



Mineral Point, Wisconsin

CITY OF MINERAL POINT

137 HIGH STREET, SUITE 1
MINERAL POINT, WI 53565
608-987-2361

AGENDA

HISTORIC PRESERVATION COMMISSION MEETING - CITY OF MINERAL POINT

Thursday, July 30, 2026, 4:30 PM

City Hall Community Room

1. Call to Order.
 - a. Roll call & open meetings compliance [Wis. Stat. §§ 19.81–19.98].
2. Certificates of Appropriateness.
 - a. Consider applications received.
 - 2026-COA20 – 117 Jail Alley – Roof replacement
3. Adjourn. (Next meetings: August 27, September 24, October 22)

Mayor – Danny Clark

Administrator | Troy Maggied | administrator@cityofmineralpointwi.gov
City Clerk-Treasurer | Christy Skelding | cityclerk@cityofmineralpointwi.gov



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Historic Preservation Commission – Public Information

a quasi-judicial body under Municipal Ordinance Chapter 151.

Members (terms): Matthew Payne, Chair (2026-29); Alex Ramshur (City Council Rep);
Vacancy (2026-29); Gary Cisler (2024-27), Mark Hogan (2025-28);
Richard Reger (2025-28); John Spady (2024-27).

Two-Person Committee: Commissioners Ramshur & Spady (May-July, 2026).

General Information

Member – Wisconsin Association of Historic Preservation Commissions wisconsinahpc.org

Member – National Alliance of Preservation Commissions napcommissions.org

Wisconsin Trust for Historic Preservation wipreservation.org

Architecture & History Inventory www.wisconsinhistory.org/preserve/state-historic-preservation-office/architecture-history-inventory/

Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings
nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm

Continuing Education Opportunities

- Historic Preservation Commission Training (website revision makes this currently unavailable).
- Wisconsin Historical Society – Local History and Historic Preservation Conference, October 14-16, 2026, Milwaukee.



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Office Use Only
DATE Received: _____
Fee Received: _____
Approved: _____

APPLICATION FORM

Certificate of Appropriateness (COA)

Property Address: 117 JAIL ALLEY MINERAL POINT WI 53565
Owner Name(s): JOHN COMOLLO
Mailing Address, City, State, ZIP: 117 JAIL ALLEY MINERAL POINT WI 53565
☐ Same as Property Address
Phone: (314) 307-2900 Email: johncomollo@yahoo.com
Other Name of Property (e.g. "Orchard Lawn"): _____

Primary Contact

☐ Owner (if applicant is Owner, may skip to 'Type of Work')
☐ Architect/Preservation Consultant ☒ Contractor ☐ Other: _____
Name: ERIE CONSTRUCTION MID-WEST, LLC
Address, City, State, ZIP: TOLEDO, OH. 43617
Phone: (567) 408-2132 Email: permits@eriehome.com

Type of Work

- ☒ Alteration / Rehabilitation / Repair (including exterior changes to windows, doors, roofing, etc.)
☐ Site Alteration / Improvement (including walks, walkways, patios, fencing, retaining walls, etc.)
☐ Signage (including window signs, projecting signs, etc.)
☐ New Construction and / or Addition (including garages, sheds and outbuildings, etc.)
☐ Demolition - Complete (razing entire structure) or ☐ Partial (removal of any structure features)

Project Description

On a separate sheet(s), provide a full narrative with detailed description of each element of the work to be accomplished. The narrative would include:

- 1) A clear explanation of the proposed work
- 2) The reason or rationale for the proposed work
- 3) The intended outcome or result of the proposed work

Tax Credits

Work on a property "contributing" to the National Register of Historic Places may qualify for historic preservation tax credits (25% residential, 40% commercial) administered through the Wisconsin Historical Society. There is a separate application process. See Supplement for resources.

Do you intend to apply for Tax Credits? ☐ Yes ☒ No ☐ Unsure

Historic Preservation Commission Use Only

☐ Contributing ☐ Noncontributing Year built: _____ AHI No. _____ TaxKey _____

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Additional Information

You must submit complete and clear drawings and specifications of the work to be accomplished, required by city ordinance. Recommended attachments by type of work are listed. If insufficient information is provided, you will be contacted and requested to submit additional information.

