

The Smithfield Planning Commission held its regular meeting on Tuesday, April 9<sup>th</sup>, 2019. The meeting was called to order at 6:30 p.m. Members present were Mr. Randy Pack, Chairman; Mr. Charles Bryan, Vice Chairman; Mr. Bill Davidson, Ms. Julia Hillegass, Dr. Thomas Pope, Mr. Mike Swecker, and Mr. Michael Torrey. The staff members present were Mr. William G. Saunders, IV, Director of Planning, Engineering and Public Works; Mr. William H. Riddick, III, Town Attorney; and Mr. John Settle, Planning and Zoning Administrator. There were nine (9) citizens present. The media was not represented.

Chairman Pack – Good evening ladies and gentlemen. Welcome to the Smithfield Planning Commission meeting of April 9<sup>th</sup>, 2019. We will start our meeting with the Pledge. Please stand.

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

Chairman Pack – The first item on the agenda is the Planning and Zoning Administrator's Report with Mr. John Settle.

Planning and Zoning Administrator – Thank you, Mr. Chairman. As you all will note, there is one item on my report. On Friday, March 29<sup>th</sup>, town staff met with the owner/agents of Lot 511, South Church Street. It is better known as the property behind Royal Farms. This was a pre-application conference prior to the submittal of an application for a zoning map amendment for a rezoning. As per the Smithfield Subdivision Ordinance, two Planning Commissioners were invited. Only one member was able to attend. Two illustrations that were circulated at this meeting are enclosed. They are labeled Enclosure #1 and #2. I will also note that there are folks from an adjacent subdivision here tonight. The contact information for the president of the Villas Homeowner's Association was circulated to the applicant with instructions from the town that they coordinate with the members of the adjacent subdivision's HOA. We were told by the applicants that they had made contact as of early last week. I will be more than happy to answer any questions on that item. Thank you.

Dr. Pope – Are they proposing anything to us tonight or is this just for us to look at?

Planning and Zoning Administrator – It is just for you all to look at. We have not received a formal submission yet. The attachments are just concept plans that have been submitted to us by the applicants.

Dr. Pope – So, we do not have any information on the buildings. Are they going to be one story, two stories or three stories?

Planning and Zoning Administrator – It is my recollection that they will be three stories and that they will be ten unit condominiums. There will be ten units per building. Virtually everything that is on both of the illustrations is the extent of town staff's knowledge.

Dr. Pope – Is there any age restriction on these?

Planning and Zoning Administrator – I do not recall.

Director of Planning, Engineering, and Public Works – They mentioned, in passing, that some percentage of the units might be age targeted; but they did not have a hard number or they were not sure. This is really preliminary; but because a couple of Planning Commission members were invited to the meeting we just wanted to make all of you aware of what we had. This is very preliminary.

Mr. Torrey – Didn't we do something several months back with this?

Director of Planning, Engineering, and Public Works – Yes. About a year ago, the two commercial out-parcels came as a preliminary site plan to you all. It never went beyond that with a utility plan or a final subdivision plat. I think they wanted to wait until they had some interest on the interior and work on the plan for the utilities altogether. There was a preliminary plat approved for these two out-parcels and Mercer Street across from South Church Street.

Mr. Torrey – Wasn't it the same developer as the Villas?

Director of Planning, Engineering, and Public Works – No, it was not.

Vice Chairman Bryan – I have a question for Mr. Settle. Has there been any mention of traffic impact or concerns.

Planning and Zoning Administrator – They have hired a traffic engineer. They are preparing a traffic impact study as per the Zoning Ordinance.

Chairman Pack – We need to remember that this was a pre-application meeting. It is where the developers come to town and talk about what they are thinking. They try

to figure out if the town will be okay with it or what the obstacles might be. It gives them a feeling about their idea. There are no official approvals and no official submission other than what we are seeing here. It gives us a chance to see what might go on there before they invest a whole lot of money into plans. This is from Land Planning Solutions. You may remember, Melissa Venable, who works for them. She has worked on some of the other projects here in town. This is her concept. It is her chance to see the town's reaction to it. It also gives the public a chance to see what is going before it goes too far in the design process. All of the normal things will have to be done such as traffic impact studies. The normal processes will be followed. This is just a concept for us to have an idea of what they are thinking.

Mr. Torrey – Has any of this gone to Council yet?

Chairman Pack – No. They met with two members of the Planning Commission and town staff just to get an idea of what the feeling is towards their concept plan. It gives us an opportunity to go back and speak to our constituents that are neighbors of this concept. We can kind of get their opinion on what they would like to see and what may happen here. Mr. Settle brought this to us just as something that we may see down the line. There is some interest in the property.

