



CITY OF VIRGINIA BEACH HISTORICAL REVIEW BOARD DRAFT MEETING MINUTES

Wednesday, June 18, 2025
4:00 P.M.

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

Approved July 16, 2025

Members Present

Steve McNaughton, Chair; Richard Poole, Vice Chair
Jeff Pierce, Jim Vachon, Bernice Pope

Members Absent

Hayden DuBay, Lynn Hightower

City Staff Liaison Present

Mark Reed

City Staff Present

Ellie Dauernheim

Applicants/Applicant Representatives Attending

Jason Stegemann (#25-10, 25-11)

Ryan Muncy (#25-10, 25-11)

Randy Allen (#25-10, 25-11)

Barry Cross (#25-12)

Ginny Cross (#25-12)

Donnie Cross (#25-12)

Jannie Roser (#25-12)

The meeting was called to order at 4:00 p.m. by the chair, Steve McNaughton. Mr. McNaughton introduced Ellie Dauernheim, recently hired Planner I in the Planning and Community Development Department. Ms. Dauernheim said she recently graduated with a B.A. in Historic Preservation from the University of Mary Washington. She said she has previous experience in the field through a year-long fellowship with the City of Fredericksburg's Planning Department

and Architectural Review Board. She said looking forward to working with the HRB and exploring Virginia Beach.

Minutes

Mr. McNaughton asked the members to review the minutes from the May 21, 2025 meeting. Jim Vachon made a motion to approve the minutes as presented. Jeff Pierce seconded the motion. The minutes were approved by a vote of 4 in favor, 0 against (Bernice Pope had not yet arrived).

- Certificate of Appropriateness Application #25-10 – City of Virginia Beach (Department of Public Utilities), Princess Anne Village LLC– Request to construct a new pump station; 2413 North Landing Road, GPIN 14949281190000 – Courthouse Historic and Cultural District

Mark Reed, Historic Preservation Planner, introduced COA application #25-10. He said the application is for construction of a Public Utilities pump station near the future Princess Anne Village residential development in the Courthouse Historic and Cultural District.

Mr. Reed said the pump station is proposed for a section of the development that has been set aside for commercial development. He stated that the owner, Princess Anne Village LLC and Public Utilities have an agreement for the land transfer for the pump station. The commercial site is in the southwest corner near the intersection of North Landing Road and Princess Anne Road.

Mr. Reed noted that the new development will outpace the capacity of the existing pump station, so a new, larger capacity pump station will be needed. The parcel for the pump station will be set back from North Landing Road and will front on an interior street.

Mr. Reed said that the proposed pump station design is a departure from the normal brick and slate roof design for most of the pump stations around the city. Dick Poole asked why the change from brick. Mr. Reed said the intent is to have it blend in better with the adjacent residential design. Mr. Reed showed a slide with the approved residential designs. Design and materials will be generally consistent with what has been approved for the residential development.

Mr. Reed noted that the primary deviations are for practical, operational needs. He said the pump station needs to be constructed on a slab and requires a steel door. He showed a slide with the proposed design of exterior wall lights that will need to be installed. He said the pump station requires several external, exterior pieces of equipment including an antenna and metal cabinets, which will be mounted in the rear of the building. He noted that a low-lying wet well fan vent and an emergency pump connection will protrude from the ground near the building.

Mr. Reed said that staff finds the proposed new construction for a pump station to be consistent with the Design Guidelines and the character of the district and recommends approval subject to the conditions as noted in the Staff Report. He noted that representatives

from Public Utilities and their contracted engineering firm were in attendance and could answer questions.

Bernice Pope arrived during the staff overview.

The Board had discussion on a steel door versus fiberglass and screening on newer pump stations. The Board requested that the applicant follow up with the Board when choosing the color. Mr. Reed said the applicant would provide a landscaping plan once the building is constructed.

Mr. Poole made a motion to approve the COA subject to the conditions listed in the Staff Report and including the condition that the applicant returns to the Board for final material and color selections. Ms. Pope seconded the motion. There was no additional discussion. The motion was approved by a vote of 5 to 0.

- Certificate of Appropriateness Application #25-11 – City of Virginia Beach (Department of Public Utilities)– Request to demolish existing pump station; 2396 Princess Anne Road, GPIN 14949256030000 – Courthouse Historic and Cultural District

Mr. Reed introduced COA application #25-11. He said the application is for demolition of a public utilities pump station (PS-614) on Princess Anne Road in the Courthouse Historic and Cultural District. He said the pump station is set back from the roadway and is located between two commercial properties.

Mr. Reed said that with the construction of the new pump station across the street, PS-614 will not be needed and will be taken out of service. He said that all equipment will be removed from the pump station and the wet and dry wells will need to be filled.

Mr. Reed noted that demolition of the pump station will allow the wells to be filled with organic material and the small parcel will become a green space, or the parcel has the potential to be sold to an adjacent business property for expanded parking. He said that if the abandoned building is not demolished, the wells will need to be filled with concrete and the building will receive no additional maintenance.

Mr. Reed said the existing pump station building was constructed in 1962 and is a contributing resource in the Courthouse Historic and Cultural District and in the Virginia Beach Courthouse Village and Municipal Center National Register of Historic Places Historic District. It is a contributing resource due to its age and materials, brick walls and slate roof, and basic design, gable roof with wood trim.

Mr. Reed said staff's opinion is that removal of this resource will have no measurable impact on the integrity of these districts. He said that in staff's opinion, this request to demolish the 1962 pump station and make this small parcel a green space is acceptable. He noted that representatives from Public Utilities were in attendance and could answer questions.

