



TOWN OF SMITHFIELD

Wednesday, September 9th, 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, September 15th, 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.

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, September 15th, 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. After contacting John Edwards, as the BHAR suggested at its Tuesday, August 18th, 2020 meeting, seven additional properties have been included. 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, September 28th – 3:00 PM – Town Council Committee Meetings
Tuesday, September 29th – 3:00 PM – Town Council Committee Meetings
Tuesday, October 6th – 6:30 PM – Town Council Meeting
Tuesday, October 13th – 6:30 PM – Planning Commission Meeting
Tuesday, October 20th – 6:30 PM – BHAR Meeting

3) Public Comments

4) Board Member Comments

5) Color & Material Change – 117 S Mason St – Landmark – Justin & Rebecca Hornback, applicants
(staff report, BHAR application & illustration enclosed).

6) Addition (After-the-Fact) – 340 S Church St – Landmark – Deborah Duncan, applicant (staff report, BHAR application & illustration enclosed).

7) Approval of the Tuesday, August 18th, 2020 Meeting Minutes (enclosed).

8) 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) 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
Lot A1, Durham St	Dairy Barn	1945
13453 Benns Church Blvd	Edwards House	1848
102 Jordan Dr	Ellis House	1945
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
106 Lumar Rd	Hardy House	1944
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
108 Lumar Rd	Holleman House	1944

ENCLOSURE 1

HISTORIC SMITHFIELD PROPERTIES LOCATED OUTSIDE OF THE HISTORIC PRESERVATION OVERLAY

901 S Church St	Hunnicut House	1930
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
132 Lumar Rd	Little House	1942
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
112 Lumar Rd	Powell House	1943
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
110 Lumar Rd	White House	1942
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, September 15th, 2020, 6:30 PM

Applicant	Justin & Rebecca Hornback 117 S Mason St Smithfield, VA 23430
Owner	Ibid.
Property	117 S Mason St TPIN 21A-01-334 0.2 ac E side S Mason St 50' NW S Mason St & Cedar St
Classification	Landmark
Zoning	Downtown (D) & Historic Preservation Overlay (HPO)
Adjacent Zoning	Ibid.
Project Description	The applicant is seeking approval to replace the existing dark-gray-colored wood flooring on the building's front porch with synthetic tongue-and-groove porch planks in a light "Battleship Gray" color.
Recommendation	Town staff recommend approval as submitted.

For inquiries, please contact John Settle at 1-(757)-365-4200 or 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 8/24/2020 Date of Meeting 9/15/2020

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, Justin Hornback, am seeking BHAR approval for the following (check all that apply)
(print name)
which is located at 117 S Mason St

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 Replace Wood flooring on porch w/ synthetic Tongue & Groove

1. Applicant/Property Owner Name _____

Address: 117 S Mason St Phone: 757-435-0050

Smithfield, VA 23430 e-mail: justin.hornback@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) Justin Hornback

Name: (signature) Justin Hornback

*Aerati's
Heritage
(Ba Hleship
Gray)*



Replace wood flooring on porch with synthetic tongue and groove porch plank in battleship gray

BOARD OF HISTORIC & ARCHITECTURAL REVIEW (BHAR) STAFF REPORT

Tuesday, September 15th, 2020, 6:30 PM

Applicant	Deborah Duncan 340 S Church St Smithfield, VA 23430
Owner	Ibid.
Property	340 S Church St TPIN 21A-01-437 0.49 ac S side S Church St 485' E S Church St & Jericho Rd
Classification	Landmark
Zoning	Chesapeake Bay Preservation Area Overlay (CBO), Downtown Neighborhood Residential (DNR), Environmental Conservation (EC), Floodplain Overlay (FPO) & Historic Preservation Overlay (HPO)
Adjacent Zoning	Community Conservation (CC), CBO, DNR, EC, FPO & HPO
Project Description	The applicant is seeking after-the-fact approval to erect a 250 square foot wooden deck onto the rear of the house. The deck will be coated with semi-transparent redwood stain, and partially-covered by a fifteen foot (15') wide, ten foot (10') deep navy blue awning. The deck will be bordered by a forty-two inch (42") tall wooden railing.
Recommendation	Town staff recommend approval as submitted.

