

SMITHFIELD TOWN COUNCIL AGENDA
January 6th, 2015 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

1. Manager's Report
 - a. December Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

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| January 1 st & 2 nd | Town Administrative Offices Closed in Observance of New Year's Holiday |
| January 6 - | 7:30 p.m. – Town Council Meeting |
| January 13 - | 4:00 p.m. Pinewood Heights Management Team Meeting |
| January 13 - | 6:30 p.m. – Smithfield Planning Commission Meeting |
| January 20 - | 6:30 p.m. – Board of Historic and Architectural Review |
| January 16 th & 19 th | Town Administrative Offices Closed in Observance of Lee-Jackson Day and Martin Luther King, Jr. Day |
| January 26 - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| January 27 - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Parks and Recreation Committee
Public Works Committee
Public Buildings and Welfare Committee |

NOTE: All of the above public meetings will be held at the Smithfield Center, unless otherwise noted.

C. Public Comments:

The public is invited to speak to Council on any matters, except scheduled public hearing(s). There will be a separate sign up sheet for public hearings. For public comments please use the appropriate sign-up sheet and include your preferred method of contact. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

- a. Presentation – Western Tidewater Free Clinic Update by Ms. Stephe Broadwater

D. Council Comments

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council Meetings. ADA compliant hearing devices are available for use upon request. Please call (757) 356-9939 at least 24 hours prior to the meeting date so that proper arrangements may be made.

E. Summary of Consent Agenda Items

- a. Police Committee Chair, Denise N. Tynes
- b. Finance Committee Chair, Randy Pack
- c. Parks and Recreational Committee Chair, Ms. Connie Chapman
- d. Public Works Committee Chair, Mr. Michael Smith
- e. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

CONSENT AGENDA ITEMS

- C1. Resolution Amending Street Closure Request for Mardi Gras 4 Beads on Saturday, February 7th, 2015 (forthcoming)**
Police Committee Chair, Mrs. Denise N. Tynes
- C2. Resolution for Street closure/Traffic Assistance Request for YMCA Triathlon, Saturday, April 18th, 2015 from 10:00 a.m. to 3:00 p.m. TAB # 1**
Police Committee Chair, Mrs. Denise N. Tynes
- C3. Invoices Over \$10,000 Requiring Council Authorization**
Finance Committee Chair, Randy Pack
- | | | |
|----|--|-------------|
| a. | Bank of America | \$20,171.00 |
| b. | Atlantic Communications, Inc. | \$23,362.45 |
| c. | Beach Ford (Budgeted Public Works Truck) | \$25,595.00 |
| d. | Sydnor Hydro | \$29,810.00 |
- C4. Motion to Approve Proposed Policy and Procedures for the Smithfield Center in Regards to Prioritization of Rental Times**
Parks and Recreation Committee Chair, Ms. Connie Chapman
- C5. Motion to Authorize the Town Manager to Execute Parking Lot License Agreement Between the Town of Smithfield and Smithfield Foods behind the Veteran's Memorial**
Public Works Committee Chair, Mr. Michael G. Smith
- C6. Resolution to Consent to Change of Meeting Times for the Planning Commission, Board of Historic and Architectural Review, and Board of Zoning Appeals, effective January 2015**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C7. Motion to Accept Deed for 52 Carver Avenue for the Pinewood Heights Relocation Project**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **Public Hearing: Special Use Permit for Home Day Care @ 313 Grandville Arch**
 - a. Presentation by Town Staff
 - b. Public Hearing Open
 - c. Public Hearing Closed
 - d. Consideration by Public Buildings and Welfare Committee Chair, Dr. Milton Cook

2. **Public Hearing: Zoning Ordinance Amendment to Commercial/Industrial Zoning District**
 - a. Presentation by Town Staff **TAB # 2**
 - b. Public Hearing Open
 - c. Public Hearing Closed
 - d. Consideration by Public Buildings and Welfare Committee Chair, Dr. Milton Cook

3. **Motion to Accept the Nominating Committee Recommendation to Fill the three Expiring Terms (1/31/15) on the Smithfield Planning Commission. (Julia Hillegass, Larry Odom, and Thomas Pope)**
Nominating Committee, Dr. Milton Cook

4. **Motion to Approve the Town Council Meeting Minutes of December 2nd, 2014**
Mr. William H. Riddick, III, Town Attorney

5. **New Business:**

6. **Old Business:**

7. **Closed Session:**

8. **Adjournment**

December 31, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – DECEMBER 2014

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings: Hampton Roads Criminal Justice Training Academy Executive Committee, and annual Board of Directors in Newport News, VML Insurance Programs quarterly Board of Directors in Richmond, town Special Events Committee, Chamber's Leadership Isle of Wight planning for 2015, Public Works Department lunch, and town staff Christmas breakfast and awards program at the center
- b. My wife Kim and I were invited to the U.S. Coast Guard Auxiliary Flotilla 59 annual dinner and awards program held at the American Legion. We attended and I accepted an award on behalf of the town for our support of the local flotilla.
- c. I utilized one day total of accrued vacation leave this month.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission and Board of Historic and Architectural Review.
- b. Prepared December Town Council Committee Agenda and January Town Council Agenda
- c. Attended Town Council Committee meetings on December 22nd and 23rd and prepared summary reports of the committee.
- d. Attended employee holiday breakfast and service awards, December 23rd.

TREASURER'S OFFICE:

- a. Assisted with customer tax questions and concerns throughout the month.
- b. Went to court on December 10 for 2 delinquent meals tax cases. Both cases were continued.
- c. Completed bank reconciliations and financial statements for November.
- d. Attended the employee breakfast on December 23. It was a very nice event and much appreciated by all.
- e. Worked on MD&A for the 2014 annual audit after receiving the draft report from the auditors.

PUBLIC WORKS:

- Staff performs the following duties on a monthly basis:
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters, take a minimum of 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings.
1. **Sewer Line Repairs and Maintenance:**
 - a. Tri-State lined N. Mason St. and 100 block of Main St.
 - b. Cleaned sewer line at the following addresses:
101 Riverview
821 Smithfield Blvd
 - c. Repaired sewer cleanouts at the following addresses:
609 Quail St.
319 Main St.
384 Pagan Rd
 2. **Sewer Pump Station Repairs and Maintenance:**
 - a. Weekly and daily checks on all 27 pump stations.
 - b. Performed the following scheduled maintenance at all pump station
Cleaning of wet -wells
Alarms testing
Sump pump cleaning
Check Valve cleaning and repair
Generator checks / Godwin pump checks
Control Panel / Flow monitor checks
Fence and Grounds
Inspected Structure
Inspect and clean pumps
Level system check

Test limit switches
Bar screen cleaning
Rain gauge

- c. 6 inch Godwin pumps set up on standby at Lakeside pump station and at Moonefield pump station – only one pump working at each station.(waiting on parts for repairs)
- d. REW installing Godwin Bypass pump at Main St. pump station.
- e. Golf course pump station - REW replaced parts in control panel - all pumps working.
- f. Installed a new volute and front head at Cresent.
- g. James St. pump station had a problem with air, replaced packing in the gate valve on the intake side. Repair complete.
- h. Riverside pump station - replaced electrical parts station.
- i. Wellington pump station- REW replaced the PLC in the control panel.

3. Water Line Repairs and Maintenance

- a. Repaired water leak at 217 Main St. and 417 Main St.
- b. Installed 450' of new water line for Bob Livengood property.

4. Well Repairs and Maintenance

- a. All wells except 8A and 10 A (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed once a month.

5. Water Treatment Plant

- a. Daily lab analysis and reports for VDH, HRSD, DEQ and ITT.
- b. Repaired concentrate pump was installed by Sydnor Hydro in concentrate pump station.
- c. Operators Jack Reed and Dale Wall attended Membrane Theory and Operations Workshop at JCSA.
- d. Operator Ray Carter achieved his Class 4 Waterworks license.
- e. Plant staff winterized emergency wells.

6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. New Public Works employees certified in VDOT Right of Way and Flagger's Certification.

- d. All Public Works employees attended Defensive Driving and Snowplow Safety training.
- e. Josiah Jendrey renewed certification as a playground inspector.
- f. Josiah Jendrey completed a Masters Certificate in Emergency Management.

7. Windsor Castle Park

- a. Cleaned off and repaired walking trails as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. A general inspection of the park is conducted monthly to ensure that all park amenities are in good condition and are not in need of maintenance or repair. This inspection includes walking of the trails to inspect all pedestrian bridges, overlooks, and to identify possible problems with the trails. In addition inspections are made to the kayak launch and fishing pier to identify possible maintenance issues.
- c. Efforts are being made to find a means of treating all wooden bridges and walkways that will be environmentally friendly and comply with EPA regulations; this will hopefully increase the longevity of these structures and reduce maintenance issues.
- d. Josiah Jendrey attended the Virginia Parks and Recreation Society annual conference.

8. Fog/Backflow Programs

- A. Fog inspections on FSE and monitoring of grease disposal is ongoing with a good level of compliance and cooperation from local businesses.
- B. Backflow test reports are being submitted by residents and business with a good level of cooperation from the public. Additionally many delinquent addresses have complied over the past month in part to changes made to the language used in the notices causing cooperation to increase.

9. Miscellaneous

- a. Grounds crews picked- up trash along Great Springs Rd., Battery Park Rd., Rte 10 Bypass, John Rolfe Dr. Main St. /258 and Waterworks Rd and other areas.
- b. Minor repairs at Town Hall and Town Buildings.
- c. Grounds crew prepared for and worked the Evening Farmers Market and Christmas Parade.

PLANNING AND ZONING:

- Bill Hopkins attended the Virginia Parks & Recreation Society Annual Conference in Hot Springs, VA.
1. Planning Commission – December 9, 2014
 - A. Meeting time changed to 6:30 pm – Approved.
 - B. Special Use Permit - Child Daycare as a Home Occupation – 313 Grandville Arch – Sheran M. Oliver, applicant – Recommended for approval with conditions.
 - C. Zoning Ordinance Amendment – Minimum District Size, Article 3.K:2 C-I, Commercial – Industrial – Town of Smithfield, applicant – Recommended for approval.
 - D. Comprehensive Plan Update – Review of Chapters VII: Historic Areas & VIII: Urban Design – No action taken.
 2. Rezoning Applications under review
 - A. None
 3. Special Use Permit Applications under review
 - A. Child Daycare as a Home Occupation – 313 Grandville Arch – Sheran M. Oliver, applicant.
 4. Subdivision and Site Plans under review
 - A. O’Reilly Auto Parts
 - B. Cypress Creek, Phase 7 B&C
 5. Subdivision and Commercial Sites Under Construction and Inspection
 - A. Church Square, Phase I (95% complete)
 - B. Smithfield Manor Townhomes (Formerly Halstead Landing) (75% complete)
 - C. Lakeview Cove Condos (75% complete)
 6. Board of Zoning Appeals – December 16, 2014
 - No meeting held.
 7. Board of Historic & Architectural Review – December 16, 2014
 - A. Meeting time changed to 6:30 pm – Approved.

- B. Proposed Exterior Renovation and Porch Replacement – 206 Drummonds Lane – Non-Contributing – Lilly Denson, applicant - Approved.
- C. Proposed Wall & Projecting Signs – 113B&C North Church Street – Non-Contributing – Wendy Addison, applicant - Wall sign, approved; Projecting sign, tabled.

8. Planning Commission Work Session – December 16, 2014

- A. Comprehensive Plan Discussion – Future Land Use and Potential Growth Areas – No action taken.

ENGINEERING

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
- C. Lakeview Cove is now under new ownership. All E & S controls have been installed previously by the contractor as per the approved site plans and required by the Town.
- D. Blair Brother's Contractors repaired storm drain drop inlet in drainage easement located at the back of corner lot at intersection of Cypress Creek Parkway and Ryder. Contractor repaired storm drain pipe connection to drop inlet with grout and backfilled area around drop inlet and installed topsoil and seed.
- E. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active projects: Harvest Fellowship Church, Moody Properties, Dollar General (Main St.) & Cypress Creek Parkway extension. Also Erosion & Sedimentation control field inspections for single family dwellings were performed at 13 locations throughout the Town and required reports were filed.
- F. Field inspections were held this month involving the Smithfield Lake Dam. No structural deficiencies were found at this time.
- G. Cypress Creek Development; Contractor C. A. Barrs Constr., all work on project has now been completed except installation of roadway asphalt surface. Contractor anticipates the installation of the asphalt surface early next Spring 2015.

December 31, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, DECEMBER 22ND, 2014

The Police Committee met Monday, December 22nd, 2014 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, Chair; Ms. Connie Chapman, and Mr. Andrew Gregory, Vice Mayor. Other Council members present were Mr. Randy Pack, Dr. Milton Cook, Mr. Michael G. Smith, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William Riddick, III, Town Attorney; Mr. Steven Bowman, Chief of Police; Mr. Alonzo Howell, Deputy Chief of Police; Ms. Amy Musick, Smithfield Center Director. Also in attendance was Mr. Rick Bodson. The media was represented by Ms. Abby Proch of the Smithfield Times.

Police Committee Chair, Denise N. Tynes called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA.

1. Amend Street Closure Request for Mardi Gras Run 4 Beads on Saturday, February 7th, 2015 – Mrs. Tynes asked if this was a first time event. Ms. Musick replied that it was. This item came before Town Council a few months ago and was approved at that time; however the current street closure needs to be amended to extend the closure of Main Street from Underwood Lane to Church Street. The Town Attorney asked for clarification on what streets need to be closed. She explained that originally when the Chamber of Commerce submitted their event application it did not include a place for cars to turn around so that is why it is being brought back to committee to extend the street closure. Ms. Musick stated that she will put together a new map that shows which roads are affected for this event by the January 6th Town Council meeting. Ms. Musick also stated that she is working on developing a standard map that will be used for all events that require closing town streets. Mayor Williams asked if the residents along the race route would be notified. Ms. Musick stated that the organizer for the event has been instructed to notify all residents along the route, but she does not know if this has been done. Vice Mayor Gregory asked if the businesses like having the runs go down Main

Street where the roads need to be closed. Ms. Musick stated that there are merchants that do not like closing Main Street for these types of events. Vice Mayor Gregory stated that he knows that it is too late on this one but feels that there are plenty of places to hold runs in town that would not require Main Street to be closed. The Town Manager stated that this was expressed to the Chamber of Commerce when they originally met; however their thought it is bringing people downtown which is good for the businesses. The Town Manager suggested that the Chamber staff talk to the businesses after the event to see how they felt about it. Mayor Williams asked about the alcohol check points. Ms. Musick apologized for the information in the packet being old and explained that the ABC agent has required that all alcohol be contained in a garden area. The garden will be Hayden's Lane because it already has natural barriers with the fencing that is there. Mrs. Tynes stated that committee is okay with event and Ms. Musick will provide Council with a new map of streets needing to be closed for the event and a letter stating where the alcohol check points will be during the event prior to the January 6th Town Council meeting.