Mr. Poole asked if the pump station was too small. Randy Allen said it was too small and outdated. Mr. Allen discussed the logistics of replacement and bypassing for the pump.

Mr. Pierce asked how low they cut into the ground. Mr. Allen stated 4 feet, and they would smooth out the surface. Mr. Pierce asked if they have to cross the street to connect to the new pump. Mr. Allen said yes.

Ms. Pope asked how thick the concrete was. Mr. Allen noted that it was only 8 inches and the current standards are 10 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 no additional discussion. The motion was approved by a vote of 5 to 0.

- Certificate of Appropriateness Application #25-12 – Ashdon Builders—Request to construct a privacy fence for North Landing Estates; Peaceful Lane, former GPIN 14948048930000 – Courthouse Historic and Cultural District

Mr. Reed introduced COA application #25-12. He said the application is for after-the-fact approval for construction of 6-foot-tall white vinyl privacy fencing along the west and east boundaries of the North Landing Estates residential development in the Courthouse Historic and Cultural District.

Mr. Reed noted that North Landing Estates is a small residential development for 7 single family homes. He said the HRB issued a COA in July 2024 for the development, including design and materials. He noted that on the COA application, the applicant checked the box for Other under Fence/Wall and stated, “If installing fencing, the material will be white vinyl.” Mr. Reed said there is no mention in the Staff Report, Minutes, or COA letter of fencing or fence materials. He said current staff could not find any indication that the applicant had submitted any product information regarding the fence materials.

Mr. Reed provided some background on vinyl fencing in the district. He said in December 2021, a modification of COA #20-06 for new construction on the adjacent property at 2497 North Landing Road included consideration of installation of a vinyl fence. Staff recommended against approval of the vinyl fence and the HRB concurred. The COA allowed for a wood or composite fence and the applicant installed a composite fence. Mr. Reed noted that the Design Guidelines for Virginia Beach’s Historic and Cultural Districts prohibits vinyl as a material for fencing.

Mr. Reed said the applicant has noted that there is existing vinyl fencing visible across North Landing Road associated with properties on Magnolia Green Loop. He noted that it received a COA in 2011.

Mr. Reed said it is Staff’s opinion that vinyl fencing is prohibited in the Design Guidelines and the HRB recently disallowed vinyl fencing on the adjacent parcel, although it may appear

elsewhere in the district. Mr. Reed said staff recommends denial of the proposed fence material.

Representatives from Ashdon Builders were present. Donnie Cross discussed the Design Guidelines and COA Review Process. He said at the time of their application they did not know the location of the fence yet; therefore, they did not fully include it on the application. He said that because the neighbors across the street had a vinyl fence it did not seem unacceptable. He stated that they believed the COA meant their entire application packet was approved.

Mr. McNaughton asked a question in reference to the application. Mr. Reed did clarify that the fence box was checked on the original application.

Ms. Pope asked when the applicant found out it wasn't allowed. Mr. Reed said when he saw it and then checked with Permits to inquire if they had received a permit. They had not, so Mr. Reed contacted the applicant about the apparent COA violation.

Mr. Pierce said the vinyl fence does not meet the Design Guidelines; therefore, the Board likely won't approve it.

Mr. McNaughton discussed the precedent that it sets. He stated his opinion that composite is a superior material and that the fence should be wood or composite. Ginny Cross said that they did not want a wood fence due to maintenance. Mr. McNaughton noted that they allowed composite because of that.

Mr. Vachon mentioned the possibility of the new homeowners wanting fences for their lots after they are constructed. He mentioned that they may have to come back to the Board. Ms. Cross mentioned they would screen the existing fencing along Peaceful Lane.

Discussion ensued about the fence requirements including the Design Guidelines prohibiting vinyl as a material, also referencing precedents differing with the vet clinic and courthouse green. Discussion also included the COA application process. The Board recognized the hardships but also explained that their job was to enforce the Design Guidelines and they don't take cost or financials into account.

Discussion continued about the direct application not going to the board just the staff report and conditions. There was discussion on the Board's job and staff recommendations not meaning the Board will or has to follow them. The Board also expressed that by approving the fence they would set a precedent for other applicants to believe the material was acceptable.

The applicant noted that the construction of the fence without approval was not intentional. They said they would have worked with the Board previously had they known the fence was not going to be approved.

Mr. Poole made a motion to deny the application for installation of a vinyl fence. There was discussion on conditions, including whether or not to include an acknowledgement of hardship.

Mr. Poole made a motion to deny the COA for vinyl fencing on the following conditions:

1. Acknowledgement of precedent for vinyl in the district.
2. Acknowledgement of a potential staff error that may have been made that led the applicant to believe vinyl was acceptable.

Ms. Pope seconded the motion. There was no additional discussion. The motion was approved by a vote of 5 to 0.

Old Business

There was no old business.

New Business

Under new business, Mr. McNaughton mentioned that there was a new Board member, Leanna Humphrey, joining the following month.

Mr. Reed discussed the upcoming annual report. He said a draft would be provided to the Board in advance of the July meeting.

Staff Update

Mr. Reed provided a quick update on projects. He said the Francis Land House NRHP and boundary decrease update was approved by the NPS on May 19. He said the 17th Street Cottages Historic District was listed in the NRHP on May 19.

Mr. Poole made a motion for the meeting to adjourn. Ms. Pope seconded the motion. The motion was approved by a vote of 5 to 0. The meeting was adjourned at 5:40 p.m.