Attending: Bill Gambrell (Chair), Jimmy Wood (First-Vice Chair), Sharon Prescott (Second Vice-Chair), Bobbie Gribble (Secretary), Bernice Pope (Immediate Past Chair)
Glenn Carwell, Michel C. Ashe, Mac Rawls, Jimmy Jordan, Sean Diment, Madeleine Penree,

Council Liaison: Rosemary Wilson

City Staff: Mark Reed

Public: Cheryl Scott, John Doucette (media – Princess Anne Independent News)

Welcome/Introductions Remarks – The meeting opened at 5:00.

Approval of December 6, 2017 Minutes -
Bernice Pope made a motion to approve the minutes of the December 6, 2017 Commission meeting. Mike Ashe seconded. The motion passed unanimously.

Election of 2018 Officers - Bernice presented the slate of officers from the Nominating Committee. Bill Gambrell asked for nominations from the floor. There were none. Bill Gambrell asked for a vote from the Commission for all in favor of electing the slate of officers as presented. The vote was unanimous.
   Chair - Bill Gambrell
   First Vice-Chair - James Wood
   Second Vice-Chair - Sharon Prescott
   Secretary - Bobbie Gribble

Jimmy Wood, First Vice-Chair took over as Chair of the meeting as Bill Gambrell had to leave.

Priorities and Goals 2018 - Mark Reed
Mark Reed reviewed the draft Priorities and Goals for 2018. He noted that the Executive Committee feels the top priorities are those related to the certified local government. The second priority is in the advocacy category.

Mark asked the Commission members to please note the committee responsible is listed under each priority and goal. He asked members to review the draft and provide additional input to the Executive Committee so these may be on the February meeting agenda for approval. The draft document that was presented is attached to these minutes.

Public Meeting 2018 - Mark Reed
We are again looking to have the Public Meeting during the first half of the year. Mark suggested that we might look for ways to get more public input at the meeting. He noted that we also expect to have some public meetings re: the revision and update of the strategic plan.

Sharon Prescott feels the public meeting is a great time to discuss student involvement and roles they can step into. Mark suggested presentations from our student members and grantees. The list of potential topics that Mark distributed at the meeting is attached to these minutes.
Committee Reports

**Princess Anne County Confederate Monument** - Jimmy Wood
The first meeting for the Princess Anne County Confederate Statue Roundtable is scheduled on January 19, 2018 in the City Manager’s Conference Room from 3 – 5 pm (2nd floor of City Hall).
As part of the meeting the committee will visit the monument and site. Notice of the meeting has been publicly posted.

Princess Anne County Confederate Statue Roundtable Members List

Sharon R. Felton, Co-Chair
James B. Wood, Co-Chair
Michael Berlucchi
Amelia Ross-Hammond
Kenneth Harris
Edna Hendrix
Michael Hucles
Rajeeb Islam
Stephen Mansfield
Eugene Ward
D.L. Williams
Charles Wilson
Israel Zoberman

**Recognition of History Buildings** - Katie was not able to attend the meeting. Mark Reed provided a report on her behalf. He said it is exciting to note that Green Hill has asked to be on the Virginia Beach Historical Register. It is the final National Register of Historic Places individually listed property to be listed on the Virginia Beach Register. That means that the Commission’s initiative to get all of the National Register properties listed on the local register is a 100% success. The presentation of the certificate and plaque will be at the February meeting.

Mark also noted that tomorrow (01/11/17) we will have a press release going out to announce the ten properties that were recognized on the Virginia Beach Historical Register in 2017.

**Student Leaders** - Sharon Felton, Sean Diment, Madeleine Penree
Sean Diment noted that the Student Leaders Committee held their first meeting on December 13. He said that due to the weather the publicity plans have been delayed. He noted the desire to establish the student leader committee by asking those who had applied to be Student Members if they would be interested in being part of a committee

For the Clio app, the first entries have been assigned and we will soon see how they work out. One future idea is to convert an abbreviated version of the Clio entry to post on the City’s Facebook page. Students can take the photographs and then the student will get credit for their picture.

Madeleine Penree reported on the Strawberry Festival. She said they are looking for interactive activities for attendees.
**Project Updates** - Mark Reed

*Cavalier Shore PIF* – The Preliminary Information Form for the Cavalier Shores neighborhood went to the State Review Board on December 14th. The State Review Board determined it to be eligible for listing on the National Register as a Historic District. Mark has done a draft RFP for the National Register nomination with a Feb 23rd deadline for submittals. The goal is to try to get the nomination completed by the end of 2018.

