



---

# TOWN OF SMITHFIELD

---

Wednesday, August 12<sup>th</sup>, 2020

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

The BHAR will hold its regularly-scheduled monthly meeting on **Tuesday, August 18<sup>th</sup>, 2020 at 6:30 PM** at the Smithfield Center, 220 N Church St, Smithfield, VA 23430.

If you have any questions or concerns, please contact John Settle at 1-(757)-365-4200 or [jsettle@smithfieldva.gov](mailto:jsettle@smithfieldva.gov).

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

**SMITHFIELD BOARD OF HISTORIC & ARCHITECTURAL REVIEW (BHAR)  
MEETING AGENDA: TUESDAY, AUGUST 18<sup>th</sup>, 2020, 6:30 PM**

**1) Community Development & Planning Director's Report:**

- Town staff have compiled a list of properties of cultural and/or historic significance located within the corporate limits but outside of the Historic Preservation Overlay (see Enclosure 1). These properties generally include buildings and/or structures that were constructed prior to 1945, or are known to contain cemeteries. We welcome the BHAR's suggestions on the inclusion of any properties not present on this list. At this time, it is Town staff's intention to share this inventory with the Virginia Department of Historic Resources (DHR) so that all properties on this list which have not been assigned a DHR identification number in the Virginia Cultural Resource Information System may be inventoried by the DHR.

**2) Upcoming Meetings and Activities**

Monday, August 24<sup>th</sup> – 3:00 PM – Town Council Committee Meetings

Tuesday, August 25<sup>th</sup> – 3:00 PM – Town Council Committee Meetings

Tuesday, September 1<sup>st</sup> – 6:30 PM – Town Council Meeting

Tuesday, September 8<sup>th</sup> – 4:00 PM – Pinewood Heights Management Team Meeting

Tuesday, September 8<sup>th</sup> – 6:30 PM – Planning Commission Meeting

Tuesday, September 15<sup>th</sup> – 6:30 PM – BHAR Meeting

**3) Public Comments**

**4) Board Member Comments**

**5) Accessory Structure – 120 Cockes Ln – Contributing – Dana Ormbrek, applicant** (staff report, BHAR application & illustration enclosed).

**6) Roof Change – 213 South Church St – Landmark – Kimberly Newman, applicant** (staff report, BHAR application & illustration enclosed).

**7) \*Discussion Item\*– Smithfield Zoning Ordinance Article 3.M Text Amendment – Town of Smithfield, applicant** (staff report & assorted attachments enclosed).

**8) BHAR Bylaws Amendment, Town of Smithfield, applicant** (staff report & draft BHAR bylaws amendment enclosed).

**9) Approval of the Thursday, August 6<sup>th</sup>, 2020 Special Meeting Minutes** (enclosed).

**10) Adjournment**

\*\*\*ATTENTION\*\*\*

Owing to the pandemic, we are encouraging remote public comment on all land use applications, whether or not a public hearing is required. If you do not feel comfortable with attending a meeting in person, please submit your comments in writing to Mr. John Settle, Community Development & Planning Director. Your comments will be conveyed to the appropriate Board or Commission. Mr. Settle can be reached via email ([jsettle@smithfieldva.gov](mailto:jsettle@smithfieldva.gov)) or mail at the address below:

Town of Smithfield  
Community Development & Planning Department  
ATTN John Settle, 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.

# ENCLOSURE 1

## HISTORIC SMITHFIELD PROPERTIES LOCATED OUTSIDE OF THE HISTORIC PRESERVATION OVERLAY

<u>PROPERTY ADDRESS</u>	<u>HISTORIC NAME</u>	<u>YEAR BUILT</u>
616 W Main St	Alvin & Sons	1934
198 Windsor Ave	Briley House	1930
810 S Church St	Carroll House	1934
808 S Church St	Carroll Wilson House	1935
304 Middle St	Catherine Edwards House	1933
658 W Main St	Chapman-JT Fisher Funeral Services	1941
825 W Main St	Chestnut Grove	1832
600 Cypress Creek Pkwy	Chimney Ruins	1900
907 S Church St	Clarke House	1937
206 East St	Clements House	1940
804 S Church St	Cofer House	1935
816 S Church St	Craig House	1930
13453 Benns Church Blvd	Edwards House	1848
Lot 13A, Goose Hill Wy	Epps Family Cemetery	1896
Lot 226, Cedar St	Evergreen Cemetery	1879
801 S Church St	Felts House	1932
807 S Church St	Frances Brown House	1920
818 S Church St	George F. Dashiell, Post 49, American Legion	1930
15343 Waterworks Rd	Glebe	1700
134 Goose Hill Wy	Goose Hill	1830
812 S Church St	Hall House	1935
820 S Church St	Harold Clark House	1930
626 W Main St	Harvey Wilson House	1900
404 N Church St	Hattie Powell House	1900
Lot 6, Berry Hill Rd	Henry Tynes Cemetery	1898
901 S Church St	Hunnicut House	1930

HISTORIC SMITHFIELD PROPERTIES LOCATED OUTSIDE OF THE HISTORIC PRESERVATION OVERLAY

451 N Church St	Ivy Hill Cemetery	1886
802 S Church St	Jeffers House	1935
406 N Church St	Johnson House	1900
909 S Church St	Jones House	1930
1012 Magruder Rd	King of All Places	1805
659 W Main St	Louis House	1928
900 S Church St	Mitchell House	1939
203 Moonefield Dr	Moonefield	1820
921 S Church St	Nelms Garage	1943
903 S Church St	Nelms House	1932
803 S Church St	Red Point Service Station	1931
902 & 904 S Church St	Reuben Clark House	1937
19180 Battery Park Rd	Rising Star Baptist Church Cemetery	1957
628 W Main St	Robinson House	1900
704 S Church St	Rogers House	1937
716 W Main St	Ruby Brown House	1920
102 Windsor Ave	Slade House	1937
605 W Main St	Smithfield Lumber Company	1934
515 S Church St	Standard Oil Building	1900
202 Windsor Ave	Stephenson House	1937
1400 S Church St	Tastee-Freez	1922
12449 Courthouse Hwy	Turner House	1875
806 S Church St	William Powell House	1920
720 W Main St	Williams House	1900
888 W Main St	Wombwell House	1820

## BOARD OF HISTORIC & ARCHITECTURAL REVIEW (BHAR) STAFF REPORT

Tuesday, August 18<sup>th</sup>, 2020, 6:30 PM

<b>Applicant</b>	Dana Ormbrek 120 Cockes Ln Smithfield, VA 23430
<b>Owner</b>	Ibid.
<b>Property</b>	120 Cockes Ln TPIN 21A-01-253 0.16 ac SW side Cockes Ln Cockes Ln & Cedar St
<b>Classification</b>	Contributing
<b>Zoning</b>	Downtown Neighborhood Residential (DNR) & Historic Preservation Overlay (HPO)
<b>Adjacent Zoning</b>	Downtown (D), Chesapeake Bay Preservation Area Overlay (CBO), Floodplain Overlay (FPO), DNR & HPO
<b>Project Description</b>	The applicant is seeking approval to erect a six foot tall common redwood dog-eared wooden privacy fence in the rear and side yards of the property in question. The proposed fence will be positioned no closer than five feet to the public right-of-way on the side of the house fronting on Cedar St.
<b>Recommendation</b>	Town staff recommend approval under the condition that the fence be either stained or painted white.

*For inquiries, please contact John Settle at 1-(757)-365-4200 or [jsettle@smithfieldva.gov](mailto:jsettle@smithfieldva.gov).*



# 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 \_\_\_\_\_ Date of Meeting Aug 18 2020

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, Dana Ormbrek (print name) am seeking BHAR approval for the following (check all that apply)  
which is located at 120 Cokes Lane

- 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: \_\_\_\_\_

**Other** 6ft fence in back of property

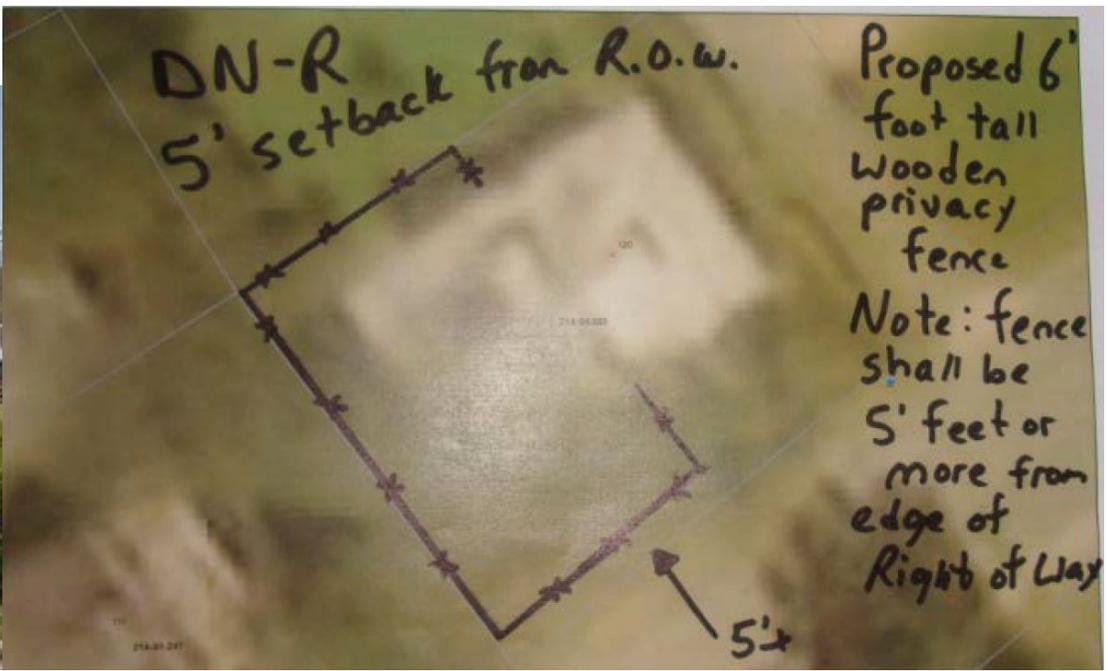
1. Applicant/Property Owner Name Dana Ormbrek  
Address: 120 Cokes lane Phone: 206-303-9559  
Smithfield Va 23430 E-mail: daner68@gmail.com

