



**DOWNTOWN DESIGN COMMITTEE  
City of Portsmouth**

**AGENDA**

**TUESDAY, OCTOBER 6, 2020**

**ELECTRONIC MEETING VIA MICROSOFT TEAMS**

**WORK SESSION 4:00 PM/PUBLIC HEARING 5:00 PM**

This DDC electronic meeting is being held pursuant to Ordinance No. 2020-21. The public may access a live broadcast of this electronic meeting at <http://www.portsmouthva.gov/ddcstream> or by phone: 804-294-1932, Conference ID: 775 606 068#

Comments to the DDC about this meeting may be submitted to [chopj@portsmouthva.gov](mailto:chopj@portsmouthva.gov) by 3:00 PM, Tuesday, October 6, 2020. A recording will be posted on the Virtual Planning Department webpage, <http://www.portsmouthva.gov/1142/Virtual-Planning-Department>. Notice of access and participation for this public meeting was posted on the Virtual Planning Department webpage on the City of Portsmouth website.

- A. CALL TO ORDER
- B. WELCOME
- C. ROLL CALL
- D. ADOPTION OF MINUTES
- E. SUMMARIZATION OF THE PURPOSE OF DESIGN REVIEW
- F. ADMINISTRATIVELY APPROVED CERTIFICATE OF APPROPRIATENESS
- G. SUMMARIZATION OF PUBLIC HEARING PROCESS
- H. CONSENT AGENDA

**\*\*CONSENT AGENDA:** Applications examined by the DDC and are complete and consistent with the design guidelines are approved at the beginning of the meeting and they are approved as submitted.

- I. REVIEW OF APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

**Planning Department**

801 Crawford Street • Portsmouth, VA 23704-3822 • (757) 393-8836 • Fax: (757) 393-5223

**DDC-20-020**

**SIGN & AWNING REPLACEMENT**

Doug Collins, of Scotty Signs, requests approval to **1.)** Replace the building sign to read “Metro by T-Mobile” with the same sign type, internally illuminated individual flush-mounted channel letters sign. **2.)** Replace the building awning with a new color and the same size and shape as existing awning. The new awning will retain the lights mounted underneath the frame for illuminating the storefront. **The property is located at 810 High Street.**

*“Flush-mounted signs may be considered....” p. 66*

*“A sign shall appear to be in scale with the facade...” p. 65*

*“Locate a sign on a building such that it will emphasize design elements of the facade itself.....” p. 65*

*“Mount signs to fit within existing architectural features....” p. 65.*

*“Where permitted, [awnings] must be properly fitted above the window or door in which they are located....” p. 129*

*“8 feet maximum depth for awnings....” p. 139*

**DDC-20-021**

**DOG PARK NEW CONSTRUCTION**

James Wright, City of Portsmouth Director of Engineering, requests approval to **1.)** Demolish existing parking lot and foundation **2.)** Construct a dog park, which will consist of a black aluminum fence, access and maintenance gates, drinking water fountain, pet waste receptacle, benches, and trash receptacles. Existing trees will be preserved. New plantings will be indigenous species. **The property is located at 615 Washington Street.**

**DDC-20-022**

**MURAL & SIGN REPLACEMENT**

Zachary Robinson requests approval to **1.)** Add two 5 feet by 10 feet murals **2.)** Add one 10 feet by 10 feet mural, **3.)** Add wood painted sign to read “JuneteenthVA”, and **4.)** Add two wall-mounted flagpoles with 3 feet by 5 feet flags. **The property is located at 430 High Street.**

*“Consider the overall facade composition, including ornamental details and signs....” p. 65*

*“Signs should be in proportion to the building, such that they do not dominate the appearance....” p. 65*

*“Develop a master sign plan for the entire building front, which should be used to guide individual sign design decisions....” p. 65*

*“Painted wood and metal are appropriate materials for signs and their use is encouraged...” p. 68*

*“Banners and flags may be used on a temporary basis if needed until the permanent signage for the building is completed....” p. 67*

J. UNFINISHED BUSINESS

**WINDOW WRAP STOCK PHOTOS**

At the July 2020 virtual DDC meeting, DDC discussed providing a process to expedite window wrap Certificate of Appropriateness applications that are applying for the Economic Development Department’s Windows of Opportunity Grant. The October 2020 Agenda Packet contains 32 photos of Portsmouth for DDC’s consideration and vote to pre-approve window wraps within this program. As part of a COA application, the approved photos will be approved administratively. Applicants would also have the existing option to choose their own image to be heard by the DDC for consideration.

K. 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:**

**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:

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 (check all that apply)

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.

<b>Project Address:</b>	
<b>Tax Parcel Identification Number:</b>	
<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 type="checkbox"/>	Master Development Application Form
<input 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

# Master Development Application Form

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

- Notes:**
- 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.
  - No action will take place, nor will the request be placed on any agenda, if staff determines that the application is not complete.
  - 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.
  - A Certificate of Appropriateness is required prior to any activity in the D1 Downtown District or any Historic District (i.e., Olde Towne, Port Norfolk, Park View, Cradock, or Truxtun). See staff prior to application. A Certificate of Compliance (D2) is required prior to any activity in the D2 Uptown District (Form-Based Code).

## 1. General Project Information

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

## 2. Proposed Activity – Please check all that apply

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

Proposed Use:	
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### Check all permits or reviews that apply:

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

## 3. Primary Point of Contact Information

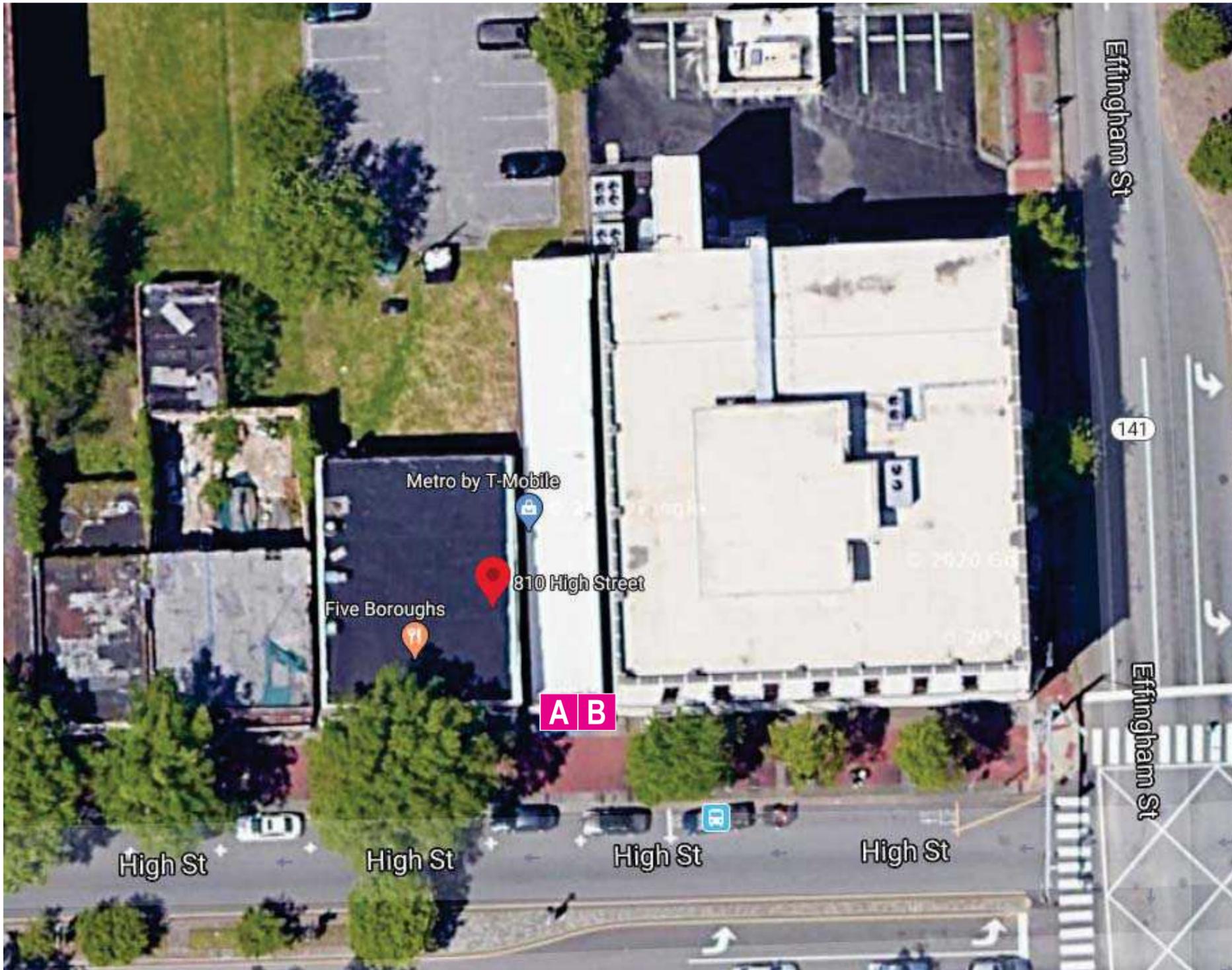
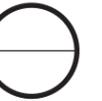
Please circle the preferred method of contact (mail, telephone, fax, or e-mail)