Work Type	Recommended Attachment
<i>Alteration, Rehabilitation, Repair</i>	<i>It is recommended to consult with an architect or historic preservation professional when work is significant.</i> ☒ Photos of existing conditions, marked to identify location and scope of proposed work. ☒ Documents and historical photos, relevant to the property and proposed work. ☒ Detail drawings of new or modified architectural elements. ☒ Elevation drawings to scale, of new or modified elements on any façade. ☒ List of exterior materials to be used, including product specification sheets and color information. ☒ Swatches or physical samples of proposed materials and finishes.
<i>Site Alteration, Improvement</i>	☐ Photos of existing conditions, marked to identify location and scope of proposed work. ☐ Site plan, drawn to scale, with elements like landscaping, parking and utilities ☐ Renderings which illustrate the appearance of completed project within the streetscape context. ☐ Swatches or physical samples of proposed exterior materials and finishes.
<i>Signage</i>	☐ Photos or drawings of proposed sign location. ☐ Scale drawing of sign indicating design details, graphics, dimensions, and distance above sidewalk. ☐ List of materials to be used, including product specifications and color descriptions.
<i>New Construction / Addition</i>	<i>It is recommended to have plans prepared by a licensed architect or engineer for larger projects.</i> ☐ Photos of existing conditions. ☐ Site plan, drawn to scale, with elements like landscaping, parking and utilities. ☐ Floor plans, drawn to scale and including dimensions, showing existing elements and proposed changes. ☐ Elevation drawings to scale, of new or modified elements on any façade. ☐ Documents and historical photos relevant to the property and proposed work. ☐ Renderings which illustrate the appearance of completed project within the streetscape context. ☐ List of exterior materials to be used, including product specifications and color information. ☐ Swatches or physical samples of proposed materials and finishes.
<i>Demolition – Complete</i>	<i>State Historic Preservation Office (SHPO) approval may be required for certain historic structures.</i> ☐ Documents and historical photos relevant to the property and structure proposed for demolition. ☐ Photos of exterior and interior views showing overall condition of the property. ☐ Current dollar value of property improvements. ☐ Cost estimate for demolition, debris removal, and site grading following demolition.
<i>Demolition – Partial</i>	☐ Documents and historical photos relevant to the proposed demolition area. ☐ Floor plans, drawn to scale and including dimensions, of existing conditions and proposed demolition. ☐ Photos of the building with exterior and interior views of the section to be demolished, illustrating overall condition of the property.

Applicant Certification

I certify that, to the best of my knowledge, the information provided in this application regarding existing conditions and the scope of proposed work is complete, true, and accurate. I acknowledge that I am responsible for complying with any conditions attached to a Certificate of Appropriateness issued for this work. I further agree that if the scope of work changes before completion, I will submit updated information for additional review.

_____ Property Owner Signature	_____ Date	<i>ANN MURRAY</i> Applicant Signature (if other than property owner)	7/23/26 Date
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ACTION FORM
Certificate of Appropriateness (COA)

COA Number: _____ Date Received: _____

☐ *less than 7 business days before next HPC meeting*

Review

☐ Application Complete

☐ Additional Information Requested

☐ Additional Information Received

Referred To

☐ 2-Person Committee Date: _____

☐ by 2-Person Committee to full HPC Date: _____

☐ HPC for Agenda Date: _____

Decision

☐ Approved

☐ Approved with Conditions (detail below)

☐ Disapproved

Decided by

☐ 2-Person Committee

Signature 1

Date

Signature 2

Date

☐ Historic Preservation Commission Meeting Date: _____

HPC Chair Signature

Date

List any approval conditions.



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APPLICATION SUPPLEMENT

Certificate of Appropriateness (COA)

This supplement provides information about applying for a Certificate of Appropriateness required for work to the exterior of a landmark structure or a property located in the Mineral Point Historic District. Direct any questions to the City Administrator at administrator@cityofmineralpointwi.gov.

Checklist

- ☐ Obtain COA Application Form at cityofmineralpoint.com or from City Hall and review.
- ☐ Review 'Criteria Summary' document to understand what the Historic Preservation Commission considers when reviewing a COA application.
- ☐ Begin filling out the COA Application Form.
- ☐ Write the Project Description narrative, providing explanation of the proposed work with reason or rationale and your intended outcome or result.
- ☐ Prepare additional information as attachments to provide information to assist the HPC in approving your application. Recommendations are listed on the COA Application Form.
- ☐ Sign the Applicant Certification statement. If the applicant is not the owner, an owner's signature is also required.
- ☐ Submit the COA Application Form with attachments to administrator@cityofmineralpointwi.gov. PDF is preferred. Make sure you keep your own copy. Applications must be received at least seven (7) business days prior to the next HPC meeting (fourth Thursday of the month) and a non-refundable filing fee paid at City Hall to be considered.

After Submission

- You will be notified if your application will be considered by the full commission or a 2-person committee. This depends on the scope and complexity of the proposed work.
- If the application is to be considered by the full commission, you will be asked to be present at the meeting to present your proposed work and answer questions the commission may have.
- You will be notified of the decision of approval, approval with conditions, or denial. If the application is denied, there is an appeal process. Contact the City Administrator for more information.

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Additional Resources

Planning Resources

- [A Guide to Historic Preservation in Mineral Point, Wisconsin](#). A starting point for preparing an application. Available online. Printed copies are available free of charge at City Hall, from city realtors, attorneys, and members of the Historic Preservation Commission.
- [Mineral Point Library Archives](#). Located on the second floor of the Mineral Point Public Library. Historic photographs and other property information. Open during limited hours.
- [Wisconsin Historical Society: How to Preserve Your Historic Building](#). Articles by preservation professionals providing historic building owners with guidance and recommendations on topics such as project planning, financing, paint, windows, and doors.
- [Wisconsin Historical Society Architecture and History Inventory](#) webpage. Enter you address in “Search Properties” to find available information.
- [U. S. Department of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings](#). Recommendations covering masonry, wood, metal, roofs, windows, entrances and porches, storefronts, structural systems, interior spaces and finishes, mechanical systems, site and setting, energy efficiency, new additions, accessibility, and health and safety. Approaches, treatments, and techniques that may adversely affect a building’s historic character are identified as “Not Recommended.”

