



Wednesday, November 19, 2025  
4:00 P.M.

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

Approved January 21, 2026

**Members Present**

Steve McNaughton, Chair; Richard Poole, Vice Chair  
Jeff Coleman, Leanna Humphrey, Bernice Pope, Jim Vachon

**Members Absent**

Hayden DuBay, Jeff Pierce

**City Council Liaison Present**

Cal "Cash" Jackson-Green

**City Staff Liaison Present**

Ellie Dauernheim

**City Staff Present**

Mark Reed  
Lori Herrick Borden, Presenter

**Applicants/Applicant Representatives Attending**

Winston Matthew (#25-19)  
Jimmy Divita (#25-19)  
Aaron Webb, Public Works (#25-19, #22-05)  
Kristi Rines, Public Works (#22-05)  
Jerry Brown, Public Works (#22-05)

---

The meeting was called to order at 4:06 p.m. by the chair, Steve McNaughton.

**Minutes**

Mr. McNaughton asked the members to review the minutes from the October 15, 2025 meeting. Richard Poole made a motion to approve the minutes as presented. Jeff Coleman

seconded the motion. The minutes were approved by a vote of 5-0-1 with Jim Vachon abstaining as he was not present at the October 2025 meeting.

---

- Certificate of Appropriateness Application #25-19 – City of Virginia Beach Public Works Department – Request to replace existing signage and install new signage; 2473 Nimmo Parkway, GPIN 14947209690000 – Courthouse Historic and Cultural District

Ellie Dauernheim introduced COA application #25-19. She said the application was for the replacement and installation of signage at the Judicial Center.

Ms. Dauernheim said there were 15 existing signs that were going to be replaced and 3 new signs to be installed.

Ms. Dauernheim provided an overview of the existing signage locations. She specified that the proposed sign type 110 would include removal of the existing design and repairs to the surface in order to install the new sign panel. She said they would not be removing or changing the existing roof or the sign structure.

Ms. Dauernheim provided an overview of the proposed new signage. She said there were 8 different sign types, with a different number of proposed signs per type. She said they will be made of a 1/8" thick painted aluminum panel with a 1 ½" thick HDU panel with routed frame and rounded tamper resistant fasteners. She said the aluminum panel will be Pantone 2479C and the frame will be Pantone 4248C, with 2479C being brown in color compared to the existing red tone at the site but the color was still acceptable.

Ms. Dauernheim showed an aerial map with the proposed signage.

Ms. Dauernheim said the freestanding signs would be either 7 feet 2 inches or 5 feet 7 inches in height. She said the posts would be made of 4x4 nominal pressure treated wood and installed into the ground with concrete footing. She said the proposed materials were generally acceptable according to the Design Guidelines.

Winston Matthew and Jimmy Divita, representatives from the sign company, showed the Board a mock-up of the proposed signage including materials. The Board appreciated them bringing the sample. Aaron Webb from the Public Works Department explained the signage. He said they may replace the rest of the signs at the Municipal Center at a later date.

Mr. Poole asked if they would be unified. Mr. Webb said they were just doing the Judicial Center at the moment. Mark Reed said they could come back and apply for a general COA for signage at the Municipal Center.

Bernice Pope asked about the color. Mr. McNaughton said it was consistent and simple.

Ms. Pope asked about the posts and material. Mr. Webb said they were going to replace them and they would be a wood material.

Mr. Vachon asked if they were wayfinding signs. Mr. Webb said not all of them, some of them showed what was prohibited inside the buildings.

Mr. Vachon asked for clarification on the building-mounted sign. Mr. Webb said there was only one building-mounted sign. Mr. Vachon asked if building-mounted signs were typical on municipal buildings. Mr. Reed said the signage was not usually mounted to the building. Mr. Webb clarified that they were replacing the existing sign and just modifying the material.

Mr. Poole made a motion to approve the COA subject to the conditions listed in the Staff Report. Mr. Vachon seconded the motion. The motion was approved by a vote of 6 to 0.

### Old Business

#### **Recycling Attendant Booth Update (COA #22-05)**

Mr. Webb introduced Kristi Rines and Jerry Brown from the Waste Management division. He discussed where the recycling program was headed.

Councilmember Jackson-Green arrived.

Ms. Rines said the recycling program was a pilot program but was very popular. She said there were 16-18 dumpsters previously on the site and it had become difficult to keep clean. She said the booth was used by staff who greet people at the site and inform them of what is accepted. Ms. Rines said the face-to-face interaction was beneficial for the program. She stated that the attendant booth was temporary because the program was a pilot program. She said they were hopeful to expand the program to other parts of the city and described who typically uses the program.

Mr. Webb described the black chain link fencing present at the site versus vinyl fencing. He said that staff uses the booth and it was ADA compatible/compliant. He requested that the HRB grant them a 4-year extension so that they can continue to see where the recycling program is heading and allow them time to determine if it is worth a permanent structure.

Mr. Reed discussed the previous COA extensions and compatibility of the structure. He said a permanent structure would have to come back to the HRB for design review.

Mr. Webb discussed the landscaping at the site and how it blocks the view from West Neck Road. Mr. Poole discussed painting the structure green. Ms. Pope mentioned adding bushes.

Mr. Poole made a motion to approve a 4-year extension from November 19, 2025 to November 19, 2029. Ms. Pope seconded.

Mr. Vachon asked about the sandwich board signage. Ms. Rines said it was temporary and only brought out when the attendants were present.

The motion was approved by a vote of 6-0.

