



Application for
Use Permit

OFFICE USE ONLY
Date Received:

Complete this application in its entirety and submit pages 4 and 5 along with the required materials (including any required supplements) as listed on page 2 to the address below:

City of Hampton
Community Development Department, Planning Division
22 Lincoln Street, 5th Floor
Hampton, Virginia 23669

Case Number: UP ____-____-____

1. PROPERTY INFORMATION

Address or Location 1609-1611 Aberdeen Road
LRSN 3003862 - 3003863 Zoning District C-2
Current Land Use Vacant
Proposed Land Use Private Museum
The proposed use will be in: ☐ an existing building ☐ a new addition ☒ a new building

2. PROPERTY OWNER INFORMATION (an individual or a legal entity may be listed as owner)

Owner's Name Margaret Lefranc Art Foundation, Inc.
Address 736 Bellwood Road City Hampton State VA Zip 23666
Phone 757 788 1506 Email mckenziehi@aol.com

3. APPLICANT INFORMATION (if different from owner)

Applicant's Name Sandra McKenzie
Address 736 Bellwood Road City Hampton State VA Zip 23666
Phone 757 788 1506 Email mckenziehi@aol.com

4. APPLICANT AGENT INFORMATION (if different from applicant)

Agent's Name _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email _____

5. CERTIFICATION FOR LEGAL ENTITY PROPERTY OWNERS

Complete this section only if the property owner is **not** an individual but rather a legal entity such as a corporation, trust, LLC, partnership, diocese, etc. as specified in Step 2 above.

"I hereby submit that I am legally authorized to execute this application on behalf of the fee-simple owner of this property. I have read this application and it is submitted with my full knowledge and consent. I authorize city staff and representatives to have access to this property for inspection. The information contained in this application is accurate and correct to the best of my knowledge."

Name(s), title(s), signature(s), and date(s) of authorized representative(s) of the legal entity (attach additional page if necessary):

Name of Legal Entity Margaret LeFranc Art Foundation

Signed by: Name (printed) Sandra McKenzie, Its (title) President

Signature Sandra McKenzie Date 2/24/25

Name (printed) _____, Its (title) _____

Signature _____ Date _____

Name (printed) _____, Its (title) _____

Signature _____ Date _____

6. CERTIFICATION FOR INDIVIDUAL PROPERTY OWNERS

Complete this section only if the property owner is an individual or individuals.

"I hereby submit that I am the fee-simple owner of this property. I have read this application and it is submitted with my full knowledge and consent. I authorize city staff and representatives to have access to this property for inspection. The information contained in this application is accurate and correct to the best of my knowledge."

Name(s), signature(s), and date(s) of owner(s) (attach additional page if necessary):

Name (printed) _____

Signature _____ Date _____

Name (printed) _____

Signature _____ Date _____

OFFICE USE ONLY

☐ Application Form

☐ Narrative Statement

☐ Supplemental Form (if required)

☐ Application Fee

☐ Survey Plat

☐ Additional materials (if required)

NARRATIVE OF:
Margaret Lefranc Art Museum—a PRIVATE MUSEUM
1609 – 1611 Aberdeen Road, Hampton, VA 23666

Margaret Lefranc (1907-1998)—Recipient of the Governor's Award for Excellence and Achievement in the Arts, Painting --- is in traveling exhibition beginning April 25, 2024, at National Portrait Gallery Smithsonian, *Brilliant Exiles*, and is also visiting museums in Kentucky and Georgia. Website: margaretlefranc.org



Born in New York (1907 – 1998) Lefranc's career began at 6 years old with a bas relief of an Indian on a nickel. At age 13 she moved with parents to Germany and continued drawing charcoals. At 14 she was in Paris during the "Roaring Twenties" where she received accolades for her painting at the age of 20. She returned to the United States and traveled the country eventually living at an Indian Reservation for 10 years where she illustrated the published books for a published anthropologist. In addition she painted in New Mexico, Oklahoma, New York, Florida and Mexico, etc.

Sandra McKenzie, President of the Margaret Lefranc Art Foundation, a 501(c)3, is to build and run a small approximately 4,000 sq. ft. **PRIVATE MUSEUM**, honoring her adopted grandmother, where children at least 7 years of age, adults and seniors from the community and surroundings, will be inspired by the art of a very young Lefranc who at 13 was confined to her bed with rheumatic fever but continued to draw and paint. That same fever she again contracted before the artist died after a lifetime of painting and leaving a large collection of oils, watercolors, gouaches, drawings, etc. The reason for teaching drawing (**FREE**) as well as cursive and other arts is to fulfill the two major Margaret's philosophies:

"Drawing isn't just for art." and "Any artist worth his/her salt must be able to draw."

The Margaret Lefranc Art museum will have approximately 8 employees, 2 persons employed for security and more for opening night exhibitions. It will be open during normal business hours for the public to view Tuesday through Saturday. The only appointments necessary will be for students taking drawing classes.

Virginia Peninsula Community College (with no financial investment) (VPCC) has expressed interest in providing a representative of their Art Department and students who are studying art to participate in various elements in running a museum: curating, handling of art, planning exhibitions, publicity, creating DVDs, oral histories, publicity, selecting local artists who have never had opportunities to exhibit, etc. VPCC students can receive a Digital Award in their area of competency to use upon graduation for future employment.



Margaret Lefranc Art Museum's main section has a tray ceiling with room for paintings, displays of pottery, kachinas, sculpture, etc. Exhibition Galleries are: Margaret Lefranc, Legacy, My Gray Power, Budding Artist Hallway, Classroom/Boardroom, Blank Canvas Café, and also an office and art holding area. In different galleries are TV's inserted with thumb drives of Margaret visually telling a section of her life story with art matching that country: United States, Berlin, Germany; Paris, France; Nambe

Pueblo Indian Reservation (where Lefranc was adopted by an Indian grandmother), etc. Also available will be the complete 45 minute film for audiences, **A Lifetime of Imaging: The Art of Margaret Lefranc**. As students and visitors open the door into the Museum, Margaret's voice says, "All I ever wanted to be is an artist."

In 1975 in the artist's home, 50 years ago, I saw Lefranc's *Self Portrait* painted at age 20. It's that portrait that is on exhibition at the Smithsonian. My adopted grandmother's art was magical. As time passed, I thought an art historian would catalog her art and work on gaining more recognition for Lefranc so that her art wouldn't get lost as most women's art does. In 1990, though the artist was exhibiting with some regularity, I determined that the only helping hand was at the end of my own arm to save her legacy. Here we are many decades later still volunteering and accomplishing what still has to be done with my own assets to create, support, innovate and direct all the numerous activities and details required in forming and running the Margaret Lefranc Art Foundation. I even built houses for 16 years with my father, Allan Messick, founder and owner of Realco Corp (who built approximately 700 homes) to learn construction for this moment.

Margaret Lefranc and Allan Messick, (whose legacies I am honoring) and I are approaching, as we have thousands of times in the past, many more God moments by stepping into the alphabet of the unknown to benefit the City of Hampton and its residents with this humanitarian initiative.

Sandra McKenzie

President/Director

Margaret Lefranc Art Foundation

757 788 1506

mckenziehi@aol.com

www.margaretlefranc.org

Margaret Lefranc Art Museum

Detailed description of business to be conducted:

Teach cursive and drawing to all students and interested adults over 7 years of age throughout Hampton following artist Lefranc's philosophy that **"Drawing isn't just for art; it's for all occupations,"**... A film will run where Margaret tells her own story broken down into her various ages and countries and illustrated with her art. The museum is presenting a combination of the old and the new to encourage students to begin drawing at an early age...Plan professional enrichment classes seminars, exhibitions, publications, DVDs, oral histories, restore paintings, produce catalogues and advertising for each exhibitions, and conduct workshops inspired by the collection's themes for community members of all ages...Support the design of field trip experiences for students enrolled in a wide variety of disciplines, including history and visual arts...Develop internship opportunities for students working under the supervision of the museum's professional staff...Award digital badges to students who have demonstrated competency in areas such as arts management and museum interpretation through their internship experiences.

Detailed description of ownership/management

The Margaret Lefranc Art Museum, to be built, directed and managed by President Sandra McKenzie, will exhibit approximately 1600 works of art by the deceased Margaret Lefranc (1907-1998) who received the Governor's Award for Art, Painting, and is currently in a traveling exhibition by the National Portrait Gallery, Smithsonian, Washington, D.C. Her paintings and drawings range from the time she was 13 until 1997. She died in 1998. The President of Virginia Peninsula Community College and its Art Department is interested in participating in all aspects of Museum Studies which will take place in the museum for which students will earn a digital certificate. *All Margaret Lefranc Art Foundation papers were given to Han Vu when I met her on May 27, 2025.*

Square Footage: 3,750 square feet.

Is it Open to the Public? Yes

Entrance Fee: Free

Number of Employees:

6 with security until opening and running which will increase. Some student volunteers. 1 or 2 in the snack café only open when students are being taught drawing. Not open for walk-in traffic.

Hours of Operation:

10 a.m. – 5 p.m. Tuesday through Saturday. During opening night exhibitions, hours will extend to 8 p.m.

Visitor occupancy:

Not to exceed 90 at any one time. Security will track.

Any Events:

Drawing classes, speakers on art, opening night exhibitions when exhibitions change, college students will be learning museum studies directed by their art teacher, college student exhibitions, young artists' exhibitions, catalog developing and exhibited.

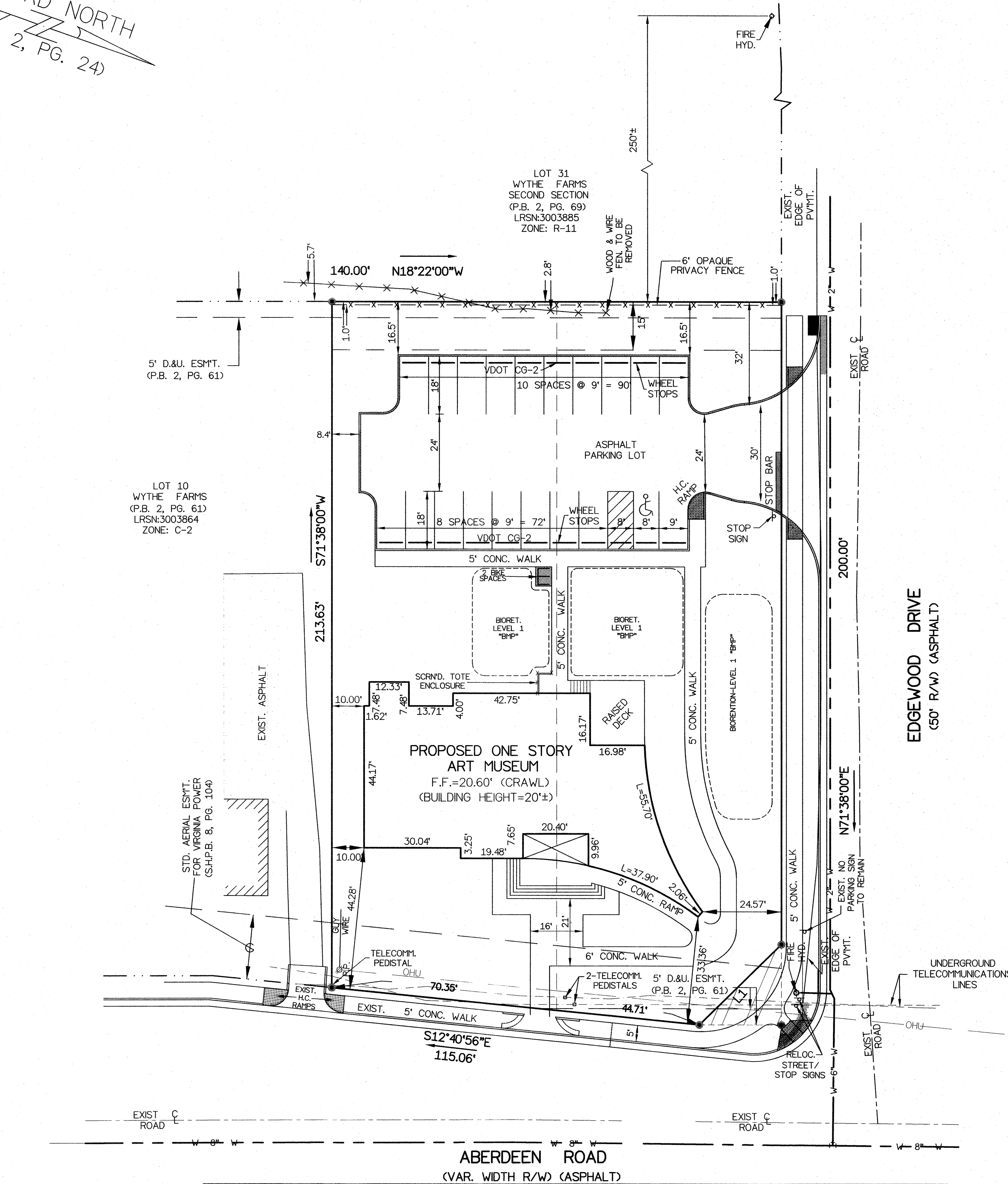
Security Plan:

Coded access are on all doors for all volunteer students and teachers during non-exhibition hours. Museum cameras throughout museum with computer at front desk for auditing. One security person on duty during work hours for students and employees. During opening night or special exhibitions, 3 security guards (one in each gallery).