Dr. Pope – Are they looking for feedback yet?

Chairman Pack – They probably are looking for some feedback. If the town were to say there is no way we will let you put ten three story buildings in there, they would be really interested to know why and what they would need to do to get something approved.

Dr. Pope – I think it should at least compliment what is already in that area.

Mr. Swecker – They stated in the meeting that they had an architect who had spent some time in town. He looked at some of the structures and houses and would try to incorporate that for the designs.

Chairman Pack – Are there any other questions or comments on these conceptual plans? These concept plans are in our agenda packet. Are they available for the public to see?

Director of Planning, Engineering, and Public Works – They are on the website.

Chairman Pack – Our next item is a list of Upcoming Meetings and Activities.

There is a list provided for you to read. The next Planning Commission meeting will be on May 14<sup>th</sup>, at 6:30 p.m. We will now move to Public Comments. The public is invited to speak to the Planning Commission on any matters except for scheduled public hearings. We have one public hearing tonight. There is no one on the signup sheet but if you would like to speak you can come to the podium and give your name and address. Comments are limited to five minutes per person and any required response from the town will be provided in writing following the meeting. Is there anyone who would like to speak?

Mr. Danny Belott – I am currently the president of the Villas of Smithfield. I have had occasion to talk to Melissa Venable. It was my understanding that they would be two story buildings; not three stories. It will be one hundred and fifty homes with ten per unit. I think there will be fifteen units. I have seen some plans that are two story plans; maybe you all are seeing something different.

Director of Planning, Engineering, and Public Works – It does not state the number of stories. It just says there are fifteen, ten unit buildings

Mr. Belott – My conversation with her was the same. There would be ten homes per unit and 25% would be designed for senior citizens. The master bedroom would be downstairs. Our biggest concern is the BMP problem there. We have a BMP adjacent to that property. It was mentioned to Ms. Venable. She is aware that there is a cost for that BMP on that property. She has assured us they would accept a deeded right for that BMP. They would take care of their portion of it. That is our biggest concern. From what I have seen of the plans, I was not opposed to anything. She has her stuff together. She is a very knowledgeable young lady. As I said, our main concern was the BMP problem. We cannot really tell her what she can and cannot build. It is up to you all to tell her if she can do this or do that. That is all I really have to say. There are two other Board members here tonight also. We were just excited to come down tonight to hear what you all had to say. We also thought she would be here tonight to speak on this too. We have had a conversation with her about all of this. Thank you.

Chairman Pack – Are there any additional public comments? Hearing none, we will now move to Planning Commission Comments. Are there any comments on any

matters from our Planning Commissioners? Hearing none, we will move to a Public Hearing: Special Sign Exception (SSE) Application – 19290 Battery Park Road – Trustees of Harvest Fellowship Baptist Mission, c/o Eddie Drake, applicant. Could we have a staff report please?

Planning and Zoning Administrator – Thank you, Mr. Chairman. This is a special sign exception for 19290 Battery Park Road for the Harvest Fellowship Baptist Church. The applicant has applied for a special sign exception for the installation of an additional new, two sided 32" x 6' (16 square foot) detached sign elevated approximately 3' above grade. The total height would be 5.67'. It will be suspended by two 4" square posts. It will be located in the median strip of the property's westernmost Battery Park Road entrance approximately 15' from the property's northern boundary line fronting on Battery Park Road. This is intended to supplement the existing detached sign necessitating this application in accordance with Smithfield Zoning Ordinance Section 10.E.2. It may also be externally lit in accordance with Section 3.R.L.5.a. This application is strengthened by the fact that the proposed signage complies with ECO Design Guidelines. The property also features an unusually large frontage. The existing detached sign that the church enjoys is currently located at one end of that property. The addition of another detached sign at the other end of this frontage would assist the applicants in achieving a reasonable amount of visibility for their sign. Staff noted one weakness to this application. Yesterday afternoon, staff circulated an updated landscaping plan provided by the applicant; therefore that weakness no longer applies. The landscaping plan provided is in full compliance with the ECO Ordinance. Mr. Chairman, this concludes my staff report.

Chairman Pack – Thank you. Would the applicant like to give a presentation?

