



October 24, 2014

TO: SMITHFIELD TOWN COUNCIL

**FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER**

**SUBJECT: OCTOBER 2014 COMMITTEE MEETINGS WILL BE HELD AT THE SMITHFIELD
CENTER LOCATED AT 220 NORTH CHURCH STREET, SMITHFIELD, VA**

MONDAY, OCTOBER 27TH, 2014

4:00 p.m. Police Members: Tynes (CH), Chapman, Gregory

1. Public Comment
2. Operational Updates
3. Extend Street Closure for Special Evening Farmers Market, December 12th, 2014 to Include the 300 Block of Main Street.
- TAB # 1** 4. Street Closure Request for Bob Fest, Saturday, January 17th from 8 a.m. to 11:00 a.m.

Immediately following the conclusion of the above meeting:

Water and Sewer Members: Gregory (CH), Smith, Tynes

1. Public Comment
2. Operational Updates

Immediately following the conclusion of the above meeting:

Finance Members: Pack (CH), Gregory, Cook

- TAB # 2** 1. Public Comment
- TAB # 3** 2. September Financial Statements and Graphs
- TAB # 4** 3. September Cash Balances
4. Invoices Over \$10,000 Requiring Council Authorization:
 - a. Caldwell Tanks \$25,823.29
 - b. Virginia Resource Authority (VRA) \$12,140.57
 - c. Sungard – Public Sector (forthcoming)
- TAB # 5** 5. Preliminary Discussion – Annexation Cost / Benefit
6. Christmas Holiday Work Schedule

TUESDAY, OCTOBER 28TH, 2014

4:00 p.m. Parks and Recreation Members: Chapman (CH), Pack, Tynes

- TAB # 6**
1. Public Comment
 2. Operational Update – Parks and Recreation Committee Report

Immediately following the conclusion of the above meeting:

Public Works Members: Smith (CH), Cook, Tynes

- TAB # 7**
1. Public Comments
 2. Proposal from Blair Brothers for Street Paving along Battery Park Road and Ridgeland Drive
- TAB # 8**
3. Pagan Point Stormwater Drainage Evaluation

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare Members: Cook (CH), Chapman, Smith

- TAB # 9**
1. Public Comment
 2. Pre-Public Hearing Discussion: Special Use Permit for Home Daycare
- TAB # 10**
3. Pinewood Heights Relocation Project Update – Phase II

***** Additional Item Not Listed on Committee but will be on Council's November 4th Agenda*****

- Approval of October 8th Meeting Minutes
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**Town of Smithfield
Special Event Application for Permit**

Event Date <small>(don't include setup dates here)</small>	Times <small>(don't include setup or street closure times here)</small>	Proposed Location
January 17, 2015	Noon – 4:00 pm	BOB Festival: Field to left of Manor House towards John Graham's house.
We have already spoken to the Vineyard – and cleared use of the property that is the future site of phase two vineyard planting.		
January 17, 2015	9 am to 11:30 am	8K Race: Course (see attached map – same route as last year)

Event Name		Smithfield VA BOB Fest & 8K Chilly BOB Roadrace			
Event Organizer (Group Name)		Smithfield VA Events			
Tax Exemption ID Number					
Website		www.SmithfieldVAOysterFest.com			
Event Contacts					
Name	Gina Ippolito	Cell Phone	757-869-0664	Email	gina@smithfieldvaevents.com
Name	Randy Pack	Cell Phone	757-620-7700	Email	randy.pack@smithfieldstation.com

1 st Time Event	Annual Event- how many times has event taken place?	2014
Event Category <input checked="" type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____		
Description of Event		
Race open to all ages. Party is 21 & up only. Tickets include all you can eat oysters, stew & BBQ. Live Entertainment and Beer, Wine & Bloody Mary's are available for purchase. Two large heated party tents will be set up, and parking for event will be located in the "orchard field".		
Average Ticket Price	\$30 Race, \$35 Party. Adults only at party, Race is all ages.	Participants will be <input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both Race all ages. Party 21 & up only.
Expected Attendance	Race 250 – 350. Festival: 1500 (including runners who roll over)	Largest Attendance Number and Year 2014: 1000 Festival attendees. 175 runners.
What is your plan in the event of bad weather-cancel, reschedule?		rain or shine event, only a major weather event would force event to cancel.

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures <input checked="" type="checkbox"/> Closure			
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
Police (Fri night security)	1 officer	1/16/2015	10:00 pm to 6:00 am
Police (8K) see race map –	4 officers	1/17/2015	8:30 am to 10:30
Police (EVENT)	2 officers	1/17/2015	10:30 am to 5:00 pm
Public Works (8K)	2 workers	1/17/2015	9:00 am – 11:00 am
Public Works (EVENT)	2 workers	1/17/2015	11:00 am – 5:00 pm
Town Light Tower		1/14/2015	need once tents set up
Road Closures, if approved, will start 1 hour before event start. Signage with closure times is placed out in advance of closure.			



**Town of Smithfield
Special Event Application for Permit**

Alcohol Service and/or Sales? <input type="checkbox"/> Alcohol		Having music- live bands or DJ? <input type="checkbox"/> Music	
Date	Times	Date	Times
1/17/2015	11:00 am to 4:00 pm	1/17/2015	DJ Race 8:30 to 11:00
		1/17/2015	Band in Tent Noon-4:00

List benefits of your event to the community	List Recipients of Proceeds
Fundraiser for local organizations, ED impact from out of town guests staying in hotels, dining and shopping.	Smithfield Rotary Club & Optimist Club of Isle of Wight. WCPF Historic Preservation also benefits.

1 of 2

Check any of the following that your event will include.			
Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input type="checkbox"/> Food, by Organization	
<input type="checkbox"/> Retail Vendors Non-Profit		<input type="checkbox"/> Retail Vendors For Profit	
<input type="checkbox"/> Port-a-Potties		<input type="checkbox"/> Fencing/Barricades	
<input type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input type="checkbox"/> Golf carts/ATVs	
<input type="checkbox"/> First Responders- EMS, Fire			
Item	Number	Sizes	
Tents	2 large, misc smaller	60 x 150 and 60 x 270 will require permit due to size	
Staging	1 inside main tent	20 x 24	
<input type="checkbox"/> Allowing pets NO		<input type="checkbox"/> Fireworks NO	<input type="checkbox"/> Providing Shuttle Service YES after the event to local hotels/neighborhoods

Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)	
Policy Number	Will provide at a later date
Name of Insurance Liability Carrier	
Insurance Company Address	
Insurance Company Phone Number	

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature	Gina Ippolito	Date	10/17/2014
Print Name	Gina Ippolito		

Proposed 8K Roadrace Map – January 17, 2015



Town of Smithfield				
General Fund Operating Budget				
	Adopted Budget	Actual as of	Remaining	% of
Description	2014/2015	09/30/14	Budget	budget
Revenue				
General Fund revenues				
General Fund revenues				
Real Estate Tax				
Current RE Tax	1,665,000.00	-	1,665,000.00	0.00%
Delinquent RE Tax	20,000.00	9,926.72	10,073.28	49.63%
Current RE Penalty	4,400.00	-	4,400.00	0.00%
Delinquent RE Penalty	3,000.00	1,073.07	1,926.93	35.77%
Current RE Interest	900.00	-	900.00	0.00%
Delinquent RE Interest	5,400.00	2,988.36	2,411.64	55.34%
Total Real Estate Taxes	1,698,700.00	13,988.15	1,684,711.85	0.82%
Personal Property Tax				
Current PP Tax	865,000.00	240,794.89	624,205.11	27.84%
Delinquent PP Tax	20,000.00	10,925.44	9,074.56	54.63%
Current PP Penalty	17,000.00	-	17,000.00	0.00%
Delinquent PP Penalty	5,000.00	1,677.64	3,322.36	33.55%
Current PP Interest	1,200.00	-	1,200.00	0.00%
Delinquent PP Interest	3,100.00	586.65	2,513.35	18.92%
Total Personal Property Tax	911,300.00	253,984.62	657,315.38	27.87%
Miscellaneous Receipts Over/Short	15.00	(1.07)	16.07	-7.13%
Total Over/Short	15.00	(1.07)	16.07	-7.13%
Other Taxes				
Franchise Tax	134,370.00	-	134,370.00	0.00%
Cigarette Tax	174,067.00	32,621.22	141,445.78	18.74%
Transient Occupancy Tax	139,430.00	-	139,430.00	0.00%
Meals Tax-4%	879,785.00	127,945.48	751,839.52	14.54%
Meals Tax-2%	439,892.00	63,972.74	375,919.26	14.54%
Communications Tax	240,000.00	19,787.29	220,212.71	8.24%
Rolling Stock	15.00	22.94	(7.94)	152.93%
Rental Tax	1,000.00	1,090.99	(90.99)	109.10%
Sales Tax	270,000.00	27,976.23	242,023.77	10.36%
Consumption Tax	49,000.00	10,032.95	38,967.05	20.48%
Utility Tax	193,600.00	38,982.64	154,617.36	20.14%
Total Other Local Taxes	2,521,159.00	322,432.48	2,198,726.52	12.79%
Licenses, Permits & Privilege Fees				
Business Licenses	335,000.00	36,801.74	298,198.26	10.99%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2014/2015	Actual as of 09/30/14	Remaining Budget	% of budget
Business Licenses Penalty	4,350.00	3,120.12	1,229.88	71.73%
Business Licenses Interest	1,600.00	161.66	1,438.34	10.10%
Permits & Other Licenses	11,000.00	4,480.04	6,519.96	40.73%
Inspection Fees-Subdivision	-	10,726.39	(10,726.39)	100.00%
WC Dog Park Registration	2,400.00	501.00	1,899.00	20.88%
Consultant Review Fees	5,000.00	3,077.00	1,923.00	61.54%
Vehicle License Tags	-	3.00	(3.00)	0.00%
Vehicle License	132,000.00	4,945.76	127,054.24	3.75%
Total Licenses, permits and privilege fees	491,350.00	63,816.71	427,533.29	12.99%
<u>Fines & Costs</u>				
Public Defender Fee	-	-	-	0.00%
Fines & Costs	70,000.00	14,327.70	55,672.30	20.47%
Total Fines & Forfeitures	70,000.00	14,327.70	55,672.30	20.47%
<u>From Use of Money and Property</u>				
General Fund Interest	7,500.00	1,599.07	5,900.93	21.32%
Beautification Fund Interest	130.00	42.24	87.76	32.49%
Rentals	18,812.00	5,152.89	13,659.11	27.39%
Smithfield Center Rentals	143,000.00	47,738.44	95,261.56	33.38%
Smithfield Center Vendor Programs	5,625.00	-	5,625.00	0.00%
Kayak Rentals	11,000.00	3,310.00	7,690.00	30.09%
Windsor Castle Programs	-	68.00	(68.00)	100.00%
Special Events	7,300.00	1,189.00	6,111.00	16.29%
Fingerprinting Fees	1,000.00	360.00	640.00	36.00%
Museum Gift Shop Sales	-	4,585.18	(4,585.18)	100.00%
Museum Programs/Lecture Fees	-	180.00	(180.00)	100.00%
Sale of Equipment	1,000.00	5,904.88	(4,904.88)	590.49%
Lease of Land	525.00	-	525.00	0.00%
Total revenue from use of money and property	195,892.00	70,129.70	125,762.30	35.80%
<u>Miscellaneous Revenue</u>				
Other Revenue	2,000.00	952.90	1,047.10	47.65%
Cash Proffer Revenues	-	-	-	0.00%
Obici Foundation Wellness Grant	-	-	-	0.00%
Virginia Municipal Group Safety Grant	4,000.00	4,000.00	-	100.00%
Total Miscellaneous Revenue	6,000.00	4,952.90	1,047.10	82.55%
<u>From Reserves</u>				
Reserves-Pinewood Escrow	4,410.00	219,807.81	(215,397.81)	4984.30%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2014/2015	Actual as of 09/30/14	Remaining Budget	% of budget
From Operating Reserves	389,587.35	468,613.98	(79,026.63)	120.28%
Total From Reserves	393,997.35	688,421.79	(294,424.44)	174.73%
<u>Intergovernmental Virginia</u>				
Law Enforcement	161,533.00	40,383.00	121,150.00	25.00%
Litter Control Grant	3,321.00	3,318.00	3.00	99.91%
Police Block Grants-State	4,000.00	-	4,000.00	0.00%
Fire Programs	19,461.00	-	19,461.00	0.00%
VCA Grant	5,000.00	5,000.00	-	100.00%
DCA Grant (Dam)	4,000.00	-	4,000.00	0.00%
SNAP Program	3,000.00	347.00	2,653.00	11.57%
Fuel Refund (state)	-	8.77	(8.77)	100.00%
Total State Revenue	200,315.00	49,056.77	151,258.23	24.49%
<u>Intergovernmental Federal</u>				
Federal Grants	1,200.00	-	1,200.00	0.00%
Pinewood Heights CDBG Relocation Planning Grant Phase III	20,000.00	-	20,000.00	0.00%
Pinewood Heights CDBG Relocation Grant-Phase II	375,280.00	81,000.00	294,280.00	21.58%
Federal Fuel Income	-	-	-	0.00%
Total Federal Revenue	396,480.00	81,000.00	315,480.00	20.43%
<u>Other Financing Sources</u>				
<u>Operating Transfers In</u>				
Transfer In for Debt Service	-	-	-	0.00%
Total Operating Transfers In	-	-	-	0.00%
<u>Other Financing Sources</u>				
Line of Credit Proceeds	450,000.00	-	450,000.00	0.00%
General Obligation Bond-Capital Asset financing (ball fields)	-	-	-	0.00%
Insurance Recoveries	-	6,461.00	(6,461.00)	100.00%
Total Other Financing Sources	450,000.00	6,461.00	443,539.00	1.44%
<u>Contributions</u>				
CHIPS Contributions	1,000.00	-	1,000.00	0.00%
Contributions-Isle of Wight County Historical Society-Museum	-	21,202.00	-	100.00%
Contributions-Isle of Wight County-Museum	-	61,075.26	-	-
Contributions-Miscellaneous-Museum	-	1,277.00	-	100.00%
Contributions-IOW County (ball fields)	-	-	-	0.00%
Total Contributions	1,000.00	83,554.26	1,000.00	8355.43%

Town of Smithfield				
General Fund Operating Budget				
	Adopted Budget	Actual as of	Remaining	% of
Description	2014/2015	09/30/14	Budget	budget
Total General Fund Revenue	7,336,208.35	1,652,125.01	5,767,637.60	22.52%
Less Revenues, Loan Funds, Grants and Contributions related to capital projects				
Line of Credit Proceeds	(450,000.00)	-	(450,000.00)	0.00%
General Obligation Bond-Land Acquisition	-	-	-	0.00%
Cash Proffer Revenues	-	-	-	0.00%
Meals Tax (2%) allocated to Special Projects	(439,892.00)	(63,972.74)	(375,919.26)	14.54%
Pinewood Heights Reserves	(4,410.00)	(219,807.81)	215,397.81	4984.30%
Contributions-Smithfield Foods-SC AV System	-	(21,202.00)	21,202.00	0.00%
Contributions to Ball Fields (IOW)	-	-	-	0.00%
Pinewood Heights Planning Grant	(20,000.00)	-	(20,000.00)	0.00%
Pinewood Heights Relocation Project -Grant	(375,280.00)	(81,000.00)	(294,280.00)	21.58%
Total Non-operating Revenues	(1,289,582.00)	(385,982.55)	(903,599.45)	0.00%
Total General Fund Operating Revenues	6,046,626.35	1,266,142.46	4,864,038.15	20.94%
General Fund Budget Expenses				
	Adopted Budget	Actual as of	Remaining	% of
Description	2014/2015	09/30/14	Budget	budget
GENERAL GOVERNMENT				
<u>Town Council</u>				
Salaries	40,000.00	10,115.00	29,885.00	25.29%
FICA	3,560.00	877.05	2,682.95	24.64%
Employee Wellness/Assistance Plan	1,638.00	409.50	1,228.50	25.00%
Legal Fees	32,000.00	5,525.00	26,475.00	17.27%
Election Expense	-	-	-	0.00%
Maintenance contracts	695.00	154.88	540.12	22.28%
Advertising	30,000.00	3,907.41	26,092.59	13.02%
Professional Services	1,500.00	10,400.00	(8,900.00)	693.33%
Records Management maint & upgrades	4,500.00	-	4,500.00	0.00%
Site Plan Review	5,000.00	3,687.50	1,312.50	73.75%
Communications	1,000.00	163.70	836.30	16.37%
Insurance	22,534.00	5,633.50	16,900.50	25.00%
Supplies	20,000.00	4,513.59	15,486.41	22.57%
Travel & Training	6,000.00	2,746.83	3,253.17	45.78%

Town of Smithfield				
General Fund Operating Budget				
	Adopted Budget	Actual as of	Remaining	% of
Description	2014/2015	09/30/14	Budget	budget
Subscriptions/Memberships	9,100.00	5,556.00	3,544.00	61.05%
Council Approved Items	6,000.00	3,051.47	2,948.53	50.86%
Public Defender Fees	3,000.00	-	3,000.00	0.00%
Bank Charges	625.00	287.00	338.00	45.92%
SpecialProjects	3,500.00	219.19	3,280.81	6.26%
Smithfield CHIPS program	3,772.00	1,800.00	1,972.00	47.72%
Update Town Charter & Code	4,000.00	1,589.00	2,411.00	39.73%
Annual Christmas Parade	400.00	-	400.00	0.00%
Total Town Council	198,824.00	60,636.62	138,187.38	30.50%
<u>Town Manager</u>				
Salaries	221,220.00	53,079.88	168,140.12	23.99%
FICA	17,698.00	3,822.63	13,875.37	21.60%
VSRS	19,475.00	4,804.74	14,670.26	24.67%
Health	38,000.00	10,265.03	27,734.97	27.01%
Auto Expense	500.00	-	500.00	0.00%
Maintenance Contracts	1,700.00	754.92	945.08	44.41%
Communications	15,500.00	2,508.72	12,991.28	16.19%
Insurance	2,220.00	554.41	1,665.59	24.97%
Supplies	5,500.00	556.49	4,943.51	10.12%
Dues & Subscriptions	3,100.00	1,808.38	1,291.62	58.33%
Computer & technology expenses	16,000.00	362.77	15,637.23	2.27%
Travel & Training	7,800.00	1,505.65	6,294.35	19.30%
Other	100.00	-	100.00	0.00%
Total Town Manager	348,813.00	80,023.62	268,789.38	22.94%
<u>Treasurer</u>				
Salaries	254,540.00	57,777.99	196,762.01	22.70%
FICA	20,364.00	4,356.78	16,007.22	21.39%
VSRS	20,270.00	5,020.88	15,249.12	24.77%
Health	26,700.00	7,361.71	19,338.29	27.57%
Audit	11,750.00	-	11,750.00	0.00%
Depreciation Software	2,700.00	-	2,700.00	0.00%
Communications	8,500.00	1,458.59	7,041.41	17.16%
Data Processing	18,000.00	4,242.27	13,757.73	23.57%
Service Contracts	18,500.00	9,918.10	8,581.90	53.61%
Insurance	2,295.00	573.02	1,721.98	24.97%
Supplies	11,000.00	2,226.73	8,773.27	20.24%

Town of Smithfield				
General Fund Operating Budget				
	Adopted Budget	Actual as of	Remaining	% of
Description	2014/2015	09/30/14	Budget	budget
Dues & Subscriptions	2,300.00	675.00	1,625.00	29.35%
Credit Card Processing	3,000.00	147.71	2,852.29	4.92%
Cigarette Tax Stamps	2,650.00	2,646.00	4.00	99.85%
Travel & Training	2,000.00	15.68	1,984.32	0.78%
Other	100.00	10.06	89.94	10.06%
Total Treasurer	404,669.00	96,430.52	308,238.48	23.83%
PUBLIC SAFETY				
Police Department				
Salaries	1,356,195.00	306,595.72	1,049,599.28	22.61%
FICA	108,496.00	22,395.36	86,100.64	20.64%
VSRS	107,015.00	25,715.56	81,299.44	24.03%
Health Insurance	184,355.00	42,347.81	142,007.19	22.97%
Pre-employ screening/Emp Medical	2,000.00	443.50	1,556.50	22.18%
Uniforms	24,000.00	7,079.27	16,920.73	29.50%
Service Contracts	37,000.00	2,245.65	34,754.35	6.07%
Communications	65,000.00	8,726.69	56,273.31	13.43%
Computer & Technology Expenses	15,200.00	2,598.64	12,601.36	17.10%
Insurance	51,980.00	12,994.56	38,985.44	25.00%
Ins. - LODA	11,415.00	11,414.48	0.52	100.00%
Materials & Supplies	25,500.00	3,514.31	21,985.69	13.78%
Dues & Subscriptions	6,500.00	3,013.42	3,486.58	46.36%
Equipment	15,000.00	4,105.12	10,894.88	27.37%
Radio & Equipment repairs	3,500.00	-	3,500.00	0.00%
Vehicle Maintenance	50,000.00	9,782.82	40,217.18	19.57%
Gas	85,000.00	13,905.82	71,094.18	16.36%
Tires	7,500.00	2,133.70	5,366.30	28.45%
Travel & Training	32,500.00	10,412.46	22,087.54	32.04%
Special Events	500.00	465.95	34.05	93.19%
Police Grants	25,000.00	-	25,000.00	0.00%
Investigation expenses	5,000.00	-	5,000.00	0.00%
Other	500.00	-	500.00	0.00%
Total Police Department	2,219,156.00	489,890.84	1,729,265.16	22.08%
Fire Department				
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
State Pass Thru	23,070.00	-	23,070.00	0.00%
Total Fire Department	36,070.00	-	36,070.00	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2014/2015	Actual as of 09/30/14	Remaining Budget	% of budget
<u>Contributions-Public Safety</u>				
Coast Guard Auxiliary	250.00	-	250.00	0.00%
E911 Dispatch Center	169,753.00	-	169,753.00	0.00%
Commonwealth Attorney's Software Update	10,500.00	10,500.00	-	100.00%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
Total Contributions-Public Safety	190,503.00	10,500.00	180,003.00	5.51%
<u>PARKS, RECREATION & CULTURAL</u>				
<u>Smithfield Center</u>				
Salaries	188,750.00	44,356.90	144,393.10	23.50%
FICA	15,100.00	3,459.95	11,640.05	22.91%
VSRS	12,705.00	3,134.07	9,570.93	24.67%
Health	21,100.00	5,480.93	15,619.07	25.98%
Uniforms	1,200.00	264.15	935.85	22.01%
Contracted Services	23,000.00	4,532.53	18,467.47	19.71%
Retail Sales & Use Tax	500.00	117.53	382.47	23.51%
Utilities	30,000.00	3,779.17	26,220.83	12.60%
Communications	19,000.00	3,503.91	15,496.09	18.44%
Computer & technology expenses	4,000.00	145.98	3,854.02	3.65%
Insurance	5,615.00	1,403.05	4,211.95	24.99%
Kitchen Supplies	4,000.00	736.75	3,263.25	18.42%
Office Supplies/Other Supplies	5,000.00	746.41	4,253.59	14.93%
Food Service & Beverage Supplies	7,000.00	837.58	6,162.42	11.97%
AV Supplies	1,000.00	-	1,000.00	0.00%
Repairs & Maintenance	40,000.00	6,614.22	33,385.78	16.54%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	-	10,000.00	0.00%
Landscaping	13,500.00	3,310.31	10,189.69	24.52%
Travel & Training	2,000.00	1,065.74	934.26	53.29%
Programming Expenses	500.00	-	500.00	0.00%
Advertising	20,000.00	9,506.75	10,493.25	47.53%
Refund event deposits	3,500.00	1,175.00	2,325.00	33.57%
Credit card processing expense	4,500.00	1,101.43	3,398.57	24.48%
Total Smithfield Center	431,970.00	95,272.36	336,697.64	22.06%
<u>Contributions-Parks, Recreation and Cultural</u>				
Farmers Market	3,000.00	-	3,000.00	0.00%
TUMC Parking Lot	1,500.00	375.00	1,125.00	25.00%
Hampton Roads Planning District Commission	8,200.00	2,144.25	6,055.75	26.15%
Isle of Wight County-Historic Resources (museum)	-	-	-	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2014/2015	Actual as of 09/30/14	Remaining Budget	% of budget
Isle of Wight Arts League	10,000.00	10,000.00	-	100.00%
Library	10,000.00	-	10,000.00	0.00%
Total Contributions-Park, Recreation and Cultural	32,700.00	12,519.25	20,180.75	38.29%
<u>Windsor Castle Park</u>				
Salaries	75,110.00	13,848.09	61,261.91	18.44%
FICA	6,010.00	995.53	5,014.47	16.56%
VSRS	6,630.00	1,619.45	5,010.55	24.43%
Health	14,175.00	3,274.37	10,900.63	23.10%
Contracted Services	5,000.00	1,709.43	3,290.57	34.19%
Insurance	8,510.00	2,126.85	6,383.15	24.99%
Grass Cutting	30,000.00	7,872.62	22,127.38	26.24%
Kayak Expenses	1,500.00	-	1,500.00	0.00%
Professional Services	5,000.00	3,000.00	2,000.00	60.00%
Utilities	5,000.00	336.84	4,663.16	6.74%
Supplies	2,500.00	1,158.08	1,341.92	46.32%
Repairs & Maintenance	40,000.00	6,183.81	33,816.19	15.46%
Total Windsor Castle Park	199,435.00	42,125.07	157,309.93	21.12%
<u>Museum</u>				
Salaries	90,555.00	18,232.78	72,322.22	20.13%
FICA	7,245.00	1,549.11	5,695.89	21.38%
VSRS	3,905.00	975.75	2,929.25	24.99%
Operating expenses	24,295.00	1,532.78	22,762.22	6.31%
Gift Shop-to be funded by gift shop proceeds	-	779.35	(779.35)	100.00%
Total Museum	126,000.00	23,069.77	102,930.23	18.31%
<u>Other Parks & Recreation</u>				
Jersey Park Playground	1,000.00	-	1,000.00	0.00%
Pinewood Playground	500.00	-	500.00	0.00%
Clontz Park-pier maintenance	4,600.00	5,482.32	(882.32)	119.18%
Community Wellness Initiative	-	65.00	(65.00)	0.00%
SNAP Program	3,000.00	604.00	2,396.00	20.13%
Waterworks Dam	10,450.00	-	10,450.00	0.00%
Waterworks Lake (park area)	1,000.00	-	1,000.00	0.00%
Haydens Lane Maintenance	1,500.00	-	1,500.00	0.00%
Veterans War Memorial	1,000.00	355.56	644.44	35.56%
Fireworks	2,000.00	-	2,000.00	0.00%
Total Parks & Recreation	25,050.00	6,506.88	18,543.12	25.98%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2014/2015	Actual as of 09/30/14	Remaining Budget	% of budget
COMMUNITY DEVELOPMENT				
Pinewood Heights				
Non-CDBG Contributed Operating Expenses				
Administration				
Management Assistance	22,790.00	7,937.88	14,852.12	34.83%
Monitoring/Closeout	2,790.00	-	2,790.00	0.00%
Permanent Relocation				
Owner Occupied Households	192,800.00	96,353.83	96,446.17	49.98%
Renter Occupied Households	97,911.00	5,280.56	92,630.44	5.39%
Moving Costs	4,191.00	1,800.00	2,391.00	42.95%
Relocation Specialist	245.00	7,052.00	(6,807.00)	2878.37%
Acquisition				
Owner Acquisition	1,000.00	924.00	76.00	92.40%
Renter Acquisition	208,834.00	140,680.50	68,153.50	67.36%
Appraisal/Legal	2,400.00	3,150.00	(750.00)	131.25%
Acquisition Specialist				
	12,352.00	5,392.50	6,959.50	43.66%
Clearance & Demolition				
	23,278.00	160.50	23,117.50	0.69%
Subtotal Non CDBG				
	568,591.00	268,731.77	299,859.23	47.26%
CDBG Contributed Operating Expenses				
Permanent Relocation				
Owner Occupied Households	44,800.00	-	44,800.00	0.00%
Renter Occupied Households		-	-	0.00%
Acquisition				
Owner Occupied	244,640.00	69,000.00	175,640.00	28.20%
Clearance & Demolition				
		-	-	0.00%
Planning Grant-Phase III				
	20,000.00	-	20,000.00	0.00%
Subtotal CDBG				
	309,440.00	69,000.00	240,440.00	22.30%

Town of Smithfield				
General Fund Operating Budget				
	Adopted Budget	Actual as of		
Description	2014/2015	09/30/14	Remaining	% of
			Budget	budget
Total Pinewood Heights Contributions	878,031.00	337,731.77	540,299.23	38.46%
Contributions-Community Development				
APVA Courthouse Contribution	5,000.00	-	5,000.00	0.00%
Chamber of Commerce	-	-	-	0.00%
Christian Outreach	14,000.00	-	14,000.00	0.00%
Genieve Shelter	9,000.00	-	9,000.00	0.00%
TRIAD	1,650.00	-	1,650.00	0.00%
Tourism Bureau	195,159.00	-	195,159.00	0.00%
Western Tidewater Free Clinic	33,000.00	-	33,000.00	0.00%
YMCA Projects	50,000.00	-	50,000.00	0.00%
Total Contributions-Community Development	307,809.00	-	307,809.00	0.00%
PUBLIC WORKS				
Planning, Engineering & Public Works				
Salaries	204,550.00	64,065.89	140,484.11	31.32%
FICA	16,365.00	4,853.12	11,511.88	29.66%
VSRS	18,960.00	4,499.43	14,460.57	23.73%
Health	35,135.00	10,644.21	24,490.79	30.30%
Disability	-	75.76	(75.76)	0.00%
Uniforms	2,500.00	187.01	2,312.99	7.48%
Contractual	9,500.00	1,190.56	8,309.44	12.53%
GIS	3,200.00	-	3,200.00	0.00%
Recycling-1.5% CPI-U	217,210.00	54,476.10	162,733.90	25.08%
Trash Collection-1.5% CPI-U	232,170.00	56,811.34	175,358.66	24.47%
Street Lights	5,000.00	173.94	4,826.06	3.48%
Communications	12,000.00	1,840.71	10,159.29	15.34%
Safety Meetings/Safety Expenses	5,000.00	346.90	4,653.10	6.94%
Insurance	8,110.00	2,026.69	6,083.31	24.99%
Materials & Supplies	5,000.00	704.45	4,295.55	14.09%
Accreditation -Site visit	2,000.00	-	2,000.00	0.00%
Repairs & Maintenance	9,000.00	-	9,000.00	0.00%
Gas & Tires	10,500.00	1,867.28	8,632.72	17.78%
Travel & Training	8,000.00	864.76	7,135.24	10.81%
Litter Control Grant	3,321.00	-	3,321.00	0.00%
Dues & Subscriptions	2,000.00	485.50	1,514.50	24.28%
Other	1,000.00	935.35	64.65	93.54%
Total Public Works	810,521.00	206,049.00	604,472.00	25.42%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2014/2015	Actual as of 09/30/14	Remaining Budget	% of budget
PUBLIC BUILDINGS				
Public Buildings				
Salaries	26,500.00	5,474.11	21,025.89	20.66%
FICA	2,120.00	481.75	1,638.25	22.72%
Contractual	13,000.00	7,828.80	5,171.20	60.22%
Communications	2,000.00	1,425.04	574.96	71.25%
Utilities	54,000.00	7,395.81	46,604.19	13.70%
Insurance	10,725.00	2,681.25	8,043.75	25.00%
Materials & Supplies	3,000.00	1,325.78	1,674.22	44.19%
Materials & Supplies-Town Manager	-	-	-	0.00%
Materials & Supplies-Police Department	-	-	-	0.00%
Materials & Supplies-Town Hall	-	12.69	(12.69)	0.00%
Materials & Supplies-Public Works	-	-	-	0.00%
Materials & Supplies-Public Restrooms	-	124.22	(124.22)	0.00%
Repairs & Maintenance	36,000.00	4,277.97	31,722.03	11.88%
Rent Expense-Office Space	4,800.00	1,200.00	3,600.00	25.00%
Other	1,000.00	1,000.00	-	100.00%
Total Public Buildings	153,145.00	33,227.42	119,917.58	21.70%
OTHER FINANCING USES				
Other Financing Uses				
Transfers to Operating Reserves	-	-	-	0.00%
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	-	-	0.00%
Transfers to Restricted Reserves-S Church Street Project	-	-	-	0.00%
Total Transfers To Reserves	-	-	-	0.00%
DEBT SERVICE				
Debt Service				
Principal Retirement				
Public Building Acquisition	21,574.00	-	21,574.00	0.00%
HVAC	15,905.00	2,601.82	13,303.18	16.36%
Ball Fields	-	-	-	0.00%
Line of Credit	450,000.00	-	450,000.00	0.00%
Interest and fiscal charges				
Public Building Acquisition	32,340.00	-	32,340.00	0.00%
HVAC	1,800.00	355.24	1,444.76	19.74%
Line of Credit	7,000.00	-	7,000.00	0.00%
Ball Fields	-	-	-	0.00%
Total Debt Service	528,619.00	2,957.06	525,661.94	0.56%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2014/2015	Actual as of 09/30/14	Remaining Budget	% of budget
Total General Fund Expenses	6,891,315.00	1,496,940.18	5,394,374.82	21.72%
Less Expenses related to capital projects:				
Legal Fees	-	-	-	
Professional Fees	(1,500.00)	(10,400.00)	8,900.00	
Pinewood Heights Relocation Project Expenses	(878,031.00)	(337,731.77)	(540,299.23)	
Pinewood Heights Line of Credit Expenses	(457,000.00)	-	(457,000.00)	
Total Non-operating Expenses	(1,336,531.00)	(348,131.77)	(988,399.23)	26.05%
Total General Fund Operating Expenses	5,554,784.00	1,148,808.41	4,405,975.59	20.68%
Net Operating Reserve (+/-)	491,842.35	117,334.05	458,062.56	23.86%
Net Reserve (+/-)	444,893.35	155,184.83	373,262.78	34.88%

