

EXHIBIT NO. 1

7  
2-22-03

Docket Item # 11  
SPECIAL USE PERMIT #2002-0116

Planning Commission Meeting  
February 4, 2003

**ISSUE:** Consideration of a request for a special use permit for a reduction of off-street parking.

**APPLICANT:** My Father's House Christian Church  
by Louis G. Whiting

**LOCATION:** 728 North Patrick Street

**ZONE:** CSL/Commercial Service Low

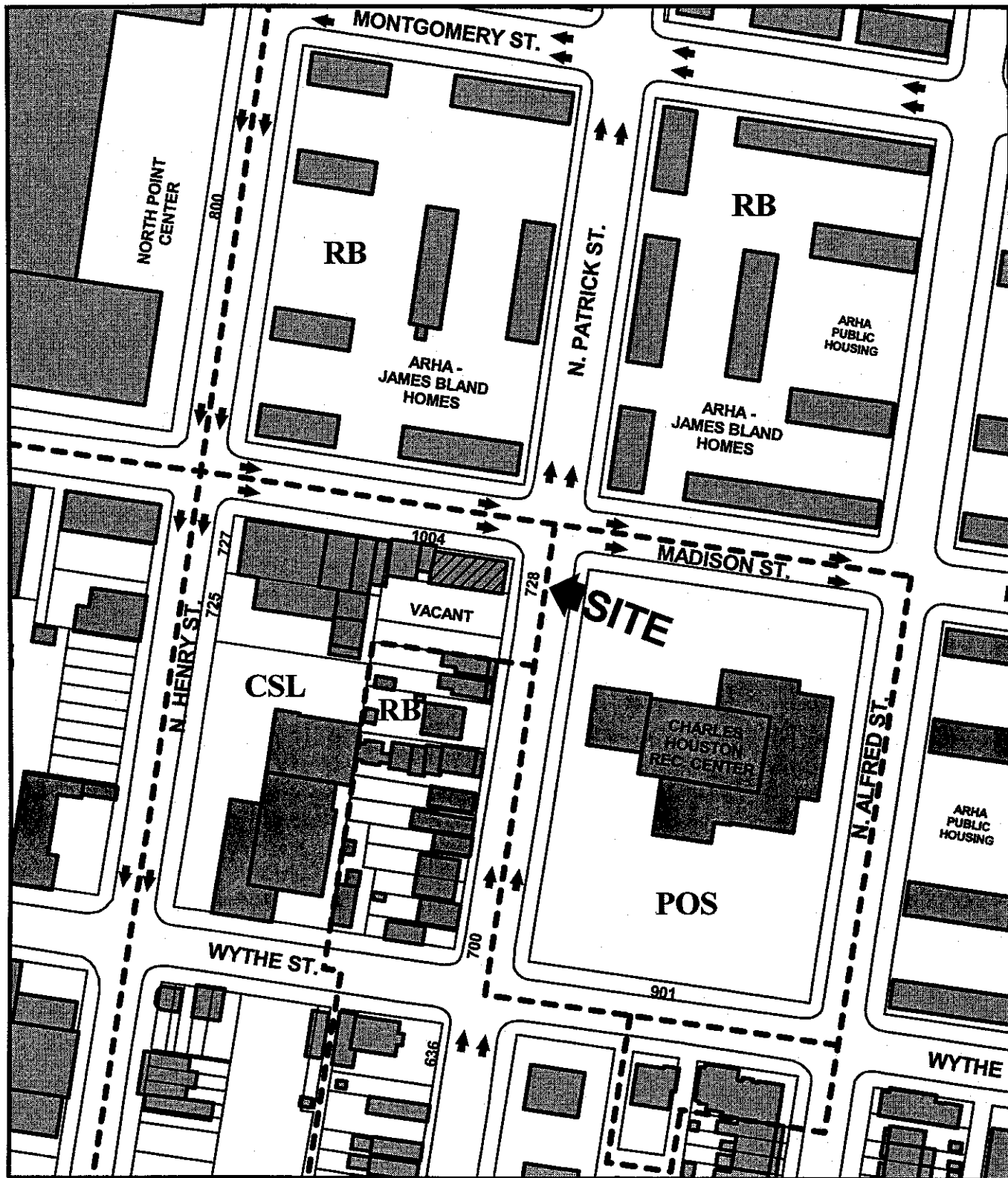
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**PLANNING COMMISSION ACTION, FEBRUARY 4, 2003:** On a motion by Mr. Gaines, seconded by Ms. Fossum, the Planning Commission voted to recommend approval of the request, subject to compliance with all applicable codes, ordinances and staff recommendation. The motion carried on a vote of 7 to 0.

Reason: The Planning Commission agreed with the staff analysis.

Speakers:

Lou Whiting, applicant, was present and did not have any comments regarding the application or staff report.



**SUP #2002-0116**

**02/04/03**



STAFF RECOMMENDATION:

Staff recommends **approval** subject to compliance with all applicable codes and ordinances and the following conditions:

1. The special use permit shall be granted to the applicant only or to any business or entity in which the applicant has a controlling interest. (P&Z)
2. The maximum number of church attendees on-site shall not exceed 80. (P&Z)
3. The hours of operation shall be limited to 8:00 a.m. to 6:00 p.m. on Saturdays and Sundays, and Wednesday evenings from 7:00 p.m. to 10:00 p.m. The Director of the Department of Planning and Zoning may administratively approve operation on an alternate weekday if the applicant can establish a parking arrangement sufficient to meet the need. (P&Z)
4. The use of loudspeakers outside the building shall be prohibited. No amplified sound shall be audible at the property line. (T&ES)
5. Lighting shall be shielded to prevent glare and excess spillover lighting in accordance with City Code. (T&ES)
6. The applicant shall trim the existing landscaping on-site and add shrubs along the Madison Street facade to the satisfaction of the Director of Planning and Zoning and the City Landscape Architect. The shrubs shall be evergreen, 18 to 24 inches tall at installation and placed 2 ½ to 3 feet apart on center. The applicant shall maintain the landscaping in good condition. (P&Z)
7. The applicant shall provide a six foot wide sidewalk along Madison Street to provide an adequate handicap pathway around obstructions and to the satisfaction of the Director of the Department of Transportation and Environmental Services. (T&ES)
8. Litter on the site and on the public right-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up on a regular basis to prevent an unsightly or unsanitary accumulation on each day that the church operates. (P&Z)
9. The applicant shall contact the Crime Prevention Unit of the Alexandria Police Department at 703-838-4520 regarding a security survey and robbery awareness program for the church. The security survey and robbery awareness program are to be completed prior to the church opening. (Police)

10. If either of its existing parking agreements with the Charles Houston Recreation Center and with the On-Site Sourcing terminate, the applicant shall notify the Director of the Department of Planning and Zoning, and discontinue any approved hours of operation, provide an alternative parking arrangement that is satisfactory to the Director of the Department of Planning and Zoning or seek a parking reduction. (P&Z)
11. The applicant shall conduct employee training sessions on an ongoing basis, including as part of any employee orientation process, to discuss all special use permit provisions and requirements. (P&Z)
12. The applicant shall require all church staff and parishioners who drive to the church to use off-street parking. (P&Z)
13. The Director of Planning and Zoning shall review the special use permit one year after approval and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions, (b) the director has received a request from any person to docket the permit for review as a result of a complaint that rises to the level of a violation, or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

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Staff Notes:

In accordance with section 11-506(c) of the zoning ordinance, construction or operation shall be commenced and diligently and substantially pursued within 18 months of the date of granting of a special use permit by City Council or the special use permit shall become void.

The subject property is located within the Parker-Gray Historic District. The one story, gable front, brick building at 728 North Patrick Street appears to have been constructed in the last quarter of the 20th century. Therefore, any exterior alteration visible from a public right-of-way must be reviewed by the Board of Architectural Review (BAR), pursuant to Section 10-203(A) of the zoning ordinance. An alteration may be associated with this project and which would require review by the BAR is the installation of exterior signage.

DISCUSSION:

1. The applicant, My Father's House Christian Church, represented by Mr. Louis G. Whiting, requests special use permit approval for a parking reduction for a new church located at 728 North Patrick Street.
2. The subject property is one lot of record with approximately 110 feet of frontage on Madison Street, 33 feet of frontage on North Patrick Street and a total lot area of 3,649 square feet. The site is developed with three buildings. The subject building faces North Patrick Street, and two other buildings, 1004 and 1006 Madison Street, face Madison Street. A separate special use permit application for a carry-out restaurant located at 1004 Madison Street is also under review in February 2003 (SUP #2002-0118).

Surrounding land uses include automobile repair and a retail market to the west, residential to the north and south, and the Charles Houston Recreation Center to the east. Two major corridors, North Patrick Street and North Henry Street, border the subject block to the east and west.

3. On April 2, 1974, City Council granted Special Use Permit #0957 for the operation of the Canal 8 Social Club. Prior to 1974, the building was used as a restaurant and a grocery store. The building is currently vacant.
4. There is a history of complaints for trash, debris and tall grass at the site.
5. The applicant proposes to operate a church, a permitted use, at 728 North Patrick Street.
6. The church will have forty members initially and no employees. The applicant expects the church to add members over time. The church anticipates that it will operate on Sundays from 11:00 a.m. to 1:00 p.m. for services, Saturdays mornings from 8:00 a.m. to 10:00 a.m. for church business meetings, and Wednesdays from 7:30 p.m. to 8:30 p.m. for other meetings. The full 40 members are expected on Sundays, about 10 people are expected on Saturdays for church business meetings and approximately 20 people are expected on Wednesday evenings. The church hopes to expand the operations of the church to accommodate any growth in membership.
7. The church will have musical equipment that members will use during worship services.
8. Trash will be stored inside the subject building, and will be picked up as needed. Because of the limited hours of operation and the nature of the use, the applicant does not expect to need more than two to three trash collections a month.

