CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • MARCH 11, 2024

Commission/Board Meeting **CITY HALL** **7:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.1 : DRAFT minutes of February 12, 2024
2.12.24 HLC MINUTES_DRAFT.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing**: *COA2024-04* - 503 S. George St - deck replacement
1. Staff Report.pdf
2. Application.pdf
3. Pamphlet.pdf

4.2 : **Public Hearing**: *COA2024-05* - 115 W. Washington St - wall sign
REQUEST WITHDRAWN BY APPLICANT

4.3 : *Commission review*: Potential amendments to Design Standards. Topics include:

-Potential extension of the Historic Overlay

-Possible changes the Design Review Standards
-In-kind replacement requirements

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas-and-minutes/

Historic Landmarks Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/11/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT minutes of February 12, 2024

ATTACHMENTS:

- 2.12.24 HLC MINUTES_DRAFT.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES • FEBRUARY 12, 2024

Committee Meeting **CITY HALL** **7:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Present: Nick Zaglifa, Chair
Anthony Troxel
Amanda Updike
Diane Drake
Randy Hilton

James Newman, Zoning Administrator
Kimberly Crosson, Permit Technician – attended virtually

2. NEW BUSINESS

2.1 : COA 2024-01 - Chappell Law Office LC- Wall Sign

Staff gave presentation

Hilton joined meeting at 7:06 pm.

Motion to open public hearing

RESULT:	**Approved**
MOVER:	Updike
SECONDER:	Troxel
AYES:	Zaglifa, Troxel, Updike, Hilton

Applicant Leah Chappell was present

Motion to close public hearing

RESULT:	**Approved**
MOVER:	Troxel
SECONDER:	Hiton
AYES:	Zaglifa, Troxel, Updike, Hilton

Motion to approve COA 2024-01 - Chappell Law Office LC- Wall Sign

RESULT:	**Approved**
MOVER:	Updike
SECONDER:	Hilton
AYES:	Zaglifa, Troxel, Updike, Hilton

2:2: City Signage request

Staff Gave Presentation.

Drake joined meeting at 7:12 pm.

Members in favor of signage, and positive feedback was provided

Troxell: What the significance in reference to the location?

Staff: Believe there is a family connection to the area.

No action required.

2:3: COA 2024-02 - Cathy King - Wall Sign

Staff gave presentation

Motion to open public hearing

RESULT:	**Approved**
MOVER:	Hilton
SECONDER:	Drake
AYES:	Zaglifa, Troxel, Updike, Hilton, Drake

No Comment

Motion to close public hearing

RESULT:	**Approved**
MOVER:	Troxel
SECONDER:	Drake
AYES:	Zaglifa, Troxel, Updike, Hilton, Drake

Motion to approve COA 2024-02: Cathy King - Wall Sign

RESULT:	**Approved**
MOVER:	Troxel
SECONDER:	Drake
AYES:	Zaglifa, Troxel, Updike, Hilton, Drake

2:4: COA 2023-21 – La Gazelle Coffee / Mohamed Saleh - Projecting Sign

Staff gave presentation

Motion to open public hearing

RESULT:	**Approved**
MOVER:	Updike
SECONDER:	Hilton
AYES:	Zaglifa, Troxel, Updike, Hilton, Drake

No Comment

Motion to close public hearing

RESULT:	**Approved**
MOVER:	Hilton
SECONDER:	Drake
AYES:	Zaglifa, Troxel, Updike, Hilton, Drake

Motion to approve COA 2023-21 – La Gazelle Coffee / Mohamed Saleh - Projecting Sign

RESULT:	**Approved**
MOVER:	Updike
SECONDER:	Hilton
AYES:	Zaglifa, Troxel, Updike, Hilton, Drake

2:5: Approval of Minutes – Draft Minutes of January 8, 2024

Motion to approve subject to the following: Correct Updike's name.

