



AGENDA
DOWNTOWN DESIGN COMMITTEE
City of Portsmouth
TUESDAY, OCTOBER 2, 2018
SCHOOL BOARD CONFERENCE ROOM (6:00 P.M.)
801 CRAWFORD STREET

- A. CALL TO ORDER
- B. WELCOME
- C. ROLL CALL
- D. ADOPTION OF MINUTES
- E. SUMMARIZATION OF THE PURPOSE OF DESIGN REVIEW
- F. ADMINISTRATIVELY APPROVED CERTIFICATES OF APPROPRIATENESS
- G. SUMMARIZATION OF PUBLIC HEARING PROCESS
- H. REVIEW OF APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS
- 1. **DDC-18-024** **SIGN INSTALLATION/OUTDOOR DINING**

Request of Fabiola Guevara to install a new business sign, the sign will use the existing sign space on the wall (internal light to be removed). The sign will be Formed Channel Letters, 3/16" Impact Modified Acrylic (white #2447) 1" Jewelite Trimcap 3" .040 Returns 0.063 White Aluminum backs *Vinyl print overlay on to the acrylic* "YOOL" measures between 25.1 and 38.2" in height "KS ON US" measures between 14.7" and 10.8" in height. At the tallest point (which is where the 2 eggs replace the "O" in "Yoolks") it measures 38.2". The next tallest point is 25.1" then 14.7" and finally 10.8" and the maximum length is 9'. This is at 515 Washington Street.

All new signs should be developed with the overall context of the building in mind and help prevent visual disruption in the district's character.....pg65

Signs should be in proportion to the building, such that they do not dominate the appearancepg65

Locate a sign on a building such that it will emphasize design elements of the façade itself.....pg65

When feasible, place a flush-mounted wall sign such that it aligns with others on the block.....pg67.

Light shall be directed at the sign from an external, shielded lamp. Internal illumination of a sign is inappropriate, with few exceptions....pg69

- I. NEW BUSINESS
- J. ADJOURNMENT



DDC-18-024
Certificate of Appropriateness
Application Form

801 Crawford Street, Portsmouth, Virginia 23704

www.portsmouthva.gov/planning/

- Notes:**
1. A pre-application conference is not required for a certificate of appropriateness but applicants are strongly encouraged to meet with staff to discuss the proposed project prior to submitting an application.
 2. Depending on the proposed activity, the review and decision on an application may be undertaken by staff or the Historic Preservation Commission (HPC) or the Downtown Design Commission (DDC). See the matrix in Section 4 of this application form to identify the appropriate review body based on the proposed project type.
 3. Any development within a historic or D1 Downtown district is required to have a certificate of appropriateness approval before any other applications can be filed.
 4. Public notification requirements may include the on-site posting of the meeting date, time, and location for public review. A site visit may also be required for consideration of your application. Your signature on the accompanying Master Development Application Form authorizes the places of such notice on your property and allows members of the Historic Preservation Commission, DDC and/or staff to enter the property to view the exterior of any buildings or structure on the site.

1. General Project Information

Project Address: 515 WASHINGTON ST

Tax Parcel Identification Number:

Located in?: D1 Downtown Olde Towne Port Norfolk Park View Cradock Truxtun

Were the Historic District Guidelines consulted for this project? Yes No Don't Know

If yes, how did you obtain the guidelines? Online Library Planning Department Civic League

Chapter(s) of Historic District Guidelines consulted:

<input type="checkbox"/> Site Design	Section(s):	
<input type="checkbox"/> Existing Structures – Elements	Section(s):	
<input type="checkbox"/> Existing Structures – Materials	Section(s):	
<input type="checkbox"/> New Construction and Additions	Section(s):	
<input type="checkbox"/> Demolition and Moving	Section(s):	

2. Written Description of Exterior Work

Changes to an Existing Structure/Site New Construction Addition(s) Demolition

A) Describe in your own words, all exterior work, building and site, that can be seen from a public right-of-way. Be sure to indicate all exterior materials and colors. You may use additional sheets and attached manufacturer's information sheets where appropriate.

SEE ATTACHED



801 Crawford Street, Portsmouth, Virginia 23704

DDC-18-024

Master Development

Application Form

www.portsmouthva.gov/planning/

- Notes:**
1. All applications require the submission of this Master Development Application Form and the submission of a Specific Procedure Review Form for the proposed activity. Only one Master Development Application Form is required for each project, regardless of the number of actions, permits, or reviews required.
 2. No action will take place, nor will the request be placed on any agenda, if staff determines that the application is not complete.
 3. No application will be processed while violations exist on the property or if there are outstanding fines, taxes, liens, or other fees are owed to the City of Portsmouth.
 4. A Certificate of Appropriateness is required prior to any activity in the D1 Downtown District or any Historic District (i.e., Olde Towne, Port Norfolk, Park View, Cradock, or Truxtun). See staff prior to application. A Certificate of Compliance (D2) is required prior to any activity in the D2 Uptown District (Form-Based Code).

