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# TOWN OF SMITHFIELD

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*"The Ham Capital of the World"*

February 15, 2017

TO: BOARD OF HISTORIC & ARCHITECTURAL REVIEW

FROM: WILLIAM G. SAUNDERS, IV, AICP, CZA  
PLANNING AND ZONING ADMINISTRATOR

RE: MONTHLY MEETING

The Board of Historic and Architectural Review will hold its regularly scheduled monthly meeting on **Tuesday, February 21, 2017 at 6:30 pm** in Conference Rooms A & B at the Smithfield Center.

Contact William Saunders at 365-4266 or [wsaunders@smithfieldva.gov](mailto:wsaunders@smithfieldva.gov) with any questions.

cc: Town Council  
William H. Riddick, III, Town Attorney  
The Smithfield Times  
The Daily Press  
File

**DEPT. OF PLANNING, ENGINEERING, AND PUBLIC WORKS**

310 Institute Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 357-9933  
[www.smithfieldva.gov](http://www.smithfieldva.gov) • Local Cable Channel 6

**TOWN OF SMITHFIELD  
BOARD OF HISTORIC & ARCHITECTURAL REVIEW  
AGENDA**

**February 21, 2017**

**1) Planning and Zoning Administrator's Report**

- A new board photo may be taken following the meeting if all members are present.

**2) Upcoming Meetings and Activities**

February 21<sup>st</sup> - 7:30 p.m. -- Board of Zoning Appeals  
February 27<sup>th</sup> - 4:00 p.m. -- Town Council Committee Meetings  
February 28<sup>th</sup> - 4:00 p.m. -- Town Council Committee Meetings  
March 7<sup>th</sup> - 7:30 p.m. -- Town Council Meeting  
March 14<sup>th</sup> - 6:30 p.m. -- Planning Commission Meeting  
March 21<sup>st</sup> - 6:30 p.m. -- Board of Historic & Architectural Review Meeting

**3) Public Comments**

**4) Board Member Comment**

**5) Demolish Primary Structure and Outbuildings – 502 Grace Street (Pierceville) - Landmark**

**– Mary D. Crocker, applicant.** (Staff report, BHAR application, letter of request, exhibit, site photos and public notice enclosed.)

**6) New Construction Single Family Home – Lot 252 Cockes Lane – No Designation – Stuart &**

**Bonnie Resor, applicants.** (Staff report, BHAR application, elevations, site photos, site plan and foundation material photo enclosed.)

**7) Review of BHAR Bylaws**

**8) Approval of the December 20, 2016 meeting minutes** (Enclosed)

.....  
: **NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT.** :  
: Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with :  
: disabilities in order to participate in or attend Board of Historic and Architectural Review Meetings. ADA :  
: compliant hearing devices are available for use upon request. Please call (757) 365-4200 at least 24 hours :  
: prior to the meeting date so that proper arrangements may be made. :  
:.....

**STAFF REPORT TO  
THE TOWN COUNCIL**

**February 21, 2017**

**Owner/Applicant Name & Address**

Mary Delk Crocker  
502 Grace Street  
Smithfield, VA 23430

**Property Location & Description**

502 Grace Street, Across from Cofer  
Automotive, behind IOW Christian  
Outreach

**Statistical Data**

Property Classification

Landmark

Current Zoning

C-C, Community Conservation

**Surrounding Land Uses/Zoning**

C-C, Community Conservation;  
D, Downtown District;  
DN-R, Downtown Neighborhood  
Residential;  
I-1, Light Industrial

**Overview**

The ongoing poor condition of the primary structure and outbuildings at 502 Grace Street (Pierceville) has been an issue before this body numerous times in recent years (as can be seen in the timeline below); most recently due to a Board of Historic and Architectural Review determination that there existed violations on the landmark property regarding deferred maintenance and demolition by neglect. This assessment was appealed to Town Council and upheld by them at their September 6, 2016 meeting.

On December 27, 2016 an application for the demolition of the primary structure and all outbuildings was received by town staff.

**Staff Comments**

Regarding the demolition of landmark structures in the Town of Smithfield Historic District, Article 3.M: Historic District Preservation Overlay District Ordinance, Section E: reads in part:

*4.A. Except as provided by law, no designated landmark building or landmark structure within an HP-O District shall be razed, demolished or moved until razing, demolition or moving is approved by the Review Board or, on appeal, by the Town Council as herein provided.*

*4.D. An appeal to the Town Council shall be automatic from any decision of the Review Board, whether favorable or unfavorable, on an application for razing, demolition or moving of a designated landmark.*

*16.B. [On appeal]...The Town Council may affirm, reverse or modify the Review Board Decision...*

In the review of any major action that could constitute a permanent and detrimental change to the character of the HP-O District, the Board shall be guided in its decisions by the standards established in the Historic District Preservation Overlay District Ordinance and in the Historic District Design Guidelines.

## Recent Events

- December 1, 2015 – Smithfield Town Council voted to have the BHAR reconsider the conditions at Pierceville in regard to demolition by neglect and/or unsafe or dangerous structures.
- December 15, 2015 – The Town of Smithfield BHAR reviewed the deferred maintenance and demolition by neglect case and acted to have planning staff notify the owner of 502 Grace Street of the violations.
- January 21, 2016 – Town planning staff sent a Notice of Violation to the owner of 502 Grace Street regarding deferred maintenance and demolition by neglect. (Find enclosed)
- February 19, 2016 – The owner of 502 Grace Street's attorney responded with a letter to appeal the notice of violation (Which was premature, with the BHAR process not complete).
- March 11, 2016 – Following communications with the Town Attorney, the owner of 502 Grace Street's attorney responded with another letter requesting an appearance before the BHAR at their April 19, 2016 meeting.
- April 19, 2016 – The BHAR, at the request of the owner's representatives, voted to allow for a meeting of representatives of the owner and the town in order to discuss an acceptable scope of work to resolve the maintenance violation status of the property.
- May 2, 2016 – Representatives of the owner and the town met to discuss an acceptable scope of work to resolve the maintenance violation status of the property. The owner's representatives stated that the necessary repairs/remediation of the site may not be affordable and asked if temporary measures, such as wrapping the primary structure in a bubble or tent, were acceptable. Town representatives stated that at the very least, that the roof of the primary structure needed to be a functional system. Numerous items regarding the condition of the structures and grounds, their potential repair and/or demolition were discussed. The owner's representatives discussed the viability of subdividing the property to remove the primary structure and barns from the balance of the acreage; subsequently asking for a week to do market research on how the subdivision would impact the marketability of the property and to respond by letter their offer in regard to the proposed scope of work to satisfy the violation.
- May 11, 2016 – A letter was received by town planning staff regarding the proposal, which did not provide a scope of work to answer the required actions to eliminate the ongoing maintenance violations of the property. (Find response letter enclosed)
- May 17, 2016 – No further action was taken by the BHAR on this item, which means that the violation status as stated in the correspondence dated January 21<sup>st</sup>, 2016 still stands and the 90 days to remedy the violation began at the BHAR meeting appearance on April 19<sup>th</sup>, 2016.
- May 31, 2016 – Notice of appeal correspondence was received from the owner's legal representative. (Find appeal letter enclosed)
- July 17, 2016 – Marks the end of the 90 day period to remedy the violation.
- July 26, 2016 – The owner's legal representative appeared before Town Council at their committee meeting in regard to the appeal. Town Council subsequently tabled the item to their September 6, 2016 meeting.
- September 6, 2016 - The owner's legal representative appeared before Town Council at their regular meeting in regard to the appeal. Town Council upheld the BHAR's determination of deferred maintenance and demolition by neglect.
- December 27, 2016 - An application to the BHAR for the demolition of the primary structure and all outbuildings was received by town staff.

