



15 January 2019

Debbie Olifiers
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Subject: **Cowan – East Valley – LUP – #18040**
December Charges (Billing period December 1 – December 31, 2018)

Dear Debbie,

Enclosed is our invoice in the amount of **\$8,791.65**. The following services were provided during the subject billing period:

1. Meeting at property with owners and design team on 12/4.
2. Conference call on 12/11 with owners and design team.
3. Represent project at 12/13 MBAR meeting.
4. Meeting with County Staff to discuss Development Plan.
5. Coordinate with County staff regarding MBAR meeting.
6. Research historic zoning codes in advance of meeting with County.
7. Develop strategy and talking points for meeting with County.
8. Prepare memorandum summarizing meeting with County and identifying possible alternatives to Development Plan.
9. Coordinate with architectural team on basement plans and possible solutions.
10. Prepare and submit revised plans package to County.
11. Prepare remarks for MBAR meeting.
12. Review FAR exhibits and coordinate with team.