2. Street Closure/Traffic Assistance Request for YMCA Triathlon, Saturday, April 18th, 2015 from 10:00 a.m. to 3:00 p.m. – Mrs. Tynes stated that this is an annual event that will use the same route as in past years. Ms. Musick stated that this year they will ask the event chair to deal with parking better because the spectators tend to block driveways trying to see the participants finishing the bike portion of the event. Ms. Chapman stated that she would like to request an additional officer at the intersection of Main Street, Underwood Lane and Cary Street. Ms. Chapman clarified that this is not a YMCA event. It is a Kinectic Endeavors event out of North Carolina. The YMCA is the host of the event at this location and in return the YMCA gets a donation through scholarships. Committee recommends approval of this event.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Operational Updates – Chief Bowman reported that in the last month the Virginia Department of Transportation (VDOT) has installed cautionary left turning lane arrows at a number of intersections throughout the town. The town did not request these lights. This has been in the works with VDOT for some time now with good intentions to help with traffic flow. He explained that prior to the installation of these cautionary lights at the intersection of Turner Drive and Benn's Church Boulevard (Route 10) the turn cycle was so short that traffic trying to get to the High School would make a right hand turn in Sherwin and Williams and then come back out to come across the intersection. The cautionary lights have eliminated that problem, however when the road was designed traveling westbound on Route 10 there was a dedicated left turn on Turner Drive. Now with the new cautionary light the trees in the median located directly behind the town entrance sign obscure the line of sight for oncoming traffic making it very dangerous to cross. Town staff has cut the trees back significantly to address this safety issues. Ms. Chapman asked if there have been any accidents due to the installation of the cautionary

lights. Chief Bowman stated that at this time there have not but did express concerns on how dangerous some of the intersections are now. Ms. Chapman stated that she has seen a few close calls at the intersection of Route 10 and South Church Street. Chief Bowman stated that they are hoping that people will realize the arrows are cautionary in nature and will use extreme caution when crossing the intersection. Mrs. Tynes asked if the town has any control in being able to remove these cautionary left turn lights in high traffic areas. Chief Bowman stated that according to VDOT every intersection in the Route 10, Route 17, and Route 32 corridor has had these lights installed to help with traffic flow.

Chief Bowman reported that approximately fifteen Brownie Troop members came by last Thursday for a tour of the Police Department. It went very well with lots of questions asked. Chief Bowman also reported that two individuals were arrested last week that were involved in the theft of antique farm implements that were being sold at Carrollton Metals for scrap. They were specifically targeting the last farm going out of town on Route 258 across from Turner Small Engine Repair. The individuals had been there and committed a theft and when they came back the next day to steal more they were arrested. Chief Bowman stated that he had received notification approximately a week ago that he had been selected to go for specialized training at the National Hurricane Center in Miami Florida. There are four slots per hurricane state available for attendance to this specialized training and the Smithfield Police Department was successful in getting one of those slots. This training will be held in February 2015. Chief Bowman also stated that he has also been directed by the Town Manager to attend the National Hurricane Conference in Texas in March 2015.

2. Additional Item Discussed: Traffic Signal Main Street/Church Street - Mr. Smith stated that the traffic light cycle changes quickly at the intersection of Main Street and Church Street. Early in the morning when people are coming through town down Main Street headed towards Smithfield Foods it does not give them any time to do anything. Chief Bowman stated that light is supposed to be programmed so that it defaults to green on Church Street and is not supposed to turn red unless it is impacted by traffic coming from Main Street. Mr. Smith stated that when the light coming from Main Street turns green it does not stay green long enough for traffic to get through the intersection before it is defaulting back to green on Church Street. Chief Bowman stated that sometimes the sensors in the road become defective and he would ask staff to check with VDOT on this matter.

3. Additional Item Discussed: Traffic Concern on Private Property - Mrs. Tynes stated that she has a traffic concern that is located on private property. She asked if committee could direct the Town Manager to send a letter to the property owner at Royal Farms to suggest that signage be installed at the intersection behind their building. In the past it has not been a safety issue; however now that the Dollar General has been constructed beside Royal Farms a lot more traffic uses this private roadway behind Royal Farms. Discussion was held on the location of the intersection. Town staff to follow-up on this safety concern with the property owner(s).

4. Additional Item Discussed: No Thru Truck Traffic – Mr. Smith asked for Chief Bowman to explain what needs to be done to eliminate tractor trailer traffic from coming

down Main Street. Chief Bowman stated that the Police Department continues to write summons on trucks that are coming through town. He explained that their normal procedure is to first ask them if they have ever been to Smithfield before. If they have not then they normally give them a break and let them know that thru tractor trailers are not allowed. Chief Bowman stated that in most cases the trucker drivers will say that they are just following their GPS. He explained that in order to change this the town would need to hold a public hearing so that the minutes requesting no thru truck traffic can be sent to VDOT. VDOT would then install signage for "No thru trucks" and notify GPS companies so routes for trucks would be detoured around the downtown area. The Town Attorney asked for clarification from Chief Bowman why a public hearing is needed. Chief Bowman explained that according to VDOT the town has not completed what needs to be done for VDOT to install signage for truck traffic. It is also needed so that VDOT can notify GPS companies to correct their data bases. The Town Attorney stated that we can have a public hearing at the February meeting.

5. Additional Item Discussed: Police Officer Safety Gear – Mr. Smith asked about the push from the nation for all officers to have cameras. Chief Bowman stated that they have the latest state of the art cameras on all Patrol Officers, as well as the Patrol Sergeants already. The only ones that do not wear the cameras are the two Lieutenants, Deputy Chief, and I. He explained that they have intimate interaction sometimes that would be better served as not being recorded as well as it being a budgetary consideration. These state of the art cameras cost approximately \$600.00 each and the officers have been wearing them now for about a month. Data from these cameras are downloaded by the officer's supervisor once a week and then stored for approximately thirty days unless it is evidentiary in nature. In this case it would be burned to a disc and placed in the case file for evidence. These cameras are in addition to the cameras that are mounted on the dashboards of the police vehicles. Mr. Smith asked Chief Bowman if he feels our officers have adequate protection gear. Chief Bowman replied yes that they all have state of the art level bullet proof vests. Chief Bowman stated that the Smithfield Police Department is proud to have a very diverse workforce. It is representative of the public that we serve. It enables us to do our job a little bit better because we have a broad prospective of what other people are being exposed too. He also stated that the people for the most part in Smithfield are good people. Mrs. Tynes stated that she has heard from the people in the minority communities that when the Smithfield Police Officers come to their neighborhoods they have a very friendly approach. She thanked Chief Bowman for his hard work as Chief of Police.

The meeting adjourned at 4:34 p.m.

December 31, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, DECEMBER 22ND, 2014

The Water & Sewer Committee held a meeting on Monday, December 22nd, 2014 at 4:34 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Vice Mayor Gregory, Chair; Mrs. Denise N. Tynes, and Mr. Michael G. Smith. Other Council members present were Ms. Connie Chapman, Mr. Randy Pack, Dr. Milton Cook and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; and Mr. William H. Riddick, III, Town Attorney. Also in attendance was Mr. Rick Bodson. The media was represented by Ms. Abby Proch of the Smithfield Times.

Water and Sewer Committee Chair, Vice Mayor Gregory called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA

1. Operational Updates – Mr. Hopkins gave an update on the work being done downtown by Tri- State Utilities. He explained that Town Council had approved this work for a budgeted amount of \$37,435.00. He explained that during the process it has been determined that the sewer line from Institute Street to Church Street is a ten inch line not an eight inch line as shown on the plans. The price to complete the work will be approximately \$8,000 higher because of the difference in the pipe size. The project does call for twenty-four open laterals but at this time staff expects to have approximately twelve. The sewer lines along Main Street are the old terracotta pipes. This item is for informational purposes only at this time and will come back to committee when the work has been completed. The town has been very pleased with Tri-State Utilities work. Mr. Hopkins handed out an invoice from Sydnor Hydro that the Treasurer's Office just

received this morning. There is extra time between now and the Town Council so we thought that we would go ahead and bring them to committee for consideration. Mr. Hopkins explained that the first invoice in the amount of \$20,210.00 is to repair and reinstall fiberglass pump located in the pump station at the Reverse Osmosis Treatment Facility. There are two pumps in that station and one of the pumps is not working. If the second pump went bad the town would need to bring in our bypass pump which staff prefers not to do because the water is really salty and it could damage the bypass pump very easily. This invoice would need to be placed Council's agenda for approval. Mayor Williams asked if this pump was put in when the RO plant was built. Mr. Hopkins replied that it was. Mayor Williams expressed concern over the pump only lasting approximately three years before it needs to be replaced. Ms. Chapman asked if there was a warranty. Mr. Hopkins stated that the warranty on this pump was gone. Mayor Williams asked if the reason the pump failed is due to neglect of service or is it just a manufactures defect. Mr. Hopkins stated that Sydnor Hydro did not get specific on the cause. Committee expressed concern over the short life of the pump. Mr. Hopkins stated that if it was to happen again to a second pump then staff would need to sit down and discuss with Sydnor Hydro since they are the ones that make these pumps. Vice Mayor Gregory asked what the cost and installation of a new pump would be rather than evaluating and repairing the current one. Mr. Hopkins stated the cost estimate of a new pump in \$45,000. Ms. Chapman asked if this was the only company that we can purchaser pumps from. Mr. Hopkins stated that this is the only company that will work on this pump for the RO Plant. Mrs. Tynes asked if town staff could be trained to work on these types of items. Mr. Hopkins stated that can be done but it becomes a man power issue, the time to do the work in house to the cost of having the work done by someone else. Vice Mayor Gregory asked if this item is budgeted or not budgeted. Ms. Minga stated that at this time the town is running below what we have in budget for the RO plant, but it is hard to say until we get to the end of the fiscal year how much wiggle room we will have. She stated that the town does have money in the Water Treatment Escrow account that was set up a few years ago. There is money in there that would definitely cover this cost. Ms. Minga stated the pump is non-budgeted and may or may not be covered depending on where the expenses fall for the year. Mayor Williams asked what kind of warranty does the town have on this repair and reinstall. Mr. Hopkins stated that the town would have a one year warranty. Mr. Hopkins stated that the second invoice for \$9,600 is for pump and motor repairs to the Moonefield Pump Station. Mr. Smith asked Mr. Hopkins if this pump gets exercised periodically. Mr. Hopkins replied that it does. Mr. Hopkins reported that the bypass pump has been installed at the Main Street Pump Station. All the piping and connections to the manhole have been completed as well. It is scheduled to be tested on January 7th, 2015. Vice Mayor Gregory asked the Town Manager where the town stands as far as the Hampton Roads regionalization for the sewer consent order. The Town Manager stated that the town had just received on Friday the final executed copy signed by all the localities and the Department of Environmental Quality. Vice Mayor Gregory asked if there was a date when this document goes into effect. The Town Manager replied yes, December 19th, 2014. Vice Mayor continued to ask if any of the sewer issues that is currently being addressed along Main Street now would at some point be turned over to HRSD for them to repair. The Town Manager stated that the town is obligated to continue any of our own find and fix

issues just like all other localities. HRSD will be looking into some of the big ticket improvements to help with regionalization.

B. MATTERS DISCUSSED AT PUBLIC WORKS COMMITTEE, DECEMBER 23RD, 2014 WHICH WILL NOT BE ON THE COUNCIL'S AGENDA (Due to representative for Kimley-Horn Associates being present on several different topics consolidated in one visit)

1. Reverse osmosis Concentrate Discharge/Bioassay Testing Update by Jamie Weist of Kimley-Horn Associates – Mr. Weist stated that they have completed the third sampling of concentrate and third sampling confirmed the results of the second sampling of concentrate. The results are favorable to move on to the next step because the toxicity levels are manageable to discharge the concentrate into Cypress Creek. The next step to move forward with discharging into Cypress Creek is to find an effective way to reduce the phosphate levels in the concentrate stream to meet Chesapeake Bay restrictions on phosphorous loading. This testing will take some bench scale testing and lab testing to determine treatment methods in order to do accomplish this. There must be two treatment methods that are proven to work before you can move forward with design and construction. Mr. Weist stated that they have contacted Avista, which is the town's chemical supplier, and they supply the town with a chemical that keeps the RO membranes from scaling to enable the process to work more efficiently. He stated that this scaling chemical actually adds more phosphorous to the system. He stated that they have talked to Avista about ways to reduce this chemical. Avista has agreed to come in at their cost, no cost to the town, to do the necessary sampling and labor work to help figure out ways to reduce the phosphorous levels. Once these testing's have been done the results will be presented to the town. Following the results of what they find a pilot study would be conducted for the actual removal of the phosphorous. Once the pilot study is done and confirms that the treatment system that they recommend works then they would come forward with a proposal to do the design and construction of the permanent solution. Mr. Smith asked if the discharge would be done on different tides. Mr. Weist stated that it would be a constant discharge; however the testing and design would be done during the worst case scenario such as low tide and low flow. They would have to meet the strictest requirement during this time. Mr. Smith stated that if he remembers correctly the reason for going through this process is to reduce the amount of discharge going to HRSD. Staff stated that was correct. Mr. Weist stated that once the testing is done Kimley-Horn will bring a proposal to the town that says this is what it is going to take to design, construct, operate and maintain a system to discharge a concentrate into cypress Creek and this is what it cost to send our discharge to HRSD for processing. Ultimately if the phosphorous levels cannot be reduced then the town will not meet the requirement to discharge into Cypress Creek. This item was for informational purposes only at this time.

The meeting adjourned at 4:49 p.m.

December 31, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, DECEMBER 22ND, 2014

The Finance Committee held a meeting on Monday, December 22nd, 2014 at 4:49 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Dr. Milton Cook, and Mr. Andrew Gregory, Vice Mayor. Other Council members present were: Mr. Michael G. Smith, Ms. Connie Chapman, Mrs. Denise N. Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; and Mr. William H. Riddick, III, Town Attorney; Also in attendance was Mr. Rick Bodson. The media was represented by Ms. Abby Proch of the Smithfield Times.

