



SMITHFIELD TOWN COUNCIL COMMITTEE AGENDA

August 25, 2025 at 3:00 PM

Public Comments

Closed Session

1. Closed Session for the Purpose of Discussing Personnel Matters, more specifically, the Four Appointed Positions by Town Council as follows: Town Manager, Town Treasurer, Town Clerk, and Town Attorney, Pursuant to Section 2.2-3711 A1 of the Code of Virginia
2. Closed Session for the Purpose of Cost Negotiations for Red Point Taphouse Right of Way Valuations Pursuant to 2.2-3711 A3 of the Code of Virginia
3. Closed Session for the Discussion of Acquisition / Disposition of Real Property, more specifically, The Grange @ 10Main Pursuant to 2.2-3711 A3 of the Code of Virginia
4. Closed Session for the Discussion of Personnel Matters, more specifically, the Town Attorney, Pursuant to 2.2-3711 A1 of the Code of Virginia

Public Safety - Members: Bowman (CH), Harris, Bebermeyer

1. Operational Update - Smithfield Police Department
Chris Meier, Deputy Chief of Police
2. Operational Update - Smithfield Volunteer Fire Department
Jeff Smith, Assistant Chief of Operations
3. Operational Update - Isle of Wight Rescue Squad
Brian Carroll, IOW Volunteer Rescue Squad

Immediately following the conclusion of the above meeting:

Finance - Members: Brooks, (CH), Harris, Butler

1. July Financial Statements
Laura Ross, Treasurer
2. July Cash Balances / VIP Investment Update
Laura Ross, Treasurer
3. Amend the Town's Pay and Classification Plan
Ashley Rogers, Director of Human Resources
4. Appropriation of Funds for Vehicle Purchase in the Public Works Department
Michael Stallings, Town Manager
5. Invoices Over \$20,000 Requiring Council Authorization
 - a. The Peterbuilt Store - New Public Works \$129,324.00

Truck

b. The Blair Brothers, Inc. - Sykes Court \$ 41,450.00
Paving

Immediately following the conclusion of the above meeting:

Public Works - Members: Harris (CH), Brooks, Bowman

1. Accept St. Andrews, Royal Blackheath, Ayrshire Loop and St. Annes in Cypress Creek Phase 6 into the Town's Maintenance System for Funding
Tammie Clary, Director of Planning and Community Development

Immediately following the conclusion of the above meeting:

Public Buildings and Welfare - Members: Butler (CH), Harris, Cutler

1. Special Use Permit - Short Term Rental - 139 Sykes Court
Tammie Clary, Director of Planning and Community Development
2. Conditional Rezoning and Special Use Permits - Sheetz
Tammie Clary, Director of Planning and Community Development
3. PRE-PUBLIC HEARING DISCUSSION: Conditional Rezoning and Special Use Permit - The Promontory
Tammie Clary, Director of Planning and Community Development
4. PRE-PUBLIC HEARING DISCUSSION: Text Amendments to Reclassify Accessory Apartments as Accessory Dwelling Units and Clarify Reulations in Article 2.Q and P; to Update the Floodplain Overlay in Article 3.O; and create the Pinewood Heights Industrial Park Overlay in Article 3.S
Tammie Clary, Director of Planning and Community Development
5. Red Point Taphouse - Water Connection
Michael Stallings, Town Manager

TOWN COUNCIL COMMITTEES REPORT

ITEM: Operational Update - Smithfield Police Department

FROM: Chris Meier, Deputy Chief of Police

ATTACHMENTS:

Description	Type	Upload Date
Police Department - Activity Report July 2025	Activity Report	8/21/2025

SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
July 2025

Committees and Projects

07/01	Town Council – Smithfield Center
07/01	Mock Accreditation – Windsor Police Department
07/21	Police Department Staff Meeting (Not completed - emergency callout)
07/22	Department Head Meeting – Manor House
07/23	School Superintendent Meeting – School Board Office
07/23	Conditional Offer to New Recruit – Police Department
07/23	Court Approved Special Advocate (CASA) Meeting – Institute Street
07/24	Computer Aided Dispatch/Records Management System Migration - Zoom
07/28	Town Council Committee Meeting – Smithfield Center
07/28	School House Meeting - Zoom
07/29	Hampton Roads Crime Prevention Meeting – Peninsula Community College
07/30	CEO Panel – Christopher Newport College
07/31	Tour of Police Department by Riverside Community Outreach Director

Training

07/03	Applied Evidence Based Policing Practices - Online
07/07	Firearms Training – New Weapons (Smithfield PD Annex)
07/08-09	Firearms Qualifications – Franklin Range
07/08	Tracer (Officer Qualifications) Refresher – Hampton Roads Criminal Justice Academy
07/10-11	Red Dot Firearms Training and Range – Franklin Range
07/14-18	General Instructor School – Hampton Roads Criminal Justice Training Academy
07/22-23	Report Writing/Courtroom Testimony – Newport News Training Academy
07/25	Emergency Response Team Training – In House
07/30	Virginia Criminal Information Network Training – Online
07/31	Virginia Criminal Information Network Security and Privacy Training - Online

Community Relations

07/04	Church Square Parade
07/05	Dunk Tank – 100 Main Street
07/05	Birthday Parade – Kendall Haven/Lane Crescent
07/17	Magnolia Manor Community Coffee Event
07/19	Smithfield High School (speaking with gliders)
07/27	Smithfield Assembly of God Family Day

Special Events

07/02	Fireworks – Smithfield Station Bridge
07/14-18	Kids Camp – Police Annex

Report #	Date	Street	Description
202500503	7/1/2025	S CHURCH ST	PROPERTY, FOUND / RECOVERED
202500505	7/1/2025	ROUTE 10 BYP	TRAFFIC ACCIDENT
202500506	7/1/2025	BENNS CHURCH BLVD	TRESPASSING, PRIVATE PROPERTY
202500507	7/2/2025	CEDAR ST	OFFICER INFORMATION
202500508	7/2/2025	BENNS CHURCH BLVD	LARCENY, SHOPLIFTING
202500509	7/3/2025	MAIN ST/W MAIN ST	ASSIST OTHER DEPARTMENT (IOWSO)
202500510	7/3/2025	S CHURCH ST	TRAFFIC ACCIDENT
202500512	7/3/2025	S CHURCH ST	TRAFFIC ACCIDENT
202500513	7/3/2025	CATTAIL LN	ASSAULT, SIMPLE
202500514	7/3/2025	WILLOW WOOD AVE	MENTAL SUBJECT / PATIENT
202500515	7/4/2025	BENNS CH/CANTEBERRY	TRAFFIC ACCIDENT
202500516	7/4/2025	S. CHURCH ST.	ASSIST OTHER DEPARTMENT (INTOXILYZER)
202500517	7/5/2025	S CHURCH ST	ASSIST OTHER DEPARTMENT (INTOXILYZER)
202500518	7/5/2025	S. CHURCH ST.	ASSIST OTHER DEPARTMENT (INTOXILYZER)
202500519	7/6/2025	WEST ST	ASSAULT, SIMPLE
202500520	7/7/2025	SMITHFIELD PLZ	TRAFFIC ACCIDENT
202500521	7/7/2025	BENNS CHURCH BLVD	TRAFFIC ACCIDENT
202500522	7/7/2025	QUAIL ST	ASSAULT, AGGRAVATED - SEXUAL ASSAULT
202500523	7/9/2025	S CHURCH ST	LARCENY, SHOPLIFTING
202500524	7/9/2025	S CHURCH ST	LARCENY, ALL OTHERS
202500525	7/9/2025	WINCHESTER PL	FORGERY BY CHECK
202500526	7/9/2025	BENNS CHURCH	PROPERTY, LOST
202500528	7/10/2025	WATERFORD XING	MENTAL SUBJECT / PATIENT
202500529	7/10/2025	S CHURCH ST	LARCENY, ALL OTHERS
202500530	7/11/2025	LYTHAM	STALKING
202500531	7/11/2025	S CHURCH ST	ASSAULT, SIMPLE
202500533	7/11/2025	FAYE DR	DEATH REPORT, ATTENDED
202500534	7/11/2025	S CHURCH ST	MENTAL SUBJECT / PATIENT
202500535	7/12/2025	W MAIN ST	TRAFFIC ACCIDENT
202500536	7/12/2025	BEE ST	LARCENY, FROM BUILDING/WEAPON LAW VIOLATION
202500537	7/12/2025	CEDAR ST	DISPUTE, VERBAL - DOMESTIC RELATED
202500538	7/13/2025	S CHURCH ST	ASSIST OTHER DEPARTMENT (INTOXILYZER)
202500539	7/13/2025	S CHURCH ST	TRAFFIC ACCIDENT
202500540	7/13/2025	CLAY STREET	ASSAULT, SIMPLE
202500541	7/14/2025	WESTMINSTER REACH	OBSCENE / THREATENING COMMUNICATION
202500542	7/15/2025	KENDALL HVN	OFFICER INFORMATION
202500543	7/15/2025	HEARN DR	DEATH REPORT, ATTENDED
202500544	7/15/2025	CATTAIL LN	ASSAULT, AGGRAVATED
202500545	7/15/2025	MAIN ST/W MAIN ST	TRAFFIC ACCIDENT
202500546	7/16/2025	S CHURCH ST	TRAFFIC ACCIDENT
202500547	7/16/2025	JOHN ROLFE DR	PAPER SERVICE
202500548	7/16/2025	W MAIN ST	TRESPASSING, PUBLIC PROPERTY
202500549	7/16/2025	MAIN ST	PUBLIC INTOXICATION
202500550	7/17/2025	BATTERY PARK RD	DRUGS, POSSESS COCAINE/ DUI
202500551	7/17/2025	RT 10 BYPASS/FAIRWAY	MENTAL SUBJECT / PATIENT
202500552	7/17/2025	WILSON RD	FRAUD, E-COMMERCE
202500553	7/18/2025	S CHURCH ST	DESTRUCTION OF PROPERTY, PRIVATE PROPERTY
202500554	7/18/2025	WASHINGTON ST	TOWN CODE VIOLATIONS
202500555	7/18/2025	CATTAIL LN	DESTRUCTION OF PROPERTY, PRIVATE PROPERTY
202500556	7/18/2025	S CHURCH ST	LARCENY, SHOPLIFTING
202500558	7/19/2025	BENNS CHURCH BLVD	ABDUCTION/ASSAULT, SIMPLE - DOMESTIC
202500559	7/19/2025	BENNS CHURCH BLVD/T	DRIVING UNDER THE INFLUENCE (DUI)
202500560	7/19/2025	S CHURCH ST	LARCENY, SHOPLIFTING

202500561	7/19/2025	ROUTE 10 BYP	PUBLIC INTOXICATION
202500562	7/20/2025	S CHURCH ST	OFFICER INFORMATION
202500563	7/20/2025	DURHAM ST	DEATH REPORT, ATTENDED
202500564	7/20/2025	S. CHURCH ST	ASSIST OTHER DEPARTMENT (INTOXILYZER)
202500565	7/21/2025	BENNS CH/CANTEBERRY	TRAFFIC ACCIDENT
202500566	7/22/2025	WILSON RD	TRAFFIC ACCIDENT
202500567	7/22/2025	BENNS CHURCH BLVD	TRAFFIC ACCIDENT
202500568	7/22/2025	BENNS CHURCH BLVD	TRAFFIC ACCIDENT
202500569	7/23/2025	WEST MAIN ST.	WEAPON VIOLATION/DUI/OBSTRUCTION OF JUSTICE
202500570	7/23/2025	S CHURCH ST	FRAUD, TRICK - FALSE PRETENSES
202500571	7/23/2025	LUMAR RD	DISPUTE, VERBAL - DOMESTIC RELATED
202500572	7/23/2025	S CHURCH ST	ASSIST OTHER DEPARTMENT (INTOXILYZER)
202500573	7/24/2025	JAMES ST	DESTRUCTION OF PROPERTY, PRIVATE PROPERTY
202500574	7/24/2025	RT 10 BYPASS/FAIRWAY	TRAFFIC ACCIDENT
202500575	7/24/2025	W MAIN ST	TRAFFIC ACCIDENT
202500576	7/25/2025	WASHINGTON ST	ASSAULT, SIMPLE
202500577	7/25/2025	WASHINGTON ST	TOWN CODE VIOLATIONS
202500578	7/25/2025	WASHINGTON ST	PARKING VIOLATION
202500579	7/25/2025	WASHINGTON ST	TOWN CODE VIOLATIONS
202500580	7/25/2025	MAPLE CT	PARKING VIOLATION
202500581	7/25/2025	MAIN ST	HARASSMENT
202500582	7/25/2025	S CHURCH ST	FRAUD, TRICK - FALSE PRETENSES
202500583	7/26/2025	S CHURCH ST	ASSIST OTHER DEPARTMENT (INTOXILYZER)
202500584	7/26/2025	SMITHFIELD PLZ	HIT AND RUN - PROPERTY DAMAGE
202500585	7/26/2025	BARCROFT DR/MOONEF	TRAFFIC ACCIDENT
202500586	7/26/2025	GRANDVILLE ARCH	FRAUD, CREDIT CARD - USE ON PHONE / INTERNET
202500587	7/27/2025	CYPRESS RUN DR/SMITH	TRAFFIC ACCIDENT
202500588	7/28/2025	RED POINT DR/S CHURC	DAMAGED PROPERTY, NON-CRIMINAL
202500589	7/29/2025	WEST ST	DESTRUCTION OF PROPERTY, PRIVATE PROPERTY
202500590	7/30/2025	W MAIN ST	FRAUD, SCAMS
202500591	7/30/2025	BENNS CHURCH BLVD	ALCOHOL / LIQUOR LAW VIOLATION
202500592	7/30/2025	COLONIAL AVE	JUVENILE PROBLEMS
202500593	7/31/2025	S CHURCH ST	TRESPASSING, PRIVATE PROPERTY
202500594	7/31/2025	S CHURCH ST	ASSAULT, ON POLICE OFFICER/TRESPASSING

Smithfield Police Department Activity Report

Jul-25

	Jul-25	Jun-25	YTD as of 7/31/25	Jul-24	PYTD as of 7/31/24
Incidents Reported					
Calls for Police Svce	733	555	4372	777	4795
Traffic					
Traffic Stops	129	140	827	230	1559
Traffic Summons	28	53	360	77	608
Accidents	22	21	151	10	117
Criminal Process					
Misdemeanor Arrests	12	8	82	23	105
Felony Arrests	6	2	31	4	30

*Calls for service include all calls for SPD minus patrol checks and traffic stops

Investigations July 2025 Managers Report

Case #2025-00519 (Assault by Mob)

On 07/06/25 at approximately 1900 hours, Smithfield Police responded to the area of 200 West Street in reference to an assault. Upon arrival, officers met with 66 y/o Antonio Hill, who stated he had been assaulted by multiple individuals. Mr. Hill had a large laceration on the side of his head and potentially broken ribs. Mr. Hill stated that one of the individuals who attacked him struck him in the head with a metal pipe and another kicked him repeatedly in the ribs and stomach. Mr. Hill was unwilling to give much information about the incident at the scene. Utilizing FLOCK cameras in the area, detectives were able to identify a possible offender and obtained a statement from that individual, who denied any involvement in the assault.

The Smithfield Police officers later spoke with Mr. Hill, who stated he did not know why he was assaulted, but he knew who assaulted him. When asked, he refused to provide any further details about the assault or the people who assaulted him.

Case #2025-00522 (Sexual Assault)

On 07/07/25, the Smithfield Police Department was contacted by Riverside Regional Medical Center about a 7 y/o juvenile who had been sexually assaulted. Officers responded to the hospital to speak with the parents of the juvenile, who stated that Mr. Antonio Hill had sexually assaulted their daughter on June 30th, and they had just found out about the incident. After a thorough investigation involving several suspect and witness interviews as well as CHKD interviews, it was determined that Antonio Hill did sexually assault the juvenile and is previously registered as a sex offender.

The assault referenced above (2025-00519) is connected to the sexual assault in question, but after several interviews with Mr. Hill, he still refused to provide enough evidence to charge the individuals responsible.

On 07/25/25, felony warrants against Mr. Hill were obtained, and the Smithfield Police Department is working closely with Virginia State Police investigators to locate and arrest Mr. Hill.

TOWN COUNCIL COMMITTEES REPORT

ITEM: Operational Update - Smithfield Volunteer Fire Department

FROM: Jeff Smith, Assistant Chief of Operations

TOWN COUNCIL COMMITTEES REPORT

ITEM: Operational Updaate - Isle of Wight Rescue Squad

FROM: Brian Carroll, IOW Volunteer Rescue Squad

TOWN COUNCIL COMMITTEES REPORT

ITEM: July Financial Statements

FROM: Laura Ross, Treasurer

ATTACHMENTS:

Description	Type	Upload Date
Financial Statements - July 2025	Activity Report	8/21/2025
Financial Graphs	Activity Report	8/21/2025
Total Debt - July 2025	Activity Report	8/21/2025
Benchmark / Compliance Report - July 2025	Activity Report	8/21/2025

**Town of Smithfield
Financial Statements
as of July 31, 2025
FY 25-26**



TOWN OF SMITHFIELD

FY 2026 ADOPTED BUDGET SUMMARY GENERAL FUND

Preliminary

Department	REVENUES	FY 2025-26 Budget	Budget Transfers	Actual	Budget	Variance
			& Rollovers	7/31/2025	to Actual	%
Real Property Taxes	3,994,100.00	-	49,797.80	3,944,302.20	1.25%	
Other Local Taxes	5,042,500.00	-	80,554.20	4,961,945.80	1.60%	
Licenses, permits, & fees	411,500.00	-	16,857.75	394,642.25	4.10%	
Fines & Costs	45,000.00	-	-	45,000.00	0.00%	
From Use of Money & Property	886,700.00	-	97,979.44	788,720.56	11.05%	
Miscellaneous Revenues	115,000.00	-	384.63	114,615.37	0.33%	
Governmental Virginia	659,738.00	-	903.82	658,834.18	0.14%	
Governmental Federal	153,000.00	-	-	153,000.00	0.00%	
Other financing sources	165,000.00	-	-	165,000.00	0.00%	
Appropriated from Reserves	3,507,597.00	25,000.00	-	3,532,597.00	0.00%	
TOTAL REVENUES	14,980,135.00	25,000.00	246,477.64	14,758,657.36	1.64%	

Department	EXPENSES	FY 2025-26 Budget	Budget Transfers	Actual	Budget	Variance
			& Rollovers	7/31/2025	to Actual	%
Town Council	186,925.00	-	2,684.99	184,240.01	1.44%	
Town Manager	817,910.00	25,000.00	45,410.99	797,499.01	5.39%	
Treasurer	991,549.00	-	101,194.50	890,354.50	10.21%	
Public Safety	4,527,444.00	-	233,320.57	4,294,123.43	5.15%	
Parks & Recreation	3,401,217.00	-	53,164.43	3,348,052.57	1.56%	
Museum	294,681.00	-	15,721.61	278,959.39	5.34%	
Community Development & Planning	1,031,094.00	-	33,362.66	997,731.34	3.24%	
Public Works	1,483,292.00	-	18,812.79	1,464,479.21	1.27%	
Public Buildings	409,752.00	-	3,565.01	406,186.99	0.87%	
Contributions	67,510.00	-	65,860.00	1,650.00	97.56%	
Non-Departmental	1,228,832.00	-	60,466.00	1,168,366.00	4.92%	
Debt Service	539,929.00	-	15,524.02	524,404.98	2.88%	
Contingency	-	-	-	-	0.00%	
TOTAL EXPENSES	14,980,135.00	25,000.00	649,087.57	14,356,047.43	4.33%	
NET INCOME/(LOSS)		-	(402,609.93)	-	-	

