



*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*

2. **DDC-17-002**

**STEEL CHANNELS INSTALLATION**

Request of Cecil Goodwin to install two 6 inch steel channel plates to run the entire length of the building. The intent is to secure the brick veneer does not fall away from the existing wall. The applicant stated that the installation is for safety purposes. This is at 832-834 High Street.

J. UNFINISHED BUSINESS

K. NEW BUSINESS

L. ADJOURNMENT

**Certificate of Appropriateness  
Application Form**

801 Crawford Street, Portsmouth, Virginia 23704

[www.portsmouthva.gov/planning/](http://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: **448 GREEN 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**

*Painting*

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 attachment*

*Door Trim: yellow*

*Middle trim: Green*

*Outer trim: Black*

*Awning upper Black*

*middle yellow*

*lower green*

- Notes:**
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  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:** 448 Green St Portsmouth

**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:** Restaurant

**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)

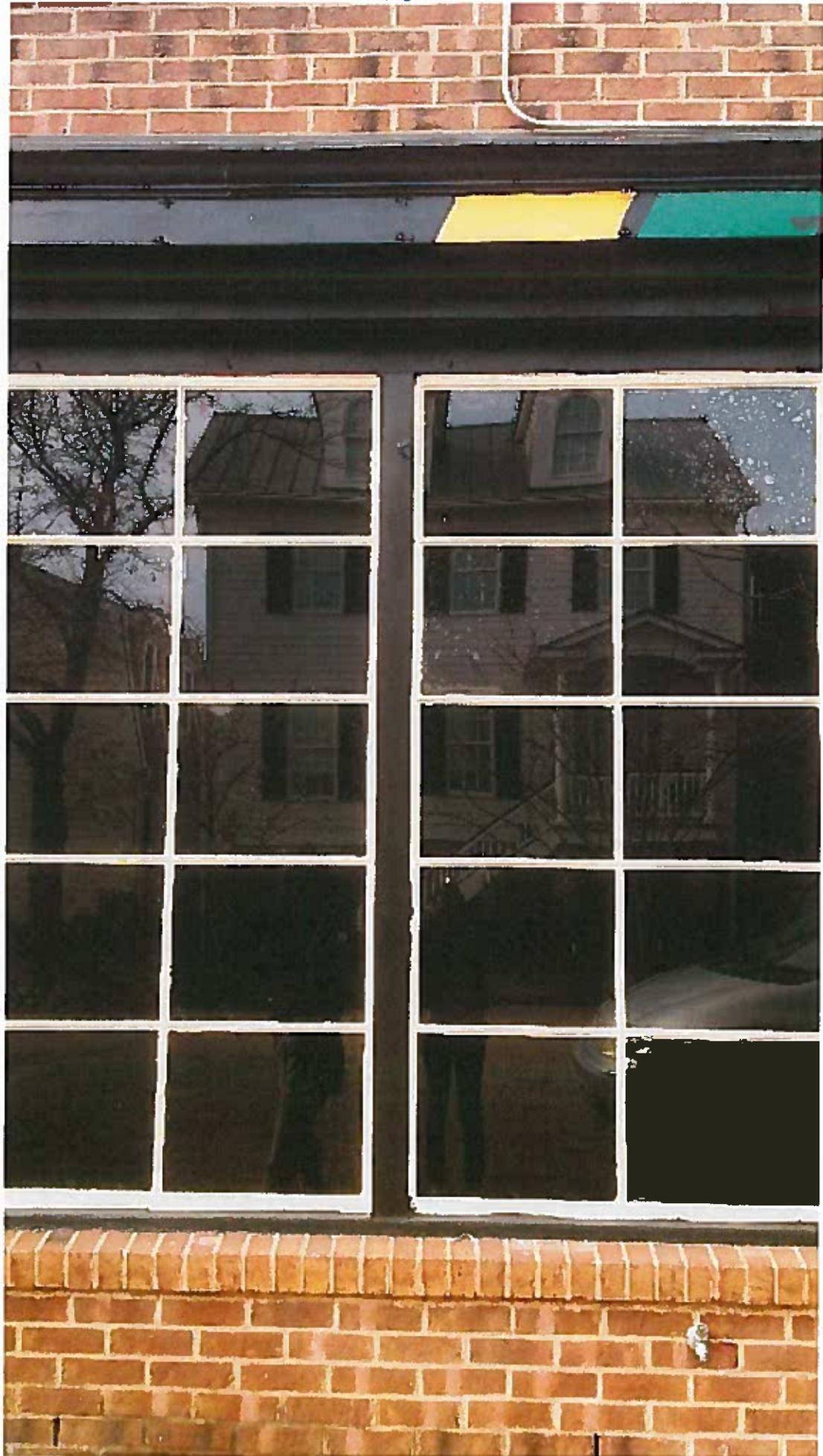
**Primary Point of Contact Name:** Theresa A Spotwood

