



County of King William, Virginia

HISTORIC PRESERATION AND ARCHITECTUAL REVIEW BOARD

Regular Meeting Minutes

March 25, 2026, 4:00 PM

Agenda Item 1. Call to Order

Vice President Katie Harlow called the meeting to order at 4:12 pm.

Agenda Item 2. Electronic Participation Approval

A motion was made by Mr. Lounsbury, seconded by President Brown and approved unanimously by the members present to allow Mr. Lounsbury & Mr. Brown to participate electronically (President Brown was enroute to the meeting).

Agenda Item 3. Roll Call

Present:

Dave Brown

Katie Harlow

Carl Lounsbury

Absent:

Robert Hubbard

Keith Fogg

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

A motion was made by Mr. Lounsbury, seconded by Mrs. Harlow and approved unanimously by the members present to adopt the meeting agenda as drafted.

Agenda Item 5. Review and Approval of Minutes from the 2/25/26 Regular Meeting

A motion was made by Mr. Lounsbury, seconded by Mrs. Harlow and approved unanimously by the members present to adopt the minutes as drafted.

Agenda Item 6. Citizens Comment Period

President Brown opened the Citizens Comment Period at 4:15 pm. There being no one in attendance to speak, he closed the Citizens Comment Period at 4:15 pm.

Agenda Item 8. Request for Certificate of Approval

Chelsea Historic District - 921 Spotswood Drive, TM# 57-1-2, Garage Addition

Mrs. Wolfe presented the background for the request – Mr. & Mrs. Bartos submitted a request at 921 Spotswood Drive, in the Chelsea Historic District, for an addition to an existing garage.

Mr. and Mrs. Bartos were present and discussed the project, explaining that the addition would mirror the existing garage and have a lean-to on the rear. All materials and colors of the original garage would be matched.

After a brief discussion by the Board, Mrs. Harlow made a motion to approve the Certificate of Approval for the garage addition at 921 Spotswood Drive. Mr. Lounsbury seconded the motion, and it was approved unanimously by the members present.

Agenda Item 9. Unfinished Business

- a. Certified Local Government grant discussion.
President Brown called on Mrs. Harlow to give an update on the grant application for the Mattaponi Indian Tribe. Mrs. Harlow stated that she has a few outstanding items to complete but will submit the application in advance of the deadline of April 3rd. Mrs. Wolfe will collaborate to provide any items she can assist with.
- b. Filling one vacancy on the Board – Mrs. Wolfe reported that the candidate Mr. Hubbard had contacted declined to serve due to time constraints. President Brown asked everyone to reach out to others to find someone wishing to join the Board.
- c. Review and update of the HPARB handbook – Mrs. Wolfe reported that Mr. Hubbard had prepared revisions to the handbook for the Board's consideration. The Board tabled the discussion until the May meeting so that Mr. Hubbard could be present for the discussion.
- d. Nomination of Courthouse Complex as an NRHPD
President Brown reported that revisions have been made and formatting is in progress. The draft has been submitted to several groups for courtesy reviews. He detailed that a property construction inventory has been completed back to the mid-19th century and hopes to get to the late 18th century during the next round of research.

Agenda Item 10. New Business

- a. Solar Guidelines for Historic Districts – Mrs. Wolfe shared the National Park Service's standards for solar in historic districts. The Board decided to table the discussion until May when the full Board could discuss. President Brown would also like to add discussion of condensing some historic districts to be the most effective.

Agenda Item 11. Adjournment – On a motion by Mrs. Harlow, seconded by Mr. Lounsbury, the meeting was adjourned at 4:55 pm.

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