

City of Norfolk

Office of the City Manager

cc: Exec. Dir., NRHA
Dir. Planning & Codes Admin.

September 22, 1998

To the Honorable Council
City of Norfolk, Virginia

Re: Downtown West Conservation
Plan

Lady and Gentlemen:

The Norfolk Redevelopment & Housing Authority is proposing to amend the Downtown West Conservation Plan. An amendment to the text of the Non-Residential Rehabilitation Standards is needed to incorporate changes which will alter the composition of the Project Administrative Review Board and simplify the requirements for graphics and sign control.

The proposed changes have been discussed with and endorsed by the Downtown Norfolk Council and represent a step forward in upgrading the Granby District area.

The City Council held a joint public hearing with the Norfolk Redevelopment and Housing Authority Commissioners and the City Planning Commission on June 30, 1998. Subsequent to this hearing, the NRHA Board of Commissioners and City Planning Commission have recommended approval of the amendment.

Recommendation: Adopt Resolution.

Respectfully submitted,

James B. Oliver
City Manager

Form and Correctness Approved:

By

Office of the City Attorney

NORFOLK, VIRGINIA

Contents Approved:

By

DEPT. City Planning & Cod
Administration**Resolution 964****R-15**

A RESOLUTION ADOPTING AMENDMENT NO. 6 TO THE
CONSERVATION PLAN FOR THE DOWNTOWN WEST
CONSERVATION PROJECT.

- - -

WHEREAS, the Norfolk Redevelopment and Housing Authority
(hereinafter "the Authority") has found it necessary to amend the
Downtown West Conservation Plan to modify the Non-Residential
Rehabilitation Standards; and

WHEREAS, the Authority has adopted a resolution approving
the amendment; and

WHEREAS, the amendment has been presented to this Council
for appropriate action; and

WHEREAS, the Council has considered the proposed
amendment as adopted by the Authority; and

WHEREAS, the Council finds the amendment and the
resolution to be appropriate and proper in all respects; now,
therefore,

BE IT RESOLVED by the Council of the City of Norfolk:

Section 1: That Amendment No. 6 for the Downtown
West Conservation Plan be, and the same hereby is,
approved.

Section 2: That this Council joins in and concurs
with the Resolution adopted by the Board of Commissioners
of the Authority on September 21, 1998.

Section 3: That the appropriate City officers are hereby authorized to do all things necessary to implement and carry out the approved amendment, acting in concert where necessary with representatives of the Authority.

Section 4: That this resolution shall be in effect from and after the date of its adoption.

CITY OF NORFOLK, VIRGINIA

RESOLUTION No. 964

Motion: Requirement prescribed by Section 14 of the Norfolk City Charter that the ordinance shall be read at two regular meetings of the Council not less than one week apart be dispensed with.

RECORD OF COUNCIL VOTE									
Council Member	AYE	NAY	N.V.	A.B.	Council Member	AYE	NAY	N.V.	A.B.
DR. ANDREWS	X				DR. ANDREWS	X			
MR. COLLINS	X				MR. COLLINS	X			
MRS. HESTER	X				MRS. HESTER	X			
MR. PHILLIPS	X				MR. PHILLIPS	X			
MR. RIDDICK				X	MR. RIDDICK				X
MR. WRIGHT	X				MR. WRIGHT	X			
MR. FRAIM	X				MR. FRAIM	X			
TOTAL VOTE	6			1	TOTAL VOTE	6			1
MOTION ADOPTED SEPTEMBER 22, 1998					RESOLUTION ADOPTED SEPTEMBER 22, 1998				
FIRST READING					ADOPTED ON SECOND READING				
X - INDICATES VOTE					N.V. - ABSTAINED		A.B. - ABSENT		

FINAL VOTE: 6 AYES NAYS ABSTAINED

ADOPTED BY COUNCIL OF THE CITY OF NORFOLK, VIRGINIA, ON SEPTEMBER 22, 1998, EFFECTIVE SEPTEMBER 22, 1998.

Teste:

PAUL D. FRAIM, PRESIDENT

R. BRECKENRIDGE DAUGHTREY, CITY CLERK

NRHA**Commissioners' Resolution****Commissioners' Meeting Date:** September 21, 1998**Title:****RESOLUTION ADOPTING AMENDMENT NO. 6 TO THE CONSERVATION
PLAN FOR THE DOWNTOWN-WEST CONSERVATION PROJECT****Resolution:**

WHEREAS, it has become necessary to amend the Conservation Plan for the Downtown-West Conservation Project originally adopted by this Authority on July 22, 1974, in order to modify the Non-Residential Rehabilitation Standards; and

WHEREAS, Amendment No. 6 to the Conservation Plan for the Downtown-West Conservation Project dated May 14, 1998, was previously adopted by the Board of Commissioners on July 20, 1998; and

WHEREAS, a change to Amendment No. 6 was requested by the City Planning Commission at their meeting on August 13, 1998; and

WHEREAS, Amendment No. 6 to the Conservation Plan for the Downtown-West Conservation Project dated September 21, 1998 which has been presented at this meeting accomplishes the foregoing;

NOW, THEREFORE, BE IT RESOLVED, that Amendment No. 6 to the Conservation Plan for the Downtown-West Conservation Project dated September 21, 1998 and consisting of 9 typewritten pages is hereby adopted, and the Secretary of this Authority is hereby directed to forward a copy of the same to the Council of the City of Norfolk requesting that the same be approved as provided by law.