9. Section 8-200 of the zoning ordinance requires one parking space for each five seats in the principal auditorium of a church. The parking requirement for a church with 40 members is eight spaces. There is no on-site parking and the applicant requests approval for a parking reduction.

The Charles Houston Recreation Center, located at 901 Wythe Street, has agreed to let the church use its parking lot on Sunday mornings until 1:00 p.m. when the recreation center opens. The recreation center has 50 parking spaces and is located one block south of the church. The applicant also has a parking agreement with On-site Sourcing, located at 832 North Henry Street, for all day Saturdays and Sundays and Wednesdays after 7:00 p.m. This business operates 24 hours a day, seven days a week, but the majority of staff do not work weekends and leave work by 7:00 p.m., thereby freeing many of the site's 88 parking spaces for use by the church.

10. Zoning: The subject property is located in the CSL (Commercial Service Low) zone. Section 4-300 of the zoning ordinance permits a church in the CSL zone. Section 8-100 of the zoning ordinance allows a reduction of the off-street parking requirement with a special use permit. The subject property is also located within the Parker-Gray Historic District. Therefore, any exterior alteration visible from a public right-of-way must be reviewed by the Board of Architectural Review (BAR), pursuant to Section 10-203(A) of the zoning ordinance. An alteration that may be associated with this project and which would require review by the BAR is the installation of exterior signage.
11. Master Plan: The proposed use is consistent with the Braddock Road/Metro Station chapter of the Master Plan which designates the property for institutional and commercial uses.

STAFF ANALYSIS:

Staff supports the proposed church use at 728 North Patrick Street. The church is an existing institution that has operated for two years. It currently holds services at the Minnie Howard Middle School, located at 3801 Braddock Road, and is seeking a permanent location. The addition of the church to the intersection of North Patrick and Madison Streets will bring activity to a vacant building and the size of the use, 40 members at the outset, and the limited hours of operation are compatible in scale and activity to the surrounding low to medium density residential neighborhood.

### Parking

Staff also supports the applicant's request for a parking reduction. The church will have parking available at the nearby Charles Houston Recreation Center (901 Wythe Street) and at the On-Site Sourcing parking lot (832 North Henry) on Sundays when its parking demand is at its highest peak. The numbers of attendees on Saturdays and Wednesdays will be low and can also be accommodated by the existing parking agreements. Additionally, according to the applicant some of the attendees will come from the surrounding community or arrive by public transit. The Braddock Street Metro Station is located a few blocks to the west of the subject property.

Staff should also note that, if approved, the church will occupy 728 North Patrick Street at the same time that a proposed carry-out restaurant (SUP #2002-0118) will occupy 1004 Madison Street. Both sites are currently requesting a parking reduction. The restaurant requests a reduction of two required parking spaces. Staff does not anticipate significant impacts on the availability of parking from the addition of the church and restaurant. The restaurant is largely neighborhood serving and the church has parking agreements for off-site parking. Staff does also recommend the standard condition that requires employees and parishioners who drive to church to use off-street parking.

### Site Improvements

Staff does recommend that the applicant clean up existing litter and improve the site with landscaping and alterations to the sidewalk. Staff recommends that the applicant install shrubs along the Madison Street facade of the building and provide a six foot wide sidewalk along Madison Street in front of the proposed church. The sidewalk improvement requires that the applicant widen the existing four foot wide sidewalk by two feet. The landscaping will enhance the appearance of the subject site and the sidewalk work will increase pedestrian safety. These improvements are consistent with staff recommendations for the adjacent property, 1004 and 1006 Madison Street, and are consistent with City requirements for improvements on other blocks of Madison Street. Sidewalk and landscape improvements, though much larger in scope, were required at the North Point Center (north side of the 1100 block of Madison Street) and at Braddock Lofts (south side of the 1100 block of Madison Street). Madison Street is an important corridor for pedestrians traveling to and from the Braddock Metro Station.

### Membership and Hours of Operation

Staff also recommends that the number of members permitted on-site at one time be increased to double the number of existing members. The applicant has indicated that the church needs the flexibility to grow in the future. Staff supports providing that flexibility consistent with the existing parking arrangements and has indicated in Condition #2 that the maximum attendance can increase to 80. The applicant has sufficient off-site parking to meet the required sixteen spaces for 80 members and staff does not foresee any significant or negative impacts for permitting an attendance of 80 members. There is also a limit to the capacity of the building that Code Enforcement will

determine at the time the building is improved. For similar reasons, staff also recommends that the hours of operation be extended to provide the applicant some flexibility. Staff recommends allowing the church to operate from 8:00 a.m. to 6:00 p.m Saturday and Sundays, and from 7:00 p.m. to 10:00 p.m. on Wednesdays. Additionally, staff recommends that any change in the day chosen for the weekday evening meetings be handled administratively as long as the applicant can provide an adequate parking agreement for this change.

Staff lastly recommends a one year review requirement and the addition of an employee training condition. The employee training condition will help ensure that all church employees are familiar with the special use permit. With these and the existing conditions, staff recommends approval of the special use permit.

STAFF: Eileen P. Fogarty, Director, Department of Planning and Zoning;  
Barbara Ross, Deputy Director;  
Mary Hashemi, Urban Planner.



CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

Transportation & Environmental Services:

- F-1 T&ES believes the church activities will have a negligible impact on available on-street parking, and supports the applicant's request for a parking reduction.
- C-1 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line.
- R-1 Applicant shall provide a six foot wide sidewalk along Madison Street to provide adequate handicap pathway around obstructions and to the satisfaction of the Director of T&ES.

Code Enforcement:

- C-1 A fire prevention code permit is required for the proposed operation. An egress plan showing fixture location, aisles and exit doors shall be submitted for review with the permit application.
- C-2 Alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code(USBC).
- C-3 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-4 A certificate of occupancy shall be obtained prior to occupying this facility.
- C-5 Required exits, parking, and accessibility within the building for persons with disabilities must comply with USBC Chapter 11. Handicapped accessible bathrooms shall also be provided.
- C-6 When a change of use requires a greater degree of structural strength, fire protection, exit facilities or sanitary provisions, a construction permit is required (USBC).

- C-7 A rodent control plan shall be submitted to this office for review and approval prior to occupancy. This plan shall consist of the following:
- (a) Measures to be taken to control the placement of litter on-site and the trash storage and pickup schedule.
  - (b) How food stuffs will be stored on-site.
  - (c) Rodent baiting plan.

Health Department:

- F-1 No comments.

Police Department:

- R-1 The applicant is to contact Crime Prevention Unit of the Alexandria Police Department at 703-838-4520 regarding a security survey and robbery awareness program for the church. This is to be completed prior to the church opening.

Board of Architectural Review:

- F-1 The one story, gable front, brick building at 728 North Patrick Street appears to have been constructed in the last quarter of the 20th century and is located within the Parker-Gray District. Therefore, any exterior alteration visible from a public right-of-way must be reviewed by the Board of Architectural Review (BAR), pursuant to Section 10-203(A) of the Zoning Ordinance. An alteration may be associated with this project and which would require review by the BAR is the installation of exterior signage.

APPLICATION for SPECIAL USE PERMIT # 2002-0116

[must use black ink or type]

PROPERTY LOCATION: 728 N. Patrick Street Alexandria, Va. 22314

TAX MAP REFERENCE: 54.04 05 02 ZONE: CSL

APPLICANT Name: MY FATHER'S HOME CHRISTIAN CHURCH

Address: P.O. Box 1203 Alexandria, Va. 22313

PROPERTY OWNER Name: Grace Schonberger

Address: 1200 N. Gailard Street Alexandria, Va. 22304

PROPOSED USE: Church (Religious Services)

- SUP for parking with 300 feet of church -

**THE UNDERSIGNED** hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

**THE UNDERSIGNED**, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article XI, Section 11-301(B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

**THE UNDERSIGNED** hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Planning Commission or City Council in the course of public hearings on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Louis G. Whiting  
Print Name of Applicant or Agent

[Signature]  
Signature

P.O. Box 1203  
Mailing/Street Address

301-868-0065 301-868-0065  
Telephone # Fax #

Alexandria, Va. 22313  
City and State Zip Code

11-25-02  
Date

**DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY**

Application Received: \_\_\_\_\_ Date & Fee Paid: \_\_\_\_\_ \$ \_\_\_\_\_

ACTION - PLANNING COMMISSION: \_\_\_\_\_

ACTION - CITY COUNCIL: \_\_\_\_\_

All applicants must complete this form. Supplemental forms are required for child care facilities, restaurants, automobile oriented uses and freestanding signs requiring special use permit approval.

1. The applicant is (check one)  the Owner  Contract Purchaser  
 Lessee or  Other: \_\_\_\_\_ of the subject property.

State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership in which case identify each owner of more than ten percent.

MY FATHER'S HOUSE P.O. Box 1203 Alexandria, Va. 22313  
was created and ~~formed~~ founded by Louis G. Whiting  
Pastor of My Father's House.

If property owner or applicant is being represented by an authorized agent such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia? N/A

- Yes. Provide proof of current City business license  
 No. The agent shall obtain a business license prior to filing application, if required by the City Code.
2. Submit a floor plan and a plot plan with parking layout of the proposed use. One copy of the plan is required for plans that are 8½" x 14" or smaller. Twenty-four copies are required for larger plans or if the plans cannot be easily reproduced. The planning director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver. This requirement does not apply if a Site Plan Package is required.