1. General Project Information

Project Address:	
Tax Parcel Identification Number:	
Lot Area (in square feet):	
Zoning District:	

2. Proposed Activity – Please check all that apply

(PC) = A preapplication conference must be completed prior to submission of the Master Development Application Form.

Proposed Use:	
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Check all permits or reviews that apply:

<input type="checkbox"/> Zoning Verification Request	<input type="checkbox"/> Use Permit (PC)	<input type="checkbox"/> Variance Permit (PC)
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Zoning Compliance Permit	<input type="checkbox"/> Zoning Compliance Permit (Signs)
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Certificate of Occupancy	<input type="checkbox"/> Zoning Map Amendment (PC)
<input type="checkbox"/> Certificate of Appropriateness	<input type="checkbox"/> Type I Development Plan	<input type="checkbox"/> Minor Subdivision
<input type="checkbox"/> Certificate of Compliance (D2)	<input type="checkbox"/> Type II Development Plan (PC)	<input type="checkbox"/> Major Subdivision (PC)
<input type="checkbox"/> Wetland Permit	<input type="checkbox"/> Interpretation Request	<input type="checkbox"/> Subdivision Exception
<input type="checkbox"/> Flood Plain Certificate	<input type="checkbox"/> Land Disturbance Permit	<input type="checkbox"/> Encroachment
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Chesapeake Bay Exception	
<input type="checkbox"/> Appeals	<input type="checkbox"/> Administrative Adjustment or Alternative Form of Compliance	

3. Primary Point of Contact Information

Please circle the preferred method of contact (mail, telephone, fax, or e-mail)

Primary Point of Contact Name:	
Mailing Address:	
Phone No.:	Fax No.:
Email:	

25.96 in

109.72 in



25.96 in.



109.72 in



DDC-18-024

515 WASHINGTON STREET SIGN

NON - LIT Formed Channel Letters

3/16" Impact Modified Acrylic (white #2447)

1" Jewelite Trimcap

3" .040 Returns

.063 White Aluminum backs

Vinyl print overlay on to the acrylic

"YOOL" measures between 25.1 and 38.2" in height

"KS ON US" measures between 14.7" and 10.8" in height

At the tallest point (which is where the 2 eggs replace the "O" in "Yoolks") it measures 38.2". The next tallest point is 25.1" then 14.7" and finally 10.8" and the maximum length is 9'.

Raceway is .063 Aluminum Painted

Raceway is 6" x 5" x 9'

Thanks Brian

In The Matter Of:
Downtown Design Committee
Transcript of Public Hearing

September 4, 2018

ZAHN
COURT REPORTING

208 E. Plume Street, Suite 214
Norfolk, Virginia 23510
tel: 757 627 6554 fax: 757 625 7077
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Original File 090418jt DDC.txt

Min-U-Script®

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DOWNTOWN DESIGN COMMITTEE
TRANSCRIPT OF PUBLIC HEARING
TUESDAY, SEPTEMBER 4, 2018, 5:30 P.M.
CONFERENCE ROOM
THIRD FLOOR, CITY HALL

COMMISSIONERS PRESENT:

- Ian Vaughan, Chairman
- Rebecca Larys, Vice-Chairwoman
- Cindy L. Madison
- Christopher Crowder
- Dawn Richardson
- Jeffrey Butts

COMMISSIONERS ABSENT:

- Tracey Jackson
- Paula Nicholson

CITY STAFF PRESENT:

- Samson E. Okafor, Principal Planner
- Jeffrey Miller, City Attorney

I N D E X

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ITEM	PAGE
DDC-18-017 SIGN INSTALLATION/OUTDOOR DINING	3

1 (Meeting called to order at 5:30 p.m.)

2 MR. VAUGHAN: We'll go ahead and get
3 started since we have a quorum. I call this meeting to
4 order Tuesday, September 4, 2018, tonight's Downtown
5 Design Committee meeting.