Commissioners' Action:**Moved by:****Seconded by:**☐ Approved☐ Disapproved**Certified by:****"Over For Instructions"**

DOWNTOWN-WEST CONSERVATION PROJECT
NON-RESIDENTIAL REHABILITATION STANDARDS
SEPTEMBER 21, 1998 PLAN AMENDMENT NO. 6

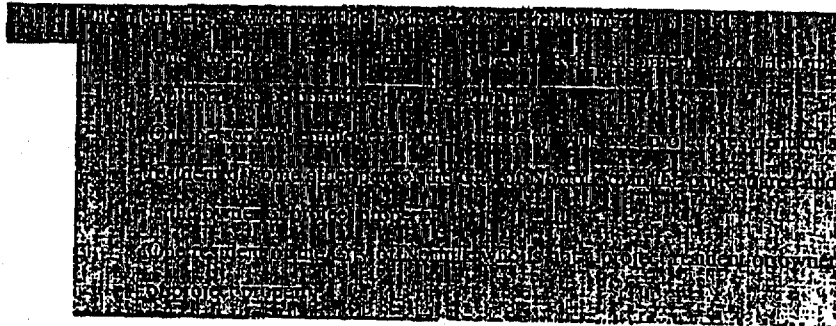
INTRODUCTORY STATEMENT

These Rehabilitation Standards for the Downtown-West Conservation Project constitute the minimum requirements for the design, construction, alteration, rehabilitation, repair and/or maintenance of all non-residential properties located in the Downtown-West Conservation Project Area. These standards will be enforced by Norfolk Redevelopment and Housing Authority (the Authority) to achieve the objectives of the Conservation Plan, specifically seeking the arrest of deterioration, the removal of blight, the improvement of neglected and deteriorated properties and the provision of needed public improvements.

All non-residential properties in the Downtown-West Conservation Project Area must comply with these standards, *the design guidelines for the Downtown Historic Overlay District*, and with all applicable statutes, codes, and ordinances, as amended from time to time, relating to the use, maintenance, facilities, and occupancy of the property, including but not limited to the Zoning Ordinances, the Building, Plumbing, Electrical, and Minimum Housing Codes. These codes are hereby incorporated by reference and made a part of these Property Rehabilitation Standards.

NON-RESIDENTIAL REHABILITATION STANDARDS**C100. ADMINISTRATIVE REVIEW PROCEDURES****C100-I. Administrative Review Board**

Prior to final determination by the Authority that a parcel or parcels of project property are in violation of or default under these standards, the owners thereof, or any persons having a direct interest therein, shall have the right to petition for a review of any determination, requirement, recommendation or finding made at staff level by Norfolk Redevelopment and Housing Authority. Such petition should be addressed to the Project Administrative Review Board.



The Board shall consist of seven members who shall serve for three-year terms. The members of the Administrative Review Board shall be composed of the following:

- 1. One member appointed by the Norfolk Redevelopment and Housing Authority*
- 2. One member appointed by the City of Norfolk Department of Planning and Codes Administration*
- 3. One member appointed by the City of Norfolk Department of Development*
- 4. One member appointed by the City of Norfolk Design Review Committee.*
- 5. One member appointed by the Downtown Norfolk Council.*
- 6. One member appointed by the Norfolk Redevelopment and Housing Authority who is not employed by the Authority and who is a resident of the City of Norfolk and who is an owner of commercial property within the project area.*
- 7. One member appointed by the Norfolk Redevelopment and Housing Authority who is not employed by the Authority and who is a resident of the City of Norfolk who does not live or own property within the project area.*

The Review Board shall have the power to make recommendations to the Authority respecting the compliance with these standards by an individual property or parcel within the project. To that end it may (1) recommend postponing a final determination for a stated period of time (not exceeding two years) if it finds that strict compliance with the standards would be unreasonable, unusually difficult, impractical or would impose an unnecessary or disproportionate financial hardship on the owners (2) recommend variances to the standards or in the interpretation thereof when satisfied that such action would meet the spirit and intent of the Plan. In all cases, the good faith of the property owner shall serve as an important guide in deciding upon the course of action to be pursued.

Members of the Planning Committee shall be appointed by Norfolk City Council for three-year terms, with one-third of the following categories:

1. A member of the Downtown Norfolk Association nominated by its Board of Directors.
2. A staff member of the Norfolk Redevelopment and Housing Authority, nominated by its Executive Director.
3. A staff member of the Department of City Planning, nominated by the Director.

C101. VARIATIONS TO STANDARDS

C101-1. A variation from mandatory provisions contained herein may be permitted by the Administrative Review Board for specific cases under one or more of the following conditions:

- a. Topography of the site is such that full compliance is impossible or impractical.
- b. Long established local practices and customs in the area assure continued market acceptance of the variation.
- c. Design and planning of the specific property offers improved or compensating features providing equivalent desirability and utility.
- d. The Authority determines that strict compliance with the applicable standards would impose an unreasonable or disproportionate financial hardship on the owners and that the

spirit and intent of the Conservation Plan can be achieved without such compliance.

C101-2. Variations shall be limited to specific cases and shall not be repetitive in nature or establish precedents for similar acceptance in other cases.

C201. GENERAL CONSTRUCTION

C201-1. Site Improvements

C201-1.1 Open space development shall provide for rapid diversion of water away from buildings and its disposal from the property into the city storm drainage system where possible or into other drainage systems if city storm connection is impractical. Grading and pavement adjacent to a building shall be pitched to assure surface drainage away from the building.

C201-1.2 Where parking is provided, it shall be paved. Paved walkways and steps shall be provided in appropriate location to afford reasonable access. All paved surfaces shall be maintained in good condition.

C201-1.3 Appropriate landscape elements shall be provided, where practical, such as trees, shrubs, or ground cover.

