

AGENDA
DOWNTOWN DESIGN COMMITTEE
City of Portsmouth
TUESDAY, SEPTEMBER 7, 2021
PUBLIC HEARING 6:00 P.M.
6th FLOOR CONFERENCE ROOM
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

****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

New Application

1. DDC-21-017 SIGN INSTALLATION

Request of Sarah Sadler to install a business sign (4ft x 2ft) made of 3MM Dibond with vinyl decal. The sign will mounted on the wall with no interior light. This is at 325 High 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

Back lighted signs are discouraged but may be allowed if only the letters are back lighted.....pg69.

Painted wood and metal are appropriate materials for signs and their use is encouraged.....pg68

The use of plastic on the exterior of a sign is prohibited.....pg68

- J. UNFINISHED BUSINESS
- K. NEW BUSINESS
- L. ADJOURNMENT

DDC-21-017



Certificate of Appropriateness Application

www.portsmouthva.gov/181/Planning-Department

801 Crawford Street, Portsmouth, Virginia 23704

Notes:

- 1. A Certificate of Appropriateness (COA) is required prior to most exterior work in the Downtown Design (DD) Overlay District and in the Olde Towne, Park View, Port Norfolk, Cradock, and Truxtun Historic Districts (zoned HR, HLO, and HLB). An approved COA is required before any other applications can be filed.
2. A Pre-Application Conference is not required for a Certificate of Appropriateness but applicants are strongly encouraged to discuss the proposed project with Planning Department staff prior to submitting a COA application.
3. Applicants are encouraged to consult the Downtown Design Manual or appropriate historic district design guidelines found on the Planning Department website. The Approved Paint Colors PDF is also available on the Planning Department website.
4. Depending on the proposed activity, the review and decision on a COA application may be undertaken by staff, the Historic Preservation Commission (HPC), or the Downtown Design Commission (DDC). See the matrix in district guidelines to identify the appropriate review body based on the proposed project type.
5. Omitting information pertaining to your project from the project description narrative or other required submissions for this application will cause your application to be deemed incomplete.
6. No action will take place, nor will any request be placed on any agenda, if staff determines that the application is incomplete.
7. COAs may be revoked at such point in time if omitted or incorrect information has been brought to light.
8. 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, unless the application and/or approval would remedy the violation.
9. A site visit may also be required for consideration of your application. Your signature on the accompanying Master Development Application Form allows members of the Historic Preservation Commission, Downtown Design Committee, and/or staff to enter the property to view the exterior of any buildings or structure on the site.
10. There is no fee if application is submitted prior to work being started. A \$250 - \$1,000 fee will be charged if work has begun prior to approval or fee as established in City Code Appendix A Portsmouth Fee Schedule.

1. General Project Information

Submission Date: JUNE 17, 2021
Project Address: 325 HIGH ST PORTSMOUTH VA 23704
Tax Parcel Identification Number:
Lot Area (in square feet):
Zoning District:
District Location: [x] Downtown [] Olde Towne [] Port Norfolk [] Park View [] Cradock [] Truxtun
Type of Work: [] Changes to an Existing Structure/Site [] New Construction [] Addition(s) [] Demolition
Were the Historic District and/or Downtown Guidelines consulted for this project? [] Yes [] No [x] Don't Know

3. Project Description Narrative

Describe all exterior work on the building and site that can be seen from a public right-of-way. Be sure to indicate all proposed exterior materials and colors. Consult Approved Paint Colors PDF for color choices. Use additional sheets and attach manufacturer's information sheets where appropriate.

Adding signage for the Boutique above the space on the wall of the outside.

4. Project Activities: List items below that are included in the project:
(Include drawings and/or site plans of all included items.)