Contact William Saunders at 365-4266 or [wsaunders@smithfieldva.gov](mailto:wsaunders@smithfieldva.gov) with any questions.



# TOWN OF SMITHFIELD

302 Main Street, P. O. Box 246, Smithfield, VA 23431  
(757) 365-4200 - Fax (757) 357-9933

## BOARD OF HISTORIC AND ARCHITECTURAL REVIEW (BHAR) APPLICATION

Date of Application 12/28/16 Date of Meeting \_\_\_\_\_

In accordance with Article 3.M of the Zoning Ordinance, this application must be completed and all materials (Ten (10) copies each of completed application and additional materials) as requested below must be submitted to the town at least 21 days before the regularly scheduled BHAR meeting. If any new materials are submitted at the meeting, then the BHAR may table the application. The BHAR meets the 3rd Tuesday of the month (unless otherwise noted) at 6:30 pm in conference rooms A&B at the Smithfield Center, 220 North Church Street.

As of May 4, 2004, all applications approved by the BHAR shall begin construction, installation, etc. within one (1) year from the date of approval and shall be completed within two (2) years from the date of BHAR approval. If these two conditions are not met, then the application becomes null and void, and the applicant shall reapply to the BHAR. The applicant's, or their representative's, presence is requested at the meeting.

I, Mary D. Crocker, am seeking BHAR approval for the following (check all that apply)  
(print name)  
which is located at 502 Grace Street, Smithfield, Virginia 23430.

**New Single Family Residence** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey – also see NOTES 1 & 2, below)

**New Commercial Structure** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/ survey – also see NOTES 1 & 2, below)

**Addition to existing building** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey) (The addition will be \_\_\_\_\_ sq. ft.)

**Accessory structure** (i.e., shed, detached garage, etc.) Accessory Structure Height \_\_\_\_\_ ft.  
(submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey)

**Siding Change** (submit siding sample)  
existing siding: \_\_\_\_\_ proposed siding: \_\_\_\_\_

**NOTE:** The BHAR strongly encourages cement siding (i.e., "hardi-plank") as a more suitable alternative to vinyl siding.

**Roof Change** (submit shingle sample)  
existing roof: \_\_\_\_\_ proposed roof: \_\_\_\_\_

**NOTE:** The BHAR strongly encourages that if you choose architectural shingles, choose at least 30-year architectural shingles.

**Color Change** (submit color samples)  
existing colors: \_\_\_\_\_ proposed colors: \_\_\_\_\_

**Sign** (submit colored drawing (drawn to scale) with dimensions, plat/survey with sign location noted – Also refer to Article 10 of the Zoning Ordinance for sign regulations (i.e., max. height, max. size, etc.)

**Window change** (submit window details)  
existing window type: \_\_\_\_\_ proposed window type: \_\_\_\_\_

Applicant/Property Owner Name Mary D. Crocker c/o Archer L. Jones, II

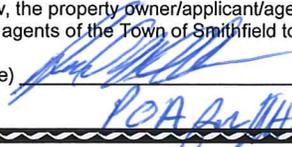
Address: 1600 S. Church Street Phone: 757-357-2187

Smithfield, VA 23430 Fax: 757-357-0994

Email Address: joneslaw@jandjpc.com

### DECLARATION OF CONSENT:

By signing below, the property owner/applicant/agent consents to entry upon the subject property by public officers, employees, and agents of the Town of Smithfield to view the site for purposes of processing, evaluating or deciding this application.

Name: (signature)  Name: (printed) Mary D. Crocker

**JONES AND JONES, P.C.**  
ATTORNEYS AT LAW

ARCHER L. JONES, II  
ROBERT W. JONES, JR.

1600 SOUTH CHURCH STREET  
SMITHFIELD, VIRGINIA 23430  
PHONE: 757-357-2187  
FAX: 757-357-0994  
Email: joneslaw@jandjpc.com

December 27, 2016

William G. Saunders, IV  
Planning and Zoning Administrator  
Town of Smithfield  
310 Institute Street  
P.O. Box 246  
Smithfield, Virginia 23431

Re: Application to demolish improvements located in the Town of Smithfield

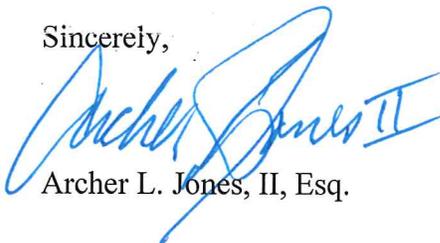
Dear William:

Please accept this letter as an application on behalf of Mary D. Crocker, who seeks to receive the authority of the Town of Smithfield to demolish the single family dwelling and all outbuildings located on her real estate at 502 Grace Street, Smithfield, Virginia 23430.

It is the intention of Mrs. Crocker to demolish the single family residence and all outbuildings which are shown on the attached picture. The reason she seeks this authority is that the home and outbuildings have been in disrepair for many years and it is economically impossible to restore either the single family residence or the outbuildings at a reasonable cost. The foundation of the home is crumbling and the outbuildings are kept standing only by the overgrowth of foliage on them.

Please process this application and advise when representatives of Mrs. Crocker should appear before the Board of Historic and Architectural Review. I thank you for your help in this regard.

Sincerely,



Archer L. Jones, II, Esq.