Committee Chair, Mr. Randy Pack called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA

1. Invoices Over \$10,000 Requiring Council's Authorization:
 - a. Bank of America \$20,171.00
This invoice is for refunding Bank of America for overpaid bank franchise taxes over the last three years. This item was discussed under November Financial Statements and Graphs. Committee recommends approval of refund.
 - b. Atlantic Communications Inc. \$23,362.45
This invoice is for outfitting the three new police vehicles. Ms. Minga stated that the total was within budget. Committee recommends payment of invoices.
 - c. Beach Ford \$25,595.00
This invoice is for the budgeted Public Works F350 Truck. Ms. Minga mentioned that the cost of this truck is split between Public Works, Highway, Water, and Sewer. Committee recommends approval of invoice.
 - d. Sydnor Hydro \$29,810.00

These two invoices are for pump repairs that were discussed at the Water and Sewer Committee. The pumps are located at the RO Plant and Moonefield. Committee recommends approval of invoice.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. November Financial Statements and Graphs – Ms. Minga reported that tax collections are going along very well. They have collected approximately ninety-five percent for real estate and a little bit behind that for personal property because they were mailed out a little later. Ms. Minga explained that town has a large refund to make to Bank of America in the amount of \$20,171.00. Bank of America underwent an audit and it was determined that they overpaid their Franchise Tax to all the localities that they do business with over the last three years. The Virginia Department of Taxation approved the refund. Fortunately, the town's portion is only \$20,171.00. She stated that the Town Manager and herself had met with the Town Attorney and selected the no interest option if paid by December 31st. Some localities have refunds that must be paid that total over two million dollars that will need to be paid back over the next three years plus interest. This refund will impact the town's overall budget this year. Ms. Minga stated that she has the same type of situation with cigarette tax. The town received an application for refund from CVS for over \$7,000 for unused cigarette tax stamps. Unfortunately, the town's ordinance basically says that the town will reimburse for unused or damaged tax stamps. CVS has decided that selling cigarettes does not fit in with their wellness perspective. Discussion was held on the packages that were returned from CVS had all been opened so they are considered damaged and cannot be resold. The Town Attorney suggested that the town deduct the cost of the damaged stamps from the refund. Ms. Minga mentioned that insurance will be talked about more at budget; however this year the town may be over budget. There have been a lot of changes in the insurance rules and regulations. We have a number of employees that had spouses on other plans are finding themselves being forced to come over to our plan. The way the town's policy is written for this year we cannot deny anyone coverage this year. Staff will continue to look into options for these situations as we move into the next fiscal year. Some of the options are as follows: deny spousal coverage if they have the ability to get it on their own; charge a differential between those that does have access to coverage and those that do not have access to coverage; or look at everyone as a whole and decide if the town is going to pay less towards individual coverage or dependent coverage. There are several options to discuss when we go through our renewal process in the spring. Ms. Minga stated that there is an upside and a downside if the plan grows. On the upside if the town gets a lot of young families in there that do not use the plan a lot it spreads your cost out and your rates could come down; however if you get some in that have a lot of health issues it can actually make your rates go up. Dr. Cook asked why the water consumption and charges skyrocketed up for the month of November. Ms. Minga stated that she would go back to recheck the figures to see if anything stands out. Ms. Minga stated that sewer consumption was up four million gallons too. Vice Mayor Gregory mentioned the increase in HRSD fees. Ms. Minga stated that she had discussed this with Mr. Hopkins and staff feels that the largest portion of that increase is the HRSD fees. HRSD goes up 9% every year on their fees, but she is going to go back and do another graft that shows consumption.

2. November Cash Balances –Ms. Minga stated that the town's cash flow looks really good right now because of the tax revenue that is coming in. Things remain pretty consistent for water and sewer. The town continues to gradually pay down the intercompany balances. The town's investment fund is back above water. Water = \$325,649.04; Water Debt Service = \$1,060,265.84; Water Capital Escrow Availability

Fees = \$381,835.74; Water Treatment Plant Escrow = \$111,622.42; Water Deposit Account = \$88,721.33; Water Development Escrow = \$95,497.78; **Subtotal Water = \$2,063,592.15.** Sewer = \$(42,655.27); Sewer Development Escrow = \$352,049.43; Sewer Capital Escrow Availability Fees = \$921,963.47; Sewer Compliance = \$833,904.24; **Subtotal Sewer = \$2,065,261.87.** **Highway = \$118,362.07.** General Fund = \$3,457,029.01; Payroll = \$89,141.34; Money Market General Fund Town Bank = \$2,185.30; Business Super NOW-General Fund = \$33,098.71; Money Market General Fund Farmers Bank = \$289,486.99; General Fund Capital Escrow = \$214,568.45; Certificate of Deposit = \$526,038.10; Certificate of Deposit Police Dept = \$36,702.78; Special Project Account (Pinewood) = \$19,960.66; Pinewood Heights Escrow = \$30,399.70; SNAP Program = \$2,837.75; Museum Account = \$93,721.55; **Subtotal General Fund = \$4,795,170.34. TOTAL ALL FUNDS = \$9,042,386.43.**

3. Continued Discussion on Food Service Trucks – The Town Manager stated that included in the packet was communication that he had received since the last committee meeting from Scott Horne of Granny’s Kitchen. Mr. Horne provided what the county does and they differentiate between itinerant merchants paying the \$500 and the peddlers offering food or plant items at \$50. He stated that he also contacted the Town of Ashland to see what they have as a comparable size town. The Town of Ashland is pretty liberal with their policies to encourage food truck services. The Town Manager stated that he also included the Virginia Institute of Government to see if there had been other localities asking about food truck services. There were a couple of other responses about food truck services. The Town Manager stated that he and the Town Treasurer are comfortable with the town’s ordinance as it is right now. Trucks must be parked on private property and the cost would be \$50 a day to a maximum of \$500 a year. Mr. Pack stated that it is his opinion that the town’s current ordinance is a good one. If the four hundred dollars is going to make or break this business then he does not have a very good business plan. Mr. Pack explained that anyone in this town that has a bricks and mortar business in town pays taxes, pays personal property taxes and utility taxes. It is town council’s responsibility to look out for the businesses that are already here as well as welcome new businesses. Ms. Chapman stated that in her opinion this business is different from someone coming from out of town. Mr. Horne is a local citizen that lives in the community and wants to invest back into the community using local farmers products. She feels that the \$500 for a startup business is a little high. The Town Attorney stated that the town cannot discriminate against people based on where they live. Committee agreed to leave the ordinance that the town has in place without changes. The Town Manager was directed to contact Mr. Horne letting him know where the town stands on this matter.

4. Closed Session: Acquisition of Real Property – The Town Attorney stated that we need a motion to go into closed session for the purpose of discussing matters requiring advice of legal counsel. Mr. Pack made the motion and Vice Mayor Gregory seconded the motion.

In: 5:15 p.m.

Out: 5:44 p.m.

The Town Attorney stated that we need a motion to back into open session. Vice Mayor Gregory made the motion and Mr. Pack seconded the motion. The Motion made to go back in open session by Vice Mayor Gregory and seconded by Mr. Pack. The Town Attorney stated that we need a motion that the only item discussed in closed session was matters requiring advice of legal counsel. Mr. Pack made the motion and Dr. Cook seconded the motion.

The meeting adjourned at 5:45 p.m.

December 31, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION
COMMITTEE MEETING HELD ON TUESDAY, DECEMBER 23RD, 2014

The Parks and Recreation Committee held a meeting on Tuesday, December 23rd, 2014 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; Mrs. Denise Tynes, and Mr. Randy Pack. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Amy Musick, Smithfield Center Director; Mr. William H. Riddick, III, Town Attorney; and Mr. William Saunders, Planner/GIS Coordinator. Also in attendance were Ms. Sue Ivy and Ms. Gina Ippolito of the Windsor Castle Park Foundation Board, and Mr. Jamie Weist of Kimley-Horn and Associates and three (3) representatives for Smithfield Foods. The media was represented by Ms. Abby Proch of the Smithfield Times.

Committee Chair, Connie Chapman called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA.

1. Request by Little Zion Baptist Church to Move March 2015 BHAR and BZA Meetings and Smithfield Center's Policy to Address Future Requests – Ms. Musick stated that this event is a church conference that has been done for a couple of years now. In years past they have requested that the town move the Board of Historic and Architectural Review (BHAR) and the Board of Zoning Appeals (BZA) so that they can use the entire building that evening. Ms. Musick stated that she wants to get an answer for this group as well as set a policy and procedure for future requests. Ms. Tynes stated that this issue was discussed last year as well. It was approved last year; however this group has had a year to work on changing their conference date for this year so that it would not interfere with already scheduled public meetings. Ms. Chapman asked if there was any particular reason why they had to have this date. Ms. Musick stated that she does not know why they always select a Monday and Tuesday because it would be much easier if they would select a Wednesday, Thursday or Friday. Ms. Musick stated that they are scheduled at this time to use the main hall only; however this event does have

music and lots of speakers. It could be disruptive to BHAR. Mr. Pack stated that he understands what Ms. Musick is trying to do with establishing policy and procedures; however at the same time he does not want to turn away income for the town. What is the purpose of the Smithfield Center? Is the purpose to house public meetings? Is the purpose to house private meetings? Which one takes preference over the other? Ms. Musick stated that she is not telling them that they cannot have their meeting at the center on that date, but they will need to share the building because the town meeting will not be rescheduled for them to use the entire building. Ms. Chapman asked if staff could ask them to pick another day when the building is free. Ms. Musick stated that they were strongly encouraged to pick a Wednesday thru Friday where their meeting could be set up as an annual event. They did not want to change the day. Ms. Musick stated that they want the Wednesday as well but the Smithfield Center is booked with the Chamber trade show. They have asked if the Chamber Trade Show to move their event as well. Dr. Cook stated that he feels that policies are put in place for reason and we should remain consistent. Committee agreed that the BHAR and BZA meeting will not be rescheduled to accommodate Little Zion's request to have them moved to another day. Committee recommends approval of the proposed policies and procedures for the Smithfield Center under the section titled Rental Time, Policy Number 6 "town meetings shall not be moved or canceled to accommodate open to the public or private events. Events shall be scheduled in the following order: 1) town meetings 2) annual events and 3) new bookings".

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Operational Update – Ms. Musick reported that the Smithfield Center has been busy this month. There were several open to the public events which included the Festival of Trees, open house of the Smithfield Center, Smithfield Library Puppet Show, Women's Club Tree Lighting, Evening Farmers Market, Santa Breakfast and the Christmas Parade. All of these events went very well. Next month the town has the BOB Fest, the MLK Banquet, which has been moved from a Monday night to a Sunday afternoon, and the CASA Gala. Mr. Pack asked how this December compared to past Decembers. Ms. Musick stated that it felt a little busier; however a lot of these events are sponsored so the income was not much different from years past.

2. Proposed Civic Group Discount for Smithfield Center Venues – Ms. Chapman stated that this proposal gives civic clubs a way to hold an event at a discounted rate because their events give back to the community. Ms. Musick stated that the Woman's Club that meets here monthly has approached staff about doing their flea market, which is normally held at Trinity United Methodist Church, here but the weekend rental prices are too high for them to profit from their flea market. This proposal is for civic groups in Smithfield to use this venue for a fundraiser once a year. Discussion was held on what the definition is for a civic group. The Town Attorney stated that it would be hard to

draw the line on determining what groups are civic groups. Dr. Cook suggested listing the civic groups and if another one comes up it can be added to the list once reviewed by committee. The Town Attorney stated that the originally policy does not allow for discounts on weekend rentals because that is where the town has the most potential to make money. Mr. Pack stated that with this proposal the Smithfield Center is giving up 75% of its rental income for a civic group. He asked if the center would be book this weekend, at full rate, if a civic organization was not using the building at the discounted rate. Ms. Musick replied that the center would be booked. Mr. Pack recommends discounted rates not be offered at the center on the weekends when it can be rented at the full rate. He stated that the Smithfield Center is still well below what most other venues cost for a weekend rental. Committee decided to take no action on this item at this time.

3. Windsor Castle Park Foundation Board to give Update on Capital Campaign - Ms. Chapman stated that Ms. Ippolito and Ms. Ivy of the Windsor Castle Park Foundation Board were present to give an update on the Windsor Castle Park Capital Campaign. Ms. Ippolito reported that the Windsor Castle Park Foundation Board has kicked off its fundraising campaign that is two folded. They have put together a power point presentation that they are currently using when they are meeting with civic organizations. Ms. Ippolito went over the power point presentation giving details on how we got to where we are and where we are going with their fundraising efforts. Ms. Ippolito stated that the name of the campaign is “Play and Preserve”, the first half of the campaign is for the capital amenities such as the playground, restrooms, and additional parking lot. The second half of the campaign is a historic preservation fund to help with the maintenance of the historical easement which includes the Manor House, barns and anything else within the historic easement as the town moves forward with caring for that section of the park. Ms. Ivy stated that Windsor Castle Park Foundation Board’s (WCPFB) goal at this time is the capital campaign more specifically the playground. The natural playground will be the first thing built. Ms. Ivy continued to move through the power point presentation explaining what features the natural playground would have. Included in the power point are pictures taken of play areas in other parks that include rock walls, slides, tunnels, benches, log mazes, sand play areas, pebble park with a roof, and pedestal pipes. There will be a butterfly garden that will be completed by the Windsor Castle Park Foundation Board by the five year anniversary date in May 2015. Ms. Ivy stated that if anyone wants to make a donation they are working on corporate donations at this time and she would be happy to make a corporate presentation at any time. Ms. Ippolito stated that if you would like to donate individually you can do that online. It can be a onetime donation or have it set up to be a reoccurring donation. There is also a form on the website that you can print and mail in with a donation. Ms. Ippolito mentioned that they had made a presentation to the Woman’s Club of Smithfield about a month ago and they have made a \$5,000 donation to the capital campaign. She explained that some of the organizations that they have spoken to have asked what their name will go on if they make a sizable donation. She explained that anybody whether it is a business, club or individual if you make a \$1,000 donation there will be a sign as you

enter into the dedication wall that would list your name or company. There will also be sponsorship signs at the different amenities within the park. Ms. Ivy stated that they plan to hit their fundraising efforts hard the first of the year. Signage will be going up in the park as well. Their goal is to get 2015 donations in the year 2015. Ms. Ivy stated that Windsor Castle Park will be five (5) in May and they have set up a series of fundraising/awareness events. The first fundraiser for the park will be May 1st, "Give Big & Get Away". Ms. Ippolito stated that this will be an annual event with a different theme each year. This year's theme is an English theme and the getaway will be to England. The second awareness event would be the "5K Optimist Run" on May 2nd. The third event would be "Dog Jog & PawFest" on May 9th. They have partnered with the Isle of Wight Humane Society for this event. The next event will be "Park User Clean-Up & Donation Day" on May 16th. Dr. Cook asked if someone makes a \$1,000 donation and gets their name on a plaque how long would it be there. Ms. Ivy stated that it would be there forever. Mayor Williams suggested looking at the sponsorship wall at the playground in Suffolk and piggybacking off some of those for donations. Ms. Ippolito stated that their biggest challenge is communicating with the users of the park. She mentioned that they are also working on getting a couple of new Board members that have children under the age of four to help get the word out to that age group.