New Construction

Exterior modification of an existing building
 Windows Siding Roof Porch Other (specify in narrative)

Addition to an existing building
 Size of Addition (square feet): _____ Value of Addition: \$ _____
 Use of Addition: _____

Modifications to an existing parking lot

Installation of new parking lot, parking spaces, or loading spaces

Installation or modification of any landscaped areas

Installation or modification of HVAC equipment

Installation or modification of trash collection area (e.g. dumpster or cardboard recycling)

Installation or modification of exterior lighting

Installation or modification of fence or wall

Installation or modification of sign (Sign Zoning Permit Application also required)

Installation or modification of outdoor storage area

Installation or modification of accessory building (if over 256 square feet in size, a building permit will be required)

Installation of solar panels

Installation or modification of other site features (provide details in Project Description Narrative above)

5. Primary Point of Contact Information

Primary Point of Contact Name: SHANTE HALL

Mailing Address: 8200 SPRINGHILL WAY SUFFOLK VA 23435

Phone: 678.580.8250

Email Address: BLAHZAYATL@GMAIL.COM

6. Property Owner Information (if different from primary point of contact)
The property owner must sign the property owner consent box. See item number 7 below.

Property Owner Contact Name: Sarah Sadler

Mailing Address: 1425 E. Cary St. Richmond VA 23219

Phone: 804-489-0002

Email Address: ssadler@legendpropertygroup.com

7. Property Owner Consent

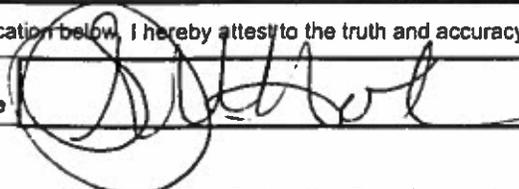
By signing this application below, I, as the owner of the property under review, give my endorsement of this application.

In lieu of having property owner sign, I as the applicant, have provided the front page and signature page of a legally executed lease.

Property Owner or Authorized Signature _____ Date Signed _____

8. Applicant Signature

By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application.

Applicant Signature  Date Signed JULY 15, 2021

See Submittal Requirements Checklist on Page 3

Submittal Requirement Checklist

Submit three copies of all required documents. Hard copies of some documents may be required.

A. GENERAL REQUIREMENTS FOR ALL COA APPLICATIONS

Certificate of Appropriateness Application

Application fee or fee as established in City Code Appendix A Portsmouth Fee Schedule, if work has begun prior to COA approval

Color photographs of the site showing all public views of site and areas where work will be done

A materials sample sheet showing color, type, manufacturer, and item number of new materials being proposed (i.e. windows, siding, roofing materials, etc.)

Any additional information determined to be necessary by Planning staff

B. SUBMITTAL REQUIREMENTS FOR CHANGES TO AN EXISTING STRUCTURE

Scaled physical survey of the property and proposed alterations (if applicable)

Elevation drawings for building facades subject to modification (if applicable)

Floor plans of affected areas of the historic structure (if applicable)

C. SUBMITTAL REQUIREMENTS FOR SITES

Scaled physical survey of the property and proposed alterations (if applicable)

Elevations of proposed fences and other structures with dimensions (if applicable)

D. SUBMITTAL REQUIREMENTS FOR SIGNS

Site drawing showing sign location

Scaled drawing showing sign face, border, mounting mechanism, color, size of sign and lettering, and materials

E. SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION AND ADDITIONS

1. BUILDING INFORMATION: Submit on separate sheets.

Elevation for each building facade

Description of the type of material(s) used on each facade elevation

Proposed building height(s) in feet and stories

Amount of fenestration on the ground floor and upper floor front facade of a commercial building (if applicable)

2. SITE INFORMATION: All of the following information must be provided on a physical survey. Submit survey on separate sheet.

Acreage and square footage of the site

Proposed building height(s) in feet and number of floors

Footprints of all existing and proposed buildings, elevated decks, and covered porches, and accessory structures over 256 square feet in size (if applicable)

Front yard, side yard, corner/end side yard, and rear yard setbacks (if applicable)

All easements with dimensions and designation as to type (if applicable)

Location and description of all existing man-made structures and site features (including monuments, etc.) both above and below ground (if applicable)

Location of vehicular site access and off-street parking areas, including number of spaces (if applicable)

Location of trash collection areas, including dumpster pads and screening features (if applicable)

Location, height, and materials of proposed fences or walls (if applicable)

Location, height, and materials of proposed signs (if applicable)

G. SUBMITTAL REQUIREMENTS FOR DEMOLITION

A statement describing the need for demolition and plans for new use of property

Feasibility study/structural study/cost estimate for rehabilitation

Color photographs showing need for demolition

For demolition projects disturbing more than 2,500 square feet, a land disturbance permit will also be required