ALJ:sfh

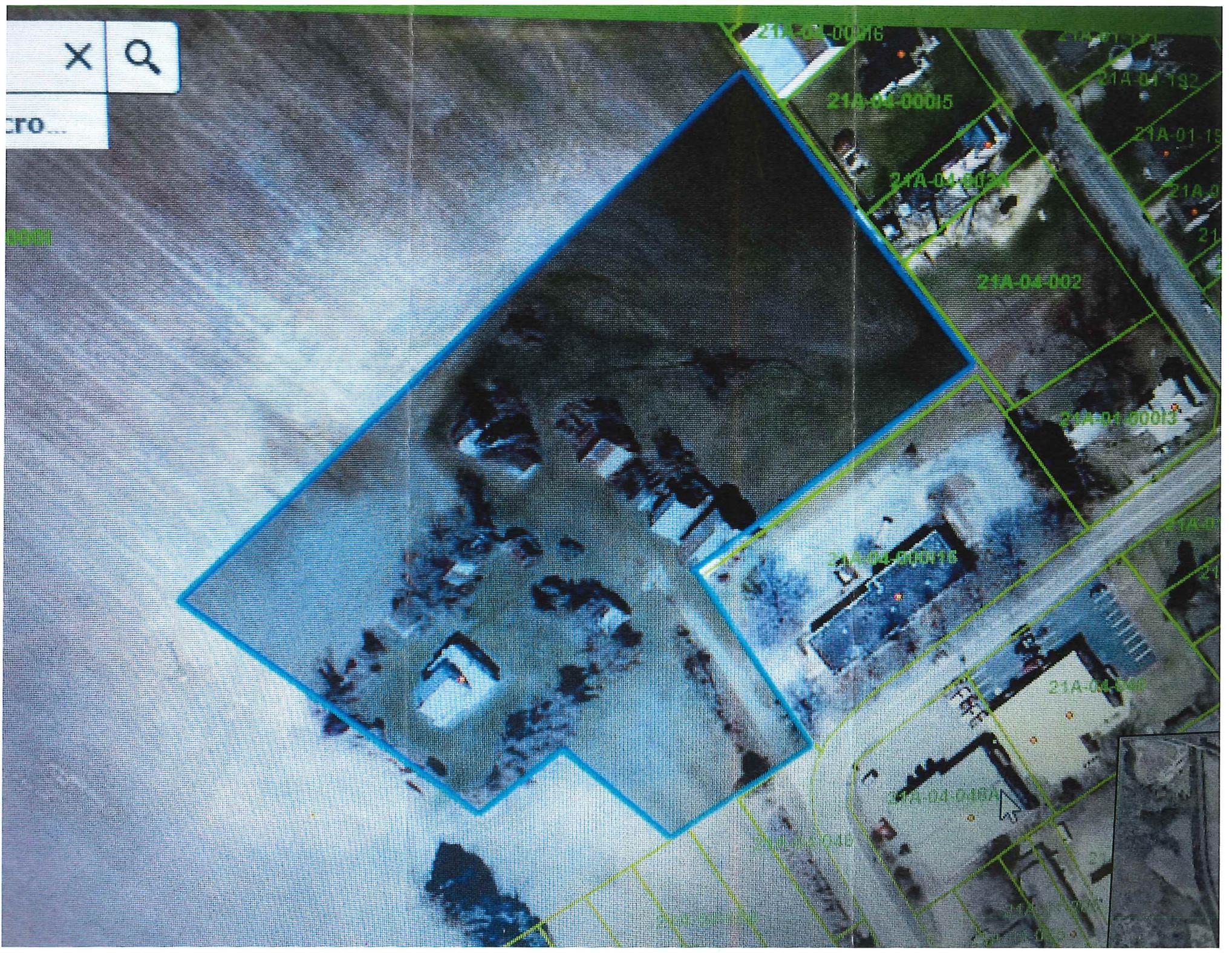
Enclosure

cc: William H. Riddick, III, Esq., Town Attorney  
Trey Gwaltney, Chair, Board of Historic and Architectural Review  
Mary D. Crocker

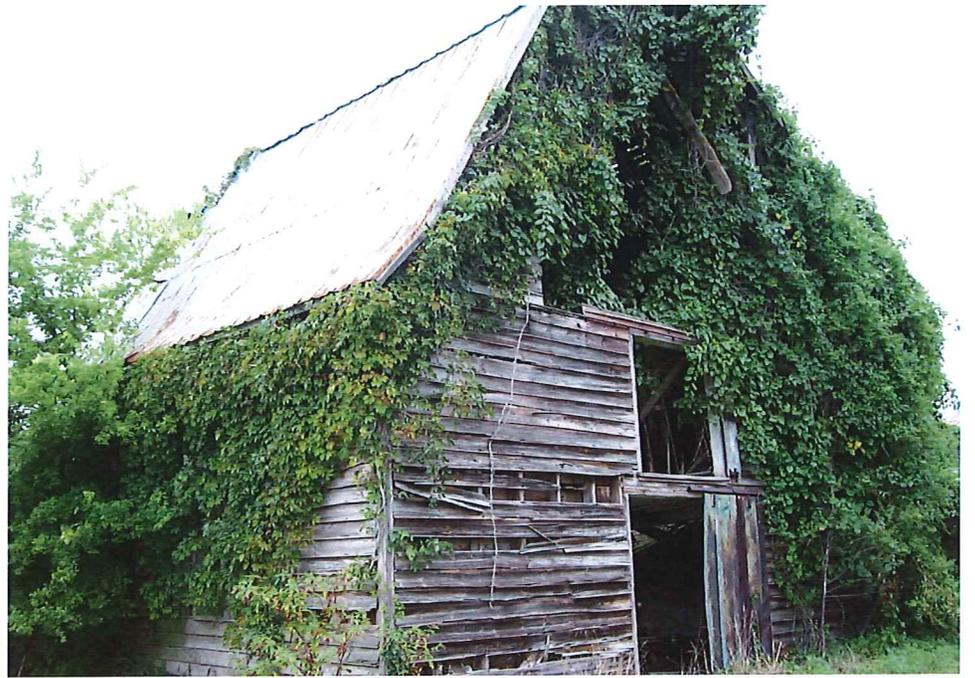
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NOTICE OF PUBLIC MEETING  
BOARD OF HISTORIC AND ARCHITECTURAL REVIEW OF THE TOWN OF SMITHFIELD  
DEMOLITION OF LANDMARK STRUCTURES

Notice is hereby given that the Board of Historic and Architectural Review (BHAR) of the Town of Smithfield, Virginia, will at the regular meeting of the BHAR in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, February 21, 2017 at 6:30 p.m. consider an application on behalf of Mary D. Crocker for the demolition of landmark historic structures pursuant to Article 3.M., Section E. of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, in order to approve the demolition of the single-family dwelling and all outbuildings on her property. The property which is the object of this application is a part of Tax Map Parcel #21A-04-000I and is located at 502 Grace Street (Pierceville). The property in question is zoned C-C, Community Conservation District.

Copies of the Zoning Ordinance of the Town of Smithfield and application for this action are available for inspection in the town offices, 310 Institute Street, Smithfield, Virginia 23430.

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: February 8 and February 15, 2017

**STAFF REPORT FOR THE  
BOARD OF HISTORIC AND ARCHITECTURAL REVIEW**

**February 21, 2017**

**Applicants Name & Address**

Stuart & Bonnie Resor  
2102 Governors Point Drive  
Suffolk, VA

**Property Location & Description**

116 Cokes Lane  
Vacant lot on south side of Cokes  
Lane approximately halfway between  
Cedar Street and Main Street  
TPIN# 21A-01-252

**Statistical Data (See Site Plan)**

Classification

No Designation

Current Zoning

DN-R, Downtown Neighborhood  
Residential

**Surrounding Land Uses/Zoning**

D, Downtown;  
DN-R, Downtown Neighborhood  
Residential

**Project Overview**

The applicants seek approval to construct a +/- 1,467 sq. ft. single-family home on Cokes Lane.

The proposed materials and colors are as follows:

Siding	‘Evening Blue’ Hardie Board clapboard
Trim	White wood
Soffit	White perforated vinyl
Fascia	White wood
Roof	Light grey architectural shingles (Main roof); Copper (Coppola)
Windows Accent Color	Pella vinyl casement windows with ‘Top Row’ grilles ‘Ruby Lips’ on window sashes
Doors	Stained wood exterior doors w/ raised panels and lites
Foundation	Brick-colored split-faced block
Porch (Front)	Concrete with white wood columns and stained wood steps

Please refer to the enclosures for more details about the proposal.

Contact William Saunders at 365-4266 or [wsaunders@smithfieldva.gov](mailto:wsaunders@smithfieldva.gov) with any questions.

