

The Smithfield Board of Historic & Architectural Review held its regular meeting on Tuesday, January 20<sup>th</sup>, 2026. The meeting was called to order at 6:30 PM.

**Members present:**

Trey Gwaltney – Chairman  
Julia Hillegass - Vice Chair  
Leigh Abbott-Leaman  
Russell Hill  
Justin Hornback  
Judith Lally

**Members absent:**

Julie Hess

**Staff present:**

Mark Kluck - Planner II  
Judy Winslow - Director of Tourism  
Mary Ellen Bebermeyer - Town Council Member

**Legal Representation:**

None

**Press:**

None

**Citizens:**

2

Chairman Gwaltney welcomed all attendees to the meeting.

**1. 2026 Election of Officers**

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

Mr. Kluck asked if there were any nominations for the office of Chairperson of the BHAR.

Vice Chair Hillegass nominated Trey Gwaltney to remain in the position of Chairman.

Mr. Hornback seconded the nomination.

Mr. Kluck asked if there were any additional nominations. Hearing none, he closed the nominations. He called for a collective vote of all members present, and all present voted aye with none opposed. The motion passed unanimously.

Mr. Kluck asked if there were any nominations for the office of Vice Chair of the BHAR.

Mrs. Lally nominated Julia Hillegass to remain in the position of Vice Chair. Mr. Hill seconded the nomination.

Mr. Kluck asked if there were any additional nominations. Hearing none, he closed the nominations. He called for a collective vote of all members present, and all present voted aye with none opposed. The motion passed unanimously.

Mr. Kluck noted that Lesley King, the Town Clerk, was generally kept as Secretary of the BHAR. He asked if there were any nominations for the office of Secretary of the BHAR.

Mrs. Lally nominated Lesley King to remain in the position of Secretary. Vice Chair Hillegass seconded the nomination.

Mr. Kluck asked if there were any additional nominations. Hearing none, he closed the nominations. He called for a collective vote of all members present, and all present voted aye with none opposed. The motion passed unanimously.

## **2. Planner's Report**

Mr. Kluck reported that the National Alliance of Preservation Commissions (NAPC), would hold its monthly webinar on Thursday, January 22<sup>nd</sup>, at 1:00 PM. He stated that the webinar was titled "Supporting Skilled Preservation Trades at the Local Level: What Commissions and City Staff Need to Know." He said that If any Board members would like to attend, please let himself or Tammie Clary know and they would assist with registration.

## **3. Upcoming Meetings and Activities**

February 3 - 6:30 p.m. — Town Council Meeting  
February 10 - 6:30 p.m. — Planning Commission Meeting  
February 17 - 6:30 p.m. — Board of Historic and Architectural Review  
February 17 - 7:30 p.m. — Board of Zoning Appeals — CANCELLED  
February 23 - 3:00 p.m. — Town Council Committee Meetings

## **4. Board Member Comments**

Mr. Hornback observed that the 2025 Guidelines had been updated. He pointed out that on the website the 2006 Guidelines were still posted and asked if the newest version could be posted in their place.

Mr. Kluck asked what part of the website contained the 2006 version, as there were sometimes issues with staff replacing items but the older items were still appearing.

Mr. Hornback offered to send him to the exact page.

## **5. Agenda Items**

### **A. Assorted Exterior Changes - 205 North Mason Street - Contributing - Timothy Hillegass, applicant.** (Staff report and assorted attachments enclosed.)

Mr. Kluck reported that the applicant was seeking approval for the following assorted exterior changes to the single-family dwelling:

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

He stated that Town staff recommended approval from a zoning standpoint and deferred to BHAR for architectural discretion.

Vice Chair Hillegass reported that she would be abstaining from commenting and voting on the application.

Chairman Gwaltney confirmed that the applicant was present to discuss the application.

Tim Hillegass of 205 North Mason Street in Smithfield reported that he was present to answer any additional questions from the Board.

Chairman Gwaltney expressed that it was a shame to see the chimney be demolished.

Mr. Hillegass noted that the rear chimney was not visible normally, and it was the old chimney from the kitchen whose only function was to leak.

Mr. Hill asked what made them decide to go with 21-inch wide panels.

Mr. Hillegass explained that the size was close to what was currently on the house, detailing that there were 24-inch panels placed.

Mrs. Abbott-Leaman made a motion to approve the application as presented. Mrs. Lally seconded the motion.

Chairman Gwaltney called for a collective vote of all members present with five members present voting, and one member abstaining. The motion passed.

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

Mr. Kluck reported that the applicant was seeking approval to erect a new 12-foot wide by 24-foot long prefabricated shed on the property with a black, gambrel-style standing seam metal roof, dark brown T1-11 siding, two (2) six-over-six (6/6) windows, and one (1) double-wide set of out-swinging doors. He updated that after the Staff Report had been completed, the applicant had opted to amend their application. He stated that the applicant was now proposing a shed comprised of Hardie Plank siding in the same color with fiberglass door in place of the double-wide barn-style swinging doors.

