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October 6, 2025

VIA IZIS

Board of Zoning Adjustment
of the District of Columbia
441 4th Street, NW, Suite 210-S
Washington, DC 20001

**Re: BZA Case No. 21365
Special Exception Request for 701 Jefferson Street, NE
Applicant's Prehearing Statement**

Dear Members of the Board:

On behalf of the Cheryl Jeannine Rich Trust (the "Applicant"), the owner of the property at 701 Jefferson Street, NE (Lot 95 in Square 3749) (the "Property"), we submit this Prehearing Statement pursuant to Subtitle Y §§ 300.15 and 300.16. This statement provides a high-level summary of the application, updates the Board on developments since the Applicant filed its application on July 23, 2025, including outreach to the affected Advisory Neighborhood Commission ("ANC"), and offers additional information for the Board's consideration in advance of the public hearing scheduled for November 5, 2025.

A. Overview

As set forth in the Applicant's prior filings, the Applicant requests special exception relief pursuant to Subtitle U § 253.8(f) and Subtitle Z § 901.2 of the District of Columbia Zoning Regulations (Title 11, DCMR) to convert an existing one-car garage on the Property, which is located in the R-2 zone, into a two-level accessory apartment. Relief is required because permanent access to the accessory dwelling unit ("ADU") cannot be provided by any of the three means listed in Subtitle U § 253.8(c).

The justifications for granting the application are set forth fully in the Applicant's Preliminary Statement of Compliance ([Ex. 8](#)). In summary, relief is warranted because the ADU is located at the rear of the Property, the conversion of the accessory garage structure would not

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be objectionable to neighboring properties, and adequate public facilities exist to ensure the health and safety of future residents. The proposal is also in harmony with the purposes and intent of the R-2 zone, which seeks to protect these areas from denser residential development. 11-D DCMR §§ 101.6, 101.7. The proposed ADU is intended to accommodate only one additional resident and is appropriately scaled to the character of the block.

B. Engagement with ANC and Community Outreach

The Applicant presented the request to the community at a meeting hosted by the Single Member District (“SMD”) representative, Commissioner Keith Sellars, at the Lamond-Riggs Library on September 18, 2025. At its public meeting on September 24, 2025, ANC 5A voted unanimously to support the application. A copy of the informational packet distributed to the community for those meetings is attached as **Exhibit A**, and the relevant pages from the ANC’s email recap are attached as **Exhibit B**. The Applicant anticipates that the ANC will submit a resolution expressing its support of the application into the record prior to the public hearing.

C. Conclusion and Request for Approval


In light of the foregoing and the materials in the record, including the Applicant’s Preliminary Statement of Compliance, the Applicant respectfully requests that the Board grant the requested special exception relief. Approval will permit the conversion of the accessory structure into a two-level accessory apartment, consistent with the Zoning Regulations and without adverse impact on neighboring properties. The project will also provide new opportunities for housing that can accommodate multigenerational living arrangements and serve as a resource for residents in need of temporary, but non-transient, permanent housing.

As indicated in the Certificate of Service below, a copy of this Prehearing Submission is being served on ANC 5A, the Office of Planning, and the District Department of Transportation.

The Applicant looks forward to presenting the application to the Board at the November 5, 2025, public hearing and appreciates the Board’s consideration of this request. Should you have any questions, please do not hesitate to have the Office of Zoning staff contact us.

Respectfully submitted,

HOLLAND & KNIGHT LLP

By: 
Leila Jackson Batties
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Madeline Shay Williams

Attachments

cc: Certificate of Service

Certificate of Service

I hereby certify that on October 6, 2025, a copy of the foregoing Prehearing Statement filed in support of BZA Case No. 21365 was served by electronic mail on the following at the addresses stated below.

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