

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

2. DDC-21-012 FENCE INSTALLATION

Request of Morris Andrew Bander to install a 6ft wooden privacy fence to run on the rear of 722 County Street (on the east & west ends and connecting with existing wrought-iron fence. Each of the two section of fence will run approximately 25ft with a 40" wide gate. This is at 720 & 722 County Street.

Fence shall consist of black wrought iron, the traditional fencing material of Portsmouth. Black aluminum fencing may be accepted....pg61

The rear of fences must be screened with evergreen shrubs or small trees...This plant material must reach a mature height of at least 3ft...pg61

Fences must be a minimum of 4ft in height.....pg61

Fences must not conflict with vehicle sight lines. Fences and end pier height should be adjusted appropriately in the instance of such conflict.....pg61

Combination of brick & wrought iron may be accepted. These exception must be submitted for approval...pg61

Wall shall incorporate architectural interest, in the form of vertical or horizontal deviations...pg61

J. UNFINISHED BUSINESS

K. NEW BUSINESS

L. ADJOURNMENT

601 WASHINGTON STREET

DDC-21-008



DDC-21-008



800.826.4132

[Products](#)



PolyMetal™

ALUMINUM SKIN ON TWO SIDES OF A RECYCLED THERMOPLASTIC CORE

Product Description

PolyMetal sign panels are comprised of a recycled thermoplastic core sandwiched between two sheets of finished aluminum on one or two sides. The recycled thermoplastic core lends itself to resisting moisture. PolyMetal panels also feature the ability to digitally print direct to the panel, thereby allowing for complete design flexibility.

Resources

- [Photo Gallery](#)
- [Product Data](#)
- [Safety Data Sheet](#)
- [Sample Request](#)
- [Product Brochure](#)
- [Warranty Information](#)
- [California Prop 65 Information](#)
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Features & Benefits

Physical Characteristics

Colors

Warranty



- Ability to digitally print on panel
- Recycled thermoplastic core sandwiched between two sheets of aluminum make these panels extremely lightweight and durable.
- Recycled thermoplastic core does not rot nor corrode.
- UL - Listed



[Resource Center](#)

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DDC-21-012



Certificate of Appropriateness Application

www.portsmouthva.gov/181/Planning-Department

801 Crawford Street, Portsmouth, Virginia 23704

Notes:

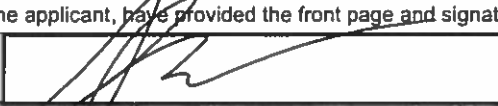
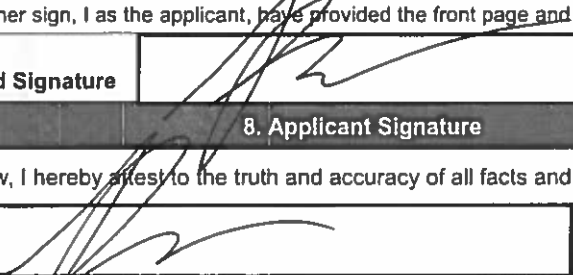
- 1. A Certificate of Appropriateness (COA) is required prior to most exterior work in the Downtown Design (DD) Overlay District and in the Olde Towne, Park View, Port Norfolk, Cradock, and Truxtun Historic Districts (zoned HR, HLO, and HLB). An approved COA is required before any other applications 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:
Project Address: 720 / 720 County Street
Tax Parcel Identification Number: 00250260
Lot Area (in square feet): 2808 Zoning District: T5
District Location: [X] Downtown [] Olde Towne [] Port Norfolk [] Park View [] Cradock [] Truxtun
Type of Work: [] Changes to an Existing Structure/Site [] New Construction [X] Addition(s) [] Demolition
Were the Historic District and/or Downtown Guidelines consulted for this project? [] Yes [] No [] 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.

4. Project Activities			
Check all the items below that are included in the project <i>Include a drawing and/or site plan of all included items</i>			
<input type="checkbox"/>	New Construction		
<input type="checkbox"/>	Exterior modification of an existing building		
	<input type="checkbox"/> Windows	<input type="checkbox"/> Siding	<input type="checkbox"/> Roof
	<input type="checkbox"/> Porch	<input checked="" type="checkbox"/> Other (specify in narrative)	
<input type="checkbox"/>	Addition to an existing building		
	Size of Addition (square feet):	Value of Addition:	\$
	Use of Addition:		
<input type="checkbox"/>	Modifications to an existing parking lot		
<input type="checkbox"/>	Installation of new parking lot, parking spaces, or loading spaces		
<input type="checkbox"/>	Installation or modification of any landscaped areas		
<input type="checkbox"/>	Installation or modification of HVAC equipment		
<input type="checkbox"/>	Installation or modification of trash collection area (e.g. dumpster or cardboard recycling)		
<input type="checkbox"/>	Installation or modification of exterior lighting		
<input checked="" type="checkbox"/>	Installation or modification of fence or wall		
<input type="checkbox"/>	Installation or modification of sign (Sign Zoning Permit Application also required)		
<input type="checkbox"/>	Installation or modification of outdoor storage area		
<input type="checkbox"/>	Installation or modification of accessory building (if over 256 square feet in size, a building permit will be required)		
<input type="checkbox"/>	Installation of solar panels		
<input type="checkbox"/>	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: <i>Morris ANDREW BANDER</i>			
Mailing Address: <i>917 Queen Street ; portsmouth, va 23704</i>			
Phone: <i>(757) 652-2842</i>			
Email Address: <i>abander@ss4it.net</i>			
6. Property Owner Information (if different from primary point of contact)			
<i>The property owner must sign the property owner consent box. See item number 7 below.</i>			
Property Owner Contact Name: <i>Same</i>			
Mailing Address:			
Phone:			
Email Address:			
7. Property Owner Consent			
By signing this application below, I, as the owner of the property under review, give my endorsement of this application.			
<input type="checkbox"/>	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 <i>6/21/2021</i>
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 <i>6/21/2021</i>