OFFICE USE ONLY		Case Number (Tidemark):	
		Accepted Date:	
APPROVALS			
	Signature	Approval Date	Comments or Additional Case Numbers
Design District/Historic District:			
HPC/DDC Hearing Date:		HPC/DDC Action:	

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QUANTITY: 1



PROOF NUMBER

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ORDER NO. 213-45119
PRODUCT NO. 1 of 1

1 CITY OF PORTSMOUTH
2 DOWNTOWN DESIGN COMMITTEE
3 TRANSCRIPT OF PUBLIC HEARING
4 TUESDAY, AUGUST 3, 2021, at 6:00 P.M.
5 CITY HALL, 6TH FLOOR CONFERENCE ROOM
6
7
8
9

10 BOARD MEMBERS PRESENT:

11 Ian Vaughan, Chairman
12 Jeffrey Butts, Vice Chairman
13 Danielle Babcheck
14 Dawn Richardson

15 CITY STAFF PRESENT:

16 Samson Okafor, Principal Planner
17 Jeff Miller, Assistant City Attorney
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I N D E X

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ITEM	PAGE
DDC-21-008, 601 WASHINGTON ST	3
DDC-21-012, 702 & 722 COUNTY ST	7

1 (Call to order at 6:05 p.m.)

2 CHAIRMAN VAUGHAN: Welcome, everybody, to
3 tonight's Downtown Design Committee meeting. It's
4 Tuesday, August 3, 2021. I would like to welcome
5 everybody. Thanks for coming.

6 We do have four commissioners present. We
7 do have enough for a quorum.

8 First order of business is adoption of the
9 minutes from July. Do we have a motion?

10 MR. BUTTS: I move to approve the minutes
11 from our last meeting in June --

12 MS. RICHARDSON: July.

13 MR. BUTTS: July.

14 MS. RICHARDSON: I second.

15 CHAIRMAN VAUGHAN: All in favor?

16 (Response.)

17 CHAIRMAN VAUGHAN: Opposed?

18 (No response.)

19 CHAIRMAN VAUGHAN: The meeting minutes
20 from July are approved as submitted.

21 So the purpose of the meeting today is to
22 review the applications that have been submitted and
23 to determine if they adhere to the standards set
24 forth in the Downtown Design Manual for the City of
25 Portsmouth. As such, we are obligated to make our
26 decisions based upon those standards and guidelines.
27 Should you not agree with the decision of this
28 commission, you do have the right to appeal, and you
29 may see the City for further instructions on how to
30 appeal.

31 At this time, I would like to move on to
32 our consent agenda. These are applications that we
33 have already reviewed and have been found to be
34 complete and consistent with the criteria.
35 Commissioners, should you wish to discuss or make
36 any stipulations on the application, then that
37 application must remain on the full agenda.

38 Are there any consent agenda items?

39 All right. We're going to move on to the
40 regular agenda.

41
42 DDC-21-008:

43 CHAIRMAN VAUGHAN: Our first applicant is
44 DDC-21-008. It's a sign installation. Melvina
45 Williams.

46 MR. OKAFOR: Have a seat.

47 THE APPLICANT: Hi, there. Good evening.

48 CHAIRMAN VAUGHAN: Tell us what you're

1 trying to do. We've got an application that has
2 your information.

3 THE APPLICANT: So I have a daycare center
4 at 601 Washington Street, and I would like to put a
5 sign up, 8-by-2 poly-metal, in the center of the
6 building. That's as far as -- that's all the
7 information I have.

8 CHAIRMAN VAUGHAN: Okay.

9 THE APPLICANT: Poly-metal, 8-by-2.

10 MS. BABCHECK: So it's all just, like,
11 printed on the metal? One big square?

12 THE APPLICANT: Exactly. Yes.

13 MS. RICHARDSON: So we ask for
14 specifications about the size of the sign on the
15 front of the building, like a sketch of that. You
16 didn't bring anything with where the sign is going
17 specifically?

18 THE APPLICANT: No.

19 MS. BABCHECK: Is that the building?

20 THE APPLICANT: Yes.

21 MS. BABCHECK: It would be on the top up
22 here?

23 THE APPLICANT: Yes.

24 MS. BABCHECK: So it would be at this
25 strip at the top?

26 MS. RICHARDSON: Right now there's a
27 banner.

28 MS. BABCHECK: I think she's saying this
29 long and thin is probably going to be centered on
30 here. Is that right? On this strip right here?

