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# TOWN OF SMITHFIELD

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*"The Ham Capital of the World"*

November 2, 2016

TO: PLANNING COMMISSION

FROM: WILLIAM G. SAUNDERS, IV, AICP, CZA  
PLANNING AND ZONING ADMINISTRATOR

RE: PLANNING COMMISSION MEETING

The Planning Commission will hold its regular meeting Tuesday, November 8<sup>th</sup>, 2016 at 6:30 PM in Conference Rooms A & B in the Smithfield Center.

Please call me at (757) 365-4266 or email me at [wsaunders@smithfieldva.gov](mailto:wsaunders@smithfieldva.gov) with any questions.

Enclosures

cc: Town Council  
William H. Riddick, III, Town Attorney  
The Smithfield Times  
The Daily Press  
File

**DEPT. OF PLANNING, ENGINEERING, AND PUBLIC WORKS**

310 Institute Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 357-9933  
[www.smithfieldva.gov](http://www.smithfieldva.gov) • Local Cable Channel 6

**SMITHFIELD PLANNING COMMISSION  
MEETING AGENDA**

**November 8, 2016**

**1) Planning and Zoning Administrator Activity Report**

- Clontz Park Public Boat Ramp
- Smithfield Foods Parking Lot Expansion
- Joseph W. Luter, Jr. Sports Complex

**2) Upcoming Meetings and Activities**

November 11<sup>th</sup> – Town offices will be closed in observance of Veterans Day  
November 15<sup>th</sup> - 6:30 p.m. -- Board of Historic & Architectural Review  
November 15<sup>th</sup> - 7:30 p.m. -- Board of Zoning Appeals  
November 23<sup>rd</sup> - Town offices will close at Noon in observance of Thanksgiving  
November 24<sup>th</sup> & 25<sup>th</sup> - Town offices will be closed in observance of Thanksgiving  
November 28<sup>th</sup> - 4:00 p.m. -- Town Council Committee Meetings  
November 29<sup>th</sup> - 4:00 p.m. -- Town Council Committee Meetings  
December 6<sup>th</sup> - 7:30 p.m. -- Town Council Meeting  
December 13<sup>th</sup> - 6:30 p.m. -- Planning Commission Meeting

**3) Public Comments**

The public is invited to speak to Planning Commission on any matters, except scheduled public hearing(s). Please use the sign-up sheet. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

**4) Planning Commission Comments**

**5) \*Public Hearing\* - Special Use Permit - Commercial Use in a Residential Structure**

**– 327 Main St. – Cheryl Ketcham, applicant.** (Staff report, SUP application, site photo and site plan enclosed.)

**6) Approval of the October 11, 2016 meeting minutes** (Enclosed)

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NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT.  
Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Planning Commission Meetings. ADA compliant hearing devices are available for use upon request. Please call (757) 365-4200 at least 24 hours prior to the meeting date so that proper arrangements may be made.  
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**STAFF REPORT TO THE  
PLANNING COMMISSION**

**SPECIAL USE PERMIT**

**November 8, 2016**

**\*\*\* PUBLIC HEARING\*\*\***

<b>Applicant Name &amp; Address</b>	Mrs. Cheryl Ketcham 17412 Carroll Bridge Road Windsor, VA 23487
<b>Property Owner Name &amp; Address</b>	Carlos & Julie Verdaguer 418 East Macon Street Warrenton, NC 27589
<b>Property Location</b>	327 Main Street (Tax map #21A-01-251); Southeast of the intersection of Cockes Lane and Main Street
<b>Property Classification</b>	Contributing
<b>Statistical Data (see plat)</b>	
Current Zoning	D, Downtown District
Proposed Use	Retail / General Store
Parking Required	0 spaces for <10,000 sq. ft. lot
Parking Provided:	Two (2) off-street parking spaces
<b>Surrounding Land Uses/Zoning</b>	I-2, Heavy Industrial District; D, Downtown District; DN-R, Downtown Neighborhood Residential
<b>Conformity with Comprehensive Plan</b>	Current future land use plan shows the land as downtown commercial

**Staff Comments**

The applicant is seeking approval for a Special Use Permit (SUP) to operate a general store at 327 Main Street under the provisions of Article 3.H, Section H:1 and Article 6 of the Zoning Ordinance; specifically, to expand the non-residential use of a residential structure in the Downtown zoning district.

The previous property owner, Ms. Janis Ibbetson, received a SUP on December 5, 2000 to operate an antique store (“Treasure Chest of Smithfield”) at 327 Main Street; however, at that time SUPs were issued to the applicant, rather than running with the land.