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND REVENUE SUMMARY

Preliminary

	MUNIS ACCT #	FY 2025-26 Approved Budget	Budget Transfers & Rollovers	Actual 7/31/2025	Notes	Budget to Actual	Variance %																																																																																																																
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Real Estate - Current</td><td>03-100-311010-0000-30001</td><td>2,600,000.00</td><td></td><td></td><td>1</td><td>2,600,000.00</td><td>0.00%</td></tr> <tr><td>Real Estate - Current Tax Relief for the Elderly/Veterans</td><td>03-100-311010-0000-30001</td><td>85,000.00</td><td></td><td></td><td>1</td><td>85,000.00</td><td>0.00%</td></tr> <tr><td>Real Estate - Delinquent</td><td>03-100-311010-0000-30002</td><td>-</td><td></td><td>9,183.50</td><td>1</td><td>(9,183.50)</td><td>0.00%</td></tr> <tr><td>Public Service-Real Estate Current</td><td>03-100-311020-0000-30001</td><td>44,000.00</td><td></td><td></td><td></td><td>44,000.00</td><td>0.00%</td></tr> <tr><td>Public Service-Personal Property Current</td><td>03-100-311020-0000-30001</td><td>100.00</td><td></td><td></td><td></td><td>100.00</td><td>0.00%</td></tr> <tr><td>Personal Property - Current</td><td>03-100-311030-0000-30001</td><td>1,210,000.00</td><td></td><td></td><td>2</td><td>1,210,000.00</td><td>0.00%</td></tr> <tr><td>Personal Property - Delinquent</td><td>03-100-311030-0000-30002</td><td>-</td><td></td><td>32,313.31</td><td>2</td><td>(32,313.31)</td><td>0.00%</td></tr> <tr><td>Penalty</td><td>03-100-311060-0000-30005</td><td>40,000.00</td><td></td><td>5,039.58</td><td></td><td>34,960.42</td><td>12.60%</td></tr> <tr><td>Interest</td><td>03-100-311060-0000-30006</td><td>15,000.00</td><td></td><td>3,260.86</td><td></td><td>11,739.14</td><td>21.74%</td></tr> <tr><td>Miscellaneous Receipts Over-Short</td><td>03-100-311060-0000-30007</td><td>-</td><td></td><td>0.55</td><td></td><td>(0.55)</td><td>0.00%</td></tr> <tr><td>Total Real Property Taxes</td><td></td><td>3,994,100.00</td><td></td><td>49,797.80</td><td></td><td>3,944,302.20</td><td>1.25%</td></tr> </table>								Real Estate - Current	03-100-311010-0000-30001	2,600,000.00			1	2,600,000.00	0.00%	Real Estate - Current Tax Relief for the Elderly/Veterans	03-100-311010-0000-30001	85,000.00			1	85,000.00	0.00%	Real Estate - Delinquent	03-100-311010-0000-30002	-		9,183.50	1	(9,183.50)	0.00%	Public Service-Real Estate Current	03-100-311020-0000-30001	44,000.00				44,000.00	0.00%	Public Service-Personal Property Current	03-100-311020-0000-30001	100.00				100.00	0.00%	Personal Property - Current	03-100-311030-0000-30001	1,210,000.00			2	1,210,000.00	0.00%	Personal Property - Delinquent	03-100-311030-0000-30002	-		32,313.31	2	(32,313.31)	0.00%	Penalty	03-100-311060-0000-30005	40,000.00		5,039.58		34,960.42	12.60%	Interest	03-100-311060-0000-30006	15,000.00		3,260.86		11,739.14	21.74%	Miscellaneous Receipts Over-Short	03-100-311060-0000-30007	-		0.55		(0.55)	0.00%	Total Real Property Taxes		3,994,100.00		49,797.80		3,944,302.20	1.25%																								
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Sales Tax</td><td>03-100-312010-0000-30009</td><td>770,000.00</td><td></td><td>-</td><td>3</td><td>770,000.00</td><td>0.00%</td></tr> <tr><td>Utility Tax</td><td>03-100-312020-0000-31201</td><td>200,000.00</td><td></td><td>-</td><td>4</td><td>200,000.00</td><td>0.00%</td></tr> <tr><td>Consumption Tax</td><td>03-100-312020-0000-31202</td><td>45,000.00</td><td></td><td>-</td><td>4</td><td>45,000.00</td><td>0.00%</td></tr> <tr><td>Business Licenses</td><td>03-100-312030-0000-31208</td><td>520,000.00</td><td></td><td>38,291.58</td><td>5</td><td>481,708.42</td><td>7.36%</td></tr> <tr><td>Business Licenses Penalty</td><td>03-100-312030-0000-31209</td><td>5,000.00</td><td></td><td>3,892.78</td><td></td><td>1,107.22</td><td>77.86%</td></tr> <tr><td>Business Licenses Interest</td><td>03-100-312030-0000-31210</td><td>1,000.00</td><td></td><td>1,619.37</td><td></td><td>(619.37)</td><td>161.94%</td></tr> <tr><td>Peg Channel Capital Fee</td><td>03-100-312040-0000-30054</td><td>1,500.00</td><td></td><td>-</td><td></td><td>1,500.00</td><td>0.00%</td></tr> <tr><td>Bank Franchise Tax</td><td>03-100-312040-0000-31203</td><td>156,000.00</td><td></td><td>-</td><td>6</td><td>156,000.00</td><td>0.00%</td></tr> <tr><td>Vehicle License</td><td>03-100-312050-0000-32020</td><td>245,000.00</td><td></td><td>15,600.47</td><td>7</td><td>229,399.53</td><td>6.37%</td></tr> <tr><td>Cigarette Tax</td><td>03-100-312080-0000-31204</td><td>175,000.00</td><td></td><td>21,150.00</td><td>8</td><td>153,850.00</td><td>12.09%</td></tr> <tr><td>Transient Occupancy Tax</td><td>03-100-312101-0000-31205</td><td>320,000.00</td><td></td><td>-</td><td>9</td><td>320,000.00</td><td>0.00%</td></tr> <tr><td>Meals Tax-4.25%</td><td>03-100-312110-0000-31211</td><td>1,785,000.00</td><td></td><td>-</td><td>10</td><td>1,785,000.00</td><td>0.00%</td></tr> <tr><td>Meals Tax-2%</td><td>03-100-312110-0000-31212</td><td>819,000.00</td><td></td><td>-</td><td>10</td><td>819,000.00</td><td>0.00%</td></tr> <tr><td>Total Other Local Taxes</td><td></td><td>5,042,500.00</td><td></td><td>80,554.20</td><td></td><td>4,961,945.80</td><td>1.60%</td></tr> </table>								Sales Tax	03-100-312010-0000-30009	770,000.00		-	3	770,000.00	0.00%	Utility Tax	03-100-312020-0000-31201	200,000.00		-	4	200,000.00	0.00%	Consumption Tax	03-100-312020-0000-31202	45,000.00		-	4	45,000.00	0.00%	Business Licenses	03-100-312030-0000-31208	520,000.00		38,291.58	5	481,708.42	7.36%	Business Licenses Penalty	03-100-312030-0000-31209	5,000.00		3,892.78		1,107.22	77.86%	Business Licenses Interest	03-100-312030-0000-31210	1,000.00		1,619.37		(619.37)	161.94%	Peg Channel Capital Fee	03-100-312040-0000-30054	1,500.00		-		1,500.00	0.00%	Bank Franchise Tax	03-100-312040-0000-31203	156,000.00		-	6	156,000.00	0.00%	Vehicle License	03-100-312050-0000-32020	245,000.00		15,600.47	7	229,399.53	6.37%	Cigarette Tax	03-100-312080-0000-31204	175,000.00		21,150.00	8	153,850.00	12.09%	Transient Occupancy Tax	03-100-312101-0000-31205	320,000.00		-	9	320,000.00	0.00%	Meals Tax-4.25%	03-100-312110-0000-31211	1,785,000.00		-	10	1,785,000.00	0.00%	Meals Tax-2%	03-100-312110-0000-31212	819,000.00		-	10	819,000.00	0.00%	Total Other Local Taxes		5,042,500.00		80,554.20		4,961,945.80	1.60%
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Meals Tax-4.25%	03-100-312110-0000-31211	1,785,000.00		-	10	1,785,000.00	0.00%																																																																																																																
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Permits & Other Licenses</td><td>03-100-313030-0000-30018-multiple accts</td><td>50,000.00</td><td></td><td>3,300.00</td><td>11</td><td>46,700.00</td><td>6.60%</td></tr> <tr><td>Inspection Fees/Reinspection Fees-Subdivision</td><td>03-100-313030-0000-30030/30039</td><td>70,000.00</td><td></td><td>3,750.00</td><td>12</td><td>66,250.00</td><td>5.36%</td></tr> <tr><td>Administrative Collection Fees-DMV Stops</td><td>03-100-311070-0000-31307</td><td>12,000.00</td><td></td><td>1,170.00</td><td></td><td>10,830.00</td><td>9.75%</td></tr> <tr><td>Refuse Collection Fee</td><td>03-100-313030-0000-30038</td><td>275,000.00</td><td></td><td>3,437.75</td><td>13</td><td>271,562.25</td><td>1.25%</td></tr> <tr><td>WC Dog Park Registration Fees</td><td>03-100-313030-0000-30043</td><td>-</td><td></td><td>-</td><td></td><td>-</td><td>0.00%</td></tr> <tr><td>Consultant Review Fees</td><td>03-100-313030-0000-30028</td><td>4,500.00</td><td></td><td>5,200.00</td><td>14</td><td>(700.00)</td><td>115.56%</td></tr> <tr><td>Total Permits, Fees & Licenses</td><td></td><td>411,500.00</td><td></td><td>16,857.75</td><td></td><td>394,642.25</td><td>4.10%</td></tr> </table>								Permits & Other Licenses	03-100-313030-0000-30018-multiple accts	50,000.00		3,300.00	11	46,700.00	6.60%	Inspection Fees/Reinspection Fees-Subdivision	03-100-313030-0000-30030/30039	70,000.00		3,750.00	12	66,250.00	5.36%	Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	12,000.00		1,170.00		10,830.00	9.75%	Refuse Collection Fee	03-100-313030-0000-30038	275,000.00		3,437.75	13	271,562.25	1.25%	WC Dog Park Registration Fees	03-100-313030-0000-30043	-		-		-	0.00%	Consultant Review Fees	03-100-313030-0000-30028	4,500.00		5,200.00	14	(700.00)	115.56%	Total Permits, Fees & Licenses		411,500.00		16,857.75		394,642.25	4.10%																																																								
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Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND REVENUE SUMMARY

Preliminary

	MUNIS ACCT #	FY 2025-26 Approved Budget	Budget Transfers & Rollovers	Actual 7/31/2025	Notes	Budget to Actual	Variance %
<u>GENERAL GOVERNMENT REVENUES</u>							
FINES & FORFEITURES							
Fines & Costs	03-100-314010-0000-30055, 30058	45,000.00		-	15	45,000.00	0.00%
Total Fines & Forfeitures		45,000.00		-		45,000.00	0.00%

REVENUE FROM USE OF MONEY & PROPERTY

General Fund Interest	03-100-315010-0000-31501	475,000.00		68,874.63	16	406,125.37	14.50%
Rentals	03-100-315020-0000-30110	65,000.00		6,098.09	17	58,901.91	9.38%
Smithfield Center Rentals	03-100-315020-0000-30111	190,000.00		14,189.60	17	175,810.40	7.47%
Windsor Castle Revenue (includes Manor House, Park Impa	03-100-315020-0000-30119	75,000.00		3,428.00	17	55,826.93	4.57%
Sports Complex Rentals	03-100-315020-0000-30120	33,000.00		-	17	33,000.00	0.00%
Kayak Rentals	03-100-315020-0000-30015	7,500.00			18	8,663.36	0.00%
Special Events	03-100-315020-0000-30013, 30014	20,000.00		2,470.00		17,530.00	12.35%
Fingerprinting Fees	03-100-318990-0000-30048	100.00		40.00		60.00	40.00%
Grass Cutting Reimbursement	03-100-318990-0000-30053	-				-	0.00%
Museum Admissions	03-100-315020-0000-30115	8,000.00		1,072.00	19	6,928.00	13.40%
Museum Gift Shop Sales	03-100-318990-0000-30016	12,000.00		1,757.12	19	10,242.88	14.64%
Museum Programs/Lecture Fees	03-100-318990-0000-30017	600.00		50.00	19	550.00	8.33%
Lease of Land	03-100-315020-0000-30017	500.00				500.00	0.00%
Total Revenue from use of money and property		886,700.00		97,979.44		774,138.85	11.05%

MISCELLANEOUS

Other Revenue	03-100-318990-0000-31105, Multiple	4,000.00		75.00	20	3,925.00	1.88%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	4,000.00				4,000.00	0.00%
Miscellaneous Contributions	03-100-318990-0000-31621	-				-	0.00%
Public Safety Contribution	03-100-318990-0000-31622	-				-	0.00%
Contributions - Historic Smfd	03-100-318990-0000-31624	-				-	0.00%
Windsor Castle	03-100-318990-0000-31626	-				-	0.00%
Contributions-Museum	03-100-318990-0000-31632	92,000.00		9.00		91,991.00	0.01%
Contributions-Public Ball Fields	03-100-318990-0000-31635	15,000.00				15,000.00	0.00%
Insurance Recoveries	03-100-341010-0000-31599, 31603	-		300.63	21	(300.63)	0.00%
Sale of Land	03-100-341020-0000-31404	-			22	-	0.00%
Sale of Equipment/Buildings	03-100-341020-0000-31405	-			23	-	0.00%
Total Miscellaneous Revenue		115,000.00		384.63		114,615.37	0.33%

REVENUE FROM THE COMMONWEALTH

Law Enforcement	03-100-322010-0000-34011	215,179.00			24	215,179.00	0.00%
Litter Control Grant	03-100-322010-0000-34010	4,000.00				4,000.00	0.00%
Asset Forfeiture	03-100-322010-0000-34007	-	-			-	0.00%
Communications Tax	03-100-322010-0000-34008	150,000.00			25	150,000.00	0.00%
Rolling Stock	03-100-322010-0000-34001	45.00				45.00	0.00%
Rental Tax	03-100-322010-0000-34002	6,800.00		903.82		5,896.18	13.29%

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND REVENUE SUMMARY

Preliminary

	MUNIS ACCT #	FY 2025-26 Approved Budget	Budget Transfers & Rollovers	Actual 7/31/2025	Notes	Budget to Actual	Variance %
GENERAL GOVERNMENT REVENUES							
PPTRA State Revenue	03-100-322010-0000-34014	240,795.00			26	240,795.00	0.00%
Fire Programs	03-100-322010-0000-34012	38,419.00				38,419.00	0.00%
Police Block Grants (HEAT Grant)	03-100-322010-0000-34018	-				-	0.00%
DCJS ARPA Reimbursable Grant	03-100-322010-0000-34018					-	0.00%
P2P Sharing	03-100-322010-0000-34033	-				-	0.00%
State VTC Grant	03-100-322010-0000-34034	-				-	0.00%
State DMV Animal Friendly Plt	03-100-322010-0000-34035					-	0.00%
State TDO and ECO Reimbursable Funds	03-100-322010-0000-34036	-				-	0.00%
VCA Grant	03-100-322010-0000-34005	4,500.00				4,500.00	0.00%
Urban Fund Projects							0.00%
Benns Church/Route 258/Route 10 Bypass interse	03-100-322010-0000-34020	-				-	0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-322010-0000-34020	-				-	0.00%
Total State Revenue		659,738.00		903.82		658,834.18	0.14%
REVENUE FROM THE FEDERAL GOVERNMENT							
FEMA - Great Springs Project	03-100-331010-0000-35018	-	-	-		-	0.00%
ARPA Revenues	03-100-331010-0000-35026	-				-	0.00%
Federal Highway Grant		136,000.00	-	-		136,000.00	0.00%
Law Enforcement	03-100-331010-0000-35003, 35009	17,000.00	-	-		17,000.00	0.00%
Urban Fund Projects							0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008	-		-		-	0.00%
Pinewood Heights CDBG Relocation Grant Phase IV	03-100-331010-0000-35002	-		-		-	0.00%
Total Federal Revenue		153,000.00	-	-	27	153,000.00	0.00%
OTHER FINANCING SOURCES							
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	165,000.00				165,000.00	0.00%
(Enterprise Vehicle Leasing)							
Total Other Financing Sources		165,000.00		-		165,000.00	0.00%
APPROPRIATED FROM RESERVES		\$ 3,507,597.00	\$ 25,000.00	\$ -		3,532,597.00	0.00%
TOTAL GENERAL FUND REVENUES		14,980,135.00	25,000.00	246,477.64		14,744,075.65	1.64%

GENERAL FUND NOTES AS OF JULY 31, 2025	
Revenues	
1 <u>Current/Delinquent Real Estate Tax</u>	Real Estate Taxes will be due June 5th 2026.
2 <u>Current/Delinquent PP Tax</u>	We are continuing to collect on delinquent taxes, with VA Auction. Total collected, including prior year, due to these efforts are 61,597.74 As a reminder the company charges 20% of the amount outstanding, and we only pay when we receive the money The total due reflects the 20% fee.
3 <u>Sales Tax</u>	There is a delay and we should collect 51,986 for May within the month of August. FY24/25 625,700 collected
4 <u>Consumption/Utility Taxes</u>	
5 <u>Business licenses</u>	Due in April and we have collected 106.15% of what is due.
6 <u>Bank Franchise Taxes</u>	Due June 2026
7 <u>Vehicle licenses</u>	Billed with personal property taxes and due in December 2025. We have collected some in July due to collection efforts made with VA Auction
8 <u>Cigarette Taxes</u>	Sale of cigarette stamps
9 <u>Transient Occupancy</u>	
10 <u>Meals Tax</u>	None posted yet but we should see 342,839 Largest Remitters will be: 602,437 from Smithfield Station followed by Cockeyed Rooster at 32,545 and McDonald's at 21,848
11 <u>Permits & Fees</u>	16,584 of this 1,260 are zoning permits and 1,650 for E&S Fees
12 <u>Inspection fees</u>	This is reinspection fees for Forest Newhall Construction
13 <u>Refuse Collection Fees</u>	Lower than prior year, since we are billing annually. This is collected with RE Tax. 40,687 lower than prior year at the same period
14 <u>Review Fees</u>	Development Logistics and Consulting for Cottages at Battery Park
15 <u>Fines & Costs</u>	

GENERAL FUND NOTES AS OF JULY 31, 2025	
16	<u>General Fund interest</u>
	68,875 General Fund Interest to date.
17	<u>Parks & Rec Rentals</u>
	23,716 Total of that 14,190 for Smithfield Center Rentals and 2,250 for Tenant House and 3,428 for Windsor Castle
18	<u>Kayak Rentals</u>
19	<u>Museum revenues</u>
	2,879 total for the year which is tracking to what we saw last year at the same time.
20	<u>Other Revenue</u>
21	<u>Insurance Recoveries</u>
22	<u>Sale of Land</u>
23	<u>Sales of Equipment/Buildings</u>
24	<u>Revenues from the State-Law Enforcement</u>
25	<u>Communications Tax</u>
26	<u>PPTRA State Revenue</u>
	Same each year
27	<u>Total Federal Revenue</u>
Expenses	
29	<u>Salaries/fica</u>
30	<u>Insurance</u>

GENERAL FUND NOTES AS OF JULY 31, 2025	
	<u>TOWN COUNCIL</u>
32	Professional Services
	<u>TOWN MANAGER</u>
31	Dues & Subscriptions
33	Computer & Technology Expenses
	<u>TREASURER</u>
34	Service Contracts
	48,750 to RDA per agreement.
	Licensing and implementation
31	<u>Dues & Subscriptions</u>
35	Bank Charges
	We are offsetting fees with bank balances
	<u>POLICE DEPARTMENT</u>
31	<u>Dues & Subscriptions</u>
	1,247 for Mehrin Drug Task Force Membership.
36	LODA
	With the approval of the state budget for fiscal years 2025-2026, Line of Duty Death and Health Benefits Trust Fund
	(LODA Fund) premiums will increase to \$1,015 per full-time equivalent employees, effective July 1, 2024.
	By statute, LODA Fund benefits are funded on a "pay-as-you-go" basis, covering the health care premiums
	for current beneficiaries as well as projected costs of any new death and other benefit claims.
37	Computer & Technology
38	Radio & Equipment repairs
	<u>PARKS & RECREATION</u>
31	<u>Dues & Subscriptions</u>
	3,125 for EMS Pro Maintenance
39	Credit card processing expense
	Tracking to prior year
40	Computer & Technology expenses
	<u>SMITHFIELD CENTER</u>
40	Computer & Technology expenses
41	Advertising-SC
	None spent this year

GENERAL FUND NOTES AS OF JULY 31, 2025		
42	Repairs & Maintenance	
43	ARPA	
	<u>WINDSOR CASTLE PARK</u>	
44	Equipment Expense	
45	ARPA	
47	Repairs & Maintenance	
	<u>WINDSOR CASTLE MANOR HOUSE</u>	
46	Contracted Services	
47	Repairs & Maintenance	
	<u>LUTER SPORTS COMPLEX</u>	
30	Insurance	
	<u>MISCELLANEOUS-PARKS & REC</u>	
49	Clontz Park	
50	Clontz Park ARPA	
51	Fireworks	
	<u>MUSEUM</u>	
31	Dues & Subscriptions	
52	Gift Shop Expenses	Slightly lower by 1,000 from prior year.
	<u>COMMUNITY DEVELOPMENT OTHER</u>	
53	Hampton Roads Planning District Commission	In line with prior year same period. This is for regional water program. We pay quarterly.
	<u>PUBLIC WORKS</u>	
54	Repairs & Maintenance	

GENERAL FUND NOTES AS OF JULY 31, 2025	
55	<u>ARPA Expenses</u>
	<u>Public Buildings</u>
56	Computer & Technology
57	ARPA