**Mailing Address:** 622 North St

**Phone No.:** 757-215-6660 **Fax No.:**

**Email:** SPOTWOOD622@gmail.com

448 Green Street

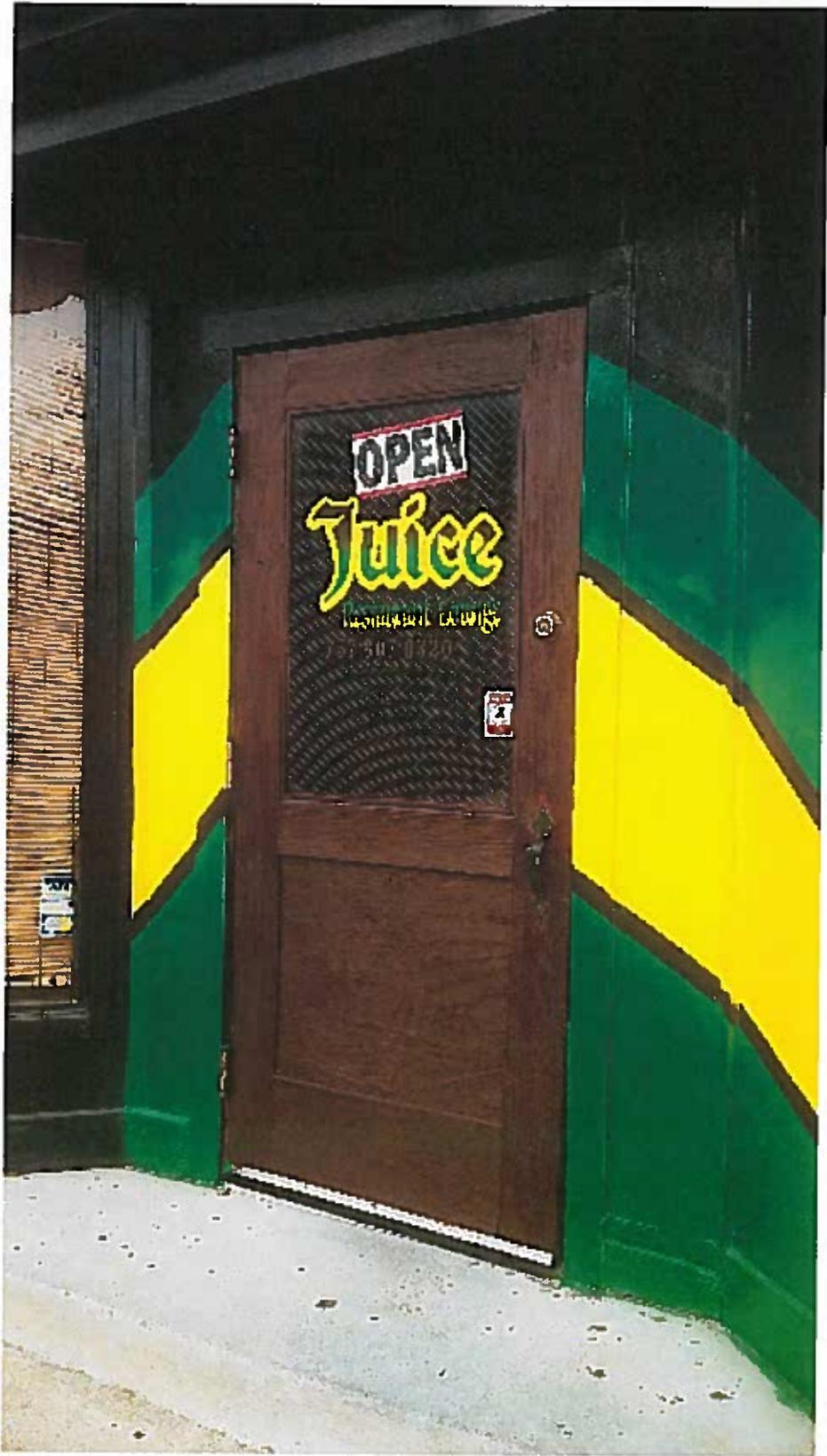


Black  
Yellow  
Black  
Green

448 Green Street



Yellow  
Green  
Black





**Certificate of Appropriateness  
Application Form**

801 Crawford Street, Portsmouth, Virginia 23704

[www.portsmouthva.gov/planning/](http://www.portsmouthva.gov/planning/)

- Notes:**
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  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:** 832-834 HIGH STREET, PORTSMOUTH, VA 23704

**Tax Parcel Identification Number:** 0024-1500

**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:**

- Site Design Section(s):
- Existing Structures – Elements Section(s):
- Existing Structures – Materials Section(s):
- New Construction and Additions Section(s):
- 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.

*I'm stalling 2-6" channels across the bricks as a safety measure to insure the brick veneer does not FALL away from the existing wall and roof structure. See attached sketches. The installation IS FOR safety purpose.*

DDC-17-002

Project Address:	832-834 HIGH STREET PORTSMOUTH
Tax Parcel Identification Number:	0024-1500
<b>3. Submittal Requirement Checklist</b> (Submittals should include 11 copies of listed items, unless otherwise stated.)	
<b>A. General Information for all COA Applications</b>	
<input checked="" type="checkbox"/>	Master Development Application Form
<input checked="" type="checkbox"/>	Certificate of Appropriateness Application Form
<input type="checkbox"/>	Application fee as established in the Portsmouth Fee Schedule identified in Appendix D of the Portsmouth Development Procedures Manual
<input type="checkbox"/>	Historic district guidelines chapter and section, where applicable
<input type="checkbox"/>	4" x 6" color photographs of the site showing all public views of site, areas where work will be done, and surrounding properties
<input type="checkbox"/>	A materials sample sheet showing color, type, manufacturer, and item number of new materials being proposed
<input type="checkbox"/>	Any additional information determined to be necessary by the Planning Department
<b>B. Submittal Requirements for Buildings</b>	
<input type="checkbox"/>	Scaled drawings showing physical survey including property, all site conditions, and adjacent structures (elevation drawings only required for building facades subject to modification)
<input type="checkbox"/>	Historic evidence (such as old photos) to justify any restoration of missing elements where applicable
<b>C. Submittal Requirements for Sites</b>	
<input type="checkbox"/>	Scaled drawings showing physical survey including the property, adjacent structures, and proposed alterations (elevations of fences and other structures as requested)
<b>D. Submittal Requirements for Signs</b>	
<input type="checkbox"/>	Site drawing showing sign location
<input type="checkbox"/>	Scaled drawing showing sign face, border, mounting mechanism, color, size of sign and lettering, and materials
<input type="checkbox"/>	All material necessary for issuance of a zoning compliance permit for signage (if new signage or modifications to signage are proposed)
<b>E. Submittal Requirements for New Construction and Additions</b>	
<input type="checkbox"/>	Scaled drawing showing physical survey including property, adjacent structures and location of property boundaries, buildings, site lighting, parking, walkways, mechanical/utility equipment, accessory structures, fencing, and plantings
<input type="checkbox"/>	Elevations of proposed structure and the historic building including texture, relative grade and elevations related to floor level (including drawings of architectural details)
<input type="checkbox"/>	Floor plans of affected exterior walls on the historic building
<input type="checkbox"/>	A description of how the new structure maintains compatibility with the existing structure in cases where new construction is proposed
<b>F. Submittal Requirements for Demolition</b>	
<input type="checkbox"/>	A statement describing the need for demolition (if applicable) and plans for new use of property
<input type="checkbox"/>	Feasibility study/structural study/cost estimate for rehabilitation
<input type="checkbox"/>	Documentation of hardship including photographic evidence where applicable
<input type="checkbox"/>	For demolition projects disturbing more than 2,500 sq ft, a land disturbance permit is also required



801 Crawford Street, Portsmouth, Virginia 23704

DDC-17-002

Master Development

Application Form

[www.portsmouthva.gov/planning/](http://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:	832-834 High St Portsmouth, VA 23704
Tax Parcel Identification Number:	0024-1500
Lot Area (in square feet):	6000
Zoning District:	D-1

**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:	
---------------	--

**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 checked="" 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 checked="" 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"/> Welland 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:	CECIL GOODWIN		
Mailing Address:	507 OAKLETTE		
Phone No.:	757 235 3487	Fax No.:	
Email:	CAGOODWIN07@GMAIL.COM		

**4. Property Owner Information (if different from the primary point of contact)**

The property owner must sign a property owner consent box (See item number 5 on the following page.).

Property Owner Contact Name:	Cecil Goodwin		
Mailing Address:	1507 OAK Lette. <del>ETA</del> Chesapeake VA 23325		
Phone No.:	757-235-3487	Fax No.:	
Email:			

**5. Property Owner(s) Consent**

Project Address:	832-834 HIGH ST. PORTSMOUTH VA		
Tax Parcel Identification Number:	0024-1500		

The names, addresses, telephone numbers, and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. Faxed or photocopied signatures will not be accepted.

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

Property Owner or Authorized Signature:	Cecil Goodwin	Date Signed:	12/2/2016
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If a business entity owns the property, the following is the name and title of the individual authorized to sign, as the property owner above, for such business entity.