*Archaeological Assessment* – As previously reported this project has been delayed in getting underway. The state wants to move forward with the project and has put additional funding into it to make it happen. The total cost is $28,700, with the City’s share at $10,000. The original agreement has been modified to show the state’s share of $18,700. The state has talked with the contractor, who says they can complete the project by mid-June.

*Architectural Survey* – The RFP for this project has been distributed. Proposals were due December 20, 2017. All proposals received came in well above the amount identified for the project ($20,000), at least 50% higher. Mark is putting the matrix together for evaluation of the proposals. The goal is to go forward and have a firm working on it by March 1.

*Courthouse Village and Municipal Center Historic District* - We are still waiting for it to be approved for listing on the National Register of Historic Places by the National Park Service. The Department of Historic Resources (DHR) was delayed in sending some of the September Virginia Landmarks Register approvals forward to the Park Service.

*Historic Structure Report for Princess Anne County Courthouse* – This report has been completed, although there are a few minor corrections that still need to be done. Mark passed a printed copy of the report around the table.

**Old Business**

*Federal Tax Credit Program*  
Mark Reed: The Federal Tax Credit Program survived in Congress. The Mayor and Rosemary Wilson were very active in advocating for this program to be retained. The Mayor sent a letter to Congressman Scott Taylor in support of the tax credit program. The federal program is still at the 20% level, although the payout is now over several years. There are some segments of the program that may fade away in the future. Mark noted that there are many communities that are relying on this program.

*Virginia Tax Credit* - The General Assembly is now in session starting today. It is anticipated that there may be bills introduced that would reduce or eliminate Virginia’s rehabilitation tax credit program. Mark noted that on February 8th there will be a legislative reception in Richmond and all interested should attend. He will send out some information. There was discussion among the members about going to Richmond for the day to advocate for historic preservation with the local delegation. Members were encouraged to attend and the student representatives said they will find out if they can attend. Please be prepared to advocate for this.

**New Business**

*Woodhouse Property Estates Court (1805 Estates Court)*  
This property came to Mark’s attention recently. This is considered a threatened property. Mark has checked with the DHR and found that archaeology has been done near the site (excavated in 1995) - they found Indian artifacts and Colonial items. Mark passed around a copy of the archaeological report.

Near the water is an oyster shed. DHR staff said that even if it is from the 1950s or 1960s it would be a rare resource. The first step is to talk with the property owner or developer. They will first be asked to undertake an archaeological survey. If they are not willing to do that there are no ordinances that require them to. The state could come down as a fall back and get volunteers to do the survey. Mark has a hold on any demolition so if anyone does put in a request to demolish, Mark will be alerted to it.
Motion to adjourn: Mike Ashe made the motion and it was seconded by Glenn Carwell.

**Adjournment**

Next Meeting, Wednesday, Feb 7, 2018 5:00, Towne Bank Building, Suite 500
Virginia Beach Historic Preservation Commission
Top Priorities/Goals for 2018
Committee Assignments

Identified Priorities/Goals for 2018

Certified Local Government

➢ Historic Resources Surveys
  ○ Complete Phase 1 City-wide Archaeological Assessment (northern half)
  ○ Complete Phase 1 of Architectural Resources Survey Update (northern half)
  ○ Initiate Phase 2 City-wide Archaeological Assessment (southern half)
  ○ Initiate Phase 2 of Architectural Resources Survey Update (southern half)

➢ Update 1994 Historic Resources Management Plan
  ○ Work with VB Communications Office to develop plan for engaging the public
  ○ Hold public meetings to gather public input
  ○ Produce plan draft outline and begin completing sections of the plan

➢ Identify potential for extension of Historic Zoning in multi-property historic
districts listed in or eligible for listing in the National Register of Historic Places
  ○ Oceanan Neighborhood
  ○ Cavalier Shores

➢ Update local Historic Preservation Ordinance to include:
  ○ Extension of local zoning protection to archaeological resources
  ○ Inclusion in the Review Board of one or more additional members meeting the
    professional qualifications standards referred to in 36 CFR 61
  ○ A provision that specifies the city’s requirement for filling review board
    vacancies to insure that such vacancies do not remain unfilled for unreasonable
    periods of time
  ○ Design standards and guidelines for Historic and Cultural Districts
Advocacy

- Historic Preservation Planning
  - Presentations for City Council
    - Activities and accomplishments since last update (September 2016)
    - Princess Anne Courthouse Historic Structure Report
    - Recommendation on the Confederate Monument
  - Committee: Executive Committee

