

The Smithfield Planning Commission held its regular meeting on Tuesday, February 11<sup>th</sup>, 2014. The meeting was called to order at 7:30 p.m. Members present were Mr. Bill Davidson, Vice Chairman; Mr. Michael Swecker, Ms. Julia Hillegass, Mr. Larry Odom, Mr. Randy Pack, and Mr. Charles Bryan. Ms. Virginia Smith, Chair, was absent. Staff members present were Mr. William T. Hopkins III, Director of Planning, Engineering and Public Works; Mr. William H. Riddick III, Town Attorney and Mr. William G. Saunders, IV, Planner/GIS Coordinator. There were four (4) citizens present.

Vice Chairman Davidson – I would like to call the February 11<sup>th</sup>, 2014 Planning Commission meeting to order. If everyone will stand, we will say the Pledge of Allegiance.

*Everyone present stood and recited the Pledge of Allegiance.*

Vice Chairman Davidson – For those who would like to remain standing, Mr. Odom will offer a word of prayer.

Mr. Odom – Lord, we thank you for this opportunity to gather tonight. We pray that we use wisdom and guidance in the decisions that we make that effect our town and the citizens of Smithfield. Through your Son, our Lord Jesus Christ, I ask this prayer. Amen.

Vice Chairman Davidson – The first item on the agenda is the Director of Planning, Engineering & Public Works Activity Report.

Director of Planning, Engineering & Public Works – Thank you, Chairman. Mr. Charles Bryan, Mr. Randy Pack, and Mr. Michael Swecker were reappointed by Town Council so we will be working together for another four years. Mr. Saunders and I are working on Zoning Ordinance Amendments. There are two projects in town that we have started reviewing. One is four parcels of land in Pinewood Heights that are owned by Mr. Bob Livengood. He plans to build an office and storage building for his future use. It is under review. Also, Dollar General has submitted a site plan in regards to a new store on Route 258 across the street from Mayor Chapman's funeral home or next door to the Brown's AME Church.

Vice Chairman Davidson – Do we have a pre-application on that?

Director of Planning, Engineering & Public Works – Yes sir. There was a little delay due to VDOT with some traffic concerns but that seems to have been taken care of.

Vice Chairman Davidson – Next we have Upcoming Meetings and Activities. On February 17<sup>th</sup> Town offices will be closed in observance of President's Day. The Board of Zoning Appeals and Board of Historic and Architectural Review will meet on February 18<sup>th</sup>. February 24<sup>th</sup> and 25<sup>th</sup> will be the Town Council Committee meetings. Town Council will meet on March 4<sup>th</sup>. The Planning Commission will meet on March 11<sup>th</sup>. The next item on the agenda is Public Comments. At this time the public is invited to speak on any matter that is not scheduled as a public hearing. Comments are limited to five minutes. Do we have anyone signed up? Hearing none, we will move to Planning Commission Comments. Does anyone have any comments? Next is the Election of Officers. At this time, I will turn the meeting over to our Town Attorney.

Town Attorney – We need nominations for a new Chairman for the Planning Commission.

Mr. Swecker – I would like to nominate Mr. Bill Davidson for Chairman.

Mr. Pack – Second.

Town Attorney – Are there any other nominations? Hearing none, the nominations are closed. All those in favor of electing Mr. Davidson as Chairman say aye, opposed say nay.

On call for the vote, six members were present. Mr. Bryan voted aye, Vice Chair Davidson abstained, Ms. Hillegass voted aye, Mr. Odom voted aye, Mr. Pack voted aye, and Mr. Swecker voted aye. There were no votes against the motion. There was one abstention. The motion passed.

Town Attorney – Mr. Davidson is elected as Chairman. We need nominations for Vice Chairman.

Mr. Swecker – I would like to nominate Ms. Julie Hillegass as Vice Chairman.

Chair Davidson – Second.

Town Attorney – Are there any other nominations? Hearing none, the nominations are closed. All those in favor of electing Ms. Julie Hillegass as Vice Chairman say aye, opposed say nay.

On call for the vote, six members were present. Chair Davidson voted aye, Ms. Hillegass abstained, Mr. Bryan voted aye, Mr. Odom voted aye, Mr. Pack voted aye and Mr. Swecker voted aye. There were no votes against the motion. There was one abstention. The motion passed.

Town Attorney – It is your meeting again Mr. Chairman. Congratulations.

Chairman Davidson – Next we have the Subdivision Plat Review – Cypress Creek Subdivision, Phase 7A – Mr. Steve Romeo, Cypress Creek Development Co. LLC, applicants. Could we have a staff report please?