6 First we'll do a roll call with city staff
7 and committee members who are present, starting with
8 myself.

9 (Roll call)

10 Thank you. Our first order of business
11 will be an adoption of the meeting minutes from August.

12 Do we have a motion to adopt those meeting
13 minutes?

14 MS. RICHARDSON: Move to accept.

15 MR. VAUGHAN: Do we have a second?

16 MR. BUTTS: Second.

17 MR. VAUGHAN: All right. All in favor?

18 (Vote)

19 Those opposed?

20 (Vote)

21 Okay. The meeting minutes from August
22 stand approved.

23 I will do a quick summarization for
24 purposes of tonight's design review. It's to ensure
25 that all projects, exterior renovations, signage,
26 facade improvements are in compliance with the set of
27 guidelines adopted by the City of Portsmouth.

28 Each applicant who is here tonight will
29 have a chance to present their case, and after their
30 presentation we will vote on approval. Approved
31 projects will get a Certificate of Appropriateness.
32 Projects that aren't approved, there is an appeal
33 process, but we also have methods of trying to get you
34 in the right place for approval.

35 Samson, do we have any administrative
36 items?

37 MR. OKAFOR: No. No.

38 MR. VAUGHAN: I guess our only applicant
39 has also been here before.

40 MR. BULLOCK: Yeah.

41 DDC-18-017 - SIGN INSTALLATION/OUTDOOR DINING

42 MR. VAUGHAN: DDC-18-07, the sign
43 installation, do you want to go ahead and get started?

44 MR. BULLOCK: Yeah. I think being I been
45 here before, I think everyone is kind of, like,
46 understanding exactly, you know, why I'm here and what
47 we're trying to do.

48 I think the first thing is to install the
49 business sign. It looks like here "Representative

1 requests to keep the existing sign", but I know that we
2 had discussed me having a sign, and then y'all wanting
3 the raw letters, the silver letters that I had
4 explained we would make the proper changes for that,
5 and I know we talked about that last time. I think
6 y'all had approved it, and you were okay with the type
7 of sign that I had sent you, and we were going to be
8 going with. I think that's fine.

9 I think the other thing, too, in
10 reference to the fence, I know that y'all wanted me to
11 paint the fence black. I did think that that was
12 great. I think black will look better to go along with
13 the wrought iron. So I do think that would be a great
14 idea that y'all are fine with me painting the wood, all
15 of the salt treated black as is depicted in the
16 picture.

17 MR. VAUGHAN: Okay.

18 MR. BULLOCK: And the last thing I think
19 we had discussed the brick columns going up. I did
20 make the changes in the picture to where the column is
21 all the way brick. So it did take the wood part off,
22 and then we put the cap base on top.

23 MR. VAUGHAN: Okay.

24 MR. BULLOCK: And I think that that's
25 what y'all were looking for. The last time I had just
26 did the column halfway and still kept the wood, and I
27 thought that's what y'all had said, but then after I
28 understood you wanted from the stone all the way up to
29 be brick, and I was fine with that.

30 MR. VAUGHAN: Okay.

31 MR. BULLOCK: And I think that was all
32 that we had in reference to the changes that needed to
33 be made for the outside facade --

34 MR. VAUGHAN: Okay.

35 MR. BULLOCK: -- and what was discussed.

36 MR. VAUGHAN: From the look of the
37 picture that was given to us, it does look like you've
38 incorporated those changes of the brick with the column
39 and then also the painting of the fence.

40 MR. BULLOCK: Right.

41 MR. VAUGHAN: I guess the only thing I'm
42 kind of confused on is the sign, because the way the
43 rendering looks, it looks like it still has the
44 background.

45 MR. BULLOCK: This is black and white.
46 It looks like the background -- you know what I'm
47 saying -- as we had actually discussed, you know, was a
48 black background. I think that's what we talked about,
49 or if I did the exact letters like it was, they were

1 going to be brick, but the letters were going to sit on
2 the little stand piece that we had discussed. I think
3 y'all remember that the letters will be sitting there
4 on that, and then that will be mounted to the brick,
5 and the piece that the letters sit on was black. That
6 piece was black.

7 MR. VAUGHAN: Okay.

8 MR. BULLOCK: Remember we talked about
9 that last time?

10 So the letters will sit on the piece.
11 They will be mounted, not lit, and that rail piece that
12 the letters are sitting on will be mounted straight to
13 the brick.

14 MR. VAUGHAN: Okay. I guess I was
15 thinking that the black part that the letters would be
16 mounted to would be much smaller.

17 MR. BULLOCK: It was, like, we talked.
18 It was only three inches in diameter. You know what
19 I'm saying? The piece that the letters --

20 MR. VAUGHAN: I understand what you're
21 saying. Just the image doesn't appear that way.

22 Does anybody else see it differently?

23 MR. CROWDER: I don't understand your --
24 do we have an image or a drawing of the sign, Ian?

25 MR. VAUGHAN: This is all I have for the
submission.

MR. CROWDER: This is all I've got. This
is all I've got.