Tax Credit Resources

Work on a historic building—residential or commercial—may qualify for state or federal historic preservation tax credits. For additional information, see:

- State of Wisconsin, Wisconsin Historical Society:
[Tax Credits for Historic Building Rehabilitation](#)
- U. S. Department of the Interior, National Park Service:
[Historic Preservation Tax Incentives](#)

Professional Assistance Resources

Historic property owners may want to consult an architect, historic preservation consultant, or specialized tradesperson. The directories listed are for reference only. They are not exhaustive and are not endorsed or recommended by the commission. Applicants should verify credentials of any consultant, contractor, or supplier and obtain appropriate references before hiring.

- [Wisconsin Preservation Trades & Consultant Directory](#). Maintained by the Wisconsin Trust for Historic Preservation.
- [Historic Preservation Consultants](#). List of persons who have independently prepared at least one complete National Register of Historic Places nomination approved by the Wisconsin State Historic Preservation Review Board during the past two years.
- [Professional Building Inspections for Your Historic Building](#). A guide for selecting appropriate professionals for historic properties.
- [Preservation Specialists Directory](#). Maintained by the Minnesota Historical Society.
- [Illinois Restoration Resource Directory](#). Maintained by Landmarks Illinois.



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CRITERIA SUMMARY

Certificate of Appropriateness (COA)

This summary of the City of Mineral Point' code is intended to simplify its contents for those seeking a Certificate of Appropriateness from the Historic Preservation Commission (HPC). Applicants are encouraged to review Chapter 151 at cityofmineralpoint.com. Its purpose is to preserve and enhance buildings, landmarks, and historic districts in Mineral Point by regulating changes to their exteriors.

- HPC has the authority to designate landmarks, landmark sites, and historic districts.
- A COA is required for any exterior alteration, repair, construction, demolition, or change in features (e.g., windows, siding, roofing, signs, etc..) on a designated landmark or within the historic district.

When a COA application is considered, there are *general* and *specific* criteria used to determine whether the proposed work is appropriate and consistent with historic preservation goals.

General Criteria

1. **Compatible Use / Original Purpose.** Encourage continuing original intended use or adapting a property to use compatible with its historic character.
2. **Preserve Distinctive Original Qualities.** Don't destroy or obscure original architectural features or historic materials unless absolutely necessary.
3. **Recognize Evolution and Historical Changes.** Changes made over time may have gained historical significance to be recognized and respected, rather than eliminated.
4. **Treatment of Craftsmanship / Stylistic Features.** Unique architectural details, craftsmanship, textures, patterns, and stylistic elements should be handled carefully.
5. **Repair Rather than Replace.** Deteriorated features should be repaired. If replacement required, new material should match original in design, color, texture, etc.
6. **Gentle Cleaning Methods.** Least invasive means of cleaning surfaces. Abrasive methods (e.g. sandblasting) which could damage materials are discouraged.
7. **Preserve Archaeological Resources.** Avoid harming archaeological resources on/near the site.
8. **Compatible Contemporary Designs.** Modern additions or alterations are not prohibited if they don't harm significant historic, architectural, or cultural features and are compatible in scale, massing, color, and material.
9. **Reversibility / Minimal Impact.** Alterations that, ideally, could be removed or reversed without damaging the historic fabric or appearance.

Specific Criteria

- **Height:** New or modified parts should match or be compatible with heights of surrounding buildings and historic style.
- **Opening Proportions:** Relationships between openings (window/door) should harmonize with traditional architectural character of structure and neighborhood.
- **Mass / Building Relationships:** Scale of structures, spacing between, and how they relate to open space should be compatible with historic context.
- **Roof Shape:** Design, pitch, and roof form should respond to architectural style and historic patterns in the district.
- **Landscaping:** Planting, ground treatment, fences, walls, and other site elements should be consistent with historic character and surrounding properties.
- **Scale:** Size and mass of additions/new structures should not overwhelm original building or neighboring structures.
- **Directional Expression:** Street-facing facades should respect prevailing vertical/horizontal emphasis of nearby structures.
- **Architectural Details / Materials / Textures / Colors:** Use of materials, color, texture, trim, ornamentation, and architectural detail should be sympathetic to historic context.



Certificate of Appropriateness Application – Project John Comollo

From Evan Martin <evan.martin@eriehome.com>

Date Fri 7/24/2026 1:49 PM

To matthewpayne42@gmail.com <matthewpayne42@gmail.com>; Troy Maggied
<administrator@cityofmineralpointwi.gov>

Cc Turner Acton <turner.acton@eriehome.com>

 2 attachments (10 MB)

John Comollo, Your Contract is Ready to Sign_completed (1).pdf; Comollo pictures.pdf;

Hello,

This is in response to an email for a roofing replacement that is taking place at John Comollo's house.

Attached is a specification sheet outlining the project scope, along with photos taken by our rep documenting the current condition of the roof.

Proposed work: The existing roof will be removed and replaced with a new fiberglass dimensional shingle roof in the Driftshake color (earthy and close to natural shake; color changed from original glacier), with white drip edge and rake edge. Scope includes proper disposal of the old roofing, ice and water shield where applicable, premium synthetic underlayment, and all necessary accessories (drip edge, pipe boots, flashing), plus proper venting. Work is limited to the house and shed structures, above the roofline.

