



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Tuesday, January 13th, 2026

TO: BOARD OF HISTORIC & ARCHITECTURAL REVIEW (BHAR)
FROM: TAMMIE CLARY, DIRECTOR COMMUNITY DEVELOPMENT & PLANNING
RE: BHAR MONTHLY MEETING

The BHAR will hold its regularly scheduled monthly meeting on **Tuesday, January 20th, 2026 at 6:30 PM** at the Smithfield Center, 220 N Church St, Smithfield, VA 23430.

If you have any questions or concerns, please contact Tammie Clary at (757)-365-4200 or tclary@smithfieldva.gov.

cc: Town Council
Sands Anderson
The Smithfield Times (or)
The Daily Press
File

**TOWN OF SMITHFIELD
BOARD OF HISTORIC & ARCHITECTURAL REVIEW (BHAR)
MEETING AGENDA**

Tuesday, January 20th, 2026, 6:30 PM

1) 2026 Election of Officers

In accordance with the BHAR Bylaws, Officer Elections (Chair, Vice Chair, Secretary) are to be conducted every two (2) years.

2) Planner's Report:

NAPC will hold its monthly webinar on Thursday, January 22nd, at 1:00 PM. The webinar is titled "Supporting Skilled Preservation Trades at the Local Level: What Commissions and City Staff Need to Know." If any Town Council member, Planning Commissioner, or Board member would like to attend, please inform Tammie Clary or Mark Kluck, and we can assist with registration.

3) Upcoming Meetings and Activities

Tuesday, February 3rd – 6:30 PM – Town Council Meeting
Tuesday, February 10th – 6:30 PM – Planning Commission Meeting
Tuesday, February 17th – 6:30 PM – Board of Historic & Architectural Review Meeting
Tuesday, February 17th – 7:30 PM – Board of Zoning Appeals Meeting
Monday, February 23rd – 3:00 PM – Town Council Committee Meetings

4) Public Comments

5) Board Member Comments

6) Assorted Exterior Changes – 205 North Mason Street – Contributing – Timothy Hillegass, applicant. (Staff report and assorted attachments enclosed.)

7) New Accessory Structure (Shed) – 315 Main Street – Contributing – Isle of Wight County Tourism c/o Judy Winslow, applicant. (Staff report and assorted attachments enclosed.)

8) Color Change (Awning) (After-the-fact) – 220 North Church Street – Contributing – Town of Smithfield Parks and Recreation c/o Amy Novak, applicant. (Staff report and assorted attachments enclosed.)

9) Approval of the December 16th, 2025 Meeting Minutes.

10) Adjournment

ATTENTION

Mrs. Clary can be reached via email (tclary@smithfieldva.gov) or mail at the address below:

Town of Smithfield
Community Development & Planning Department
ATTN Tammie Clary, Director
PO Box 246
Smithfield, VA 23431

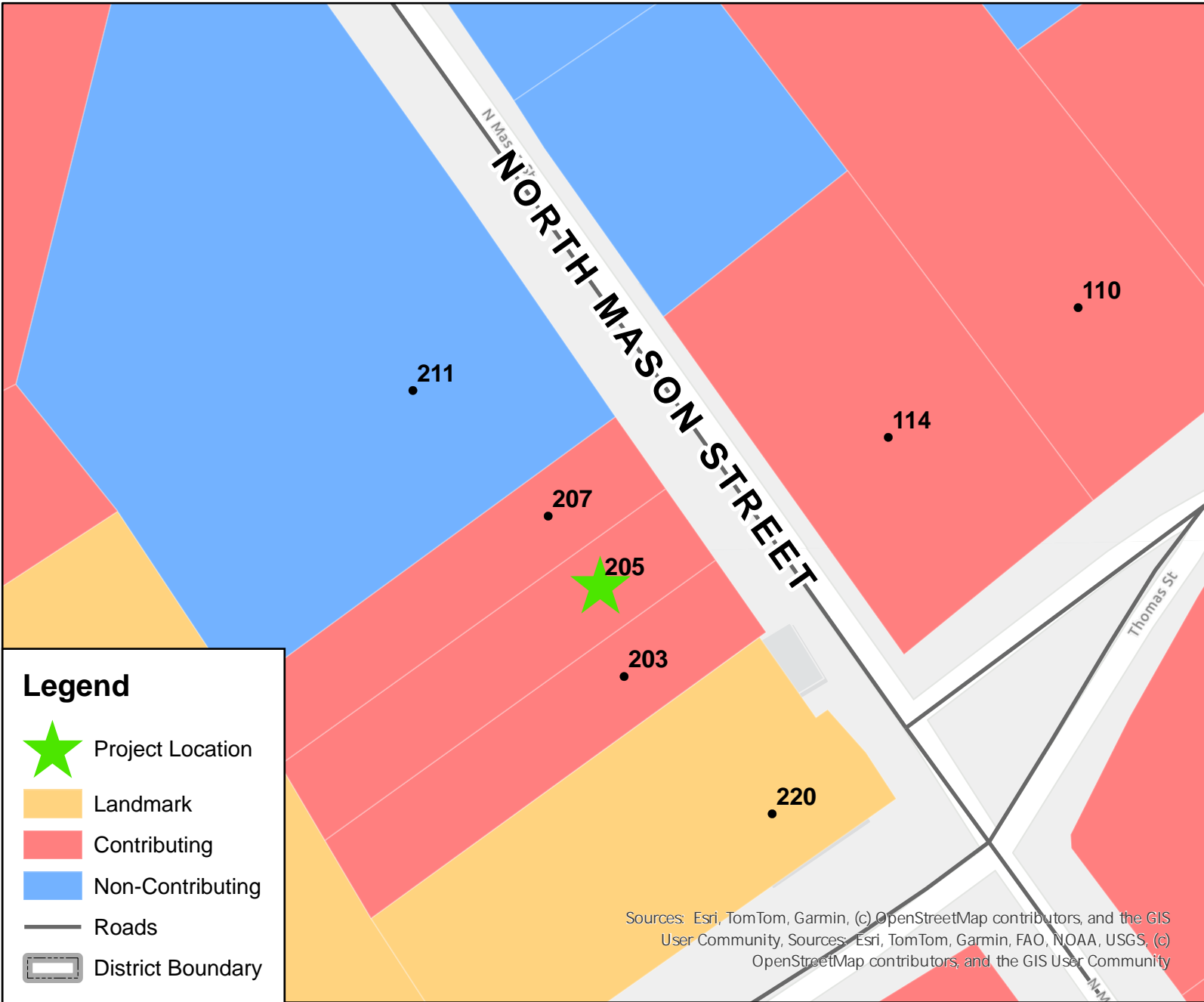
.....
NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA) Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Board of Historic & Architectural Review (BHAR) meetings. ADA compliant hearing devices are available for use upon request. Please call 1-(757)-365-4200 at least twenty-four (24) hours prior to the meeting date so that proper arrangements may be made.
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BOARD OF HISTORIC & ARCHITECTURAL REVIEW (BHAR) STAFF REPORT

