



TOWN OF ABINGDON
Abingdon, Virginia

*The Historic Preservation Review Board welcomes you to this meeting today. This is a citizen Board, appointed by the Town Council, to interpret and uphold the Historic Preservation Ordinance, which is Article 8 of the Abingdon Zoning Ordinance, that protects the Historic District of Abingdon which has been designated the Old and Historic District. Our aim on this Board is to provide a positive bridge between the property owners of the district and the design review process, so we welcome you to today's meeting. We appreciate your interest and we encourage public participation in our meeting. Your comments are important to our decision making process. Anyone addressing the Board will approach the podium; give your **first and last name** and your **complete physical address**.*

TO: Historic Preservation Review Board Members

FROM: Jason Boswell, Director of Planning

RE: Regular meeting
Wednesday, January 3, 2017 – 5: 15 p.m.
Abingdon Municipal Building, Colonel Arthur Campbell room

Items on the agenda:

1. Call meeting to order – Jeff Johnson; Chairman
2. Roll Call – Jason Boswell
3. Approval of Minutes: Regular meeting, October 4, 2017
4. Application for Tax Abatement: **Byrum Geisler 228 East Main St. Abingdon Va. 24210.** Tax Map Number 013-1-97
5. Application for Certificate of Appropriateness, to add a driveway: **Edison Jennings 247 E. Main St. Abingdon Va. 24210.** Tax Map Number 013-1-67
6. DISCUSSION ITEMS–
7. ADJOURN

Please bring your agenda information to the meeting with you.

TOWN OF ABINGDON
HISTORIC PRESERVATION REVIEW BOARD
REGULAR MEETING
Wednesday October 4, 2017 – 5:15 P.M.

The Regular meeting for the Historic Preservation Review Board was held on **Wednesday, October 4, 2017**, at 5:15 p.m.
The meeting was held in the Municipal Building, Colonel Arthur Campbell room.

Mr. Jeff Johnson, Chairperson, called the meeting to order.

Mr. Boswell called the roll.

1. ROLL CALL: Jason Boswell, Interim Town Planner

Members Present:

Jeff Johnson, Vice-chairman
Cindy Patterson, Councilperson
Byrum Geisler

Members Absent

Andrew Neese
Michael Weaver

Comprising a quorum of the Board

Administrative Staff:

Jason Boswell, Interim Town Planner

Guests:

Mr. Cook

2. Approval of minutes: Regular meeting, September 6, 2017.
Motion Mr. Byrum Geisler, Second by Cindy Patterson

Mr. Byrum Geisler moved to accept the minutes, with changes seconded by Cindy Patterson.

Roll call as follows;

Cindy Patterson: Aye
Jeff Johnson: Aye
Byrum Geisler: Aye
Michael Weaver: Absent
Andrew Neese: Absent

3. Certificate of Appropriateness: Lester Insurance The Harper Agency, Owner; Steve Lester, representative; Ryan Cooke. 185 Valley Street, Abingdon, VA 24210, application for Certificate of Appropriateness for Signage. Located at 185 Valley Street. Tax Map No. 013-1-4 Signage, 23x25 carved sign, hand painted, steel sign posts painted, with decorative toppers.

After a brief discussion, about Color, and size.

Motion was made by Byrum Geisler, Second by Cindy Patterson.

Roll call as follows:

Cindy Patterson: Aye

Jeff Johnson: Aye

Byrum Geisler: Aye

Andrew Neese: Absent

Michael Weaver: Absent

Motion was approved

8. Discussion Item:

None

9. Adjourn @ 6:15 pm

Byrum Geisler made a motion to adjourn, second by Cindy Patterson

Next regularly scheduled meeting will be November 1, 2017 at 5:15pm in the Arthur Campbell Room – 1st Floor

TOWN OF ABINGDON
HISTORIC PRESERVATION REVIEW BOARD
REGULAR MEETING
Wednesday December 6, 2017 – 5:15 P.M.

The Regular meeting for the Historic Preservation Review Board was held on **Wednesday, December 6, 2017**, at 5:15 p.m. The meeting was held in the Municipal Building, Colonel Arthur Campbell room.

Mr. Jeff Johnson, Chairperson, called the meeting to order.

Mr. Boswell called the roll.

1. ROLL CALL: Jason Boswell, Interim Town Planner

Members Present:

Jeff Johnson, Vice-chairman
Cindy Patterson, Councilperson
Byrum Geisler
Michael Weaver

Members Absent

Andrew Neese

Comprising a quorum of the Board

Administrative Staff:

Jason Boswell, Interim Town Planner

Guests:

Stephen Jett
Jim Bundy
Chris Marsh
Mr. Joe Levine
Mrs. Levine

2. Approval of minutes: Regular meeting.
September meeting minutes were attached, and already approved.
October Minutes will be in packet for December meeting

- 3. Application for Tax Abatement: Joe Levine Owner, 340 Greensprings Rd. Abingdon Va. 24210. Tax Map Number 013-1-177**

After a brief discussion about the work Mr. & Mrs. Levine completed to the property. The Max amount of \$25,000.00 was met.

Motion was made by Byrum Geisler, Second by Cindy Patterson.

Roll call as follows:

Cindy Patterson: Aye

Jeff Johnson: Aye

Byrum Geisler: Aye

Andrew Neese: Absent

Michael Weaver: Aye

- 4. Application for Tax Abatement: Ruby C. Clifton Owner, 131 E. Main St. Abingdon Va. 24210. Tax Map Number 021-1-91**

After a brief discussion about the Tax Abatement amount is \$10,719.00.

Motion was made by Cindy Patterson, Second by Byrum Geisler.

Roll call as follows:

Cindy Patterson: Aye

Jeff Johnson: Aye

Byrum Geisler: Aye

Andrew Neese: Absent

Michael Weaver: Aye

Motion was approved

- 5. Application for Certificate of Appropriateness: Dr. Emory Robinette, 320 East Valley St. Abingdon Va. 24210. Tax Map Number 013-1-30. Exterior Changes; addition of new handicap ramp and landing.**

After a discussion about plans, materials to be used, and using the existing porch. (No setbacks; per code Section 41 noted)

Motion was made by Cindy Patterson, Second by Byrum Geisler.

Roll call as follows:

Cindy Patterson: Aye

Jeff Johnson: Aye

Byrum Geisler: Aye

Andrew Neese: Absent

Michael Weaver: Aye

6. Discussion Item:

None

9. Adjourn @ 6:55 pm

Cindy Patterson made a motion to adjourn, second by Byrum Gelsler

Next regularly scheduled meeting will be January 3, 2017 at 5:15pm in the Arthur Campbell Room – 1st Floor

NOT APPROVED



APPLICATION FOR WAIVER OF CERTIFICATE OF APPROPRIATENESS

Application is hereby made for waiver of Certificate of Appropriateness under Article 8, section 8-4-1,b of the Zoning Ordinance of the Town of Abingdon. Such waiver is limited to the following under the Guidelines adopted on May 5th, 2004 by the Board of Architectural Review as follows:

The Zoning Administrator of the Town may determine that certain minor actions involving buildings and structures within the Old and Historic District will have no permanent effect on the character of the District, and, by written waivers exempt the minor actions from review by the Board of Architectural Review. Such minor actions shall be limited to the following:

- A. Repainting in a paint scheme that duplicates the existing paint colors. Provided, however:
 - The paint used should be of high quality to provide a long lasting finish.
 - Paint colors should be appropriate for the building or structure's architectural style and design, as to which the Board of Architectural Review will provide recommendations at the owner's request.
 - Unpainted masonry should be left unpainted.
- B. Addition or deletion of storm windows and doors, window gardens, awnings, temporary canopies, window air conditioners or similar appurtenances.
- C. Addition or deletion of television or radio antennas, skylights or solar collectors in locations not visible from a public street, right of way or place.
- D. Any alterations or other changes within the building or structure which are not visible from a public street, right of way or place.
- E. Relocation of heating and cooling systems on the property, provided they are screened per the Design Guidelines.
- E. Planting of grass, trees or shrubs and other landscape improvements, excluding, however, any landscape treatment which would substantially alter the old and historic aspects of the particular building or structure or involve construction of fences, walls, walkways, pools, fountains and like improvements which might affect the appearance of the historic site.
- G. Repair of roof or guttering using materials that replicate existing material.

Name of Owner Byrum Geisler

Name of Business (if applicable) _____

Address 228 East Main Street Telephone 276-698-8294
Abingdon, Virginia 24210

Item and number from list above that is the subject of this request: _____ Other: Repair Soffit and Fascia/back porch trim with materials and paint that replicate existing features/install 1/2 round guttering

Tax Map Number 013-1-97

Approved by the Zoning Administrator ☒ YES / NO

Location in Historic District (Sub-district) _____

Other comments _____

Date and Signature of owner 8/16/2017

Date and Signature of Zoning Administrator 8/16/17

Each application for waiver should be on the form provided by the office of the Zoning Administrator and documented by appropriate drawings, plans or other depiction of the proposed addition, deletion or other alteration, together with samples of the materials and colors to be used in taking the minor actions.

Filed 12-6-17.
For mtg. Jan-3rd.