RESULT:	**Approved**
MOVER:	Zaglifa
UNANIMOUS:	Zaglifa, Troxel, Updike, Hilton, Drake

2:5: COA 2022-14: Old Opera House - Projecting Sign

Staff gave presentation

Motion to open public hearing

RESULT:	**Approved**
MOVER:	Hilton
SECONDER:	Drake
AYES:	Zaglifa, Troxel, Updike, Hilton, Drake

Michael George, Resident: Fully in support of sign. The current lighting is dim and uninviting. Believes it will be welcoming and bring more people into the downtown area.

Kevin Tester, Resident: Fully supports and endorses sign. Believes it matches the historic character of the building and the City.

Tim Phillips, Resident: In support of the sign and believes the Community is in support of the sign.

Christina Smith, Resident: Believes the City is a hidden gem and thinks we should stop hiding our hidden gems, such as the Old Opera House. In full support of the sign and feels as though it is a community asset.

Patrick Wallace, President of Old Opera House & Steve Brewer, Manager of Old Opera House: Spoke about the overall project, the intended purpose of the sign, provided lighting details, believes the sign is something that will draw people in.

Rikki Twyford, Council Member: In favor and fully supports sign. Believes it will be a community asset as well.

Lea Chappell: In favor of the sign. Thinks that the existing signage makes it hard to locate the building. Feels the purposed signage existed that would have persuaded her to relocate to this area.

Motion to close public hearing

RESULT:	**Approved**
MOVER:	Drake
SECONDER:	Hilton
AYES:	Zaglifa, Troxel, Updike, Hilton, Drake

Zaglifa: Is there anything about this sign that meets the current design standards?

Staff: It is a unique sign for a unique use. It does not conform to our zoning ordinance requirements, it does not conform to some of our design review standard requirements, such as being unlit. In favor of sign subject to the conditions that are in place to ensure it is a safe sign.

Applicant: Explained details of lighting. The letters are not backlit. The letters are solid and each letter will have light projecting under the letter, not through the letter. Existing sign remains the same. In the past there have been similar signs at this location.

Motion to approve COA 2022-14: Old Opera House - Projecting Sign subject to staff recommendations

RESULT:	**Approved**
MOVER:	Hilton
SECONDER:	Drake
AYES:	Zaglifa, Troxel, Updike, Hilton, Drake

3. ADJOURNMENT

Motion to adjourn.

RESULT:	**Approved**
MOVER:	Updike
SECONDER:	Hilton
AYES:	Zaglifa, Troxel, Updike, Hilton, Drake

Adjourned at 7:54.

Historic Landmarks Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/11/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