Traffic Calculation: Parking in the rear with entrance to the museum only on Aberdeen Road. Pick up and delivery of students from buses on the side street of Edgewood

Outdoor Area: Only outside area is porch deck connected to Snack Café for students when classroom in use.

RECORD NORTH
P.B. 2, PG. 24)



PLAN VIEW
SCALE: 1"=20'

20° 0° 20° 40°



SCALE: 1" = 20°

CITY OF HAMPTON GENERAL LANDSCAPE PLAN NOTES

THIS PLAN, IF SIGNED BY THE CITY OF HAMPTON'S DIRECTOR OF PLANNING OR THE DIRECTOR'S ASSIGNS, SERVES AS THE APPROVED LANDSCAPE PLANTING PLAN FOR THE PROJECT AND IS AN ELEMENT OF THE PROJECT'S SITE PLAN. ALL LANDSCAPE FEATURES DEPICTED AND SPECIFIED ON THIS PLAN AS EITHER "NEW" OR "EXISTING" TO BE RETAINED" ARE LANDSCAPE IMPROVEMENTS PROPOSED BY THE PROJECT DEVELOPER / OWNER / BUILDER TO SATISFY PROVISIONS OF CITY OF HAMPTON BUILDING AND DEVELOPMENT CODE AND ZONING ORDINANCES. AFTER THE PLAN IS IMPLEMENTED BY THE DEVELOPER / OWNER / BUILDER AND ACCEPTED BY THE CITY OF HAMPTON DEPARTMENT OF CODES COMPLIANCE, THE DEVELOPER / OWNER / BUILDER SHALL CAUSE THE MAINTENANCE AND CARE NECESSARY TO ESTABLISH AND SUSTAIN THE LANDSCAPE FEATURES SHOWN ON THE PLAN. LANDSCAPE MAINTENANCE: ALL NEW LANDSCAPE IMPROVEMENTS AND EXISTING TREES TO BE RETAINED AS SHOWN ON THE APPROVED LANDSCAPE PLAN SHALL BE SUBJECT TO REGULAR MAINTENANCE CONSISTING OF, BUT NOT LIMITED TO, FERTILIZATION, PRUNING, REPLACEMENT, INSECT AND DISEASE CONTROL, WATERING, MULCHING, AND WEED CONTROL.

GREEN AREAS: GREEN AREAS SHALL CONSIST OF EARTH CAPABLE OF SUSTAINING PLANT MATERIAL AND PROVIDING NATURAL PERCOLATION OF WATER. GREEN AREAS SHALL NOT BE USED TO STORE MATERIALS, PRODUCTS OR EQUIPMENT. WHERE ORNAMENTAL PLANTS AND/OR TURF GRASSES ARE TO BE ESTABLISHED, TOPSOIL OR A PREPARED SOIL MIXTURE SHALL BE APPLIED AT DEPTHS NOT LESS THAN THREE INCHES FOR GRASSES, TWELVE INCHES FOR SHRUBS AND EIGHTEEN INCHES FOR TREES IN AREAS WHERE THE SUBSOIL OR EXISTING SOIL PRESENTS ONE OR MORE OF THE FOLLOWING PROBLEMS:

A. THE TEXTURE, PH, OR NUTRIENT BALANCE OF THE AVAILABLE SOIL CANNOT BE MODIFIED BY REASONABLE MEANS TO PROVIDE AN ADEQUATE GROWTH MEDIUM FOR THE SPECIFIED PLANTS.

B. THE SOIL MATERIAL IS TOO SHALLOW TO PROVIDE AN ADEQUATE ROOT ZONE AND TO SUPPLY NECESSARY MOISTURE AND NUTRIENTS FOR PLANT GROWTH.

C. THE SOIL CONTAINS SUBSTANCES POTENTIALLY TOXIC TO PLANT GROWTH.

OTHERWISE, THE EXISTING SOILS SHALL BE MODIFIED THROUGH THE USE OF SOIL AMENDMENTS (I.E. PEAT MOSS, PERLITE, LIME, GYPSUM, ETC.) TO PROVIDE AN ADEQUATE GROWING MEDIUM. TOPSOIL OR PREPARED SOIL MIXTURES SHALL BE FRAGILE AND LOAMY. THEY SHALL BE FREE OF DEBRIS, TRASH, STUMPS, ROCKS, ROOTS, NOXIOUS WEEDS, AND SUBSTANCES POTENTIALLY TOXIC TO PLANTS.

ALL TOPSOIL AND PREPARED SOIL MIXTURES SHALL MEET OR EXCEED THE FOLLOWING MINIMUM CRITERIA:

A. SOIL SOLIDS SHALL CONSIST OF 40 PERCENT SAND, 40 PERCENT SILT, 10 PERCENT CLAY, AND 10 PERCENT ORGANIC MATTER.

B. PH LEVEL SHALL BE ADJUSTED AS NECESSARY TO MATCH THE SPECIFIC PH NEEDS OF THE PROPOSED PLANTS.

C. SOLUBLE SALTS SHALL NOT EXCEED 500 PPM

NOTE:

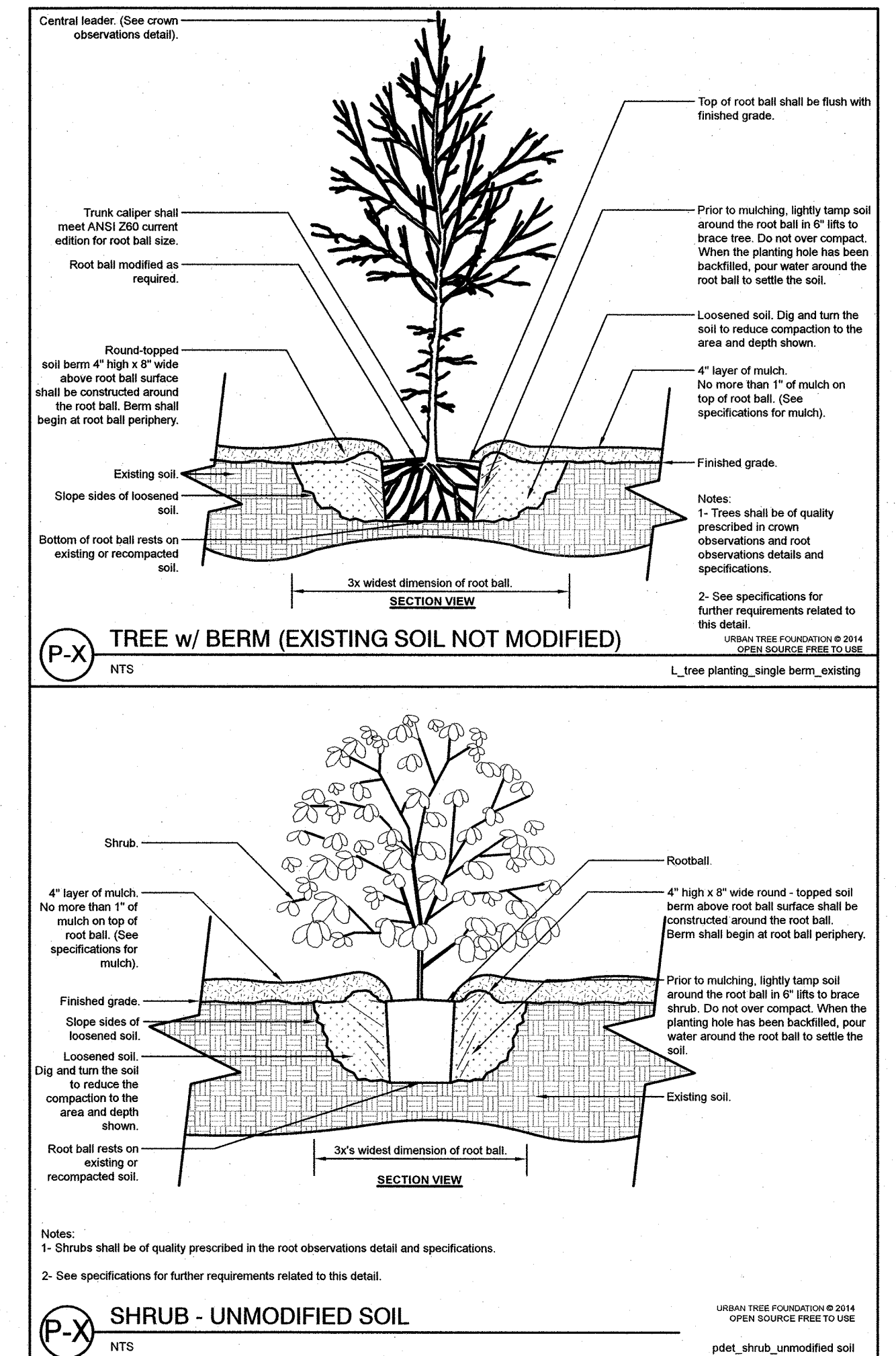
THIS PROPERTY IS ZONED C-2 LIMITED COMMERCIAL
AND IS SUBJECT TO ZONING ORDINANCE NO. Z15-15,8-12-2015
SECTION 6-14

NOTE:

A COMPLETE LANDSCAPE PLAN TO BE SUBMITTED TO THE CITY OF HAMPTON WITH THE COMPLETE SITE PLANS DURING THE SITE PLAN APPROVAL PROCESS.

NOTE:

75% OF PLANTINGS WILL BE OF A SPECIES NATIVE TO THE COMMON WEALTH OF VIRGINIA. PLANTING AND TREE TYPES WILL BE DETAILED IN FULL LANDSCAPE PLAN.



JOB LOCATION: #1609 & 1611 ABERDEEN ROAD

- S Y M B O L S -

CONCEPT PLAN

MARGARET LeFRANC ART MUSEUM
(A PRIVATE MUSEUM)
PART OF
LOTS 8 & 9
"WYTHE FARMS"
CITY OF HAMPTON, VIRGINIA

SCALE: AS SHOWN DATE: 4 AUGUST 2022
P. B. 2, PG. 61 S.H.P.B. 8, PG. 104

REVISIONS

DAVIS & ASSOCIATES, P.C.

SURVEYORS - PLANNERS
3630 GEORGE WASHINGTON
MEMORIAL HIGHWAY - SUITE G
YORKTOWN, VIRGINIA 23693
(757)867-8583

2-0134(B)

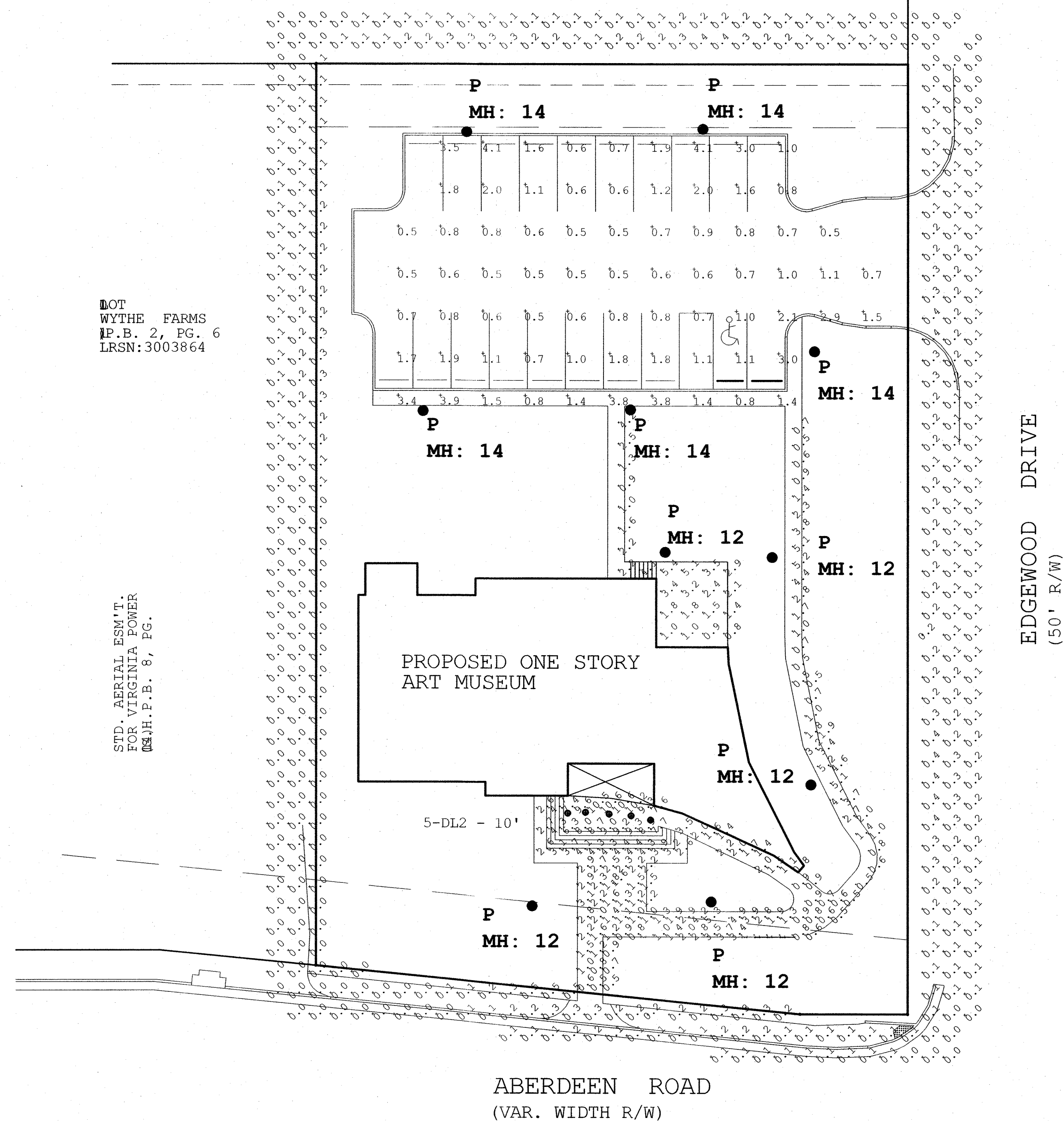
SHEET 1 OF 2

RECORD NORTH

LOT 3
WYTHE FARMS
SECOND SECTION
(P.B. 2, PG. 69)
LRSN:3003885

DOT
WYTHE FARMS
P.B. 2, PG. 6
LRSN:3003864

STD. AERIAL ESM.T.
FOR VIRGINIA POWER
CSJH.P.B. 8, PG.



