



**ACTIONS**  
**DOWTOWN DESIGN COMMISSION**  
**City of Portsmouth**  
**TUESDAY, JULY 9, 2019**  
**SCHOOL BOARD CONFERENCE ROOM (6:00 P.M.)**  
**801 CRAWFORD STREET (RESCHEDULED)**

- A. CALL TO ORDER: @ 6:06 P.M.
- B. WELCOME: Chairman Vaughan
- C. ROLL CALL  
PRESENT: Ian Vaughan  
Jeff Butts  
Chris Crowder  
Cindy Madison  
  
Jeff Miller from City Attorney's Office  
  
Samson Okafor  
Julie Chop
- D. ADOPTION OF MINUTES: (4-0)
- E. SUMMARY OF THE PURPOSE OF DESIGN REVIEW
- F. ADMINISTRATIVELY APPROVED CERTIFICATE OF APPROPRIATENESS
- G. SUMMARY OF PUBLIC HEARING PROCESS
- H. CONSENT AGENDA: None
- I. REVIEW APPLICATIONS FOR CERTIFICATE OF APPROPRIATENESS (COA)

**\*\*CONSENT AGENDA:** Applications that have been examined by the Downtown Design Committee and have been found to be complete and consistent with the design guidelines are approved at the beginning of the meeting and they are approved as submitted.

**1. DDC-19-016                      SHUTTERS INSTALLATION**

Request of Hannelore Osfolk to install four (4) wooden shutters on the front windows. The applicant wants to leave the shutters natural indicating that natural color will fit the

door color better. The samples of the shutters the Commission recommended were presented to her but she prefers to go with natural color. This is at 461 Dinwiddie Street.

*Deferred (4-0)*

*The applicant was not present. The Committee deferred the application to the August 6, 2019 DDC meeting.*

**2. DDC-19-017 WINDOW ADDITION**

Request of Supat Adalem to add a window on the High Street side of the building and three windows on Middle Street side of the building. The plan is to open a restaurant at 301 High Street.

*The applicant, real estate agent, and architect were present to explain the application. The architect stated that they plan to add one additional window on the front facade, three windows to the Middle Street façade, replace the upper fascia parapet of existing facade, add new signage on both facades, and install gooseneck downward facing light fixtures.*

*The Committee suggested enlarging the font size for the letters of the sign to create congruency with the frontage. Applicant was concerned about surpassing the maximum linear square footage allowed within the Zoning Ordinance. The Committee questioned the use of stucco for the fascia board and encouraged a superior material to enhance the prominence of the façade. The Committee suggested the use of fiber cement board. The Committee suggested a material break at the corner. Committee also suggested adding the noodle bowl lady figure on each side of the middle street façade to increase balance.*

*Approval (4-0)*

*The Committee approved the application as submitted.*

**3. DDC-19-020 VINYL INSTALLATION**

Request of Stephen Wilshire to replace hardie plank with vinyl siding colors to remain the same. The existing structure was constructed in 2011. This is at 723 Washington Street.

*Deferred (4-0)*

*The applicant was not present. The Committee deferred the application to the August 6, 2019 DDC meeting.*

**4. DDC-19-021**

**NEW CONSTRUCTION**

Request of Jeremy Mills to construct four (4) townhouse units (***Preliminary Review***) using brick façade, hardie plank on the sides and on the rear. The new construction will include front porch and garage door in the front of all four (4) units. This is at 609 Columbia Street. This is for ***Preliminary Review*** as recommended by the guidelines.

*The applicant indicated he had addressed many of the Committee's concerns from July 2<sup>nd</sup> meeting. He updated renderings to include two over one windows aligning with historic character of the area.*

*The Committee was satisfied with brick feature wrapping structure to encompass part of the side elevation. Committee suggested including differentiating elements between the second and third townhomes. The applicant indicated that would be difficult due to the depth constraints of the parcel. The committee also suggested removing the shutters on the double windows creating better balance and alignment with historical character of downtown.*

***Approval (4-0)***

*The Committee approved the Preliminary Review of the application. The applicant will submit application for Final Review for the August 6, 2019 DDC meeting.*

**5. DDC-19-022**

**SIGN INSTALLATION**

Request of Chris Crowder, representing Hampton Roads Transit to install new signs and wayfinding signs for High Street and North Ferry Landing at 600 Dinwiddie Street.

***Deferred (4-0)***

*The Committee deferred the application to the August 6, 2019 DDC meeting by request of the applicant.*

I. UNFINISHED BUSINESS

J. NEW BUSINESS

K. ADJOURNMENT @ 7:25 P.M.