	Proposed Budget 2014/2015	Actual 9/30/2014	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	444,893.35	155,184.83	289,708.52	34.88%
Capital Outlay				
General Fund				
GENERAL GOVERNMENT				
COMMUNITY DEVELOPMENT				
Pinewood Heights Relocation-CIP				
Non CDBG Capital Acquisition				
Owner Occupied Units	-			
Renter Occupied Units	(24,000.00)	(24,000.00)	-	100.00%
Vacant Lots	(24,000.00)		(24,000.00)	0.00%
Subtotal Non CDBG Capital Acquisition	(48,000.00)	(24,000.00)	(24,000.00)	50.00%
CDBG Capital Acquisition-MY2				
Owner Occupied Units	(48,000.00)	(12,000.00)	(36,000.00)	25.00%
Renter Occupied Units		-	-	0.00%
Vacant Lots		-	-	0.00%
Subtotal CDBG Capital Acquisition	(48,000.00)	(12,000.00)	(36,000.00)	25.00%
Total Pinewood Heights Relocation CIP	(96,000.00)	(36,000.00)	(60,000.00)	37.50%
TOWN COUNCIL				
None	-	-	-	
TREASURER				
AS400 Server	-		-	#DIV/0!
PARKS, RECREATION AND CULTURAL				
Kayak Storage	(6,000.00)	(1,355.83)	(4,644.17)	22.60%
Playground repairs	(8,000.00)	-	(8,000.00)	0.00%
PUBLIC SAFETY				
Police				
Police Vehicles	(135,600.00)	(95,316.00)	(40,284.00)	70.29%
Tough Book MDTs/docking stations	(24,041.35)	-	(24,041.35)	0.00%
In Car Cameras	(16,752.00)	-	(16,752.00)	0.00%
PUBLIC WORKS				
Vehicles and Equipment	(7,500.00)	-	(7,500.00)	0.00%
GIS/Mapping-roll over	-	-	-	#DIV/0!
James/Washington Street Improvements	-	-	-	#DIV/0!
		-		

	Proposed Budget 2014/2015	Actual 9/30/2014	Remain Budget	% of Budget
PUBLIC BUILDINGS				
Phone Systems-PD	(22,000.00)	(22,513.00)	513.00	102.33%
Police Evidence Building Improvements	(150,000.00)		(150,000.00)	0.00%
Replace heat/ac unit at Town Hall	(5,000.00)		(5,000.00)	0.00%
Net Capital Outlay	(470,893.35)	(155,184.83)	(315,708.52)	32.96%
Net Reserves (Deficit) after capital outlay	(26,000.00)	-	(26,000.00)	0.00%

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget	Balance as of	Remaining	% of
	2014/2015	09/30/14	Budget	budget
Revenue				
Operating Revenues				
Sewer Charges	668,000.00	114,232.24	553,767.76	17.10%
Sewer Compliance Fee	492,000.00	70,138.43	421,861.57	14.26%
Miscellaneous Revenue	1,000.00	100.95	899.05	10.10%
Connection fees	23,700.00	12,640.00	11,060.00	53.33%
Total Operating Revenue	1,184,700.00	197,111.62	987,588.38	16.64%
Town of Smithfield				
Sewer Fund Budget				
Description	Adopted Budget	Balance as of	Remaining	% of
	2014/2015	09/30/14	Budget	budget
Expenses				
Operating Expenses				
Salaries	227,410.00	54,391.10	173,018.90	23.92%
FICA	18,195.00	4,000.92	14,194.08	21.99%
VSRS	22,015.00	4,747.98	17,267.02	21.57%
Health	39,650.00	9,762.13	29,887.87	24.62%
Uniforms	2,500.00	243.01	2,256.99	9.72%
Audit & Legal Fees	14,750.00	1,150.25	13,599.75	7.80%
Accreditation	2,000.00	-	2,000.00	0.00%
HRPDC sewer programs	918.00	197.00	721.00	21.46%
Maintenance & Repairs	50,000.00	12,835.45	37,164.55	25.67%
VAC Truck Repairs & Maintenance	7,500.00	-	7,500.00	0.00%
Data Processing	14,000.00	3,181.73	10,818.27	22.73%
Dues & Subscriptions	50.00	14.50	35.50	29.00%
Utilities	46,000.00	5,548.65	40,451.35	12.06%
SCADA Expenses	6,000.00	999.86	5,000.14	16.66%
Telephone	12,000.00	1,655.45	10,344.55	13.80%
Insurance	15,895.00	3,973.63	11,921.37	25.00%
Materials & Supplies	46,000.00	5,197.02	40,802.98	11.30%
Truck Operations	14,000.00	1,591.44	12,408.56	11.37%
Travel & Training	4,000.00	-	4,000.00	0.00%
Contractual	3,780.00	416.22	3,363.78	11.01%
Miscellaneous	600.00	118.11	481.89	19.69%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget 2014/2015	Balance as of 09/30/14	Remaining Budget	% of budget
Bank service charges	325.00	-	325.00	0.00%
Total Sewer Fund Operating Expenses before D&A Exp.	552,588.00	110,024.45	442,563.55	19.91%
Operating Income before D&A Expense	632,112.00	87,087.17	545,024.83	13.78%
Depreciation & Amort. Exp.	600,000.00	150,450.93	449,549.07	25.08%
Operating Income (Loss)	32,112.00	(63,363.76)	95,475.76	-197.32%
Nonoperating Revenues (Expenses)				
Pro-rata Share Fees	-	2,400.00	(2,400.00)	100.00%
Availability Fees	61,800.00	32,960.00	28,840.00	53.33%
Insurance Reimbursements	-	-	-	0.00%
Contributed Capital-Smithfield Foods Rev Ln	22,833.00	-	22,833.00	0.00%
Interest Revenue	4,500.00	1,262.26	3,237.74	28.05%
Interest Expense	(36,965.00)	-	(36,965.00)	0.00%
Total Nonoperating Revenues (Expenses)	52,168.00	36,622.26	15,545.74	70.20%
Net Income (loss)	84,280.00	(26,741.50)	111,021.50	-31.73%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	(2,400.00)	2,400.00	100.00%
Availability Fees	(61,800.00)	(32,960.00)	(28,840.00)	53.33%
Contributed Capital-Smithfield Foods Rev Ln	(22,833.00)	-	(22,833.00)	0.00%
Compliance Fee	(492,000.00)	(70,138.43)	(421,861.57)	14.26%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%
Depreciation & Amort. Exp.	600,000.00	150,450.93	449,549.07	25.08%
Additional debt service costs-principal expense	(78,850.00)	-	(78,850.00)	0.00%
Total adjustments to CAFR	(50,483.00)	44,952.50	(95,435.50)	-89.04%
Working adjusted income	33,797.00	18,211.00	15,586.00	#REF!

	Adopted Budget 2014/2015	Actual 9/30/2014	Remaining Budget	% of Budget
Sewer Fund				
Working adjusted income	33,797.00	18,211.00	15,586.00	53.88%
Sewer SSO Consent Order	(3,000.00)	-	(3,000.00)	0.00%
MOA Compliance Plan	(50,000.00)	-	(50,000.00)	0.00%
MOA Flow Monitoring	(25,000.00)	-	(25,000.00)	0.00%
MOA CIP Development	(35,000.00)	-	(35,000.00)	0.00%
RWWMP Development Coord Assistance	(25,000.00)	-	(25,000.00)	0.00%
Storage Shed	-	-	-	0.00%
Construction Standards Update	(3,321.00)	-	(3,321.00)	0.00%
Work Order System	-	-	-	0.00%
PW Security Gate	-	-	-	0.00%
SCADA Repairs	-	-	-	0.00%
Arc Flash	-	-	-	0.00%
Bypass Pump-Main Street	-	-	-	0.00%
Run-Dry Pump-Crescent	-	-	-	0.00%
Main Street Lift Station Rehab.		(57,932.33)		100.00%
Main Street/Mason-CCTV & CIPP Lining	-	-	-	0.00%
Sewer Capital Repairs	(100,000.00)	-	(100,000.00)	0.00%
Pump Station Upgrades	-	-	-	0.00%
Truck/Equipment	(10,000.00)	-	(10,000.00)	0.00%
Net Capital Outlay	(251,321.00)	(57,932.33)	(251,321.00)	23.05%
Net Reserves (Deficit) after capital outlay	(217,524.00)	(39,721.33)	(235,735.00)	18.26%
Funding from Development Escrow	-	-	-	
Reserves from Sewer Capital Escrow Account	100,000.00	-	100,000.00	0.00%
Funding from Sewer Compliance Fee	138,000.00	-	138,000.00	0.00%
Draw from operating reserves	-	-	-	0.00%
Funding from Bond Escrow (released from refinance)	-	-	-	0.00%
Net Cashflow	20,476.00	(39,721.33)	2,265.00	-193.99%

Town of Smithfield					
Water Fund Budget					
	Adopted Budget	Balance as of		Remaining	% of
Description	2014/2015	09/30/14		Budget	budget
Revenue					
Operating Revenue					
Water Sales	1,397,000.00	253,306.41		1,143,693.59	18.13%
Debt Service Revenue	188,970.00	26,769.32		162,200.68	14.17%
Miscellaneous	500.00	75.00		425.00	15.00%
Connection fees	9,900.00	5,280.00		4,620.00	53.33%
Application Fees	5,500.00	3,342.00		2,158.00	60.76%
Total Operating Revenue	1,601,870.00	288,772.73		1,313,097.27	18.03%
Town of Smithfield					
Water Fund Budget					
	Adopted Budget	Balance as of		Remaining	% of
Description	2014/2015	09/30/14		Budget	budget
Expenses					
Salaries	353,310.00	92,204.42		261,105.58	26.10%
FICA	28,185.00	6,885.98		21,299.02	24.43%
VSRS	28,060.00	6,930.34		21,129.66	24.70%
Health	51,975.00	13,693.52		38,281.48	26.35%
Uniforms	3,255.00	345.88		2,909.12	10.63%
Contractual	15,000.00	6,176.66		8,823.34	41.18%
Legal & Audit	15,000.00	1,150.25		13,849.75	7.67%
Accreditation	2,000.00	-		2,000.00	0.00%
Maintenance & Repairs	21,000.00	14,413.53		6,586.47	68.64%
Water Tank Maintenance	103,650.00	25,823.29		77,826.71	24.91%
Water Tank Inspections	-	-		-	0.00%
Professional Services	-	-		-	0.00%
Regional Water Supply Study	1,839.00	440.75		1,398.25	23.97%
Data Processing	14,000.00	3,181.73		10,818.27	22.73%
Utilities	2,000.00	85.64		1,914.36	4.28%
Communications	13,000.00	1,824.70		11,175.30	14.04%
Insurance	25,200.00	6,299.39		18,900.61	25.00%
Materials & Supplies	75,000.00	15,003.20		59,996.80	20.00%
Gas and Tires	15,500.00	2,554.23		12,945.77	16.48%
Dues & Subscriptions	1,000.00	414.50		585.50	41.45%
Bank service charges	325.00	322.70		2.30	99.29%
Travel and Training	5,500.00	72.67		5,427.33	1.32%
Miscellaneous	9,500.00	8,876.67		623.33	93.44%
RO Annual costs	469,000.00	71,495.18		397,504.82	15.24%
Bad debt expense	7,500.00	-		7,500.00	0.00%

Town of Smithfield					
Water Fund Budget					
Description	Adopted Budget 2014/2015	Balance as of 09/30/14	Remaining Budget	% of budget	
Total Water Fund Operating Expenses before D&A Exp.	1,260,799.00	278,195.23	982,603.77	22.06%	
Operating Income before D&A Expense	341,071.00	10,577.50	330,493.50	3.10%	
Depreciation & Amortization Expense	365,000.00	83,598.50	281,401.50	22.90%	
Operating Income (Loss)	(23,929.00)	(73,021.00)	49,092.00	305.16%	
Nonoperating Revenues (Expenses)					
Pro-Rata Share Fees	-	2,400.00	(2,400.00)	100.00%	
Availability Fees	40,800.00	21,760.00	19,040.00	53.33%	
Interest Revenue	6,800.00	1,955.00	4,845.00	28.75%	
Interest Expense	(111,606.00)	(9,448.74)	(102,157.26)	8.47%	
Total Nonoperating Revenues (Expenses)	(64,006.00)	16,666.26	(80,672.26)	-26.04%	
Net Income (Loss)	(87,935.00)	(56,354.74)	(31,580.26)	64.09%	
WORKING ADJUSTMENTS TO CAFR					
(FOR INTERNAL USE ONLY)					
Restricted revenues:					
Pro-rata Share Fees	-	(2,400.00)	2,400.00	100.00%	
Availability Fees	(40,800.00)	(21,760.00)	(19,040.00)	53.33%	
Bad Debt Expense	7,500.00	-	7,500.00	0.00%	
Debt Service Revenue	(188,970.00)	(26,769.32)	(162,200.68)	14.17%	
Depreciation & Amort. Exp.	365,000.00	83,598.50	281,401.50	22.90%	
Additional debt service costs-principal expense	(337,974.00)	(242,795.89)	(95,178.11)	71.84%	
Total adjustments to CAFR	(195,244.00)	(210,126.71)	14,882.71	107.62%	
Working adjusted income	(283,179.00)	(266,481.45)	(16,697.55)	94.10%	

	Proposed Budget 2014/2015	Actual 9/30/2014	Remain Budget	% of Budget
Water Fund				
Net Operating Reserves (Deficit)	(283,179.00)	(266,481.45)	(16,697.55)	94.10%
Construction Standards Update	(3,321.00)	-	(3,321.00)	0.00%
Vehicle/Equipment	(10,000.00)	-	(10,000.00)	0.00%
System Improvements	(50,000.00)	-	(50,000.00)	0.00%
Water line replacement (Cypress Creek Bridge)	(110,000.00)	-	(110,000.00)	0.00%
Net Capital Outlay	(173,321.00)	-	(173,321.00)	0.00%
Net Reserves (Deficit) after capital outlay	(456,500.00)	(266,481.45)	(190,018.55)	58.37%
Operating Reserves		-	-	#DIV/0!
Water Development Escrow		-	-	#DIV/0!
Water Capital Escrow	160,000.00	-	160,000.00	0.00%
Debt Service fees applied to debt	338,279.00	-	338,279.00	0.00%
Net Cashflow	41,779.00	(266,481.45)	308,260.45	-637.84%

Town of Smithfield Highway Fund				
	Adopted Budget	Balance as of	Remaining	% of
Description	2014/2015	09/30/14	Budget	budget
Revenue				
Interest Income	220.00	36.65	183.35	16.66%
Revenue - Commwlth of VA	1,033,113.00	265,369.65	767,743.35	25.69%
Total Highway Fund Revenue	1,033,333.00	265,406.30	767,926.70	25.68%
Town of Smithfield Highway Fund				
	Adopted Budget	Balance as of	Remaining	% of
Description	2014/2015	09/30/14	Budget	budget
Expenses				
Salaries	254,070.00	47,280.26	200,784.74	19.06%
FICA	20,330.00	3,367.81	16,477.19	16.97%
VSRS	22,565.00	5,265.01	23,824.99	18.10%
Health	49,525.00	11,970.06	33,319.94	26.43%
Uniforms	3,100.00	490.53	2,609.47	15.82%
Engineering	-	-	-	0.00%
Grass	26,000.00	4,016.79	21,983.21	15.45%
Maintenance	455,446.00	40,613.53	553,082.74	6.84%
Asphalt/Paving		-	-	
Ditching		25,917.50	(25,917.50)	
Traffic Control devices		1,634.08	(1,634.08)	
Other (maintenance)		-	-	
Other (lawnmowers, landscaping, etc)		12,345.29	(12,345.29)	
Structures and Bridges		-	-	
Ice and Snow removal		-	-	
Administrative		716.66	(716.66)	
Storm Maintenance		-	-	
Street Lights	106,000.00	16,623.51	89,376.49	15.68%
Insurance	13,690.00	3,421.90	11,558.10	22.84%
VAC Truck Repairs	2,500.00	-	2,500.00	0.00%
Gas and Tires	10,000.00	1,912.72	8,087.28	19.13%
Stormwater Management Program (regional)	1,786.00	526.25	1,259.75	29.47%
Joint Cost Allocation	-	-	-	-
Overhead Allocation	-	-	-	-
Total Highway Fund Expense	965,012.00	135,488.37	964,863.90	12.31%
Net Reserves (+/-)	68,321.00	129,917.93	(196,937.20)	-193.85%

	Adopted Budget 2014/2015	Actual 9/30/2014	Remain Budget	% of Budget
HIGHWAY				
Net Operating Reserves (Deficit)	68,321.00	129,917.93	(61,596.93)	190.16%
Construction Standards Update	(3,321.00)		(3,321.00)	0.00%
New Truck	(10,000.00)	-	(10,000.00)	0.00%
PW Security Gate		-	-	#DIV/0!
Entrance Corridor Beautification	(5,000.00)		(5,000.00)	0.00%
Work order system		-	-	#DIV/0!
Storm Drain Replacement - Nottingham		-	-	#DIV/0!
Drainage Improvements	(50,000.00)		(50,000.00)	0.00%
Pinewood Stormwater Drainage	-		-	#DIV/0!
Lawnmower	-	-	-	#DIV/0!
Net Capital Outlay	(68,321.00)	-	(68,321.00)	0.00%
Net Reserves (Deficit) after capital outlay	0.00	129,917.93	(129,917.93)	
Carryover from FY2014		<u>108,461.20</u>		
Net Adjusted Reserves (deficit)		238,379.13		

Notes: September 2014

GENERAL FUND

Revenues:

Current RE

Real estate bills were mailed in October, so current RE revenue will not be reflected until next month.

Current PP

In August, the Town received its annual personal property tax relief from the state. This state contribution is reflected under current year personal property. The PP bills for 2014 will not be mailed until November. We did not receive the file from IOW County until October 10. It was reconciled and sent to BAI for conversion on October 13. BAI said they will not have the file ready until approximately October 22. At that point the clerks still have to move prepaids/credits to the accounts before they can be sent to the printers.

Franchise tax

Bank franchise tax is normally collected during the last quarter of the fiscal year. This year, however, we have been notified by the VA Dept. of Taxation that we will have to refund Bank of America for overages paid for the last 3 years. This applies to all localities that receive the franchise tax from BOA. Our portion is approximately \$23,000 including interest. Some localities (such as Richmond) will owe several million back. Per the VA Dept. of Taxation they are allowing payment plans for 3 years but in our case we would probably be better off to pay it and be done with it.

Transient Occupancy

Transient occupancy tax payments for July 2014 totaled \$49,546 reflecting the highest quarterly revenue since July 2011. This revenue was accrued for June 2014, however, so this line item will not reflect revenue until the second quarterly payment due in October.

Meals Tax

Meals tax revenues of \$168,348 were collected in July 2014. Like TO, these revenues were accrued in June 2014. Revenue for FY2015 was not reflected until the month of August.

Communications Tax

Communications tax from the state runs 2 months behind. In September we received the state distribution for July 2014.

Sales Tax

Sales tax from IOW County also runs 2 months behind since it is received from the state. The September revenue represents July 2014 which is \$5,919 higher than July 2013.

Consumption Tax/Utility Tax

Collection of utility/consumption taxes represent July and August 2014. This category does not fluctuate significantly from year to year. As of September, utility tax collections are \$112 lower than FY2014 and consumption taxes are \$537 lower.

Business License Tax

Business licenses are due on April 15 so the majority are collected in the spring. Amount collected to date reflects delinquent licenses and new business.

Inspection fees-subdivision

Represents inspection fees of \$9,226.39 from Cypress Creek Development as well as \$1500 from various contractors for lots at Church Square and Cypress Creek.

Review Fees

Review fees through September 2014 are as follows:
Draper Aden \$1,702.00 Riverside Health System Magnolia Manor Expansion
Smithfield Manor Townhomes \$150.00-Phase 10
Robert Livengood-\$925.00-contractors office & shop
Hampton Roads Golf Management-\$150.00-RV storage
Jones & Jones PC-\$150.00-plat review Gwaltney property

Fines & Costs

Represents collections for July and August 2014 which are \$3,175 higher than the same period last year.

Museum Gift Shop Sales/Programs

Since the museum was a new budget department this year and revenues were an unknown, we did not budget for them. We will amend the budget at year end to reflect activity for the current fiscal year.

Sale of Equipment

Includes \$1304 in July consisting of numerous small items from the Smithfield Center and \$1540 in August for the sale of a 2000 Ford Explorer.

Reserves-Pinewood Escrow

As of June 30, 2014, we reflected \$219,808 in restricted reserves for use in the Pinewood Project. Those reserves were combined with current year meals tax revenues and CDBG funds to finance FY2015 expenses and covered all but \$8,951 as of September 30. The remainder was drawn from operating reserves but will be covered as the year goes on and additional revenues are collected.

From operating reserves

As of September 30, the town utilized \$468,614 in general operating escrow funds to fund FY2015 expenses. For the same period last year, we utilized \$374,798 in reserves.

Pinewood Heights CDBG Relocation Grant

Requested \$81,000 in draw down funds for Phase II MY1. We have \$44,800 remaining in CDBG funds that were requested after the administrative close out audit in October.

Insurance Recoveries-

The Town was reimbursed by VML for damages to 3 police vehicle (\$2961) and fire damage to the pier at Clontz Park (\$3500).

Contributions-IOW Historical Society

Contributions collected from donors through IOW Historical Society to be used restrictively for museum operations.

Contributions-Isle of Wight County Museum

Contribution from IOW County representing value of gift shop sales/inventory.

Contributions-Miscellaneous-Museum

Represents jar donations made by museum visitors.

Expenses:

ALL DEPARTMENTS

Insurance

The 1st quarter of VML property/casualty/workers' compensation insurance have been paid.

Subscriptions/Memberships

As in past years, the majority of dues and subscriptions for all departments are paid within the first 3 months of the new fiscal year.

Town Council

Professional services

Paid \$8550 to Kimley Horn for engineering calculations/master plan for Pinewood. This was rolled over from FY2014 but will need to be added to the budget for FY2014. Also, we paid \$1850 to Kimley Horn for analysis of the South Church Street project with regards to Verizon.

Site Plan Review

Site plan review expenses through September are as follows:
Kimley Horn-\$1997.50-Magnolia Manor
Draper Aden-\$190-O'Reilly Auto Parts
Draper Aden-\$380-Cypress Creek Site Plan Review
Draper Aden-\$1120-Crocker Property Analysis

Travel & Training

Includes \$1845 for reservations for the VML conference in October, NRPA Congress Registration for C. Chapman (\$509).

Council Approved Items

Includes \$2150 to Canada Land Surveying for plat for North Church Street (Smithfield Center)

Bank charges

This line item reflects \$295 renewal fee from Farmers Bank for line of credit less \$8 reimbursement for bank fee for Museum Fund

Smithfield CHIPS

Paid \$1800 to VCE-IOW for 4-H camp. This is an annual expense paid through the CHIPS organization.

Update Town Charter & Code

includes 78 supplement pages, 1 images/graphs/tabular matter, & 7 ords. on web-N.O.W. Services

Town Manager

Maintenance Contracts

\$186.39 per month for new copier from RICOH plus final payment to Canon Solutions (\$154.88) for old copier prior to cancellation notice as well as supplies for \$40.87.

Treasurer

Service contracts

Paid BAI for the annual webpayments software support (\$3938), IBM for qtrly server maintenance fee (\$529.62), and Computer Plus (\$522.48) for printer maintenance. Also paid BAI \$4928 for 1/2 of annual software/programming maintenance.

Cigarette Tax Stamps

Order one case of cigarette tax stamps (540,000 stamps at \$4.90 per 1,000). That should be enough to last us through the fiscal year.

Public Safety

Police Department

Insurance-LODA

This is the additional insurance premium as required by the Line of Duty Act. It is paid annually in July.

Travel & Training

Includes \$5,124 to Hampton Roads Criminal Justice Training Academy for 2015. Also includes

Special Events

\$465 for National Night Out Banners and supplies.

Contributions-Public Safety

Commonwealth Attorney's Software Update

Paid in full as budgeted for FY2015.

Parks Recreation & Cultural

Smithfield Center

Travel & Training

Includes \$509 for NRPA Congress Registration, \$171.72 for hotel deposit for conference, and \$245 for IACCA renewal and various small charges.

Advertising

Includes ad in the Hampton Roads Wedding Guide (\$1315) and Wedding Wire (\$3100) as well as Vista Graphics (\$793), Pilot Media (\$625) and Tidewater Publications (\$288). In September includes ads in Jewish News (\$530) and Virginia Bride (\$599). Also includes \$1826.80 to Richwood Graphics for 100 5x7 frames and 500 pens.

Refund event deposits

Through September we have issued deposit refunds for 4 events.

Contributions-Parks, Rec. & Cultural

IOW Arts League

The Town has paid its share of the 2015 local matching grant, and the matching portion received from the state as well.

Windsor Castle

<u>Contracted services</u>	Paid AVES \$927.93 for 3 months of portable restrooms. Also paid Guardian Security \$781.50 for security monitoring services.
<u>Professional Services</u>	Paid \$3000 to Canada Land Surveying for 301 & 302 Jericho Road.
<u>Supplies</u>	Paid \$840 to Major Signs for aluminum numbered signs and \$63.50 for restroom/bik path signs. Also paid \$167.08 to Eck for house light.
Museum	
<u>Operating expenses/gift shop expenses</u>	Operating expenses have been budgeted based on donations. Gift shop expenses will be funded from gift shop revenues (which at this time is unbudgeted).
Other Parks & Recreation	
<u>Clontz Park-pier maintenance</u>	Includes \$4500 to Hodges & Hodges for repairs to the pier after fire damage. An offset of \$3500 that is shown under Insurance Recoveries in the revenue section. Also paid \$630.88 to Eck Supply for 100-W bulb and lamp for pier.
Community Development	
<u>Pinewood Heights</u>	We closed on 47 Carver in July and 39 & 40 Carver in August leaving only 48 Carver left to complete Phase II MY1. We closed on 48 Carver on 10/6/14. There are still some relocation costs remaining but all CDBG funding has been used and audited.
Public Works	
<u>Other</u>	Includes \$850 to Southern Shores for cutting overgrown lots in town. Those have been billed to property owners.
Public Buildings	
<u>Contractual</u>	This includes \$2630 to Windsor Fire Extinguisher and \$2240 to Fonality for maintenance on existing phone system. In August we also incurred an additional \$1160 for maintenance costs for PD phone system. Maintenance was not budgeted for the new phone system this year, so a budget amendment will have to be made.
<u>Communications</u>	Paid \$1020.80 to GFI for spam filter for email server. This was not included in the communications budget for public buildings.

Materials & Supplies

Includes \$1017 in janitorial supplies for Town Hall and Public Restrooms. Running above budget, but with the increase in events, the public restroom supplies have surpassed projected budget estimates.

Other

Paid downpayment of \$1000 to Sinnen-Green & Associates for appraisal of old rescue squad building.

Capital:

Community Development

Pinewood Heights-Owner Acquisition

Land portion of the capital acquisitions of the property at 39, 40, and 47 Carver.

Public Safety

Police Vehicles

4 budgeted police vehicles have been received. There are additional equipment expenses related to the vehicles that have not yet been invoiced.

Public Buildings

Phone System PD

Phone system has been installed and payment has been made in full.

SEWER

Revenues

Sewer Charges/Sewer Compliance

Sewer revenues including the sewer compliance fee billed for July were accrued on the June 2014 financial statements. Half of the August billing was also accrued leaving the other half reflected on the August financial statements. September statements represents 1/2 of the August billing and all of September.

Connection Fees

Connection fees are collected sporadically throughout the fiscal year. To date the Town has collected on 8 connections at \$1580.

Expenses

Insurance

Represents payment of the 1st quarter to VML for property/casualty and workers' comp insurance.

Nonoperating Revenues (Expenses)

Pro-rata share fees

Collected on pro-rata share fees for lots on Richmond Ave from HHJV LLC.

Availability fees

Like connection fees, we have received 8 at \$4120 each.

Sewer Capital

Main Street Pump Station

Paid \$57,932.33 to Xylem Dewatering for Godwin Dri-Prime Pump

WATER

Revenues

Water Charges

Like sewer, water revenues including the debt service fee billed for July were accrued on the June 2014 financial statements. Again, half of the August billing was accrued for June 2014 and the other half is reflected as FY2015 revenues on this August statement. September statements reflect billings for 1/2 of August and all of September.

Connection Fees

As with sewer, the Town has collected on 8 accounts at \$660.

Expenses

Contractual

Includes \$5055 paid to HD Supply for software and hardware maintenance on the handhelds for meter reading.

Maintenance & Repairs

Includes \$9700 to Lewis Construction for meter vault abandonment at Waterford Oaks. Also includes \$3850 to Lewis Construction for brush cutting for utility easements (1/2 charged to water, 1/2 to sewer).

Insurance

Represents payment of the 1st quarter to VML for property/casualty and workers' comp insurance.

Dues & Subscriptions

As with general fund, the majority of dues are paid in the first 3 months of the new fiscal year.

Bank service charges

Now that we are accepting credit cards for water deposit payments, we will be incurring higher charges for this service especially in light of the number of bounced checks we have collected to date.

Miscellaneous

Includes a lump sum payment to VDH-Waterworks Technical Assistance Fund (\$8,758.55). This is billed annually and is based on the number of water customers in the town's system. The rate for this billing is \$2.95 per connection.

Nonoperating Revenues (Expenses)

Pro-rata share fees

Collected on pro-rata share fees for lots on Richmond Ave from HHJV LLC.

Availability Fees

Like connection fees, we have received 8 at \$2720.

Additional Working Adjustments to CAFR

Additional debt service costs-principal expense

Made up of 2 debt service principal payments for the VML-VACO Loans 1 and 2. One of the loans only has 1 principal payment for the year.

HIGHWAY

Revenues

Revenue-Commonwealth of Virginia

We received the 1st qtrly payment from the state at the end of September. It is \$7091.40 higher than quarterly grant allocation for FY2014 which translates to \$28,365.60 in additional revenue to be used for highway maintenance.