Mr. Eddie Drake – Good evening. I am representing Harvest Fellowship Baptist Church. I also live here in the Town of Smithfield at 513 Hickory Crescent. We are asking for this signage due to safety and security concerns. We had a safety and security audit done on our premises. One of the weaknesses that they saw was that there was no sign on the property that says what the actual operating hours are for what time you can expect somebody to be in the building or for the property to actually be manned. It was the whole thing that was driving this sign. We wanted to get something

on the property to say when we meet. As you can see from the sign, it is really all there is to it which is the hours of operation. The other thing is that the sign itself will be 3" above grade. The top of the sign will be about 3' above grade. We actually have the sign outside if we need to bring it in. It is 80" long from one end to the other. The posts are vinyl covered posts. It makes it look very attractive. It is why we tried to give you the photos of it. We just stuck it together and put some holes in the ground so you could see what it would basically look like once we were finished with the project. If you have any questions for me, I will be more than happy to try to answer them.

Chairman Pack – Thank you, Mr. Drake. Does anyone have any questions for the applicant? Hearing none, I will now declare the public hearing open. There are no signups; but if anyone is here to speak for or against please come to the podium. Seeing none, the public hearing is now closed. We will now have Planning Commission consideration. I have one question for Mr. Settle. As far as the location of the sign, how are the sight lines coming in and out?

Planning and Zoning Administrator – There were no issues the other day.

Chairman Pack – Very good; thank you.

Dr. Pope – I have one quick question. Do we mind if he adds the hours of operation of the church on the sign? I do not see anything on here that says when you are open. It only says worship service and bible study times. I certainly do not mind proposing that he can change the wording a little bit to give hours for during the week.

Town Attorney – We do not regulate content anyhow.

Dr. Pope – I just wondered since that is what they gave us at the bottom.

Mr. Davidson – It is a lot more information than a lot of local churches have. Mr. Chairman, I would like to make a motion that we approve as presented.

Mr. Swecker – Second.

Chairman Pack – A motion has been made and properly seconded. Is there any further discussion? Hearing none, roll call vote.

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

Chairman Pack – Our next item is an Entrance Corridor Overlay (ECO) Design Review – 1229 Bennis Church Blvd. – 7-Eleven #37229, Inc. c/o Christopher Etter, applicant. Could we have a staff report please?

Planning and Zoning Administrator – Thank you, Mr. Chairman. The applicant wishes to replace an existing white, wooden and PVC dumpster enclosure. It measures 15'd x 11'w x 6'h. The replacement dumpster would be made of wood and painted white measuring 15'd x 13'w x 6'h. This application is strengthened by the fact that it is compliant with the Zoning Ordinance in addition to the ECO Design Guidelines. No weaknesses of this application have been identified at this time. Thank you.

Chairman Pack – Are there any questions for Mr. Settle?

Vice Chairman Bryan – Was it the business owners initiative to replace this enclosure?

Planning and Zoning Administrator – We received word from Mr. Christopher Etter, who represents 7-Eleven not the property owner.

Vice Chairman Bryan – It is pretty dilapidated. It looks like it should have been replaced a while back. This is quite an improvement.

Chairman Pack – If the applicant would like to speak, please come to the podium. Please state your name and address for the record.

Mr. Etter – I am the project manager for this 7-Eleven. I work for Meckley Services. The main goal is to replace the PVC with wood so that, down the road, it is not such a costly product to replace. 7-Eleven caps a lot of their projects at \$300.00 so if a piece of fence breaks it is easy for us to send someone out to fix it. They are starting to scab pieces together with pieces of wood to hold the PVC sections together. One of the doors is actually blown off to the left side. It is up against a tree. The goal is to replace the PVC and replace it with wood and paint it white. Thank you.

Chairman Pack – Believe it or not, dumpster enclosures have become near and dear to the Planning Commission. We have had way too many discussions on dumpster enclosures. The picture that you have proposed is a very nice enclosure. Is this a very close replication of what we can expect to see?

Mr. Etter – Yes. I could not find anything that we typically make; but it is very close to that. I want to replicate what is currently there but make it out of wood instead. It will be dog-eared, 6' tall, 2' wider, same depth, and white.

Chairman Pack – Will there be any other embellishments added?

Mr. Etter – No.

Ms. Hillegass – I would like to make a motion to approve as presented.

Mr. Davidson – Second.

Vice Chairman Bryan – I have one other question please. Will this enclosure be closed constantly or will it remain open for access?

Mr. Etter – It will have doors. It is the intent of every 7-Eleven to keep them closed so you do not see the dumpster. It will have locks and pins to hold the door shut. They should be shutting it when it is not being used.

