

## James Noel

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**From:** Gibbs, Shawn (DCRA) <shawn.gibbs@dc.gov>  
**Sent:** Friday, August 18, 2017 8:21 AM  
**To:** Catherine Noel  
**Cc:** Ndaw, Mamadou (DCRA); James Noel; Mack, Durrell (DCRA)  
**Subject:** RE: Referral Memo Request (B1710652, 1108 5th St NE)

Good morning Ms. Noel:

Per your request, the Office of the Zoning Administrator will prepare a BZA Referral Memo to allow you to apply for Special Exception Relief from the Board of Zoning Adjustment (BZA) for the rear addition. It has been assigned Tracking No. FY-17-85-Z. You can use this tracking number if you want to contact our office and check on the status of the memo.

The expected turnaround time is 30 days. We will do our best to get it completed as soon as possible. If you have any additional questions or comments, please do not hesitate to contact me.

Best regards,

**Shawn N. Gibbs, RLA**

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**From:** Catherine Noel [<mailto:cathy@noeldb.com>]  
**Sent:** Thursday, August 17, 2017 4:41 PM  
**To:** Gibbs, Shawn (DCRA)  
**Cc:** Ndaw, Mamadou (DCRA); James Noel  
**Subject:** Referral Memo

Hello Mr. Gibbs,

Thank you for your time today explaining the new zoning law changes.

We are preparing our client to go through the BZA process to obtain a special exception.

Would you please prepare for us a Referral Memo that we will forward to the DC Board of Zoning?

Best,

Cathy and James Noel

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