

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ZONING ADJUSTMENT**



NOTICE OF VIRTUAL PUBLIC HEARING

TIME AND PLACE: Wednesday, December 3, 2025, @ 9:30 a.m.

Via WebEx: <https://dcoz.dc.gov/BZA12-03-2025>

Via Telephone: 202-860-2110 Access code: 2303 490 3452

Via YouTube: <https://www.youtube.com/c/DCOfficeofZoning>

Instructions: <https://dcoz.dc.gov/release/virtual-public-hearings>

Witness Sign Up: <https://dcoz.dc.gov/service/sign-testify>

TO CONSIDER THE FOLLOWING APPLICATION THAT HAS BEEN ACCEPTED BY THE OFFICE OF ZONING AND SCHEDULED FOR PUBLIC HEARING:

Application No. 21381 of Institute of Caribbean Studies

Address: 1106 3rd Street N.E. (Square 748, Lots 72 and 824)

ANC: 6C

Relief: Special Exception from:

- The minimum vehicle parking requirements of Subtitle C § 701 (pursuant to Subtitle C § 703.2 and Subtitle X § 901.2)
- Use Variance from:
The matter-of-right uses of Subtitle U § 801 (pursuant to Subtitle X § 1002)

Project: To construct a third story and a three-story rear addition, and convert to a mixed-use building, an existing, semi-detached, two-story building in the PDR-1 Zone.

This public hearing will be conducted in accordance with the contested case provisions of Subtitle Y, Chapters 4 & 5.

PLEASE NOTE:

The hearing date shown above may be RESCHEDULED prior to this date, in which case the new hearing date will be posted on the online calendar for the Board of Zoning Adjustment (“**Board**” or “**BZA**”), on the website of the Office of Zoning (“**OZ**”) at <https://dcoz.dc.gov/BZACalendar>, as well as on the case record webpage available on the Interactive Zoning Information System (“**IZIS**”) on the OZ website <https://dcoz.dc.gov/CaseRecord> (additional instructions below). **Please check these webpages to confirm the final hearing date and time** as there will be no other notice of these changes provided. One day before the hearing, the order of cases, agenda, and any other scheduling changes will be posted to the Board’s online calendar on OZ’s website.

Those who wish to testify at the public hearing **must** be present when their case is called. The order of cases may change at the Board’s discretion. Participants are encouraged to visit

<https://dcoz.dc.gov/service/watch-live-virtual-zcbza-hearingsmeetings> to watch the live broadcast of the hearing starting at 9:30 a.m. to hear the order of cases and may listen periodically to monitor the cases the Board is hearing at any point.

HOW TO FAMILIARIZE YOURSELF WITH THE CASE

Online Case Record

- To access the online case record, visit IZIS on the OZ website, available at <https://dcoz.dc.gov/CaseRecord>
- To select a case to view, enter the Application number indicated at the top of this notice and click the “Search” button, then click the corresponding “View” icon on the right.
- To view the full list of documents in the case record, click “View Full Log” under “Case Documents” on the lower right.
- To view a specific exhibit, click the corresponding “View” button on the right and it will open a PDF document in a separate window.

How to participate as a witness – oral presentation

Interested persons or representatives of organizations may be heard at the virtual public hearing. All individuals, organizations, or associations wishing to testify in this case are **strongly encouraged to sign up to testify at least 24 hours prior to the start of the hearing** on OZ’s website at <https://dcoz.dc.gov/> or by calling Robert Reid at (202) 727-5471. If you forget to sign up 24 hours prior to the hearing, please call the **OZ Hotline at (202) 727-5471** to sign up to testify and to receive WebEx access or call-in instructions. Please visit <https://dcoz.dc.gov/release/virtual-public-hearings> or call the Office of Zoning for more information about participating in virtual public hearings.

How to participate as a witness - written statements

Written statements, in lieu of personal appearances or oral presentation, may be submitted for inclusion in the record, provided that **ALL WRITTEN COMMENTS AND/OR TESTIMONY MUST BE SUBMITTED TO THE RECORD AT LEAST 24 HOURS PRIOR TO THE START OF THE HEARING**. The public is encouraged to submit written testimony through IZIS at <https://app.dcoz.dc.gov/Login.aspx>; however, written statements may also be submitted by e-mail to bzasubmissions@dc.gov. Please include the case number on your submission. If you are unable to use either of these means of submission, please contact Robert Reid at (202) 727-5471 for further assistance.

How to participate as a party

Any person who desires to participate as a party in this case must request party status and must comply with the provisions of Subtitle Y § 404.1. Persons seeking party status must submit a Form 140 - Party Status Application through IZIS at <https://app.dcoz.dc.gov/Login.aspx>. The form is also available to download from OZ’s website at: <https://dcoz.dc.gov/page/zoning-forms>. The request must be filed the Board **NO LESS THAN 14 DAYS PRIOR TO THE ORIGINAL DATE SET FOR THE HEARING** (or 14 days prior to a scheduled public meeting if seeking advanced party status consideration).