Samson, do we have an image of the sign?

MS. MADISON: Of what he's proposed?

MR. OKAFOR: This is what he's proposed
now.

MR. BULLOCK: This right here, yes.

MR. CROWDER: This is what he's proposed
now.

MR. BULLOCK: It was the same sign, and
it wasn't going to be lit.

MR. OKAFOR: No sign can be lit.

MR. BULLOCK: Exactly.

So were y'all okay with the sign that was
there, but just not lit, because the sign was already
there? Or what were y'all looking to go with respect
to that? How did y'all feel about this basic sign
right here, although it was not lit?

MR. VAUGHAN: Well --

MS. RICHARDSON: What's the sign made of?

MR. VAUGHAN: Yeah. What is it made out
of? If it's made like this, what is it made out of?

MR. BULLOCK: Okay. I think this --

1 MR. OKAFOR: When I asked you, you say
it's wood. The trim is painted like it's shown.

2 MR. BULLOCK: I think this is plastic
3 though. That's plastic. I'm going to say it's
plastic.

4 MR. OKAFOR: Okay. If it's plastic, I
told him that plastic signs are not permitted.

5 MR. BULLOCK: Right. Yeah. That's --
MS. RICHARDSON: We talked about the
6 letters being cut out --
MR. BULLOCK: Right.

7 MS. RICHARDSON: -- and mounted on the
wrought iron piece that goes into the brick.

8 MR. BULLOCK: That piece, yes, ma'am.
MS. RICHARDSON: Which is not what this
9 is.

MR. BULLOCK: Right. Exactly.

10 MS. RICHARDSON: So if we do the letters
on the metal frame, we'll approve that.

11 MR. BULLOCK: Right. Okay.
MS. RICHARDSON: But not this.

12 MR. BULLOCK: Okay, ma'am. That's no
problem.

13 MS. RICHARDSON: Metals letters on the
metal frame, but not this.

14 MR. BULLOCK: Not that, okay.
MS. RICHARDSON: Right.

15 MR. BULLOCK: Right.
MR. CROWDER: But don't we need to see a
16 drawing before we do this, or are we just going to
approve it?

17 MR. VAUGHAN: I would prefer to see a
drawing, because I feel like --

18 MR. BULLOCK: The metal letters in what
color? Because the letters that I do have, it's like
19 a -- what color do y'all want the letters to be, them
metal letters?

20 MS. RICHARDSON: They can be that color.
MR. BULLOCK: So they can be that color?
21 So it can look like an egg and everything?

22 MS. RICHARDSON: Metal, yes. It just has
to be metal.

23 MR. BULLOCK: I think they're plastic
letters.

24 MS. RICHARDSON: Right. Plastic is a no
go.

25 MR. BULLOCK: No go, okay. But some type
of metal coating on there, if I'm not mistaken. But it
is mounted, but I don't know if it was in a plastic or

1 not. Because when we were trying to make the egg right
2 there, I don't think that they could have made that out
3 of the metal. You know, I think that was hard for them
4 to make that out of a metal with the yolk coming down
5 and things of that nature. You know what I'm saying?

MS. RICHARDSON: Well, you can do it if
6 you cut it out, right, and then paint it, like, with
7 automobile paint. You can do it like that, but, you
8 know, cut out of --

MR. BULLOCK: Sure.

MS. RICHARDSON: -- steel and then paint
9 it.

MR. BULLOCK: Yeah. Exactly.
10 Okay. Well, let me try to get that to
11 y'all in metal.

12 Would anything else suffice, even if it
13 was mounted on a background that -- in that reference,
14 being that it has a lot of detail to it, if it was not
15 metal, but it did set flush mount outward instead of
16 something that was, you know, encased like it is now,
17 mounted on a basic frame? You follow me? You know
18 what I'm saying? Like, some of the ones you're seeing
19 are a little gaudy. I think this would be definitely a
20 lot nicer -- you know what I'm saying -- than what
21 you're seeing right there, no question about it, but
22 just in that nature and how everything is cut out. I
23 think we might could get that metal look out of it, but
24 it might not be that metal texture, but it still sits
25 on a flush mount, and it's protruded out from that,
from that mount. Do you follow me? So all of the
letters still sit on the iron piece that she's
discussing, that she's looking at, you know. So all of
the letters still sits on that, and it's still mounted
to just the brick by itself, and it doesn't have that
frame around it like it depicts now or in the picture.