Rationale: As shown in the attached photos, the existing cedar shake roof is significantly deteriorated — shakes are widely curled, split, cracked, and missing across the roof planes, and the underside decking shows water staining consistent with a failed roof covering. Chimney flashing is also deteriorated, with shakes pulling away at the intersection.

Intended outcome: A brand new roof covered under Erie's 30-year warranty, installed in earthy tones consistent with the look of a cedar shake to preserve the character of the property.

Please let us know if anything further is needed to complete the application for Commission review.

Best regards,
Evan



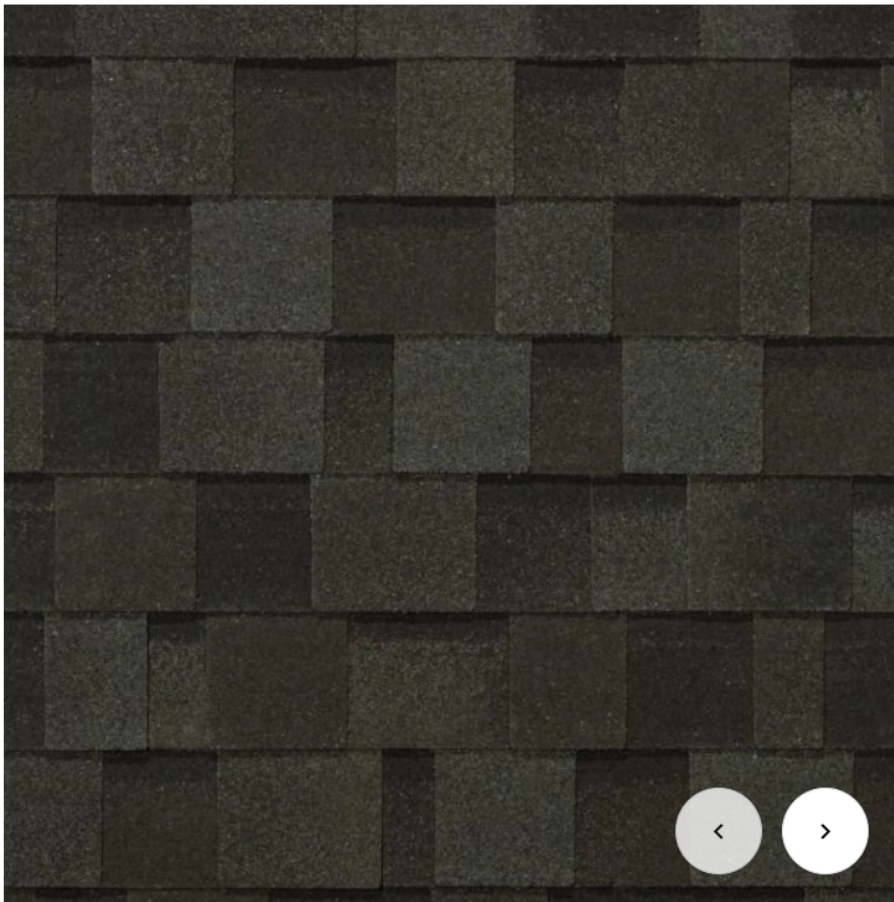
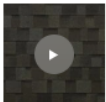
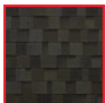




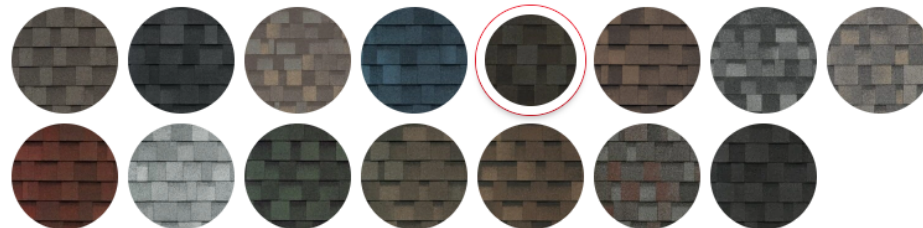






[Home](#) = Dynasty Performance Shingles

IKO® Dynasty® high-performance laminated shingles provide peace of mind to the weather-conscious homeowner. With **True Square Advantage** shingle sizing, a wider ArmourZone® nailing surface, and a Class 3 impact resistance rating against hail, Dynasty shingles are made to stand up to inc... [Read more](#)

[ALL COLORS](#)[IN YOUR REGION](#)Color / Finish: **Glacier**[Find a ROOFPRO® Contractor](#)



FIBERGLASS- REINFORCED ASPHALT SHINGLES

Dynasty's durable fiberglass mat and thick asphalt coating not only make it one of the heaviest shingles in its class, but also enable Dynasty to achieve a Class 3 Impact Resistance rating.¹ IKO's proprietary FastLock® sealant along the shingle's bottom edge, once activated by the radiant heat of the sun, creates a super-strong bond to help the shingles seal down. Unlike many other laminated shingle brands, three bundles of Dynasty cover a full square (100 square feet) of roof area.