APPLICATION FOR TAX ABATEMENT



133 East Main Street • P.O. Box 789 • Abingdon, VA 24212

Phone: (276) 628-3167 • Fax: (276) 698-3412

Per Article II, Division 5 of the Abingdon, Virginia Code of Ordinances, you may be eligible for property tax credit and/or abatement.

Location of Property: 228 East Main Street	
Property Owner Name (PRINT): Byrum Geisler	Tax Map No: 013-1-97
Business Name (if applicable):	
Mailing Address: 228 E. Main Street	
City: Abingdon,	
State/Zip: Va 24212	
Phone/Fax Number: 276 698 8294 / 276 623-5534	
Email: bgeisler@pennstuart.com	

Required information to be submitted with the application:

- Approved Certificate of Appropriateness from the Historic Preservation Review Board
- Copies of itemized receipts/proof of payment for work performed on exterior, or a total of expenditures certified by a CPA
- Before and after photographs
- If you have been approved for state/federal tax credits, please provide your approval form

Property owners within the town pay a combination of County and Town taxes. Local Historic Tax Credits only apply to the town's portion of tax owed. Town taxes consist of both improvement value and land value . Credits will be issued against improvement value only. Tax credits are \$2,500.00 as to town property taxes for every \$2,500.00 of exterior maintenance, restoration, preservation, and rehabilitation work performed and documented on structures located within the Old and Historic District of town. Credits will be given toward the assessed value on the structure . The tax credit shall be allowed immediately following the tax year in which the work is complete.	EXAMPLE FOR \$2500 SPENT	
	Land Value \$65,000 (Will change if new assessment year)	Billing for May \$91.00 Billing for November \$91.00
	Improvement Value \$189,400 (Will not change for up to 10 years)	Billing for May \$265.16 Billing for November \$265.16
	ABATEMENT SCHEDULE	
	2016 Year	\$530.32
	2017 Year	\$530.32
	2018 Year	\$530.32
	2019 Year	\$530.32
	1 st half 2020 year	\$265.16
	2 nd half of 2020 year	\$113.56

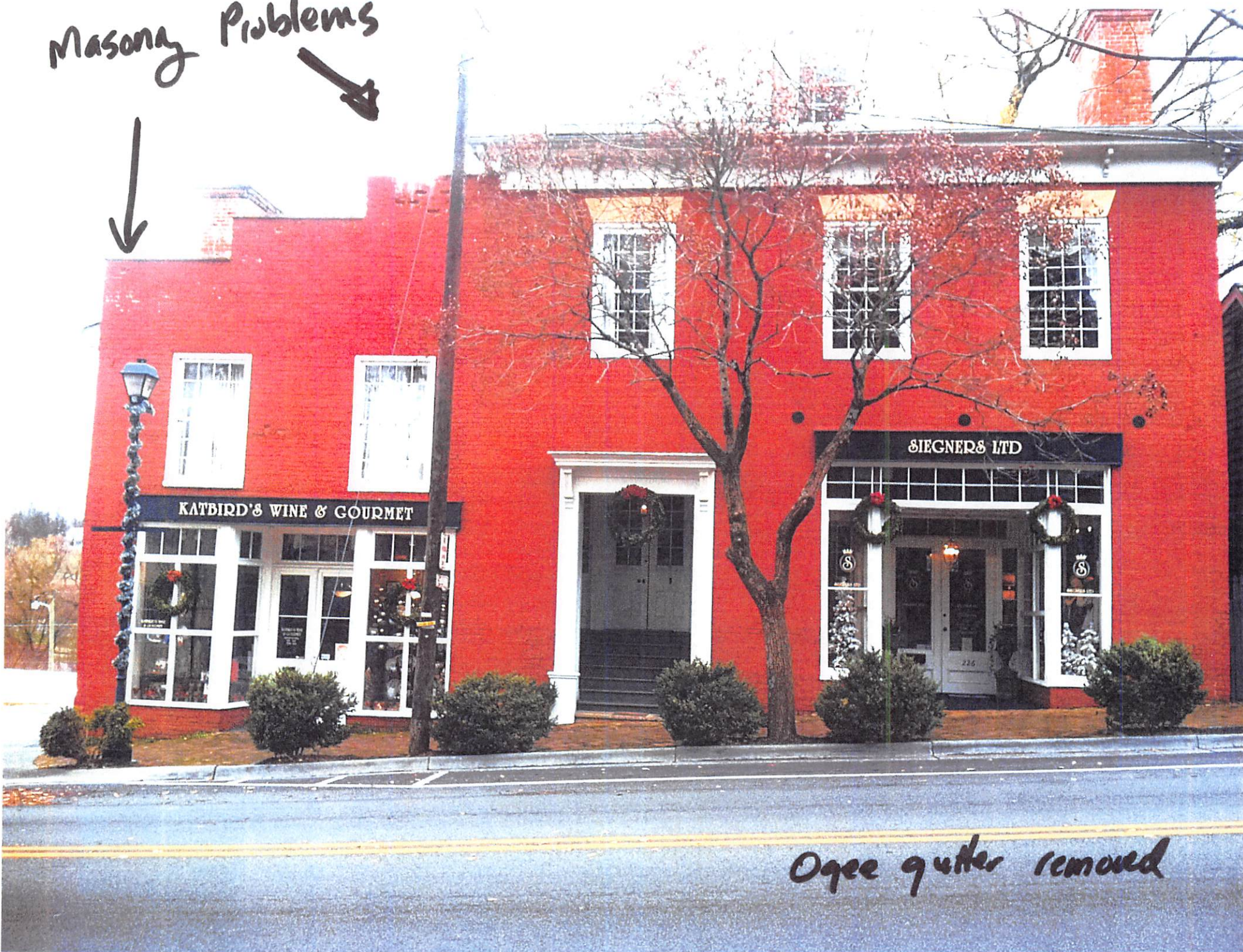
***Note: If you are delinquent on any Town fee or license, you will not be eligible to accept benefit of this abatement.**

To be Completed/Initialed by Planning Department Staff

COA was issued at the _____ HPRB meeting. \$ 25,000.00 is eligible for Historic Tax Abatement.

Signed: _____ Town Manager.