The meeting adjourned at 4:35 p.m.

December 31, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, DECEMBER 23RD, 2014

The Public Works Committee held a meeting on Tuesday, December 23rd, 2014 at 4:35 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending was: Mr. Michael G. Smith, Chair; Dr. Milton Cook and Mrs. Denise Tynes. Other Council members present were: Ms. Connie Chapman, Mr. Randy Pack, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Engineer; and Mr. William Saunders, Planner/GIS Coordinator. Also in attendance were Mr. Jamie Weist of Kimley-Horn Associates; and three (3) representatives from Smithfield Foods. The media was represented by Abby Proch of The Smithfield Times.

Committee Chair, Mr. Michael G. Smith called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Pagan Point Stormwater Drainage Issue by Jamie Weist of Kimley-Horn Associates – Mr. Weist of Kimley-Horn and Associates was present to give an update on this stormwater drainage issue in Pagan Point. He reported that they have completed a preliminary drainage study and some hydraulic analysis and have found the culprit for the flooding issue. There is a 15” diameter pipe that is between two yards that is causing a choke point in this entire drainage system. There is an 18” pipe and a 24” pipe both trying to feed into the 15” pipe. Kimley-Horn has done some calculation and determined that a 19” x 38” elliptical pipe is needed there. The reason that the town will need to go elliptical is because of the invert. If the town does not go elliptical then the pipe would be sticking out of the ground. The estimated cost for the elliptical pipe is \$15,000 and the installation would be another \$10,000 for a total of \$25,000. Mr. Weist stated that they have met with the homeowner and they are in favor of the town replacing this pipe. He stated that Kimley-Horn has done enough calculations and design work where the town could use a town contractor to bid on this contract and install without any further engineering work. Some adjustments will need to be made on the drainage easement

because they are suggesting a straight run rather than one that bends as it does not. The homeowner is fine with making this adjustment. Mr. Weist stated that was the recommendation moving forward and he would be glad to answer any questions. Mayor Williams stated that it was thought that years ago this was an open ditch that a homeowner put a pipe in and covered it up. He asked if it was possible to just open the ditch back up. Mr. Hopkins stated that he did not do a lot of research on when it was done. There is one staff member that has been here for approximately eighteen years and this was done before that. Mr. Hopkins stated that the pipe is in a town easement. Staff has talked to the resident about opening it back up to a ditch and they were not in favor of the open ditch. Discussion was held with Kimley-Horn about possibly doing two pipes rather than one elliptical pipe. Mr. Weist stated that the problem that they have seen in the past with dual pipes is that it is hard to get compaction under the pipes and you end up having a lot of settling. Once the town replaces the existing pipe it will be the town's to own and maintain for perpetuity. Mr. Weist stated that according to the calculations that Kimley-Horn did this pipe will cause flooding with just a ten year storm event. Dr. Cook expressed the same concerns that Mayor Williams did that this ditch was covered up by a previous homeowner without any permits after putting in an undersized pipe and now it is the town's problem. Mr. Hopkins stated that the current homeowner has only been there a year. Mayor Williams stated that it would save the town some money to just open the ditch back up. Committee agreed that for safety reasons the town should put in the underground pipe opposed to the open ditch. Hr. Hopkins stated that this item was for informational purposes and a proposal with cost estimates for the work to be done will be brought back to committee in the spring. The work will take approximately two weeks to complete once they get started on it. Mr. Weist stated that this is Kimley-Horn's recommendation to resolve this drainage issue. Committee thanked Mr. Weist for the update.

2. Proposed Parking Lot for Smithfield Foods behind the Veteran's Memorial – Mr. Hopkins stated that there were a few individuals present representing Smithfield Foods. This item has come before council before; however this time there is lot more details. Mr. Hopkins stated that this parking lot is about three to four feet lower than the ground level at this location and one of the plans shows the wall that will be built around the parking area. This design helps with when people are at the Veterans Memorial you are not looking directly at cars in a parking lot. Ms. Mel Price introduced herself and Mr. John Stevens with Rec Programs and Architects in Norfolk. They have been working with Smithfield Foods for several years. Also Mr. Jason Reel, Project Engineer of Smithfield Foods was present. Mr. Reel stated that he was fairly new to the organization. Ms. Price stated that when all of the employees of Smithfield Foods are working parking becomes an issue because there is not enough parking for everyone. They have examined several different options and paired it down to two simple versions. One is an extension of the parking lot that is there now by the Veterans Memorial. The second is an extension of parking on the mini mart site. It is a more disbursed solution from what they were

looking at before. Both areas would meet all the landscape requirements, site lighting, and detailed brick work that is already in that area. Ms. Price stated that they have walked the site several times with Smithfield Foods and town staff. They have looked at the least intrusive ways to improve the parking lot. There will be a net gain of approximately 33 parking spaces up by the Veterans Memorial and 52-54 on the mini mart site. The hope is to stay a safe distance away from the memorial and affect the least amount of landscaping. The proposed brick wall that will serve as a barrier from falls down in the parking lot and a separation from the peaceful environment of the memorial to the parking lot. Ms. Price stated that they are still working through the engineering process, but this is an update on where the project is at this time. Mr. Hopkins stated that the mini mart site is not really something that council needs a lot of information on because that will come back to committee at a later date. Ms. Price stated that the steps and brick walls coming up out of the parking area would also connect to the Smithfield Center to allow for over flow parking for the Smithfield Center as well. Mayor Williams asked what the status was on the property swap with Smithfield Foods. The Town Attorney stated the plats and deeds have been done for both properties. Mr. Pack asked where the steps will be located that are included in the plans provided. Ms. Price stated that the steps will be located between the mini mart site and Smithfield Foods. Mr. Hopkins stated that this item still must go before Planning Commission for approval; however staff wanted to bring it before council to make sure everyone is still onboard with the concept. Dr. Cook asked if the lighting in the parking lot will match what is already in that area. Ms. Price stated that the lights will match the town and Smithfield Foods campus standards. Dr. Cook stated that another concern of his is the construction plan drawing. He asked that they coordinate the construction of the parking lot with the Smithfield Little Theater and the Smithfield Center's schedule. The project will take approximately two months. The Town Attorney stated that it has been awhile since we did this so town staff may need to revisit original motion. Initially, Smithfield Foods would give the town the VW Joyner property located at 315 Main Street and the town would give Smithfield Foods the property behind the center to expand their existing parking lot. The Town Attorney stated that there will need to be a license agreement done at some point to define the use of the new parking lot behind the memorial, which will remain town owned property.

The meeting adjourned at 5:16 p.m.

December 31, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, DECEMBER 23RD, 2014.

The Public Buildings and Welfare Committee held a meeting on Tuesday, December 23rd, 2014 at 5:16 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Ms. Connie Chapman, and Mr. Michael G. Smith. Other Council members in attendance were Mr. Randy Pack, Mrs. Denise Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; and Mr. William Saunders, Planner/GIS Coordinator. Also in Attendance was Mr. Jamie Weist of Kimley-Horn and Associates. There was no media present.

Committee Chairman, Dr. Milton Cook called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA.

1. Amend Bylaws of the Planning Commission, Board of Historical and Architectural Review, and the Board of Zoning Appeals to Reflect New Meeting Times, Effective January 2015 – Mr. Saunders stated that Planning Commission and the Board of Historic and Architectural Review (BHAR) are requesting that their meeting times be moved from 7:30 p.m. to 6:30 p.m. and the Board of Zoning Appeals (BZA) be moved from 6:30 p.m. to 7:30 p.m. The request is so that town staff, board members and citizens do not have to start their meeting so late. The Board of Zoning Appeals meets the same night as the Board of Historic and Architectural Review; however they typically only have one to two meeting in a calendar year. Committee recommends approval of the meeting time changes.

2. Pre-Public Hearing Discussion: Special Use Permit for Home Day Care – Mr. Hopkins reported that Ms. Sheran Oliver of 313 Grandville Arch is seeking Special Use Permit approval to expand her Home Occupation Child Daycare business from 5 or fewer children to a maximum of 6-11 children, per the recently adopted ordinance

amendments. Planning Commission recommended approval with two conditions. The business owner shall maintain her state certification for conducting a daycare business and the state inspection reports shall be forwarded to the town within 30 days of an inspection. Mr. Hopkins stated that all of the adjacent property owners were supportive of the home occupation. The Town Attorney stated that Planning Commission expressed concerns over what happens if this special use permit becomes problematic with noise and traffic. The Town Attorney stated that there is a provision in the ordinance that says that it can be brought back up for discussion. If it is found that the business owner is violating their special use permit it can be revoked. The Town Attorney stated that the public hearing for the special use permit has been advertised and will be on Town Council's agenda as an action item.

3. Pre-Public Hearing Discussion: Zoning Ordinance Amendment – Mr. Saunders explained that this amendment is for the new Commercial/Industrial zoning (C-I). This zoning was first developed for the Pinewood Heights redevelopment area. While the main proposed use for this new district designation was Pinewood Heights, it was also intended to provide more flexibility for this type of use in other appropriate areas of town. As staff has been looking at it for a specific purpose we have realized that some parts of it could be approved. Currently, the minimum district size for C-I zoning is five (5) acres, which is similar to the town's Light Industrial. This helps reduce spot zoning where you might just put one commercial/industrial in the middle of a residential neighborhood to benefit one land owner. Mr. Saunders explained that since there is no other C-I in town it may be hard to first develop the whole five acre district. Planning Commission has reviewed and feels that it would be valuable while maintaining the minimum district size; however allow you to integrate other commercial or other industrial zonings within that five (5) acre minimum. For example if there is already a block of highway retail/commercial the town could rezone an adjacent parcel to this C-I. This flexibility helps the town fit more businesses within the town outside the Pinewood Heights Redevelopment area. The Town Attorney stated that giving the town flexibility with this amendment does not mean the town has to do it. It just gives the town the flexibility to do it. Committee recommends approval of the Zoning Ordinance Amendment.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Pinewood Heights Relocation Project Update – Phase II – The Town Manager reported that Mr. Dodson's month report was included in the packet. The tenant at 52 Carver is now a homeowner in Isle of Wight County and the town is ready to acquire 52 Carver Avenue. This will most likely be on your January 6th Town Council Agenda to authorize the acceptance of this deed. The next two tenants that are relocating are planning on staying here in town. The next Management Team meeting will be on January 13th. Mr. Pack stated that he spoke with Mr. Livingood and his building is being delivered on Tuesday. He stated that Mr. Livingood was very complimentary to the town in getting utilities hooked up. Dr. Cook asked if there was an heir living at 54 Carver

Avenue that would be receiving relocation benefits since the property owner recently passed away. The Town Manager stated that to our understanding that was correct.

2. Pinewood Heights Redevelopment by Jamie Weist of Kimley-Horn Associates - Mr. Weist of Kimley-Horn Associates reported that they have completed their master plan for the development of infrastructure in Pinewood Heights. The master plan is in three phases with cost estimates to extend water and sewer of adequate proportions to develop these parcels. Mr. Weist stated that he has also met with the Isle of Wight County Economic Development Office and shared this information with them. They seemed to be very excited about it. This is an area that they do not currently have in their inventory. Mr. Weist stated that he talked to Isle of Wight Economic Development and town staff about the potential for putting out a request for interest to the development world just to see if there are any developers out there that are interested. He stated that he has also talked to some of the senior folks in his office about this and they were luke warm to the idea and did not think there would be a lot of response. Mr. Weist stated that the town should go through the Isle of Wight County Economic Development and the Commonwealth of Virginia Economic Development by giving them the information that the Town of Smithfield has a site that is available, that is zoned light industrial/commercial, and we have a master plan for infrastructure to find interested developers. This lets the market drive the development of the infrastructure. The Town Attorney asked if anybody knew anything about economic development zones and whether this area would qualify for a tax exempt status. The Town Attorney stated that this could make this area very attractive to developers. Mr. Weist stated that he will check with Economic Development Office to see if they know.

Meeting adjourned at 5:42 p.m.

**SMFD POLICE DEPARTMENT
MANAGER'S REPORT
December 2014**

Committees and Projects:

12/02 Town Council mtg – Center – Chief Bowman
12/10 HRCOPS mtg – NASA – Chief Bowman, Deputy Chief Howell
12/10 Special Events mtg – Center – Chief Bowman, Deputy Chief Howell
12/10 Department Head mtg – Center – Chief Bowman, Deputy Chief Howell
12/22 Police Committee mtg – Center – Chief Bowman, Deputy Chief Howell

Training

12/08 – 12 FBI Basic Crisis Negotiation – Chesapeake – Sgt. Araojo (40 hrs.)

In-House Training

12/03 Radar Recert – PD – Sgt. Miller, Sgt. Jones, Sgt. Meier, Officer Phillips (4 hrs.)

Community Relations

11/21 – 12/19 School Zone – Sgt. Miller, Officer Bancroft, Officer Fordham, Officer Seamster
12/05 Christmas Parade – Poquoson – motor units - Sgt. Jones, Officer Phillips
12/06 Christmas Parade – Carrsville – motor unit - Sgt. Miller
12/07 Christmas Parade – Windsor – motor unit - Sgt. Miller
12/13 Christmas Parade – Smithfield – PD
12/13 Christmas Parade – Suffolk – motor units – Sgt. Jones, Officer Phillips
12/17 Brownie Troop tour – PD – Chief Bowman, Deputy Chief Howell, Lt. Valdez, Officer Wright

Investigations:

Case#: 2014-01048
Location: 888 Main Street
Offense: Larceny, Trespass
Disposition: Cleared By Arrest

On 12/16/2014 at approximately 9:00 am, officers responded to 888 Main Street in reference to theft of metal from the property. Upon arrival officers were shown an area behind the majority of the buildings on the property where it appeared a large TV and a vacuum cleaner had been dumped. The officers were also shown an area outside of the buildings where scrap/junk metal had been stored and was no longer there. It was also pointed out to the officers that a large piece of farming equipment had been pulled out from some overgrowth near one of the outbuildings.

