County of King William, Virginia

MINUTES
KING WILLIAM COUNTY
HISTORIC PRESERVATION AND ARCHITECTURAL REVIEW BOARD
REGULAR MEETING MAY 28, 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 4:04 pm.

Agenda Item 2. Electronic Participation Approval

President Brown requested a motion to allow the electronic participation of member Carl Lounsbury and applicant, Clifton Rhodes. Ms. Gibson made a motion, seconded by Mr. Hubbard, to allow the participation of Mr. Lounsbury and Mr. Rhodes 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. Mr. Hubbard made a motion to adopt the agenda, the motion was seconded by Ms. Gibson and approved unanimously by the members present.

Agenda Item 5. Review and Approval of Minutes

a. **April 9, 2025, minutes**

President Brown requested a motion to approve the minutes from the April 9, 2025, 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. As there was no one in attendance to speak, President Brown closed the public comment period.

Agenda Item 8. New Business (moved up in order at the meeting)

a. **TM# 57-65, 2307 Churchville Road (St. John's Church Historic District) – Application for Certificate of Approval – Replacement Windows**

Mrs. Wolfe gave a brief outline of the request and presented the exhibits submitted with the application. Mr. Rhodes, the applicant, discussed the scope, the history of the property and the proposed 17 new windows which are to replace windows installed in 1967, explaining they were not original to the home. Ms. Gibson moved to approve the Certificate of Approval for Replacement Windows on TM#57-65, St. John's Historic District. Mr. Hubbard seconded the motion.

Roll Call:

President Brown	Aye
Robert Hubbard	Aye
Katie Gibson	Aye
Carl Lounsbury	Aye

Agenda Item 7. Unfinished Business

b. **Notification of Property Owners who might be eligible for historic designation - update**

Mrs. Wolfe updated the group on the most recent letter mailed to potential historic properties on May 12th. No responses have been received to date. President Brown discussed that it is important to maintain consistency and complemented the template for the letter and said it can be used for future correspondence.

c. Certified Local Government grant opportunities

i. Mattaponi Indian Reservation

The group discussed the previous survey work on the reservation from 2014 and 2019 with several structures identified for historic designation. Ms. Gibson and Mrs. Wolfe will set up a meeting with Chief Custalow to discuss offering assistance in pursuing historic designation for the reservation.

ii. Other ideas for 2026

The group discussed a possible architectural survey of the Rt. 360 corridor.

d. Nomination of Courthouse Complex as an NRHP Historic District

President Brown updated the Board on the status of the application stating that the complete application is ready for final review, then will be ready for submission. He will make available a preview copy to the members of the KWHPARB.

e. Annual Review of Handbook

Joyce Wolfe presented the updated handbook with revisions discussed at the April 9th meeting. Mr. Hubbard noted that Cherry Grove was missing from the Historic Resource map. Mr. Hubbard made a motion to approve the updated handbook with the changes as discussed. Ms. Gibson seconded the motion and it was approved unanimously by the members present.

f. CLG Annual Report Completion

The group discussed the report. Mrs. Wolfe will complete any information that is still outstanding and will request President Brown's assistance with any specific outstanding items.

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 5:21 p.m.

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David Brown, President Joyce Wolfe, Secretary