

# **VIRGINIA BEACH HISTORIC PRESERVATION COMMISSION**

## **Meeting Minutes**

January 4, 2023, 5:00 p.m

Planning and Community Development Conference Room, 2875 Sabre Street, Suite 500

Approved February 1, 2023

Members Present: Chair, James Wood; First Vice-Chair, Sharon Prescott; Second Vice-Chair, Christi Lyons, Secretary, Bobbie Gribble, Immediate Past Chair, Mac Rawls  
Glenn Carwell, Sharon Felton, Harriet Frenzel, Natalie Hubbard, Richard Klobuchar, Becky Livas, Lee Lockamy, Jenna Morris, Timothy Oksman, Katie Paulson  
Members Absent: Derek DuBay  
Liaisons Present: Mark Reed  
City Staff Present: Elizabeth Nowak  
Council Liaisons Present:

Purpose The purpose of the Commission is to advise the City Council and the Department of Planning and Community Development and museums on all issues related to the preservation of historic buildings, structures, and sites located in the City of Virginia Beach.

Mission The mission of the Commission shall be to preserve, protect and maintain the historic identity of Virginia Beach and the former Princess Anne County through a program of advocacy and increased public awareness and involvement.

### **Welcome/Introductions/Remarks**

The meeting was opened by Chair Jimmy Wood at 5:00 p.m. He thanked everyone for all they have done during his tenure as chair. He thanked Mark Reed for the work that he does and the many facets of his efforts in supporting the chair and Commission that most people don't see.

### **Approval of December 7, 2022 Minutes**

Mr. Wood asked the members present to review the minutes of the December 7 meeting and provide any additions or corrections that they might have. A motion was made by Richard Klobuchar to approve the minutes as presented. The motion was seconded by Harriet Frenzel. There was no discussion and the motion to approve the minutes as presented passed unanimously.

### **Election of Officers for 2023**

Mr. Wood asked for the Nominating Committee to present the slate of officers that they are recommending for the Historic Preservation Commission for 2023.

Ms. Frenzel presented the following slate:

Chair – Sharon Prescott

1<sup>st</sup> Vice-Chair – Christi Lyons

2<sup>nd</sup> Vice-Chair – Glenn Carwell

Secretary – Bobbie Gribble

A motion was made by Harriet Frenzel to accept the officers as presented by the Nominating Committee. Richard Klobuchar seconded the motion. There were no nominations from the floor. The officers presented by the Nominating Committee were duly elected unanimously by the members present.

Mr. Wood turned the meeting over to the newly elected chair, Sharon Prescott.

Ms. Prescott thanked the members and asked for committee reports.

### **Committee Reports**

Katie Paulson reported for the Historical Register Review Committee. She noted that an application has been received for The Green House located at 4916 Lauderdale Avenue in Chesapeake Beach. She said the date for the committee's site visit is pending.

Natalie Hubbard reported for the Student Leaders Committee. She said the next meeting will be on Wednesday, January 11. She noted that the goal for the meeting is to have the Clio entries written so they can be put on the app. Ms. Hubbard also noted that Legislative Advocacy Day is coming up on January 25 and the students are excited about the opportunity to visit the Capitol as advocates for historic preservation.

### **Project Updates**

Historic Preservation Planner Mark Reed provided updates on several projects.

He noted that the Blue Marlin and Crest Kitchenette (Cutty Sark) motels, which were recently listed in the National Register of Historic Places (NRHP), received a front page article in the Virginian-Pilot on December 26. He said that Mrs. Koch, the owner of the Cutty Sark, is very excited for the publicity. She said she will frame the front page and put it in her lobby. Mr. Reed said now there are three hotels listed in the NRHP under the motels Multiple Property Document (MPD).

Mr. Reed said the Woodhurst Neighborhood Historic District nomination was approved for listing in the Virginia Landmarks Register by the Board of Historic Resources on December 8. Listing in the NRHP is pending and typically takes up to 60 days.

In reporting on the Seatack Historic District nomination, Mr. Reed said we are waiting for review comments from the Virginia Department of Historic Resources (DHR). He said the Seatack nomination is expected to be on the March 16 Board of Historic Resources meeting agenda.

Mr. Reed noted the NRHP nominations that are underway at earlier stages of development. These are the Chesapeake Beach Historic District and the Newsome Farm Cemetery.

Mr. Reed said that we also have a Preliminary Information Form project underway. It is the Gun and Hunt Club MPD and accompanying Pocahontas Hunt Club individual nomination.

Mr. Reed said we are coordinating with DHR on an archaeological assessment of the Estates Court site. He said the work will be performed by the William & Mary Center for Archaeological Research. The site work was being planned for mid-December, but a member of the archaeological team came down with COVID, so it had to be postponed. Now are looking for a good weather window and next week seems promising.

Mr. Reed said that a near final draft of the Historic Preservation Plan has been received and staff has reviewed and is developing comments. He said that most of requested changes and corrections have been incorporated and he is expecting the next draft will be the final one.

A question was asked if the Historic Preservation Plan would be presented to City Council for their approval. Mr. Reed said that what has been discussed with the Planning Director was the Historic Preservation Commission providing an update on activities and mentioning the Preservation Plan and the historic district Design Guidelines at that time.

