



CITY OF VIRGINIA BEACH HISTORICAL REVIEW BOARD MEETING MINUTES

Wednesday, October 15, 2025
4:00 P.M.
Planning and Community Development
Building 3, 2403 Courthouse Drive, Conference Room 134

Approved November 19, 2025

Members Present

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

Members Absent

Hayden DuBay, Jim Vachon

City Staff Liaison Present

Ellie Dauernheim

City Staff Present

Mark Reed, Kaitlen Alcock, Tori Eisenberg, Diamond Royster

Applicants/Applicant Representatives Attending

Chad Clark (#25-18)
Angelica Docog (#25-18)
Eddie Bourdon (#24-09)
Donnie Cross (#24-09)

Public Present

Leon Guanzon

The meeting was called to order at 4:05 p.m. by the chair, Steve McNaughton. Mr. McNaughton introduced the new member, Jeff Coleman. Mr. Coleman introduced himself to the Board.

Minutes

Mr. McNaughton asked the members to review the minutes from the August 20, 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 Mr. Coleman abstaining as he had not joined the HRB prior to the August 2025 meeting.

- Certificate of Appropriateness Application #25-18 – City of Virginia Beach Cultural Affairs Department – Request to modify existing well structure and install one new sign; 3131 Virginia Beach Boulevard, GPIN 14971512270000 – Francis Land House Historic and Cultural District

Ellie Dauernheim introduced COA application #25-18. She said the application was for the modification of an existing well structure and the installation of a new sign at the Francis Land House.

Ms. Dauernheim said the existing well structure was made of wood and open to the brick well in the ground. She said it sits to the left of the sidewalk that leads to the primary visitor's entrance and showed an image of its proximity to the entry door.

Ms. Dauernheim said the proposed plan includes using the existing structure and adjusting it. She said the applicant will keep the wooden frame and add new wooden panels, a cap rail, and vertical sections.

Ms. Dauernheim discussed the proposal. She said they are proposing to construct new cedar panels with horizontal slats which will be installed onto the existing frame, and the panels will have wooden slats that will be chamfered on the edge and glued, nailed, and screwed to the trim. She said the measurements adjust to reflect the ground slope.

Ms. Dauernheim continued saying they are also proposing to add doors to access the well from the top of the structure. She said the door panel will be 5/8 x 5 1/2" cedar board and be 70" by 48" to be placed on the top of the structure.

Ms. Dauernheim said they will add 4x4 vertical posts 36" tall with bracing and a 4x4 70" long cross brace which will be centered over the structure and support a pulley.

Ms. Dauernheim stated that the proposed hardware is black. The proposed hinges are about 7.5" by about 9" and 0.14mm thick. The proposed handles are about 10" by about 1.5" and project about 2" from the wood. The new pulley and cleat are proposed to be placed from the cross brace. The pulley is 4.25" by 6.75" and will match the other proposed hardware.

Ms. Dauernheim said they are also proposing to install one sign. She said the sign will be 18 inches in height and 14 inches in length and be a 1/4 inch exterior CHPL graphic. She said the sign was similar to the designs approved in July 2025 for AR. She said staff has recommended that they ensure the sign meets ADA standards, including potentially moving the sign if need be.

Ms. Dauernheim said there are other wells in Historic and Cultural Districts. She said the one at the Lynnhaven house is most similar to what they are proposing at Francis Land. She said the

Thoroughgood house also has a well. She said both of the wells include doors or access points over the top of the well.

Ms. Dauernheim said that it was staff's opinion that the request to modify the existing non-historic well structure and install one new sign is acceptable. She said staff is recommending approval on the conditions that the structure is not painted, and the proposed sign will be ADA compliant. She said the proposed design is compatible with the Historic & Cultural District Design Guidelines for signage and new construction in the Historic and Cultural Districts and that the proposed modifications to the non-contributing well structure are appropriate.

Ms. Dauernheim said Mr. Clark was present if the Board had any questions.

Bernice Pope arrived during the staff overview.

Mr. Pierce asked if the doors would hit the cross brace when opened. Mr. Clark said they would not.

Mr. Poole asked if it was going to be painted white. Mr. Clark said they were planning to leave it wood but could do either.

Ms. Pope said she preferred the natural wood.

Mr. Reed discussed the existing well and the location under the sidewalk. He discussed the earlier alternatives to the structure there. He said the proposed plan looks better and more like a well structure than the previous versions.