Click [here](#) or scan this QR code for product literature, color swatches and color availability



Dynasty laminated two-piece, asphalt shingles feature IKO's Armourzone, a 1 1/4-inch-wide nailing area, made with a tough reinforcing band for incredible nail-holding power.

FEATURES AND BENEFITS

- ✓ ARMOURZONE REINFORCEMENT
- ✓ FULL SQUARE COVERAGE
- ✓ CLASS 3 IMPACT RESISTANCE RATING¹
- ✓ PROPRIETARY FASTLOCK SEALANT
- ✓ BLUE-GREEN ALGAE RESISTANT

GENERAL INFORMATION

SHINGLES/BUNDLE	20
COVERAGE/BUNDLE	33.3 ft. ² (3.1 m ²)
COVERAGE/THREE BUNDLES	100 ft. ² (9.29 m ²)
BUNDLES/PALLET	56
PALLET SIZE	40 x 53 1/2 in. (102 x 136 cm)
PRODUCT STOCK NO. (U.S.)	4973XXX
PRODUCT STOCK NO. (CANADA)	4974XXX

NOTE: XXX refers to numerical product color code. Product color availability varies by region.

PRODUCT DIMENSIONS

LENGTH	40 7/8 in. (1,038 mm)
WIDTH	13 3/4 in. (349 mm)
EXPOSURE	5 7/8 in. (149 mm)

Product dimensions shown are subject to normal manufacturing tolerances of +/- 1/4 in. (6 mm) on the shingle's length and +/- 1/8 in. (3 mm) width.



APPLICABLE STANDARDS²

ASTM D3462 Product Standard

ASTM D3018 Product Standard

ASTM D3161 Class F Wind Test

ASTM D7158 Class H Wind Test

ASTM E108 Class A Fire Test³

UL 790 Class A Fire Test³

CAN/ULC S107 Class A Fire Test (Canada)³

FM 4473 Class 3 Impact Resistance Test¹

CSA A123.5 Product Standard (Canada)

Miami-Dade Product Approval⁴ [here](#)

Florida Building Code High-Velocity Hurricane Zone (HVHZ) Approval⁴ [here](#)

Texas Department of Insurance Details [here](#)

NOTE: IKO Dynasty shingles meet or exceed the requirements in the product standards referenced at the time of manufacture, including minimum total product weight, minimum tear-strength resistance, maximum granule loss and minimum asphalt mass.

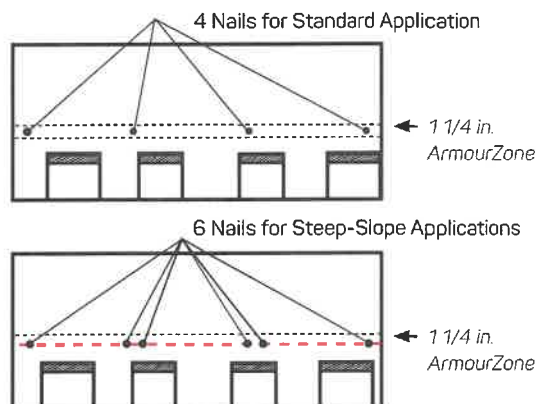
SAFETY INFORMATION

CAUTION: Working at heights on sloped-roof surfaces can be dangerous. Do not install until all appropriate safety precautions are followed. Always wear appropriate personal protective equipment (PPE), including appropriate fall protection equipment.

This product's Safety Data Sheet (SDS) is available [here](#).



SHINGLE INSTALLATION



Shingles must be installed according to all of IKO's application instructions. Some select installation requirements are highlighted here.

1. The space beneath the roof deck (e.g., attic) should be thoroughly ventilated to minimum local building code requirements.
2. Shingles should be installed with 5 7/8-inch shingle exposure to the weather.
3. Offsets between courses are recommended to be 10 inches.
4. It is critical to use the nail lines as a guide and position nails in either nail line or in the zone between the nail lines.
5. On steep slopes (21:12 or steeper) and mansard roofs, six nails must be placed in the lower nail line.
6. Open metal valleys are recommended for best roof system performance.
7. Never apply asphalt shingles to roof slopes less than 2:12. For slopes 2:12 to less than 4:12 (low slope), see special underlayment requirements outlined in the IKO application instructions.

Complete product installation details can be found [here](#).



The information on this Technical Data Sheet is based upon data considered to be true and accurate at time of issue, based on laboratory tests and production measurements, and is offered solely for the user's consideration, investigation and verification. Nothing contained herein is representative of a warranty or guarantee for which the manufacturer can be held legally responsible. The manufacturer does not assume any responsibility for any misrepresentation or assumptions the reader may formulate. To confirm the most current product technical information and compliances, please contact IKO directly at: **United States 1-888-IKO-ROOF (1-888-456-7663); Canada 1-855-IKO-ROOF (1-855-456-7663).**

¹The Impact Resistance rating is solely for the purpose of enabling residential property owners to obtain a reduction in their residential insurance premium, if available. It is not to be construed as any type of express or implied warranty or guarantee of the impact performance of this shingle by the manufacturer, supplier or installer, and damage from hail is not covered under the Limited Warranty. For further details concerning the FM 4473 standards, visit the FM Approvals website. ²Compliance with listed products standards is based on sampling and testing of products as manufactured.

