



**TOWN OF BOWLING GREEN  
ECONOMIC DEVELOPMENT AUTHORITY MEETING**

**A G E N D A**

**Monday, October 28, 2019  
6:30 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

**UNFINISHED BUSINESS:**

- [1.](#) Approval of July 12, 2019 Meeting Minutes
- [2.](#) Approval of July 22, 2019 Meeting Minutes
- [3.](#) Approval of July 30, 2019 Meeting Minutes

**NEW BUSINESS:**

- [4.](#) Approval of Williams Mullen Invoice - Bill No. 5000510 (10/12/19)
- [5.](#) Facade Improvement Request - 111 N. Main Street

**CLOSED SESSION:**

**RECONVENE:**

**ADJOURNMENT**

**TOWN OF BOWLING GREEN  
ECONOMIC DEVELOPMENT AUTHORITY  
MINUTES**

July 12, 2019

**CALL TO ORDER AND QUORUM ESTABLISHED:** Chairman, John Sieg called the meeting to order at 5:32 PM and noted that a quorum of the EDA board was present.

**MEMBERS PRESENT:** Chairman John Sieg, John Lane, Glenn McDearmon, Hardy Dunnington, David Storke and Jean Davis.

**MEMBERS ABSENT:** None

**CLOSED SESSION:**

David Storke moved and seconded by John Lane that in accordance with Section 2.2-3711(A)(3) of the Code of Virginia, the Board entered into closed session for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Motion passed unanimously.

The Bowling Green EDA Board Members voted unanimously to come out of closed session and reconvene with a motion by David Storke and seconded by Glenn McDearmon.

John Sieg read the following certification:

**Whereas**, the Bowling Green EDA has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**Whereas**, Section 2.2-3712 D. of the Code of Virginia requires a certification by the Bowling Green EDA members that such closed meeting was conducted in conformity with Virginia law;

**Now Be It Resolved**, that the Bowling Green EDA this the 12th day of July, 2019, hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Bowling Green EDA.

Each member then certified to the above.

There being no further business to come before the board, John Sieg adjourned the meeting at 6:17 p.m.

---

Respectfully submitted:  
Jo-Elsa Jordan, Events Coordinator

---

Approved:  
John Sieg, Chairman

**TOWN OF BOWLING GREEN  
ECONOMIC DEVELOPMENT AUTHORITY  
MINUTES**

July 22, 2019

**CALL TO ORDER AND QUORUM ESTABLISHED:** Chairman, John Sieg called the meeting to order at 6:34 PM and noted that a quorum of the EDA board was present.

**MEMBERS PRESENT:** Chairman John Sieg, John Lane, Glenn McDearmon, Hardy Dunnington and Jean Davis.

**MEMBERS ABSENT:** David Storke

**UNFINISHED BUSINESS:**

1. Approval of May 13, 2019 Minutes  
A motion was made by Glenn McDearmon with a second by John Lane to approve the May 13, 2019 minutes. The meeting minutes were approved by a unanimous vote by the board.
2. Approval of June 12, 2019 Minutes  
A motion was made by Hardy Dunnington with a second by Glenn McDearmon to approve the June 12, 2019 minutes. The meeting minutes were approved by a unanimous vote by the board.

**NEW BUSINESS:**

1. Approval of Williams Mullen Invoice #1084561 dated 5/22/19  
A motion was made by John Lane with a second by Glenn McDearmon to approve invoice #1084561. Remittance of payment was approved by a unanimous vote by the board.
2. Future Use Map – Appointment of two (2) board members to serve on the steering committee  
John Lane and Hardy Dunnington volunteered to represent the EDA when collaborating with the Planning Commission to create the Future Use Map.
3. Chairman John Sieg called a special meeting to be held on July 30, 2019 at 6:00 p.m. to discuss development of the Route 301 Commercial Corridor.

**CLOSED SESSION:**

Glenn McDearmon moved and seconded by John Lane that in accordance with Section 2.2-3711(A)(3) of the Code of Virginia, the Board entered into closed session for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Motion passed unanimously.

The Bowling Green EDA Board Members voted unanimously to come out of closed session and reconvene with a motion by Hardy Dunnington and seconded by Jean Davis.

John Sieg read the following certification:

**Whereas**, the Bowling Green EDA has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**Whereas**, Section 2.2-3712 D. of the Code of Virginia requires a certification by the Bowling Green EDA members that such closed meeting was conducted in conformity with Virginia law;

**Now Be It Resolved**, that the Bowling Green EDA this the 22nd day of July, 2019, hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Bowling Green EDA.

Each member then certified to the above.

There being no further business to come before the board, John Sieg adjourned the meeting at 7:20 p.m.

---

Respectfully submitted:  
Jo-Elsa Jordan, Events Coordinator

---

Approved:  
John Sieg, Chairman

**TOWN OF BOWLING GREEN  
ECONOMIC DEVELOPMENT AUTHORITY  
MINUTES**

July 30, 2019

**CALL TO ORDER AND QUORUM ESTABLISHED:** Chairman, John Sieg called the meeting to order at 6:00 PM and noted that a quorum of the EDA board was present.