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

<b>4. Property Owner Information</b> (if different from the primary point of contact) <i>The property owner must sign a property owner consent box (See item number 5 on the following page.).</i>	
Property Owner Contact Name:	Duraïd Alnaif c/o ARS Enterprises, L.L.C.
Mailing Address:	3806 Poplar Hill Rd., Chesapeake VA 23321
Phone No.:	Fax No.:
Email:	
<b>5. Property Owner(s) Consent</b>	
Project Address:	810 High St.
Tax Parcel Identification Number:	
<p>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.</p> <p>By signing this application below, I, as the owner of the property under review, give my endorsement of this application.</p>	
Property Owner or Authorized Signature:	Date Signed: 8.21.20
<p>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.</p>	
Name of Person Authorized to Sign:	Duraïd Alnaif
Title of Person Authorized to Sign:	Member Manager
Mailing Address:	3806 Poplar Hill Rd., Chesapeake VA 23321
Phone No.:	
<b>6. Applicant's Signature</b>	
<p>By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application.</p>	
Applicant's Signature:	Date Signed: 8.21.20

<b>OFFICE USE ONLY</b>	Project Number (Tidemark):
Received By:	Received Date:
Accepted as Complete By:	Accepted Date:





**SIGNAGE SPECIFICATIONS**

**A** MBTM-CLW-15-L

**B** MBTM-NIA-L

**TRIANGLE**  
SIGN SERVICES

LEAD # 190511 DOOR # 10230282

11 AZAR COURT  
P.O. BOX 24186  
BALTIMORE, MARYLAND 21227  
T: 410-247-5300  
F: 410-247-1944  
[WWW.TRIANGLESIGN.COM](http://WWW.TRIANGLESIGN.COM)



ADDRESS  
810 High Street  
Portsmouth, VA 23704

PAGE #  
2 of 7

CLIENT SIGNATURE

DATE

REVISIONS

2.20.2020

DATE: DESCRIPTION:

PM

S. Sidler

APPROVAL DATE

DESIGN

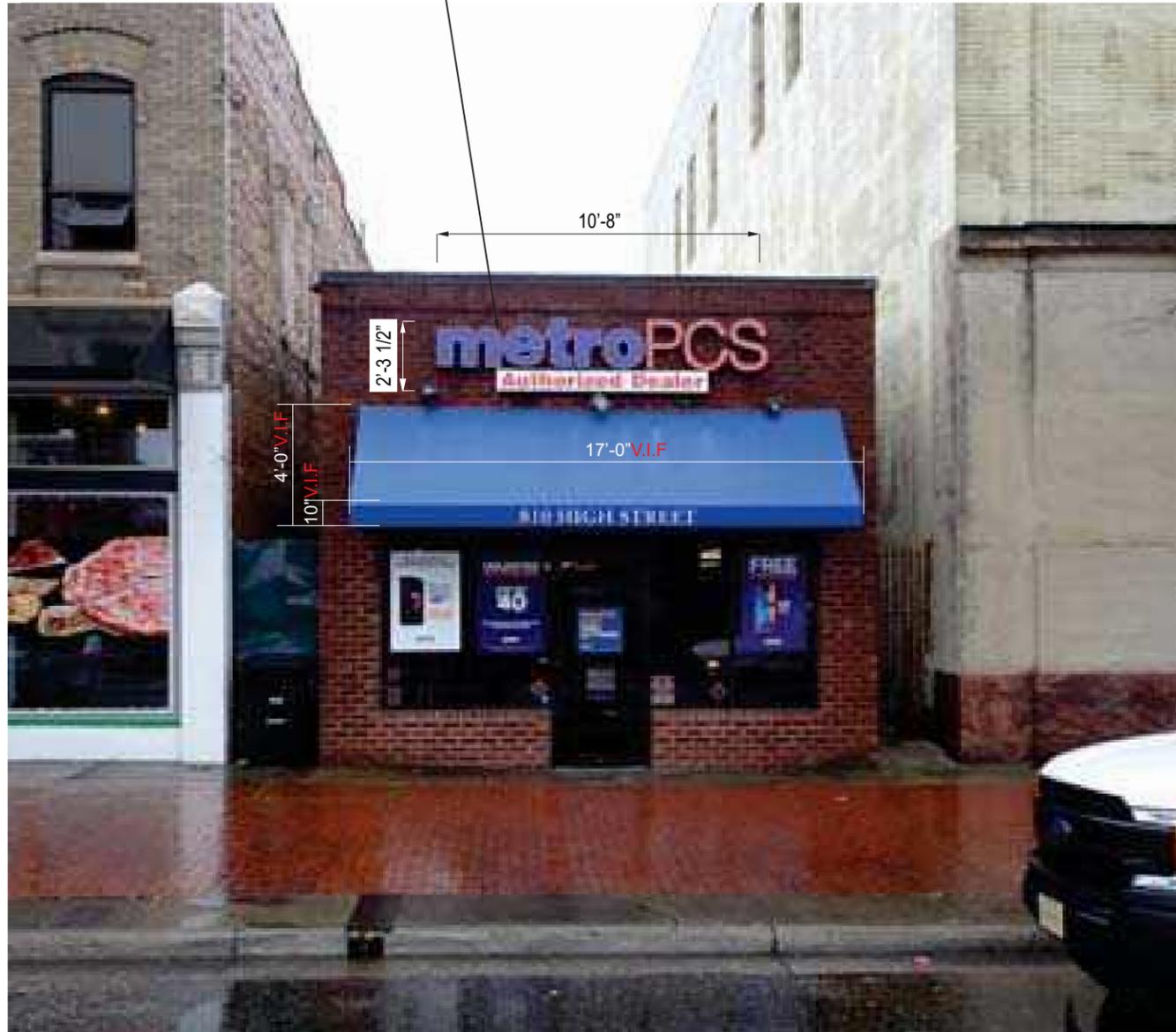
JJH

FILE NAME

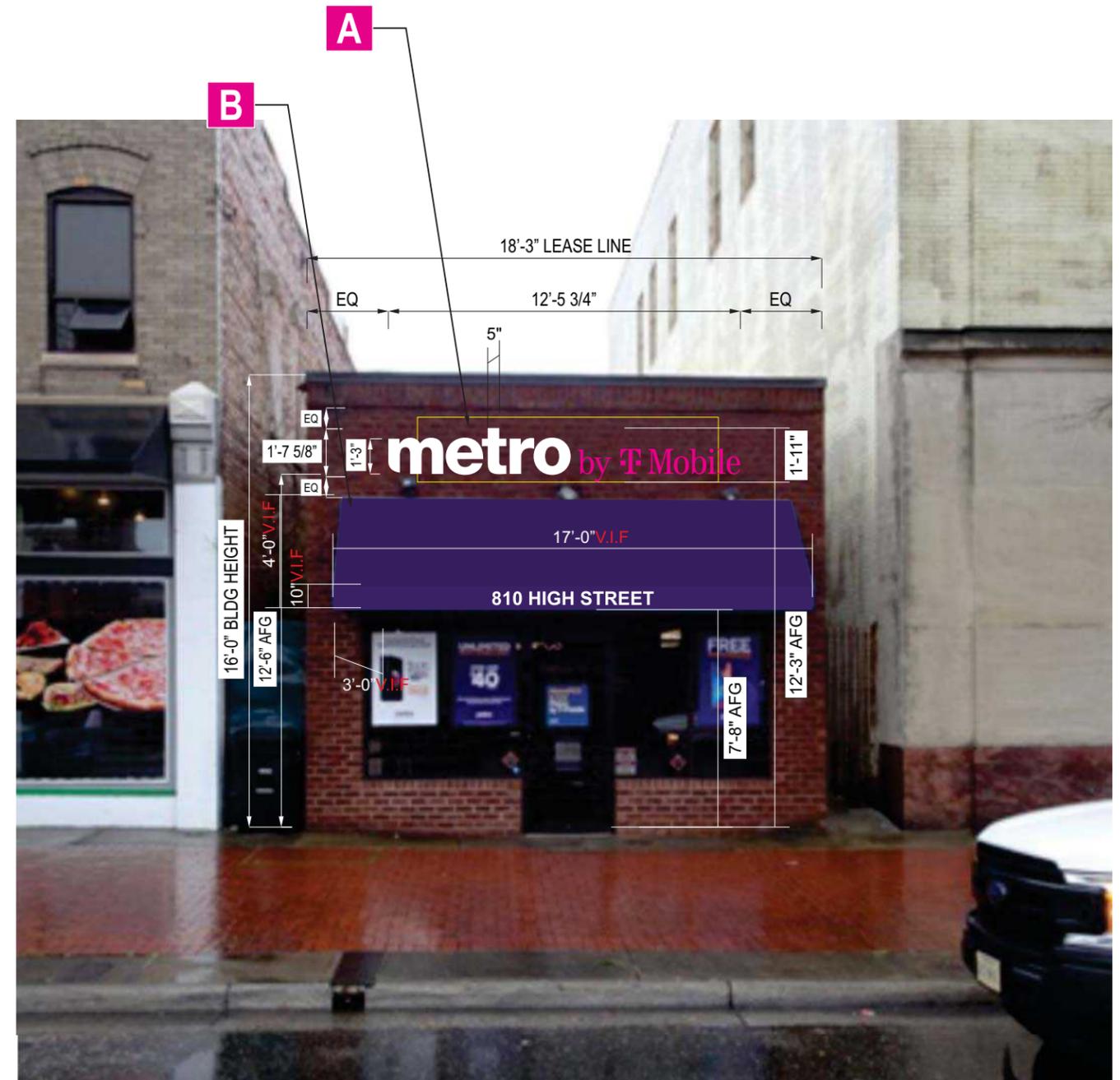
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REMOVE (E) REMOTE CH LTRS,  
& 'TAGLINE' CABINET

