



City of Virginia Beach Historical Review Board 2024-2025 Annual Report to City Council

Chair: Steve McNaughton

Date: August 13, 2025

Executive Summary

During the fiscal year covering the period of July 1, 2024 – June 30, 2025 the Historical Review Board volunteers and liaisons

- met eight (8) times.

Our most significant accomplishments are detailed below, along with recommendations for your consideration.

Mission Statement

The mission of the Historical Review Board is to preserve the City's local Historic and Cultural Districts for the benefit of present residents and future generations through the performance of duties as set forth in in Article 13 of Appendix A of the Virginia Beach City Code.

Accomplishment of Goals and Objectives

Over the past fiscal year the agency, through its appointed volunteers and liaisons, worked on the following key matters in furtherance of its mission:

1. Certificate of Appropriateness (COA) applications considered:
 - a. 15 COAs were issued.
 - b. 1 COA denial was issued for an application after-the-fact.
 - c. 4 projects were approved via a Staff Exception.

2. Wrote and submitted two (2) letters of support to the Virginia Department of Historic Resources for Virginia Landmarks Register (VLR) and National Register of Historic Places (NRHP) nominations and nomination updates:
 - a. 1 letter of support was submitted for a VLR and NRHP nomination
 - a. 37th Street Cottage Historic District (listed VLR 3/20/2025; NRHP 5/19/2025)
 - b. 1 letter of support was submitted for four (4) VLR and NRHP nomination: updates (including additional information and boundary decreases {2})
 - a. Keeling House (approved VLR 12/12/2024; NRHP 3/10/2025)
 - b. Lynnhaven House (approved VLR 12/12/2024; NRHP 4/3/2025)
 - c. Pembroke Manor (approved VLR 12/12/2024; NRHP 5/09/2025)
 - d. Francis Land House (approved VLR 12/12/2024; NRHP 5/19/2025)

Membership and Attendance

Member	Term	Professional Requirements ¹
DuBay, Hayden	01/31/2028	
Hightower, Charles “Lynn”	6/19/2025	
Humphrey, Leanna	3/31/2028	Architect
McNaughton, Steven, Chair	10/31/2027	Registered Architect
Pierce, Jeffrey	3/31/2028	Registered Architect
Poole, Richard, Vice-Chair	10/31/2027	Registered Architect
Pope, Bernice	10/31/2025	
Schmidt, Mary Ann	10/31/2024	
Seitz, Damian	10/31/2024	Registered Architect
Vachon, James D.	10/31/2027	
Henley, Barbara, City Council Liaison	12/31/2024	
Jackson-Green, Cal “Cash,” City Council Liaison		
Nowak, Elizabeth, Staff Liaison	9/18/2024	
Reed, Mark, Staff Liaison		

¹Per Sec. 2-5.1 of the City Code, at least 3 members of the Historical Review Board must have professional training or equivalent experience in architecture, history, American Studies, architectural history, archaeology, or planning and at least 1 of these 3 members shall be a registered architect or architectural historian.

**City of Virginia Beach
Historical Review Board
2024 Attendance Record**

Members Attendance

Name	Term Expires on:	Jul 17th	Aug 21st	Sep 18th	Oct 16th	Nov 20th	Dec 18th	Total Present
DuBay, Hayden	1/31/2025	P	C	P	C	E	C	2/3
Hightower, Charles "Lynn"	10/31/2025	P	C	E	C	E	C	1/3
McNaughton, Steve	10/31/2024	P	C	P	C	P	C	3/3
Poole, Richard "Dick"	10/31/2024	P	C	E	C	P	C	2/3
Pope, Bernice	10/31/2025	P	C	E	C	P	C	2/3
Schmidt, Mary Ann	10/31/2024	A	C	P	C	NA	NA	1/2
Seitz, Damian	10/31/2024	A	C	P	C	NA	NA	1/2
Vachon, Jim	10/31/2024	P	C	P	C	P	C	3/3
This row indicates if there was a quorum; total number of members in person/total number of appointed members		6/8	C	5/8	C	4/6	C	

City Council Liaisons/Department Staff Liaisons

Henley, Barbara, City Council Liaison		C		C		C	
Nowak, Elizabeth, Staff Liaison	P	C	P	C		C	2
Reed, Mark, Staff Liaison		C	P	C	P	C	2

Key: Present (P) Present/Virtually (P/V) Absent (A) Resigned (R) Excused Absence (E) Canceled (C)

**City of Virginia Beach
Historical Review Board
2025 Attendance Record**

Members Attendance

Name	Term Expires on:	Jan 15th	Feb 26th	Mar 19th	Apr 23rd	May 21st	Jun 18th	Total Present
DuBay, Hayden	1/31/2028	C	E	E	E	E	E	0/5
Hightower, Charles	6/19/2025	C	P	E	E	E	E	1/5
Humphrey, Leanna	3/31/2028	NA	NA	NA	NA	NA	E	0/1
McNaughton, Steve	10/31/2027	C	P	P	P	P	P	5/5
Pierce, Jeffrey	3/31/2028	NA	NA	NA	P	P	P	3/3
Poole, Richard	10/31/2027	C	P	P	P	P	P	5/5
Pope, Bernice	10/31/2025	C	P	P	P	E	P	4/5
Vachon, Jim	10/31/2027	C	E	P	P	P	P	4/5
This row indicates if there was a quorum; total number of members in person/total number of appointed members		C	4/6	4/6	5/7	4/7	5/8	

City Council Liaisons/Department Staff Liaisons

Cal "Cash" Jackson-Green	C		P				1
Mark Reed	C	P	P	P	P	P	5

Key: Present (P) Present/Virtually (P/V) Absent (A) Resigned (R) Excused Absence (E) Canceled (C)

**City of Virginia Beach
Historical Review Board
FY24/25 Volunteer Hours Log**



All Service By Volunteer

City of Virginia Beach, Office of Volunteer Resources
Planning and Community Development

Volunteer	FY 24-25 Hours	Total Hours
DuBay, Derek Hayden	2:00	2:00
Hightower, Charles	4:00	4:00
McNaughton, Steve	13:30	13:30
Pierce, Jeffrey	5:15	5:15
Poole, Richard	11:00	11:00
Pope, Bernice	13:00	13:00
Schmidt, Mary Ann	1:00	1:00
Seitz, Damien	1:00	1:00
Vachon, James	8:30	8:30
Grand Total	59:15	59:15

Goals and Objectives for the Coming Year

1. Continue to preserve the historic character and historical integrity of the City's Historic and Cultural Districts through the design review process.
2. Complete annual requirements as set by the City's Certified Local Government program, including annual training.
3. Review nominations for Virginia Beach historic resources under consideration to be listed in the Virginia Landmarks Register and the National Register of Historic Places and provide comments to the Virginia Department of Historic Resources as requested.
4. Continue to coordinate with City offices and departments to assist with project planning in Historic & Cultural Districts, such as the Historic Preservation Commission, Department of Public Works, and the Department of Cultural Affairs/Virginia Beach History Museums.

Closing

Should you have any questions or desire a formal City Council briefing from our agency, please contact Steve McNaughton, Historical Review Board Chair, at sbm@mcnaughtonarch.com or Mark Reed, Staff Liaison at mreed@vbgov.com.