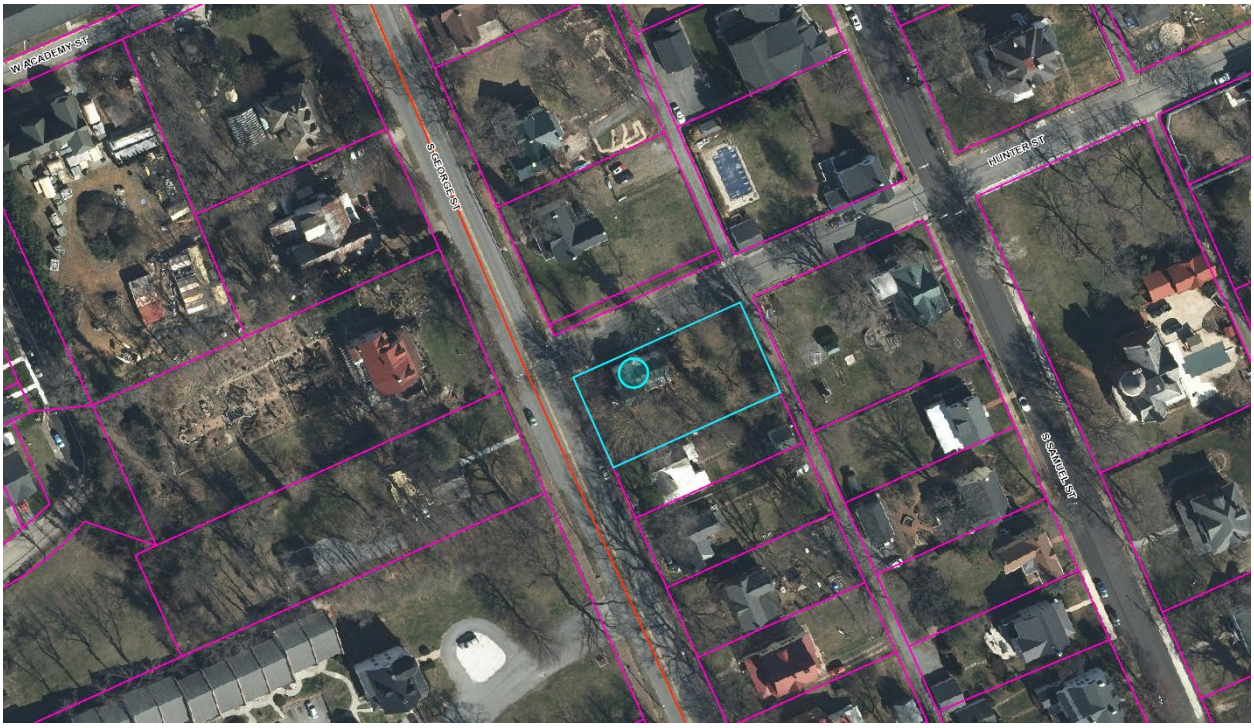
Public Hearing: *COA2024-04* - 503 S. George St - deck replacement

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Pamphlet.pdf

Public Hearing – Certificate of Appropriateness
COA-2024-04

Date: For the March 11, 2024 Historic Landmarks Commission meeting
Applicant: Russell Robertson
Property Owner: Joyce Lushbaugh
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a deck
Property Location: 503 S. George St.
Current Zoning: Old Town Residential (OTR) and Historic Overlay District (HOD)



<u>HISTORIC SURVEY BUILDING INFORMATION</u>: South Charles Town Historic District.
503 South George St. Circa 1880. Two and one-half story Colonial Revival house. Stucco exterior, stone foundation, standing seam metal roof. Ell-wing entry. Three bays, 2/1 double-hung sash. One **contributing** building.

PROPOSAL
A request for a Certificate of Appropriateness to replace a wooden deck.

STRUCTURE VIEW
Staff photograph taken February 26, 2024:



MATERIAL: 6 inch thick snap-together vinyl decking as a replacement for existing wooden deck.

Per the manufacturer:

"Gorilla® Wood Deck Board is our cellular deck board with traditional deck board spacing. This board can be installed like wood deck boards with hidden fastener options… A patented interlocking design, that, when properly installed, will channel water off at the ends of the deck to help prevent water from traveling between deck boards, keeping the area under the deck drier."
Source: http://homelandvinyl.com/products/deck/

SIZE: 8 ft. long x 14 ft. wide, total area is 112 sq. ft.

ORDINANCE REQUIREMENTS
None.

HISTORIC DISTRICT REQUIREMENTS
A COA is required for porches and/or decks when located on the front or side of the structure for corner lots. Review criteria:

1. **Porches should not obscure historical features on the façade.**
   -Criteria met. Replacement is of deck board only.

2. **Design of porches should be historically accurate to the architectural period of the building.**
   -Criteria met. No change to supporting pilasters, railings, steps.

3. **On structures where simplicity is part of the historical detail, porches should be considered only with great care and planning as to how the porch will affect the historical nature of the building. These porches should be very simplistic.**
   -Criteria met. Replacement of rotting wood with vinyl decking.

4. **Design, colors, and materials should coordinate with those used on the structure. Painted wood rather than natural or stained wood is recommended for porches or decks that can be seen from a public thoroughfare or are located on a primary façade or the two facades for corner lots.**
   -Criteria met. Vinyl to painted to be same color as wooden deck (blue-gray color).

