

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Board of Zoning Adjustment



April 5, 2021

ANC 6B 02  
[6B02@anc.dc.gov](mailto:6B02@anc.dc.gov)

Re: BZA Application No 20486

**REFERRAL MEMORANDUM AND NOTICE OF PUBLIC HEARING**

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 March 23, 2021 through the Interactive Zoning Information System (IZIS).

A public hearing has been scheduled by the Board of Zoning Adjustment (Board) on **Wednesday, June 30, 2021 at 9:30 am**, virtually via WebEx, concerning the following application:

Application of: **Tracey and David Cronlund**

Case No.: 20486

Address: 647 A Street N.E. (Square 870, Lot 111)

ANC: 6B

Relief: Special Exception under:

- the lot occupancy requirements of Subtitle E § 304.1 (pursuant to Subtitle E § 5201 and Subtitle X § 901.2)

Project: To construct a two-story rear addition to an existing, attached, two-story with basement, principal dwelling unit in the RF-1 Zone.

**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 Zoning Regulations of the District of Columbia (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 hearing date so that the Board has ample time to consider the ANC's position.

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

Jennifer Fowler  
1819 D Street SE  
Washington, DC 20003

[jennifer@fowlerarchitects.com](mailto:jennifer@fowlerarchitects.com)  
202-546-0896

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.

#### **HOW TO PARTICIPATE IN THE VIRTUAL HEARING AND/OR SUBMIT COMMENTS:**

##### **A. Watch/listen to the hearing:**

- Members of the public can watch and listen to the public hearing via Webex or YouTube Live, or they can listen to the audio of the hearing by calling via telephone.
- **To get details regarding the Webex link, YouTube Live video, and telephone conference line:**
  - o Visit the Office of Zoning website (updated every Friday with the following week's hearing information): <https://dcoz.dc.gov/release/watch-zc-and-bza-virtual-meetings-live>
  - o Or, call the Office of Zoning staff at 202-727-6311

##### **B. Sign up to provide testimony at the virtual hearing:**

- To provide oral comments during a virtual hearing, **participants are strongly encouraged to sign up at least 24 hours before the hearing** in order to be heard.
- To sign up, do one of the following:
  - o Fill out online form on the Office of Zoning website: <https://app.dcoz.dc.gov/Kiosk/Kiosk.aspx>
  - o If you are unable to sign up on online, call Robert Reid at 202-727-5471 to state that you would like to sign up to testify.
- Confirmation and instructions regarding testifying during the virtual hearing will be provided to participants after signing up. OZ staff will also provide estimated times of when cases will be heard to those who have signed up prior to the hearing.

##### **C. Submit a statement into the record:** After reviewing the record, submit written testimony, either a letter in support, or a letter in opposition. Submissions are **required to be sent at least 24 hours before the hearing**.

- Upload your document to the case record in IZIS or, if you have technical difficulties with IZIS, send it as a PDF attachment or include the statement in the body of the email to [bzasubmissions@dc.gov](mailto:bzasubmissions@dc.gov).
- Hard copies of documents will not be accepted at this time.

Sincerely,

A handwritten signature in black ink, appearing to read "Clifford W. Moy". The signature is fluid and cursive, with a long horizontal stroke at the end.

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