### 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: (printed or typed) Dana Ormbrek  
Name: (signature) [Signature]

6' tall common redwood dog-eared privacy fence, 5' from public right-of-way.



## BOARD OF HISTORIC & ARCHITECTURAL REVIEW (BHAR) STAFF REPORT

Tuesday, August 18<sup>th</sup>, 2020, 6:30 PM

<b>Applicant</b>	Kimberly Newman 213 S Church St Smithfield, VA 23430
<b>Owner</b>	Ibid.
<b>Property</b>	213 S Church St TPIN 21A-01-402 0.85 ac N side S Church St 75' W S Church St & Jericho Rd
<b>Classification</b>	Landmark
<b>Zoning</b>	Chesapeake Bay Preservation Area Overlay (CBO), Downtown Neighborhood Residential (DNR), Floodplain Overlay (FPO) & Historic Preservation Overlay (HPO)
<b>Adjacent Zoning</b>	Environmental Conservation, CBO, DNR, FPO & HPO
<b>Project Description</b>	The applicant is seeking approval to replace the architectural asphalt shingle roof on the existing detached garage with a pressed metal shingle roof to match the roof present on the primary building.
<b>Recommendation</b>	Town staff recommend approval as submitted.

*For inquiries, please contact John Settle at 1-(757)-365-4200 or [jsettle@smithfieldva.gov](mailto:jsettle@smithfieldva.gov).*



# 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 7-31-2020 Date of Meeting 8-18-2020

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, Kimberly A. Newman, am seeking BHAR approval for the following (check all that apply)  
(print name)  
which is located at 213 South Church Street

**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: asphalt shingle proposed roof: pressed metal Garage change to match main house 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: \_\_\_\_\_

**Other**

1. Applicant/Property Owner Name Kimberly A. Newman  
Address: 213 S. Church St Phone: 703.739.2592  
Smithfield, VA 23430 E-mail: Kimnewman@aol.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: (printed or typed) Kimberly A. Newman  
Name: (signature) Kimberly A. Newman

Replace asphalt shingles with pressed metal shingles to match main house.



**BOARD OF HISTORIC & ARCHITECTURAL REVIEW STAFF REPORT:  
AMENDMENT TO SMITHFIELD ZONING ORDINANCE ARTICLE 3.M:  
HISTORIC PRESERVATION OVERLAY DISTRICT**

**\*DISCUSSION ITEM: TUESDAY, AUGUST 18<sup>th</sup>, 2020\***

The 2017 designation evaluation of the properties located within the Historic Preservation Overlay (HPO), which was finalized by the Board of Historic & Architectural Review (BHAR) earlier this year, has caused Town staff to realize that the inventory of properties located within the HPO (enshrined in Smithfield Zoning Ordinance (SZO) Section 3.M.H) has grown to become lengthy and difficult to navigate.

Additionally, Town staff have persistently struggled with a lack of clarity in the SZO concerning the boundaries of the HPO, the absence of classification criteria for non-contributing properties, and our inability to update the inventory of properties to reflect technical changes to certain attributes contained therein (i.e. address changes, etc.).

To remedy these concerns, Town staff have proposed a text amendment to SZO Article 3.M which seeks to achieve the following items:

- (1) The revision of SZO Section 3.M.D.4 to include classification criteria for non-contributing properties.
- (2) The creation of a map of the HPO which clearly illustrates the HPO's boundaries, and the designations of the properties located therein.
- (3) The repeal of SZO Section 3.M.H, and its replacement with an inventory of properties that will be attached to the aforementioned HPO map as an appendix.
- (4) The creation of SZO Section 3.M.D.6, which allows Town staff to update the inventory and HPO map from time to time to reflect technical changes which occur within the HPO in real time. All changes will be brought to the BHAR for their approval. This, coupled with the removal of the inventory list from SZO Section 3.M.H, allows for Town staff to make changes to the inventory and map without having to seek review and decision by both the Planning Commission and the Town Council- a sixty-to-ninety-day process that entails two public hearings. Some examples of technical changes to the inventory and map that Town staff would seek to undertake include (but are not limited to):
  - (a) Address assignments, changes, and removals (i.e. new construction, demolition, etc.).
  - (b) The reversion of a property's designation from landmark or contributing to non-contributing in the event of its accidental destruction by fire, flood, etc.
  - (c) The creation, vacation, and/or adjustment of lot lines and tax parcel identification numbers as a part of the subdivision process.

Some other items for the consideration of the BHAR include the fact that Article 3.M of the SZO has always referenced an HPO map, but until now, no definitive map has been known to Town staff. Finally, the inclusion of an inventory of properties located within an overlay district as a section of the zoning ordinance is a concept that is atypical in Virginia.

In the compilation of the HPO map and inventory, Town staff discovered that there were two instances in which two designations had been applied to the same property. The first instance was 301 & 302 Jericho Rd (TPIN 21A-01-092A), which are Windsor Castle (a landmark building) and the Caretaker's House (a contributing building), respectively. The second instance was 517 & 519 Main St (TPIN 21A-01-223C), which are Main Street Baptist Church (a non-contributing building) and the Rawls House (a contributing building). In the case of both properties, Town staff have amended the inventory and map so that the classification of greater significance now applies to both buildings.

A redlined version of this text amendment is included in the pages immediately following this staff report. Additionally, the draft HPO map and inventory have been included for the convenience of the BHAR. Photographs of the buildings and properties noted in the previous paragraph have also been included. Town staff is seeking a consensus from the BHAR on this discussion item before it proceeds to the Planning Commission as a discussion item.

*For inquiries, contact John Settle at 1-(757)-365-4200 or [jsettle@smithfieldva.gov](mailto:jsettle@smithfieldva.gov).*

permits and shall be subject in all cases to a report by the Review Board in accordance with the purposes and standards of the HP-O District.

(Ord. of 9-5-2000; Ord. of 5-4-2004)

**D. Inventory of Landmarks and the Contributing Properties Established**

1. A map entitled "~~Properties of Historic or Architectural Significance in the Old Town Area Town of Smithfield, Virginia Historic Preservation Overlay,~~" hereinafter called "the Inventory Map," has been adopted and shall be as much a part of this ordinance as if fully described herein and shall be filed as a part of the ordinance by the Clerk of the Town of Smithfield.
2. All structures designated on said map as structures from the 18th century to pre-Civil War or structures with architectural significance from the period after the Civil War shall be considered as landmarks or landmark structures.
3. Properties designated as properties which contribute to the historic character of the Town but which do not contain landmark structures shall be known as contributing properties for the purpose of the ordinance.
4. ~~Dates of construction noted on said map for certain landmark structures shall be accepted for the purposes of administration of this ordinance unless a different date is proven to the satisfaction of the Review Board, in which case the new date may be noted on the inventory map at the time of the next amendment thereto.~~ Properties designated as non-contributing are those which feature buildings that were constructed less than fifty (50) years ago, have been altered to such an extent that they are no longer representative of the period in which they were constructed, are in such a poor condition that their preservation is difficult, are unexemplary of any particular architectural style, have no architectural merit, and/or are vacant lots.
5. ~~The inventory map may be amended from time to time in the same manner as the Zoning District Map.~~ To remove any ambiguity as to the boundaries of the HP-O District, and to align interpretations of the Inventory Map, attached thereto shall be a list of all tax parcel identification numbers, addresses, and designations for all properties located within the HP-O District.

6. To reflect changes in the HP-O District which occur in real time, the Administrator shall update or amend the Inventory Map and property inventory from time to time with the Review Board's approval.

(Ord of 2020-??-??)