LTRS & CABINET are FLUSH-MOUNTED  
w REMOTE POWER SUPPLIES



EXISTING



PROPOSED

**TRIANGLE**  
SIGN SERVICES

LEAD # 190511 DOOR # 10230282  
10/1/20

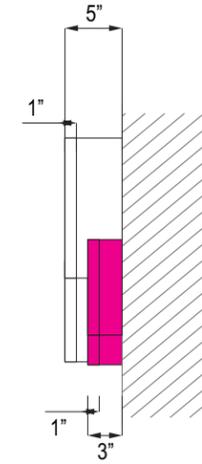
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BALTIMORE, MARYLAND 21227  
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[WWW.TRIANGLESIGN.COM](http://WWW.TRIANGLESIGN.COM)

**metro**  
by T-Mobile

ADDRESS  
810 High Street  
Portsmouth, VA 23704

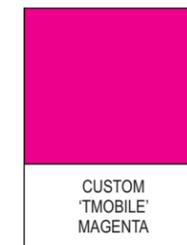
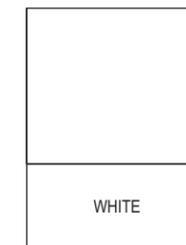
PAGE #  
3 of 7

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	2.20.2020	DATE:	DESCRIPTION:
	PM		
	S. Sidler		
APPROVAL DATE	DESIGN		
	JJH		
FILE NAME			
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TYP. FRONT (A.1)

TYP. SIDE (A.2)



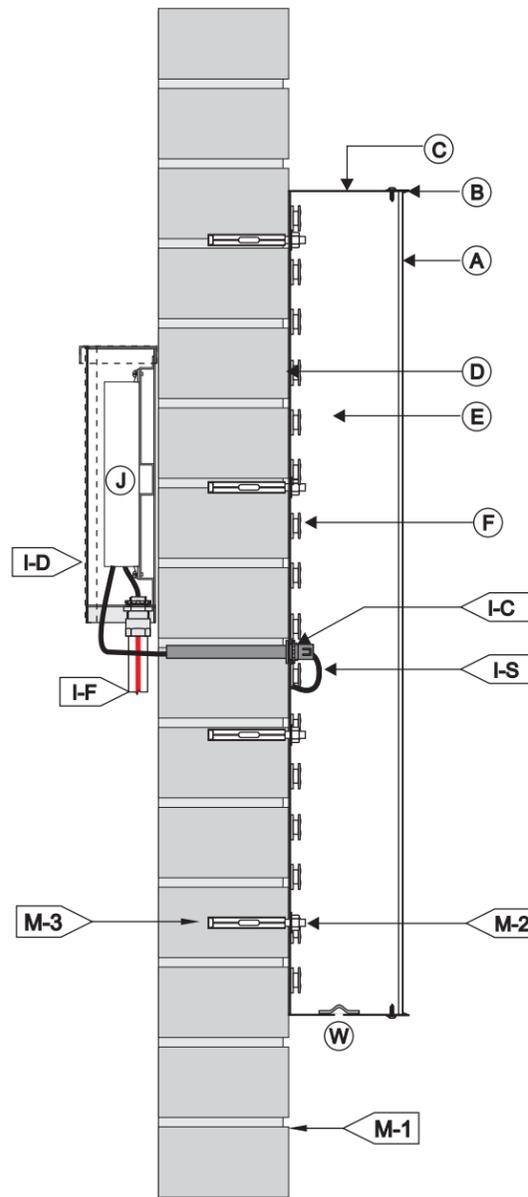
<p>LEAD # 190511 10/1/20</p> <p>DOOR # 10230282</p>	<p>11 AZAR COURT P.O. BOX 24186 BALTIMORE, MARYLAND 21227 T: 410-247-5300 F: 410-247-1944 <a href="http://WWW.TRIANGLESIGN.COM">WWW.TRIANGLESIGN.COM</a></p>		CLIENT SIGNATURE	DATE	REVISIONS	
				2.20.2020	DATE:	DESCRIPTION:
			APPROVAL DATE	DESIGN		
				FILE NAME		
<p>REPRODUCTION IN WHOLE OR PART PROHIBITED WITHOUT EXPRESS PERMISSION OF TRIANGLE SIGN SERVICE</p>		<p>810 High Street Portsmouth, VA 23704</p>	<p>PAGE # 4 of 7</p>	<p>190511_10230282_810 High Street_Portsmouth_VA.cdr</p>	<p>Page 12 of 70</p>	

ILLUM. FACE-LIT REMOTE CH LTRS / FLUSH MOUNTED - SECTION DETAIL

A-1

SCALE: NTS

metro



<b>(A) FACE</b>	
MATERIAL:	.177" #7328 WHITE ACRYLIC
VINYL:	N/A
COLOR INFO.:	N/A
<b>(B) TRIMCAPS:</b>	
SIZE / FINISH	1" / MATCH RETURNS
<b>(C) RETURNS</b>	
DEPTH:	5"
MATERIAL:	ALUM. .040
COLOR:	WHITE
FINISH:	SATIN
<b>(D) BACKS:</b>	
MATERIAL:	.063" ALUM.
COLOR/FINISH:	WHITE SATIN
<b>(E) INSIDE OF CAN</b>	
COLOR:	PRE-COAT WHITE
<b>(F) ILLUMINATION</b>	
TYPE:	QWIK MOD 3 (M-QMTX0-65)
COLOR:	6500K WHITE LEDS
<b>ALL WIRES TO BE TERMINATED W/ A MECHANICAL UL LISTED FASTENER</b>	

<b>(I) WIRING</b>	
I-C	7/8" DIA. HOLE @ LEXAN W/ PAIGE WALL BUSTER CONNECTOR & CONDUIT.
I-F	TO ELECTRICAL FEED
I-S	U.L. APPROVED LOW VOLTAGE CLASS II WIRING
ALL CONNECTIONS TO BE IN WATERPROOF BOXES	
I-D	DISCONNECT SWITCH, LOCATION in P/S BOX <b>TBD</b>
<b>(J) POWER SUPPLY</b>	
TYPE:	REMOTE LED POWER SUPPLY HOUSE IN FRONT
ACCESS WEATHER-PROOF LED POWER SUPPLY BOX.	
VOLTAGE:	120V
<b>(M) MOUNTING</b> SEE MOUNTING NOTE.	
M-1:	EXISTING BRICK FASCIA
M-2:	MIN. 3/8" DIA. LAG BOLTS,
M-3:	w/ EXPANSION ANCHORS <b>AS NECESSARY</b>
M-4:	SELF-TAPPING SCREWS
M-5:	
M-6:	
<b>(W) WEEP HOLES:</b> 1/4" DIA. WITH COVER	

