

Letter of Intent

To Whom It May Concern:

We intend to use our property at 112 West Moore Street as an art studio, operating as Stephanie Garcia Art.

Our sales come from online, wholesale, and event booths (boutiques and festivals). The studio will be used to create canvas paintings, custom-designed ceramics, and artisan hand-built pottery. One full-time and two part-time artists employed by the company will create artwork upstairs in the main house and in the detached garage and apartment behind the main house. Artist hours are typically 10:00am to 4:00pm, Monday through Friday.

Someone is in residence at the main house, using one of the upstairs bedrooms and bathrooms as an apartment, with access to the kitchen and common space downstairs. Currently, the property owner's granddaughter, a student at the college, lives here. Because we (the property owners) have ten grandchildren, we anticipate there will always be a relative or friend of the family in residence as they grow up and needs arise.

One room downstairs in the main house will be used as an office. Bookkeeping, order processing, preparing products for shipping, and handling online and email customer conversations are the primary office related activities, and are performed by the artists. We have no additional dedicated office staff. Shipping breakable items requires bulky shipping materials and dedicated space, so the office will occupy approximately 20% of the available downstairs footage. We will also have a dedicated area for product photography, including staging and lighting. The remaining space (excluding kitchen and half bath) will be dedicated to our showroom, gallery, and limited inventory storage. Here we will display samples of our work available for commission. To further grow the wholesale segment of our business to boutiques and interior designers, we plan to bring potential clients to see our work, which would otherwise be visible only online.

The studio will not be open to the public. It will have no open hours for walk-in visitors and is not intended to serve as a retail shop. Any clients visiting the Stephanie Garcia Art studio will be by appointment only. We will schedule one appointment at a time with no overlap.

Paved parking in front of the main house consists of two parking pads and a circular driveway and can easily accommodate up to three vehicles, still allowing for ingress and egress without blocking other vehicles. This space will be dedicated to use by clients with appointments. Staff will not use the front parking. The resident will use the front parking only at night and on weekends. Unpaved parking behind the house can accommodate five vehicles, sufficient for three staff and one resident.

Under these intended use conditions, we would install a white, shingle-type sign in the front yard. The sign will be in keeping with the style found in similar businesses across and down the street and will clearly identify the studio as being open by appointment only.

Thank you for your consideration.

Sincerely,

John and Marian Leonard

CU-2025-01