\* SEE ATTACHMENT "A" FLOOR PLAN  
 \* SEE ATTACHMENT "B" OFF SITE PARKING  
 \* SEE ATTACHMENT "C" CONSTITUTION

### NARRATIVE DESCRIPTION

3. The applicant shall describe below the nature of the request in detail so that the Planning Commission and City Council can understand the nature of the operation and the use, including such items as the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, and whether the use will generate any noise. (Attach additional sheets if necessary)

The applicant proposes to operate a non-profit organization exclusively for religious purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1954 in the existing building located at 728 N. Patrick Street. (See attached Constitution). The organization will provide off-site parking within eighty (80) feet at the Charles Houston Recreation Center. The organization at this present time consists of forty (40) members and no employees. The hours of operation will be Sundays from 11am to 1pm and Wednesdays from 7:30 pm to 8:30pm. The proposed usage will generate noise (PA system) in which the organization will obey the noise ordinances of the City of Alexandria. The organization will apply for a noise permit for special events. The proposed site is currently zoned I-1 (Industrial and Commercial).

USE CHARACTERISTICS

4. The proposed special use permit request is for: (check one)

- a new use requiring a special use permit,
- a development special use permit,
- an expansion or change to an existing use without a special use permit,
- expansion or change to an existing use with a special use permit,

other. Please describe: off-site parking

5. Please describe the capacity of the proposed use:

A. How many patrons, clients, pupils and other such users do you expect? Specify time period (i.e., day, hour, or shift).

SUNDAYS 11am to 1pm w/ approximately forty members  
WEDNESDAYS 7:30pm to 8:30pm w/ approximately twenty

B. How many employees, staff and other personnel do you expect? Specify time period (i.e., day, hour, or shift).

N/A  
N/A

6. Please describe the proposed hours and days of operation of the proposed use:

Day:

Hours:

SUNDAYS (weekly)  
WEDNESDAYS (weekly)  
/  
/  
/

11am to 1pm  
7:30pm to 8:30pm  
/  
/  
/

7. Please describe any potential noise emanating from the proposed use:

A. Describe the noise levels anticipated from all mechanical equipment and patrons.

Sunday worship services will include the use of a PA system, keyboard, drums, singing and hand clapping.

B. How will the noise from patrons be controlled?

The organization will obey all applicable noise ordinances of the City of Alexandria.

8. Describe any potential odors emanating from the proposed use and plans to control them:

N/A

9. Please provide information regarding trash and litter generated by the use:

A. What type of trash and garbage will be generated by the use?

RECYCLABLE PAPER AND ALUMINUM CANS, CARDBOARD BOXES, ETC.

B. How much trash and garbage will be generated by the use?

approximately one (1) thirty-two (32) gallon trash bag per week.

C. How often will trash be collected?

two (2) or three (3) times a month

D. How will you prevent littering on the property, streets and nearby properties?

trash receptacles and recycle bins

10. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?

Yes.  No.

If yes, provide the name, monthly quantity, and specific disposal method below:

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Will any organic compounds, for example paint, ink, lacquer thinner, or cleaning or degreasing solvent, be handled, stored, or generated on the property?

Yes.  No.

If yes, provide the name, monthly quantity, and specific disposal method below:

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. What methods are proposed to ensure the safety of residents, employees and patrons?

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ALCOHOL SALES**

13. Will the proposed use include the sale of beer, wine, or mixed drinks?

Yes.  No.

If yes, describe alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales. Existing uses must describe their existing alcohol sales and/or service and identify any proposed changes in that aspect of the operation.

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**PARKING AND ACCESS REQUIREMENTS**

14. Please provide information regarding the availability of off-street parking:

A. How many parking spaces are required for the proposed use pursuant to section 8-200 (A) of the zoning ordinance?

approximately eight (8) parking spaces

B. How many parking spaces of each type are provided for the proposed use:

50 Standard spaces

N/A Compact spaces

N/A Handicapped accessible spaces.

N/A Other.

C. Where is required parking located?  on-site  off-site (check one)

If the required parking will be located off-site, where will it be located:

901 WYTHE STREET ALEXANDRIA, VA. 22314

Pursuant to section 8-200 (C) of the zoning ordinance, commercial and industrial uses may provide off-site parking within 500 feet of the proposed use, provided that the off-site parking is located on land zoned for commercial or industrial uses. All other uses must provide parking on-site, except that off-street parking may be provided within 300 feet of the use with a special use permit.

D. If a reduction in the required parking is requested, pursuant to section 8-100 (A) (4) or (5) of the zoning ordinance, complete the PARKING REDUCTION SUPPLEMENTAL APPLICATION.

15. Please provide information regarding loading and unloading facilities for the use:

A. How many loading spaces are required for the use, per section 8-200 (B) of the zoning ordinance? N/A

B. How many loading spaces are available for the use? N/A

C. Where are off-street loading facilities located? N/A

/  
/  
/

D. During what hours of the day do you expect loading/unloading operations to occur?

N/A / / /

E. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?

N/A / / /

16. Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?

NO STREET IMPROVEMENTS ARE NECESSARY. ACCESS TO THE SUBJECT PROPERTY FROM THE STREET IS ADEQUATE.

SITE CHARACTERISTICS

17. Will the proposed uses be located in an existing building?  Yes  No

Do you propose to construct an addition to the building?  Yes  No

How large will the addition be? N/A square feet.

18. What will the total area occupied by the proposed use be?

1500 sq. ft. (existing) + 0 sq. ft. (addition if any) = 1500 sq. ft. (total)

19. The proposed use is located in: (check one)

a stand alone building  a house located in a residential zone  a warehouse

a shopping center. Please provide name of the center: N/A

an office building. Please provide name of the building: N/A

other, please describe: N/A

**PARKING REDUCTION SUPPLEMENTAL APPLICATION**

Supplemental information to be completed by applicants requesting special use permit approval of a reduction in the required parking pursuant to section 8-100(A)(4) or (5).

1. Describe the requested parking reduction. (e.g. number of spaces, stacked parking, size, off-site location)

We're requesting a reduction of approximately eight (8) parking spaces.

2. Provide a statement of justification for the proposed parking reduction.

We have arranged for off-site parking within seventy-five (75) feet.

3. Why is it not feasible to provide the required parking?

The size of the property does not provide the required number of spaces for forty (40) members.

4. Will the proposed reduction reduce the number of available parking spaces below the number of existing parking spaces?  Yes.  No.

5. If the requested reduction is for more than five parking spaces, the applicant must submit a Parking Management Plan which identifies the location and number of parking spaces both on-site and off-site, the availability of on-street parking, any proposed methods of mitigating negative affects of the parking reduction. SEE ATTACHMENT "B"

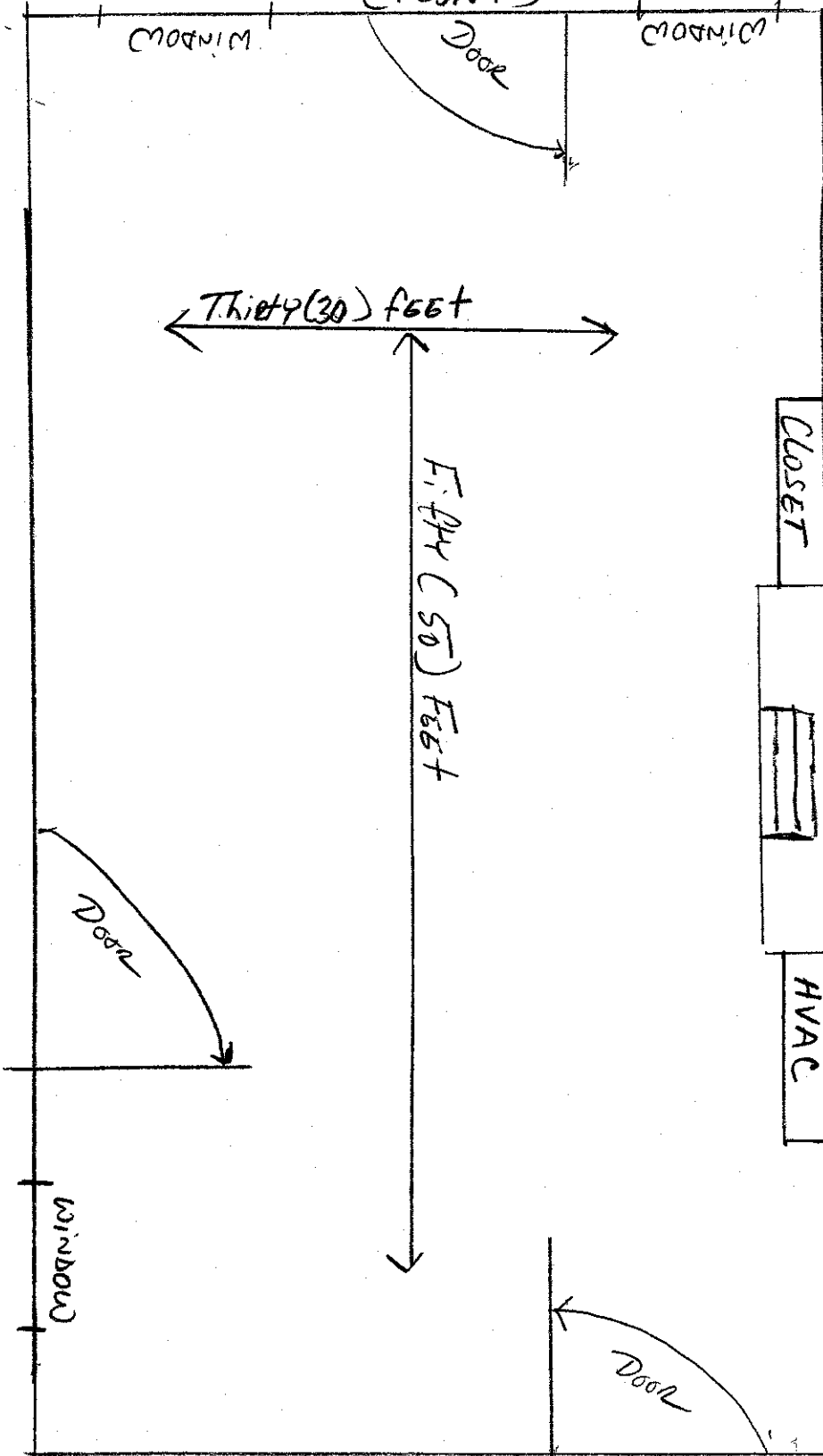
6. The applicant must also demonstrate that the reduction in parking will not have a negative impact on the surrounding neighborhood.

