

**MINUTES
KING WILLIAM COUNTY
HISTORICAL ARCHITECTURAL PRESERVATION REVIEW BOARD
REGULAR MEETING JANUARY 26, 2023**

At a regular meeting of the Historical Architectural Preservation Review Board, held on January 26, 2023 at 4:00pm in person and on zoom, the meeting was called to order with the following members:

Present:

Carl Fischer

Robert Hubbard

John Freimarck

David Brown

Steve Hudgins, Deputy County Administrator

Absent:

William Hodges

Staff Present:

Christina Grover

Agenda Item 3. Adoption of Agenda

President Fischer requested to amend the agenda to add an item after the approval of the minutes to discuss the procedures on non- public Certificate of Appropriateness requests for new single-family dwellings in the historic districts. Vice President Hubbard made a motion to approve the amended agenda, and the motion was seconded by Mr. Brown.

The vote was unanimous on this motion.

Agenda Item 4. Discussion on Election of Officers

President Fischer informed the Board that it is a requirement to discuss election of officers at the Annual meeting however there are no terms limits and there is not a requirement to elect new officers. Steve Hudgins made a motion for the current officers, Carl Fischer to continue serving as President and Robert Hubbard serve as Vice President. The motion was seconded by Mr. Brown.

The vote was unanimous on this motion.

Agenda Item 5. Approval of Minutes for October 22, 2022 Meeting

President Fischer requested a motion to approve the October 22, 2022 meeting minutes. Mr. Freimarck made a motion, and the motion was seconded by Vice President Hubbard to approve the minutes.

The vote was unanimous on this motion.

Agenda Item 6. Procedures For Certificate of Appropriateness Applications on New Single-Family Dwellings- Non-Public Hearing Applications

President Fischer provided a memo that recommended a requirement to notify adjacent property owners of applications for non-public hearing applications. His memo also addressed requiring a sign to be posted on the property indicating what the applicant had applied for. The Board asked staff what the normal protocol is for such applications. Staff responded that for applications that do not require public hearings, notifications are not provided to adjacent property owners nor are signs posted. The Board discussed that it would be in the best interest of existing property owners to be notified. Mr. Brown made a motion to require notification to adjacent property owners of application for non-public hearing applications and the posting of sign notification. Mr. Friemarck seconded the motion.

The vote was unanimous on this motion.

Agenda Item 7. Public Comment Period

The President opened the floor for public comments.

There being no one in person or via Zoom to speak, the Public Comment Period was closed.

Agenda Item 8. Other Unfinished Business-Update on Certified Local Government Status

Staff informed the Board that the request for changes in the bylaws had went before the Board of Supervisors and they had approved the changes including that the Historical Board be able to approve changes to their own bylaws. The Board of Supervisors did request to be kept up to date of any changes that the Historical Board makes. Staff submitted all additional/revised information that the Virginia Department of Historic Resources requested in working towards the Certified Local Government status. Aubrey indicated that she should have comments back to staff next week on her review.

Agenda Item 9. New Business- Application 2023-01 Proposed New Single Family Dwelling Tax map 57-1-2

President Fischer gave an overview of the application. He stated that Chelsea had requirements that the Board needed to look such as the placement of the SFD on the lot, and that it is the proper distance from the water. Staff showed the Board the updated GIS view of the lot after Timmons had corrected the lot. Discussed that there were no structures on the lot, and the architectural elements that the applicant noted on his application. Mr. Brown noted that it fit with the characteristics of the other applications they had approved.

Vice President Hubbard made a motion to issue a certificate of appropriateness for Tax map 57-1-2 for the SFD and detached garage. Mr. Friemarck seconded the motion. The vote was unanimous on this motion.

Agenda Item 10. Survey Effort- DHR Files

The Board began their discussion about the potentially eligible houses for the National registry. Staff provided an updated list of properties. Mr. Brown indicated that the Mattaponi and Pamunkey nations will be pursuing those properties that are on their perspective reservations however the Board can offer their assistance in pursuing their historical designation.

The Board decided the process to inform potentially eligible property owners is the following:

1. Send a letter to each property owner providing information on the National Registry and offer assistance from the Historic Board with any questions
2. Send out a brochure that has been started by staff providing information on the Historic Board, benefits of the National Registry. Costs, website for details, and contact information for the Historic Board.

Staff assignments were as follows: Vice President Hubbard and Mr. Brown will work with staff on the brochure. Mr. Brown will work on the letter.

Mr. Brown suggested that once interested in garnered from homeowners that the Board review what is received and then decide the order of properties to proceed based on the DHR survey findings.

Agenda Item 11. Adoption of Meeting Calendar 2023

January 26, 2023	4:00 PM
March 9, 2023	4:00 PM
June 8, 2023	4:00 PM
September 14, 2023	4:00 PM

Other dates as required and as agreed upon by the Board.

President Fischer requested a motion to adopt the 2023 meeting calendar. Mr. Brown made a motion, and the motion was seconded by Freimarck to adopt the 2023 meeting calendar. The vote was unanimous on this motion.

Agenda Item 12. Adjournment

The meeting was adjourned.

Christina Grover, Planning Dept.