MR. VAUGHAN: Yeah. I mean, I think
19 that's the hard thing. Like, you're explaining it, and
20 it sounds like what we agreed upon --

MR. BULLOCK: Right.

MR. VAUGHAN: -- but the image itself
21 isn't showing that. So it's kind of hard to visualize
22 it.

MR. BULLOCK: To visualize.

MS. RICHARDSON: So this is what we're
23 talking about, right, two metal rods?

MR. BULLOCK: Sure. Yes, ma'am.

MS. RICHARDSON: Mount the letters to the
24 metal rods, and then mount the rods to the building.

MR. BULLOCK: Yes, ma'am. Yes, ma'am. I

1 understand that.

2 MS. RICHARDSON: And you can do metal or
3 we do wood, but in this situation metal would last
4 longer, and, you know, as long as you have the right
5 paint on it, it should be fine.

6 MR. BULLOCK: Is there any type of --
7 when I say plastic, I don't mean, like, a plastic that
8 you might drink a jug out of, like a milk plastic. You
9 know what I'm saying?

10 MS. RICHARDSON: We don't do plastic.

11 MR. BULLOCK: No. I'm not saying that
12 type of plastic. I'm saying like a -- like a different
13 texture of what -- I'm not even saying plastic. I have
14 to get the right term.

15 MS. LARYS: Composite.

16 MR. BULLOCK: It might be a composite,
17 but I don't know if that's a plastic or not. You know,
18 I need to get the right material that it's made out of.

19 MS. LARYS: Usually folks bring that to
20 us so that we can see what it's made out of --

21 MR. BULLOCK: Sure. Exactly.

22 MS. LARYS: -- because there is a wide
23 range of poly, polycarbonate out there.

24 MR. BULLOCK: Right.

25 MS. LARYS: And all of it is plastic, and
all of it is vinyl. So it would be a good idea to see
it.

MR. BULLOCK: To see it.

MS. LARYS: Or metal.

MS. RICHARDSON: Metal works.

MR. BULLOCK: Yeah. Exactly. That gets
expensive.

Okay. All right. That's fine. I can
definitely do that, if I can either bring it in -- I
don't want to, you know -- I don't want to, you know,
beat this to death, and I definitely want to get
started on it. So I can maybe pick it up tomorrow, and
maybe get it to Sam. You know, I can meet with y'all.
I don't know when y'all have the next meeting. But
maybe I can show somebody what it is. Maybe y'all can
see it. I can email it to you. I would like to get it
to you as quick as possible. You know, I'm saying that
particular type of metal or the composite part that
you're discussing.

With that being said, you know, and that
being the only thing that we are lacking, I can
definitely get started on the changes.

MR. VAUGHAN: Gotcha.

Rebecca, just to fill you in --

1 MS. LARYS: Okay.

2 MR. VAUGHAN: -- it appears that he has
changed the columns so it's brick all the way up with
the cap.

3 MS. LARYS: Right. I saw that.

4 MR. VAUGHAN: And he's painting the fence
black.

5 MS. LARYS: Right.

6 MR. VAUGHAN: And I believe that's
everything that we agreed upon with those things. And
now we're just kind of talking about the sign, and how
it's illustrated currently doesn't really match what
he's describing, so it's kind of hard to --

7 MS. LARYS: And your sign maker didn't
8 give you any dimensions, drawings or anything to show
you what the letters look like, what type of size they
9 are or anything?

10 MR. BULLOCK: No. The sign is already
made. So I wanted to -- you know, he had made a sign
for me for something else, but I felt like, okay, this
11 sign is already made. It will probably work, because
that's what you were discussing the last time I was
12 here. So he made a sign already, and I admit it's a
huge sign. So I would like to just take a picture of
13 it, bring it in, and show it to y'all. I thought I had
one in my phone, but I don't think I have one in my
14 phone. It's a nice sign though.

15 MS. LARYS: What is it made of?

16 MR. BULLOCK: That's the whole thing.
It's like a heavy -- I want to say a heavy type of
composite, as she was saying, but it's not like a thin
metal, like you might be talking about. You know what
17 I'm saying? It's not like a thin metal that you would
kind of cut stuff out. It's almost like a car type or
18 something like that. It's more of a, I'm going to say
more a composite, and it has like a thick background to
19 it to give it more of a three-dimensional type of look
to it. You know what I'm saying? But it's beautiful.

20 MR. BUTTS: Rebecca, do you think solid
acrylic would work?

21 MS. LARYS: No. No.

22 MR. VAUGHAN: You said you have this
sign?

23 MR. BULLOCK: Yeah. Yeah. Let me call
my guy and see if he can send me a picture of it, if
that's okay.

24 I apologize. My sign guy, he wasn't
here. He's out of state. But, yeah, they definitely
25 have it, and I can definitely get that to y'all.

