

REQUEST FOR PROPOSALS
January 5, 2011
PARTIAL LEASE OF REAL PROPERTY
223 WASHINGTON STREET

About The Property

The Town of Smithfield seeks proposals from individuals or companies interested in leasing a portion of vacant property owned by the town at 223 Washington Street in Riverview neighborhood of the historic district in Smithfield, Virginia. This property once served public education functions for Isle of Wight County but was more recently leased to the Real Smithfield Jaycees and now is partially utilized by the Town of Smithfield for storage space.

This brick building as shown in the attached photographs (Exhibit A) was acquired by the town from the county on May 15, 2008 and is part of a larger parcel of land at the corner of James Street and Washington Street. At this time the town is seeking to lease out approximately 2,800 square feet or less of unimproved interior space within this vacant building as shown on the additionally attached floor plan (Exhibit B).

Access and Parking

The town intends to continue to utilize the rear interior portion of the building for dry storage use only and a separate access will need to be maintained via one of the two standard exterior side doors as shown. Access to the front lease area portion of the building will be through the other standard exterior side door and the front roll up door facing Washington Street. Use of the front driveway for loading, unloading and parking will be included in the lease. All other parking would be on street or at the public parking lot across the street.

Site Utilities and Improvements

The building is presently served by electrical utility only and the aforementioned interior portion is being offered for lease in its "as is" condition. It is anticipated that electricity will remain under the town's account and be included in the rent. However if a future tenant/lessee desired to install HVAC heating and cooling improvements, such improvements would be at the lessee's sole expense and a sub-meter would need to be installed as the town will not be responsible for any climate control costs.

Public water and sewer are available but have been disconnected as the building has been unoccupied for many years. If use of the existing, disconnected bathroom facilities is desired any cost to bring them up to meet current building code would be at the tenant's sole expense. The tenant would be responsible for establishing a new water and sewer account with the town as well.

Presently the windows on this building are boarded. Any expense related to removing these boards, replacing any windows or other interior or exterior improvements would be at the tenant's sole expense. Since receiving ownership of this building, the town did replace the roofing materials in 2009 and no water intrusion has been experienced.

Zoning and Permitted Uses

The property is zoned DN-R (Downtown Neighborhood Residential) district. Permitted Uses and Uses Permitted by Special Use Permit are listed on the additionally attached two page excerpt from the Smithfield Zoning Ordinance (Exhibit C). The majority of the uses allowed require a Special Use Permit (SUP), which requires a public hearing at both Planning Commission and Town Council levels and approval of the Smithfield Town Council. The council may place conditions upon the approval of a SUP. In this case if the successful lease proposal requires a SUP the town will waive the application fee.

Future Adjacent Site Development

A SUP has been approved by the council for two duplex housing units to be constructed (by Habitat for Humanity or other party) immediately adjacent to this building and also facing Washington Street. This area is shown as proposed Lots 4 through 7 on the proposed lot layout drawing created by Draper Aden Associates (Exhibit D). Two additional single family housing units may be developed behind 223 Washington Street as Clay Street may be extended to connect through to James Street. However, there is no specific time frame for any of this further development of town owned property here to occur.

Proposal Requirements

Proposals need only be in the form of a one page letter proposal at this time and must include the following information:

1. Description of the Proposed Use of the Lease Area of the Property
2. Proposed Lease Period
3. Summary of Proposed Interior & Exterior Building Improvements if Applicable
4. Name, Contact Information and References for Proposed Tenant/Lessee

All questions must be emailed to Town Manager Peter Stephenson at pstephenson@smithfieldva.gov. Access inside the building for inspection will be provided by appointment – you may call the Manager's Office at #365-9505 to arrange a date and time. One copy only of each proposal shall be submitted to the attention of the Town Manager. All proposals must be received by 5:00 p.m. on Thursday, January 20, 2011. Please note that the official mailing address for the Town of Smithfield is P.O. Box 246, Smithfield, VA 23431 and all mailed proposals must be sent to this address. Electronic copies will be accepted. Hand delivered copies will be accepted at the Town Manager's Office at 315 Main Street.

All proposals received will become public information when reviewed by the Smithfield Town Council Public Buildings & Welfare Committee on Tuesday, January 25, 2011. The town reserves the right to reject any and all proposals. The Smithfield Town Council may negotiate the terms of lease with the prospective tenant/lessee based on a ranking of proposals received. Such negotiations would be made in confidence through the Town Attorney and Town Manager.