**E. HP-O District Administration: Board of Historic and Architectural Review**

1. **Membership:** 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, appointed by the Town Council. 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. The Review Board shall elect its chairman and the term of office shall be for five years, except that original appointments shall be made for such terms that the term of one member shall expire each year. Appointments to fill vacancies shall be made only for the unexpired term. Members may be reappointed to succeed themselves. A member whose term expires shall continue to serve until his successor is appointed and qualifies. The Review Board shall adopt rules of procedure and keep written minutes of its meetings.
2. **General Considerations for Review:** In general it is the purpose of this Ordinance to establish review procedures for actions affecting properties in the HP-O Historic Preservation Overlay District which will be relatively simple, with minimum delay for those actions which will have little if any permanent effect on the character of the historic district or on a significant structure but also to require a more thorough review for actions which may have a substantial effect on the character of the district or on a significant structure.

Certain actions are exempted from special historic and architectural review altogether, except as normal review may be necessary for issuance of a building permit. Other actions, depending on the possible consequences thereof, may be reviewed by the Planning and Zoning Administrator acting alone, by the Planning and Zoning Administrator acting after informal consultation with the Review Board, by the Review Board acting with original jurisdiction, or in the most serious cases, action by the Town Council following action by the Review Board. The decisions of the Planning and Zoning Administrator may be appealed to the Review Board, the decisions of the Review Board may be appealed to the Town Council, and the final decisions of the Town Council may be appealed to the Circuit Court of Isle of Wight County.

(Ord. of 9-5-2000)

**G. Additions to the HP-O District**

The Town Council may adopt an ordinance setting forth the historic landmarks within the Town as established by the Virginia Historic Landmarks Commission, and any other property, buildings or structures within the Town having an important historic, architectural or cultural interest, and any historic areas within the Town as defined by Section 15.2-2306 of the Code of Virginia. The Council may also amend the existing zoning ordinance by delineating one or more of the historic districts adjacent to such landmarks, buildings and structures or encompassing such historic areas, provided that such amendment of this ordinance and the establishment of such district or districts shall be in accordance with the provisions of the Code of Virginia and the provisions of the Town Code, relative to amendments to this ordinance.

~~A list of historic properties and contributing and landmark buildings identified by the Review Board is presented in Article 3.M: Section H of this ordinance.~~

**H. TOWN OF SMITHFIELD HISTORIC PROPERTIES  
CONTRIBUTING AND LANDMARK BUILDINGS**  
(Unless otherwise all properties listed are residential)  
Inventory Completed on June 21, 1993  
Inventory Amended on September 5, 2000; May 4, 2004

<u>Address</u>		<u>Categorical Status</u>			
<u>No.</u>	<u>Street Name</u>	<u>Landmark</u>	<u>Contributing</u>	<u>Non-Contributing</u>	<u>Description</u>
206	Astrid Street		*		
207	Astrid Street		*		
210	Astrid Street		*		
211	Astrid Street		*		
212	Astrid Street		*		Duplex(A &B)
215	Astrid Street		*		
217	Astrid Street		*		
220	Astrid Street		*		
222	Astrid Street		*		
224	Astrid Street		*		
103	Cary Street		*		
105	Cary Street		*		
108	Cary Street	*			Pollard House
109	Cary Street		*		
111	Cary Street		*		
113	Cary Street		*		
202	Cary Street			*	
203	Cary Street		*		
204	Cary Street		*		
206	Cary Street		*		
208	Cary Street		*		
210	Cary Street		*		
212	Cary Street			*	
215	Cary Street			*	
216	Cary Street		*		
218	Cary Street		*		
221	Cary Street		*		
224	Cary Street		*		
226	Cary Street		*		
228	Cary Street		*		
229	Cary Street		*		
230	Cary Street		*		
231	Cary Street			*	
232	Cary Street		*		
233	Cary Street			*	
237	Cary Street		*		
239	Cary Street		*		
241	Cary Street		*		

<u>Address</u>		<u>Categorical Status</u>			
No.	Street Name	Landmark	Contributing	Non-Contributing	Description
243	Cary Street			*	
201	Cedar Street	*			Trinity Methodist Church
223	Cedar Street		*		Kenneth W. Pretlow Cultural Center
225	Cedar Street		*		
245	Cedar Street			*	
301	Cedar Street		*		
304	Cedar Street			*	
325	Cedar Street			*	
327	Cedar Street			*	
503-09	Cedar Street		*		Cedar Street Apartments
	Cedar Street		*		Under Const.
203	Chalmers Row			*	
205	Chalmers Row			*	
212	Chalmers Row			*	
213	Chalmers Row			*	
215	Chalmers Row			*	
102	South Church Street	*			
104	South Church Street		*		
111	South Church Street	*			Christ Episcopal
114	South Church Street			*	
117	South Church Street	*			Wentworth Barrett House
121	South Church Street	*			
123	South Church Street	*			Grinnan House
130	South Church Street	*			Chapman-Winn House
201	South Church Street	*			
204	South Church Street		*		Church of Christ
205	South Church Street	*			
212	South Church Street	*			Delk House
213	South Church Street	*			King-Atkinson
220	South Church Street	*			Eason-Whitley House
223	South Church Street	*			Hollaway House
226	South Church Street		*		P.D. Gwaltney House

<u>Address</u>		<u>Categorical Status</u>			
No.	Street Name	Landmark	Contributing	Non-Contributing	Description
304	South Church Street	*			P.D. Gwaltney, Jr. House
309	South Church Street	*			Folk House
315	South Church Street			*	
318	South Church Street	*			
326	South Church Street		*		
331	South Church Street	*			
334	South Church Street	*			Goodrich House
335	South Church Street	*			Mackie-Sinclair House
338	South Church Street	*			Andrew Mackie House
340	South Church Street	*			
344	South Church Street	*			
345	South Church Street	*			Berryman House
346	South Church Street		*		
348	South Church Street		*		
351	South Church Street	*			Jordan House
352	South Church Street	*			Blow House
356	South Church Street		*		
357	South Church Street	*			Cowling-Barret House
362	South Church Street		*		
364-66	South Church Street		*		
365	South Church Street	*			Wilson-Morrison House
368	South Church Street	*			
372	South Church Street		*		
373	South Church Street	*			Benjamin Drew House
378	South Church Street		*		
382	South Church Street		*		
385	South Church Street			*	
386	South Church Street		*		
390	South Church Street		*		
403	South Church Street			*	
405	South Church Street			*	
409	South Church Street			*	
415	South Church Street			*	Smithfield Station

<u>Address</u>			<u>Categorical Status</u>		
<u>No.</u>	<u>Street Name</u>	<u>Landmark</u>	<u>Contributing</u>	<u>Non-Contributing</u>	<u>Description</u>
111	North Church Street		*		Smithfield Foods
113	North Church Street			*	Old Fire Dept.
117	North Church Street			*	Public Works
119	North Church Street		*		Antiques
120	North Church Street			*	Art Gallery
121	North Church Street			*	Flower Shop
201	North Church Street			*	
210	North Church Street			*	Little Theatre
213	North Church Street			*	
217	North Church Street			*	
220	North Church Street			*	Smithfield Center
221	North Church Street			*	
223	North Church Street			*	
225	North Church Street			*	
240	North Church Street			*	Quick Stop
203	Clay Street			*	
205	Clay Street			*	
207	Clay Street			*	
209	Clay Street		*		
211	Clay Street		*		
217	Clay Street			*	
218	Clay Street			*	
219	Clay Street			*	
223	Clay Street			*	
227	Clay Street			*	
228	Clay Street		*		
232	Clay Street			*	
107	Cockes Lane		*		
111	Cockes Lane		*		
113	Cockes Lane			*	
117	Cockes Lane			*	
120	Cockes Lane		*		
100	Commerce Street			*	
102	Commerce Street			*	
104	Commerce Street			*	
106	Commerce Street			*	
108	Commerce Street			*	
111	Commerce Street			*	Admin Bldg
200	Commerce Street			*	Smithfield Foods, Inc HQ
105	Drummonds Lane			*	
111	Drummonds Lane		*		

<u>Address</u>		<u>Categorical Status</u>			
No.	Street Name	Landmark	Contributing	Non-Contributing	Description
204	Drummonds Lane			*	
206	Drummonds Lane		*		
210	Drummonds Lane			*	
211	Drummonds Lane			*	
300	First Street			*	
304	First Street			*	
306	First Street			*	Duplex(A & B)
308	First Street			*	Duplex(A & B)
217	Grace Street		*		
220	Grace Street	*			The Grove
222	Grace Street	*			Hayden Hall
228	Grace Street		*		
304	Grace Street		*		
308	Grace Street	*			J.R. Jordan House
313	Grace Street		*		
316	Grace Street		*		
317	Grace Street		*		
320	Grace Street	*			Eley Cottage
321	Grace Street		*		
325	Grace Street		*		
328	Grace Street		*		
329	Grace Street		*		
333	Grace Street		*		
334	Grace Street	*			Pegram House
335	Grace Street		*		
337	Grace Street			*	
338	Grace Street		*		
345	Grace Street			*	
349	Grace Street		*		
355	Grace Street		*		
401	Grace Street			*	
402	Grace Street			*	Smithfield Public
403	Grace Street			*	Environmental Health Office
405	Grace Street			*	Hallwood Enterprises
407	Grace Street	*			Cofer Auto Supply