SEE PAGE # 8 OF SPECIAL USE APPLICATION.

NORTH PATRICK STREET

#728

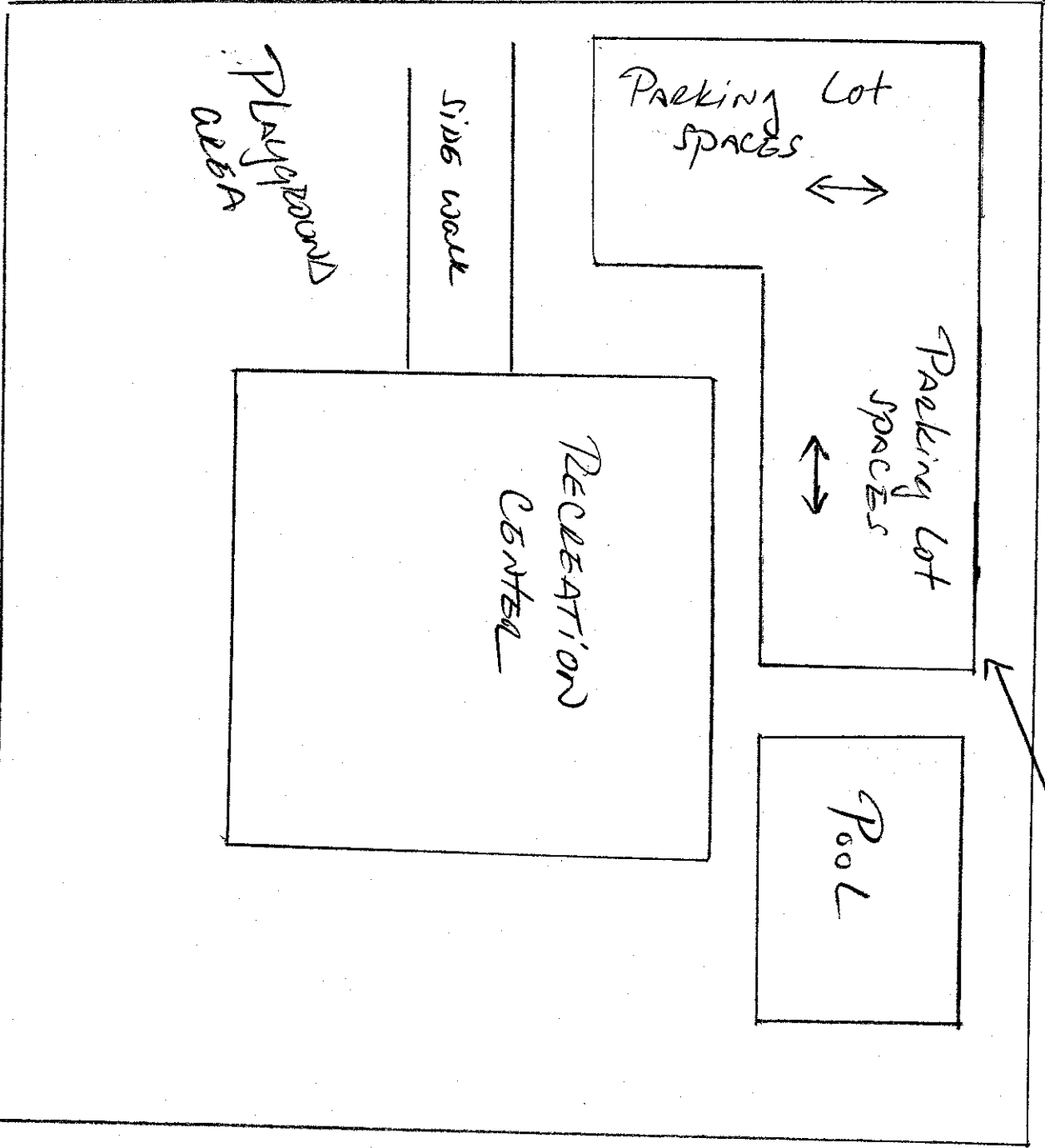
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MADISON STREET

LOCATION: SOUTHWEST CORNER OF N. PATRICK AND MADISON STREET

901 WYTHE STREET



ATTACHMENT B - OFF SITE PARKING

MADISON STREET

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 06 2001

MY FATHER'S HOUSE CHRISTIAN CHURCH  
C/O LOUIS G WHITING  
PO BOX 1203  
ALEXANDRIA, VA 22314

Employer Identification Number:  
54-2004566  
DLN:  
17053179017001  
Contact Person:  
MR CARL MEDLEY ID# 52406  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Form 990 Required:  
No  
Addendum Applies:  
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(i).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. This does not apply, however, if you make or have made a timely election under section 3121(w) of the Code to be exempt from such tax. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely

Letter 947 (DO/CG)

SUP #2002-0116  
728 N Patrick St

MY FATHER'S HOUSE CHRISTIAN CHURCH

on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free

Letter 947 (DO/CG)

MY FATHER'S HOUSE CHRISTIAN CHURCH

number shown above.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

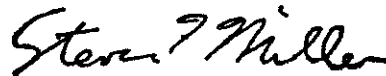
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Steven T. Miller  
Director, Exempt Organizations

Addendum



**Constitution  
Of  
My Father's House Christian Church**

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## Section One

## Purposes Of the Organization

My Father's House Christian Church (hereinafter "MFHCC") is a non-profit organization and operated exclusively for religious purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

In furtherance of this organization and operation, the purposes of the corporation are as follows:

- A. To ordain ministers of the Gospel of Jesus Christ;
- B. To organize and operate a radio broadcast and television ministry;
- C. To organize and operate tithing and almsgiving;
- D. To organize and operate Bible-study programs;
- E. To train ministers to preach and to teach the Gospel of Jesus Christ;
- F. To bring forth the gifts of the Spirit in the Body of Christ;
- G. To teach members and other parishioners how to pray, fast, and seek the will of the Lord;
- H. To train Holy Spirit-filled ministers how to conduct funerals and weddings;
- I. To perform other activities or services necessary or convenient to carry out such purposes, to the extent permitted by Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section Two
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Doctrinal Views
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1. Repentance
2. Salvation
3. Being Converted
4. Baptism of the Holy Spirit
5. The Word of God (Doctrines of Christ)
6. Tithes and offerings
7. Almsgiving
8. Prayer
9. Intercessory Prayer
10. Fasting
  
11. Fellowship of believers
  - Unity of the Faith
  - One mind and one accord
  - Praises unto God
  - Holding things in common
  - Water Baptism
  - Communion and breaking of bread
  - Love and endeavoring to keep the peace
  
12. The Holy Trinity
  - God, the Father
  - Jesus Christ, the Son of God
  - Holy Spirit, the Spirit of God
  
13. Resurrection of Christ
  - Resurrection of believers (Rapture)
  - Heaven - God's Kingdom
  - Hell - prepared for the devil and the ungodly
  - Angels - live in heaven before God as servants.
  - Devil and demons - fallen angels cast out of heaven.
  - New Heaven and Earth after destruction and God's judgment.
  
14. Gifts of the Spirit
  - Word of Wisdom
  - Word of Knowledge
  - Faith
  - Healing
  - Miracles
  - Prophecy
  - Discerning of-spirits
  - Different kinds of tongues (Foreign languages)
  - Interpretation of tongues

15. The unknown tongue (heavenly language unto God)

16. The five Ministry Gifts

- Apostles
- Prophets
- Evangelists
- Pastors
- Teachers

17. Fruit of the Spirit

- Love
- Joy
- Peace
- Longsuffering
- Kindness
- Goodness
- Faithfulness
- Gentleness
- Self-Control

18. Ministry Helps

- Administration
- Leadership

**Section Three**

**Organization Structure**

MFHCC is organized as a non-profit organization established as a local church to further the Gospel of Jesus Christ. MFHCC is organized as a local church to use personal, real, or mixed property, whether tangible or intangible, that is acquired in any manner by the church, pastor, or any church official. MFHCC holds title to all personal, real, and mixed property, whether tangible or intangible. All such property shall be held in trust for MFHCC and is subject to the provisions of this Constitution. The church shall indicate in all documents of ownership and title of all personal, real and mixed property, whether tangible or intangible, that the property is being held in trust for MFHCC. The absence of a trust clause-as referred to in this Constitution shall not preclude any pastor, or other church official, from its responsibilities to MFHCC.