Therefore, the current owners, the Verdaguer’s, had to reapply in 2004 in order to have a commercial use in the residential structure. They received a SUP on October 6, 2004 to allow for retail sales and the sale of baked goods and have run the Olde Worlde Tea Shoppe there for years since. Their approval; however, was to allow for the commercial use on the ground floor with the upstairs remaining for residential use.

The current applicant is before you in order to expand the retail use to include the upstairs of the residential structure, which requires SUP approval. The proposed use is retail, specifically for a general store.

Contact William Saunders at 365-4266 or [wsaunders@smithfieldva.gov](mailto:wsaunders@smithfieldva.gov) with any questions.



# TOWN OF SMITHFIELD

310 Institute Street, P. O. Box 246 Smithfield, VA 23431  
(757) 365-4200 Fax (757) 357-9933

### APPLICATION FOR:

- Special Use Permit
- Variance
- Special Yard Exception
- Special Sign Exception
- Other

Applicant(s) Name: Cheryl Ketcham  
 Address: 17412 Carroll Bridge Rd  
 City, State, Zip: Windsor, VA 23487  
 Phone Number(s): 515-7665

Property Owner(s) Name: Same  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_

Property Address: 327 Main Street, Smithfield  
 Tax Map Number(s): 21A-01-251  
 Property Description: \_\_\_\_\_

Zoning: D, DOWNTOWN Acreage: 7,038 SQ. FT. Application Fee: \$400.00  
 Legal Reference: 970003561 Deed Book#: \_\_\_\_\_ Page#: \_\_\_\_\_

Proposed Use/Exception: TO EXPAND NON-RESIDENTIAL USE AS THE PRINCIPLE USE OF A STRUCTURE (RESIDENTIAL); SPECIFICALLY, TO EXPAND RETAIL USE TO THE UPSTAIRS OF THE STRUCTURE AS PER ARTICLE 3:1, D, DOWNTOWN ZONING ORDINANCE AND ARTICLE 6 OF THE ZONING ORDINANCE.

Cheryl Ketcham  
 Applicant(s) Signature

10-11-16  
 Date

\_\_\_\_\_  
 Applicant(s) Signature

\_\_\_\_\_  
 Date

NOTICE OF PUBLIC HEARING  
PLANNING COMMISSION OF THE TOWN OF SMITHFIELD  
SPECIAL USE PERMIT

Notice is hereby given that the Planning Commission of the Town of Smithfield, Virginia, will hold a public hearing at the regular meeting of the Planning Commission in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, November 8, 2016 at 6:30 p.m. to consider the application of Cheryl Ketchum, applicant, and Carlos Verdaguer and Julie Verdaguer, owners, for a special use permit under the provisions of Article 3.H., Sections C and H., and Article 6 of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, in order to approve the use of the entire residential structure for a non-residential use, in particular for a general store for retail sales. The property which is the subject of this special use permit is located at 327 Main Street. The property in question is zoned D, Downtown District.

Any person affected by or interested in the aforesaid application may appear at the hearing and be heard. Copies of the Zoning Ordinance of the Town of Smithfield and application for this special use permit are available for inspection in the offices of the Department of Planning, Engineering, & Public Works, 302 Main Street, Smithfield, Virginia.

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: October 26 and November 2, 2016