A party has the right to cross-examine witnesses, to submit proposed findings of fact and conclusions of law, to receive a copy of the written decision of the Board, and to exercise the other rights of parties as specified in the Zoning Regulations.

Except for an affected ANC, any person or entity that desires to participate as a party in this case must clearly demonstrate that the person's interests would likely be more significantly, distinctly, or uniquely affected by the proposed zoning action than other persons in the general public.

If you are still unsure of what it means to participate as a party and would like more information on this, please review the summary available at <https://dcoz.dc.gov/page/party-status-request> or contact OZ at dcoz@dc.gov or at (202) 727-6311.

Advisory Neighborhood Commission (“ANC”)

The property for which zoning relief is requested is within or adjacent to the boundaries of both ANC 6C, which is therefore an “affected” ANC and automatically a party in this case. Please contact your ANC commissioner to learn how to participate in your ANC’s deliberation process and to find out if or when the Applicant is scheduled to appear before the ANC. To find contact information for your ANC, visit <http://anc.dc.gov>.

The Board must give “great weight” to the “issues and concerns” raised in a written report of an “affected” ANC approved at a properly noticed meeting that was open to the public by the full ANC with a quorum present. The Board may give “great weight” to the oral testimony of the “affected” ANC’s authorized representative if it complies with the requirements of Y §§ 406.3 & 406.4.

Section 13(d) of the Advisory Neighborhood Commissions Act of 1975, effective March 26, 1976 (D.C. Law 1-21; D.C. Official Code § 1-309.10(d) (2012 Repl.)) and Subtitle Y §§ 406.2 & 406.4.

FOR FURTHER INFORMATION, YOU MAY CONTACT THE OFFICE OF ZONING AT (202) 727-6311 and refer to the five-digit application number listed at the top of the notice.

FREDERICK L. HILL, CARL H. BLAKE, AND CHRISHAUN S. SMITH ----- BOARD OF ZONING ADJUSTMENT FOR THE DISTRICT OF COLUMBIA, BY SARA A. BARDIN, DIRECTOR, AND BY KEARA M. MEHLERT, SECRETARY TO THE BOARD OF ZONING ADJUSTMENT.

Do you need assistance to participate? If you need special accommodations or need language assistance services (translation or interpretation), please contact Zee Hill at (202) 727-0312 or Zelalem.Hill@dc.gov five days in advance of the meeting. These services will be provided free of charge.

¿Necesita ayuda para participar? Si tiene necesidades especiales o si necesita servicios de ayuda en su idioma (de traducción o interpretación), por favor comuníquese con Zee Hill llamando al (202) 727-0312 o escribiendo a Zelalem.Hill@dc.gov cinco días antes de la sesión. Estos servicios serán proporcionados sin costo alguno.

Avez-vous besoin d’assistance pour pouvoir participer ? Si vous avez besoin d’aménagements spéciaux ou d’une aide linguistique (traduction ou interprétation), veuillez contacter Zee Hill au (202) 727-0312 ou à Zelalem.Hill@dc.gov cinq jours avant la réunion. Ces services vous seront fournis gratuitement.

참여하시는데 도움이 필요하세요? 특별한 편의를 제공해 드려야 하거나, 언어 지원 서비스(번역 또는 통역)가 필요하시면, 회의 5일 전에 Zee Hill 씨께 (202) 727-0312 로 전화 하시거나 Zelalem.Hill@dc.gov 로 이메일을 주시기 바랍니다. 이와 같은 서비스는 무료로 제공됩니다.

您需要有人帮助参加活动吗? 如果您需要特殊便利设施或语言协助服务(翻译或口译)·请在见面之前提前五天与 Zee Hill 联系·电话号码 (202) 727-0312, 电子邮件 Zelalem.Hill@dc.gov 这些是免费提供的服务。

Quý vị có cần trợ giúp gì để tham gia không? Nếu quý vị cần thu xếp đặc biệt hoặc trợ giúp về ngôn ngữ (biên dịch hoặc thông dịch) xin vui lòng liên hệ với Zee Hill tại (202) 727-0312 hoặc Zelalem.Hill@dc.gov trước năm ngày. Các dịch vụ này hoàn toàn miễn phí.

ለሙሳተፍ ዕርዳታ ያስፈልግዎታል? የተለየ እርዳታ ካስፈለገዎት ወይም የቋንቋ እርዳታ አገልግሎቶች (ትርጉም ወይም ማስተርጎም) ካስፈለገዎት እባክዎን ከስብሰባው አምስት ቀናት በፊት ዚ ሂልን በስልክ ቁጥር (202) 727-0312 ወይም በኢሜል Zelalem.Hill@dc.gov ይገናኙ። እነዚህ አገልግሎቶች የሚሰጡት በነጻ ነው።