## **Municipal Center EV Charging Update**

Lori Herrick Borden, from the Public Works Department, was present. She provided a background on the previous presentation and expressed that the project was important for the Municipal Center because over 400 cars are parked there every day.

Ms. Borden said they had received \$190,000 in funding with a \$2,500 grant for vehicles and IRS tax credit. She said they had 9 sites under design. She said the city had 6 electric vehicles in their fleet; 4 Chevy Equinoxes and 2 Ford F-150s, 5 of which will be used by Public Works. She said they hoped to do a pilot program to see if City employees would use the electric vehicles and then could get more in the future.

Ms. Borden said that EV charging was challenging and the city could play a role in making it better.

Ms. Borden showed vendor examples of the proposed chargers. She said they planned to have them painted black to match the existing streetlights. She discussed the curb stops and painting the parking spaces and said they would paint the spaces green not blue. She said they would paint the payment box for the fleet scanner and asked the Board for opinions.

Ms. Pope asked where the chargers would be. Ms. Borden said they were planning to have them by Buildings 1, 3, 8, and 12 for the fleet/charging locations.

Ms. Pope asked how many there were. Ms. Borden said there were two chargers per post, which is close to a proposed 1:1 relationship. She said they would automatically kick on to charge city vehicles after 10:00 p.m., as that is when electricity is cheaper for time of use. She said they planned to start with Building 33 and install 4 dual chargers.

Ms. Borden discussed the camouflaging of the equipment. She said they would ideally include plants to shield the view of the chargers. She said they would like to create a municipal center standard for EV charging.

Mr. Poole asked if they could provide a mock-up of the fleet scanner and the white color.

Ms. Pope asked how long the charge lasts. Ms. Borden said staff averages 40-50 miles per day and the vehicles get about 300+ miles per charge.

Mr. Coleman asked if the fleet scanner could go in a wooden cabinet to make it more aesthetically pleasing. Ms. Borden said maybe, and that they could also paint it black to match.

Mr. McNaughton asked about wrapping it. Ms. Borden asked if black would be a good color. Mr. Coleman said black would be better.

Mr. Vachon asked if they would be in the middle of parking lots. Ms. Borden said they would be on a sidewalk side of a parking lot, but the sidewalk would have to be removed, and a new sidewalk poured so there wouldn't be a tripping hazard.

Mr. Reed asked about the locations. Leanna Humphrey discussed the locations and contexts of where they are and how they interact with buildings. Ms. Humphrey said she was not bothered by the white color and any signage would be similar to ADA signs existing at the site. She said the larger infrastructure would be less frequent than the chargers.

There was discussion on the landscaping and making the chargers clearer. Ms. Borden said they hoped to do everything in a holistic way, starting with building 33.

Ms. Pope asked about the locations. She suggested the addition of wrapping or painting to condition #1 that Ms. Borden presented.

Mr. Coleman asked about a timeframe of the master plan. Ms. Borden said the grant stops in May.

Mr. Reed said that conducting a site visit to look at the locations of the chargers would be helpful.

Ms. Pope asked how long the lifespan of the chargers were.

#### New Business

- Recommendation of Officer Slate for 2026

Mr. Poole nominated Mr. Pierce for Vice Chair. Ms. Pope asked if they could just keep the same officers. Mr. Coleman nominated Mr. McNaughton for Chair and Mr. Poole for Vice Chair. Mr. Poole expressed his desire to step off of being Vice Chair. Ms. Dauernheim said she would check with Mr. Pierce about the nomination for Vice Chair as he was not present at the meeting.

- Nomination Updates – December 11, 2025 DHR Meeting

Mr. Reed gave an overview of the three NRHP nomination updates to be heard by the Virginia DHR Boards at their quarterly meeting in December. He asked if the HRB would be interested in writing a letter of support for the nominations.

Ms. Pope asked if the owners wanted the update. Mr. Reed said that they allowed the consultant to go on the property and take photographs for the update, so they were informed of the update.

Mr. Poole asked when the addition to the back of Pleasant Hall was added. Mr. Reed said 1990. Mr. Poole asked if they had considered taking it off. Mr. Reed said no, it wasn't visible and it kept the modern aspects out of the historic house. Mr. Poole said that the additions were contrasting.

Councilmember Jackson-Green said he visited New Jerusalem Church. He said it looks different in person but the addition goes well with the building.

Ms. Pope made a motion to write a letter of support. Mr. Poole seconded. The motion carried 6-0.

Councilmember Jackson-Green asked if the Board had any comments he could make to City Council on behalf of the HRB.

- Review of bylaws

Ms. Dauernheim provided an overview of the small update.

Ms. Pope made a motion to approve the amended bylaws. Mr. Coleman seconded. The motion carried 6-0.

#### Staff Update

Ms. Dauernheim said there were no upcoming trainings for the month of December.

Mr. Coleman asked for an update on writing a letter for the Nimmo Church ordinance. Mr. Reed said Mr. McNaughton had signed the letter and he was going to send it to the Planning staff to send to the Planning Commission. Councilmember Jackson-Green asked that the letter be forwarded to him. Mr. Reed said the letter was going to Planning Commission for their December meeting and was anticipating that the item would go to City Council in January and a copy of the letter would be provided to the members of City Council at that point.

#### Adjournment

Councilmember Jackson-Green asked if the Board was fully appointed. Mr. McNaughton said they were.

Mr. McNaughton noted that the next meeting would be on January 21, 2026 at 4:00 p.m.

Mr. Poole made a motion to adjourn. Ms. Pope seconded. The motion carried and the meeting was adjourned at 5:28 p.m.