5. **It is prohibited to enclose porches on primary or corner facing elevations.**
   -Criteria met. Deck not enclosed.

6. **Removal of historically appropriate porches is not permitted.**
   -Criteria met. Deck replacement, not removal.

STAFF RECOMMENDATION
Approval.

The Commission may approve, approve with conditions, table, or deny the request.

COA Application No._____

CERTIFICATE OF APPROPRIATENESS APPLICATION

ZONING ORDINANCE SECTION 1322.13, HISTORIC OVERLAY DISTRICT
AND
ARTICLE 141 OF THE CHARLES TOWN CODIFIED ORDINANCE
AND
DESIGN REVIEW STANDARDS

All proposed activity must be approved by the Historic Landmarks Commission (HLC) via issuance of a Certificate of Appropriateness (COA).

Many of the activities for which a COA is required also requires building permit, which is a separate process from obtaining a COA.

If applying for the Façade Improvement Program, the "Addendum – Façade Improvement Program" will be required in addition to this application.

1. DATE 2.1, 2024

2. APPLICANT'S NAME* Russell Robertson

Address: PO Box 218

Telephone Number: (361) 696-7460 Fax Number ( ) –

Email Address: russ@accohomeimprovements.com

Relationship to Owner: ___Lessee ✓Contractor ___Architect ___Consultant ___Other: (explain)_____

3. PROPERTY OWNER'S NAME Joyce Lushbaugh

Address: 503 S. George St.

Telephone Number: (304) 671-9254 Fax Number ( ) –

Email Address: –

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (List all parcels that apply)

Property Address: 503 S. George St

Tax Map # and Parcel(s): _____

Deed Book and Page #: _____

Zoning District: _____

5. DESCRIPTION OF FORMER USE(S) OF THE PROPERTY

Residence

6. DESCRIBE THE CURRENT OR PROPOSED USE OF THE SUBJECT PROPERTY

Residence

7. TYPE OF WORK:

A. ✓ Exterior alteration or repairs.

B. _____ New Construction: 1)____Primary Structure; 2)____Garage; 3)____New Addition; 4)____Other;

C. _____Demolition: 1)____Whole Structure; 2)____Part of Structure;

D. _____Relocation of Structure

8. EXTERIOR ALTERATION OR REPAIR

A. Check all that apply for which approval of the proposed activity is requested:

____Architectural feature (decorative ornamentation)	____Metal trim	____Iron fences
✓ Material changes (wood, brick, metal, etc.)	____Windows - replacement, removal, elimination or new opening	____New construction
____Roof – Change in shape/profile	____Shutters	____Additions or alterations
____Skylights or dormers	____Door and transoms	____Signs
____Masonry - cleaning, tuckpointing, removal of masonry or other changes to the masonry	____Cut stone steps	____Solar panels
____Removal of historic markings and paintings	____Security Features	____Mothballing
____Wood cornices and concealed box gutters	✓ Porch or deck	____Demolition
____Wood trim	____Awnings and canopies	

B. List and describe in detail all work to be done for each item checked. Include the following materials when appropriate:

1) Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.
2) If material changes are proposed, please provide a description of them. The architect's specifications or brochures may suffice; however, the Commission may request samples of new materials.

C. SIGNS:

1) See page 6 of this application for more information.
2) Signage activities are regulated under Article 1324 (Signs) and Section 1322.13 (Historic Overlay District) of the City of Charles Town's Zoning Ordinance and by extension the Design Review Standards. **All permitted sign sizes, location of placement and additional sign standards are regulated by Article 1324 and shall meet those standards.** The HLC role is to review the sign for appropriateness within the Historic Overlay District.