**Section Four**

**Responsibilities of MFHCC**

MFHCC, a church organized and operated exclusively for religious purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

In furtherance of its mission, MFHCC shall be responsible for the following:

1. The acquisition by purchase or lease of property that shall be utilized as houses of worship;
2. The acquisition by purchase or lease of property that shall be utilized for parsonages or housing purposes;
3. The acquisition by purchase or lease of property that shall be used for purposes consistent with the organizational purposes; and,
4. The complete administration for the church so that the church can devote full time and attention to meeting the spiritual needs of its members.

**Section Five**

**Responsibilities of the Church**

The local church shall be responsible for the following duties:

1. Preaching the unadulterated Word of God as defined by the Holy Bible;
2. Ministering to the spiritual and counseling needs of local worshipers;
3. Remitting all tithes, offerings or other financial gifts to MFHCC;

The church shall devote its full time and attention to meeting the spiritual needs of its members.

**Section Six**

**Acquisition Of the Church Real/Personal Property**

The Board of Directors, duly elected pursuant to the articles and by-laws of the MFHCC, may take step to purchase, mortgage, sell, transfer, or convey real or personal property, provided, that such transfer has been duly approved by a two-thirds (2/3) majority vote of members of the Board of Directors.

Officers of the church are prohibited from mortgaging, selling, transferring or conveying any property whether personal, real, or mixed, tangible or intangible unless agreed upon by the Board of Directors.

**Section Seven**

**Mortgaging Church Property**

The Board of Directors of MFHCC shall have the power to mortgage, or encumber the property of the church provided such action has been duly authorized a two-thirds (2/3) vote of the members of the Board of Directors of MFHCC.

**ARTICLES OF ORGANIZATION  
OF  
MY FATHER'S HOUSE CHRISTIAN CHURCH  
A NON-PROFIT ORGANIZATION UNDER TITLE 5**

We, the undersigned, of whom are citizens of the United States desire to form a Non-Profit Religious Organization under such laws as are applicable within the state of Virginia. Natural persons of the age of eighteen (18) years or more, do hereby form a Religious Organization under the general laws of the State of Virginia.

FIRST: The name of the organization is My Father's House Christian Church.

SECOND: The period of duration is perpetual.

THIRD: The organization is organized and operated exclusively for religious, charitable, and educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States internal revenue law). In furtherance of this organization and operation, the purposes of the organization are as follows:

(a) To establish a church for the preaching, teaching, and spreading of the Gospel of Jesus Christ;

(b) To have and exercise all powers granted to non - profit organizations under the general laws of the State of Virginia to the extent permitted by Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States internal revenue law); and

(c) To perform any other activities or services necessary or convenient to carry out such purposes, to the extent permitted by Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States internal revenue law).

FOURTH: The affairs of this organization shall be managed by its Board of Directors. The manner of the election or appointment of the directors of the organization shall be provided in the by-laws. The number of the directors shall be fixed in the by-laws, except that there shall not be less than three (3) in number.

FIFTH: The organization shall serve as a nonprofit organization and, in furtherance of the purposes hereinabove set out, shall have the power to solicit, accept, and receive funds from any person, organization, or other entity, including but not limited to other religious, charitable or educational organizations, profit-making corporations, and individuals.



Consistent with the objectives and purposes set forth hereinabove, the organization may exercise all powers available to organizations under the general laws of Virginia, subject to the restrictions, if any, contained in these Articles of Organization and the organization's by-laws, including full power and authority to take and hold by bequest, devise, gift, grant, purchase, lease, or otherwise any property, real, personal, tangible or intangible, or any undivided interest therein, without limitation as to amount or value; to sell, convey, or otherwise dispose of any such property and to invest, reinvest, or deal with the principal or income thereof in such manner as, in the judgment of the directors, will best promote the purposes of the organization, provided that no part of the net earnings of the organization shall inure to the benefit of any director or officer of the organization, or to any individual (except that reasonable compensation may be paid for services rendered to or for the organization in effecting one or more of its purposes), and no director or officer of the organization, or any individual shall be entitled to share in the distribution of any organization assets upon dissolution of the organization.

The organization shall have no power to declare dividends.

No substantial part of the activities of the organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the organization shall not in any manner participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these Articles of Organization, the organization shall exercise only such powers and shall conduct or carry on only such activities as are consistent with the exempt status of organizations described in Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States internal revenue law) and the regulations thereunder (as they now exist or as they may hereafter be amended), contributions to which are deductible for federal income tax purposes.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose.

SIXTH: The address, including street number and zip code, of the corporation's initial registered office is 1005 Wythe Street, Alexandria, VA 22314, and the name of the initial registered agent at such address is Ethel V. Stubblefield.

SEVENTH: The number of directors constituting the initial board of directors is four (4), and the names and addresses of the persons who are to serve as the initial directors until the first annual meeting or until successors have been elected and qualified are:

1. Victoria Gross  
3217 Kingsway Road  
Fort Washington, Md. 20744
2. Louis G. Whiting  
5552 E. Boniwood Turn  
Clinton, MD 20735
3. Sheila S. Whiting  
5552 E. Boniwood Turn  
Clinton, MD 20735
4. Darron Witten  
10556 Catalina Place  
White Plains, Md. 20695

IN WITNESS HEREOF, the organizers/founders hereof have signed these  
Articles of Organization on this \_\_\_\_\_ day of \_\_\_\_\_, 2001.

\_\_\_\_\_  
Louis G. Whiting

\_\_\_\_\_  
Sheila S. Whiting

***By-laws***

***of***

***My Father's House Christian Christian  
Church***

***P.O. Box 1203  
Alexandria, Virginia 22313***

**ARTICLE I****NAME**

The name of the organization (hereafter "the Organization") is My Father's House Christian Church.

**ARTICLE II****LOCATION OF OFFICES**

The principal office of My Father's House Christian Church shall be in the State of Virginia. The Organization may have such other offices either within or outside of the State of Virginia as the Board of Directors may from time-to-time determine.

**ARTICLE III****PURPOSES**

The purposes for which the Organization is organized are:

Said, Organization is organized and operated exclusively for religious purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue law). In furtherance of this organization and operation, the purposes of the organization are as follows:

(a) Through the preaching and teaching of the Gospel of Jesus Christ and providing a place of refuge and fellowship, we will establish a people through the power of God's Spirit rooted in these three things: Faith, Hope and Love, occupying and advancing the Kingdom of God until He comes.

(b) To establish and maintain a house of worship for the one true Almighty God, our Father, and to exalt the Lord Jesus Christ, His only begotten Son, and to honor, at all times, the Holy Spirit.

(C) To encourage members to serve and love one another in Christ; becoming a multi cultural family of believers called to help one another experience on-going growth in our personal relationship with Jesus Christ and come to "know God for themselves" while growing as

a body of believers into the image of Christ.

(d) To establish intercessory prayer groups and to pray for all people, local and national leaders, governments and all that are in authority.

(e) To perform the sacraments of the church, including baptizing believers in water by immersion, celebrating the Lord's Supper and performing other ministries, which include, but are not limited to: anointing the sick with oil, conducting weddings and funerals, and dedicating infants.

(f) To strengthen family relationships, so that the home life of each member is healthy and fruitful according to Biblical standards.

(g) To support and encourage communication and extension of the Christian life and witness by sound and comprehensive preaching, teaching and application of Biblical principles to all people, both within My Father's House Christian Church and elsewhere, not only by conventional processes, but also by all means which will effect such communication, extension, teaching and preaching. This should include methods of communication developed by modern technology. These purposes should also include to sponsor, participate in, conduct or engage in radio broadcasting, television broadcasting, the printing or reproduction and publication and sale of recordings, books, and other materials, to hold and conduct seminars, workshops, and meetings by either resident or traveling speakers; to receive offerings for such purposes provided, however, that none of the foregoing shall be done for private profit; and to grant aide and pay compensation to persons, firms, and corporations for services actually rendered for such purposes.

(h) To involve every willing participant of My Father's House Christian Church in the ministry of saving souls, making disciples, and stamping out biblical and spiritual ignorance in the body of Christ including fellowship and activities of service in the ministry of the Holy Spirit to the Body of Christ.

(i) To recognize the various gifted ministers and ministries called by God to enable believers to fulfill their respective functions as members of the Body of Christ to unity for the perfecting of the saints, the work of ministry, the edifying of the body of Christ till we all come to maturity and completion.

(j) To set forth and license ministers, as they may be called, and ordain as ministers, elders, deacons, and lay persons as they may qualify; to send forth and maintain ministries, missionaries or other workers for the establishment and up-building of churches, or institutions, and to assist in the establishment and maintenance of other churches and institutions either domestic or foreign.

(k) To have and exercise all powers, necessary or convenient, to effect and to accomplish any or all of the Religious charitable purposes for which the Organization is

established.

(I) To participate in any and all other activities permitted under the DC, Delmarva, Non-Profit Act.

The foregoing enumeration of specific purposes and powers shall, except as specifically restricted herein, be in nowise limited or restricted by reference to, or inference from, the terms of provision of this or any other Article of these Bylaws.

## ARTICLE IV

### BOARD OF DIRECTORS

#### A. Composition and Tenure of Service

The Organization shall be governed by a self-perpetuating Board of not less than seven (7) Directors. Six (6) of those Directors shall be entitled to vote, and one (1) Director shall serve as an ex-officio, non-voting Director. The term of office for the ex-officio, non-voting Director shall be one year. The term of the office for each voting Director shall be as follows:

(a) Two (2) Directors shall be elected for terms of three (3) years

(b) One (1) Directors shall be elected for a term of two (2) years

(c) One (1) Directors shall be elected for a term of one (1) year

(d) Two (2) Directors, the President (Pastor) and the Co-Pastor / Vice-President shall serve perpetually.