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Preliminary

TOWN COUNCIL	MUNIS ACCOUNT NUMBER	FY 2025-26 Budget	Budget Transfers & Rollovers	Preliminary			Budget to Actual	Variance %
				Actual 7/31/2025	Notes			
Salaries and Wages	04-100-411010-0000-41100	44,000.00		690.00	29	43,310.00	1.57%	
Fica & Medicare Benefits	04-100-411010-0000-42100	3,425.00		53.50	29	3,371.50	1.56%	
ARPA Payroll	04-100-411010-0000-46023	-			29	-	0.00%	
Legal Fees	04-100-411010-0000-43150	50,000.00		-		50,000.00	0.00%	
Update Town Charter & Code	04-100-411010-0000-43151	4,000.00		-		4,000.00	0.00%	
Professional Services	04-100-411010-0000-43152	5,000.00		-	32	5,000.00	0.00%	
Public Defender Fees	04-100-411010-0000-43153	6,000.00		-		6,000.00	0.00%	
Election Expense	04-100-411010-0000-43170	-		-		-	0.00%	
Maintenance contracts	04-100-411010-0000-43320	4,500.00		-		4,500.00	0.00%	
Annual Christmas Parade	04-100-411010-0000-43351	-				-	0.00%	
Advertising	04-100-411010-0000-43600	30,000.00		-		30,000.00	0.00%	
Communications	04-100-411010-0000-45200	-				-	0.00%	
Insurance	04-100-411010-0000-45300	-			30	-	0.00%	
Travel & Training	04-100-411010-0000-45500	10,000.00		-		10,000.00	0.00%	
Council Approved Items	04-100-411010-0000-45804	5,000.00		-		5,000.00	0.00%	
Subscriptions/Memberships	04-100-411010-0000-45810	7,500.00		119.00	31	7,381.00	1.59%	
Records Management maint & upgrades	04-100-411010-0000-45811	7,500.00		-		7,500.00	0.00%	
Bank Charges	04-100-411010-0000-45813	-		652.10		(652.10)	0.00%	
Supplies	04-100-411010-0000-46001	10,000.00		1,170.39		8,829.61	11.70%	
ARPA Expenses	04-100-411010-0000-46019	-				-	0.00%	
Total Town Council		186,925.00	-	2,684.99		184,240.01	1.44%	

Town of Smithfield
FY2026 Adopted Operating Budget
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TOWN MANAGER

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance	
		Budget	& Rollovers	7/31/2025	Notes	%	
Salaries and Wages	04-100-412010-0000-41100	329,570.00		12,565.60	29	317,004.40	3.81%
Salaries-PT	04-100-412010-0000-41110	43,348.00		981.00	29	42,367.00	2.26%
Salaries-OT	04-100-412010-0000-41120, 41115	3,000.00		-	29	3,000.00	0.00%
Fica & Medicare Benefits	04-100-412010-0000-42100	29,799.00		950.93	29	28,848.07	3.19%
VSRS	04-100-412010-0000-42200	32,539.00		2,488.12		30,050.88	7.65%
Disability	04-100-412010-0000-42210	600.00		49.22		550.78	8.20%
Health & Other	04-100-412010-0000-42300	54,501.00		4,670.16		49,830.84	8.57%
Pre-Employment Test	04-100-412010-0000-42435	6,500.00		-		6,500.00	0.00%
Employee Recognition	04-100-412010-0000-42440	10,000.00		-		10,000.00	0.00%
Wellness Initiatives	04-100-412010-0000-42460	8,237.00		50.00		8,187.00	0.61%
ARPA Payroll	04-100-412010-0000-46023				29	-	0.00%
Professional Services	04-100-412010-0000-43152	78,000.00	25,000.00	19,702.20		83,297.80	19.13%
Maintenance Contracts	04-100-412010-0000-43320	3,000.00		2,961.90		38.10	98.73%
Communications	04-100-412010-0000-45200	8,000.00		892.41		7,107.59	11.16%
Insurance	04-100-412010-0000-45300	3,130.00			30	3,130.00	0.00%
Travel & Training	04-100-412010-0000-45500	12,000.00		-		12,000.00	0.00%
Other	04-100-412010-0000-45804	1,500.00		99.45		1,400.55	6.63%
Dues & Subscriptions	04-100-412010-0000-45810	6,000.00			31	6,000.00	0.00%
Supplies	04-100-412010-0000-46001	4,500.00				4,500.00	0.00%
Computer & technology expenses	04-100-412010-0000-46005	5,000.00			33	5,000.00	0.00%
Fuel Expense	04-100-412010-0000-46008	200.00				200.00	0.00%
Auto Expense	04-100-412010-0000-46009	250.00				250.00	0.00%
Shared Services-IT	04-100-412010-0000-46020	81,000.00				81,000.00	0.00%
Contingency	04-100-412010-0000-46021	42,236.00				42,236.00	0.00%
Strategic Planning Initiatives		50,000.00				50,000.00	0.00%
Education Assistance		5,000.00				5,000.00	0.00%
Capital Expenditures - website redesign	04-100-412010-0000-48100	-				-	0.00%
Total Town Manager		817,910.00	25,000.00	45,410.99		797,499.01	5.39%

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TREASURER

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	7/31/2025	to Actual	%
Salaries and Wages	04-100-412410-0000-41100	534,662.00		21,063.64	29 513,598.36 3.94%
Salaries-OT	04-100-412410-0000-41120, 41115	8,500.00		128.68	29 8,371.32 1.51%
Fica & Medicare Benefits	04-100-412410-0000-42100	42,430.00		1,569.74	29 40,860.26 3.70%
VSRS	04-100-412410-0000-42200	53,337.00		4,054.41	49,282.59 7.60%
Disability	04-100-412410-0000-42210	1,000.00		98.44	901.56 9.84%
Health	04-100-412410-0000-42300	88,120.00		7,422.40	29 80,697.60 8.42%
ARPA Payroll	04-100-412410-0000-46023	-			29 - 0.00%
Audit	04-100-412410-0000-43120	40,700.00			40,700.00 0.00%
Service contracts	04-100-412410-0000-43320	125,000.00		64,270.70	34 60,729.30 51.42%
Data Processing	04-100-412410-0000-44100	42,000.00		442.67	41,557.33 1.05%
Communications	04-100-412410-0000-45200	8,000.00		1,062.36	6,937.64 13.28%
Insurance	04-100-412410-0000-45300	-			30 - 0.00%
Travel & Training	04-100-412410-0000-45500	12,000.00		-	12,000.00 0.00%
Other	04-100-412410-0000-45804	500.00		-	500.00 0.00%
Dues & Subscriptions	04-100-412410-0000-45810	1,500.00		-	31 1,500.00 0.00%
Bank Charges	04-100-412410-0000-45813	1,000.00		-	35 1,000.00 0.00%
Cigarette Tax Stamps	04-100-412410-0000-45830	3,500.00		-	3,500.00 0.00%
Supplies	04-100-412410-0000-46001	21,000.00		711.99	20,288.01 3.39%
Credit Card Processing	04-100-412410-0000-46002	800.00		369.47	430.53 46.18%
Computer & technology expenses	04-100-412410-0000-46005	7,500.00			7,500.00 0.00%
ARPA Expenses	04-100-412410-0000-46019	-			- 0.00%
Capital Outlay	04-100-412410-0000-48100	-			- 0.00%
Total Treasurer		991,549.00	-	101,194.50	890,354.50 10.21%

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PUBLIC SAFETY

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	to Actual
POLICE DEPARTMENT						
Salaries and Wages	04-100-431100-0000-41100	1,832,216.00		63,133.49	29	1,769,082.51 3.45%
Salaries - Reg OT	04-100-431100-0000-41115	-		2,405.90	29	(2,405.90) 0.00%
Salaries OT	04-100-431100-0000-41120	310,000.00		15,037.02	29	294,962.98 4.85%
Salaries-Selective Enforcement	04-100-431100-0000-41130	19,000.00		-	29	19,000.00 0.00%
Salaries - TDO and ECO	04-100-431100-0000-41135	-		-		- 0.00%
Salaries-Special Events	04-100-431100-0000-41140	20,000.00		3,114.82		16,885.18 15.57%
FTO/Shift Differential	04-100-431100-0000-41150	15,000.00		316.50	29	14,683.50 2.11%
Fica & Medicare Benefits	04-100-431100-0000-42100	174,631.00		5,998.82	29	168,632.18 3.44%
VSRS	04-100-431100-0000-42200	185,635.00		11,404.79		174,230.21 6.14%
Disability	04-100-431100-0000-42210	400.00		33.13		366.87 8.28%
Health Insurance	04-100-431100-0000-42300	383,843.00		24,768.68	29	359,074.32 6.45%
ARPA Payroll	04-100-431100-0000-46023				29	- 0.00%
Ins. - LODA	04-100-431100-0000-42410	25,200.00		21,315.00	36	3,885.00 84.58%
Professional Services	04-100-431100-0000-43152	5,000.00				5,000.00 0.00%
Service Contracts	04-100-431100-0000-43320	200,000.00		43,344.00		156,656.00 21.67%
Community Outreach	04-100-431100-0000-43352	6,000.00		540.00		5,460.00 9.00%
Investigation expenses	04-100-431100-0000-44641	10,000.00		-		10,000.00 0.00%
HEAT Grant Expenses	04-100-431100-0000-45037	-				- 0.00%
Communications	04-100-431100-0000-45200	50,000.00		3,036.61		46,963.39 6.07%
Insurance	04-100-431100-0000-45300	-			30	- 0.00%
Travel & Training	04-100-431100-0000-45500	45,500.00		905.00		44,595.00 1.99%
Accreditation	04-100-431100-0000-45521	-				- 0.00%
Asset Forfeiture Expenses	04-100-431100-0000-45640	-				- 0.00%
Other	04-100-431100-0000-45804	1,800.00				1,800.00 0.00%
Dues & Subscriptions	04-100-431100-0000-45810	45,600.00		1,649.50	31	43,950.50 3.62%
Materials & Supplies	04-100-431100-0000-46001	28,000.00				28,000.00 0.00%
Credit Card Process	04-100-431100-0000-46002	-		85.92	39	(85.92) 0.00%
Computer & Technology Expenses	04-100-431100-0000-46005	27,000.00			37	27,000.00 0.00%
Equipment	04-100-431100-0000-46006	227,200.00				227,200.00 0.00%
Gas	04-100-431100-0000-46008	60,000.00		2,231.39		57,768.61 3.72%
Vehicle Maintenance	04-100-431100-0000-46009	30,000.00				30,000.00 0.00%

Town of Smithfield
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PUBLIC SAFETY

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Notes	Budget	Variance
		Budget	& Rollovers	7/31/2025		to Actual	%
Radio & Equipment repairs	04-100-431100-0000-46010	2,500.00			38	2,500.00	0.00%
Uniforms	04-100-431100-0000-46011	31,500.00				31,500.00	0.00%
Tires	04-100-431100-0000-46016	9,000.00				9,000.00	0.00%
COVID-19 Expenses	04-100-431100-0000-46018	-				-	0.00%
ARPA Expenses	04-100-431100-0000-46019	-				-	0.00%
Capital Outlay	04-100-431100-0000-48100	230,000.00				230,000.00	0.00%
Total Police Department		3,975,025.00		199,320.57		3,775,704.43	5.01%

FIRE DEPARTMENT

State Pass Thru	04-100-432100-0000-45623	38,419.00		-		38,419.00	0.00%
Annual Fuel Contribution	04-100-432300-0000-46008	15,000.00		15,000.00		-	100.00%
Capital Contribution	04-100-432300-0000-45618	19,000.00		19,000.00		-	100.00%
Total Fire Department		72,419.00		34,000.00		38,419.00	46.95%

E911 DISPATCH

E911 Dispatch shared services	04-100-432300-0000-45614	480,000.00		-		480,000.00	0.00%
Total E911 Dispatch		480,000.00		-		480,000.00	0.00%
Total Public Safety		4,527,444.00		-	233,320.57	4,294,123.43	5.15%

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PARKS & RECREATION

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	to Actual
<u>Parks & Recreation</u>						
Salaries and Wages	04-100-471100-0000-41100	512,634.00		18,030.52	29	494,603.48
Salaries-PT	04-100-471100-0000-41110	93,235.00		1,991.37	29	91,243.63
Salaries-OT	04-100-471100-0000-41120, 41115	24,108.00		256.10	29	23,851.90
Fica & Medicare Benefits	04-100-471100-0000-42100	50,398.00		1,443.70	29	48,954.30
VSRS	04-100-471100-0000-42200	51,774.00		3,487.16		48,286.84
Disability	04-100-471100-0000-42210	800.00		66.09		733.91
Health	04-100-471100-0000-42300	120,522.00		9,247.68	29	111,274.32
ARPA Payroll	04-100-471100-0000-46023	-			29	-
Contracted Services	04-100-471100-0000-43300	20,000.00		1,570.89		18,429.11
Advertising	04-100-471100-0000-43600	35,000.00		7,417.50		27,582.50
Communications	04-100-471100-0000-45200	4,500.00		212.35		4,287.65
Insurance	04-100-471100-0000-45300	6,280.00			30	6,280.00
Travel & Training	04-100-471100-0000-45500	3,000.00				3,000.00
Other	04-100-471100-0000-45804	600.00				600.00
Dues & Subscriptions	04-100-471100-0000-45810	6,000.00		3,351.49	31	2,648.51
Office Supplies	04-100-471100-0000-46001	4,500.00				4,500.00
Credit card processing expense	04-100-471100-0000-46002	5,000.00		574.82	39	4,425.18
Computer & technology expenses	04-100-471100-0000-46005	2,500.00			40	2,500.00
Fuel	04-100-471100-0000-46008	9,000.00				9,000.00
Uniforms	04-100-471100-0000-46011	3,000.00				3,000.00
Vehicle Maintenance	04-100-471100-0000-46009	2,000.00				2,000.00
ARPA Fund Capital	04-100-471100-0000-48102	-				-
Capital Outlay	04-100-471100-0000-48100	-				0.00%
Total Parks & Recreation		954,851.00	-	47,649.67		907,201.33
						4.99%

Smithfield Center

Retail Sales & Use Tax	04-100-412100-0000-43100	400.00		137.13		262.87	34.28%
Contracted Services	04-100-412100-0000-43300, 43320	21,000.00		888.78		20,111.22	4.23%
Advertising	04-100-412100-0000-43600	-			41	-	0.00%

Town of Smithfield
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Preliminary

PARKS & RECREATION

MUNIS ACCOUNT NUMBER	FY 2025-26 Budget	Budget Transfers & Rollovers	Actual 7/31/2025	Notes	Budget	Variance
					to Actual	%
Kitchen Supplies	3,000.00				3,000.00	0.00%
Food Service & Beverage Supplies	5,000.00				5,000.00	0.00%
AV Supplies	-				-	0.00%
Utilities	23,000.00				23,000.00	0.00%
Communications	8,500.00		1,195.87		7,304.13	14.07%
Insurance	6,680.00			30	6,680.00	0.00%
Refund event deposits	4,000.00				4,000.00	0.00%
Office Supplies/Other Supplies	-				-	0.00%
Computer & technology expenses	5,000.00			40	5,000.00	0.00%
Equipment	10,000.00				10,000.00	0.00%
Repairs & Maintenance	55,000.00			42	55,000.00	0.00%
ARPA Expenses	-			43	-	0.00%
Capital Outlay	-		-		-	0.00%
Total Smithfield Center	141,580.00		2,221.78		139,358.22	1.57%

Windsor Castle Park

Contracted Services	04-100-471210-0000-43300	11,000.00		322.41	46	10,677.59	2.93%
Utilities	04-100-471210-0000-45100	750.00				750.00	0.00%
Insurance	04-100-471210-0000-45300	11,088.00			30	11,088.00	0.00%
Equipment Expense	04-100-471210-0000-46006	16,000.00			44	16,000.00	0.00%
Repairs & Maintenance	04-100-471210-0000-46007	50,000.00			47	50,000.00	0.00%
ARPA Capital	04-100-471210-0000-48102	-			45	-	0.00%
Capital Outlay	04-100-471210-0000-48100	-		-		-	0.00%
Total Windsor Castle Park		88,838.00		322.41		88,515.59	0.36%

Windsor Castle Manor House

Contracted Services	04-100-471220-0000-43300, 20	25,000.00		258.68	46	24,741.32	1.03%
Advertising	04-100-471220-0000-43600	-				-	0.00%
Food Service & Beverage Supplies	04-100-471220-0000-44001	-				-	0.00%
Utilities	04-100-471220-0000-45100	6,000.00				6,000.00	0.00%
Communications	04-100-471220-0000-45200	2,500.00		440.00		2,060.00	17.60%
Insurance	04-100-471220-0000-45300	6,020.00			30	6,020.00	0.00%

Town of Smithfield
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PARKS & RECREATION

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	%
Refund event deposits	04-100-471220-0000-45899	4,000.00		1,000.00		3,000.00 25.00%
Office Supplies/Other Supplies	04-100-471220-0000-46001	-				- 0.00%
Computer & Technology	04-100-471220-0000-46005	-				- 0.00%
Repairs & maintenance	04-100-471220-0000-46007	10,000.00			47 10,000.00	0.00%
ARPA	04-100-471220-0000-46019	-				- 0.00%
Total Windsor Castle Manor House		53,520.00	-	1,698.68	51,821.32	3.17%

Luter Sports Complex

Contracted Services	04-100-471300-0000-43300	18,000.00		466.78		17,533.22	2.59%
Utilities	04-100-471300-0000-45100	11,500.00				11,500.00	0.00%
Communications	04-100-471300-0000-45200	1,800.00		299.98		1,500.02	16.67%
Insurance	04-100-471300-0000-45300	10,500.00			30 10,500.00	0.00%	
Office Supplies/Other Supplies	04-100-471300-0000-46001	-				-	0.00%
Computer & Technology	04-100-471300-0000-46005	-				-	0.00%
Structures & Equipment Expense	04-100-471300-0000-46006	-				-	0.00%
Repairs & Maintenance	04-100-471300-0000-46007	65,000.00		505.13		64,494.87	0.78%
ARPA Capital	04-100-471300-0000-48102	-				-	0.00%
Capital Outlay	04-100-471300-0000-48100	2,030,628.00				2,030,628.00	0.00%
Total Luter Sports Complex		2,137,428.00	-	1,271.89	2,136,156.11	0.06%	

Miscellaneous

Contributions-WCP	04-100-471200-0000-45653	-		-		-	0.00%
Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100, 4	3,500.00			49 3,500.00	0.00%	
Clontz Park ARPA	04-100-471311-0000-46019	-			50 -	0.00%	
Jersey Park Playground	04-100-471313-0000-43345	500.00			500.00	0.00%	
Pinewood Playground	04-100-471314-0000-43346	-			-	0.00%	
Cypress Creek No Wake zone	04-100-471340-0000-43347	-			-	0.00%	
Haydens Lane Maintenance	04-100-471315-0000-43348	500.00			500.00	0.00%	
Veterans War Memorial	04-100-471316-0000-43349	500.00			500.00	0.00%	
Fireworks	04-100-471390-0000-43344	20,000.00			51 20,000.00	0.00%	
Total Other Parks & Recreation		25,000.00	-	-	25,000.00	0.00%	

Town of Smithfield
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PARKS & RECREATION

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	7/31/2025	Notes	to Actual
TOTAL PARKS & RECREATION	3,401,217.00	-	53,164.43	3,348,052.57	1.56%

Town of Smithfield
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MUSEUM

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	to Actual
Salaries	04-100-472200-0000-41100	143,491.00		6,941.33	29	136,549.67 4.84%
Salaries-Part Time	04-100-472200-0000-41110	57,775.00		1,993.66	29	55,781.34 3.45%
FICA	04-100-472200-0000-42100	16,102.00		669.70	29	15,432.30 4.16%
VSRS	04-100-472200-0000-42200	14,418.00		1,401.68		13,016.32 9.72%
Disability	04-100-472200-0000-42210	500.00		38.03		461.97 7.61%
Health	04-100-472200-0000-42300	19,100.00		2,387.40		16,712.60 12.50%
ARPA Payroll	04-100-472200-0000-46023	-			29	- 0.00%
Operating expenses						
Contracted services	04-100-472200-0000-43300	3,400.00				3,400.00 0.00%
Advertisinig	04-100-472200-0000-43600	1,500.00				1,500.00 0.00%
Communications	04-100-472200-0000-45200	725.00		690.46		34.54 95.24%
Insurance	04-100-472200-0000-45300	2,430.00			30	2,430.00 0.00%
Travel/Training	04-100-472200-0000-45500	500.00				500.00 0.00%
Dues & Subscriptions	04-100-472200-0000-45810	800.00			31	800.00 0.00%
Supplies	04-100-472200-0000-46001	11,000.00				11,000.00 0.00%
Computer and Technology	04-100-472200-0000-46005	2,140.00				2,140.00 0.00%
ARPA	04-100-472200-0000-46019	-				- 0.00%
Gift Shop-to be funded by gift shop proceeds						
Sales & Use Tax	04-100-472200-0000-43100	1,000.00		208.90		791.10 20.89%
Credit card processing fees	04-100-472200-0000-46002	800.00		177.09		622.91 22.14%
Programming/Exhibits	04-100-472200-0000-46025	-				- 0.00%
Gift Shop expenses	04-100-472200-0000-46014	9,000.00		1,213.36	52	7,786.64 13.48%
Total Museum		284,681.00	-	15,721.61		268,959.39 5.52%