D. NEW CONSTRUCTION: Describe the nature of the proposed project. Include the following materials when appropriate:

1) Site plan with measured distances.
2) Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
3) Samples or other description of materials to be used.
4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

E. DEMOLITION OF STRUCTURE

1) Describe the structure's condition and reason for demolition.
2) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
3) Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

F. RELOCATION OF STRUCTURE

1) Explain what will be moved, why, and proposed changes.
2) If a building will be moved into a district from outside, include photographs.
3) Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

G. MOTHBALLING OF STRUCTURE

1) Describe how the structure will be secured from unwanted entry.
2) Describe measures to be taken to keep the weather and pest out.
3) If the property owner will not be in the state of West Virginia, designate a local contact.
4) If any door(s) or window(s) are to be boarded up, they must be painted to look like a door or window or decals that look like door and window must be adhered to the boards on the window or door.
5) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
6) Describe how the property will be maintained so as to not become a code violation, such yard maintenance.

DESCRIPTION OF THE PROPOSED ACTIVITY:

Remove existing wood porch floor + haul away. Replace with new 6" grey vinyl snap together Gorilla decking making porch floor maintenace free for customer

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have read the relevant provisions of the Charles Town Design Review Standards pertaining to this application, Section 1322.13, of the Zoning Ordinance and for a sign request, Article 1324 of the Zoning Ordinance.

Signature of Applicant

_____ Date 2-1-24

Signature of Property Owner(s) (If different than Applicant)

_____ Date 2-2-24

Please submit an original completed petition to the following:

Zoning Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

Signs – Additional Information

ESTIMATED COST OF SIGN(S) (Excluding Labor & Installation):

SIGN CONTRACTOR:

Contractor License #: WV & City of Charles Town:

TYPE OF SIGN

Type of Sign	Check One	Type of Sign	Check One
Free Standing		Suspended	
Building Mounted		Awning	
Window Lettering		Other (List)	

Where on the property or building will the sign(s) be located?

SIGN MATERIAL:

SIGN DIMENSIONS:

Height	Width	Depth

WILL SIGN(S) BE LIGHTED? If yes, list the type of lighting to be used:

PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage) Insurance Company:

PROVIDE AN ILLUSTRATION OR PHOTOGRAPH OF THE PROPOSED SIGN(S)

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

Fee: $_____ Paid: $_____ Check No._____

Receipt No._____

Zoning Administrator Approval:_____ Date:_____

Historic Landmarks Commission Approval:_____Date:_____

Comments:_____

_____

_____

_____

_____

_____

Proposal

ACCO Home Improvements, Inc.
8038-C Liberty Road
Frederick, Maryland 21701
(301) 662-7400

CONTRACTORS

ACCO Home Improvements, Inc.
P.O. Box 218
Boonsboro, Maryland 21713
(301) 733-1122

MD HIC#7585 PA #076454 WV #009684

PROPOSAL SUBMITTED TO	PHONE	DATE
Joy Lushbaugh	304-671-9254	September 7, 2023
STREET	**JOB NAME**	
~~221 South Church Street~~ 503 S George St.		
CITY, STATE AND ZIP CODE	**JOB LOCATION**	**JOB PHONE**
Charles Town, WV		

We hereby submit specifications and estimates for

Remove existing porch flooring and haul away. Install new 6" grey vinyl snap together Gorilla Decking.

Labor & Material $3,450.00

NOTE: Repair of any framing or posts on the front porch will be an additional charge at time and material.

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

Three thousand four hundred fifty dollars ($ 3,450.00).

Payment to be made as follows:
1/3 Deposit ($1,150.00) Final completion ($2,300.00)

Acceptance of Proposal

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. All agreements contingent upon strikes, accidents or delays beyond our control. If suit must be entered to collect any debt or charges, reasonable attorney's fees and court cost will be charged.

Owner Signature _____ Date _____

Owner Signature _____ Date _____

Authorized Signature _____ Date _____

After final billing – a finance charge of 1 1/2% per month (annual rate of 18%) will be charged on balances over 30 days.

NOTICE OF RIGHT TO CANCEL

You are entering into a transaction that may result in a lien on your home. You have a legal right under Federal law to cancel this transaction without cost within three (3) business days from the date of this transaction. By copy of this proposal, you have received notice of your right to cancel, which is dated the _____ day of _____, 20_____.