See Submittal Requirements Checklist on Page 3

Submittal Requirement Checklist	
<i>Submit digital copies of all required documents. Hard copies of some documents may be required.</i>	
A. GENERAL REQUIREMENTS FOR ALL COA APPLICATIONS	
<input type="checkbox"/>	Certificate of Appropriateness Application
<input type="checkbox"/>	Application fee or fee as established in City Code Appendix A Portsmouth Fee Schedule, if work has begun prior to COA approval
<input type="checkbox"/>	Color photographs of the site showing all public views of site and areas where work will be done
<input type="checkbox"/>	A materials sample sheet showing color, type, manufacturer, and item number of new materials being proposed (i.e. windows, siding, roofing materials, etc.)
<input type="checkbox"/>	Any additional information determined to be necessary by Planning staff
B. SUBMITTAL REQUIREMENTS FOR CHANGES TO AN EXISTING STRUCTURE	
<input type="checkbox"/>	Scaled physical survey of the property and proposed alterations (if applicable)
<input type="checkbox"/>	Elevation drawings for building facades subject to modification (if applicable)
<input type="checkbox"/>	Floor plans of affected areas of the historic structure (if applicable)
C. SUBMITTAL REQUIREMENTS FOR SITES	
<input type="checkbox"/>	Scaled physical survey of the property and proposed alterations (if applicable)
<input type="checkbox"/>	Elevations of proposed fences and other structures with dimensions (if applicable)
D. SUBMITTAL REQUIREMENTS FOR SIGNS	
<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
E. SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION AND ADDITIONS	
1. BUILDING INFORMATION: Submit on separate sheets.	
<input type="checkbox"/>	Elevation for each building facade
<input type="checkbox"/>	Description of the type of material(s) used on each façade elevation
<input type="checkbox"/>	Proposed building height(s) in feet and stories
<input type="checkbox"/>	Amount of fenestration on the ground floor and upper floor front façade 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.	
<input type="checkbox"/>	Acreage and square footage of the site
<input type="checkbox"/>	Proposed building height(s) in feet and number of floors
<input type="checkbox"/>	Footprints of all existing and proposed buildings, elevated decks, and covered porches, and accessory structures over 256 square feet in size (if applicable)
<input type="checkbox"/>	Front yard, side yard, corner/end side yard, and rear yard setbacks (if applicable)
<input type="checkbox"/>	All easements with dimensions and designation as to type (if applicable)
<input type="checkbox"/>	Location and description of all existing man-made structures and site features (including monuments, etc.) both above and below ground (if applicable)
<input type="checkbox"/>	Location of vehicular site access and off-street parking areas, including number of spaces (if applicable)
<input type="checkbox"/>	Location of trash collection areas, including dumpster pads and screening features (if applicable)
<input type="checkbox"/>	Location, height, and materials of proposed fences or walls (if applicable)
<input type="checkbox"/>	Location, height, and materials of proposed signs (if applicable)
G. SUBMITTAL REQUIREMENTS FOR DEMOLITION	
<input type="checkbox"/>	A statement describing the need for demolition and plans for new use of property
<input type="checkbox"/>	Feasibility study/structural study/cost estimate for rehabilitation
<input type="checkbox"/>	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:	

Project Description Narrative

This project includes two stretches of six-foot high privacy fence running from the rear of the structure at 722 County Street from the east and west ends and connecting to the existing chain link fence on the south edge of the Jewish Museum and Cultural Center at 607 Effingham Street. Each of the two sections of fence will run approximately twenty-five feet and include a 40" gate.

Two copies of the lot survey are included with one indicating the fence lines to be installed are in red.

Color images showing the lot view from Effingham are also included.

An image showing an example of the scalloped fence style being proposed is included. Cedar is the preferred material but depending on pricing and availability pine may be substituted.

This new, wooden fence will be attached to the existing chain link fence with Cat's Claw fasteners. An image of the product is attached. These will prevent the fences from sagging or pulling away and creating a gap. Both fences will end up being plumb and no pulling on the chain link fence will occur.

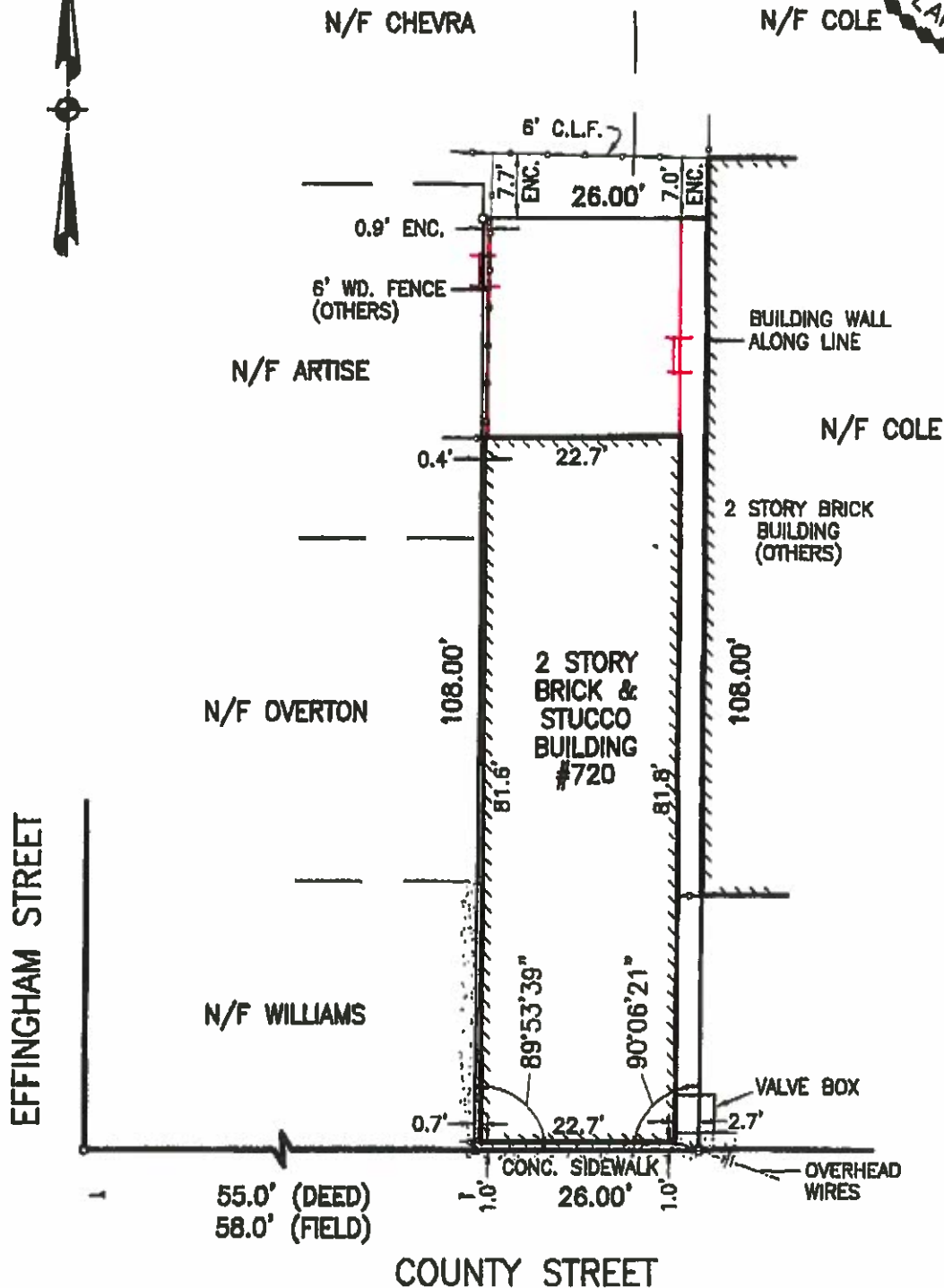
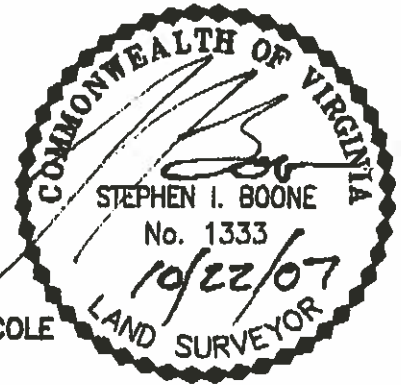
A scan of the Behr color chart is included. A natural, clear sealer is the preferred waterproofing product but that detail can be changed per committee preference.