Name of Person Authorized to Sign:	
Title of Person Authorized to Sign:	
Mailing Address:	
Phone No.:	

**6. Applicant's Signature**

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

Applicant's Signature:	Cecil Goodwin	Date Signed:	12/2/2016
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<b>OFFICE USE ONLY</b>	Project Number (Tidemark):
Received By:	Received Date:
Accepted as Complete By:	Accepted Date:

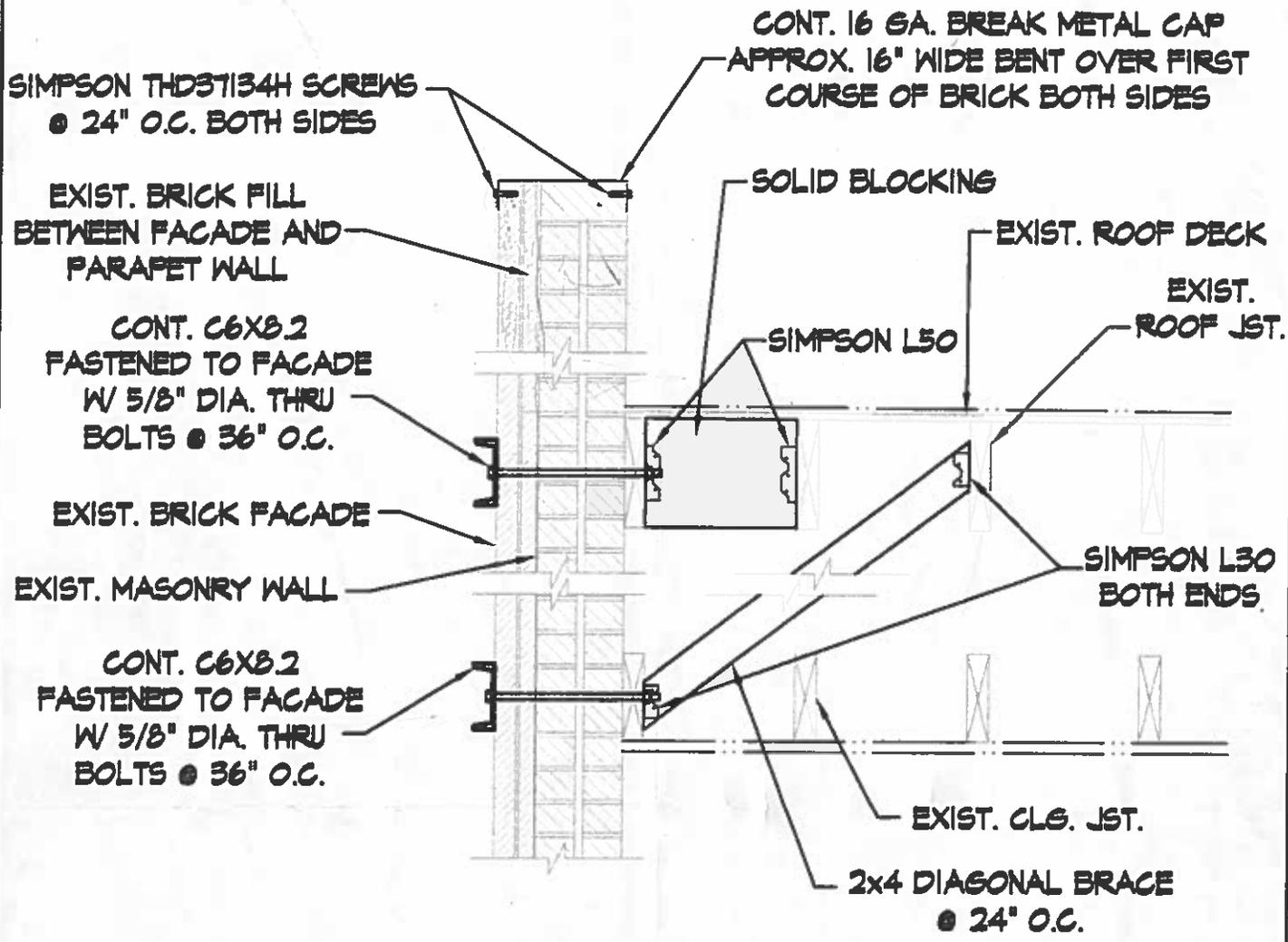
DDG-17-002

INSTALLING  
2x6 CHANNEL  
ACROSS FRONT  
AS SAFETY  
RICK IN TAKE  
TO INSURE  
REMAIN



DDC-17-002

Jeff Harper



# BRICK FACADE REINFORCING DETAIL

SCALE: 3/4" = 1'-0"



**BRICK FACADE REINFORCING**  
 832 HIGH STREET  
 PORTSMOUTH, VIRGINIA

SKI of 1  
 11-22-16  
 JOB # 16.489  
 DRAWN BY: JJN



**SCHOOLEY** P.E., P.C.

**MICHAEL W. SCHOOLEY**  
 508 SOUTH INDEPENDENCE BLVD.  
 SUITE #102  
 VIRGINIA BEACH, VIRGINIA 23462  
 OFFICE: (757) 222-1021

DDC-17-002



City Of Portsmouth  
Department of Engineering  
Permit for Right of Way Work

Permit Number: ROW2016-00624      Application Date: 12/2/2016  
Job Address: 832-834 HIGH STREET      Issued Date: 12/2/2016  
End Date: 2/2/2017

Owner:  
GOODWIN CECILA  
507 OAKLETT DR  
CHESAPEAKE, VA 23325

Scope of Work:      Instalation of temporary fence for construction.

Use: Commercial

Description	Quantity	DRIVEWAYS:
ROW Work	15.00	Curb Type:
		Sidewalk Type:
		Number of Aprons: 0

FEES:						
Description	Fee	Paid	Date Paid / By	Check #	Receipt #	Due
Right-of-Way Permit Fee	\$40.00	\$40.00	12/02/16	BLJ CASH	141185	0.00

Conditions:

The undersigned hereby agrees that the driveway(s) will be constructed in accordance with the Laws, Zoning Ordinance, City Code of the City of Portsmouth, Virginia, the attached detailed plan, and as directed by the City Engineer.

The undersigned hereby covenants and agrees to restore any and all damages to City sidewalks, streets, alleys, sewers, gas lines, and electric installations which may result from this work.

The public must be protected by suitable barricades and sufficient lighting during construction.

Work shall be done by a licensed and bonded contractor, or by the property owner (if properly bonded) and the Contractor agrees to assume all liability and to protect, defend, and save harmless the City of Portsmouth, and its Officials from all suits and actions arising from the performance of said work.

Concrete, or approved material, must be in place and driveways complete within ten (10) calender days after the curb is lowered or cut. This permit shall expire six months from the date of approval. Concrete used shall be 3000 lb mix, air entrained. If concrete is not provided by a ready mix company, the permit holder shall make 3 concrete cylinders and have them tested by a concrete testing laboratory licensed to do work in the Commonwealth of Viginia, to verify the concrete 28 day strength and air entrainment percentage.

The contractor shall warranty the work from defects for a period of one year from the date of acceptance. Any cracks, spalling, failure of test cylinders referenced above, or other defect occuring in any concrete installation, as determined by the City Engineer, shall cause the entire work to be removed and replaced by the Contractor. The warranty shall then be extended to one year from the date of repair. Patching of concrete is not permitted.