Calculation Summary

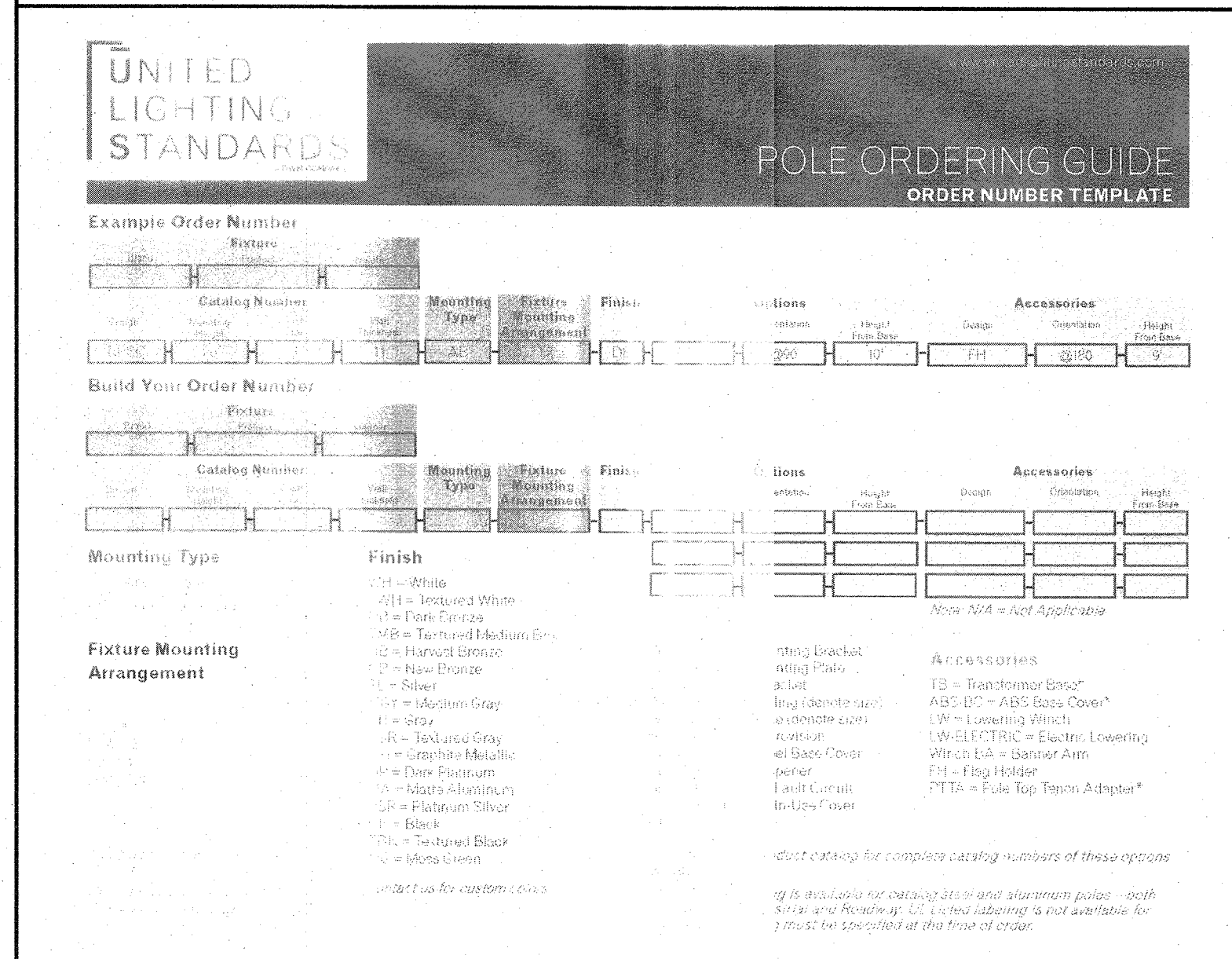
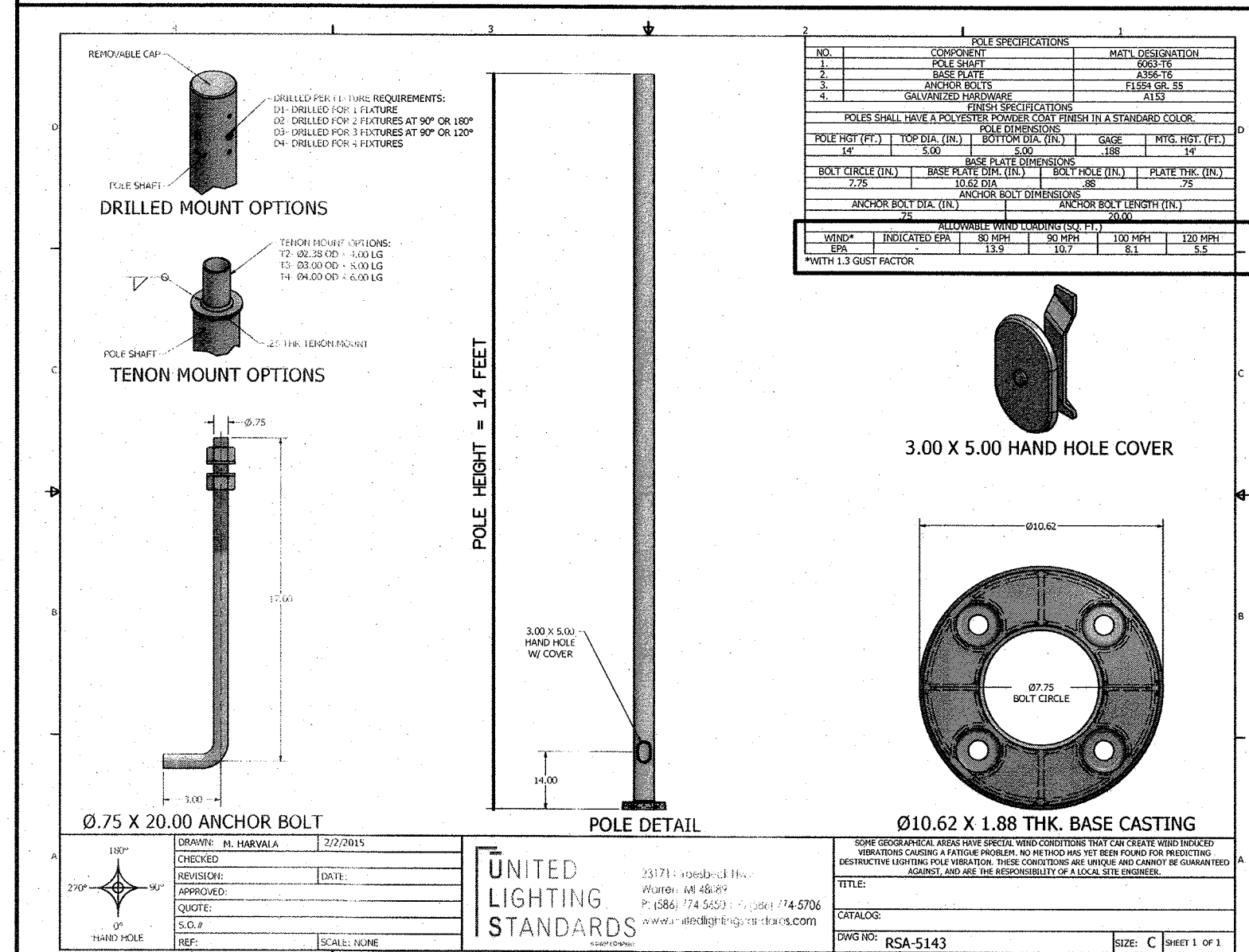
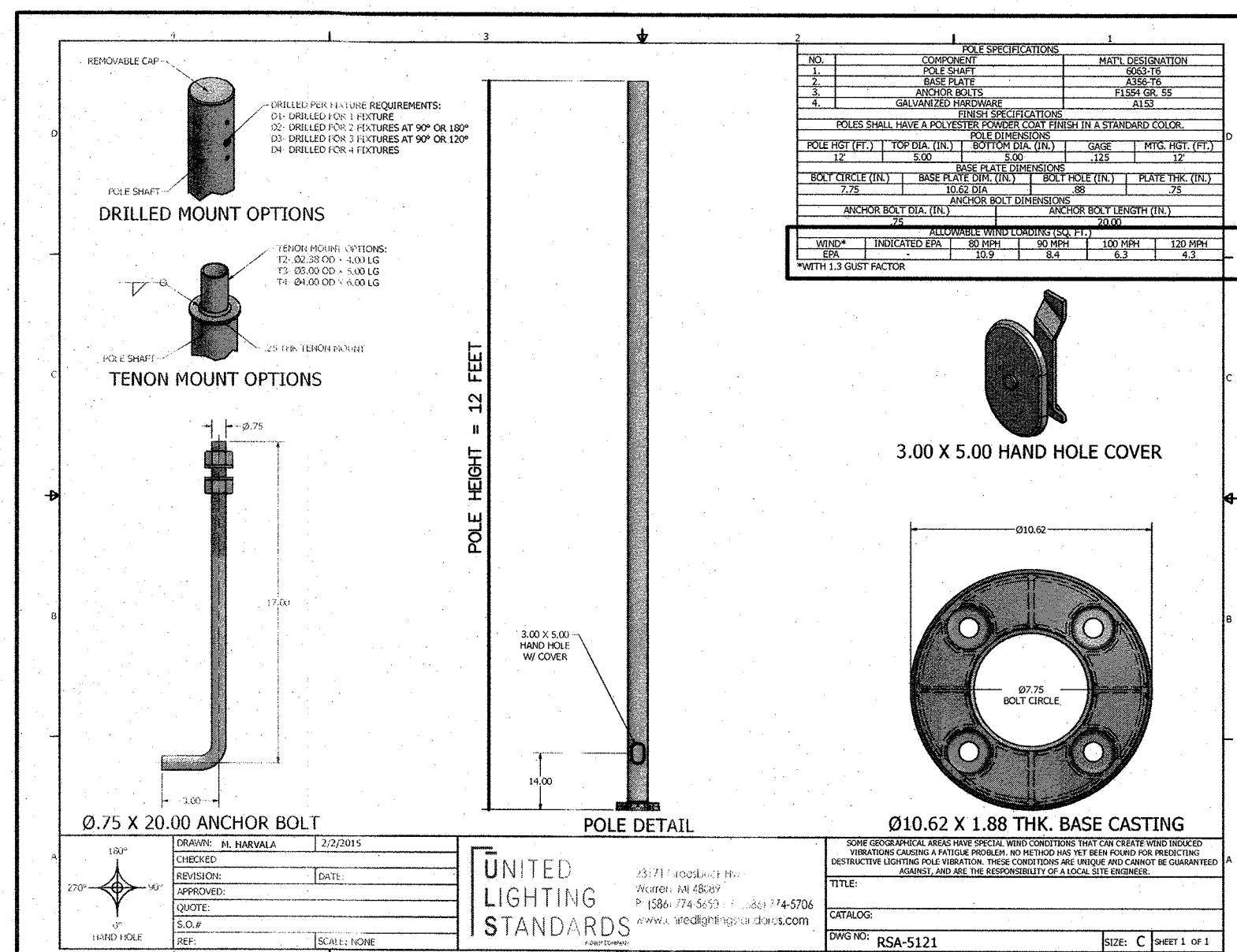
Label	Avg	Max	Min	Avg/Min
Beyond PL	0.11	0.5	0.0	N.A.
Entrance	6.35	10.7	2.8	2.27
Parking	1.36	4.3	0.5	2.72
Rear Entr	2.36	5.6	0.8	2.95
Walkway	1.95	6.0	0.5	3.90