DDC-21-012

THIS IS TO CERTIFY THAT ON OCTOBER 18, 2007, I SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE SHOWN ON THIS PLAT. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OR VISIBLE EASEMENTS EXCEPT AS SHOWN.

THE RESIDENCE SHOWN HEREON APPEARS TO BE IN FLOOD ZONE "B" FIRM MAP CITY OF PORTSMOUTH MAP REVISION: NOVEMBER 2, 1983 COMMUNITY NO. 515529 PANEL NO. 00458

THIS SURVEY PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT.

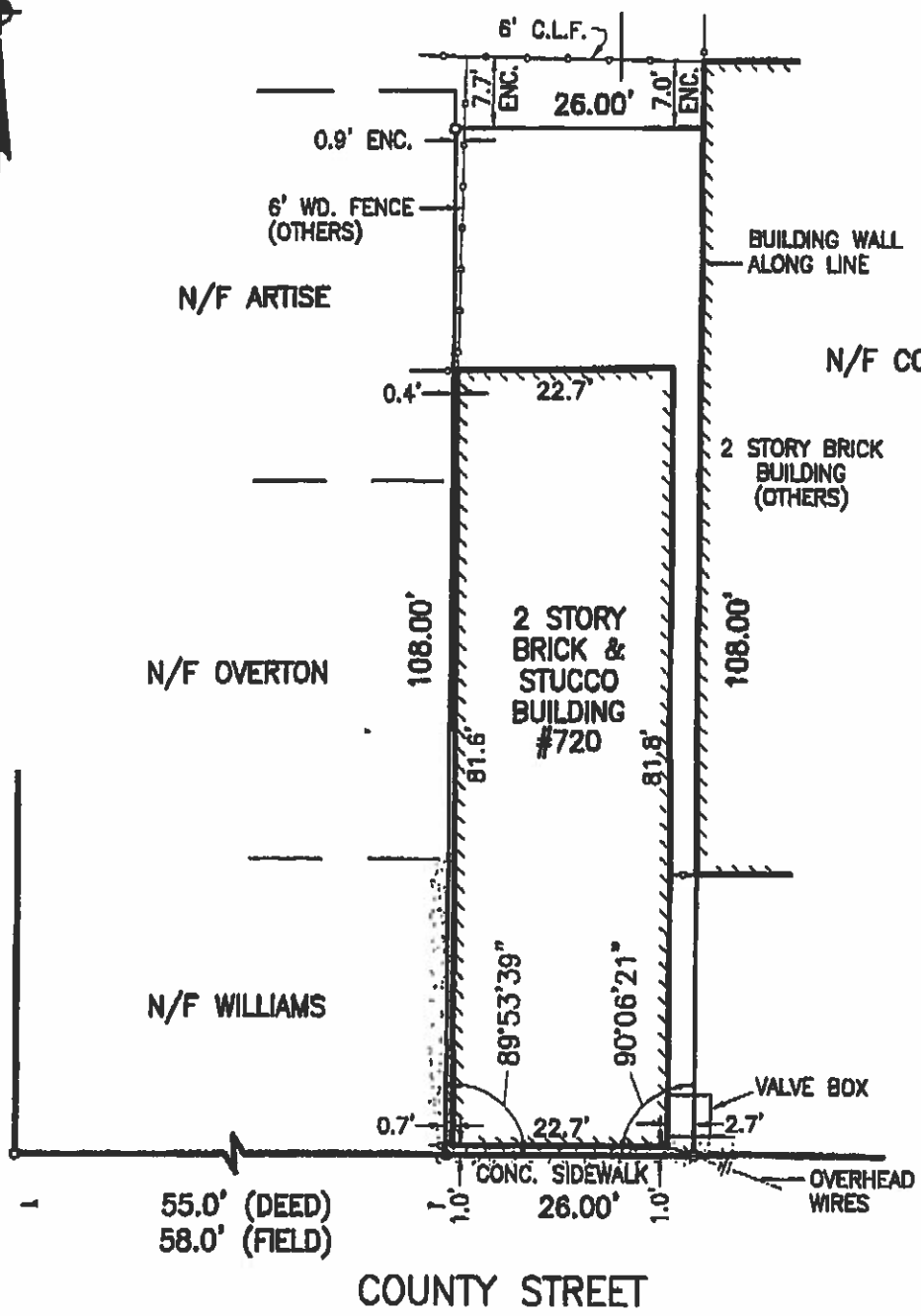




N/F CHEVRA

N/F COLE LAND SURVEYOR

EFFINGHAM STREET



55.0' (DEED)
58.0' (FIELD)