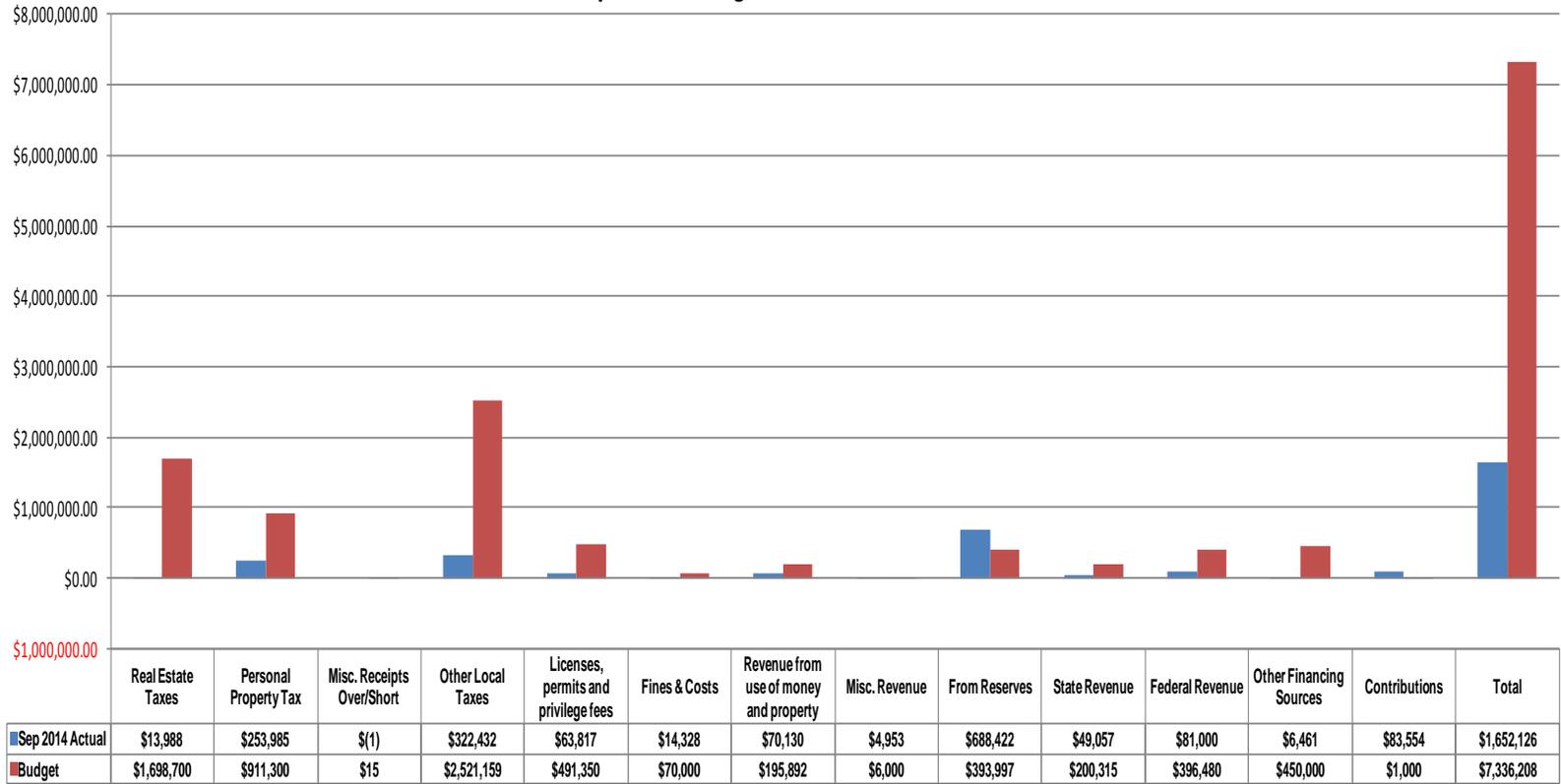
Expenses

Insurance

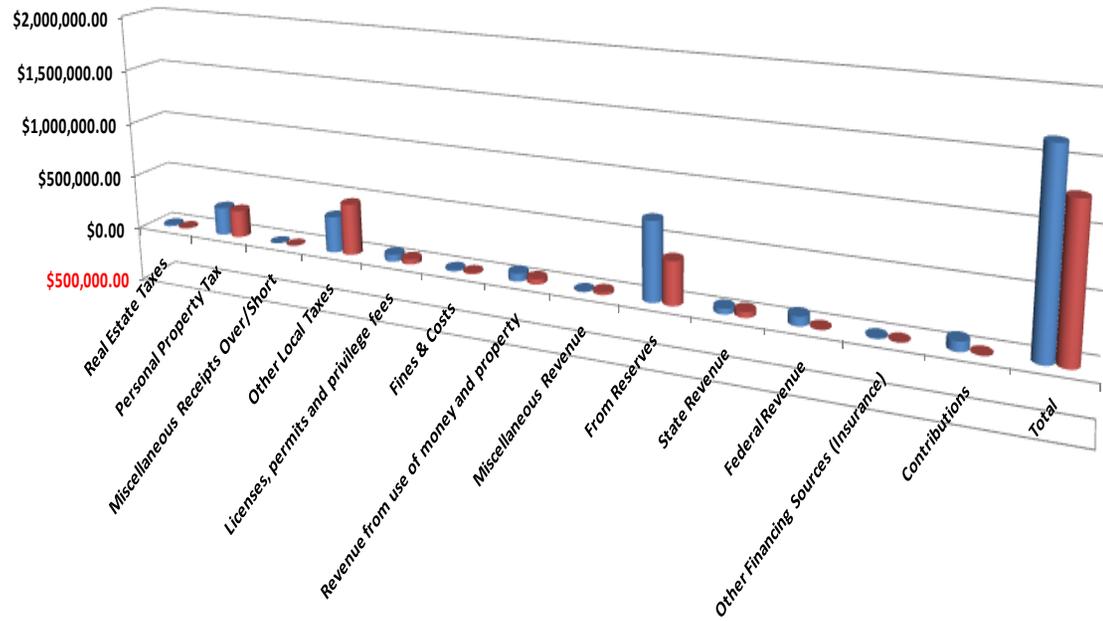
Represents 1st quarterly payment to VML for the year.

SEP 2014 FINANCIAL GRAPHS

Sep 2014 YTD General Fund Revenues Compared to Budget

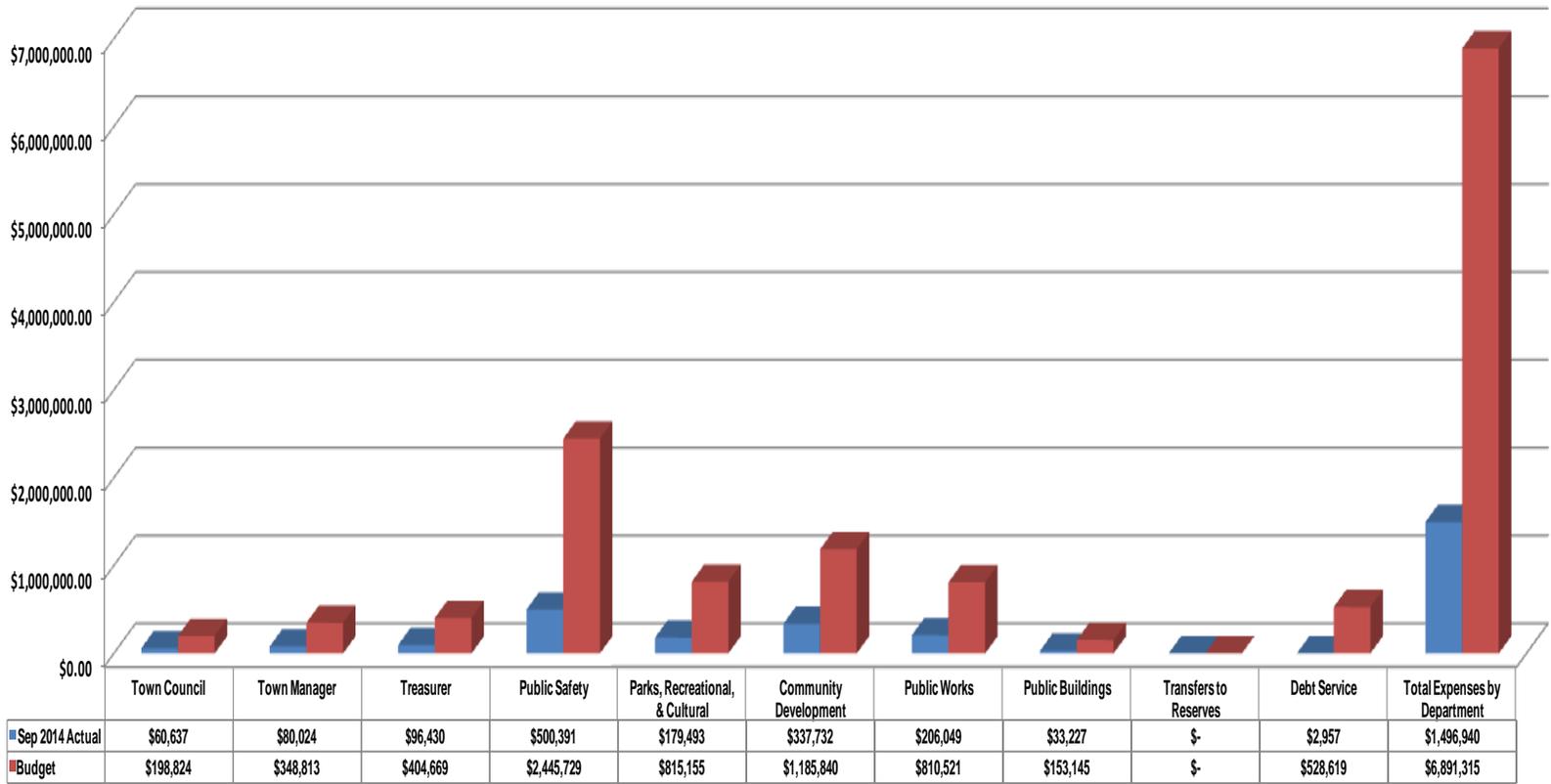


Sep 2014 YTD General Fund Revenue Compared to Sep 2013

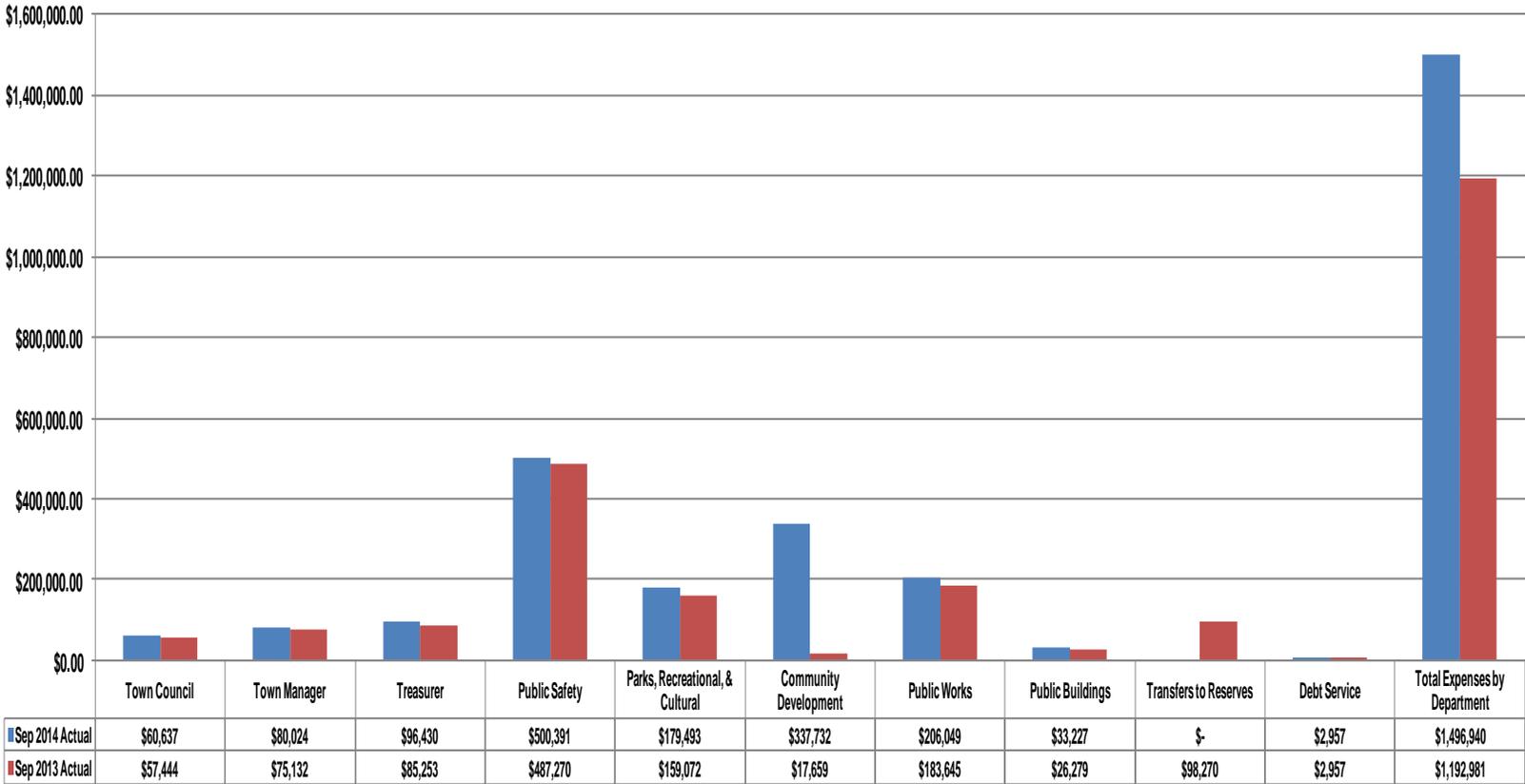


	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ Sep 2014 Actual	\$13,988	\$253,985	\$(1)	\$322,432	\$63,817	\$14,328	\$70,130	\$4,953	\$688,422	\$49,057	\$81,000	\$6,461	\$83,554	\$1,652,126
■ Sep 2013 Actual	\$8,876	\$246,782	\$5	\$459,482	\$45,469	\$11,153	\$46,836	\$22,552	\$378,452	\$49,100	\$3,081	\$-	\$-	\$1,271,788

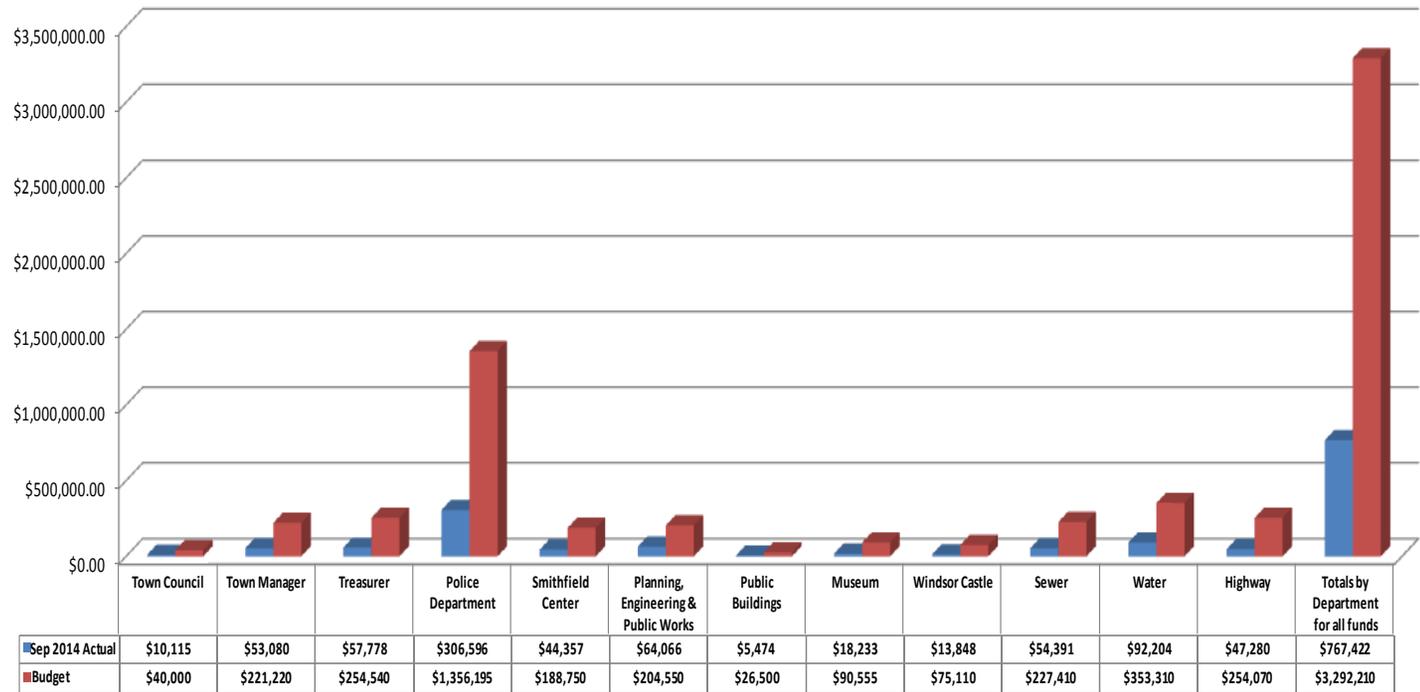
SEP 2014 YTD General Fund Operating Expenses Compared to Budget



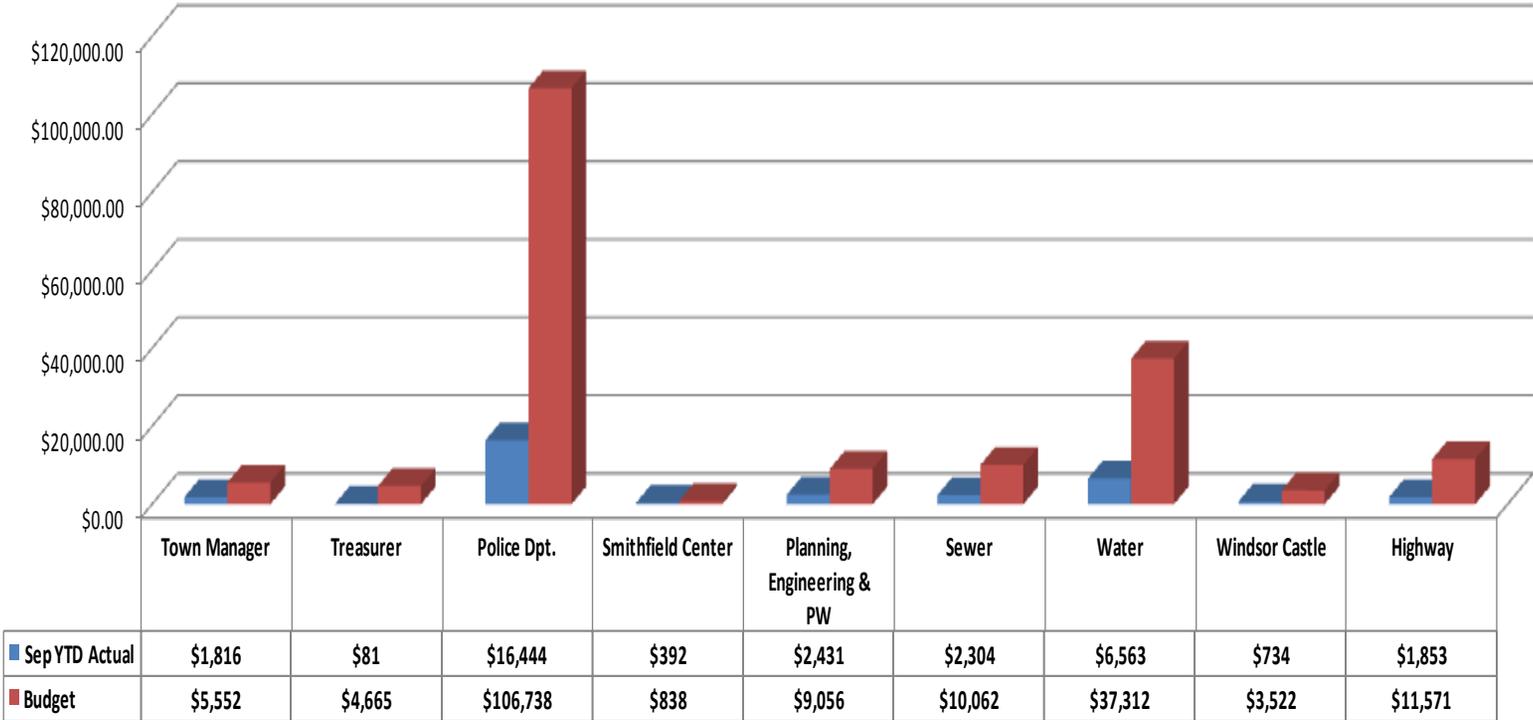
Sep 2014 YTD General Fund Operating Expenses Compared to Sep 2013



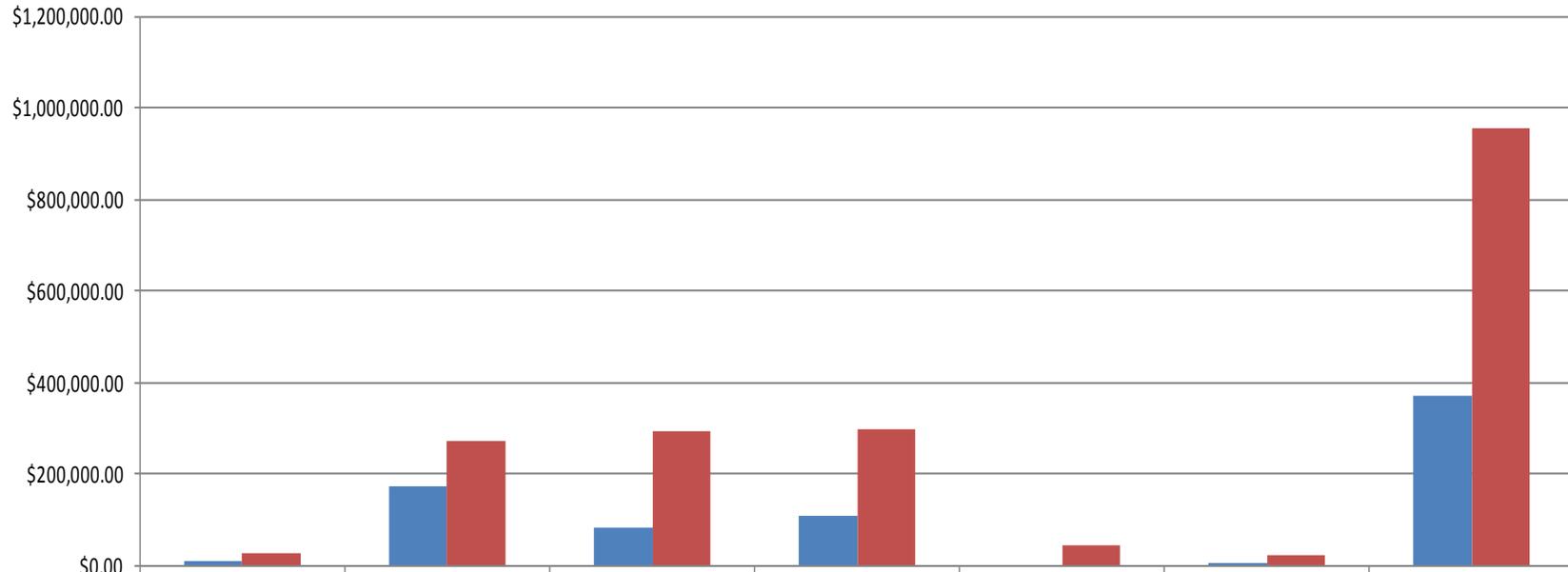
Sep 2014 YTD Salaries to Budget by Department



Sep YTD Overtime Compared to Budget

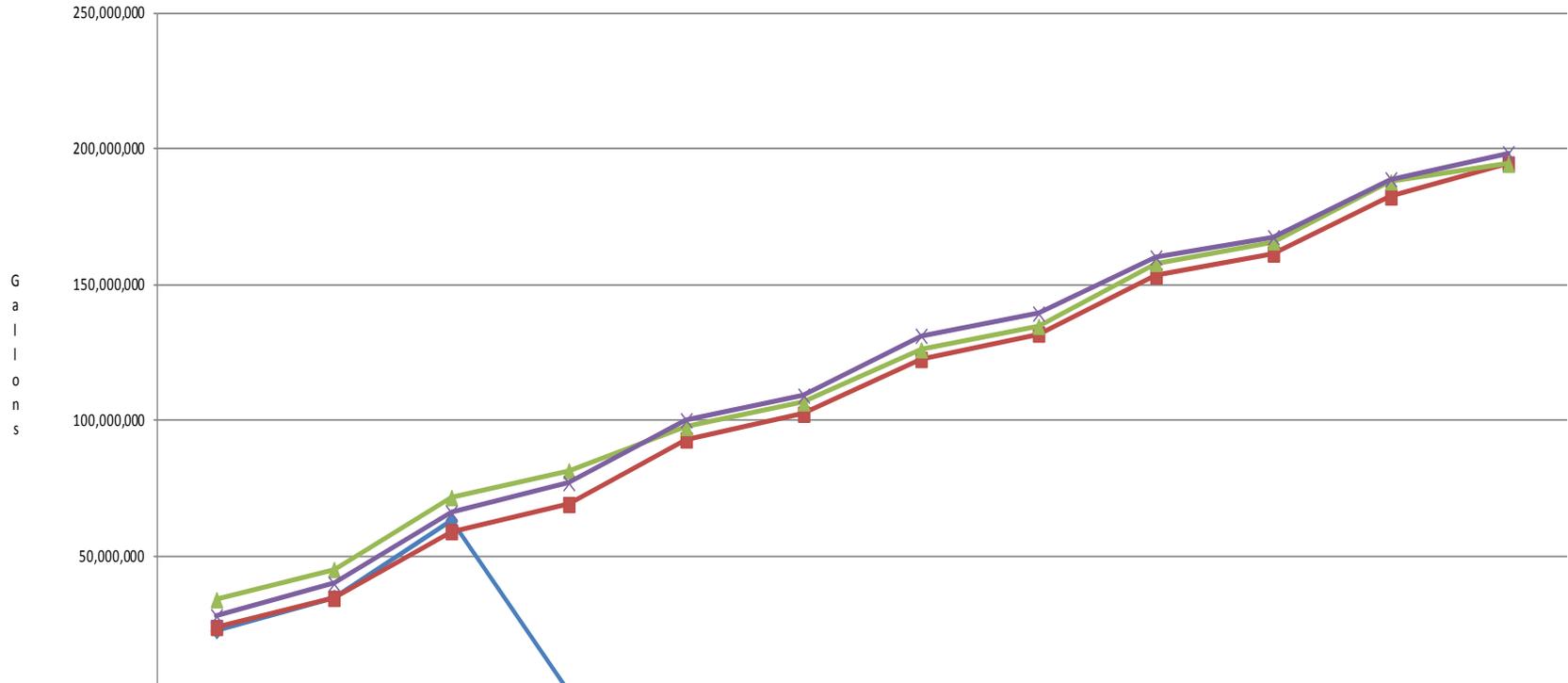


Sep YTD Pinewood Heights Expenses MY 1 Phase II



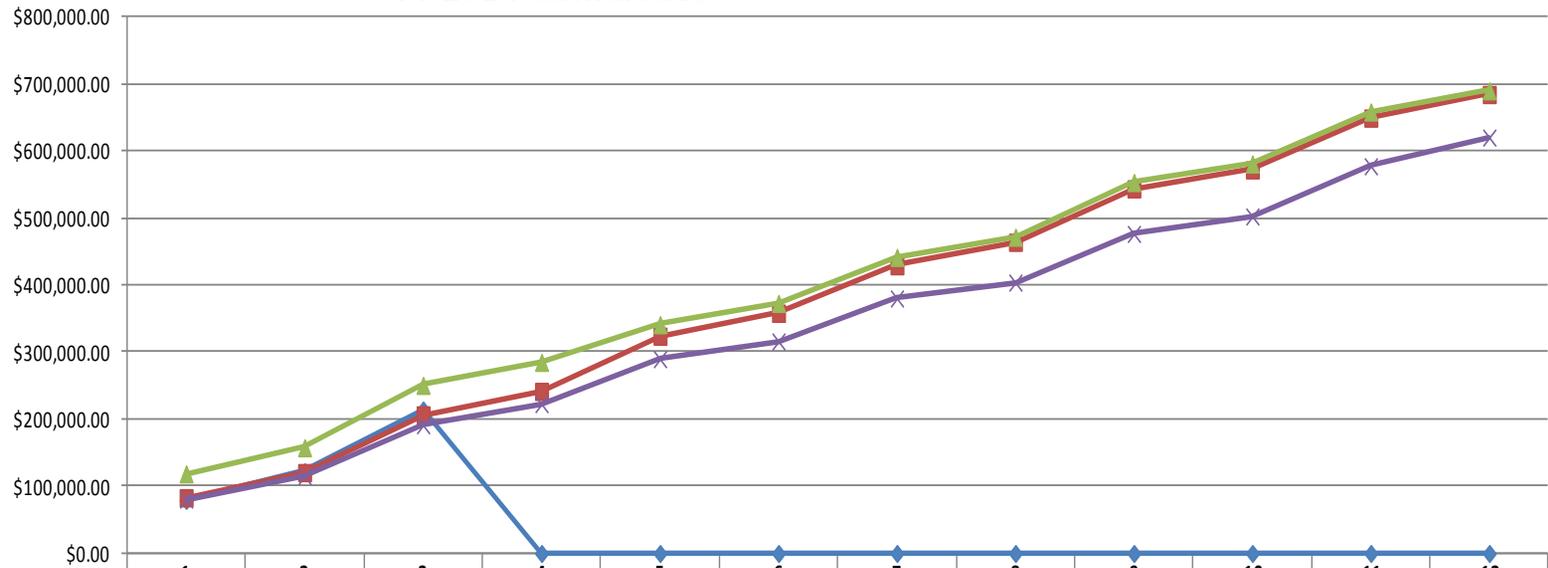
	Administration	Acquisition-Non CDBG	Acquisition-CDBG	Permanent Relocation-Non CDBG	Permanent Relocation-CDBG	Clearance & Demolition	Total YTD MY1 Phase II
■ Sep YTD Actual	\$7,938	\$174,148	\$81,000	\$107,840	\$-	\$161	\$371,087
■ Budget	\$25,580	\$272,586	\$292,640	\$295,147	\$44,800	\$23,278	\$954,031

