



**Transition Area/Interfacility Traffic Area (TA/ITA)
Citizens' Advisory Committee
Thursday, August 7, 2025
Municipal Center, 2416 Courthouse Drive
Building 19, Room A
5:30 p.m.**

MEETING SUMMARY MINUTES

Members Present

William Brunke, Diana Hicks, Donn Lee, Jessica Windish, Melissa Horal, Michael Karslake, Kenneth Landfield, John Cromwell, Robert White, Paul Merritt

Members Absent

Thomas Luckman

City Council Liaison

Barbara Henley

City Staff Present

Alexis Bailey, Marchelle Coleman & Victoria Eisenberg

The meeting was called to order at 5:32 p.m. by TA/ITA Chair Diana Hicks.

Chair Hicks welcomed everyone to the meeting.

Roll Call

- Chair Hicks did roll call

Phil Bonifant

- Chair Hicks introduced Phil Bonifant to provide a presentation on his Modification of Conditions application.
 - Mr. Bonifant explained that he is seeking to modify his existing Conditional Use Permit for an Assembly use to remove the existing pole barn and in the same location construct a greenhouse.
 - Questions were asked regarding the location and size of the greenhouse in comparison to the pole barn, stormwater, and parking.
- A motion to send a letter of approval was made by Robert White and seconded by Michael Karslake. The motion was approved by a vote of eight to zero.

ASC Real Estate, LLC (Margaret Shaia)

- Chair Hicks introduced Dave France and Margaret Shaia to provide a presentation on the Conditional Use Permit application for a Bulk Storage Yard.
 - Mrs. Shaia explained Acoustical Sheetmetal's business.

- Mr. France explained that ASC Real Estate, LLC is seeking a Conditional Use Permit for Bulk Storage Yard.
- Questions were asked regarding the Southeastern Expressway, truck deliveries, stormwater management, screening, height of the materials stored on the site, conformance to the Innovation Park Design Guidelines, and the possibility of adding additional landscaping along the property line.
- Chair Hicks discussed creating a draft letter outlining concerns with the project to be discussed further at the September regular meeting.

Review and Vote of the FY 2024 – 2025 Annual Report

- Chair Hicks asked for discussion changes to the Annual Report and asked for discussion
- A motion to approve the FY 2024 – 2025 Annual Report was made by Robert White seconded by Paul Merritt. The motion was approved by a vote of eight to zero.

Update on the Comprehensive Plan Process

- Chair Hicks discussed a letter sent to staff regarding the new draft of the Comprehensive Plan.
- Chair Hicks discussed concerns with the current draft of the Comprehensive Plan.

Discussion on the VBDA Request for Expansion of Innovation Park / Change of Use for City Owned Land

- Chair Hicks asked for discussion on the briefs presented to City Council and the Virginia Beach Development Authority regarding the expansion of Innovation Park.

Approval of July Summary Minutes

- Chair Hicks asked if there was any discussion or edits to the July minutes.
- A motion to approve the July Summary Minutes with edits was made by Jessica Windish and seconded by Bill Brunke. The motion was approved a vote of eight to zero.

Old Business

- There was no new business.

New Business

- There was no old business.

Closing

Meeting Adjourned at 7:24.