Museum Contributions

Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	10,000.00	\$	-	10,000.00	0.00%
Total Museum Contributions		10,000.00		-	10,000.00	0.00%

TOTAL MUSEUM		294,681.00		15,721.61		278,959.39 5.34%
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Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Preliminary

Community Development & Planning

	MUNIS ACCOUNT NUMBER	FY 2025-26 Budget	Budget Transfers & Rollovers	Actual 7/31/2025	Notes	Budget to Actual	Variance %
Administration							
Salaries	04-100-481100-0000-41100	278,726.00		8,414.12	29	270,311.88	3.02%
Salaries-OT	04-100-481100-0000-41120	1,800.00		168.30	29	1,631.70	9.35%
FICA	04-100-481100-0000-42100	22,459.00		648.22	29	21,810.78	2.89%
VSRS	04-100-481100-0000-42200	28,510.00		2,303.31		26,206.69	8.08%
Disability	04-100-481100-0000-42210	750.00		87.25		662.75	11.63%
Health	04-100-481100-0000-42300	28,649.00		2,466.48	29	26,182.52	8.61%
ARPA Payroll	04-100-481100-0000-46023	-				-	0.00%
GIS	04-100-481100-0000-43001	10,000.00				10,000.00	0.00%
Site Plan Review	04-100-481100-0000-43141	15,000.00				15,000.00	0.00%
Professional Services	04-100-481100-0000-43152	20,000.00				20,000.00	0.00%
Shared Services-IOW Inspection Services	04-100-441300-0000-43143	72,500.00				72,500.00	0.00%
Contractual	04-100-481100-0000-43320	6,000.00		230.94		5,769.06	3.85%
Communications	04-100-481100-0000-45200	6,000.00		561.04		5,438.96	9.35%
Insurance	04-100-481100-0000-45300	5,700.00			30	5,700.00	0.00%
Travel & Training	04-100-481100-0000-45500	7,500.00		5,500.00		2,000.00	73.33%
Other	04-100-481100-0000-45804	1,000.00				1,000.00	0.00%
Dues & Subscriptions	04-100-481100-0000-45810	2,500.00			31	2,500.00	0.00%
Materials & Supplies	04-100-481100-0000-46001	6,000.00				6,000.00	0.00%
Repairs & Maintenance	04-100-481100-0000-46007	5,000.00				5,000.00	0.00%
Gas	04-100-481100-0000-46008	10,000.00				10,000.00	0.00%
Uniforms	04-100-481100-0000-46011	-				-	0.00%
ARPA	04-100-481100-0000-46019	-				-	0.00%
Capital Expenditures	04-100-481100-0000-48100	-				-	0.00%
Total Community Development & Planning Administration		528,094.00	-	20,379.66		507,714.34	3.86%

Pinewood Heights Project

Project Expenditures						-	0
Pinewood Heights-Phase II	04-100-432315-0000-42701-misc	-				-	0.00%
Pinewood Heights-Phase III	04-100-432315-0000-42701-misc	-				-	0.00%
Pinewood Heights Phase IV	04-100-432315-0000-42704, 42715	-				-	0.00%
Pinewood Heights Phase IV Capital Outlay	04-100-432315-0000-42701-48100	125,000.00				125,000.00	0.00%
Total Pinewood Heights-All Phases		125,000.00	-	-		125,000.00	0.00%

Community Development-Other

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Preliminary

Community Development & Planning

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance	
		Budget	& Rollovers	7/31/2025	Notes	%	
Hampton Roads Planning District Commission	04-100-432302-0000-45621	22,000.00		12,983.00	53	9,017.00	59.01%
Tourism Bureau	04-100-432302-0000-45607	350,000.00				350,000.00	0.00%
Chamber of Commerce	04-100-432302-0000-45609	6,000.00				6,000.00	0.00%
Total Community Development Other		378,000.00		12,983.00		365,017.00	3.43%
 Total Community Planning & Development		1,031,094.00	-	33,362.66		997,731.34	3.24%

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Preliminary

Public Works

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	%
Salaries	04-100-441300-0000-41100	212,622.00		10,070.23	29	202,551.77 4.74%
Salaries - Reg OT	04-100-441300-0000-41115	-		37.52	29	(37.52) 0.00%
Salaries-OT (includes special events)	04-100-441300-0000-41120	11,205.00		358.34	29	10,846.66 3.20%
FICA	04-100-441300-0000-42100	17,010.00		748.37	29	16,261.63 4.40%
VSRS	04-100-441300-0000-42200	20,405.00		1,713.35		18,691.65 8.40%
Disability	04-100-441300-0000-42210	2,500.00		184.64		2,315.36 7.39%
Health	04-100-441300-0000-42300	36,550.00		3,023.67		33,526.33 8.27%
ARPA Payroll	04-100-441300-0000-46023	-			29	- 0.00%
GIS	04-100-441300-0000-43001	2,000.00				2,000.00 0.00%
Site Plan Review	04-100-441300-0000-43141	5,000.00				5,000.00 0.00%
Professional Services	04-100-441300-0000-43152	40,000.00				40,000.00 0.00%
Shared Services-IOW Inspection Services	04-100-441300-0000-43143	80,000.00				80,000.00 0.00%
Contractual	04-100-441300-0000-43300, 43320	8,000.00		537.08		7,462.92 6.71%
Trash Collection	04-100-441300-0000-43330	280,000.00				280,000.00 0.00%
Street Lights	04-100-441300-0000-45101	3,000.00				3,000.00 0.00%
Communications	04-100-441300-0000-45200	7,500.00		722.46		6,777.54 9.63%
Insurance	04-100-441300-0000-45300	-			30	- 0.00%
Travel & Training	04-100-441300-0000-45500	5,000.00				5,000.00 0.00%
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	5,000.00		174.14		4,825.86 3.48%
Accreditation	04-100-441300-0000-45521	10,000.00				10,000.00 0.00%
Safety Grant Expenses	04-100-441300-0000-45530	-				- 0.00%
Other	04-100-441300-0000-45804	2,500.00		382.11		2,117.89 15.28%
Dues & Subscriptions	04-100-441300-0000-45810	1,500.00			31	1,500.00 0.00%
Materials & Supplies	04-100-441300-0000-46001	5,000.00				5,000.00 0.00%
Computer & Technology	04-100-441300-0000-46005	11,000.00				11,000.00 0.00%
Repairs & Maintenance	04-100-441300-0000-46007	10,000.00		412.88	54	9,587.12 4.13%
Gas	04-100-441300-0000-46008	10,000.00		448.00		9,552.00 4.48%
Uniforms	04-100-441300-0000-46011	4,000.00				4,000.00 0.00%
Litter Control Grant Expense	04-100-441300-0000-46012	2,500.00				2,500.00 0.00%
ARPA Funded Capital Projects	04-100-441300-0000-48102	-			55	- 0.00%
Capital Expenditures	04-100-441300-0000-48100	651,000.00				651,000.00 0.00%
Total Public Works		1,443,292.00	-	18,812.79		1,424,479.21 1.30%

Miscellaneous Public Works

Waterworks Dam -professional fees	04-100-471350-0000-43152	40,000.00				40,000.00 0.00%
Waterworks Dam - repairs & Maint	04-100-471350-0000-46007	-				- 0.00%
Waterworks Dam-(decommission?)		-				- 0.00%
Total Miscellaneous Public Works		40,000.00	-	40,000.00		40,000.00 0.00%

Total Public Works Expenses	1,483,292.00	-	18,812.79	1,464,479.21	1.27%
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Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Preliminary

Public Buildings

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	to Actual
Salaries-Part Time	04-100-443200-0000-41110	45,140.00		1,539.09	29	43,600.91 3.41%
FICA	04-100-443200-0000-42100	3,612.00		117.73	29	3,494.27 3.26%
ARPA Payroll	04-100-443200-0000-46023	-			29	- 0.00%
Professional Services	04-100-443200-0000-43152	75,000.00				75,000.00 0.00%
Contractual	04-100-443200-0000-43300, 43320	35,000.00		1,028.85		33,971.15 2.94%
Utilities	04-100-443200-0000-45100	65,000.00		219.90		64,780.10 0.34%
Communications	04-100-443200-0000-45200	2,500.00		353.93		2,146.07 14.16%
Insurance	04-100-443200-0000-45300	13,500.00			30	13,500.00 0.00%
Other	04-100-443200-0000-45804	500.00				500.00 0.00%
Materials & Supplies	04-100-443200-0000-46001,4	4,500.00				4,500.00 0.00%
Computer & Technology	04-100-443200-0000-46005	40,000.00			56	40,000.00 0.00%
Equipment Expense	04-100-443200-0000-46006	-				- 0.00%
Repairs & Maintenance	04-100-443200-0000-46007	75,000.00		305.51		74,694.49 0.41%
ARPA expenses	04-100-443200-0000-46019	-			57	- 0.00%
ARPA Capital	04-100-443200-0000-48102	-			57	- 0.00%
Capital Expenditures	04-100-443200-0000-48100	50,000.00				50,000.00 0.00%
Total Public Buildings		409,752.00	-	3,565.01		406,186.99 0.87%

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Preliminary

Contributions

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	to Actual
Parks, Recreation, and Cultural						
Isle of Wight Arts League	04-100-432301-0000-45601	10,000.00		10,000.00		- 100.00%
Farmers Market	04-100-432301-0000-45617	3,000.00		3,000.00		- 100.00%
Friends of the Library	04-100-473100-0000-45605	3,289.00		3,289.00		- 100.00%
Total Cultural Contributions		16,289.00		16,289.00		- 100.00%
Contributions-Community Development						
Genieve Shelter	04-100-432302-0000-45606	15,000.00		15,000.00		- 100.00%
TRIAD	04-100-432302-0000-45611	1,650.00			1,650.00	0.00%
Christian Outreach	04-100-432302-0000-45620	13,000.00		13,000.00		- 100.00%
Western Tidewater Free Clinic	04-100-432302-0000-45632	11,195.00		11,195.00		- 100.00%
Schoolhouse Museum	04-100-472500-0000-45622	5,376.00		5,376.00		- 100.00%
Old Courthouse Contribution	04-100-472500-0000-45613	5,000.00		5,000.00		- 100.00%
Total Contributions-Community Development		51,221.00		49,571.00	1,650.00	96.78%
TOTAL CONTRIBUTIONS		67,510.00		65,860.00	1,650.00	97.56%

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Preliminary

Non-Departmental

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	to Actual
OPERATING/CAPITAL RESERVE						
Insurance	04-100-491100-0000-45300	246,832.00		60,466.00		186,366.00 24.50%
Contribution to Route 10 and Turner Drive Project		902,000.00				902,000.00 0.00%
Appropriation to Reserves		-				- 0.00%
Tax Relief for the Elderly/Veterans	04-100-491100-0000-45804	80,000.00				80,000.00 0.00%
TOTAL NON DEPARTMENTAL		1,228,832.00		60,466.00		80,000.00

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Debt Service

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	to Actual
Principal Retirement						
Police Evidence Building	04-100-495500-0000-49509	-			-	-
Public Safety Radio System	04-100-495500-0000-49518	-			-	-
Police Vehicles	04-100-495500-0000-49523	186,290.00		15,524.02	170,765.98	8.33%
GO Bond 2020A2	04-100-495500-0000-49521	314,253.00			314,253.00	0.00%
Interest and fiscal charges						
Police Evidence Building	04-100-495500-0000-49510	-			-	0.00%
Public Safety Radio System	04-100-495500-0000-49519	-			-	
Police Vehicles	04-100-495500-0000-49524	-			-	
GO Bond 2020A2	04-100-495500-0000-49522	39,386.00			39,386.00	0.00%
Total Debt Service		539,929.00		15,524.02	524,404.98	2.88%

**Town of Smithfield
GENERAL FUND
FY2025-26 CAPITAL BUDGET**

8/20/2025

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	7/31/2025	Notes	to Actual
GENERAL GOVERNMENT EXPENSES					
TOWN MANAGER					
Website Redesign	04-100-412010-0000-48100	-	-	-	0.00%
TREASURER					
Treasurer- software conversion	04-100-412410-0000-48100	-	-	-	0.00%
PUBLIC SAFETY					
Police Department-police vehicles	04-100-431100-0000-48100	230,000.00		230,000.00	0.00%
PARKS, RECREATION & CULTURAL					
Maintenance buildings at LCS, WCP (ARPA FUNDED)	04-100-471100-0000-48102	2,000,000.00		2,000,000.00	0.00%
LSC - washout repairs	04-100-471300-0000-48100	30,628.00		30,628.00	0.00%
Windsor Castle Park Bridge Repairs	04-100-471210-0000-48102			-	0.00%
Windsor Castle Park Bridge Repairs	04-100-471210-0000-48100			-	0.00%
Total Parks & Recreation		2,030,628.00	-	-	2,030,628.00
PUBLIC WORKS					
Nike Park Recreational Trail	04-100-441300-0000-48100	136,000.00		136,000.00	0.00%
Battery Park Drainage Project - Villas	04-100-441300-0000-48100	400,000.00		400,000.00	0.00%
Vehicle Replacement (split Hwy, Wtr, Swr, PW)	04-100-441300-0000-48100	75,000.00		75,000.00	
Streetlights	04-100-441300-0000-48100	40,000.00		40,000.00	
Emergency Exit from Brown's	04-100-441300-0000-48100			-	
Total Public Works		651,000.00	-	-	651,000.00
PUBLIC BUILDINGS					
Public Buildings					
Public Works Training Room	04-100-443200-0000-48100	50,000.00		50,000.00	
Replacement Christmas Garland	04-100-443200-0000-48100			-	
Total Public Buildings		50,000.00	-	-	50,000.00
Total General Fund Capital Expenses		2,961,628.00	-	-	2,961,628.00
					0.00%

**Town of Smithfield
GENERAL FUND
FY2025-26 CAPITAL BUDGET**

8/20/2025

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance	
	Budget	& Rollovers	7/31/2025	Notes	to Actual	%
GENERAL GOVERNMENT EXPENSES						
PUBLIC SAFETY						
Police Department-Retention Training	04-100-431100-0000-46018				-	
PARKS, RECREATION & CULTURAL						
LSC & WCP Maintenance Buildings					-	0.00%
LSC Football Field concessions and restroom					-	0.00%
Paving Jericho Road					-	
Paving Clontz Park					-	
Manor House Paving					-	
Top Dresser					-	
Trash Cans					-	
Mower					-	
LSC Improvements -Lighting	04-100-471300-0000-46019				-	
WCP Trail Repairs	04-100-471210-0000-46019				-	
WCP Bridge and Pier Repairs	04-100-471210-0000-48102				-	
Clontz Park-demolish gazebo and reconstruction pier	04-100-471311-0000-46019				-	
Smithfield Center Doors					-	
Replace deck at Smithfield Center	04-100-412100-0000-46019				-	
Total Parks & Recreation		-	-	-	-	0.00%
PUBLIC WORKS - Stormwater						
Water Line Contribution - Isle of Wight					-	
310 Winchester Pipe Repair					-	
The Machrie Pipe Replacement					-	
512 hickory Crescent Pipe Replacement					-	
Pagan Road Stormwater Project (ARPA)-started in 2022					-	
204 Barcroft Dr Pipe Replacement					-	
310 Buckingham Way DI Repair					-	
Battery Park Drainage Project-Villas (ARPA)-started in 2022					-	
Grace St Sidewalk Repairs					-	
Stormwater Project contingency					-	
Stormwater GIS Database					-	
Total Public Works		-	-	-	-	
Tourism						
Wayfinding Signs					-	
Town Benches					-	
Smithfield Times Gazebo					-	
Total Tourism		-	-	-	-	
Miscellaneous						
COVID Supplies					-	
AS400 Update					-	
Treasurer's Office Equipment					-	
Total General Fund Capital Expenses		-	-	-	-	0.00%

Town of Smithfield
FY2026 Adopted Operating Budget
HIGHWAY FUND
Preliminary

8/20/2025

Highway

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	%
HIGHWAY REVENUES						
Interest Income	03-204-341200-0000-31501	500.00		22.55		477.45 4.51%
Revenue - Commwlth of VA	03-204-341200-0000-34060	1,810,074.00		-	1	1,810,074.00 0.00%
Carryforward from prior years	N/A	-			2	-
Total Highway Fund Revenue		1,810,574.00	-	22.55		1,810,551.45 0.00%
	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	%
HIGHWAY EXPENSES						
Salaries	04-204-441200-0000-41100	373,421.00		11,295.16	3	362,125.84 3.02%
FICA	04-204-441200-0000-42100	28,517.00		826.28	3	27,690.72 2.90%
VRS	04-204-441200-0000-42200	34,284.00		1,718.82		32,565.18 5.01%
Health	04-204-441200-0000-42300	60,444.00		3,411.86		57,032.14 5.64%
Maintenance	04-204-441200-0000-43104	973,908.00	(31,000.00)	5,789.52	4	937,118.48 0.61%
Grass	04-204-441200-0000-43105	110,000.00		6,602.46	5	103,397.54 6.00%
VAC Truck Repairs	04-204-441200-0000-43107	5,000.00		35.17		4,964.83 0.70%
Professional services	04-204-441200-0000-43152	15,000.00		800.00		14,200.00 5.33%
Stormwater Management Program (regional)	04-204-441200-0000-43999	5,000.00		3,383.00		1,617.00 67.66%
Street Lights	04-204-441200-0000-45101	135,000.00		686.34	6	134,313.66 0.51%
Insurance	04-204-441200-0000-45300	-			7	-
Bank Charges	04-204-441200-0000-45813	-				0.00%
Fuel	04-204-441200-0000-46008	20,000.00		448.00		19,552.00 2.24%
Vehicle Maintenance	04-204-441200-0000-46009	20,000.00		-	8	20,000.00 0.00%
Uniforms	04-204-441200-0000-46011	5,000.00		-	9	5,000.00 0.00%
ARPA	04-204-441200-0000-48102					0.00%
Capital Outlay	04-204-441200-0000-48100	25,000.00	31,000.00			56,000.00 0.00%
Carryforward to next year	N/A	-				- 0.00%
Total Highway Fund Expense		1,810,574.00	-	34,996.61		1,775,577.39 1.93%

HIGHWAY NOTES JULY 31, 2025		
Revenues:		
1	Revenue - Commonwealth of VA	Nothing received in July, which is typical.
2	Carryforward from prior years	
Expenses:		
3	Salaries/Fica	
4	Highway Maintenance	
5	Grass Cutting	
6	Street Lights	
7	Insurance	
8	Vehicle Maintenance	
9	Uniforms	

Town of Smithfield
HIGHWAY FUND
FY2025-26 CAPITAL BUDGET

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	7/31/2025	Notes	to Actual %
Highway					
Vehicle Replacement (split HWY, WTR, SWR)	04-204-441200-0000-48100	25,000.00			25,000.00
Salt/Sand Spreader	04-204-441200-0000-48100				-
Lawnmowers	04-204-441200-0000-48100				-
					-
					-
Total Highway Capital Expenses		25,000.00	-	-	25,000.00

ARPA

Stormwater

04-204-441200-0000-48102

Town of Smithfield
FY2026 Adopted Operating Budget
SEWER FUND
Preliminary

8/20/2025

SEWER FUND

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	%
SEWER REVENUES						
Sewer Charges	03-006-342070-0000-31101	1,490,700.00			1	1,490,700.00
Availability Fees	03-006-342070-0000-31102	247,200.00		67,640.00	2	179,560.00
Pro Rata Share Fees	03-006-342070-0000-31103	-		2,400.00	3	2,400.00
Connection fees	03-006-342070-0000-31104	95,000.00		20,540.00	4	74,460.00
Miscellaneous Revenue	03-006-342070-0000-31105	-				-
Interest Revenue	03-006-342070-0000-31501	90,000.00		12,316.20		77,683.80
Sewer Compliance Fee	03-006-342070-0000-31608	400,000.00			1	400,000.00
ARPA Funding	03-006-342070-0000-31619	-			5	-
Appropriated fund balance for budget	Balance Sheet	-			6	-
Total Sewer Revenue		2,322,900.00	0.00	102,896.20		4.43%