Mr. Wood asked if the City Council would be adopting the plan and the guidelines. Mr. Reed said the City Manager wants the plan and guidelines to be presented to Council before deciding if they should be presented for adoption. At the Manager's request we have been holding off on having the Historical Review Board (HRB) adopt them until after they have been presented to Council. Mr. Wood questioned the legality of the HRB adopting the guidelines if Council has not. Mr. Reed said he didn't think there would be a legal issue. He said that arrangement just puts the HRB in a weaker position during appeals if they are following guidelines that Council has not also adopted.

### **Historic Properties Glimpse**

City Planner Elizabeth Nowak provided the historic properties glimpse on items going to or expected to go to the HRB. She said that there are three applications to be heard at the meeting this month.

One is the request for fence replacement for the deWitt Cottage. The City wants to replace the non-historic wooden fence with a non-wood material. Ms. Nowak said staff is waiting on the applicant to provide a suitable sample for the proposed material.

Another application is for driveway replacement at 2628 North Landing Road, which is located at the edge of the Courthouse District. Ms. Nowak said this was the site of a historic farmhouse. The house sustained irreparable damage from a fire and a new house has been built in its place. The house is outside of the district boundaries, but the driveway is in the historic district. The owners want to replace the gravel driveway with concrete, or at least a portion of it, and also a section of fence that needs to be repaired.

The third item is approval of a business identification sign at the Carraway House. The tenant had previously installed a sign without receiving a Certificate of Appropriateness or a sign permit. The sign has been professionally redesigned for the Circa 1734 The Bakeristro business.

Outside of the items going to the HRB in January, Ms. Nowak informed the Commission that Nimmo Church is looking to develop an area between the church and Princess Anne Road. This is part of an area where the old road was located, and the church will be seeking a road closure to take possession. Ms. Nowak said they are looking at partnering with a non-profit to provide housing for seniors and those aging out of the foster system with a community center component. She noted that the site has storm water issues that have delayed other planned projects, so she isn't sure how this might play out.

### **Old Business**

Ms. Prescott called for old business.

Mr. Wood addressed the proposed VB250 Committee. He thanked everyone who sent in names and groups for consideration for membership on the committee. He said that it will be narrowed down to create the recommended list.

Mr. Wood noted that a draft resolution was created based on a template provided by the VA250 State Commission. Mr. Reed provided a copy in the meeting packet (see Appendix 1). The Executive Committee will finalize the resolution and Mr. Reed will coordinate this with the City Attorney to approve it.

Mr. Reed spoke on the local historical marker program. He said the new design was approved by the Board of Historic Resources on December 8. He said he is waiting on a price quote from the manufacturer. The cost for the markers is expected to be around \$3,000. He noted that the Zoning Administrator has established a policy that will have marker approval by the Historic Preservation Commission and Public Works without requiring a sign permit or Zoning review, as long as the marker is placed in the right of way.

Mr. Reed said staff is working on developing the criteria and program details so we can move forward with getting the first marker moving forward for manufacture. He said there are two likely markers that have been funded in the Research Grant program. These are markers for Bernard Holland, Virginia Beach's first mayor, and for the Nike Missile site that is located in Kempsville. He said other potential markers that staff will work on will be The Dome, Seaview Beach, and the Beechwood community. He asked if everyone is good proceeding in this manner. There was general consensus to move forward as discussed.

### **New Business**

Ms. Prescott asked for any new business. She called for the item on Recommendations of the Citizens Committee on Boards and Commissions. Mr. Reed said that he had sent out a synopsis of the new rules we will be following as City Council-appointed Commission members and staff liaisons. He said he thought that would be helpful instead of wading through the 50-page report. He asked if everyone had received the full report. Not everyone had so he said he would send it out to them.

Mr. Wood noted that he chaired the committee and, moving forward, attendance for Boards and Commissions will be extremely important. Members cannot miss more than two meetings per year unexcused, and staff will be expected to comply with reporting unexcused absences as defined. Excused absences will have to be approved and must be beyond your control. The Commission chair will determine what is beyond one's control.

Ms. Prescott noted that with the changes, if you find the meeting requirements onerous, you can serve on committees as a way to participate outside of the Commission.

Training is being developed for those serving on Commissions, as well as for staff liaisons.

### **Adjournment**

Ms. Prescott noted that the next meeting will be on Wednesday, February 1 at 5:00 p.m. A motion to adjourn the meeting was made by Rick Klobuchar and seconded by Tim Oksman. Ms. Prescott adjourned the meeting at 6:18 p.m.

## Appendix 1

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF VIRGINIA BEACH  
RELATING TO THE SUPPORT OF THE VIRGINIA AMERICA 250 COMMISSION  
RECITALS:**

- A. The City Council of the City of Virginia Beach (“the City”) is dedicated to the furtherance of economic development and tourism in the City
- B. The Virginia America 250 Commission (VA250) was created in 2020 by the General Assembly for the purpose of preparing for and commemorating the 250<sup>th</sup> anniversary of Virginia’s participation in American independence
- C. VA250 has requested that each locality form a committee to aid in planning for the commemoration period.

WHEREAS, the City will form a local VA250 committee;

WHEREAS, the committee will plan and coordinate programs occurring within the locality and communicate regularly with VA250;

WHEREAS, the City Council wishes to undertake this endeavor with VA250 to promote and commemorate this important historic milestone.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH:

1. The City Council hereby desires to support the Virginia America 250 Commission and their efforts to commemorate the 250<sup>th</sup> anniversary of Virginia’s participation in American independence.
2. The City will form a committee to aid in the planning for the commemoration period.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

(SEAL)

A COPY TESTE: \_\_\_\_\_  
Name  
Title