Sep 2014 YTD Sewer Consumption Compared to FY 2012 through FY 2014-Cumulative



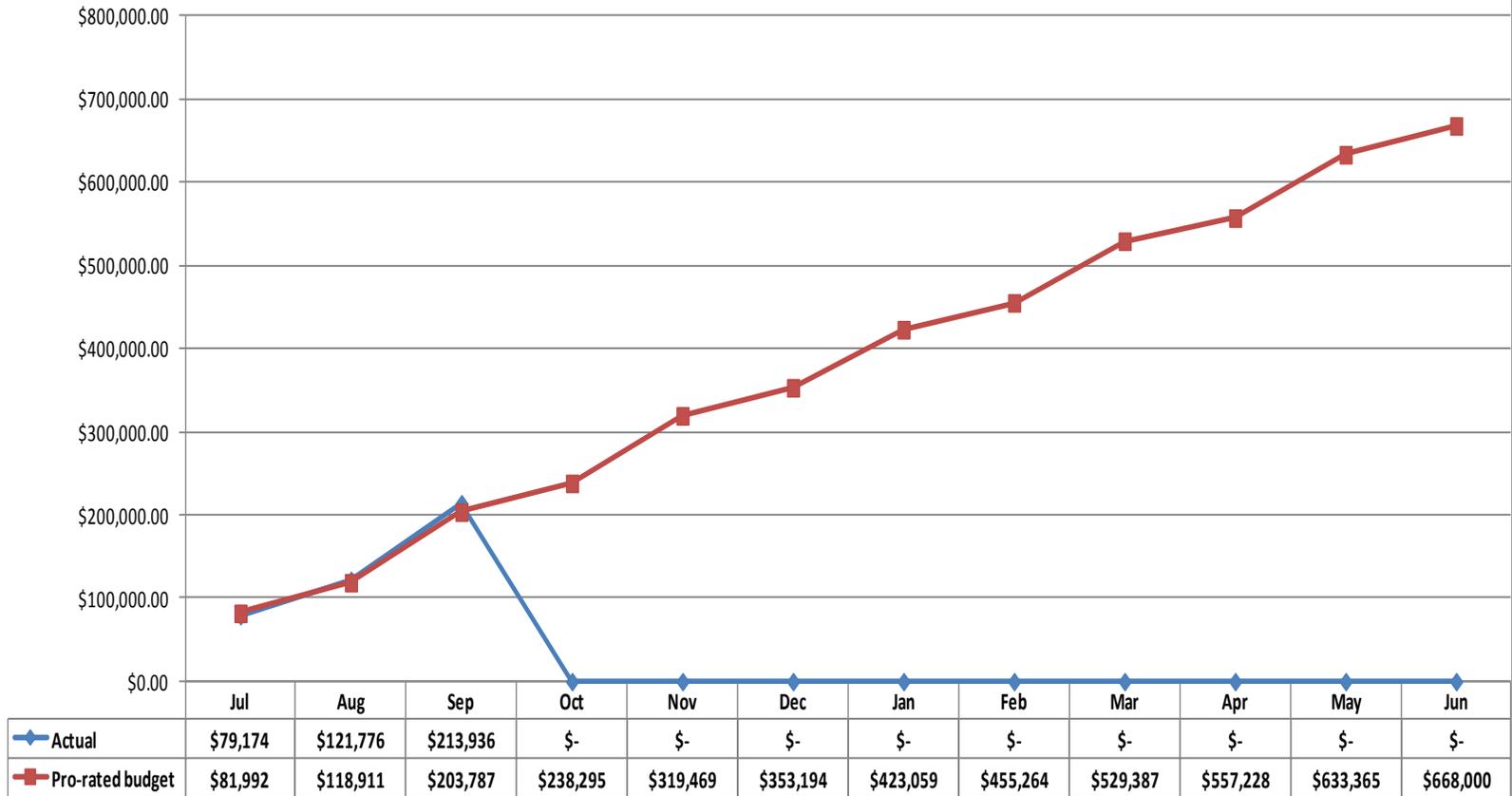
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2015	22,583,960	34,790,190	62,979,178	0	0	0	0	0	0	0	0	0
Actual 2014	23,711,729	34,435,081	58,989,250	69,008,854	92,808,851	102,276,394	122,469,679	131,815,959	153,248,704	161,332,737	182,357,819	194,500,902
Actual 2013	33,911,769	45,062,012	71,593,279	81,409,491	97,395,860	106,483,452	126,026,878	134,663,193	157,879,018	165,808,355	187,913,876	194,386,925
Actual 2012	27,823,246	39,800,726	66,015,985	76,887,610	100,046,367	109,153,641	131,185,269	139,374,388	160,052,488	167,499,468	188,827,259	198,463,933

Sep 2014 YTD Sewer Charges Compared to FY 2012 through FY 2014-Cumulative

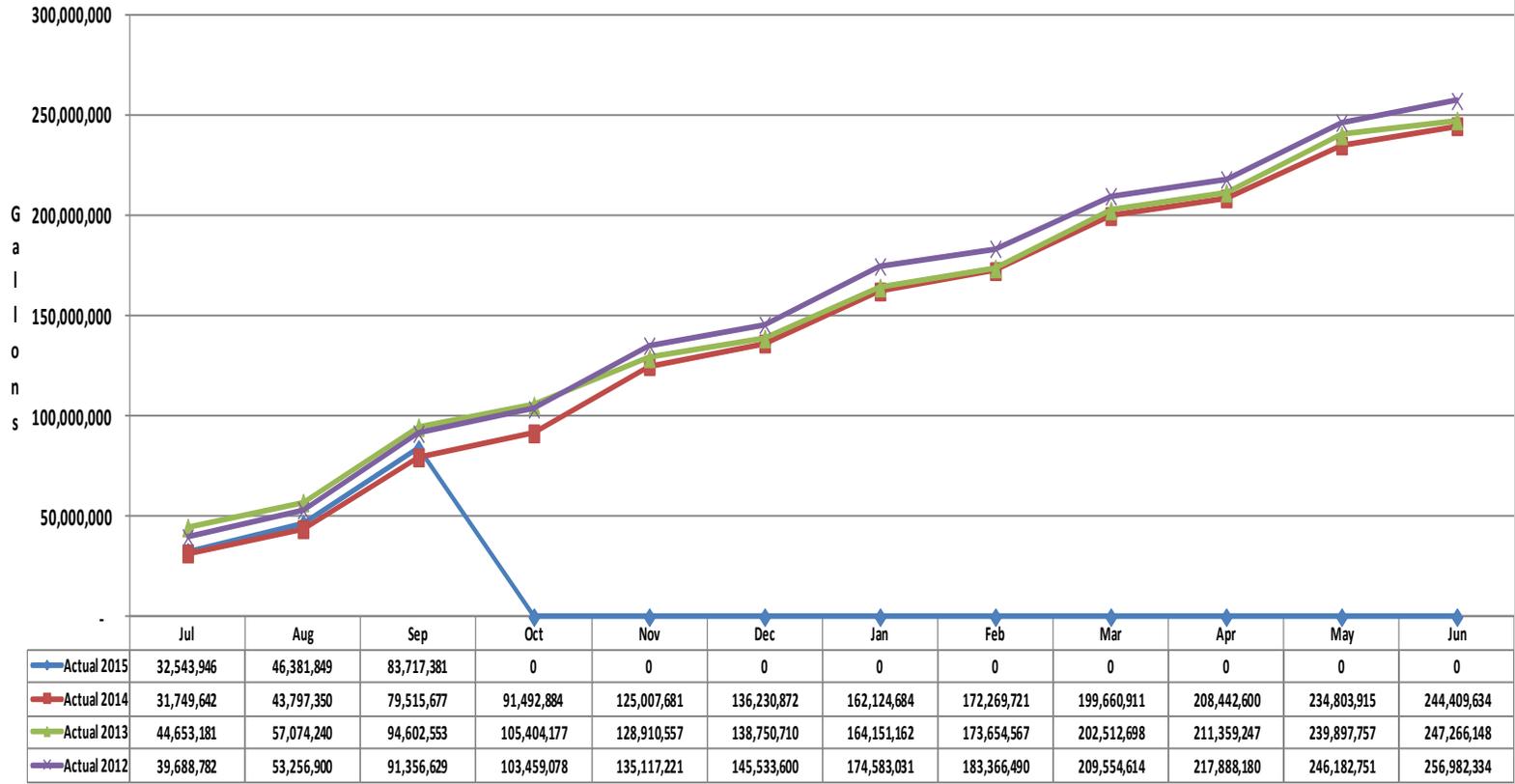


	1	2	3	4	5	6	7	8	9	10	11	12
◆ Actual 2015	79,173	121,776	213,936	0	0	0	0	0	0	0	0	0
■ Actual 2014	\$83,143	\$120,581	\$206,649	\$241,641	\$323,955	\$358,154	\$428,999	\$463,914	\$543,652	\$571,884	\$649,089	\$684,211
▲ Actual 2013	\$118,797	\$157,727	\$250,727	\$285,025	\$341,149	\$372,882	\$441,445	\$471,585	\$553,055	\$580,733	\$658,298	\$689,925
× Actual 2012	\$80,521	\$115,171	\$191,175	\$222,639	\$289,759	\$316,129	\$380,159	\$403,869	\$476,417	\$502,434	\$577,243	\$620,009

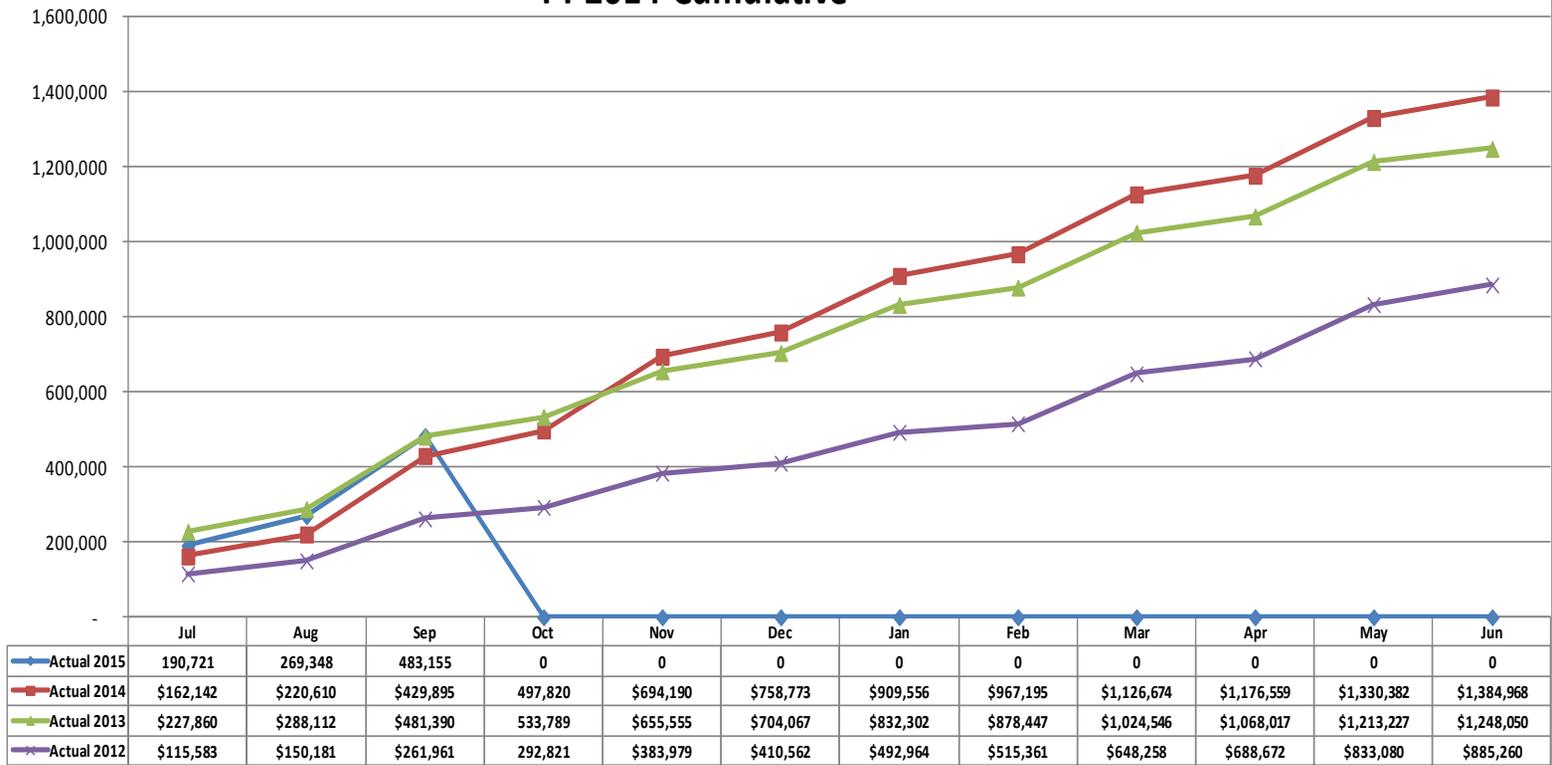
Sep 2014 Sewer Charges Compared to Pro-Rated Budget-Cumulative



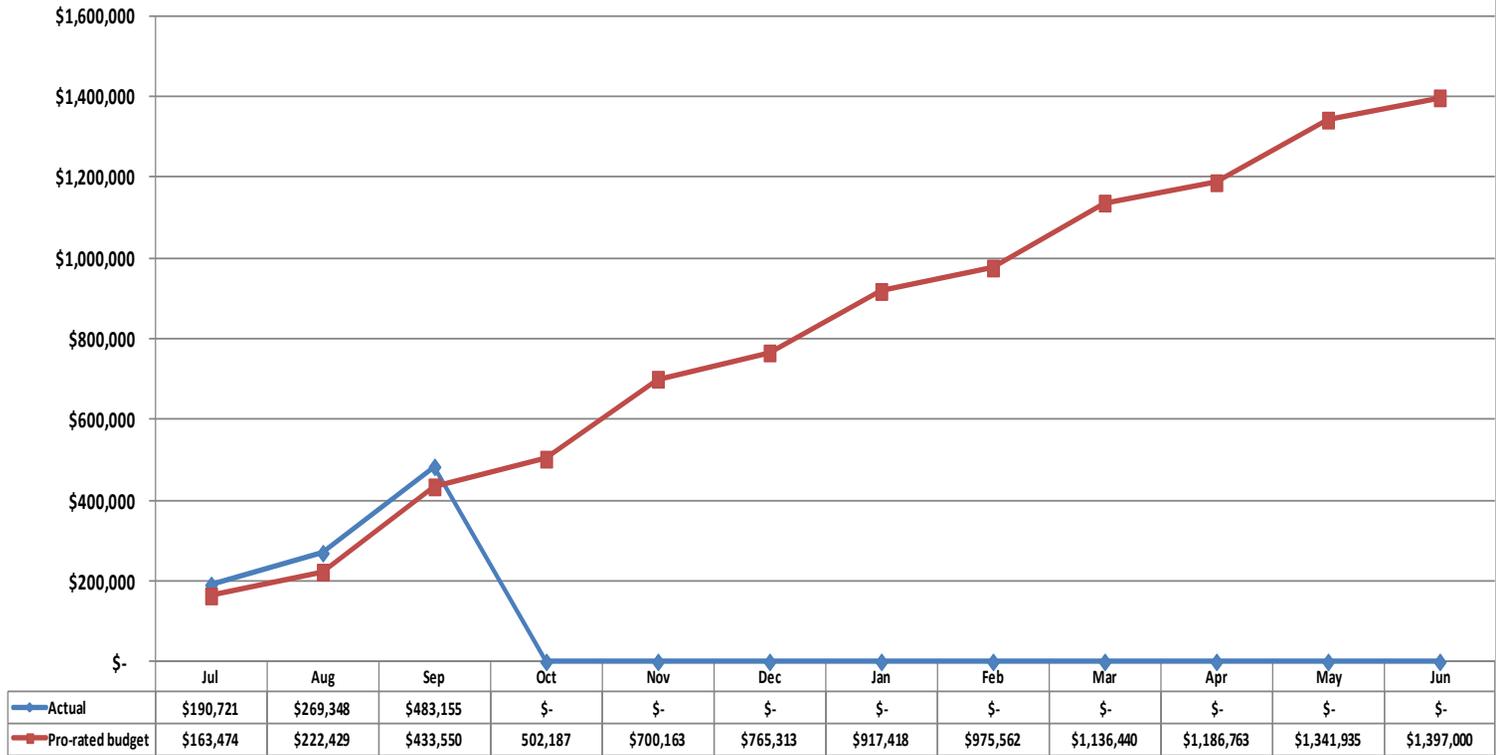
Sep 2014 YTD Water Consumption Compared to FY 2012 through FY 2014-Cumulative



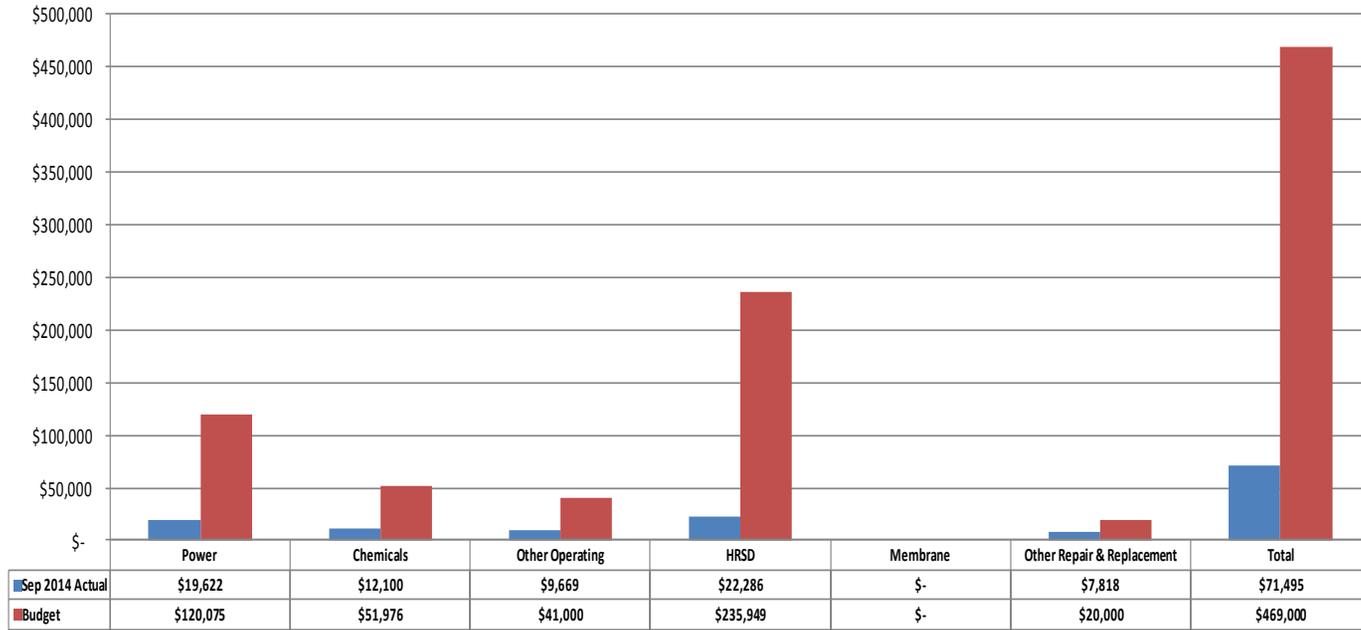
Sep 2014 YTD Water Charges Compared to FY 2012 through FY 2014-Cumulative

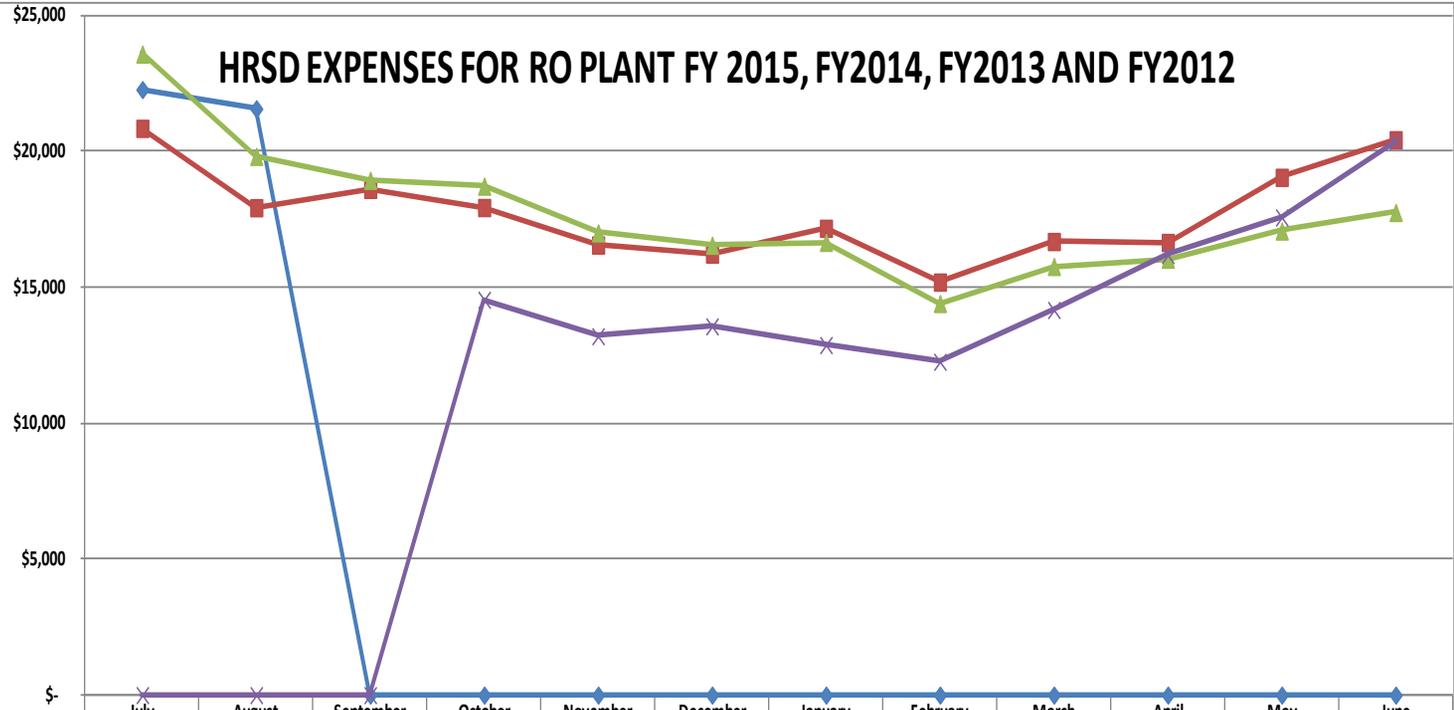


Sep 2014 YTD Water Charges Compared to Pro-Rated Budget-Cumulative



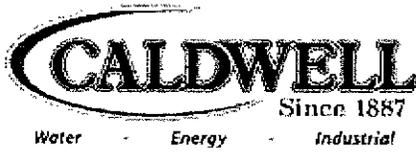
Sep 2014 YTD RO Expenses by Category





	July	August	September	October	November	December	January	February	March	April	May	June
2015 Actual	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
2014 Actual	\$20,859	\$17,938	\$18,614	\$17,945	\$16,566	\$16,230	\$17,181	\$15,200	\$16,695	\$16,659	\$19,056	\$20,439
2013 Actual	\$23,596	\$19,829	\$18,947	\$18,732	\$17,014	\$16,558	\$16,665	\$14,415	\$15,778	\$16,045	\$17,082	\$17,764
2012 Actual	\$-	\$-	\$-	\$14,550	\$13,207	\$13,571	\$12,883	\$12,268	\$14,173	\$16,196	\$17,580	\$20,399

CASH BALANCES AS OF SEPTEMBER 2014					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Month	Prior Year	ADJUSTED BALANCES
			Interco. Balances	Interco./Interdep Balances	
Water	Farmers Bank	1,776,120.13	(509,158.03)	(1,010,365.00)	256,597.10
Water-Debt Service	Farmers Bank	959,537.06	39,722.18	-	999,259.24
Water Capital Escrow (availability fees)	TowneBank	319,104.61	21,760.00	-	340,864.61
Water Treatment Plant Escrow	TowneBank	111,568.30			111,568.30
Water Deposit Account	TowneBank	75,317.15			75,317.15
Water Development Escrow	TowneBank	85,055.68	2,400.00		87,455.68
Subtotal Water		3,326,702.93	(445,275.85)	(1,010,365.00)	1,871,062.08
Sewer	Farmers Bank	103,448.54	98,729.29	(257,038.57)	(54,860.74)
Sewer Development Escrow	TowneBank	338,359.46	2,400.00	-	340,759.46
Sewer Capital Escrow (availability fees)	TowneBank	826,777.69	32,960.00	37,080.00	896,817.69
Sewer Compliance	Farmers Bank	581,583.61	102,889.11	80,062.43	764,535.15
Subtotal Sewer		1,850,169.30	236,978.40	(139,896.14)	1,947,251.56
Highway	Farmers Bank	2,979.13	18,063.25	223,070.28	244,112.66
General Fund	Farmers Bank	1,657,257.11	226,276.21	940,677.66	2,824,210.98
Payroll	Farmers Bank	74,939.89			74,939.89
Money Market-General Fund	TowneBank	2,184.24			2,184.24
Business Super Now-General Fund	Farmers Bank	33,085.10			33,085.10
Money Market-General Fund	Farmers Bank	289,324.87			289,324.87
General Fund Capital Escrow Account	TowneBank	214,464.43			214,464.43
Certificate of Deposit	Farmers Bank	525,971.81			525,971.81
Certificate of Deposit-Police Dept	Farmers Bank	36,679.67			36,679.67
Special Project Account (Pinewood)	Farmers Bank	19,953.91		-	19,953.91
Pinewood Heights Escrow	Farmers Bank	13,028.47		-	13,028.47
SNAP Account	Farmers Bank	2,757.75			2,757.75
Museum Account	Farmers Bank	90,547.42			90,547.42
S. Church Street Account	TowneBank	36,042.01	(36,042.01)	-	-
Subtotal General Fund		2,996,236.68	190,234.20	940,677.66	4,127,148.54
Beautification Fund	Farmers Bank	7,842.50			7,842.50
Money Market-Beautification	Farmers Bank	61,316.12		(13,486.80)	47,829.32
Subtotal Beautification		69,158.62	0.00	(13,486.80)	55,671.82
TOTAL ALL FUNDS		8,245,246.66	(0.00)	(0.00)	8,245,246.66



Invoice Date 10/1/2014
Invoice Number 101395
Service Order Number 0001423

INVOICE - SERVICE

WO7649
S O LD TOWN OF SMITHFIELD
PO BOX 246

T O SMITHFIELD VA 23431

J O B S I T E
TOWN OF SMITHFIELD

NET DUE \$6,725.79

SLS # TERMS PURCHASE ORDER
100 NET 30

DESCRIPTION

QUARTERLY INVOICE
70,000 GALLON DE 100'HWL
CARY STREET ELEVATED TANK

VENDOR # 555
ACCOUNT # _____
DEPT HEAD _____
TOWN MANAGER Full

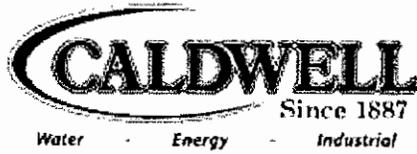
total \$ 25,823.29

TOTAL PAYMENT NET DUE
\$6,725.79 \$6,725.79

CUSTOMER COPY

THANK YOU FOR YOUR BUSINESS!

4000 TOWER ROAD, LOUISVILLE KY 40219 / P O BOX 35770, LOUISVILLE KY 40232 / (502) 964-3361 / (502) 966-8732 FAX



Invoice Date 10/1/2014
Invoice Number 101398
Service Order Number 0001426

INVOICE - SERVICE

S WO7652
O TOWN OF SMITHFIELD
LD PO BOX 246

T SMITHFIELD VA 23431
O

J
O TOWN OF SMITHFIELD
B
S
I
T
E

NET DUE \$2,818.00

SLS # TERMS PURCHASE ORDER
100 NET 30

DESCRIPTION

QUARTERLY INVOICE
BATTERY PARK ROAD TANK
500,000 GALLON 151'HWL PED

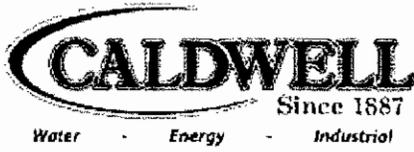
VENDOR # 555
ACCOUNT # _____
DEPT HEAD _____
TOWN MANAGER PLS

TOTAL PAYMENT NET DUE
\$2,818.00 \$2,818.00

CUSTOMER COPY

THANK YOU FOR YOUR BUSINESS!

4000 TOWER ROAD, LOUISVILLE KY 40219 / P O BOX 35770, LOUISVILLE KY 40232 / (502) 964-3361 / (502) 966-8732 FAX



Invoice Date 10/1/2014
Invoice Number 101396
Service Order Number 0001424

INVOICE - SERVICE

S WO7650
O TOWN OF SMITHFIELD
LD PO BOX 246
T SMITHFIELD VA 23431
O
J TOWN OF SMITHFIELD
O
B
S
I
T
E

NET DUE \$8,373.78

SLS # TERMS PURCHASE ORDER
100 NET 30

DESCRIPTION

QUARTELY INVOICE
WILSON ROAD TANK
150,000 GASLLON 130' HWL

VENDOR # 555
ACCOUNT # _____
DEPT HEAD _____
TOWN MANAGER PMU

TOTAL PAYMENT NET DUE
\$8,373.78 \$8,373.78

CUSTOMER COPY

THANK YOU FOR YOUR BUSINESS!

4000 TOWER ROAD, LOUISVILLE KY 40219 / P O BOX 35770, LOUISVILLE KY 40232 / (502) 964-3361 / (502) 966-8732 FAX



Invoice Date 10/1/2014
Invoice Number 101397
Service Order Number 0001425

INVOICE - SERVICE

S O LD T O WO7651 TOWN OF SMITHFIELD PO BOX 246 SMITHFIELD VA 23431 J O B S I T E TOWN OF SMITHFIELD

NET DUE \$7,905.72

SLS # 100 TERMS NET 30 PURCHASE ORDER

DESCRIPTION

QUARTERLY INVOICE
CHURCH STREET TANK
400,000 GALLON 123'HWL PED

VENDOR # 555
ACCOUNT #
DEPT HEAD
TOWN MANAGER PMS

TOTAL \$7,905.72 PAYMENT NET DUE \$7,905.72

CUSTOMER COPY

THANK YOU FOR YOUR BUSINESS!

4000 TOWER ROAD, LOUISVILLE KY 40219 / P O BOX 35770, LOUISVILLE KY 40232 / (502) 964-3361 / (502) 966-8732 FAX

Municipality: Peter Stephenson
Town of Smithfield
P.O. Box 246
Smithfield, VA 23431

Invoice #:	9536
Invoice Date:	10/1/2014
Due Date:	11/1/2014

Project ID	Interest Rate		Outstanding Balance	Principal Due	Interest Due		Payment Due
	Loan Rate	Admin Rate			Loan Interest	Admin Fee Interest	
C-515141-01	5.000%	0.000%	34,673.84	11,273.75	866.82		12,140.57
Subtotals:			34,673.84	11,273.75	866.82		12,140.57
Grand Total Amount Due:							\$12,140.57

Note: If payment in full is not received within 10 days of the due date, an additional late payment penalty will be assessed in an amount equal to 5% of the payment due.

PLEASE NOTE OUR NEW PAYMENT INFORMATION BELOW

Payment should be made payable to Virginia Resources Authority on or before the due date as follows:

WIRE/ACH INSTRUCTIONS:

Bank: Wells Fargo
ABA # 121000248
Acct: 4942977794
Ref: VRA Water Facilities Account

MAILING INSTRUCTIONS:

Virginia Resources Authority
PO Box 7623
Merrifield, VA 22116-7623

VENDOR # 423
ACCOUNT # _____
DEPT HEAD [Signature]
TOWN MANAGER [Signature]

Please call Jon McCubbin at (804) 616-3451 should you have any questions about your payment.

375K Home Value Estimate

	IOW County		Smithfield		<u>Rates per 1,000 gallons</u>	<u>County</u>	<u>Town</u>
Water Rate Base	\$	25.50	\$	-	Water	\$ 8.25	\$ 5.68
Debt Service Fee	\$	-	\$	8.95	Sewer up to 6000 gallons	\$ 6.00	\$ 3.50
Sewer Compliance Fee	\$	-	\$	24.14	Sewer 6000-15000 gallons	\$ 4.75	
Trash-bimonthly	\$	28.58	\$	-			
Water 15k gal usage	\$	123.75	\$	85.20			
Sewer 15k gal usage	\$	78.75	\$	52.50			
Subtotal-bimonthly value	\$	256.58	\$	170.79			
 Subtotal annualized	\$	1,539.48	\$	1,024.74			
 Addl RE Tax	\$	-	\$	600.00			
Addl PP Tax	\$	-	\$	500.00	<2 vehicles @25K each		
Town Tax Relief (38%)	\$	-	\$	(190.00)			
 Subtotal Taxes		-		910.00			
 Total	\$	1,539.48	\$	1,934.74			
 Difference +/- to resident				\$ 395.26			

Note: IOW County will begin curbside recycling for an additional monthly charge yet to be determined. Town provides this service at no cost.