³When shingles are installed with an approved underlayment. ⁴M-D and FBC HVHZ approvals apply only to shingles available in the southeast U.S. market. For more information, please contact IKO at: **1-888-IKO-ROOF (1-888-456-7663).**



VIEW 3D MODEL

Roof	Area	Total	Length
Roof Facets	556 ft ²	2	-
Ridges / Hips	-	1	24' 3"
Valleys	-	0	-
Rakes	-	4	34' 8"
Eaves	-	6	55' 8"
Flashing	-	4	5' 7"
Step Flashing	-	6	7' 4"
Drip Edge/Perimeter	-	-	90' 4"

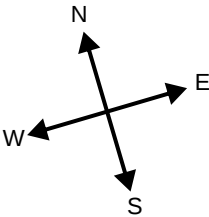
Roof Pitch*	Area	Percentage
6 / 12	556 ft ²	100%



Example Waste Factor Calculations

	Zero Waste	+5%	+10%	+15%	+20%
Area	556 ft ²	584 ft ²	612 ft ²	639 ft ²	667 ft ²
Squares	5⅔	6	6⅓	6⅔	7

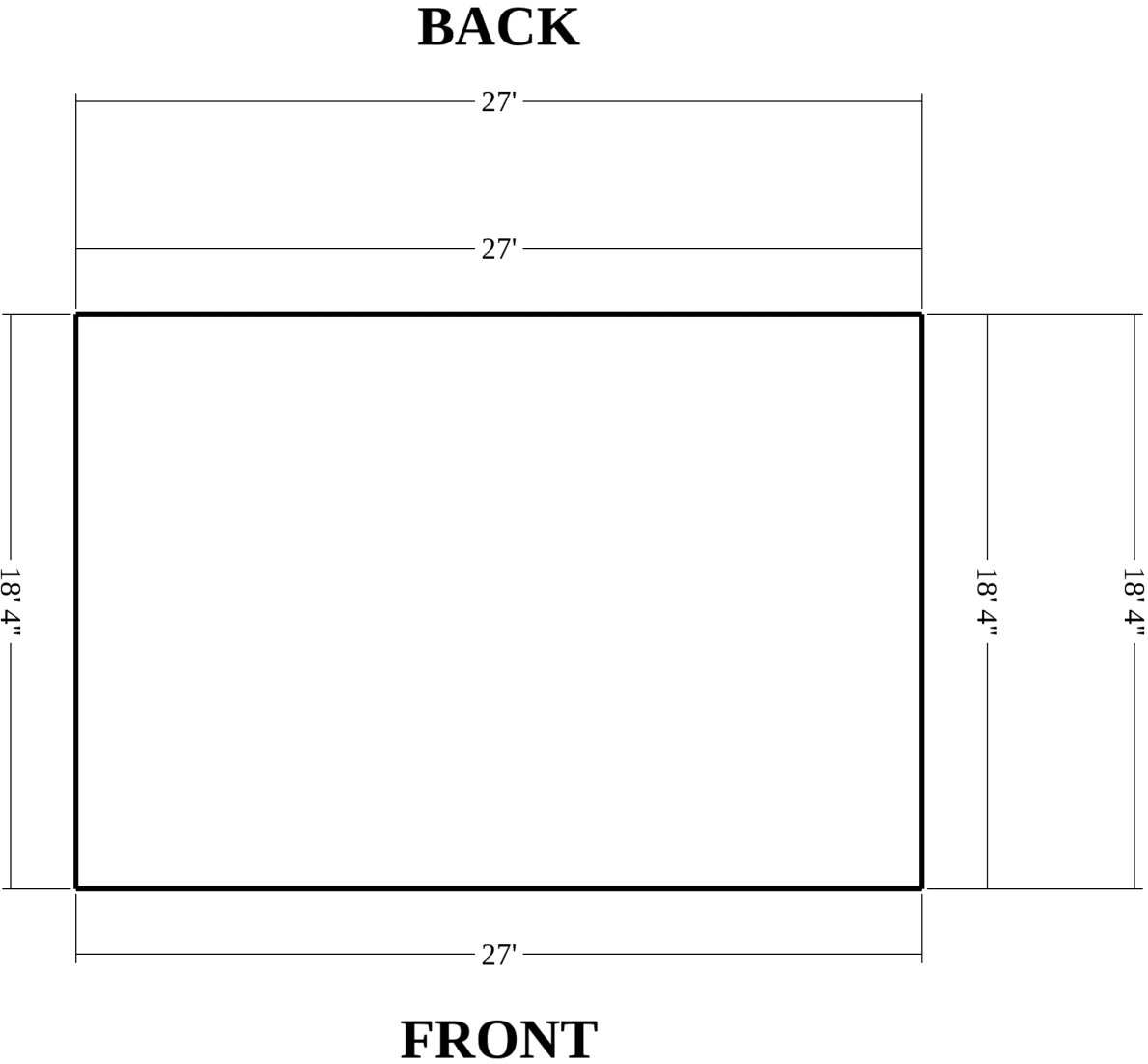
The table above provides the total roof area of a given property using waste percentages as noted. Please consider that area values and specific waste factors can be influenced by the size and complexity of the property, captured image quality, specific roofing techniques, and your own level of expertise. Additional square footage for Hip, Ridge, and Starter shingles are not included in this waste factor and will require additional materials. This table is only intended to make common waste calculations easier and should not be interpreted as recommendations.