DRIVEWAY APRONS: Contact the office of the City Engineer after the area has been excavated but prior to placement of any material. (Telephone number 393-8592, between 8:00 AM and 5:00 PM.) Requests for inspection shall be reported not less than 24 hours prior to material being placed.

To Plumbers and Contractors: Important: power, telephone and traffic control cables and water, gas and sewer pipes are buried under the street and in the right of way. Before driving piles, excavating, digging, or cutting streets, contact Dominion Virginia Power at 1-888-667-3000, Verizon at 667-2715, Columbia Gas at 1-800-543-8911, Portsmouth Public Utilities at 393-8561, and Traffic Engineering at 393-8650 to arrange for their representative to locate and/ or protect their services while work is being done. Also contact Miss Utilities at 1-800-552-7001.

*Cecil A. Goodwin*  
Contractor

Approved By: *Brenda Jones*  
Office of the City Engineer

I certify that I am licensed to do business in the City of Portsmouth right of way and that I am bonded.

This is not a valid permit unless signed by a licensed and bonded person or firm and approved by the City Engineer.

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

---

*December 6, 2016*

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**ZAHN**  
COURT REPORTING

---

208 E. Plume Street, Suite 214  
Norfolk, Virginia 23510  
*tel:* 757 627 6554 *fax:* 757 625 7077  
*email:* info@zahncourtreporting.com

*Original File 120616jt DDC.TXT*  
*Min-U-Script®*

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DOWNTOWN DESIGN COMMITTEE  
TRANSCRIPT OF PUBLIC HEARING  
TUESDAY, DECEMBER 6, 2016, 5:30 P.M.  
CONFERENCE ROOM  
THIRD FLOOR, CITY HALL

\*\*\*\*\*

COMMISSIONERS PRESENT:

- Ian Vaughan, Chairman
- Rebecca Larys, Vice-Chairwoman
- Dawn Richardson
- Tracey Jackson
- Tazamisha Anthony

COMMISSIONERS ABSENT:

- Cindy L. Robins
- Deandre Barnes
- Vernon Tillage

CITY STAFF PRESENT:

- Samson E. Okafor

\*\*\*\*\*

I N D E X

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ITEM	PAGE
DDC-16-020 SIGN INSTALLATION NIT & PAINTING	4
DDC-16-026 SIGN INSTALLATION NIT & PAINTING	11

1 (Meeting called to order at 5:30 p.m.)  
2 MR. VAUGHAN: Well, now that we have a  
3 quorum, I call this meeting to order, and ask that  
4 everyone please silence their cellphones and any mobile  
5 devices at this time.

6 I would like to welcome everybody, and  
7 thank you for coming to tonight's Downtown Design  
8 Committee meeting today, Tuesday, December 6, 2016.

9 We'll start out with introductions of  
10 city staff and committee members.

11 (Roll call)

12 The committee did not meet in November.  
13 However, we do have some meeting minutes from the  
14 previous month that we need to adopt. Do we have a  
15 motion to adopt the meeting minutes from October 4th,  
16 2016?

17 MS. LARYS: So move, motion to adopt the  
18 meeting minute notes as accepted.

19 MS. JACKSON: Second.

20 MR. VAUGHAN: All in favor?

21 (Vote)

22 Those opposed?

23 (Vote)

24 All right. The meeting minutes from  
25 October 4th, 2016 stand approved.

Again, thank you to all applicants for  
coming to tonight's meeting. It's an important part of  
the process of building a stronger downtown community  
for the citizens of Portsmouth. The purpose of the  
design review at tonight's meeting is to ensure that  
all exterior projects, including new construction,  
renovations, facade improvements, and signage  
alterations are in compliance with the set of  
Guidelines that were adopted by the City of Portsmouth.  
These Guidelines were established to help preserve and  
enhance the unique architectural character of the  
Downtown districts in our city.

Before we begin with the applicants that  
are here tonight, Sam, do we have any other  
administrative items besides what you were mentioning  
before?

MR. OKAFOR: No.

MR. VAUGHAN: All right. Each applicant  
who is here tonight will have a chance to present their  
project. After an applicant has presented, the  
committee will ask questions for clarification and  
understanding, and then after that we hold a vote. For  
projects that are approved, applicants will be able to  
obtain a Certificate of Appropriateness from Mr. Okafor

1 with the City Planning Department. This Certificate  
2 will allow the applicants to move forward with their  
3 project. If the applicant does not receive approval,  
4 there is an appeal process in place. However, for  
5 projects that are not approved, we will make  
6 suggestions on how your project can obtain approval.

7 Historically, applicants that are not  
8 approved were not fully aware or do not fully  
9 understand the requirements outlined in the Guidelines.  
10 We feel it's important for them to understand, so we  
11 can get all projects consistent with what we're asking  
12 for.

13 DDC-16-020 - SIGN INSTALLATION NIT & PAINTING

14 So our first applicant is DDC-16-020, and  
15 I do believe this is from a previous meeting. It's  
16 DDC-16-020, sign installation.

17 MR. OKAFOR: Yes.

18 MR. VAUGHAN: Can you come forward, and  
19 tell us what you've got.

20 MS. SPOTWOOD: Okay. Well, basically I  
21 remember that she, I believe it's Rebecca, wanted us to  
22 remove at least one of the signs. You said we had too  
23 many or something.

24 MS. LARYS: Well, I think we were really  
25 specific on the suggestions and the issues that we had.  
I think it was more than removing a sign, and I don't  
believe it was exactly just removing a sign.

MS. SPOTWOOD: That was one of the  
issues. You were stating that we had eight, eight or  
nine signs, and you were willing to compromise, and we  
were to remove at least one of them. You said that we  
had too many.

MS. LARYS: Well, I believe there was  
another sign going up.

Samson, help me out on this.

That was supposed to go up in the back,  
and we talked about that sign not going up, right? I  
believe that was --

MS. RICHARDSON: You wanted it to be seen  
from --

MS. SPOTWOOD: Right. But we never got  
to that issue, because I was like, Well, never mind.  
We won't put the sign up. Because you said we had to  
find out how big it was and things of that nature. But  
I'm talking about the signs we already had. You were  
stating that we had too many, and that you wanted us to  
remove at least one of them.

MS. LARYS: In addition to other  
recommendations, yes.

1 MS. SPOTWOOD: No. I'm just talking  
about this issue right here.

2 MR. VAUGHAN: Yes.

3 MS. SPOTWOOD: Okay. So we are willing  
to at least take the signs off of the door, because  
4 when you counted them, I think we had, like, six, and  
you said that was too many. So we are willing to take  
the signs off of the doors.

5 MR. VAUGHAN: Okay.

6 MS. SPOTWOOD: Okay. Also, we are  
willing to remove the tint to a 60/40. Is that what  
you guys asked us to do? So we are willing to do that.

7 Now as far as the colors, we will remove  
the colors from the doors, but we wanted to keep the  
8 colors along the baseline.

9 MS. LARYS: What do you mean by the  
baseline?

10 MS. SPOTWOOD: Do you have a picture?

11 MR. VAUGHAN: Right here?

12 MS. SPOTWOOD: Correct.

13 MS. LARYS: Was there any possibility of  
putting a proposal together for us, and showing us what  
you had intended to do?