Mr. McNaughton asked how deep it was. Mr. Reed said it was maybe 13-14 feet. He said it did not produce anything archaeologically. He said it was probably in use until the 1920s when running water was introduced.

Mr. McNaughton asked if it was original to the house. Mr. Reed said there wasn't anything done to date it. He said there were photographs from the early 20th century that show the ceramic insert above ground.

Ms. Pope asked if they were going to include a bucket. Mr. Clark said likely not so people don't mess with it.

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

- Modification of Certificate of Appropriateness Application #24-09 – Ashdon Builders 1, LLC – Request to install fencing; 2487 North Landing Road/2524 Peaceful Lane, GPIN 14948122690000 – Courthouse Historic and Cultural District

Mr. Reed introduced the modification of COA application #24-09.

Mr. Reed discussed the original COA for residential development. He said it was for 7 single-family homes and was approved in July of 2024. He discussed the history of the application. Mr. Reed discussed the new plan including the proposal to remove one section of fencing, install picket fencing, and landscaping. He said staff's recommendation was approval and denial, with the approval of the removal of the section of fence and the denial due to the material of vinyl being prohibited in the design guidelines.

Eddie Bourdon, representative for the applicant, was present. He discussed the prior approval and COA. He asked if the Board had the opportunity to review the staff report and the application submitted.

Ms. Pope asked for clarification on the applications and dates. Mr. Reed clarified and said it was the same development as previously approved in July of 2024 and the proposed fencing had been denied at the June 2025 meeting.

Mr. McNaughton said the original application paperwork for July 2024 was not seen by the Board.

Mr. Bourdon continued discussing the previous application.

There was discussion on the location and visibility of the fence and landscaping.

Ms. Pope discussed the guidelines and said the Board's job is to enforce what the guidelines are.

Mr. McNaughton said the Board doesn't want to approve vinyl in a historic district. He stated that the Board is a group of volunteers. He said a fence was never discussed with the initial application and no sample or plan related to the fence was provided.

Mr. Poole said the fencing was still vinyl. He asked why they wouldn't put up a new fence in a new material.

Mr. McNaughton asked if the new picket fence could be wood or composite. The property owner, Donnie Cross, said they wouldn't be opposed to that.

Mr. Pierce asked why they should approve vinyl for fencing that did not exist. He said vinyl isn't an acceptable material according to the guidelines but composite helps. He asked if there would be a deed restriction on the fence closer to the road. Mr. Cross said landscaping is not present. Mr. Bourdon said they could do a deed restriction and said that the 4-foot fence could be up to 10 feet with a permit.

Mr. Pierce discussed options and matching fences.

Ms. Humphrey said she appreciated the applicant's cooperation. She asked to see a satellite view of the property.

There was discussion on the composite fence for the veterinarian office adjacent to the development.

Mr. Cross discussed the fence by lots 6 and 7. He said they want to install the 6-foot vinyl fencing at the rear of the lots. He said the two houses will be so close together the fencing won't be visible.

Mr. Poole said if it's visible they don't want it because it's vinyl.

There was additional discussion.

Mr. Poole asked about a compromise.

Mr. Coleman suggested wood for the new fencing. He said they should do the best they can to maintain it and discussed visibility of wood and hiding the fencing.

Mr. Poole suggested all new fencing be wood or composite.

Ms. Humphrey said it doesn't meet certain requirements. She said she was not concerned with the fencing in between the houses. She said the landscaping was good.

Mr. Pierce said he doesn't like vinyl fencing. He said if you don't see it, that's good. He said if Lot 1 had a compliant fence that would be good.

Mr. Cross said they planned to remove the fence from the west. He said they could leave it cedar and not paint the wood. He said white would be more consistent with the existing vinyl.

Mr. McNaughton suggested allowing the existing east portion to be vinyl and the rest would be wood. There was additional discussion.

Mr. Poole made a motion with the following conditions:

- All new fencing will be in conformance with the design guidelines (not vinyl).

Mr. Coleman seconded the motion. There was discussion on the motion.

Ms. Pope said the applicant should bring a sample of the material to the Board.

Ms. Humphrey made a motion to approve the COA with the following conditions.

- The white vinyl fencing on the west side will be removed.
- The vinyl fencing to the rear of Lot 1 will be changed to wood.
- There will be wood picket fencing on the north in Lot 1.
- The new fencing will be wood with the exception of the side yard in between the lots.
- The applicant will provide a sample of the materials to the Board for review.