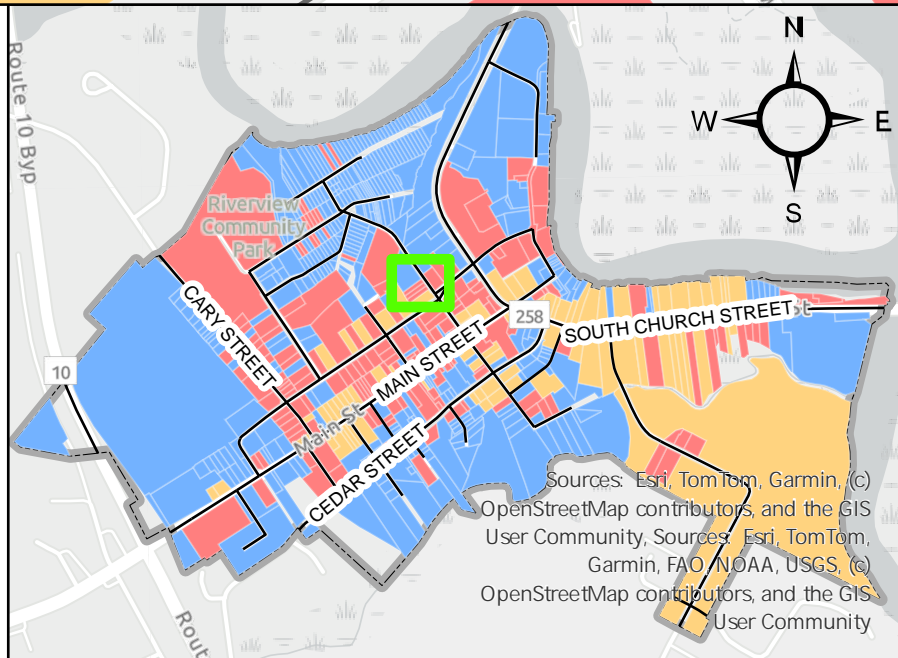
Tuesday, January 20th, 2026, 6:30 PM

Applicant	Timothy Hillegass 205 North Mason Street Smithfield, Virginia 23430
Owner	Ibid.
Property	205 North Mason Street TPIN 21A-01-122 0.13 ac W side North Mason Street 126' NW of Thomas Street & North Mason Street
Classification	Contributing
Zoning	Downtown Neighborhood Residential (DN-R) & Historic Preservation Overlay (HPO)
Adjacent Zoning	DN-R & HPO
Project Description	<p>The applicant is seeking approval for assorted exterior changes to the single-family dwelling:</p> <ol style="list-style-type: none">1. Replace and change the color of the existing grey standing seam metal roof with a Forest Green 1" mechanical seam standing seam metal roof (21-inch wide panels).2. Place a chimney cap on the main chimney located near the front of the home.3. Demolish the secondary chimney on the right rear of the dwelling.
Zoning Recommendation	Town staff recommend approval from a zoning standpoint and defer to BHAR for architectural discretion.

205 North Mason Street - Contributing



205 North Mason Street
TPIN 21A-01-122
0.13ac W side North Mason St
126' NW of N Mason St & Thomas St



Assorted Exterior Changes

(New Roof, Chimney Cap, & Chimney Demolition)

205 North Mason Street

TPIN 21A-01-166

Contributing

Applicant Request

Project Description: Replacement of existing 24" metal standing seam roof(silver) with 21" steel standing seam roof in forrest green. *Demolish rear chimney*
Add Chimney cap to main (front) chimney

Staff Remarks: The applicant is seeking approval for assorted exterior changes to the single-family dwelling:

- 1. Replace and change the color of the existing grey standing seam metal roof with a Forest Green 1" mechanical seam standing seam metal roof (21-inch wide panels).*
- 2. Place a chimney cap on the main chimney located near the front of the home.*
- 3. Demolish the secondary chimney on the right rear of the dwelling.*

Existing Conditions



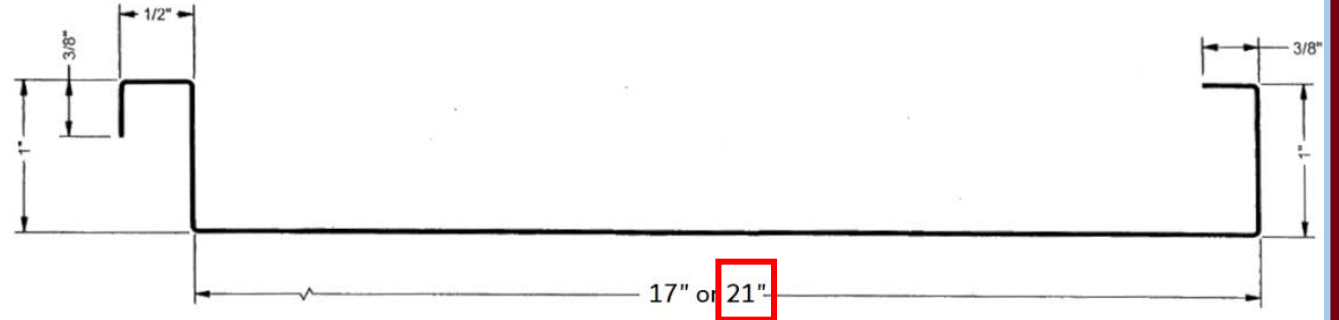
Proposed Roof

MARCO METALS LLC
PREMIUM ROOFING. LEGENDARY SERVICE.