<u>Address</u>		<u>Categorical Status</u>			
No.	Street Name	Landmark	Contributing	Non-Contributing	Description
502	Grace Street	*			Pierceville
110	Hill Street	*			Hill St. Baptist Church
107	Institute Street		*		Insurance Co.
111	Institute Street		*		
115	Institute Street		*		
204	Institute Street	*			Oak Grove Academy
214	Institute Street		*		
222	Institute Street		*		
230	Institute Street		*		
310	Institute Street			*	Town Hall
203	James Street		*		
207	James Street		*		
213	James Street		*		
217	James Street		*		
219	James Street			*	
227	James Street		*		
231	James Street		*		
232	James Street		*		
235	James Street			*	Smithfield Parks Maintenance
240	James Street			*	The Children's Center
253	James Street		*		Paul D. Camp
255	James Street		*		Isle of Wight Library
259	James Street		*		YMCA
105	Jericho Road		*		
108	Jericho Road		*		
109	Jericho Road		*		
112	Jericho Road		*		Randolph Revell House
113	Jericho Road		*		
301	Jericho Road	*			Windsor Castle
302	Jericho Road		*		
13	Main Street		*		Cleaners
15	Main Street		*		
17	Main Street		*		Shoe Repair
19	Main Street			*	Funeral Parlor
21	Main Street		*		Hair Salon
22	Main Street	*			Todd House
23	Main Street		*		Dental Office
25	Main Street		*		
27	Main Street		*		Barber
32	Main Street	*			Moody House

<u>Address</u>			<u>Categorical Status</u>		<u>Description</u>
<u>No.</u>	<u>Street Name</u>	<u>Landmark</u>	<u>Contributing</u>	<u>Non-Contributing</u>	
36	Main Street	*			Thomas House
103	Main Street	*			I. of W. Museum (103 & 103a)
100	Main Street		*		Chamber of Commerce
108	Main Street		*		Christmas Store
110	Main Street		*		Annex
112	Main Street	*			Smithfield Inn
115	Main Street		*		Bank of Southside VA
124	Main Street	*			Lindsey Jones
130	Main Street	*			Courthouse
131	Main Street		*		
132	Main Street	*			Cho's Alterations
202	Main Street		*		Cloud Nine
203	Main Street	*			Jordan House
207	Main Street			*	Art Gallery/Barber Shop
208	Main Street			*	Smithfield Ice Cream Parlor
210	Main Street			*	
213	Main Street			*	Medlin Printing
215	Main Street			*	Olde Towne Jewelers
216	Main Street		*		Antiques
217	Main Street		*		Ben Franklin
218A	Main Street		*		Upholsterers
218B	Main Street		*		Bakery
220	Main Street	*			Twins Restaurant
221	Main Street		*		Simpson's Pharmacy
223-27	Main Street		*		Antiques Emporium
224	Main Street	*			Commercial
228	Main Street			*	Smithfield Times
229	Main Street			*	
234	Main Street		*		Post Office
235	Main Street	*			Atkinson Storehouse
237	Main Street		*		Hair & Fashions
302	Main Street			*	Realty/Town Offices

<u>Address</u>		<u>Categorical Status</u>			
No.	Street Name	Landmark	Contributing	Non-Contributing	Description
303	Main Street			*	Bank of America
304	Main Street		*		
308	Main Street	*			Charles Nelms House
309	Main Street			*	Dental Office
310	Main Street		*		
311	Main Street		*		West House
314	Main Street	*			Barrow House
315	Main Street		*		Town Manager
318	Main Street	*			Circuit Parsonage
319	Main Street			*	Servistar Hardware Store
322	Main Street		*		
324	Main Street		*		
326	Main Street		*		
327	Main Street		*		
328	Main Street		*		
330	Main Street	*			Johnson House
331	Main Street		*		
333	Main Street		*		
334	Main Street	*			Hillyer House
335-37	Main Street		*		Duplex
336	Main Street	*			
338	Main Street		*		
339	Main Street	*			Whitehead House
340	Main Street	*			
341	Main Street		*		
342	Main Street	*			
343	Main Street		*		
345	Main Street	*			Britt Simpson House
346	Main Street	*			Hearn House (Gallery)
348-54	Main Street		*		
349	Main Street		*		Apts. 1-4
353	Main Street			*	Barlow & Riddick
360-68	Main Street		*		
400	Main Street	*			Valentine House
409-13	Main Street			*	
415	Main Street			*	Ever Clean Car Wash
420	Main Street			*	Laundromat
424	Main Street			*	Council Sales & Auto Parts
426	Main Street		*		Cornett's Garage

<u>Address</u>		<u>Categorical Status</u>			
No.	Street Name	Landmark	Contributing	Non-Contributing	Description
509	Main Street			*	Seaborne's Barber Shop
511	Main Street		*		
517	Main Street		*		Main Street Baptist Church
518	Main Street			*	Little's Super Market & Gas
519	Main Street		*		
521	Main Street			*	
106	N. Mason Street	*			Old Jail
107	N. Mason Street		*		
110	N. Mason Street		*		
111	N. Mason Street		*		
112	N. Mason Street		*		
117	N. Mason Street		*		
203	N. Mason Street		*		
205	N. Mason Street		*		
207	N. Mason Street		*		
211	N. Mason Street			*	
108	S. Mason Street		*		
112	S. Mason Street	*			Cary House
113	S. Mason Street	*			Mary Jackson House
116	S. Mason Street	*			
117	S. Mason Street	*			
121	S. Mason Street			*	
205	S. Mason Street	*			Smithfield Academy
213	S. Mason Street	*			Lightfoot Folk House
220	S. Mason Street		*		
223	S. Mason Street			*	
224	S. Mason Street		*		Masonic Lodge
228	S. Mason Street			*	
229	S. Mason Street		*		
232	S. Mason Street		*		
233	S. Mason Street		*		
236	S. Mason Street		*		
240	S. Mason Street			*	
101	Riverview Avenue			*	
121	Riverview Avenue			*	
122	Riverview Avenue			*	
145	Riverview Avenue			*	

<u>Address</u>		<u>Categorical Status</u>		
<u>No.</u>	<u>Street Name</u>	<u>Landmark</u>	<u>Contributing</u>	<u>Non-Contributing</u>
146	Riverview Avenue			*
149	Riverview Avenue			*
151	Riverview Avenue			*
156	Riverview Avenue			*
200	Riverview Avenue		*	
205	Riverview Avenue			*
207	Riverview Avenue			*
208	Riverview Avenue			*
210	Riverview Avenue		*	
212	Riverview Avenue		*	
129	Sykes Court			*
131	Sykes Court			*
132	Sykes Court			*
135	Sykes Court			*
136	Sykes Court		*	
139	Sykes Court		*	
140	Sykes Court		*	
144	Sykes Court			*
145	Sykes Court			*
106	Thomas Street		*	
107	Thomas Street		*	
110	Thomas Street		*	
111	Thomas Street		*	
114	Thomas Street		*	
127	Thomas Street			*
102	Underwood Lane			*
				Mayfair Management Inc./ Smithfield Rare Books
106	Underwood Lane		*	
121-23	Underwood Lane		*	
101	Washington Street			*
103	Washington Street			*
105	Washington Street			*
106	Washington Street			*
107	Washington Street			*
108	Washington Street			*
110	Washington Street			*
111	Washington Street			*
201	Washington Street			*
202	Washington Street			*
203	Washington Street			*
205	Washington Street			*

<u>Address</u>		<u>Categorical Status</u>			
<u>No.</u>	<u>Street Name</u>	<u>Landmark</u>	<u>Contributing</u>	<u>Non-Contributing</u>	<u>Description</u>
209	Washington Street		*		
210	Washington Street		*		
211	Washington Street			*	
212	Washington Street		*		
215	Washington Street		*		
216	Washington Street		*		
219	Washington Street		*		
220	Washington Street		*		
221	Washington Street			*	
223	Washington Street			*	Agriculture Building

(Ord. of 9-5-2000; Ord. of 5-4-2004)

Repealed by Ord. of 2020-??-??