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	%

SEWER EXPENSES

Salaries	04-006-442070-0000-41100	447,847.00		13,263.57	7	434,583.43	2.96%
FICA	04-006-442070-0000-42100	33,509.00		970.16	7	32,538.84	2.90%
VRS	04-006-442070-0000-42200	39,474.00		2,381.77	7	37,092.23	6.03%
Health	04-006-442070-0000-42300	61,565.00		4,780.32	7	56,784.68	7.76%
VAC Truck Repairs & Maintenance	04-006-442070-0000-43107	10,000.00		105.52		9,894.48	1.06%
Audit	04-006-442070-0000-43120	9,000.00				9,000.00	0.00%
Legal	04-006-442070-0000-43150	5,000.00				5,000.00	0.00%
Professional Fees	04-006-442070-0000-43152	40,000.00				40,000.00	0.00%
Contractual	04-006-442070-0000-43300,43320	5,000.00				5,000.00	0.00%
HRPDC sewer programs	04-006-442070-0000-43997	1,500.00		1,233.00	8	267.00	82.20%
Data Processing	04-006-442070-0000-44100	20,000.00		332.01		19,667.99	1.66%
Utilities	04-006-442070-0000-45100	50,000.00		428.73		49,571.27	0.86%
Communications	04-006-442070-0000-45200	13,000.00		1,456.25		11,543.75	11.20%
SCADA Expenses	04-006-442070-0000-45204	15,000.00				15,000.00	0.00%
Insurance	04-006-442070-0000-45300	20,000.00			9	20,000.00	0.00%
Materials & Supplies	04-006-442070-0000-45400, 46001	65,000.00		1,426.75		63,573.25	2.20%
Travel & Training	04-006-442070-0000-45500	5,000.00				5,000.00	0.00%

Town of Smithfield
FY2026 Adopted Operating Budget
SEWER FUND
Preliminary

8/20/2025

SEWER FUND

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	%
Miscellaneous	04-006-442070-0000-45804	1,500.00			1,500.00	0.00%
Dues & Subscriptions	04-006-442070-0000-45810	200.00			200.00	0.00%
Bank charges	04-006-442070-0000-45813	200.00			200.00	0.00%
Equipment Expense	04-006-442070-0000-46006	60,000.00			60,000.00	0.00%
Maintenance & Repairs	04-006-442070-0000-46007	325,000.00		4,631.91	320,368.09	1.43%
Fuel	04-006-442070-0000-46008	15,000.00		448.00	14,552.00	2.99%
Vehicle Maintenance	04-006-442070-0000-46009	10,000.00			10,000.00	0.00%
Uniforms	04-006-442070-0000-46011	7,500.00			7,500.00	0.00%
Pump Replacement & Conditioning	04-006-442070-0000-46015	150,000.00			150,000.00	0.00%
ARPA	04-006-442070-0000-46019, 48102	-			-	0.00%
Debt Service	04-006-442070-0000-49000	200,000.00		497.62	199,502.38	0.25%
Bad Debt Expense	04-006-442070-0000-49004	-			-	0.00%
Depreciation Expense	04-006-442070-0000-49102	82,605.00			82,605.00	0.00%
Capital Expenditures		630,000.00			630,000.00	0.00%
Total Sewer Expenditures		2,322,900.00		31,955.61	2,290,944.39	1.38%

<u>SEWER NOTES AS OF JULY 31, 2025</u>		
Revenues		
1	<u>Sewer Charges/Sewer Compliance</u>	Typically booked in August, time to true up the revenue.
2	<u>Availability fees</u>	42,920 higher than prior year same period
3	<u>Pro-Rata Share Fees</u>	4,800 less than prior year for the same month.
4	<u>Connection Fees</u>	11.060 higher than prior year for the same month
5	<u>ARPA Funding</u>	
6	<u>Appropriated Fund Balance</u>	
Expenses		-
7	<u>Salaries and payroll taxes</u>	
8	<u>HRPDC Sewer Programs</u>	Tracking to prior year
9	<u>Insurance</u>	
10	<u>Vehicle Maintenance</u>	
11	<u>Uniforms</u>	
12	<u>Pump replacement/conditioning</u>	
13	<u>ARPA</u>	
14	<u>Debt Service</u>	VAC Truck paid each year 99,000 (a portion is booked to Sewer)

Town of Smithfield
FY2026 Adopted Operating Budget
WATER FUND

8/20/2025

Preliminary

WATER FUND

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	7/31/2025	Notes	to Actual
WATER REVENUES					
Water Sales	03-006-342060-0000-31101	2,111,880.00		3,785.50	1 2,108,094.50 0.18%
Debt Service Revenue	03-006-342060-0000-31109	268,000.00			1 268,000.00 0.00%
Availability Fees	03-006-342060-0000-31102	175,000.00		59,340.00	2 115,660.00 33.91%
Pro Rata Share Fees	03-006-342060-0000-31103	-		2,400.00	3 2,400.00 0.00%
Connection fees	03-006-342060-0000-31104	50,000.00		8,580.00	4 41,420.00 17.16%
Miscellaneous	03-006-342060-0000-31105	-		4,550.00	5 4,550.00 0.00%
Application Fees	03-006-342060-0000-31106	11,000.00		2,393.00	8,607.00 21.75%
Interest Revenue	03-006-342060-0000-31501	145,800.00		11,469.67	134,330.33 7.87%
ARPA Revenue	03-006-342060-0000-31619, 350	-			6 -
Contributions from IOW	03-006-342060-0000-31628	-			- 0.00%
Appropriated fund balance for budget	n/a	750,000.00			7 750,000.00 0.00%
Total Water Revenues		3,511,680.00	-	92,518.17	3,433,061.83 2.63%

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	7/31/2025	Notes	to Actual
WATER EXPENSES					
Salaries	04-006-442060-0000-41100	636,376.00		22,112.02	8 614,263.98 3.47%
FICA	04-006-442060-0000-42100	50,911.00		1,613.60	8 49,297.40 3.17%
VRS	04-006-442060-0000-42200	57,792.00		3,463.05	8 54,328.95 5.99%
Health	04-006-442060-0000-42300	103,901.00		6,959.95	8 96,941.05 6.70%
ARPA Payroll	04-006-442060-0000-46023	-			8 - 0.00%
Audit	04-006-442060-0000-43120	9,000.00			9,000.00 0.00%
Legal	04-006-442060-0000-43150	1,000.00			1,000.00 0.00%
Professional Services	04-006-442060-0000-43152	32,000.00			9 32,000.00 0.00%
Contractual	04-006-442060-0000-43320	15,000.00			15,000.00 0.00%
Regional Water Supply Study	04-006-442060-0000-43998	5,000.00		3,660.00	10 1,340.00 73.20%
Data Processing	04-006-442060-0000-44100	20,000.00		332.01	

Town of Smithfield
FY2026 Adopted Operating Budget
WATER FUND

8/20/2025

Preliminary

WATER FUND

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Notes	Budget	Variance
		Budget	& Rollovers	7/31/2025		to Actual	%
Utilities	04-006-442060-0000-45100	3,000.00				3,000.00	0.00%
Communications	04-006-442060-0000-45200	12,000.00		1,456.22		10,543.78	12.14%
Insurance	04-006-442060-0000-45300	40,000.00			11	40,000.00	0.00%
Materials & Supplies	04-006-442060-0000-45400	140,000.00		3,076.40		136,923.60	2.20%
Travel and Training	04-006-442060-0000-45500	5,000.00				5,000.00	0.00%
Other Expense	04-006-442060-0000-45804	515,000.00		509,984.00	12	5,016.00	99.03%
Dues & Subscriptions	04-006-442060-0000-45810	2,000.00		550.00	13	1,450.00	27.50%
Bank service charges-credit card fees	04-006-442060-0000-45813	1,200.00		656.28	19	543.72	54.69%
Equipment Expense	04-006-442060-0000-46006	4,000.00				4,000.00	0.00%
Maintenance & Repairs	04-006-442060-0000-46007	75,000.00		13,957.84		61,042.16	18.61%
Fuel	04-006-442060-0000-46008	20,000.00		448.00		19,552.00	2.24%
Vehicle Maintenance	04-006-442060-0000-46009	10,000.00			18	10,000.00	0.00%
Uniforms	04-006-442060-0000-46011	10,000.00			14	10,000.00	0.00%
Capital Expenditures	04-006-442060-0000-47000				15	-	0.00%
RO Annual costs							
Contract Services	04-006-442061-0000-43300	15,000.00		25.00		14,975.00	0.17%
Power	04-006-442061-0000-45100	150,000.00				150,000.00	0.00%
HRSD	04-006-442061-0000-45102	500,000.00				500,000.00	0.00%
Communication	04-006-442061-0000-45200	13,000.00		1,623.72		11,376.28	12.49%
Supplies	04-006-442061-0000-45400	35,000.00		602.10	16	34,397.90	1.72%
Chemicals	04-006-442061-0000-45413	120,000.00		6,491.07	16	113,508.93	5.41%
Travel and training	04-006-442061-0000-45500	5,000.00				5,000.00	0.00%
Miscellaneous	04-006-442061-0000-45804	500.00				500.00	0.00%
Dues & Subscriptions	04-006-442061-0000-45810	2,000.00				2,000.00	0.00%
Maintenance and Repairs	04-006-442061-0000-46007	120,000.00				120,000.00	0.00%
Vehicle Maintenance	04-006-442061-0000-46009	3,000.00			18	3,000.00	0.00%
ARPA Capital	04-006-442061-0000-46019					-	0.00%
Debt Service	04-006-442060-0000-49000	330,000.00		3,140.22	17	326,859.78	0.95%
Bad Debt Expense	04-006-442060-0000-49004	-				-	0.00%
Depreciation Expense	04-006-442060-0000-49102					-	0.00%
Bond Issuance Costs	04-006-442060-0000-49511	-				-	0.00%
Transfers to Operating Reserves	balance sheet	-				-	0.00%

Town of Smithfield
FY2026 Adopted Operating Budget
WATER FUND

8/20/2025

Preliminary

WATER FUND

MUNIS ACCOUNT NUMBER	FY 2025-26		Budget Transfers	Actual	Notes	Budget	Variance
	Budget	& Rollovers	7/31/2025	to Actual			%
Capital Expenditures	04-006-442061-0000-47000	450,000.00				450,000.00	0.00%
Total Water Expenditures		3,511,680.00	-	580,151.48		2,931,528.52	16.52%

WATER NOTES AS OF JULY 31, 2025		
Revenues		
1	<u>Water Charges/Water Debt Service</u>	Typically booked in August, time to true up the revenue.
2	<u>Availability fees</u>	43,020 higher than prior year same month.
3	<u>Pro-Rata Share Fees</u>	4,800 less than prior year same period
4	<u>Connection Fees</u>	4,620 higher than prior year same period
5	<u>Miscellaneous Revenues</u>	2,450 higher than prior year same period
6	<u>ARPA Funding</u>	
7	<u>Appropriated Fund Balance</u>	-
Expenses		
8	<u>Salaries and payroll taxes</u>	
9	<u>Professional fees</u>	
10	<u>Regional Water Supply Study</u>	
11	<u>Insurance</u>	
12	<u>Other</u>	Includes 500,000 IOW water/sewer agreement paid 7/14/25
13	<u>Dues & Subscriptions</u>	Tracking to last year
14	<u>Uniforms</u>	
15	<u>ARPA</u>	

<u>WATER NOTES AS OF JULY 31, 2025</u>		
16	<u>RO Supplies/Chemicals</u>	7,870 higher than prior year
17	<u>Debt Service</u>	VAC Truck paid each year 99,000 (a portion is booked to Sewer)
18	<u>Vehicle Maintenance</u>	
19	<u>Bank Service Fees</u>	Admin fees for investment at OPB

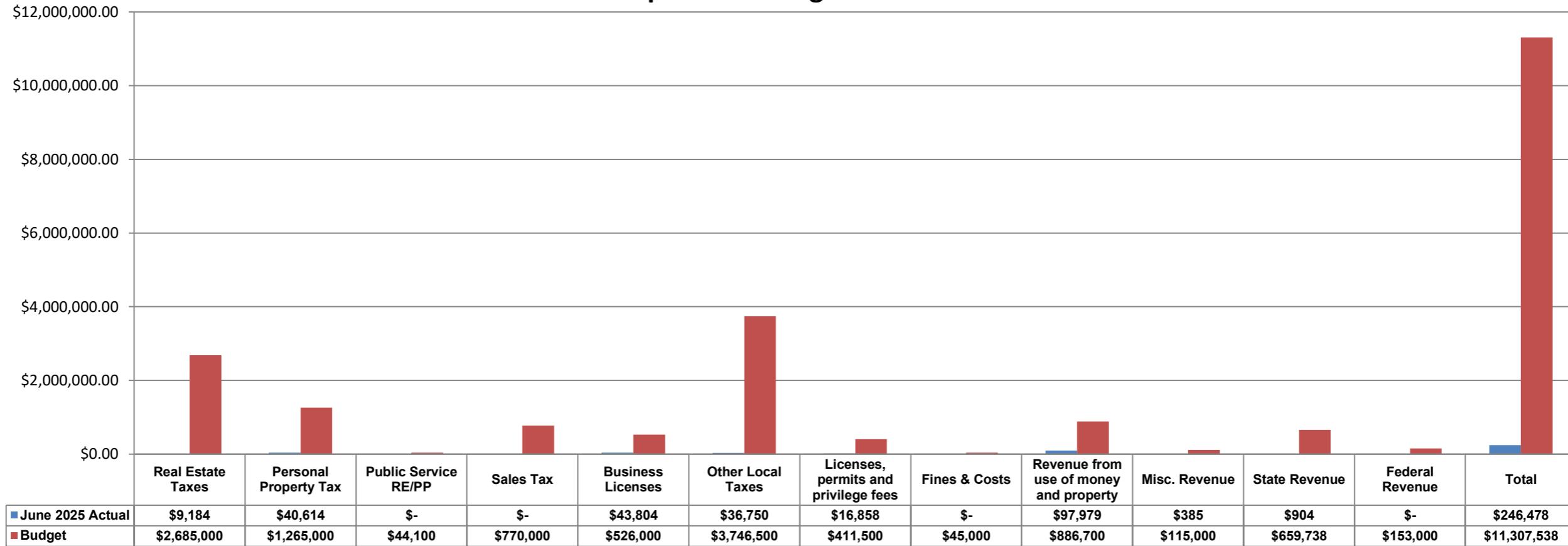
**Town of Smithfield
SEWER AND WATER
FY20245-26 CAPITAL BUDGET**

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	7/31/2025	Notes	to Actual
UTILITY CAPITAL EXPENSES					
SEWER					
Bypass Pump	04-006-442070-0000-47012	170,000.00			170,000.00 0.00%
Sewer Rehab - Pipes & Manholes	04-006-442070-0000-47000	100,000.00			100,000.00 0.00%
Pump Station Rehabilitation	04-006-442070-0000-47000	200,000.00			200,000.00 0.00%
Vehicle Replacement (split Hwy, Wtr, Swr, PW)	04-006-442070-0000-47005	25,000.00			25,000.00 0.00%
Antenna Towers	04-006-442070-0000-47012	60,000.00			60,000.00 0.00%
Sewer Main Replacement - Main Street - 300 Block	04-006-442070-0000-47012	75,000.00			75,000.00 0.00%
SCADA Radio Replacement	04-006-442070-0000-47012				-
TOTAL SEWER		630,000.00	-	-	630,000.00 0.00%
WATER					
Water Main Replacement - Main Street - 300 Block	04-006-442061-0000-47000	75,000.00			75,000.00 0.00%
2nd RO Skid Funding	04-006-442060-0000-47000	200,000.00			200,000.00 0.00%
Vehicle Replacement (split Hwy, Wtr, Swr, PW)	04-006-442060-0000-47005	25,000.00			25,000.00 0.00%
Fire Hydrant Replacement	04-006-442060-0000-47000	50,000.00			50,000.00 0.00%
Water Meter Replacements	04-006-442060-0000-47012	100,000.00			100,000.00 0.00%
TOTAL WATER		450,000.00	-	-	450,000.00 0.00%

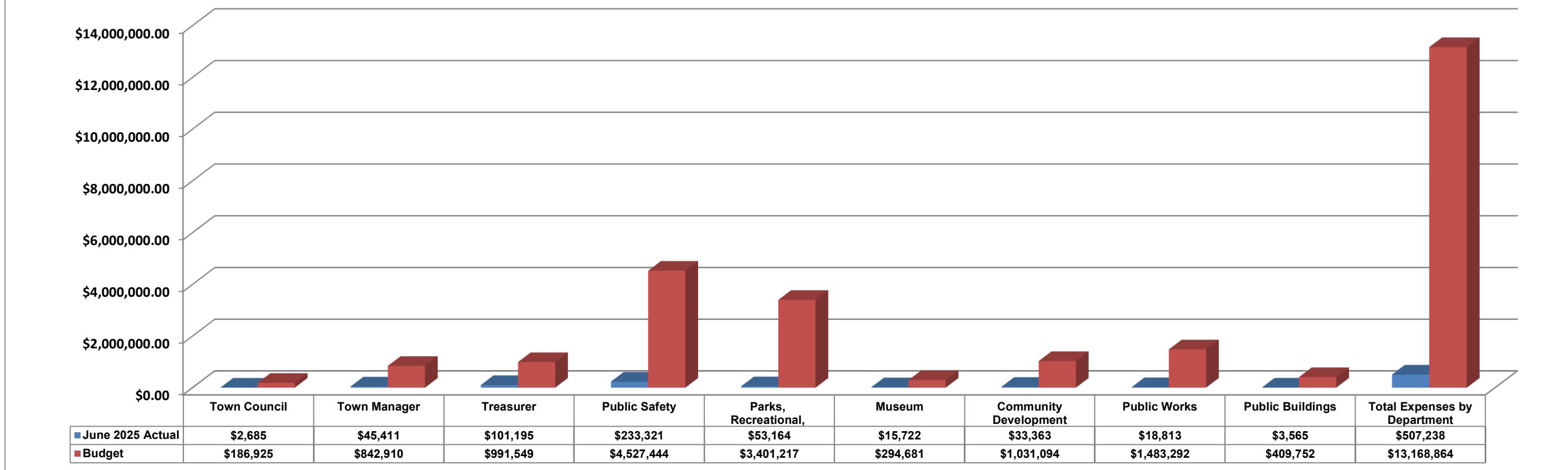
**Town of Smithfield
SEWER AND WATER
FY2025-26 CAPITAL BUDGET**

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	7/31/2025	Notes	to Actual
UTILITY ARPA EXPENSES					
SEWER					
Bypass Pump - Moonefield	04-006-442070-0000-46019				-
Bypass Pump - Jordan	04-006-442070-0000-46019, 48102				-
Install Controls on Outside of Panel (ARC Flash Safety Issue)					-
Pagan Road - relocate cable	04-006-442070-0000-48102				-
VAC Truck Building	04-006-442070-0000-48102				-
New Rail Systems for Pump Stations	04-006-442070-0000-46019				-
Manhole Replacement					-
Main St Sewer Replacement - 300 block					-
Valve Vault Reconditioning	04-006-442070-0000-48102				-
Flow Meter Calibration	04-006-442070-0000-46019				-
Complete Grace St Sewer					-
Check Valve replacement	04-006-442070-0000-46019				-
TOTAL SEWER		-	-		-
WATER					
Storage Tank - Maintenance and Repairs - Wilson Rd	04-006-442060-0000-46019, 48102				-
Water Main Replacement - Pagan	04-006-442060-0000-46019, 48102				-
Water Main Replacement - S. Church - Completed					-
Water Main Replacement-Sykes Court	04-006-442060-0000-46019				-
Water Main Replacement - Red Point	04-006-442060-0000-48102				-
Water Main Replacement - Main Street - 300 block					-
Water Meter Replacements - Completed					-
Water Sample Station Replacements					-
2nd RO Skid Funding (\$500,000 ARPA)	04-006-442061-0000-46019				-
Water line - N. Church St					-
TOTAL WATER		-	-		-