Director of Planning, Engineering & Public Works – Thank you, Chairman Davidson. As stated in the staff report it is Section 7-A of the Cypress Creek Subdivision. In the package, you will see a list of all of the phases that have already been built. This one is really a good one due to the fact that it will be connected to the parkway. It will be a great improvement for traffic flow and especially for utilities. The water line will be the same water line that was brought across the creek on Route 10. The construction plans had been reviewed and approved a while back while this is strictly a plat. When we were looking at construction plans that was Phase 7 but they did not really want to build out the whole thing in Phase 7 so they broke it down and this is 7-A which consist of nine lots. Staff has reviewed and compared it to construction plans and everything seems to be matching. The actual Subdivision Agreement has been approved by Town Council contingent upon your approval. Staff feels comfortable and recommends approval.

Chairman Davidson – Is there anyone who would like to speak on this matter?

Director of Planning, Engineering & Public Works – No sir.

Chairman Davidson – Does anyone have any questions?

Town Attorney – We should ask staff does the plat meet the requirements of the Town's Zoning and Subdivision Ordinances.

Director of Planning, Engineering & Public Works – Yes sir, it does in all cases.

Town Attorney – Is it in accordance with the Comprehensive Plan?

Director of Planning, Engineering & Public Works – Yes sir, it is.

Vice Chair Hillegass – I will make a motion to approve as presented.

Mr. Pack – Second.

Chairman Davidson – A motion has been made and properly seconded. All those in favor signify by saying aye, opposed say nay.

On call for the vote, six members were present. Chairman Davidson voted aye, Vice Chair Hillegass voted aye, Mr. Bryan voted aye, Mr. Odom voted aye, Mr. Pack voted aye, and Mr. Swecker voted aye. There were no votes against the motion. The motion passed.

Chairman Davidson – Next is a Site Plan Revision Review – 19290 Battery Park Road – Harvest Fellowship Baptist Church, applicant. Could we have a staff report please?

Director of Planning, Engineering & Public Works – The site used to be a livestock market. A lot has changed since then. The property is currently zoned (C-C) Community Conservation which consists of 22.624 acres. The surrounding area is zoned (N-R) Neighborhood Residential. There are two exits and entrances onto Battery Park Road which is a great improvement. I am pleased with the landscaping. In 2011 the overall master plan was reviewed and approved. We all knew that it would be done in phases. They were given the opportunity for this structure to be built much sooner than expected and budgeted. I will let them speak on that a bit further later. Due to this opportunity some change has been made to the structure itself not the parking lot or utilities. There were some connection issues as far as where it would connect to the building but nothing major. Staff recommends it for approval with the revised site plan. We wanted to bring it to your attention that the structure changed location, design, and utilities.

Chairman Davidson – Does anyone have any questions at this time? Would anyone like to speak on behalf of this? Please state your name and address for the record.

Mr. Overton – My name is Scott Overton. I live at 111 Pelican Reach Suffolk, Virginia. I currently serve as the Site Development Team Leader at Harvest Fellowship Baptist Church. We are joined by our Pastor Randy Green who has been the pastor since Harvest Fellowship Baptist Church started in 2000. We also have Mr. and Mrs. Gary Trout who are members of our church as well. Thank you for your consideration for these minor changes to our church project. We have done quite a bit on the site in

last year developing the stormwater plan for the entire site and all of the offsite improvements as well. We brought the needed water service to our site. We can now serve our entire site with sewer. While we were in the process of executing on that plan we were introduced to an opportunity that Mr. Hopkins touched on briefly. We were brought together by someone within the church who was helping us with some finances. They introduced us to a group out of Birmingham Alabama called Builders for Christ. Mr. Lawrence Corley met with us in November 2012. At that time he was impressed with what we had been able to do as a church up to that point. The fact that we were being faithful with what God had provided relative to what we had raised for our building fund. We were putting it in the ground as opposed to leaving it in the bank. We met with him over the course of the next ten to eleven months. They have agreed to help build our church through volunteer labor. For the last thirty-three years they have been a part of building well over thirty churches up and down the east coast and as far west as Missouri. They work on projects that have been designed for volunteers to come and build. Volunteers will come from all over the country starting in May. There will be about seven hundred and fifty people that will come on different weeks to perform different tasks whether it is framing, electrical, plumbing, or mechanical work. They will get our building up to the point that we are ready to finish it with carpet and paint. We are excited about the opportunity. It allows us to move forward certainly much quicker than we had planned financially because of the savings involved with volunteers helping us. As far as the site plan we had to redesign our first phase building so that volunteers could be a part of this process with us which led to some minor tweaks to the approved site plan. We are hopeful that you will consider allowing us do this. I can answer any questions that you might have relative to that part of it.

Chairman Davidson – Are you anticipating starting in May?

Mr. Overton – Yes sir. The project will have to start a little earlier because when the volunteers come they will expect to have the building slab ready so that they can start framing. We anticipate starting in March getting the slab prepared with under slab utilities and then getting the building pad poured so that we are ready for them on May 17<sup>th</sup>.