Each Director shall hold office for the term for which he/she is elected and until his/her successor shall have been elected and qualified. A Director whose term of office is expiring may vote with other Directors in the election of his/her successor which may succeed himself/herself.

#### B. Election

Section (1) The Officers of the Organization shall be elected from any of their members annually by an affirmative vote of a majority of the members of the Board of Directors and shall consist of a President, Secretary, and Treasurer; which may include one or more vice-Presidents and such other officers and assistant officers as may be deemed necessary. Any two offices may be held by the same person, except the office of President and Secretary.

### C. Director Resignation, Removal and Vacancies

Section (1) A Director(s) shall be dismissed during their tenure of service if they voluntarily resign from the Board or

Section (2) If the Directors unanimously determines removal at any special meeting duly called and held for such purpose: (a) that a Director does not faithfully and or satisfactorily perform their Board responsibilities; or (b) that a Director is out of harmony with the Church teaching, ministries and or spiritual leadership of the Board or (c) Scripturally disqualifies themselves.

Section (3) Any vacancy occurring on the Board of Directors may be filled by the affirmative vote of a majority of the members of the Board of Directors, though less than a quorum of the Board.

A Director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

### D. Quorum

Five (5) voting Directors shall constitute a quorum for the transaction of business. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. If a quorum shall not be present at any meeting of the Board of Directors, the Directors present thereat may adjourn the meeting from time-to-time, without notice other than announcement at the meeting, until a quorum shall be present.

### E. Replacement of the President (Pastor)

The President shall not be removed as Pastor, or as President of the Board of Directors, except with respect to any of the following circumstances and shall require a determination of unanimous consent from all the members of the Board of Directors then serving:

(1) In the event that the untimely demise of the President occurs and the successor has not yet been named as provided for in accordance with Article IV, part L thereof; or

(2) The physical incapacity or mental incompetence to a degree that substantially hinders the performance of the corporate duties of the Pastor, and said incapacity or incompetence having been proven and determined to exist by a court of law; or

(3) Good and sufficient cause of Scriptural grounds to remove the Pastor. Proven instances, such as sexual immorality, embezzlement or unlawful activities, occult practices, and apostasy are just cases.

#### **F. Place of Meetings**

Meetings of the Board of Directors, regular or special, may be held within or outside the State of Virginia upon not less than forty-eight hours notice to each Director, either personally or by mail, telephone, fax, or telegram. Neither the business to be transacted nor the purpose of, any regular or special meeting of the Board need be specified in the notice.

#### **G. Regular and Special Meetings**

The Board of Directors shall meet on a bi-annual basis for the overall purpose of assessing the direction of My Father's House Christian Church, and that Pastoral Staff shall meet on a monthly or weekly basis and more often as deemed necessary and shall make interim decision and recommendation as should seem necessary for the day-to-day operation of the ministry. Special meetings of the Board of Directors may be called by the President or by written request of the majority of the Directors.

#### **H. Participation in Meetings by Conference Telephone**

Members of the Board of Directors may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such meeting are able to hear one another, and such participation shall constitute presence in person at the meeting.

#### **I. Waiver of Notice**

Notice of a meeting need not be given to any Director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or a Director's attendance at any meeting shall constitute waiver of notice of such meeting. All such waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meetings. The waiver of notice or consent need not specify the purpose of the meeting.

#### **J. Action without meeting**

Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if all members of the Board of Directors shall individually or collectively consent verbally to such action. Such consent or consents shall have the same effect as a unanimous vote of the Board of Directors and shall be filed with the minutes or made a part of the



minutes of proceedings of the Board.

#### K. Officers

On behalf of the Board of Directors, the business affairs of the Organization shall be administered by its officers which shall be President, Vice President, Secretary and Treasurer, all of whom shall be members of the Board of Directors.

Section (1) The President Pastor, shall be the President of the Organization, by virtue of his Headship Office, and shall perpetually serve as the Chief Executive Officer of the Organization. He shall have general and active management of the financial affairs and property of the Organization and shall see that all orders and resolutions of the Board of Directors are carried into effect. The President shall preside at meetings of the Board of Directors.

Section (2) The Vice President The Vice President, if any are elected in accordance with Section 6.01 shall respectively have such power and perform such duties as may be assigned by the President. In the absence or disability of the President, the Vice President, in the order determined by the Board of Directors, shall perform the duties and exercise the powers of the President.

Section (3) The Secretary The Secretary shall keep the minutes of all meetings of the Board of Directors. He/She shall give, or cause to be given, such notice of all meetings of the Board of Directors as may be required by the bylaws and shall perform such duties as shall be assigned to him/her by the Board of Directors or by the President.

Section (4) The Treasurer The Treasurer shall have the custody of funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Organization and shall deposit all moneys in the name and to the credit of the Organization in such depositories as may be designated by resolution of the Board of Directors. He/She shall under the direction and primary signature of the Pastor upon all checks disburse the funds of the Organization in accordance with the directions of the Board of Directors, and shall render to the President and the Board of Directors, and at its regular meeting or when the Board of Directors so requires, an account of all his/her transactions as treasurer and of the financial condition of the Organization.

#### L. Succession of the Pastor

The Pastor (Founder) shall have the authority to name his successor. Such designation of a successor shall be made in the minutes of this Organization and signed by the Pastor so designating his successor.

### M. Committees

The President may designate and appoint one or more committees to serve at the pleasure of the Board. Any committee to the extent provided by resolution adopted by a majority of the Board of Directors then serving, shall have the authority of the Board of Directors, to the extent provided is said resolution in the management of the organization, except that no committee, regardless of the Board resolution, may:

(a) Take any final action on organizational matters which would be in violation of religious, educational or charitable purposes, as may qualify it as exempt from Federal Income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law);

(b) Take any final action on organizational matters which also requires officers or Board approval;

(c) Fill vacancies on the Board of Directors or in any committee;

(d) Amend or repeal Bylaws or adopt new Bylaws;

(e) Amend or repeal any resolution of the Board of Directors;

(f) Appoint any other committees of the Board of Directors or the members of these committees.

Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The President of the Board of Directors may adopt rules for the government of any committee not inconsistent with the provisions of these Bylaws.

## ARTICLE V

### MEMBERS

Section (1) The Organization shall have members. The Board of Directors shall determine the qualifications for membership.

Section (2) The Organization may impose a penalty on any member who violates its rules, regulations, or bylaws. A member may be suspended for a period or expelled for violation of any of the bylaws, regulations or rules of the Organization, or for conduct prejudicial to the best interest of the Organization. Suspension or expulsion shall be by a three-fourth vote of the membership of the Board of Directors, provided that a statement of the charges shall have been

mailed by registered mail to the member under charges at his/her last recorded address at least 15 days before final action is taken thereupon. Such statement shall be accompanied by a notice of the time and place where the given opportunity to present a defense at the time and place mentioned in the notice.

## **ARTICLE VI**

### **ORGANIZATION PREROGATIVES**

#### **POLITY(Government)**

(a) To have a Board of Directors establish and define policy by which the organization and membership shall be governed according to its Articles of Organization and Bylaws; to have a Board who shall ordain Elders, Deacons, license Ministers, and Lay Persons of the Gospel of Jesus Christ. Commission and send forth missionaries; and to have a Board appoint Division and Department heads to oversee and direct the spiritual and temporal matters of My Father's House Christian Church.

(b) To diligently "endeavor to keep the unity of the Spirit" as the fundamental foundation of church polity (Ephesians 4:13). Scripture teaches that we should seek to attain unanimity above majority rule. In the course of overseeing the concerns of My Father's House Christian Church, the Board of Directors shall endeavor to reach unanimous decisions in transacting all spiritual and business matters pertaining to its corporate life and conduct as a local church assembly.

#### **STANDARDS**

(a) To have the Board of Directors responsible for maintaining scriptural order in this local church assembly.

(b) To have a standard of membership and discipline determined by the Board of Directors, according to the Scriptures and Bylaws.

#### **DISCIPLINE**

##### **A. Necessity and Purpose**

Just as the church applies Biblical principles in admitting persons to membership, so too

must the church apply Biblical principles in the governing of the membership and, if necessary, in removal from membership. Jesus set forth principles to follow which make all Christians to some extent responsible for each others behavior, and he included disciplinary procedures (Mt 18:15-17). It is in this context that he gave the church the responsibility to pronounce his forgiveness and his judgements (Mt 18:18). The church is not infallible; however, the Lord Jesus Christ does indeed intend His church to govern its members even to the extent of disciplinary measures when these become necessary. The necessity and purpose for which church discipline is exercised are:

(1) To glorify God by obedience to his instructions for the maintenance of proper church government. God's Word makes it plain that he intends discipline of various types to be a part of church life.

(2) To reclaim offenders. The goal in every type of discipline, whether it be correction, admonition, rebuke, or excommunication, is always the restoration of the offender. However, none of the Biblical instructions in this matter promise that restoration will always be the result.

(3) To maintain the purity and worship of the church , and to avoid profaning the sacrament of the Lord's Supper.

(4) To vindicate the integrity and honor of the church of Christ by exhibiting fidelity to the commands and principles of the Scriptures.

(5) To prevent giving cause for God to set himself against a local church.

(6) to accomplish the above with a mind of reconciliation through the continual provision of compassion, grace and the cup of consolation as called for in the Holy Scripture.