P.O. Box 2245
4773 S. Valley Pike
Harrisonburg, VA 22801

Phone: 540-437-2324
Fax: 540-437-9399
www.marcometals.com

Mechanical Seam



The "old fashioned" type of metal roofing, these panels have overlapping edges that are crimped together using a mechanical seamer, a tool that is manually operated to compress the edges of the panels together to create a watertight seal. Also available in 1.5" rib height.

- 26 gauge (standard) or 24 gauge.
- 16" coverage after overlap.
- Concealed fasteners and clips.
- Not to be installed on purlins (sheathing only).

Regal Blue	Forest Green	Hartford Green
Fashion Gray	Charcoal	Coco Brown
Brick Red	Burgundy	Black Mica
Medium Bronze	Dark Bronze	Copper Metallic
1" Snap Lock Screw Flange 16" Panel	1 1/2" Snap Lock Screw Flange 16" Panel	1" Mechanical Seam 17" or 21" Panel
1 3/4" Clip Snap Lock 16" Panel		



Proposed Roof Change & Chimney Work

Proposed Chimney Cap



Shelter 13 in. x 13 in. Single Flue
Chimney Cap, Black Powder Coat ...

[Visit >](#)



Install
Chimney Cap

Demolish
Chimney



Best Practices

- Regularly inspect roofs, gutters, and downspouts for accumulated dirt, vegetation, and collecting moisture.
- Check roof surface, seams, flashing, and ridges for breaks, holes, or other signs of damage.
- Maintain historic roof details and other decorative elements where they are found.
- Replace individual tiles, shingles, and panels before full replacement when possible.
- Replace roof elements in-kind when possible. When in-kind replacement is not possible, use compatible parts that match the historic in material, texture, size, and profile.
- As a general rule, when more than thirty percent of a roof is damaged, it is appropriate to replace the entire roof.
- When a roof must be entirely replaced, the new roof shall be consistent with the architectural style of the building and include similar roof form, pitch, angle, shape, material composition and appearance, and overhang of eaves.
- Existing architectural features including but not limited to chimneys, dormers, gutters, cornices, parapets, rafters, brackets, and vergeboards shall be preserved when roof replacement is necessary or when alterations are made to an existing roof.
- New gutters and downspouts should be compatible with the style of the building and should not damage, obscure, or result in the removal of historic roof elements. See the table on page 79 for more info.
- While some historic roof materials may be cost-prohibitive, the replacement materials should be compatible with the historic style of the building. See the table on the next page for more info.
- New roof features such as mounted utilities, satellite dishes, HVAC units, and solar panels should be located on the side or rear of a building where they are less visible from the right of way.

Avoid

- Altering the shape and form of a historic roof.
- Introducing roof elements such as spires, turrets, and parapets to buildings where they were not historically found.
- Removing historic roof elements from buildings.

Design Guidelines

(pages 76 & 78)

