

**MINUTES**  
**KING WILLIAM COUNTY**  
**HISTORICAL ARCHITECTURAL PRESERVATION REVIEW BOARD**  
**WORK SESSION MEETING 3/31/2021**

At a work session meeting of the Historical Architectural Preservation Review Board, held on March 31, 2021 at 4:00pm via Zoom, the meeting was called to order with the following members:

**Agenda Item 1. Call to Order**

**Agenda Item 2. Roll Call**

**Present:**

Carl Fischer

Robert Hubbard

John Freimarck

David Brown

**Absent:**

Bill Hodges

**Staff Present:**

Kristi Gibson

**Agenda Item 3. Approval of Minutes for January 19, 2021 Meeting**

Chairman Fischer requested a motion to approve the January 19, 2021 meeting minutes. Mr. Freimarck made a motion, and the motion was seconded by Mr. Hubbard.

**The vote was unanimous on this motion.**

**Agenda Item 4. Old Business**

**A. Certificate of Appropriateness Procedure**

There were two corrections to be made to the Certificate of Appropriateness procedure form. The form will be revised with the corrections by Kristi Gibson.

## **B. Certificate of Appropriateness Form**

One addition and a couple of corrections were made to the form. The Board will work together to propose a guideline for outline requirements as a second page to the application.

## **Agenda Item 5. Discussion of 2021 Goals**

1. Finalize and Print HPARB Handbook- Planning department to make copies and finalize handbook. It was requested by the Board to have the front page of the book done with the County seal in color.
2. Continue to work with the County and the Historical Society in putting historical layers on the GPS maps- This is currently on hold due to the conversion of the website host.
3. Revise application form for Certificate of Appropriateness- currently being updated.
4. Develop additional HPARB forms and procedures- Carl will discuss with Sherry Graham, Interim Planning Director, to see if the Berkley Group has incorporated the revisions into the ordinance.
5. Work with residents to identify possible nomination of properties to be included in the National Registry of Historic Places- Mr. Hubbard will send the list of DHR properties around to the Board members.
6. Seek Certified Local Government status- need to get applications and procedures finalized and the handbook completed before seeking local government status. The goal is by the end of 2021.

## **Agenda Item 6. Other**

Mr. Hubbard provided an update on GIS mapping. The county has converted to “Visions” software and will host GIS mapping. Mr. Hubbard has been in contact with the company and hope to get back on track with adding historical properties to the mapping system. Two of the priorities for the GIS layers are adding the Historical Districts and properties that are on the national registry.

Mr. Fischer would like the Board to think about adding a couple of new members to the committee for next year.

The next tentative meeting is September 2021 after the Board has had some time to conduct research.

## **Agenda Item 7. Adjournment**

Chairman Fischer requested a motion to adjourn.

**The vote was unanimous on this motion.**

A handwritten signature in black ink, appearing to read "K. Gibson". The signature is fluid and cursive, with a large initial "K" and a stylized "G".

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**Kristi Gibson, Planning Dept.**