Parks and Recreation Committee Report

October 2014

Event Listing (since last committee meetings)

OTP	Day	Date	Event Type	Location
	Mon	Sep 22	Committee Meetings	Smithfield Center
	Tue	Sep 23	Meeting	Smithfield Center
			Committee Meetings	Smithfield Center
	Fri	Sep 26	Wedding Reception	Smithfield Center
OTP	Sat	Sep 27	BBB –Bacon Fest	Windsor Castle Park
			Wedding and Reception	Smithfield Center
	Sun	Sep 28	Wedding and Reception	Smithfield Center
	Tue	Sep 30	WCFB Meeting	Smithfield Center
	Wed	Oct 1	Meeting	Smithfield Center
	Thu	Oct 2	Senior Health Fair	Smithfield Center
	Fri	Oct 3	Wedding and Reception	Smithfield Center
OTP	Sat	Oct 4	Aiken Fest	Windsor Castle Park
			Birthday Party	Smithfield Center
	Sun	Oct 5	Wedding and Reception	Smithfield Center
	Mon	Oct 6	Meeting	Smithfield Center
	Tue	Oct 7	Meeting	Smithfield Center
			Meeting	Smithfield Center
			WCFB Meeting	Smithfield Center
	Wed	Oct 8	Meeting	Smithfield Center
			Town Council	Smithfield Center
	Thu	Oct 9	Town Training Day	Smithfield Center
	Sat	Oct 11	Town and Country Day-	
OTP			Hog Jog	Town Streets
OTP			Car Show-Toys for Tots and Ruritans	Main Street
OTP			Smithfield Rec Country Que	Windsor Castle Park
			Wedding and Reception	Smithfield Center
	Sun	Oct 12	Wedding and Reception	Smithfield Center
	Tue	Oct 14	Workshop	Smithfield Center
			WCFB Meeting	Smithfield Center
			Planning Commission	Smithfield Center
	Wed	Oct 15	Staff Meeting	Smithfield Center
	Thu	Oct 16	Meeting	Smithfield Center
			Banquet	Smithfield Center
OTP	Fri	Oct 17	Homecoming Parade	Main Street
OTP	Sat	Oct 18	IOW Education Foundation Gala	Smithfield Center
OTP	Sun	Oct 19	Special Occasion Show	Smithfield Center

Upcoming Events to Note				
Day	Date	Event Type		Location
Fri	Oct 31	Ham-o-ween		Main Street
Sat	Nov 8	Veterans Day Ceremony		Smithfield Center
Sat	Nov 22	Festival of Trees		Smithfield Center

Parks and Recreation Committee Report

October 2014

Programming

Kayak Rentals at Windsor Castle Park

2014 Season Saturday, May 3rd-Sunday, September 28th
 Saturday and Sunday 9 AM-5 PM each day (all kayaks must be in by 6 PM)

Rental revenue was based on a fleet of 6 boats that we kept at the site.

2013 Season					
Total Revenue	\$ 7674.77	Kayak Staff Hours	\$ 3868.00	Net	\$ 3806.67

2014 Season	
May 3 rd - 4 th	\$ 80.94
May 10 th -11 th	\$ 172.82
May 17 th -18 th	\$ 170.00
May 24-25 th	\$ 430.00
May 31 st -Jun 1 st	\$ 180.00
Jun 7 th -8 th	\$ 160.00
Jun 14 th -15 th	\$ 370.00
Jun 21 st -Jun 22 nd	\$ 290.00
Jun 28 th -Jun 29 th	\$ 400.00
Jul 5 th -Jul 6 th	\$ 420.00
Jul 12 th -Jul 13 th	\$ 230.00
Jul 19 th -Jul 20 th	\$ 330.00
Jul 26 th -Jul 27 th (closed 7/27/14 due to weather)	\$ 160.00
Aug 2 nd -Aug 3 rd (bad weather on 8/2/14)	\$ 90.00
Aug 9 th -Aug 10 th	\$ 251.89
Aug 16 th -Aug 17 th	\$ 405.00
Aug 23 rd -24 th	\$ 275.00
Aug 30 th -31 st	\$ 370.00
Sep 6 th -7 th	\$ 80.00
Sep 13 th -14 th	\$ 80.00
Sep 20 th -21 st	\$135
Sep 27 th -28 th	\$ 340.00
Total	\$5420.65
Staff Hours as 9/6/14 pay period 359.17 hours	\$ 2873.36

Revenue for Season 2 was less due to two factors:

1. We did not have any kayak tours this year.
2. We only could safely keep 6 boats at the site.

Parks and Recreation Committee Report

October 2014

These two things will change for Season 3 because we have our **kayak rental center** at the park and will easily be able to house all of the boats and schedule tours.

A big thank you to **Mike Smith** for donating his services to construct the building.



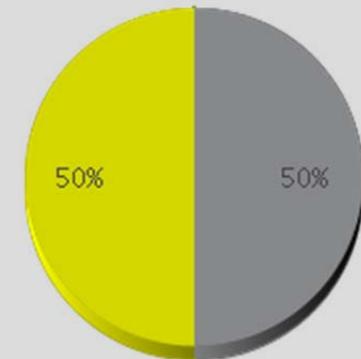


Key Figures

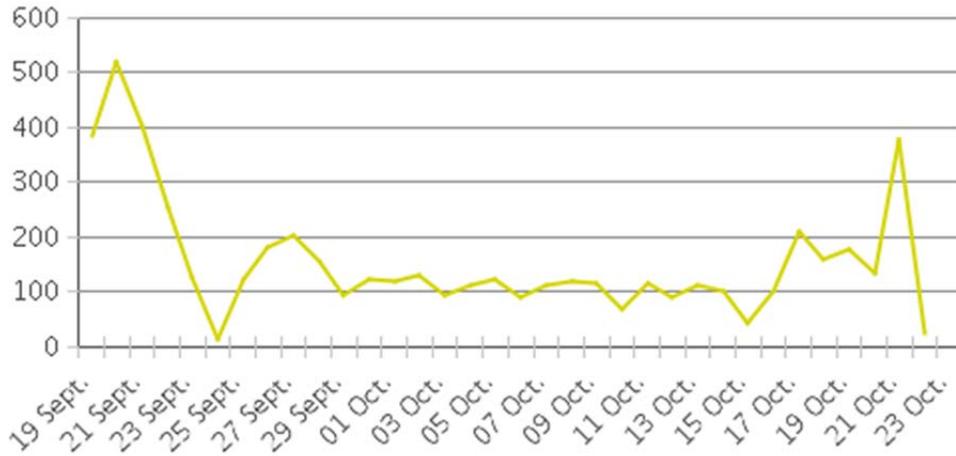
- Total Traffic for the Period Analyzed: 5,301
- Daily Average : 156
- Busiest Day of the Week : Saturday
- Busiest Days of the Period Analyzed:
 1. Saturday 20 September 2014 (518)
 2. Sunday 21 September 2014 (402)
 3. Friday 19 September 2014 (385)
- Distribution by Direction:

■ South Mason Street Entry 50%

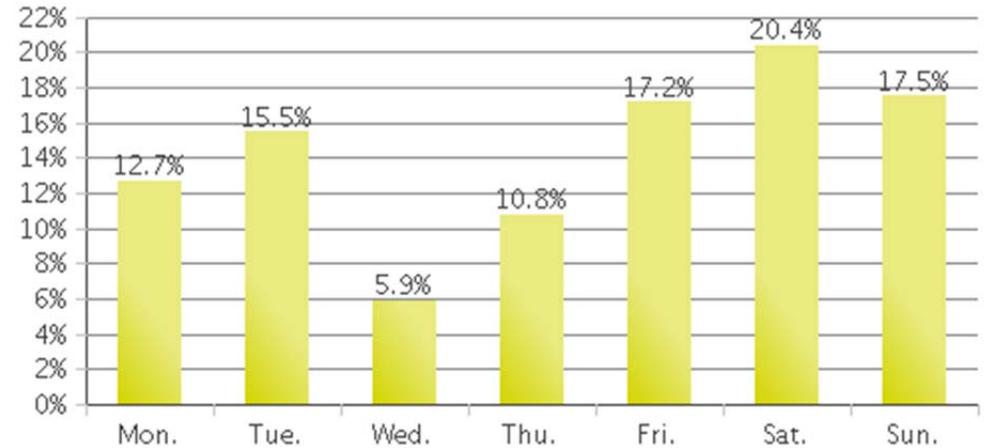
■ South Mason Street Exit 50%



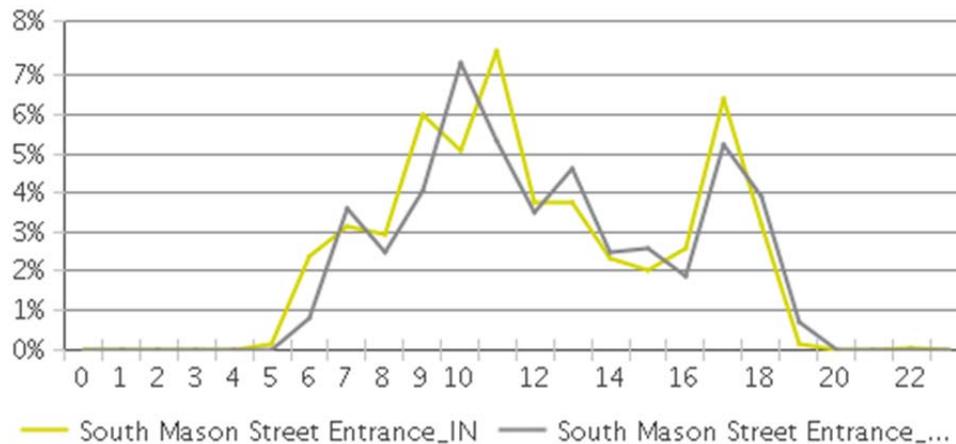
Daily Data



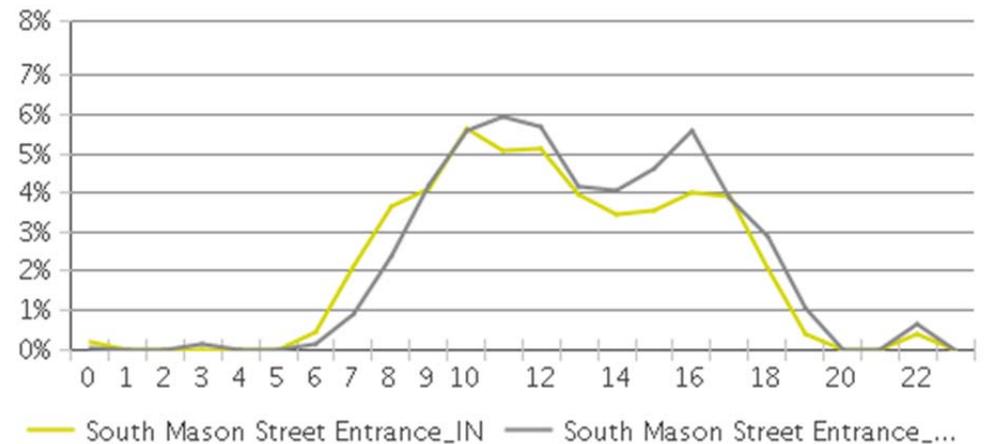
Weekly Profile



Hourly Profile during Weekdays



Hourly Profile during the Weekend



Notes from the NRPA Conference 2014-Charlotte, NC

Councilwoman Connie Chapman and I attended the National Recreation and Parks Association Conference held in Charlotte, NC Oct 14-16 this year. The conference offered so many great classes it was hard to choose which ones to take. We concentrated our focus on the sessions that dealt with playgrounds, inclusive play and nature play.

Integrating Parks & Recreation Master Plans into the City Comprehensive Plan

-there are several areas of a comprehensive plan that lead into things that parks and recreation offers

- Land Use, Transportation-may include greenways and bike paths, livable built environment, harmony with nature, resilient economy, healthy community, responsible regionalism
- Referred to PlanOKC (Comp Plan for Oklahoma City)

True Value of Open Space-What is it worth?

- Environment-considerably more expensive for cities to build water treatment plants than to protect existing natural areas, some parks are buying park land outside their boundaries just for this purpose
- Economic-Park Proximity Effect-properties located within certain distances of parks has positive impact on their value
- Tourism Benefit-recreation creates economic growth
- Social Benefits-
- Improved Health-adults 65 and under who are moderately active in parks save on average about \$300 a year in healthcare costs
- Reduction in Obesity
- Reduces Emotional Disorders-there have been studies that a walk in nature has the same effect as a dose of ADHD medicine for children with ADHD
- Reduction in Stress
- Education-environmental education is very beneficial for young people
- Community Cohesion-open spaces create community

Open Spaces...

1. Provide a huge return on investment
2. Build community
3. Social Connectedness is stronger predictor of perceived quality of life than community average income
4. There are no great cities, places people want to live, that do not have great parks.

How Inclusive Playground and Design Creates Successful Collaborations

- Ground play is very important as the height of structures might not work for a child with a physical disability or might be intimidating for a child with an emotional disorder

- Disabilities go way beyond children in wheelchairs. Inclusive play means thinking about children of all abilities.
- Important to go beyond the ADA (American with Disabilities Act) Standards to truly make an inclusive playground
- Make sure parents have good sight lines all around the playground so they can watch more than one of their children play
- Provide some type of barrier to keep children safely inside, not all children realize where the play area ends just because the surface changes, usually some type of fencing is needed

5 Types of Play to Include

1. Movement and Skill
2. Sound and Music
3. Sand and Water
4. Sensory Activities
5. Imaginative Theme Play

Design, Fund and Engage-Inclusive Play

Accessible if Good, Universal is the Best-provide active and meaningful play for people of all ages

Inclusive Play Design should involve the following

1. Physical
2. Cognitive
3. Communications
4. Sensory
5. Social

Funding-

Cause Marketing Campaigns-companies align their marketing efforts with a cause, like funding an Inclusive Playground

- Local restaurant does a night out-where profits from that night go to the campaign
- Local stores have patrons add a \$1 to their order for the campaign

Events

- Poker Runs
- Dress Down Days
- Trivia Nights

In Kind Services

Have local trades and companies donate their services-concrete, carpentry

For a successful campaign

1. Have city involvement and buy in
2. No gift is too small
3. Strong Community Partnerships
4. Make sure you are meeting a community need
5. Start with some funding
6. Write a community action plan
 - List potential strategic partners
 - List potential funding partners
 - List developmental, social and economic benefits of inclusive play

Take Your Foundation to the Next Level

- Important to determine what is the role of the Foundation versus the Public Agency? Master Plan, Land Acquisition, Management, Construction, Advocacy, Design, Policies, Maintenance, Operations
- Sometimes it presents a problem for public agencies when Foundations take the lead because the public agency loses presence and identity with the public
- Land Acquisition Methods include-donation, estate funding, outright purchase, tax sales-some of these methods should be handled by the Foundation and some should be by the Public Agency
- Bid Process for government must/should be followed by the Foundation if
 - Ordinance fees are collected
 - For transparency reasons

National Guidelines for Nature Play and Learning Areas

Jose Chavez - josechavez@mecklenburgcountync.gov

Involved with the design and construction of Reedy Nature Park in Charlotte, NC

- Resources for Design include-CSPI, NRPA, ADA, Local Health Department
- All play features present risk, it's about appropriate risk

Benefits of Designing Outdoor Natural Play Areas

- Higher self esteem
- Lower obesity
- More creativity and imagination
- Better concentration
- Stronger immune system

Resources for Funding and Design Ideas

- Green Hearts
- National Learning Institute
- Arbor Day Foundation, Nature Explore Program

Beware

Initially used actual stumps for their stump jump, but the stumps rotted so they have now gone to cemrock stumps, cost more and but will last much longer

Loose parts not a good idea because the toys and parts disappear

Ideas

Add a small scale stage, children love to perform and put the music play close by so it can call be used together.

Create a maintenance plan as much as you can, when using natural elements this may have to be developed as you go

Create special places-tree houses, buildings

Include Maps and Paths, children love to follow paths even if they seem to go in circles or lead right back to the start point

Exhibit Floor

Q Star Camera Technology-camera that is motion activated and takes flash photography pictures while delivering a message of “Acts of vandalism will be prosecuted”

- I thought this a great way to deter vandals from the park, especially when we install permanent restrooms.

Picnic and Park Products Exhibitors-these tables and benches were made out of recycled materials and were great looking pieces

As our wood picnic tables wear out from weather and being moved, I think going with tables made for park use would be the best choice.

Playground Equipment Exhibitors-every other booth was a playground manufacturer which they all had amazing play structures

Since the direction of our project at the park is a Natural Playground, hardly any of these vendors had elements we would incorporate.

Take Aways

Designing the play area at Windsor Castle Park to be more focused on nature play, and calling it a Nature Exploration Center, will be beneficial to all sides-children, parents, citizens, town staff. The expectation of a nature play area will be different from a playground.

Doing what we can to make this nature exploration center at the park an *inclusive* play area will provide a unique experience for parents of children with disabilities and will be well received by that community. This could also open up more funding opportunities for this project.

Using a balance of natural materials with manmade materials built for outdoor play is the best direction for us. Using all natural materials will not be something that is easy on the maintenance budget.

Field Trip to Natural Play Area





Amy Murrill Musick

Director, Smithfield Center and Outdoor Venues



Proposal

THE BLAIR BROS., INC.

P.O. BOX 5413
SUFFOLK, VIRGINIA 23435
Phone: (757) 538-1696 FAX: (757) 538-0714

www.theblairbros.com

SWaM certification number 664748



TO Town Of Smithfield
Attn: Wayne Griffin
310 Institute Street
Smithfield VA 23430

PHONE
757-365-4253

DATE
4/24/2014

JOB NAME / LOCATION
Battery Park

FAX #

JOB PHONE

We hereby submit specifications and estimates for:

We submit the following proposal for Battery Park Rd. - from joint at Royal Farms to Wellington Estates.

1. Clipback shoulders and pickup material
2. Mill and clean 9,920 sq. yds. at 2"
3. Scratch to level where necessary
4. Pave 9,920 sq. yds with 2" of IM19.0A
5. Install #10 screenings on shoulders where necessary

Total: \$158,500.00

LIQUID ASPHALT ADJUSTMENT: This quote must become part of any contract drawn up from its content. Liquid asphalt (AC) at the time of this quote is \$556.50 per ton. At the time of asphalt installation the total price shall be adjusted per the cost per ton of AC at the time.

Proposal prepared by Richard Blair

~~We~~ ~~Propose~~ hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

~~One Hundred Fifty Eight Thousand Five Hundred and 00/100 Dollars~~ dollars (\$ 158,500.00).
Payment to be made as follows:

Net 30 days from date of invoice. 2% service charge after 30 days.

This Proposal, when accepted, confirms the agreement between the Customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved by both parties. If full payment is not made within thirty days of the date of invoice or upon previously agreed date, as per terms above, then a late charge of 2% per month will be placed on the balance outstanding. The Customer agrees to pay service charges and the cost of collection, including attorney's fees.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within

30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. If payment is made with a credit card, a convenience fee will be added.

Signature

Signature

Date of Acceptance:



Proposal

THE BLAIR BROS., INC.

P.O. BOX 5413
SUFFOLK, VIRGINIA 23435
Phone: (757) 538-1696 FAX: (757) 538-0714

www.theblairbros.com

SWaM certification number 664748



TO Town Of Smithfield Attn: Wayne Griffin 310 Institute Street Smithfield VA 23430	PHONE 757-365-4253	DATE 4/24/2014
	JOB NAME / LOCATION Ridgeland Dr. - Start at house #324 to dead end.	
	FAX #	JOB PHONE

We hereby submit specifications and estimates for:

We submit the following proposal for Ridgeland Dr. - Start at house #324 to dead end.

1. Mill one tie-down and mill 20 tie-in's at end of driveways
2. Clipback shoulders and pickup material
3. Overlay approx. 6,800 sq. yds with 2" of IM19.0A
4. Install #10 screenings on shoulders

Total: \$79,710.00

LIQUID ASPHALT ADJUSTMENT: This quote must become part of any contract drawn up from its content. Liquid asphalt (AC) at the time of this quote is \$556.50. At the time of asphalt installation the total price shall be adjusted per the cost per ton of AC at the time.

Proposal prepared by Richard Blair

~~The Proposal~~ hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

~~Seventy Nine Thousand One Hundred Seventy and 00/100 Dollars~~ dollars (\$) ~~79,170.00~~

Payment to be made as follows:

Net 30 days from date of invoice. 2% service charge after 30 days.

This Proposal, when accepted, confirms the agreement between the Customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved by both parties. If full payment is not made within thirty days of the date of invoice or upon previously agreed date, as per terms above, then a late charge of 2% per month will be placed on the balance outstanding. The Customer agrees to pay service charges and the cost of collection, including attorney's fees.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within

30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. If payment is made with a credit card, a convenience fee will be added.

Signature

Date of Acceptance:

Signature



TOWN OF SMITHFIELD

"The Ham Capital of the World"

October 24, 2014

TO CAROLYN HARRIS – 500 BAILEY AVENUE
BILL DUNBAR – 400 PAGAN ROAD
GREG BROWN – 384 PAGAN ROAD
CHARLES & TAMMIE RADCLIFFE – 501 VIRGINIA AVENUE

FROM PETER M. STEPHENSON, TOWN MANAGER *PETER*

SUBJECT PAGAN POINT STORMWATER DRAINAGE EVALUATION

Thank you for attending the Smithfield Town Council meeting on October 8th. Several of you expressed concerns regarding the adequacy of the storm water management system within your neighborhood, and the flooding or ponding that occurred during the recent record rainfall event.

Earlier this week I authorized work to begin that will take a comprehensive look at this situation. As early as next week you should see the local surveying firm of Canada Land Surveying in the neighborhood to perform an up to date topographical survey of the area. Next our consulting engineer will review with town staff this data and all available information on our existing infrastructure and a hydraulic analysis will be performed. Recommendations for any needed system modifications and/or improvements will then be forthcoming following this evaluation. Upon completion this will be a matter to be discussed at a future Town Council Public Works Committee meeting.

I will inform the council of the above information at the next Public Works Committee meeting to be held next Tuesday, October 28th shortly after 4:00 pm. at The Smithfield Center. There is also a public comment section at the beginning of each council committee meeting should you have any additional information that you wish to share with council and staff in the meantime.

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 6

NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
AMENDMENT OF ZONING ORDINANCE

Notice is hereby given pursuant to Sections 15.2-2204 and 15.2-2285 of the Code of Virginia, (1950), as amended, that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council on Tuesday, November 4, 2014 at 7:30 o'clock P.M., in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia to consider the amendment of certain provisions of the Town's Zoning Ordinance. The proposed amendment of the Zoning Ordinance is for the amendment of Article 2.U: General Regulations, to include child day care provider as a Home Occupation and further to revise the following articles of the ordinance so as to permit Child Day Care for 6 to 11 children by special permit in the following articles:

- Article 3.A, C-C, Community Conservation
- Article 3.B: N-R, Neighborhood Residential
- Article 3.C: S-R, Suburban Residential
- Article 3.D: DN-R, Downtown Neighborhood Residential

Copies of the current Zoning Ordinance for Smithfield, Virginia, adopted September 1, 1998, and all amendments thereto, along with copies of the proposed amendment of the Zoning Ordinance for Smithfield, Virginia are on file and may be examined in the office of the Department of Planning, Engineering, & Public Works, 310 Institute Street, Smithfield, Virginia 23430.

Any person desiring to be heard in favor of, in opposition to, or to express his or her views with respect to the aforesaid revisions and amendments may appear and be heard.

TOWN OF SMITHFIELD

By: William T. Hopkins, III
Director of Planning, Zoning and Engineering

Publish: October 22 and 29, 2014

**STAFF REPORT TO THE
TOWN COUNCIL**

ZONING ORDINANCE AMENDMENT

Child Care as a Home Occupation

November 4, 2014

At the July 1, 2014 Town Council meeting, the owners of a child care business, which is being operated as a home occupation in a residential neighborhood in the Town of Smithfield, spoke out about the ordinance being too restrictive. The Town Attorney at that time recommended the issue be forwarded to the Planning Commission for their review.

Currently, as a home occupation, town ordinance allows child care for up to five children in a residential household. Further, it specifically prohibits child care for over 5 children as a home occupation in a residential dwelling. Residences with a home occupation should not impact the neighborhood by exceeding a typical residence in noise, traffic, etc. The maximum area that a home occupation occupies shall not exceed 25% of total area or 400 sq. ft. of the dwelling, whichever is less. Home occupations in Smithfield are also limited to 1 non-family employee.

At the July 8, 2014 Planning Commission meeting, the topic was discussed and a subcommittee formed to meet with staff to review the issue and compare the town's ordinance to those of nearby municipalities in regard to child care as a home occupation. The subcommittee met with town planning staff on August 13, 2014 and this meeting resulted in a two-pronged recommendation for discussion before the entire commission.

The recommendation was that either: the ordinance not be amended, or to explore a Special Use Permit option for 6-10 children, that would also meet the other existing requirements for home occupations.

At the September 9, 2014 Planning Commission meeting, this subcommittee recommendation was discussed and the consensus was to consider ordinance amendments that would accommodate a Special Use Permit option for 6-11 children in single family detached residential districts, that would also meet the other existing requirements for home occupations.

A public hearing was held at the October 14, 2014 Planning Commission meeting regarding the ordinance amendments. Subsequently, the Planning Commission voted to recommend approval of the amendments to the Town Council.

Please find enclosed red-lined versions of the ordinance sections proposed for amendment to accommodate a Special Use Permit option for 6-11 children in single family detached residential districts, which also meet the other existing requirements of a home occupation.

If you have any questions about this item, please contact William Saunders at 365-4266.

DRAFT

Article 2:
GENERAL REGULATIONS

Article 2:
General Regulations

A. Purpose and Intent: General Effect of Zoning Ordinance

No building or structure hereafter shall be erected and no existing building or structure shall be moved, altered, added to or enlarged, nor shall any land or structure be used or arranged for any purpose or manner other than those permitted within the assigned zoning districts and specific provisions of this ordinance. Any building or structure shall be located on an approved lot of record, and, in no case, shall there be more than one principal building on one lot unless otherwise provided in this ordinance.

B. Prior Approvals

Nothing in this ordinance shall be deemed to require any change to the plans, plats, lots or buildings previously approved prior to the effective date of this ordinance.

C. Administration and Enforcement

The provisions of this ordinance shall be administered and enforced by the Planning and Zoning Administrator, who shall be appointed by the Town Manager. The Planning and Zoning Administrator and such staff members or committees as may be assigned to or appointed by him shall have all necessary authority on behalf of the Town to administer and enforce the provisions of this ordinance, including the ordering in writing of the remedying of any condition found in violation of this ordinance, the bringing of legal action to ensure compliance with this ordinance, including, but not limited to, injunction, abatement or other appropriate action or proceeding.

D. Building Permits

1. A building permit is required in advance of the initiation of any building construction activity including erecting, constructing, enlarging, structurally altering, converting or relocating any building or structure and for any other activity as required by the Virginia Uniform Statewide Building Code. All applications for building permits shall be accompanied by building plans, specifications and site plans as required by the Virginia Uniform Statewide Building Code, plus additional information deemed necessary by the Planning and Zoning Administrator to enforce the provisions of this ordinance.

2. Issuance of any building permit is subject to the applicant obtaining a zoning permit or zoning waiver from the Planning and Zoning Administrator. No building permit will be issued by the Isle of Wight County Building Inspections Office until the Planning and Zoning Administrator has certified that the proposed construction and use of the premises conform with all applicable provisions of this ordinance. The Planning and Zoning Administrator shall be responsible for determining whether those applications for permits are in accord with the requirements of this ordinance.
3. It shall be unlawful for any person to erect, construct, enlarge, extend, structurally alter or use any building except in conformance with plans approved by the Planning and Zoning Administrator as required by this Article.
4. All building permits shall be issued by the Isle of Wight Building Inspections Office.

E. Certificates of Use and Occupancy

1. A building hereafter erected under the expressed conditions of a building permit, with the exception of accessory buildings not intended for human occupancy, shall not be occupied in whole or in part until a certificate of use and occupancy has been issued by the Isle of Wight Building Inspections Office and the Planning and Zoning Administrator. Said permit shall certify compliance with current administration requirements as stated within the documents known as the Virginia Uniform Statewide Building Code. In addition, the occupancy permit shall also certify applicable compliance with current zoning regulations as attested by the Planning and Zoning Administrator.
2. An existing building hereafter enlarged, structurally altered, and/or changed in use under the expressed conditions of a building permit, with the exception of accessory buildings not intended for human occupancy, shall not be occupied in whole or in part until an occupancy permit has been issued by the Isle of Wight Building Inspections Office and the Planning and Zoning Administrator under applicable State and Town regulations. For the purpose of zoning interpretation, the conversion of single-family residential dwelling to multi-family or other residential tenant (for lease) facility shall constitute a change in use.
3. The Planning and Zoning Administrator and the Isle of Wight Building Inspections Office shall be responsible for determining whether applications for certificates of use and occupancy as defined in the Virginia Uniform Statewide Building Code are in accord with the requirements of this ordinance.

4. No certificates of use and occupancy or temporary certificate of use and occupancy shall be issued by the Building Official unless the Planning and Zoning Administrator has certified that all applicable provisions of this ordinance have been met.
5. The Planning and Zoning Administrator shall not approve any temporary certificate of use and occupancy where the applicable provisions of this ordinance are not met, except in such instances where lack of compliance is of a temporary nature and involved site related improvements, such as landscaping, vegetative screening and paving which cannot reasonably be completed due to seasonal or weather conditions. In such instances the Planning and Zoning Administrator shall, before approving such temporary certificate of use and occupancy, be satisfied that the premises involved is physically suitable for use and occupancy in terms of access, parking and other site-related improvements.

Temporary certificates of use and occupancy shall state the nature of the incomplete work and the time period within which the work must be complete, which in no case shall exceed one hundred eighty (180) calendar days. Before approving any such temporary certificate of use and occupancy, the Planning and Zoning Administrator may require a performance bond or other form of surety approved by the Town Attorney in an amount equal to one and one fifth (1 1/5) times the amount necessary to meet the requirements of this ordinance, as certified by an architect, engineer or landscape professional. Such bond or surety shall be released within ten (10) days of satisfactory completion, inspection and approval of the installation of all required improvements.

6. If the provisions of this ordinance are violated, the certificate of use and occupancy shall become null and void, and a new certificate shall be required for any further use of such building, structure or land.

F. Zoning Districts

The incorporated territory of the Town of Smithfield, Virginia shall be divided into classes of residential, office, commercial, industrial, and special overlay zoning districts as presented in Article 3. The location and boundaries of the zoning districts established by this ordinance are as indicated on the map entitled "Official Zoning Map of the Town of Smithfield, Virginia," as approved by the Town Council as part of this ordinance, endorsed by the Clerk to the Smithfield Town Council, and filed in the office of the Planning and Zoning Administrator.

G. Interpretation of Zoning District Boundaries

In the event that uncertainties exist with respect to the intended boundaries of the various zoning districts as shown on the Official Zoning Map, the following rules shall apply:

1. Where zoning district boundaries of the Town of Smithfield appear to follow streets, alleys, railroads or highways, such boundaries shall be construed as the centerlines of those streets, alleys, railroads or highways.
2. Where zoning district boundaries appear to follow lines of lots or parcels of record, such lot or acre lines shall be construed to be such boundary.
3. Where a zoning district divides a parcel of land, the location of such boundary shall be determined by the use of the Zoning Map scale as measured to the nearest foot unless such line can be more accurately determined by geometric or land surveying computations.
4. Where indicated district boundaries are approximately following corporate boundaries, such corporate boundaries shall be construed to be the district boundaries.
5. Where district boundaries are indicated as approximately following a river, stream, or marsh, the centerline of the river, stream or marsh shall be construed to be the district boundary.
6. The Flood Boundary and Floodway Map, as amended, prepared by the Federal Emergency Management Administration, shall be incorporated into the Official Zoning Map to delineate the boundaries of the Floodplain Overlay District (FP-O District). This map is filed in the office of the Planning and Zoning Administrator.
7. The Chesapeake Bay Preservation Area Map, as adopted by the Town Council, shall be incorporated into the Official Zoning Map to delineate the boundaries of the Resource Protection Areas, Resource Management Areas, and Intensively Development Areas. This map is filed in the office of the Planning and Zoning Administrator.
8. The Historic Areas Map and zoning district language describing the boundaries of the Historic Preservation Overlay, HP-O District of this ordinance, as adopted by the Town Council, shall be incorporated into the Official Zoning Map to delineate the boundaries of the HP-O districts. The Historic Areas Map is filed in the office of the Planning and Zoning Administrator.