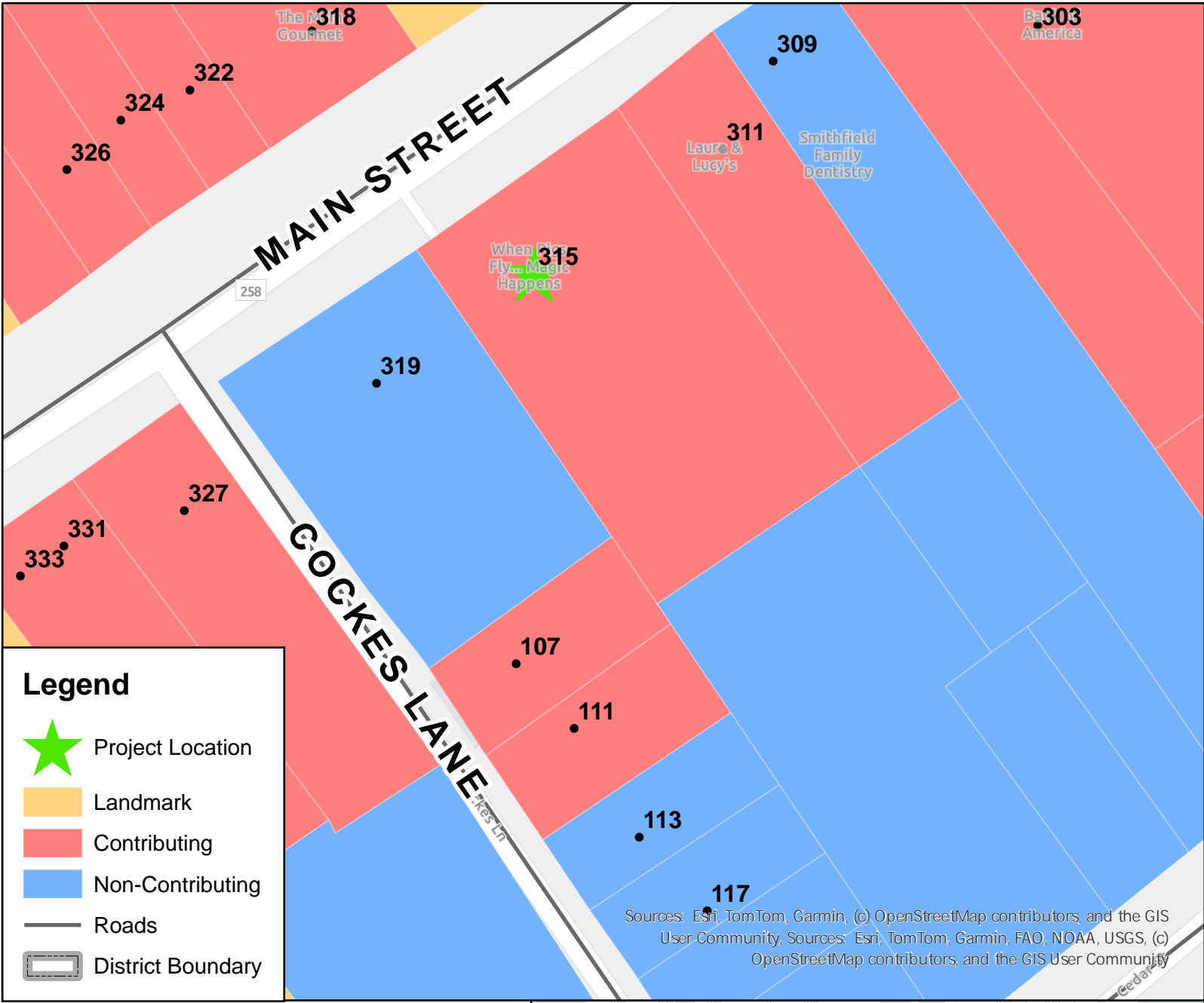
BOARD OF HISTORIC & ARCHITECTURAL REVIEW (BHAR) STAFF REPORT

Tuesday, January 20th, 2026, 6:30 PM

Applicant	Isle of Wight County Tourism c/o Judy Winslow 315 Main Street Smithfield, VA 23430
Owner	Town of Smithfield P.O. Box 246 Smithfield, VA 23431
Property	315 Main Street TPIN 21A-01-62 0.92ac S side Main Street 140' E of Drummonds Lane & Main Street
Classification	Contributing
Zoning	Heavy Industrial (I-2) & Historic Preservation Overlay (HPO)
Adjacent Zoning	Downtown (D), Downtown Neighborhood Residential (DN-R) & HPO
Project Description	The applicant is seeking approval to erect a new 12-foot wide by 24-foot long prefabricated shed on the property with a black, gambrel-style standing seam metal roof, dark brown T1-11 siding, two (2) six-over-six (6/6) windows, and one (1) double-wide set of out-swinging doors.
Zoning Recommendation	Town staff recommend approval from a zoning standpoint and defer to BHAR for architectural discretion.

For inquiries, please contact Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.

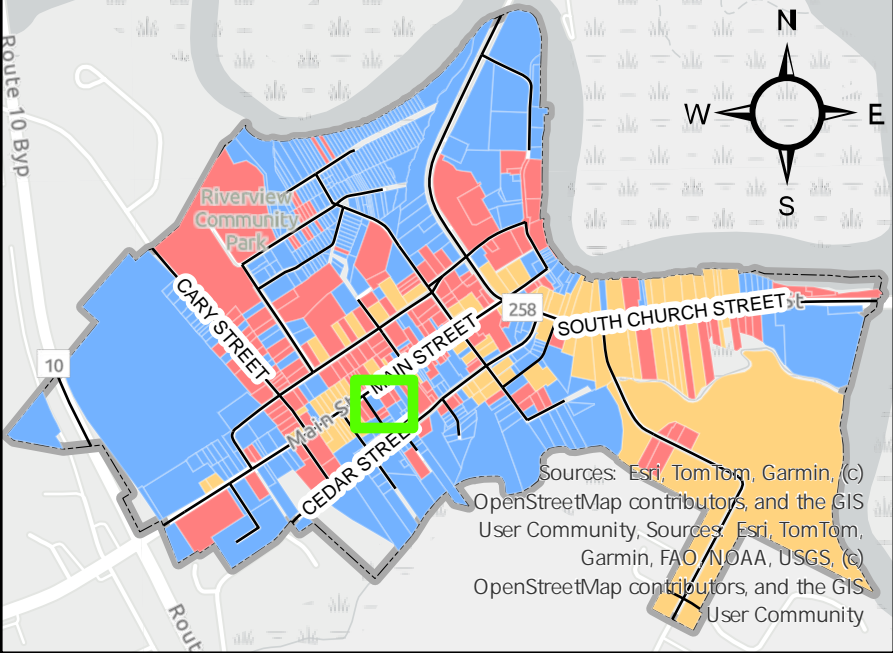
315 Main Street - Contributing



315 Main Street
TPIN 21A-01-262

0.92ac S side Main St

140' E of Drummonds Lane & Main St



The background of the slide features a large, faint, circular seal of Smithfield, Virginia. The seal contains the text "SMITHFIELD VIRGINIA" at the top and "INCORPORATED 1752" at the bottom. In the center of the seal is an illustration of a classical building with columns.

New Accessory Structure (Shed)

