

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Board of Zoning Adjustment



July 27, 2020

Memo for Continued Hearing & Instructions for Webex Participation

Re: BZA Application No. 20121 of Bridges 2 Psychological Services and Consultation LLC

At the virtual public hearing on July 15, 2020, the Board of Zoning Adjustment **rescheduled** the hearing procedures to a **Virtual Public Hearing through Webex on September 16, 2020 at a session beginning at 9:30 am.** The Board requested that the following specific item be provided:

Due Wednesday, September 2, 2020

From the Office of Planning: Supplemental OP Report

HOW TO PARTICIPATE IN THE VIRTUAL HEARING:

A. Submit evidence into the record:

Applicants / Parties: It is strongly encouraged that parties file all evidence regarding the application **per the deadlines noted above**, but in any event, no less than **24 hours before** the September 16th virtual hearing.

- Upload your document to the case record in IZIS or, if you have technical difficulties with IZIS, either send the document as a PDF attachment or include a statement in the body of an email to bzsubmissions@dc.gov
- **If you plan to present a PowerPoint or other materials during your testimony, you must also email those documents to Paul Young (Paul.Young@dc.gov) prior to the hearing.** Hard copies of documents will not be accepted at this time.

B. Sign up in advance to provide testimony at the virtual hearing:

All: All Applicants / Parties must sign up in advance of the hearing. To present your case or provide oral comments during a virtual hearing, **all participants are strongly encouraged to sign up at least 24 hours before the hearing** in order to be heard. Parties are to ensure that **all members of their team** are signed up to testify. This includes Agents and any proffered or accepted Expert Witnesses.

- To sign up, do one of the following:
 - o For **Applicants only**, see instructions below (p. 3) for steps on signing up participants via the IZIS dashboard.

- For ANCs and other Parties, fill out the online form on the Office of Zoning website: <https://app.dcoz.dc.gov/Kiosk/Kiosk.aspx>
 - If you are unable to sign up online, call Robert Reid at 202-727-5471 to state that you would like to sign up to testify.
- Confirmation of sign-up will be provided by OZ staff.

To participate in the hearing, please use the access information below. Also, if needed, please see the additional Instructions for Accessing Webex – BZA Hearing (below) and ZC and BZA Virtual Hearing FAQs emailed to you along with notice of the initial virtual hearing.

WebEx Access Information for Participants
September 16, 2020 Virtual Public Hearing

To watch, listen, and provide testimony via Webex:

Visit the link below:

<https://dcnet.webex.com/dcnet/onstage/g.php?MTID=e990c3d5b2bbe61b739fc2a83ba86c32f>

Event Password (if not auto-filled in): DCOZ

To listen and provide testimony via telephone:

Call-in toll number (US/Canada): 202-860-2110

Access Code: 160 967 4555

If you have questions about this application, please call the Office of Zoning at 202-727-6311 and refer to the 5-digit BZA application number on page 1 of this notice.

Sincerely,



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

Instructions for Signing up to Testify and Accessing the BZA Virtual Hearing

Before the virtual hearing:

*****Participants are strongly encouraged to sign up to testify at least 24 hours before the hearing*****

For Applicants:

NOTE: Before logging in, make sure you secure from any additional witnesses (Agents, Expert Witnesses, etc.) their individual email address and telephone number they will use the day of the hearing to participate in the hearing through Webex.

1. Login to IZIS to access the dashboard page.
2. Next to your case, select the Hand icon under the "Function(s)" column.
3. The "Witness Sign Up Form" will appear. Enter the name and contact information that will be used the day of the hearing and check the Oath box. Click "Submit".
4. Enter as many additional witnesses and corresponding contact information as needed.

For ANCs, Parties, and members of the public:

1. Visit the Office of Zoning website: <https://app.dcoz.dc.gov/Kiosk/Kiosk.aspx>
2. Select the hearing date and case number from the drop down lists.
3. Fill in the online form with the name and contact information that will be used the day of the hearing.
4. Check the Oath box and click "Submit".

If you are unable to sign up online, call Robert Reid at 202-727-5471 to sign up to testify via phone. Any supplemental documentation to be presented as part of your testimony must be submitted to the case record in IZIS at least 24 hours prior to the meeting ***and*** emailed to Paul.Young@dc.gov.

To Watch/Listen and Provide Testimony on the Day of the Virtual Hearing

Via the Webex application:

*****Must use Chrome, Internet Explorer, or Mozilla browsers*****

You need a high-speed internet connection and a working camera if using video, as well as a microphone and speakers that are either connected to your computer or through a telephone.

1. Click on the URL link provided for the scheduled hearing.
2. A web page should load, and the right-hand side the page should say "Join Event Now".
3. If the hearing has started, enter the same First name, Last name, and email address that was filled in when signing up per the instructions above. Enter the Event Password provided (if not already auto-filled in), then click "Join Now".

*Note: if the hearing has not started yet, you will not be able to join the hearing and the contact fields will be greyed out.

4. On the next screen, if you do not have the Webex application installed on your device, select "Run a temporary application" on your browser page.

5. The temporary application should download, then click the downloaded file at the bottom of the browser if it does not automatically open.
6. The Webex application will open and a preview screen will appear. Click “Join Event”.
7. When initially joining the meeting, you will be muted and have “listen-only” capabilities during the Webex hearing.
8. When your case is called, you will then be unmuted by the Event Administrator and the Chair will specify when it is your turn to speak.

Via telephone:

1. Call the Webex conference phone number for the scheduled hearing using the same phone number that you provided when signing up to testify per the instructions above.
2. When prompted, enter the Access Code provided with the call-in number and press #.
3. When asked for Attendee ID number, press # again to access the meeting.
4. When initially joining the meeting, you will be muted and have “listen-only” capabilities during the Webex hearing.
5. When your case is called, you will then be unmuted by the Event Administrator and the Chair will specify when it is your turn to speak.

Having Trouble Accessing the Meeting?

Contact the Office of Zoning staff for assistance:

Email: itzone@dc.gov

Phone: 202-727-6311