



CITY OF VIRGINIA BEACH HISTORICAL REVIEW BOARD MEETING MINUTES

Wednesday, August 20, 2025
4:00 P.M.

Planning and Community Development
Building 3, 2403 Courthouse Drive, Conference Room 134

Approved October 15, 2025

Members Present

Steve McNaughton, Chair; Richard Poole, Vice Chair
Leanna Humphrey, Jeff Pierce, Bernice Pope

Members Absent

Hayden DuBay, Jim Vachon

City Staff Liaison Present

Mark Reed

City Staff Present

Ellie Dauernheim

Applicants/Applicant Representatives Attending

Bryan Brough (#25-16)
Christa Pickrell (#25-16)

The meeting was called to order at 4:09 p.m. by the chair, Steve McNaughton. Mr. McNaughton introduced the new member, Leanna Humphrey. The Board introduced themselves.

Minutes

Mr. McNaughton asked the members to review the minutes from the July 16, 2025 meeting. Richard Poole made a motion to approve the minutes as presented. Jeff Pierce seconded the motion. The minutes were approved by a vote of 4-0-1 with Ms. Humphrey abstaining as she was not present at the meeting.

- Certificate of Appropriateness Application #25-16 – Bryan Brough, Christa Pickrell – Request to install two new business signs, replace one exterior door; 2406 Princess Anne Road, GPIN 14949246060000 – Courthouse Historic and Cultural District

Ellie Dauernheim, Planner, introduced COA application #25-16. She said the application was for the installation of two business signs and replacement of an exterior door at 2406 Princess Anne Road.

Ms. Dauernheim said the applicant's request was to install one new building-mounted sign to the brick exterior wall, one new tenant panel to existing freestanding sign, and replace far-right exterior door. She said the existing freestanding sign at the site was installed in 2011. She noted that staff was recommending approval of the request.

Ms. Dauernheim noted the proposed new building mounted sign would be 34.75" by 57" and be centered in between the two 30-light windows and in line with the architectural line above the doors and windows. She said the low-profile sign backing would be in Benjamin Moore Country Redwood and be installed through the mortar joints and not the face of the brick.

Ms. Dauernheim said the new tenant panel would be added to the existing freestanding sign and be 39.4" by 10.4" and 1/8-inch aluminum face with black and red vinyl graphics. She said the applicant proposed to attach it to the sign using double sided tape or silicone.

Ms. Dauernheim passed around a 6" by 6" sample of the 1/8-inch aluminum material with vinyl applied that the applicant provided in advance. She showed images of how it looks and projects from the existing sign.

Ms. Dauernheim discussed the proposed door replacement. She said the applicant proposed to replace the far-right door with a 9-light fiberglass door similar to the business next door. She said it will remain 36" by 80" and left-hand outswing and be painted Courthouse Beige to match the existing color.

Ms. Dauernheim noted that the proposed door's windows had external grilles and were on the top half of the door. She said the applicant was proposing to keep the existing hardware and door handle and patch up the deadbolt hole.

Ms. Dauernheim said that staff was recommending approval of the application.

Mr. Pierce asked for clarification on the number of doors on the building. Bryan Brough stated that they were just replacing the far-right door to distinguish the entryway for the public.

Mr. McNaughton asked if the door was available without a deadbolt hole. Mr. Brough said he was willing to look for an alternative door with no deadbolt hole. Mr. Reed said that the applicant had originally proposed a steel door, but staff had recommended they use fiberglass because of the splash back. Mr. Pierce suggested the applicant double-check the size before ordering.

Bernice Pope asked about the sign on the building and any holes in the brick. Mr. Reed clarified that they would be installing the sign through the mortar joints and use a sign backing. Mr. Pierce said that installing through the mortar joints was good and asked if they would put silicone into the wall. Christa Pickrell said yes, and it might be a stud mount with silicone into it. Mr. Pierce said as long as it was going into the mortar joints that it was good.

Ms. Pope asked a question regarding the color of the sign and suggested it be more coordinated. Mr. McNaughton said it would be good to consolidate colors. Mr. Poole said it would be nice if the sign attached to the freestanding sign matched the building-mounted sign. Mr. Brough said that State Farm is often particular about the use of their corporate color. There was additional discussion about the color and font of the sign. Ms. Humphrey said the sign could be left as-is and that it was a less reflective material. She said that it reads separate from the other tenant and the subdued color of the building sign was good.

There was discussion on the aluminum material and simply applying the vinyl directly to the sign. Ms. Pickrell said they could apply the vinyl directly to the sign, as that is what is currently present at the site. Mr. McNaughton asked if the sign would deteriorate over time.

There was discussion about using aluminum versus just vinyl. Ms. Pickrell said it would take longer to put up vinyl and they would do it in the field. Mr. McNaughton asked if it would have a different sheen, Ms. Pickrell said no. Ms. Pope asked how long the sign is, it was clarified that it was about 40 inches.