#### B. Disciplinary Examples

Some of the following Biblical examples are mandates of church discipline:

(1) Admonition - either private or public (Rom 15:14, Col 3:16, 1Thes 5:14,15, Titus 3:10,11). The Scripture itself is a form of admonition. (1 Cor 10:11) Christians ought to admonish and encourage one another. (Heb 10:24,25)

(2) Reprove, rebuke, convince, convict. (Mt 18:15, Eph 5:11, 1 Tim 5:20, II Tim 4:2, Titus 1:9,13, 2:15) The Greek word (elencho) means "...to rebuke another with such effectual wielding of the victorious arms of the truth, as to bring him, if not always to a confession, yet at least to a conviction, of his sin..."(R.C. Trench, Synonyms of the New Testament). This word "rebuke" in a Scriptural context is an act of love. Therefore, the guide in such matters is the Word of God which is "profitable...for reproof". (II Tim 3:16)

### C. Disciplinary Grounds

This local church has both the responsibility and the authority to be involved with the doctrine and the conduct of its members. (1 Tim 3:15) Therefore, to be a member in good standing requires adherence to the doctrines and the standards of conduct commanded in the Scriptures. The Scriptures themselves are to be an instrument of discipline (II Tim 3:16), and should be taught "with all authority". (Titus 2:15) All breaches of the Biblical standards of doctrine and behavior require some form of discipline. Thus, every believer needs to be disciplined, and "whom the Lord loves, he disciplines". (Heb 12:6)

Therefore, Church discipline is necessary when:

(1) Christian love is violated by private offenses. (Mt 18:15) Though such offenses may originate unexposed, they may ultimately result in public censure if the offender stubbornly refuses to repent and be reconciled, thereby aggravating a continual breach of Christian love.

(2) Christian unity is violated by those who form divisive factions which destroy the peace of a local church. Such persons must be watched, rebuked and, if necessary, removed. (Rom 16:17,18, Titus 3:10)

(3) Christian law is violated by those living scandalous lives. (Titus 1:16) Biblical Christianity undeniably teaches a high standard of conduct and morality. (e.g. Mt 15:19,20, Rom 13:8-14, Eph 4:25, 6:8, Col 3:5, 4:6, 1Thes 4:1-10, II Tim 3:22, 4:5, Titus 2:1, 3:3) Those who live in known habitual violation of Biblical morality, refusing to repent when admonished and rebuked, who do not demonstrate the fruit of repentance, must be removed as a member of the Church. (1 Cor 5)

(4) Christian truth is violated by those who reject doctrines of the faith. (1 Tim 1:19,20, 6:3-5, II John 7-11) This refers to those who knowingly reject any of those doctrines which the Church considers essential and fundamental. The Ministers of the Church are responsible to teach and defend "all the counsel of God" (Acts 20:27) and maintain all the doctrines of the Scripture. "For a bishop must be blameless, as a steward of God... holding fast the faithful word as he has been taught, that he may be able, by sound doctrine, both to exhort and convict those who contradict". (Titus 1:7,9)

(5) Christian repentance is violated by the unrepentant. In each case, the cause of further discipline is impenitence. Regardless of what the offender's sin(s) might be, it is ultimately his impenitence that must exclude him from the Church. (Romans 2:5) Those who "bring forth fruit in keeping with repentance" demonstrates a life of faithful Christianity. (Mt 3:8)

### D. Disciplinary Administration

Disciplinary measures to be administered in the Church shall be determined and under the direct or general supervision of the Board of Directors in accordance with the doctrines and Bylaws of the Church.

## ARTICLE VII

### FISCAL MANAGEMENT

#### Support

Funds for the maintenance of My Father's House Christian Church shall be received by the voluntary practice of tithing and free will offerings, according to Scriptural precepts, provided by the faithful members and friends who make contributions to this Church, or by any other means or source consistent with the principles and moral standards of the Church as determined by the Board of Directors. Offerings shall be received by the Church at such times and in such ways as determined by the Board of Directors and shall be empowered to determine and to designate how and in what manner any and all contributions will be used to best serve the needs and interests to perpetuate the purposes of the Organization. Since My Father's House Christian Church is a non-profit Organization, any and all contributions to the Church may comply as deductible and be allowed as a tax exempt contribution to any of its members or friends according to the 501(c)(3) code of the Internal Revenue Service.

#### Accounting

A. Records - All funds for any and all Church purposes shall be properly recorded on the books of the Organization in accordance with generally accepted accounting principals.

B. Checks, Drafts and Signatories - All checks, drafts or any other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Organization signed by the Pastor (Founder) and such Officer or Officers or other person or persons as the Board of Directors may from time-to-time designate.

C. Deposits - All funds of the Organization shall be deposited expeditiously to the credit of the Organization such banks, trust companies, investment bearing interest accounts, or other depositories as the Board of Directors may deem suitable.

D. Gifts - The Board of Directors may accept on behalf of the Organization any contributions, gifts, bequest or devise for the general purposes or for any special purpose of the Organization; and the Board of Directors shall be empowered to determine and to designate how

and in what manner any and all contributions, gifts, bequest or devise will be used to best serve the needs and interests to perpetuate the purposes of the Organization.

## **ARTICLE VIII**

### **COMPENSATION OF DIRECTORS AND OFFICERS**

The Directors and the Officers of the Organization may receive compensation and be reimbursed for their expenses, if any incurred in carrying out the purposes of the Organization, provided that such compensation and reimbursement in no way adversely affects the Organization's qualifications under Section 501(c)(3) of the Internal Revenue Code of 1954 (or any successor provision).

## **ARTICLE IX**

### **CONTRACTS, LOANS, CHECKS AND DEPOSITS**

Section 1 The Board of Directors may authorized any Officer or Officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Organization, and such authority may be general or confined to specific instances.

Section 2 No loans shall be contracted on behalf of the Organization and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances. The Organization shall not make any loans to its Officers or Directors.

Section 3 All checks, drafts or other orders for the payment of money, issued in the name of the Organization, shall be signed by such Officers of the Organization and in such manner as shall be determined by resolution of the Board of Directors.

Section 4 All funds of the Organization not otherwise employed shall be deposited to the credit of the Organization in such depositories as the Board of Directors may elect.

## **ARTICLE X**

### **GENERAL PROVISION**

Section 1 Waiver Notice - Whenever any notice is required to be given to any Board of

Director or other person under the provision of these bylaws, the Articles of Organization or by applicable law, a waiver thereof in writing signed by the person or persons entitle to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.

Section 2 The Organization shall indemnify, to the full extent permitted by the laws of the State of Virginia, any Director, alternate Director or Officer of the Organization against any expense actually and necessarily incurred by him/her in connection with the defense of any action, suit or proceeding in which he/she is made a party by reason of being or having been such Director or Officer, except in relation to matters as to which he shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of a duty. Such indemnification shall not be deemed exclusive of any other rights to which such Director or Officer may be entitled, under any agreement, vote of the Board of Directors, or otherwise.

Section 3 The fiscal year of the Organization shall be calendar year.

Section 4 At it's discretion, the Board of Directors shall employ a certified public account to audit (compilation) the books of the Organization for the end of the fiscal year of the Organization and at such other time or times and for such period as the Board may deem advisable and to furnish certified reports on such audits. A copy of such annual audit report shall be given without charge to persons, firms and Organization(s) contributing to the Organization during the year as much as three thousand dollars to carry on the services rendered by the Organization. A copy of such annual audit report will be available at the annual meeting of the Board of Directors.

Section 5 No Officer, Board of Director, or employee of or member of a committee of or person connected with the Organization, or any other private individual shall receive at any time any of the net earnings or pecuniary profits from the operation of the Organization, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered, to or for the Organization in effecting any of its purposes as shall be fixed by the Board of Directors (other than to Officers or Directors for service in their capacities as such); and no such person or persons shall be entitle to share in the dissolution of the Organization. All Directors and Officers of the Organization shall be deemed to have expressly consented and agreed that upon such dissolution or winding up of the affairs of the Organization, after all debts have been satisfied, organizational assets remaining in the hands of the Board of Directors shall be distributed, transferred, conveyed, delivered and paid over, in such amounts as the Board of Directors may determine or as may be determined by a court of competent jurisdiction upon application of the Board of Directors, exclusively to charitable, religious, literacy or educational organizations that would then qualify under the provision of Section 501(c)(3) of the Internal Revenue Code and its regulations as they may exist or as they may hereafter be amended, provided; however, that the purposes of any such organization must be found in the discretion of the Board of Directors to be consistent with the purposes of the Organization.



## **ARTICLE XI**

### **EXEMPT ACTIVITIES**

Section 1 The Organization shall be operated exclusively for the promotion of religious purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Laws).

Section 2 The Organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. No carrying on of propaganda or otherwise attempting to influence legislation, except to the extent permitted by law for non-profit tax exempt organizations.

Section 3 Notwithstanding any provision in these bylaws or in the Organization's Articles of Organization, the Organization shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).

## **ARTICLE XII**

### **LIFE TIME BENEFITS OF FOUNDERS**

WHEREAS, in recognition and sincere gratitude of Pastor Louis G. Whiting and Minister Sheila S. Whiting having founded this Church in January 2001 and

WHEREAS, Pastor Louis G. having offered a life time of pastoral ministry and services to this Church having abandoned all personal aspirations and worldly desires and

WHEREAS, the Board of Directors has duly considered and determined that the founders, Pastor Louis G. Whiting and Minister Sheila S. Whiting are more than deserving to merit certain Life Time Benefits;

NOW THEREFORE, it is unanimously adopted:

RESOLVED that during the remainder of their lives and latter years of their ministry, both Pastor Louis G. Whiting and Minister Sheila S. Whiting shall continue to receive their church related benefits, including their annual salary, retirement and compensation respectively and a life and health insurance policy with Pastor Louis G. Whiting and Minister Sheila S. Whiting as the

beneficiaries.