Ratio levels are excellent

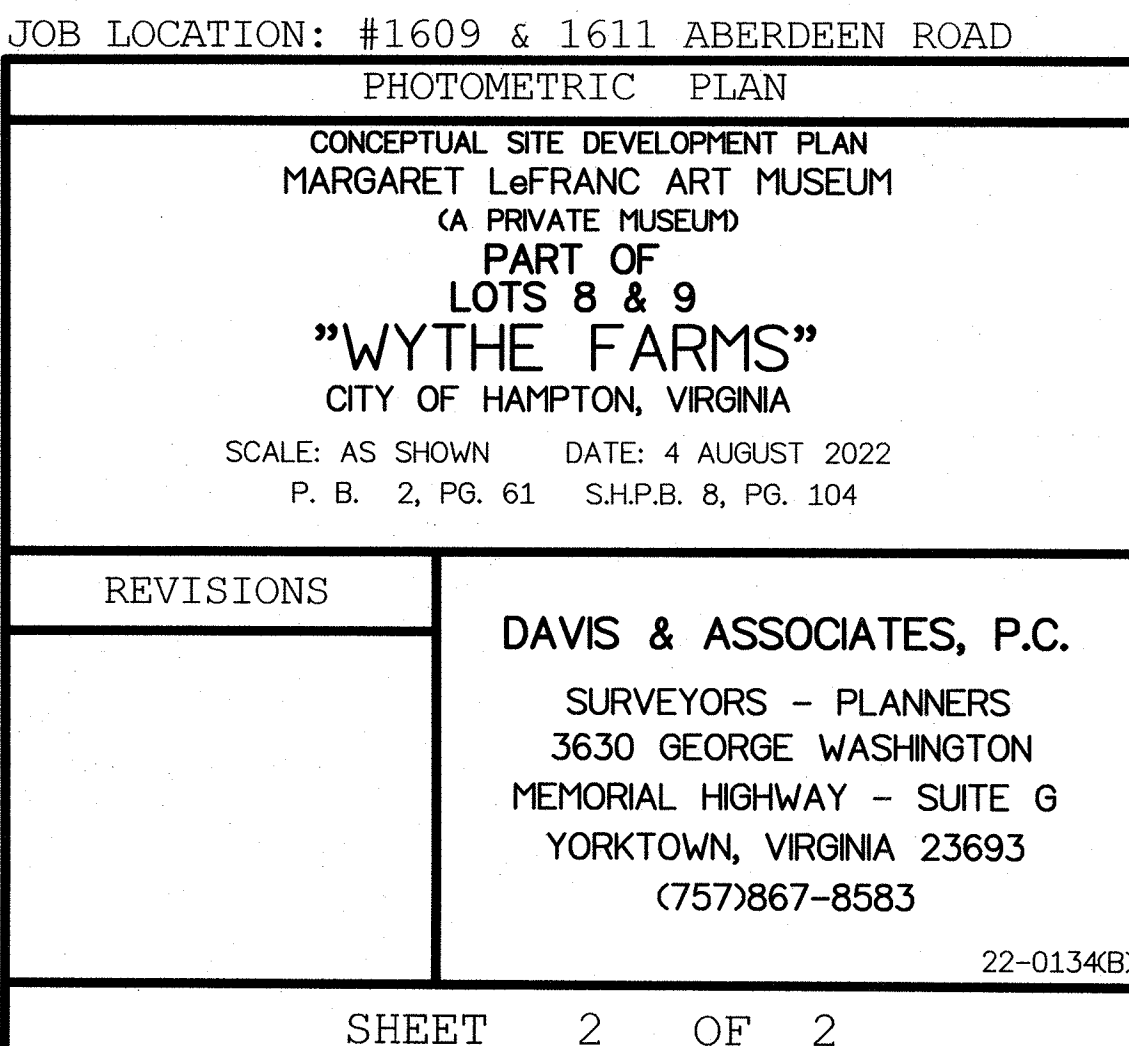
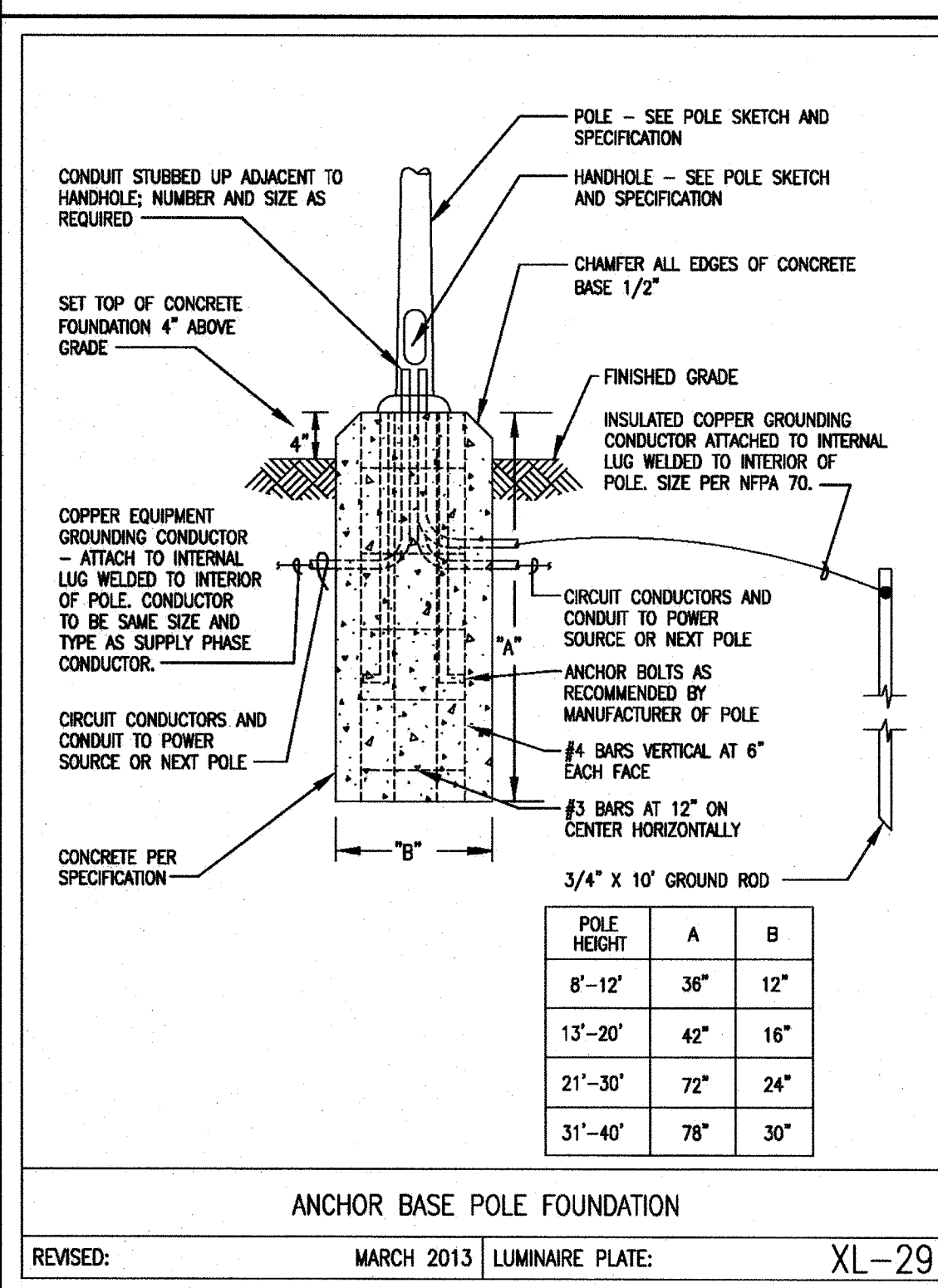
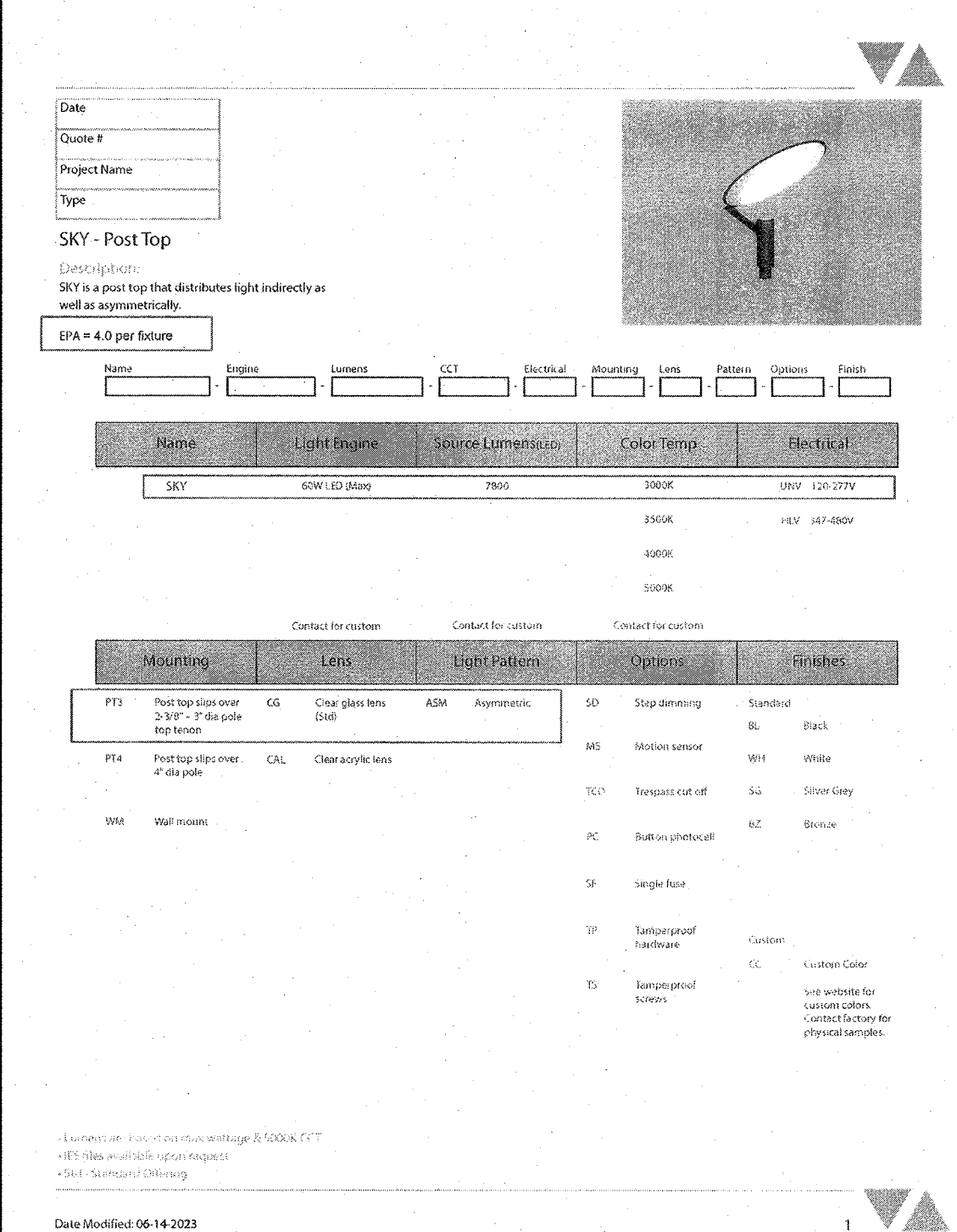
Provide As Specified Per City Approval

Symbol	Qty	Label	Description
⊕	5	DL2	NLTH-41TW-MPW
●	10	P	SKY-607800-xxx-PT3-CG-ASM-xx

Contact: S & S Sales East - dhebert@ss-sales.com 757-495-7233
All LED Full Cut-Off - Poles 12' & 14' APG as noted



Contact:
David Hebert - S & S Sales
(dhebert@ss-sales.com)
Phone: (757) 495-7233



REVISIONS

DAVIS & ASSOCIATES, P.C.