**DISCONNECT SWITCH, LOCATED BETWEEN FEED & SIGN, EXACT PLACEMENT T.B.D. BASED ON SURVEY AND CENTER REQUIREMENTS**

<b>120V INSTALL</b>	<ol style="list-style-type: none"> <li>CUSTOMER G.C. TO PROVIDE ADEQUATE WOOD OR MTL. BLOCKING IN CORRELATION W/ FACADE FRAMING AS REQUIRED.</li> <li>INSTALLER IS TO V.I.F. &amp; PROVIDE THE PROPER NON-CORROSIVE MOUNTING HARDWARE TO ENSURE SAFE INSTALLATION.</li> <li>ALL EXTERIOR FACADE PENETRATIONS TO BE WATERTIGHT.</li> <li>INSTALLATION TO MEET CURRENT N.E.C., U.L. &amp; LOCAL CODES. LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A) (1) OF THE NATION ELECTRICAL CODE</li> </ol>	<b>ELECTRICAL</b>	<ol style="list-style-type: none"> <li>ALL ELECTRICAL COMPONENTS TO BE U.L. APPROVED.</li> <li>CUSTOMER IS RESPONSIBLE FOR ONE (1) 120v/ 20a DEDICATED CIRCUIT w/ GROUND PER SIGN TO WITHIN 6' OF SIGN.</li> <li>THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDING W/ THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING &amp; BONDING OF THE SIGN.</li> </ol>	<b>FABRICATOR</b>	<ol style="list-style-type: none"> <li>PLACEMENT OF LIGHTING ELEMENTS FOR OPTIMUM ILLUMINATION OF SIGN TO BE DETERMINED IN PRODUCTION.</li> <li>MANUFACTURER &amp; U.L. LABELS TO BE APPLIED &amp; VISIBLE FROM THE GROUND, LOCATED ON THE LAST CHANNEL LETTER OR END OF THE SIGN BOX/FREESTANDING SIGN</li> </ol>	 ALL ELECTRICAL COMPONENTS ARE TO BE UL APPROVED
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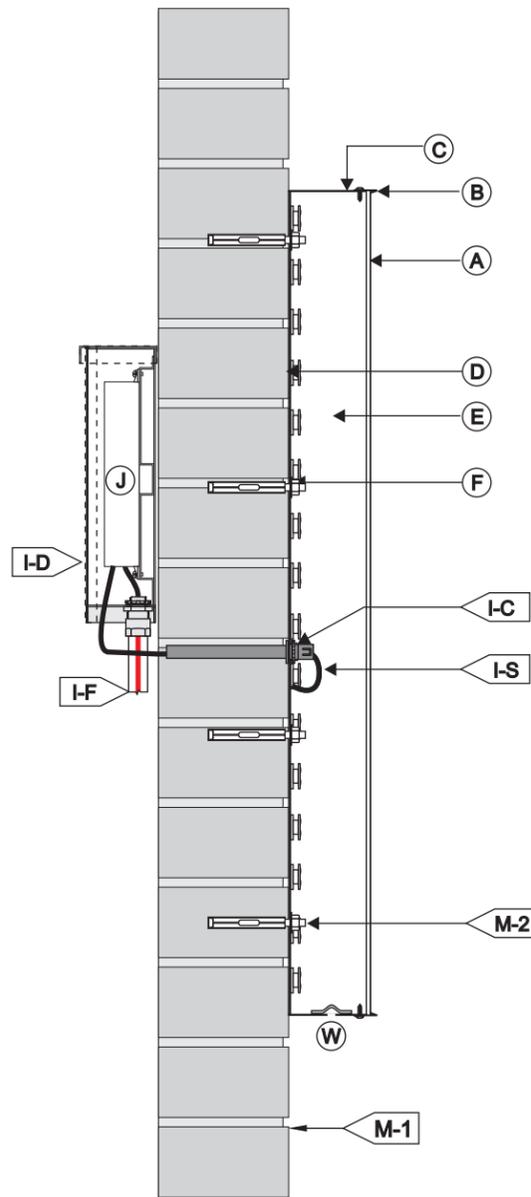
 LEAD # 190511 DOOR # 10230282 10/1/20	11 AZAR COURT P.O. BOX 24186 BALTIMORE, MARYLAND 21227 T: 410-247-5300 F: 410-247-1944 WWW.TRIANGLESIGN.COM		CLIENT SIGNATURE	DATE	REVISIONS		
		ADDRESS	PAGE #	APPROVAL DATE	DESIGN	FILE NAME	DATE:
		810 High Street Portsmouth, VA 23704	5 of 7		2.20.2020		
				S. Sidler			
				JJH			
						Page 13 of 70	
190511_10230282_810 High Street_Portsmouth_VA.cdr							

ILLUM. FACE-LIT REMOTE CH LTRS / FLUSH MOUNTED - SECTION DETAIL

A-2

SCALE: NTS

by T-Mobile



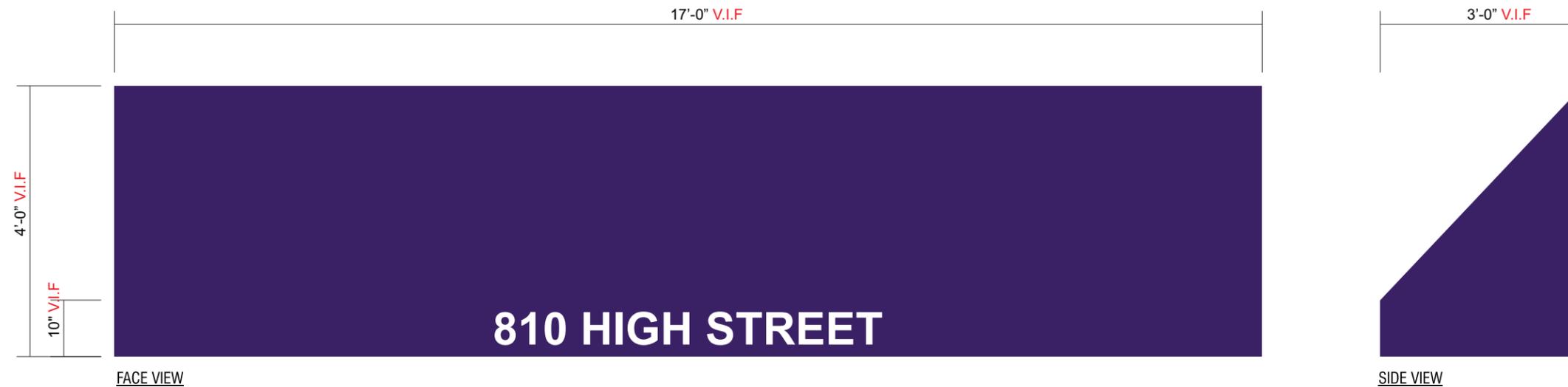
<b>(A) FACE</b>		<b>(I) WIRING</b>	
MATERIAL:	0.118" OPTIX 2406LD DIFFUSER ACRYLIC	I-C	7/8" DIA. HOLE @ LEXAN W/ PAIGE WALL BUSTER CONNECTOR & CONDUIT.
VINYL:	1ST SURFACE	I-F	TO ELECTRICAL FEED
COLOR INFO.:	ARLON #5450-0557048155450 'MAGENTA'	I-S	U.L. APPROVED LOW VOLTAGE CLASS II WIRING
			ALL CONNECTIONS TO BE IN WATERPROOF BOXES
<b>(B) TRIMCAPS:</b>		I-D	DISCONNECT SWITCH, LOCATION in P/S BOX TBD
SIZE / FINISH	1" / CUSTOM 'TMOBILE' MAGENTA	<b>(J) POWER SUPPLY</b>	
<b>(C) RETURNS</b>		TYPE:	REMOTE LED POWER SUPPLY HOUSE IN FRONT
DEPTH:	3"		ACCESS WEATHER-PROOF LED POWER SUPPLY BOX.
MATERIAL:	ALUM. .040	VOLTAGE:	120V
COLOR:	MATTHEWS MAGENTA Mp86055 R155445	<b>(M) MOUNTING</b> SEE MOUNTING NOTE.	
FINISH:	N SEMI-GLO V1.0 OVER Mp55898 - WHITE BASECOAT	M-1:	EXISTING BRICK FASCIA
<b>(D) BACKS:</b>		M-2:	MIN. 3/8" DIA. LAG BOLTS,
MATERIAL:	.063" ALUM.	M-3:	w/ EXPANSION ANCHORS AS NECESSARY
COLOR:	MATTHEWS MAGENTA Mp86055 R155445	M-4:	SELF-TAPPING SCREWS
FINISH:	N SEMI-GLO V1.0 OVER Mp55898 - WHITE BASECOAT	M-5:	
<b>(E) INSIDE OF CAN</b>		M-6:	
COLOR:	PRE-COAT WHITE	<b>(W) WEEP HOLES:</b> 1/4" DIA. WITH COVER	
<b>(F) ILLUMINATION</b>			
TYPE:	STREET FIGHTER MINI (M-SFMX2-65)		
COLOR:	6500K WHITE LEDS		
<b>ALL WIRES TO BE TERMINATED W/ A MECHANICAL UL LISTED FASTENER</b>			