14 MS. SPOTWOOD: Like, what do you mean?  
Draw it out?

15 MR. VAUGHAN: Yes.

16 MS. LARYS: Yes. Because when we have  
folks come with a complete set of drawings, we know in  
advance what we're going to be discussing tonight, and  
we've had a chance to look at it and review it, and go  
17 to the site. Everyone who really does that brings that  
in ahead of time. So it's not really -- it's not  
really fair to everyone to come in tonight with just  
some ideas and no presentation. I think it's  
18 imperative that we have something written and drawn  
that we can go by, because it's very difficult to just  
19 decide with a few words.

20 MS. SPOTWOOD: I mean, everything would  
go back to be black, and the tint will come down, I  
mean to a 60/40 level. I mean, I can't draw it.

21 MS. LARYS: Right. It's just that's the  
process, and it's not fair for one person to not bring  
22 in a complete application. You know, if we approve  
something, it's because we've seen the application, and  
23 we know what it's in it. And if we do that for  
someone, and we don't do it for everyone, then --

24 MS. SPOTWOOD: So basically you want me  
to paint the door first, and then bring you a picture  
25 of it?

1 MS. LARYS: No. I think we talked about  
2 bringing in a description of your suggested changes and  
3 the ideas that we had talked about, and letting us see  
4 what that would look like.

5 MS. SPOTWOOD: I don't have it.

6 MS. ANTHONY: So, like, maybe you could  
7 take this picture, because we already have pictures, if  
8 you want to outline what changes you would be making,  
9 because if you don't have -- if you don't know, like,  
10 okay, you know, to do complete drawings or anything  
11 like that, I understand that.

12 MS. LARYS: Right.

13 MS. ANTHONY: But if you maybe take a  
14 picture and you say, my plan, circling this, this is  
15 going to be black. It will be removed from here, and  
16 this is what I'm planning on doing. So it doesn't have  
17 to be -- it's not like you do it for a profession.

18 MS. LARYS: No. Right.

19 MS. ANTHONY: So we understand it's not  
20 going to be some fancy drawing. Just if you maybe took  
21 the picture, blew it up, and said this is what we're  
22 going to do, this is what we're planning to do, okay.

23 MS. SPOTWOOD: Okay. So when do I got to  
24 have that to you? I mean, when do I have to have the  
25 drawing to you? Because I don't have it today.

MS. LARYS: Right. Well, that would come  
before the next DDC meeting, because it has to get to  
us in advance.

MS. ANTHONY: December 20th.

MR. OKAFOR: December 20th is the last  
day you're going to bring it, okay. The meeting will  
be January 3rd, the 3rd day of January. It's on a  
Tuesday. But I would like to have the blown-up  
picture, whatever you have, your suggestion is, I want  
you to bring it in by the 20th, so that I can have  
time -- and remember there is some days that the City  
Hall will be closed -- so I can mail it to where they  
have --

MS. SPOTWOOD: I can just email it to  
you?

MR. OKAFOR: Huh?

MS. SPOTWOOD: I can just email it to  
you?

MR. OKAFOR: Yes. You can email it to  
me. I'll take an email.

MS. LARYS: You know, it might be helpful  
to look at some of the other applications that have  
come in. I think if you went to the Planning  
Department, they could show you some applications that

1 have been submitted that have the required information  
2 on them. You can see a lot of them are hand drawn, and  
3 some are just photographs where people have made notes  
4 on them.

5 MS. SPOTWOOD: I'll take her suggestion.

6 MS. LARYS: That might be helpful.

7 MS. SPOTWOOD: I'll take her suggestion.  
8 The pictures that I already have, I'll just circle it  
9 and say what I will be moving.

10 MS. ANTHONY: And, like, the window tint,  
11 you need to say each thing, so that way it's concise.

12 MS. SPOTWOOD: Most of that was already  
13 there.

14 MS. ANTHONY: Right.

15 MS. SPOTWOOD: That's what I'm not  
16 understanding about the tint removal, because it was  
17 already there. We just added some. That tint was  
18 already there.

19 MR. VAUGHAN: The way we view things is  
20 once you start touching, you have to comply with what  
21 we're asking for, and that's the main reason for the  
22 tint having to be removed.

23 MS. SPOTWOOD: Okay.

24 MR. VAUGHAN: So if you were to move in  
25 and just call it Cadillac, you wouldn't have to do  
anything. But you wanted your own restaurant, and you  
want your own signage, so you have to comply with what  
we're asking.

MS. SPOTWOOD: Well, the signs were  
Cadillac's. Like I kept telling them, we didn't add or  
remove. We just painted over it. So apparently those  
signs must have already been approved, because they was  
up there. Now what may be on the signs is something  
different, but the size of the signs were already  
there.

MS. LARYS: But when the signs have been  
touched or painted, that's a new sign.

MS. SPOTWOOD: I'm talking about the size  
of the sign, not the actual sign itself. Like, the  
actual size of the sign was not altered.

MR. VAUGHAN: Understood.

MS. SPOTWOOD: Okay.

MR. VAUGHAN: What other concerns did we  
have?

MS. LARYS: I guess you'll be addressing  
the areas where the diagonal stripes were as well?

MS. SPOTWOOD: Well, that's what I said I  
would remove, except the ones up top.

MR. VAUGHAN: Is that acceptable? I

1 don't want to say something and --  
2 MS. ANTHONY: I think if we can get  
3 something with kind of some drawing on it, then it's  
4 okay.  
5 MR. VAUGHAN: Okay.  
6 MS. RICHARDSON: I would I would say no  
7 diagonals anywhere on the building, okay.  
8 MS. SPOTWOOD: We're not going to do  
9 that.  
10 MS. RICHARDSON: Okay. We talked about  
11 last time doing -- following the trim in a color or  
12 following some architectural features.  
13 MS. SPOTWOOD: I mean, what's wrong with  
14 the stripes? Is it because it's Jamaican colors or?  
15 MR. VAUGHAN: It's because it's stripes.  
16 MS. RICHARDSON: It's because it's  
17 diagonal stripes.  
18 MS. SPOTWOOD: That's what I'm asking  
19 you. What's wrong with diagonal stripes?  
20 MR. VAUGHAN: It's not done.  
21 MS. JACKSON: It's just not in our  
22 historical --  
23 MS. RICHARDSON: It's not historic.  
24 MS. JACKSON: The reason for this  
25 committee is so that we can keep Downtown Portsmouth  
looking historical, and so that doesn't follow kind of  
along with the Guidelines.  
MS. LARYS: It's really not the character  
of that building. So a lot of it speaks to the  
appropriate design on the building itself. And if you  
can look at the Guidelines, there is a lot of  
explanation about them in there, and suggestions in the  
Guidelines as well.  
MS. RICHARDSON: You can use the green  
and gold and black, but it has to follow, like, a trim  
line or a door frame or --  
MS. LARYS: An architectural element.  
MS. RICHARDSON: -- an architectural  
element of the building, okay. We talked about that  
last time.  
MS. SPOTWOOD: Yeah. That was a long  
time ago, but okay. I don't remember all of that, but  
okay. I got you.  
MS. LARYS: Samson, could she get a copy  
of the meeting notes from her case?  
MR. OKAFOR: Yes. I told you I would  
mail it to -- what's his name?  
MS. LARYS: You already have those. That  
would be very helpful.