SURVEYORS - PLANNERS

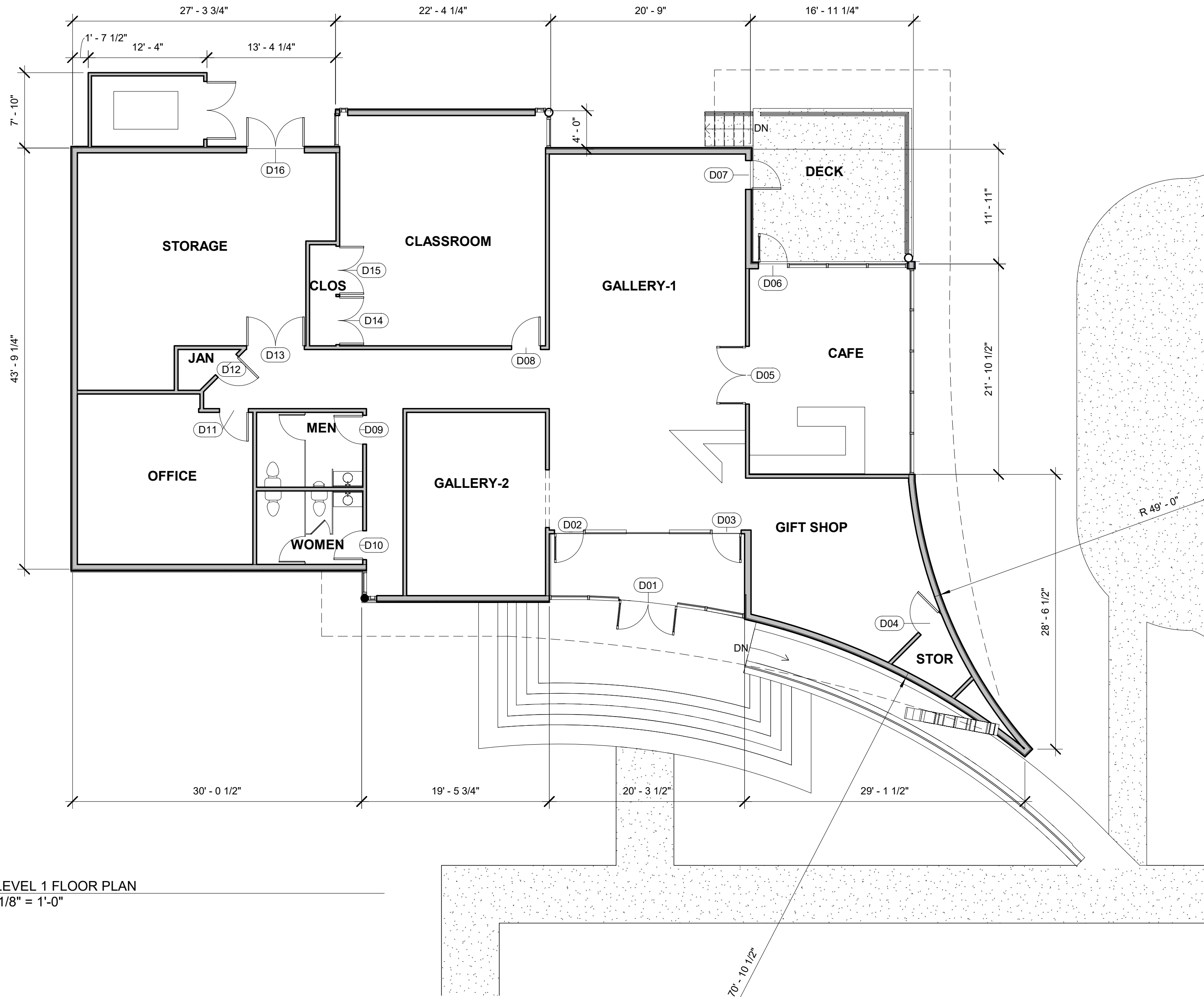
3630 GEORGE WASHINGTON

MEMORIAL HIGHWAY - SUITE G

YORKTOWN, VIRGINIA 23693

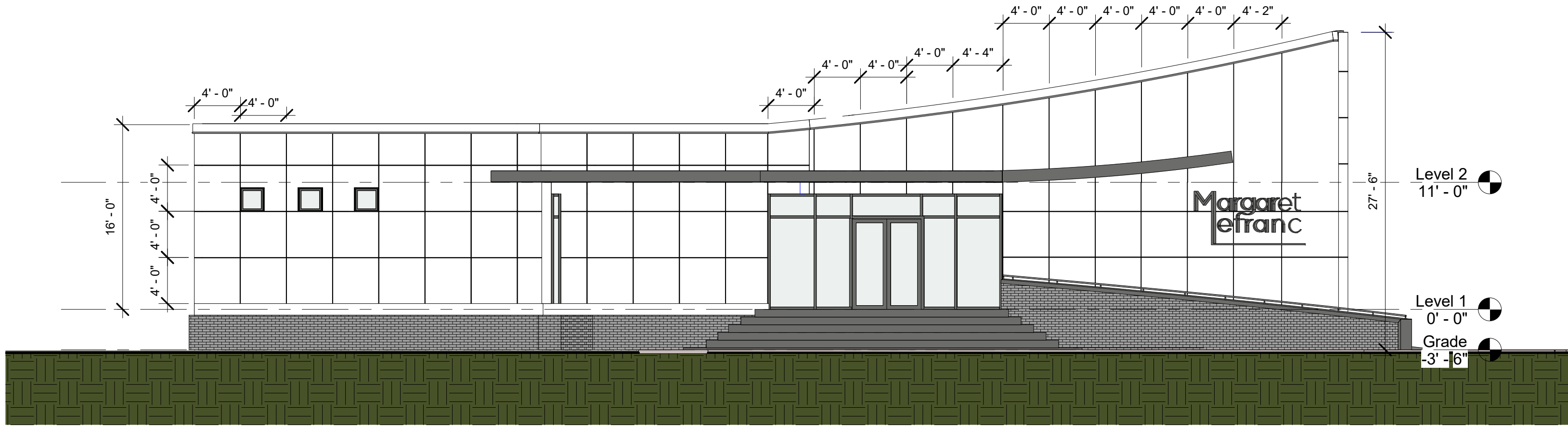
(757)867-8583

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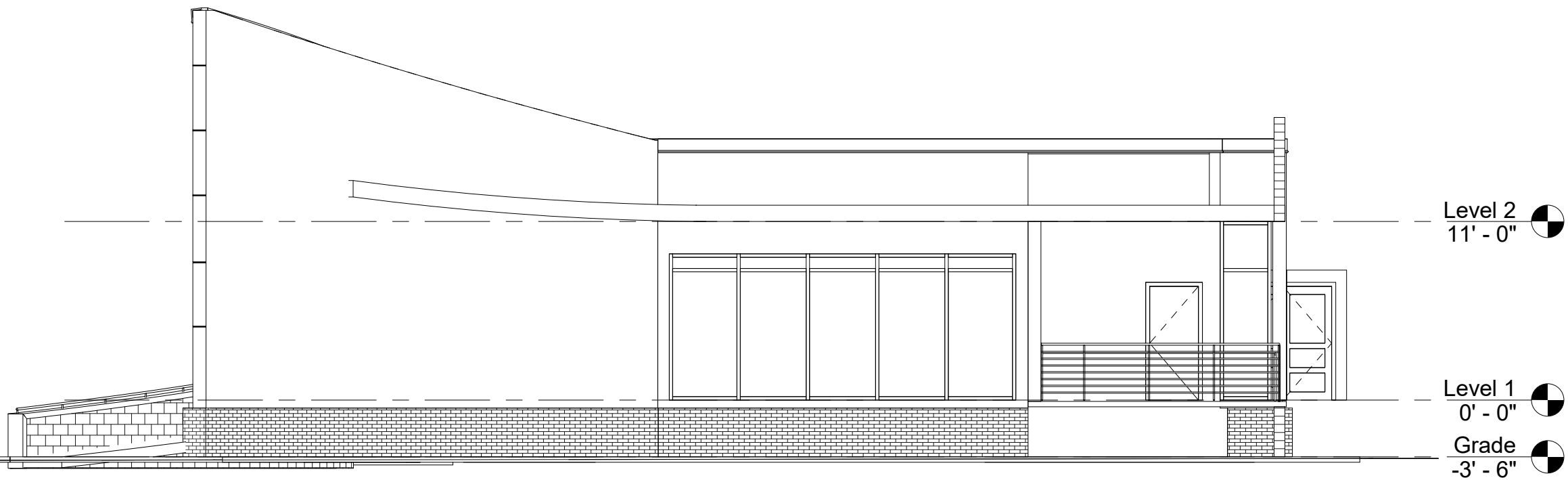


1 LEVEL 1 FLOOR PLAN
1/8" = 1'-0"

DOOR SCHEDULE			
Mark	Width	Height	Comments
D01	6' - 0"	7' - 10"	
D02	3' - 0"	7' - 0"	
D03	3' - 0"	7' - 0"	
D04	3' - 0"	7' - 0"	
D05	6' - 0"	7' - 0"	
D06	3' - 0"	8' - 0"	
D07	3' - 0"	7' - 0"	
D08	3' - 0"	7' - 0"	
D09	3' - 0"	7' - 0"	
D10	3' - 0"	7' - 0"	
D11	3' - 0"	7' - 0"	
D12	3' - 0"	7' - 0"	
D13	6' - 0"	7' - 0"	
D14	5' - 0"	7' - 0"	
D15	5' - 0"	7' - 0"	
D16	6' - 0"	7' - 0"	



2 FRONT ELEVATION
1/8" = 1'-0"



3 RIGHT SIDE ELEVATION
1/8" = 1'-0"

arci
architecture

3630 geo. wash. mem. hwy.
suite b2
yorktown, va 23693
757.867.6530
info@arciarch.com

building environments, communities + people



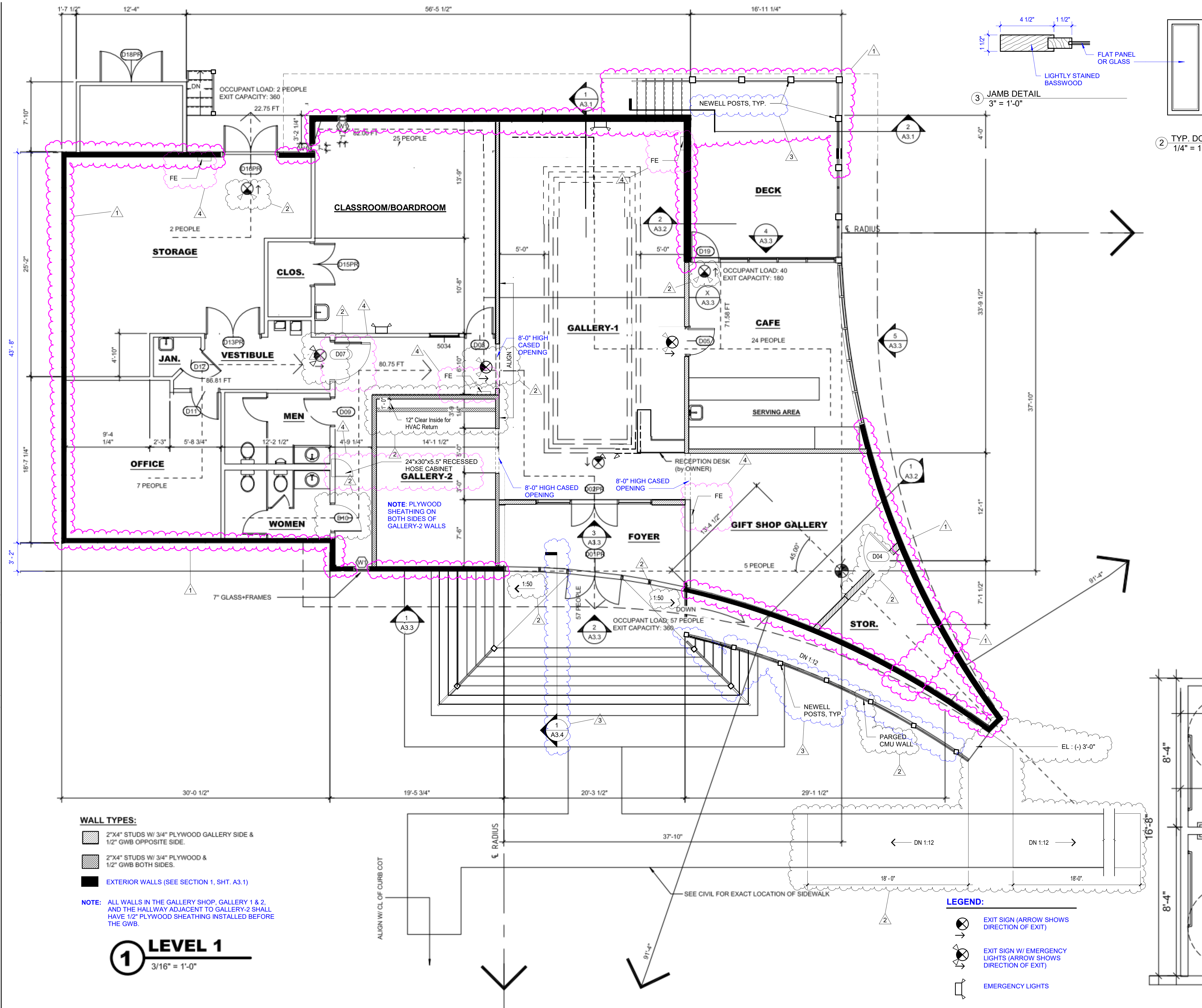
Project
Number
Date
REVISION SCHEDULE

Owner
Enter address here
MARGARET LeFRANC ART MUSEUM

PLAN,
ELEVATIONS

A101

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DOOR SCHEDULE			
NUMBER	Width	Height	COMMENTS
D01PR	6'-0"	8'-0"	PAIR OF ALUMGLASS DOORS
D02PR	6'-0"	8'-0"	PAIR OF ALUMGLASS DOORS
D04	3'-0"	8'-0"	WOOD DOOR
D05	3'-0"	8'-0"	WOODGLASS DOOR
D07	4'-0"	8'-0"	WOOD DOOR W/SLIGHT
D08	3'-0"	8'-0"	ALUMGLASS DOOR
D09	3'-0"	8'-0"	WOOD DOOR
D10	3'-0"	8'-0"	WOOD DOOR
D11	3'-0"	7'-0"	WOODGLASS DOOR
D12	3'-0"	7'-0"	WOOD DOOR
D13PR	6'-0"	8'-0"	PAIR OF WOOD DOORS
D14PR	4'-8"	7'-0"	PAIR OF WOOD DOORS
D15PR	4'-8"	7'-0"	PAIR OF WOOD DOORS
D16PR	6'-0"	7'-0"	PAIR OF HOLLOW METAL DOORS
D17	6'-0"	7'-0"	PAIR OF WOODGLASS DOORS
D18PR	6'-0"	7'-0"	PAIR OF WOODGLASS DOORS
D19	3'-0"	8'-0"	ALUMGLASS DOOR
D20	3'-0"	7'-0"	WOODGLASS DOOR