315 Main Street
TPIN 21A-01-262
Contributing

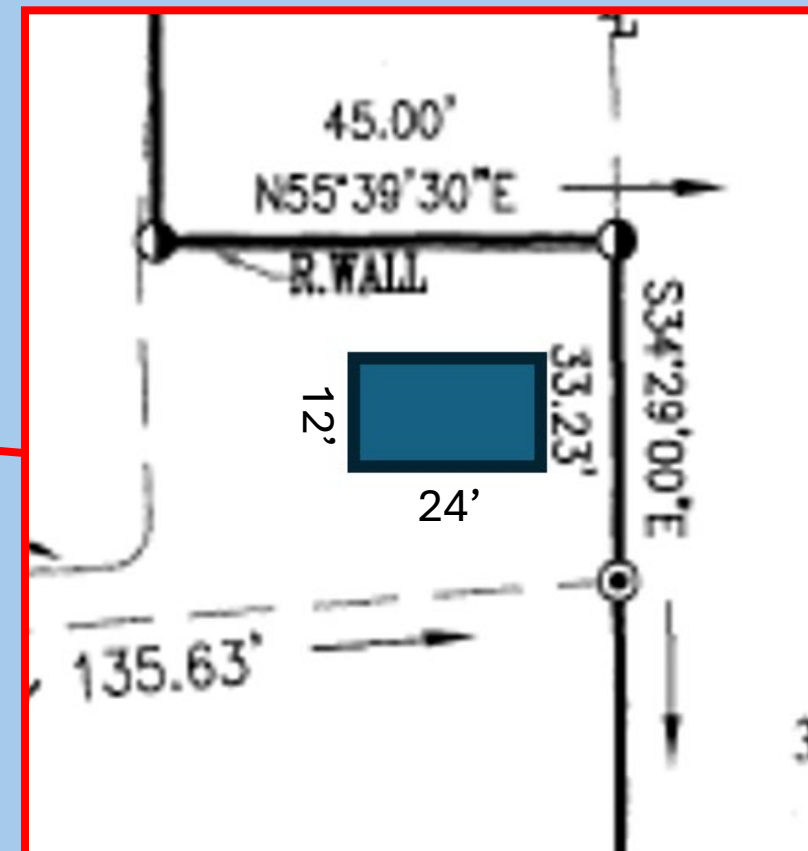
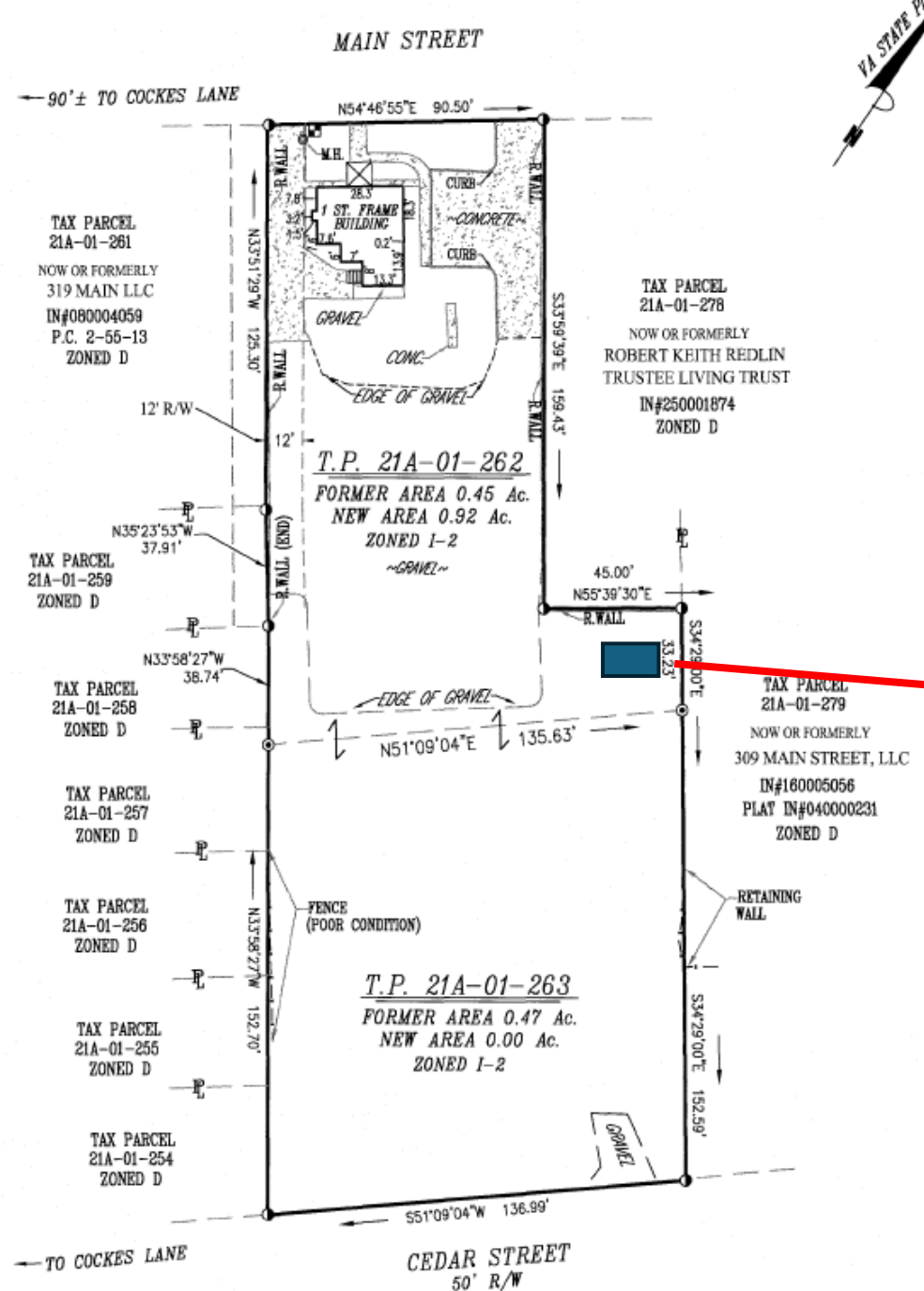
Applicant Request

Erect a new 12-foot wide by 24-foot long prefabricated shed on the property with a black, gambrel-style standing seam metal roof, dark brown T1-11 siding, two (2) six-over-six (6/6) windows, and one (1) double-wide set of out-swinging doors.

