

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Board of Zoning Adjustment



May 11, 2021

ANC 5E  
[5E@anc.dc.gov](mailto:5E@anc.dc.gov)

Re: BZA Application No. 20511

**REFERRAL MEMORANDUM AND NOTICE OF PUBLIC MEETING**

Dear ANC Chair:

An Applicant within the boundaries of your ANC area 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 April 13, 2021 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, July 21, 2021 at 9:30 am, virtually via WebEx, concerning the following application:

Application of: **Jeremy Emmert**

Case No.: 20511

Address: 16 Quincy Place N.W. (Square 3100, Lot 29)

ANC: 5E

Relief: Special Exception from:

• the rear yard requirements of Subtitle E § 306.1 (pursuant to Subtitle E § 5201 and Subtitle X § 901.2)

Project: To construct a second-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 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.

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

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

- Members of the public can watch the public meeting via YouTube Live, or they can listen to the audio of the meeting 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 meeting 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. 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 **strongly encouraged to be sent at least 24 hours before the meeting.**

- 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.

### **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 Weaver  
3454 Ellicott Center Drive  
Ellicott City Maryland 21043

[robert.weaver@kg-rw.com](mailto:robert.weaver@kg-rw.com)  
410-207-1086

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 at the end.

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