Masonry Problems



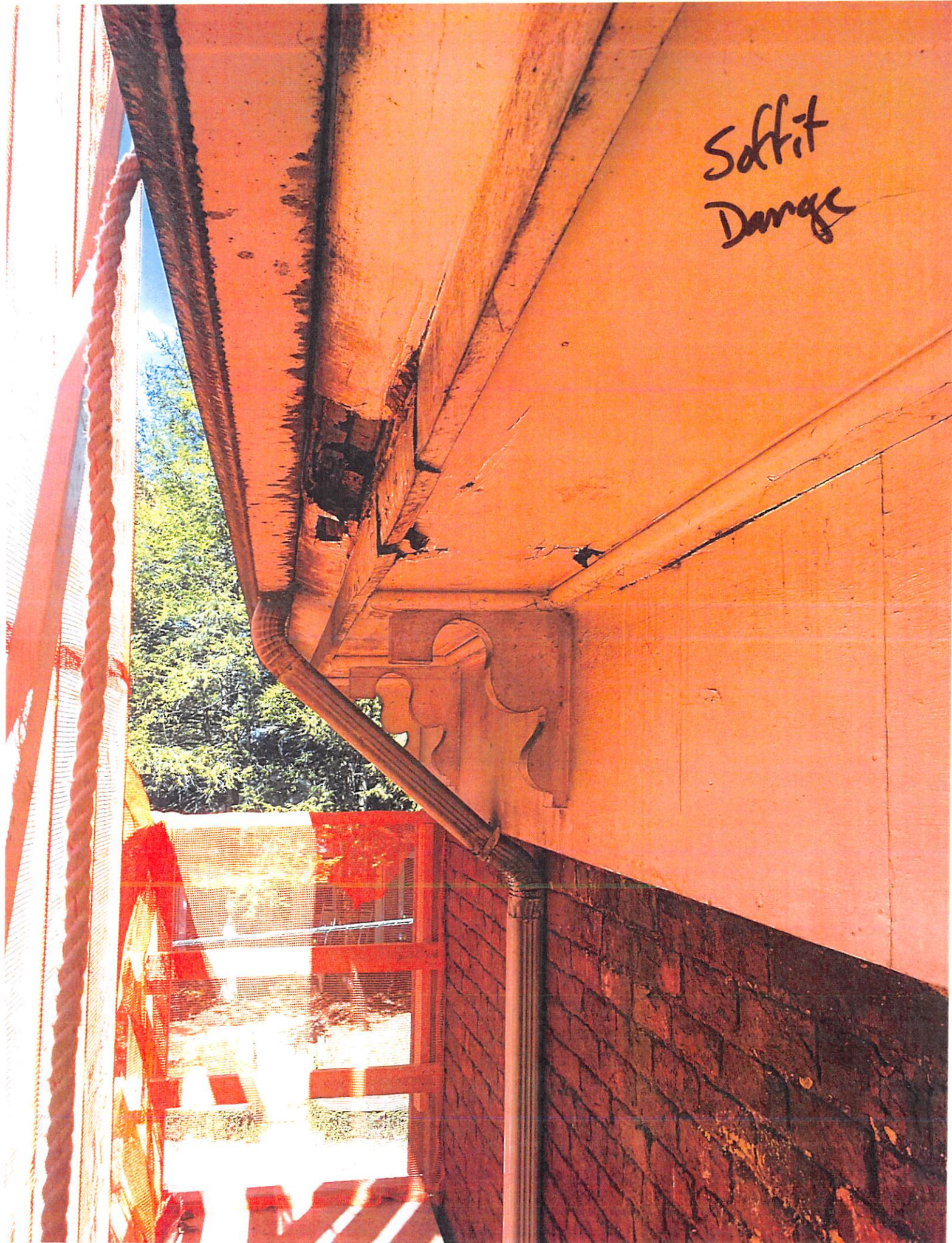
Ogee gutter removed

Masonry
Repair



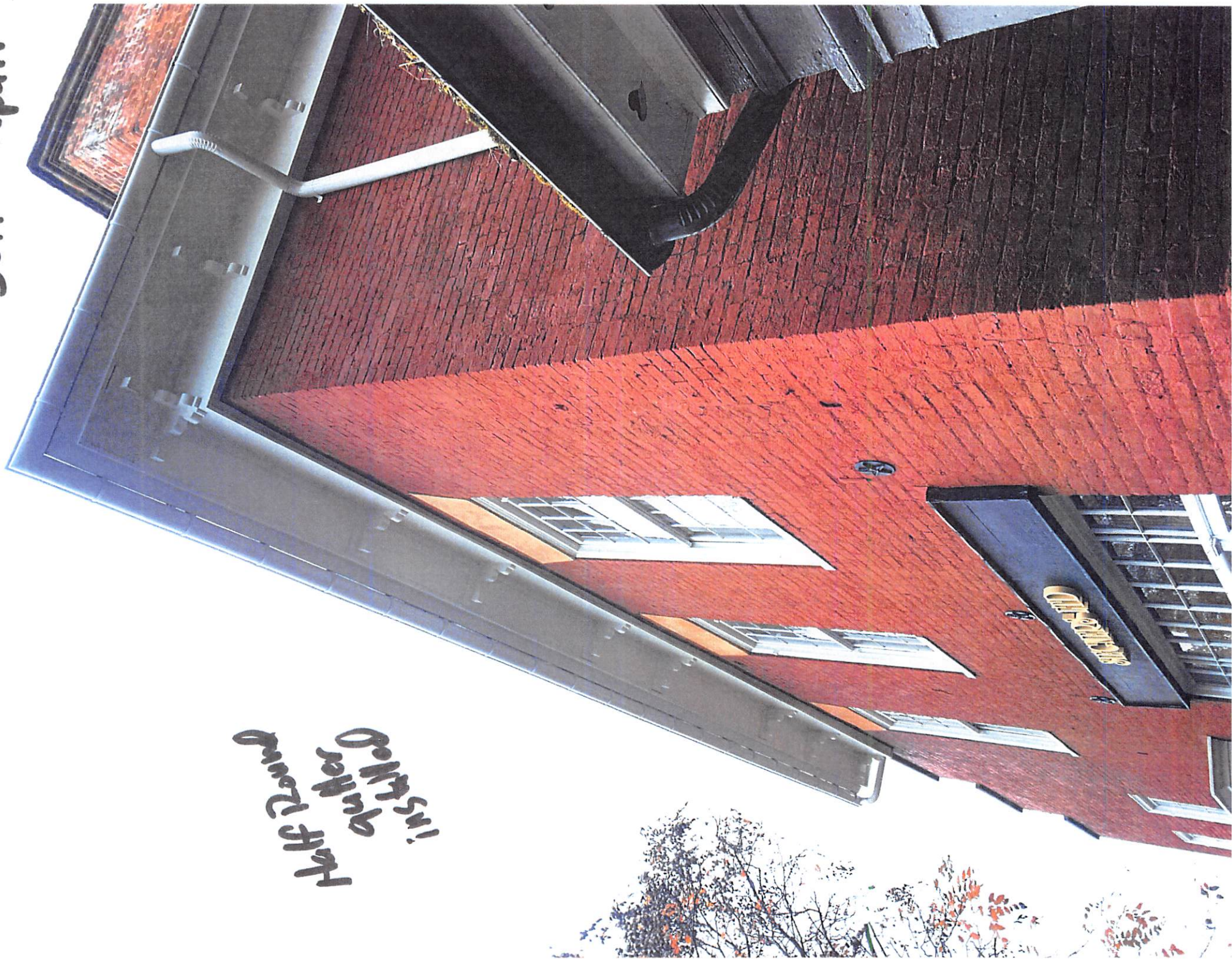
Half round gutter installed

Softit
Damage

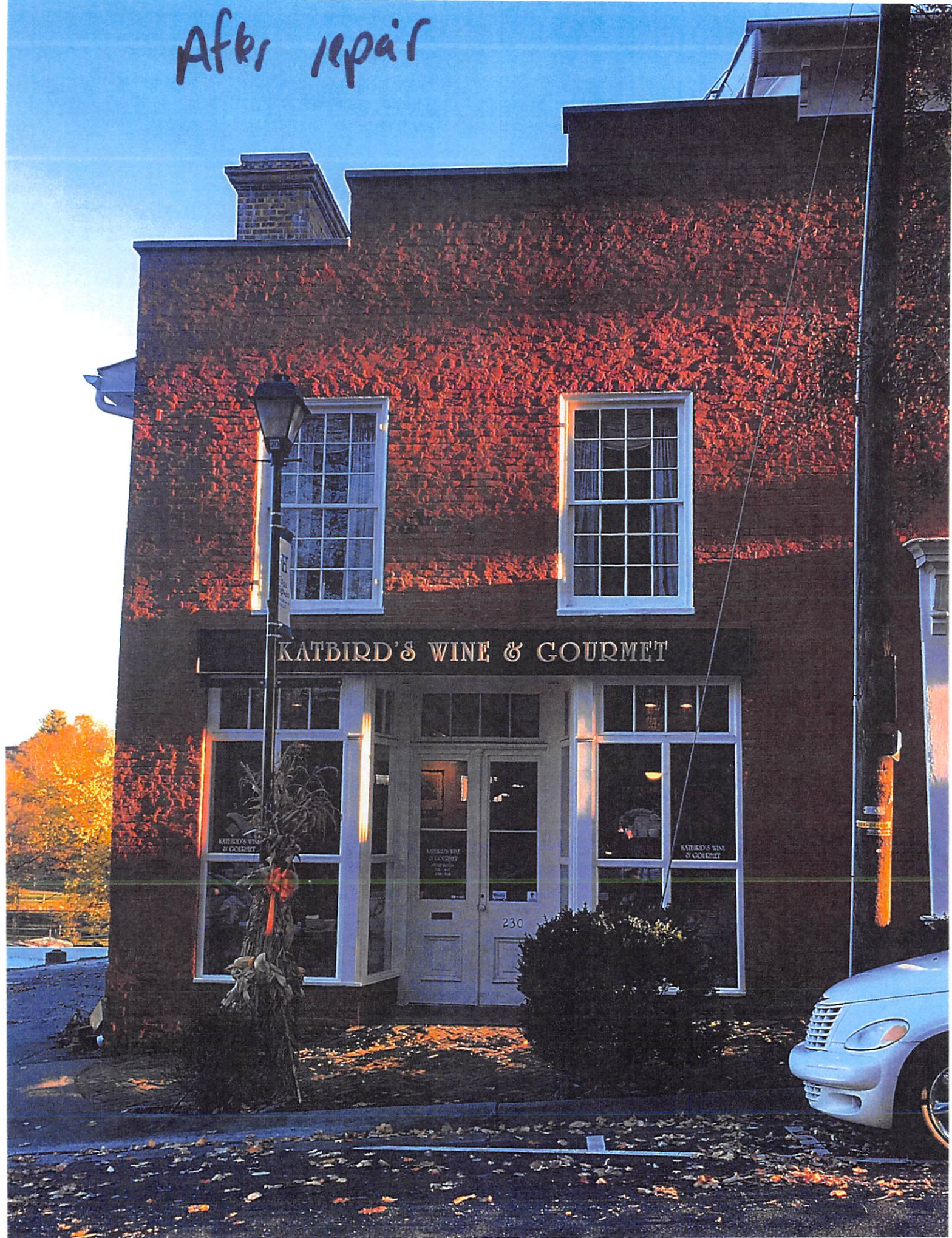


Soft Repair

Isn't it
Soft and
Happy
After
Repair?



After repair



Porch repair



Porch After





Repair of Chimney Caps



Power & Co.

Chimney
Cap repairs



CHINA
1949

Mitchell General Contractors 9/6/17 15,388.98

9/20/17 15,207.03

10/16/17 21,458.66

11/7/17 16,340.91

\$ 65,395.58

American Guttering

10/20/2017 3000.00

11/2/2017 3500.00

\$ 6,500.00

Total

\$ 71,895.58

68-491/514

HUB123

NAME Bryan Geisler

ACCOUNT NO. _____

DATE 9/6/2017PAY TO THE
ORDER OFMitchell Menard Contractors, Inc\$ 15,388.98Fifteen thousand three hundred eighty eight and 98/100 DOLLARSSecurity features
included.
Details on back.HIGHLANDS UNION BANK
Abingdon, Virginia 24210-1128

MEMO _____

⑆051404914⑆

7021322⑈

RP

Mitchell General Contractors, Inc.