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



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Date of Application _____ Date of Meeting _____

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

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

I, Deborah Duncan, am seeking BHAR approval for the following (check all that apply)
(print name)
which is located at 340 S Church St., Smithfield VA 23430

- New Single Family Residence** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey – also see NOTES 1 & 2, below)
 - New Commercial Structure** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/ survey – also see NOTES 1 & 2, below)
 - Addition to existing building** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey) (The addition will be 205 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**

1. Applicant/Property Owner Name ^{D.D} 340 S Deborah Duncan
 Address: 340 S. Church St Phone: 757 323 7874
Smithfield, VA 23430 E-mail: dysduncan@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.

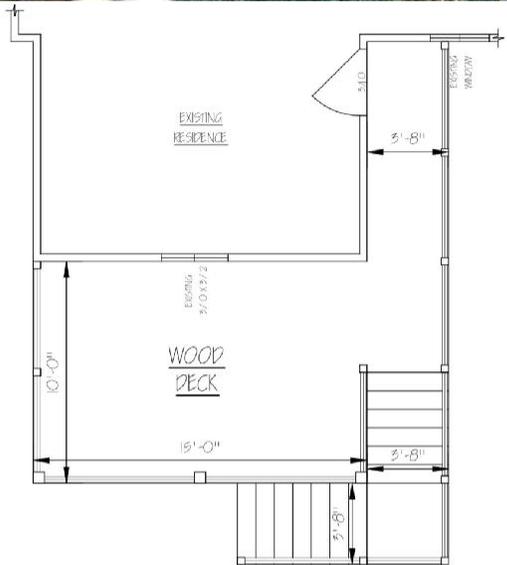
Name: (printed or typed) Deborah J. S. Duncan
Name: (signature) [Signature]



Semi-Transparent
 Adds hints of color, shows texture of wood grain. Good for decks
 5-10 years old.
[Shop Semi-Transparent Stains](#) >



250 square foot semi-transparent redwood stained wooden deck with a 15' x 10' navy blue awning.
 Proposed railings are 2" x 2" x 42"



DECK PLAN
 SCALE : 1/4" = 1'-0"
 WOOD DECK AREA = 205 SF.

The Smithfield Board of Historic and Architectural Review held its regular meeting on Tuesday, August 18th, 2020 at 6:30 p.m. at the Smithfield Center.

Members Present:

Trey Gwaltney - Chairman
Julia Hillegass – Vice Chair
David Goodrich
Ronny Prevatte
Russell Hill
Justin Hornback

Board Members absent:

Gary Hess

Staff members present:

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

There were two (2) citizens present. The media was not represented. Chairman Gwaltney welcomed everyone to the meeting.

Community Development & Planning Director's Report:

Mr. Settle explained the new seating arrangement and the police officer in attendance at the meeting. Both are a direct result of an incident that occurred at the Planning Commission meeting last week. He also reported that 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. Mr. Settle stated that he would welcome the BHAR's suggestions on the inclusion of any properties not represented on the 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.

Upcoming Meetings and Activities:

Monday, August 24th – 3:00 PM – Town Council Committee Meetings
Tuesday, August 25th – 3:00 PM – Town Council Committee Meetings
Tuesday, September 1st – 6:30 PM – Town Council Meeting
Tuesday, September 8th – 4:00 PM – Pinewood Heights Management Team Meeting
Tuesday, September 8th – 6:30 PM – Planning Commission Meeting
Tuesday, September 15th – 6:30 PM – BHAR Meeting

Public Comments:

There were no signups for public comments.

Board Member Comments:

Vice Chair Hillegass stated that Mr. Settle should contact John Edwards who may have a lot of knowledge about properties with cemeteries. Mr. Edwards is retired and has a lot of free time to discuss these properties and if anyone would know, it would be him.