RESOR: 116 COCKE'S LANE - NEW HOME

# TOWN OF SMITHFIELD

310 Institute Street, P. O. Box 246, Smithfield, VA 23431  
(757) 365-4200 - Fax (757) 357-9933

## BOARD OF HISTORIC AND ARCHITECTURAL REVIEW (BHAR)

### APPLICATION

Date of Application 1-7-2016 Date of Meeting 1-17-2016

In accordance with Article 3.M of the Zoning Ordinance, this application must be completed and all materials as requested below must be submitted to the town at least 21 days before the regular scheduled BHAR meeting. If any new materials are submitted at the meeting, then the BHAR may table the application. The BHAR meets the 3<sup>rd</sup> Tuesday of the month (unless otherwise noted) at 7:30 pm in conference rooms A&B at the Smithfield Center, 220 North Church Street.

As of May 4, 2004, all applications approved by the BHAR shall begin construction, installation, etc. within one (1) year from the date of approval and shall be completed within two (2) years from the date of BHAR approval. If these two conditions are not met, then the application becomes null and void, and the applicant shall reapply to the BHAR.

I, STUART & BONNIE RESOR, am seeking BHAR approval for the following (check all that apply)  
(print name) 116 COCKE'S LANE - 21A-91-252  
which is located at

**New Single Family Residence** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey - also see NOTES 1 & 2, below)  
BE IN PROGRESS

**New Commercial Structure** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/ survey - also see NOTES 1 & 2, below)

**Addition to existing building** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey) (The addition will be \_\_\_\_\_ sq. ft.)

**Accessory structure** (i.e., shed, detached garage, etc.) Accessory Structure Height \_\_\_\_\_ ft.  
(submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey)

**Siding Change** (submit siding sample)  
existing siding: \_\_\_\_\_ proposed siding: DRK BLUE

**NOTE:** The BHAR strongly encourages cement siding (i.e., "hardi-plank") as a more suitable alternative to vinyl siding.

**Roof Change** (submit shingle sample)  
existing roof: \_\_\_\_\_ proposed roof: DRK. GRAY

**NOTE:** The BHAR strongly encourages that if you choose architectural shingles, choose at least 30-year architectural shingles.

TRIM: WHITE

**Color Change** (submit color samples)  
existing colors: \_\_\_\_\_ proposed colors: \_\_\_\_\_

**Sign** (submit colored drawing (drawn to scale) with dimensions, plat/survey with sign location noted - Also refer to Article 10 of the Zoning Ordinance for sign regulations (i.e., max. height, max. size, etc.))

**Window change** (submit window details)  
existing window type: NA. proposed window type: PELLA: WHITE

1. Applicant/Property Owner Name STUART & BONNIE RESOR  
Address: 2102 GOV. PT. DR. SUFFOLK, VA. Phone: 757-752-4513c BONNIE  
Fax: 757-752-1390c STUART

### DECLARATION OF CONSENT:

By signing below, the property owner/applicant/agent consents to entry upon the subject property by public officers, employees, and agents of the Town of Smithfield to view the site for purposes of processing, evaluating or deciding this application.

Name: (signature) [Signature]

Name: (printed or typed) STUART RESOR

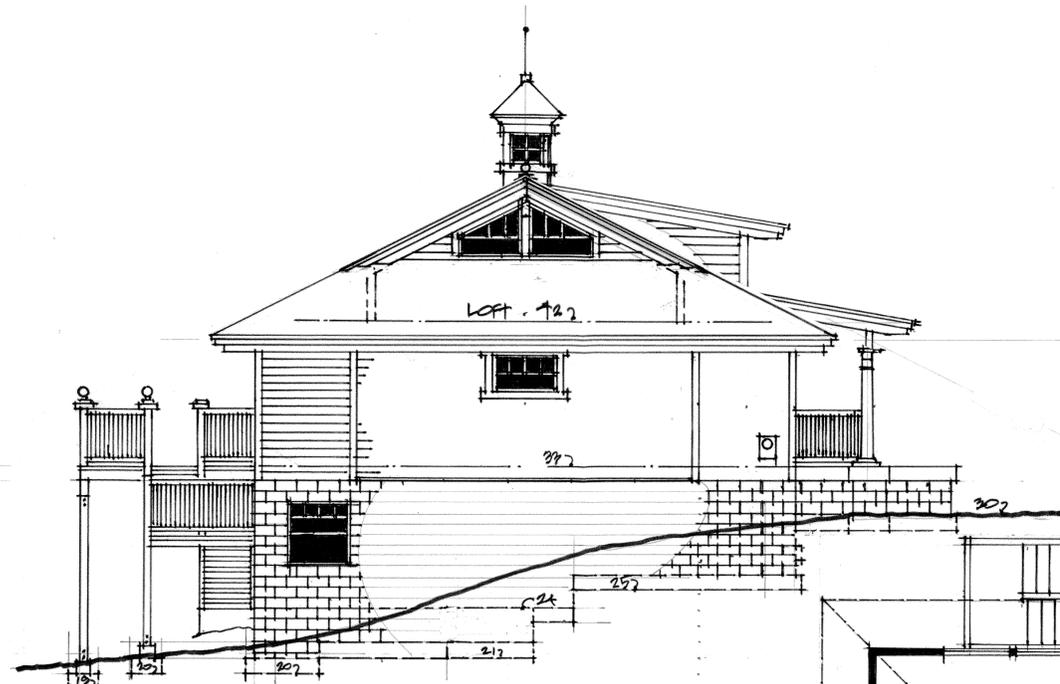


E'S LANE → N

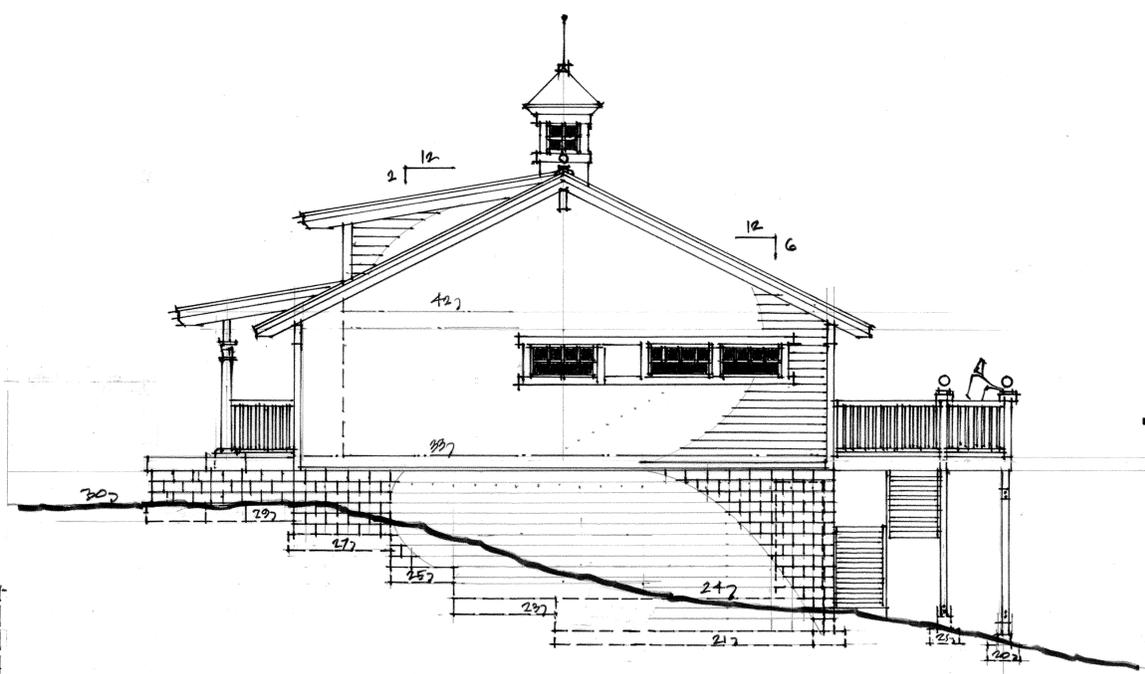
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1 BATH 1467#