COUNTY STREET

PHYSICAL SURVEY

OF

720 COUNTY STREET, PORTSMOUTH, VIRGINIA

PROPERTY AS DESCRIBED IN
INSTR.# 050012515
FOR: MORRIS A. BANDER

STEPHEN I. BOONE & ASSOCIATES, P.C.
LAND SURVEYORS
PORTSMOUTH, VIRGINIA

SCALE: 1" = 20'

DATE: OCTOBER 22, 2007

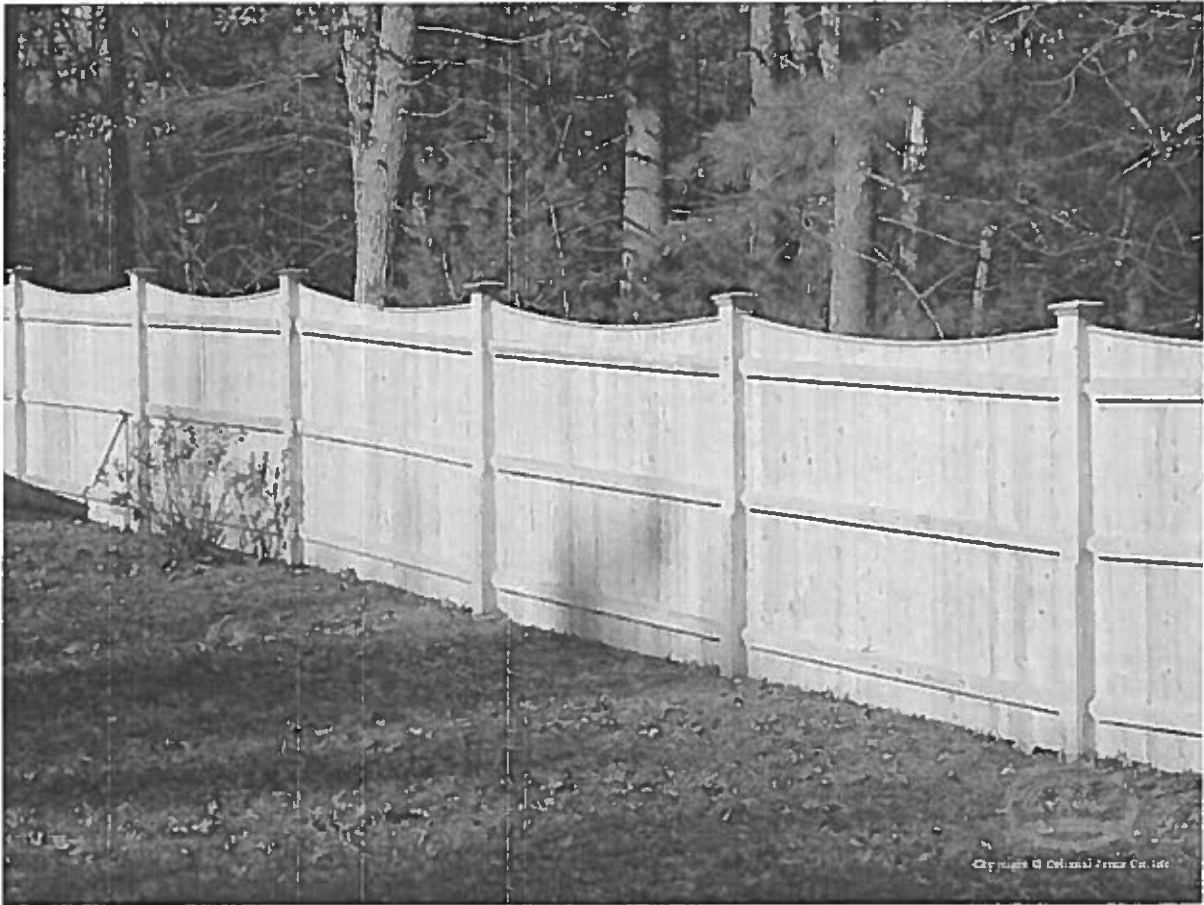
DDC-21-012



DDC-21-012



DDC-21-012





TRANSPARENT

- Adds Subtle Color to Accent Wood Grain
- Resists Rain After 4 Hours
- One-Coat Application
- Pump Spray Friendly



Clear -500	Bam Red T-112	Redwood T-330
Bordeaux T-106	Capriccio T-112	California Rustic T-130
Terra Cotta T-118	Woodgrain T-116	Royal Harper T-136
Redwood Naturalone T-122	Valise T-123	Sable T-135
Russel T-117	Dark Walnut RS-06	Chocolate T-129
Paulie Brown T-105	Bright Tanna T-150	Garden Beige T-158
Chastnut T-110		
Pecan RS-04		

WOOD COLOR, TEXTURE AND GRAIN MAY CHANGE

Cedar T-146	Adobe Brown T-148	Ranch Beige T-127
Red Cedar T-152	Curry T-131	Yellow Cream T-133
Coffee T-103	Topcoat T-141	Root Hill Grey T-159
Wood Chip T-111	Casita Grey T-147	Sandol T-121
Antique Brass T-115	Wentley Brown T-109	Desert Sand T-115
Coastal Brown T-104	Dirt Grey T-137	Colonial Yellow T-139
Slate T-102	Pewter T-131	Grey Seas T-144
Fossil T-108	Sagebrush Green T-138	Sea Foam T-132
Ponderosa Green T-120	Mountain Spruce T-144	Woodland Green T-126
Avalanche T-101	Waldenwood T-107	

FINAL APPEARANCE: The color is a result of the wood's natural color, texture, grain, and some semi-transparent colors not available in all markets



SEMI-TRANSPARENT

- Provides Additional Color for Added Beauty
- Resists Rain After 4 Hours
- One-Coat Application
- Pump Spray Friendly



Cedar Naturalone -633	Redwood -630	Chocolate -629
Redwood ST-330	Russel ST-117	Sable ST-135
Paulie Brown ST-105	Chastnut ST-110	Pecan RS-04
Redwood Naturalone ST-122	Dark Walnut RS-06	Cedar Naturalone ST-533
Coffee ST-103	Bam Red RS-06	Cedar ST-146
Slate ST-102	Coastal Brown ST-104	