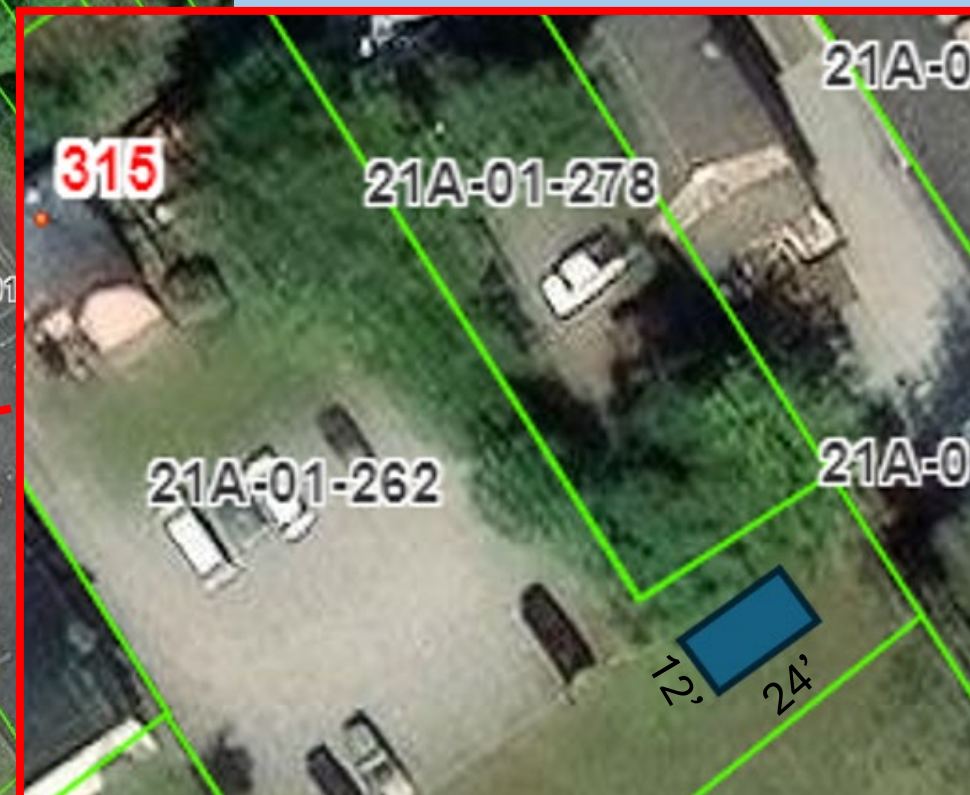
Proposed Shed



Proposed Location (Survey)



**Proposed
Location
(Aerial)**



Street View

(Main Street)



← 311 US-258 BUS

Smithfield, Virginia

Google Street View

Sep 2024 See more dates

Google Maps

Street View

(*Cedar Street*)



7) Accessory Structures

Historic accessory structures and garages contribute significantly to the character of the Smithfield Historic District. This section primarily covers the rehabilitation and alteration of existing accessory structures. Guidelines for new accessory structures can be found in Chapter 4.

Best Practices

- Historic accessory structures should be treated in much the same way as the historic building with which they are associated and maintained and kept in good condition. See the relevant sections throughout these guidelines for specific information related to rehabilitation and alteration.
- As a general rule, accessory structures which have been built within the last 50 years should not be considered historic, unless they contribute to the character and integrity of the main building.
- It may be appropriate to remove non-historic accessory structures on a case-by-case basis as long as their removal does not damage the primary building or the surrounding landscape.
- Alterations to historic accessory structures should follow the guidelines for the element of the building that is being altered.
- It may be appropriate to expand historic accessory structures, in which case the guidelines for additions should be adhered to.
- Alterations to non-historic accessory structures can be more flexible, though any alterations should not detract from the character and integrity of the primary building or historic district as a whole.

Avoid

- Demolishing or razing historic accessory structures which can be repaired.
- Moving historic accessory structures from their original location, unless it is necessary for the preservation of the structure.

Historic District Design Guidelines re: Accessory Structures (page 92)

Historic District Design Guidelines

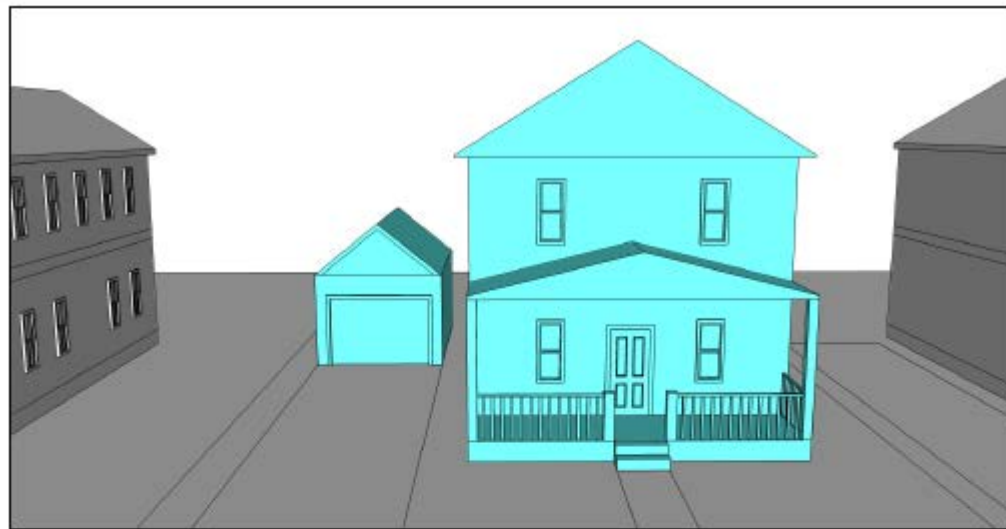
re: Accessory Structures

(pages 131 & 132)

Accessory Structures and Garages

- Accessory structures should be located to the side or rear of the primary building.
- On corner lots accessory structures should also be located at the side or rear, though on side streets they should be setback from the street to minimize their impact.
- Use existing curbcuts for accessory structures such as garages when possible. Brick or a combination of brick and concrete is the most appropriate material for new driveways and sidewalks linking accessory structures to the street.
- New accessory structures should be of a similar and compatible design to the primary building. Use materials that match what is found on the primary building.
- New accessory structures should include elements that relate it to the primary building, such as similar siding and a similar roof form.
- New accessory structures should be subordinate to the primary building.
- Attached garages are rarely if ever appropriate on the facade. Locate new garages at the side or rear of the building where they are setback from the primary facade.
- Multi-bay garages should avoid having a continuous garage door, instead design new garages to have separate garage doors for each bay.

Accessory Structure Design



Accessory structures for both new buildings and historic buildings should be compatible with the primary building. Use similar materials and a similar roof shape to help tie the accessory structure to the primary building. For multi-car garages, separate the bays instead of having one continuous garage door that dominates the facade. The rear or side is the most appropriate place for accessory structures and they should be setback from the facade of the primary building.

Historic District Design Guidelines re: Accessory Structures

(pages 143)

General Principles for Building Design in Non-Residential Buildings

- New non-residential buildings should be designed in such a way to be appealing to pedestrians. This can be achieved through design elements, such as storefront windows, appealing entry doors, awnings, and other elements that are catered to pedestrians rather than automobiles.
- Ground floors should be distinguished from upper floors. This can be achieved through changes in building materials, belt courses, and other decorative design elements.
- Multi-story non-residential buildings should have a clearly defined base, middle, and cap that reflects historic non-residential architecture.
- Non-residential buildings should be oriented towards the street. When they are located on corner lots the building should be oriented towards both streets along which it has frontage.
- Two to three stories is most appropriate for non-residential buildings in the historic district. For building's larger than three stories, the upper floors should be setback from street-facing facades to avoid overwhelming nearby buildings.
- Accessory structures and other ancillary uses for new non-residential buildings should be located at the rear of the primary building where they are shielded from view.