Number of Stories: 1

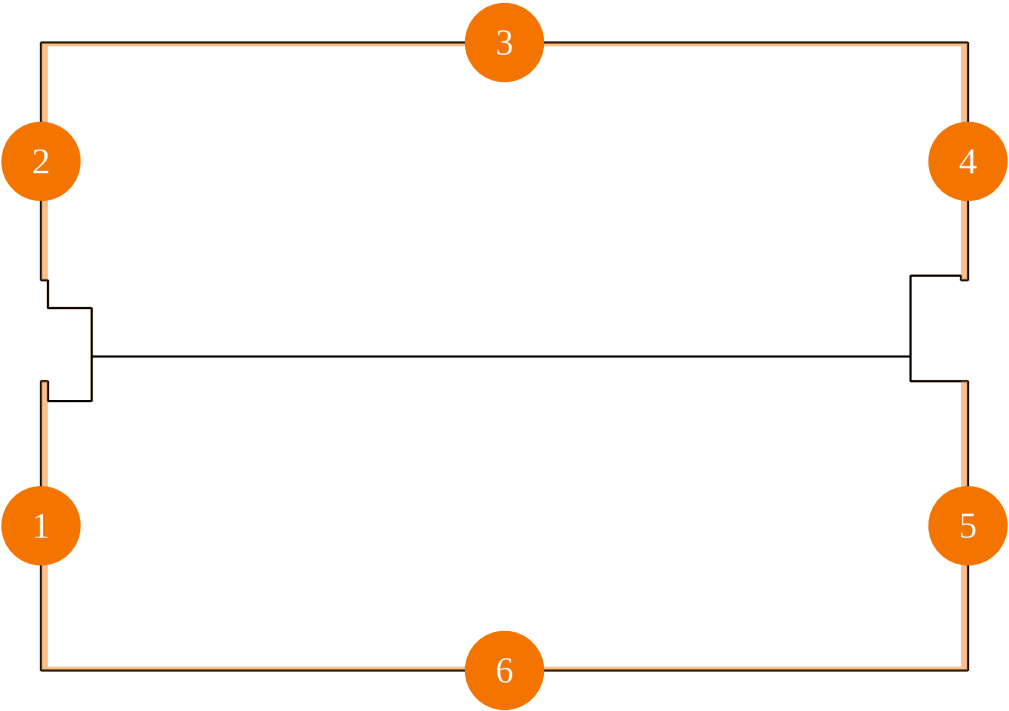
Footprint Perimeter: 90' 9"

Footprint Area: 496 ft²



Soffit Summary

Depth	Type	Count	Total Length	Total Area
1" - 6"	rakes	4	34' 8"	7 ft ²
	eaves	2	54'	6 ft ²
Totals			88' 8"	13 ft ²