# TOWN OF SMITHFIELD, VIRGINIA HISTORIC PRESERVATION OVERLAY



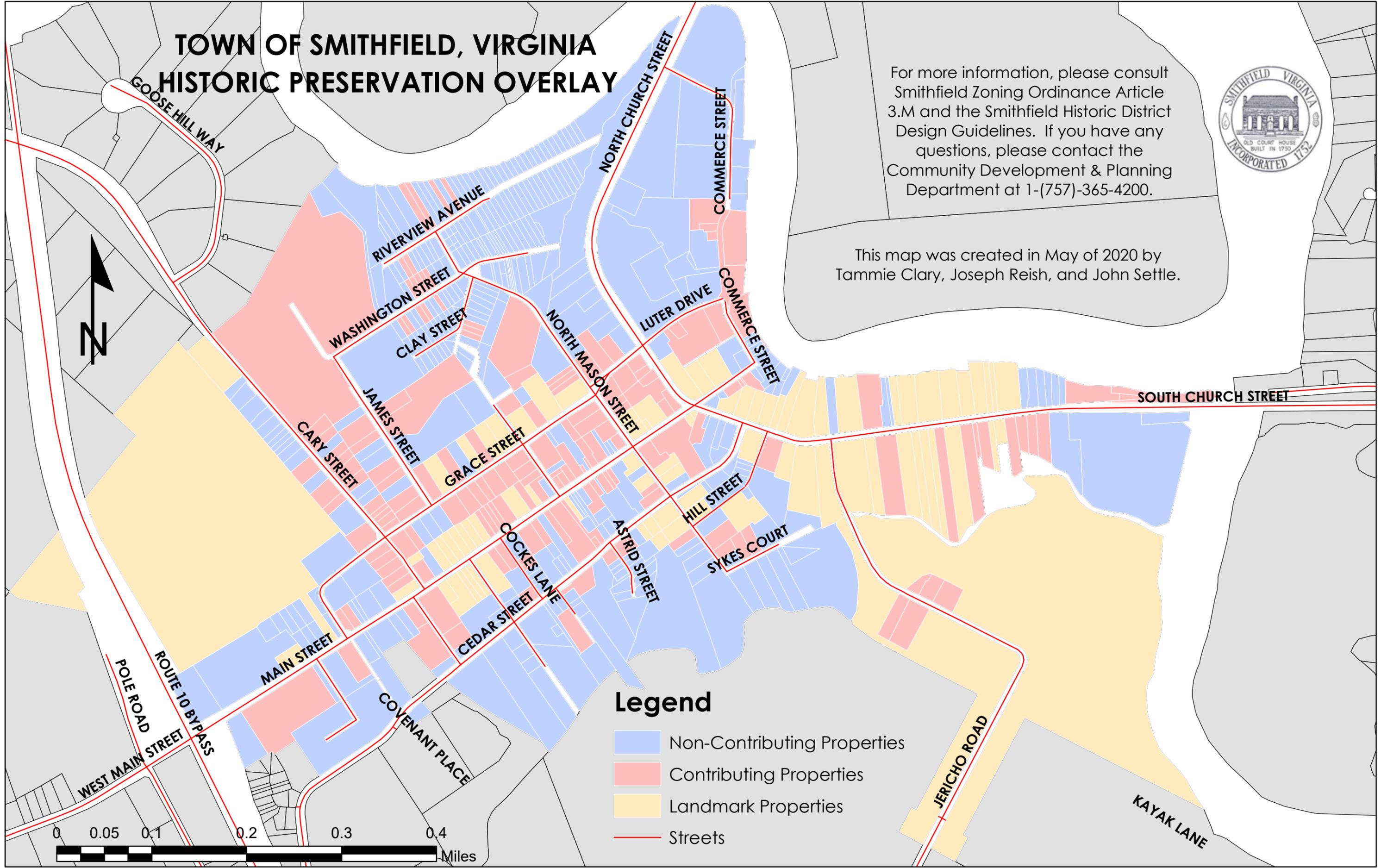
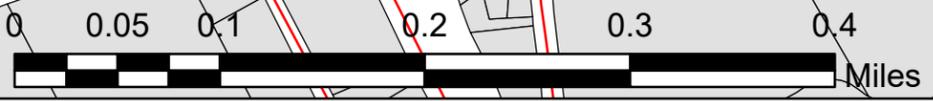
For more information, please consult Smithfield Zoning Ordinance Article 3.M and the Smithfield Historic District Design Guidelines. If you have any questions, please contact the Community Development & Planning Department at 1-(757)-365-4200.

This map was created in May of 2020 by Tammie Clary, Joseph Reish, and John Settle.



## Legend

- Non-Contributing Properties
- Contributing Properties
- Landmark Properties
- Streets



# Historic Preservation Overlay Inventory

## Landmark Properties

108 Cary St	213 Church St, S	344 Church St, S	334 Grace St	308 Main St
201 Cedar	220 Church St, S	345 Church St, S	502 Grace St	314 Main St
102 Church St, S	223 Church St, S	365 Church St, S	110 Hill St	330 Main St
111 Church St, S	226 Church St, S	368 Church St, S	301 Jericho Rd	334 Main St
117 Church St, S	304 Church St, S	372 Church St, S	302 Jericho Rd	335-37 Main St
121 Church St, S	309 Church St, S	373 Church St, S	101-3 Main St	336 Main St
123 Church St, S	318 Church St, S	204 Grace St	101 Main St	130 Mason St, N
130 Church St, S	331 Church St, S	220 Grace St	110-12 Main St	112 Mason St, N
201 Church St, S	334 Church St, S	222 Grace St	124 Main St	113 Mason St, N
205 Church St, S	335 Church St, S	304 Grace St	130-32 Main St	117 Mason St, N
212 Church St, S	338 Church St, S	308 Grace St	203 Main St	205 Mason St, S
	340 Church St, S	320 Grace St	235 Main St	213 Mason St, S

# Historic Preservation Overlay Inventory

## Contributing Properties

103 Cary St	221 Cary St	111 Church St, N	386 Church St, S	217 Grace St
105 Cary St	221 Cary St	113 Church St, N	390 Church St, S	228 Grace St
109 Cary St	224 Cary St	117 Church St, N	409 Church St, S	313 Grace St
111 Cary St	226 Cary St	121 Church St, N	415 Church St, S	316 Grace St
113 Cary St	229 Cary St	104 Church St, S	209-11 Clay St	317 Grace St
202 Cary St	230 Cary St	204 Church St, S	213 Clay St	321 Grace St
203 Cary St	232 Cary St	315 Church St, S	107 Cokes Ln	325 Grace St
204 Cary St	223 Cedar St	326 Church St, S	111 Cokes Ln	328 Grace St
204 Cary St	225 Cedar St	346-48 Church St, S	120 Cokes Ln	329 Grace St
206 Cary St	301 Cedar St	356 Church St, S	111 Commerce St	333 Grace St
208 Cary St	304 Cedar St	362 Church St, S	112 Commerce St	338 Grace St
210 Cary St	203 Chalmers Row	364-66 Church St, S	200 Commerce St	349 Grace St
215 Cary St	212 Chalmers Row	378 Church St, S		355 Grace St
216 Cary St		382 Church St, S		
218 Cary St				

# Historic Preservation Overlay Inventory

## Contributing Properties (continued)

107 Institute St	259 James St	223 Main St	331-33 Main St	136 Sykes Ct
111 Institute St	105 Jericho Rd	224 Main St	111 Mason St, N	140 Sykes Ct
115 Institute St	108 Jericho Rd	228 Main St	112 Mason St, N	106 Thomas St
214 Institute St	109 Jericho Rd	234 Main St	117 Mason St, N	107 Thomas St
226 Institute St	112 Jericho Rd	237 Main St	203 Mason St, N	110 Thomas St
230 Institute St	113 Jericho Rd	303 Main St	205 Mason St, N	111 Thomas St
310 Institute St	13-27 Main St	304 Main St	207 Mason St, N	114 Thomas St
203 James St	100 Main St	310 Main St	116 Mason St, S	102 Underwood Ln
207 James St	108 Main St	311 Main St	220 Mason St, S	106 Underwood Ln
213 James St	115 Main St	315 Main St	229 Mason St, S	121-23 Underwood Ln
217 James St	131 Main St	318 Main St	150 Riverview Ave	209 Washington St
227 James St	202 Main St	322 Main St	154 Riverview Ave	210 Washington St
228 James St	213 Main St	324 Main St	200 Riverview Ave	212 Washington St
231 James St	215 Main St	326 Main St	212 Riverview Ave	215 Washington St
232 James St	216 Main St	327 Main St		216 Washington St
253 James St	217 Main St	328 Main St		221 Washington St
255 James St	218A-B Main St			
	220 Main St			
	221 Main St			

# Historic Preservation Overlay Inventory

## Non-Contributing Properties

206-24 Astrid St	379 Church St, S	113 Hill St	101-49 Riverview Ave
212 Cary St	385 Church St, S	222 Institute St	151 Riverview Ave
231 Cary St	403-05 Church St, S	219 James St	156 Riverview Ave
233 Cary St	203-07 Clay St	240 James St	203-10 Riverview Ave
237 Cary St	217-32 Clay St	3-11 Main St	129-35 Sykes Ct
237 Cary St	113-17 Cockes Ln	206-10 Main St	139 Sykes Ct
239-43 Cary St	100-8 Commerce St	229 Main St	144-45 Sykes Ct
325-29 Cedar St	105-11 Drummonds Ln	245 Main St	103-11 Washington St
503-13 Cedar St	204-19 Drummonds Ln	302 Main St	200-6 Washington St
545 Cedar St	303-8 First St	309 Main St	211 Washington St
205-11 Chalmers Row	227 Grace St	319 Main St	219-20 Washington St
215 Chalmers Row	337 Grace St	211 Mason St, N	223 Washington St
120 Church St, N	345 Grace St	108 Mason St, S	
201-40 Church St, N	401-7 Grace St	121 Mason St, S	
		223-28 Mason St, S	
		232-40 Mason St, S	

