documents will **not** be accepted at this time.
- Documents filed either in IZIS or through bzasubmissions **less than 24 hours** before the start of the hearing session shall be **excluded** from the record.

DETAILS

To watch/listen and provide testimony on the day of the virtual hearing:

Via the Webex application:

*****You must use Chrome, Internet Explorer, or Mozilla browsers*****

You need a high-speed internet connection and a working camera if using video, as well as a microphone and speakers that are either connected to your computer or through a telephone.

1. Click on the URL link provided for the scheduled hearing.
2. A web page should load, and the right-hand side the page should say “Join Event Now”.

3. If the hearing has started, enter the same First name, Last name, and email address that was filled in when signing up per the instructions above. Enter the Event Password provided (if not already auto-filled in), then click "Join Now".

   *Note: if the hearing has not started yet, you will not be able to join the hearing and the contact fields will be greyed out.

4. On the next screen, if you do not have the Webex application installed on your device, select "Run a temporary application" on your browser page.

5. The temporary application should download, then click the downloaded file at the bottom of the browser if it does not automatically open.

6. The Webex application will open and a preview screen will appear. Click "Join Event".

7. When initially joining the meeting, you will be muted and have "listen-only" capabilities during the Webex hearing.

8. When your case is called, you will then be unmuted by the Event Administrator and the Chair will specify when it is your turn to speak.

Via telephone:

1. Call the Webex conference phone number for the scheduled hearing using the same phone number that you provided when signing up to testify per the instructions above.

2. When prompted, enter the Access Code provided with the call-in number and press #.

3. When asked for Attendee ID number, press # again to access the meeting.

4. When initially joining the meeting, you will be muted and have "listen-only" capabilities during the Webex hearing.

5. When your case is called, you will then be unmuted by the Event Administrator and the Chair will specify when it is your turn to speak.

FAQs

To see **ZC and BZA Virtual Hearing FAQs** follow this link:
https://dcoz.dc.gov/page/zoning-commission-zc-and-board-zoning-adjustment-bza-virtual-hearing-faqs

Having Trouble Accessing the Meeting?

Contact the Office of Zoning staff for assistance:
Email: itzone@dc.gov
Phone: 202-727-6311