HOW TO CANCEL:
If you decide to cancel, you may do so by notifying us at the above address using any written statement signed and dated by you and stating your intention to cancel. Such notice must be mailed not later than midnight on the _____ day of _____, 20_____. Upon receipt of such notice by such date, any sums paid by you as a deposit will be refunded. IF NO NOTICE IS RECEIVED BY THE CANCELLATION DATE, THIS RIGHT WILL HAVE EXPIRED.

Gorilla Deck® G3 Is Engineered for Strength and Beauty



1. Interlocking planks help shed water and keep surface below dry
2. Low-maintenance surface that will never need painting
3. 1-1/4" planks for a wood-like appearance
4. Concealed fasteners for clean, safe surface
5. Interlocking design for added strength and easy installation
6. Insect resistant, moisture resistant and will not rot, crack or split
7. Extruded from highest quality PVC resins with ACCU-Shield®
8. 16', 20', 24' lengths for any size project

Installation is as easy as 1, 2, 3, 4


Lay Down Deck

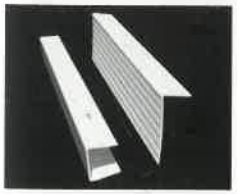

Screw to Joists

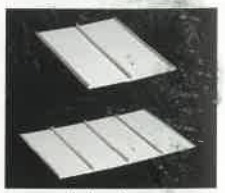

Finish with Trim


Gorilla Fascia System


Gorilla Tower Mount


Gorilla Fascia Adapter


Gorilla Finish & L-Trim


Modulus Inserts
4", 6", 8", 10", 12"


4 pc Gorilla Trim


Gorilla Fascia Splice


4 pc Gorilla Wrap


Gorilla Splice & Starter


Gorilla Fascia Corner

Available Colors:


Adobe White Tan Gray Mocha Walnut

(Colors may not be exactly as shown)
Note: Color options vary by item.
Call for available color options.

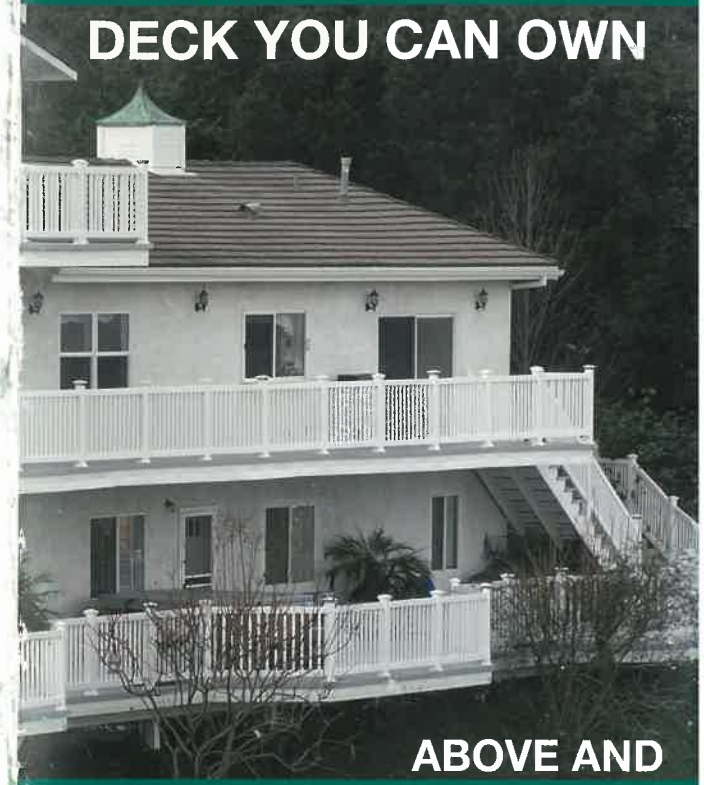
Toll Free: 800-999-6813
www.gorilladeck.com

ICC Compliant ESR-1657
2009 IBC and IRC

M1062 Rev B

Gorilla Deck® G3
Tough Enough to Take It!