Mr. Poole made a motion to approve the COA subject to the conditions listed in the Staff Report. Mr. Pierce seconded the motion. There was discussion on the font matching, the door with one hole versus two, and the aluminum of the tenant panel but no additional conditions were added. The motion was approved by a vote of 5 to 0.

- Certificate of Appropriateness Application #25-17 – City of Virginia Beach Cultural Affairs Department – Request to install replacement lighting fixtures; 3131 Virginia Beach Boulevard, GPIN 14971512270000 – Francis Land House Historic and Cultural District

Mr. Reed noted that there was no representative present for the next item. He asked the Board members if they wanted to proceed with hearing the item. There was a general consensus to proceed.

Mr. Reed introduced COA application #25-17. He said the application was for the replacement of lighting fixtures at the Francis Land House.

Mr. Reed described the locations of the proposed light fixtures. He said the Francis Land House is the most visible of the houses operated by Cultural Affairs and they utilize lighting for awareness and security.

Mr. Reed noted that the west 1950s addition would have three lights to replace at the public entrance. Mr. Reed showed the proposed lighting fixtures and the proposed locations. He said they were similar in style and sleeker.

Mr. Poole asked if it would be mounted in brick and wanted clarification on locations of the wall sconces. Mr. Reed said they will probably be lower due to the proposed fixture.

Mr. Reed noted the increased vegetation at the site and said landscaping is supposed to be getting cleaned up.

Ms. Pope asked about moving the front lights towards existing vegetation and mentioned it could be a tripping hazard. Mr. Reed mentioned that the existing vegetation in the front of the house had been removed. There was discussion on the locations of the lights and landscaping. Mr. Reed clarified that the Board is determining whether the fixtures are an appropriate replacement for existing fixtures. Ms. Pope suggested Cultural Affairs conduct a lighting study. Mr. Reed discussed the recent interpretive plan that Cultural Affairs did.

There was discussion on location and height of the lights as well as vegetation at the site.

Ms. Pope made a motion to approve the COA subject to the conditions listed in the Staff Report. Mr. Poole seconded the motion. There was no additional discussion. The motion was approved by a vote of 5 to 0.

Old Business

Mr. Reed discussed the recent appeal for North Landing Estates' vinyl fence denial. He said the appeal would go to City Council on September 16 and is currently in process. He discussed the reasons for appeal with the Board.

Mr. Reed noted that a decision was made at the August 12 City Council meeting to sell the building at 302 22nd street. Ms. Pope read aloud a letter published in the Daily Press on August 19th written by Clelia Sheppard from Cape Charles.

Mr. Reed discussed the correction to the May 2025 Minutes. He said the correction is needed to record the Board's official adoption of the Historic and Cultural District Design Guidelines. Mr. Pierce made a motion to approve the corrected minutes. Mr. Poole seconded. The motion passed 4-0-1 with Ms. Humphrey abstaining as she was not on the Board at the time.

Mr. Reed discussed recently completed COA projects. He showed the Board photographs of the fence and gate in the Ferry Plantation House District, the brick walkway at the U.S. Coast Guard Station District, and gutters and downspouts at the Francis Land House District.

New Business

Ms. Dauernheim reminded the Board of the upcoming NAPC Virtual Summer Short Course. She said all the HRB members should be registered and requested that the Board listen to some of the sessions by September 30.

Mr. Reed discussed the fire suppression system at the Francis Land House. He said the Fire Marshall approved it, but they need an address affixed to the building. Mr. Reed suggested it be similar to the existing sign at the site and affixed to the left of the primary public entryway. Mr. Pierce asked if the location would be blocked by the stairs. Mr. Reed asked if it was okay to approve the lettering through staff. The Board said yes.

Staff Update

Mr. Reed provided an update and overview of recent grants including the 2025-2026 CLG Grant, 2023-2024 Survey and Planning Cost Share Grant, and 2025-2026 Survey and Planning Cost Share Grant. Mr. Pierce asked if the 2025-2026 CLG grant covers the proposal and approval. Mr. Reed said that the Historic Preservation Commission has a budget, and the grant allows for an extension of their funding. The Board requested copies of the finalized historic context as part of the 2023-2024 Survey and Planning Cost Share Grant.

Adjournment

Mr. McNaughton said he talked with Dana Sizemore from the Virginia Beach Surf & Rescue Museum. He mentioned the VBSRM could be a possible future meeting place for the Board. Mr. Reed suggested the Board could have a meeting there in the winter when parking is easier.

Mr. McNaughton noted that the next meeting would be September 17, 2025 at 4:00 p.m. Mr. Reed noted that no applications have been received yet.

Mr. Poole made a motion for the meeting to adjourn. Mr. Pierce seconded the motion. The motion was approved by a vote of 5 to 0. The meeting was adjourned at 6:07 p.m.