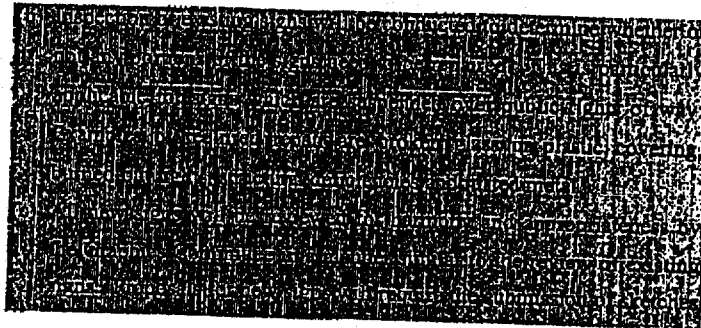
C201-1.4 Exterior appurtenances or accessory structures which serve no useful purpose, which are not integral architectural features, or which are in deteriorated condition and are not economically repairable, shall be removed. Such structures include, but are not limited to porches, platforms, garages, carports, sheds, walls or fences. Where such a structure is functionally necessary but in a dilapidated condition, it shall be repaired or replaced.

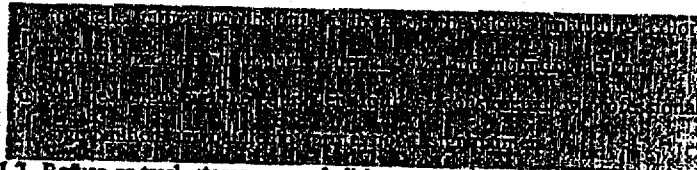
C201-1.5 Where feasible, necessary loading and unloading space, not on a public street, shall be provided.

C201-1.6 Sign Control

DESIGN ~~Any sign, including but not limited to, billboards, posters, signs, or other structures, shall be subject to the review and approval of the City's Design Review Committee. The Committee shall have the authority to require the removal of any sign or structure that is found to be in violation of the City's Design Review Committee. The Committee shall also have the authority to require the removal of any sign or structure that is found to be in violation of the City's Design Review Committee.~~

(a) All signs should meet applicable City Codes and be approved by the City's Design Review Committee.





C201-1.7 Refuse or trash storage area shall be screened from public view by a material, and in a manner approved by the Rehabilitation Staff of the Norfolk Redevelopment and Housing Authority Design staff.

C201-2. Materials Every building shall be constructed of materials that will provide adequate structural strength, durability, resistance to weather and moisture, a pleasing appearance and economy of maintenance.

C201-3. Structural

C201-3.1 All Structural components of the building shall be in a sound condition and of sufficient strength to sustain the particular loading requirements for the use of the building. Sagging floors, fireplaces, partitions, stairs, or bulging exterior walls shall be restored as nearly as practicable to a level and/or plumb position and shall be supported or braced to prevent a recurrence of sagging or bulging. Individual structural members in seriously deteriorated condition shall be replaced. Loose joints of structural members shall be restored to original rigidity.

C201-3.2 Load bearing walls shall provide safe and adequate support for the loads imposed on them. Structural defects shall be repaired, missing bricks replaced, cracks effectively sealed and exterior walls made impervious to water and excessive moisture.

C201-3.3 All cornices, entablatures, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be put and maintained in good repair with proper anchorage and in a safe condition.

C201-3.4 Natural ventilation of spaces such as attics, utility, mechanical and crawl spaces shall be provided by opening of sufficient size to minimize dampness, forestall decay, and prevent an excessive heat build-up. All such openings shall be screened.

C201-4. Waterproofing

C201-4.1 All roofs shall be of such design and in such condition as to prevent the entrance of water into the building. If a roof is not repairable, a new class A or B 20-year roof shall be installed. All vents, chimneys or other projections which penetrate the roof covering shall be properly flashed with sheet metal or other acceptable materials. Proper flashing and cant shall be provided where the roofing material intersects with walls. Roof water shall be properly disposed of with suitable drainage system which will dispose of this water, preferably to the City storm drainage or street gutters. Where it is impractical to connect to the City storm drainage system, roof water shall be disposed of on the property in such a way as you avoid draining across any sidewalks, entrances, or adjacent property.

C201-4.2 Exterior walls shall be properly waterproofed to prevent the entrance of water into the building. All opening in exterior walls shall be properly designed to prevent the entrance of water.

C201-4.3 The surface of walls at basements and crawl spaces shall be sufficiently waterproof to prevent the entrance of water or moisture. Walls which do not meet this requirement shall be waterproofed, where practical, from the outside by using an acceptable membrane waterproofing from the grade line to the footing. Interior treatment of walls by an acceptable process should be used only if the exterior face cannot be economically treated. Arcaways at basements shall be provided with area drains where none exist, and existing drains shall be made to operate properly where they do exist.

C201-5. Finishes

C201-5.1 Exterior finishes shall be of reasonably permanent materials which are appropriate for the building and its location. All exposed facades of existing building shall present a finished appearance in character with the building on which they are suitable. All surfaces which cannot be painted or refaced economically shall be cleaned by an acceptable means and properly waterproofed. Missing bricks shall be replaced and masonry painted where necessary. All fronts and entrances shall be constructed of materials which will assure protection from water and moisture, properly caulked and so designed as to present a pleasing appearance and a harmonious relationship with neighboring buildings.

C201-5.2 Interior ceilings should be appropriate to the use of the building. Where acoustical materials are used, ceilings which show stains or discoloration shall be replaced or refinished. All plaster ceilings with cracks shall be repaired and repainted. Integration of lighting and mechanical systems with the ceiling system is recommended where practical.

C202-5.3 Interior walls shall be free from cracks and discoloration. Surface materials should be appropriate to the use of the area. Economy of maintenance should be stressed in the selection of flooring materials. The base for flooring finishes shall be suitable for the particular flooring finish materials to be used.

