

## Virginia Beach Historic Preservation Commission

General Meeting Minutes – April 6, 2016

Convention and Visitors Bureau

Approved May 4, 2016

**Present:** Bernice Pope, Chair; Mac Rawls, Vice Chair; Sharon Felton, Treasurer; Katie Paulson, Secretary; Michel Ashe; Bill Gambrell; Diane Horsley; Lee Lockamy; Sharon Prescott; James Wood

**Student Members:** Chloe Cohen; Taylor Lavin

**Council Liaisons:** Rosemary Wilson

**Staff:** Jeryl Phillips

Chair Bernice Pope called the meeting to order at 5:04 pm. The Commission reviewed the minutes from the March 2<sup>nd</sup> meeting. The minutes were unanimously approved.

The Strawberry Festival Committee is working to prepare for the event, which is held on Memorial Day Weekend. The committee has not yet met, but Mr. McAtamney delivered the vendor form to the Festival headquarters so the Commission's booth location will be included in the print materials. The Committee will schedule a meeting soon.

Ms. Phillips and Ms. Pope provided an update on the proposed FY17 budget. The proposed budget includes staff salary for the Historic Preservation Planner I (.5 FTE permanent part-time position), who provides staff support to the HPC, but nothing for non-personnel expenditures to support HPC or other City historic preservation program activities. The Planning Department requested a number of non-personnel expenses totaling \$24,000 and received none. Ms. Pope has given Ms. Wilson a budget request for \$35,000 and a request for an increase in staffing to .8 FTE to allow for an increase from 24 hours/week up to 32 hours/week. The Commission is planning to advocate for additional funding at the public meetings being held at the end of April. Ms. Wilson suggested that all those wishing to speak on behalf of this request call ahead and ask to be grouped together for maximum effect.

Mr. Gambrell provided an update on the Bylaws Committee, which met on April 6<sup>th</sup>. The Committee agreed upon changes that include technical modifications that mirror those in the Historic Review Board bylaws, as dictated by the CLG requirements. Additionally, the committee eliminated the Treasurer position and created a 1<sup>st</sup> and 2<sup>nd</sup> Vice President. The bylaws amendments will be sent to the city attorney's office for review and approval and will be available for review by the Commission at the next meeting.

Mr. Rawls updated the Commission on the Cape Henry Committee. The funding is back on track with city support. The next step is to get the new base commander, Preservation Virginia, the Coast Guard, and NPS together to discuss the existing resources and develop a plan. The ultimate goal of this Committee is to open the second lighthouse to visitors. Ms. Phillips suggested that Mr. Rawls contact Mr. Robert Matthias in the City Manager's Office (intergovernmental affairs) about setting up this meeting to ensure proper protocol.

Ms. Felton and Mr. Lockamy provided a report on the Historic District Committee. There has been no change in the status of the Seatack PIF. The neighborhood is currently working on designing signage to highlight the history of the area. The Cavalier Shores neighborhood is expressed interest in beginning the PIF process. More communities are becoming aware and educated about the program and its benefits. Mr. Lockamy noted that Mr. Reed and Mr. McAtamney are researching a possible rural district designation for Princess Anne County.

Mr. Gambrell updated the Commission on the Historic Preservation Planning Committee. Mr. Reed is working preservation into the Comprehensive Plan, which is going to Council on May 17. Ms. Phillips added that there is now a more robust chapter on Historic Resources in the Plan's Technical Report. Next, the City's Historic Resources Management Plan (1994) will be reviewed and updated.

Mr. Rawls presented for the Kempsville Committee. A current concern is the Carraway House is for sale. The house is one of fourteen local historic and cultural districts, which carries regulations from owner to owner. The current owner wants to ensure the home is preserved. It is currently not on the local, state or national register. Mr. Rawls indicated that the owner is working on drafting deed restrictions/covenants of sale (preservation easement) and that he sent to owner a local register application.

Ms. Prescott is chairing the Committee on Policies for City-Owned Buildings. Mr. Reed sent the inventory of city-owned buildings that are 50 years or older. Ms. Prescott is outlining policies, including acquisition and demolition, as well as renovation, rehabilitation, and maintenance. She also wants to add photos and signage for each building to create a comprehensive record for each. The goal of the Committee is to create a notification process that would alert the Commission to historic properties that are slated for sale or demolition.

Ms. Paulson updated the Commission on the Historic Site Recognition Committee. The Historical Register Review Committee is in the process of scheduling a review meeting for the properties it visited this quarter. Mr. McAtamney has taken the lead on updating the 50 Most Significant Sites publication by asking the Commission to send suggestions for new listings.

Mr. Wood updated the group on the Sea Level Rise Committee. He has identified a number of working groups to get involved with.

Ms. Phillips provided an update to the Commission on the research grant program under Old Business. The news release went out and the deadline for submission is April 27; so far none have been received. Mr. Reed met with the social studies chair and is doing additional outreach to publicize the program. Ms. Phillips also presented the final artwork received from the vendor for the local historic roadway marker design, which has been approved.

Ms. Pope presented the mayor's proclamation of the recognition of the Nansemond tribe to Mr. Lockamy.

Ms. Horsley provided a report on the Princess Anne Courthouse Committee in Dr. Carwell's absence. On March 24<sup>th</sup> the Committee met with the facilities engineer with the city and discussed the upcoming renovations to the building, included the portico restoration, HVAC updates, and first floor renovation. The city will present to the HRB for the replacement design for the portico, which is set to cost \$170,000 and will be completed by October of this year. The Committee will meet again on April 21 to go over all changes and updates in the building. The city attorney's offices previously housed in the building have been relocated in order for the renovations to be completed and are not interested in returning once they are complete; other city offices have remained. This may allow for the opportunity to develop an adaptive reuse of the building, which can be decided upon after the completion of the historic structures report. The city manager has approved the transfer of funds to the Planning Department for the historic structures report and Mr. Reed will prepare a scope of work for professional services using the City's annual services contract with Waller Todd & Sadler. It is estimated that ~~the~~ report will would take six months to complete.

Under new business, Ms. Phillips reported that Mr. Reed completed an application under the DHR cost share survey program for a city-wide archaeological assessment, which would provide a baseline for archaeological resources within the city. Mr. Reed requested \$20,000, which requires a \$10,000 local cash match. The report would review existing information in the DHR files, would identify any undocumented resources, and would provide a map. The report will provide useful information about vulnerable archaeological resources for the City's Sea Level Rise and Recurrent Flooding Response Plan, current under development.

Mr. Lockamy and Mr. Reed met with the Army Corps of Engineers about the Great Neck archaeological site. DHR is doing a three-week field school at the site in May. Mr. Lockamy will notify the Commission of the exact dates and times. The site is one of the best in the city for artifacts, containing material from 3000 years ago. The Commission would like to advocate for any artifacts discovered to be given to the Nansemond Indians, if feasible.

The meeting was adjourned at 6:13 pm.