1 MR. OKAFOR: I highlighted where the  
2 Commission made a comment. I put highlight and emailed  
3 it to him, and so it's in color. He will see the  
4 highlights from the beginning.

5 MS. SPOTWOOD: Will I see highlights?  
6 Will I see it if you give me a copy of it? If you give  
7 me a copy of it?

8 MR. OKAFOR: If I give you? If you  
9 print it in black and white, then you're not going to  
10 see. I have no idea. If you want, you can come back  
11 tomorrow afternoon at 4:00 o'clock, I'll give you a  
12 copy.

13 MS. SPOTWOOD: Okay.

14 MR. OKAFOR: I think I still have the  
15 one I emailed to him, okay.

16 MS. SPOTWOOD: Okay.

17 MR. OKAFOR: If not, I can print it from  
18 what one I emailed to him.

19 MS. RICHARDSON: Is this what you're  
20 talking about, Samson?

21 MR. OKAFOR: Yes. But what I'm saying,  
22 what the Commission recommended, I can use the  
23 highlighter and just run through it, so that he doesn't  
24 have to go through every minute. He can go straight to  
25 the page, and see what the Commission recommended. So  
that's what she's asking for, and I can give her the  
exact same thing I email him. I can give it to you  
tomorrow afternoon. I'm not going to be here in the  
morning, but if you come at 4:00 o'clock, I'll have it  
ready for you.

MS. SPOTWOOD: Okay.

MS. LARYS: Well, I can make a motion to  
defer it until --

MR. OKAFOR: I have explained this  
before, before you came in. They can no longer defer  
this application. They are going to take action on  
this application tonight, but you can turn in a new  
application whenever you are ready. As you know, it  
won't cost you anything, but the Guidelines do not  
allow them to defer this application any longer, okay.  
Action must be taken on this application tonight.

MS. SPOTWOOD: Action like what?

MR. OKAFOR: Action is whether approve  
or deny it. They have to make a decision tonight.  
Then tomorrow you can come back and complete or  
whenever before the 20th; you can complete a new  
application. You understand what I'm saying?

MS. SPOTWOOD: Okay. So they're going to  
make a decision on this application tonight?

1 MR. OKAFOR: On this application tonight,  
because they can no longer defer it anymore.

2 MS. SPOTWOOD: Okay. So I can appeal  
this application tomorrow?

3 MR. OKAFOR: You're not paying  
attention.

4 MS. SPOTWOOD: I am paying attention.

5 MR. OKAFOR: Okay. You're going to turn  
in a new application by the 20th, right? You're going  
to turn in some material by the 20th, December 20th.  
6 You said you're going to come in on January 3rd, right?

7 MS. SPOTWOOD: Right.

8 MR. OKAFOR: And you're going to turn in  
new material by the 20th, right?

9 MS. SPOTWOOD: Is you saying that, or am  
I saying that?

10 MS. ANTHONY: Just don't worry about it.  
We'll just deny it tonight, just because we have to  
take an action on it.

11 MS. SPOTWOOD: Right.

12 MS. ANTHONY: So on the 20th, when you  
come in, bring a new application along with the  
pictures. You know, highlight what you plan on doing,  
what you plan on removing, whatever your intentions  
13 are. And it's just like a brand new application.  
We'll just start fresh.

14 MS. LARYS: It's really the same thing.  
If we defer it, it will be next month. If we deny it,  
15 it will be next month.

16 MS. SPOTWOOD: Right.

17 MS. LARYS: So it's really the same  
thing. So we just have to follow the Guidelines, and  
make the vote tonight.

18 MS. SPOTWOOD: So can you give me the  
application now, and I can fill it out, and bring it  
back when I come?

19 MR. OKAFOR: I can't leave here and give  
you the application. If you want the application  
20 tonight, you can go up or go outside and wait for me.  
When we finish, I can give you the application. Or you  
21 can pull the application on the website.

22 MS. LARYS: Yeah, it's online.  
Anybody have anything?

23 MR. VAUGHAN: I just want to make sure  
that you understand what we're asking ultimately, and  
if you don't feel like you understand, can you let us  
24 know.

25 MS. SPOTWOOD: I understand exactly what  
you're asking for.

1 MS. RICHARDSON: Okay. So no diagonals.  
2 Follow the trim or architectural features on the  
3 building. Reduce the tint. And do we have the square  
4 footage requirements for the signage.  
5 MR. OKAFOR: She has to get that through  
6 Zoning.  
7 MS. RICHARDSON: Zoning?  
8 MR. OKAFOR: Yeah, Zoning.  
9 MS. RICHARDSON: Okay. If you check with  
10 Zoning, they can tell you how many square feet of  
11 signage for your building, and then you'll know if you  
12 have to remove any signs, okay.  
13 MS. SPOTWOOD: But why am I going to have  
14 to remove any signs, if the signs is already there?  
15 That's not making any sense to me. We didn't add no  
16 more signs.  
17 MR. OKAFOR: What she's saying, we're not  
18 making a decision on the size of the sign here. You  
19 will have to go through Zoning. That question will  
20 be --  
21 MS. SPOTWOOD: We've already done that.  
22 MR. OKAFOR: Huh?  
23 MS. SPOTWOOD: We went to Zoning.  
24 MR. OKAFOR: Okay. If you went to  
25 Zoning, and they say you're fine, then that's fine.  
She's just saying that you have to go through Zoning to  
get your sign size approved, that's it. Okay? I mean,  
even if you get the Certificate, you still have to go  
through Zoning to get the size right. So the Zoning  
Official -- and if you have been through Zoning, you'll  
be fine.  
MS. LARYS: And, you know, if you attach  
that to your application that you've been through  
Zoning and met the requirements, that would be really  
helpful, too. Okay?  
MR. VAUGHAN: Do we have a motion?  
MS. LARYS: Yeah. I make a motion on  
DDC-16-20, to deny it.  
MR. VAUGHAN: Do we have a second?  
MS. RICHARDSON: Second.  
MR. VAUGHAN: All those in favor?  
(Vote)  
Those opposed?  
(Vote)  
All right. DDC-16-020 is denied.  
DDC-16-026 - SIGN INSTALLATION NIT & PAINTING  
Our next applicant is DDC-16-026 --  
MS. SPOTWOOD: I'm good to go?  
MR. VAUGHAN: Yes.

1 -- sign installation. Please come  
forward and state your name for the record.

2 MR. CUSHNA: Sure. My name is  
Christopher Cushna. It's C-U-S-H-N-A.

3 I'm a minority owner of Olde Towne Arts  
and Music. We submitted an application to install a  
4 sign. I have a photo. Or does everyone have that  
application? Oh, there it is, okay. I have a picture.

5 So this is 18 X 24 sign to be hung on an  
existing arm that was already there on the side of the  
6 building. This is the property at 606 Court Street,  
and just the arm was there. We just wanted to hang  
7 that sign to help our business.

