

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Board of Zoning Adjustment**



August 4, 2020

Charles Allen, Ward 6  
Council of the District of Columbia  
1350 Pennsylvania Avenue, NW  
#406  
Washington, DC 20004

**Re: BZA Application No. 20300**

**REFERRAL MEMORANDUM AND NOTICE OF PUBLIC HEARING**

Dear Councilmember:

An Applicant within the boundaries of your ward 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 April 22, 2020 through the Interactive Zoning Information System (IZIS).

A public hearing has been scheduled by the Board of Zoning Adjustment (Board) on **Wednesday, October 28, 2020 at 9:30 am**, virtually via WebEx, concerning the following application:

**Application of Brad Mueller**, pursuant to 11 DCMR Subtitle X, Chapter 9, for a special exception under Subtitle E § 5201 from the lot occupancy requirements of Subtitle E § 304.1 to construct a two-story accessory garage structure in the rear yard of an existing attached principal dwelling unit in the RF-1 Zone at premises 1309 Potomac Avenue, S.E. (Square 1046, Lot 854).

**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 [www.dcoz.dc.gov](http://www.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**

If you wish to participate in the case, you may submit a letter in support or opposition into the record, or appear as a witness to testify at the public hearing. Visit the Interactive Zoning Information System (IZIS) on our website at <https://app.dcoz.dc.gov/Login.aspx> to make a submission. You will need to create a username and password if you have not done so already.

**HOW TO PARTICIPATE IN THE VIRTUAL HEARING AND/OR SUBMIT COMMENTS:**

**A. Watch/listen to the hearing:**

- Members of the public can watch and listen to the public hearing via Webex or YouTube Live, or they can listen to the audio of the hearing by calling via telephone.
- **To get details regarding the Webex link, YouTube Live video, and telephone conference line:**
  - o Visit the Office of Zoning website (updated every Friday with the following week's hearing information): <https://dcoz.dc.gov/release/watch-zc-and-bza-virtual-meetings-live>
  - o Or, call the Office of Zoning staff at 202-727-6311

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

- To provide oral comments during a virtual hearing, **participants are strongly encouraged to sign up at least 24 hours before the hearing** in order to be heard.
- To sign up, do one of the following:
  - o Fill out online form on the Office of Zoning website: <https://app.dcoz.dc.gov/Kiosk/Kiosk.aspx>
  - o If you are unable to sign up on online, call Robert Reid at 202-727-5471 to state that you would like to sign up to testify.
- Confirmation and instructions regarding testifying during the virtual hearing will be provided to participants after signing up. OZ staff will also provide estimated times of when cases will be heard to those who have signed up prior to the hearing.

**C. Submit a statement into the record:** After reviewing the record, submit written testimony, either a letter in support, or a letter in opposition. Submissions are **strongly encouraged to be sent at least 24 hours before the hearing**.

- Upload your document to the case record in IZIS or, if you have technical difficulties with IZIS, send it as a PDF attachment or include the statement in the body of the email to [bzasubmissions@dc.gov](mailto:bzasubmissions@dc.gov).
- Hard copies of documents will not be accepted at this time.

**REFERRAL TO GOVERNMENT AGENCIES**

This case is located within the boundaries of **Advisory Neighborhood Commission (ANC) 6B**. The ANC may require the Applicant to appear at the next regularly scheduled ANC meeting to present their case. You may wish to visit <http://anc.dc.gov> to find contact information to discover if or when the Applicant is scheduled to appear.

If you have questions about this application, please call OZ at 202-727-6311 and refer to the BZA application number listed at the top of the notice.

SINCERELY,

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

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