C201-6. Stairs

C201-6.1 All stairs or stairways shall be structurally sound, shall be provided with adequate handrails and shall not exceed the rise limits contained in the Norfolk City Building Code.

C201-6.2 Stairways used as required exits from the upper floors of existing buildings shall be built of non-combustible materials, with wall enclosures as required by applicable codes. Opening in the stairwell shall be limited to those necessary for the use of the stairway and each opening shall be fitted with approved fire doors as required by the Building Code.

C201-6.3 Stairwells not required as exits shall be designed so as to prevent the passage of smoke and fumes to upper floors in the event of fire.

C201-6.4 Proper means of egress from a required stair tower to the exterior of the building as required by the Virginia State Fire Code shall be required.

C201-7. Miscellaneous

C201-7.1 Door and window hardware shall be sufficient to provide continuing easy operation and reasonable security. All glass and screens shall be in too condition.

C201-7.2 All buildings and exterior appurtenances shall be protected against termites, rodents, and infestation by other vermin. Conditions in any existing buildings which would allow access to the structure by termites, rodents or other vermin shall be corrected so as to prevent future reinfestation of the structure.

C201-7.3 All buildings constructed of combustible materials shall be equipped with a fire-detecting device to warn occupants of the building in the event of fire. All such buildings shall also be equipped with adequate fire extinguishers, kept in readily accessible locations, as required by the Fire Department.

C201-7.4 Each building shall provide toilet rooms for employees required by applicable codes and ordinances.

C201-7.5 In buildings containing large groups of the public; such as theaters, auditoriums, and the like, public toilets shall be provided in accordance with the applicable codes and ordinance.

C202. ELECTRIC WORK

C202-1. All buildings shall be adequately wired in accordance with applicable codes and ordinances. Those buildings found to have inadequate or deteriorated wiring shall be rewired to meet requirements for new buildings.

C202-2. Where practical, all wiring shall be in conduits and concealed from view in public spaces.

C203. MECHANICAL WORK

C203-1. All buildings shall have, as a minimum, a central heating facility capable of sustaining a uniform inside temperature of 70 degrees Fahrenheit when the outside temperature is 20 degrees Fahrenheit. All heating devices and equipment shall have a recognized approval for safety and performance, including installation. All applicable codes shall be adhered to by the system.

C203-2. Where feasible, central air-conditioning should be provided as a part of the total heating and air-conditioning system for the building.

C203-3. Chimneys and vents shall meet all applicable code requirements.

C203-4. Natural ventilation shall be provided to all utility spaces containing heating, air-conditioning and other equipment so as to prevent said spaces from circulating air to other parts of the building.

C203-5. All public spaces shall be provided with natural or mechanical ventilation if not so ventilated by the heating or air-conditioning system, as required by accepted engineering practice and the applicable codes.

C203-6. Where feasible, all ducts and equipment required to distribute air to the building should be concealed from view in public spaces so as to present a finished and pleasing appearance in the public areas of the building.

C204. PLUMBING WORK

C204-1. All building which require new plumbing shall have plumbing installed in accordance with applicable codes.

C204-2. Existing plumbing must be in good operating order and of sufficient quality and in such a condition as to assure continued operation.

C204-3. Each toilet room shall have at least one lavatory other than a janitor's sink. All lavatories and janitor sinks shall have both hot and cold water.

C204-4. Water heaters shall be of sufficient capacity and designed to assure continued supply of hot water for the demand. Heater and installation shall comply with applicable codes.

C205. DESIGN GOALS

C205-1. The project seeks to rejuvenate each building to such a level that the building, when considered in relationship with its surroundings, will be well maintained, functional, compatible with its environment and pleasing in appearance.

C205-2. The project seeks to create an attractive environment for the project area as a whole as well as for the smaller accent areas within the project area, composed of spaces both open and closed that will encourage pedestrian activity in a convenient and pleasant manner.

C205-3. The project seeks to achieve an inter-relationship of the building masses, open spaces for pedestrians and vehicular traffic and service spaces which will provide minimum conflict between these spaces and provide pleasant, well-defined urban areas.

C205-4. The project seeks to avoid visual clutter. Accordingly, utility connections, overhead wires, overhanging signs and other clutter, both private and public, shall be kept to a minimum by using underground connections where possible, eliminating overhanging signs and reducing the quantity of sidewalk signs.

C206. CODE REQUIREMENTS

C206-1. Every existing building within the project area shall be required to comply with applicable Codes and Ordinances of the State of Virginia and the City of Norfolk.

C206-2. Each existing building shall be inspected by the Norfolk Redevelopment and Housing Authority/City of Norfolk for compliance with all applicable codes.

C207. DETERMINATION OF INTERIOR SPACE FOR REHABILITATION STANDARDS

C207-1. All interior spaces actively used in any building for the purpose of retail, storage, service or other use, shall be considered subject to the Rehabilitation Standards.

C207-2. If an owner or tenant finds that certain portions of the interior spaces or certain floors of a building are not necessary for present uses, such spaces or floors may be sealed off from the actively used interior spaces by acceptable barriers and be exempt from the requirements of these Rehabilitation Standards, provided an access panel is installed to such areas not exceeding 9 square feet in area and that all fire hazards, faulty wiring, structural defects or other deficiencies affecting the safety or appearance of the rest of the structure are eliminated or corrected.

C207-3. Buildings which contain any exempt interior space as provided in paragraph 2 above, may in the future, be changed from an exempt status to an actively used status provided the Rehabilitation Standards are met for the space involved.