Start: Color samples simulate stain colors on Pine

**DOWNTOWN DESIGN COMMITTEE
TRANSCRIPT OF PUBLIC HEARING
TUESDAY, JULY 6, 2021**

COMMISSIONERS PRESENT:

Ian Vaughan, Chairman

Jeffrey Butts, Vice Chair

Dawn Richardson

Christopher Crowder

Nathan Lahy

COMMISSIONERS ABSENT:

Danielle Babcheck

Bobbie Hansel-Union

CITY STAFF PRESENT:

Samson Okafor, Principal Planner

Jeffrey Miller, City Attorney

Julie Chop, Senior Planner

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I N D E X

ITEM

DDC-21-008	Sign Installation
DDC-21-009	Modification
DDC-21-011	Sign Installation
DDC-21-012	Fence Installation

1 (Hearing called to order at 6:00 p.m.)

2 CHAIRMAN VAUGHAN: I call tonight's
3 meeting to order, the Downtown Design Committee for the
4 City of Portsmouth, Tuesday, July 6, 2021. I want to
5 welcome everybody. Our first order of business, I
6 guess, is going to be adoption of the meeting minutes,
7 all of the meeting minutes when we were virtual. Do we
8 have a motion for that?

9 VICE CHAIRMAN BUTTS: This is Jeffrey.
10 Motion to review; I don't know. How do we do this?
11 I've never done the minutes before to revise, but I
12 have a motion that we -- I move to review -- that we
13 revise the June 2021 meeting minutes, where it states
14 Jeffrey or Mr. Miller, rather, where it states Mr.
15 Miller, just to review, I guess I need to look closely
16 at where all the changes might be.

17 SENIOR PLANNER CHOP: We can look it up.
18 You don't have to go through, so we'll get it changed,
19 so that -- I think you could motion to approve the
20 minutes, with the amendment that that change be made.

21 VICE CHAIRMAN BUTTS: Yes. That sounds
22 appropriate. I move to amend the meeting minutes for
23 the name change, however that's supposed to be said.

24 CHAIRMAN VAUGHAN: Do you know if this was
in all of the meetings?

VICE CHAIRMAN BUTTS: I don't know. I
didn't check all them.

COMMISSIONER LAHY: So move to amend.

VICE CHAIRMAN BUTTS: I move to approve
the minutes from June 2021, with the recommendation to
amend the name of Mr. Miller to Mr. Butts.

CHAIRMAN VAUGHAN: Do we have a second?

COMMISSIONER: Second.

CHAIRMAN VAUGHAN: All in favor?

(All persons answered with Aye.)

COMMISSIONER VAUGHAN: Those opposed?
Okay. The meeting minutes from June are approved, with
provisions.

Next we need to do an adoption of all the
minutes that were done virtually, so I'm going to read
this resolution, the resolution ratifying the minutes
of the meetings of Portsmouth Downtown Design Committee
held electronically, pursuant to the emergency
procedures established by City Council to insure the
continuity of local government during the Covid-19
pandemic.

Whereas, due to the emergency conditions
created by the Covid-19 pandemic, City Council adopted
the Ordinance 2020-21, as extended, modified, and

1 terminated by subsequent City Council ordinances, the
Emergency Ordinance.

2 And whereas, the Emergency Ordinance
3 authorized Boards and Commissions to conduct meetings
4 electronically, without a quorum physically present,
between April 2020 and the end of June 2021, the
electronic meetings.

5 And whereas, pursuant to City Council
Ordinance 2021-42, adopted on June 8, 2021, the
6 authorizations and procedures established by the
Emergency Ordinance expired effective June 30, 2021.

7 And whereas the Emergency Ordinance
8 provides that upon returning to in-person meetings,
each Board or Commission should publically ratify all
of the approved minutes of the electronic meetings.

9 And whereas, the purpose of ratifying the
approved minutes is to confirm for the record the
10 validity of the electronic meeting format adopted
through the Emergency Ordinance and implemented by the
applicable Board or Commission.

11 Now, therefore, be it resolved by the
12 Portsmouth Downtown Design Committee that for the
purpose set forth in the resolution, it hereby ratifies
the minutes of the following meetings: July 7 2020;
13 October 6, 2020; November 10, 2020; December 1, 2020;
April 6, 2021; and June 1, 2021.

14 VICE CHAIRMAN BUTTS: So we need a motion
for that.

15 COMMISSIONER LAHY: I move to ratify -- I
16 move to adopt the minutes from July 7, 2020; October 6,
2020; November 10, 2020; December 1, 2020; April 6,
2021; and June 1; 2021.

17 CHAIRMAN VAUGHAN: Is there a second?

18 COMMISSIONER RICHARDSON: Second.

19 COMMISSIONER VAUGHAN: Thank you. All in
favor?

(All persons answered with Aye.)

20 CHAIRMAN VAUGHAN: All those opposed? All
right, so the meeting minutes that we had virtually
21 have been adopted, so thank you for that. So I'm going
to move on. I'm glad we're here in person. I hope to
never have to read that again, but anyway, the purpose
22 of the meeting tonight is to review the applications
that have been submitted and determine if they adhere
23 to the standards set forth in Downtown Design Manual
for the City of Portsmouth.

24 As such, we're obligated to make our
decisions based upon those standards and guidelines.
25 If you do not agree with the decision of this
Commission, you do have the right to appeal, and you

1 may see Mr. Okafor for further instructions on that.

2 At this time I would like to move on to
3 the consent agenda. These are the applications that we
4 have already reviewed and have been found to be
5 complete and consistent with the criteria.
Commissioners, should you wish to discuss or make any
stipulations on an application, then that application
must remain on the full agenda. Do we have any consent
agenda items?

6 COMMISSIONER LAHY: I don't believe so.

7 COMMISSIONER RICHARDSON: No.

8 CHAIRMAN VAUGHAN: All right. So we're
9 going to move on to our regular agenda. Our first
10 applicant is DDC-21-008, sign installation. Is that
11 applicant here? No. So we need a motion to defer.
12 This will be the second time, I believe.