31 THE APPLICANT: Right there. Correct.

32 MR. BUTTS: So you said it would be 2x8,
33 the sign?

34 THE APPLICANT: Yes.

35 MR. OKAFOR: I had 6-by-8. That's my bad.

36 MR. BUTTS: So it's going to be in the
37 upper part of the building?

38 THE APPLICANT: Yes. Center.

39 MR. BUTTS: Center? Okay.

40 MS. RICHARDSON: Can I see your building
41 again?

42 MS. BABCHECK: Is it painted or how is it?

43 THE APPLICANT: No. No paint. It's just
44 poly-metal material.

45 MS. BABCHECK: So they just -- it's just,
46 like, printed onto it?

47 THE APPLICANT: Yes.

48 MR. BUTTS: Yeah. It says poly. It says
49 poly-metal panels also feature the ability to
50 digitally print directly to the panel. So I think

1 that's similar to what we had last month with -- I
2 can't remember her name.

3 MS. RICHARDSON: Al Home Care.

4 MR. OKAFOR: Uh-huh.

5 MR. BUTTS: I think that sign was similar.

6 MS. RICHARDSON: So you're not planning on
7 putting any lights on the sign, like shining on the
8 sign?

9 THE APPLICANT: Not -- no. No lights.

10 MS. RICHARDSON: Okay. A lot of the signs
11 have, like, gooseneck lights that shine on the sign
12 so you can see it at night.

13 THE APPLICANT: So I hadn't planned on
14 that.

15 MS. BABCHECK: It's a daycare. Not really
16 there at night anyway, are you?

17 THE APPLICANT: No.

18 MS. BABCHECK: Would that be relevant in
19 this case to have light on something that nobody's
20 at at night? I don't know.

21 CHAIRMAN VAUGHAN: I don't think it's
22 necessarily a requirement. I think it's more or
23 less, if you did want to light it up, that would be
24 the appropriate light fixture to shine onto the
25 sign.

THE APPLICANT: I could entertain that. I
could do that if that's what I need to do.

CHAIRMAN VAUGHAN: Danielle, can I see the
photograph that you pulled up?

MS. BABCHECK: It's just the Google Maps.

MS. RICHARDSON: If you include it now,
then you don't have to come back with a new permit
to do lights.

THE APPLICANT: Let's do that, and I'll
just discuss that with my husband and make it
happen.

CHAIRMAN VAUGHAN: So for clarification,
the current picture I'm looking at has a square sign
that says Abby's Art, and you're going to put your
sign on the white --

THE APPLICANT: Yes.

CHAIRMAN VAUGHAN: And Abby's Art will
disappear?

THE APPLICANT: It's already gone.

CHAIRMAN VAUGHAN: Dawn, I almost think
that, if she does do the recommendation with the
light, the sign would want to go where the old sign
was, and the lighting would be within that white
part, would be my recommendation if she's to use
those types of lights. But if she keeps the sign

1 centered within the white space, then I don't know
2 if lights would work proportionately.

3 MS. RICHARDSON: Would you think
4 spotlights, mini spots?

5 CHAIRMAN VAUGHAN: I mean, you could. I
6 don't know if she's actually required to have lights
7 on the sign.

8 MS. RICHARDSON: She is not required to
9 have lights.

10 CHAIRMAN VAUGHAN: And in theory we could
11 approve it as submitted. But if you were to discuss
12 with whomever that you wanted lights, it would be
13 more appropriate to come back and actually
14 illustrate how those lights would work with the
15 sign.

16 THE APPLICANT: Okay.

17 CHAIRMAN VAUGHAN: Does that make sense?

18 THE APPLICANT: Yes.

19 CHAIRMAN VAUGHAN: What's your gut -- what
20 would you like to do?

21 THE APPLICANT: Just leave it as is. I
22 mean, I hate to say that and then my husband say,
23 No, I want lights. We won't have lights.

24 CHAIRMAN VAUGHAN: Okay.

25 THE APPLICANT: Because you're going to
say we have to pull it down, right?

CHAIRMAN VAUGHAN: Not necessarily. I
think an illustration would help us understand a
little bit more. It would be hard for us to say
yeah if you're going to use those lights.