P. O. Box 698
Abingdon Va. 24212

Invoice

Bill To
Byrum Geisler 228 E. Main Abingdon Va. 24210

Date	Invoice #	Terms
9/4/2017	1	Net 7 Days

Item	Qty	Description	Rate	Amount
Reimb Group			320.84	320.84
			45.96	45.96
			17.74	17.74
			200.10	200.10
			188.27	188.27
			44.02	44.02
			34.73	34.73
			57.81	57.81
			101.63	101.63
			63.29	63.29
			4,382.99	4,382.99
			18.00	18.00
			25.78	25.78
			12.19	12.19
			7.49	7.49
			152.33	152.33
			3.88	3.88
			8.56	8.56
			8.32	8.32
			6.10	6.10
			18.71	18.71
			24.39	24.39
			13.68	13.68
			1.67	1.67
			350.00	350.00
			350.00	350.00
				6,458.48
Labor	337	Total Reimbursable Expenses	26.50	8,930.50
Contractor's Fee		Work Performed	0.00	0.00
		Fee		
			Total	\$15,388.98

5:59 PM

09/03/17

Accrual Basis

Mitchell General Contractors, Inc.
Custom Transaction Detail Report

All Transactions

Date	Num	Source Name	Amount
08/22/2017	613150	Berry's Home Center, Inc.	320.84
08/23/2017	10467	Lowe's	45.96
08/23/2017	6131685	Berry's Home Center, Inc.	17.74
08/23/2017	6131684	Berry's Home Center, Inc.	200.10
08/23/2017	6131598	Berry's Home Center, Inc.	188.27
08/23/2017	6131686	Berry's Home Center, Inc.	44.02
08/24/2017	6131749	Berry's Home Center, Inc.	34.73
08/24/2017	6131714	Berry's Home Center, Inc.	57.81
08/24/2017	2779	Sherwin Williams	101.63
08/25/2017	6131852	Berry's Home Center, Inc.	63.29
08/25/2017	18661	Abingdon Millwork	4,382.99
08/28/2017	11611	Lowe's	18.00
08/28/2017	10318	Lowe's	25.78
08/28/2017	6132018	Berry's Home Center, Inc.	12.19
08/28/2017	1359	Sherwin Williams	7.49
08/28/2017	1366	Sherwin Williams	152.33
08/29/2017	6132098	Berry's Home Center, Inc.	3.88
08/29/2017	1429	Sherwin Williams	8.56
08/30/2017	6132235	Berry's Home Center, Inc.	8.32
08/30/2017	6132219	Berry's Home Center, Inc.	6.10
08/30/2017	1477	Sherwin Williams	18.71
08/31/2017	6132347	Berry's Home Center, Inc.	24.39
08/31/2017	427343	American Express	13.68
08/31/2017	1493	Sherwin Williams	1.67
08/31/2017	18662	American Guttering	350.00
08/31/2017	18662	American Guttering	350.00
Total			6,458.48

6:04 PM
09/03/17



Mitchell General Contractors, Inc.
Time by Job Detail
January 1 through September 3, 2017

Date	Name	Duration
Byrum Geisler		
Labor		
08/21/2017	John S. Mitchell (Owner)	2.00
08/21/2017	Jonathan D. Harris	3.00
08/21/2017	Roger L Wood	3.00
08/22/2017	John S. Mitchell (Owner)	8.50
08/22/2017	Jonathan D. Harris	8.00
08/22/2017	Roger L Wood	8.00
08/23/2017	Andrew Lester	8.00
08/23/2017	James K. Phillips	8.00
08/23/2017	John S. Mitchell (Owner)	8.00
08/23/2017	Jonathan D. Harris	8.00
08/23/2017	Rocky E Tweed	8.00
08/23/2017	Roger L Wood	8.00
08/24/2017	Andrew Lester	8.00
08/24/2017	James K. Phillips	8.00
08/24/2017	John S. Mitchell (Owner)	8.00
08/24/2017	Jonathan D. Harris	8.00
08/24/2017	Rocky E Tweed	8.00
08/24/2017	Roger L Wood	8.00
08/25/2017	Andrew Lester	8.00
08/25/2017	James K. Phillips	8.00
08/25/2017	John S. Mitchell (Owner)	8.00
08/25/2017	Jonathan D. Harris	8.00
08/25/2017	Rocky E Tweed	8.00
08/25/2017	Roger L Wood	8.00
08/28/2017	Andrew Lester	8.00
08/28/2017	James K. Phillips	8.00
08/28/2017	John S. Mitchell (Owner)	8.00
08/28/2017	Jonathan D. Harris	8.00
08/28/2017	Rocky E Tweed	8.00
08/28/2017	Roger L Wood	8.00
08/29/2017	Andrew Lester	8.00
08/29/2017	James K. Phillips	8.00
08/29/2017	John S. Mitchell (Owner)	8.00
08/29/2017	Jonathan D. Harris	8.00
08/29/2017	Rocky E Tweed	8.00
08/29/2017	Roger L Wood	8.00
08/30/2017	Andrew Lester	8.00
08/30/2017	James K. Phillips	8.00
08/30/2017	John S. Mitchell (Owner)	8.00
08/30/2017	Jonathan D. Harris	8.00
08/30/2017	Rocky E Tweed	8.00
08/30/2017	Roger L Wood	8.00

6:04 PM
09/03/17

Mitchell General Contractors, Inc.
Time by Job Detail
January 1 through September 3, 2017

Date	Name	Duration
08/31/2017	Andrew Lester	2.75
08/31/2017	James K. Phillips	2.75
08/31/2017	John S. Mitchell (Owner)	2.75
08/31/2017	Jonathan D. Harris	2.75
08/31/2017	Rocky E Tweed	2.75
08/31/2017	Roger L Wood	2.75
Total Labor		337.00
Total Byrum Geisler		337.00
TOTAL		337.00

NAME B. J. [Signature] 68-491/514 HUB123
ACCOUNT NO. _____ DATE 9/20/2017
PAY TO THE ORDER OF Mitchell & Paul Contractors, Inc. \$ 15,207.03
Fifteen thousand two hundred seven and 03/100 DOLLARS  Security Features
included.
Details on back.
MEMO #2  HIGHLANDS UNION BANK
Abingdon, Virginia 24210-1128
MP
⑆051404914⑆ 7021322⑈

~~\$35,143.50~~

~~\$23,267.48~~

Mitchell General Contractors, Inc.

P. O. Box 698
Abingdon Va. 24212

Invoice

Bill To
Byrum Geisler 228 E. Main Abingdon Va. 24210

Date	Invoice #	Terms
9/14/2017	2	Net 7 Days

Item	Qty	Description	Rate	Amount
Reimb Group			316.01	316.01
			16.10	16.10
			81.82	81.82
			646.64	646.64
			44.48	44.48
			7.98	7.98
			17.44	17.44
			89.00	89.00
			35.25	35.25
			12.19	12.19
			9.48	9.48
			18.29	18.29
			23.58	23.58
			39.06	39.06
			105.91	105.91
			132.57	132.57
			26.42	26.42
			41.68	41.68
		Total Reimbursable Expenses		1,663.90
Labor	371.25	Work Performed	26.50	9,838.13
Job Materials		Materials supplied by Mitchell General Contractors	0.00	0.00
Job Materials	5	Bags lime based mortar	15.00	75.00
Job Materials	3	1x6x16 pvc for sign	39.00	117.00
Job Materials	1	1"x4"x8" sheet of pvc for sign	125.00	125.00
Rental Equipment	2	Rental Equipment Income(Cat Telehandler - 2 days at \$100.00 per day)	100.00	200.00
Contractor's Fee	9	Fee Inv. # 1 (9 days @ \$200 per day)	200.00	1,800.00
Contractor's Fee	8	Fee Inv.# 2 (8 days @ \$200 per day)	200.00	1,600.00
			Total	\$15,419.03

*Deduction for labor - James Phillips 9/14 8hrs
8hrs x 26.50 = \$212.00*

*- 212.00
15207.03*

7:44 PM

09/18/17

Accrual Basis

Mitchell General Contractors, Inc.
Custom Transaction Detail Report


All Transactions

Date	Num	Source Name	Amount
08/25/2017	3987062-00	AH Harris / Virginia Construction S...	316.01
08/25/2017	117458	Washington Co. Solid Waste	16.10
09/05/2017	6132609	Berry's Home Center, Inc.	81.82
09/05/2017	6132606	Berry's Home Center, Inc.	646.64
09/05/2017	6132664	Berry's Home Center, Inc.	44.48
09/05/2017	6132585	Berry's Home Center, Inc.	7.98
09/06/2017	6132769	Berry's Home Center, Inc.	17.44
09/06/2017	6132725	Berry's Home Center, Inc.	89.00
09/07/2017	6132814	Berry's Home Center, Inc.	35.25
09/07/2017	6132904	Berry's Home Center, Inc.	12.19
09/08/2017	6132973	Berry's Home Center, Inc.	9.48
09/11/2017	6133116	Berry's Home Center, Inc.	18.29
09/11/2017	6133117	Berry's Home Center, Inc.	23.58
09/12/2017	140325	Humphrey Masonry Supply, Inc.	39.06
09/12/2017	6133194	Berry's Home Center, Inc.	105.91
09/12/2017	6133156	Berry's Home Center, Inc.	132.57
09/13/2017	6133258	Berry's Home Center, Inc.	26.42
09/13/2017	6133269	Berry's Home Center, Inc.	41.68
Total			<u>1,663.90</u>