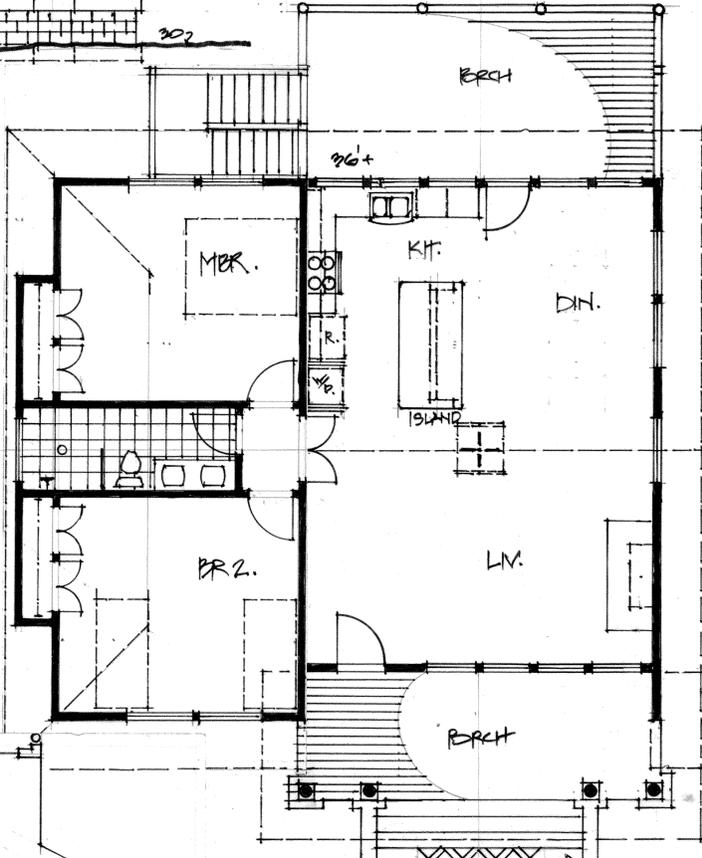
FRONT ELEVATION  
3/16" = 1'-0"



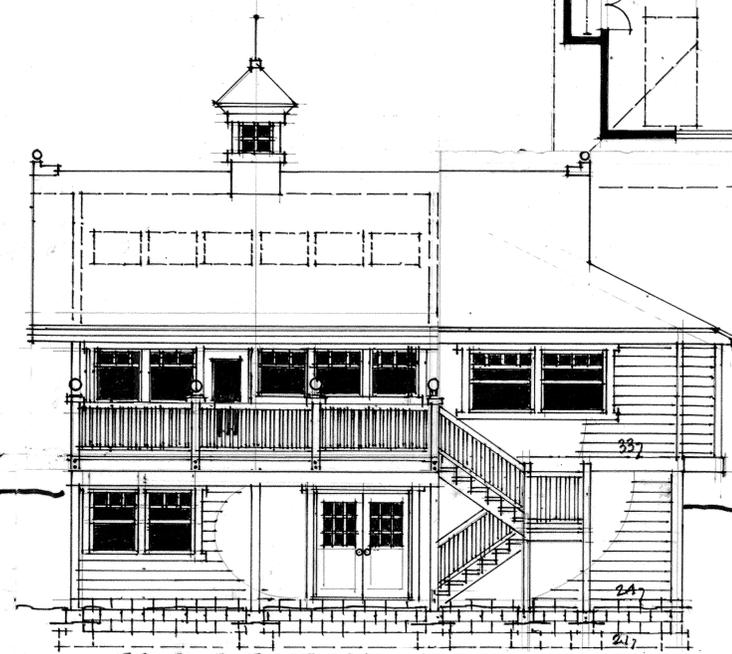
LEFT SIDE ELEVATION  
3/16"=1'-0"



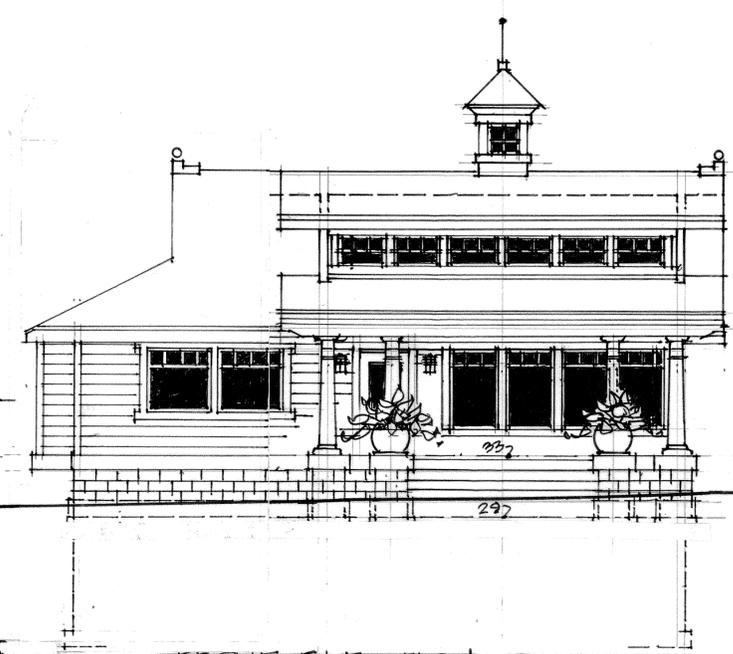
RIGHT SIDE ELEVATION  
3/16"=1'-0"



FLOOR PLAN - 2BR - 1BATH 1467#  
3/16"=1'-0"



REAR ELEVATION  
3/16"=1'-0"



FRONT ELEVATION  
3/16"=1'-0"

WILLIAM COLCKE'S LANE → N

10.18.2016  
12.15.16

DRAWN BY:  
[Signature]