It appeared the item had been moved to a more accessible area, but was then left. Officers were able to observe some tire tracks from the suspect's vehicle and were given a possible description of a vehicle from a business employee across the street. He identified a red pick-up truck, stating he saw it pull out from near the outbuildings the day before. On 12/17/2014, officers were advised that the piece of farming equipment that was left behind had been removed. Investigators proceeded to Carrollton Metals, a local scrapyard/recycling center, and inquired as to whether or not they had received this piece (or something similar) of farm equipment. The manager at Carrollton Metals advised they had received something matching that description the day before, just before closing. Investigators obtained the suspect information from Carrollton Metals. The information provided a name and address of the suspect as well as a vehicle description, which matched the one given by the eyewitness. This information was relayed to the on duty officers in an effort to possibly locate the suspect and his vehicle, while the investigation continued. Shortly after relaying this information, officers located the suspect vehicle at a private residence and observed as a male and female entered the vehicle. The officers discreetly monitored the vehicle and observed as it went back onto the property where the theft had occurred. The officers approached the two individuals and caught them "red handed" as they were attempting to remove even more scrap metal from the property. The suspects were taken into custody and each was charged with 2 counts of larceny as well as 2 counts of trespassing.

Case#: 2014-01066
Location: 1811 South Church Street (McDonalds)
Offense: Possession of Marijuana
Disposition: Cleared by Arrest

On 12/20/2014 at approximately 6:27 pm officer's encountered suspect's possible smoking marijuana. Officers were on a routine patrol in the Smithfield Square shopping center when one of them observed an odor of Marijuana coming from a car parked in the McDonalds Parking lot. The officer approached the vehicle and observed three males sitting inside. The officer again noted the strong smell of marijuana coming from the vehicle and asked the driver of the vehicle if they had been smoking marijuana in the car. The driver stated they had not been smoking marijuana in the vehicle, the officer then asked if there was any marijuana in the vehicle and the driver stated there was a small amount of marijuana in the center console. Officers removed the three occupants from the vehicle and recovered the marijuana. Charges are pending for the driver of the vehicle and the suspected marijuana was sent to the State Lab for testing.

Case#: 2014-01078
Location: 741 Wrenn Road
Offense: Destruction of Property, DUI.
Disposition: Cleared by Arrest

On 12/27/2014 officers responded to 741 Wrenn Road in reference to someone attempting to enter a residence. The caller stated that an individual had broken two windows with a bat like type object and was attempting to enter the residence. The caller stated she knows the suspect and it appeared he may be intoxicated. As officers arrived on scene they observed a male matching the description given by the caller, in a small silver vehicle attempting to leave the property. Officers stopped the vehicle and identified the driver as the suspect attempting to enter

the residence at 741 Wrenn Road. Officers observed the damage to the residence and observed a wooden axe handle that appeared to have been used to cause the damage. Upon interviewing the suspect, he stated he was trying to speak with the victim. Officers ran the suspects name through the Virginia Criminal Information Network and were advised via dispatch, that the suspect had outstanding warrant from another jurisdiction for attempting to obtain a firearm as a convicted felon. The suspect was taken into custody and charged with destruction of property and Driving under the Influence.

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
12/2/2014	Center	A&B	Town of Smithfield	Town Council	Smithfield		h.) Town	100.00%		
12/2/2014	Center	C&D	Smithfield Corporate	EIPMS Workshop	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$400.00	
12/2/2014	Center	MH	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
12/5/2014	Center	MH	Smithfield Farmland	Smithfield Farmland Department Christmas Party	Smithfield	Returning Client	B.) Resident-Fri, Sat, Sun	0.00%	\$1,200.00	
12/6/2014	Center	Kitchen	Josh Marshall	Kitchen Use-Josh Marshall	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	50.00%	\$25.00	
12/6/2014	Center	MH	Phi Chi Omega / Alpha Kappa Alpha Sorority	Phi Chi Omega Chapter - Christmas Gala	Smithfield	Returning Client	Resident-Saturday	0.00%	\$1,000.00	
12/7/2014	Center	MH	Blackwater Regional Library	Smithfield Library Puppet Show		Town Event	g.) Sponsored	100.00%		
12/8/2014	Center	MH	Kiwanis Club of Smithfield	Kiwanis Toy Set	Smithfield	Word of Mouth	g.) Sponsored	100.00%		
12/9/2014	Center	A&B	Town of Smithfield	Planning Commission	Smithfield		h.) Town	100.00%		
12/9/2014	Center	MH	Kiwanis Club of Smithfield	Kiwanis Toy Program	Smithfield	Word of Mouth	g.) Sponsored	100.00%		
12/10/2014	Center	MH	A. B. Cole and Associates	A. B. Cole and Associates Real Estate Auction	Suffolk	Word of Mouth	C.) Standard-Weekday	0.00%	\$400.00	
12/10/2014	Center	Suites	Surry Nuclear Power Plant	Surry Power Management Retreat	Surry	Returning Client	D.) Resident -Weekday	0.00%	\$400.00	
12/11/2014	Center	MHSu	Smithfield Times	Military Band Concert	Smithfield	Town Event	h.) Town	100.00%		
12/12/2014	Center	MHSu	Kiwanis Club of Smithfield	Breakfast Set	Smithfield	Word of Mouth	h.) Town	100.00%		
12/12/2014	Center	MHSu	Smithfield Women's Club	Tree Lighting Ceremony	Smithfield	Word of Mouth	g.) Sponsored	100.00%		
12/12/2014	Town Sites	Main Street	Tourism Isle of Wight - Smithfield	Christmas Farmers Market	Smithfield	Town Event	Resident -Weekday	0.00%		\$1,476.00
12/13/2014	Center	MHSu	Kiwanis Club of Smithfield	Breakfast with Santa	Smithfield	Word of Mouth	h.) Town	100.00%		
12/16/2014	Center	A&B	Schoolhouse Committee	Schoolhouse Meeting		Town Event	h.) Town	100.00%		
12/16/2014	Center	A&B	Town of Smithfield	BHA&R	Smithfield		h.) Town	100.00%		
12/16/2014	Center	C&D	Smithfield Farmland	Smithfield Farmland Meeting	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$235.00	
12/16/2014	Center	MH	Isle of Wight County	IOW County Holiday Party	Isle of Wight	Returning Client	D.) Resident -Weekday	50.00%	\$200.00	
12/17/2014	Center	MH	Smithfield Foods Executive Offices	Smithfield Cares Toy Pick-Up	Smithfield	Returning Client	C.) Standard-Weekday	0.00%		
12/17/2014	Center	MHSu	Isle of Wight Commission on Aging	Senior Christmas Party	Carrollton	Word of Mouth	g.) Sponsored	0.00%	\$50.00	
12/20/2014	Center	MHSu	Jones and Korth Reception	Jones and Korth Reception	Yorktown	Word of Mouth	Resident-Saturday	0.00%	\$1,250.00	
12/22/2014	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield		h.) Town	100.00%		
12/23/2014	Center	C&D	Town of Smithfield	Police Department Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
12/23/2014	Center	MH	Town of Smithfield	Christmas Brunch/Lunch	Smithfield	Town Event	h.) Town	100.00%		

\$5,160.00 \$1,476.00

Deposit totals for December 2014
\$7,692.20 Smithfield Center
\$410.00 Town Services

December 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		6:00 AM - 4:00 PM C&D 7:00 AM EIPMS Workshop 5:00 PM - 6:30 PM MH 5:30 PM WCFB Meeting 5:00 PM - 7:00 PM Kitchen 5:00 PM Kitchen Inventory 7:00 PM - 11:00 PM A&B 7:30 PM Town Council	6:00 AM - 4:00 PM C&D 7:00 AM EIPMS Workshop		Courtney Off 1:00 PM - 10:00 PM MH 6:00 PM Smithfield Farmland Department Christmas Party	7:00 AM - 8:00 AM Kitchen 7:00 AM Kitchen Use-Josh Marshall 5:00 PM - 1:00 AM MH 8:00 PM Phi Chi Omega Chapter - Christmas Gala
7	8	9	10	11	12	13
1:00 PM - 5:00 PM MH 3:00 PM Smithfield Library Puppet Show	10:00 AM - 12:00 PM MH 10:00 AM Kiwanis Toy Set	7:30 AM - 5:30 PM MH 8:00 AM Kiwanis Toy Program 7:00 PM - 10:00 PM A&B 7:30 PM Planning Commission	7:00 AM - 6:00 PM Suites 8:00 AM Surry Power Management Retreat 4:00 PM - 10:00 PM MH 5:00 PM A. B. Cole and Associates Real Estate Auction	2:00 PM - 10:00 PM MHSu 7:00 PM Military Band Concert	10:00 AM - 12:00 PM MHSu 10:00 AM Breakfast Set 2:00 PM - 8:00 PM MHSu 5:30 PM Tree Lighting Ceremony 4:00 PM - 9:30 PM Main Street 5:00 PM Christmas Farmers Market	6:00 AM - 12:00 PM MHSu 8:00 AM Breakfast with Santa 8:00 AM - 2:00 PM Town Streets 8:00 AM Christmas Parade
14	15	16	17	18	19	20
	Hold for Martha Russ	8:00 AM - 3:00 PM C&D 9:00 AM Smithfield Farmland Meeting 8:30 AM - 10:30 AM A&B 9:00 AM Schoolhouse Meeting 8:30 AM - 3:00 PM MH 11:30 AM IOW County Holiday Party 7:00 PM - 8:30 PM A&B 7:30 PM BHA&R	8:00 AM - 3:00 PM MHSu 8:00 AM Senior Christmas Party 3:00 PM - 7:00 PM MH 3:00 PM Smithfield Cares Toy Pick-Up			12:00 PM - 9:00 PM MHSu 3:00 PM Jones and Korth Reception

December 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22	23	24	25	26	27
	3:30 PM - 6:00 PM C&D 4:00 PM Committee Meetings	6:00 AM - 11:00 AM MH 8:00 AM Christmas Brunch/Lunch 10:00 AM - 12:00 PM C&D 10:00 AM Police Department Staff Meeting 3:30 PM - 6:00 PM C&D 4:00 PM Committee Meetings	Christmas Eve	Christmas Day-Closed	Closed Darianne Off	Closed Darianne Off
28	29	30	31			
Closed Darianne Off	Amy Off Darianne Off	Amy Off Darianne Off	New Years Eve-Sat Rate Amy Off Darianne Off			

Smithfield/Isle of Wight Tourism Activity Report – December 2014

- Director attended the Isle of Wight Board of Supervisors Meeting 12/18/14.
- Director attended Smithfield Town Council Meeting 12/2/14.
- Smithfield Farmer's Food & Craft Markets held 12/6/14 and 12/20/14. Great attendance and sales. Smithfield Evening Farmer's Market held Friday, 12/12/14. AMAZING turn-out!!! Over 7,000 enjoyed the event from 5-9. Major kudos to event organizer, Cheryl Ketcham.
- Monthly Tourism staff meeting held 12/8/14.
- Smithfield 2020 Meeting canceled for December.
- Director is the Student Leadership Institute facilitator for the Chamber this year. Class held on 12/3/14 (and will be held on the first Wednesday of every month until April). Went to CNU Leadership Program.
- Attended Tourism/P&R Group meeting with County Administrator 12/1/14.
- Attended Smithfield VA Events Meeting 12/3/14.
- Held IOW Marketing Committee meeting 12/4/14.
- Attended Community Development Committee meeting re: Stoop Property plan 12/4/14 and 12/9/14.
- Attended County Tree Lighting 12/4/14.
- Planned and executed County Leadership Team Field Trip to Newtown in Williamsburg 12/5/14.
- Met with PD and Public Works regarding December events (parade and market) 12/9/14.
- Met with Smithfield Station 12/9/14 to strategize submitting an RFP to the VACVB for their winter meeting. Smithfield won the bid and the group will be coming in February!
- Attended Smithfield Special Event Committee meeting 12/10/14.

- Attended Saint Luke's Board meeting 12/10/14. New Director hired. Todd Balance began work on 12/10/14.
- Attended "Nurse Call" mandatory meeting at the County 12/12/14.
- Smithfield Christmas Parade held 12/13/14. Another smashing success! Major kudos to event organizer, Terry Rhinier.
- Met with County Inspections for upcoming BOB Fest (January 17) 12/15/14.
- Planning meeting held with Smithfield Public Works for BOB Fest 12/15/14. BOB Fest Work Session held 12/17/14.
- Attended Windsor Castle Park Anniversary Events meeting 12/15/14.
- Schoolhouse Museum Board Meeting 12/16/14.
- County Employee Holiday Luncheon 12/16/14.
- Attended Coastal Virginia Tourism Alliance (CVTA) meeting 12/17/14. Voted VP for 2015/2016 and will move into seat as President in the next year.
- Post mortem meeting held with Smithfield PD and Public Works for Evening Market and Parade 12/17/14. Tweaks made for next year.
- Attended County Safety & Wellness Council Meeting 12/18/14.
- Tourism Department Holiday Lunch 12/18/14.
- Meeting held with Addams Outdoor Advertising regarding upcoming Hampton Roads Billboard Campaign 12/18/14.
- Attended Isle 2040 Planning Meeting 12/22/14.
- Attended Smithfield Holiday Breakfast 12/23/14.
- Attended IOW Museum Sesquicentennial Meeting 12/23/14.
- Staff Attended County Staff Meeting 12/19/14.
- Attended Smithfield Staff Meeting 12/10/14.
- Tourism Facebook postings throughout month.

- Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.
- Weekly individual meetings with staff to address concerns and review projects.

Upcoming Events: See www.visitsmithfieldisleofwight.com for more details!

ZONING PERMITS NOVEMBER 2014

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6433	CONTAINMENT FENCE	WELLINGTON PARK	316 GRANDVILLE ARCH	ADVANTAGE FENCE CO. INC. SWEATMAN
6434	FENCE	WELLINGTON PARK	308 GRANDVILLE ARCH	ADVANTAGE FENCE CO. INC. SANTANA
6435	SIGN PERMIT	THE HUGHES AGENCY	1100 S. CHURCH STREET	HUGHES
6436	COMMERCIAL BUILDING	MAGNOLIA MANOR	101 JOHN ROLFE DRIVE	HOURIGAN CONSTRUCTION MAGNOLIA MANOR
6437	PRIVACY FENCE	GRIMESLAND	910 WILSON ROAD	LINSCOTT
6438	SIGN PERMIT	TITLE LOANS	13420 BENNS CHURCH BLVD.	SIGN MEDIA INC. PASTRANA
6439	SIGN PERMIT	PARLOR 39	113A N. CHURCH STREET	VA DISPLAY HORNE
6440	DETACHED GARAGE	HISTORIC DISTRICT	117 S. MASON STREET	ASHETT CONSTRUCTION HORNBACK
6441	COMMERCIAL BUILDING	PINEWOOD HEIGHTS	501 CARVER AVENUE	L AND L MARINE INC. LIVENGOOD



December 22, 2014

Mr. Peter Stephenson
Town of Smithfield
P. O. Box 246
Smithfield, VA 23431-0246

Dear Mr. Stephenson,

Thank you so much for your contribution of \$33,000.00 donated on 12/15/2014 and received on 12/16/2014. At Western Tidewater Free Clinic (WTFC), we are committed to good stewardship of our donated dollars. It is with great pride that we maximize the power of our donations, grants, partnerships, and volunteers, enabling us to increase the value of each donated dollar to over six dollars in services.