Front view of 223 Washington Street



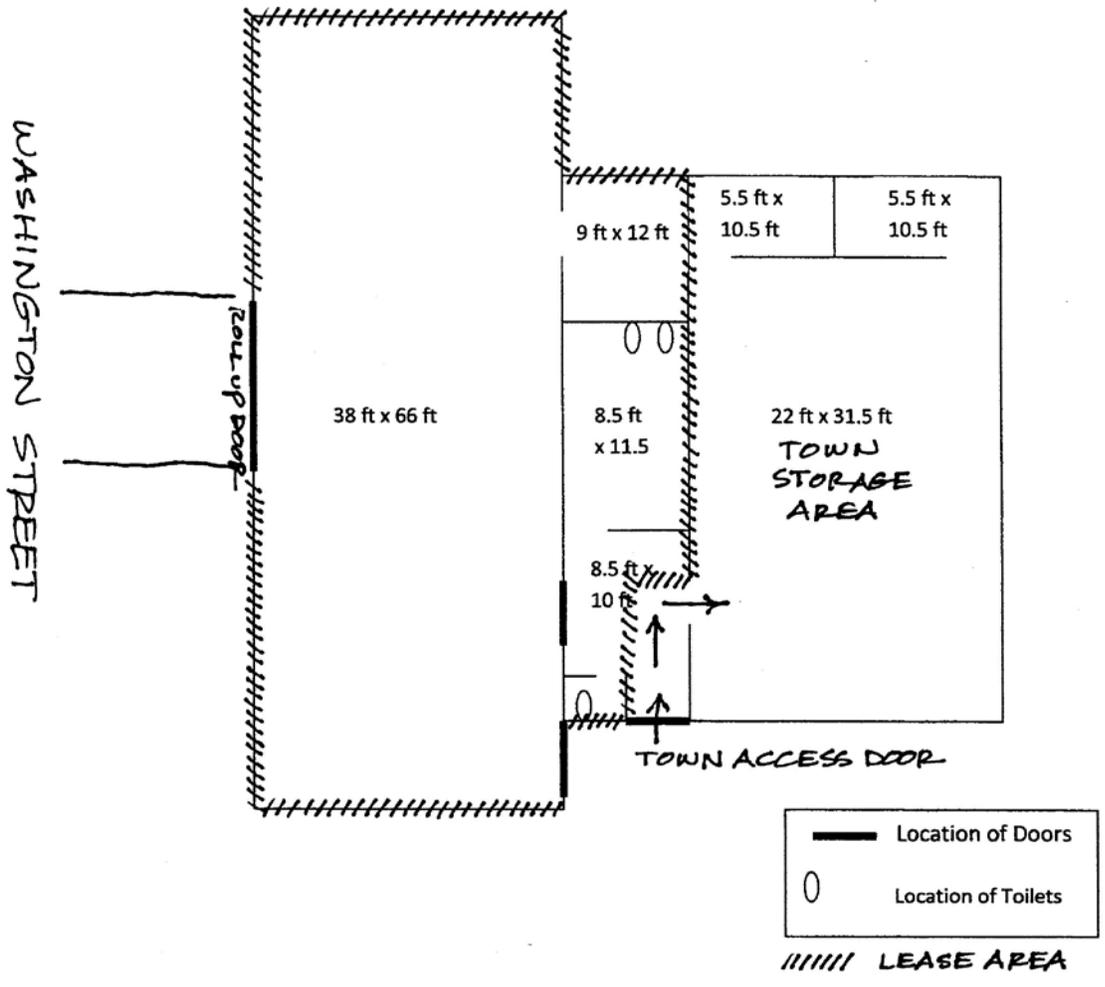
Front view / Side View



Side view from James Street

223 Washington Street

Floor Plans



Article 3.D:**DN-R Residential****(Downtown Neighborhood Residential District)****A. Purpose and Intent:**

The DN-R, Downtown Neighborhood Residential District provides for single family detached residences at slightly higher densities than the S-R, Suburban Residential District. All development within the DN-R District shall be consistent with the Comprehensive Plan's goals for harmonious new development as well as the revitalization of existing stable residential neighborhoods in and around downtown Smithfield. The principal objective of this district is to recognize, maintain and reinforce the existing "sense of neighborhood" in and around the downtown historic areas and to promote residential development of compatible scale, historic character and architectural massing.

While the application of the DN-R District is primarily intended to overlay the existing, substantially developed, residential areas close to the downtown, it also can be applied to new rezonings of undeveloped tracts and infill lots situated within close proximity to the downtown residential areas and waterfront areas. It is the intent of this district to preserve existing historic and natural features, to protect existing landscapes and vegetation, to promote excellence in landscape design and to encourage housing with appropriate scale and architecture.

The average density of five units per acre establishes the DN-R District as one which accepts a higher density and relatively small lot size for single family detached residences. All new and redevelopment activities shall be served by public water and sewer, public streets with curb and gutter, sidewalks, drainage and stormwater management.

B. Permitted Uses:

1. Single family detached dwellings.
2. Accessory buildings and uses, limited to detached carport and garages, tool sheds, children's playhouses and play structures, off-street parking, and doghouses.
3. Home occupations.
4. Public parks and playgrounds.
5. Yard sale and/or garage sale (per ordinance definition).
6. Private swimming pools
7. Boat docks, boat storage and waterfront access facilities, as an accessory use to a private single family dwelling.
8. Irrigation wells.

C. Uses Permitted by Special Use Permit:

1. Cemeteries.
2. Churches and places of worship.
3. Duplex residential dwellings (1 dwelling per subdivided lot).
4. Community buildings, limited to use by residents of the subdivision.
5. Public uses.
6. Libraries.
7. Museums, historic sites and shrines.
8. Plant nurseries, with no sale of products permitted on premises.
9. Child day care centers.
10. Adult day care centers.
11. Nursery schools.
12. Private schools and colleges.
13. Public schools and colleges.
14. Commercial swimming pools and tennis courts.
15. Bed and breakfast lodgings.
16. Public utilities.
17. Private clubs and lodges.
18. Tennis courts, public and private.
19. Gymnasiums, public and private.
20. Boat docks, boat storage and waterfront access facilities, as an accessory use to uses other than private single family residential dwellings.
21. Cupolas, spires and steeples for public and semi-public uses.
22. Agriculture, forestry and horticultural uses (non-commercial).
23. Outdoor storage lots for recreational vehicles.
24. Zero lot line residential units (only permitted for new construction.)
25. Accessory apartments.
26. Temporary real estate marketing offices for new subdivisions.
27. Waiver of Parking and Loading Requirements.
(Ord. of 9-5-2000, Ord. of 9-2-2008)

D. Maximum Density:

1. Five (5.0) dwelling units per net developable acre.

EXHIBIT D

