

**MINUTES
KING WILLIAM COUNTY
HISTORICAL ARCHITECTURAL PRESERVATION REVIEW BOARD
WORK SESSION MEETING 9/22/2021**

At a regular meeting of the Historical Architectural Preservation Review Board, held on September 22, 2021 at 4:00pm in person and via Zoom, the meeting was called to order with the following members:

Agenda Item 1. Call to Order

Agenda Item 2. Roll Call

Present:

Carl Fischer

Robert Hubbard

John Freimarck

David Brown

Bill Hodges

Staff Present:

Christina Grover

Kristi Gibson

Agenda Item 3. Approval of Minutes for March 31, 2021 Meeting

Chairman Fischer requested a motion to approve the March 31, 2021 meeting minutes. Mr. Hubbard made a motion, and the motion was seconded by Mr. Freimarck.

The vote was unanimous on this motion.

Agenda Item 4. Old Business

A. HPARB Goals

1. **Finalize and print HPARB Handbook**-continuing to work on
2. **Continue to work with the County and the King William County Historical Society in putting historical layers in the GPS maps**-that had been tabled based on the County converting to a new GIS system however the County is now in the process of converting back to the former system so it is a possibility again.

3. **Revise application form for Certificate of Appropriateness**-Kristi made the requested changes but still haven't finalized the form. Additional discussion required.
4. **Develop additional HPARB forms and procedures**-Need to develop administrative review process and form for items that can be reviewed by staff. Christina will research other cities such as Suffolk that have this process and present it to the Board for the next meeting. Once approved by the Board it will be included in the handbook.
5. **Work with residents to identify possible nominations of properties to be included in the National Registry of Historic Places**-Mr. Hubbard discussed results of recent survey noting that less than a dozen properties came back as possibly eligible for the National Registry. Mr. Freimarck will provide the ones from DHR from the previous survey. These will be reviewed at the next meeting.
6. **Seek Certified Local Government status**

Requirements for obtaining status:

- a. local government must adopt a historic district ordinance that —
- b. defines district boundaries,
- c. establishes a review board,
- d. identifies actions that must be reviewed and standards for review, and in general provides for the protection of local historic resources.
- e. The CLG's preservation commission or review board must administer its ordinance and work as an advocate for preservation in the locality.
- f. The CLG must continue to survey its local heritage resources.
- g. The CLG must promote public participation in its local heritage stewardship program.
- h. The CLG must annually report on the performance of its CLG responsibilities.

Application submittal requirements:

- a. A request for certification from the local chief elected official with a written assurance that the local government fulfills the Virginia CLG requirements.
- b. A copy of the local preservation ordinance and map(s) showing the areas and sites protected by the ordinance.
- c. A copy of a resume for each member of the local review board and a copy of the board's bylaws and rules of procedure.

Once all information is together the Board will ask the Chair of the Board of Supervisors for a letter of support to go along with the application for certification.

Mr. Fischer will not be seeking the Certified local government status until after the first of the year.

B. HPARB HANDBOOK

1. Discussed including the ordinance related to the HPARB in the handbook
2. Discussed including each board members resume
3. Include maps of each district including parcel #'s
4. Mr. Hubbard indicated he had a former Historic book from 25 years ago. He stated that we could recreate that to include in the handbook as a section in the handbook because that included all of the districts and additional information. Mr. Hubbard will forward what information he has to staff.

As a side note: Mr. Hubbard-Discussed the need to have the historic districts documented on paper if anyone were to ask because currently that is not available.

Agenda Item 6. Adjournment

Chairman Fischer requested a motion to adjourn.

The vote was unanimous on this motion.

Christina Grover, Planning Dept.