**DISCONNECT SWITCH, LOCATED BETWEEN FEED & SIGN, EXACT PLACEMENT T.B.D. BASED ON SURVEY AND CENTER REQUIREMENTS**

<b>120V INSTALL</b>	<ol style="list-style-type: none"> <li>CUSTOMER G.C. TO PROVIDE ADEQUATE WOOD OR MTL. BLOCKING IN CORRELATION W/ FACADE FRAMING AS REQUIRED.</li> <li>INSTALLER IS TO V.I.F. &amp; PROVIDE THE PROPER NON-CORROSIVE MOUNTING HARDWARE TO ENSURE SAFE INSTALLATION.</li> <li>ALL EXTERIOR FACADE PENETRATIONS TO BE WATERTIGHT.</li> <li>INSTALLATION TO MEET CURRENT N.E.C., U.L. &amp; LOCAL CODES. LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A) (1) OF THE NATION ELECTRICAL CODE</li> </ol>	<b>ELECTRICAL</b>	<ol style="list-style-type: none"> <li>ALL ELECTRICAL COMPONENTS TO BE U.L. APPROVED.</li> <li>CUSTOMER IS RESPONSIBLE FOR ONE (1) 120v/ 20a DEDICATED CIRCUIT w/ GROUND PER SIGN TO WITHIN 6' OF SIGN.</li> <li>THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDING W/ THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING &amp; BONDING OF THE SIGN.</li> </ol>
<b>FABRICATOR</b>	<ol style="list-style-type: none"> <li>PLACEMENT OF LIGHTING ELEMENTS FOR OPTIMUM ILLUMINATION OF SIGN TO BE DETERMINED IN PRODUCTION.</li> <li>MANUFACTURER &amp; U.L. LABELS TO BE APPLIED &amp; VISIBLE FROM THE GROUND, LOCATED ON THE LAST CHANNEL LETTER OR END OF THE SIGN BOX/FREESTANDING SIGN</li> </ol>		



<p>LEAD # 190511 DOOR # 10230282</p>	11 AZAR COURT P.O. BOX 24186 BALTIMORE, MARYLAND 21227 T: 410-247-5300 F: 410-247-1944 <a href="http://WWW.TRIANGLESIGN.COM">WWW.TRIANGLESIGN.COM</a>		<b>CLIENT SIGNATURE</b>	<b>DATE</b>	<b>REVISIONS</b>	
				2.20.2020	<b>DATE:</b>	<b>DESCRIPTION:</b>
			S. Sidler			
			JJH			
			<b>DESIGN</b>			
			<b>FILE NAME</b>			
						Page 14 of 70



**MBTM-NIA-L**

**SPECIFICATIONS:**

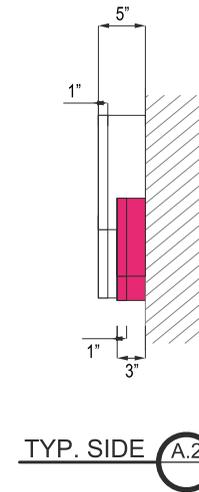
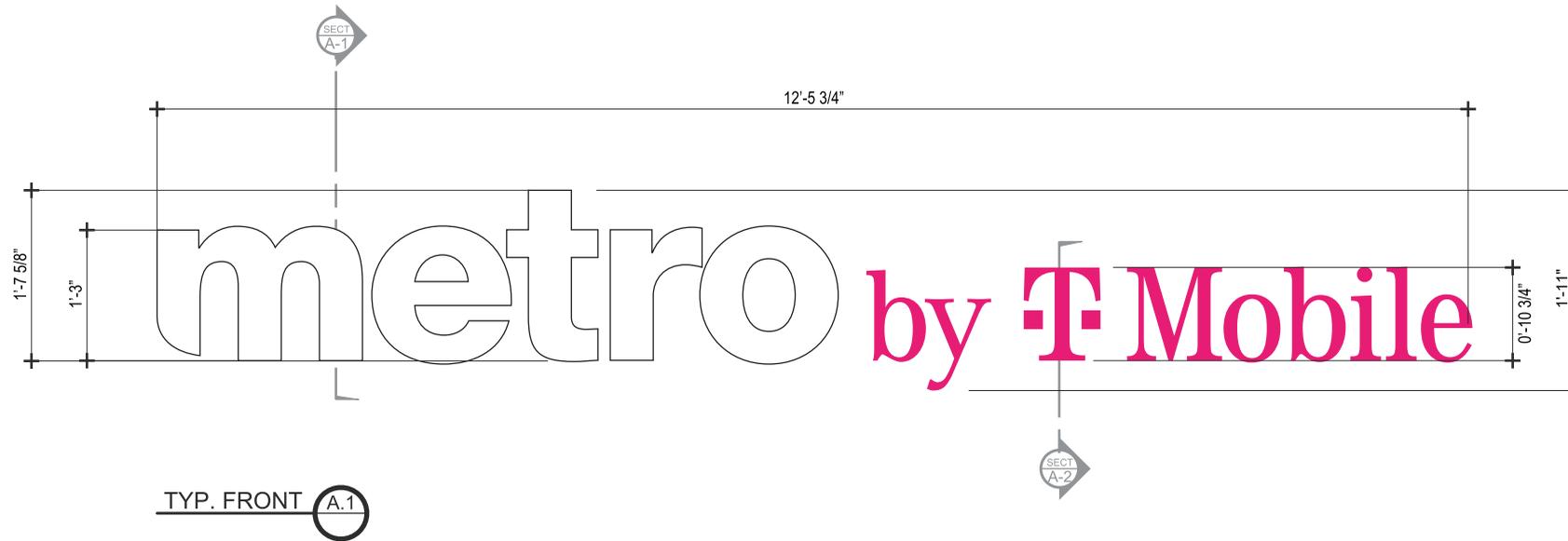
EXACT AWNING DESIGN AND STYLE TO BE DETERMINED PER SITE SPECIFIC REQUIREMENTS.  
 COOLEY AWNING MATERIAL #79-CB6047 WITH ERADICATED WHITE METRO & BY T-MOBILE.  
 T-MOBILE VINYL: TRANSLUCENT MIRATEC FILM 30532-1 OR ARLON #5450-055048155450 MAGENTA PRINTED ON WHITE VINYL.

COLOR SCHEDULE	
	Cooley Awning Material #79-CB6047
	Translucent Miratec Film #30532-1 Magenta Printed On White Vinyl or Arlon Translucent Magenta Film #5450-0557048155450
	Eradicated White Copy

**\* For Awning Information please refer to Exhibit for Eradication**

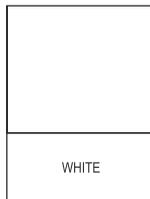
CUSTOMER APPROVAL	
Customer Signature _____	Date _____

 LEAD # 190511 DOOR # 10230282 11 AZAR COURT P.O. BOX 24186 BALTIMORE, MARYLAND 21227 T: 410-247-5300 F: 410-247-1944 WWW.TRIANGLESIGN.COM	 ADDRESS 810 High Street Portsmouth, VA 23704	PAGE # 7 of 7	CLIENT SIGNATURE	DATE	REVISIONS	
				2.20.2020	DATE:	DESCRIPTION:
				PM S. Sidler		
			APPROVAL DATE	DESIGN		
	JJH					
	FILE NAME					
	190511_10230282_810 High Street_Portsmouth_VA.cdr		Page 15 of 70			



metro

by T-Mobile



Colors

- White faces-Translucent back lit
- White trim-Opaque
- White metal fillers-Opaque



Colors

- White faces-Translucent back lit with Arlon#5450 overlay
- White trim-Painted Matthews Magenta Mp 86055 opaque
- White metal fillers-Painted Matthews Magenta Mp 86055 opaque