7:58 PM
09/18/17

Mitchell General Contractors, Inc.
Time by Job Detail
September 1 - 14, 2017

Date	Name	Duration
Byrum Geisler		
Labor		
09/01/2017	Andrew Lester	7.00
09/01/2017	James K. Phillips	7.00
09/01/2017	John S. Mitchell (Owner)	7.00
09/01/2017	Jonathan D. Harris	7.25
09/01/2017	Rocky E Tweed	7.00
09/01/2017	Roger L Wood	7.00
09/05/2017	Andrew Lester	8.00
09/05/2017	James K. Phillips	8.00
09/05/2017	John S. Mitchell (Owner)	8.00
09/05/2017	Jonathan D. Harris	8.00
09/05/2017	Rocky E Tweed	8.00
09/05/2017	Roger L Wood	8.00
09/06/2017	Andrew Lester	8.00
09/06/2017	James K. Phillips	8.00
09/06/2017	John S. Mitchell (Owner)	8.00
09/06/2017	Jonathan D. Harris	8.00
09/06/2017	Rocky E Tweed	8.00
09/06/2017	Roger L Wood	8.00
09/07/2017	Andrew Lester	4.00
09/07/2017	James K. Phillips	8.00
09/07/2017	John S. Mitchell (Owner)	8.00
09/07/2017	Jonathan D. Harris	8.00
09/07/2017	Rocky E Tweed	8.00
09/07/2017	Roger L Wood	8.00
09/08/2017	Andrew Lester	8.00
09/08/2017	James K. Phillips	8.00
09/08/2017	John S. Mitchell (Owner)	8.00
09/08/2017	Jonathan D. Harris	8.00
09/08/2017	Rocky E Tweed	8.00
09/08/2017	Roger L Wood	8.00
09/11/2017	Andrew Lester	6.50
09/11/2017	James K. Phillips	6.50
09/11/2017	John S. Mitchell (Owner)	6.50
09/11/2017	Jonathan D. Harris	6.50
09/11/2017	Rocky E Tweed	6.50
09/11/2017	Roger L Wood	6.50
09/12/2017	Andrew Lester	8.00
09/12/2017	James K. Phillips	9.50
09/12/2017	John S. Mitchell (Owner)	9.50
09/12/2017	Jonathan D. Harris	8.00
09/12/2017	Rocky E Tweed	8.00
09/12/2017	Roger L Wood	3.00

NAME <u>BA</u>	68-491/514	HUB123
ACCOUNT NO. <u>BA</u>	DATE <u>10/16/2017</u>	
PAY TO THE ORDER OF <u>Mitchell Paul Corbin</u>	\$ <u>21,458.66</u>	
<u>Twenty one thousand four hundred fifty eight and 66/100</u>		DOLLARS
 HIGHLANDS UNION BANK Abingdon, Virginia 24210-1128		
MEMO <u>#3</u>	<u>BA</u>	MP
⑆051404914⑆		70213221⑈

Mitchell General Contractors, Inc.

P. O. Box 698
Abingdon Va. 24212

Invoice

Bill To
Byrum Geisler 228 E. Main Abingdon Va. 24210

Date	Invoice #	Terms
10/12/2017	3	Net 7 Days

Item	Qty	Description	Rate	Amount
Reimb Group			40.00	40.00
			25.00	25.00
			-45.17	-45.17
			-91.83	-91.83
			30.10	30.10
			212.31	212.31
			213.76	213.76
			57.99	57.99
			122.07	122.07
			167.64	167.64
			1,193.30	1,193.30
			-20.01	-20.01
			9.88	9.88
			90.44	90.44
			7.69	7.69
			412.51	412.51
			293.47	293.47
			24.79	24.79
			6.83	6.83
			299.47	299.47
			68.32	68.32
			42.84	42.84
			-71.12	-71.12
			78.12	78.12
			26.25	26.25
			187.61	187.61
			45.55	45.55
			51.72	51.72
		Total Reimbursable Expenses		3,479.53
Labor	565.25	Work Performed	26.50	14,979.13
Contractor's Fee	15	Fee (15 days @ \$200.00 per day)	200.00	3,000.00
			Total	\$21,458.66

2:57 PM

10/15/17

Accrual Basis

Mitchell General Contractors, Inc.
Custom Transaction Detail Report

All Transactions

Date	Num	Source Name	Amount
09/07/2017	09173	Lowe's	40.00
09/07/2017	135394	Lowe's	25.00
09/08/2017	6132984	Berry's Home Center, Inc.	-45.17
09/08/2017	6133554	Berry's Home Center, Inc.	-91.83
09/15/2017	117944	Washington Co. Solid Waste	30.10
09/15/2017	63083944	ABC supply Co., Inc.	212.31
09/18/2017	6133646	Berry's Home Center, Inc.	213.76
09/18/2017	10003	Lowe's	57.99
09/18/2017	2878-8	Sherwin Williams	122.07
09/19/2017	6133821	Berry's Home Center, Inc.	167.64
09/19/2017	6133804	Berry's Home Center, Inc.	1,193.30
09/20/2017	6133930	Berry's Home Center, Inc.	-20.01
09/20/2017	6133822	Berry's Home Center, Inc.	9.88
09/20/2017	6133906	Berry's Home Center, Inc.	90.44
09/21/2017	08144	Lowe's	7.69
09/21/2017	6134047	Berry's Home Center, Inc.	412.51
09/22/2017	6134134	Berry's Home Center, Inc.	293.47
09/22/2017	6134138	Berry's Home Center, Inc.	24.79
09/22/2017	6134074	Berry's Home Center, Inc.	6.83
09/22/2017	6134061	Berry's Home Center, Inc.	299.47
09/25/2017	6134235	Berry's Home Center, Inc.	68.32
09/25/2017	6134237	Berry's Home Center, Inc.	42.84
09/25/2017	6134297	Berry's Home Center, Inc.	-71.12
09/27/2017	140577	Humphrey Masonry Supply, Inc.	78.12
09/29/2017	118298	Washington Co. Solid Waste	26.25
09/29/2017	6134651	Berry's Home Center, Inc.	187.61
10/11/2017	2958-4	Sherwin Williams	45.55
10/11/2017	2962-6	Sherwin Williams	51.72
Total			<u>3,479.53</u>

3:03 PM
10/15/17

Mitchell General Contractors, Inc.
Time by Job Detail
September 15 through October 12, 2017

Date	Name	Duration
Byrum Geisler		
Labor		
09/15/2017	James K. Phillips	8.00
09/15/2017	John S. Mitchell (Owner)	8.00
09/15/2017	Jonathan D. Harris	8.00
09/15/2017	Rocky E Tweed	8.00
09/15/2017	Roger L Wood	4.00
09/18/2017	James K. Phillips	8.00
09/18/2017	John S. Mitchell (Owner)	4.50
09/18/2017	Jonathan D. Harris	8.00
09/18/2017	Roger L Wood	8.00
09/19/2017	James K. Phillips	8.00
09/19/2017	John S. Mitchell (Owner)	8.00
09/19/2017	Jonathan D. Harris	8.00
09/19/2017	Rocky E Tweed	8.00
09/19/2017	Roger L Wood	8.00
09/20/2017	James K. Phillips	8.00
09/20/2017	John S. Mitchell (Owner)	8.00
09/20/2017	Jonathan D. Harris	8.00
09/20/2017	Rocky E Tweed	8.00
09/20/2017	Roger L Wood	8.00
09/21/2017	James K. Phillips	8.00
09/21/2017	John S. Mitchell (Owner)	5.25
09/21/2017	Jonathan D. Harris	8.00
09/21/2017	Rocky E Tweed	8.00
09/21/2017	Roger L Wood	4.00
09/22/2017	James K. Phillips	7.50
09/22/2017	John S. Mitchell (Owner)	8.00
09/22/2017	Jonathan D. Harris	7.50
09/22/2017	Rocky E Tweed	7.50
09/22/2017	Roger L Wood	8.00
09/25/2017	James K. Phillips	8.00
09/25/2017	John S. Mitchell (Owner)	8.00
09/25/2017	Jonathan D. Harris	8.00
09/25/2017	Rocky E Tweed	8.00
09/25/2017	Roger L Wood	8.00
09/26/2017	James K. Phillips	8.00
09/26/2017	John S. Mitchell (Owner)	8.00
09/26/2017	Jonathan D. Harris	8.00
09/26/2017	Rocky E Tweed	8.00
09/26/2017	Roger L Wood	8.00
09/27/2017	James K. Phillips	8.00
09/27/2017	John S. Mitchell (Owner)	8.00
09/27/2017	Jonathan D. Harris	8.00

BYRUM L GEISLER 0693
PH 276-623-4414
208 EAST MAIN STREET
ABINGDON, VA 24210

9631
68-54/514, 9763
1000034058043

11/7/2017
Date

Pay to the Order of Mitchell Ford Corbath \$ 16,370.51

Seventeen thousand three hundred seventy and 51/100 Dollars



For _____

⑆051400549⑆1000034058043⑆09631⑆

Mitchell General Contractors, Inc.