Mr. Swecker – Do you have a date to when you anticipate having your church ready?

Mr. Overton – Weather permitting and everything goes well we expect to finish painting and carpet in when they leave in mid August. We expect it would certainly be well before the end of the year that construction will be complete.

Chairman Davidson – I imagine that you all will be sad to leave Carrollton Elementary School.

Mr. Overton – It has been great to work with the different people involved in that process. We have enjoyed being there.

Chairman Davidson – It will be nice to have your own home.

Mr. Overton – It will be nice to not have to set up every Sunday morning.

Chairman Davidson – Does anyone else have any questions?

Mr. Swecker – Even when you had construction going on the parking lot was still neat. I do not have a problem with it. I think it is great.

Mr. Overton – Thank you.

Director of Planning, Engineering & Public Works – It does meet all of our Zoning Ordinance and utility requirements.

Chairman Davidson – I will entertain a motion.

Mr. Pack – I will make a motion that we approve the site plan as presented with minor utility items to be approved by staff administratively.

Vice Chair Hillegass – Second.

Chairman Davidson – A motion has been made and properly seconded. All those in favor signify by saying aye, opposed say nay.

On call for the vote, six members were present. Chairman Davidson voted aye, Vice Chair Hillegass voted aye, Mr. Bryan voted aye, Mr. Odom voted aye, Mr. Pack voted aye, and Mr. Swecker voted aye. There were no votes against the motion. The motion passed.

Chairman Davidson – The next item is ECO Exterior Design Review – 19290 Battery Park Road – Harvest Fellowship Baptist Church, applicant.

Mr. Overton – The materials are consistent with what you had approved previously but it is just on a different building configuration. We are using a combination of cement shake siding, brick, and stone as the exterior.

Director of Planning, Engineering & Public Works – The colors have changed a little bit but the material is the same.

Mr. Overton – What kind of flexibility will we have inside of the color palate relative to what you are actually seeing and what we actually do. If it is not exactly those colors then I want to know exactly what parameters we should operate in so that we are sensitive to what the town would suggest. Would we have to come back?

Director of Planning, Engineering & Public Works – If you decide to change the colors at all then bring it to staff's attention. We can discuss it with the Chairman. It may just be minor.

Mr. Overton - I think what we have a good representation of the paint color that we are using.

Director of Planning, Engineering & Public Works – I do not think that would be something that would necessarily have to come back to the Planning Commission but it just depends on what you do.

Mr. Bryan – Have you purchased the building material yet?

Mr. Overton – We have not purchased the building material yet. We are in the process of getting ready to be in a position to do that.

Vice Chair Hillegass – But you are talking about some shade of gray not say purple.

Mr. Overton – I just want to make sure that I know what I am supposed to do.

Director of Planning, Engineering & Public Works – It shows the building with cement shake siding, cement lap siding, and brick and stone. It is very attractive. Is the landscaping included in this?

Mr. Overton – The landscaping will be consistent with the landscaping approved on the site plan.

Chairman Davidson – Is there any other questions?

Mr. Pack – I will make a motion that we approve the ECO Exterior Design Review as presented with suggestions to the applicant that any changes in color will be discussed with town staff for approval administratively.

Vice Chair Hillegass – Second.

Chair Davidson – A motion has been made and properly seconded. All those in favor signify by saying aye, opposed say nay.

On call for the vote, six members were present. Chairman Davidson voted aye, Vice Chair Hillegass voted aye, Mr. Bryan voted aye, Mr. Odom voted aye, Mr. Pack voted aye, and Mr. Swecker voted aye. There were no votes against the motion. The motion passed.

Chairman Davidson – Next is Approval of the November 12, 2013 Minutes.

Town Attorney – Mr. Chairman, I recommend that the minutes be approved as presented.

Vice Chair Hillegass – So moved.

Mr. Bryan – Second.

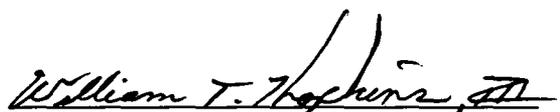
Chairman Davidson – A motion has been made and properly seconded. All those in favor signify by saying aye, opposed say nay.

On call for the vote, six members were present. Chairman Davidson voted aye, Vice Chair Hillegass voted aye, Mr. Bryan voted aye, Mr. Odom voted aye, Mr. Pack voted aye, and Mr. Swecker voted aye. There were no votes against the motion. The motion passed.

Chairman Davidson – The meeting is adjourned.

The meeting adjourned at 7:54 p.m.

  
Mr. Bill Davidson  
Chair

  
Mr. William T. Hopkins III  
Director of Planning, Engineering and  
Public Works