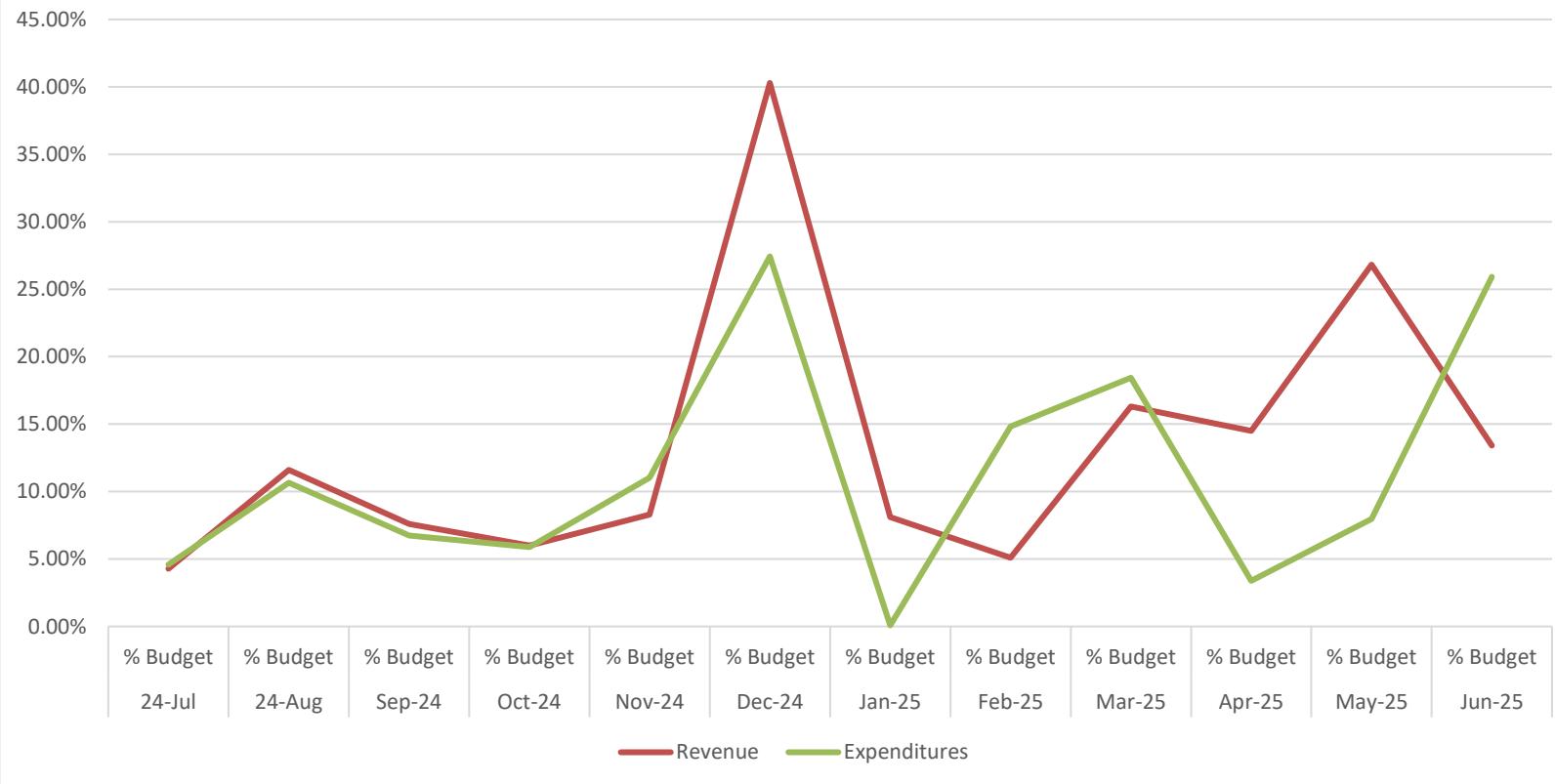
**July 2025 YTD General Fund Revenues
Compared to Budget**



**July 2025 YTD General Fund Operating Expenses
Compared to Budget**



Revenue to Expense FY24/25 as % of Budget



Debt 7/31/25

	Original Amount	Inception Date	Maturity	Interest Rate	Last Payment	Next Payment	Payment (can fluctuate slightly)	Outstanding 6/30/25
Series 2020A-2	4,176,000.00	10/16/20	10/01/32	1.676%	4/1/2025	10/1/2025	191,956	2,620,000.00
Series 2020A-1	1,147,000.00	08/07/20	10/01/25	1.910%	4/1/2025	10/1/2025	233,382	233,381.00
Loan 5000008745	966,480.00	11/30/23	11/30/28	6.300%	5/31/2025	8/30/2025	18,860	677,700.85
Vac Truck	460,998.00	01/25/21	08/25/25	2.960%	8/25/2023	8/25/2025	99,349	98,289.06
Line of Credit	1,000,000.00	08/31/23	08/31/24	Prime			0	-
Totals	7,750,478.00						543,547	3,629,370.91

Series 2020A-2 92.7% General Fund and 7.3% Water Fund

Series 2020A-1 100% Water Fund

Prime Rate History Percentage

04-May-22	4.00%
15-Jun-22	4.75%
27-Jul-22	5.50%
21-Sep-22	6.25%
02-Nov-22	7.00%
14-Dec-22	7.50%
01-Feb-23	7.75%
22-Mar-23	8.00%
03-May-23	8.25%
26-Jul-23	8.50%
18-Sep-24	8.00%
07-Nov-24	7.75%
18-Dec-24	7.50%

Prime rate remains unchanged since 12/18/24

Investment Benchmark Report 7/31/25

Return	7/31/25 Balance	Earnings Rate	7/31/25 Return	YTD FY 25/26	90 Day Tbill	To Tbill
Bank Accounts TowneBank	40,796.42	0.01%	0.35	0.35	4.25%	-4.24%
CDs TowneBank	1,072,090.82	3.98%	365.30	365.30	4.25%	-0.28%
Virginia Investment Pool - GF and Utilities	20,171,190.69	4.42%	75,532.59	75,532.59	4.25%	0.17%
Bank Accounts OPB	1,542,067.63	0.10%	219.83	219.83	4.25%	-4.15%
Investments OPB	3,676,153.96	4.18%	11,916.15	11,916.15	4.25%	-0.07%
Total	26,502,299.52	2.54%	88,034.22	88,034.22		-1.45%

24,919,435.47

Utilities 7/31/25 Balances	
Old Point Bank Investment	1,592,552.13
Old Point Bank Bank Account	784,972.06
TowneBank Util	40,796.07
VIP	4,565,429.61
Total	6,983,749.87

GF and Other 7/31/25 Balances	
Old Point Bank Account	757,095.57
Towne CD	1,072,090.82
Old Point Bank Investments	2,083,601.83
VIP	15,605,761.08
Total	19,518,549.30

26,502,299.17

Compliance Report

7/31/2025

24,919,435.47

CLASS	LENGTH/POLICY	Amount Invested	Percent of Overall Portfolio	PERCENT OF PORTFOLIO/POLICY	Compliance %	In Compliance?	Code Section
Municipal Obligations: Stocks, bonds, notes and other evidence of indebtedness of the Commonwealth of Virginia, or of any county, city, town, district, authority or public body of the Commonwealth of Virginia.	36 months or less	-		20%			§2.2-4500
US Government Obligations: Stocks, bonds, notes and other evidence of indebtedness of the United States, its agencies or government sponsored corporations.	36 months or less		0	100%			§ 2.2-4505
Savings accounts or time deposits (CDs) In any bank or savings and loan association within the Commonwealth of Virginia	12 months or less	1,072,090.82	4.30%	75%	71%	Yes	§ 2.2-4509
Commercial Paper	No greater than 270 days			5%			§2.2-4502
Corporate Notes	No greater than 270 days			15%			§2.2-4510
Repurchase Agreements	90 days or less			50%			§2.2-4507
Certificates representing ownership in either treasury bond principal at maturity or its coupons	36 months or less			20%			§2.2-4505
Virginia Investment Pool (VIP)	Daily			100%			§2.2-4605
Virginia Local Government Investment Pool (LGIP)	Daily	20,171,190.69	80.95%	100%	19%	Yes	§2.2-4605
Registered Money Market Mutual Funds	Daily	3,676,153.96	14.75%	100%	85%	Yes	§2.2-4508
The State Non-Arbitrage Pool (SNAP)	Depending Upon Length of Bond			100% of bond proceeds			§2.2-4700
Total		24,919,435.47	100.00%				

Returns FY 23

Return	Average Bal	Average Rate	FY Return
Sweep	-	0.00%	-
VIP GF	533,145.50	0.20%	1,451.46
Bank Accounts	14,798,625.52	0.13%	54,829.83
Total	15,331,771.02	0.10%	56,281.29

Returns FY 24

Return	Average Bal	Average Rate	FY Return
Sweep	4,353,735.39	3.35%	199,782.38
VIP GF	3,663,821.12	5.52%	166,921.75
Bank Accounts	16,071,575.29	0.12%	35,796.44
Total	24,089,131.80	4.44%	402,500.57

Returns FY 25

Return	Average Bal	Average Rate	FY Return
Sweep	11,131,468.23	4.74%	276,536.40
VIP GF	6,569,792.01	4.81%	395,307.97
VIP Util	1,763,682.68	4.48%	48,334.01
OPB Util	5,572,193.00	4.07%	127,693.56
OPB GF	5,018,142.29	4.07%	122,969.21
OPB Luter	123,587.87	4.15%	13,782.97
Bank Accounts	5,001,247.44	0.43%	8,195.50
CD PD	38,750.21	4.44%	1,580.78
CD GF	1,893,565.39	4.22%	21,181.00
Total	37,112,429.12	3.94%	1,015,581.40

Returns FY 26

Return	Average Bal	Average Rate	FY Return
VIP GF	6,569,792.01	4.81%	58,436.99
VIP Util	1,763,682.68	4.48%	17,095.60
OPB Util	5,572,193.00	4.07%	5,162.52
OPB GF	5,018,142.29	4.07%	6,753.63
OPB Luter	123,587.87	4.15%	-
Bank Accounts	5,001,247.44	0.43%	220.18
CD PD	38,750.21	4.44%	365.30
CD GF	1,893,565.39	4.22%	-
Total	25,980,960.89	3.94%	88,034.22

TOWN COUNCIL COMMITTEES REPORT

ITEM: July Cash Balances / VIP Investment Update

FROM: Laura Ross, Treasurer

ATTACHMENTS:

Description	Type	Upload Date
Cash Balances - July 2025	Activity Report	8/21/2025
VIP Investment Pool Update - July 2025	Activity Report	8/21/2025
VIP Stable NAV Holdings - July 2025	Activity Report	8/21/2025

CASH BALANCES July 31, 2025

ACCOUNT NAME	Account	Bank Balance	Pending and To/From	GL Balance
General Fund (TB)	xxxx6114	-	-	-
General Fund (OPB)	xxxx7701	601,714.90	(995,368.67)	(393,653.77)
CD General Fund (TB)	xxxx8605	1,032,125.68	-	1,032,125.68
Money Market - General Fund (OPB)	xxxx3581	2,076,196.10	-	2,076,196.10
Subtotal General Fund		\$ 3,710,036.68	\$ (995,368.67)	\$ 2,714,668.01
Utilities Operating Account (OPB)	xxxx1501	248,756.16	(104,304.96)	144,451.20
Subtotal Utilities		\$ 248,756.16	\$ (104,304.96)	\$ 144,451.20
Highway Fund (OPB)	xxxx0701	\$ 155,380.67	\$ 833,589.04	\$ 988,969.71
Only for purpose indicated (Designated Funds)				
Water Deposit Account (TB)	xxxx9769	40,796.42	(8,829.93)	31,966.49
Utilities Development Escrow (OPB)	xxxx2301	536,215.90	-	536,215.90
Money Market - Utilities (OPB)	xxxx3579	1,586,891.02	-	1,586,891.02
Total Restricted or Designated		2,163,903.34	(8,829.93)	2,155,073.41
 				-
Certificate of Deposit-Police Dept-24 month	xxxx1623	39,965.14	-	39,965.14
Designated Funds		\$ 2,203,868.48	\$ (8,829.93)	\$ 2,195,038.55
Total Bank Balances, usable balances		\$ 4,114,173.51	\$ (266,084.59)	\$ 3,848,088.92
VIP Investment Pool (General Fund)		\$ 15,605,761.08		\$ 15,605,761.08
VIP Investment Pool (Utilities Fund)		\$ 4,565,429.61		\$ 4,565,429.61
Bank Balances and VIP, usable balances		\$ 24,285,364.20	\$ (266,084.59)	\$ 24,019,279.61

Meaning of Pending and To/From

Pending: net of deposits in transit less outstanding checks (bank did not post before month end)

To/From: one fund owes another fund

The fund that owes another would have a "Due To"

The fund that is owed from another would have a "Due From"

Examples:

1. A single check is written from the General Fund to pay a vendor (e.g., Dave's Service Center) but expenses are for General Fund, Highway, and Utilities which are separate funds. The expenses that are recorded in Highway and Utilities are Due To the General Fund and are each recorded in the General Fund as Due From Highway and Due From Utilities. Within a fund expenses are further broken down between departments in that fund but require no Due to/Due from because they are in the same fund.
2. Payroll is paid from a General Fund bank account but expenses are distributed between funds. General Fund will have Due From Highway and Utilities and those funds will have Due To General Fund amounts.
3. When Highway funds are received in the General Fund they will be Due To Highway Due From General Fund.



Virginia Investment Pool
A Service of VML/VACo Finance

0000008-0000034 PDFT 808459

Town of Smithfield
PO Box 246
Smithfield, VA 23431

Summary Statement

July 31, 2025

Page 1 of 5

Investor ID: VA-01-0009

Virginia Investment Pool

VIP Stable NAV Liquidity Pool

Average Monthly Yield: 4.4177%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
VA-01-0009-5001	LIQUID GENERAL	15,547,324.09	0.00	0.00	58,436.99	252,653.09	15,578,422.58	15,605,761.08
VA-01-0009-5002	Utilities Investment Account	4,548,334.01	0.00	0.00	17,095.60	65,429.61	4,557,431.80	4,565,429.61
TOTAL		20,095,658.10	0.00	0.00	75,532.59	318,082.70	20,135,854.38	20,171,190.69



Virginia Investment Pool
A Service of VML/VACo Finance

Summary Statement

July 31, 2025

Page 2 of 5

Investor ID: VA-01-0009

Town of Smithfield
PO Box 246
Smithfield, VA 23431

VIP 1-3 Year High Quality Bond Fund

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
VA-01-0009-0001	GENERAL	0.00	0.00	0.00	0.00	547.62	0.00	0.00
TOTAL		0.00	0.00	0.00	0.00	547.62	0.00	0.00



Virginia Investment Pool
A Service of VML/VACo Finance

Account Statement

July 31, 2025

Page 3 of 5

Account Number: VA-01-0009-5001

LIQUID GENERAL

Account Summary

Average Monthly Yield: 4.4177%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
VIP Stable NAV Liquidity Pool	15,547,324.09	0.00	0.00	58,436.99	252,653.09	15,578,422.58	15,605,761.08

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
07/01/2025	Beginning Balance			15,547,324.09	
07/31/2025	Income Dividend Reinvestment	58,436.99			
07/31/2025	Ending Balance			15,605,761.08	



Virginia Investment Pool
A Service of VML/VACo Finance

Account Statement

July 31, 2025

Page 4 of 5

Account Number: VA-01-0009-5002

Utilities Investment Account

Account Summary

Average Monthly Yield: 4.4177%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
VIP Stable NAV Liquidity Pool	4,548,334.01	0.00	0.00	17,095.60	65,429.61	4,557,431.80	4,565,429.61

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
07/01/2025	Beginning Balance			4,548,334.01	
07/31/2025	Income Dividend Reinvestment	17,095.60			
07/31/2025	Ending Balance			4,565,429.61	

Virginia Investment Pool

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
07/01/2025	0.000121918	4.4500%
07/02/2025	0.000121918	4.4500%
07/03/2025	0.000487672	4.4500%
07/04/2025	0.000000000	4.4500%
07/05/2025	0.000000000	4.4500%
07/06/2025	0.000000000	4.4500%
07/07/2025	0.000121369	4.4300%
07/08/2025	0.000121096	4.4200%
07/09/2025	0.000121096	4.4200%
07/10/2025	0.000120821	4.4100%
07/11/2025	0.000361644	4.4000%
07/12/2025	0.000000000	4.4000%
07/13/2025	0.000000000	4.4000%
07/14/2025	0.000120548	4.4000%
07/15/2025	0.000120822	4.4100%
07/16/2025	0.000121096	4.4200%
07/17/2025	0.000121096	4.4200%
07/18/2025	0.000363288	4.4200%
07/19/2025	0.000000000	4.4200%
07/20/2025	0.000000000	4.4200%
07/21/2025	0.000120821	4.4100%
07/22/2025	0.000120274	4.3900%
07/23/2025	0.000120274	4.3900%
07/24/2025	0.000120274	4.3900%
07/25/2025	0.000360822	4.3900%
07/26/2025	0.000000000	4.3900%
07/27/2025	0.000000000	4.3900%
07/28/2025	0.000121096	4.4200%
07/29/2025	0.000121370	4.4300%
07/30/2025	0.000121370	4.4300%
07/31/2025	0.000121370	4.4300%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**