## **ARTICLE XIII**

### **INDEMNIFICATION OF TRUSTEES**

To the fullest extent permitted by law, this Organization shall choose to indemnify and hold harmless each person who has served or shall hereafter serve as a Director (Board of Director) of the Church Organization from and against any and all claims and liabilities to which such person shall have or may become subject by reason of having heretofore or hereafter been a Director of the Church or by reason of any action alleged to have been heretofore or hereafter taken or omitted by a Director and shall reimburse each such person for all legal and other expenses actually and necessarily incurred in connection with the defense of any threatened, pending, or completed action, suit or proceeding (including actions by or in right of the Organization to procure a judgment in its favor) provided; however, that no such person shall be indemnified against or be reimbursed for any expense incurred in connection with any claim or liability arising out of gross negligence or willful misconduct in the performance of duty. The rights accruing to any person under the foregoing provisions of this Article shall not exclude any other right to which they may be lawfully entitled, nor shall anything herein contained restrict the right of the Church Organization to indemnify or reimburse any person in any proper case even though not specifically herein provided for, and the Organization may purchase and maintain insurance for the purpose of indemnification on behalf of any or all persons to the full extent permitted under applicable law. The Church Organization, its Directors, Officers, employees and agents, shall be fully protected in taking any action or making any payment under this Article, or in refusing to do so, in reliance upon the advice of counsel.

## **ARTICLE XIV**

### **MINISTRIES AND DEPARTMENTS**

The established "My Father's House Christian Church", ministries, departments, committees, etc. (including any future infrastructures, programs and or relationships as needed) shall be subordinate and accountable to the direct or general supervision of the Pastor and designated pastoral staff. The Pastor shall be authorized to create or dissolve, at any time, as

many ministries, departments, committees, etc. as they deem necessary for the ongoing well being and spiritual growth of this Church.

## **ARTICLE XV**

### **EFFECTIVE DATE (11-12-01)**

These Bylaws shall become effective immediately following their adoption by the Board of Directors and shall supersede and take in lieu of the Bylaws in effect prior to that time.

## **ARTICLE XVI**

### **AMENDMENTS**

With the exception of Article XII these Bylaws may be altered, amended, supplemented, superseded, or repealed and new Bylaws adopted by unanimous action at a regular or special meeting of the Board of Directors called for that purpose, so long as they are not inconsistent with the provisions of the Articles of Organization. Upon adoption by the Board of Directors, the Amendments shall become effective.



DEPARTMENT OF RECREATION, PARKS  
AND CULTURAL ACTIVITIES

Sandra Whitmore  
Director

1108 Jefferson Street  
Alexandria, Virginia 22314-3999

Phone (703) 838-4343  
Fax (703) 838-6344

November 25, 2002

Alexandria Planning Commission  
Alexandria City Council  
City Hall  
301 King Street  
Alexandria, Virginia 22314

Dear Sirs:

Pursuant to section 8-200 c of the zoning ordinance, this notice authorizes My Father's House Christian Church (organization) and it's members use of the parking facilities located at the Charles Houston Recreation Center, located at 901 Wythe Street, Alexandria, Virginia, 22314. The use of the parking facility is granted for church related activities/functions. Parking may be limited or restricted when there are special events scheduled for the Charles Houston Recreation site. This use is granted as long as My Father's House Christian Church (organization) is in good standing with the Planning Commission and City Council Use and Occupancy standards. Should you have any additional questions or concerns, please feel free to contact me at (703) 838-4345.

Thank you,

A handwritten signature in cursive script that reads "William Chesley".

William Chesley, Division Chief  
Centers, Playgrounds and Youth Sports Division  
City of Alexandria, Dept. of Recreation, Parks and Cultural Activities



January 15, 2003

Attn: My Father's House  
P.O. Box 1203  
Alexandria, VA 22314

To Whom It May Concern:

On-Site Sourcing hereby grants the members of My Fathers House permission to park their vehicles on the designated parking lot located at 832 North Henry Street, Alexandria Virginia. Specific days and times granted are: Wednesday evenings after 7:00P.M., all day Saturdays and all day Sundays.

This agreement is effective January 15<sup>th</sup>, 2003.

For any questions or concerns, please contact myself at 703-276-1123 ext. 100.

Thank-You

A handwritten signature in black ink that reads 'Deborah D. Lewis'. The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Deborah D. Lewis

ALTURAS, L.L.C.  
666 11TH STREET, N.W.  
SUITE 315  
WASHINGTON, D.C. 20001  
FAX 202.331.8191

# 11  
SUP# 2002-0116

SENDER'S DIRECT 202.628.6950

February 3, 2002

**By Fax – 2 pages total**

Mary Hashemi  
Department of Planning & Zoning  
City of Alexandria  
301 King Street, Room 2100  
Alexandria, Virginia 22314

Re: SUP Application – 2002-0116

Dear Ms. Hashemi:

This letter is offered as a matter of clarification regarding the above referenced application of My Father's House Christian Church in the request of a parking reduction for a new church located at 728 N. Patrick Street.

It is our estimation that there developed a misunderstanding between the owner of 728 N. Patrick Street, The Joseph Schonberger Trust, myself (representative of the owner) and My Father's House and Louis Whiting (representative of the church). A few months ago I had discussed with Mr. Whiting in a serious manner the possibility of leasing the subject property to My Father's House. The discussions seemed to reach an impasse at that time. The owner had not decided whether to lease the property to the church and it was my belief that the church had not decided whether it in fact wanted to lease the property. As such no lease was ever executed, and communication between myself and Mr. Whiting over the last couple of months became virtually nonexistent.

I was surprised to learn just last week that an SUP application had been made by the church regarding the use of the subject property. I was especially surprised since I was under the impression that such an application required the owner's written consent, which apparently it does not, and I knew such consent was never given. I believe the church was under the impression that in order for the church to pursue further discussions with the owner, the church needed to procure prior approval of the SUP which would allow its legal use of the property. The church may have also been under the impression that the

owner somehow gave implicit permission for the church to pursue the approval, which it did not.

Although we (myself and the owner) are favorably impressed by Mr. Whiting and the church he represents it is uncertain whether a lease for the property will ever be executed between the parties – but it could. Further, we are in discussions with other groups for the lease of the property and those parties may also need to apply for an SUP to the Planning Commission in connection with their respective proposed uses. Therefore it is quite possible that subsequent to the Planning Commission's approval of the church's application (if it in fact decides to do so), other potential users may also apply for new SUPs for the very same property.

We would like to emphatically stress that we are very sensitive to not unnecessarily burdening the Department of Planning and Zoning and the Planning Commission with numerous applications for the same property. We very much appreciate that the City of Alexandria's resources in conducting the review of land use applications is by no means unlimited. However, since the Department of Planning and Zoning's staff has already taken the time and effort to review the matter and issue a report, and since the Planning Commission has apparently taken the time to review the report and since the matter is fresh in minds of the Commissioners and the staff, the owner of the property hereby grants permission for My Father's House Christian Church to pursue the referenced SUP application and respectfully suggests that the Planning Commission consider the subject application at its February 4, 2003 meeting (provided that making and hearing such SUP application does not in any way preclude, limit, or hinder the Commission's review of subsequent SUP applications for the same property or anyway impair or preclude the owner's right to make and have considered such further applications).

Thank you very much for your consideration of this letter. In the event you have any questions or need any further information please do not hesitate to call me.

Sincerely yours,

The Joseph Schonberger Trust



Jeffrey A. Schonberger  
Representative

mt

7

APPLICATION for SPECIAL USE PERMIT # 2002-0116

[must use black ink or type]

PROPERTY LOCATION: 728 N. Patrick Street Alexandria, Va. 22314

TAX MAP REFERENCE: 54.04 05 02 ZONE: CSL

APPLICANT Name: MY FATHER'S HOME CHRISTIAN CHURCH

Address: P.O. Box 1203 Alexandria, Va. 22313

PROPERTY OWNER Name: Grace Schonberger

Address: 1200 N. Gailard Street Alexandria, Va. 22304

PROPOSED USE: Church (Religious Services)

- SUP for parking with 300 feet of church -

THE UNDERSIGNED hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article XI, Section 11-301(B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Planning Commission or City Council in the course of public hearings on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Louis G. Whiting  
Print Name of Applicant or Agent

[Signature]  
Signature

P.O. Box 1203  
Mailing/Street Address

301-868-0065 301-868-0065  
Telephone # Fax #

Alexandria, Va. 22313  
City and State zip Code

11-25-02  
Date

=====**DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY**=====

Application Received: \_\_\_\_\_ Date & Fee Paid: \_\_\_\_\_ \$ \_\_\_\_\_


ACTION - PLANNING COMMISSION: 2-4-03 Recommend Approval 7-0

ACTION - CITY COUNCIL: 2/22/03PH--CC noted withdrawal. (Separate Motion)



EXHIBIT NO. 2

7  
2-22-03

 Barbara L Carter

02/21/03 12:23 PM

To: Beverly I Jett/Alex@Alex  
Subject: Docket Item No. 7, SUP #2002-0116, 728 North Patrick Street

I received a call from Mr. Whiting this morning and he said he wanted to cancel his item on the docket. I asked if he wanted to defer to another date or withdraw. He said he did not want council to consider the item. I asked if he wanted to withdraw it. He said yes. I then explained to him that he needs to submit something in writing to the Mayor and Council before 5:00 p.m. today, and I gave him our fax number. He said he would be in Cumberland, Maryland, all day today.