

Gwendolyn Keita

From: Beeton, Kathleen A. (DCRA) <kathleen.beeton@dc.gov>
Sent: Wednesday, November 20, 2019 12:59 PM
To: Gwendolyn Keita; Reid, Robert (DCOZ)
Subject: RE: Request re BZA Referral Memorandum

Thank you for your call, Ms. Keita. As we discussed, the zoning code citation noted on the BZA referral memo is the correct citation because it is the one that allows only one principal dwelling unit in the R-3 zone (R-Use Group C). A flat is two dwelling units. It could be because IZIS system assumes that you are proposing to construct a NEW building, not seeking approval for something that has already been constructed or converted.

As we discussed and I explained below, we prepare a notes and computation sheet (the second sheet in the BZA referral memo package) when new construction is proposed. Because you are not proposing any new construction, the notes and computation sheet is not necessary and was not provided to you.

I just spoke with Mr. Robert Reid, Zoning Specialist, Office of Zoning, and shared with him our conversation about the code section and also the notes and computation sheet. I believe that he will be able to assist you in completing the IZIS application process. I have copied him on this email for his reference.

I hope the rest of the process goes smoothly and that all goes well at the BZA.

During our call, I forgot to ask if, when you were here at DCRA, our staff suggested that you schedule an inspection of the structure, including both units, to verify that there are no fire and life safety issues? It might not have been suggested to you because of the BZA hearing requirement; however, we could schedule the inspection while you are waiting for the BZA hearing, so that if there are any issues, you will learn about them sooner rather than later and can take the necessary steps to resolve them. In addition to obtaining BZA approval, an inspection must be done and passed before DCRA will approve the C of O application, but you can wait until after the hearing if you would prefer. If you would like to schedule the inspection now rather than wait until after the BZA hearing, I would be happy to assist you with this inspection. We will need the name and contact information for a local person who can meet the inspector at the property and provide access to both units.

If you have any questions or our office may be of further assistance, please do not hesitate to contact me.

Best regards,
Kathleen

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