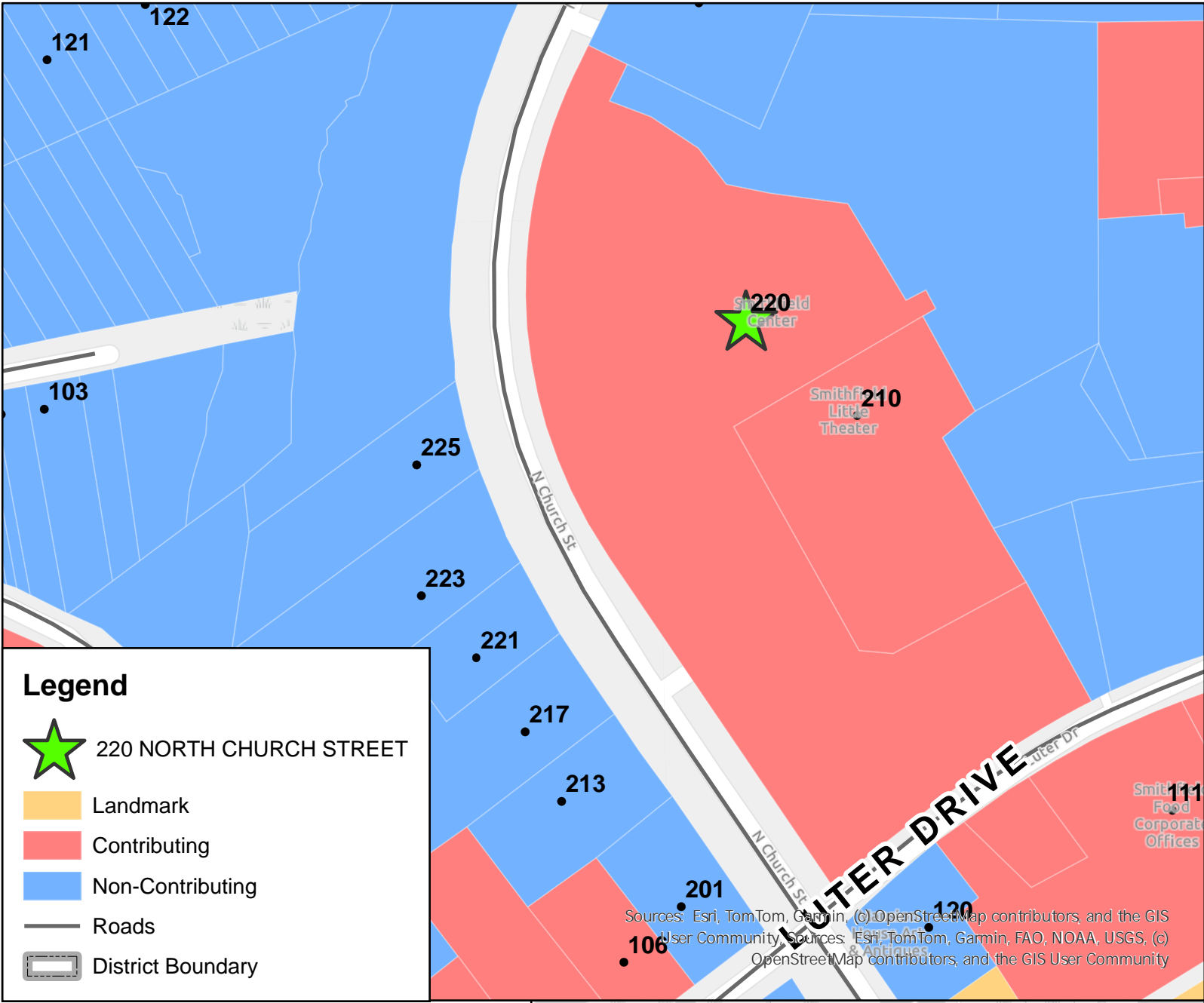
BOARD OF HISTORIC & ARCHITECTURAL REVIEW (BHAR) STAFF REPORT

Tuesday, January 20th, 2026, 6:30 PM

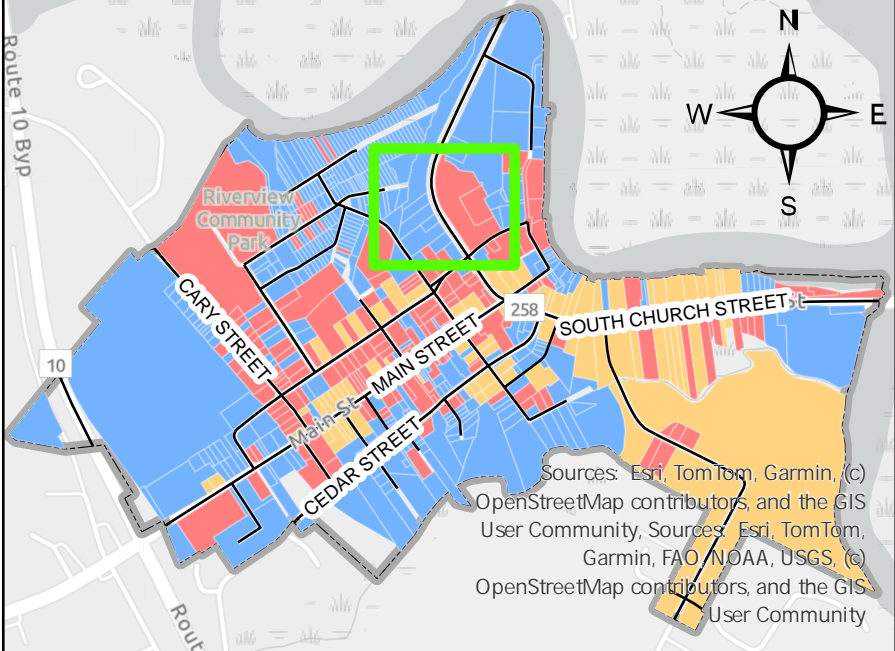
Applicant	Town of Smithfield Parks and Recreation c/o Amy Novak 220 North Church Street Smithfield, VA 23430
Owner	Town of Smithfield P.O. Box 246 Smithfield, VA 23431
Property	220 North Church Street TPIN 21A-01-067A 3.62ac E side North Church Street 550' N of Luter Drive & North Church Street
Classification	Contributing
Zoning	Downtown (D) & Historic Preservation Overlay (HPO)
Adjacent Zoning	D, Downtown Neighborhood Residential (DN-R), Environmental Conservation (E-C) & HPO
Project Description	The applicant is seeking after-the-fact for a color change to the canvas awning at the front entrance of the Smithfield Center. The awning was changed from blue to black.
Zoning Recommendation	Town staff recommend approval from a zoning standpoint and defer to BHAR for architectural discretion.