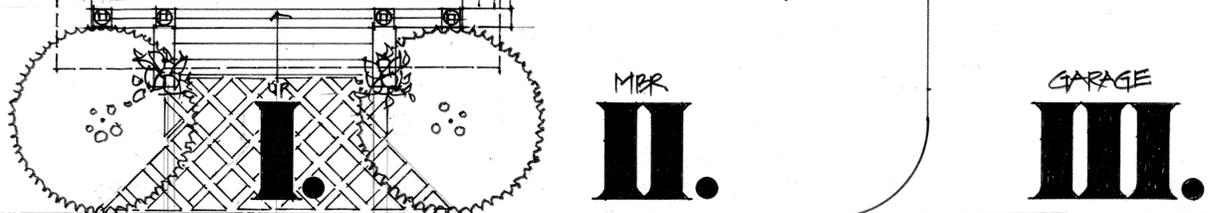
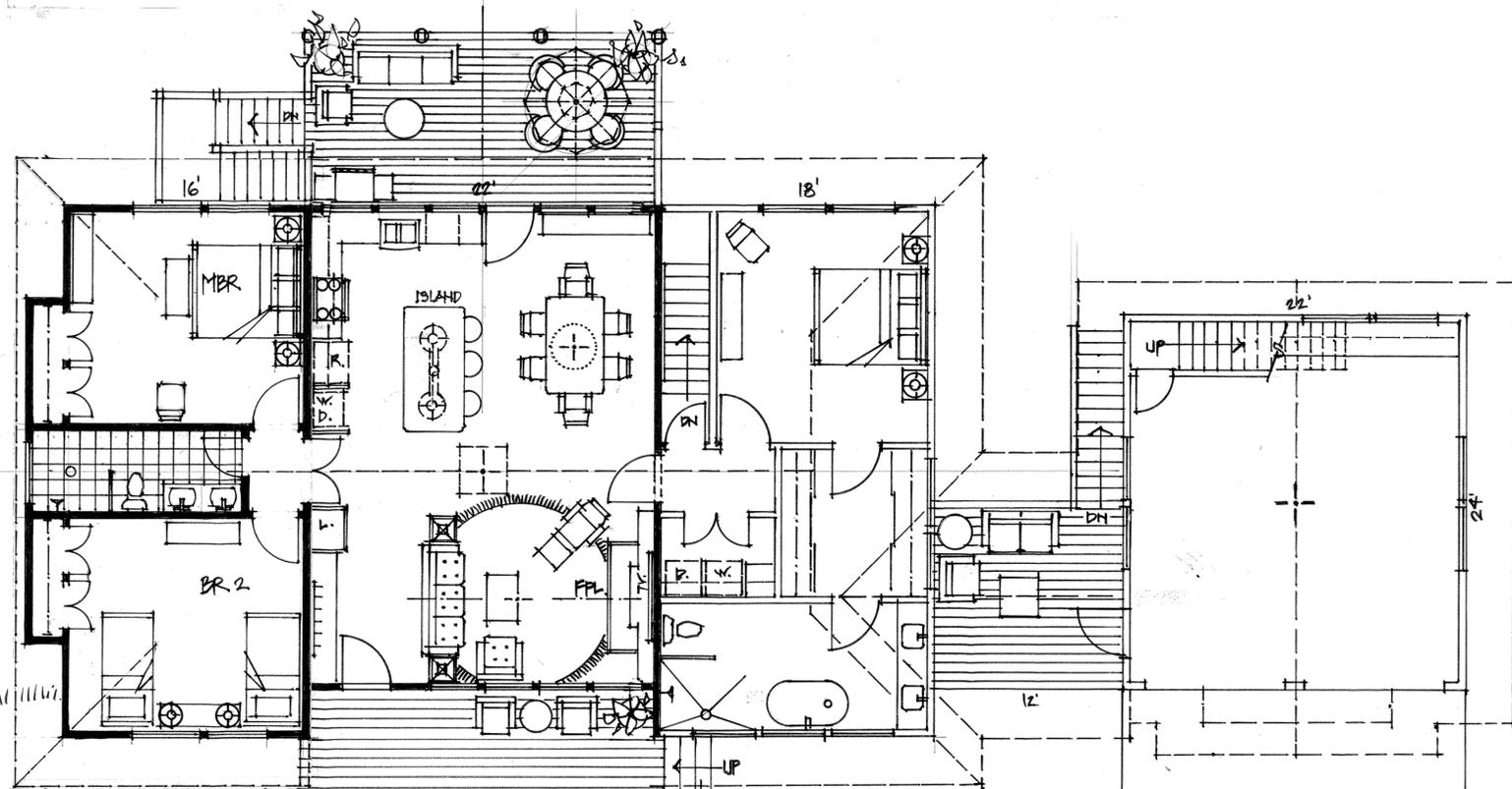
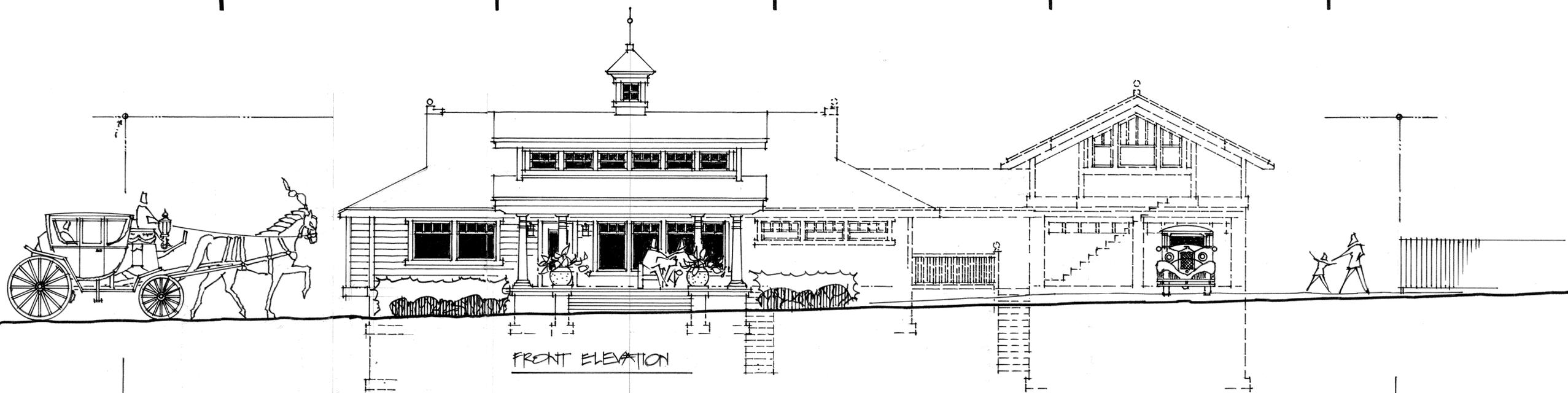
STUART M. RESOR, ARCHITECT, C.A. & VA.  
PIONEER RESOR INTERIOR D.  
2102 GARDNER'S POINTE DRIVE  
SUFFOLK, VA. 22456. 757-752-4510



SITE: 116 WM. COLCKE'S LANE  
SMITHFIELD, VA. 22430  
PIONEERESORC4MAL.COM

PAGE

OF



WM. COCKE'S LANE 1 WAY

1ST PHASE: 2 BR 1 BATH 1467' # 2ND PHASE: MBR 600' 3RD PHASE: GARAGE/SHOP

3/16" = 1'-0"

NOV. 6. 2016  
 XP 2. 11-24-16

DRAWN BY:  
 [Signature]

STUART M. RESOR, ARCHITECT, C.A. & VA.  
 BONNIE R. RESOR, INTERIORS  
 2102 GOVERNOR'S ROUTE DRIVE  
 SUFFOLK, VA. 23436. 757-752-4513

"EXPANDABLE CONCEPT"  
 PTE. 116 WM. COCKE'S LANE  
 SMITHFIELD, VA. 23430  
 BONNIESR@GMAIL.COM

PAGE

OF





Google

Image Date: 11/10/2015 36°58'47.59" N 76°38'03.67" W elev 32 ft

258  
SFB

GODWIN

LAIEN  
(RESOR)

REDLN

VERDUEUER

W COCKES LN.

VISITOR  
CENTER

LUZZEL

WILK-  
ERSON

BON-  
SER

PIGOTT  
WILLIAMS

CEDAR ST.

MAIN ST.

