



**THE CITY OF CHESAPEAKE
HISTORIC PRESERVATION COMMISSION**

October 8, 2009

**4:00 p.m. (starting in November, the meeting
will begin at 3:30 p.m)**

South Norfolk Library, 1100 Poindexter Street

- A. Chairman calls the meeting to order.
- B. Announcements.
- C. Approval of the minutes from September 10, 2009 meeting.
- D. Discussion of directional and interpretive sign guidelines (see 2 attachments)
- E. Update on Bell's Mill sign
- F. Review of text for Dozier's Corner sign (see attachment)
- G. Strategic Plan Discussion (see attachment)
- J Old Business
- K New Business
- L Adjourn

HISTORICAL/CULTURAL INTERPRETIVE SIGN GUIDELINES 9-30-09

1. The Historic Preservation Commission shall have the final approval / jurisdiction on sign message (legend or wording). Approval by the Historic Preservation Commission will constitute that the sign is an official local historic marker.
2. The historic/cultural site shall be accessible to the public and have adequate access to on-site parking. .
3. The historical/cultural site should be of such significance as to be eligible for listing on the National Register of Historic Places or approved by the Historic Preservation Commission as being locally significant.
4. The sign must conform to the requirements of the Chesapeake Zoning Ordinance
5. The sign size shall not exceed 42” high x 36” wide if within a city road right of way.
6. The applicant will be encouraged to develop a sign that is decorative in style and properly landscaped.
7. The applicant (person / organization requesting the sign) should be responsible for the cost of materials, sign fabrication, installation, and landscaping. The applicant must have permission from the landowner to place the sign on private property or in the case of City right of way, the City of Chesapeake.
8. The following submittal process should be followed:
 - The sign text and design should be submitted, with proper footnotes and citations, to the Planning Department by the first Monday of the month.
 - The sign will be considered at the Historic Preservation Commission’s regular meeting on the 2nd Thursday of the month.
 - The text should be typed and clearly written. The Historic Preservation Commission will review the content of the sign but will not be responsible for proof reading or rewriting the text.
 - The Commission will reserve the right to continue the item for one month at a time to determine or clarify historical content or require historical citations. In the motion to continue, the Commission must clearly specify the rationale for the continuance.
 - The applicant is encouraged to attend the meeting to answer any questions and thus, expedite review.

HISTORICAL/CULTURAL DIRECTIONAL SIGN GUIDELINES TRAFFIC ENGINEERING RECOMMENDATIONS

1. The historic/cultural site shall be accessible to the public and have adequate access to on-site parking. The historical/cultural site should contain some discernable feature or landmark to be observed by visitors or the site should contain an interpretive sign that provides information related to the significance of the site.
2. The applicant may offer recommendations for the desired sign message, but Traffic Engineering shall have the final approval/jurisdiction on sign message (legend or wording). Sign content should be brief and clearly understood by motorists. The intent is only to provide the name of the site and directional indication. Additional information, such as visitor center hours and other historical/significant information should be posted at the site only and in accordance with the provisions of the Historical/Cultural Interpretive Sign Guidelines. ~~(traffic safety issue, we don't want motorists focusing on reading overly informative signs, we want motorists focusing on the roadway).~~
3. The historical/cultural site should be of such significance as to be eligible for listing on a generally accepted local/state/national registry; the requestor shall provide appropriate, verifiable documentation and citations to the Historical Preservation Commission for approval prior to submission to the Planning Department.
4. Sign size shall not exceed 42" high x 36" wide.
5. Sign shall be of standard color, shape, and size (e.g. brown background w/ white legend) and the legend shall be of standard font style in conformance with the applicable sections of the federal Manual on Uniform Traffic Control Devices (MUTCD).
6. The applicant (person/organization requesting the sign) should be responsible for the cost of materials, sign fabrication and installation.
7. A maximum of two (2) signs will be allowed per site, directing traffic from the nearest major roadway. If the site/structure is located on a dead-end street or one-way street, only one (1) sign will be allowed. If the site / structure is located in a remote area consideration may be given to additional guide / directional signage.

Dozier's Corner Colored Elementary School Marker (1926-1950)

In 1926¹, the Dozier's Corner Colored Elementary School opened its doors on a two acre site about 250' due north of this spot. The school was named after the owner of Dozier's Corner Store that was located in the community of the same name about 300 yards from this spot.² The "A" frame brick building consisted of two and a half rooms, no indoor plumbing, no central heating and offered grades one to seven.³ Two teachers were assigned to this school.⁴ The majority of the teachers, over the years, were Colored women that included dedicated role models such as Mrs. Addie Brown, Mrs. A.H. Fitechette, Mrs. Joyner and Mrs. Buffalo.⁵ The school was built through a partnership which consisted of the Colored patrons, the Julius Rosenwald Fund and the Norfolk County Board of Education.⁶

BMHRRS, INC.