13 MR. OKAFOR: Yes.

14 COMMISSIONER LAHY: Have you had any
15 contact with the person?

16 MR. OKAFOR: On the first meeting, that
17 was when I had contact with her. I contacted the sign
18 company. I tried to talk to the sign company, so they
19 would come in, but this meetings I didn't.

20 COMMISSIONER RICHARDSON: Can we defer
21 twice?

22 COMMISSIONER LAHY: That's what I was
23 wondering.

24 COMMISSIONER RICHARDSON: And then the
25 third time we have to --

CHAIRMAN VAUGHAN: After this time, yeah.

16 COMMISSIONER LAHY: That's always my
17 question also. I move to defer item DDC-21-008 to the
18 August meeting.

19 CHAIRMAN VAUGHAN: Is there a second?

20 VICE CHAIRMAN BUTTS: Second.

21 CHAIRMAN VAUGHAN: All in favor?

22 (All persons answered with Aye.)

23 CHAIRMAN VAUGHAN: All those opposed?
24 DDC-21-008, the sign installation, has been deferred
25 until our August meeting.

Our next applicant is DDC-21-009. Is that
applicant here?

22 MR. OKAFOR: No, she's not here. Like I
23 said earlier, I don't think what she's requesting is
24 permitted if it's the sole use of that property. I
25 think that's why she has not -- I made several attempts
to contact her to meet with me and Vernon, and two days
after we had the meeting, she stopped calling.

CHAIRMAN VAUGHAN: Okay; so should we
defer it or just remove it?

1 MR. OKAFOR: I think I would remove it,
2 because, again, the application is, of course,
3 incomplete. I put it on the agenda just to give you an
4 update of where -- that I haven't been able to reach
5 her. For next month, it's not going to be on the
6 agenda.

7 CHAIRMAN VAUGHAN: Okay. Do we need to
8 formally like deny it or --

9 MR. MILLER: I think for clarity, I would
10 deny it.

11 CHAIRMAN VAUGHAN: Is there a motion?

12 CHAIRMAN RICHARDSON: I move that
13 DDC-21-009 be denied.

14 CHAIRMAN VAUGHAN: Is there a second?

15 COMMISSIONER CROWDER: Second.

16 CHAIRMAN VAUGHAN: All in favor?

17 (All persons answered with Aye.)

18 CHAIRMAN VAUGHAN: Those opposed? All
19 right. DDC-21-009 has been denied for incomplete
20 application.

21 Our next applicant tonight is DDC-21-011,
22 a sign installation. Is that applicant here?

23 MR. OKAFOR: Yes.

24 TUIZ MILLS: That's me. Okay.

25 MR. OKAFOR: Yes. Have her sit over
there.

TUIZ MILLS: Oh, I can sit at the table.

CHAIRMAN VAUGHAN: Welcome; and state your
name for the record.

TUIZ MILLS: Tuiz Mills.

COURT REPORTER: Could I ask you to spell
your first name?

TUIZ MILLS: T-u-i-z, as in zebra.

CHAIRMAN VAUGHAN: All right. The floor
is yours to tell us what you're --

TUIZ MILLS: Oh, I'm supposed to -- oh,
what am I supposed to say?

CHAIRMAN VAUGHAN: Just tell us about your
sign, what you're trying to do.

TUIZ MILLS: The sign is going to hang
over the entrance door, and it's a 2-way sign. You can
see it from both sides of the street. My colors are
royal blue and pink, and it's wood. And I haven't put
my eyes on it yet. I can't wait to see it, but this is
what they sent me. This is the proof, but I haven't
seen it physically yet, but I like it. Do you guys
like it?

COMMISSIONER RICHARDSON: You said it's
wood? The piece of paper said it's aluminum with vinyl
letters.

1 MR. OKAFOR: Yes. I did talk to the sign
2 company. I communicated with the sign company, because
I think I would get more information.

TUIZ MILLS: Sorry.

3 MR. OKAFOR: No. I don't mean to put you
4 down, but I think I could get the information better
from them.

5 TUIZ MILLS: Okay. Yes, yes. I
agree.

6 MR. OKAFOR: And I told her that only
two materials can be approved, metal or wood. And
7 that's what -- so she sent me a proof, and I told her
to give me the color of what she's going to use. I
8 told her that vinyl material, that is -- the members of
this panel, they're not going to approve it, and so
9 that's what she sent me. She sent me this, and I told
her it's okay. It looks good.

TUIZ MILLS: So it's not wood?

10 MR. OKAFOR: Yeah. No; it's metal.

TUIZ MILLS: Oh, it's metal. Okay.

11 MR. OKAFOR: Yeah.

12 CHAIRMAN VAUGHAN: From our understanding,
the sign is metal. It has vinyl letters. I think
13 that's the biggest concern from the committee, the
letters.

14 TUIZ MILLS: What's wrong with the
letters?

15 CHAIRMAN VAUGHAN: Vinyl as a material is
currently not allowed within our guidelines. That's
16 pretty much how we make our decisions, nothing against
like the aesthetic of your sign. Personally, I think
it's a nice logo and stuff like that.

17 TUIZ MILLS: Thank you.

18 CHAIRMAN VAUGHAN: But I think we might
just need, you know, clarity from your sign --

19 CHAIRMAN LAHY: I think that's really what
it is. We had another sign application, and it sounds
20 like the same type of material, the aluminum face panel
with the polyethylene core, and that one was printed
21 right on the metal, and that's what we -- we're not
sure, unless we could speak with someone from the
22 manufacturer as to whether it's that same application
of -- that it's just called vinyl lettering, but it's
23 printed on, or if it's like a peel-on, like stick-on,
type of --

24 MR. OKAFOR: Can we make it a condition,
make it a condition, that as long as it's printed on
the material, not peel on and paste?

25 TUIZ MILLS: I don't think it's peel-on.
That's cheap.

1 COMMISSIONER LAHY: That's what we like.
You know, like you don't want your sign bubbling up.

2 TUIZ MILLS: No. I don't do cheap. No. I
don't think it's peel-on, because that sign was pretty
3 expensive.

4 MR. OKAFOR: Yeah. That can be a
condition. I'll put it in the certificate that I'm
going to give them, but --

5 CHAIRMAN VAUGHAN: Are there any other
questions or comments for the applicant?

6 COMMISSIONER CROWDER: Sounds like it will
be all metal, or I don't understand what he meant by
7 that, Samson. Is it all going to be metal? I didn't
understand.