# Historic Preservation Overlay Inventory

## Non-Contributing Properties (vacant lots)

21A-01-293	21A-01-228	21A-01-308	21A-01-402A	21A-03-G008	21A-01-040	21A-01-353	21A-01-181
21A-01-300	21A-01228	21A-01-309	21A-01-404	21A-03-H018	21A-01-041	21A-01-354A	21A-01-057A
21A-01-311	21A-01-238A	21A-01-315	21A-01-407	21A-03-H019	21A-01-042	21A-01-360	21A-01-058
21A-01-186A	21A-01-241	21A-01-316	21A-01-407A	21A-03-H020	21A-01-043	21A-01-361	21A-01-061
21A-01-192	21A-01-246	21A-01-317	21A-01-420	21A-03-H021	21A-01-044	21A-01-364A	21A-01-202
21A-04-000111	21A-01-350	21A-01-318	21A-01-421	21A-03-H024	21A-01-045	21A-01-380	21A-01-223A
21A-04-000114	21A-01-254	21A-01-323	21A-01-451	21A-03-H025	21A-01-046A	21A-01-113	21A-01-284
21A-04-00016	21A-01-263	21A-01-348	21A-01-452	21A-03-H026	21A-01-050B	21A-01-129	21A-01-285
21A-04-002	21A-01-263A	21A-01-355	21A-01-459	21A-03-H027	21A-01-106	21A-03-E011A	21A-01-319
21A-04-004	21A-01-275	21A-01-356	21A-03-E001	21A-03-H028	21A-01-117A	21A-03-F001	21A-01-392
21A-04-010A	21A-01-276	21A-01-357	21A-03-E002	21A-04-000111	21A-01-133	21A-03-F002	21A-01-393
21A-04-012	21A-01-277	21A-01-346	21A-03-E006	21A-01-252	21A-01-170A	21A-01-128	21A-01-399B
21A-01-224A	21A-01-296	21A-01-347	21A-03-G003	21A-01-255	21A-04-049	21A-01-173	21A-04-037
21A-01-224A	21A-01-296	21A-01-349	21A-03-G005	21A-01-039	21A-01-352	21A-01-178	21A-04-038

# Historic Preservation Overlay Inventory

## Non-Contributing Properties (vacant lots continued)

21A-04-039	21A-01-359	21A-03-B033	21A-03-D015	21A-03-D034	21A-03-A008A	21A-03-H008
21A-04-040	21A-01-182	21A-03-B034	21A-03-D017	21A-03-D035	21A-03-B001	21A-03-H011
21A-04-050	21A-01-182A	21A-03-B035	21A-03-D019	21A-03-D036	21A-03-B003	21A-03-H014
21A-04-051	21A-01-183	21A-03-B038	21A-03-D021	21A-03-D037	21A-03-B004	
21A-04-052	21A-03-B017	21A-03-B041	21A-03-D022	21A-03-D038	21A-03-B005	
21A-04-053	21A-03-B017B	21A-03-B042	21A-03-D023	21A-03-D039	21A-03-B007	
21A-04-054	21A-03-B018	21A-03-B043	21A-03-D024	21A-03-D040	21A-03-B008A	
21A-01-399	21A-03-B018A	21A-03-B044	21A-03-D025	21A-03-D041	21A-03-B009	
21A-01-400	21A-03-B019	21A-03-B044A	21A-03-D026	21A-03-D042	21A-03-B009A	
21A-01-069	21A-03-B024	21A-03-B044B	21A-03-D027	21A-03-D043	21A-03-B010	
21A-01-074	21A-03-B025	21A-03-B044B	21A-03-D028	21A-03-D044	21A-03-B011	
21A-03-A003B	21A-03-B026	21A-03-C017	21A-03-D029	21A-01-375	21A-03-B012	
21A-03-A004A	21A-03-B027	21A-03-C018	21A-03-D030	21A-03-A001	21A-03-B013	
21A-03-E001A	21A-03-B028	21A-03-C021	21A-03-D030	21A-03-A002	21A-03-B014	
21A-03-E001B	21A-03-B029	21A-03-D004A	21A-03-D031	21A-03-A005	21A-03-B015	
21A-01-301	21A-03-B030	21A-03-D005	21A-03-D032	21A-03-A005A	21A-03-C005	
21A-01-356A	21A-03-B032	21A-03-D013	21A-03-D033	21A-03-A008	21A-03-H001	



# Landmark





Contributing



# BOARD OF HISTORIC AND ARCHITECTURAL REVIEW (BHAR) STAFF REPORT

## BHAR BYLAWS AMENDMENT

TUESDAY, AUGUST 18<sup>TH</sup>, 2020, 6:30 PM

Earlier this year, Town staff conducted a review of the bylaws of all of the Town's appointed boards and commissions. This review entailed a thorough comparison of each board's bylaws to those present in other jurisdictions, in addition to all applicable regulations outlined in the *Code of Virginia*.

Staff were able to discern that the most crucial change needed in the Town's boards' bylaws was the alteration of the circumstances necessary for a board to hold a special meeting. In order to help clarify Section II of the bylaws and stress the importance of a special BHAR meeting, Town staff are proposing the revision of Section II.3 of the BHAR's bylaws, which currently reads:

*. . . Special meetings of the Board may be called at the request of the Chairman or at the request of a majority of the membership . . .*

The proposed Section II.3 would read:

*. . . Special meetings of the Board may be called at the request of the Chairman with the concurrence of three (3) other Board members . . .*

Town staff believe that this language is the most suitable for the Town. The Board of Zoning Appeals adopted a similar bylaws amendment at its meeting last month.

A redlined version of this bylaws amendment is included in the pages immediately following this staff report.

### **Recommendation:**

Town staff recommend approval as submitted.

*Please direct inquiries to John Settle at 1-(757)-365-4200 or [jsettle@smithfieldva.gov](mailto:jsettle@smithfieldva.gov).*

**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.

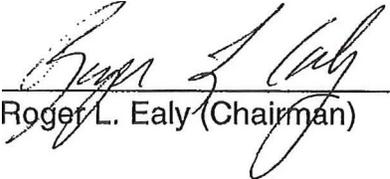
**II. MEETINGS**

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 with the concurrence of three (3) other Board members~~. 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.

  
\_\_\_\_\_  
Roger L. Ealy (Chairman)

2004-02-24  
Date

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

The Smithfield Board of Historic and Architectural Review held a special meeting on Tuesday, August 6<sup>th</sup>, 2020 at 6:30 p.m. at the Smithfield Center due to a failure to have a quorum at the July 21<sup>st</sup>, 2020 meeting.

**Members Present:**

Trey Gwaltney - Chairman  
Julia Hillegass – Vice Chair  
Gary Hess  
Ronny Prevatte  
Russell Hill  
Justin Hornback  
Judith Lally

**Staff members present:**

John Settle – Community Development & Planning Director  
Tammie Clary - Planner

There were approximately four (4) citizens present. The media was not represented. Chairman Gwaltney welcomed everyone to the meeting.

**Community Development & Planning Director’s Report:**

Mr. Settle welcomed the newest BHAR member; Judith Lally. He reminded all Board members to stay after adjournment for the official 2020/2021 BHAR photograph. He also explained that the Town Manager has secured seven licenses for email addresses. Prior to the next meeting, everyone should come a bit early, the IT Department will get everyone setup with their official Town email addresses. He asked everyone to bring a device that can access the Smithfield Center’s WiFi.

**Upcoming Meetings and Activities:**

Tuesday, August 11<sup>th</sup> – 6:30 PM – Planning Commission Meeting  
Tuesday, August 18<sup>th</sup> – 6:30 PM – BHAR Meeting  
Monday, August 24<sup>th</sup> – 3:00 PM – Town Council Committee Meeting  
Tuesday, August 25<sup>th</sup> – 3:00 PM – Town Council Committee Meeting  
Tuesday, September 1<sup>st</sup> – 6:30 PM – Town Council Meeting  
Tuesday, September 8<sup>th</sup> – 4:00 PM – Pinewood Heights Management Team Meeting  
Tuesday, September 8<sup>th</sup> – 6:30 PM – Planning Commission Meeting  
Tuesday, September 15<sup>th</sup> – 7:30 PM – BHAR Meeting

**Public Comments:**

There were no signups for public comments.

**Board Member Comments:**

Mrs. Hillegass asked the Board members to please let Mr. Settle know if they are unable to attend the meetings so there is not a situation like last month where there was not a quorum.

Chairman Gwaltney explained that he was taking the agenda out of order to accommodate the people that attended the meeting.

**Window Change – 304 South Church Street – Landmark – Shane & Denise**

**Hamilton, applicants:**

The Community Development & Planning Director explained that the applicant wishes to replace all of the existing wooden one-over-one double-hung sash windows on the existing single-family dwelling with “Fibrex” composite windows by Andersen, which will be of a like color, style, and configuration as the corresponding existing windows. Fibrex is a composite material that consists of wood and thermoplastic polymer. The replacement windows will be manufactured with a white border, which will be painted “Dark Burgundy” to match the color of the existing windows. All existing windows featuring curved glass in the turret, and all windows featuring stained glass, will be retained. Town staff recommended approval as submitted.