90'

60'

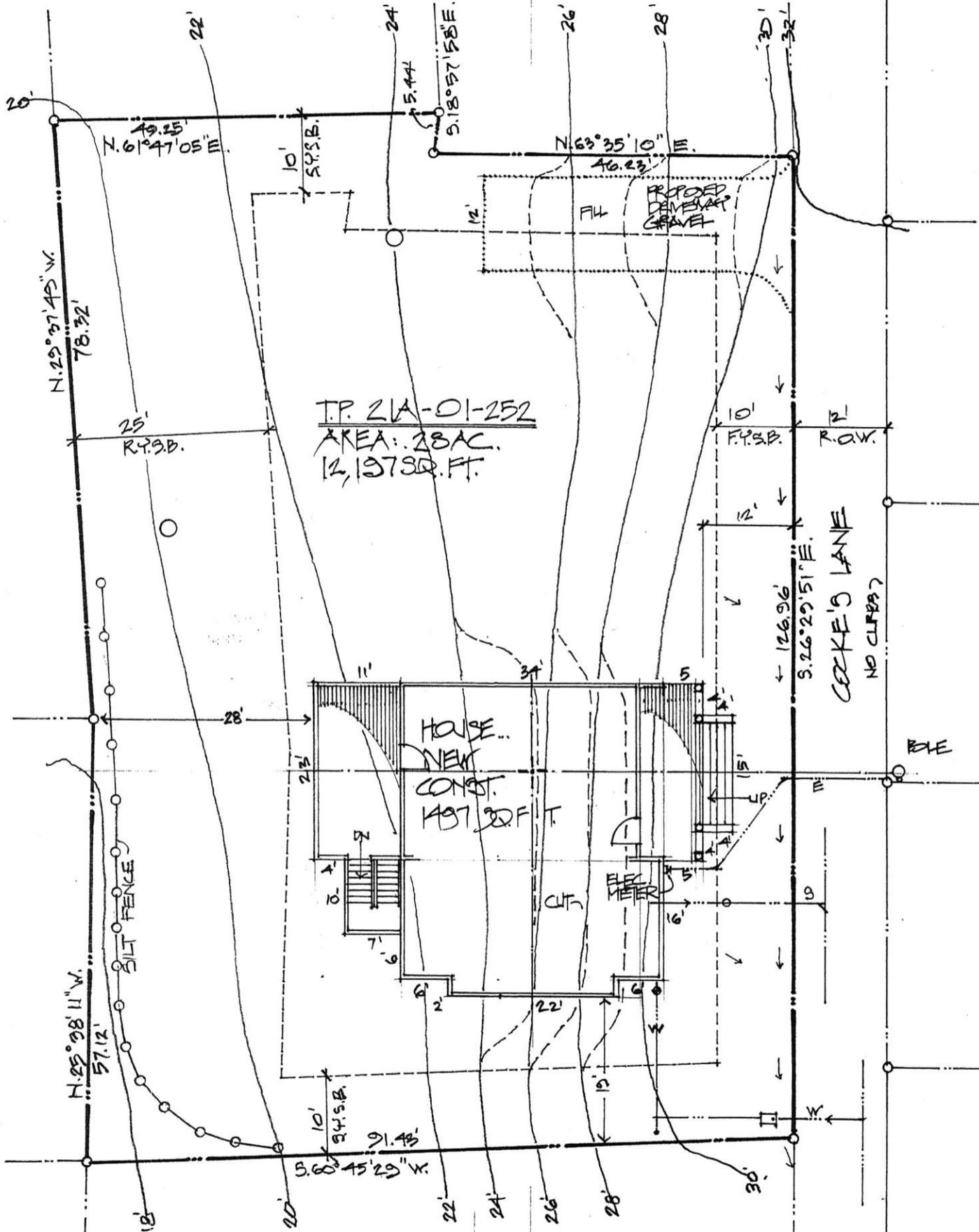
SITE MAP

1" = 50' 10.22.2016 → N.

**NOTES:**

1. I, STUART RESOR, ARCHITECT, VA, DO HEREBY CERTIFY THIS SITE PLAN TO BE CORRECT TO THE BEST OF MY KNOWLEDGE.
2. THIS PLAN MEETS THE MINIMUM STANDARDS ESTABLISHED BY THE VA. "DPER" STATE BOARD.
3. THIS PLAN IS BASED ON SURVEY OF 12-14-2016 BY EDWARD C. (NO) CANADA, L.C. # 002846. JOB # 916-306-SM.

4. ZONING: DN-R. MIN LOT: 6000 SQ. FT. SINGLE FAMILY HOME. HPO HISTORIC OVERLAY.
5. LEGAL DESCR: PARCEL OF LAND LOCATED ON COCKE'S LANE, TOWN OF SMITHFIELD, COUNTY OF ISLE OF WIGHT.
6. PROJECT SHALL CONFORM TO I.O.W. COUNTY EROSION & SEDIMENT CONTROL PLAN, FOR SINGLE FAMILY HOME. CUT & FILL AREAS: 2700 SQ. FT. ROOF: 1860 SQ. FT. 15.2%



T.P. 21A-01-252  
AREA: 28AC.  
12,137 SQ. FT.

7. BUILDER/CONTRACTOR: CHRIS EDWARDS. "SMITHFIELD SERVICES, RLD. 38444.
8. REED RECORDED: JAN. 17, 2017, I.O.W. COUNTY, VA. PLAT # 170000136.

9. DRAINAGE SHALL NOT IMPACT ADJACENT PROPERTIES. OFFSTREET PARKING: 2 MIN.

SITE PLAN  
SCALE: 1" = 10'

— PROPERTY BOUNDARY  
○ FOUND MTL. PIN

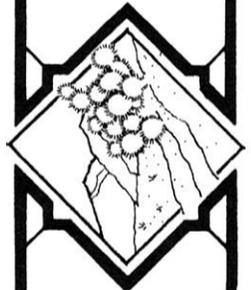


JAN. 28, 2017

DRAWN BY:  
D.M. RESOR

OWNERS/BUILDERS:

STUART M. RESOR, ARCHITECT, CA. # VA.  
BONNIE RESOR, INTERIORS.  
2102 GOVERNORS POINTE DRIVE  
DUFFOLK, VA. 23036. 757-752-4513.



