

The Smithfield Planning Commission held its regular meeting on Tuesday, June 10<sup>th</sup>, 2014. The meeting was called to order at 7:30 p.m. Members present were Mr. Bill Davidson, Chairman; Ms. Julia Hillegass, Vice Chair; Mr. Larry Odom, Mr. Randy Pack, Mr. Charles Bryan, Mr. Mike Swecker, and Dr. Thomas Pope. Staff members present were Mr. William T. Hopkins III, Director of Planning, Engineering & Public Works, Mr. William H. Riddick III, Town Attorney, and Mr. William G. Saunders IV, Planner/GIS Coordinator. There were two (2) citizens present.

Chairman Davidson – I would like to welcome everyone to the June 10<sup>th</sup>, 2014 Planning Commission meeting. If everyone will stand, we will say the Pledge of Allegiance.

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

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

Mr. Odom – Lord, we thank you for this opportunity to gather. We pray that the decisions that we make this evening for the Town of Smithfield are based upon the wisdom and guidance that you provide us. Through your Son, our Lord Jesus Christ, we ask this prayer. Amen.

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

Director of Planning, Engineering and Public Works – Thank you, Mr. Chairman. The staff has been reviewing site plans for Cypress Creek Phase VII B & C. We have the O'Reilly Auto Parts building under review. It will be to the right of Advanced Auto on Route 10. Draper Aden Associates are reviewing it.

Chairman Davidson – Next we have Upcoming Meetings and Activities. The Board of Zoning Appeals has been cancelled for this month. We have a Board of Historic and Architectural Review meeting on June 17<sup>th</sup> at 7:30 p.m. The Town Council Committee meetings will be held on June 23<sup>rd</sup> and 24<sup>th</sup> at 4:00 p.m. On July 1<sup>st</sup>, will be the Town Council meeting at 7:30 p.m. The Town offices will be closed on July 4<sup>th</sup> in observance of Independence Day. The next Planning Commission meeting will be July 8<sup>th</sup> at 7:30 p.m. The next item on the agenda is Public Comments. We do not have

anyone signed up tonight. Next we will have Planning Commission Comments. Does anyone on the Planning Commission have any comments?

Vice Chair Hillegass – I would like to welcome back Mr. Swecker. We have missed him.

Chairman Davidson – Yes we have. Welcome back. I would like to recognize Dr. Pope since I was not here at the last meeting. Welcome aboard.

Dr. Pope – Thank you.

Chairman Davidson – The next item is a Preliminary Site Plan Review – Magnolia Manor Expansion – Mr. Tim Dean, Draper Aden Associates, applicants.

Director of Planning, Engineering and Public Works – I will give a brief staff report on this application. We have always tried to supply the smaller plans instead of the 24" x 36" plans. However, in the future if you ever have any questions or concerns please do not hesitate to contact the staff. The applicants propose to demolish the convalescent center and construct a northern and southern addition to the assisted living center. There will be an increase in the number of rooms but a reduction in the number of beds to forty-four. The existing double occupant rooms will all become single rooms. The biggest issue is the storm water management of the entire site. Parking is really not an issue. The set back requirements have been met. It is not up for preliminary and final review due to the storm water management issues. On the plans sheet C-2 in the middle area there is a dash line that is the portion of the building that is being demolished. On sheet C-2.1 you can see the dash line is the area that will be built. They have to demolish that first little section of the building in order to build the new section. It is considered the north addition which is thirty-four units. On sheet C-2.2, it shows the north addition thirty-four units then shows the south addition which is twelve units. Along with that below the north addition there is a large area of the building that will be demolished. All of the occupants of that building will be moved to the north and south addition. While they are doing all of this there will be a reduction in three parking spaces but that could change. As far as impervious area we are not talking about much whatsoever. They meet all of our zoning requirements. I will be happy to answer any questions or concerns that you may have. The staff feels comfortable with it. We do recommend preliminary approval.

Chairman Davidson – Does anyone have any questions for Mr. Hopkins?

Mr. Odom – Will the exterior match the existing building?

Director of Planning, Engineering, and Public Works – If you do not mind Mr. Chairman, I will have Mr. Dean come up to the podium.

Chairman Davidson – Please come to the podium and give your name and address please.

Mr. Dean – I am Tim Dean. I am with Draper Aden Associates. I live at 110 Winsted Drive in Yorktown, Virginia. I am here representing Riverside on the project and the civil engineer as well. I can answer any questions that you may have. We also have Mr. Todd Martin here to answer questions.

Mr. Odom – My question was about the exterior of the addition that will be added on will it match the existing building?

Mr. Dean – Yes. They are taking what is existing and extending it to both the northern and southerly direction to match. There will be some enhancements and façade improvements.

Chairman Davidson – Mr. Hopkins said that once the convalescent center is demolished then the occupants would be transferred to the assisted living section.

Mr. Dean – They will be transferred into the northern portion of the addition. The existing convalescent area will be open during the construction of the northern addition. Once it is complete they will transfer the occupants into the northern addition. They will then be able to tear down the old convalescent building.

Chairman Davidson – Will it be a combination of convalescent and assisted living?

Mr. Dean – Correct.

Chairman Davidson – The newspaper had it all wrong then. Are there any further questions?

Director of Planning, Engineering and Public Works – I would like to point out that Draper Aden Associates does a lot of work for the Town of Smithfield but we have a conflict of interest with that. We have another consultant Kimley Horn that will be reviewing the plans for the town.

Chairman Davidson – Are there any further questions? Is there a motion?

Mr. Pack – I will make a motion to approve this preliminary site plan as presented.

Vice Chair Hillegass – Second.

Chairman Davidson – A motion has been made and properly seconded to approve the preliminary site plan as presented. Are there any questions? All in favor say aye, opposed say nay.

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

Chairman Davidson – The motion passed. Next is Approval of the May 13<sup>th</sup>, 2014 Meeting Minutes.

Town Attorney – Mr. Chairman and members of the Planning Commission, I have reviewed the minutes and would recommend that they be approved as presented.

Vice Chair Hillegass – So moved.

Mr. Odom – Second.

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

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

Chairman Davidson – The motion passed. Is there any other business? Hearing none, we are adjourned.

The meeting adjourned at 7:41 p.m.