



BEFORE THE ZONING COMMISSION OR
BOARD OF ZONING ADJUSTMENT FOR THE DISTRICT OF COLUMBIA



FORM 150 – MOTION FORM

THIS FORM IS FOR PARTIES ONLY. IF YOU ARE NOT A PARTY PLEASE FILE A
FORM 153 – REQUEST TO ACCEPT AN UNTIMELY FILING OR TO REOPEN THE RECORD.

Before completing this form, please review the instructions on the reverse side. Print or type all information unless otherwise indicated. All information must be completely filled out.

CASE NO.:

Motion of:

☐ Applicant

☐ Petitioner

☐ Appellant

☐ Party

☐ Intervenor

☐ Other _____

PLEASE TAKE NOTICE, that the undersigned will bring a motion to:

Points and Authorities:

On a separate sheet of 8 ½" x 11" paper, state each and every reason why the Zoning Commission (ZC) or Board of Zoning Adjustment (BZA) should grant your motion, including relevant references to the Zoning Regulations or Map and where appropriate a concise statement of material facts. If you are requesting the record be reopened, the document(s) that you are requesting the record to be reopened for must be submitted separately from this form. No substantive information should be included on this form (see instructions).

Consent:

Did movant obtain consent for the motion from all affected parties?

☐ Yes, consent was obtained by all parties

☐ Consent was obtained by some, but not all parties

☐ No attempt was made

☐ Despite diligent efforts consent could not be obtained

Further Explanation: _____

CERTIFICATE OF SERVICE

I hereby certify that on this

D

D

day of

Month

,

Y

Y

Y

Y

I served a copy of the foregoing Motion to each Applicant, Petitioner, Appellant, Party, and/or Intervenor, and the Office of Planning

in the above-referenced ZC or BZA case via:

☐ Mailed letter

☐ Hand delivery

☐ E-Mail

☐ Other _____

Signature:

Print Name:

Address:

Phone No.:

E-Mail:

Board of Zoning Adjustment
District of Columbia
CASE NO.21335
EXHIBIT NO.22

137 National Plaza, Suite 300
National Harbor, MD 20745
(240) 397-3625

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Admitted: MD

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July 8, 2025

Via email to: bzasubmissions@dc.gov

District of Columbia Office of Zoning
441 4th Street, NW, Suite 200-S
Washington, D.C. 20001

Re: BZA Case No. 21335
2016 1st Street, NW, Washington, DC 20001

Dear Sir or Madam:

I hereby move that the Board of Zoning Adjustment permit the Applicant, Ms. Pam Wilson, to file supplemental materials after the June 30, 2025 deadline for her July 30, 2025 hearing before the Board regarding the application for building located at 2016 First Street NW (the “Property”).

Authority

Pursuant to Subtitle Y §300.15 and §300.16, an application should be complete and in its final form 30 days prior to a hearing before the Board of Zoning Adjustment. Pursuant to Subtitle Y § 300.17, however, the Board of Zoning Adjustment may, for good cause shown, waive this deadline.

In this case, there is good cause: the Applicant received an updated Referral Memorandum on July 8, 2025, which directed the Applicant to update her request for relief to align with a different section of the DC Code. The Applicant has prepared updated materials, following coordination with the Office of Planning and the Zoning Administrator, and has provided a final submission package that aligns with the updated Referral Memorandum. Unfortunately, because the updated Referral Memorandum was not available until July 8, 2025, the Applicant cannot meet the June 30, 2025 submission deadline.

Background

The application seeks, in summary, to validate the existence of a third residential unit, located on the first floor of the Property, although the building is zoned for only up to 2 residential units. The intent for use of the property did not change in this updated submission package; only the method of relief.

On May 9, 2025, the Applicant received a Referral Memorandum that indicated that she needed to file a request for a use variance on the Property to allow for use of the unit, which was previously approved

July 8, 2025

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for a home office use, to be used as a residential unit. This use variance would permit the building to hold three residential units, although the RF-1 Zone permits a maximum of two residential units. This same Referral Memorandum indicated that the Applicant also needed a special exception to reduce the number of parking spaces, as the reviewer believed that there was not sufficient space to hold two cars side-by-side at the rear of the property. The Applicant filed for the relief indicated that same day.

On June 18, Matthew Jesick of the Office of Planning reached out to the Applicant's counsel and indicated that this property required different relief, and so required an updated Referral Memorandum. He stated that the Property should be brought into conformance with the Zoning Ordinance by approval of a special exception to convert the building into an "apartment house" under Subtitle U §320.2, and that this request would need to include a request for an area variance from Subtitle U §320.2(c) to waive one of the requirements for conversion to an apartment house. He affirmed that the layout of the parking at the rear likely required a special exception pursuant to Subtitle C §703.2.

Mr. Jesick reached out to the Zoning Administrator's office, and has been in regular contact with them regarding this matter. While awaiting the formal documentation, the Applicant updated the Burden of Proof statement to align with the code sections indicated by Mr. Jesick.


The updated Referral Memorandum was provided July 8, 2025, and the Applicant has provided an updated Burden of Proof statement, as well as an updated set of Exhibits, to achieve the relief indicated on the Referral Memorandum. The updated submission package required no changes to the initial project submitted, with regard to use, design, or construction, as the request is limited to validating the use of the existing building.

Conclusion

The Applicant will face significant hardship if she must postpone her hearing date into the fall, and is prepared to proceed with the request under the updated resubmission package. As it was infeasible to fully address the provisions of a Referral Memorandum that was not available to the Applicant prior to the submission deadline, the Applicant now requests that these untimely submissions be accepted.

Sincerely,

REES BROOME, PC

By: 
Traci R. Scudder