- Sea Level Rise and Historic Resources
  - Complete review and adjustment of the ArcGIS map layer of Architectural Resources
  - Create ArcGIS map layer of Archaeological Resources
  - Incorporate map layers of historic resources with map layers for projected levels of rise to identify threats to resources
  - Participate in city/regional/state planning initiatives
  - Develop informational materials and/or workshops for historic property owners
  - Committee: Jimmy Wood, Chair
    - Bob Magoon

- Historic Kempsville Master Plan
  - State Historical Highway Marker
  - Interpretive signs
  - Committee: Executive Committee

- Policies for City-owned Buildings and Sites (such as first telephone company building 22nd Street)
  - Update spreadsheet on City-owned buildings as needed
  - Complete development of Administrative Directive covering some of the following issues:
    - Acquisition
    - Sale
    - Maintenance
    - Renovation
    - Use
    - Archaeology
    - Recognition
    - Protection
  - Committee: Sharon Prescott, Chair
    - Diane Horsley
    - Kate Fisher
    - Tom Nicholas, City of Virginia Beach Public Works Department
Research Grant Program
  o Provide research grant funding for worthwhile projects with FY18 appropriated funds
  o Seek meaningful project proposals that will advance knowledge and awareness of local history
  o Expand reach of research grant program
  o Committee: Executive Committee

Student Members and Student Leaders Committee
  o Seek ordinance change to establish one member as a Junior that will serve for two years
  o Expand student participation beyond the two Student Members
  o Develop student advocacy for historic preservation in local high schools

Recognition of Excellence in Historic Preservation Projects
  o Continue to develop a program to recognize excellence in historic preservation in Virginia Beach for completed projects
    ▪ Cavalier Hotel – 2017
    ▪ Hickman House – 2018 (?)
    ▪ William E. Wood Farmhouse – 2018 (?)
  o Committee: Executive Committee

Preservation of Buildings, Sites, Historic Identity

Historic Preservation Program Structure
  o Coordinate with the Planning Department, City Attorney and Historical Review Board to investigate benefits of combining the HIRB within the IIPC
    ▪ This needs to be coordinated with the Preservation Zoning Ordinance items listed above under CLG

Princess Anne County Confederate Heroes Monument
  o Convene Princess Anne County Confederate Statue Roundtable (PACCSR)
  o Recommendation from PACCSR to IIPC
  o Recommendation from IIPC to City Council
  o Committee: Sharon Felton, co-Chair
                 Jimmy Wood, co-Chair

Cape Henry Historic Site
  o Support completion of old CHI Lighthouse improvements/stabilization as needed
  o Promote establishment of Cape Henry Lighthouse Association
  o Explore potential for restoration of 1902 Railroad Station
  o Resolve Admiral Comte deGrasse statue issue
  o Maintain coordination with stakeholders including JEB LC-FS, Preservation Virginia, National Park Service, U.S. Coast Guard and City of Virginia Beach
  o Support nomination of CH/Fort Story Historic District
  o Potential connection with Washington-Rochambeau National Historic Trail
  o Committee: Mac Rawls, Chair
Historic Districts

- Pursue establishment/expansion of Historical and Cultural District zoning overlays
  - First Telephone Building – 302 22nd Street
  - Expand Courthouse Historic District to include entirety of the proposed Courthouse East property
  - Expand Adam Thoroughgood House Historic District to include entirety of the recent boundary expansion for the National Register
  - Develop informational solicitation for private National Register property owners to voluntarily seek Historic and Cultural District protections
- Pursue Cavalier Shores National Register Nomination
  - Work closely with Cavalier Shores Civic League for the project
  - Engage professional firm in survey and nomination preparation
  - Submit completed nomination materials to DHR in 2018
- Identify other potential National Register historic districts during historic resources survey process and pursue eligibility determination and nominations as appropriate
  - Agricultural Research Experimental Station
  - Seabank
  - 20th-century residential and/or commercial districts
  - Rural districts
- Historic District Identification Signs
  - Research Historic District identification signs in other communities
  - Develop standards and guidelines for identifying signage for local Historic and Cultural Districts and identifying signage for National Register Historic Districts
  - Develop standards and guidelines for identifying historic areas that do not meet criteria for local, state or national districts

Committee: Sharon Fellon, Chair
Lee Lockamy

Threatened Buildings

- Develop list of potentially threatened historic buildings, structures and sites
- Work with property owners, developers and City staff to ensure positive outcomes for threatened historic buildings, structures and sites