THE APPLICANT: So no lights.

MR. BUTTS: Would the dimensions of the
sign be proportional to the existing height of that
upper part of the building?

THE APPLICANT: Yes.

MR. BUTTS: Do you know how much space
there is up there --

THE APPLICANT: No.

MR. BUTTS: -- from the top to the --

THE APPLICANT: No. But --

MR. BUTTS: But you know two feet will fit
within that?

THE APPLICANT: Yes. The sign guy came
out and did his measurements.

MR. BUTTS: He surveyed it? Okay. I'm
just making sure the sign goes up and it's maybe too
big or --

THE APPLICANT: Right. No. He came out.

MR. BUTTS: I have no issues.

CHAIRMAN VAUGHAN: What's in our

1 guidelines, signs should be proportionate to the
 2 building such that they do not dominate the
 3 appearance. I guess his concern is, if you put the
 4 sign in that part, it doesn't take up the entire
 5 white part.

6 MS. RICHARDSON: An edge around it like a
 7 frame.

8 THE APPLICANT: It does. It should be.
 9 It should fit like so.

10 CHAIRMAN VAUGHAN: Okay. Thank you for
 11 the clarification. I think there was an error in
 12 here. It said it was six foot by eight foot, but
 13 you're saying it's two feet by eight feet.

14 THE APPLICANT: Yes. Thank you.

15 CHAIRMAN VAUGHAN: We have to vote.

16 MS. BABCHECK: I move to approve
 17 DDC-21-008.

18 MS. RICHARDSON: Second.

19 CHAIRMAN VAUGHAN: We have a motion and a
 20 second. All in favor?

21 (Response.)

22 CHAIRMAN VAUGHAN: Those opposed?

23 (No response.)

24 CHAIRMAN VAUGHAN: Hearing none,
 25 DDC-21-008, the sign installation, is approved.

You're going to work with Samson to get
 your Certificate of Appropriateness and move forward
 with your project. Good luck.

THE APPLICANT: Thank you.

DDC-21-012:

CHAIRMAN VAUGHAN: Our next item is
 DDC-21-012. Fence installation on County Street.

THE APPLICANT: Mr. Chairman, committee
 members, thank you for having me. Nice to have the
 opportunity to be heard. Appreciate it. I'm Andrew
 Bander. I own 720-722 County Street. It used to be
 mixed-use buildings. So it's got two different
 addresses. The downstairs is 722 County Street. It
 is now residential.

I want to put a privacy fence around the
 back of the building so that there can be an open
 living space back there. Some pavers and some grass
 and just a nice place to hang out sometimes. So
 it's going to be a wooden fence. I'm open to some
 suggestion if we need to make some changes to make
 it happen. I was going preferably to use pine or
 cedar. The cost of building materials is crazy
 lately. Mr. Okafor made a recommendation we make a
 scalloped fence top to the fence so it doesn't have

1 that prison look, a wooden fence around it, two
2 40-inch gates around each side to make moving
3 furniture easy. The fence will be attached --
4 there's an existing chain-link fence on the far end,
5 the Jewish Cultural Center. I'm in the midst of
6 talking to them to make sure they're on board with
7 it. They're going to require their committee to
8 approve it.

9 All I'm doing is taking a stump out on the
10 fence line. And the wooden fence -- I overheard you
11 mention this earlier -- the wooden fence is going to
12 be attached to the existing chain-link fence with
13 the cat's-claw fasteners.

14 MS. BABCHECK: We had it in the email.

15 MS. RICHARDSON: It's not in the most
16 recent email but the one before that. It was in
17 there.

18 THE APPLICANT: I have a copy with me if
19 anybody needs to take a look at it. Ultimately,
20 what it is is the shape of a claw with a screw that
21 goes through the center. Goes from the outside and
22 grabs the chain-link fence and stops either fence
23 from sagging or separating. It prevents a gap there
24 so people can't push there and cut through it. It
25 will make it a secure point on the fence.

As to the color, my preference in the
application was just a natural color. I was going
to put a natural sealer on it to protect it. But I
put a color chart here. If we need to make it a
certain color, we can do that.

Any questions?