Chairman Gwaltney reminded everyone that the BHAR members in attendance last month saw the sample of the product for the windows. The Board members present did not want the representative from the company to have to return for the rescheduled meeting.

The applicant was available for any questions.

Chairman Gwaltney stated that the windows would be painted. He asked if there was a treatment that needed to be done to get paint to adhere to it. The applicant, Shane Hamilton, stated that the representative stated that the windows do not need to be pre-treated before they are painted.

Mr. Hill explained that these windows are made by Mr. Rogers Windows only. It is the same window as a Woodwright window with a different name. Mr. Hill stated that these windows are in several local houses.

Vice Chair Hillegass made a motion to approve the windows as presented. Mr. Hess seconded the motion. Chairman Gwaltney called for the vote.

On call for the vote, seven members were present. Mr. Hess voted aye, Mr. Hill abstained, Mr. Hornback voted aye, Mr. Prevatte voted aye, Mrs. Lally voted aye, Vice Chair Hillegass voted aye, and Chairman Gwaltney voted aye. There was one abstention. The motion passed.

**Assorted Exterior Changes – 220 Astrid Street – Noncontributing-Mary Donovan, applicant:**

The Community Development & Planning Director explained that the applicant is seeking approval to construct an eighteen-foot by twenty-three foot “L” shaped wooden deck (approximately three-hundred square feet) to the rear of the primary building. The deck will be bordered by a wooden railing composed of posts joined by horizontally-mounted one-inch by two-inch slats on tight centers to deter climbing. Additionally, the applicant wishes to erect a ten-foot by twelve-foot shed (approximately twelve-feet tall and 120 square feet in area) in the rear yard of the property. The shed will feature a “Croxley” brown-colored six-foot wide, seven-foot tall Clopay short panel tongue-and-groove joint garage door. The roof will be covered by “Hunter Green” colored architectural asphalt shingles to match those present on the primary building. The proposed shed will be sided in two materials. Initially, the shed will be clad in T1-11 plywood siding that will be painted “Mushroom Bisque” (PPU4-07) to match the color of the primary building. Upon the completion of the installation of the siding on the primary building,

the applicant wishes to cover the T1-11 plywood siding on the shed with the same Mushroom Bisque-colored Allura fiber cement simulated cedar shake shingle siding that is being used on the primary building. The applicant desires approval for both materials at this time. Lastly, the applicant wishes to amend their prior BHAR approval from Tuesday, May 15<sup>th</sup>, 2018 to update the color of the front door of the primary building from “Croxley” black to “Croxley” brown. This will cause the front door color and the proposed garage door color to match. Town staff recommended approval as submitted.

The applicant, Mary Donovan, was available if the Board had any questions.

Mr. Hornback asked why she was using T1-11 siding that she planned to replace later. Mr. Settle explained that the T1-11 would become sheathing under the final siding application.

With no further comments, Vice Chair Hillegass made a motion to approve the application as presented. Mrs. Lally seconded the motion. Chairman Gwaltney called for the vote.

On call for the vote, seven members were present. Mr. Hess voted aye, Mr. Hill voted aye, Mr. Hornback voted aye, Mr. Prevatte voted aye, Mrs. Lally voted aye, Vice Chair Hillegass voted aye, and Chairman Gwaltney voted aye. There were no votes against the motion. The motion passed.

**Amendment of Prior Approval – 200 Washington Street – Unclassified – BMC Contracting, Inc. c/o Kenneth Coleman, applicant:**

The Community Development & Planning Director reported that at its May 21<sup>st</sup>, 2019 meeting, the applicant received an approval for the following. The applicant wishes to construct a new single-family dwelling on the property. The house will be covered by a black architectural asphalt shingle roof, preceded by “Bracken Cream” (CW-105) colored Hardie board eaves (soffit and fascia). The walls of the house will be covered in “Timson Green” (CW-470) colored Hardie board siding with Bracken Cream colored Hardie board trim. The house will rest on a concrete block foundation, which will be clad in white stucco. The primary façade of the building will be adorned by a single-story front porch covered by a hipped roof, supported by square wooden columns, resting on a red brick-clad concrete block foundation, accessed by brick steps, floored in cement, and surrounded by almond-colored aluminum railings. The house will be accessed by a Bracken Cream colored steel door featuring a rounded window and rounded panels. The house will be fenestrated by white vinyl two-over-two double-hung sash windows. All windows will be bordered by Bracken Cream colored Hardie board trim and inoperable two-panel Hardie board shutters of the same color. The house will feature a forward-gable massing. The gable will be separated from the rest of the primary façade by a pine cornice matching the color of the remaining eaves on the home, and embellished by a white fan-shaped attic vent. A deck will be constructed to the rear of the home, composed of treated lumber. A concrete driveway and parking area will connect the backyard of the home to First Street, and a concrete walkway will connect the front steps to Washington Street. The applicant is now seeking approval to amend their previous approval in the following manner:

- (1) The omission of the inoperable two-panel Bracken Cream colored Hardie board shutters.

- (2) The omission of the white fan-shaped attic vent on the front gable.
- (3) The use of wooden simulated board-and-batten siding on the front gable instead of Hardie board siding.
- (4) The retention of the factory black color of the aluminum railings surrounding the front porch.
- (5) The use of a black colored standing seam metal roof on the decorative cornice separating the front gable from the rest of the primary façade.
- (6) The painting of the stucco cladding the concrete block foundation with a red color to match the color of the bricks used for the front porch.

Approval is sought for the items above in addition to the retention of the prior approval from 2019 in the event that circumstances change for the owner or applicant. Town staff recommended approval as submitted.

Chairman Gwaltney stated that the applicant was not present.

Mr. Settle explained that he had the applicant's phone number if the Board needed to call him for any questions.

Vice Chair Hillegass stated that the omission of the fan shaped attic vent and the inoperable shutters are after-the-fact because they have already been done. Mr. Settle stated that the continuous cornice was also capped with standing seam metal instead of the asphalt shingles. The railing has not been painted yet and is aluminum. The applicant wants to leave it black as it is already. Mrs. Lally stated that she went by the property and the foundation had already been painted red.

Vice Chair Hillegass asked what was being done with the front posts on the front steps. Mr. Settle stated that the posts will be painted the same color as the posts supporting the front porch roof. Railings of the same material and color as the porch will be added.

Chairman Gwaltney stated that it is a new structure. The BHAR likes for new dwellings to blend with what is in the area. Vice Chair Hillegass stated that it is an improvement to the neighborhood.

Mr. Settle reminded the BHAR members that the Town still retains the Certificate of Occupancy for the house. He explained that after-the-fact applications are being documented by Town staff and brought back to the Board. A Certificate of Occupancy would not be issued in this particular case without compliance with the BHAR's decision.

Mr. Hess made a motion to approve the application as submitted. Mr. Hill seconded the motion. Chairman Gwaltney called for the vote.

On call for the vote, seven members were present. Mr. Hess voted aye, Mr. Hill voted aye, Mr. Hornback voted aye, Mr. Prevatte voted aye, Mrs. Lally voted aye, Vice Chair Hillegass voted aye, and Chairman Gwaltney voted aye. There were no votes against the motion. The motion passed.

**Assorted Exterior Changes – 212 Cary Street- Noncontributing – JPS Properties, LLC, c/o Jason Seward, applicant:**

The Community Development & Planning Director explained that the applicant wishes to

make the following changes to the exterior of the existing single-family dwelling and to the rear yard of the property:

- (1) The replacement of the existing wooden horizontally-lapped weatherboard siding and wood panels beneath the windows with vinyl siding of a like color.
- (2) The cladding of all door trim, window trim, soffits, fascia boards, etc. in white aluminum coil stock.
- (3) The erection of a ten foot by ten foot metal shed on an existing concrete pad located behind the house. The shed will be painted yellow, white, and black in a manner that will emulate the colors of the siding, trim, and roof present on the primary building.

Additionally, the applicant is seeking after-the-fact approval for the following items:

- (4) The painting of the decking boards of the existing front porch a white color.
- (5) The replacement of the front door with a brown door featuring an elliptical window.

Town staff recommended approval under the condition that the front door is painted green to match the color of the existing shutters.

The applicant did not attend the meeting. Mr. Settle stated he could call him if there were any questions from the BHAR.

Mr. Hess was concerned about the vinyl siding. Mr. Hill stated that the BHAR turned down another applicant four houses down from 212 Cary Street for vinyl siding. Chairman Gwaltney pointed out that this property is a noncontributing property. The other one was a contributing property. Mr. Hess stated that there is a need for a clearer policy on whether vinyl siding is or is not acceptable in the historic district. Mr. Hill stated that even with new construction the Board required Hardie board; not vinyl siding. He explained that the houses he does on Washington Street all have Hardie board and they are noncontributing homes. Chairman Gwaltney stated that 212 Cary Street was built in 1967 [Town staff later double-checked the County's data and found that the construction year of 1973 is given] when aluminum siding was popular. The proximity of the house to other houses that are contributing or landmarks should figure into the decision.