Committee: Jennifer Estes, Chair
Increased Public Awareness and Involvement

➤ Recognition of Historic Buildings
  o Virginia Beach Historical Register (VBHR)
    ▪ Launch initiative to get properties profiled in “50 Most Historically Significant Houses and Structures in Virginia Beach” to apply to the VBHR
    ▪ Develop marketing/communications plan to encourage historic property owners to complete and submit applications to the VBHR
    ▪ Identify additional City-owned buildings to be placed on VBHR
  o Committee: Katie Paulson, Chair
    Mike Ashe
    Steve McNaughton
    Lester Fabiszewski
  o Update 50 Most Significant Houses and Structures publication
    ▪ List potential additions
    ▪ Research history of potential additions and make selections
    ▪ Initiate draft of revised publication
    ▪ Develop publication strategies
  o Committee: Katie Paulson, Chair
    Jimmy Jordan (lead on 50 most significant)

➤ Recognition of Community History and Historic Preservation
  o City Historical Marker Program
    ▪ Establish a list of potential markers that represent cultural, historical and geographic diversity
    ▪ City Administration approval; ordinances as required
    ▪ Presentation to City Council
  o Interpretive Panels/Signs
    ▪ Review existing informational sign program located on Boardwalk and other locations in the City
    ▪ Research interpretive sign programs in other communities
    ▪ Develop local interpretive panel/sign program
    ▪ Coordinate with Historic Kempsville sign program as appropriate
  o Diverse Community and Preservation
    ▪ Support proclamation of African American Heritage Month for February 2018
    ▪ Support proclamation of Native American Heritage Month for November 2018
    ▪ Investigate viability of proclamations for other cultural communities significant to Virginia Beach’s history.
    ▪ Investigate viability of proclamations for historic preservation. These may include:
      • Historic Preservation Month (May)
      • Archaeology Month (October)
- Contribute regular articles to the Virginian Pilot/Beacon on local history
  - Committee: Executive Committee
- Public Events
  - Participate in 2018 Strawberry Festival
  - Participate in 2018 Neptune Festival
  - Explore potential for Holiday Historic Houses Tour in December 2018 or for a Historic Houses Tour at an alternative time of year
  - Explore partnership with PAC/VB Historical Society
  - Explore partnership with ViBe Creative District
  - Explore Partnership with Council of Garden Clubs
    - Historic Garden Week in Virginia
  - Develop Publicity Committee
  - Committee: Jimmy Wood

> Public Meeting
  - Host a Public Meeting in 2018
  - Committee: Sharon Prescott, 2nd Vice-Chair – Chair

12/28/2017
Virginia Beach Historic Preservation Commission

Public Meeting 2018

Potential Topics for the Agenda

- Research Grant Program
  - Historical Highway Markers
    - Col. John Thorowgood, Jr.
    - Cape Henry Railroads
    - Skirmish at Kempsville
    - Camp Ashby
    - Meeting of Washington, Rochambeau and de Grasse
  - Interpretive Sign Panel
    - Life-Saving Stations and Their Keepers
  - Research Papers
    - African-American Communities
    - Seaview Beach and Amusement Park
    - Seatack
  - Curriculum Development
    - VBCPS Elementary Level

- Presentation on African-American Communities – Edna Hendrix, Dr. Joanne Lucas
- Presentation on Seaview Beach and Amusement Park – Sherry DiBari

- Historic Registers
  - Virginia Beach Historical Register –
    - 10 properties added
  - Virginia Landmarks Register/National Register of Historic Places
    - Oceana Neighborhood Historic District
    - Courthouse Village and Municipal Center Historic District
      - Princess Anne Courthouse Historic Structure Report
    - Cavalier Shores – determined eligible 12/14/17

- Historic Preservation Award to Bruce Thompson for Cavalier Hotel Rehabilitation

- Student Member initiatives
  - Clio

- Cape Henry Lighthouse
  - Base stabilization project
  - Base access shuttle

- Princess Anne County Confederate Statue Roundtable
• Historic Resources Management Plan Update
  o Receive public input on historic preservation planning

• Sea Level Rise and Recurrent flooding

• Local Historic Districts Zoning Protection
  o deWitt Cottage
  o Seatack Life Saving Station/U.S. Coast Guard Station

• Historic Resources Surveys
  o Archaeological Assessment (Cost Share Grant)
  o Architectural Reconnaissance Level Survey Update

• Priorities and Goals