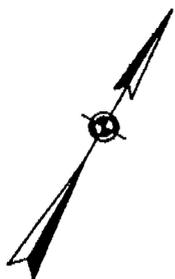


Shopp  
& Cafe

TEA

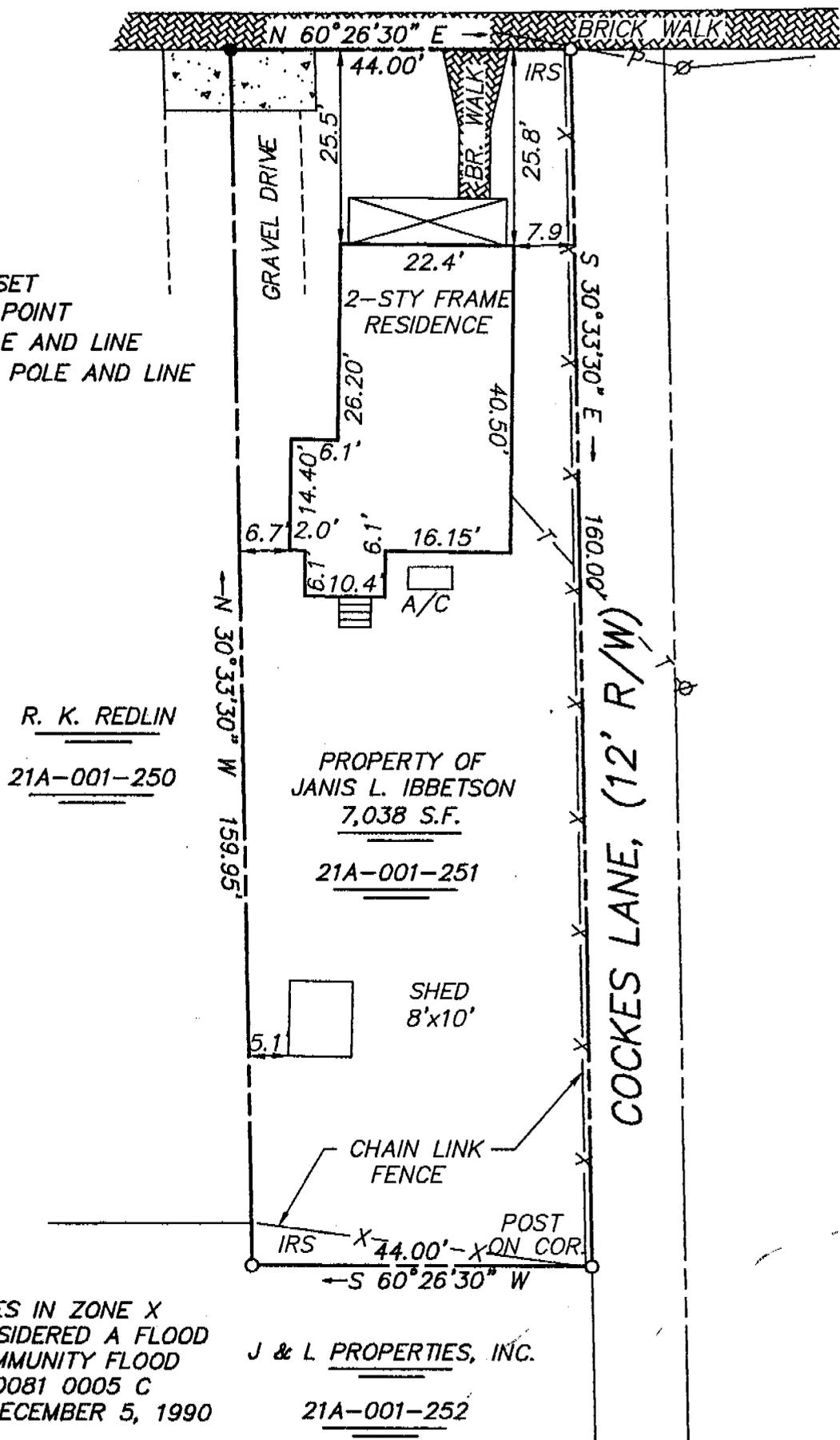


MAIN STREET,  
(59' R/W)



LEGEND

- IRS IRON ROD SET
- COMPUTED POINT
- P-Ø-P POWER POLE AND LINE
- T-Ø-T TELEPHONE POLE AND LINE



NOTE: THIS RESIDENCE LIES IN ZONE X WHICH IS NOT CONSIDERED A FLOOD HAZARD ZONE. COMMUNITY FLOOD PANEL NUMBER 510081 0005 C EFFECTIVE DATE: DECEMBER 5, 1990

THIS IS TO CERTIFY THAT ON MARCH 7, 2000 I SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES ARE AS SHOWN ON THIS PLAT. THE BUILDINGS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OF OTHER BUILDINGS ON THE PROPERTY EXCEPT AS SHOWN.

FILE: MAIN327

<p>PLAT OF THE PROPERTY OF JANIS L. IBBETSON</p>	<p>EMIN B. HOLLEY, JR. CERTIFIED LAND SURVEYOR SMITHFIELD, VIRGINIA</p>	<p>327 MAIN STREET</p>
<p>FORMERLY THE PROPERTY OF DANIEL E. HAHN INSTRUMENT NUMBER 970003561. LOCATED IN THE TOWN OF SMITHFIELD, ISLE OF WIGHT COUNTY, VIRGINIA.</p>	<p>SCALE: 1"=20'</p>	
<p>MARCH 7, 2000</p>		