Mr. Hess stated that every time the BHAR says "yes" it makes it more difficult to say "no" for a home that really matters. He asked if there were other options for the applicant. Mr. Hill stated he could put Allura siding on it because it is less expensive than Hardie board. It would not last as long. He explained that it is, basically, a piece of 1/4" plywood sprayed with a stucco finish. It is not a true cement board.

Chairman Gwaltney suggested the BHAR members look at the other requests in the application. He asked about the aluminum coil stock trim. Mr. Hill stated his vote would be "no" on that as well.

Vice Chair Hillegass stated that she does not believe the shed is appropriate. Chairman Gwaltney stated that a metal shed raises more concerns for him than the siding. They blow over in a 20 mph wind.

Chairman Gwaltney asked about the deck boards that were painted white already. Vice Chair Hillegass asked what color the porch was originally. Mr. Settle stated that the deck boards were unfinished but everything else was white.

Chairman Gwaltney asked about the front door color. The applicant asked for brown but Town staff recommended that it be painted green. Mr. Settle explained that was so it would match the color of the shutters. In the past, the Town has historically asked for the door to match the shutters. Chairman Gwaltney stated that he believes a different door color can work in some cases.

Chairman Gwaltney asked for a vote on the after-the-fact items in the application. Items 4 and 5 are the white deck boards and the front door color.

Mr. Hess made a motion to accept items 4 and 5 as an after-the-fact approval with white deck boards and a brown front door. Vice Chair Hillegass seconded the motion.

On call for the vote, seven members were present. Mr. Hess voted aye, Mr. Hill voted aye, Mr. Hornback voted aye, Mr. Prevatte voted aye, Mrs. Lally voted aye, Vice Chair Hillegass voted aye, and Chairman Gwaltney voted aye. There were no votes against the motion. The motion passed.

Chairman Gwaltney asked for a motion on the siding, trim, and the shed, which are items 1, 2, and 3.

Mr. Hess made a motion to approve under the condition that: (a) the existing siding be repaired or replaced with siding of a like color and material, or replaced with fiber cement siding of a like color, (b) the existing door trim, window trim, soffits, fascia boards, etc. be repaired or replaced with trim of a like color and material, or replaced with a fiber cement material of a like color, and (c) the proposed shed be constructed of wood, and roofed, sided, and painted so that the materials and color of the proposed shed emulate the appearance of the primary building. Vice Chair Hillegass seconded the motion. Chairman Gwaltney called for the vote.

On call for the vote, seven members were present. Mr. Hess voted aye, Mr. Hill voted aye, Mr. Hornback voted aye, Mr. Prevatte voted aye, Mrs. Lally voted aye, Vice Chair Hillegass voted aye, and Chairman Gwaltney voted aye. There were no votes against the motion. The motion passed.

Vice Chair Hillegass asked what happens if the applicant does not want to fix the recommended items. Mr. Settle stated that he would have to submit a new application to amend his prior approval. Inversely, he could appeal the decision of the BHAR.

**Color & Material Change – 224 Cary Street – Contributing – Beth Haywood, applicant:**

The Community Development & Planning Director reported that the applicant wishes to replace the wooden trim around the doors, windows, and eaves of the existing detached garage with wood wrapped in aluminum coil stock. The color of the coil stock will be either white or blue to match the color of the trim on the existing primary building. The applicant is seeking approval for both colors at this time. The applicant has a recurring squirrel problem and would rather use aluminum coil stock instead of wood. Town staff recommends approval as submitted.

The applicant did not attend the meeting; however, Mr. Settle stated that he can call her if the Board has questions.

Mr. Hornback stated that the BHAR just set a precedent with the previous vote. This application is one house over from the previous application. Mr. Hill stated that squirrels cannot eat Hardie board.

Mr. Settle pointed out that the key difference between the previous application and this application is that this home and the detached garage have vinyl siding. The application is for an accessory building. Accessory buildings should emulate the style of the primary building.

Vice Chair Hillegass made a motion to approve as submitted based on the fact that the garage and primary building are already clad in vinyl and because the garage is not easily visible from the street. Mr. Hess seconded the motion. Chairman Gwaltney called for the vote.

On call for the vote, seven members were present. Mr. Hess voted aye, Mr. Hill voted aye, Mr. Hornback voted aye, Mr. Prevatte voted aye, Mrs. Lally voted aye, Vice Chair Hillegass voted aye, and Chairman Gwaltney voted aye. There were no votes against the motion. The motion passed.

**Amendment of Prior Approval – 233 Cary Street – Noncontributing – Joseph Vuono & Susan Patchell, applicants:**

The Community Development & Planning Director reported that at its May meeting, the property's previous owner received an approval from the BHAR to erect an eight foot by ten foot shed in the rear yard at 233 Cary Street. They now wish to move this shed from the left side of the rear yard to the right side of the rear yard, behind the primary structure, and five feet from any lot line. The exterior of the shed is to remain unchanged. Town staff recommended approval as submitted.

Mr. Hess stated that the previous approval was given only because it was not visible from the street. With this application, it will be visible from the street. Chairman Gwaltney stated that these are new owners. Approval was granted to the previous owners. He explained that it is a plastic shed. One of the reasons the BHAR passed it was because the house was vinyl also. It worked with the house. The previous applicants planned to put it in a location that would be out of sight.

Mr. Settle stated that he had the applicants' phone numbers if they had questions for them. He explained that approval can be given with the condition that the shed is not visible from the street.

Vice Chair Hillegass made a motion to approve under the condition that the proposed shed be relocated to any position in the rear yard of the property where it is not visible from the public right-of-way, behind the primary structure, and no less than five feet from any lot line. Mrs. Lally seconded the motion. Chairman Gwaltney called for the vote.

On call for the vote, seven members were present. Mr. Hess voted aye, Mr. Hill voted aye, Mr. Hornback voted aye, Mr. Prevatte voted aye, Mrs. Lally voted aye, Vice Chair Hillegass voted aye, and Chairman Gwaltney voted aye. There were no votes against the motion. The motion passed.

**Assorted Exterior Changes – 338 South Church Street – Landmark – Lloyd Franques, applicant:**

The Community Development & Planning Director reported that the applicant wishes to undertake several changes to the property:

- (1) The installation of a black sixty-inch tall aluminum fence in the rear yard of the property, which will be traversed by two four-foot wide arched gates. Town staff

authorized the installation of this fence last month as, given the time of the year, it is not visible from the public right-of-way, but may become visible as the seasons change.

- (2) The applicant also wishes to paint the front yard fence posts, the front gate, and the front door “Limousine Leather” (#MQ5-05).
- (3) Finally, the applicant is seeking approval for the installation of a custom wooden front storm door featuring six tempered glass panes and painted Limousine Leather to match the front door. The six panes on the new storm door will be placed in identical positions to the panels present on the original front door. The storm door would be custom made to show off the original front door that it will protect.

Town staff recommended approval as submitted. Mr. Settle stated that he could call the applicant if the BHAR had any questions.

Chairman Gwaltney asked Mr. Settle why the fence being visible was a concern to Town staff. Mr. Settle explained that if an improvement is not visible from the public right-of-way, Town staff can authorize it administratively. The property owner has dogs and he wanted to have a place to keep them.

Chairman Gwaltney stated that 338 South Church Street is a landmark property. He questioned two styles of fencing around the house. Mr. Hill stated that he had done a lot of work on the property. He does not think anyone will see the fence. The rear yard is twenty feet lower than the road.

Mr. Hill made a motion to approve the application as submitted. Mr. Hess seconded the motion. Chairman Gwaltney called for the vote.

On call for the vote, seven members were present. Mr. Hess voted aye, Mr. Hill voted aye, Mr. Hornback voted aye, Mr. Prevatte voted aye, Mrs. Lally voted aye, Vice Chair Hillegass voted aye, and Chairman Gwaltney voted aye. There were no votes against the motion. The motion passed.

#### **Approval of the Tuesday, June 16<sup>th</sup>, 2020 Meeting Minutes:**

Mr. Hess made a motion to approve the minutes as submitted. Vice Chair Hillegass seconded the motion. Chairman Gwaltney called for the vote.

On call for the vote, seven members were present. Mr. Hess voted aye, Mr. Hill voted aye, Mr. Hornback voted aye, Mr. Prevatte voted aye, Mrs. Lally voted aye, Vice Chair Hillegass voted aye, and Chairman Gwaltney voted aye. There were no votes against the motion. The motion passed.

#### **Approval of the Tuesday, July 21<sup>st</sup>, 2020 Minutes:**

Vice Chair Hillegass made a motion to approve the minutes as submitted. Mrs. Lally seconded the motion. Chairman Gwaltney called for the vote.

On call for the vote, seven members were present. Mr. Hess voted aye, Mr. Hill voted aye, Mr. Hornback voted aye, Mr. Prevatte voted aye, Mrs. Lally voted aye, Vice Chair Hillegass voted aye, and Chairman Gwaltney voted aye. There were no votes against the motion. The motion passed.

Mr. Settle reminded everyone to remain for the Board of Historic and Architectural Review's 2020/2021 photograph.

The meeting adjourned at 7:32 p.m.

---

Mr. Trey Gwaltney - Chairman

---

Mr. John Settle – Director of Community  
Development & Planning