9. All areas of the Town which are under water are considered to be within a zoning district and controlled by applicable district regulations. District boundaries over water areas are located by noted or scaled dimensions, with reference to physical features, Town corporate limits or straight line projection of the district boundaries.

H. Interpretation of District Regulations

1. Permitted uses and special permit uses are listed for the various zoning districts governed by this ordinance. Any use not specifically permitted in a specified district or districts as a by right use or a special permit use shall be prohibited.
2. Where a reference is made to specific prohibitions it is for the purpose of clarification or guidance and no further inference may be drawn therefrom.
3. No structure shall hereafter be built or moved, and no structure or land shall hereafter be occupied, except for a use that is permitted as a by right use or a special permit use as regulated by the provisions for such use and the applicable district requirements of this ordinance.
4. No use of a structure or land that is designated as a special permit use in any district shall be established or hereafter changed to another use designated as a special use, unless a special use permit has been secured from the Town Council.
5. No sign, fence, wall, accessory use or structure, or home occupation shall be hereafter established, altered, or enlarged unless in accordance with the provisions of this ordinance.
6. Within each zoning district there are additional regulations referenced that are directly applicable to development permitted in the district.
7. If any property in the Town is not shown on the Official Zoning Map as being located within a zoning district, such property shall be classified as C-C, Community Conservation District until the property zoning designation as been changed in accord with the provisions of this ordinance.

I. District Size

1. Where no minimum district size is specified, the minimum lot areas and width requirements for that zoning district shall define the minimum district size.

J. Density, Open Space and Lot Coverage

1. The maximum density or yield (in terms of total allowable residential dwelling units or gross square footage of non-residential building area) shall be calculated based on the net developable area of the lot or property subject to development or subdivision, less the area which is either (a) existing deeded and/or dedicated public right of way contiguous to or located within the boundary of the lot, or (b) depicted on the Town's adopted Official Map or Future Land Use Plan for proposed public right-of-way, or the expansion thereof, contiguous to or located within the boundary of the lot.
2. The net developable area of a lot or property is a function of the physical land units of that lot or property, including slopes, soils, wetlands and other sensitive environmental features. Adjustment factors for physical land units are as specified on the following chart.
3. The subdivision plat and/or site plan for a project shall graphically depict the location and area for the physical land units as outlined herein below. A calculation of the net developable area shall be required for all subdivision and site plan submissions. (*Refer to illustrative example of net developable area calculation in the appendix .*)

Physical Land Unit	Percent Credited Toward Net Acreage
<i>Slopes less than 10%:</i>	100%
<i>Slopes from 10% but less than 20%:</i>	75%
<i>Slopes from 20% but less than 30%</i>	50%
<i>Slopes 30% or more:</i>	10%
<i>Soils with high shrink/swell characteristics, as defined.</i>	75%
<i>Wetlands, existing water features and streams:</i>	0%
<i>Stormwater management basins and structures:</i>	0%
<i>Above-ground 69 KV or greater transmission lines:</i>	0%
<i>Public right-of-way</i>	0%
<i>Private streets, travelways and combined travelways and parking bays</i>	0%

4. No credit towards net developable area shall be given for planned public rights-of-way, private streets, travelways and combined travelways and parking bays within a lot or

property to be developed or subdivided. Twenty percent (20%) shall be subtracted from the calculated net developable acreage to allow for street rights of way, unless it can be demonstrated by survey calculations to the satisfaction of the Planning Commission that proposed street rights of way, private streets, travelways and combined travelways and parking bays in a subdivision will be less than 20% percent of the calculated net acreage.

5. Areas deeded to and accepted by the Town for use as a public park, public school site, and/or public facilities (excluding rights of way) shall be included in the computation of the maximum allowable density for the remainder of the parcel and may provide a maximum of fifty (50%) percent of the parcel towards the required open space for the zoning district.
6. In administering the provisions of this article, the Planning and Zoning Administrator shall have the authority to interpret the definitions of qualifying physical land uses to be used for open space or landscaped open space ratios in a given district.
7. Lands in common open space shall be so covenanted and perpetually maintained, managed and owned by a non-profit organization or other legal entity established under the laws of the State of Virginia. Such entity shall be approved by the Town Attorney or designated agent as a condition of final plan approval.
8. Lands proposed for open space, recreational and active community open space, or landscaped open space shall be of a shape, size and location suitable for the intended open space uses.
9. Maximum lot coverage standards, where specified for certain zoning districts, shall be construed to include that portion of a lot occupied by buildings or structures which are roofed or otherwise not open to the sky and which are greater than three feet in height.
10. No new structures (primary or accessory) exceeding the maximum floor area ratio specified for the underlying zoning district shall be permitted to be erected on that lot. The floor area ratio shall be derived by dividing the gross floor area of all buildings on the lot by the net developable area of the lot.
(Ord. of 8-1-2001)

K. Annexation

Any territory hereafter annexed into the Town of Smithfield shall be considered classified under the C-C, Community Conservation District, unless otherwise designated by ordinance or annexation agreement.

L. Condominiums

Notwithstanding the specific minimum lot size requirements and minimum yard requirements specified for a given zoning district, a single family detached or attached dwelling condominium development and other forms of real estate condominiums may be permitted under the Condominium Laws of Virginia. Condominium developments shall comply with the density and other provisions of the zoning district in which they are located.

M. Public Sanitary Sewerage Facilities

1. The Town may develop a Sanitary Sewerage Facilities Master Plan to determine the projected sewerage flow, collection mains and facilities, easements, and costs to provide ultimate sewerage service to Town drainage sheds at full development of those sheds. Such facilities plan shall be designed to and in accordance with the adopted Comprehensive Plan. The facilities cost shall be updated annually by applying the appropriate Engineering News-Record cost index factor. The facilities plan shall be adopted by Town Council.
2. Upon adoption of a Sanitary Sewerage Facilities Master Plan, a subdivider or developer of land shall be required to pay a pro rata share of the cost of providing reasonable and necessary sanitary sewerage facilities which may be outside the property limits of the land owned or controlled by the subdivider or developer, but necessitated or required, at least in part, by the construction or improvement of such land, in accordance with the intent and provisions of Section 15.2-2243 of the Code of Virginia, the adopted Comprehensive Plan, the adopted Sanitary Sewerage Facilities Master Plan, the subdivision ordinance, and this ordinance.
3. The policy and criteria for determination of pro rata share of total cost, financial and implementation procedures and other related matters shall be the responsibility of the Town Manager and adopted by the Town Council as part of the Sanitary Sewerage Facilities Master Plan.

N. Public Water Facilities

1. The Town may develop a Public Water Facilities Master Plan to determine the projected public water demand, distribution mains and facilities, easements, and costs to provide ultimate public water services to Town drainage sheds at full development of those sheds. Such facilities plan shall be designed to and in accordance with the adopted Comprehensive Plan. The facilities cost shall be updated annually by applying the appropriate Engineering News-Record cost index factor. The facilities plan shall be adopted by Town Council.
2. Upon adoption of any public water facilities plan, a subdivider or developer of land shall be required to pay a pro rata share of the cost of providing reasonable and necessary water facilities which may be outside the property limits of the land owned or controlled by the subdivider or developer, but are necessitated or required, at least in part, by construction or improvement of such land in accordance with the intent and provisions of Section 15.2-2243 of the Code of Virginia, the adopted Comprehensive Plan, the adopted Public Water Facilities Master Plan, the subdivision ordinance and this ordinance.
3. The development of Town policy and criteria for determination of pro rata share of total cost, financial and implementation procedures and other related matters shall be the responsibility of the Town Manager and shall be approved and adopted by the Town Council as part of the Public Water Facilities Master Plan.

O. Storm Drainage and Stormwater Management Facilities

1. The Town may develop a Storm Drainage and Stormwater Management Facilities Master Plan to determine the projected storm drainage impacts, pre- and post-development runoff quantities and flow, storm drainage culverts and pipe systems, storm drainage ditches and structures, stormwater management facilities, waterfront protection measures, best management practices facilities (BMPs), easements and costs to provide adequate and necessary drainage improvements to the Town's drainage sheds at full development of those sheds. This facilities plan shall be designed to and in accordance with the future land uses on the adopted Comprehensive Plan. The facilities and improvements cost shall be updated annually by applying the appropriate Engineering News-Record cost index factor. The facilities plan shall be approved and adopted by Town Council.

2. Upon adoption of a Storm Drainage and Stormwater Management Facilities Master Plan, a subdivider or developer of land shall be required to pay a pro rata share of the cost of providing reasonable and necessary storm drainage improvements facilities which may be located outside the property limits of the land owned or controlled by the subdivider or developer, but necessitated or required, at least in part, by the construction or improvement of such land, in accordance with the intent and provisions of Section 15.2-2243 of the Code of Virginia, the adopted Comprehensive Plan, the adopted Storm Drainage and Stormwater Management Facilities Master Plan, the subdivision ordinance, and this ordinance.
3. The policy and criteria for determination of pro rata share of total cost, financial and implementation procedures and other related matters shall be the responsibility of the Town Manager and adopted by the Town Council as part of the Storm Drainage and Stormwater Management Facilities Master Plan.

P. Accessory Uses and Structures

1. Accessory uses are permitted in any zoning district, but only in connection with, incidental to, and on the same lot with, a principal structure which is in use and permitted in such district. Walls and fences are regulated separately in the following section.
2. Except as necessary for ongoing construction activity, the storage or overnight parking of buses, school buses and commercial vehicles (including tractors, trailers and step vans) rated over one ton (as classified by the Department of Motor Vehicles) is prohibited in any residential zoning district.
3. In residential districts, no motor homes, recreational vehicles, trailers or boats shall be parked on the street right of way. No more than two of any combination of the above cited vehicles shall be parked on a residential lot. No parking of any of the above cited vehicles shall be permitted in a front yard or side yard setback of a residential lot. No such vehicle shall be used for any form of habitation on a residential lot and no such vehicle may be connected to a private or public utility.
4. (Repealed by Ord. 9-5-2000)
5. No accessory structure shall be located in a front yard, except for flagpoles, fences and walls.

6. Accessory buildings on lots in commercial and industrial districts which abut a residential district shall be located a minimum of fifty (50) feet from such residential district line.
7. No accessory building may be placed within the limits of a recorded easement, alley or required fire lane.
8. No accessory structure other than garages shall exceed sixteen (16) feet in height. Garages may be as tall as twenty-four (24) feet in height provided that the garage shall meet the primary structure's side yard setback on all lot lines and that the height of the garage shall not exceed the height of the primary residential structure.
9. (Repealed by Ord. 9-5-2000)
10. Accessory apartments meeting the conditions listed below in section "Q" are the only accessory buildings that may be used as a residential dwelling unit.
11. No accessory building, except for farm accessory buildings, shall be constructed upon a lot for more than six months prior to the commencement of construction of the principal building, and no accessory building shall be used for more than six months unless the principal building on the lot is being used or unless the principal building is under construction. However, accessory buildings may be located on a parcel in which no primary structure exists, if such parcel is immediately adjacent to a parcel on which a single family dwelling is located and both parcels are under common ownership. Such accessory structure(s) shall be for a use accessory to the primary structure and shall be located in the rear yard. The rear yard of the parcel without a primary structure is defined as being equal to the rear yard for the immediately adjacent commonly owned parcel on which a primary structure is located.
12. Accessory buildings which are not a part of the principal structure (this includes those accessory structures that are connected to the principal building by an open breezeway), may be constructed in a rear yard, provided such accessory building does not occupy more than twenty (20) percent of the area of the required rear yard and provided it is not located closer than five (5) feet to any lot line. Accessory buildings may also be constructed in the side yard provided they meet the primary structures setback requirements.
13. Satellite dish antennas, satellite receiving dishes, satellite earth stations and similar antenna structures are deemed accessory structures. These structures shall be permitted in any zoning district under the following conditions:

- a. No satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structures may be located within a front yard;
 - b. No satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structures may be located closer than ten (10) feet from any property line;
 - c. In residential districts, no satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structures may be more than ten (10) feet in height measured at ground grade, nor may they exceed district height requirements if attached to a residence, nor may they extend more than three (3) feet in diameter;
 - d. In commercial and industrial districts, no satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structures may be more than twenty (20) feet in height measured at ground grade, nor may they exceed district height requirements if attached to a building, nor may they extend more than ten (10) feet in diameter;
 - e. Such structures shall be of a neutral color and no satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structures may be repainted to anything other than a neutral color;
 - f. No lettering or advertising message shall be allowed on or attached to any satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structure;
 - g. The design and placement of the antenna, satellite dish, earth station or similar structure(s) incorporates appropriate landscaping and screening measures as outlined in the Landscaping and Screening regulations in Article 9; and
 - h. Where in the opinion of the Planning and Zoning Administrator the installation and location of satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structures may adversely affect the health, safety, community character and welfare of adjacent properties, a Special Exception by the Board of Zoning Appeals shall be required for the installation and location of such structure.
14. Swimming pools may occupy a required rear or side yard, provided that such pools are not located closer than ten (10) feet to a rear lot line or ten (10) feet to an interior or side lot line. Swimming pools are not permitted in the front yard. A pedestrian space at least

three (3) feet in width shall be provided between pool walls and the protective fences or barrier walls of the pool. All BOCA code requirements pertaining to fencing around swimming pools shall be adhered to. Permanent swimming pools shall be fenced and/or landscaped in a manner satisfactory to the Planning and Zoning Administrator. For the purpose of this Ordinance, permanent swimming pools shall be defined as any pool that requires electrical service for its operation. Seasonal, non-permanent, above ground pools are exempt from this provision.

15. Portable storage units are considered temporary accessory structures. Portable storage units are permitted for use for a maximum of sixty (60) days with a zoning waiver after which time a zoning permit must be obtained for up to an additional ninety (90) days of use, based upon a legitimate need for further use having been determined by the Zoning Administrator. If additional time is needed beyond what is permitted above, an appeal to the Planning Commission must be made in order to obtain the approval for further use. The Planning Commission shall have the option to attach conditions to the extended use thereof. Portable storage units can be placed in required front or side yard setback areas but cannot be placed in any right-of-way area. The use of portable storage units can be revoked by the town, whether or not previously permitted, if it is determined by the Zoning Administrator that the use or location constitutes a nuisance or a sight distance hazard. A temporary accessory structure shall not be located on any environmentally sensitive lands (RPAs) or wetlands.
16. Construction debris containers, including but not limited to dumpsters, are considered temporary accessory structures. Construction debris containers are permitted for on the premises and may be stored thereon during the time that a valid permit is in effect for construction on the premises. The use of construction debris containers can be revoked by the town if it is determined by the Administrator that the use or location constitutes a nuisance or a sight distance hazard. A temporary accessory structure shall not be located on any environmentally sensitive lands (RPAs) or wetlands.
(Ord. of 9-5-2000; Ord. of 8-1-2001; Ord. of 3-1-2005; Ord. of 9-06-2011)

Q. Accessory Apartments

One accessory apartment may be maintained within a single-family detached dwelling in the C-C, S-R, N-R and DN-R zoning districts, contingent upon approval as a special use, in accordance with this article, and subject to the following:

1. The occupants of the accessory apartment shall be related to the owner of the principal dwelling by blood, adoption or marriage.

2. There shall be no other apartment facilities or room rentals in the dwelling or its accessory buildings.
3. The principal dwelling shall be occupied during the maintenance of the accessory apartment by the fee simple owner and members of the owner's family related by blood, adoption or marriage.
4. The permitted accessory apartment shall be exclusively occupied by not more than two persons, at least one of whom is related to the owner by blood, adoption or marriage and who must be either 62 years of age or older or must be physically or mentally handicapped, and the other occupant whom, if not of the requisite age, handicapped condition or familial relationship, must be a live-in attendant of the qualifying handicapped person.
 - a. A person shall be deemed physically or mentally handicapped if by virtue of a physical or mental condition such person is permanently incapable of carrying on some material activity reasonably necessary to independent daily living.
 - b. A written certification by the handicapped person's regular physician shall accompany the permit application. Such certification shall state the nature of the handicap, the effect upon the person's ability to function normally in daily life, the expected duration of the handicap and whether or not the handicap may be expected to moderate with time.
5. Off-street parking shall be as required by Article 8.
6. When a building addition or additional parking is proposed, a minor site plan meeting the requirements of Article 11 regarding site planning shall be submitted.
7. The floor plan and exterior elevations of the proposed accessory apartment and of the building housing same shall be presented to and approved by the Planning and Zoning Administrator. Exterior elevations shall not be required if no exterior changes are proposed. Exterior elevations shall also be approved by the Review Board when required by the HP-O District.
8. An accessory apartment shall have a floor area of not less than 400 square feet nor greater than 800 square feet, but in no event shall the floor area of an accessory apartment exceed twenty-five (25) percent of the existing floor area of the main building which will house the same.
 - a. An accessory apartment shall have one kitchen and shall have not more than two bedrooms, one bathroom and one all purpose room and shall be entirely located either within the outer walls of the main building or connected thereto

- by a common wall, ceiling or floor but not by a breezeway or porch. Accessory apartments located on a separate level over a freestanding garage are also permissible provided that it is in compliance with residential building codes.
- b. The architectural treatment of the accessory apartment shall be consistent with that of the character of the principal single-family dwelling.
 - c. An accessory apartment shall be accessible from the interior of the main building of which it is part. Only one main entrance shall be permitted on the front of the accessory apartment; all other exterior entrances shall be at the side or in the rear.
 - d. No accessory apartment shall be permitted in a basement or cellar or above the first floor of the principal dwelling.
9. If the following conditions are met, then the Planning and Zoning Administrator shall issue a temporary special use permit to allow the establishment and maintenance of the accessory apartment during the time of allowed occupancy:
- a. The required public hearing is held;
 - b. The Planning and Zoning Administrator determines that all enumerated requirements have been satisfied and that the required accessory apartment will not have a net negative effect upon the peace and tranquility of adjacent properties or upon the value thereof;
 - c. All fee simple owners of the affected property have executed in form recordable among the land records of the clerk's office of the Circuit Court of the County of Isle of Wight an agreement to remove the necessary kitchen improvements and to do all other things necessary to establish the accessory apartment area as a functional, non-discrete portion of the single-family dwelling housing same upon termination of the required temporary special exception permit; and
 - d. All applicable requirements of Article 12 have been met.
10. After construction of the accessory apartment has been completed, but prior to its occupancy, a fee simple owner of the main building housing same shall certify by affidavit delivered to the Planning and Zoning Administrator that the persons who will occupy such apartment are the same to whom information was presented to the Planning and Zoning Administrator and that any handicap which formed the basis for the issuance of the temporary special exception permit continues. Upon receipt of such affidavit in proper form, an occupancy permit shall be issued. Thereafter, the

applicant or other fee simple owner of the property in question shall submit such notarized affidavit to the Planning and Zoning Administrator by first of September of each ensuing year as a requirement for the continuance of the temporary special use permit and the occupancy permit.

11. Within 45 days after the use of an accessory apartment is discontinued or after said use ceases to comply with the requirements of this section, the kitchen facilities (other than permanently installed plumbing pipes located in the wall and/or floor) shall be removed and said accessory apartments shall be brought into compliance with this ordinance in all respects. Furthermore, the portion of the main building which had contained the accessory apartment shall not thereafter be occupied or maintained as a separate dwelling unit. "Kitchen facilities" shall include sinks, dishwashers, stoves, refrigerators and the like.

R. Walls and Fences

Walls and fences, berms and similar items which may restrict passage or vision or simply enhance private property may be located within required yards as defined by building setbacks except as restricted herein:

1. No walls or fences located within front and side yards shall exceed a height of forty-two (42) inches as measured from the grade at the point of placement. No walls or fences or similar items other than landscaping within rear yards shall exceed a height of six (6) feet. However, rear yard fences that are taller than forty-two (42) inches may extend to the front corners of the primary structure. Fences in the rear yard on corner lots shall meet the side yard setback adjacent to the right-of-way line in the underlying zoning district. These provisions shall not be interpreted to prohibit the erection of an open-mesh type fence enclosing any school or playground site or business or industrial activity for security purposes.
2. In business, residential and industrial districts, walls and fences which are clearly used for safety or security purposes may be superseded by other height regulations.
3. In all use districts, walls and fences, hedgerows and other dense landscaping and other items which occur on corner lots, which exceed three and one-half (3 1/2) feet in height, and present an obstruction to vision, shall be reduced in height or relocated at least twenty (20) feet from the intersection of right-of-way lines.
4. In all use districts, walls and fences, hedgerows and other dense landscaping and other items which exceed three and one-half (3 1/2) feet in height and present an obstruction of

vision to traffic ingress and egress on property shall be reduced in height or relocated in a manner which negates the obstruction.

5. In all residential districts, walls and fences which adjoin property lines shall not be electrified, barbed or otherwise secured in a manner inappropriate or dangerous to the neighborhood. Such restrictions may be waived within customary agricultural areas.
6. Trellises and trellis work, play equipment, outdoor furniture, mailboxes, ornamental entry columns and gates are allowed within required yards.
6. Walls, fences and other enclosures for uses such as swimming pools, refuse enclosures, transformers and substations may be restricted by other regulations which shall supersede this section.
(Ord. of 9-5-2000; 8-1-2001)

S. Telecommunication Towers

1. For the purpose of this ordinance, telecommunication towers shall include radio, cellular telephone, television, microwave, short wave radio and/or any other tower used exclusively for communication purposes as interpreted by the Planning and Zoning Administrator.
2. No telecommunication tower(s) (hereinafter referred to as "tower(s)") shall be located within five hundred (500) feet of a Residential district unless the applicant can otherwise demonstrate by providing coverage, interference and capacity analysis that the proposed location of the antenna is necessary to meet the frequency reuse and spacing needs of the wireless telecommunications facility and to provide adequate coverage and capacity to areas which cannot be adequately served by locating the tower(s) in a less sensitive area.
3. Tower(s) or structures supporting telecommunication antenna(s) or otherwise conforming to all the applicable provisions of this ordinance are hereby permitted subject to approval of a special use permit in the following zoning districts when the tower(s) is considered an accessory use:
 - a. I-1, Light Industrial
 - b. I-2, Heavy Industrial

Tower(s) and supporting telecommunication antenna(s) are also permitted subject to approval of a special use permit in the following locations regardless of the underlying zoning district:

- a. Church sites when camouflaged as steeples or bell towers;
 - b. Park sites when compatible with the existing environment and nature of the park; and
 - c. Government, school, utility and institutional sites.
4. The minimum setback from the base of the tower to any property line or to any adjacent non-residential structure shall be equal to one-half (1/2) the height of the tower, unless the Town Council grants a waiver due to special or unusual characteristics.
 5. The following general criteria shall be considered in determining the appropriateness of sites for communication tower(s) when considering a special use permit:
 - a. Whether the proposed tower is to be located in an area where it would be unobtrusive to surrounding uses and would not substantially detract from the local aesthetic or neighborhood character;
 - b. Whether the application represents a request for multiple use of a proposed tower(s) as is recommended in the Town's Comprehensive Plan; and
 - c. Whether the application exhibits how the site and the tower(s) and/or antenna(s) will be designed and arranged to accommodate future multiple users.
 6. No microwave dishes or other dish or conical shaped antennas shall be permitted on the tower(s) unless otherwise approved as part of the special use permit. Photo simulations of the "before and after" visual impacts of the tower(s) shall be submitted to the Town with the special use permit application.
 7. Tower(s) and antenna(s) shall be limited in total height to one hundred and ninety-nine (199) feet or lower unless so waived by the Town Council.
 8. Line of sight profiles depicting the proposed tower with attached antenna(s) and arrays from no fewer than three (3) locations, including all critical viewsheds determined by the Planning and Zoning Administrator, shall be submitted at the time of initial application for all towers in excess of fifty (50) feet.
 9. In the event the tower(s) and antenna array(s) shall serve as the primary use of the property, any accessory facility or building greater than one hundred (100) square feet

will be designed so as to be architecturally compatible with principal structures on the site and shall be compatible with the surrounding natural or built-up environment.

10. No communications equipment shall be installed which will interfere in any way with the Town's emergency communications system.
11. Advertising or signage provided for any use other than to provide warning or equipment instruction and/or any other information pertinent to the safe operation of the facility on any portion of the tower and/or antenna or any other accessory facility shall be prohibited, and each tower shall maintain a gray or other neutral colored finish.
12. Towers shall not be artificially lighted, unless required by the Federal Communications Commission (FCC) and the Federal Aviation Administration (FAA) or other applicable authority. If lighting is required, the Planning Commission and the Town Council shall review the available lighting alternatives and approve the engineering design solution that would create the least visual disturbance to the surrounding area.
13. Tower(s) and antenna(s) in excess of fifty (50) feet in height shall include screening as deemed necessary by the Town Planning and Zoning Administrator.
14. The applicant shall possess a communication license issued by the FCC and any other federal regulatory agency as deemed necessary by the Town, and the site selection, design and operation of the facility must meet all applicable State and Federal requirements and regulations.
15. If at any time the use of the tower(s) and/or antenna(s) ceases, the owner or lessee of the tower(s) and/or antenna(s) shall dismantle and remove it within six (6) months after ceasing to use it, unless:
 - a. A binding lease agreement with another wireless communications provider on the same tower has been executed in which case an additional six (6) months shall be granted; or
 - b. The Town requests, in writing, that the tower(s) and/or antenna(s) be reserved for Town use.

T. Borrow Pits

1. Borrow pits and related uses involving the extraction of natural resources conforming to all the applicable provisions of this ordinance are hereby permitted subject to approval of a special use permit in the following zoning districts:
 - a. C-C, Community Conservation
 - b. I-2, Heavy Industrial

2. The application for special use permit for a borrow pit shall be accompanied by a site plan meeting all the requirements for a major site plan review. In addition, the following information shall be provided with the special use permit application:
 - a. A master phasing plan;
 - b. A vehicular access plan to be utilized by the excavation operator;
 - c. An enhanced erosion and sediment control plan detailing methods to be used to protect surrounding properties and public streets;
 - d. A comprehensive facility operations plan, including an estimate of annual yardage or tonnage to be excavated;
 - e. A detailed reclamation and restoration plan;
 - f. Design and construction details for fencing and gating;
 - g. Copies of all state and federal permits for use and use operations;
 - h. Proffers and plats supporting permanent easements, setbacks and buffer areas;
 - i. Evidence of ownership's record of borrow pit operations and prior record of compliance with borrow pit permits;
 - j. A site plan depicting enhanced roadside landscape, yard setbacks and related buffers; and
 - k. An operations maintenance plan.

3. In addition to the bonding requirements of Article 11, Section K. 4 (Site Plan Requirements), the following bonding (surety) requirements for borrow pits development shall apply:
 - a. In addition to other bonding requirements of this Ordinance, the operator shall furnish a bond of the amount on the form to be prescribed by the Town Attorney payable to the Town of Smithfield.
 - b. The bond shall serve to condition the use permit subject to the operator performing all of the requirements of this ordinance as well as the conditions of the special use permit, the facility improvements plan, the operations plan, the reclamation and restoration plan and the maintenance plan.

- c. The operator shall submit a cost estimate for the above considerations with the bond form, with said estimate to be prepared by a registered professional engineer qualified to undertake such examinations. The Town Attorney shall employ said estimate in setting the bond or surety amount.
 - d. The bond or surety posted by the operator for such use and operations shall not be refunded until the operator has obtained the approval of the Planning Commission.
 - e. Within ten days of the anniversary of a bond, the operator shall post any additional bond in the amount determined by the Planning and Zoning Administrator.
 - f. If the operator does not undertake to complete any reclamation, operations or maintenance deficiency within thirty (30) days of notification by the Planning and Zoning Administrator, the Town may order the forfeiture of the bond or surety and have the necessary work performed with the money so received.
4. All special use permits issued for borrow pits will be valid for a period of five (5) years from the date of issuance. An extension of time or renewal of said permit will require new applications filed in accordance with the terms of this ordinance.
 5. A violation of this article shall be deemed as adequate cause to declare the special use permit null and void upon action by the Planning Commission at a regularly scheduled meetings.

U. Home Occupations

1. A home occupation permit shall be approved by the Planning and Zoning Administrator prior to commencement of business operations.
2. The home occupation shall be clearly incidental to the use of the premises for dwelling purposes.
3. The home occupation shall be conducted only by direct family members residing on the premises and not more than one person who is not a direct member of the family.

4. The home occupation shall not result in the alteration of the appearance of the residential dwelling unit or the lot on which it is located. There shall be no storage or display of goods outside of a completely enclosed structure.
5. The home occupation shall be conducted within the dwelling or fully enclosed accessory building, shall not require external alternative to the appearance of the dwelling, and shall involve no equipment which is deemed to be in conflict with the intent of the residential nature of the community.
6. The home occupation shall not involve the use or storage of explosives, flammable or hazardous materials and may not involve any process that produces smoke, dust, odor, noise, vibration, or electrical interference, which in the opinion of the Planning and Zoning Administrator, is deteriorative or harmful to surrounding properties.
7. The home occupation shall not involve the delivery and storage of materials at a frequency beyond that which is reasonable to the residential use of the property.
8. Any use which generates traffic to and from the home in excess of what is normally associated with a single-family dwelling shall not be permitted as a home occupation.
9. There shall be no group instruction, assembly or activity, or no display that will indicate from the exterior that the dwelling is being utilized in part for any purpose other than that of a residential dwelling. There shall be no advertising on the premises.
10. No home occupation shall be permitted which comprises more than twenty-five (25) percent of the gross floor area of the dwelling or more than 400 square feet of the dwelling, whichever is less.
11. A home occupation shall comply with all applicable Town, State and Federal laws and regulations governing the intended use, including applicable business licenses and permits.
12. Home occupation applicants shall permit reasonable inspections of the premises by the Planning and Zoning Administrator or other Town official to determine compliance with this ordinance and the conditions attached to the granting of a home occupation permit.
13. Any home occupation, which in the opinion of the Planning and Zoning Administrator, has violated the provisions of the home occupation permit or becomes a burden to the neighborhood due to excessive traffic, noise, hours of operation, lighting, or use intensity,

shall have its permit revoked and the home occupation shall discontinue or correct operations within ten days upon notification.

14. Any person aggrieved by the action of the Planning and Zoning Administrator in granting, denying or revoking a home occupation permit or in stipulating conditions or corrections thereto may appeal the decision to the Board of Zoning Appeals.
15. Within the context of the above requirements, home occupation uses include, but are not limited to, the following:
 - a. Artist, sculptor or photographer.
 - b. Author or composer.
 - c. Computer programmer or internet service provider.
 - d. Home care provider (~~babysitting for not more than 5 children.~~)
 - e. Tailor or seamstress.
 - f. Professional office.
 - g. Tutoring.
 - h. Salesperson, provided that no retail or wholesale transactions occur on premises.
 - i. Telephone answering service.
 - j. Music teacher, limited to two students at any one time.
 - k. Caterer.
 - l. ~~Child day care provider (Babysitting for not more than 5 children; however, a Special Use Permit may be an option for 6-11 children in some zoning districts.)~~
16. Specifically prohibited home occupation uses include, but are not limited to, the following:
 - a. Auto repair or auto paint shop.
 - b. ~~Day care provider (babysitter serving more than 5 children).~~
 - c. Gift shops.
 - d. Adult entertainment businesses and massage parlors.
 - e. Medical and dental clinics.
 - f. Veterinary activities and kennels.
 - g. Wrecking and towing service.
 - h. Welding and machine shop.
 - i. Beauty parlors.
 - j. Barber shops.
 - k. Nursing homes, convalescent homes, and adult care facilities.

