

**MINUTES
KING WILLIAM COUNTY
HISTORICAL ARCHITECTURAL PRESERVATION REVIEW BOARD
WORK SESSION MEETING 6/30/2022**

At a regular meeting of the Historical Architectural Preservation Review Board, held on June 30, 2022 at 4:00pm in person, the meeting was called to order with the following members:

Present:

Carl Fischer

Robert Hubbard

John Freimarck

David Brown

Staff Present:

Percy Ashcraft, County Administrator

Steve Hudgins, Deputy County Administrator

Christina Grover

Agenda Item 3. Approval of Minutes for March 16, 2022 Meeting

Chairman Fischer requested a motion to approve the March 16, 2022 meeting minutes. Mr. Freimarck made a motion, and the motion was seconded by Mr. Hubbard to approve the minutes.

The vote was unanimous on this motion.

Agenda Item 4. Unfinished Business-Certificate of Appropriateness form

Reviewed the updated status of the certificate of appropriateness form and discussed what additional items to include. **Approval of contents of COA Form.** Chairman Fischer requested a motion to approve the finalized COA form. Mr. Brown made a motion, and the motion was seconded by Mr. Hubbard to finalize the form.

Agenda Item 5. HPARB Handbook

Reviewed final changes to the handbook and retrieved all handbooks back from the Board members to make those changes.

Agenda Item 6. Certified Local Government Status Update

Planning staff has been in contact with the local Certified Local Government Coordinator regarding the submission process for the CLG designation. The CLG Coordinator first reviews each required piece of the submittal process the provides feedback for each portion. The Board will need to make corrections and then resubmit to ensure that the package is ready for the official CLG review through the National

Department of Historic Resources. The package is not ready for submission until the Local Coordinator has worked with the Board and all matters have been reviewed and corrected. Planning will continue to work with the CLG Coordinator in submitting the documentation for review. The Board will hold their next meeting once the review has occurred or there is a need for a public hearing.

Agenda Item 7. Review of DHR Files

Mr. Brown provided an overview of program & how properties were inventoried. Discussed purposed of reviewing the files is to possibly add locations to the National registry. Discussed sending informational letters to property owners however need to gather information on people to contact and obtain/create material to provide to homeowners.

Agenda Item 11. Adjournment

The meeting was adjourned.

Christina Grover, Planning Dept.