Since opening in 2007, the Clinic has worked to provide quality health care to our neighbors who, without our assistance, might not receive any care at all. The expansion of our services to include a woman's health clinic, an on-site pharmacy, and dental care has allowed us to focus on providing comprehensive services to our most vulnerable citizens. With 95% of our patients struggling with chronic health issues, the need for consistent and coordinated care cannot be overstated.

Thank you again for your gift. Your faithful support is vital to the ability of WTFC to pursue our mission of providing high quality, non-emergency health care to the residents of Western Tidewater (Suffolk, Franklin, and the counties of Isle of Wight and Southampton) who cannot otherwise afford it.

With heartfelt thanks,


Miriam A. Beiler
Executive Director

*Thanks for the
great support!
Merry Christmas!*

Western Tidewater Free Clinic is a not-for-profit, tax-exempt 501(c)3 organization - donations to which are tax deductible to the fullest extent allowed by law on all solicitations. No goods or services were received in exchange for this contribution. Please keep this written acknowledgement of your donation for your personal records.

Peter Stephenson

From: Wayne Griffin
Sent: Monday, December 29, 2014 5:11 PM
To: Peter Stephenson; William Hopkins
Subject: FW: Traffic Signal Warrent Analysis- South Church & Hepinstall/Smithfield Blvd IOW
Attachments: CHRUCHMAINSIGNALSMITHFIELD.pdf

Peter:

Please find attached the traffic study that was requested for the signal at Smithfield Blvd.
Let me know if I may be of further help.

Thanks,

Wayne A. Griffin
Town Engineer
Planning, Engineering and Public Works
Phone: 757-365-4253
Fax: 757-357-9933

From: Lomax, Joe E (VDOT) [<mailto:Joe.Lomax@VDOT.Virginia.gov>]
Sent: Monday, December 29, 2014 4:35 PM
To: Wayne Griffin
Cc: Kee, Jerry (VDOT)
Subject: Traffic Signal Warrent Analysis- South Church & Hepinstall/Smithfield Blvd IOW

Wayne,

In response to an email request from a Mr. Rick Alldaffer to Senator Norment, relative to desiring a signal at the above referenced location, I have attached the resulting warrant analysis as promised by the DA to his office. I am the party responsible for sending to the Town, and would ask that you advise the council of the results, since I understand citizens have spoken with Mr. Stephenson.

This location has been evaluated several times over the past years with the most recent being 2007. Results from that study were compared to national standards which are used to justify the installation of signals. The volumes recorded in 2007 and previous studies did not meet the minimum thresholds needed for installation of a signal.

We have also reviewed the intersection for crashes and have found that the intersection of Church Street with Smithfield Boulevard has only experienced an average of one crash per year over the last ten years. This information was compiled from DMV's database of crashes. This is also well below minimum thresholds needed.

Although the Department appreciates the town offer to pay for the signal, and we do accept proffers whenever able to, merely having the funds to pay for a signal is not justification for its installation. I do not know where the \$150,000 cost estimate that I see within came from, but a rough estimate to install the signal with our current contract would be in the \$300,000 to \$350,000 range. Please note that based upon our current policy, anytime a signal is justified, the intersection is evaluated for the suitability of a Roundabout first. Since Roundabouts are safer and more efficient than signals, they have become our preference.

As the last count at this intersection was performed in 2007, we have completed the scheduled new turning movement which allowed us to get an accurate record of vehicles using this intersection, as well as pedestrians. Attached you will find the P.E.'s recommendations based on engineering warrants as noted. Please call me if you have any further questions.

Sincerely,

Joe

Joseph E. Lomax II

Franklin Residency Administrator|23116 Meherrin Rd. Courtland, VA 23837

Virginia Department of Transportation | Hampton Roads District

Office: 757.346.3065|

Joe.Lomax@VDOT.Virginia.gov



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
HAMPTON ROADS DISTRICT
1700 NORTH MAIN STREET
SUFFOLK, VIRGINIA 23434

Charles A. Kilpatrick, P.E.
Commissioner

December 23, 2014

MEMORANDUM

TO: Mr. Joe Lomax

FROM: Mr. Robert A. Weber III, P.E., PTOE *RAW*

SUBJECT: Traffic Signal Warrant Analysis (IW-010B-20141112-SW)
Route 10 Business (South Church Street) at
Heptinstall Avenue/Smithfield Boulevard
Isle of Wight County

Per your request, Traffic Engineering has conducted a review of the above intersection for a warrant of a traffic signal. Study guidelines were based on the criteria set forth in the Manual of Uniform Traffic Control Devices (MUTCD) 2009 edition.

At the intersection, Route 10 Business is a 5-lane undivided roadway with 2 lanes in each direction and a 2-way left turn lane in the center. Approaching the intersection, Smithfield Boulevard is two lanes. Heptinstall Avenue is an 18-foot wide roadway that widens to 28' approaching the intersection. Route 10 Business has a posted speed of 35 MPH and is located in a built up area of the Town of Smithfield. According to the 2010 census, the Town of Smithfield has a population of 8,089 people.

A 13-hour turning movement for the intersection was compared to criteria established in the MUTCD (Section 4C) for a Traffic Signal Installation. Any of the following *may* warrant a Traffic Signal installation:

1. **Crash Rate Correction:** Where a correction of a crash prone intersection, as indicated by five or more reported crashes in a 12-month period can be minimized by a Traffic Signal installation. Such crashes include right or left-turn collisions as well as right angle collisions.

There were two reported crash from April 31, 2013 to April 31, 2014 (latest year available through RNS). Therefore, this intersection does not meet this criterion.

2. **Minimum Traffic Volumes:** Where traffic volumes entering the intersection from the major street average at least 420 units per hour and 140 units per hour from the higher volume minor street (one-direction only) for any 8 hours of an average day.

WE KEEP VIRGINIA MOVING

This intersection does not meet the minimum volume warrants for any hour of the day. Thus, this intersection does not meet this criterion.

3. **Interruption of Continuous Traffic:** Where minimum traffic volumes are not satisfied and the traffic volume on a major street is so heavy that traffic on a minor intersecting street suffers excessive delay or conflict in entering or crossing the major street. This intersection would require an average of at least 630 units per hour on the major street and 70 units per hour from the higher volume minor street for any 8 hours of an average day.

This intersection meets the minimum volume warrants for only 7 hours of the day. Thus, this intersection does not meet this criterion.

4. **Combination of Minimum Volume and Interruption:** Where the volumes for the minimum traffic and interruption meet 80% of their respective required volumes for any 8 hours of an average day.

This intersection meets the minimum volume warrants for 2 hours of the day. Thus, this intersection does not meet this criterion.

5. **Peak Hour Traffic Volume:** Where traffic volumes for the higher volume minor-street traffic suffers undue delay when entering or crossing the major street for a minimum of 1 hour of an average day or the side street traffic experiences 4 vehicle hours or more of stopped delay. Typically this warrant is *only* applied in unusual cases, such as office complexes, manufacturing plants, or facilities that attract or discharge a large number of vehicles over a short time. This intersection does not satisfy this criterion for either volume or delay.

This intersection **does not** meet the criteria for a traffic signal.

Turning sight distance for the east and west intersection was analyzed for any safety improvements. Study guidelines were based on the criteria set forth in the AASHTO's A Policy on Geometric Design of Highways and Streets (Green Book). According to AASHTO's Green Book, the required sight distance for this intersection is 335 feet for a right turn and 463 feet for a left turn maneuver. Heptinstall Avenue has a clear unobstructed view of traffic for both right and left turns. Smithfield Boulevard has two signs limiting sight distance.

A commercial sign for businesses located on 1801 South Church Street limits sight distance looking south to 145 feet at the stop bar. The dental office sign located on 1617 South Church Street limits sight distance looking north to 100 feet at the stop bar. Both signs are relatively tall and the grade approaching the intersection is lower than Route 10 accentuating the height and further limiting the sight distance. Vehicles were observed to consistently pass the stop bar when trying to complete a turn. Vehicles would often block the pedestrian crosswalk. Approximately 10 feet past the stop bar, sight distance looking north and south is clear and unobstructed. However, several vehicles turning left from Smithfield Boulevard were using the center lane to queue and complete the turn.

The engineering data collected was compiled by John Alcaide, Field Technician. If further information on this matter is necessary, please contact this office.

Attachment

VDOT Traffic Signal Study

Eastern Region Traffic Engineering

For the intersection of 10B and Smithfield Blvd/Heptinstall Ave in Town of Smithfield

Date: December 23, 2014

Origin and Nature of Request: Joseph Lomax, Franklin Residency Administrator, requested Traffic Engineering review this intersection for the installation of a signal.

An engineering study is required to determine the need for a traffic control signal at a particular location. The *Manual of Uniform Traffic Control Devices* (MUTCD) is published by the Federal Highway Administration and is nationally recognized and adopted by all fifty states as the standard for conducting these engineering studies. Traffic volumes, crash history, operating conditions and physical characteristics are collected and compared to the warrants or "conditions" found in the MUTCD. In addition to the previously noted items, an operational analysis should be performed to evaluate the intersection function, both signalized and unsignalized. Traffic signal control should not be installed unless an engineering study indicates that installing a traffic control signal will improve the overall safety and/or operations of the intersection. This document provides a summary of the findings of the traffic signal study conducted for the above-noted intersection.

Study Results and Recommendation:

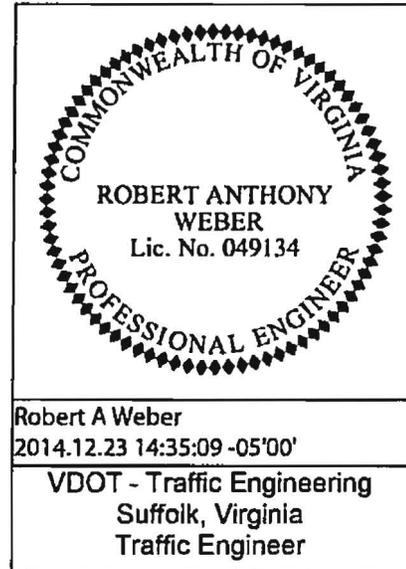
Traffic Engineering has conducted a study for the safety, operational and human needs at this location to assess whether a signal will provide the appropriate control of traffic.

A 12 hour turning movement count and peak hour delay study was taken at this intersection and based on an analysis of this data none of the eight required Federal warrants are satisfied at this intersection.

Given the above results, a traffic signal is not justified at this time.

- A signal is recommended for this location.
 is not recommended for this location.

List of Attachments: 12 Hour TMC and warrant analysis



VDOT
 Eastern Region
 Traffic Engineering

Signal Warrants - Summary

Major Street Approaches

Northbound: Route 10
 Number of Lanes: 2
 85% Speed < 40 MPH.
 Total Approach Volume: 6,446

Southbound: Route 10
 Number of Lanes: 2
 85% Speed < 40 MPH.
 Total Approach Volume: 5,739

Minor Street Approaches

Eastbound: Heptinstall Ave
 Number of Lanes: 2

Total Approach Volume: 189

Westbound: Smithfiled Blvd
 Number of Lanes: 2

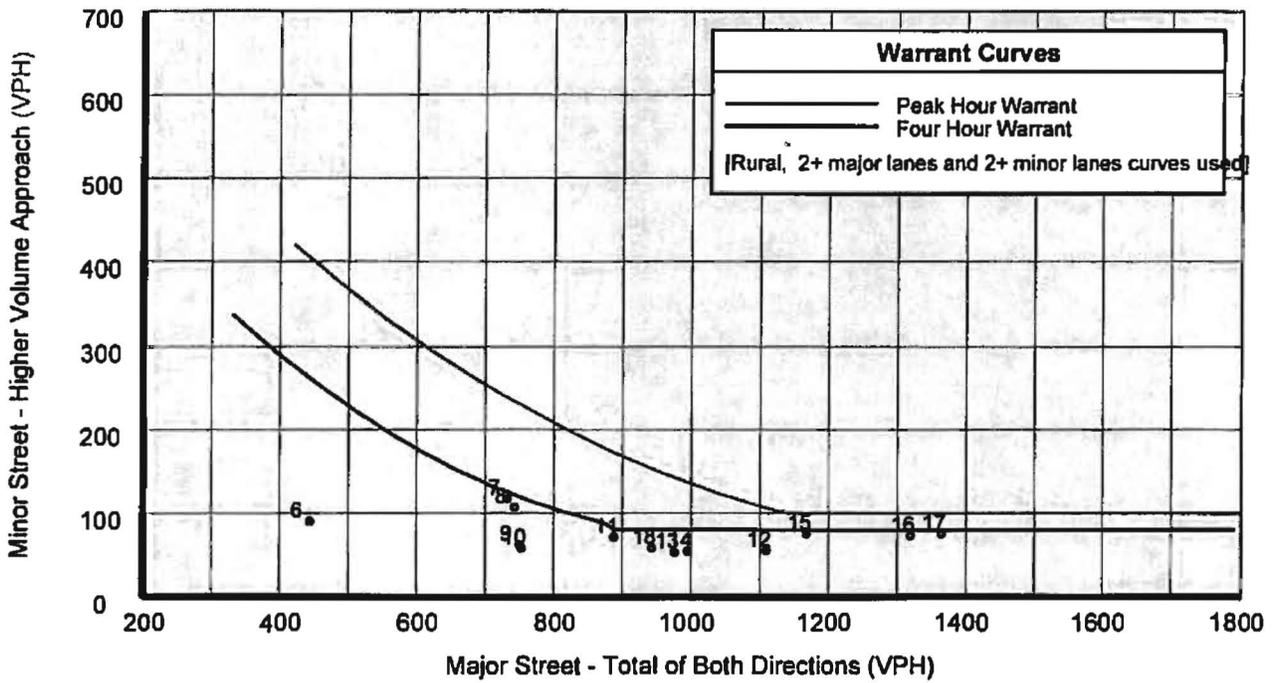
Total Approach Volume: 948

Warrant Summary (Rural values apply.)