8 MR. OKAFOR: Sir, what's your name?  
MR. CUSHNA: My name is Christopher  
Cushna. C-U-S-H-N-A is the last name.

9 MR. OKAFOR: Okay.

10 MS. LARYS: And that's a painted sign?  
MR. CUSHNA: It is a metal sign.

11 MS. LARYS: Are those vinyl letters or  
painted?

12 MR. CUSHNA: They are painted on the  
sign.

13 MS. RICHARDSON: Okay. Is it currently  
hanging?

14 MR. CUSHNA: It is currently hanging. I  
was instructed to hang it so people could see the way  
it would look on the building. I have a picture of how  
15 it looks on the building, if that's helpful.

16 MR. OKAFOR: When he came in, he came in  
with this sign, I just don't know how -- listen, I told  
him if he's okay if the Commission denies, he will take  
17 it down. He is going to hang it so the Commission will  
actually see what it looks like once the agenda is  
18 made.

19 MR. CUSHNA: I do have a picture of it  
hanging from the building, if anyone would like to see  
that.

20 MS. RICHARDSON: Has everybody looked at  
it?

21 MR. VAUGHAN: Yeah. I would like to see  
it.

22 MS. RICHARDSON: It looks kind of small.  
It looks kind of small.

23 MR. OKAFOR: But I told him --

24 MS. LARYS: It's a blade sign?  
MS. RICHARDSON: Yeah. Yeah.

25 MS. LARYS: Is it the same size of the  
blade sign that was up here?

1 MR. CUSHNA: There was nothing hanging  
2 there when I took occupancy of the building. So this  
3 is the building we're talking about, and that's the  
4 sign that hangs there.

5 MS. LARYS: Can you make it --

6 MR. CUSHNA: Since you have the sign  
7 there, you can see it clearer there. That's where it  
8 is, and there is a different angle from coming from the  
9 Monument area. Coming from High Street would be the  
10 other angle. So there is two different shots. And I'm  
11 not sure what else is on that roll, if you scroll past  
12 that, probably pictures of students or something, but  
13 there are two pictures of the building.

14 MR. VAUGHAN: It just seems a little odd  
15 above the canopy.

16 MR. CUSHNA: Right. That's where the arm  
17 was actually. And what I've experienced from where it  
18 is right now, especially with a night that it's really  
19 windy, if you approve it, we're actually going to have  
20 to take away a link, because the wind is whipping the  
21 sign around.

22 MS. LARYS: And it's flipping.

23 MR. CUSHNA: Yeah. So we were going to  
24 take a link to make it closer to that arm. That arm  
25 was there when we took occupancy of the building.

26 MS. LARYS: You know, it's funny. The  
27 blade sign would allow -- the actual blade would allow  
28 for that sign to be a little more proportional to the  
29 arm itself. It could stand to be a little bit bigger.  
30 Rather than have that sign remade, you might be able to  
31 attach that sign onto something, put a border around it  
32 or something to give it a little more emphasis.

33 MR. CUSHNA: So you want the sign to be  
34 bigger?

35 MS. LARYS: It just does seem out of  
36 scale.

37 MR. VAUGHAN: It looks like it needs a  
38 frame.

39 MS. LARYS: Like it needs a frame. It  
40 needs something to contain it, because it just kind of  
41 runs off the page, if you know what I mean, and it does  
42 look out of proportion to the building, and that's  
43 really part of this.

44 MR. CUSHNA: No. No. I understand.  
45 That's fine.

46 MS. LARYS: So the arm could definitely  
47 take a border around it.

48 MR. CUSHNA: Right. The experience we've  
49 had from having it up there is actually where it is, it

1 needs to be closer to the arm.

2 MS. LARYS: Yes. So rather than that,  
3 put a maybe a six-inch border all the way around it,  
4 something in that neighborhood, maybe a six-inch black  
5 border, a composite wood border.

6 MR. CUSHNA: Sure. Right. It's a metal  
7 frame, so you want six inches added on?

8 MS. LARYS: Yeah, like a black frame.

9 MS. JACKSON: Like matted.

10 MS. LARYS: Yeah. Exactly.

11 MR. CUSHNA: I have a sign guy. I'll  
12 talk to him about it, six inches around.

13 MS. RICHARDSON: It just looks small.

14 MR. CUSHNA: Okay. We're not trying to  
15 take over Downtown with a big sign.

16 MS. LARYS: Right. I think it will look  
17 more proportional on that arm, that blade.

18 MR. CUSHNA: I did hear your point about  
19 being above the awning.

20 MR. VAUGHAN: Yeah. How high off the  
21 ground is the awning to the sidewalk? I mean, because  
22 if you have a lot of space between the awning and the  
23 sidewalk --

24 MS. LARYS: I think it's eight.

25 MR. CUSHNA: You could touch the awning  
coming out of my store. You might have to jump a  
little bit, but the awning is right there.

MR. VAUGHAN: A lot of those signs are  
below the awning.

MS. LARYS: Or they are right above the  
door in the center of it rather than out on the end,  
but I know you would have to move that blade sign to  
get it over your door.

MR. VAUGHAN: And I still don't know if  
it's effective, even if you put the border around it,  
if it's on the corner and it's above the awning. I  
mean, as a pedestrian, you're walking under it. You're  
not going to see it.

MS. RICHARDSON: But you see it coming up  
to it.

MR. VAUGHAN: From one direction.

MR. CUSHNA: It's a two-directional sign.

MR. VAUGHAN: I understand it's a  
two-directional sign, but you have an awning blocking  
your vantage point of that sign.

MS. RICHARDSON: You see it from Trinity  
going that way, you see it. And from the apartments  
going this way you see it.

MR. CUSHNA: The awning doesn't go out

1 that far to have a pitch to it, that I would say you  
2 couldn't. Coming from Guad's there is no obstruction.  
3 But where you're saying the awning might block it would  
4 be coming from Trinity, but the pitch of the awning, I  
5 think that's an angle. Is that coming from Trinity or  
6 the Portsmouth Art and Cultural Center towards --  
7 coming towards Guad's?

8 MR. VAUGHAN: But isn't that assuming  
9 that you're walking like this? So, like, when you take  
10 the picture, you would see the sign. I'm just saying  
11 as a pedestrian just walking you're not -- I don't  
12 think you're going to see that sign. A lot of those  
13 signs are usually under the canopy.

14 MR. CUSHNA: My comment on that would be  
15 that I agree that we want to get pedestrian traffic,  
16 but I also want something visible for the cars on the  
17 street, whereas if you're under the awning, you might  
18 be visible to a pedestrian, but the cars aren't going  
19 to see you with the street parking that we have and  
20 with that awning being so low, if it was below the  
21 awning, with the vehicle traffic.

22 MS. JACKSON: Do you have anything on  
23 your windows?

24 MR. CUSHNA: We have a poster in the  
25 window right now, that's it.

26 MS. JACKSON: Because if we're talking  
27 street traffic, I was thinking you need something.

28 MS. LARYS: Just some vinyl letters on  
29 the windows with your logo or your name or something.

30 But that Court Street is really caught in  
31 the middle of pedestrian versus vehicular traffic,  
32 because it is a large vehicular area as well as the  
33 Olde Towne pedestrian feel. And in the Guidelines it  
34 talks about each street, and it does say pedestrian,  
35 but I think Court also references the fact that it's  
36 vehicular. So it's kind of in that no man's land where  
37 it's needing to be both really.