WINDOWS SCHEDULE		
Type	Height	Width
W1	10'-0"	0'-7"
W2	2'-0"	2'-0"

BUILDING CODE INFORMATION:

- BUILDING CODE: VIRGINIA CONSTRUCTION CODE 2018
- USE GROUP: ASSEMBLY A3 (ART GALLERY)
- CONSTRUCTION TYPE: 5B (Non-Sprinklered)
- AREA LIMITATIONS (Table 506.2): ALLOWABLE: 6000 SF; ACTUAL SF: 3720 SF
- FIRE PROTECTION SYSTEM (903.2.1.3): DOES NOT REQUIRE SPRINKLER SYSTEM
- EXIT/ACCESS TRAVEL DISTANCE: 200 FT MAX. ALLOWED; 82 FT. MAX. ACTUAL

OCCUPANT LOAD: (Table 1000.4.5)

- EXHIBIT GALLERY (30 SF/PERSON): 1071 SF / 30 = 36 PERSONS
- OFFICE (1/150 SF): 313 SF / 150 = 3 PERSONS
- CLASSROOM (20 SF/PERSON): 515 SF / 20 = 26 PERSONS
- CAFE (15 SF / PERSON): 354 SF / 15 = 24 PERSONS
- WAREHOUSE/STOR. (1 / 500 SF): 551 SF / 500 = 2 PERSONS
- GIFT SHOP (1 / 60 SF): 298 SF / 60 = 5 PERSONS

TOTAL OCCUPANTS: 90 PERSONS

EXIT / ACCESS TRAVEL DISTANCE (TABLE 1017.2)
MAX. ALLOWABLE: 200 FT; ACTUAL MAX DISTANCE: 82 FT

PLUMBING FIXTURE REQUIREMENTS (SECT 2901 TABLE 403.1)
WC REQUIRED AT GALLERY AREA: 1 PER 125 MALES; 1 PER 65 FEMALES
TOTAL WATER CLOSETS REQUIRED = 2; ACTUAL PROVIDED = 3 WATER CLOSETS/ 1 URINAL

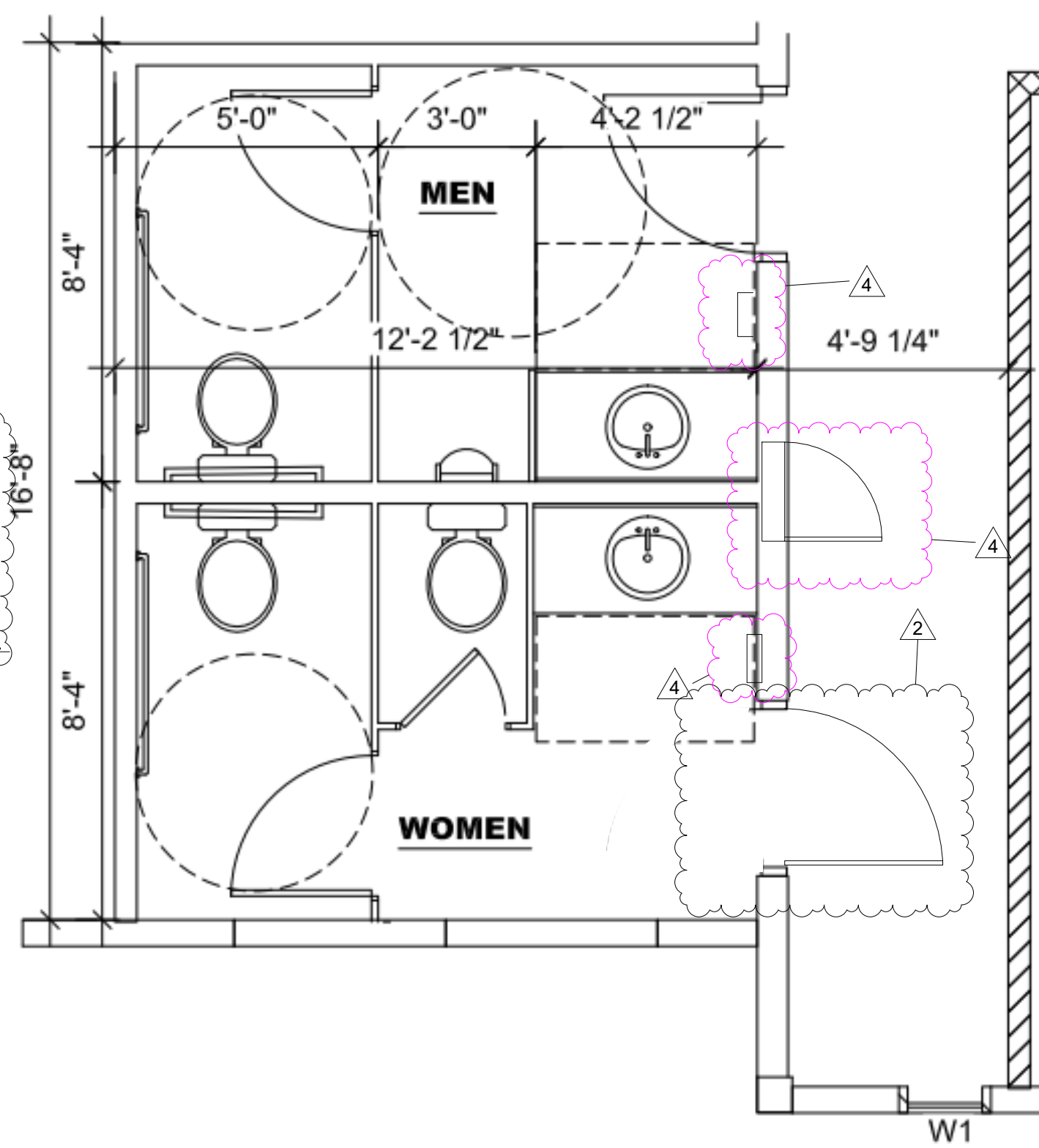
LAVATORIES REQUIRED: 1 PER 200 MALES & 1 PER 200 FEMALES
TOTAL LAVATORIES REQUIRED = 2; ACTUAL PROVIDED = 2 LAVATORIES

SERVICE SINK REQUIRED: 1 SERVICE SINK; ACTUAL PROVIDED = 1 SERVICE SINK

Drinking Fountain Required: 1 DF; Actual Provided = 1 HC Drinking Fountain

NOTE:

- BOTH WALLS RADIUS ARE THE SAME RADIUS
- BOTH ROOF RADIUS ARE THE SAME RADIUS



1 **HC BATH DETAIL**
3/8" = 1'-0"

arci
architecture

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suite b2
yorktown, va 23693
757.867.6530
info@arciarch.com

building environments, communities + people

22009

9.29.2022

REVISION SCHEDULE

1

12.19.2022

2

3.22.2024

3

4.11.2024

4

8.2.2024

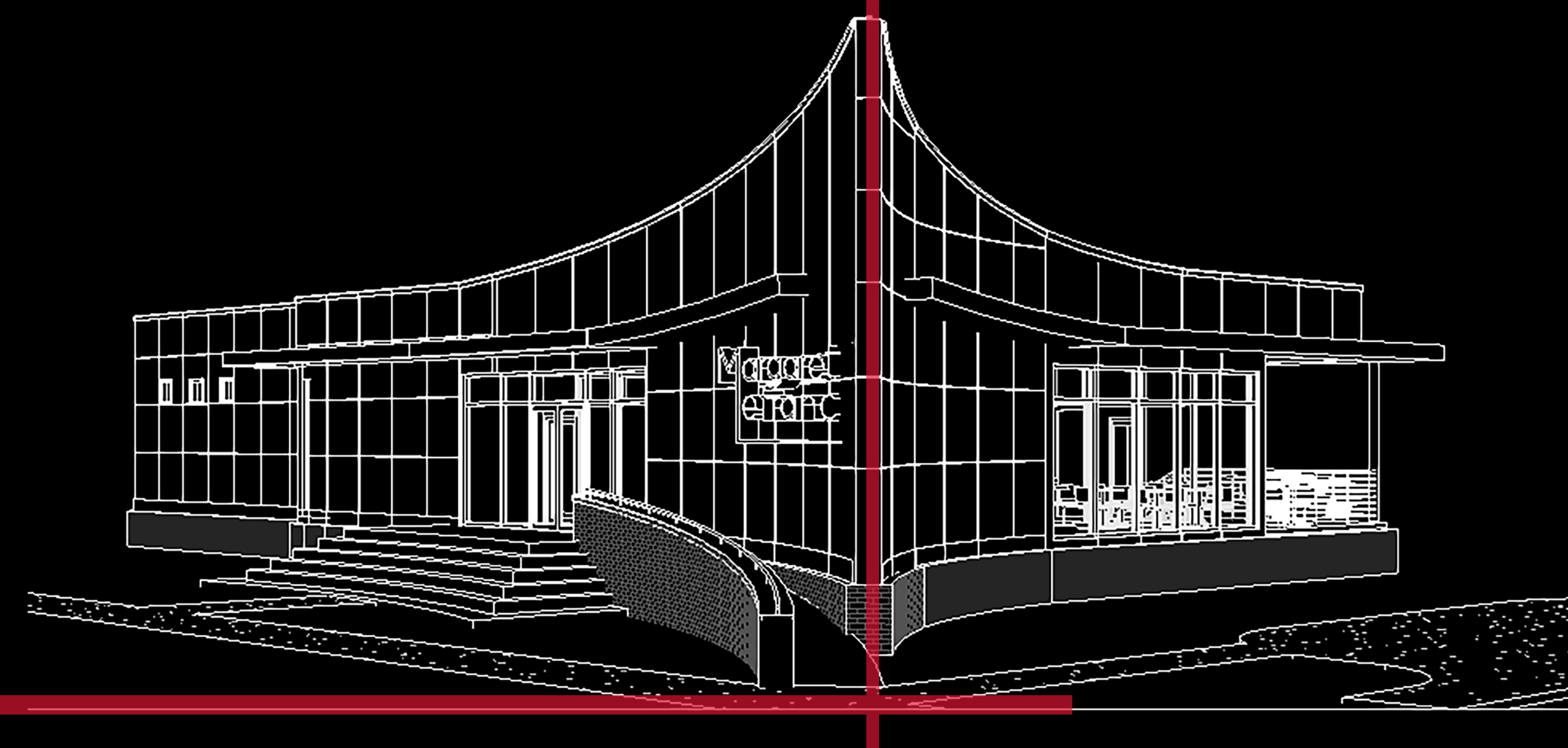
Sandra McKenzie

1609 ABERDEEN RD., HAMPTON, VIRGINIA

MARGARET LEFRANC ART MUSEUM

FIRST LEVEL FLOOR PLAN

A2.1



SANDRA MCKENZIE

736 Bellwood Road, Hampton, VA 23666

757 788 1506

mckenziehi@aol.com

Hand Delivered

Planning Commission

RE: Margaret Lefranc Art Foundation

Dear Han Vu:

Thank you for talking with me by telephone. Although my Architect and Surveyor are not available at the moment, I have reviewed the **Conditions** included in your email and they appear acceptable. My team will return on Monday. I do not anticipate any questions: but if so, I would notify you on Monday—your deadline.

Regarding the authorization sent by email, I immediately completed the **Authorization for the Permit Application**. I will bring the signed original with this letter to your office on Friday (after I vote early) so someone may scan and send to you for you to receive prior to your deadline. On short notice, I was able today to obtain all Directors' signatures. That's where I was when you called.

To help my Surveyor, Donald Davis, and Architect, Greg Brezinski, and me to hold time on our calendars, could you please advise us on the anticipated date in October for the Planning Commission meeting and, ultimately, City Council so we don't run into holiday conflicts?

Thank you for your help.

