

**MEMO**

**Date:** 3.13.26

**To:** Board of Zoning Adjustment  
441 4<sup>th</sup> Street, NW  
Suite 200-S  
Washington, DC 20001

**Project:** Cotton-Hartman Residence - Porch  
20 R Street, NW  
Washington, DC 20001

**Re:** Statement of Public Outreach

**Sender:** Bill Putnam, RA, NCARB

To Whom It May Concern,

The applicant has contacted ANC 5E and adjacent property owners to discuss their application. The applicant pledges that they will update the file with a memo stating their efforts in and results of contacting these entities no less than 14 days prior to the scheduled public hearing.



Bill Putnam, RA, NCARB  
Agent