Roof Change – 213 South Church Street – Landmark – Kimberly Newman, applicant:

Mr. Settle reported that 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. Town staff recommended approval as submitted.

Mr. Settle displayed the product sample for the applicant.

The applicant, Kimberly Newman, resides at 213 South Church Street. The garage currently has a modern, shingled asphalt roof. It is nearing the end of its life. The applicant would like the roof to look more historically accurate.

Chairman Gwaltney asked if the applicant knew when the house roof had been replaced. The applicant thought it might have been fifteen to twenty years old but was not certain. The house roof has some stains but does not need replacing. Chairman Gwaltney asked if the applicant had any intention of replacing the roof on the main structure anytime soon. The applicant was not sure. Additionally, the applicant inquired if the Board had ever approved, or would consider approving faux cedar shake shingles. Vice Chair Hillegass stated that they had not, but also indicated that that particular material had never been presented to them.

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

On call for the vote, six members were present. 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.

Accessory Structure – 120 Cockes Lane – Contributing – Dana Ormbrek, applicant:

Mr. Settle reported that 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. 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 Street. Town staff recommended approval under the condition that the fence be either stained or painted white.

The applicant was not present at the meeting.

Mr. Hill asked if the good side of the fence would be facing out. Mr. Settle stated that the applicant did not clarify that; but it could be a condition in the motion.

Chairman Gwaltney stated there would be a fair amount of work that needs to be done to the house. There would be a lot of fence around the property. He asked that if the exterior were painted, would the fence match better if it was painted or stained. A stained fence would look like a lot of wood around what could be an attractive painted house. Mr. Settle stated that the guidelines do not address a preference for painting over staining. The fence is an accessory structure. There is a precedent that accessory structures emulate the primary building. Chairman Gwaltney stated that the house is primarily white.

Vice Chair Hillegass asked if the BHAR had any options for the style of the fence. Chairman Gwaltney stated that the property backs up to other properties so he understands why the applicants want a fence.

A discussion was held among the BHAR members about grass maintenance and fence maintenance due to the fact that the fence will run along Cedar Street.

Chairman Gwaltney stated that the code governs where the fence goes. The BHAR can dictate whether the applicants paint it white or stain it. He asked if the Board was okay with either of those choices. Vice Chair Hillegass stated that it would be a difficult decision since the Board does not know what the future plans are for the house.

Mr. Prevatte made a motion to approve the fence under the condition that the fence be either stained or painted white, and that the finished side of the fence face outward from the property. Vice Chair Hillegass seconded the motion. With no further discussion, Chairman Gwaltney called for the vote.

On call for the vote, six members were present. 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.

Mr. Settle explained that the applicant would have a year to start the project, and two years to complete the project, or re-application to the BHAR would be necessary.

Discussion Item – SZO Article 3.M – Text Amendment – Town of Smithfield, applicant:

Mr. Settle reported that 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.

Vice Chair Hillegass commended staff for their work on this text amendment, as it was much needed. The timing coincides with updates to the Comprehensive Plan.

Chairman Gwaltney asked for clarification on the two instances in which two different designations applied to one property. Mr. Settle explained that the designations had to apply to the entire parcel, not specific buildings.

The members of the BHAR reached a favorable consensus on the application's procession to the Planning Commission as a discussion item.

BHAR Bylaws Amendment – Town of Smithfield:

Mr. Settle reported that, earlier this year, Town staff conducted a review of the bylaws of all 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 was included in the pages immediately following this staff report. Town staff recommended approval as submitted.

Vice Chair Hillegass made a motion to approve the bylaws amendment as submitted. Mr. Hill seconded the motion. With no further discussion, Chairman Gwaltney called for the vote.

On call for the vote, six members were present. 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, August 6th, 2020 Meeting Minutes:

The Town Attorney had reviewed the minutes and recommended approval by email.

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

On call for the vote, six members were present. 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.

The meeting adjourned at 7:40 p.m.

Mr. Trey Gwaltney - Chairman

Mr. John Settle – Director of Community
Development & Planning