

TOWN OF SMITHFIELD HISTORIC PRESERVATION AGENDA PACKET



Chairman: Emery Ashley, Jr.
Vice Chairman: Mary Nell Ferguson

Members:

Monique Austin, Jan Branch, Elizabeth Temple

Steve Wensman, AICP, ALA, Planning Director

Micah Woodard, CZO, Planner I

Julie Edmonds, Administrative Assistant

Meeting Date: *Thursday, July 17, 2025*

Meeting Time: *5:30 p.m.*

Meeting Place: *Town Hall Conference Room*

**AGENDA
HISTORIC PROPERTIES COMMISSION
REGULAR MEETING
JULY 17, 2025
MEETING TIME: 5:30 PM
TOWN HALL**

Call to Order

Approval of the minutes from April 17th, 2024

New Business

- None

Public Hearing

- None

Old Business

- Discuss “*Follow Up*” letter for Historic Downtown property owners/stakeholders.

Adjournment

DRAFT
Town of Smithfield
Historic Preservation Committee
Thursday, April 17th, 2025
5:30 pm
Town Hall
Conference Room

Members Present:

Emery Ashley, Jr.
Mary Nell Ferguson
Elizabeth Ann Temple
Monique Austin

Members Absent:

Jan Branch

Staff Present:

Micah Woodard, Planner I
Julie Edmonds, Administrative Support Specialist

Staff Absent:

Stephen Wensman, Planning Director

Call to Order

Mary Nell Ferguson made a motion to call the meeting to order, seconded by Monique Austin.
Unanimously approved.

Approval of Minutes

Elizabeth Ann Temple made a motion to approve the October 17th, 2024 minutes, seconded by Mary Nell Ferguson. Unanimously approved.

Approval 2025 Meeting Schedule

Emery Ashley, Jr made a motion to approve the 2025 meeting schedule; seconded by Mary Nell Ferguson. Unanimously Approved

Public Hearing

COA-25-01 Gabriel Johnson Hotel Rejuvenation

Micah Woodard stated Noviomagus LLC, has requested a Certificate of Appropriateness for aspects of the renovation of the Gabriel Johnston Hotel located at 313 East Johnston Street. The hotel is being renovated into apartments and it sits within the Historic Preservation District. The proposed improvements to the exterior of the building include new awnings, windows, doors and a new stairwell addition. The property is within the Historic Preservation Overlay; therefore, any exterior modifications will require a Certificate of Appropriateness from either Staff for minor modifications or the Historic Preservation Commission for major modifications.

Ginger Summer of W.S. Architects, PA spoke about the renovation. She explained where the work will take place inside the building. She stated there would be (9) apartments in all. One apartment in the basement, two apartments on the first floor and three on each additional floor.

The board members gave their opinions on this proposed renovation and everyone except Elizabeth Ann Temple is in favor of it. She stated in her opinion she didn't think this property fell in the category of a

historical property by the historical commission guidelines. She feels this building doesn't qualify to be deemed historical.

Emery Ashley Jr. stated the role of this board is to restore the historic nature of the building. He feels what the board can regulate, has met the requirements.

Mary Nell Ferguson made a motion to approve COA-25-01, for major work items identified in this report based on the review criteria; seconded by Monique Austin. Elizabeth Ann Temple voted against the approval. All others voted yes.

Old Business

Emery Ashley Jr. mentioned the letter the HPC board agreed to send to downtown historic district property owners. The letter will be distributed to each board member at the next HPC meeting for further review. He also mentioned he pulled the Historic Preservation Design Guidelines from Wake Forest and Charleston. He'd like to look at other towns design guidelines for minor and major work. He said in the past we have mentioned adding language to the design guidelines our town goes by.

Adjournment

Mary Nell Ferguson made a motion to adjourn the meeting seconded by Elizabeth Temple. Unanimously approved.



Julie Edmonds
Administrative Support Specialist
Planning Department

Historic Properties Commission
Town of Smithfield
350 East Market Street
Smithfield, NC 27577

Month Day, 2025

[*Property Owner/Tenant*]
[*Address*]

Re: Historic Properties Commission

Dear [*Property Owner/Business Tenant*],

In February 2024, you received a letter from the Town of Smithfield regarding the Historic Properties District, the benefits of the “historic property” designation, and the town’s ordinances and guidelines for protecting the historical integrity of these buildings. As a follow-up to that letter, we are pleased to introduce ourselves as members of Smithfield’s Historic Properties Commission and look forward to working with you as we review, revise, and improve the Commission’s purpose, goals, and oversight. We hope this letter will contribute to a successful and engaging partnership with you and the town of Smithfield.

Information on potential Federal and state tax incentives for eligible renovation and expansion projects of properties within the town’s historic district can be found here: [*LINK*].

The Town of Smithfield’s ordinances, design guidelines, and renovation requirements can be found here: [*LINK*]. It is our intention to communicate and inform you of any significant changes to these requirements and to collaborate with you regarding potential changes to this process.

Most importantly, we look forward to working with you and helping the downtown historic district of Smithfield continue to thrive throughout the future while ensuring the preservation of its historical significance and charm for posterity’s sake.

If you have any questions or would like to talk in more detail with the Historic Properties Commission, please do not hesitate to contact Town Hall.

Sincerely,

Jan Branch
Mary Nell Ferguson
Elizabeth Temple
Monique Austin
Emery D. Ashley, Jr.