- l. Child day care ~~provider~~ center.
 - m. Eating establishments.
 - n. Antique shops.
 - o. Tourist homes.
 - p. Fortune tellers.
 - q. Small machinery repair shop.
 - r. Other similar use.
- (Ord. of 9-5-2000)

V. Lot and Yard Requirements and Modifications

- 1. No structure or part thereof shall hereafter be constructed or moved on a lot which does not meet all of the minimum lot area and yard requirements established for the zoning district in which the structure is or is planned to be located.
- 2. The minimum lot width shall be measured at the minimum front yard setback line approved on the final subdivision plat. No portion of the lot between the front and rear yard setback lines shall be less than the minimum lot width required for the zoning district. Each lot must maintain a minimum street frontage of at least twenty-five (25) feet.
- 3. Pipestem lots (also known as "flag lots") are not permitted in any residential district.
- 4. Cornices, awnings, eaves, ADA ramps, gutters, and other similar structural overhangs at least eight feet above grade may extend not more than three feet into any required yard.
- 5. Uncovered and unenclosed decks, porches, patios, terraces and other similar features not covered by a roof or canopy may extend or project into a front, side or rear yard setback line not more than four (4) feet.
- 6. (Repealed by Ord. 9-5-2000)
- 7. Corner lots shall provide a setback equal to the required front setback for all yards adjoining a public street provided, however, that the setback regulations shall not reduce the buildable width of a lot to less than fifty (50) percent of lot width as measured at the point of required setback line.
- 8. Where the frontage on one side of a street between two (2) intersecting streets is improved with buildings having a setback greater or less than one setback heretofore

permitted, no building shall project beyond the average setback line of the existing buildings of the same zoning classification so established.

9. Chimneys, solar devices, architectural features or the like, may project into required yards not more than thirty (30) inches. No such feature shall connect a principle structure with an accessory structure unless the accessory structure conforms with setbacks applicable to principle structures and all building code requirements are met.
10. No commercial above ground fuel storage tanks may be located less than one hundred (100) feet from any residential district. Canopies and pump operations are not classified as accessory buildings and shall comply with standard principal building setbacks for the district concerned.
11. (Repealed by Ord. 5-4-2004)
12. No residential lot shall be created in which an area more than 25% of the total lot area is comprised of one or more of the physical land units: (a) slopes 30% or greater, (b) wetlands, (c) 100-year floodplains and (d) water features.
13. Development on shrink/swell soils is not encouraged by the Town of Smithfield. Any development on lots containing shrink/swell soils shall be subject to specific soils and geotechnical analysis of the lot and detailed foundation engineering evaluations for the intended improvements. The following additional lot regulations and requirements shall apply to any subdivided lot:
 - a. Lots to be developed on shrink/swell soils shall require a geotechnical study and foundation design report for each lot prior to issuance a building permit. Such report shall be prepared by a registered professional engineer and shall address (1) the location and characteristics of the soils and (2) foundation and related structural engineering design recommendations for the intended structure.
 - b. The minimum lot size for any new subdivided lot containing shrink/swell soils shall be increased by a multiple of 1.20 times the minimum lot size prescribed by the applicable zoning district in which the lot is located.
 - c. No subdivision plat or site plan shall be approved for recordation until a geotechnical and foundation report has been reviewed by the Town in conjunction with final site plan, lot development plan and/or final subdivision plat review, or as otherwise required by the Planning and Zoning Administrator.

- d. All recorded plats for new subdivided lots containing shrink/swell soils shall bear the following notation:

“This lot contains shrink/swell soils which require special engineering design for foundations and structural elements. No structure will be approved for issuance of a building permit until a certified engineering design has been submitted for the foundation and other related structural elements for the proposed structure.”

14. Protection Area (RPA) designation upon it, will require the rear yard setback to begin at a minimum of twenty-five (25) feet from the RPA line. That will assure that there is adequate area to locate all buildings and structures outside the RPA.
15. Any plat submitted to the Town must show, as applicable, the existence of a Resource Protection Area (RPA) designation, its implications regarding future development, and acknowledgment of a maintenance agreement for on-site BMPs.
(Ord. of 8-1-2000; Ord. of 9-5-2000; Ord. of 5-4-2004)

W. Public Hearings

1. Public hearings held by the Town Council, Planning Commission, Board of Zoning Appeals or other duly appointed authority, shall be held in accordance with Section 15.2-2204, 2205 and other appropriate sections of the Code of Virginia, 1950, as amended.
2. In accordance with applicable regulations, before such hearings, the following is required:
 - a. Notice of the intended action shall be published once a week for two successive weeks in a newspaper of general circulation in the Town of Smithfield; provided that such notice for matters to be considered by more than one board or commission may be published concurrently. Such notice shall specify the time and place of the hearing at which persons affected may appear and present their views, not less than six days or more than twenty-one days after the second advertisement shall appear in such newspaper with not less than six days elapsing between the first and second publication.
 - b. The applicant for action requiring a public hearing shall bear the cost of said notice. The Zoning Administrator shall be required to obtain the names of the adjacent property owners and notify them with certified letters. Any person entitled to such notice may waive such right in writing.

- (1) Applications for Appeals, Special Exceptions, Variances, Special Use Permits, Special Sign Exceptions, Special Yard Exceptions, Exceptions to the RPA, Rezoning and amendments to zoning ordinance involving a change in zoning classification of twenty-five or fewer parcels of land, require, in addition to the advertising required herein, written notices to be given at least five days before the hearing to the owner (the last known address as shown on the current real estate assessment records of the Town of Smithfield) of each parcel involved, the owners of all abutting property and the owners of property immediately across the street or road from the property affected. If such notice is sent by an applicant other than a representative of the Town Council, it shall be sent by registered or certified mail and the return receipts shall be filed with the records of the case. If such notice is sent by a representative of the Council, the notice may be sent by first class mail; provided that the representative make affidavit that such mailings have been made and file such affidavit with the records of the case.
 - (2) When a proposed amendment to the zoning ordinance involves a change in the zoning classification of more than twenty-five but less than five hundred parcels of land, then in addition to the advertising required hereinabove, written notice shall be given at least five days before the hearing to the owners of each parcel of land involved. Notice shall be sent by first class mail to the last known address of such owner as shown on the current real estate assessment records of the Town of Smithfield. The party responsible for sending the required notice shall make affidavit that such mailings have been made and file such affidavit with the papers in the case.
 - (3) When a proposed amendment to the zoning ordinance involves a change in the zoning classification of five hundred or more parcels of land, written notice to the owners of each parcel is not required. Notice shall be advertised as required herein.
- c. At least fourteen days preceding a public hearing involving a site specific request, the Zoning Administrator shall erect on the subject parcel or parcels, a sign or signs, in such number as indicated below, stating "PUBLIC HEARING NOTICE" and indicating the telephone number of the Planning and Zoning Administrator. The sign or signs shall be erected by the applicant within ten feet of whatever boundary line of such land abuts a public street and shall be so places as to be clearly visible from the street. Such signs shall not be erected on

the public right-of-way. If more than one such street abuts the subject parcel or parcels, then at least two signs shall be erected in the same manner as specified above, along at least two abutting streets. If no public street abuts thereon, then signs shall be placed in the same manner as above on at least one (or as many as deemed necessary by the Planning and Zoning Administrator) boundary of the property abutting land not owned by the applicant.

3. Any sign erected as required by this article shall be maintained at all times by the Zoning Administrator up to the time of the hearing.
4. It shall be unlawful for any person, except the Planning and Zoning Administrator, or authorized agent, to remove or tamper with any required sign during the period it is required to be maintained under this section.
5. All signs erected under this section shall be removed by the Zoning Administrator within five days following the public hearing for which it was erected.
6. (Repealed by Ord. 5-4-2004)
7. Failure to constantly maintain such sign on the property prior to the date of the public hearing shall not invalidate the public hearing or any approval thereafter granted.
8. If any hearing is continued, written notice of the new hearing date shall be mailed to those persons that received notice of the previous hearing, as required above.
(Ord. of 5-4-2004)

X. Violations and Penalties

1. The Planning and Zoning Administrator and all other Town officials and employees who are vested with duty or authority to issue permits or licenses shall adhere to the provisions of this ordinance and shall issue permits or licenses only when uses and buildings comply with the provisions of this ordinance.
2. The Town reserves the right to revoke, upon written notification and failure to remedy within a reasonable period of time, any permit wrongfully issued or otherwise found to be in conflict with the provisions of this ordinance.
3. Any person who is convicted of violating any of the provisions of this Ordinance shall be found guilty of a Class I misdemeanor.

4. In addition to pursuing the penalties and fines hereinabove provided, the Planning and Zoning Administrator may bring additional legal action to insure compliance with this ordinance, including injunction, abatement or other appropriate action or proceeding.
5. In addition to any other remedies which may be obtained under this ordinance, any person who: (i) violates any provision of any this ordinance or (ii) violates or fails, neglects, or refuses to obey any final notice, order, rule, regulation, or variance or permit condition authorized or issued by the Planning and Zoning Administrator or the Town Council under this ordinance shall, upon such finding by the circuit court, be assessed a civil penalty not to exceed \$5,000 for each day of violation. Such civil penalties may, at the discretion of the court assessing them, be directed to be paid into the treasury of the Town of Smithfield for the purpose of abating environmental damage to or restoring Chesapeake Bay Preservation Areas therein, in such a manner as the court may direct by order.
6. With the consent of any person who: (i) violates any provision of this ordinance related to the protection of water quality in Chesapeake Bay Preservation Areas or (ii) violates or fails, neglects, or refuses to obey any order, rule, regulation, or variance or permit condition authorized or issued by the Planning and Zoning Administrator or the Town Council under this ordinance, the Town Council may provide for the issuance of an order against such person for the one-time payment of civil charges for each violation in specific sums, not to exceed \$10,000 for each violation. Such civil charges shall be paid into the treasury of the Town of Smithfield for the purpose of abating environmental damage to or restoring Chesapeake Bay Preservation Areas therein. Civil charges shall be in lieu of any appropriate civil penalty that could be imposed under Paragraph 5 immediately hereinabove. Civil charges may be in addition to the cost of any restoration required or ordered by the Planning and Zoning Administrator or the Town Council.
(Ord. of 8-1-2000)

Article 3.A:

C-C, Community Conservation District

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Article 3.A:

**C-C, Community Conservation
(Agriculture, Forestry and Conservation District)**

A. Purpose and Intent:

The C-C Community Conservation District is created to provide a vehicle by which agricultural, forestry, open space and other lands of rural character within the Town may be maintained in their current use on an interim basis until such point in time when development consistent with the adopted Future Land Use Plan may be pursued through a zoning amendment. It is the intent of this district to preserve existing natural features and vegetation, promote interim agricultural and forestry activities and production and encourage the conservation and maintenance of sensitive environmental areas.

The C-C District represents the base district to be applied to the land formerly zoned RAC in Isle of Wight County which was incorporated into the Town subject to the Town of Smithfield/Isle of Wight County annexation agreement. The C-C, Community Conservation District shall be applied to the tracts currently located within the Town which were subject to the annexation as well as other qualifying land which may be comprehensively rezoned by the Town Council to the C-C District pursuant to the Comprehensive Plan.

New residential subdivisions shall not be permitted in the C-C District, except by special permit for subdivisions with not more than five lots. All proposed subdivisions for residential purposes must be individually rezoned to a residential zoning district compatible with the Comprehensive Plan and pursuant to the provisions of the Zoning Ordinance. As minimum improvements, the C-C District shall require public water and sewer for all uses. No lots shall be permitted with private domestic well and septic utilities except by special permit for temporary service.

B. Permitted Uses:

1. General farming, agriculture, dairying and forestry.
2. Conservation areas.
3. Single family detached dwellings (with public water and sewer facilities).
4. Accessory uses to residential structures, limited to detached carport and garages, tool sheds, children's playhouses and play structures and doghouses.
5. Yard sale and/or garage sale.
6. Public parks and playgrounds.

7. Public schools and colleges.
8. Private swimming pools and tennis courts.
9. Noncommercial outdoor recreational activities, including hiking, hunting, boating, horseback riding, swimming, skeet and trap shooting, shooting preserves and fishing subject to other provisions of the Town Code relating to these activities.
10. Private horse stables.
11. Home occupations.
12. Irrigation wells and wells for agricultural purposes.

C. Uses Permitted by Special Use Permit:

1. Single family detached dwellings (with temporary, private water and sewer systems).
2. Residential subdivisions (not to exceed five residential lots).
3. Churches and places of worship.
4. Lodges, social clubs, hunting clubs and boat clubs.
5. Public uses.
6. Libraries, museums, historic sites and shrines.
7. Plant nurseries, with no sale of products permitted on premises.
8. Child day care centers.
9. Adult day care centers.
10. Nursery schools.
11. Private schools and colleges.
12. Commercial swimming pools and tennis courts.
13. Bed and breakfast lodgings.
14. Public facilities, utilities and emergency services.
15. Temporary sawmills.
16. Dog kennels.
17. Guest houses.
18. Veterinary clinics and hospitals.
19. Cupolas, spires and steeples for public and semi-public uses.
20. Accessory apartments within a residential dwelling.
21. Group homes and nursing homes.
22. Commercial horse stables.
23. Antique shops.
24. Private boat docks serving a single residential dwelling.
25. Golf courses and golf driving ranges.
26. Public recreation and leisure establishments.
27. Drive-in movie and other open air theaters.
28. On-site commercial operations for agricultural and forestry product sales and services.

29. Borrow pits and resource extraction.
30. Sanitary and industrial landfills.
31. Transfer stations and recycling stations.
32. Livestock sales facilities.
33. Open air markets and stands for farm, horticulture, craft, and produce sales.
34. Cemeteries.
35. Temporary real estate marketing office for new subdivisions.
36. Waiver of Parking and Loading Requirements
37. **Child Day Care as a Home Occupation (6-11 Children)**
(Ord. of 10-3-2000, Ord. of 9-2-2008))

D. Maximum Density:

1. Conventional Subdivisions: One (1.0) unit per net developable acre
(by special permit only, for not more than five (5) residential lots.)
2. Cluster Subdivisions: Not permitted.

E. Lot Size Requirements:

1. Minimum district size: per Official Zoning Map,
otherwise 10 acres.
2. Minimum lot area: 40,000 square feet
3. Minimum lot width:
 - A. Interior lot: 150 feet
 - B. Corner lot: 200 feet
4. Minimum lot depth: 200 feet

F. Bulk Regulations:

1. Height

- A. Residential building height: 35 feet
 - B. Public or semi-public building: 45 feet,
provided that required front, rear and side yards shall be
increased by 1 foot for each foot of height over thirty-five feet.
 - C. Cupolas, spires and steeples: 90 feet,
by special permit.
 - D. Accessory buildings: 16 feet,
provided that accessory building heights may be increased to
twenty-four feet in accordance with Article 2, Section P of the
Zoning Ordinance.
2. Minimum yard requirements:
- A. Front yard: 60 feet
 - B. Side yard: 25 feet
 - C. Rear yard: 60 feet
15 feet (accessory structure and uses)
 - D. In addition to the above regulations, the yard requirements for
uses and structures other than residential dwellings and
residential accessory uses shall be further regulated by floor
area ratio and lot coverage ratios. A maximum floor area ratio
equal to 0.25 shall apply to such uses and structures, with a
maximum percentage of lot coverage equal to 20%. The
location of all such uses shall be subject to site plan approval.
(Ord. of 5-4-2004)

G. Landscaping, Open Space and Recreation Areas:

- 1. All buffer areas, landscaping and open space in the C-C District shall be further regulated by Article 9.
- 2. In cases where common open space is to be provided within land zoned "C-C", such open space shall be preserved for its intended purpose as shown on the approved Plan

of Development and shall be established by metes and bounds on the Final Subdivision Record Plat. Common open space and other common properties shall be owned, administered, and maintained by a not-for-profit, property owners association, provided, however, that a portion or all of such properties may be dedicated to the Town subject to and at the sole discretion of the Town for acceptance at time of plat recordation. The property owner's association by-laws, articles of incorporation and restrictive covenants shall be submitted with any application for subdivision plat approval. Prior to final approval of a subdivision plat which includes properties to be owned by a property owners' association, the Town Attorney shall review and approve the bylaws, articles of incorporation and restrictive covenants.

3. For common properties to be retained by the property owners' association, the developer/owner must establish the owners association as a bona fide legal entity prior to the recordation of the final plat. Membership in the association shall be mandatory for all subsequent owners. The property owners' association shall own all common open space and recreational facilities and shall provide for their maintenance, administration and operation.

H. Residential Subdivisions: Net Developable Area Calculation

1. Notwithstanding governing lot size and yard regulations, the maximum number of lots for any subdivision and the density for any other land use shall be calculated based on existing land conditions. The yield of a subdivision shall be based on its net developable area, with adjustment factors for physical land units as specified in the chart in the following section.
2. The subdivision plat and/or site plan for a project shall graphically depict the location and area for the physical land units as outlined herein below. A calculation of the net developable area shall be required for all subdivision and site plan submissions. (*Refer to illustrative example of net developable area calculation in the Appendix of the Zoning Ordinance.*)

Physical Land Unit	Percent Credited Toward Net Acreage
<i>Slopes less than 10%:</i>	<i>100%</i>
<i>Slopes from 10% but less than 20%:</i>	<i>75%</i>
<i>Slopes from 20% but less than 30%:</i>	<i>50%</i>
<i>Slopes 30% or more:</i>	<i>10%</i>

<i>Soils with high shrink/swell characteristics, as defined:</i>	75%
<i>Wetlands, existing water features and streams:</i>	0%
<i>Stormwater management basins and structures:</i>	0%
<i>Above-ground 69 KV or greater transmission lines:</i>	0%
<i>Public right-of-way</i>	0%
<i>Private streets, travelways and combined travelways and parking bays</i>	0%

3. No credit towards net developable area shall be given for existing or planned public rights of way, private streets, travelways and combined travelways and parking bays. Twenty percent (20%) shall be subtracted from the calculated net developable acreage to allow for street rights of way, unless it can be demonstrated to the satisfaction of the Planning Commission that proposed street rights of way, private streets, travelways and combined travelways and parking bays in a subdivision will be less than 20% percent of the calculated net acreage.
4. No C-C District residential lot shall be designed in which an area more than 25% of the prescribed minimum lot area is comprised of one or more of the following physical land units: (a) slopes 30% or greater, (b) wetlands, (c) 100-year floodplains and (d) water features.
(Ord. of 8-1-2001)

I. Additional Regulations:

1. Refer to Floodplain Overlay Zoning District, where applicable.
2. Refer to Chesapeake Bay Preservation Area Overlay District.
3. Refer to Landscaping and Screening, Article 9, for additional open space, screening and buffer yard provisions.
4. Refer to Parking and Loading Requirements, Article 8, for parking regulations.
5. Recreational vehicle parking shall not be permitted within front yard and the area of the side yard setbacks.

6. No private domestic well and septic systems shall be permitted. Irrigation wells are permitted by right.
7. Refer to the Town's Design and Construction Manual for additional residential design standards and subdivision development criteria.
8. Any subdivision or lot which is proposed to be developed on shrink/swell soils shall require a geotechnical report to be submitted with the preliminary plat and plans. Such report shall be prepared by a registered professional engineer and shall address the feasibility of development on the subject soils. No subdivision plat or site plan shall be approved for final recordation until a foundation engineering report has been reviewed by the Town. All recorded plats for lots containing shrink/swell soils shall bear the following note: *"This lot contains shrink/swell soils which require special engineering design for foundations and structural elements. No structure will be approved for issuance of a building permit until a foundation engineering design prepared by a certified professional engineer has been approved for the proposed structure."*
9. Refer to Sign Regulations, Article 10, for signage provisions.
10. Private stables for the keeping of horses, ponies or other livestock for personal enjoyment and not as a business are allowed by right, provided that the lot shall be three (3) acres or greater. Any building used for the keeping of such animals shall be located in the rear yard of the lot and shall conform to the side and rear minimum lot requirements established for non-accessory structures and uses in the C-C District. No more than one such animal shall be kept per each acre of land on the lot.
(Ord. of 9-5-2000)

Article 3.B:

N-R, Neighborhood Residential District

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Article 3.B**N-R, Neighborhood Residential
(Neighborhood Single Family Residential District)****A. Purpose and Intent:**

The N-R, Neighborhood Residential District is created to encourage the continuation and revitalization of existing single family detached housing at subdivision densities which are compatible with the Comprehensive Plan's goals for residential developments. The application of the N-R District is intended to recognize previously developed subdivisions, and it is intended to be employed for the rezoning of new low-density residential development.

The N-R District shall be applied to existing and new areas within the Town which are recognized by the Comprehensive Plan for continued, low-density residential neighborhoods. The intent of the district shall be to preserve existing subdivisions, to conserve natural features and vegetation, to encourage infill and redevelopment housing of a compatible scale and architectural character to that of the existing community, and to promote new low-density residential development. No more than one single family dwelling shall be permitted per subdivision lot.

In locations where infill development opportunities are of adequate size, minimum subdivision improvements shall include public water and sewer service, public streets, storm drainage, stormwater management and sidewalks.

(Ord. of 8-03-2004)

B. Permitted Uses:

1. Single family detached dwellings, with public water and sewer service.
2. Accessory buildings and uses, limited to detached carports and garages, toolsheds, children's playhouses and play structures, doghouses, swimming pools and accessory off-street parking and loading spaces.
3. Home occupations.
4. Public parks and playgrounds.
5. Yard sale and/or garage sales (temporary).
6. Private swimming pools and tennis courts.
7. Irrigation wells.

C. Uses Permitted by Special Use Permit:

1. Cemeteries.
2. Churches and places of worship.
3. Single family detached dwellings, with temporary private water and sewer service.
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 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. Golf course and golf driving ranges.
19. Cupolas, spires and steeples for public and semi-public uses.
20. Agriculture, forestry and horticultural uses (non-commercial).
21. Storage lots for recreational vehicles.
22. Guest houses.
23. Servants' and caretakers' quarters.
24. Accessory apartments.
25. Waiver of height limitation for accessory buildings.
26. Temporary real estate marketing offices for new subdivisions.
27. Waiver of Parking and Loading Requirements
28. **Child Day Care as a Home Occupation (6-11 Children)**
(Ord. of 9-5-2000, Ord. of 9-2-2008)

D. Maximum Density:

1. Two (2.0) units per net developable acre.

E. Lot Size Requirements:

1. Minimum district size: Not regulated.
2. Minimum lot area:
 - A. Conventional lot: 15,000 square feet,
with public water and sewer.
3. Minimum lot width:
 - A. Conventional lot:
 - (1) Interior lot: 100 feet
 - (2) Corner lot: 125 feet
4. Minimum lot depth:
 - A. Conventional lot: 125 feet

F. Bulk Regulations:

1. Height
 - A. Residential building height: 35 feet
 - B. Public or semi-public building: 45 feet,
provided that required front, rear and side yards shall be
increased by 1 foot for each foot of height over thirty-five feet.
 - C. Cupolas, spires and steeples: 90 feet,
by special permit.
 - D. Accessory buildings: 16 feet,
provided that accessory building heights may be increased to
twenty-four feet in accordance with Article 2, Section P of the
Zoning Ordinance.
(Ord. of 5-4-2004)

2. Minimum yard requirements:

A. Conventional lot:

- | | | |
|-----|-------------|-------------------------|
| (1) | Front yard: | 35 feet |
| (2) | Side yard: | 15 feet |
| (3) | Rear yard: | 35 feet |
| | | 5 feet (accessory uses) |

- B. In addition to the above regulations, the yard requirements for uses and structures other than residential dwellings and residential accessory uses shall be further regulated by floor area ratio and lot coverage ratios. A maximum floor area ratio equal to 0.25 shall apply to such non-residential uses and structures, with a maximum percentage of lot coverage equal to 20%. The location of all such uses shall be subject to site plan approval.

G. Landscaping, Open Space and Recreation Areas:

1. Open space and recreation area regulations for the N-R District, if and when required, shall be governed by those specified in the S-R District.

H. Conventional Subdivisions: Net Developable Area Calculation

1. Notwithstanding governing lot size and yard regulations, the maximum use intensity for any conventional subdivision or lot shall be calculated based on existing land conditions. The yield of a subdivision shall be based on its net developable area, with adjustment factors for physical land units as specified in the table in the following section.
2. The subdivision plat and/or site plan for a project shall graphically depict the location and area for the physical land units as outlined herein below. A calculation of the net developable area shall be required for all subdivision and site plan submissions.

<u>Physical Land Unit</u>	<u>Percent Credited Toward Net Acreage</u>
<i>Slopes less than 10%:</i>	100%
<i>Slopes from 10% but less than 20%:</i>	75%

<i>Slopes from 20% but less than 30%:</i>	50%
<i>Slopes 30% or more:</i>	10%
<i>Soils with high shrink/swell characteristics, as defined:</i>	75%
<i>Wetlands, existing water features and streams:</i>	0%
<i>Stormwater management basins and structures:</i>	0%
<i>Above-ground 69 KV or greater transmission lines:</i>	0%
<i>Public right-of-way</i>	0%
<i>Private streets, travelways and combined travelways and parking bays</i>	0%

3. No credit towards net developable area shall be given for existing or planned public rights of way, private streets, travelways and combined travelways and parking bays. Twenty percent (20%) shall be subtracted from the calculated net developable acreage to allow for street rights of way, unless it can be demonstrated to the satisfaction of the Planning Commission that proposed street rights of way, private streets, travelways and combined travelways and parking bays in a subdivision will be less than 20% percent of the calculated net acreage.
4. No N-R District residential lot shall be designed in which an area more than 25% of the prescribed minimum lot area is comprised of one or more of the following physical land units: (a) slopes 30% or more, (b) wetlands, (c) 100-year floodplains, and (d) water features.
(Ord. of 8-1-2001)

I. Additional Regulations:

1. Refer to the Floodplain Zoning Overlay District, where applicable.
2. Refer to the Chesapeake Bay Preservation Area Overlay District.
3. Refer to Landscaping and Screening, Article 9, for screening and buffer yard provisions.
4. Refer to Parking and Loading Requirements, Article 8, for parking regulations and specific requirements for common parking lots for recreation vehicle and boat storage.
5. Recreational vehicle parking shall not be permitted within front yard and the area of the side yard setbacks.

6. No private domestic well and septic systems shall be permitted. Irrigation wells are permitted by right.
7. Any subdivision or lot which is proposed to be developed on shrink/swell soils shall require a geotechnical report to be submitted with the preliminary plat and plans. Such report shall be prepared by a registered professional engineer and shall address the feasibility of development on the subject soils. No subdivision plat or site plan shall be approved for final recordation until a foundation engineering report has been reviewed by the Town. All recorded plats for lots containing shrink/swell soils shall bear the following note: *“This lot contains shrink/swell soils which require special engineering design for foundations and structural elements. No structure will be approved for issuance of a building permit until a foundation engineering design prepared by a certified professional engineer has been approved for the proposed structure.”*
8. Refer to Town's Design and Construction Manual for residential design standards and criteria.
9. All uses within the N-R District shall require a General Development Plan and/or site plan for zoning and/or special permit approval.
10. Refer to Sign Regulations, Article 10, for signage provisions.
(Ord. of 10-3-2000)

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Article 3.C:
S-R, Suburban Residential District

Article 3.C:

**S-R, Suburban Residential
(Single Family Residential District)**

A. Purpose and Intent:

The S-R, Suburban Residential District is created to provide for single family detached residences at subdivision densities which are compatible with the Comprehensive Plan's goals for low to medium density residential developments in Smithfield. The average density of three units per acre establishes the S-R District as the Town's low-to-medium density district for detached residences. The S-R district shall require public water and sewer service, public streets and sidewalks as minimum subdivision improvements. Recognizing prevailing storm drainage deficiencies in and around the Town, new subdivisions shall be constructed with curb and gutter or other storm drainage conveyance system equivalent in performance and function and shall include comprehensive Best Management Practices and stormwater management facilities.

Cluster residential development shall be encouraged in the S-R District (by special permit) in order to promulgate the Town's objectives for environmental preservation, architectural harmony and consistency, adequacy of open space and recreation areas, and enhanced quality neighborhood improvements in new residential subdivisions. Provisions are included herein to permit cluster subdivisions with densities up to fifty percent higher than conventional subdivisions.

The S-R District may be applied to both undeveloped tracts and existing stable neighborhoods in appropriate locations recognized by the Comprehensive Plan. The intent of the district shall be to preserve existing natural features and vegetation, promote excellence in site planning and landscape design, facilitate the efficient layout and orientation of public utilities and community infrastructure, and encourage housing with compatible scale and character of architecture. No more than one single family dwelling shall be permitted per subdivision lot. No lots shall be permitted with private domestic wells or septic systems.

The S-R District represents the residential district to be applied to the land formerly zoned NC-CR-2 and NC-CR-3 in Isle of Wight County which was incorporated into the Town via the Town of Smithfield/Isle of Wight County annexation agreement. In addition to those NC-CR-2 and NC-CR-3 zoned parcels which were subject to the annexation, this district may be applied to other qualifying land which may be comprehensively rezoned by the Town Council to the S-R District upon adoption of the 1998 Comprehensive Plan.

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, doghouses, and accessory off-street parking and loading spaces.
3. Home occupations.
4. Public parks and playgrounds.
5. Yard sale and/or garage sale (temporary).
6. Private swimming pools and tennis courts.
7. Irrigation wells.

C. Uses Permitted by Special Use Permit:

1. Cemeteries.
2. Churches and places of worship.
3. Cluster residential subdivisions.
4. Community buildings, limited to use by residents of the subdivision.
5. Accessory apartments.
6. Libraries.
7. Museums, historic sites and shrines.
8. Plant nurseries, with no sale of products permitted on premises.
9. Child day 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 (except as may be approved on a general development plan.)
15. Bed and breakfast lodgings and guest houses.
16. Public uses and utilities.
17. Private clubs and lodges.
18. Golf course and golf driving ranges.
19. Cupolas, spires and steeples for public and semi-public uses.
20. Agriculture, forestry and horticultural uses (non-commercial).
21. Storage lots for recreational vehicles.
22. Guest houses
24. Temporary real estate marketing offices for new subdivisions.
24. Waiver of contiguous open space parcel requirement.
25. Waiver of district size for cluster subdivisions.

26. Waiver of parking and Loading Requirements
27. **Child Day Care as a Home Occupation (6-11 Children)**
(Ord. of 9-2-2008)

D. Maximum Density:

1. Conventional Subdivisions: Three (3.0) units per net developable acre.
2. Cluster Subdivisions: Four and One-half (4.5) units per net developable acre.

E. Lot Size Requirements:

1. Minimum district size for cluster subdivisions: Five (5) acres
2. Minimum lot area:
 - A. Conventional lot: 12,000 square feet
 - B. Cluster lot: 8000 square feet
3. Minimum lot width:
 - A. Conventional lot:
 - (1) Interior lot: 80 feet
 - (2) Corner lot: 120 feet
 - B. Cluster lot:
 - (1) Interior lot: 60 feet
 - (2) Corner lot: 90 feet
4. Minimum lot depth:
 - A. Conventional lot: 125 feet
 - B. Cluster lot: 90 feet

F. Bulk Regulations:

1. Height
 - A. Residential building height: 35 feet
 - B. Public or semi-public building: 45 feet,
provided that required front, rear, and side yards shall be
increased by 1 foot for each foot of height over thirty-five feet.
 - C. Cupolas, spires and steeples: 90 feet,
by special permit.
 - D. Accessory buildings: 16 feet,
provided that accessory building heights may be increased to
twenty-four (24) feet in accordance with Article 2, Section P of
the Zoning Ordinance.
(Ord. of 5-4-2004)
2. Minimum yard requirements:
 - A. Conventional lot:
 - (1) Front yard: 35 feet
 - (2) Side yard: 15 feet
 - (3) Rear yard: 35 feet
5 feet (accessory uses)
 - B. Cluster lot:
 - (1) Front yard: 25 feet
 - (2) Side yard: 6 feet
 - (3) Rear yard: 25 feet
5 feet (accessory uses)
 - C. In addition to the above regulations, the yard requirements for uses and
structures other than residential dwellings and residential accessory uses shall
be further regulated by floor area ratio and lot coverage ratios. A maximum floor
area ratio equal to 0.25 shall apply to such non-residential uses and structures,

with a maximum percentage of lot coverage equal to 20%. The location of all such uses shall be subject to site plan approval.