Deirda Goe
8/10/98



City of Norfolk

Inter Department Correspondence Sheet

Executive Director, NRHA

TO: _____
FROM: _____ Executive Secretary, Norfolk City Planning Commission
COPIES TO: _____ City Manager
SUBJECT: _____ City Planning Commission Recommendation: _____ Downtown West
Conservation Plan Amendment # 6

August 18, 1998

At its meeting of August 13, 1998, the City Planning Commission reviewed the proposed Amendment #6 to the Downtown West Conservation Plan as proposed by the Norfolk Redevelopment and Housing Authority. The Planning Commission recommends that the plan amendment be approved, but would request the Norfolk Redevelopment and Housing Authority Board of Commissioners consider the following change, and consider that such a revised amendment be forwarded in final form to the City Council for approval:

- o That the membership of the Administrative Review Board described in Section C100-1 of the plan be enlarged to include the following two additional positions:
 - 1). An owner of commercial property located within the project area.
 - 2). A Norfolk citizen who does not live, or own property within the project boundaries.

Members of both positions to be appointed by the Board of Commissioners of the NRHA for three year terms.

The Commission suggests these two additions in order to provide a broader range of community participation in the plan administration process.

R. Brian Townsend
for Ernie Freeman



City of Norfolk

Inter Department Correspondence Sheet

Executive Director, NRHA

TO: _____
FROM: _____ Executive Secretary, Norfolk City Planning Commission
COPIES TO: _____ City Manager
SUBJECT: _____ City Planning Commission Recommendation: _____ Downtown West
Conservation Plan Amendment # 6

August 18, 1998

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The Commission suggests these two additions in order to provide a broader range of community participation in the plan administration process.

R. Brian Townsend
for Ernie Freeman

8/6/98

Form CCO

Form and Correctness Approved:

By Daniel R. Hogewist
Office of the City Attorney

NORFOLK, VIRGINIA

Contents Approved:

By R. Brian Townsend
DEPT. City Planning & Code
Administration

Resolution

A RESOLUTION ADOPTING AMENDMENT NO. 6 TO THE
CONSERVATION PLAN FOR THE DOWNTOWN WEST
CONSERVATION PROJECT.

- - -

WHEREAS, the Norfolk Redevelopment and Housing Authority
(hereinafter "the Authority") has found it necessary to amend the
Downtown West Conservation Plan to modify the Non-Residential
Rehabilitation Standards; and

WHEREAS, the Authority has adopted a resolution approving
the amendment; and

WHEREAS, the amendment has been presented to this Council
for appropriate action; and

WHEREAS, the Council has considered the proposed
amendment as adopted by the Authority; and

WHEREAS, the Council finds the amendment and the
resolution to be appropriate and proper in all respects; now,
therefore,

BE IT RESOLVED by the Council of the City of Norfolk:

Section 1: That Amendment No. 6 for the Downtown
West Conservation Plan be, and the same hereby is,
approved.

Section 2: That this Council joins in and the
concurs with ~~the~~ Resolution No. 8318, adopted by the Board of
Commissioners of the Authority on ~~July 20, 1998~~.

September 21, 1998.

NRHA

Norfolk Redevelopment
Housing Authority

P.O. Box 968
Norfolk, VA 23501

July 27, 1998

Mr. James B. Oliver, Jr.
City Manager
City of Norfolk
Room 1101, City Hall Building
Norfolk, VA 23510

Dear Mr. Oliver:

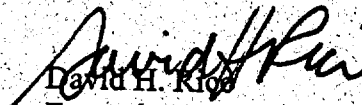
On Monday, July 20, 1998 the Board of Commissioners of the Norfolk Redevelopment and Housing Authority approved the enclosed resolution adopting Amendment No. 6 to the Conservation Plan for the Downtown West Conservation Project.

The proposed Plan Amendment was the subject of a joint public hearing conducted by City Council and our commissioners, which was held on June 30, 1998.

The primary objective of Plan Amendment No. 6 is to broaden the composition of the membership of the Administrative Review Board to include representatives of the City's staff and the Downtown Norfolk Council.

I have enclosed a copy of the Board of Commissioners' Resolution and Plan Amendment No. 6 and I would ask that you bring the Plan Amendment before City Council for their review and approval.

Sincerely,


David H. Rice
Executive Director

Attachment

(757) 623-1111 Fax (757) 626-1607 TDD (800) 545-1833

Commissioners • Doyle E. Hull, Chairman • George W. C. Brown, Jr., Vice-Chair • Bruce T. Bishop
G. Wayne Brown • Shirley A. Freeman • Arnold B. McKinnon • Joshua C. Paige • Executive Director, David H. Rice

SRM
RP

Commissioners' Resolution

Commissioners' Meeting Date: July 20, 1998

Title:

**RESOLUTION ADOPTING AMENDMENT NO. 6 TO THE CONSERVATION
PLAN FOR THE DOWNTOWN-WEST CONSERVATION PROJECT, VA A-1-7**

Resolution:

WHEREAS, it has become necessary to amend the Conservation Plan for the Downtown-West Conservation Project, VA A-1-7, originally adopted by this Authority on July 22, 1974, in order to modify the Non-Residential Rehabilitation Standards;

WHEREAS, Amendment No. 6 to the Conservation Plan for the Downtown-West Conservation Project, VA A-1-7, dated May 14, 1998, which has been presented at this meeting, accomplishes the foregoing;

NOW, THEREFORE, BE IT RESOLVED, that Amendment No. 6 to the Conservation Plan for the Downtown-West Conservation Project, VA A-1-7, dated May 14, 1998 and consisting of 13 typewritten pages is hereby adopted, and the Secretary of this Authority is hereby directed to forward a copy of the same to the Council of the City of Norfolk requesting that the same be approved as provided by law.

Commissioners' Action:

Moved by:

Seconded by:

☒ Approved
☐ Disapproved

Certified by:

[Signature] D.B.