Warrant 1 - Eight Hour Vehicular Volumes	Not Satisfied
Warrant 1A - Minimum Vehicular VolumeNot Satisfied	
Required volumes reached for 0 hours, 8 are needed	
Warrant 1B - Interruption of Continuous TrafficNot Satisfied	
Required volumes reached for 7 hours, 8 are needed	
Warrant 1 A&B - Combination of WarrantsNot Satisfied	
Required volumes reached for 2 hours, 8 are needed	
 Warrant 2 - Four Hour Volumes	 Not Satisfied
Number of hours (3) volumes exceed minimum < minimum required (4).	
 Warrant 3 - Peak Hour	 Not Evaluated
Warrant 3A - Peak Hour DelayNot Evaluated	
Warrant 3B - Peak Hour VolumesNot Evaluated	
 Warrant 4 - Pedestrian Volumes	 Not Satisfied
Required 4 Hr pedestrian volume reached for 0 hour(s) and the single hour volume for 0 hour(s)	
 Warrant 5 - School Crossing	 Not Evaluated
 Warrant 6 - Coordinated Signal System	 Not Evaluated
 Warrant 7 - Crash Experience	 Not Satisfied
Number of accidents (2) is less than minimum (5). Volume minimums are met.	
 Warrant 8 - Roadway Network	 Not Evaluated
 Warrant 9 - Intersection Near a Grade Crossing	 Not Evaluated

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Traffic Engineering

Signal Warrants - Summary



Analysis of 8-Hour Volume Warrants:

War 1A-Minimum Volume

War 1B-Interruption of Traffic

War 1C-Combination of Warrants

Hour Begin	Major Total	Minor Vol	Dir	Maj 420	Min 140	Hour Begin	Major Total	Minor Vol	Dir	Maj 630	Min 70	Hour Begin	Major Total	Minor Vol	Dir	Maj 504	Min 112
16:30	1,435	80	W	Yes	No	17:00	1,364	75	W	Yes	Yes	07:45	701	116	W	Yes	Yes
16:15	1,391	80	W	Yes	No	16:00	1,319	73	W	Yes	Yes	06:15	542	117	W	Yes	Yes
16:45	1,382	75	W	Yes	No	15:00	1,168	75	W	Yes	Yes	16:30	1,435	80	W	Yes	No
17:00	1,364	75	W	Yes	No	11:00	888	71	W	Yes	Yes	16:15	1,391	80	W	Yes	No
16:00	1,319	73	W	Yes	No	08:30	793	77	W	Yes	Yes	16:45	1,382	75	W	Yes	No
15:45	1,291	75	W	Yes	No	07:30	677	105	W	Yes	Yes	17:00	1,364	75	W	Yes	No
17:15	1,277	69	W	Yes	No	06:30	646	120	W	Yes	Yes	18:00	1,319	73	W	Yes	No
15:30	1,238	74	W	Yes	No	14:45	1,133	66	W	Yes	No	15:45	1,291	75	W	Yes	No
15:15	1,188	83	W	Yes	No	12:00	1,109	55	W	Yes	No	17:15	1,277	69	W	Yes	No
17:30	1,168	89	W	Yes	No	12:15	1,102	46	W	Yes	No	15:30	1,238	74	W	Yes	No
15:00	1,168	75	W	Yes	No	14:30	1,068	65	W	Yes	No	15:15	1,188	83	W	Yes	No
14:45	1,133	66	W	Yes	No	12:30	1,032	49	W	Yes	No	17:30	1,168	69	W	Yes	No
12:00	1,109	55	W	Yes	No	14:15	1,031	50	W	Yes	No	15:00	1,168	75	W	Yes	No
12:15	1,102	46	W	Yes	No	12:45	1,022	51	W	Yes	No	14:45	1,133	66	W	Yes	No
11:45	1,100	61	W	Yes	No	14:00	995	54	W	Yes	No	12:00	1,109	55	W	Yes	No
17:45	1,076	65	W	Yes	No	13:00	976	53	W	Yes	No	12:15	1,102	46	W	Yes	No
14:30	1,068	65	W	Yes	No	13:30	947	47	W	Yes	No	11:45	1,100	61	W	Yes	No
11:30	1,060	73	W	Yes	No	18:00	943	58	W	Yes	No	17:45	1,076	65	W	Yes	No
12:30	1,032	49	W	Yes	No	13:15	938	52	W	Yes	No	14:30	1,068	65	W	Yes	No
14:15	1,031	50	W	Yes	No	13:45	933	55	W	Yes	No	11:30	1,060	73	W	Yes	No
12:45	1,022	51	W	Yes	No	10:45	827	68	W	Yes	No	12:30	1,032	49	W	Yes	No
14:00	995	54	W	Yes	No	10:30	797	82	W	Yes	No	14:15	1,031	50	W	Yes	No
13:00	976	53	W	Yes	No	10:15	781	59	W	Yes	No	12:45	1,022	51	W	Yes	No
11:15	864	80	W	Yes	No	10:00	753	58	W	Yes	No	14:00	995	54	W	Yes	No



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Start Time	Route 10 From North					Smithfield Blvd From East					Route 10 From South					Heptinstall Ave From West					Int. Total
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06:00 AM	1	42	0	0	43	8	0	10	1	19	3	56	0	0	59	2	0	0	0	2	123
06:15 AM	0	37	2	0	39	12	0	11	0	23	1	43	0	0	44	4	0	0	0	4	110
06:30 AM	0	60	0	0	60	9	0	12	0	21	2	67	1	0	70	3	0	0	1	4	155
06:45 AM	1	60	2	0	63	11	0	17	0	28	1	64	1	0	66	2	0	1	0	3	160
Total	2	199	4	0	205	40	0	50	1	91	7	230	2	0	239	11	0	1	1	13	548
07:00 AM	0	144	3	0	147	22	0	23	0	45	4	49	0	0	53	5	0	0	0	5	250
07:15 AM	0	89	4	0	93	10	0	16	0	26	3	90	1	0	94	3	0	0	0	3	216
07:30 AM	0	81	3	0	84	8	0	11	0	19	7	81	2	0	90	2	0	1	0	3	196
07:45 AM	0	86	4	0	90	9	1	17	0	27	5	77	0	0	82	4	0	1	0	5	204
Total	0	400	14	0	414	49	1	67	0	117	19	297	3	0	319	14	0	2	0	16	866
08:00 AM	0	76	2	0	78	16	0	15	0	31	8	73	1	0	82	6	0	1	0	7	198
08:15 AM	0	88	3	0	91	15	0	13	0	28	6	74	0	0	80	6	0	2	0	8	207
08:30 AM	4	94	5	0	103	20	0	10	1	31	9	85	1	0	95	2	0	0	0	2	231
08:45 AM	2	97	3	1	103	11	0	7	3	21	12	95	5	0	112	1	0	0	0	1	237
Total	6	355	13	1	375	62	0	45	4	111	35	327	7	0	369	15	0	3	0	18	873
09:00 AM	0	94	8	0	102	10	0	3	1	14	6	78	1	0	85	4	0	0	0	4	205
09:15 AM	0	91	5	1	97	9	0	7	3	19	7	89	2	0	98	4	0	0	0	4	218
09:30 AM	1	79	0	0	80	11	0	13	1	25	4	87	3	0	94	4	0	0	0	4	203
09:45 AM	1	93	5	0	99	6	0	3	0	9	2	92	2	0	96	5	0	1	0	6	210
Total	2	357	18	1	378	36	0	26	5	67	19	346	8	0	373	17	0	1	0	18	836
10:00 AM	1	88	2	0	91	10	0	4	1	15	6	78	3	0	87	1	0	2	1	4	197
10:15 AM	0	89	5	0	94	9	0	6	0	15	3	86	1	0	90	2	0	0	0	2	201
10:30 AM	3	95	7	0	105	5	0	9	0	14	4	85	1	0	90	1	0	2	0	3	212
10:45 AM	1	96	4	0	101	9	0	6	0	15	3	89	3	0	95	3	0	0	0	3	214
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11:15 AM	0	91	6	0	97	8	0	10	0	18	6	96	1	1	104	2	1	0	0	3	222
11:30 AM	0	106	4	0	110	14	0	6	0	20	11	103	1	0	115	2	0	0	0	2	247
11:45 AM	0	115	3	0	118	14	0	4	0	18	11	127	1	0	139	3	0	0	0	3	278
Total	2	405	16	0	423	42	0	29	0	71	35	424	6	1	466	9	1	1	0	11	971
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02:15 PM	0	98	4	0	102	4	0	5	0	9	11	117	5	0	133	5	0	0	0	5	249
02:30 PM	1	101	6	0	108	6	0	12	0	18	12	117	4	0	133	4	0	0	0	4	263
02:45 PM	0	106	12	0	118	8	0	5	0	13	16	140	8	0	164	4	0	0	0	4	299
Total	2	391	31	0	424	25	0	29	0	54	47	504	20	0	571	15	0	0	0	15	1064
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03:15 PM	1	94	7	0	102	10	0	14	0	24	12	151	7	0	170	5	0	0	0	5	301
03:30 PM	0	124	8	0	132	8	0	11	2	21	9	161	4	0	174	2	0	0	0	2	329
03:45 PM	1	116	18	0	135	12	0	10	0	22	10	168	4	0	182	7	0	1	0	8	347
Total	2	438	43	0	483	38	0	37	2	77	38	629	18	0	685	14	0	1	0	15	1260



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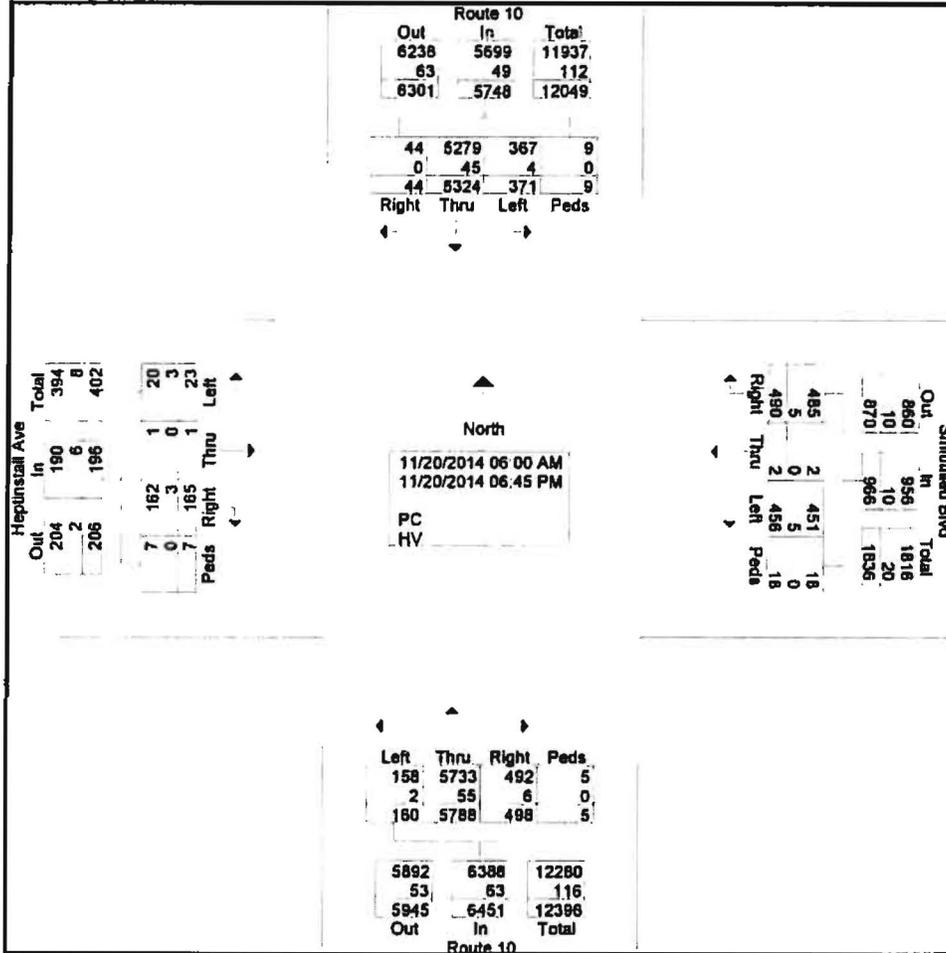
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	Right	Thru	Left	Peds	App Total	Right	Thru	Left	Peds	App Total	Right	Thru	Left	Peds	App Total	Right	Thru	Left	Peds	App Total	
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04:15 PM	2	147	8	3	160	6	0	9	0	15	18	144	3	0	165	1	0	1	2	4	344
04:30 PM	2	161	14	2	179	7	0	13	0	20	15	162	5	0	182	6	0	0	0	6	387
04:45 PM	2	148	11	0	161	11	0	9	0	20	21	158	5	0	184	2	0	0	0	2	367
Total	7	573	41	5	626	33	0	40	0	73	72	606	20	2	700	12	0	2	2	16	1415
05:00 PM	4	155	13	0	172	16	0	9	0	25	15	171	7	2	195	5	0	0	1	6	398
05:15 PM	2	131	13	0	146	8	0	7	0	15	29	181	10	0	220	3	0	1	0	4	385
05:30 PM	0	117	17	0	134	7	0	8	1	16	12	150	10	0	172	2	0	0	0	2	324
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Total	6	540	56	0	602	42	0	33	2	77	81	651	30	2	764	17	0	1	1	19	1462
06:00 PM	1	110	12	0	123	8	0	11	0	19	23	127	5	0	155	4	0	0	0	4	301
06:15 PM	0	108	14	0	122	8	0	7	0	15	14	116	5	0	135	3	0	1	0	4	276
06:30 PM	0	87	11	0	98	7	0	4	2	13	14	101	1	0	116	3	0	0	0	3	230
06:45 PM	0	82	10	0	92	9	0	4	0	13	12	88	2	0	102	2	0	1	0	3	210
Total	1	387	47	0	435	32	0	26	2	60	63	432	13	0	508	12	0	2	0	14	1017
Grand Total	44	5324	371	9	5748	490	2	456	18	966	498	5788	160	5	6451	165	1	23	7	196	13361
Apprch %	0.8	92.6	6.5	0.2		50.7	0.2	47.2	1.9		7.7	89.7	2.5	0.1		84.2	0.5	11.7	3.6		
Total %	0.3	39.8	2.8	0.1	43	3.7	0	3.4	0.1	7.2	3.7	43.3	1.2	0	48.3	1.2	0	0.2	0.1	1.5	
PC	44	5279	367	9	5699	485	2	451	18	956	492	5733	158	5	6388	162	1	20	7	190	13233
% PC	100	99.2	98.9	100	99.1	99	100	98.9	100	99	98.8	99	98.8	100	99	98.2	100	87	100	96.9	99
HV	0	45	4	0	49	5	0	5	0	10	6	55	2	0	63	3	0	3	0	6	128
% HV	0	0.8	1.1	0	0.9	1	0	1.1	0	1	1.2	1	1.2	0	1	1.8	0	13	0	3.1	1