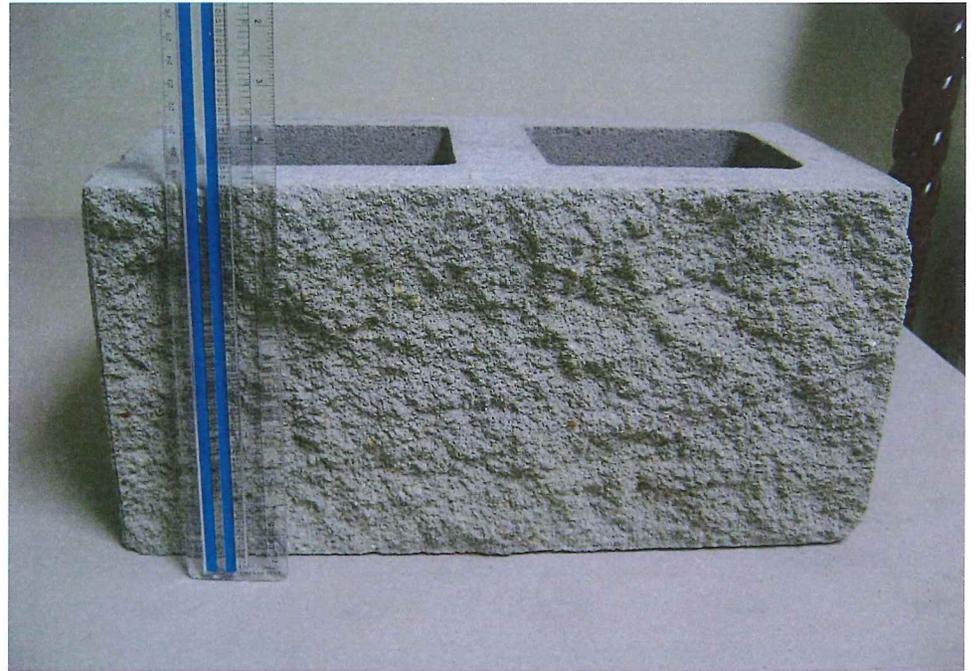
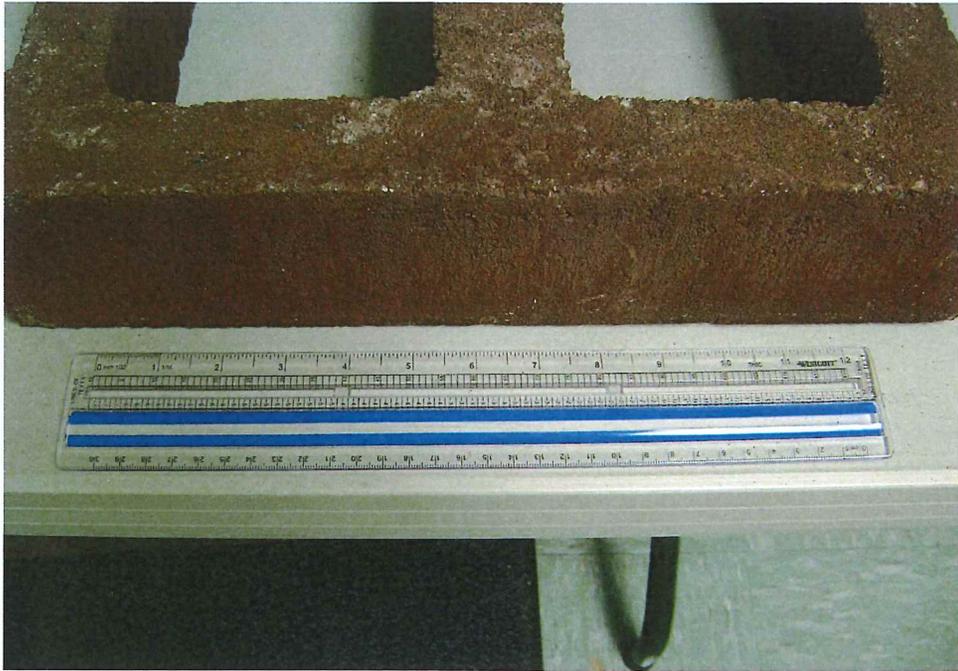
PROJECT: "COCKE'S MANOR II"  
SITE: 116 COCKE'S LANE  
SMITHFIELD, VA. 23431  
757-365-4100

PAGE

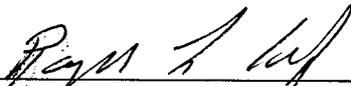
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OF





These bylaws were amended by the Board of Historical and Architectural Review members on the 16<sup>th</sup> day of December 2014. The amendment was to move the time of the meeting from 7:30 p.m. to 6:30 p.m. on the third Tuesday of the month.

  
\_\_\_\_\_  
Roger L. Ealy, Chairman

**Town of Smithfield  
Board of Historic and Architectural Review**

**BYLAWS**

**I. OFFICERS**

1. The officers of the Town of Smithfield Board of Historic and Architectural Review (hereinafter called "The Board" or "The Review Board") shall be a Chairman, a Vice-Chairman and a Secretary; all officers shall be elected by the Board pursuant to usual parliamentary procedures, to serve a two (2) year term. Election of officers shall take place on the first meeting of even numbered years, beginning January 19, 1984.
2. The Chairman shall preside at all meetings and rule on all procedural questions.
3. The Vice-Chairman shall act as Chairman in the absence or inability of the Chairman to act.
4. The Secretary, who need not be a member of the Board, shall keep a written record of all business transacted by the Board, in the form of minutes.
5. The Review Board shall consist of seven (7) citizens, at least three (3) of whom shall be residents of the historic district and five of whom shall be residents of the Town of Smithfield.
6. One of the members shall be a licensed architect or building contractor, one shall be a member of the Town Planning Commission and one shall be a citizen who has demonstrated outstanding interest and knowledge in historical or architectural development within the Town.

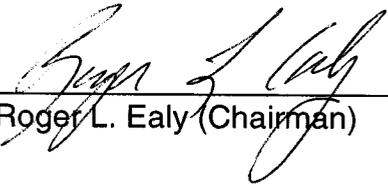
**II. MEETINGS**

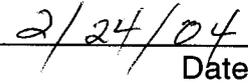
1. Regular meetings of the Board shall be held on the third Tuesday of each month at 6:30 P.M. in the Town of Smithfield Town Council Chambers. In the event no cases or business are before the Board, the Chairman may dispense with a regular meeting by giving notice to all the members not less than twenty-four (24) hours prior to the time set for the meeting. When a meeting date falls on a legal holiday, the new meeting day and time shall be determined by a majority of the Board. All regular meetings of the Board shall be publicly announced.
2. The Zoning Administrator of the Town of Smithfield or his designee is hereby expressly delegated authority to call regular meetings of the Board.

3. Special meetings of the Board may be called at the request of the Chairman or at the request of a majority of the membership. Public notice will be given prior to any special meetings.
4. Written notice of all meetings shall be given to each member at least five (5) days prior to such meetings and shall include the agenda and documents supporting each application.
5. A majority of the membership of the Board shall constitute a quorum; the number of votes necessary to transact business shall be a majority of the entire Board. All voting shall be recorded.
6. Members shall be appointed by the Town Council to serve terms of five (5) years and until their respective successors have been appointed and qualified and their terms of office shall be staggered. Vacancies shall be filled for the unexpired term only. All vacancies shall be filled within sixty (60) days.
7. Any member of the Board who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall lose his or her status as a member of the Board and shall be replaced or reappointed by the Town Council. Absence due to sickness, death, or other emergencies of like nature shall be recognized as excused absences, and shall not affect the member's status on the Board except that in the event of a long illness or other such cause for prolonged absence, the member shall be replaced. The Secretary shall notify a member when he or she is approaching the maximum number of unexcused absences. When a member has exceeded the maximum number of unexcused absences, the Secretary shall notify the full Board and the Town Council.
8. Each Board member is required to attend at least one informational or educational meeting per year, approved by the Virginia Department of Historic Resources pertaining to the work and functions of the Review Board or to historic preservation.
9. Review Board vacancies shall be filled by the Town Council. The Town Council will attempt to fill the vacancy with educationally qualified professionals from the disciplines of history, archaeology, historic archaeology, architecture, or architectural history. In the absence of such applicants, the Town Council shall appoint members who shall evidence demonstrated interest, competence, or knowledge in historic preservation.

### III. AMENDMENTS

1. The bylaws may be amended by a two-thirds vote of the entire membership of the Board.
2. The Board may temporarily suspend any of the bylaws by a unanimous vote of members present.

  
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Roger L. Ealy (Chairman)

  
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Date