MS. RICHARDSON: Yes. On the drawing,
there's the chain-link fence, which is back here.
And then there's a line that goes here. And then it
says there's seven foot between this chain-link
fence and this line.

Is this your property line? Is this a
fence line? What is that line?

THE APPLICANT: This is an '07 survey, and
the seven-foot enclosure I believe was an old wooden
fence that used to be there. That fence is gone.
And at the very top of that drawing, which is the
far north end of this, is the chain-link fence I
believe.

MS. RICHARDSON: I see the chain-link
fence.

THE APPLICANT: So the survey is not
accurate. That right one line that says -- right
below the chain-link fence where it says 26 foot,
that I believe was an old wooden fence that's not

1 there anymore.

2 MS. RICHARDSON: Okay. My second question
3 is, last time I was there, there was a car parked
4 here.

5 THE APPLICANT: Yes, ma'am.

6 MS. RICHARDSON: Okay.

7 THE APPLICANT: We're not going to park
8 there anymore.

9 MS. RICHARDSON: You have someplace else
10 to park?

11 THE APPLICANT: We use street parking and
12 the gravel lot next door.

13 MS. RICHARDSON: Across from Trinity's
14 back door?

15 THE APPLICANT: There's Stylistic Cuts.
16 There's a gravel lot, which used to be to a police
17 training center many moons ago. That got taken out.
18 And there's an electrical easement, which goes to
19 the apartments right on the corner of High Street
20 and Effingham Street. I forget the name of it. Is
21 that Montgomery Square?

22 MS. RICHARDSON: Yes.

23 THE APPLICANT: There's an electrical
24 easement that goes through there. They cannot build
25 on that. We maintain that as a parking lot for the
26 Stylistic Cuts and for the Airbnb apartments
27 upstairs. There's plenty of parking but also
28 additional street parking.

29 MS. RICHARDSON: Okay.

30 CHAIRMAN VAUGHAN: So the fence isn't to
31 hide parking, it's to hide the area you're trying to
32 create?

33 THE APPLICANT: It's to create a private
34 living space back there. So cars will no longer be
35 able to park there. There is plenty of other
36 parking spaces.

37 CHAIRMAN VAUGHAN: Yeah, yeah, yeah.

38 MS. RICHARDSON: So we discussed last time
39 that you can see from High Street -- not from High
40 Street -- from Effingham past between the Cultural
41 Center and the back of the building. So you can see
42 the fence. And normally we go with four-foot
43 wrought iron. And in this situation, the way it's
44 in the commercial area, we're okay with six-foot
45 wood.

46 CHAIRMAN VAUGHAN: Yeah. And I think the
47 other thing we kind of talked about is, in theory,
48 there could be a building in front of it that would
49 be on Effingham where you would never see the fence.

50 THE APPLICANT: I've spoken with the

1 ladies from the Jewish Cultural Center. Their plan
2 is, on the two lots facing Effingham Street, they do
3 intend to -- they hope -- I'm not sure, and I don't
4 want to put words in their mouth -- but they hope to
5 create an archive building on those lots. So it
6 won't be a parking lot. They do want to put a
7 building there. I don't know if they've even got
8 plans how far along they are. I think that's their
9 ultimate goal.

10 CHAIRMAN VAUGHAN: I think the way our
11 guidelines are written is the intent is for you not
12 to have a six-foot privacy fence right on Effingham.
13 So we're just -- I feel there's a gray area there
14 that I think you're okay with I believe, the way I
15 understand what you're trying to do. I think it's a
16 nice touch for the top.

17 MS. RICHARDSON: We talked about dog-eared
18 or Gothic, but the scallops look nice.

19 THE APPLICANT: I have a picture of the
20 proposed.

21 MS. RICHARDSON: The HPC in Olde Towne
22 uses dog-eared or Gothic for wooden fences. So
23 that's not what you've got.

24 THE APPLICANT: I can do that.

25 MS. RICHARDSON: But it's also not in the
Historic District.

CHAIRMAN VAUGHAN: That's more like
residential. This is more commercial.

I'm okay with what you've proposed. I
think it's not bad. Might actually be better than
the dog-eared. I don't know.

MS. RICHARDSON: A lot less cuts.

THE APPLICANT: I buy them premade.