Judy Winslow of 222 Institute Street in Smithfield, Director of Tourism for Isle of Wight County and Smithfield, reported that the shed would be for the Tourism Department to store their golf cart, various signage, etc.

Chairman Gwaltney confirmed that the Tourism office for Smithfield was located at 319 Main Street, but the shed would be placed at 315 Main Street.

Mrs. Winslow confirmed that the shed would be in the parking area located behind When Pigs Fly that was owned by the Town.

Chairman Gwaltney referenced the amendments to the application and asked if there were any renderings showing the updated materials or plans.

Mrs. Winslow showed the Board members an example of the Hardie Plank style that would be used. She additionally confirmed that the doors were planned to be on the side of the shed and that there would not be any lights over the doors.

Chairman Gwaltney noted that the style of the roof would be a barn-style.

Mrs. Abbott-Leaman asked for confirmation whether the doors would be facing Cedar Street.

Mrs. Winslow corrected that the doors would be facing the parking lot towards Main Street.

Chairman Gwaltney noted that the orientation seen in the application was sideways. He confirmed that the building would be placed on skids as its foundation and that they had confirmed that the door spacing was large enough to accommodate the golf cart. He asked if the siding would come pre-painted.

Mrs. Winslow confirmed that it would be pre-painted, and that she understood that the ramp installed for roll-in access would also need to be painted.

Mr. Hornback made a motion to approve the application as amended to include the use of Hardie Plank Siding painted brown, the orientation of the shed would be rotated 90 degrees, and the proposed doors be fiberglass option of the barn door style with no overhead window light.

Vice Chair Hillegass seconded the motion.

Chairman Gwaltney called for a collective vote of all members present, and all present voted aye with none opposed. The motion passed unanimously.

**C. Color Change (Awnings) (after-the-fact) - 220 North Church Street - Contributing - Town of Smithfield Parks and Recreation c/o Amy Novack, applicant.** (Staff report and assorted attachments enclosed.)

Mr. Kluck reported that the applicant was seeking after-the-fact approval for a color change to the canvas awning at the front entrance of the Smithfield Center. He noted that the awning had been changed from blue to black. He said that Town staff recommended approval from a zoning standpoint and deferred to BHAR for architectural discretion.

Mr. Hornback made a motion to approve the application as presented. He encouraged the Town to ensure that they do not make unapproved changes within the Historic District.

Mrs. Lally seconded the motion.

Chairman Gwaltney called for a collective vote of all members present, and all present voted aye with none opposed. The motion passed unanimously.

**D. Approval of the December 16th, 2025 Meeting Minutes**

Vice Chair Hillegass made a motion to approve the minutes as presented.

Mrs. Lally seconded the motion.

Chairman Gwaltney called for a collective vote of all members present, and all present voted aye with none opposed. The motion passed unanimously.

**6. Public Comments**

Chairman Gwaltney explained that they had moved the Public Comments section to the end of the meeting, as it was his understanding that there would be extensive discussion involved.

Phillip Hines of 4376 Glennville Crescent in Virginia Beach reported that he had previously resided on Washington Street in Smithfield and wanted to talk about the properties at 108 South Mason Street and 220 Clay Street. He reported that he was looking to build two homes within the Historic District and wanted to discuss his proposed plans with the Board first. He related that this was his first experience with building houses, and he had enlisted the help of two competent builders and architects. He added that they would be coming with the formal application next month. Mr. Hines said that it was their intention to build houses that fit the town's character.

Mr. Hornback observed that he would be neighboring the South Mason Street project. He asked if Mr. Hines would have proposed a two-spot concrete parking pad in front of the property had it not been in conflict with the Town's ordinance and Historic District Guidelines.

Mr. Hines reported that he was not concerned about having additional parking at the property.

Mr. Hornback stated that in his experience, parking on that street was not an issue, except for a period on Farmer's Market days. He pointed out that nearly all the houses on the street were Landmark classified properties with a less than 10-foot setback. He expressed concern that a new build would look significantly different than any of those properties if a large concrete pad was placed in the front.

Mrs. Abbott-Leaman agreed with Mr. Hornback.

Chairman Gwaltney guessed that Mr. Hines was including the parking pad in his plans due to requirements outlined in the code. He reported that he had also lived adjacent to the property in question for many years, and he also agreed with Mr. Hornback's assessment. He said that in their Guidelines, there was no specific setback number, but the easiest measure would be to look at the neighboring properties and use a reasonable average. Chairman Gwaltney asked Mr. Kluck what consideration the Town gave to this type of property.

Mr. Kluck reported that for all new single-family dwellings in any zoning district, they were required to provide two side-by-side parking spaces. He clarified that the way that the ordinance was written, they could not have stacked parking spots. He stated that the applicant could apply for a Special Use Permit to request an alternative.

Mr. Hornback stated that the majority of Historic Downtown would not meet the standards set in that ordinance.

Mrs. Abbott-Leaman agreed, adding that enforcement of that ordinance would disrupt the flow of the houses in the Historic District. She observed that a parking pad in front of the house would not be attractive.

Chairman Gwaltney agreed, pointing out that her point was especially relevant for that part of the Historic District.