¹ Norfolk County Board of Education Minutes, pages 45-48 (May-June 1926)

² Odessa McDonald (age 88) and Luther Twine (age 80) oral history from former students

³ Ibid

⁴ Norfolk County Board of Education Minutes (May 29, 1931)

⁵ Norfolk County Board of Education Minutes (May 5, 1929), Odessa McDonald, Luther Twine, Carolyn Jarvis oral history from former students

⁶ Board of Education Minutes (Sept. 7, 1929)

**HISTORIC PRESERVATION COMMISSION
STRATEGIC PLAN**

#	2007 ACTIONS	LEAD	YEAR
1	Review and update the current survey of historic structures and the GIS database to remove structures that have been demolished or no longer of interest.	Hicks	2007
a	<i>Field check the suspected list of demolished structures</i>		
b	<i>Revise GIS map and database</i>		
2	Establish a process for the notification of Historic Preservation Commission members when a demolition permit application is submitted to the City for a surveyed historic structure.	Hicks	2007
a	<i>Department of Neighborhood Services generates a daily listing of demolition permits and submits the information to Department of Planning staff.</i>		
b	<i>Department of Planning staff reviews demolition permit information to determine if the any of the demolition permits involve a surveyed historic structure.</i>		
c	<i>Department of Planning staff sends demolition notification alert to Historic Preservation Commission members if the structure is determined to be a surveyed historic structure.</i>		
d	<i>Historic Preservation Commission members contact the demolition permit applicant or property owner suggest alternatives to demolition.</i>		
3	Establish a process for the review of development applications affecting surveyed historic properties.	Kish	2007
a	<i>Department of Planning staff reviews the Application Review Committee agendas to determine if any application impacts a surveyed historic structure.</i>		
b	<i>Historic Preservation Commission designates a representative and an alternate to attend the Application Review Committee.</i>		
c	<i>Historic Preservation Commission reviews the application and the structure and makes a written recommendation to the Planning Commission.</i>		
4	Contact state representatives in the Virginia General Assembly to sponsor legislation granting localities more review authority over the demolition of surveyed historic structures.	Alexander	2007
a	<i>Coordinate lobbying efforts with the City Attorney and City Manager offices.</i>		

5	Nominate the Cornland School for designation on the National Register of Historic Places and the Virginia Landmarks Register.	Heim	2007
<i>a</i>	<i>Apply for federal and state grants to fund to cost of the nominations.</i>		
<i>b</i>	<i>Request City funding in an annual budget request.</i>		
6	Facilitate the adaptive reuse of historic structures for by reviewing the City's annual capital improvement plan and the survey of historic structures for their compatibility with space/functional needs.	Kish	2007
<i>a</i>	<i>Historic Preservation Commission reviews annual capital improvement plan and historic surveys and makes comments to appropriate departments.</i>		
7	Restore St. Brides Chapel and Cuffeytown Cemeteries.	Alexander	2007
<i>a</i>	<i>Develop a written restoration plan for the cemeteries with cost estimates.</i>		
<i>b</i>	<i>Obtain written permission from the property owner to make improvements to the cemeteries.</i>		
<i>c</i>	<i>Obtain a building permit from the Department of Neighborhood Services.</i>		
<i>d</i>	<i>Solicit volunteer help and contributions from individuals and civic organizations.</i>		
8	Develop a restoration plan for Great Dismal Swamp Canal, the Great Dismal Swamp Wildlife Refuge canals, the Gilmerton Canal and the Northwest River Passage.	Canterbury	2007
<i>a</i>	<i>Develop a written description of necessary improvements with location maps.</i>		
9	Develop a historical signage and interpretation program for the Great Dismal Swamp and Canal.	Alexander	2007
<i>a</i>	<i>Provide written comments to Phase II of the Dismal Swamp Canal Trail Project regarding signage and historical interpretation issues.</i>		
10	Designate the Little Zion Missionary Baptist Church as a local historic district.	Alexander	2007
<i>a</i>	<i>Obtain written support for the local district designation from the governing body of the church.</i>		
<i>b</i>	<i>Department of Planning staff will monitor rezoning process.</i>		