**MEMBERS PRESENT:** Chairman John Sieg, John Lane, Glenn McDearmon, Hardy Dunnington, Donnie Cutlip, David Storke and Jean Davis.

**OTHERS PRESENT:** Jo-Elsa Jordan, Economic Development Coordinator

**MEMBERS ABSENT:** None

**CLOSED SESSION:**

Glenn McDearmon moved and seconded by Hardy Dunnington that in accordance with Section 2.2-3711(A)(3) of the Code of Virginia, the Board entered into closed session for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Motion passed unanimously.

The Bowling Green EDA Board Members voted unanimously to come out of closed session and reconvene with a motion by Hardy Dunnington and seconded by Glenn McDearmon.

John Sieg read the following certification:

**Whereas**, the Bowling Green EDA has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**Whereas**, Section 2.2-3712 D. of the Code of Virginia requires a certification by the Bowling Green EDA members that such closed meeting was conducted in conformity with Virginia law;

**Now Be It Resolved**, that the Bowling Green EDA this the 30th day of July, 2019, hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Bowling Green EDA.

Each member then certified to the above.

There being no further business to come before the board, John Sieg adjourned the meeting at 6:45 p.m.

---

Respectfully submitted:  
Jo-Elsa Jordan, Events Coordinator

---

Approved:  
John Sieg, Chairman

# WILLIAMS MULLEN

---

Town of Bowling Green Economic Development Authority  
Attn: John Sieg  
Chairman  
P. O. Box 468  
Bowling Green, VA 22427

October 12, 2019  
071063.0002  
A. Graham Jr.  
BILL NO. 5000510

Regarding: HOTEL DEVELOPMENT ISSUES

---

BILLING SUMMARY THROUGH September 30, 2019

Fees For Professional Services	\$1,620.00
CURRENT BILLING	\$1,620.00
<b>TOTAL BALANCE DUE</b>	<b>\$1,620.00</b>

---

To ensure proper credit, please return remittance page or refer to invoice number when payment is made.  
Invoices are payable upon receipt. Please make checks payable to Williams Mullen.

*If you have questions regarding this invoice, please contact  
Client Account Services at 844.848.6535*

PLEASE REMIT TO OUR DEPOSIT ACCOUNT  
WILLIAMS MULLEN  
P.O. BOX 800  
RICHMOND, VA 23218-0800

OR

PAYMENT MAY BE MADE BY WIRE  
SUNTRUST BANK  
ABA #: 061000104 / SWIFT: SNTRUS3A  
ACCOUNT #: 201145499

*Williams Mullen Clark & Dobbins, P.C. TIN 54-1246519*

# WILLIAMS MULLEN

---

Town of Bowling Green Economic Development Authority  
Attn: John Sieg  
Chairman  
P. O. Box 468  
Bowling Green, VA 22427

October 12, 2019  
071063.0002  
A. Graham Jr.  
BILL NO. 5000510

Regarding: HOTEL DEVELOPMENT ISSUES

---

**BILLING SUMMARY THROUGH September 30, 2019**

Fees For Professional Services	<u>\$1,620.00</u>
CURRENT BILLING	\$1,620.00
<b>TOTAL BALANCE DUE</b>	<b>\$1,620.00</b>

Attorney-Client Privilege

FOR PROFESSIONAL SERVICES RENDERED

**Itemized Services Bill**

<b>Date</b>	<b>Tkpr</b>	<b>Narrative</b>	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
06/18/19	ACG	Read email and attachments from John Sieg in order to respond to his questions.	0.70	600.00	\$420.00
06/19/19	ACG	Email with John Sieg about his outline of hotel development opportunity.	0.40	600.00	\$240.00
09/20/19	ACG	Reviewed package of documents and correspondence from Jo-Elsa Jordan; call to Jo-Elsa about request for letter to Mr. Moore; drafted letter and called Jo-Elsa to discuss; sent final letter.	1.60	600.00	\$960.00

**Total Fees: \$1,620.00**

**Timekeeper Recap**

<b>Timekeeper</b>	<b>Rate</b>	<b>Hours</b>	<b>Amount</b>
Alexander Graham Jr.	600.00	2.70	\$1,620.00
		<u>2.70</u>	<u>\$1,620.00</u>



**Town of Bowling Green  
Economic Development Authority  
Façade and Streetscape Improvement Program Grant Application**

Applicant Business Name: Chase Street Hops LLC

Business Location Address: 111 N MAIN St. Bowling Green

Applicant Name/Business Representative: Chase Street Hops LLC

Business Property Owner     Business Tenant

Applicant Contact/Mailing Address: PO Box 1395

Bowling Green VA. 22427

Applicant Daytime Phone Number: 540-907-0369

Applicant e-mail Address: chasestreebhops@gmail.com

If Tenant, Name/Address of Building Owner: \_\_\_\_\_

Owners Written Consent for Improvement Project is Attached

Type of Improvements Proposed:

Painting/Cleaning     Awnings     Doors/Windows/Shutters     Signage

Restoration of Masonry/Other Exterior Features of Building     Streetscape Improvements

Other

Describe the Improvement Project: Removing the previous store front  
install a new store front setting it back 4'. This will  
give an overhang of about 4'. See illustration for  
new store front look.