Mr. Kluck described the proposed dimensions of the dwelling, and noted that as the lot was only 40 feet wide, it was already at the 5-foot side yard setback minimum.

Mrs. Abbott-Leaman related that she would rather see the cars parked on the street.

Chairman Gwaltney confirmed with Mr. Kluck that the property was zoned Downtown (D), which was a mixed-use district. He asked if within that zoning the applicant would be able to have decreased sideyard requirements.

Mr. Kluck explained that the applicant was at the minimum allowed currently.

Mr. Hill asked if the applicant would be doing away with the proposed parking pad would they then increase the size of the dwelling or would they keep it as an open green space.

Chairman Gwaltney speculated that they would then want to move the house forward toward the street as discussed earlier.

Mrs. Abbott-Leaman reasoned that she felt the situation they were describing was a great example of an appropriate use of a Special Use Permit.

Mr. Hines reported that there had been a lot of time spent considering the best way to make a dwelling fit on the lot. He related that his father had made the same statements as the Board had just made 3 months ago. He stated that they were trying to follow the requirements and guidelines set by the Town in their ordinance. He expressed no concerns about having to offer street parking only, but he wanted to do the right thing.

Mrs. Abbott-Leaman thanked him for coming to the Board to talk about the project.

Mr. Kluck noted that Mr. Hines had proposed a parking area consisting of brick, which gave the pad a different appearance.

Mr. Abbott-Leaman said that brick pavers looked great until they were actually occupied by a car. She stated that the setback required to accommodate a front yard parking pad was not in-keeping with the character of the neighborhood.

Chairman Gwaltney asked Mr. Kluck if there was any circumstance that would allow the applicant to shift the house to left or right in order to accommodate a sideyard driveway.

Mr. Hill stated that even if they moved the structure completely flush with a zero sideyard setback, it would not be large enough for a car to pass through.

Chairman Gwaltney stated he was looking for outside-of-the-box recommendations.

Mr. Hill suggested that the halfway meeting point was to allow one car to park on a pad in the side yard that doesn't squeeze by the house, and one car to have street parking.

Mr. Hornback reported that he would personally support Mr. Hines applying for a parking requirement waiver.

Several general discussions were had with multiple members speaking at the same time.

Chairman Gwaltney summarized that they had given the applicant several different parking options to explore. He suggested that they move on to review the elevations provided.

Mr. Hornback, Vice Chair Hillegass, and Mrs. Abbott-Leaman all agreed that their first choice was no parking on the lot with only street parking and the second choice was to have one parking space on the lot and the other on the street.

Chairman Gwaltney stated that anyone looking at the home would want at least one parking spot.

Mr. Hines reported that their plan was to keep the house for the family.

Chairman Gwaltney stated that from his own personal experience, he felt that Mr. Hines would regret having the home with no off-street parking. He asked what the second story of the dwelling would be used for.

Mr. Hines stated that it was to be used for attic storage.

Mrs. Abbott-Leaman made the suggestion to make minor changes to the proposed batten board in

order to make it look less contemporary. She suggested even fish scale on the gable could work.

Mr. Hornback stated that there were examples of cedar shake and scalloped cedar that were seen on the street. He noted that the design looked like it made good use of a narrow lot.

Chairman Gwaltney asked if they would have to take down the existing magnolia tree.

Mr. Hines reported that, unfortunately, they may have to. He confirmed that if he wanted the color of the cement back fence changed, then his neighbor, who owned it, would have to come before the BHAR for review.

Chairman Gwaltney asked to discuss the plans for 220 Clay Street.

Mr. Hines reported that they would likely sell the property at that site, but were planning a 20-foot wide dwelling on the property. He noted that the lot was very narrow, especially on that section of Clay Street.

Mr. Kluck updated that the survey would be corrected, and once that was completed, the property would be maxed out.

Mrs. Abbott-Leaman asked if the setbacks proposed currently would require a SUP.

Mr. Kluck reiterated that in the survey before them, there was some incorrect information. He noted that the zoning was Downtown Residential, which came with different setback requirements than the property on Mason Street required.

Mr. Hornback observed that there were no Contributing classified properties on Clay Street, and they had approved parking pads in that area prior.

There was discussion about the limited ability to have street parking on Clay Street.

Chairman Gwaltney asked about the placement of the dwelling in relation to the parking pad.

Mr. Kluck updated that due to the incorrect measurements shown on the survey, the house would have to be pushed back from where it was shown in the current documentation.

There was general discussion about the architectural design and aesthetics of the proposed dwelling on Clay Street.

Mr. Hines reported that he would follow up with Mr. Kluck on the finer details of the SUPs needed and the timeline of approvals necessary from the different Boards.

Mr. Hornback noted that Mr. Hines did not need to have new plans drawn up by an architect to work through the formal approval, adding that they could note the updates using the information that was provided.

## **7. Adjournment**

The meeting adjourned at 7:52 pm.

**Approved on 02/17/2026; awaiting signature**

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Trey Gwaltney - Chairman

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Mark Kluck – Planner II