8 MR. OKAFOR: Yes. The material is all
metal, but what I'm saying is that the letters is going
9 to be printed on the metal, not pasted.

10 COMMISSIONER CROWDER: Okay.

11 VICE CHAIRMAN BUTTS: It's not like a film
that's, you know, being applied or adhered to the whole
12 thing?

13 TUIZ MILLS: No. It's not like decals,
like numbers on your house or your mailbox.

14 COMMISSIONER RICHARDSON: That's what we
don't want.

15 TUIZ MILLS: I don't want that either.

16 COMMISSIONER RICHARDSON: Okay; yeah.

17 COMMISSIONER LAHY: It sounds like the
same type of sign. You know, poly-metal means it's
polyethylene core wrapped in metal, which is what this
18 is.

19 CHAIRMAN VAUGHAN: You did say it's going
to be visible from both sides?

20 TUIZ MILLS: Yes.

21 COMMISSIONER LAHY: I think it will be an
improvement to the previous sign for sure.

22 CHAIRMAN VAUGHAN: Do we have a --

23 COMMISSIONER LAHY: I move to approve,
with the condition that the sign face is not an
adhesive face, it's a printed-on face.

24 CHAIRMAN VAUGHAN: Do we have a second?

25 CHAIRMAN RICHARDSON: Second.

 CHAIRMAN VAUGHAN: All in favor?
(All persons answered with Aye.)

 CHAIRMAN VAUGHAN: Those opposed? All
right. DDC-21-011, the sign installation, is
approved, has been approved with the condition that
it's not the adhesive.

 TUIZ MILLS: Cheap.

 CHAIRMAN VAUGHAN: Lettering; and you

1 can work with Samson to get your certificate.

2 MR. OKAFOR: I'll have it ready by 2
o'clock tomorrow.

3 CHAIRMAN VAUGHAN: Okay. Okay.

4 TUIZ MILLS: That's it? All right.

5 CHAIRMAN VAUGHAN: Thank you for your
time.

6 TUIZ MILLS: Thank you so much.

7 CHAIRMAN VAUGHAN: Our next item is
DCC-21-012, which is a fence installation at 722
County Street. Is that applicant here?

8 MR. OKAFOR: No, he's not.

9 CHAIRMAN VAUGHAN: Before we defer it,
is there anything that we can relay to Samson to
communicate with him on --

10 COMMISSIONER LAHY: I have another
thought as well. We, in previous discussions, we
informally discussed styles and stains. Is it
something that we can vote on without the applicant
present? I'm not sure. I mean, typically, you can.

11 CHAIRMAN VAUGHAN: I typically haven't
voted when the applicants aren't here, just kind --

12 COMMISSIONER RICHARDSON: I have
questions about the rear of that facing the
synagogue.

13 COMMISSIONER LAHY: And how that all --

14 COMMISSIONER RICHARDSON: Yeah.

15 COMMISSIONER LAHY: Because they have a
low fence, and they want to put in a high fence, and
it's metal versus wood. I think that makes sense.

16 COMMISSIONER RICHARDSON: Yes.

17 Ms. CHOP: So what information do you
want from -- what additional information do you want
from the applicant?

18 COMMISSIONER LAHY: We'd like to have
the applicant come present that, if that's possible.
19 If not, I mean, we need a more detailed drawing to
see how it all ties together if they don't want to
20 present.

21 MR. OKAFOR: Okay. I'll tell him that
I'd prefer to make it a stained fence.

22 COMMISSIONER LAHY: I think we would
prefer it stained and in a specific style that
relates to historical characteristics.

23 MR. OKAFOR: Stain and style; okay.

24 COMMISSIONER LAHY: And we also have
some questions as to how it connects and ties into
the fence.

25 MR. OKAFOR: With the other; okay.

COMMISSIONER LAHY: The adjacent

1 property.

2 COMMISSIONER CROWDER: Is a wooden fence
3 acceptable?

4 COMMISSIONER LAHY: It's not, but it's
5 everywhere.

6 COMMISSIONER RICHARDSON: HPC has
7 standards for the wooden fence, so dog-eared or
8 gothic or something, not the square ones, not the
9 pallet fence, not the square ones, and that kind of
10 stuff, so --

11 CHAIRMAN VAUGHAN: Are you okay with
12 what's in the guideline as something to forward on to
13 the applicant?

14 COMMISSIONER CROWDER: I'd just like to
15 see the fence.

16 COMMISSIONER LAHY: That's in there.
17 Julie, can you scroll down some?

18 COMMISSIONER CROWDER: I think we should
19 defer until they're here.

20 COMMISSIONER RICHMOND: Absolutely.

21 CHAIRMAN VAUGHAN: Yes, absolutely.

22 COMMISSIONER LAHY: I mean, that's what
23 they sent. If you'll scroll down just a touch, Julie

24 COMMISSIONER RICHARDSON: Not that; not
25 that.

COMMISSIONER LAHY: That's very
temporary, and see like how does it tie in back here,
because they just say they're running a section here
and a section there, like on the other side. Yeah.
I'd like to just hear from them, if possible.

MR. OKAFOR: Okay.

COMMISSIONER LAHY: I move to defer.

VICE CHAIRMAN BUTTS: Now, when you say
that there's wood fences everywhere, are we okay with
moving along with that as a wood fence?

COMMISSIONER LAHY: These are -- the
neighborhood across the street, I would think, is
considered a more affluent area of Portsmouth. It
looks like they have swimming pools and stuff. If
it's being supported there, I don't see why it
shouldn't be supported here. I think that the
wrought iron and that look is specific more to front
and side and things where it's more visible, where
really it's not very visible except for right there
between the two buildings, but that's also a vacant
lot to be developed.

CHAIRMAN VAUGHAN: Right.

COMMISSIONER LAHY: So in theory, if
that lot was already built up, they could build that
fence, and then you have a lot. It's outside of our

1 area of review, but if you go down Court Street and
2 stuff, a lot of those people have wooden fences at
3 the back of their lots as well, so I think there is a
4 lot of precedent there for it. And if the idea here,
5 which, again, is to hear from the applicant, is to
6 create privacy, I don't believe that an aluminum
7 fence really does that. I have a feeling that
8 they're having people cut through, and cut through
9 that vacant lot, cut through that parking lot, and
10 that's their front door basically, so I just have a
11 feeling that's why they want to put a fence up.

