



County of King William, Virginia

MINUTES

KING WILLIAM COUNTY

HISTORIC PRESERVATION AND ARCHITECTURAL REVIEW BOARD

REGULAR MEETING APRIL 9, 2025

4:00 PM

King William County Board Room & Via Zoom

Agenda Item 1. Call to Order

President Brown called the regular meeting of the Historic Preservation and Architectural Review Board to order at 4:15 pm.

Agenda Item 2. Electronic Participation Approval

President Brown requested a motion to allow the electronic participation of member Carl Lounsbury. Ms. Gibson made a motion, seconded by Mr. Hubbard, to allow the participation of Mr. Lounsbury electronically. The motion was approved unanimously by the members present.

Agenda Item 3. Roll Call

Present:

David Brown, President
Robert Hubbard, Vice President
Katie Gibson
Carl Lounsbury (electronic participation)

Absent:

Carl Fisher
Bill Hodges

In accordance with the Bylaws, requiring at least three members present to conduct business, a quorum was met.

Staff Present:

Joyce Wolfe
Ashley Gault

Agenda Item 4. Review and Adoption of Meeting Agenda

President Brown requested a motion to adopt the agenda. Ms. Gibson made a motion to adopt the agenda, the motion was seconded by Mr. Hubbard and approved unanimously by the members present.

Agenda Item 5. Review and Approval of Minutes

a. January 22, 2025, minutes

President Brown requested a motion to approve the minutes from the January 22, 2024, meeting. Mr. Hubbard made a motion to approve the minutes as presented, the motion was seconded by Ms. Gibson and approved unanimously by the members present.

Agenda Item 6. Public Comment Period

The President opened the floor for public comments. One citizen, Mr. Clif Rhodes, with property at 2307 Churchville Road, in the St. John's Historic District, was present and wished to discuss his property. Mr. Rhodes inquired about the historic designation of the district, if there were any advantages to being part of the district and what he would need to do to make renovations to his property, built in 1876. President Brown explained the reason for including surrounding properties is to make a district a cohesive unit, within reason. He further explained the process for ARB review for properties located within a historic district is to maintain the character of the district. He suggested Mr. Rhodes review the Secretary of the Interior's Standards. Joyce will send him the link. Removing Mr. Rhodes property from the district due to it not being directly adjacent to St. John's Church was discussed but it was determined that the time to remove it would not meet his schedule. Various components of the proposed rehab were discussed. Ms. Wolfe stated that she had given Mr. Rhodes all the applicable materials to apply for the certificate of approval with the HPARB when he has determined the work should be done.

Agenda Item 7. Unfinished Business

a. Notification of Property Owners who might be eligible for historic designation

The discussion was opened with a recap of the timing of previous letters which were sent out in January 2024 with a follow-up in August of 2024. One of the properties, Bear Garden, is currently in the process of being nomination. Mr. Hubbard suggested reaching out to the owner to see if she needs any assistance. President Brown asked if there was a particular time of year to make the mailing an annual occurrence. Ms. Gibson suggested May as it is Historic Preservation Month. The Board and/or staff will review VCRIS for any status changes for existing identified properties (who may have filed) and will discuss a follow-up letter to be drafted by staff.

b. Discussion of Courthouse Stamp

President Brown stated that the stamp is likely to move forward. DHR has already vetted and has provided reports to King William's delegate to use for the resolution at the General Assembly to honor King William Courthouse as the oldest continuously used in the Country.

c. Potential Certified Local Government grant opportunities

President Brown mentioned that the deadline is the end of April and time would not permit an endorsement of a grant application by the Board of Supervisors in time. The Board members discussed that the ideas previously mentioned were not viable as one was already being put forth separately and the West Point HD could not be pursued by the County, only the Town. President Brown suggested beginning the process for 2026 early and suggested discussing further at the next meeting and proposed supporting the nomination of the Mattaponi Reservation as a historic district, noting how the tribe has been recognized at the State level but not at the Federal level. President Brown stated that DHR had previously inventoried all buildings around 2014, which would be a significant component of the project completed, but that it would require updating. He confirmed that the tribe is interested in having the discussion, but not necessarily having the Board move forward but that by starting now, the Board would have adequate time to start the discussion and build a consensus. President Brown requested Ms. Wolfe to work with him to reach out to Chief Custalow for a meeting with Ms. Gibson attending as well. Ms. Gibson mentioned that the Federal recognition process is currently underway but she is unsure of the timeframe of the process. Should they be recognized prior to when the grant application is due, the KW HPARB would not be able to submit it on their behalf because they would be granted the authority to govern themselves.

d. Nomination of Courthouse Complex as an NRHP Historic District

President Brown updated the Board on the status of the application stating that the 1st draft had been completed and he and his staff are in the process of assembling the required components. Once that is done, it would be formally submitted to DHR for them to review and give their critique after which it would be sent to HPARB to review and comment on the National Register nomination, representing the County in the process. Submittal to DHR should be within two weeks and HPARB could see it within 4-6 months.

e. West Point Historic District Update – no update

f. Annual Review of Handbook

Mr. Hubbard listed several updates required including membership changes, replacing the historic district map with a compilation map that also shows DHR conservation easements, removing the draft map, removing blank pages and inserting a section on the Mattaponi reservation. Ms. Wolfe will make corrections/additions and bring it to the next meeting for approval.

g. CLG Annual Report Completion

The group discussed the report. President Brown requested that Mr. Hubbard assist Ms. Wolfe in completing the report for the period 10/1/23 through 9/30/24.

Agenda Item 8. New Business

a. TM# 57-1-7, 522 Spotswood Drive (Chelsea Historic District)

Ms. Wolfe relayed the history of an accessory structure recently constructed on this parcel. She explained that there had been a complaint received regarding the structure which prompted the investigation into how it was permitted. She stated that it had been deemed exempt from a building permit due to its use as an agricultural operation, however, that it had not come before the HPARB as required by Ordinance. President Brown discussed the structure, a barn with a 2nd story and open bays with visible stored equipment and items and lighting at the 2nd floor door which would be very visible to the adjacent property. There is a row of very small evergreens that have been planted but will not be a viable screen for many years. The Board discussed the process for approval and that previous staff may have told the property owner he did not need HPARB approval. The Board members discussed sending a letter to the property owner requesting voluntary cooperation to mitigate the impacts of the structure on adjacent properties. Ms. Wolfe will draft a letter for President Brown to review.

Agenda Item 10. Adjournment

President Brown requested a motion to adjourn the meeting. Ms. Gibson made a motion and the motion was seconded by Mr. Hubbard to adjourn the meeting at 5:23 p.m.

David Brown, President

Joyce Wolfe, Secretary