THE MOST BEAUTIFUL DECK YOU CAN OWN



ABOVE AND BELOW THE SURFACE

HOMELAND® VINYL PRODUCTS, INC.

A DECK YOU CAN ENJOY RAIN OR SHINE

Gorilla Deck® G3 makes a beautiful addition to any home, offering an attractive, low-maintenance deck that would make y homeowner proud, but the beauty of a Gorilla Deck G3 isn't just what's on top. The beauty also extends below its face... thanks to Gorilla Deck G3's revolutionary water-shedding technology.

ke Having Two Decks in One

e heart of the Gorilla Deck G3 system is its tented (Patent No. 6,324,796) interlocking sign. This innovative system creates a water-edding surface that prevents water from veling below. Unlike other decking systems, rilla Deck G3 channels water to the sides of the ck, not through it. This unique water-shedding sign helps keep the space below the deck dry, en on rainy days. Whether the homeowner nts to use it for storage or an additional tertainment area, the space below Gorilla Deck is as useable as the space above it. It's like ving two decks in one. The Gorilla Deck G3 is t intended for roofing applications.



s Strong As It Is Beautiful

addition to helping keep the below-deck space y, Gorilla Deck G3's unique interlocking design so provides added strength. While traditional ck designs rely on the strength of each dividual plank, Gorilla Deck G3's interlocking sign reinforces the surface by locking all dividual components into a single unit. The sult is a deck that's so strong, it's tough enough tak

Going Green to an Extreme

Homeland Vinyl Products, Inc. is one of the largest producers of vinyl extrusions in the industry. We believe going green and great products can go hand in hand. While we engineer our profiles to maximize performance and value, we also keep in mind that we must do our part to help preserve the environment. That is why we capture our vinyl waste and recycle it into specific substrates, such as what is used in Gorilla Deck G3. We shield our Gorilla Deck G3 with our extreme finish, ACCU-Shield®. ACCU-Shield is an advanced acrylic PVC blend specifically designed to significantly reduce the damaging effects of the sun. This is particularly important in areas with ultraviolet exposure in hot, low humidity climates. ACCU-Shield could make it the perfect deck for any project in areas that experience these conditions, and if ACCU-Shield can stand up to those extremes, just imagine how it can protect your Gorilla Deck G3 in less challenging climates. Simply put, there is no better protection for vinyl decking under the sun than ACCU-Shield.

ACCU-Shield

"No better protection under the sun!"

Safer and Virtually Free of Maintenance

Deck boards used in a Gorilla Deck G3 are made from a proprietary blend of UV stabilized vinyl making them virtually maintenance free. In fact, they're remarkably easy to clean, since the joints can't trap leaves, pine needles or other debris. They're also safer since they can't splinter like wood... and concealed fasteners mean there are no exposed screws or nails. Furthermore, because vinyl transfers heat better than most materials, Gorilla Deck G3's stay cooler to the touch even on the hottest summer days.

Add a New Deck or Resurface an Old One

Gorilla Deck G3's low profile plank design (1-1/4") makes it ideal for retrofitting existing wood decks. Each plank measures six inches wide - similar to wood - and comes in lengths of 16, 20 and 24 feet. Its low profile and unique interlocking design make Gorilla Deck G3 one of the easiest and fastest decks on the market to install.

A Lifetime of Beauty Perfect for Any Style Home

Homeland's Gorilla Deck G3 will never rot, split, or decay, and is impervious to insects and moisture. Every Gorilla Deck G3 is covered by one of the toughest warranties in the industry - a lifetime, transferable limited warranty* - making it the right choice for any homeowner.



Historic Landmarks Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/11/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *COA2024-05* - 115 W. Washington St - wall sign
REQUEST WITHDRAWN BY APPLICANT

ATTACHMENTS:

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***Commission review*: Potential amendments to Design Standards. Topics include:**

-Potential extension of the Historic Overlay

-Possible changes the Design Review Standards
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ATTACHMENTS: