

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Board of Zoning Adjustment



July 16, 2018

ANC 4C 08  
[4C08@anc.dc.gov](mailto:4C08@anc.dc.gov)

**Re: BZA Application No 19804**

**REFERRAL MEMORANDUM AND NOTICE OF PUBLIC HEARING**

Dear ANC Single Member District Commissioner:

An Applicant within the boundaries of your ANC Single Member District is seeking zoning relief for a project or use that is not provided as a matter of right for the zoning district. This application was filed on May 17, 2018 through the Interactive Zoning Information System (IZIS).

A public hearing has been scheduled by the Board of Zoning Adjustment (Board) on **Wednesday, September 19, 2018 at 9:30 am**, at the Jerrily R. Kress Memorial Hearing Room, One Judiciary Square, at 441 4<sup>th</sup> Street, N.W., Suite 220 South, Washington, D.C., 20001, concerning the following application:

**Application of 716 Upshur LLC**, pursuant to 11 DCMR Subtitle X, Chapter 9, for a special exception under the residential conversion provisions of Subtitle U § 320.2, to construct a three-story rear addition and convert the existing principal dwelling unit to a three-unit apartment house in the RF-1 Zone at premises 716 Upshur Street N.W. (Square 3135, Lot 91).

**HOW TO FAMILIARIZE YOURSELF WITH THE CASE**

In order to review exhibits in the case, follow these steps:

- Visit the Office of Zoning (OZ) website at <http://dcoz.dc.gov>
- Under “Services”, click on “Interactive Zoning Information System”.
- Click on “Go to Case Records”.
- Enter the BZA application number indicated above and click the search button.
- The search results should produce the case on the right. Click “View Details”.
- Click “View Full Log”.
- This list comprises the full record in the case. Simply click “View” on any document you wish to see, and it will open a PDF document in a separate window.

**HOW TO PARTICIPATE IN THE CASE**

As described in the Zoning Regulations of the District of Columbia (Regulations), the affected ANC is an automatic party to the case and the Board gives “great weight” to its written report.

Visit [http://dcoz.dc.gov/resources/ANC\\_Filing/index.shtm](http://dcoz.dc.gov/resources/ANC_Filing/index.shtm) for instructions on how to file the ANC report (Form 129) through the Interactive Zoning Information System (IZIS). Though ANC reports may be filed at any time prior to the Board's final deliberation on the case, the ANC is strongly encouraged to submit their report no later than seven days prior to the public hearing date so that the Board has ample time to consider the ANC's position.

Please contact the Applicant or designated agent to ensure that their case can be scheduled for ANC review in advance of the public hearing:

William Teass  
Teass\Warren Architects  
515 M Street SE, Suite 200  
Washington, DC 20003

[will@teass-warren.com](mailto:will@teass-warren.com)  
202-683-6260

If your ANC has not received a courtesy copy of the application from the Applicant, please notify us so we can assist you in obtaining a copy. If you have any questions or require any additional information, please call OZ at 202-727-6311.

**SINCERELY,**

A handwritten signature in black ink, appearing to read "Clifford W. Moy". The signature is fluid and cursive, with a long horizontal stroke at the end.

**CLIFFORD W. MOY**  
**Secretary, Board of Zoning Adjustment**  
**Office of Zoning**