"Over For Instructions"

AMENDMENT NO. 6 TO THE CONSERVATION PLAN
FOR THE DOWNTOWN-WEST
CONSERVATION PROJECT

The Conservation Plan for the Downtown-West Conservation Project (the Plan) was adopted by the Commissioners of the Norfolk Redevelopment and Housing Authority on the 22nd day of July, 1974, and approved by the Council of the City of Norfolk on the 30th day of July, 1974. The Plan has since been amended five times, and each amendment has been approved by the Council of the City of Norfolk. The dates of adoption and approval of the amendments are as follows:

<u>Amendment</u>	Adopted By <u>NRHA</u>	Approved By <u>City Council</u>
No. 1	September 19, 1977	October 25, 1977
No. 2	June 11, 1979	July 3, 1979
No. 3	March 9, 1981	March 17, 1981
No. 4	April 8, 1985	May 28, 1985
No. 5	July 19, 1993	August 17, 1993

It has now become necessary once more to amend the Plan in order to revise the text of the Non-Residential Rehabilitation Standards. A copy of the revised Standards dated May 14, 1998 are attached with proposed deletions indicated in the shaded area and proposed additions indicated in bold type.

DOWNTOWN-WEST CONSERVATION PROJECT

NON-RESIDENTIAL REHABILITATION STANDARDS

MAY 14, 1998 PLAN AMENDMENT NO. 6

INTRODUCTORY STATEMENT

These Rehabilitation Standards for the Downtown-West Conservation Project constitute the minimum requirements for the design, construction, alteration, rehabilitation, repair and/or maintenance of all non-residential properties located in the Downtown- West Conservation Project Area. These standards will be enforced by Norfolk Redevelopment and Housing -Authority (the Authority) to achieve the objectives of the Conservation Plan, specifically seeking the arrest of deterioration, the removal of blight, the improvement of neglected and deteriorated properties and the provision of needed public improvements.

All non-residential properties in the Downtown-West Conservation Project Area must comply with these standards, *the design guidelines for the Downtown Historic Overlay District*, and with all applicable statutes, codes, and ordinances, as amended from time to time, relating to the use, maintenance, facilities, and occupancy of the property, including but not limited to the Zoning Ordinances, the Building, Plumbing, Electrical, and Minimum Housing Codes. These codes are hereby incorporated by reference and made a part of these Property Rehabilitation Standards.

NON-RESIDENTIAL REHABILITATION STANDARDS

C100. ADMINISTRATIVE REVIEW PROCEDURES

C100-1. Administrative Review Board

Prior to final determination by the Authority that a parcel or parcels of project property are in violation of or default under these standards, the owners thereof, or any persons having a direct interest therein, shall have the right to petition for a review of any determination, requirement, recommendation or finding made at staff level by Norfolk Redevelopment and Housing Authority. Such petition should be addressed to the Project Administrative Review Board.

The members of which shall be composed of the following:

1. One member of the staff of Norfolk Redevelopment and Housing Authority to be nominated by the Authority.
2. One person not employed by the Authority, who is a project resident or a resident of some other part of the City of Norfolk than the project area and is the owner of project property.
3. One resident of the City of Norfolk who is not a project resident or owner of project property.

The Board shall consist of five members who shall serve for three year terms. Members shall be appointed (one each) from the staff or membership of the organizations listed below:

*Norfolk Redevelopment and Housing Authority

*City of Norfolk's
Codes Administration
Department of Development

The Review Board shall have the power to make recommendations to the Authority respecting the compliance with these standards by an individual property or parcel within the project. To that end it may (1) recommend postponing a final determination for a stated period of time (not exceeding two years) if it finds that strict compliance with the standards would be unreasonable, unusually difficult, impractical or would impose an unnecessary or disproportionate financial hardship on the owners (2) recommend variances to the standards or in the interpretation thereof when satisfied that such action would meet the spirit and intent of the Plan. In all cases, the good faith of the property owner shall serve as an important guide in deciding upon the course of action to be pursued.

C100-2. Graphics Committee

In the event that the Authority Design Staff should indicate to the proponent of any sign, site plan or landscaping plan that the same is inappropriate for the project, such proponent may, prior to a final determination of inappropriateness by the Authority, petition the project Graphics Committee for a review of the appropriateness of such sign, site plan or landscaping plan. The Graphics Committee can recommend to the Authority that it reconsider the appropriateness of such sign, site plan or landscaping plan, stating reasons, or it can indicate its concurrence with the Design Staff of the Authority.

Members of the Graphics Committee shall be appointed by Norfolk City Council for three-year terms, selected from each of the following categories:

1. A member of the Downtown Norfolk Association

3. A Staff member of the Department of City Planning,
nominated by the Director.

C101. VARIATIONS TO STANDARDS

C101-1. A variation from mandatory provisions contained herein may be permitted by the Administrative Review Board for specific cases under one or more of the following conditions:

- a. Topography of the site is such that full compliance is impossible or impractical.
- b. Long established local practices and customs in the area assure continued market acceptance of the variation.
- c. Design and planning of the specific property offers improved or compensating features providing equivalent desirability and utility.
- d. The Authority determines that strict compliance with the applicable standards would impose an unreasonable or disproportionate financial hardship on the owners and that the spirit and intent of the Conservation Plan can be achieved without such compliance.

C101-2. Variations shall be limited to specific cases and shall not be repetitive in nature or establish precedents for similar acceptance in other cases.

C201. GENERAL CONSTRUCTION

C201-1. Site Improvements

C201-1.1 Open space development shall provide for rapid diversion of water away from buildings and its disposal from the property into the city storm drainage system where possible or into

Paved walkways and steps shall be provided in appropriate location to afford reasonable access. All paved surfaces shall be maintained in good condition.