Attach supporting materials, including current pictures of the building to be improved and, as appropriate, drawings or plans that show the improvements proposed, paint color samples or other material samples or specifications, and any other materials that will give the EDA Board a comprehensive understanding of the improvement project.

Total Estimated Cost of Façade/Streetscape Improvement Project: \$ 5000<sup>00</sup>

A Cost Estimate from a Professional Contractor is Attached

A Schedule of Estimated Material Costs, if Separately Purchased, is Also Attached

The Economic Development Authority Board of Directors will provide a grant for 50% of the final documented actual cost, up to a maximum of \$2,500, after the completion of an approved façade/streetscape improvement project. Any variation from the project proposal without prior approval of the EDA Board may jeopardize the entire project's grant funding. Additional work beyond what is included in the project proposal will not be approved for grant funding without advance approval of the EDA Board.

Mat Gamie

Applicant Signature

10/3/19

Date

---

**For Official Use Only**

Date Received: \_\_\_\_\_

Zoning Administrator's Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Improvement Grant Approved

Improvement Grant Rejected

\_\_\_\_\_

Chairman, EDA Board of Directors

\_\_\_\_\_

Date

Additional EDA Board Comments/If Rejected, Reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Front Store View

Est Cost of Store Front  
Removals 5,000.00  
w.v. Dilwood

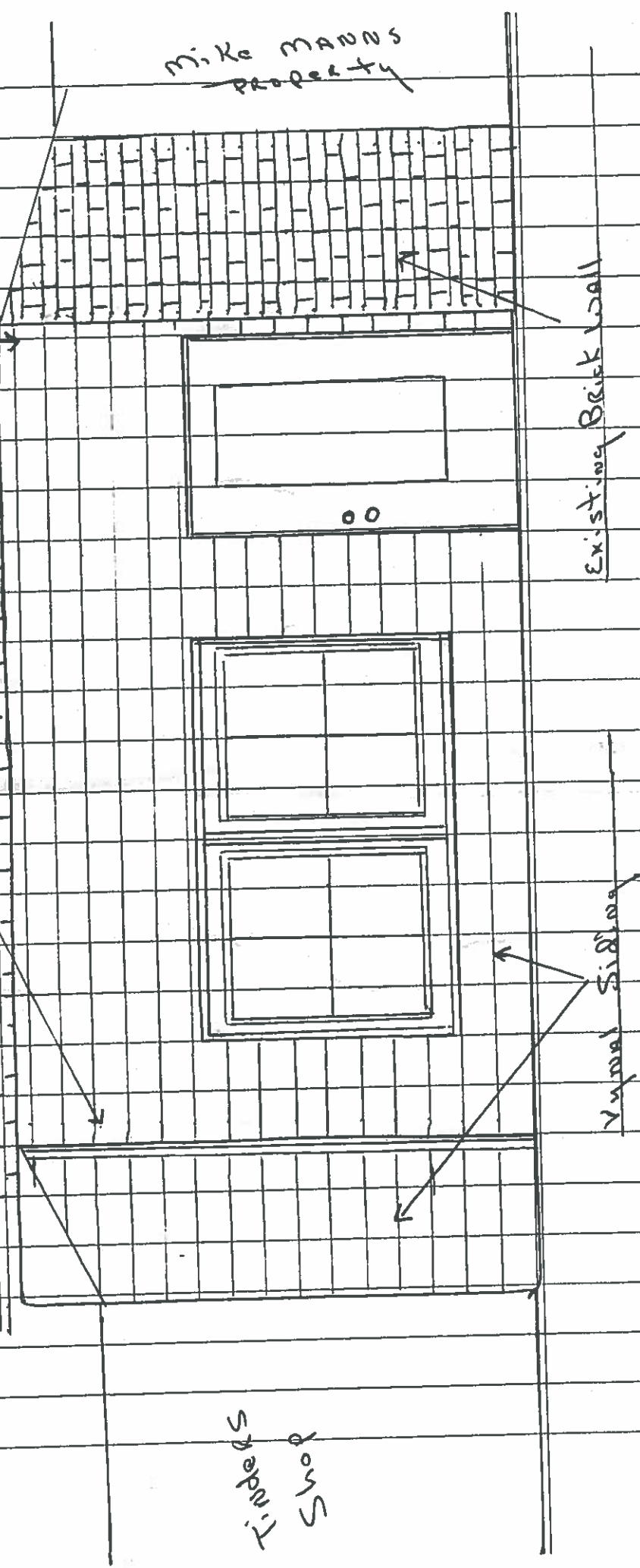
White vinyl soff. + (2) recess lights



Roof overhang Under View

Main wall inset approx 4'

MIKE MAHONS  
PROPERTY



Existing Brick Wall

Vertical Sillings

Timber Shop