1 MS. RICHARDSON: Is the sign at the
2 restaurant.

3 MR. BULLOCK: No. No. No. It's at the
4 shop, because I hadn't brought it to put it up, because
5 we haven't gotten the approval yet, but it's a
6 beautiful sign. It's really nice. It's just like you
7 described when I spoke last time, the black background,
8 and how it protrudes out, and how that metal sticks to
9 the brick. You know what I'm saying? It's a nice sign
10 versus to what basically -- and the only thing I did
11 with respect to what's there now is the casing was
12 already there, and I just put a sign inside of it.
13 Everything was already basically there, so that's why I
14 did that. You know what I'm saying? Because I thought
15 they were grandfathered or whatever. But then when Sam
16 said that, you know, we needed something different
17 because it was a new business, I said, okay, no
18 problem. You know what I'm saying? But I would like
19 to get that to y'all so y'all can see it, and if not
20 that, you know, my guy will do the metal, too. I
21 definitely know what you're looking at and looking for.
22 But we want to make it definitely the same type of way
23 with the egg and the yolk coming down and things of
24 that nature. I think that it depicts the business and,
25 you know, what the business is. You know what I'm
saying? I think that's kind of unique the way they did
that the first time.

MR. VAUGHAN: Okay.

15 MR. BULLOCK: And if I had y'all's email,
16 I could just email that to you also. You know what I'm
saying?

17 MR. VAUGHAN: Just email it to Sam, and
18 he can distribute it.

19 MR. BULLOCK: Okay. All right. That's
20 fine. I can do that.

MS. LARYS: We can't vote email.

21 MR. BULLOCK: No, that's fine. Yes,
22 ma'am. I understand.

23 MR. VAUGHAN: It will still be voted on
24 at the next meeting. We meet once a month.

25 MR. BULLOCK: Okay. That's fine. Can we
just vote on this part and not the sign part, is that
possible? And then I can go and get started on that
part.

MR. OKAFOR: Can I please understand the
sign before? The sign is with cut out letters; is that
correct?

MR. VAUGHAN: That's what we talked about
several meetings ago, and we thought that we would see

1 updated drawings that would show that. And the updated
2 drawings or images that we've got, it really didn't
match what we thought we agreed upon.

3 MR. OKAFOR: Okay. So what are we going
to get this time? The sign, is that cut out letters?

4 MS. LARYS: We don't know.

5 MR. BULLOCK: Yes. The letters are cut
out, yes, and the letters are on a -- it's about
6 three-inch thick in width and in diameter rail, and
they are already mounted to the rail. So once we put
the rail up, the letters will protrude out from the
brick, yes, and they are cut out letters.

7 MR. OKAFOR: Okay.

8 MR. VAUGHAN: I would prefer to
potentially see, like, an installation drawing or
something that shows dimensions and how it's mounted,
9 because I don't know if it's just like the Photoshop
technique that you guys are using, but I'm not really
10 understanding how the sign is going to look on the
facade the way it is now.

11 MR. BULLOCK: Okay. Sure. That's no
problem. We can get that to you, and I'll have it on a
12 drawing so you can kind of see how it will look.

13 MR. OKAFOR: If you can email it to me --

MR. BULLOCK: Sure.

14 MR. OKAFOR: -- and I will email it right
away to them as soon as it's ready. Then you don't
have to wait two weeks prior. So just once it's ready,
15 just send it to me.

16 MR. BULLOCK: Okay. No problem.

17 MR. VAUGHAN: Does anybody have any other
questions about the other stuff that he was doing on
the facade?

18 MS. LARYS: What's the drip cap at the
top of the brick columns? What is that?

19 MR. BULLOCK: Yes, ma'am. It was a cap
and base.

20 MS. LARYS: And what is that made of?

MR. BULLOCK: Stone.

21 MS. LARYS: At the top of the columns?

MR. BULLOCK: Yes, ma'am. That would be
stone.

22 MS. LARYS: Okay.

23 MR. CROWDER: Is there a match on both
sides? In that picture it looks like they're
different.

24 MR. BULLOCK: It will match on both
sides. The guy that makes it, he does a -- he does a
25 basic cast iron stone that basically has a little point

1 up top. You know what I'm saying?

2 MR. CROWDER: Okay. The caps look
different on the two columns.

3 MR. BULLOCK: Yeah.

4 MS. LARYS: Just make sure they're
proportional to those columns.

5 MR. BULLOCK: Yes, ma'am.

6 MS. LARYS: So they don't look weak or
not really, you know, robust enough. So be sure that
they're big enough to work well with that column.