Virginia Investment Pool
A Service of VML/VACo Finance

VIP STABLE NAV LIQUIDITY POOL
Holdings Report by Category
07/31/25

Security Description	CUSIP	Maturity	Quantity	Price	Market Value	Original Cost	Amortized Cost	% of MV	Yield to Maturity	S&P Rating
Bank Deposits										
BANKS SAVINGS-DEPOSIT ACCOUNT										
First Carolina Bank - ICS	FIRSTCA		67,892,377.34	100.00000	67,892,377.34	67,892,377.34	67,892,377.34	1.98%	4.48%	A-1+
TOTAL : Bank Deposits			67,892,377.34		67,892,377.34	67,892,377.34	67,892,377.34	1.98%		
Certificates of Deposit										
BANKING										
BNP Paribas New York Branch	05593DEZ2	11/17/25	50,000,000.00	100.01560	50,007,800.00	50,000,000.00	50,000,000.00	1.46%	4.57%	A-1
BNP Paribas New York Branch	05593DH97	12/01/25	50,000,000.00	100.00840	50,004,200.00	50,000,000.00	50,000,000.00	1.46%	4.41%	A-1
Bank of America, N.A.	06051WUP7	10/14/25	15,000,000.00	99.99198	14,998,797.00	15,000,000.00	15,000,000.00	0.44%	4.42%	A-1
Bank of America, N.A.	06053RAG8	09/04/25	20,000,000.00	99.99991	19,999,982.00	20,000,000.00	20,000,000.00	0.58%	4.56%	A-1
Bank of Montreal Chicago	06367DP82	08/07/25	25,000,000.00	99.99860	24,999,650.00	25,000,000.00	25,000,000.00	0.73%	4.51%	A-1
Bank of Montreal Chicago	06367DR31	03/02/26	25,000,000.00	99.99853	24,999,632.50	25,000,000.00	25,000,000.00	0.73%	4.59%	A-1
Barclays Bank PLC of New York	06745GDF5	10/22/25	31,000,000.00	99.99984	30,999,950.40	31,000,000.00	31,000,000.00	0.91%	4.67%	A-1
Barclays Bank PLC of New York	06745GDK4	10/24/25	30,000,000.00	100.01640	30,004,920.00	30,000,000.00	30,000,000.00	0.88%	4.67%	A-1
Barclays Bank PLC of New York	06745GDU2	11/19/25	30,000,000.00	99.98737	29,996,211.00	30,000,000.00	30,000,000.00	0.88%	4.47%	A-1
Barclays Bank PLC of New York	06745GDV0	11/19/25	30,000,000.00	99.98450	29,995,350.00	30,000,000.00	30,000,000.00	0.88%	4.56%	A-1
Canadian Imperial Bank of Commerce of I	13606DG1	12/17/25	40,000,000.00	99.99982	39,999,928.00	40,000,000.00	40,000,000.00	1.17%	4.56%	A-1
Canadian Imperial Bank of Commerce of I	13606DG5	12/12/25	35,000,000.00	100.03653	35,012,785.50	35,000,000.00	35,000,000.00	1.02%	4.57%	A-1
Citibank N.A.	17330QJA6	11/25/25	20,000,000.00	99.95340	19,990,680.00	20,000,000.00	20,000,000.00	0.58%	4.46%	A-1
Citibank N.A.	17330QJB4	12/22/25	20,000,000.00	99.92800	19,985,600.00	20,000,000.00	20,000,000.00	0.58%	4.46%	A-1
Citibank N.A.	17330QJH1	12/12/25	10,000,000.00	100.02731	10,002,731.00	10,000,000.00	10,000,000.00	0.29%	4.64%	A-1
Commonwealth Bank of Australia New Yo	20271EN21	09/30/25	29,500,000.00	100.00001	29,500,002.95	29,500,000.00	29,500,000.00	0.86%	4.53%	A-1+
Cooperative Rabobank U.A. New York	21684LK7	11/18/25	50,000,000.00	99.99983	49,999,915.00	50,000,000.00	50,000,000.00	1.46%	4.57%	A-1
Cooperative Rabobank U.A. New York	21684X3T1	12/10/25	25,000,000.00	99.99010	24,997,525.00	25,000,000.00	25,000,000.00	0.73%	4.41%	A-1
Credit Agricole CIB New York	22536JN24	11/26/25	40,000,000.00	100.00740	40,002,960.00	40,000,000.00	40,000,000.00	1.17%	4.41%	A-1
Credit Agricole CIB New York	22536JPG4	12/01/25	50,000,000.00	100.00840	50,004,200.00	50,000,000.00	50,000,000.00	1.46%	4.41%	A-1
Credit Agricole CIB New York	22536JQP3	12/08/25	30,000,000.00	100.00410	30,001,230.00	30,000,000.00	30,000,000.00	0.88%	4.41%	A-1
MUFG Bank Ltd. New York	55381BCH9	08/14/25	19,500,000.00	100.00707	19,501,378.65	19,500,000.00	19,500,000.00	0.57%	4.57%	A-1
Mitsubishi UFJ Trust & Banking Corp. Nev	55381BK9	01/14/26	15,000,000.00	100.00170	15,000,255.00	15,000,000.00	15,000,000.00	0.44%	4.56%	A-1
Mitsubishi UFJ Trust & Banking Corp. Nev	60683DV89	11/17/25	25,000,000.00	99.99900	24,999,750.00	25,000,000.00	25,000,000.00	0.73%	4.59%	A-1
Mizuho Bank Ltd. New York	60710TG39	09/19/25	15,000,000.00	100.00250	15,000,375.00	15,000,000.00	15,000,000.00	0.44%	4.51%	A-1
Mizuho Bank Ltd. New York	60710TS93	12/08/25	30,000,000.00	99.96751	29,990,253.00	30,000,000.00	30,000,000.00	0.88%	4.53%	A-1
Mizuho Bank Ltd. New York	60710TV24	12/16/25	10,000,000.00	100.00960	10,000,960.00	10,000,000.00	10,000,000.00	0.29%	4.41%	A-1
Mizuho Bank Ltd. New York	60710TX48	01/13/26	30,000,000.00	100.00400	30,001,200.00	30,000,000.00	30,000,000.00	0.88%	4.56%	A-1
Mizuho Bank Ltd. New York	60710TX97	01/08/26	20,000,000.00	100.01200	20,002,400.00	20,000,000.00	20,000,000.00	0.58%	4.41%	A-1
National Australia Bank Ltd. New York	63253TA0	11/14/25	50,000,000.00	99.99982	49,999,910.00	50,000,000.00	50,000,000.00	1.46%	4.57%	A-1+
National Australia Bank Ltd. New York	63253TK8	04/02/26	50,000,000.00	99.99778	49,998,890.00	50,000,000.00	50,000,000.00	1.46%	4.58%	A-1+
Natixis New York Branch	63873TDJ4	12/09/25	30,000,000.00	100.00420	30,001,260.00	30,000,000.00	30,000,000.00	0.88%	4.41%	A-1
Nordea Bank Abp New York	65558WGK8	08/14/25	30,000,000.00	99.99983	29,999,949.00	30,000,000.00	30,000,000.00	0.88%	4.49%	A-1+
Nordea Bank Abp New York	65558WHB7	10/07/25	20,000,000.00	99.99988	19,999,976.00	20,000,000.00	20,000,000.00	0.58%	4.47%	A-1+
Nordea Bank Abp New York	65558WHD3	12/17/25	20,000,000.00	100.02650	20,005,300.00	20,000,000.00	20,000,000.00	0.58%	4.53%	A-1+
Nordea Bank Abp New York	65558WHT8	12/29/25	20,000,000.00	100.02060	20,004,120.00	20,000,000.00	20,000,000.00	0.58%	4.55%	A-1+
Nordea Bank Abp New York	65558WLZ9	04/08/26	50,000,000.00	99.99970	49,999,850.00	50,000,000.00	50,000,000.00	1.46%	4.59%	A-1+
Skandinaviska Enskilda Banken AB New Y	83050YEH9	12/09/25	20,000,000.00	99.99350	19,998,700.00	20,000,000.00	20,000,000.00	0.58%	4.41%	A-1
Standard Chartered Bank of New York	85325VQU7	12/10/25	30,000,000.00	99.99985	29,999,955.00	30,000,000.00	30,000,000.00	0.88%	4.57%	A-1
Sumitomo Mitsui Banking Corp. New York	86565GPY0	03/06/26	25,000,000.00	100.01810	25,004,525.00	25,000,000.00	25,000,000.00	0.73%	4.39%	A-1
Svenska Handelsbanken New York	86959TKY1	08/11/25	29,500,000.00	99.99984	29,499,952.80	29,500,000.00	29,500,000.00	0.86%	4.50%	A-1+
Svenska Handelsbanken New York	86959TL8C	08/19/25	30,000,000.00	99.99983	29,999,949.00	30,000,000.00	30,000,000.00	0.88%	4.49%	A-1+
Svenska Handelsbanken New York	86959TMF0	12/30/25	30,000,000.00	100.01250	30,003,750.00	30,000,000.00	30,000,000.00	0.88%	4.55%	A-1+
Svenska Handelsbanken New York	86959TMQ6	11/12/25	15,000,000.00	99.99983	14,999,974.50	15,000,000.00	15,000,000.00	0.44%	4.57%	A-1+
Svenska Handelsbanken New York	86959TPG5	12/12/25	30,000,000.00	99.99390	29,998,170.00	30,000,000.00	30,000,000.00	0.88%	4.41%	A-1+
Svenska Handelsbanken New York	86959TPV2	02/17/26	35,000,000.00	99.99950	34,999,825.00	35,000,000.00	35,000,000.00	1.02%	4.54%	A-1+
Swedbank AB of New York	87019WK95	12/10/25	25,000,000.00	99.99360	24,998,400.00	25,000,000.00	25,000,000.00	0.73%	4.41%	A-1
The Toronto-Dominion Bank New York	89115DS31	11/24/25	60,000,000.00	99.99874	59,999,244.00	60,000,000.00	60,000,000.00	1.75%	4.55%	A-1
Westpac Banking Corp. New York	96130AA99	03/05/26	30,000,000.00	99.98410	29,995,230.00	30,000,000.00	30,000,000.00	0.88%	4.39%	A-1+
Westpac Banking Corp. New York	96130AZG6	11/13/25	30,000,000.00	99.99982	29,999,946.00	30,000,000.00	30,000,000.00	0.88%	4.57%	A-1+



Virginia Investment Pool
A Service of VML/VACo Finance

VIP STABLE NAV LIQUIDITY POOL
Holdings Report by Category
07/31/25

Security Description	CUSIP	Maturity	Quantity	Price	Market Value	Original Cost	Amortized Cost	% of MV	Yield to Maturity	S&P Rating
			TOTAL : BANKING	1,479,500,000.00	1,479,507,498.30	1,479,500,000.00	1,479,500,000.00	43.25%		
TOTAL : Certificates of Deposit			TOTAL : BANKING	1,479,500,000.00	1,479,507,498.30	1,479,500,000.00	1,479,500,000.00	43.25%		
Commercial Paper										
BANKING										
Alphabet Inc.	02079NWF4	09/15/25	10,000,000.00	99.43940	9,943,940.00	9,892,000.00	9,946,000.00	0.29%	4.47%	A-1+
BofA Securities Inc.	06054CLJ2	04/13/26	20,000,000.00	99.99270	19,998,540.00	20,000,000.00	20,000,000.00	0.58%	4.61%	A-1
BofA Securities Inc.	06054NYJ4	11/18/25	40,000,000.00	98.65148	39,460,592.00	38,692,000.00	39,471,955.56	1.15%	4.54%	A-1
Barclays Bank PLC	06741FVF1	08/15/25	20,000,000.00	99.81470	19,962,940.00	19,552,666.67	19,965,777.78	0.58%	4.52%	A-1+
Barclays Bank PLC	06741FVL8	08/20/25	25,000,000.00	99.75290	24,938,225.00	24,442,625.00	24,941,812.50	0.73%	4.52%	A-1+
Barclays Bank PLC	06741FVT1	08/27/25	12,500,000.00	99.66640	12,458,300.00	12,221,052.08	12,460,368.06	0.36%	4.52%	A-1+
Barclays Bank PLC	06741FWN3	09/22/25	10,000,000.00	99.34839	9,934,839.00	9,776,201.39	9,937,094.44	0.29%	4.52%	A-1+
Barclays Bank PLC	06741FXQ5	10/24/25	10,000,000.00	98.94970	9,894,970.00	9,776,644.44	9,898,033.33	0.29%	4.56%	A-1+
Barclays Bank PLC	06741FYQ4	11/24/25	15,000,000.00	98.57420	14,786,130.00	14,659,000.00	14,789,166.67	0.43%	4.55%	A-1+
Barclays Bank PLC	06741HQA4	11/19/25	7,000,000.00	100.02410	7,001,687.00	7,000,000.00	7,000,000.00	0.20%	4.59%	A-1
Barclays Bank PLC	06741HQB2	11/12/25	7,000,000.00	100.02240	7,001,568.00	7,000,000.00	7,000,000.00	0.20%	4.59%	A-1
Barclays Bank PLC	06741HOF3	12/03/25	15,000,000.00	100.01720	15,002,580.00	15,000,000.00	15,000,000.00	0.44%	4.57%	A-1
Chevron Corp.	16677JXE1	10/14/25	15,000,000.00	99.10000	14,865,000.00	14,670,125.00	14,865,875.00	0.43%	4.42%	A-1+
Chevron Corp.	16677JXU5	10/28/25	9,000,000.00	98.93200	8,903,880.00	8,791,450.00	8,905,400.00	0.26%	4.43%	A-1+
Chevron Corp.	16677JYM2	11/21/25	12,000,000.00	98.65363	11,838,435.60	11,691,150.00	11,837,600.00	0.35%	4.41%	A-1+
Chevron Corp.	16677JZF6	12/15/25	10,000,000.00	98.37122	9,837,122.00	9,737,300.00	9,839,066.67	0.29%	4.41%	A-1+
Chevron Corp.	16677JZG4	12/16/25	10,000,000.00	98.35933	9,835,933.00	9,737,300.00	9,837,883.33	0.29%	4.41%	A-1+
Chevron Corp.	16677KA60	01/06/26	15,000,000.00	98.09670	14,714,505.00	14,623,750.00	14,716,916.67	0.43%	4.45%	A-1+
Citigroup Global Markets	1730QPBT3	03/13/26	10,000,000.00	100.00590	10,000,590.00	10,000,000.00	10,000,000.00	0.29%	4.61%	A-1
Citigroup Global Markets	1730QPCM7	01/06/26	22,000,000.00	99.99550	21,999,010.00	22,000,000.00	22,000,000.00	0.64%	4.57%	A-1
Citigroup Global Markets	17327BB95	02/09/26	10,000,000.00	97.67251	9,767,251.00	9,680,936.11	9,772,266.67	0.29%	4.51%	A-1
The Coca-Cola Co.	19121AWW7	09/30/25	15,000,000.00	99.26817	14,890,225.50	14,699,816.67	14,891,500.00	0.44%	4.41%	A-1
The Coca-Cola Co.	19121BB65	02/06/26	15,000,000.00	97.69650	14,654,475.00	14,555,875.00	14,670,825.00	0.43%	4.53%	A-1
MetLife Short Term Funding LLC	59157TX99	10/09/25	5,000,000.00	99.16778	4,958,389.00	4,884,354.17	4,959,079.17	0.14%	4.38%	A-1+
MetLife Short Term Funding LLC	59157TXA6	10/10/25	25,000,000.00	99.15609	24,789,022.50	24,418,805.56	24,792,430.56	0.72%	4.38%	A-1+
MetLife Short Term Funding LLC	59157TY7	11/14/25	10,000,000.00	98.74920	9,874,920.00	9,769,072.22	9,876,916.67	0.29%	4.36%	A-1+
National Securities Clearing Corp.	63763PWP39	09/03/25	40,000,000.00	99.58973	39,835,892.00	39,087,444.44	39,842,333.33	1.16%	4.42%	A-1+
National Securities Clearing Corp.	63763QAG2	01/16/26	15,000,000.00	97.98080	14,697,120.00	14,610,362.50	14,701,100.00	0.43%	4.45%	A-1+
Pricoa Short Term Funding LLC	74154GBL6	02/20/26	10,000,000.00	97.53689	9,753,689.00	9,736,562.50	9,762,320.83	0.29%	4.52%	A-1+
			TOTAL : BANKING	439,500,000.00	435,599,770.60	430,706,493.75	435,681,722.24	12.73%		
TECHNOLOGY HARDWARE										
Johnson & Johnson	47816FVS7	08/26/25	20,000,000.00	99.68837	19,937,674.00	19,577,361.11	19,940,972.22	0.58%	4.39%	A-1+
			TOTAL : TECHNOLOGY HARDWARE	20,000,000.00	455,537,444.60	450,283,854.86	455,622,694.46	13.32%		
TOTAL : Commercial Paper										
#										
BANKING										
Anglesea Funding LLC	0347M2WB8	09/11/25	15,000,000.00	99.48807	14,923,210.50	14,842,333.33	14,924,833.33	0.44%	4.47%	A-1
Anglesea Funding LLC	0347M2WC6	09/12/25	15,000,000.00	99.47580	14,921,370.00	14,840,500.00	14,923,000.00	0.44%	4.47%	A-1
Anglesea Funding LLC	0347M2WQ5	09/24/25	10,000,000.00	99.33032	9,933,032.00	9,924,222.22	9,934,000.00	0.29%	4.47%	A-1
Anglesea Funding LLC	0347M2X27	10/02/25	14,000,000.00	99.23280	13,892,592.00	13,842,577.78	13,893,911.11	0.41%	4.48%	A-1
Anglesea Funding LLC	0347M2X35	10/03/25	14,000,000.00	99.22039	13,890,854.60	13,840,866.67	13,892,200.00	0.41%	4.48%	A-1
Bedford Row Funding Corp.	07644AWA8	09/10/25	15,000,000.00	99.49980	14,924,970.00	14,678,466.67	14,929,333.33	0.44%	4.48%	A-1+
Bedford Row Funding Corp.	07644AXP4	10/23/25	25,000,000.00	98.97660	24,744,150.00	24,449,729.17	24,750,423.61	0.72%	4.49%	A-1+
Bedford Row Funding Corp.	07645RFC5	11/14/25	15,000,000.00	100.00540	15,000,810.00	15,000,000.00	15,000,000.00	0.44%	4.55%	A-1+
Bedford Row Funding Corp.	07646KHU7	11/10/25	10,000,000.00	100.01650	10,001,650.00	10,000,000.00	10,000,000.00	0.29%	4.59%	A-1+
Bedford Row Funding Corp.	07646KHV5	12/04/25	15,000,000.00	99.99980	14,999,970.00	15,000,000.00	15,000,000.00	0.44%	4.55%	A-1+
Cabot Trail Funding LLC	12710GV49	08/04/25	10,000,000.00	99.95060	9,995,060.00	9,804,116.67	9,996,350.00	0.29%	4.51%	A-1
Cabot Trail Funding LLC	12710GZ11	12/01/25	15,000,000.00	98.48990	14,773,485.00	14,674,816.67	14,778,366.67	0.43%	4.55%	A-1
Gotham Funding Corp.	38346LWW2	09/30/25	10,000,000.00	99.25772	9,925,772.00	9,888,777.78	9,926,666.67	0.29%	4.47%	A-1
GTA Funding LLC	40060VBV5	08/14/25	10,000,000.00	99.99730	9,999,730.00	10,000,000.00	10,000,000.00	0.29%	4.53%	A-1
GTA Funding LLC	40060VW32	09/03/25	15,000,000.00	99.58608	14,937,912.00	14,674,200.00	14,940,600.00	0.44%	4.46%	A-1
Ionic Funding LLC	46224KVD7	08/13/25	12,000,000.00	99.84011	11,980,813.20	11,915,260.00	11,982,160.00	0.35%	4.50%	A-1
Ionic Funding LLC	46224KVR6	08/25/25	37,000,000.00	99.69110	36,885,707.00	36,656,208.33	36,889,986.67	1.08%	4.52%	A-1
Ionic Funding LLC	46224KVT2	08/27/25	15,000,000.00	99.66895	14,950,342.50	14,937,241.67	14,952,008.34	0.44%	4.49%	A-1



Virginia Investment Pool
A Service of VML/VACo Finance

VIP STABLE NAV LIQUIDITY POOL
Holdings Report by Category
07/31/25

Security Description	CUSIP	Maturity	Quantity	Price	Market Value	Original Cost	Amortized Cost	% of MV	Yield to Maturity	S&P Rating
Ionic Funding LLC	46224KVV7	08/29/25	25,000,000.00	99.64464	24,911,160.00	24,864,638.89	24,913,861.11	0.73%	4.49%	A-1
Liberty Street Funding LLC	53127TYL1	11/20/25	10,000,000.00	98.60620	9,860,620.00	9,787,083.33	9,864,950.00	0.29%	4.61%	A-1
Liberty Street Funding LLC	53127TYM9	11/21/25	10,000,000.00	98.59410	9,859,410.00	9,784,650.00	9,863,733.33	0.29%	4.61%	A-1
Liberty Street Funding LLC	53127UA59	01/05/26	10,000,000.00	98.04990	9,804,990.00	9,778,716.67	9,814,226.67	0.29%	4.59%	A-1
LMA Americas LLC	53944QWJ5	09/18/25	15,000,000.00	99.40084	14,910,126.00	14,668,033.33	14,913,400.00	0.44%	4.49%	A-1
Longship Funding LLC	54316TV74	08/07/25	25,000,000.00	99.91542	24,978,855.00	24,844,166.67	24,981,666.67	0.73%	4.41%	A-1+
Longship Funding LLC	54316TV82	08/08/25	25,000,000.00	99.90331	24,975,827.50	24,841,111.11	24,978,611.11	0.73%	4.42%	A-1+
Mackinac Funding Company, LLC	55458EV1	08/20/25	10,000,000.00	99.75576	9,975,576.00	9,784,650.00	9,976,883.33	0.29%	4.47%	A-1
Ridgefield Funding Co. LLC	76582JWK6	09/19/25	15,000,000.00	99.39074	14,908,611.00	14,608,612.50	14,909,962.50	0.44%	4.47%	A-1
Ridgefield Funding Co. LLC	76582JWW0	09/30/25	20,000,000.00	99.25761	19,851,522.00	19,479,222.22	19,854,666.67	0.58%	4.48%	A-1
Ridgefield Funding Co. LLC	76582KB42	02/04/26	10,000,000.00	97.71986	9,771,986.00	9,734,877.78	9,777,677.78	0.29%	4.53%	A-1
Victory Receivables Corp.	92646KWW0	09/29/25	10,000,000.00	99.27000	9,927,000.00	9,890,000.00	9,927,888.89	0.29%	4.47%	A-1
##			TOTAL : BANKING	457,000,000.00	454,417,114.30	451,035,079.46	454,491,357.79	13.28%		
Money Market				457,000,000.00	454,417,114.30	451,035,079.46	454,491,357.79	13.28%		
MONEY MARKET										
Fidelity Government Portfolio -Institution	31607A703		172,963,771.42	100.00000	172,963,771.42	172,963,771.42	172,963,771.42	5.06%	4.25%	AAA
Goldman Sachs Financial Square Governn	38141W273		8,964,475.40	100.00000	8,964,475.40	8,964,475.40	8,964,475.40	0.26%	4.19%	AAA
JP Morgan U.S. Government Fund	48120C0688		16,873,540.78	100.00000	16,873,540.78	16,873,540.78	16,873,540.78	0.49%	3.95%	AAA
Federated Government Obligations - Pren	608919718		17,771,015.62	100.00000	17,771,015.62	17,771,015.62	17,771,015.62	0.52%	4.23%	AAA
InvesCo STIT Government & Agency Port	825252885		71,982,344.56	100.00000	71,982,344.56	71,982,344.56	71,982,344.56	2.10%	4.24%	AAA
State Street Institutional US Government	857492706		166,529,283.38	100.00000	166,529,283.38	166,529,283.38	166,529,283.38	4.87%	4.25%	AAA
Allspring Government Money Market Fund	949921126		107,427,708.81	100.00000	107,427,708.81	107,427,708.81	107,427,708.81	3.14%	4.23%	AAA
TOTAL : MONEY MARKET			562,512,139.97		562,512,139.97	562,512,139.97	562,512,139.97	16.44%		
TOTAL : Money Market			562,512,139.97		562,512,139.97	562,512,139.97	562,512,139.97	16.44%		
Repurchase Agreement										
REPURCHASE AGREEMENTS										
Bank of America Repo 4.36% , due 08/0	RPE15K557	08/01/25	275,553,054.17	100.00000	275,553,054.17	275,553,054.17	275,553,054.17	8.06%	4.36%	A-1
Credit Agricole CIB Repo 4.35% , due 08	RPE02TZM8	08/01/25	50,000,000.00	100.00000	50,000,000.00	50,000,000.00	50,000,000.00	1.46%	4.35%	A-1
Bank of Montreal Repo 4.32% , due 08/0	RPEQ0EWK5	08/01/25	19,417,825.74	100.00000	19,417,825.74	19,417,825.74	19,417,825.74	0.57%	4.32%	A-1
RBC Capital Markets Repo 4.32% , due 0	RPEVOEW0	08/01/25	55,972,265.41	100.00000	55,972,265.41	55,972,265.41	55,972,265.41	1.64%	4.32%	A-1+
TOTAL : REPURCHASE AGREEMENTS			400,943,145.32		400,943,145.32	400,943,145.32	400,943,145.32	11.72%		
TOTAL : Repurchase Agreement			400,943,145.32		400,943,145.32	400,943,145.32	400,943,145.32	11.72%		
Grand Total			3,427,347,662.63		3,420,809,719.83	3,412,166,596.95	3,420,961,714.88	100.00%		

TOWN COUNCIL COMMITTEES REPORT

ITEM: Amend the Town's Pay and Classification Plan

FROM: Ashley Rogers, Director of Human Resources

ATTACHMENTS:

Description	Type	Upload Date
Memo - Add Position to Compensation Plan	Cover Memo	8/21/2025
Engineer 1 - Position Description	Backup Material	8/21/2025



Memo

To: Honorable Mayor & Town Council

From: Ashley Rogers, Human Resources Director

cc: Michael Stallings, Town Manager
Ed Heide, Director of Public Works & Utilities

Date: August 25, 2025

Re: Addition of Engineer I to Compensation Plan

The Director of Public Works & Utilities is evaluating the structure of the department and believes an Engineer I position would better benefit the needs of the department and the Town than the currently posted and approved position of Transportation and Storm Water Manager.