P. O. Box 698
Abingdon Va. 24212

Invoice

Bill To
Byrum Geisler 228 E. Main Abingdon Va. 24210

Date	Invoice #	Terms
11/3/2017	4	Net 7 Days

Item	Qty	Description	Rate	Amount
Reimb Group			252.72	252.72
			30.39	30.39
			8.52	8.52
			-48.33	-48.33
			12.61	12.61
			7.79	7.79
			132.25	132.25
			16.80	16.80
			43.50	43.50
			19.33	19.33
			222.18	222.18
			61.95	61.95
			4.83	4.83
			9.87	9.87
			11.56	11.56
			12.83	12.83
			31.75	31.75
			91.11	91.11
			52.56	52.56
			12.83	12.83
			-37.14	-37.14
			141.78	141.78
			12.83	12.83
			-19.24	-19.24
				1,085.28
Labor	453.75	Total Reimbursable Expenses		
Masonry	4	Work Performed	26.50	12,024.38
Contractor's Fee	13	Bags Lime Based mortar	15.00	60.00
		Fee (13 days x \$200)	200.00	2,600.00
			Total	\$15,769.66

Milhorne Electric Inv. 31377

+ 571.25
\$ 16,340.91

3:10 PM
11/03/17
Accrual Basis

Mitchell General Contractors, Inc.
Custom Transaction Detail Report
All Transactions

Date	Num	Source Name	Amount
09/18/2017	18688	Abingdon Millwork	252.72
09/26/2017	6134307	Berry's Home Center, Inc.	30.39
09/29/2017	6134663	Berry's Home Center, Inc.	8.52
10/06/2017	6135340	Berry's Home Center, Inc.	-48.33
10/12/2017	4334	American Express	12.61
10/16/2017	10303	Lowe's	7.79
10/18/2017	6136181	Berry's Home Center, Inc.	132.25
10/18/2017	118804	Washington Co. Solid Waste	16.80
10/24/2017	6136612	Berry's Home Center, Inc.	43.50
10/24/2017	6136635	Berry's Home Center, Inc.	19.33
10/24/2017	3473-3	Sherwin Williams	222.18
10/24/2017	118965	Washington Co. Solid Waste	61.95
10/25/2017	6136736	Berry's Home Center, Inc.	4.83
10/25/2017	6136735	Berry's Home Center, Inc.	9.87
10/26/2017	6136913	Berry's Home Center, Inc.	11.56
10/27/2017	6137021	Berry's Home Center, Inc.	12.83
10/27/2017	6137037	Berry's Home Center, Inc.	31.75
10/28/2017	3527-6	Sherwin Williams	91.11
10/31/2017	3729-8	Sherwin Williams	52.56
10/31/2017	6137194	Berry's Home Center, Inc.	12.83
10/31/2017	6137570	Berry's Home Center, Inc.	-37.14
11/01/2017	1358-0	Sherwin Williams	141.78
11/01/2017	617315	Berry's Home Center, Inc.	12.83
11/02/2017	75382	Berry's Home Center, Inc.	-19.24
Total			1,085.28

3:22 PM
11/03/17

Mitchell General Contractors, Inc.
Time by Job Detail
October 13 through November 3, 2017

Date	Name	Duration
Byrum Geisler		
Labor		
10/13/2017	Rocky E Tweed	8.00
10/13/2017	James K. Phillips	8.00
10/13/2017	John S. Mitchell (Owner)	8.00
10/13/2017	Jonathan D. Harris	8.00
10/13/2017	Roger L Wood	8.00
10/16/2017	James K. Phillips	8.00
10/16/2017	John S. Mitchell (Owner)	8.00
10/16/2017	Jonathan D. Harris	8.00
10/16/2017	Roger L Wood	8.00
10/17/2017	James K. Phillips	8.00
10/17/2017	John S. Mitchell (Owner)	8.00
10/17/2017	Jonathan D. Harris	8.00
10/17/2017	Roger L Wood	8.00
10/18/2017	James K. Phillips	8.00
10/18/2017	John S. Mitchell (Owner)	8.00
10/18/2017	Jonathan D. Harris	8.00
10/18/2017	Roger L Wood	8.00
10/19/2017	James K. Phillips	8.00
10/19/2017	John S. Mitchell (Owner)	6.50
10/19/2017	Jonathan D. Harris	8.00
10/19/2017	Roger L Wood	8.00
10/20/2017	James K. Phillips	8.00
10/20/2017	John S. Mitchell (Owner)	8.00
10/20/2017	Jonathan D. Harris	8.00
10/20/2017	Roger L Wood	8.00
10/24/2017	James K. Phillips	8.00
10/24/2017	John S. Mitchell (Owner)	8.00
10/24/2017	Jonathan D. Harris	8.00
10/24/2017	Rocky E Tweed	7.25
10/24/2017	Roger L Wood	8.00
10/25/2017	James K. Phillips	8.00
10/25/2017	John S. Mitchell (Owner)	8.00
10/25/2017	Jonathan D. Harris	8.00
10/25/2017	Rocky E Tweed	8.00
10/25/2017	Roger L Wood	7.00
10/26/2017	James K. Phillips	8.00
10/26/2017	John S. Mitchell (Owner)	7.00
10/26/2017	Jonathan D. Harris	8.00
10/26/2017	Rocky E Tweed	8.00
10/26/2017	Roger L Wood	8.00
10/27/2017	James K. Phillips	8.00
10/27/2017	John S. Mitchell (Owner)	8.00

American Guttering

Matthew Miller
248 Deck Rd
Bristol TN 37620
423-366-2459
american.gutteringtn@gmail.com



To:

Byron Geisler
228 main st
Abingdon ,VA
(276) 698-8294
bgeisler@pennstuart.com

Paid

Invoice #: INV0107
November 2, 2017
Due: Due on receipt

Description	Total
6" Halfround gutter with 4" round downspouts	\$6,500.00

Payment instructions

By check
Make checks payable to: Matthew Miller or American Guttering
Other
Due upon completion

Subtotal	\$6,500.00
Total	\$6,500.00
Paid	\$6,500.00
Due	\$0.00

BYRUM L GEISLER 0883
PH 278-623-4414
208 EAST MAIN STREET
ABINGDON, VA 24210

10/29/2017
Date

9298
88-54/514.8763
1000034058043

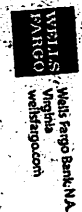
Pay to the
Order of

Amelia J. [Signature]
Three thousand 00/100

\$ 3000.00

Dollars

Signature Required on Back



For

⑆051400549⑆1000034058043⑆0929B

WELLS FARGO

Check Details

Check Number 9342
Date Posted 11/02/17
Check Amount \$3,500.00

BYRUM L GEISLER 0683
PH 276-623-4414
208 EAST MAIN STREET
ABINGDON, VA 24210

9342
88-54/514 9783
1000034058043

Nov 2, 2017 Date

Pay to the Order of *American Lottery* \$ *3500.00*

Three thousand five hundred and 00/100 Dollars

WELLS FARGO Wells Fargo Bank, N.A.
Virginia
wellsfargo.com

For _____

1053621014 2017-11-02

Highlands Union Bank
>051404914<
Commonwealth
2017-11-02 1053621014

*Note

The account number, signature, and endorsement are removed from the image(s) for security reasons. To obtain a full copy of the image, please call us at 1-800-TO-WELLS (1-800-869-3557), 24 hours, 7 days a week.

Abingdon, Virginia



IMPORTANT NOTE:

The complete application must be filed with the Town of Abingdon's Office of Planning and Zoning no later than the third Monday of the month to be heard at the next month's Historic Preservation Review Board meeting. Applications received after the third Monday of the month will be heard at the following month's meeting. If an application is not complete, it will not be included on the meeting agenda. To avoid delays, it is recommended that applicants review the Old and Historic District's Design Guidelines found at www.abingdon-va.gov/announcements.htm#BAR and meet with Planning Department staff before the deadline to review their application.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Town of Abingdon, Virginia

Historic Preservation Review Board
133 East Main Street • P.O. Box 789 • Abingdon, VA 24212
Phone: (276) 628-3167 • Fax: (276) 698-3412

Location of Property: <u>247 E. Main St.</u>	Historic District?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Business Name (if applicable): <u>N/A</u>	Tax Map No:
Applicant/Property Owner Name (PRINT): <u>Edison Jennings</u>	Representative Agent(s) Name: <u>Gary G. Morrison RLO 37893</u>
Signature: <u>[Signature]</u>	Firm:
Mailing Address: <u>247 E. Main St.</u>	Mailing Address:
City: <u>Abingdon</u>	City:
State/Zip: <u>VA 24210</u>	State/Zip:
Phone/Fax Number: <u>276-206-6178</u>	Phone/Fax Number:
Email: <u>edisonmarshalljennings@gmail.com</u>	Email:

(Check the Appropriate Boxes - Check all that Apply)

<input type="checkbox"/> Exterior Change	<input type="checkbox"/> Addition	<input type="checkbox"/> Relocation
<input type="checkbox"/> Wall/Fence	<input type="checkbox"/> Deck/Porch	<input type="checkbox"/> Demolition
<input checked="" type="checkbox"/> Driveway/Parking Area	<input type="checkbox"/> New Structure/Building	<input type="checkbox"/> Grounds/Landscaping
<input type="checkbox"/> Dumpster/HVAC, etc. screen	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Per Abingdon, Virginia Code of Ordinances, you may be eligible for local tax credits/abateements. Are you requesting tax credits/abateements for this project? ☒ Yes ☐ No

The above named person(s)/firm has permission to represent me regarding this request for architectural review. I understand that I or my representative agent(s) must be present at the Historic Preservation Review Board meeting, on the date assigned by staff, typically the first Wednesday of each month at 5:15 p.m., to present my proposal and that failure to attend may result in the denial of my proposal by the Review Board due to insufficient information. No material change in the appearance of my property, that is viewable from any public street, shall be performed before receiving a Certificate of Appropriateness. I further understand that approval by the Historic Preservation Review Board for any modifications to homes, buildings, landscaping, or grounds including fences, driveways, and parking areas shall expire 12 months from the date of approval. I hereby authorize town staff and/or members of the Historic Preservation Review Board the right to enter onto my property during normal business hours for the purposes of investigating my request for a Certificate of Appropriateness.

Signed [Signature] Date 10-24-2017

PLEASE READ:

Applicants are encouraged to submit complete applications with sufficient information to allow a clear understanding of the proposal by the Historic Preservation Review Board members and Planning Department staff. Applications that do not clearly communicate the proposed new construction, alterations or changes will result in delays. Planning Department staff will periodically inspect properties for compliance with the COA. Failure to comply may also result in delays in the issuance of a Certificate of Occupancy, fines, or other enforcement actions.

FULL DESCRIPTION OF PROPOSAL: (please attach more sheets if necessary)

Construct Pea Gravel Driveway from Plumb Alley

REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION:

Each item submitted is to be INITIALED by the applicant. If you are not submitting any of the requested information, please indicate "not applicable" and explain in the space provided why it is not necessary for this project.

- ☒ Sketch, drawing and/or elevations showing the proposed changes or improvements, and an adequate number of photographs to show the area of the proposed alteration
- ☐ Site plan or plat of property
- ☐ A list of materials including color samples that identifies the type and quality of materials to be used in the Proposed Project

☒ \$50.00 application fee if requesting tax credits

☐ Are you requesting tax credits for this project?

☐ Other (please attach more sheets if necessary)

To be Completed/Initialed by Planning Department Staff

☐ COA application has been reviewed and deemed to be complete.

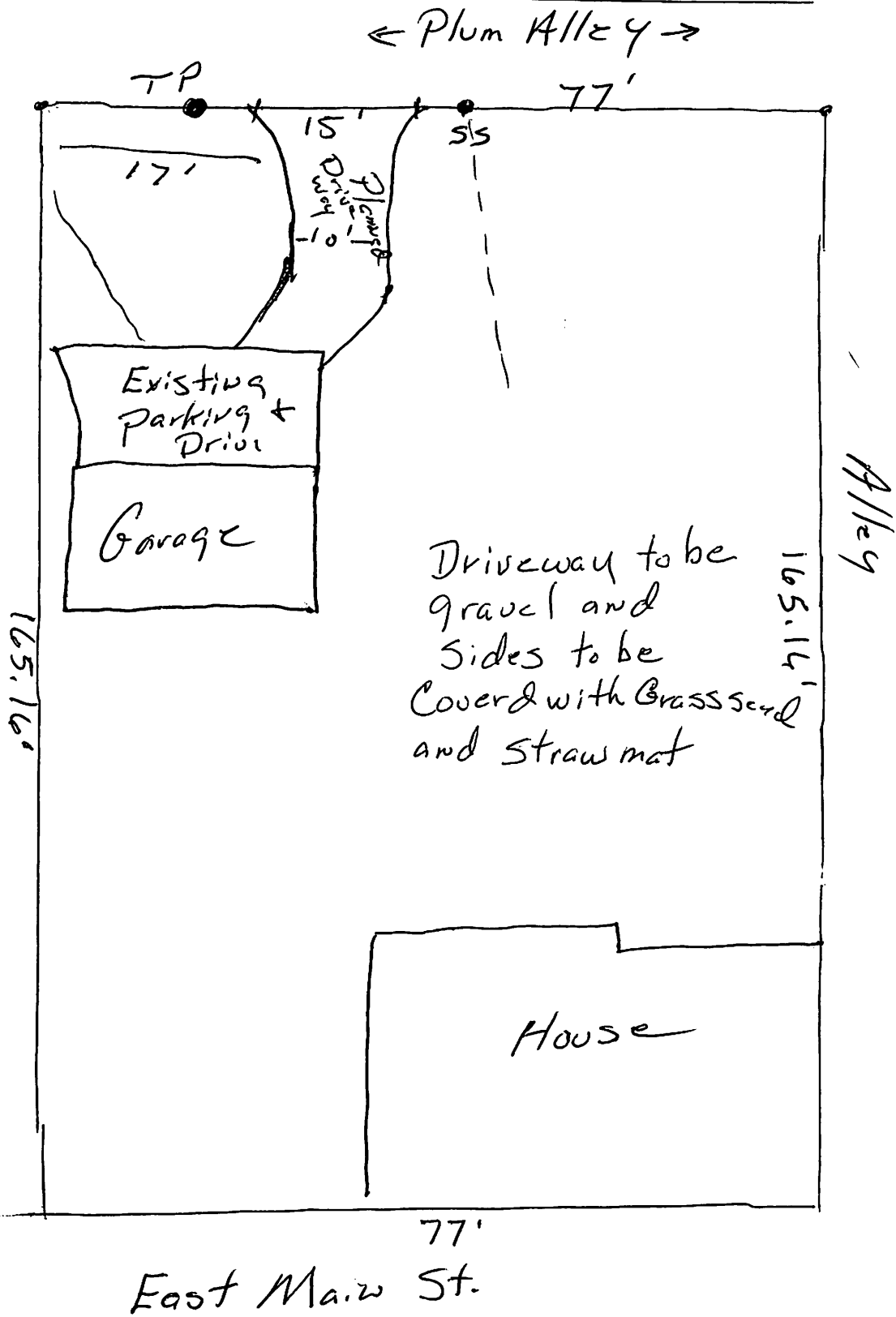
☐ List of adjoining property owners notified of this COA application has been attached to this application.

Code: 011/Budget line item: 100-3-13-030-0400



Not to Scale

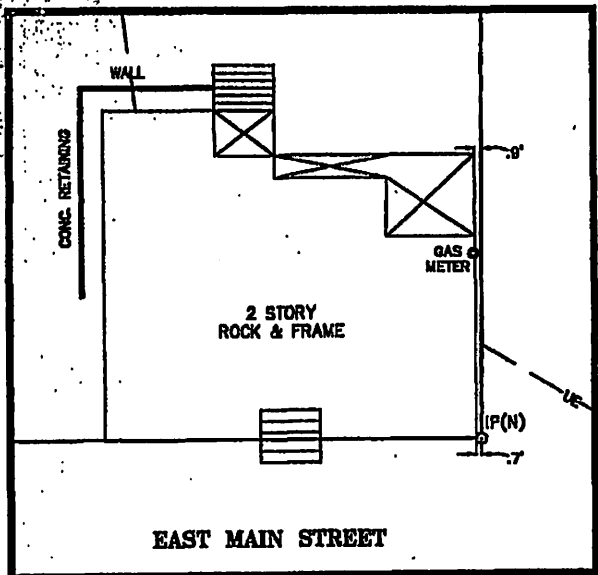
247 E. Main St.
Edison Jennings



Driveway to be
gravel and
Sides to be
Covered with Grass seed
and Straw mat

Gary G. Morrison

RLD # 37893



EAST MAIN STREET

(NOT TO SCALE)