7 MR. BULLOCK: Right. Yes, ma'am. We
usually do a half inch or quarter inch overhang anyway,
unless y'all want more of an overhang on the column
that's, you know, on the base.

8 MR. VAUGHAN: How tall is it?

9 MR. BULLOCK: It's about, I'm going to
say it's probably about maybe two and-a-half inches
thick, and then it goes up to maybe about another half
10 an inch. You know what I'm saying? For the top of it,
yes, sir.

11 MR. VAUGHAN: So it's like a precast?

12 MR. BULLOCK: Yes, sir. It's a precast,
yes, sir, and it sits right on top of it.

13 MR. VAUGHAN: Okay.

14 MS. RICHARDSON: Like a very short
pyramid.

15 MR. BULLOCK: Exactly, yes, ma'am.

16 MS. LARYS: And it's the same material as
the cap above the stone, the stacked stone?

17 MR. BULLOCK: Yes, ma'am, same material,
same thing. We get it made.

18 And I don't know if you ever saw the
precast at the new Waterside. Have you seen the
letters in front of Waterside? Or you might not have
seen it.

19 MR. VAUGHAN: The Waterside letters?

20 MR. BULLOCK: Right, the Waterside
letters in the front of it, it's the same material.
That's a precast. They just didn't paint it, that's
all. It's just a white precast. I've done that before
21 on my mailboxes where you do a precast type of cast.
You can make a stone mailbox or a brick mailbox, and
22 then you want a precast, and what you'll do is cut out
the piece where you put the box in. It's the same, and
23 the same guy makes these.

24 MR. BUTTS: Going back to the sign, so
the sign is supposed to be what was proposed last time
with the metal.

25 MS. LARYS: Well, that's what we were

1 recommending and hoping to see.

MR. BULLOCK: With the metal rod.

2 MS. LARYS: Right.

MR. BUTTS: So the next time would not be
3 anywhere near it.

MS. LARYS: Or is it on the building? We
4 don't know yet.

MR. BUTTS: So it has to be what that
5 previous proposal is.

MR. BULLOCK: Exactly. Yes, what she
6 depicted.

MR. BUTTS: And I was going to say but I
7 haven't fully read through our guidelines.

MS. LARYS: No. It doesn't say it has to
8 be that type of sign. It's just what we recommended
that he thought he could agree to at the time.

9 MR. BULLOCK: Sure.

MR. BUTTS: Because if they really want
10 to match that sign, and it really is permissible, and
the only drawback is the material, then I just have to
11 go back and understand my own architecture. It's
either back painted, you know, behind some glazing, and
12 then you frame that with something, metal, aluminum or
stainless steel, or you could possibly make this a
13 printed image, and then you back paint that, or I'm
sorry, you put a glass sheet like that picture right
14 there, similar, but not framed like that.

MS. LARYS: Yes. Like Montgomery Square,
15 but I think he has already made the sign.

MR. BUTTS: And it looks like that.

16 MR. BULLOCK: It looks like what she
wanted. It looks just like what she's asking for.
17 Yeah, it's a beautiful sign.

I think that the only drawback that y'all
18 have to determine is the type of material and that's
it, but the sign is exactly what she described, and I
19 don't really know what the -- you know, I don't know
what the material is. I can't -- I can't -- it's not
20 like what's already up there, definitely. It's
different from that, so I'll have to get that.

21 MR. BUTTS: It's not steel?

MR. BULLOCK: No. It's not plastic, the
22 plastic stuff. So that's what we're trying to do.

MR. BUTTS: Right. Okay.

23 MR. VAUGHAN: Do we have a motion to
approve part of it?

24 MS. MADISON: I make a motion to approve
DDC-18-017, the columns and the painted fencing as
25 depicted in the picture with a hold on the sign.