11	Explore creating additional local historic districts where there is property owner support.	McElroy	2007
a	<i>Prioritize which historic districts should obtain a local historic designation.</i>		
b	<i>Consult with the Historic Architectural Review Board about adding new local historic districts.</i>		
c	<i>Contact neighborhood organizations and civic leagues and meet with community representatives.</i>		
d	<i>Organize and conduct public information meetings in neighborhoods on the national register of historic places.</i>		
12	Research and catalog the available state and federal tax incentive and grants programs.	Kish	2007
13	Research other cities financial incentives for historic preservation.	Heim	2007
14	Research and evaluate the feasibility of establishing a local real estate tax abatement program.	Heim	2007
15	Obtain education and training regarding historic preservation for Historic Preservation Commission members and staff through the Department of Historic Resources.	Newbern	2007
16	Develop an annual operating budget for the Historic Preservation Commission.	Kish	2007

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#	2008 ACTIONS	LEAD	YEAR
1	Create City Historian position with the Department of Libraries to maintain historical records.		
a	<i>Send a written request to the Director of Libraries and copy the City Manager and Members of City Council requesting that the position be created.</i>	Newbern	2008
b	<i>Initiate a meeting with the Norfolk County Historical Society to coordinate efforts in creating the City Historian position and managing the resources.</i>		
2	Obtain funding to relocate and rehabilitate the Cornland School.		
a	<i>Prepare an adaptive reuse plan for the structure and develop cost estimates.</i>	Heim	2008
b	<i>Solicit public and private funding sources.</i>		
3	Develop a pattern book illustrating the architectural styles for the various national register historic districts.	McElroy	2008
4	Nominate the Little Zion Missionary Baptist Church for designation on the National Register of Historic Places and the Virginia Landmarks Register.		
a	<i>Apply for federal and state grants to fund to cost of the nominations.</i>	Alexander	2008
b	<i>Request City funding in an annual budget request.</i>		
5	Obtain funding for the restoration of the Great Dismal Swamp Canal, the Great Dismal Swamp Wildlife Refuge canals, the Gilmerton Canal and the Northwest River Passage.		
a	<i>Coordinate project funding with Phase II Dismal Swamp Trail Improvements, U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service, state agencies and private entities.</i>	Canterbury	2008
b	<i>Apply for federal and state grants to fund to cost of the nominations.</i>		
c	<i>Request City funding in an annual budget request.</i>		

6	Review the Chesapeake Design Guidelines and propose modifications to adequately address infill development in historic districts.	Kish	2008
7	Develop interactive web page for surveyed historic properties.	Hicks	2008
8	Institute the “Brass Plate” program for significant surveyed historic properties.	Kish	2008
a	<i>Develop a standard design for the brass plates.</i>		
b	<i>Develop specific criteria for structures eligible for brass plates.</i>		
c	<i>Request funding from City Council for the program.</i>		
d	<i>Contact property owners with properties eligible for brass plates.</i>		
e	<i>Fabricate and install brass plates on selected properties.</i>		
9	Install signage to identify historic districts.	Hicks	2008
a	<i>Develop a standard design for the historic district signage.</i>		
b	<i>Request funding from City Council.</i>		
10	Develop historic tourism guide and maps.	Canterbury	2008
a	<i>Coordinate with the Department of Tourism on content and distribution of publications.</i>		
11	Revise and update the Historic Preservation Plan.	McElroy	2008
12	Facilitate cooperation and coordination with private historic organizations.	Newburn	2008
a	<i>Schedule regular meetings with representatives of various historic preservation organizations.</i>		
13	Institute a “Historic Preservation Day” in the City and organize commemorative activities and events.	Alexander	2008
a	<i>Select an appropriate date on the calendar to recognize the event on an annual basis.</i>		
b	<i>Obtain the support of private historic organizations for the event.</i>		
c	<i>Request the City Council to officially designate the date and provide funding for events.</i>		
d	<i>Plan events, activities and commemorations for the day.</i>		
e	<i>Solicit funding and assistance from private historic groups, businesses and individuals.</i>		

14	Develop and organize historic public education programs in schools.	Alexander	2008
<i>a</i>	<i>Coordinante with the school board and administration events, field trips, lectures and curriculum regarding local history.</i>		
15	Nominate the Gertie School for designation on the National Register of Historic Places and the Virginia Landmarks Register.	Heim	2008
<i>a</i>	<i>Apply for federal and state grants to fund to cost of the nominations.</i>		
<i>b</i>	<i>Request City funding in an annual budget request.</i>		