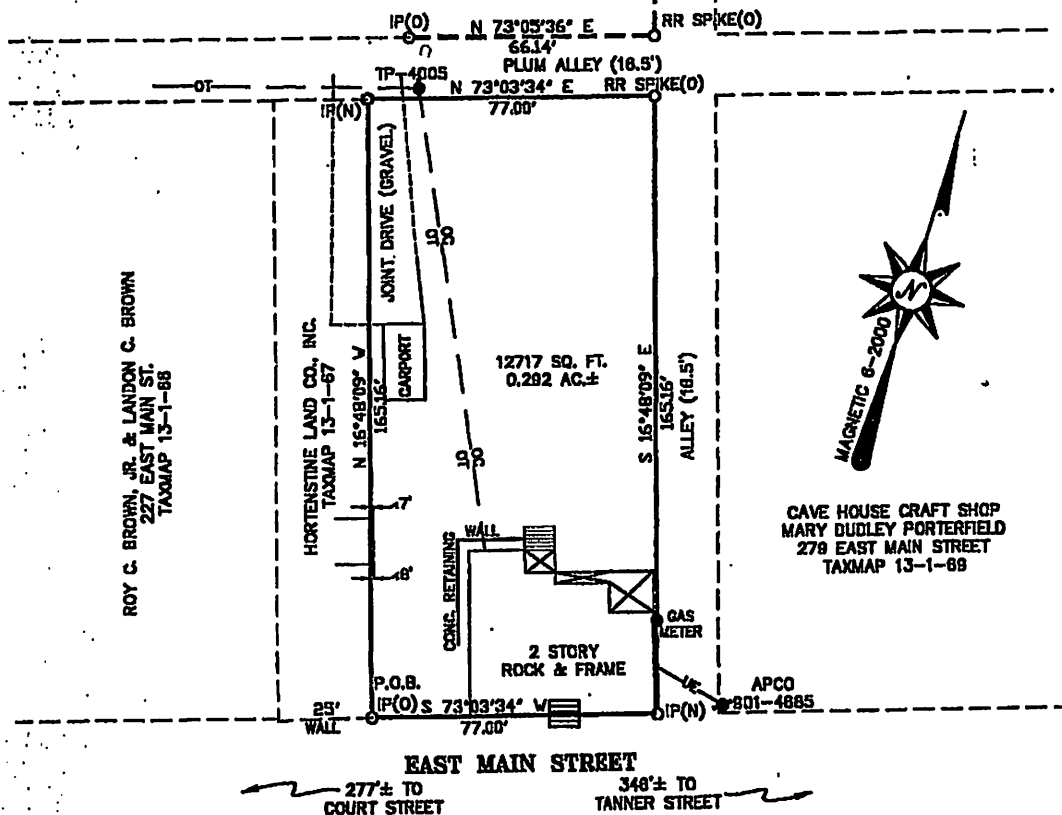
I CERTIFY THAT I HAVE CONSULTED THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S, FLOOD INSURANCE STUDY MAPS, AND FOUND THIS LOT IS NOT LOCATED IN ANY FLOOD HAZARD AREA OR BELOW THE 100 YEAR FLOOD LEVEL.

THIS SURVEY IS SUBJECT TO ANY AND ALL CONVEYANCES, COVENANTS, RESTRICTIONS, AND VISIBLE OR RECORDED EASEMENTS THAT MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.

I CERTIFY THAT THIS PLAT REPRESENTS AN ACTUAL ON THE GROUND SURVEY AND NO EASEMENTS OR ENCROACHMENTS ARE VISIBLE ON THE GROUND, EITHER WAY ACROSS ANY OF THE PROPERTY LINES, OTHER THAN THOSE SHOWN HEREON.

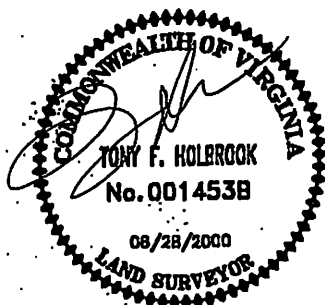
ZONED: OH (OLD & HISTORIC DISTRICT)

THE OLD AND HISTORIC DISTRICT SHALL FOLLOW THE GENERAL ESTABLISHED PATTERN ALREADY IN EXISTENCE IN THE DISTRICT INsofar AS AREA, SETBACK, FRONTAGE, YARD AND HEIGHT REGULATIONS ARE CONCERNED.



CAVE HOUSE CRAFT SHOP
MARY DUDLEY PORTERFIELD
279 EAST MAIN STREET
TAXMAP 13-1-88

REFERENCE DEEDS:
DEED BOOK 944 PAGE 281
DEED BOOK 882 PAGE 710
TAXMAP PARCEL 13-1-88 (TOWN OF ABINGDON)



247 EAST MAIN STREET
OWNERS: EDISON M. JENNINGS
AND ANDREA CALLES ARRINGTON.

HOLBROOK SURVEYORS

115 SOLAR STREET
BRISTOL, VIRGINIA 24201

www.holbrooksurveyors.com

PHONE: (540) 689-8858 FAX: (540) 689-4919

JENNINGS & ARRINGTON PROPERTY

DRAWN BY: TLR
DATE: 08/28/2000
APPROVED: TFH
DATE: 08/28/2000
PROJECT NO.: 0184-001

247 EAST MAIN STREET
TOWN OF ABINGDON, VIRGINIA

SCALE: 1 INCH = 40 FEET

SHEET: 1 OF 1

DRAWING NAME: C:\184-001.DWG

Virginia: In the Circuit Court Clerk's Office of Washington County,
on the 11th day of July, 2000, this
instrument was admitted to record.
Teste: *P. S. Brown* Clerk/Deputy Clerk

PLAT BOOK 37 PAGE 92

Abingdon, VA



Legend

- Unaddressed
- Structures
- Parcels
- Corporate Limits
- Roads
- Railroad
- Creeper Trail

Notes

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Abingdon, Virginia



IMPORTANT NOTE:

The complete application must be filed with the Town of Abingdon's Office of Planning and Zoning no later than the third Monday of the month to be heard at the next month's Historic Preservation Review Board meeting. Applications received after the third Monday of the month will be heard at the following month's meeting. If an application is not complete, it will not be included on the meeting agenda. To avoid delays, it is recommended that applicants review the Old and Historic District's Design Guidelines found at www.abingdon-va.gov/announcements.htm#BAR and meet with Planning Department staff before the deadline to review their application.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS Town of Abingdon, Virginia

Historic Preservation Review Board
133 East Main Street • P.O. Box 789 • Abingdon, VA 24212
Phone: (276) 628-3167 • Fax: (276) 698-3412

Location of Property: <u>247 E. Main St</u>		Historic District?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Business Name (if applicable):		Tax Map No:
Applicant/Property Owner Name (PRINT): <u>Edison Jennings</u>		Representative Agent(s) Name:
Signature: <u>[Signature]</u>		Firm:
Mailing Address: <u>247 E. Main St</u>		Mailing Address:
City: <u>Abingdon</u>		City:
State/Zip: <u>VA 24212</u>		State/Zip:
Phone/Fax Number: <u>276-206-6178</u>		Phone/Fax Number:
Email: <u>edisonmarshalljennings@gmail.com</u>		Email:

(Check the Appropriate Boxes - Check all that Apply)

<input type="checkbox"/> Exterior Change	<input type="checkbox"/> Addition	<input type="checkbox"/> Relocation
<input type="checkbox"/> Wall/Fence	<input type="checkbox"/> Deck/Porch	<input type="checkbox"/> Demolition
<input checked="" type="checkbox"/> Driveway/Parking Area	<input type="checkbox"/> New Structure/Building	<input checked="" type="checkbox"/> Grounds/Landscaping
<input type="checkbox"/> Dumpster/HVAC, etc. screen	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Per Abingdon, Virginia Code of Ordinances, you may be eligible for local tax credits/abateements. Are you requesting tax credits/abateements for this project? ☒ Yes ☐ No

The above named person(s)/firm has permission to represent me regarding this request for architectural review. I understand that I or my representative agent(s) must be present at the Historic Preservation Review Board meeting, on the date assigned by staff, typically the first Wednesday of each month at 5:15 p.m., to present my proposal and that failure to attend may result in the denial of my proposal by the Review Board due to insufficient information. No material change in the appearance of my property, that is viewable from any public street, shall be performed before receiving a Certificate of Appropriateness. I further understand that approval by the Historic Preservation Review Board for any modifications to homes, buildings, landscaping, or grounds including fences, driveways, and parking areas shall expire 12 months from the date of approval. I hereby authorize town staff and/or members of the Historic Preservation Review Board the right to enter onto my property during normal business hours for the purposes of investigating my request for a Certificate of Appropriateness.

Signed [Signature] Date 1-12-17

Recd 12/1/17

PLEASE READ:

Applicants are encouraged to submit complete applications with sufficient information to allow a clear understanding of the proposal by the Historic Preservation Review Board members and Planning Department staff. Applications that do not clearly communicate the proposed new construction, alterations or changes will result in delays. Planning Department staff will periodically inspect properties for compliance with the COA. Failure to comply may also result in delays in the issuance of a Certificate of Occupancy, fines, or other enforcement actions.

FULL DESCRIPTION OF PROPOSAL: (please attach more sheets if necessary)

Driveway on Plum Alley - Cut a new driveway to garage already on the property, (to not share driveway next door). It will be located adjacent to the Ketch house driveway.

REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION:

Each item submitted is to be INITIALED by the applicant. If you are not submitting any of the requested information, please indicate "not applicable" and explain in the space provided why it is not necessary for this project.

- ☒ Sketch, drawing and/or elevations showing the proposed changes or improvements, and an adequate number of photographs to show the area of the proposed alteration
- ☒ Site plan or plat of property
- ☐ A list of materials including color samples that identifies the type and quality of materials to be used in the Proposed Project

☒ \$50.00 application fee if requesting tax credits

☒ Are you requesting tax credits for this project?

☐ Other (please attach more sheets if necessary)

To be Completed/Initialed by Planning Department Staff

- ☐ COA application has been reviewed and deemed to be complete.
- ☐ List of adjoining property owners notified of this COA application has been attached to this application.

Code: 011/Budget line item: 100-3-13-030-0400