C201-1.3 Appropriate landscape elements shall be provided, where practical, such as trees, shrubs, or ground cover.

C201-1.4 Exterior appurtenances or accessory structures which serve no useful purpose, which are not integral architectural features, or which are in deteriorated condition and are not economically repairable, shall be removed. Such structures include, but are not limited to porches, platforms, garages, carports, sheds, walls or fences. Where such a structure is functionally necessary but in a dilapidated condition, it shall be repaired or replaced.

C201-1.5 Where feasible, necessary loading and unloading space, not on a public street, shall be provided for each property.

C201-1.6 Sign Control

(a) All existing signs will be reviewed by the Redevelopment Authority Design Staff for appropriateness. A ruling of inappropriateness by the Authority Staff may be referred to the Graphics Committee, referred to in Section C100-2 of this code.

(a) All signs should meet applicable City Codes and be approved by the City's Design Review Committee.

(b) Inspection of existing signs will be conducted to determine whether or not any portions of the signs need to be repaired. This is particularly applicable for signs which are suspended over public rights of way: Examples of required repair are broken glass or plastic covering, burned-out lights, structural deficiencies and rusted metal.

the signs, including color, lighting, method of support, materials, size and mounting height.

(d) All new signs will be equivalent to those constructed by professional sign builders and painted by professional sign painters.

C201-1.7 Refuse or trash storage area shall be screened from public view by a material, and in a manner approved by the Rehabilitation Staff of the Norfolk Redevelopment and Housing Authority Design staff.

C201-2. Materials

Every building shall be constructed of materials that will provide adequate structural strength, durability, resistance to weather and moisture, a pleasing appearance and economy of maintenance.

C201-3. Structural

C201-3.1 All Structural components of the building shall be in a sound condition and of sufficient strength to sustain the particular loading requirements for the use of the building. Sagging floors, fireplaces, partitions, stairs, or bulging exterior walls shall be restored as nearly as practicable to a level and/or plumb position and shall be supported or braced to prevent a recurrence of sagging or bulging. Individual structural members in seriously deteriorated condition shall be replaced. Loose joints of structural members shall be restored to original rigidity.

C201-3.2 Load bearing walls shall provide safe and adequate support for the loads imposed on them. Structural defects shall be repaired, missing bricks replaced, cracks effectively sealed and exterior walls made impervious to water and excessive

C201-3.4 Natural ventilation of spaces such as attics, utility, mechanical and crawl spaces shall be provided by opening of sufficient size to minimize dampness, forestall decay, and prevent an excessive heat build-up. All such openings shall be screened.

C201-4 Waterproofing

C201-4.1 All roofs shall be of such design and in such condition as to prevent the entrance of water into the building. If a roof is not repairable, a new class A or B 20-year roof shall be installed. All vents, chimneys or other projections which penetrate the roof covering shall be properly flashed with sheet metal or other acceptable materials. Proper flashing and cant shall be provided where the roofing material intersects with walls. Roof water shall be properly disposed of with suitable drainage system which will dispose of this water, preferably to the City storm drainage or street gutters. Where it is impractical to connect to the City storm drainage system, roof water shall be disposed of on the property in such a way as you avoid draining across any sidewalks, entrances, or adjacent property.

C201-4.2 Exterior walls shall be properly waterproofed to prevent the entrance of water into the building. All opening in exterior walls shall be properly designed to prevent the entrance of water.

C201-4.3 The surface of walls at basements and crawl spaces shall be sufficiently waterproof to prevent the entrance of water or moisture. Walls which do not meet this requirement shall be waterproofed, where practical, from the outside by using an acceptable membrane waterproofing from the grade line to the

C201-5. Finishes

C201-5.1 Exterior finishes shall be of reasonably permanent materials which are appropriate for the building and its location. All exposed facades of existing building shall present a finished appearance in character with the building on which they are suitable. All surfaces which cannot be painted or refaced economically shall be cleaned by an acceptable means and properly waterproofed. Missing bricks shall be replaced and masonry painted where necessary. All fronts and entrances shall be constructed of materials which will assure protection from water and moisture, properly caulked and so designed as to present a pleasing appearance and a harmonious relationship with neighboring buildings.

C201-5.2 Interior ceilings should be appropriate to the use of the building. Where acoustical materials are used, ceilings which show stains or discoloration shall be replaced or refinished. All plaster ceilings with cracks shall be repaired and repainted. Integration of lighting and mechanical systems with the ceiling system is recommended where practical.

C201-5.3 Interior walls shall be free from cracks and discoloration. Surface materials should be appropriate to the use of the area. Economy of maintenance should be stressed in the selection of flooring materials. The base for flooring finishes shall be suitable for the particular flooring finish materials to be used.

C201-6. Stairs

C201-6.1 All stairs or stairways shall be structurally sound, shall be provided with adequate handrails and shall not

Opening in the stairwell shall be limited to those necessary for the use of the stairway and each opening shall be fitted with approved fire doors as required by the Building Code.

C201-6.3 Stairwells not required as exits shall be designed so as to prevent the passage of smoke and fumes to upper floors in the event of fire.

C201-6.4 Proper means of egress from a required stair tower to the exterior of the building as required by the Virginia State Fire Code shall be required.

C201-7. Miscellaneous

C201-7.1 Door and window hardware shall be sufficient to provide continuing easy operation and reasonable security. All glass and screens shall be in good condition.

C201-7.2 All buildings and exterior appurtenances shall be protected against termites, rodents, and infestation by other vermin. Conditions in any existing buildings which would allow access to the structure by termites, rodents or other vermin shall be corrected so as to prevent future reinfestation of the structure.