12 VICE CHAIRMAN BUTTS: That's all. I'm
13 just trying to make sure that with these changes that
14 we're doing or allowing to happen in the community,
15 that they're reflected in the guidelines.

16 COMMISSIONER RICHARDSON: I would not be
17 okay with it if it were at the front of the building
18 facing the street, that you --

19 VICE CHAIRMAN BUTTS: I get it's in the
20 back.

21 COMMISSIONER RICHARDSON: But yeah.

22 VICE CHAIRMAN BUTTS: Yeah. That's also
23 why I'm wondering if it's in the back, why is he
24 coming to us?

25 CHAIRMAN VAUGHAN: Apparently, you can
see it.

MS. CHOP: You can see it from the
right-of-way.

COMMISSIONER LAHY: If you read the
guidelines, it's pretty specific. It's all fences
have to be this, so to me, that doesn't preclude side
yards or rear yards. That's all fences.

MS. CHOP: But they are guidelines, and
like we can add this to our running list of things
that we want to look at when we amend the guidelines.

COMMISSIONER LAHY: It would be nice to
maybe add, you know, include like some historical
styles that are appropriate and stains and things
like that within the guidelines. That might be nice.

VICE CHAIRMAN BUTTS: Yeah. I was only
just sitting here trying to find a way to verbalize
how to put this in here, when it's not obviously
front facing, but you can still, you know, see it,
you know, from a right-of-way area. However we want
that verbiage to be, I think it would be nice to
include that, so that way, it's not like wood, wait,
we can't do that, but there is a condition. You have
to kind of go to Google Maps to see that, oh, you can
see it from the street, but you wouldn't know that
with all of that information that they've put out.

1 COMMISSIONER LAHY: Even if you look at
2 the City GIS map, they still have building footprints
3 shown on those lots, so --

4 COMMISSIONER CROWDER: Sorry to make you
5 work so hard, Julie.

6 MS. CROP: We need new GIS maps.

7 COMMISSIONER LAHY: You're not the only
8 city, I promise.

9 CHAIRMAN VAUGHAN: Do we have a --

10 COMMISSIONER LAHY: I move to defer
11 DDC-21-012 to the August meeting.

12 COMMISSIONER RICHARDSON: Second.

13 CHAIRMAN VAUGHAN: We have a first and a
14 second. All in favor?

15 (All persons answered with Aye.)

16 CHAIRMAN VAUGHAN: Those opposed? All
17 right DDC-21-012, the fence installation, has been
18 deferred until August.

19 Do we have any unfinished business?

20 COMMISSIONER LAHY: I have a question
21 for Mr. Miller. This is more of a hypothetical/what
22 if type question. If the applicant, for example, the
23 applicant with the food truck stuff, if I wanted to
24 help her as a professional that does this for a
25 living, and it's a member of the community, is there
any ethical issues with me serving on this committee
by reaching out to her? I know I can't vote on it or
anything like that, but does that come off as using
your position to gain a leg up, as far as generating
business?

MR. MILLER: So you're talking about
someone that you have contact with, because they came
before --

COMMISSIONER LAHY: I would like to
contact her, because I think her project has a lot of
potential.

MR. MILLER: Let me give that some
thought. I'll shoot you an e-mail. I'll shoot the
Board an e-mail.

COMMISSIONER LAHY: Thank you.

COMMISSIONER RICHARDSON: If the food
trucks just come and go, and she has a different mix,
and they're not permanently parked there, she has the
one structure that she was going to make a bar.

MS. CHOP: I don't know if she ever --

CHAIRMAN VAUGHAN: I don't know if she
committed to it.

Ms. CHOP: I don't know if she has ever
designated a use for that area.

COMMISSIONER LAHY: It sounds to me that

1 her issue, in talking with Samson, is that they
2 haven't decided on what their use is, and so the food
3 trucks are allowed as a sort of accessory use, but
4 they're not allowed as a primary use. So that
5 building has to have a primary use, and if it's a
6 bar, you probably need a use permit for alcohol sales
7 and stuff like that, but that would be a primary use
8 that would then allow those temporary food trucks, so
9 I think it could just be that she's not aware of the
10 full, you know, sort of gamut that she would have to
11 run to kind of do this, and so it could be something
12 simple, or it could just be something where she says,
13 okay, this is going to be too expensive, and I'm
14 walking away.

8 COMMISSIONER RICHARDSON: Okay.

9 CHAIRMAN VAUGHAN: Anything else,
10 anybody?

11 MS. CHOP: For the record, I am no
12 longer a Planner I. I'm a Senior Planner.

13 COMMISSIONER LAHY: I did have another
14 just general question for Samson. Parking, now that
15 we're back in person, can we get parking passes?

16 MR. OKAFOR: Yes. We did that before
17 you got here, so we're going to prepare them.

18 COMMISSIONER LAHY: I just noticed mine
19 expired in January.

20 MR. OKAFOR: That's all right. If you
21 get a ticket, just give it to me. I'll take care of
22 it.

23 COMMISSIONER LAHY: Okay. Perfect. I
24 don't anticipate one.

25 MR. OKAFOR: Yes. That's okay. We're
going to let them know by tomorrow. I mean, this is
the first meeting we had today, Planning Commission
and this meeting today. That's the first time, so
I'm trying to get used to things the way it used to
be. I didn't really remember at one point. At 4
o'clock, I forgot I have to be at a meeting by 5, so
we're going to do it tomorrow, and you're going to
get it tomorrow.

COMMISSIONER LAHY: Perfect.

CHAIRMAN VAUGHAN: Thank you all. I
guess there is nothing else. Our meeting is
adjourned.

(Whereupon, the meeting was adjourned.)

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STATE OF VIRGINIA AT LARGE,
CITY OF PORTSMOUTH, to-wit:

I, Suzanne P. Kirby, RPR, hereby certify that I was the Court Reporter present in the Portsmouth Downtown Design Committee meeting, held on the 6th day of July 2021.

I further certify that the foregoing transcript is a true and accurate record of the aforementioned meeting.

Given under my hand this 19th day of July 2021.

Suzanne P. Kirby, RPR
Notary Registration No. 299801

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