G. Landscaping, Open Space and Recreation Areas:

1. In subdivisions approved for cluster development, twenty percent (20%) of the gross site area shall be common open space dedicated to common usage and ownership. Twenty-five percent (25%) of the required open space area shall be developed as active recreational and active community open space, as defined.
2. In conventional subdivisions with 75 or more lots, ten percent (10%) of the gross site area shall be common open space dedicated to common usage and ownership. Fifty percent (50%) of the required common open space area shall be developed as active recreational and active community open space, as defined.
3. For cluster and conventional subdivisions, no more than 40% of the required common open space shall consist of land classified as 100 year floodplain, stream valleys, wetlands, water features, slopes greater than 30%, and/or drainage easements.
4. Required open space shall be contiguous and shall occupy a single parcel within the subdivision unless otherwise approved by the Planning Commission.
5. In no instance shall open space credit be given for lands which are included in or reserved for public rights of way or private travelways, loading areas, required sidewalks or parking areas.
6. Open space shall be accessible to all residential lots within the subdivision via dedicated pedestrian access easements. Where bike and pedestrian trails intended for public use have been designated by the Town's adopted Comprehensive Plan or the Capital Improvements Plan, access easements shall be provided, where appropriate, within the subdivision to link these trails to common open space areas.
7. All open space shall be further regulated by landscaping requirements.
8. All common open space, recreational areas and other common properties shall be preserved for their intended purpose as shown on the approved Plan of Development and shall be established by metes and bounds on the Final Subdivision Record Plat.
9. Common open space, recreational areas and other common properties shall be owned, administered and maintained by a not-for-profit, property owners' association, provided,

however, that a portion or all of such properties may be dedicated to the Town subject to and at the sole discretion of the Town for acceptance at time of plat recordation. Property owners' association by-laws, articles of incorporation and restrictive covenants shall be submitted with any application for subdivision plat approval. Prior to final approval of a subdivision plat including properties to be owned by a property owners' association, the Town Attorney shall review and approve the bylaws, articles of incorporation and restrictive covenants.

10. For open space, recreational areas and other common properties to be retained by the property owners' association of a subdivision, the initial developer/owner of the subdivision must establish the owners' association as a legal entity prior to the recordation of the final plat. Membership in the association shall be mandatory for all lot owners within the subdivision. The owners' association shall own all common open space and recreational facilities and shall provide for their perpetual administration, maintenance and operation.
11. The open space and recreation area requirements for residential developments which incorporate a public or private golf course shall be subject to both Special Permit and General Development Plan approval, provided that any golf course under construction prior to the date of this ordinance is not subject to Special Permit regulations.

Notwithstanding the above provisions, open space credit shall be given to the area which circumscribes the golf course irrespective of the actual ownership of the real property which constitutes the golf course.

In addition to the golf course, community recreational amenities (such as swimming pools, tennis courts, pedestrian trails, etc.) shall be provided and made available to the residents of the subdivision pursuant to the approved General Development Plan.

H. Conventional and Cluster Subdivisions: Net Developable Area Calculation

1. Notwithstanding governing lot size and yard regulations, the maximum number of lots for any conventional or cluster subdivision shall be calculated based on existing land conditions. The yield of a subdivision shall be based on its net developable area, with adjustment factors for physical land units as specified in the chart in the following section.
2. The subdivision plat and/or site plan for a project shall graphically depict the location and area for the physical land units as outlined herein below. A calculation of the net

developable area shall be required for all subdivision and site plan submissions. (*Refer to illustrative example of net developable area calculation in Appendix 1 of the Zoning Ordinance.*)

Physical Land Unit	Percent Credited Toward Net Acreage
<i>Slopes less than 10%:</i>	100%
<i>Slopes from 10% but less than 20%:</i>	75%
<i>Slopes from 20% but less than 30%:</i>	50%
<i>Slopes 30% or more:</i>	10%
<i>Soils with high shrink/swell characteristics, as defined:</i>	75%
<i>Wetlands, existing water features and streams:</i>	0%
<i>Stormwater management basins and structures:</i>	0%
<i>Above-ground 69 KV or greater transmission lines:</i>	0%
<i>Public right-of-way</i>	0%
<i>Private streets, travelways and combined travelways and parking bays</i>	0%

3. No credit towards net developable area shall be given for planned public rights-of-way, private streets, travelways and combined travelways and parking bays within a lot or property to be developed or subdivided. Twenty percent (20%) shall be subtracted from the calculated net developable acreage to allow for street rights of way, unless it can be demonstrated by survey calculations to the satisfaction of the Planning Commission that proposed street rights of way, private streets, travelways and combined travelways and parking bays in a subdivision will be less than 20% percent of the calculated net acreage.
4. No S-R District residential lot shall be designed in such a way that an area of more than 25% of the prescribed minimum lot area is comprised of one or more of the following physical land units: (a) slopes 30% or greater, (b) wetlands, (c) 100-year floodplains, and (d) water features.
(Ord. of 8-1-2001)

I. Additional Regulations:

1. Refer to the Floodplain Zoning Overlay District, where applicable.
2. Refer to the Chesapeake Bay Preservation Area Overlay District.
3. Refer to Landscaping and Screening, Article 9, for screening and buffer yard provisions.

4. Refer to Parking and Loading Requirements, Article 8, for parking regulations and specific requirements for common parking lots for recreation vehicle and boat storage.
5. Recreational vehicle parking shall not be permitted within front yard and the area of the side yard setbacks.
6. No private domestic well and septic systems shall be permitted. Irrigation wells are permitted by right.
7. Any subdivision or lot which is proposed to be developed on shrink/swell soils shall require a geotechnical report to be submitted with the preliminary plat and plans. Such report shall be prepared by a registered professional engineer and shall address the feasibility of development on the subject soils. No subdivision plat or site plan shall be approved for final recordation until a foundation engineering report has been reviewed by the Town. All recorded plats for lots containing shrink/swell soils shall bear the following note: *“This lot contains shrink/swell soils which require special engineering design for foundations and structural elements. No structure will be approved for issuance of a building permit until a foundation engineering design prepared by a certified professional engineer has been approved for the proposed structure.”*
8. All uses within the S-R District shall require a General Development Plan and/or site plan for zoning and/or special permit approval.
9. Refer to General Regulations, Article 2, for additional lot and yard requirements.
10. Refer to Sign Regulations, Article 10, for signage provisions.
(Ord. of 10-3-2000)

Article 3.D:

DN-R, Downtown Neighborhood Residential District

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.
28. **Child Day Care as a Home Occupation (6-11 Children)**
(Ord. of 9-5-2000, Ord. of 9-2-2008)

D. Maximum Density:

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

E. Lot Size Requirements:

1. Minimum district size: Not regulated

2. Minimum lot area:
 - A. Conventional single family lot: 6000 square feet

 - B. Duplex lot (1 attached unit/lot):
 - (1) Interior lot: 4000 square feet
 - (2) Corner lot: 5000 square feet

3. Minimum lot width:
 - A. Conventional single family lot:
 - (1) Interior lot: 50 feet
 - (2) Corner lot: 75 feet

 - B. Duplex attached residential lot (1 attached unit per lot):
 - (1) Interior lot: 40 feet
 - (2) Corner lot: 60 feet

F. Bulk Regulations:

1. Height
 - A. Residential building height: 35 feet
(principal and accessory uses)

 - B. Public or semi-public building: 45 feet,
provided that required front, rear, and side yards shall be
increased by 1 foot for each foot of height over thirty-five feet.

C. Cupolas, spires and steeples: 50 feet

DRAFT

2. Minimum yard requirements:
- A. Conventional single family lot:
- (1) Front yard: 25 feet,
Except where forty percent (40%) or more of the frontage on one side of the street within the same block is improved with buildings, no building on that side of the street within the same block shall be required to have a front yard greater than the average front yard of the existing buildings. However, when there are buildings on the adjacent lots on both sides, the front yard shall not be required to be greater than the average of the front yards of the buildings on the adjacent lots. The side line of a building on a corner lot shall not be a factor in these calculations.
- (2) Side yard (interior lot): 10 feet,
Except that the minimum side yard for any lot of record prior to the date of the adoption of this ordinance shall be 5 feet.
- Side yard (corner lot): 20 feet,
Except that the minimum side yard for any corner lot of record prior to the date of the adoption of this ordinance shall be 10 feet.
- (3) Rear yard: 25 feet (residences)
5 feet (accessory uses),
- B. Duplex attached residential lot (1 attached unit per subdivision lot):
- (1) Front yard: 25 feet,
Except where forty percent (40%) or more of the frontage on one side of the street within the same block is improved with buildings, no building on that side of the street within the same block shall be required to have a front yard greater than the average front yard of the existing buildings. However, when there are buildings

on the adjacent lots on both sides, the front yard shall not be required to be greater than the average of the front yards of the buildings on the adjacent lots. The side line of a building on a corner lot shall not be a factor in these calculations.

- (2) Side yard (interior lot): 10 feet
Side yard (corner lot): 15 feet

Except that the minimum side yard for accessory uses for any lot of record prior to the date of the adoption of this ordinance shall be 5 feet.

- (3) Rear yard: 25 feet (residences)
5 feet (accessory uses),

- D. A maximum floor area ratio equal to 0.25 shall apply to uses other than residential.

G. Open Space:

1. In conventional subdivisions with 50 or more lots, 10% of the gross site area shall be open space dedicated to common usage and ownership, 50% of such area shall be developed as recreational and active community open space, as defined.
2. No more than 40% of the dedicated open space shall consist of land classified as 100 year floodplain, stream valleys, wetlands, slopes greater than 30% and/or drainage easements.
3. All dedicated open space is regulated by landscaping requirements.
4. In no instance shall open space credit be given for lands which are included in or reserved for public rights of way, private travelways, loading areas, required sidewalks or parking areas.

H. Net Developable Area Calculation for DN-R District:

1. Notwithstanding governing lot size and yard regulations, the maximum number of units for attached residential development or subdivision shall be calculated based on existing

land conditions. The yield of a subdivision shall be based on its net developable area, with adjustment factors for physical land units as specified in the chart in the following section.

2. The final plat and/or site plan for a project shall graphically depict the location and area for the physical land units as outlined herein below. A calculation of the net developable area shall be required for all subdivision and site plan submissions. *(Refer to illustrative example of net developable area calculation in the appendix of the Zoning Ordinance.)*

Physical Land Unit	Percent Credited Toward Net Acreage
<i>Slopes less than 10%:</i>	100%
<i>Slopes from 10% but less than 20%:</i>	75%
<i>Slopes from 20% but less than 30%:</i>	50%
<i>Slopes 30% or more:</i>	10%
<i>Soils with high shrink/swell characteristics, as defined:</i>	75%
<i>Wetlands, existing water features and streams:</i>	0%
<i>Stormwater management basins and structures:</i>	0%
<i>Above-ground 69 KV or greater transmission lines:</i>	0%
<i>Public right-of-way</i>	0%
<i>Private streets, travelways and combined travelways and parking bays</i>	0%

3. No credit towards net developable area shall be given for planned public rights-of-way, private streets, travelways and combined travelways and parking bays within a lot or property to be developed or subdivided. Twenty percent (20%) shall be subtracted from the calculated net developable acreage to allow for street rights of way, unless it can be demonstrated by survey calculations to the satisfaction of the Planning Commission that proposed street rights of way, private streets, travelways and combined travelways and parking bays in a subdivision will be less than 20% percent of the calculated net acreage.
4. No DN-R District residential lot shall be configured such that more than 10% of the prescribed minimum lot area is comprised of one or more of the following physical land units: (a) slopes 30% or more, (b) wetlands, (c) 100-year floodplains, and (d) water features.
(Ord. of 8-1-2001)

I. Additional Regulations:

1. Refer to the Floodplain Zoning Overlay District, where applicable.

2. Refer to the Chesapeake Bay Preservation Area Overlay District.
3. Refer to Landscaping and Screening, Article 9, for screening and buffer yard provisions.
4. Refer to Parking and Loading Requirements, Article 8, for parking regulations and specific requirements for common parking lots for recreation vehicle and boat storage.
5. Recreational vehicle parking shall not be permitted within front yard and the area of the side yard setbacks.
6. No private domestic well and septic systems shall be permitted. Irrigation wells are permitted by right.
7. Any subdivision or lot which is proposed to be developed on shrink/swell soils shall require a geotechnical report to be submitted with the preliminary plat and plans. Such report shall be prepared by a registered professional engineer and shall address the feasibility of development on the subject soils. No subdivision plat or site plan shall be approved for final recordation until a foundation engineering report has been reviewed by the Town. All recorded plats for lots containing shrink/swell soils shall bear the following note: *"This lot contains shrink/swell soils which require special engineering design for foundations and structural elements. No structure will be approved for issuance of a building permit until a foundation engineering design prepared by a certified professional engineer has been approved for the proposed structure."*
8. Refer to the Smithfield Design and Construction Standards Manual for additional residential design standards and criteria, where applicable.
9. Refer to the Smithfield Historic District Design Guidelines and the HP-O District for additional residential design standards and criteria for properties located within the historic preservation areas.
10. All uses within the DN-R District shall require a General Development Plan and/or site plan for zoning and/or special permit approval.
11. Refer to General Regulations, Article 2, for additional lot and yard requirements.
12. Refer to Sign Regulations, Article 10, for signage provisions.
(Ord. of 10-3-2000)



Terence R. McAuliffe
Governor

Maurice A. Jones
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

William C. Shelton
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

October 20, 2014

Mr. Peter M. Stephenson, AICP, ICMA-CM
Town Manager
Town of Smithfield
Post Office Box 246
Smithfield, Virginia 23431

RE: Community Development Block Grant 11-10 MY-1
Pinewood Heights Redevelopment Project
Final Compliance Review

Dear Mr. Stephenson:

On October 7, 2014, Elizabeth Boehringer, Community Development Specialist, of the Virginia Department of Housing and Community Development (DHCD), conducted the Final Compliance Review (FCR) of the above referenced Community Development Block Grant (CDBG). The FCR is a way of ensuring local compliance with federal and state laws and policies and gives DHCD an opportunity to make recommendations designed to improve the Town's administration of its project. Enclosed is a summary of what DHCD staff observed during this review.

PROJECT STATUS AND ACTIVITIES

The CDBG #11-10 MY-1 is intended to improve the living conditions of 10 households, of which nine are LMI households, through the provision of acquisition and permanent relocation assistance. The \$624,720 grant was awarded on March 21, 2012, but, at the Town's request, the CDBG agreement was not signed by the Town until July 2, 2012. This extension was necessary due to the Town's need to conduct local hearings over the project budget and the proposed increase in the dedicated meals tax rate to provide local funds for this project. The Town has committed to provide \$826,755.00 in non-CDBG funds toward the project. The grant is scheduled to expire on March 20, 2014. It was extended to October 20, 2014 with contract amendment #2. With budget revision #1, the town increased the amount of relocation assistance available to owner-occupied households to ensure they are made whole.

At the time of the compliance review, the status of the required activities, per this contract, are as follows:

Partners for Better Communities



www.dhcd.virginia.gov

1. Acquisition of nine (9) owner-occupied building units, of which six (6) will be done with CDBG funds in MY-1. **The town has acquired all six units.**
2. Acquisition of seven (7) tenant-occupied building units, of which four (4) will be done with local funds in MY-1. **The town has acquired all four units.**
3. Permanent relocation assistance for nine (9) owner households, of which four (4) will be done with CDBG funds and two (2) will be done with local funds in MY-1. **All six owner households have been relocated.**
4. Permanent relocation assistance for three (3) market-rate tenant households, of which two (2) will be done with local funds in MY-1. **One of two market-rate tenant households has been relocated. The household at 48 Carver is in temporary relocation housing while it receives assistance in locating a suitable permanent housing unit.**
5. Permanent relocation assistance for four (4) Section 8 households, of which two (2) will be done with local funds in MY-1. **The Section 8 tenants at 42 and 43 Carver Avenue have been relocated. The former was done with County Section 8 funds and the latter with HOME/STOP assistance resulting in homeownership creation.**
6. Demolition of sixteen (16) substandard building units, of which ten (10) will be done with local funds during MY-1. **Six of ten units have been demolished. Three units are vacant and have been boarded. The household at 48 Carver needs to be relocated and the unit acquired by the town. Afterwards, 47 Carver and 48 Carver will be demolished. The units at 51 Carver and 44 Carver will not be demolished until their MY-2 common wall units are acquired.**
7. Clearance of all junk, debris, weeds, inoperable vehicles and dilapidated structures from the project area. **Significant improvement in this area has been accomplished since the start of the Pinewood Heights project. This will continue as additional duplexes are demolished as part of the MY-2 contract.**

BENEFITS STATUS

The CDBG Agreement requires that 10 households, of which nine are low- and moderate-income households (LMI), receive acquisition and relocation assistance. As of the date of the compliance review, nine of ten households have been relocated. As a result, 24 LMI persons have been served by this project to date. Due to the unfortunate death of a household member, it is anticipated that 29 and not 30 individuals will be beneficiaries. The National Objective of benefiting at least 51% LMI persons will be met.

FINANCIAL MANAGEMENT

The Town draws down funds on a reimbursement basis. As of the date of the FCR, the Town had submitted four drawdown requests for \$574,920 or 93% of the grant amount. The supporting documentation for the final drawdown request #5 for \$44,800 was also reviewed.

It should be noted that all CDBG funds are being expended on owner-occupied acquisition and relocation activities. Originally, permanent relocation costs were being split up 54% CDBG and 46% Town funds. However, the Town has allocated additional funds to owner-occupied relocation to ensure the households are made whole. Therefore, the split is now 46% CDBG and 54% Town.

A total of \$828,755 in leverage funds is committed to this project, with \$903,485.67 being verified at the compliance review. Therefore, leverage funds are being spent in proportion to CDBG funds. The chart below outlines the expenditures that were reviewed and verified.

Documented Project Expenditures as of 10/7/2014

Activity	CDBG	Town	County	HOME	Total
Administration		\$24,637.18			\$24,637.18
Acquisition	\$408,000	428,196.21			836,196.21
Permanent Relocation	216,720	309,567.97	\$38,514	\$96,687	661,468.97
Clearance & Demolition		5,883.31			5,883.31
Total	\$624,720	768,284.67	\$38,514	\$96,687	\$1,528,185.67
Budget Amount	\$624,720	\$717,955	\$21,000	\$89,800	\$1,453,475
% of Budget	43%	49%	1%	6%	100%
% Expended	100%	107%	183%	108%	105%

Ellen D. Minga, Town Treasurer, has done an excellent job of tracking and monitoring financial activities, resulting in a smooth compliance review. The expenditure of all CIG and leverage funds was well documented and appeared to comply with program requirements. As this is an acquisition and relocation project, no active program income has been earned. No financial management concerns or findings were noted during the compliance review.

PROGRAM MANAGEMENT

The project has generally been implemented in accordance with the CDBG program guidelines. Regular project management team meetings are held and minutes are forward to DHCD. Lesley King, Town Clerk, is responsible for the grant files. They were very well organized and appeared to include all necessary project documentation.

The Town hired Community Planning Partners, Inc. to provide grant management services, with Michael Paul Dobson serving the Grant Manager. He has done an excellent job of tracking project activities. Mr. Dobson also serves as the Acquisition and Relocation Specialist. Barbara Wiggins, Providence Credit Care Management, serves as the housing counselor. Due to the combination of households wishing to remain in the local school district and limited availability of affordable housing within town limits, the relocation process has been slower than originally anticipated. Steve Edwards, Isle of Wight Real Estate, has been procured as the appraiser. Art Berkley, County Director of Inspections, inspects all proposed replacement units. An inspection of the replacement unit for the household at 51 Carver Avenue, which is located at 14415 Carroll Bridge Road, Isle of Wight County, was conducted and it was found to be decent, safe, and sanitary.

COMPLIANCE STATUS

The following table lists the regulatory topics reviewed during the compliance review and the result of that review.

Area Reviewed	Finding	Concern	Unresolved Issues	Compliance
Project Management				10/7/2014
Files and Contracts				10/7/2014
Citizens Participation/Complaints				10/7/2014
EEO/Fair Housing				10/7/2014
Benefits				10/7/2014
Financials				10/7/2014
Acquisition				10/7/2014
Relocation				10/7/2014
Inspections				10/7/2014

CONCLUSION

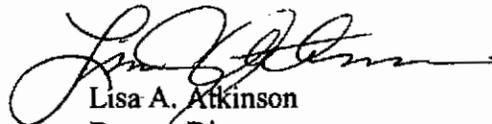
The Town of Smithfield and its numerous partners are to be commended for its commitment to improving the lives of the residents of the Pinewood Heights project area despite the project's long and tumultuous start. Delays have occurred in the implementation of Phase 2 due to difficulties in locating relocation units in the town limits. However, the project has successfully been concluded. No findings or concerns were identified during the compliance review. This compliance review is considered closed and no response is required. Closeout of the grant will be initiated shortly.

We appreciate the assistance that Ellen Minga, Lesley King, and Michael Paul Dobson provided DHCD staff during the review. Please extend our thanks to them. Should you have

Mr. Peter M. Stephenson, AICP, ICMA-CM
Page 5
October 20, 2014

any questions regarding this review, please contact your Community Development Specialist,
Elizabeth Boehringer, at 804-371-7065.

Sincerely,



Lisa A. Atkinson
Deputy Director

cc: Ellen Minga, Town of Smithfield
Lesley King, Town of Smithfield
Michael Paul Dobson, Community Planning Partners, Inc.
Elizabeth Boehringer, DHCD
Joanne Peerman, DHCD

PROJECT STATUS MAP

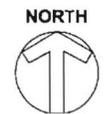
Pinewood Heights Phase II Redevelopment Project
Multi-Year 1
Town of Smithfield, Virginia

LEGEND

--- PHASE II BOUNDARY

STATUS:

- PRELIM ACQ LETTER RECEIVED BY OWNER
 - APPRAISAL COMPLETE
 - OFFER TO PURCHASE ACCEPTED
 - OFFER TO PURCHASE DECLINED
 - RELOCATION COMPLETE/IN PROCESS
 - DEMOLITION COMPLETE
 - PROPERTIES TO BE ACQUIRED IN MY2
- O OWNER OCCUPIED
 R RENTER OCCUPIED
 8 SECTION 8 TENANT
 * MOVED TO MY2



October, 2014
COMMUNITY PLANNING PARTNERS, INC.

MONTHLY PROGRESS REPORT FOR OCTOBER 2014

Locality: Town of Smithfield

Contract #: 11-10 MY1

Prepared by: Michael Paul Dodson, CFM

Project Name: Pinewood Heights Phase II Contract Completion Date: 10/20/2014

Date: 10/15/2014

FINANCIALS

CDBG Contract Amount: \$624,720 Leverage Amount: \$826,755
CDBG Amount Expended: \$624,720 Leverage Amount Expended: \$901,481

CUMLATIVE CONSTRUCTION PROGRESS

{INSERT PROJECT SPECIFIC PRODUCTS HERE}

ADMINISTRATIVE ACTIVITY

Management Plan: Is project on schedule as shown in PMP? Yes No If no, update will be furnished by: / /

When was the last Management Team meeting? 09/09/2014

Next meeting? 11/12/2014

Budget: Is project proceeding within the approved budget? Yes No If no, revision will be furnished by: / /

Technical Assistance Required? Yes No If yes, in what area(s)?

Status: The Town owns 39, 40, 41, 42, 43, 45, 46, 47, 48 and 51 Carver Street. The demolition of 41/42 and 45/46 Carver Street has been completed. 39, 40, 43, 47 and 51 Carver Street are vacant and have been boarded/secured. The tenants at 48 Carver Street are working with all parties to find a new home. All relocation work is being done in tandem with acquisition offers so that the residents are quickly moved into their new residence and the old structures are demolished.

Are problems anticipated? None

Other comments: None.

Project Specific Products:

Owner-Occupied Acquisition (Goal=5)

Owner Occupied Homes

1) 41 Carver 2) 45 Carver 3) 46 Carver 4) 47 Carver 5) 51 Carver

Preliminary Acquisition Letters Sent 5

1) 41 Carver 2) 45 Carver 3) 46 Carver 4) 47 Carver 5) 51 Carver

Appraisals Completed 5

1) 41 Carver 2) 45 Carver 3) 46 Carver 4) 47 Carver 5) 51 Carver

Review Appraisals Completed 5

1) 41 Carver 2) 45 Carver 3) 46 Carver 4) 47 Carver 5) 51 Carver

Offer to Purchase Letters Sent 5

1) 41 Carver 2) 45 Carver 3) 46 Carver 4) 47 Carver 5) 51 Carver

Offers Accepted 5

1) 41 Carver 2) 45 Carver 3) 46 Carver 4) 47 Carver 5) 51 Carver

Properties Closed On 3

1) 41 Carver 2) 45 Carver 3) 46 Carver 4) 47 Carver 5) 51 Carver

Tenant-Occupied Acquisition (Goal=5)

Tenant Occupied Homes

1) 42 Carver 2) 43 Carver 3) 48 Carver 4) 40 Carver 5) 39 Carver

Preliminary Acquisition Letters Sent 5

1) 42 Carver 2) 43 Carver 3) 48 Carver 4) 40 Carver 5) 39 Carver

Appraisals Completed 5

1) 42 Carver 2) 43 Carver 3) 48 Carver 4) 40 Carver 5) 39 Carver

Review Appraisals Completed 4

1) 42 Carver 2) 43 Carver 3) 48 Carver 4) 40 Carver 5) 39 Carver

Offer to Purchase Letters Sent 4

1) 42 Carver 2) 43 Carver 3) 48 Carver 4) 40 Carver 5) 39 Carver

Offers Accepted 4

1) 42 Carver 2) 43 Carver 3) 48 Carver 4) 40 Carver 5) 39 Carver

Properties Closed On 2

1) 42 Carver 2) 43 Carver 3) 48 Carver 4) 40 Carver 5) 39 Carver

Owner-Occupied Relocation (Goal=5)

Owner Occupied Homes

1) 41 Carver 2) 45 Carver 3) 46 Carver 4) 47 Carver 5) 51 Carver

Household Surveys Completed 5

1) 41 Carver 2) 45 Carver 3) 46 Carver 4) 47 Carver 5) 51 Carver

Income Verifications Completed 5

1) 41 Carver 2) 45 Carver 3) 46 Carver 4) 47 Carver 5) 51 Carver

Eligibility of Relocation Letters Sent 5

Comparable Units Found and Inspected <u>4</u>	1) 41 Carver	2) 45 Carver	3) 46 Carver	4) 47 Carver	5) 51 Carver
Households Relocated <u>3</u>	1) 41 Carver	2) 45 Carver	3) 46 Carver	4) 47 Carver	5) 51 Carver

Market-Rate, Renter-Occupied Relocation (Goal=2)

Market-Rate Occupied Homes	1) 48 Carver	2) 40 Carver
Household Surveys Completed <u>2</u>	1) 48 Carver	2) 40 Carver
Income Verifications Completed <u>2</u>	1) 48 Carver	2) 40 Carver
Eligibility of Relocation Letters Sent <u>2</u>	1) 48 Carver	2) 40 Carver
Comparable Units Found and Inspected <u>2</u>	1) 48 Carver	2) 40 Carver
Households Relocated <u>1</u>	1) 40 Carver	

Section 8, Renter-Occupied Relocation (Goal=3)

Section 8 Occupied Homes	1) 42 Carver	2) 43 Carver	3) 39 Carver
Household Surveys Completed <u>3</u>	1) 42 Carver	2) 43 Carver	3) 39 Carver
Income Verifications Completed <u>2</u>	1) 42 Carver	2) 43 Carver	3) 39 Carver
Eligibility of Relocation Letters Sent <u>2</u>	1) 42 Carver	2) 43 Carver	3) 39 Carver
Comparable Units Found and Inspected <u>2</u>	1) 42 Carver	2) 43 Carver	3) 39 Carver
Households Relocated <u>2</u>	1) 42 Carver	2) 43 Carver	3) 39 Carver

Demolition (Goal=10)

Units to be Demolished	1) 39 Carver	2) 40 Carver	3) 41 Carver	4) 42 Carver	5) 43 Carver	6) 45 Carver
	7) 46 Carver	8) 47 Carver	9) 48 Carver	10) 51 Carver		
Units that have been Demolished <u>4</u>	1) 41 Carver	2) 42 Carver	3) 45 Carver	4) 46 Carver		

MONTHLY PROGRESS REPORT FOR OCTOBER 2014

Locality: Town of Smithfield

Contract #: 13-01 MY2

Prepared by: Michael Paul Dodson, CFM

Project Name: Pinewood Heights Phase II Contract Completion Date: 08/27/2015

Date: 10/15/2014

FINANCIALS

CDBG Contract Amount:	\$375,280	Leverage Amount:	\$589,894
CDBG Amount Expended:	\$0	Leverage Amount Expended:	\$0

CUMLATIVE CONSTRUCTION PROGRESS
{INSERT PROJECT SPECIFIC PRODUCTS HERE}

ADMINISTRATIVE ACTIVITY

Management Plan: Is project on schedule as shown in PMP? Yes No If no, update will be furnished by: / /

When was the last Management Team meeting? 09/09/2014 Next meeting? 11/12/2014

Budget: Is project proceeding within the approved budget? Yes No If no, revision will be furnished by: / /

Technical Assistance Required? Yes No If yes, in what area(s)?

Status: Appraisals have been received for all properties and applications for relocation have been received for all residents except 110 Carver. All review appraisals have been completed and verified to the appraisal value. The owner and Section 8 renter have all begun the process of looking for relocation units. Income verifications are 65% complete.

Are problems anticipated? None

Other comments: None.

Project Specific Products:

Owner-Occupied Acquisition (Goal=4)

Owner Occupied Homes
1) 44 Carver 2) 52 Carver 3) 53 Carver 4) 54 Carver
Preliminary Acquisition Letters Sent 4
1) 44 Carver 2) 52 Carver 3) 53 Carver 4) 54 Carver
Appraisals Completed 4
1) 44 Carver 2) 52 Carver 3) 53 Carver 4) 54 Carver
Review Appraisals Completed 4
1) 44 Carver 2) 52 Carver 3) 53 Carver 4) 54 Carver
Offer to Purchase Letters Sent 0

Offers Accepted 0

Properties Closed On 0

Tenant-Occupied Acquisition (Goal=2)

Tenant Occupied Homes
1) 110 Carver 2) 111 Carver
Preliminary Acquisition Letters Sent 2
1) 110 Carver 2) 111 Carver
Appraisals Completed 2
1) 110 Carver 2) 111 Carver
Review Appraisals Completed 2
1) 110 Carver 2) 111 Carver
Offer to Purchase Letters Sent 0

Offers Accepted 0

Properties Closed On 0

Owner-Occupied Relocation (Goal=4)

Owner Occupied Homes
1) 44 Carver 2) 52 Carver 3) 53 Carver 4) 54 Carver
Household Surveys Completed 4
1) 44 Carver 2) 52 Carver 3) 53 Carver 4) 54 Carver
Income Verifications Completed 4
1) 44 Carver 2) 52 Carver 3) 53 Carver 4) 54 Carver

Eligibility of Relocation Letters Sent 1

1) 44 Carver

Comparable Units Found and Inspected 0

Households Relocated 0

Market-Rate, Renter-Occupied Relocation (Goal=1)

Market-Rate Occupied Homes

1) 111 Carver

Household Surveys Completed 0

Income Verifications Completed 0

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

Section 8, Renter-Occupied Relocation (Goal=1)

Section 8 Occupied Homes

1) 110 Carver

Household Surveys Completed 1

1) 110 Carver

Income Verifications Completed 1

1) 110 Carver

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

Demolition (Goal=6)

Units to be Demolished

1) 44 Carver

2) 52 Carver

3) 53 Carver

4) 54 Carver

5) 110 Carver

6) 111 Carver

Units that have been Demolished 0