**TRIANGLE**  
 SIGN SERVICES

LEAD # 190511 DOOR # 10230282

11AZAR COURT  
 P.O. BOX 24186  
 BALTIMORE, MARYLAND 21227  
 T: 410-247-5300  
 F: 410-247-1944  
[WWW.TRIANGLESIGN.COM](http://WWW.TRIANGLESIGN.COM)

metro  
 by T-Mobile

ADDRESS  
 810 High Street  
 Portsmouth, VA23704

PAGE #  
 4 of 7

CLIENT SIGNATURE

APPROVAL DATE

DATE

2.20.2020

PM

S. Sidler

DESIGN

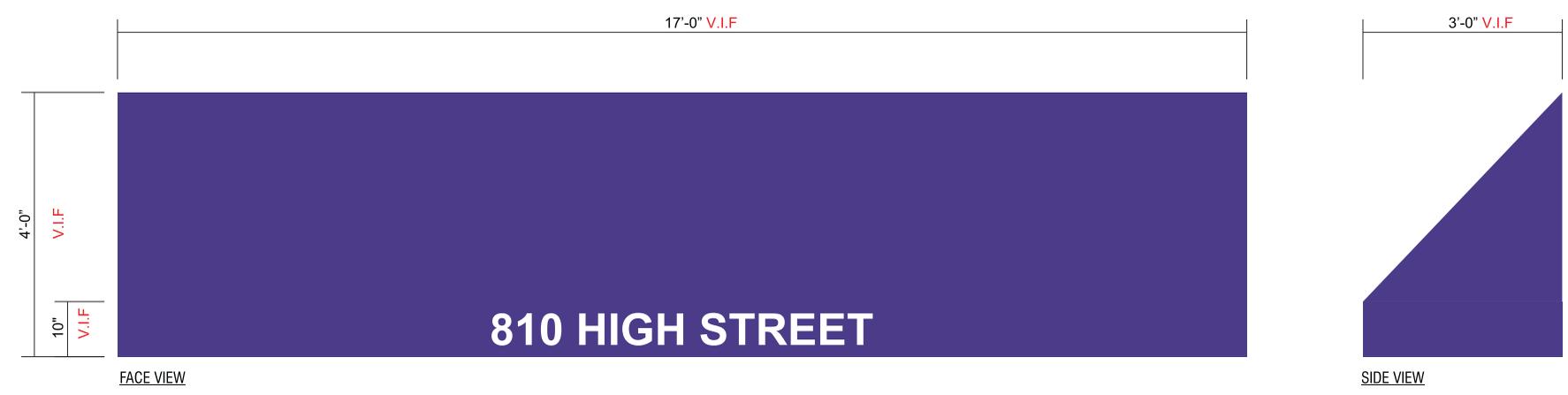
JJH

FILE NAME

190511\_10230282\_810 High  
 Street\_Portsmouth\_VA.cdr

REVISIONS

DATE:	DESCRIPTION:



**MBTM-NIA-L**

**SPECIFICATIONS:**

EXACT AWNING DESIGN AND STYLE TO BE DETERMINED PER SITE SPECIFIC REQUIREMENTS.  
 COOLEY AWNING MATERIAL #79-CB6047 WITH ERADICATED WHITE METRO & BY T-MOBILE.  
 T-MOBILE VINYL: TRANSLUCENT MIRATEC FILM 30532-1 OR ARLON #5450-055048155450 MAGENTA PRINTED ON WHITE VINYL.

**COLOR SCHEDULE**

-  Frame- Mill finish Aluminum
-  Fabric cover - Colley eradicatable vinyl 13 ounce fabric #79-CB6047
-  Copy - White vinyl

**TRIANGLE**  
SIGN SERVICES

11 AZAR COURT  
 P.O. BOX 24186  
 BALTIMORE, MARYLAND 21227  
 T: 410-247-5300  
 F: 410-247-1944  
[WWW.TRIANGLESIGN.COM](http://WWW.TRIANGLESIGN.COM)



ADDRESS  
 810 High Street  
 Portsmouth, VA 23704

PAGE #  
 7 of 7

CLIENT SIGNATURE  
 \_\_\_\_\_

DATE  
 2.20.2020  
 PM  
 S. Sidler

APPROVAL DATE

DESIGN  
 JJH

FILE NAME

190511\_10230282\_810 High Street\_Portsmouth\_VA.cdr

REVISIONS	
DATE:	DESCRIPTION:







# 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

<b>Project Address:</b>	615 Washington Street		
<b>Tax Parcel Identification Number:</b>	00130400		
<b>Located in?:</b>	<input checked="" type="checkbox"/> D1 Downtown	<input type="checkbox"/> Olde Towne	<input type="checkbox"/> Port Norfolk
	<input type="checkbox"/> Park View	<input type="checkbox"/> Cradock	<input type="checkbox"/> Truxtun
<b>Were the Historic District Guidelines consulted for this project?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know
<b>If yes, how did you obtain the guidelines?</b>	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Library	<input type="checkbox"/> Planning Department
	<input type="checkbox"/> Civic League		
<b>Chapter(s) of Historic District Guidelines consulted:</b>			
<input checked="" type="checkbox"/> Site Design	Section(s):	06-Guidelines for Site Design	
<input type="checkbox"/> Existing Structures – Elements	Section(s):		
<input type="checkbox"/> Existing Structures – Materials	Section(s):		
<input checked="" type="checkbox"/> New Construction and Additions	Section(s):	09-Guidelines for New Construction and Additions	
<input checked="" type="checkbox"/> Demolition and Moving	Section(s):	10-Guidelines for Demolition and Moving	

## 2. Written Description of Exterior Work (check all that apply)

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.

The New St. Mark Church of God in Christ was previously located on the site and was demolished. The existing parking lot and foundation remain and will be demolished. Proposed improvements include construction of a dog park which will consist of a black aluminum fence, access and maintenance gates, drinking water fountain, pet waste receptacle, benches, and trash receptacles. Existing trees will be preserved. New plantings will be indigenous species to match the dominant landscape design found in Downtown Portsmouth.

Site photos and material sample sheet are included as Appendix A.

Project Address:	615 Washington Street
Tax Parcel Identification Number:	00130400

**3. Submittal Requirement Checklist**

(Submittals should include 11 copies of listed items, unless otherwise stated.)

**A. General Information for all COA Applications**

<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 checked="" type="checkbox"/>	Historic district guidelines chapter and section, where applicable
<input checked="" 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 checked="" 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. Submittal Requirements for Buildings**

<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

**C. Submittal Requirements for Sites**

<input checked="" type="checkbox"/>	Scaled drawings showing physical survey including the property, adjacent structures, and proposed alterations (elevations of fences and other structures as requested)
-------------------------------------	--

**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
<input type="checkbox"/>	All material necessary for issuance of a zoning compliance permit for signage (if new signage or modifications to signage are proposed)

**E. Submittal Requirements for New Construction and Additions**

<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

**F. Submittal Requirements for Demolition**

<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 checked="" 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

# 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:	<b>615 Washington Street</b>
Tax Parcel Identification Number:	00130400
Lot Area (in square feet):	26136 SF
Zoning District:	T4

## 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:	A Dog Park which will utilize open space and preserve the existing natural features.
---------------	--

**Check all permits or reviews that apply:**

<input type="checkbox"/> Zoning Verification Request	<input type="checkbox"/> Use Permit <b>(PC)</b>	<input type="checkbox"/> Zoning Compliance Permit (Signs)
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Zoning Compliance Permit	<input type="checkbox"/> Zoning Map Amendment <b>(PC)</b>
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Certificate of Occupancy	<input type="checkbox"/> Minor Subdivision
<input checked="" type="checkbox"/> Certificate of Appropriateness	<input type="checkbox"/> Type I Development Plan	<input type="checkbox"/> Major Subdivision <b>(PC)</b>
<input type="checkbox"/> Certificate of Compliance (D2)	<input type="checkbox"/> Variance Permit <b>(PC)</b>	<input type="checkbox"/> Subdivision Exception
<input type="checkbox"/> Wetland Permit	<input type="checkbox"/> Interpretation Request	<input type="checkbox"/> Encroachment
<input checked="" type="checkbox"/> Flood Plain Certificate	<input checked="" type="checkbox"/> Land Disturbance Permit	<input type="checkbox"/>
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Chesapeake Bay Exception	<input type="checkbox"/>
<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:	James Wright		
Mailing Address:	801 Crawford Street		
Phone No.:	757-393-8562	Fax No.:	
Email:	WrightJ@portsmouthva.gov		

**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: James Wright

Mailing Address: 801 Crawford Street

Phone No.: 757-393-8562 Fax No.:

Email: WrightJ@portsmouthva.gov

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

Project Address: 615 Washington Street

Tax Parcel Identification Number: 00130400

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.

Digitally signed by Wright, James Date: 2020.08.14 16:26:47 -04'00'

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: James Wright

Title of Person Authorized to Sign: City Engineer

Mailing Address: 801 Crawford Street

Phone No.: 757-393-8562

**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.

Digitally signed by Wright, James Date: 2020.08.14 16:27:11 -04'00'

**OFFICE USE ONLY**

Project Number (Tidemark):

Received By: Received Date:

Accepted as Complete By: Accepted Date:

SITE PHOTOGRAPHS



SITE VIEW FROM WASHINGTON STREET



SITE VIEW FROM COUNTY STREET

## MATERIAL LIST



DECORATIVE FENCE  
COLOR: Black  
TYPE: Industrial Ornamental Aluminum Fence  
MANUFACTURER: Ameristar, Inc. or approved equal  
ITEM # Echelon II



METAL BENCH  
COLOR: Black  
TYPE: Ductile Iron Bench  
MANUFACTURER: Victor Stanley, Inc. or approved equal  
ITEM # CR-196



WASTE RECEPTACLE  
COLOR: Black  
TYPE: Side Door Receptacle  
MANUFACTURER: Victor Stanley, Inc. or approved equal  
ITEM # SD-42



DRINKING FOUNTAIN  
COLOR: Blue  
TYPE: Drinking Fountain with Pet Fountain  
MANUFACTURER: Most Dependable  
Fountains, Inc. or approved equal  
ITEM # 440 SM & SMSS



PET WASTE STATION  
COLOR: Blue  
TYPE: Waste Station  
MANUFACTURER: Most Dependable  
Fountains, Inc. or approved equal  
ITEM # 395 SM Waste Station



# 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: 430 High St

Tax Parcel Identification Number: 00121020

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 (check all that apply)

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.