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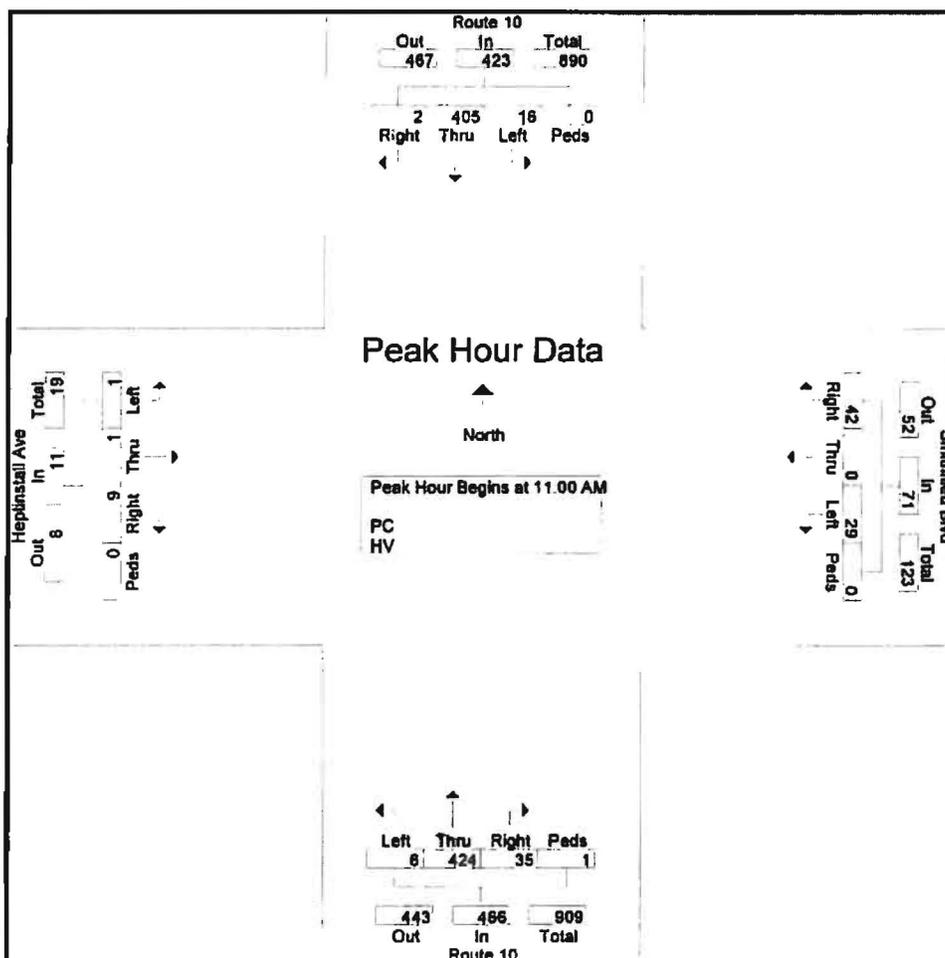


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Peak Hour Analysis From 06:00 AM to 11:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 11:00 AM																					
11:00 AM	2	93	3	0	98	6	0	9	0	15	7	98	3	0	108	2	0	1	0	3	224
11:15 AM	0	91	6	0	97	8	0	10	0	18	6	96	1	1	104	2	1	0	0	3	222
11:30 AM	0	106	4	0	110	14	0	6	0	20	11	103	1	0	115	2	0	0	0	2	247
11:45 AM	0	116	3	0	118	14	0	4	0	18	11	127	1	0	139	3	0	0	0	3	278
Total Volume	2	405	16	0	423	42	0	29	0	71	35	424	6	1	466	9	1	1	0	11	971
% App Total	0.5	95.7	3.8	0	59.2	0	40.8	0	0	7.5	9.1	1.3	0.2	0	81.8	9.1	9.1	0	0	0	87.3
PHF	250	880	667	000	898	750	000	725	000	888	795	835	500	250	838	750	250	250	000	917	873



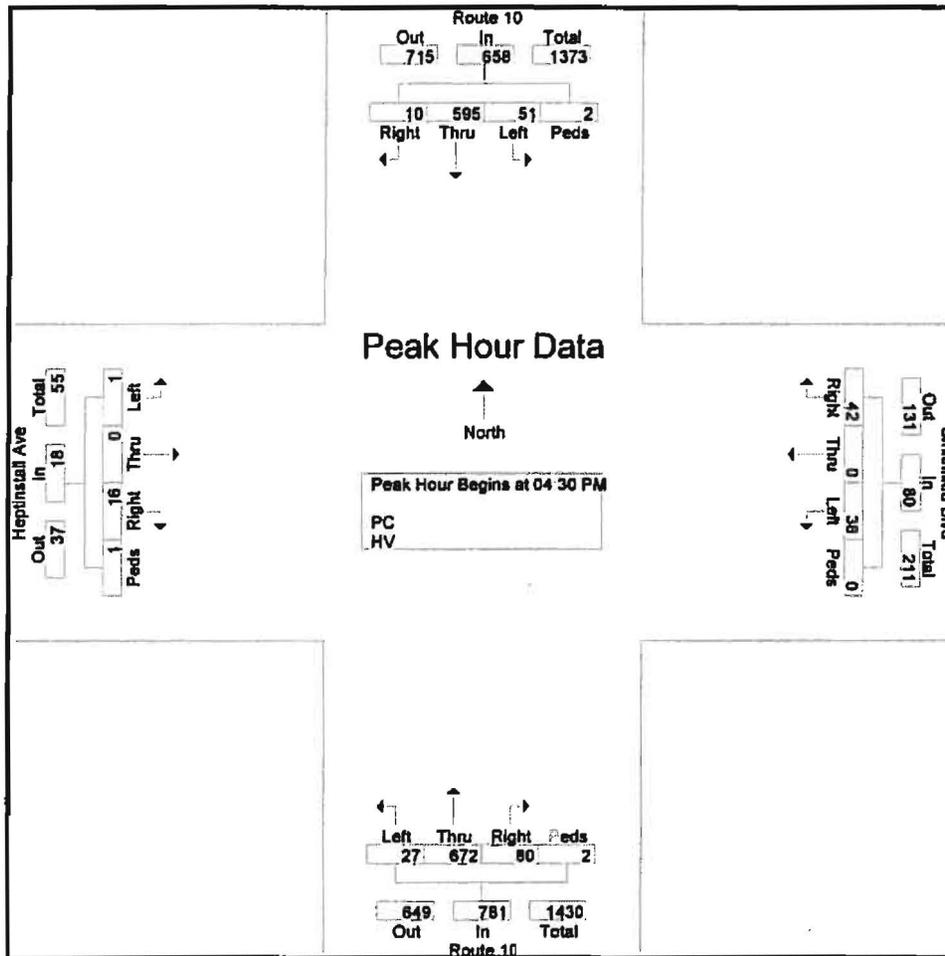


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Start Time	Route 10 From North					Smithfied Blvd From East					Route 10 From South					Heptinstall Ave From West					Int. Total
	Rig ht	Thr u	Left	Ped s	App Total	Rig ht	Thr u	Left	Ped s	App Total	Right	Thr u	Left	Peds	App Total	Right	Thr u	Left	Peds	App Total	
Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 04:30 PM																					
04:30 PM	2	161	14	2	179	7	0	13	0	20	15	162	5	0	182	6	0	0	0	6	387
04:45 PM	2	148	11	0	161	11	0	9	0	20	21	158	5	0	184	2	0	0	0	2	367
05:00 PM	4	155	13	0	172	16	0	9	0	25	15	171	7	2	195	5	0	0	1	6	398
05:15 PM	2	131	13	0	146	8	0	7	0	15	29	181	10	0	220	3	0	1	0	4	385
Total Volume	10	595	51	2	658	42	0	38	0	80	80	672	27	2	781	16	0	1	1	18	1537
% App. Total	1.5	90.4	7.8	0.3		52.5	0	47.5	0		10.2	86	3.5	0.3		88.9	0	5.6	5.6		
PHF	625	924	911	250	919	656	000	731	000	800	690	928	675	250	888	667	000	250	250	750	985

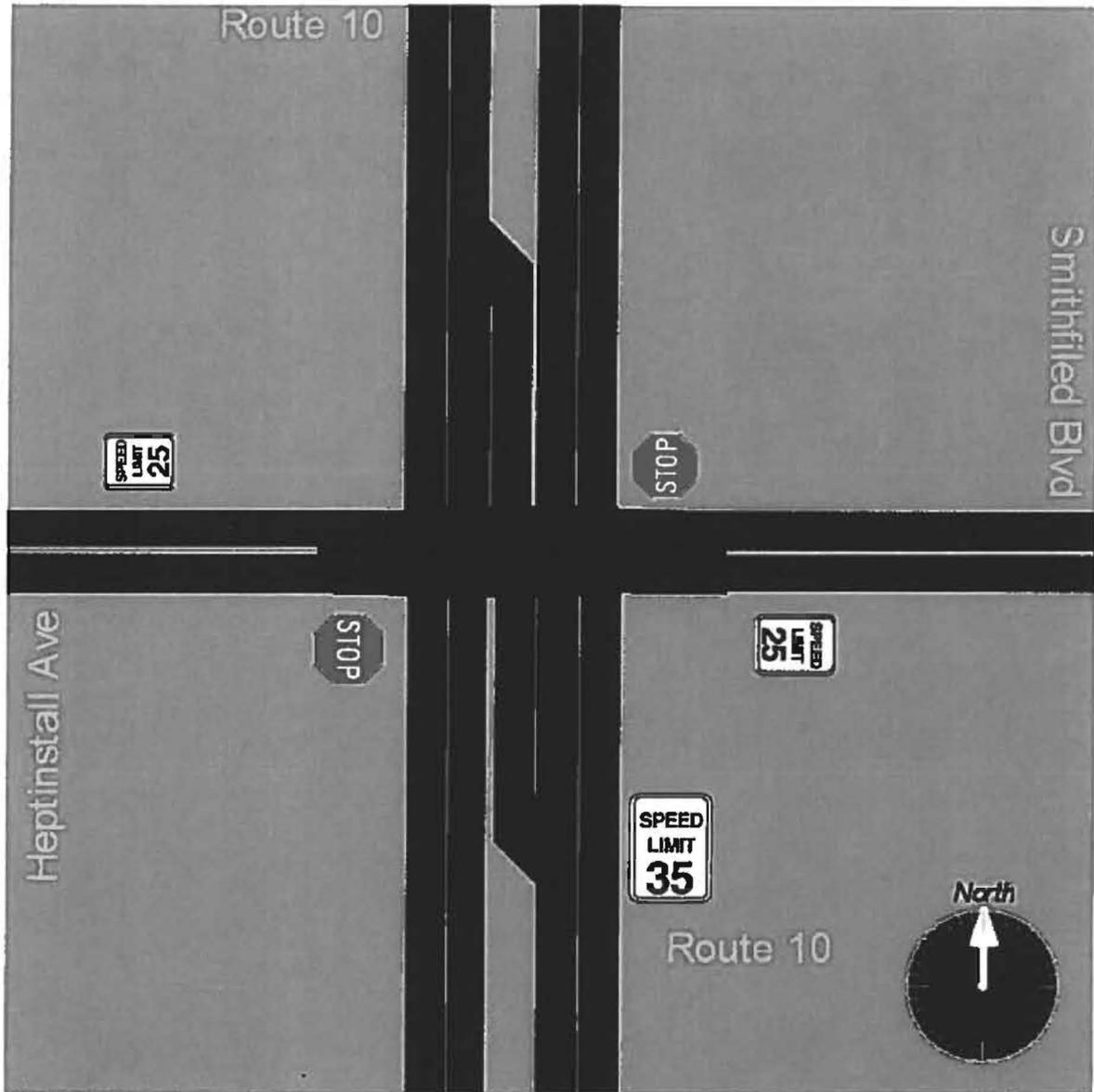




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RESOLUTION
CLOSURE OF STREETS FOR SPRINT TRIATHLON RACE

WHEREAS, the Kinetic Endeavors, LLC acting through the Luter Family YMCA is organizing a Sprint Triathlon event, a race which includes a 3.1 mile run and a 10 mile bike race; and,

WHEREAS, the organizer has requested that a portion of Cary Street be closed on Saturday, April 18, 2015 from 10:00 a.m. to 3:00 p.m. or until the conclusion of the race, to be used as a race course and to permit a safe environment to conduct the Triathlon, a part of which shall be a 10 mile bike race over a race course, part of which is located within the Town; and,

WHEREAS, the organizer has requested that portions of James Street, Cary Street, Main Street, Underwood Lane and Cedar Street be closed on Saturday, April 18, 2015 from 10:00 a.m. to 3:00 p.m. or until the conclusion of the races, to be used as a race course and to permit a safe environment to conduct the Triathlon, a part of which shall be a 3.1 mile race over a race course within the Town; and,

WHEREAS, these streets will only be closed for the minimum time period necessary for the runners and bikers to cover the different sections of the race courses; and,

WHEREAS, it appears to the Town Council that this race is well organized, will benefit the community; that the request is reasonable and that closing the streets specified above for brief periods during the race will not work an unreasonable hardship on the Town's citizens.

NOW, THEREFORE, be it resolved that on Saturday, April 18, 2015, that portions of James Street, Cary Street, Main Street, Underwood Lane and Cedar Street be closed from 10:00 a.m. to 3:00 p.m., or until the conclusion of the races, to permit a safe environment for conducting a 3.1 mile run and a 10 mile bike race and that the closure of these streets shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 6^h day of January, 2015.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

AN ORDINANCE TO AMEND THE ZONING ORDINANCE
OF THE TOWN OF SMITHFIELD, VIRGINIA

WHEREAS, the Town Council of the Town of Smithfield deems it necessary to revise and amend certain provisions of the Zoning Ordinance of the Town of Smithfield to better implement and enforce the Town's land use regulations; and,

WHEREAS, the Town's Planning Commission, after a public hearing, has unanimously recommended that the Town Council adopt the proposed amendments and revisions; and,

WHEREAS, this Council, after a public hearing on the matter, finds it to be in the best interest of the citizens of the town to revise and amend the following provisions of its Zoning Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Smithfield, Virginia, as follows, to-wit:

1. That the following provisions of the Zoning Ordinance, are hereby repealed and reenacted, as follows:

Article 3.K:2. – C-I, Commercial/Industrial District

F. Lot Size Requirements:

1. Minimum district size: 5 acres
Other commercial or industrial zoning districts can be counted toward the minimum district size for rezoning.

This ordinance shall be in effect immediately upon adoption.

Adopted: January 6th, 2015

Town of Smithfield, Virginia

T. Carter Williams, Mayor

Attest:

Lesley G. King, Clerk