C201-7.3 All buildings constructed of combustible materials shall be equipped with a fire detecting device to warn occupants of the building in the event of fire. All such buildings shall also be equipped with adequate fire extinguishers, kept in readily accessible locations, as required by the Fire Department.

C201-7.4 Each building shall provide toilet rooms for employees as required by applicable codes and ordinances.

1-15 employees- One toilet room for each sex.

16-35 employees- Two toilet rooms for each sex.

receptacle and suitable garment hooks. Where a toilet room has more than one water closet, a privacy screen shall be installed. Where the entrance to a toilet room is from a public space, door closer shall be provided and a privacy screen at the entrance installed so as to provide an appropriate degree of visual obstruction.

C201-7.5 In buildings catering to large groups of the public; such as theaters, auditoriums, and the like, public toilets shall be provided in accordance with the applicable codes and ordinances.

C202. ELECTRICAL WORK

C202-1. All buildings shall be adequately wired in accordance with applicable codes and ordinances. Those buildings found to have inadequate or deteriorated wiring shall be rewired to meet requirements for new buildings.

C202-2. Where practical, all wiring shall be in conduits and concealed from view in public spaces.

C203. MECHANICAL WORK

C203-1. All buildings shall have, as a minimum, a central heating facility capable of sustaining a uniform inside temperature of 70°F when the outside temperature is 20°F. All heating devices and equipment shall have a recognized approval for safety and performance, including installation. All applicable codes shall be adhered to by the system.

C203-2. Where feasible, central air-conditioning should be provided as a part of the total heating and air-conditioning system for the building.

C203-3. Chimneys and vents shall meet all applicable code

C203-5. All public spaces shall be provided with natural or mechanical ventilation if not so ventilated by the heating or air-conditioning system, as required by accepted engineering practice and the applicable codes.

C203-6. Where feasible, all ducts and equipment required to distribute air to the building should be concealed from view in public spaces so as to present a finished and pleasing appearance in the public areas of the building.

C204. PLUMBING WORK

C204-1. All building which require new plumbing shall have plumbing installed in accordance with applicable codes.

C204-2. Existing plumbing must be in good operating order and of sufficient quality and in such a condition as to assure continued operation.

C204-3. Each toilet room shall have at least one lavatory other than a janitor's sink. All lavatories and janitor sinks shall have both hot and cold water.

C204-4. Water heaters shall be of sufficient capacity and designed to assure continued supply of hot water for the demand. Heater and installation shall comply with applicable codes.

C205. DESIGN GOALS

C205.1. The project seeks to rejuvenate each building to such a level that the building, when considered in relationship with its surroundings, will be well maintained, functional, compatible with its environment and pleasing in appearance.

C205-2. The project seeks to create an attractive environment for the project area as a whole as well as for the smaller accent areas within the project area, composed of spaces

C205-3. The project seeks to achieve an inter- relationship of the building masses, open spaces for pedestrians and vehicular traffic and service spaces which will provide minimum conflict between these spaces and provide pleasant, well-defined urban areas.

C205.4. The project seeks to avoid visual clutter. Accordingly, utility connections, overhead wires, overhanging signs and other clutter, both private and public, shall be kept to a minimum by using underground connections where possible, eliminating overhanging signs and reducing the quantity of sidewalk signs.

C206. CODE REQUIREMENTS

C206-1. Every existing building within the project area shall be required to comply with applicable Codes and Ordinances of the State of Virginia and the City of Norfolk.

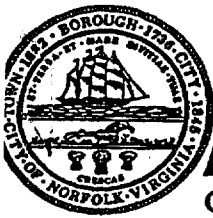
C206-2. Each existing building shall be inspected by the Norfolk Redevelopment and Housing Authority/ City of Norfolk for compliance with all applicable codes.

C207. DETERMINATION OF INTERIOR SPACE FOR REHABILITATION STANDARDS

C207-1. All interior spaces actively used in any building for the purpose of retail, storage, service or other use, shall be considered subject to the Rehabilitation Standard.

C207-2. If an Owner or tenant finds that certain portions of the interior spaces or certain floors of a building are not necessary for present uses, such spaces or floors may be sealed off from the actively used interior spaces by acceptable barriers and be exempt from the requirements of these Rehabilitation Standards, provided and access panel is installed to such areas not exceeding

C207-3. Buildings which contain any exempt interior space as provided in paragraph 2 above, may in the future, be changed from an exempt status to an actively used status provided the Rehabilitation Standards are met for the space involved.



City of Norfolk

Office of the City Manager

cc: Dir., City Planning & Codes Admin.

June 30, 1998

To the Honorable Council
City of Norfolk, Virginia

Re: Downtown West Conservation
Plan

Lady and Gentlemen:

There is scheduled on this date a City Council public hearing to be held jointly with the City Planning Commission and the NRHA Board of Commissioners on a proposed amendment to the Downtown West Conservation Plan. An amendment to the text of the Non-Residential Rehabilitation Standards is needed to incorporate changes which will alter the composition of the Project Administrative Review Board and simplify the requirements for graphics and sign control.

The proposed changes have been discussed with and endorsed by the Downtown Norfolk Council and represent a step forward in upgrading the Granby District area. A revised copy of the Non-Residential Rehabilitation Standards is attached.

Following this joint public hearing, the Norfolk Redevelopment and Housing Authority Commissioners, at a subsequent meeting, will review the public hearing comments, and take action on the proposed plan. The plan will then be forwarded to the City Planning Commission for its review and recommendation; and subsequently returned to City Council for formal consideration.

Staff of the Norfolk Redevelopment and Housing Authority will be available to answer any questions City Council may have at the time of the hearing.

Recommendation: Close Public Hearing.

Respectfully submitted,

James B. Oliver
City Manager