

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

December 15, 2009

1) Town Planner's Report

-Administrative approvals

- 102 Underwood Lane - Replace wood windows with vinyl replacements with matching grid pattern and faux wood grain; replace window trim with that of wood or synthetic materials in similar style

2) Upcoming Meetings and Activities

December 24 - Town offices will close at noon in observance of Christmas
December 25 - Town offices will be closed in observance of Christmas
December 28 - 3:00 p.m. -- Town Council Committee Meetings
December 29 - 3:00 p.m. -- Town Council Committee Meetings
January 1 - Town offices will be closed in observance of New Years Day
January 5 - 7:30 p.m. -- Town Council Meeting
January 12 - 7:30 p.m. -- Planning Commission Meeting
January 19 - 6:30 p.m. -- Board of Zoning Appeals
January 19- 7:30 p.m. -- Board of Historic & Architectural Review

3) Public Comments

The public is invited to speak to the Board on any matters, except scheduled public hearing(s). Please use the sign-up sheet. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

4) Board Member Comments

5) Proposed Garden Shed – 112 South Mason Street – Landmark –

Trey Gwaltney, applicant. (Staff report, BHAR application, letter of request, elevations, photos and plat enclosed)

6) Consideration of Demolition by Neglect – 502 Grace Street – Landmark –

Town of Smithfield, applicant. (Staff report and photos enclosed)

7) Approval of Meeting Minutes from November 17, 2009 (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 Planning Commission 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.