CHAIRMAN VAUGHAN: Did anyone have any
comments on the actual -- you didn't circle any of
the samples. These are all the different options we
can choose from?

THE APPLICANT: I would choose on the very
top left-hand corner, the clear 4500 and let the
natural wood show through. And the building is a
beige color. I would choose that. But I'm open to
suggestions. It's got to be stained or sealed
anyway.

CHAIRMAN VAUGHAN: Do you intend to grow
any ivy or anything on it?

THE APPLICANT: No.

MS. BABCHECK: Yeah.

CHAIRMAN VAUGHAN: We don't have to
necessarily pick for you. I mean, I think all these
are okay.

1 THE APPLICANT: Okay. Well, then I'm
2 officially choosing the 4500. I'm just trying to be
agreeable.

3 CHAIRMAN VAUGHAN: And you mentioned you
4 have to do the additional consultation with the
5 museum?

6 THE APPLICANT: I just want their
7 permission before I touch their fence. I was
8 invited to put together a writing explaining to them
9 the plan of using the cat's claw and the fact I'm
10 going to take the stump out of their fence line. I
11 was offering to pay for any repairs that needed to
12 be done to the fence. I needed to present that to
13 them. The woman I spoke to -- I didn't get her
14 name -- she didn't see a problem. But because it
15 was a nonprofit, it has to be presented to the board
16 for their approval.

17 MS. RICHARDSON: Are you going to plant
18 some kind of screening plants along the chain-link?

19 THE APPLICANT: I hadn't figured that out
20 yet. I talked to a landscaper, and he suggested
21 there's a translucent black screen or plant some
22 shrubs or something. But there are some
23 air-handlers or compressors right behind for that
24 building and another chain-link fence. It's not
25 really that open. So I might not need to do
anything. To be honest with you, I hadn't gotten
that far.

CHAIRMAN VAUGHAN: I don't have additional
questions.

Does anybody have any thoughts?
All right. Do we have a motion?

17 MS. RICHARDSON: I move that we approve
18 DDC-21-012.

19 MR. BUTTS: Second.

20 CHAIRMAN VAUGHAN: We have a motion and a
21 second. All in favor?

(Response.)

22 CHAIRMAN VAUGHAN: Those opposed?

(No response.)

23 CHAIRMAN VAUGHAN: Hearing none,
24 DDC-21-012 fence installation has been approved.

25 MR. OKAFOR: Is there a style?

CHAIRMAN VAUGHAN: What was represented.

THE APPLICANT: Scalloped.

Thank you. Have a wonderful evening.

CHAIRMAN VAUGHAN: Thank you so much.

Do we have any unfinished business?

MR. OKAFOR: No, not yet. We hope to get
it by next meeting.

1 CHAIRMAN VAUGHAN: Any new business? Same
2 thing?

3 MR. OKAFOR: Yeah.

4 MR. BUTTS: We have a new member, a new
5 commissioner.

6 MR. OKAFOR: Yes. That was during the
7 pandemic. We have not been able to reach him. So I
8 think we will just have to let the city clerk know
9 about it. We haven't seen him since he had been
10 appointed. I think he was appointed maybe in April.
11 I'm not quite sure. I know it's been more than
12 three months. That's all I can say. I'm not sure.
13 So what we're going to do is, when Debby White comes
14 back, then we'll let her know.

15 CHAIRMAN VAUGHAN: Thank you.

16 I guess there's nothing else. So I guess
17 we're adjourned.

18 (Meeting adjourned at 6:31 p.m.)
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1 COMMONWEALTH OF VIRGINIA AT LARGE, to-wit:

2
3 I, Kimberly A. Watrous, Registered Professional
4 Reporter, a Notary Public for the Commonwealth of
5 Virginia at Large, of qualification in the Circuit
6 Court of the City of Norfolk, Virginia, do hereby
7 certify that this proceeding was recorded in
8 Stenotype by me and reduced to computer printout
9 under my direction; and that the foregoing
10 constitutes a true, accurate, and complete
11 transcript of such proceedings.

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

16 Given under my hand and notarial registration
17 number on August 17, 2021, at Norfolk, Virginia.

18
19
20 Kimberly A. Watrous, RPR
21 Notary/eNotary Reg. No. 195088
22 My commission Expires 09-30-22
23
24
25