A handwritten signature in cursive script that reads "Sandra McKenzie". The signature is written in dark ink and is positioned above the typed name and title.

Sandra McKenzie, President

Margaret Lefranc Art Foundation, a 501(c)3

September 18, 2025

City of Hampton
Community Development Department
22 Lincoln Street
Hampton, VA 23669

Re: Authorization for Use Permit Application – Margaret Lefranc Art Foundation

To Whom It May Concern:

We, the undersigned Directors of the **Margaret Lefranc Art Foundation, Inc.** ("Foundation"), hereby confirm and authorize the following in connection with the Use Permit Application currently under review:

1. **Current Directors**

The Foundation currently has three voting Directors (one is alternate) and one President/Director. Their names are as follows:

- Sandra McKenzie, President/Director
- Ann Robinson, Director 2
- Mary Miller, Director 3
- Joseph Miller, Director 4 (alternate) out of town

2. **Bylaws & Minutes Validity**

The Foundation's Bylaws adopted on **December 20, 1995**, remain in full force and effect without amendment or rescission.

The submitted minutes of the **December 20, 1995** meeting and the **June 2, 2024** meeting are true, valid, and remain in effect with the above new directors.

3. **Current Officers**

We confirm that **Sandra McKenzie** continues to serve as the duly elected **President of the Foundation**.

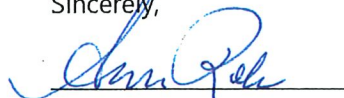
4. **Authorization to Act**

The Board of Directors specifically authorizes **Sandra McKenzie** to act on behalf of the Foundation for purposes of submitting, managing, and finalizing the Use Permit Application for the proposed **Margaret Lefranc Art Museum**.

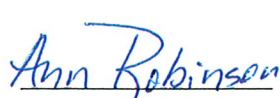
5. **Unanimous Consent in Lieu of Meeting**

Pursuant to Article IV, Section 4 of the Foundation's Bylaws, this authorization is executed without a formal meeting and represents the **unanimous written consent of all voting Directors** of the Foundation.

Sincerely,



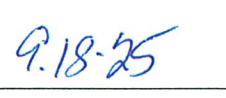
Ann Robinson



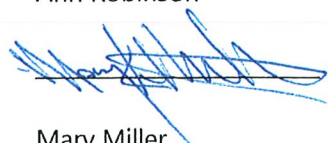
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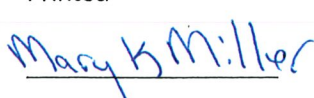
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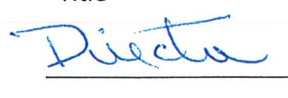
Date



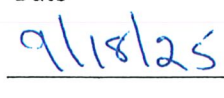
Mary Miller



Printed



Title



Date



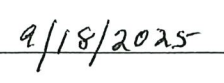
Sandra McKenzie



Printed



Title



Date

Commonwealth of Virginia



STATE CORPORATION COMMISSION

Richmond, August 18, 2025

This is to certify that a certificate of authority to transact business in Virginia was this day issued and admitted to record in this office for

Margaret Lefranc Art Foundation, Inc.

a corporation organized under the laws of Florida and that the said corporation is authorized to transact business in Virginia, subject to all Virginia laws applicable to the corporation and its business.



STATE CORPORATION COMMISSION

Attest:

A handwritten signature in cursive script, likely belonging to Bernard J. Hy.

Clerk of the Commission

**COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION**

AT RICHMOND, AUGUST 18, 2025

The State Corporation Commission has found the accompanying application for a certificate of authority to transact business in Virginia submitted on behalf of

Margaret Lefranc Art Foundation, Inc.

to comply with the requirements of law, and confirms payment of all required fees. Therefore, it is ORDERED that this

**CERTIFICATE OF AUTHORITY TO TRANSACT BUSINESS IN
VIRGINIA**

be issued and admitted to record with the application in the Office of the Clerk of the Commission, effective August 18, 2025.

The corporation is authorized to transact business in Virginia, subject to all Virginia laws applicable to the corporation and its business.

STATE CORPORATION COMMISSION

By

A handwritten signature in black ink, appearing to read "Samuel T. Towell", with a long, sweeping horizontal stroke extending to the right.

Samuel T. Towell
Commissioner



**COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION**

Office of the Clerk

August 18, 2025

SANDRA MCKENZIE
736 BELLWOOD ROAD
Hampton, VA, 23666

RECEIPT

RE: Margaret Lefranc Art Foundation, Inc.
ID: 11888738
FILING NO: 2508188957322
WORK ORDER NO: 202508156479516

Dear Customer:

This is your receipt for \$75.00 to cover the fees for filing an application for a certificate of authority to transact business in Virginia for a corporation with this office.

The effective date of the certificate is August 18, 2025.

If you have any questions, please call (804) 371-9733 or toll-free 1-866-722-2551.

Sincerely,

Bernard J. Logan
Clerk of the Commission

Delivery Method: Email

Han Vu, City Planner
22 Lincoln Street
Floor 5
Hampton, VA 23669

May 26, 2025

Dear Han Vu:

Per our telephone conversation, I state the following:

"I, Sandra McKenzie, President, Margaret Lefranc Art Foundation, have the right to sign all documents on behalf of the foundation."

The foundation was formed in 1994 with my adopted grandmother and I working together. Upon her death in 1998, I assumed all duties regarding the promoting, sales, and running the Margaret Lefranc Art Foundation in all ways possible and was appointed President. Originally I was Secretary and Lifetime Director upon its formation with Margaret Lefranc (Schoonover) as President.

Recently, Lefranc was included in the traveling exhibition at the National Portrait Gallery Smithsonian in D.C. It is now traveling to other states.

As per your request, I have included documents you mention you needed. If you have any questions, please give me a call at number below.

Sandra McKenzie
President
Margaret Lefranc Art Foundation
736 Bellwood Road
Hampton, VA 23666 757 788 1506
mckenziehi@aol.com



www.margaretlefranc.org

State of Florida Department of State
By-Laws of the Margaret Lefranc Art Foundation
Minutes of the First Meeting of the Board of Directors
Minutes of the First Membership Meeting on 1995
Minutes of the Board of Directors Meeting on 2024

State of Florida

Department of State

I certify from the records of this office that MARGARET LEFRANC ART FOUNDATION, INC. is a corporation organized under the laws of the State of Florida, filed on December 7, 1994.

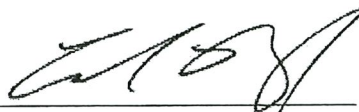
The document number of this corporation is N94000006007.

I further certify that said corporation has paid all fees due this office through December 31, 2025, that its most recent annual report/uniform business report was filed on February 4, 2025, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Fourth day of February, 2025*




Secretary of State

Tracking Number: 3649069532CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Not For Profit Corporation

MARGARET LEFRANC ART FOUNDATION, INC.

Filing Information

Document Number N94000006007

FEI/EIN Number 65-0596823

Date Filed 12/07/1994

State FL

Status ACTIVE

Principal Address

736 Bellwood Road
Hampton, VA 23666

Changed: 02/12/2019

Mailing Address

736 Bellwood Road
Hampton, VA 23666

Changed: 02/12/2019

Registered Agent Name & Address

Dethloff, Beatrice
930 Washington Street
Fort Walton Beach, FL 32547

Name Changed: 02/15/2024

Address Changed: 02/15/2024

Officer/Director Detail

Name & Address

Title PD

MCKENZIE, SANDRA
736 Bellwood Road
Hampton, VA 23666

Title D

ROBINSON, ANN
15700 Belmont Dr.
Biloxi, MS 39532

Title D

MILLER, MARY
730 Bellwood Road
Hampton, VA 23666

Title D.

MILLER, JOSEPH
5907 Chicopee Trace
Ocean Springs, MS 39564

Annual Reports

Report Year	Filed Date
2023	01/28/2023
2024	02/15/2024
2025	02/04/2025

Document Images

02/04/2025 -- ANNUAL REPORT	View image in PDF format
02/15/2024 -- ANNUAL REPORT	View image in PDF format
01/28/2023 -- ANNUAL REPORT	View image in PDF format
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02/12/2019 -- ANNUAL REPORT	View image in PDF format
01/11/2018 -- ANNUAL REPORT	View image in PDF format
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02/06/1998 -- ANNUAL REPORT	View image in PDF format
09/10/1997 -- ANNUAL REPORT	View image in PDF format
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04/26/1995 -- ANNUAL REPORT	View image in PDF format

BY-LAWS
of the
MARGARET LEFRANC ART FOUNDATION

ARTICLE I

MEMBERSHIP

SECTION 1. MEMBERSHIP - General. Membership is open to any resident of the State of Florida, who ascribes to the goals and objectives of this organization, and who is at least eighteen (18) years of age. Persons proposed for, or applying for MEMBERSHIP will submit an application for the review, consideration and approval of the existing members, by vote, at a scheduled meeting, or at a special meeting called for that purpose.

SECTION 2. CLASSES OF MEMBERSHIP. Regular Members are entitled to full voting rights at meetings of the Membership and are required to attend meetings of the Membership. Membership may be terminated upon the request of any Member; Membership shall be deemed to have terminated by the failure of any Regular Member to pay established dues and by missing three or more consecutive unexcused meetings of the Membership.

SECTION 3. Any regular member of the Foundation or any Board member whose conduct is contrary to the best interests of the Foundation may be expelled by a resolution adopted by two-thirds (2/3rds) of the Directors in office; provided, however, prior notice in writing of such action shall have been delivered to the member or members so being acted upon at least ten (10) days prior to such action. The Board of Directors shall permit such member to be heard before taking such action upon the request of such member made in writing to the Board at least two (2) days prior to such action.

SECTION 4. Each current regular Member shall be entitled to one (1) vote on each matter submitted to a vote of the Members. A record of the names and addresses of the Members entitled to vote on each matter shall be kept at the registered or principal office of the Foundation located in Florida.

ARTICLE II

DIRECTORS AND OFFICERS

SECTION 1. The property and business of the Foundation shall be managed by a Board of Directors who shall be composed of

a minimum of three (3) Directors who are regular members in good standing in the Foundation and who shall be elected at the annual meeting of the members for that purpose. The exception is that Sandra McKenzie is appointed as Lifetime Director and may not be removed for any reason and is to be paid by the Foundation, once funded, an annual salary of at least twenty thousand dollars (\$20,000). As the Foundation grows, that figure may be increased.

SECTION 2. Any member of the Board of Directors may resign at any time by sending a written notice of such resignation to the Secretary of the Foundation. Such resignation shall take effect upon receipt thereof by the Secretary.

SECTION 3. In the event of a vacancy on the Board of Directors, including vacancies created by an increase in the number of members of the Board between annual meetings of the members, the Board shall fill such vacancy or vacancies by electing a member of the Foundation to serve the balance of the unexpired term by the affirmative vote of a majority of the remaining Directors, though less than a quorum.

SECTION 4. In addition to the powers granted by the laws of the State of Florida, the Certificate of Incorporation, and these By-Laws, the Board of Directors may exercise all such powers and do all such lawful acts and things as are not prohibited by statute, by the Certificate of Incorporation or by these By-Laws.

SECTION 5. The Officers of the Foundation shall elect a President, a Vice President, a Secretary and a Treasurer. These Officers shall be elected annually at the first Meeting of the Board of Directors held following the annual Meeting of the Members. Any of these Officers may succeed himself/herself.

SECTION 6. The Board may elect or appoint a general manager, one or more Assistant Secretaries, one or more Assistant Treasurers and such other Officers and Agents as it may deem necessary or appropriate, who shall hold office at the pleasure of the Board.

SECTION 7. In the event of the absence or inability of any officer to act, the Board of Directors may delegate the powers or duties of such officer to any other officer, director or person whom it may select. In the event of a vacancy in any such office, the Board of Directors shall elect or appoint someone to fill such vacancy and to serve the balance of the Officer's unexpired term.

ARTICLE III

NOMINATIONS, ELECTIONS AND VOTING

SECTION 1. The President, at least thirty (30) days prior to the date of each annual meeting of the Members, may, subject

to the approval of the Board of Directors, appoint a nominating committee of (3) persons who are members in good standing of the Foundation. Such Committee shall make nominations for members of the Board of Directors in writing and deliver such written nominations to the Secretary of the Foundation, which nominations may be included in the notice of the annual meeting. In addition to such nominations, nominations for members of the Board of Directors may be made at the annual meeting by any member. All such nominations shall be voted upon at the annual meeting of the members.

SECTION 2. Annually, at the first Meeting of the Board of Directors held following the annual meeting of the members of the Foundation, the Board shall elect such officers as may be provided by these By-Laws which officers, except for a general manager, shall be members in good standing of the Foundation.

SECTION 3. The Board of Directors, by resolution adopted by a majority of the Directors present at a Meeting of the Board at which a quorum is present, may designate and appoint such Committees other than the Executive Committee as it may from time to time deem necessary.

SECTION 4. In the absence of designation of powers and duties by the Board of Directors or these By-Laws, the Officers, Committees and Agents of the Foundation shall have such powers and duties as generally pertinent to their respective Offices.