1 MR. VAUGHAN: Okay.
MS. RICHARDSON: Second.
2 MR. OKAFOR: With a what?
MR. BULLOCK: A hold on the sign.
3 MR. OKAFOR: Okay. Okay.
MR. BULLOCK: Don't forget, ma'am, the
4 base.
MS. MADISON: Oh, and the caps, the drip
5 caps or whatever term.
MR. VAUGHAN: You said we had a second?
6 MS. RICHARDSON: Second.
MR. VAUGHAN: All right. All in favor?
7 (Vote)
Those opposed?
8 (Vote)
Okay. DDC-18-017, sign installation is
9 approved for the columns with the caps and the black
10 painted fence, and they will resubmit drawings on the
signage.
MR. BULLOCK: Okay. Thank y'all. I
11 appreciate that.
MR. VAUGHAN: I would recommend that when
12 you come back with the drawing for the sign, even if
the sign is too big, I think we need to at least see,
13 like, a sample of the material. So if the sign guy
could bring in a sample.
14 MR. BULLOCK: Oh, yeah. I'll try to
bring the sign, if I can.
15 MS. LARYS: And show us where it's to be
located on the building.
16 MR. BULLOCK: Yes, ma'am. No problem.
I'll try to bring the sign, if I can. It's big, but
17 I'll try to make it.
MS. LARYS: Or take a picture of it and
18 bring part of it.
MR. BULLOCK: Okay. No problem,
19 definitely. It's a nice sign. I think you'll love it.
It's a beautiful sign. They did a great job on the
20 sign.
MR. VAUGHAN: All right.
21 MR. BULLOCK: I thank y'all. Thank y'all
very much.
22 MR. VAUGHAN: Thank you.
MR. BULLOCK: I appreciate it. Have a
23 good day.
MS. LARYS: All right.
24 MR. VAUGHAN: I don't think we have
anything else, do we, Sam?
25 MR. OKAFOR: No.

1 MS. LARYS: Can I ask, are we officially
back to 5:30, or are we back to 6:00 o'clock.

2 MR. OKAFOR: We discussed it last time,
but I'm not sure that we agree on 6:00 or 5:30. What
3 is the time?

4 MR. VAUGHAN: I think we talked about
6:00.

5 MR. OKAFOR: So do I make it for next
month 6:00?

6 MR. VAUGHAN: Yes. We can vote on it.

7 MR. MILLER: Well, the Bylaws have 5:30
in them. So if you want to change it to 6:00, we
should amend the Bylaws tonight to make it 6:00.

8 MR. VAUGHAN: Okay.

9 MR. OKAFOR: Okay. What do we do? We
amend the Bylaws first?

10 MR. MILLER: If that's what you want to
do, then just a motion to amend the Bylaws for the
regular meeting time to 6:00 o'clock.

11 MR. VAUGHAN: All right. Do we have a
motion to amend the Bylaws?

12 MS. LARYS: You're on again.

13 MS. MADISON: I make a motion that we
amend the Bylaws to meet at 6:00 o'clock on a monthly
basis.

14 MS. LARYS: Second.

15 MR. VAUGHAN: All in favor?
(Vote)
Those opposed?
(Vote)

16 Okay. It is approved that we would like
to amend the Bylaws to 6:00 o'clock meeting time for
17 our monthly meeting.

18 Is that something that you type up, Jeff?

19 MR. MILLER: Yes.

20 MR. OKAFOR: So once the Bylaws is
changed we don't need to vote on. So it's changed now,
right?

21 MR. MILLER: Yes.

22 MR. OKAFOR: Okay. All right.

23 MS. RICHARDSON: So then the public
notifications and everything will say 6:00 o'clock?

24 MR. OKAFOR: Yes. I will change it.

25 MS. LARYS: Any word for the Zoning folks
coming to our meeting?

MR. OKAFOR: Yes. Ms. Columbia is
officially off today, that's why she is not here. She
will be here at the next meeting. She says she has a
prior arrangement, so she has already taken the day

1 off. She's not in the building at all today, so that's
2 why. And she is the one that is in our area, so. And
3 that has already been forwarded to Doug. So everything
4 is okay for her to come.

5 MR. VAUGHAN: Anything else?

6 All right. Meeting adjourned.

7 (Meeting adjourned at 6:03 p.m.)
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1 COMMONWEALTH OF VIRGINIA AT LARGE, to-wit:

2

3 I, Jill Hudnall Trail, a Notary Public for the
4 Commonwealth of Virginia at Large, of qualification in
5 the Circuit Court of the City of Norfolk, Virginia, and
6 whose commission expires May 31, 2021, do hereby
7 certify that this proceeding was recorded in Stenotype
8 by me and reduced to computer printout under my
9 direction; and that the foregoing constitutes a true,
10 accurate, and complete transcript of such proceeding.

11 I further certify that I am not related to nor
12 otherwise associated with any counsel or party to this
13 proceeding nor otherwise interested in the event
14 thereof.

15 Given under my hand and notarial seal this 10th day
16 of September, 2018, at Norfolk, Virginia.

17

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19

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21

22

Jill Hudnall Trail

JILL H. TRAIL
NOTARY PUBLIC
REGISTRATION # 198029
COMMONWEALTH OF VIRGINIA

23

Jill Hudnall Trail, RPR
Notary Registration No. 198029

24

25

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