Exterior scope of work is the addition of (2) murals at 5' x 10', (1) mural at 10' x 10', (1) new wood painted sign showing "JuneteenthVA" logo, and (2) wall mounted flag poles with 3'x5' flags.

Project Address:	430 High St
Tax Parcel Identification Number:	00121020

**3. Submittal Requirement Checklist**

(Submittals should include 11 copies of listed items, unless otherwise stated.)

**A. General Information for all COA Applications**

<input type="checkbox"/>	Master Development Application Form
<input 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. Submittal Requirements for Buildings**

<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

**C. Submittal Requirements for Sites**

<input type="checkbox"/>	Scaled drawings showing physical survey including the property, adjacent structures, and proposed alterations (elevations of fences and other structures as requested)
--------------------------	--

**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
<input type="checkbox"/>	All material necessary for issuance of a zoning compliance permit for signage (if new signage or modifications to signage are proposed)

**E. Submittal Requirements for New Construction and Additions**

<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

**F. Submittal Requirements for Demolition**

<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

# Master Development Application Form

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

- Notes:**
- 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.
  - No action will take place, nor will the request be placed on any agenda, if staff determines that the application is not complete.
  - 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.
  - 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:	430 High St
Tax Parcel Identification Number:	00121020
Lot Area (in square feet):	10,890
Zoning District:	D1

## 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:	Theater
---------------	---------

**Check all permits or reviews that apply:**

<input type="checkbox"/> Zoning Verification Request	<input type="checkbox"/> Use Permit <b>(PC)</b>	<input type="checkbox"/> Zoning Compliance Permit (Signs)
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Zoning Compliance Permit	<input type="checkbox"/> Zoning Map Amendment <b>(PC)</b>
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Certificate of Occupancy	<input type="checkbox"/> Minor Subdivision
<input checked="" type="checkbox"/> Certificate of Appropriateness	<input type="checkbox"/> Type I Development Plan	<input type="checkbox"/> Major Subdivision <b>(PC)</b>
<input type="checkbox"/> Certificate of Compliance (D2)	<input type="checkbox"/> Variance Permit <b>(PC)</b>	<input type="checkbox"/> Subdivision Exception
<input type="checkbox"/> Wetland Permit	<input type="checkbox"/> Interpretation Request	<input type="checkbox"/> Encroachment
<input type="checkbox"/> Flood Plain Certificate	<input type="checkbox"/> Land Disturbance Permit	<input type="checkbox"/>
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Chesapeake Bay Exception	<input type="checkbox"/>
<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:	Zachary Robinson		
Mailing Address:	479 W Ocean View Ave. Norfolk, VA 23503		
Phone No.:	(347) 743 - 5345	Fax No.:	N/A
Email:	(preferred) zach@wparch.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:	Robert Dolsey		
Mailing Address:	1112 N Inlynnview Rd. Virginia Beach, VA 23454		
Phone No.:	(757) 724-1911	Fax No.:	
Email:	ROBDLSY@AOL.COM		

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

Project Address:	430 High St
Tax Parcel Identification Number:	00121020

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:	Date Signed:
---	--------------

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:	Date Signed: 09/22/2020
------------------------	-------------------------

<b>OFFICE USE ONLY</b>	Project Number (Tidemark):
Received By:	Received Date:
Accepted as Complete By:	Accepted Date:

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

Robert Dolsey  
1112 N Inlynnview Rd Virginia Beach VA 23454  
757 724 1911 Fax No.:  
robdlsey@aol.com

430 High St.

Tax Parcel Identification Number: 00121020

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.

R J! ( " ) ld. P le )

1)9- 2 2. -2-02. \_Q

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.

N/A

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

**OFFICE USE ONLY**

Project Number (Tidemark):

Received By:

Received Date:

Accepted as Complete By:

Accepted Date:

# NEW COLONY THEATER

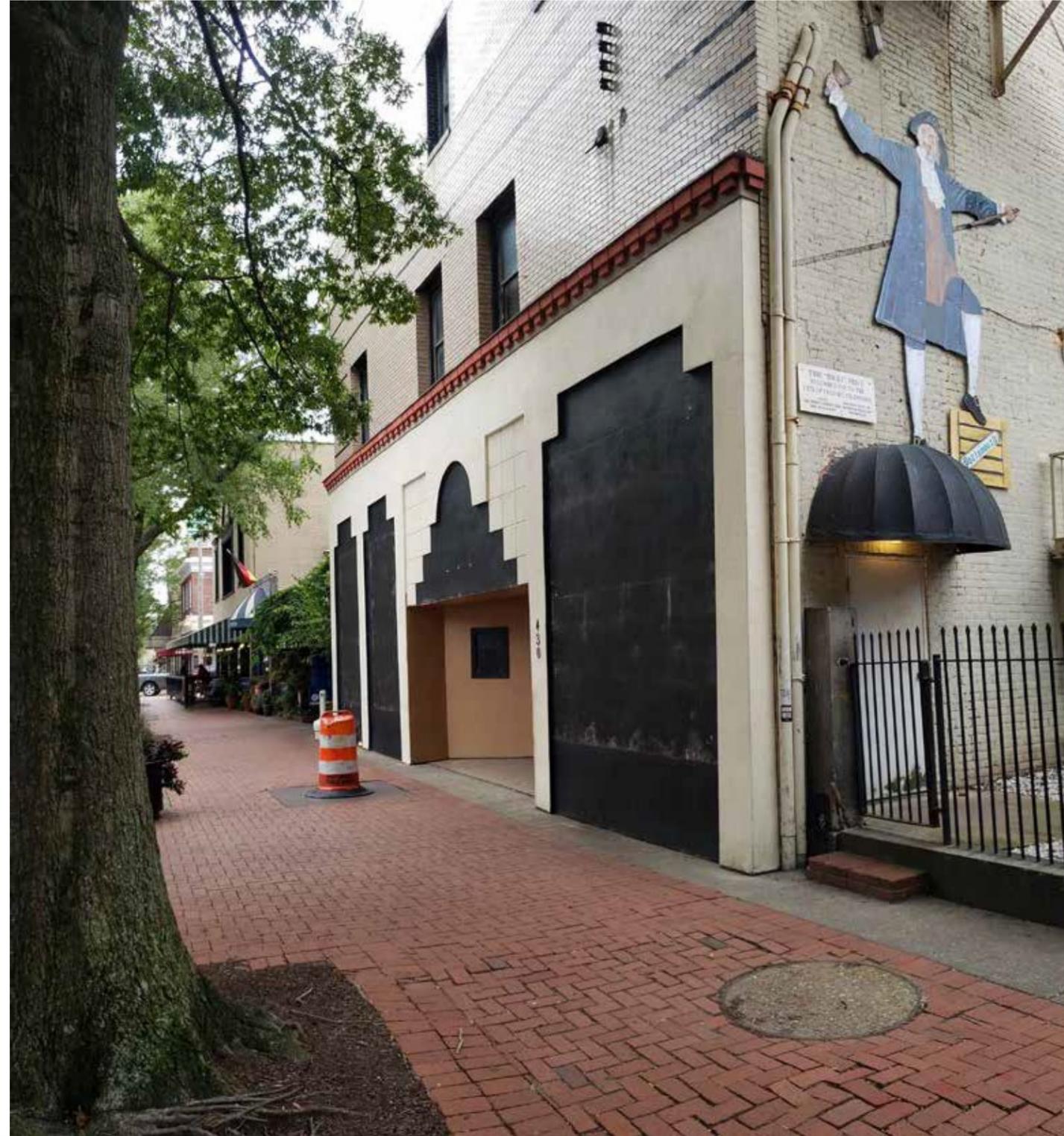
## Portsmouth

September 21, 2020

## EXISTING FACADE

### NOTES:

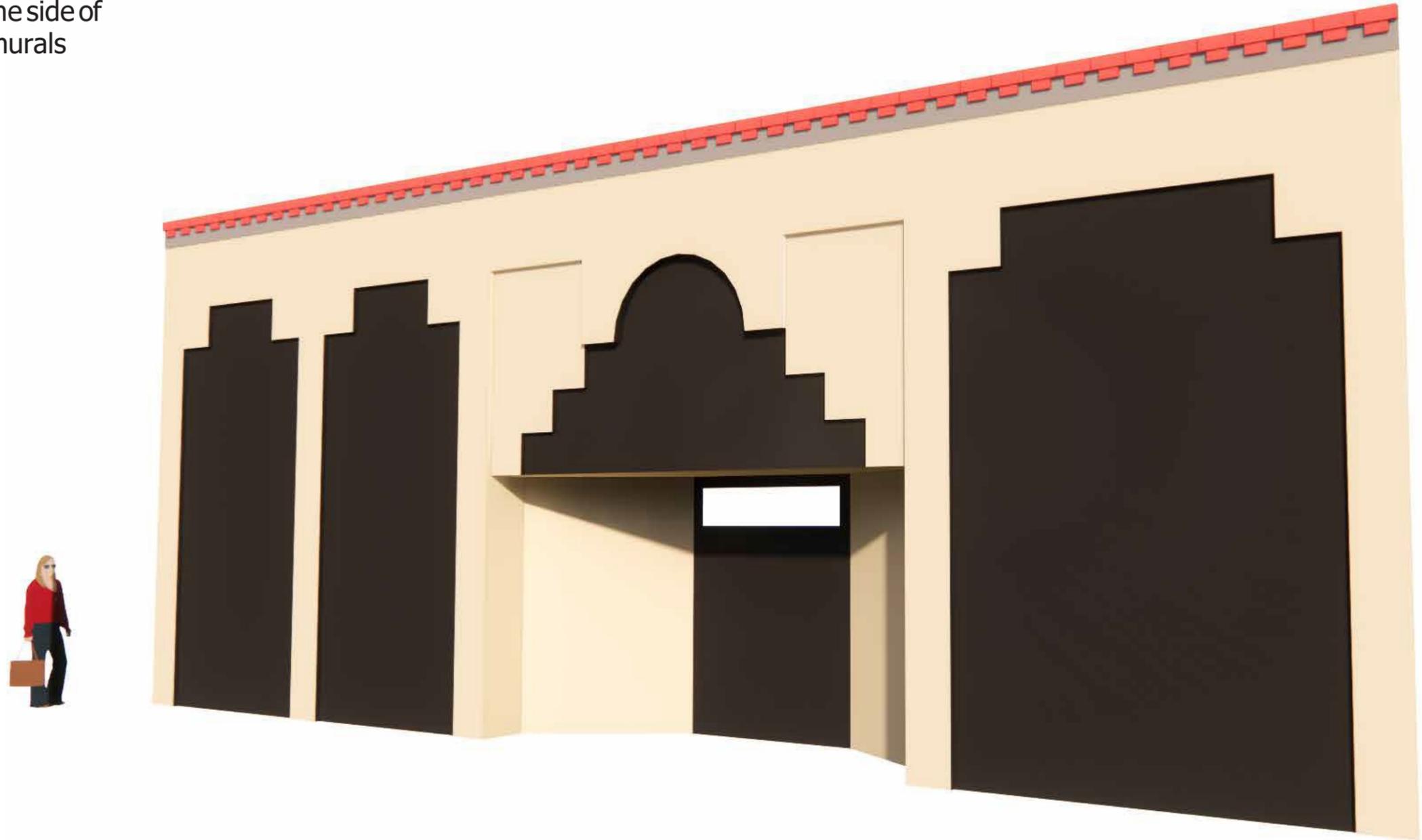
1. Murals recently relocated by Portsmouth Public Arts group
2. Tenant will work with muralist who completed the artwork on the side of the building to create new murals, Leon Johnson



## EXISTING FACADE

### NOTES:

1. Murals recently relocated by Portsmouth Public Arts group
2. Tenant will work with muralist who completed the artwork on the side of the building to create new murals



## PROPOSED FACADE

### NOTES:

1. New murals shown to indicate update.  
Artist will provide concept images once grant is received
2. Wood sign above entrance with Juneteenth VA logo painted
3. 10" high message board with customizable acrylic lettering
4. Flags displaying Juneteenth VA Logo, Radio Station Logo, and "Portsmouth Theater Academy Presents"



FLAG IMAGERY



FLAG A - FRONT



FLAG A - BACK



FLAG B - FRONT

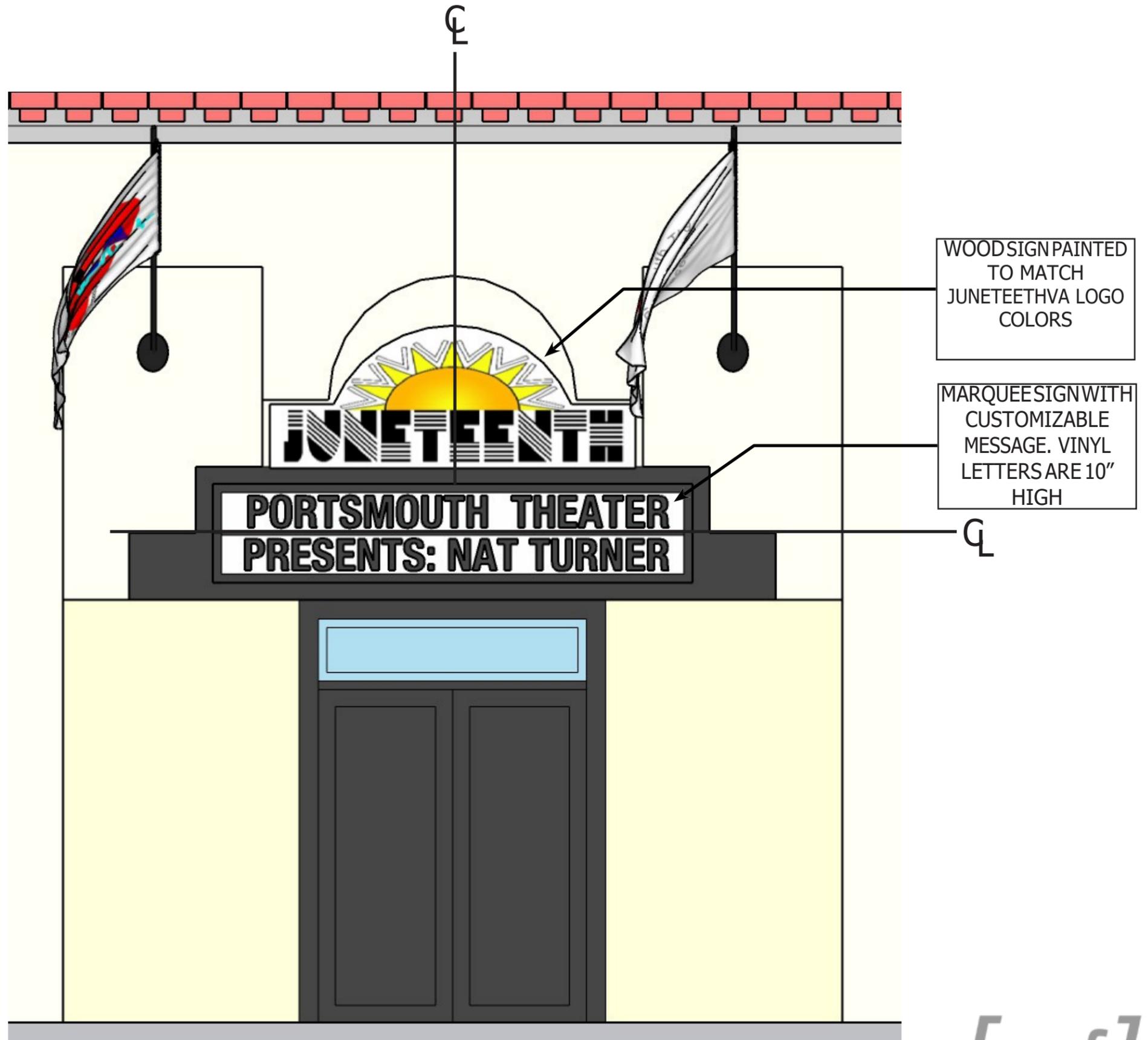


FLAG B - BACK

# PROPOSED FACADE

## NOTES:

1. New murals shown to indicate update. Artist will provide concept images once grant is received
2. Metal sign above entrance with Juneteenth VA logo vinyl applied
3. 10" high message board with customizable acrylic lettering
4. Flags displaying Juneteenth VA Logo, Radio Station Logo, and "Portsmouth Theater Academy Presents"



## **WINDOW WRAP STOCK PHOTOS**

At the July 2020 virtual DDC meeting, DDC discussed providing a process to expedite window wrap Certificate of Appropriateness applications that are applying for the Economic Development Department's Windows of Opportunity Grant. The October 2020 Agenda Packet contains 32 photos of Portsmouth for DDC's consideration and vote to pre-approve window wraps within this program. As part of a COA application, the approved photos will be approved administratively. Applicants would also have the existing option to choose their own image to be heard by the DDC for consideration.



























Portsmouth, Virginia  
January 28, 2003





