SECTION 5. All voting at Meetings of the Members or of the Board of Directors shall be by voice vote in person or by telephone.

SECTION 6. Each Director shall be entitled to see (1) vote on each matter submitted to a vote of the Directors.

SECTION 7. Any Officer or employee of the Margaret Lefranc Art Foundation, charged with the duty of receiving, disbursing, handling or in any way connected with the funds of the Foundation shall fully account for all monies and securities which may fall under his or her control.

SECTION 8. The Foundation shall indemnify each Officer or Director or former Officer or Director, and his or her heirs and personal representatives, against expenses actually and reasonably incurred by him or her in connection with the defense of any action, suit or proceeding, civil or criminal, to which he or she may be made a party by reason of his or her being or having been such a director or officer of the Foundation, except in relation to matters as to which he or she shall be finally adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duties to the Foundation. In the event of a settlement, indemnification shall be provided only in connection with such matters covered by the settlement as to which the Foundation is advised by counsel that

the person being indemnified did not commit such a breach of duty. The foregoing right of indemnification shall not be exclusive of other rights to which he or she may be entitled.

ARTICLE IV

MEETINGS

SECTION 1. An annual meeting of the Regular members of the Foundation may be held within sixty (60) days before or after the end of the fiscal year, at such time and place as the Board of Directors may determine.

SECTION 2. Special meetings of the Members of the Foundation may be called by the President upon the approval of the Board of Directors, by the Board of Directors, or by one-twentieth (1/20th) of the Members entitled to vote at such meeting. Such meetings shall be held at such time and place as the Board of Directors may determine.

SECTION 3. Meetings of the Board of Directors may be called by the President in writing or by telephone.

SECTION 4. Any action required to or which may be taken at a meeting of the members of the Foundation may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all the members entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as a unanimous vote of the members.

SECTION 5. Notice of any meeting of the members of the Foundation shall be in writing or by telephone shall state the place, day and hour of the meeting and, in the case of a special meeting shall state the purpose(s) of the meeting.

SECTION 6. Notice of any meeting of the Board of Directors shall either be in writing, mailed by regular mail, to such Directors addresses at least five (5) days before such meeting, or by telephone or in person at least twenty-four (24) hours before such meeting.

SECTION 7. Any Director may waive in writing any notice required to be given to said Director under these By-Laws, whether before or after the time stated therein.

SECTION 8. Two thirds (2/3rds) of the members entitled to vote at any meeting of the members of the Foundation may constitute a quorum. Two thirds (2/3rds) but not less than two, of the number of Directors fixed by the By-Laws shall constitute a quorum for the conduct of meetings of the Board.

SECTION 9. All binding action of the members of the Foundation or of the Board of Directors, unless otherwise provided by these By-Laws or by law, shall be by a majority vote of the members entitled to vote thereon, or by a majority vote of the Directors, present in person or by telephone. Roberts Rules of Order shall determine all procedure of meeting unless the same shall be in conflict with the provisions of these By-Laws or suspended or modified by a majority vote of those present.

SECTION 10. All meetings of the members and of the board of Directors shall be open to any member of the Foundation in good standing.

ARTICLE V

FINANCES

SECTION 1. The fiscal year of the Foundation shall be June 30 - May 31 unless and until changed by appropriate resolution of the Board of Directors. *amended earlier*

SECTION 2. The monies of the Foundation shall be deposited in the name of the Foundation in such banks, trust companies or savings institutions, insured by an agency of the United States government, and shall be withdrawn only in the name of the Foundation by such person or persons, as the Board of Directors, by appropriate resolution, may direct. Notes and commercial paper, when authorized by the Board, shall be signed in the name of the Foundation by such agent or agents or officer or officers as shall be authorized by appropriate resolution of the Board of Directors.

SECTION 3. When conducting business in the name of the Foundation, appropriate efforts will be made to conduct that business with those entities who are supportive of the cause, purposes, or people who make up the Foundation.

SECTION 4. In the event of dissolution of the Foundation, any assets of the Foundation which are not used to pay or discharge any liabilities or obligations of the Foundation shall be transferred or conveyed to one or more non-profit domestic corporations, foundations or governmental agencies which are operated solely or primarily for purposes similar to those of this Foundation, and no part of such assets shall be distributed to any Director, Officer, or Member of this Foundation, or to any private individual.

ARTICLE VI

AMENDMENTS

SECTION 1. These By-Laws may be altered, amended, or repealed, and new By-Laws may be adopted, at any meeting of the Board of Directors or of the Members. In the case of such action at a meeting of the Board of Directors, a majority affirmative vote of the Directors in office shall be required. In the case of such action at a meeting of the members, a two-thirds (2/3rds) affirmative vote of the members present shall be required and notice of the proposed change shall be given to the members in advance of the meeting, in the manner provided in Section 5 of Article V, of these By-Laws.

THE ABOVE AND FOREGOING BY-LAWS WERE APPROVED AND ADOPTED BY THE BOARD OF DIRECTORS OF THIS FOUNDATION, AT A MEETING CALLED AND HELD ON 20th DAY OF DECEMBER, 1995.



SECRETARY

12/20/95
Date



MINUTES of the First Meeting of the Board of Directors which business was transacted, the first being the unanimous approval by vote of the following officers and directors:

President, Vice President: Margaret Lefranc Schoonover

Secretary and Lifetime Director: Sandra McKenzie

Treasurer: All of the above are appointed

Lefranc also asked and received a unanimous vote regarding the following:

- that officers shall by virtue of their office be members of the Board of Directors along with Thomas Wright of Matheson Avenue, Miami, FL.
- Should the President be unable to serve, then Sandra McKenzie will exercise Lefranc's office and duties with all the rights, privileges and powers as if she had been duly elected or appointed to the office. One and/or both also have the power to sign checks and one/or both shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.
- Should Sandra McKenzie be unable to serve, by separate agreement as of yet undisclosed to the affected parties, Roz Eisenberg will step in and exercise McKenzie's office and duties with all rights, privileges and powers as if she had been duly elected or appointed to the office. Names are provided to appoint as the new directors.

The Foundation was notified by J. Alan Cross, CPA that the Margaret Lefranc Art Foundation has obtained from the IRS an EIN

number effective 8/8/95.

Margaret Lefranc read a letter from Alan Cross dated December 4, 1995, that the foundation is exempt under Section 501(c) 3 of the IRS Code since it meets a de minimis exception. Application is pending for official recognition which is expected to come at any time.

Thomas Wright inquired regarding Lefranc granting to J. Alan Cross a Power of Attorney to work with the IRS in filing ongoing answers regarding the foundation and/or forms. Lefranc agrees when the situation arises.

Sandra McKenzie recapped exhibitions from 1990 to current date and what was planned for the future.

Margaret stated that her painting in the group exhibition, Independent Spirits: Western Women Painters, 1890 - 1945 in Los Angeles at the Gene Autrey Western Heritage Museum was delightfully received and that the catalog for the exhibition was selling well. Margaret also showed the picture which had been taken of her and Gene Autrey. She hoped one day to have a one-woman show at the beautiful museum.

She said that Cindy and Mark had flown in from New Jersey and Ramsey Fadiman who lived in Los Angeles had attended the Exhibition. Margaret said that she was bitterly disappointed that Ramsey didn't attend her panel discussion the following day since it was in his own home town. She said that no explanation could justify his absence. The show featured 179 women artists of which few women were still living. The show would be touring the United States and arrive in Santa Fe during the summer of 1996.

Thomas Wright offered to donate some of Audrey Corbin Wright's artwork to the Margaret Lefranc Art Foundation. Margaret offered to keep some of his wife's work in her studio until such time it could be inventoried for the Foundation. Thomas Wright said that he would accomplish that duty before the next Board of Directors meeting.

Everyone agreed to accept Audrey's work into the foundation and eventually move it to Santa Fe for safekeeping.

Margaret explained that her Foundation was formed in order to increase her name recognition via exhibitions, to donate her artworks for eventual distribution to art museums, to keep some of her works in the Foundation itself for traveling exhibitions, to publish a catalog of her art works along with other directives which would develop as the Foundation grew. The Foundation will also solicit donations of art from other artists or collectors.

Currently outside of Lefranc making donations from time to time to pay freight, shipping, Lefranc joked that her foundation is the only "foundation with no foundation"--meaning money. During this meeting she mentioned that she wanted to find a way to fund the Margaret Lefranc Art Foundation so that it may continue long after she is gone from this earth and that McKenzie would be able to be rewarded with a salary in return for her contributions and hard work long before a Foundation was ever formed.

All Board Members vote in unanimous agreement that a way must be found for Lefranc's wishes to be followed.

McKenzie mentioned that Margaret had been video taped in

Santa Fe by Kokopeli Productions, Christopher Wright. A documentary would be made from it to one day to accompany all traveling exhibitions.

Margaret mentioned that she was delighted with the publicity she'd received in Miami for talking French with her good friend Marjory Stoneman Douglas on Marjory's birthday. Margaret mentioned that she still had the portrait she'd painted of Marjory decades earlier.

After discussion all Directors of the Margaret Lefranc Art Foundation voted to adopt the following By-Laws.

There being no further business the meeting was adjourned on Motion.


Sandra McKenzie 12/20/95



MINUTES of the first membership meeting

of the Margaret Lefranc Art Foundation held at 3734 Matheson Avenue upstairs studio in the City of Miami, County of Dade, State of Florida, on the 20th day of December, 1995.

The meeting was called to order by Margaret Lefranc Schoonover, acting chairman of the organization who explained that the incorporators of this organization had met on the 20th day of December 1994 and had elected as temporary officers of this organization the following: Margaret Lefranc Schoonover was elected Acting President/Director and Sandra McKenzie was elected Acting Secretary/Director.

She then explained the purposes for which this meeting was called and asked the secretary to read the Certificate of Incorporation (Articles of Incorporation) of this organization as it had been filed in the Office of the Secretary of State of Florida on December 7, 1994, Document #N4000006007.

After the secretary had complied with the request a motion was duly made and carried that the secretary be directed to spread a copy of such certificates at length upon the minutes of this meeting and that a copy of the receipt issued by the Secretary of State's Office be affixed in the minutes of this meeting.

 12/20/95

Sandra McKenzie, Secretary

Minutes of the Board of Directors Meeting on 2024

of the Margaret Lefranc Art Foundation held in Hampton, Virginia, in person with Sandra McKenzie, President and Director along with Ann Robinson and Mary Miller, Directors.

The National Portrait Gallery, Smithsonian, Director, Kim Sajet, and Curator, Robyn Asleson, included *Margaret Lefranc, Self-Portrait, 1927*, in a traveling exhibition, *Brilliant Exiles: American Women in Paris, 1900 – 1939*. Everyone from the Margaret Lefranc Art Foundation attended the Exhibition Opening on April 26, 2024 which continues until February 23, 2025. It is accompanied by a major catalogue, published by the National Portrait Gallery and Yale University Press. Not only does it include *Margaret Lefranc, Self-Portrait, 1927*, but also Lefranc's biography and another oil painting on canvas, *Spring Duster, Mrs. Sandoval, Santa Fe, New Mexico, 1955*.

In 2025 the Exhibition will travel to the Speed Art Museum in Louisville, KY and finally the Georgia Museum of Art, Athens, Georgia.

There being no other business, the meeting was canceled.



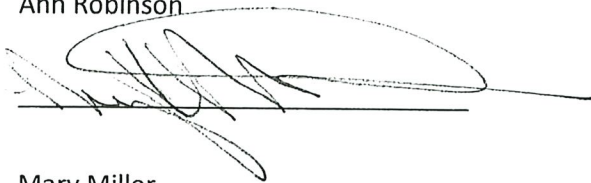
June 3, 2024

Sandra McKenzie



June 3, 2024

Ann Robinson



June 3, 2024

Mary Miller





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R-0074629

Iss. Receipt No.	R-0074629 (Issue No.)	Number	R-0074629
		Effective Date	4/30/2025
Amount	\$650.00	Amount Used	\$650.00
Amount Rejected		Amount Remaining	\$0.00
		Status	Paid

Payment Info

Receipt Paid By	Sandra McKenzie	Refunded In Full	☐
Payment Method	Check	Payment Gateway Transaction Number	
Check Number	1281	Cart	X-2025-04-30_09-00-00
Transaction Number			

Description

Comments

System Information

Created By	Molly Scoggin, 4/30/2025 9:00 AM	Last Modified By	Molly Scoggin, 4/30/2025 9:00 AM
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Action Items

Print Receipt (Permit)	Print Receipt (Complaint)	Print Receipt (Planning)
Print Receipt (Fire)	Print Receipt (License)	

Payments

PY-097270

Type	Allocation
Amount	\$650.00
Available Amount (Deprecated)	\$0.00
Used Amount (Deprecated)	\$650.00
Related To	UP25-00009
Created By	Molly Scoggin, 4/30/2025 9:00 AM

Fee Payment Allocations

0228598

Fee	0246466
Fee Amount	\$650.00
Amount	\$650.00
Fee Current Amount Outstanding	\$0.00
Created By	Molly Scoggin, 4/30/2025 9:00 AM

Receipt History