38 But I think your sign guy would be okay  
39 with just the border that -- typically it would just be  
40 routed on the inside, and this slips in, and you  
41 connect it on the corner, and you don't have to redo  
42 anything, you're good to go, if you would agree to it.

43 MR. CUSHNA: I definitely agree to doing  
44 that, adding the border. I just need to make a note.

45 MR. VAUGHAN: Do you want to see the  
46 border?

47 MS. LARYS: Well, I would think black.  
48 Or what do you think? What color is the building?

49 MS. RICHARDSON: It's brick.

1 MR. CUSHNA: It's yellow brick, too.  
It's an interesting color. And this is the building  
2 that does have the Commodore Barron painting on the  
side, just so we're all familiar.

3 MS. LARYS: That's why black wouldn't  
interfere with that. It would look coherent or even  
4 super dark gray.

5 MS. RICHARDSON: What's the trim around  
the shop?

6 MR. CUSHNA: Navy green -- not navy.  
Forest green, I'm sorry. It's been a very long day.  
Forest green. I'm sorry.

7 MS. RICHARDSON: May I see a picture of  
the building again?

8 MR. CUSHNA: Certainly. And this is a  
good picture of the -- the awning is green and white,  
9 and kind of matches the green of the trim of the door.

10 MS. LARYS: So you see the artist  
palette, the color of the artist palette, what do you  
think of that, if it matches?

11 MS. ANTHONY: That matches the building.

12 MR. CUSHNA: Sure.

13 MS. LARYS: And that would not interfere  
with the painting on the side, Sam's painting; that  
would be good.

14 MS. JACKSON: Like an extension?

15 MS. LARYS: Yes. Yes. So match the  
palette color there, like a caramel, wheat.

16 MS. RICHARDSON: Yeah.

17 MS. JACKSON: Bland color.

18 MS. LARYS: Just a solid flat composite.  
No fake wood grain or fake brick or anything. Just a  
flat composite frame around it.

19 MR. CUSHNA: Okay.

20 MS. RICHARDSON: Yeah. That works for  
me.

21 MS. LARYS: That's a suggestion that we  
have.

22 MR. CUSHNA: So no wood grain, just a  
flat plain, plain flat frame?

23 MS. LARYS: Right. Neighborhood of six  
inches, but, you know, if the material comes in five  
inches, use five.

24 MR. CUSHNA: Approximately six inches,  
and the color is -- we're going to call it?

25 MS. RICHARDSON: The palette color.

MS. LARYS: Wheat, caramel.

MR. CUSHNA: Caramel/tan.

MS. JACKSON: The tan of -- what do they

1 call that?  
2 MS. LARYS: The palette.  
3 MS. JACKSON: The little palette.  
4 MR. VAUGHAN: Do we have a motion?  
5 MS. RICHARDSON: I have one more  
6 question. Are you going to put a sign on the window?  
7 MR. CUSHNA: Okay. That's a great  
8 question, because I was informed, and I thought this  
9 would happen by now, that they were going to be  
10 painting the windows around Olde Towne for Christmas.  
11 We haven't done anything to the windows is the answer.  
12 I heard that we were going to be painting the windows  
13 by the students, and then they were going to be  
14 cleaning them in January, and we were planning on  
15 addressing it then. And my sign guy actually paints  
16 windows, so I think that would be something to --  
17 MS. LARYS: Bring back to here.  
18 MR. CUSHNA: -- bring back to you as an  
19 application.  
20 MS. LARYS: Right.  
21 MR. CUSHNA: But right now we're just  
22 waiting for the painting for the Christmas holiday, the  
23 design.  
24 MS. RICHARDSON: Okay.  
25 MR. CUSHNA: I can go for Christmas all  
year round.  
MS. RICHARDSON: Get it approved before  
you paint it.  
MR. CUSHNA: Right. We were going to do  
the student painting from the Olde Towne Business  
Association and then cleaning, and then come back with  
a -- we're trying to get through day-to-day. So we're  
just trying to get to the January cleaning, and then  
we'll address what we're going to do, and come to you  
with a design.  
MS. RICHARDSON: But you could do the  
design in January, and then when you do the cleaning  
you can go --  
MR. CUSHNA: Right to the design. I'm  
the music guy, not the art guy.  
MS. LARYS: December 20 is your deadline.  
MR. CUSHNA: Right. Right. As much as  
I'm trying to live day-to-day, January will be here in  
a minute, sure.  
MS. LARYS: And we're glad you're here.  
MR. CUSHNA: We love being here. We're  
excited. We've been opened since Halloween. Come down  
and visit the store. We would love to have everyone  
in.

1 MS. RICHARDSON: That's my last comment.  
2 MR. VAUGHAN: Any more questions,  
3 comments?  
4 All right. Do we have a motion?  
5 MS. JACKSON: I have a motion to approve  
6 all of the recommendations that we made.  
7 MR. CUSHNA: Approval of the sign with  
8 the frame added?  
9 MS. LARYS: Yeah. Just state it.  
10 MS. JACKSON: Okay. Motion to approve  
11 DDC-16-026 with the recommendations suggested.  
12 MR. VAUGHAN: Do we have a second?  
13 MS. LARYS: Second.  
14 MR. VAUGHAN: All in favor?  
15 (Vote)  
16 All opposed?  
17 (Vote)  
18 It's approved.  
19 MR. CUSHNA: And then December 20 is my  
20 application for the --  
21 MS. LARYS: January 3rd meeting.  
22 MR. CUSHNA: -- January 3rd meeting for  
23 the window.  
24 MR. VAUGHAN: DDC-16-026, sign  
25 installation stands approved with the recommendations  
made.  
MR. CUSHNA: Thank you very much. Have a  
wonderful Christmas and nice holiday.  
MR. OKAFOR: Thank you for coming.  
MR. VAUGHAN: Any unfinished business?  
Okay.  
MR. OKAFOR: No. I don't have any.  
MR. VAUGHAN: Okay.  
MR. OKAFOR: I have just the schedule for  
next year --  
MR. VAUGHAN: Okay.  
MR. OKAFOR: -- for you to have a copy.  
At the beginning of the year, when I make  
the agenda, I'll give you a new folder with the  
schedule back on it.  
MS. LARYS: Okay. Good.  
MR. VAUGHAN: Okay.  
MS. RICHARDSON: So the March 7th  
meeting, where is it going to be?  
MR. OKAFOR: That one we're going to let  
the Commission know yet. We don't have this room on  
March 7th, but we're going to find a place. Most  
likely we'll be on the sixth floor.  
MS. RICHARDSON: Okay. Early is better.

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MR. VAUGHAN: Meeting adjourned.  
(Meeting adjourned at 6:10 p.m.)

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, 2017, 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 20th day  
16 of December, 2016, at Norfolk, Virginia.  
17  
18

19 *Jill Hudnall Trail*  
20

21 **JILL H. TRAIL**  
22 **NOTARY PUBLIC**  
**REGISTRATION # 198029**  
23 **COMMONWEALTH OF VIRGINIA**

24 Jill Hudnall Trail, RPR  
25 Notary Registration No. 198029

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