Chairman Pack – A motion has been made and properly seconded. Is there any further discussion? Hearing none, roll call vote.

On call for the vote, seven members were present. Vice Chairman Bryan voted aye, Dr. Pope voted aye, Mr. Michael Torrey voted aye, Mr. Mike Swecker voted aye, Ms. Hillegass voted aye, and Mr. Davidson voted aye. There were no votes against the motion. The motion passed.

Chairman Pack – The motion carries. Next up tonight, we have an ECO Design Review – 1508 S. Church St. – SWB Holdings, LLC, c/o Timothy Minor, applicant. Could we have a staff report please?

Planning and Zoning Administrator – Thank you, Mr. Chairman. This is the State Farm office building on South Church Street. The applicant has already replaced a brown asphalt shingled roof with a black asphalt shingled roof and is seeking after-the-fact approval for this action. Additionally, the applicant wishes to remove the sign located immediately to the right of the front door and to remove the simulated muntins from the existing front door to make way for a vinyl decal window sign compliant with Smithfield's Zoning Ordinance Section 10.D.35. There is work currently underway at the property. Staff issued a zoning permit waiver on February 21<sup>st</sup>, 2019 for the restoration of the exterior appearance of the building. There was a motor vehicle crash early this year or late last year. This application is strengthened by the fact that it is compliant with

the Zoning Ordinance in addition to the ECO Design Guidelines. No weaknesses of this application can be identified at this time. Thank you.

Chairman Pack – Are there any questions for Mr. Settle while he is at the podium. Hearing none, would the applicant like to speak?

Mr. Tim Minor – My father, Steve Bowler, passed away last July so I am taking over the State Farm office. We had some leaks in the building so we replaced the 30 year old shingles with dark brown shingles. They are darker than what was there due to age. We had a client who drove their vehicle through the wall on December 20<sup>th</sup>, 2018. All repairs have been made. We had two light-up signs. One was the State Farm logo and the other had Steve Bowler's name on it. I have replaced his name with the State Farm logo on the left side of the door. I am asking to remove the other 2' x 2' light up sign. It was kind of close to the door. The building is repaired. The only thing left is to paint the block. Hopefully, it will be done this week. As far as the door, we were required to replace it with the same nine grid door. We are asking to remove the grids in order to have a decal on it with State Farm's logo, hours of operation, and my name as the new agent. Thank you.

Mr. Swecker – Your building looks good.

Mr. Minor – Thank you. It is coming along.

Mr. Swecker – I would like to make a motion to approve as presented.

Vice Chairman Bryan – Second.

Chairman Pack – A motion has been made and properly seconded. Is there any further discussion? Hearing none, roll call vote.

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

Chairman Pack - Our next item is Approval of the February 12<sup>th</sup>, 2019 Meeting Minutes.

Town Attorney – Mr. Chairman and members of the Planning Commission, I recommend approval of the minutes as presented.

Mr. Davidson – So moved.

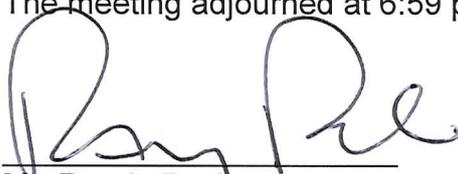
Mr. Torrey – Second.

Chairman Pack – A motion has been made and properly seconded. All those in favor signify by saying aye, all opposed say nay.

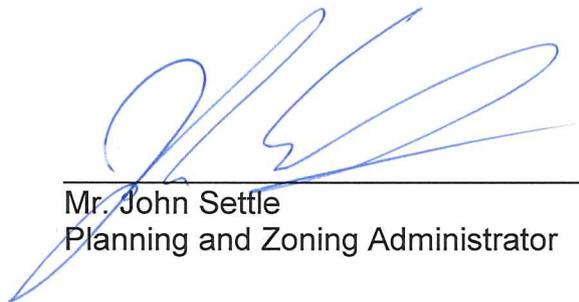
On call for the vote, seven members were present. Chairman Pack voted aye, Vice Chairman Bryan voted aye, Mr. Davidson voted aye, Dr. Pope voted aye, Mr. Michael Torrey voted aye, Mr. Mike Swecker voted aye, and Ms. Hillegass voted aye. There were no votes against the motion. The motion passed.

Chairman Pack – Is there anything else to come before the Planning Commission this evening? Hearing none, we are adjourned.

The meeting adjourned at 6:59 p.m.



Mr. Randy Pack  
Chairman



Mr. John Settle  
Planning and Zoning Administrator