Mr. Coleman seconded the motion. There was no additional discussion.

There was a vote to make Ms. Humphrey's motion the main motion. That motion was passed 6 to 0.

The Board then voted on Ms. Humphrey's motion. The motion was approved by a vote of 6 to 0.

Old Business

The Board recessed for 3 minutes from 5:43 p.m. to 5:46 p.m.

Ms. Dauernheim discussed recent projects completed at the Francis Land House.

Mr. Reed discussed the recent historic context survey. He asked the Board if they were able to access the survey through the link he sent. He gave Ms. Pope a physical copy of the survey as she requested.

New Business

- Nimmo Church Historic and Cultural District

Mr. Reed gave the Board an overview on the Nimmo Church Historic and Cultural District. He said the action the Board would take would be to write a letter to Planning Commission and City Council. Mr. Reed discussed the process for removing a historic district and described the history of the church, its architectural features, and other buildings in the district. A copy of the draft ordinance was provided to the Board.

Mr. Coleman asked what the reason was for the removal. Mr. Reed said they did not want to have to go to the HRB for approval of projects.

Mr. McNaughton discussed the additions that came to the HRB. Mr. Poole mentioned that one of the additions proposed to cover the steeple.

Kaitlen Alcock, Planning Administrator, said that the process would be a decision by the Board to support the removal or not, and then a vote to write a letter and include reasoning for their stance.

Ms. Pope made a motion for the Board to write a letter opposing the removal of the Nimmo Church Historic and Cultural District overlay. Mr. Coleman seconded the motion.

Mr. Pierce stated that he may have a conflict of interest, as his firm designed the addition for Nimmo Church. He said he would abstain from any vote or discussion. Mr. Pierce's abstention letter is attached to these minutes.

Ms. Humphrey asked about the contents of the letter. Mr. Coleman discussed the precedent. Mr. Poole mentioned that they were a private group. Mr. Poole asked if the church got any benefits from being in a historic and cultural district.

There was discussion on the public record of the letter. Ms. Alcock said the Board members also had the opportunity to speak in front of Planning Commission or City Council about the removal if they desired.

The Board decided they did not need to review the letter at the next Board meeting.

The motion was passed by a vote of 5-0-1 with the aforementioned abstention of Mr. Pierce.

- Upcoming Trainings

Ms. Dauernheim reminded the Board of the upcoming training opportunities. She discussed the Virginia Department of Historic Resource's Certified Local Government Training and the National Alliance of Preservation Commission's monthly webinar.

- HPC Public Meeting

Ms. Dauernheim told the Board that the Historic Preservation Commission was going to hold their annual public meeting on November 5th at 6:00 p.m. at Old Donation Church.

Mr. Reed said that there would be a presentation on dendrochronology, which has been used to date some of the historic buildings in historic and cultural districts in Virginia Beach.

Mr. Poole asked about the color of the brick on Old Donation Church. Mr. Reed explained that the building had been a ruin and was restored/reconstructed and the coloration is differentiation between old and new.

Staff Update

Mr. Reed mentioned that Ms. Dauernheim was now the staff liaison to the Historical Review Board.

Adjournment

Mr. McNaughton noted that the next meeting would be on November 19, 2025 at 4:00 p.m. The meeting was adjourned at 6:11 p.m.

Attachment 1: Jeff Pierce Abstention Letter

October 29, 2025

Kathy Warren
Planning and Community Development Department
2403 Courthouse Drive, Bldg 3
Virginia Beach, VA 23456

Re: Abstention Pursuant to the Conflicts of Interests Act, Va. Code Section 2.2-3115(F)

Dear Ms. Warren:

Pursuant to the State and Local Government Conflict of Interests Act, I make the following declaration:

1. I am executing this written disclosure regarding the Historical Review Board's discussion and vote to draft a letter of opposition on October 15, 2025 – Agenda Item 6 – New Business – Nimmo Church Historic and Cultural District – regarding Nimmo United Methodist Church's request to remove the Historic and Cultural District Overlay.
2. I serve as Federal Principal and Technical Director at Dills Architects, PC located at 1432 N Great Neck Road, Suite 204, Virginia Beach, VA 23454. Dills Architects may financially benefit from the ultimate decision on the above-mentioned request.
3. Due to their involvement, I abstained on this item.

Please record this declaration in the official records of the Historical Review Board. Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff K. Pierce".

Jeff Pierce

Historical Review Board Member