For inquiries, please contact Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.

220 North Church Street - Contributing



220 North Church Street
TPIN 21A-01-262
3.62ac E side North Church Street
550' N of Luter Dr & North Church St





Color Change (Awning) *(After-the-fact)*

220 North Church Street

TPIN 21A-01-067A

Contributing

Applicant Request

Project Description: Replace and change the color of the canvas awning from blue to black.

Staff remarks: seeking after-the-fact for a color change to the canvas awning at the front entrance of the Smithfield Center. The awning was changed from blue to black.



Previously Existing Awning



New Awning



2) Awnings and Canopies

Awnings and canopies are an important aspect of many historic commercial storefronts and protect pedestrians from the elements. They also add to the character of the building and the overall historic district.

Best Practices

- Awnings and canopies should be repaired, maintained, and kept in good conditional order.
- Awnings and canopies should be cleaned regularly.
- Historic awnings and canopies should be replaced in-kind when possible.
- New awnings and canopies should be compatible with the architectural style of the building and shaped to the opening in which they are attached.
- Fire resistant canvas is the most appropriate material for new awnings and canopies.
- New awnings and canopies should make use of existing mounts and fixtures if possible. New mounts and fixtures should minimize the damage to historic materials through instillation.
- New awnings and canopies should not damage or obscure the architectural elements of a building's storefront or facade.

Avoid

- Using plastic, vinyl, or metal for awnings on historic commercial buildings.
- Using incompatible awning frames. Rectangular openings should use rectangular-shaped awnings, while arched openings should use rounded-shape awnings.

Design Guidelines

The Smithfield Board of Historic & Architectural Review held its regular meeting on Tuesday, December 16, 2025. The meeting was called to order at 6:30 PM.

Members present:

Trey Gwaltney - Chairman
Julia Hillegass - Vice Chair
Julie Hess
Russell Hill
Judith Lally

Members absent:

Justin Hornback
Leigh Abbott-Leaman

Staff present:

Mark Kluck - Planner II
Tammie Clary - Community Development and Planning Director
Mary Ellen Bebermeyer - Town Council Member
Eric Jaudzimas - Board of Zoning Appeals Member

Legal Representation:

None

Press:

None

Citizens:

3

Chairman Gwaltney welcomed all attendees to the meeting .

1. Planner's Report

Mr. Kluck reported that there were no new updates to share.

2. Upcoming Meetings and Activities

Tuesday, January 6th – 6:30 PM – Town Council Meeting
Tuesday, January 13th– 6:30 PM – Planning Commission Meeting
Tuesday, January 20th – 6:30 PM – Board of Historic & Architectural Review Meeting
Tuesday, January 20th– 7:30 PM – Board of Zoning Appeals Meeting
Monday, January 26th – 3:00 PM – Town Council Committee Meetings

3. Public Comments

Chairman Gwaltney confirmed that there were no public comments.

4. Board Member Comments

Chairman Gwaltney wished all present a Merry Christmas.

5. Agenda Items

- A. **New Fence – 202 Riverview Avenue – Non-Contributing – Phillip and Cynthia Brouillard, applicants.** (Staff report and assorted attachments enclosed.)

Mr. Kluck reported that the applicants were seeking approval to erect a fence no taller than 4 feet. He said that the proposed fence would be a black aluminum, “wrought iron look”- style fence located in

the rear yard of the property. He detailed that three options had been submitted for the Board's consideration, and that Town staff recommended approval from a zoning standpoint and deferred to the BHAR for architectural discretion.

Chairman Gwaltney confirmed that a representative for the application was present, and that they would answer any questions posed by the Board. He confirmed that what Mr. Kluck had described in the Staff report was Option #3.

Vice Chair Hillegass made a motion to approve Option #3 for the fence as presented.

Mrs. Lally seconded the motion.

Chairman Gwaltney called for a collective vote, with all five members present voting aye. The motion passed unanimously.

B. Roof Replacement (Reapproval Request) – 360-368 Main Street - Contributing – Yusuf Atay, applicant. (Staff report and assorted attachments enclosed.)

Mr. Kluck reported that the applicant was seeking re-approval from October 2022 to replace the existing three-tab black/gray asbestos shingles with CertainTeed 30-year architectural black asphalt shingles. He noted that the proposed shingles would closely match the existing shingles in color. He said that Town staff recommended approval from a zoning standpoint and deferred to BHAR for architectural discretion.

Chairman Gwaltney asked why the matter had to be reviewed for reapproval.

Mr. Kluck reported that the reapproval was necessary due to the original proposed improvements not having been completed prior to the two-year expiration date.

Mrs. Hess made a motion to approve the application as presented. Mr. Hill seconded the motion.

Chairman Gwaltney called for a collective vote, with all five members present voting aye. The motion passed unanimously.

C. Approval of the November 18th, 2025 Meeting Minutes.

Vice Chair Hillegass made a motion to approve the November 18th, 2025 Minutes as presented. Mrs. Lally seconded the motion.

Chairman Gwaltney called for a collective vote, with all five members present voting aye. The motion passed unanimously.

6. Adjournment

The meeting adjourned at 6:38 pm.

Trey Gwaltney - Chairman

Mark Kluck – Planner II