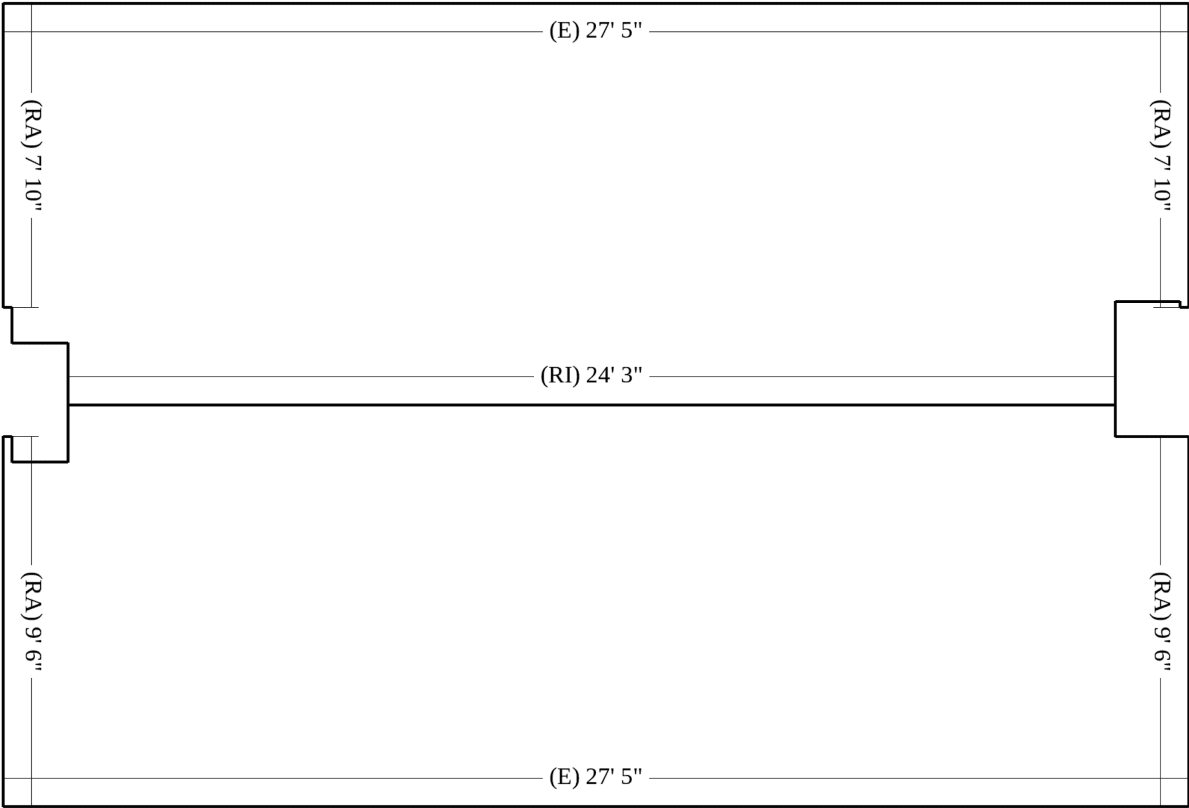
Soffit Breakdown

num	Type	Depth	Length	Area	Pitch
1	rake	2"	9' 6"	2 ft²	6 / 12
2	rake	2"	7' 10"	2 ft²	6 / 12
3	eave	1"	27'	3 ft²	6 / 12
4	rake	2"	7' 10"	2 ft²	6 / 12
5	rake	2"	9' 6"	2 ft²	6 / 12
6	eave	1"	27'	3 ft²	6 / 12

Ø Feature is too small to label on the plan diagram

Roof	Length
Ridges (RI)	24' 3"
Hips (H)	-
Valleys (V)	-
Rakes (RA)	34' 8"
Eaves (E)	55' 8"
Flashing (F)*	5' 7"
Step Flashing (SF)*	7' 4"
Transition Line (TL)	11"

*Please view the 3D model for more detail (e.g. flashing, step flashing and some other roof lines may be difficult to see on the PDF)

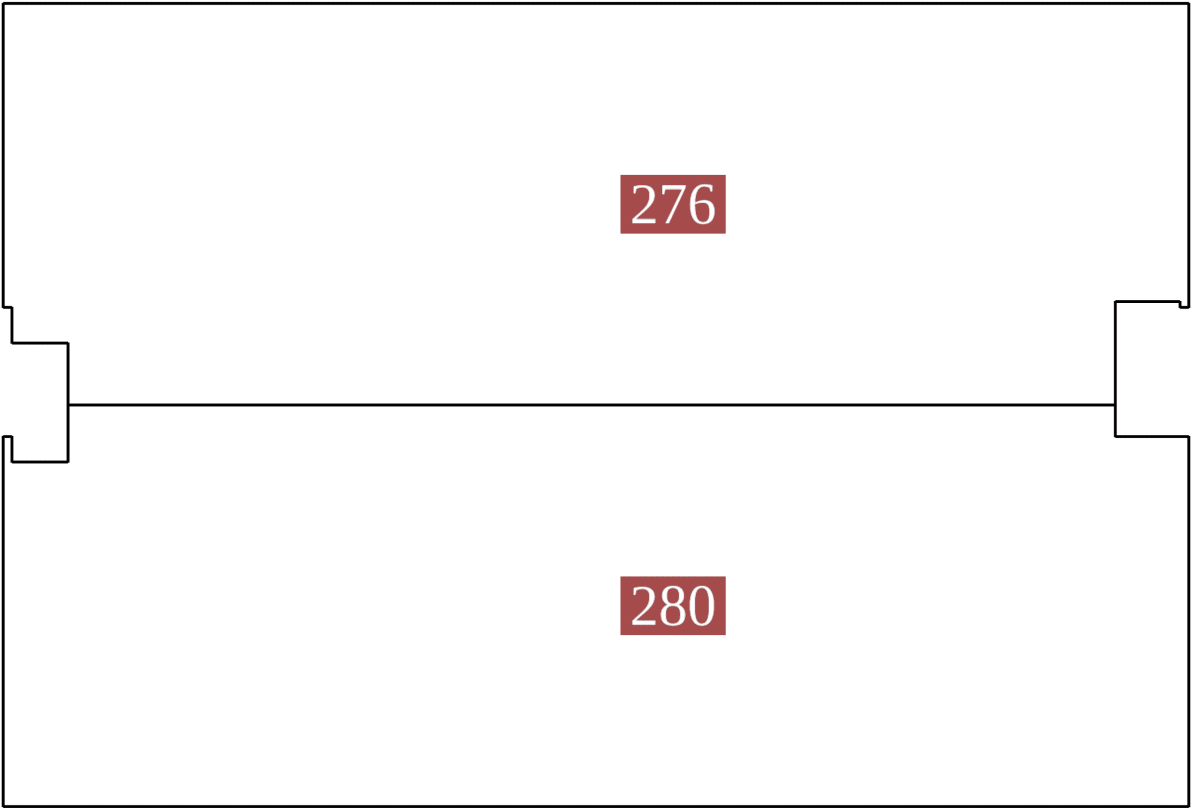


Roof Facets

Facet	Area	Pitch
RF-1	280 ft ²	6/12
RF-2	276 ft ²	6/12



Roof	Facets	Total
Total	2	556 ft ²



Roof Pitch	Area	Percentage
6 / 12	556 ft ²	100%