In order to accomplish this the Council would need to approve the addition of the Engineer I position to the Compensation Plan. Please note that this would not result in the addition of approved headcount; it would replace the currently approved position of Transportation and Storm Water Manager from a budgeting perspective.

We would propose the Engineer I position be placed in grade 115 with a salary range of \$68,974.38 – \$113,807.73.

The Transportation & Storm Water Manager is currently placed in salary grade 118 with a salary range of \$80,418.16 - \$132,689.96.

Of note, any budget impact should be positive as this requested position has a lower pay range than the current, approved position.



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. I understand that this job description is intended to describe the general nature and level of work involved for this job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Job Title:	Engineer I
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Department: Public Works & Utilities

Pay Grade: 115

Last Updated: August 2025

JOB SUMMARY

Under general supervision, performs engineering design, analysis, and reviews municipal and private developments in the Town. Position is responsible for reviewing construction plans, maintenance, and operational plans; managing municipal projects, conducting field investigations; and meeting with developers, consultants, contractors, and the public to resolve problems and explain Town policies. Performs related work as required. Position is an entry-level position performing engineering tasks of lesser complexity.

ESSENTIAL JOB FUNCTIONS:

- Reviews construction development plans for conformity to Town and State codes, policies, and specifications. Coordinates roads and utilities projects with other departments and organizations; prepares written comments.
- Meets with developers, consultants, contractors, and the public to resolve problems and explain Town policies; responds to citizen inquiries.
- Prepares and reviews specifications, plans, estimates, and reports involving the construction, maintenance, and operation of a variety of Town infrastructure, to assure compliance with Town standards and design; performs engineering and hydrologic calculations to assure adequate drainage; develops and implements stormwater drainage standards and design.
- Manages municipal projects to assure timely coordination of design and construction, including the administration of contracts.
- Conducts field investigations; prepares reports and presentations.
- Assists the Director of Public Works and Utilities with a variety of related tasks.
- Assist in administration of the Town Safety program.
- Must carry assigned communication devices as required.
- Performs site plan review with respect to roadway, storm drainage, water, and sanitary sewer installation in compliance with the current local and state specifications.
- Plans and coordinates with the Public Works Department roadway maintenance operations.

- Files documents; locates files and plans on request; researches plans, files, Town ordinances, and design standards.
- Serves as ADA Coordinator and ensures compliance with the American Disabilities Act.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree in Engineering, Engineering Technology, or closely related field from an accredited university or equivalent training, education, and experience. Prefer Virginia Engineer-in-Training certification.
- Minimum of 5 months previous experience and/or training involving engineering plan review, project management, computer-aided engineering design, or personal computer operations.
- Must possess a valid Drivers' License.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of Civil Engineering design, construction and inspection;
- Knowledge of general construction practices, particularly as they relate to municipal improvement projects;
- Knowledge of the principles of land surveying as it relates to civil engineering design and construction, and property and easement descriptions and acquisitions.
- Knowledge of engineering standards to review site plans relating to traffic, grading, hydrology, storm drainage, infrastructure layout, utilities, materials, and other engineering aspects.
- Knowledge of safe working practices;
- Skill in communicating and working effectively with a team;
- Skill in planning and organizing work; excellent attention to detail
- Skill in communicating effectively both orally and in writing;
- Ability to review design and construction of facilities, soil erosion, sediment control, site and right-of-way drainage, utilities, and road construction.
- Ability to research and prepare detailed engineering reports regarding proposed municipal improvements and operations and to effectively express ideas and concepts in a clear and precise manner, both verbally and in writing;
- Ability to organize and formulate effective maintenance and construction programs for the Town's infrastructure, working with large groups of employees from various technical, non-technical, and professional fields in the accomplishment of these tasks;
- Ability to complete assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.
- Ability to speak with and before others with poise, voice control, and confidence using correct grammar and well-modulated voice.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to meet regular attendance requirements;

- Ability to adhere to all established safety standards and ensure such standards are not violated;

PHYSICAL DEMANDS:

Must be physically able to operate a variety of machinery, tools and equipment, such as a motor vehicle, printer, plotter, copy machine, blueprint/plan copier, fax machine, telephone, cellular telephone, two-way radio, pager, drafting instruments, engineer's scale, planimeter, or measuring devices. Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Requires the ability to coordinate hands and eyes in using job-related equipment and in driving a motor vehicle. Requires the ability to handle a variety of items, job-related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination. May require the ability to differentiate colors and shades of color. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency. Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

WORK ENVIRONMENT:

Tasks are regularly performed with exposure to adverse environmental conditions. Tasks may risk exposure to traffic hazards, adverse weather conditions, dust, pollen, odors and loud noise.

I have received and fully understand the job description for the above position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

This job description is designed to provide an employee with a basic understanding of the essential functions, duties, and responsibilities entailed in their job performance and is not intended to be all-inclusive. This description does not constitute an employment contract, either expressed or implied. Job functions and responsibilities are subject to change at the discretion of management. Efforts will be made to provide advance notice of such changes whenever possible

Employee Signature

Date

Supervisor Signature

Date

The Town of Smithfield provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

TOWN COUNCIL COMMITTEES REPORT

ITEM: Appropriation of Funds for Vehicle Purchase in the Public Works Department

FROM: Michael Stallings, Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Appropriation of Funds for the Purchase of Vehicle	Resolution	8/21/2025



Town of Smithfield

Memorandum

August 25, 2025

TO: The Honorable Mayor and Town Council

FROM: Michael Stallings, Town Manager

SUBJECT: Appropriation of Funds For Vehicle Purchase

The 2024/25 operating budgets for the Water Fund, Sewer Fund, Highway Fund, and General Fund all contained funding for the purchase of a new dump truck. The vehicle purchase was not able to be completed before the end of the fiscal year due to lead time and production delays, and as such, those funds rolled into the Fund Balance of the respective Funds.

The breakdown of funds is as follows:

- \$25,000 from Water Fund
- \$25,000 from Sewer Fund
- \$25,000 from Highway Fund
- \$54,324 from General Fund

In order to complete the purchase in this fiscal year, the funds must be appropriated into this year's operating budget.

The attached resolution will appropriate the requisite funds into the General Fund – Public Works Capital Expenditures line item to complete the vehicle purchase.

Recommended Motion

Move that Council adopt the enclosed resolution entitled:

A Resolution Appropriating The Sum Of
\$129,324 from the Water, Sewer, Highway, and
General Fund Budget Fund Balance to the
2025/2026 General Fund Operating Budget.

Resolution

A Resolution Appropriating The Sum Of \$129,324 from the Water, Sewer, Highway, and General Fund Budget Fund Balance to the 2025/2026 General Fund Operating Budget.

WHEREAS, the fiscal year 2024/25 Water, Sewer, Highway, and General Fund Budgets provided capital funding for the purchase of a new dump truck, and;

WHEREAS, the vehicle was not delivered until after the end of the 2024/25 fiscal year, and;

WHEREAS, these funds rolled over into the respective fund balances for each fund, and must be re-appropriated to cover the purchase of the vehicle totaling \$129,324.00.

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Smithfield, Virginia as follows:

Section 1. That the following sums be appropriated into the Fiscal Year 2025/26 General Fund Operation Budget – Public Works Capital Expenditures:

\$25,000 from the Water Fund Fund Balance
\$25,000 from the Sewer Fund Fund Balance
\$25,000 from the Highway Fund Fund Balance
\$54,324 from the General Fund Fund Balance

Section 2. The Town Manager is hereby authorized and directed to do all things necessary to complete this transaction

Section 3. This resolution shall be effective on and after its adoption.

Adopted:

TESTE:

Town Clerk

INVOICE

THEPETESTORE.COM



PETERBILT OF RICHMOND, INC DBA
 THE PETERBILT STORE - CHESAPEAKE
 201 BULLDOG DRIVE
 CHESAPEAKE, VA 23320
 757.819.4300

Invoice: 14S1504
 Invoice Date: 08/12/2025
 Deal/Packet: 23221/1
 Branch: Chesapeake
 Department: New

Bill-To:

TOWN OF SMITHFIELD
 310 INSTITUE AVE
 SMITHFIELD, VA 23431

Ship-To:

TOWN OF SMITHFIELD
 310 INSTITUE AVE
 SMITHFIELD, VA 23431

ID: 26128 Ph: 757-365-4200

P/O: PW-25-01

Salesperson: David Askew

+ SOLD UNIT(S)

Stock Number: TM802110

Price: \$127,943.00

VIN: 2NPKHM6X9TM802110

Year: 2026

Make: PETERBILT

Model: 536

ADDITIONAL UNIT CHARGES

5 YR SMART LINQ SUBSCRIPTION
 DEALER BUSINESS FEE

Price: \$799.00
 Price: \$283.00

Unit Price: \$129,025.00

Total Sold Unit(s): \$129,025.00

ADDITIONAL DEAL CHARGES

PROCESSING FEE

Price: \$299.00

Deal Add-On Fees: \$299.00

Total FET: \$0.00

Total: \$129,324.00

Net: \$129,324.00

Balance Due: \$129,324.00

Terms Due: 09/11/2025

Remit Balance Due To:

The Peterbilt Store - Chesapeake
 5100 Holabird Ave
 Baltimore, MD 21224

WIRE FRAUD NOTICE: Always independently confirm wiring instructions from The Pete Store either in-person or via a telephone call to a known and verified phone number. Never trust wiring instructions sent via email.

TOWN COUNCIL COMMITTEES REPORT

ITEM: July Financial Statements

FROM: Laura Ross, Treasurer

ATTACHMENTS:

Description	Type	Upload Date
Financial Statements - July 2025	Activity Report	8/21/2025
Financial Graphs	Activity Report	8/21/2025
Total Debt - July 2025	Activity Report	8/21/2025
Benchmark / Compliance Report - July 2025	Activity Report	8/21/2025

**Town of Smithfield
Financial Statements
as of July 31, 2025
FY 25-26**



TOWN OF SMITHFIELD

FY 2026 ADOPTED BUDGET SUMMARY GENERAL FUND

Preliminary

Department	REVENUES	FY 2025-26 Budget	Budget Transfers & Rollovers		Actual 7/31/2025	Budget to Actual	Variance %
Real Property Taxes	3,994,100.00		-	49,797.80	3,944,302.20	1.25%	
Other Local Taxes	5,042,500.00		-	80,554.20	4,961,945.80	1.60%	
Licenses, permits, & fees	411,500.00		-	16,857.75	394,642.25	4.10%	
Fines & Costs	45,000.00		-	-	45,000.00	0.00%	
From Use of Money & Property	886,700.00		-	97,979.44	788,720.56	11.05%	
Miscellaneous Revenues	115,000.00		-	384.63	114,615.37	0.33%	
Governmental Virginia	659,738.00		-	903.82	658,834.18	0.14%	
Governmental Federal	153,000.00		-	-	153,000.00	0.00%	
Other financing sources	165,000.00		-	-	165,000.00	0.00%	
Appropriated from Reserves	3,507,597.00		25,000.00	-	3,532,597.00	0.00%	
TOTAL REVENUES	14,980,135.00		25,000.00	246,477.64	14,758,657.36	1.64%	
EXPENSES		FY 2025-26	Budget Transfers & Rollovers		Actual 7/31/2025	Budget to Actual	Variance %
Department		Budget					
Town Council	186,925.00		-	2,684.99	184,240.01	1.44%	
Town Manager	817,910.00		25,000.00	45,410.99	797,499.01	5.39%	
Treasurer	991,549.00		-	101,194.50	890,354.50	10.21%	
Public Safety	4,527,444.00		-	233,320.57	4,294,123.43	5.15%	
Parks & Recreation	3,401,217.00		-	53,164.43	3,348,052.57	1.56%	
Museum	294,681.00		-	15,721.61	278,959.39	5.34%	
Community Development & Planning	1,031,094.00		-	33,362.66	997,731.34	3.24%	
Public Works	1,483,292.00		-	18,812.79	1,464,479.21	1.27%	
Public Buildings	409,752.00		-	3,565.01	406,186.99	0.87%	
Contributions	67,510.00		-	65,860.00	1,650.00	97.56%	
Non-Departmental	1,228,832.00		-	60,466.00	1,168,366.00	4.92%	
Debt Service	539,929.00		-	15,524.02	524,404.98	2.88%	
Contingency	-		-	-	-	0.00%	
TOTAL EXPENSES	14,980,135.00		25,000.00	649,087.57	14,356,047.43	4.33%	
NET INCOME/(LOSS)		-	-	(402,609.93)	-	-	

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND REVENUE SUMMARY

Preliminary

	MUNIS ACCT #	FY 2025-26 Approved Budget	Budget Transfers & Rollovers	Actual 7/31/2025	Notes	Budget to Actual	Variance %																																																																																																																
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Real Estate - Current</td><td>03-100-311010-0000-30001</td><td>2,600,000.00</td><td></td><td></td><td>1</td><td>2,600,000.00</td><td>0.00%</td></tr> <tr><td>Real Estate - Current Tax Relief for the Elderly/Veterans</td><td>03-100-311010-0000-30001</td><td>85,000.00</td><td></td><td></td><td>1</td><td>85,000.00</td><td>0.00%</td></tr> <tr><td>Real Estate - Delinquent</td><td>03-100-311010-0000-30002</td><td>-</td><td></td><td>9,183.50</td><td>1</td><td>(9,183.50)</td><td>0.00%</td></tr> <tr><td>Public Service-Real Estate Current</td><td>03-100-311020-0000-30001</td><td>44,000.00</td><td></td><td></td><td></td><td>44,000.00</td><td>0.00%</td></tr> <tr><td>Public Service-Personal Property Current</td><td>03-100-311020-0000-30001</td><td>100.00</td><td></td><td></td><td></td><td>100.00</td><td>0.00%</td></tr> <tr><td>Personal Property - Current</td><td>03-100-311030-0000-30001</td><td>1,210,000.00</td><td></td><td></td><td>2</td><td>1,210,000.00</td><td>0.00%</td></tr> <tr><td>Personal Property - Delinquent</td><td>03-100-311030-0000-30002</td><td>-</td><td></td><td>32,313.31</td><td>2</td><td>(32,313.31)</td><td>0.00%</td></tr> <tr><td>Penalty</td><td>03-100-311060-0000-30005</td><td>40,000.00</td><td></td><td>5,039.58</td><td></td><td>34,960.42</td><td>12.60%</td></tr> <tr><td>Interest</td><td>03-100-311060-0000-30006</td><td>15,000.00</td><td></td><td>3,260.86</td><td></td><td>11,739.14</td><td>21.74%</td></tr> <tr><td>Miscellaneous Receipts Over-Short</td><td>03-100-311060-0000-30007</td><td>-</td><td></td><td>0.55</td><td></td><td>(0.55)</td><td>0.00%</td></tr> <tr><td>Total Real Property Taxes</td><td></td><td>3,994,100.00</td><td></td><td>49,797.80</td><td></td><td>3,944,302.20</td><td>1.25%</td></tr> </table>								Real Estate - Current	03-100-311010-0000-30001	2,600,000.00			1	2,600,000.00	0.00%	Real Estate - Current Tax Relief for the Elderly/Veterans	03-100-311010-0000-30001	85,000.00			1	85,000.00	0.00%	Real Estate - Delinquent	03-100-311010-0000-30002	-		9,183.50	1	(9,183.50)	0.00%	Public Service-Real Estate Current	03-100-311020-0000-30001	44,000.00				44,000.00	0.00%	Public Service-Personal Property Current	03-100-311020-0000-30001	100.00				100.00	0.00%	Personal Property - Current	03-100-311030-0000-30001	1,210,000.00			2	1,210,000.00	0.00%	Personal Property - Delinquent	03-100-311030-0000-30002	-		32,313.31	2	(32,313.31)	0.00%	Penalty	03-100-311060-0000-30005	40,000.00		5,039.58		34,960.42	12.60%	Interest	03-100-311060-0000-30006	15,000.00		3,260.86		11,739.14	21.74%	Miscellaneous Receipts Over-Short	03-100-311060-0000-30007	-		0.55		(0.55)	0.00%	Total Real Property Taxes		3,994,100.00		49,797.80		3,944,302.20	1.25%																								
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Meals Tax-4.25%	03-100-312110-0000-31211	1,785,000.00		-	10	1,785,000.00	0.00%																																																																																																																
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Permits & Other Licenses</td><td>03-100-313030-0000-30018-multiple accts</td><td>50,000.00</td><td></td><td>3,300.00</td><td>11</td><td>46,700.00</td><td>6.60%</td></tr> <tr><td>Inspection Fees/Reinspection Fees-Subdivision</td><td>03-100-313030-0000-30030/30039</td><td>70,000.00</td><td></td><td>3,750.00</td><td>12</td><td>66,250.00</td><td>5.36%</td></tr> <tr><td>Administrative Collection Fees-DMV Stops</td><td>03-100-311070-0000-31307</td><td>12,000.00</td><td></td><td>1,170.00</td><td></td><td>10,830.00</td><td>9.75%</td></tr> <tr><td>Refuse Collection Fee</td><td>03-100-313030-0000-30038</td><td>275,000.00</td><td></td><td>3,437.75</td><td>13</td><td>271,562.25</td><td>1.25%</td></tr> <tr><td>WC Dog Park Registration Fees</td><td>03-100-313030-0000-30043</td><td>-</td><td></td><td>-</td><td></td><td>-</td><td>0.00%</td></tr> <tr><td>Consultant Review Fees</td><td>03-100-313030-0000-30028</td><td>4,500.00</td><td></td><td>5,200.00</td><td>14</td><td>(700.00)</td><td>115.56%</td></tr> <tr><td>Total Permits, Fees & Licenses</td><td></td><td>411,500.00</td><td></td><td>16,857.75</td><td></td><td>394,642.25</td><td>4.10%</td></tr> </table>								Permits & Other Licenses	03-100-313030-0000-30018-multiple accts	50,000.00		3,300.00	11	46,700.00	6.60%	Inspection Fees/Reinspection Fees-Subdivision	03-100-313030-0000-30030/30039	70,000.00		3,750.00	12	66,250.00	5.36%	Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	12,000.00		1,170.00		10,830.00	9.75%	Refuse Collection Fee	03-100-313030-0000-30038	275,000.00		3,437.75	13	271,562.25	1.25%	WC Dog Park Registration Fees	03-100-313030-0000-30043	-		-		-	0.00%	Consultant Review Fees	03-100-313030-0000-30028	4,500.00		5,200.00	14	(700.00)	115.56%	Total Permits, Fees & Licenses		411,500.00		16,857.75		394,642.25	4.10%																																																								
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Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND REVENUE SUMMARY

Preliminary

	MUNIS ACCT #	FY 2025-26 Approved Budget	Budget Transfers & Rollovers	Actual 7/31/2025	Notes	Budget to Actual	Variance %
<u>GENERAL GOVERNMENT REVENUES</u>							
FINES & FORFEITURES							
Fines & Costs	03-100-314010-0000-30055, 30058	45,000.00		-	15	45,000.00	0.00%
Total Fines & Forfeitures		45,000.00		-		45,000.00	0.00%

REVENUE FROM USE OF MONEY & PROPERTY

General Fund Interest	03-100-315010-0000-31501	475,000.00		68,874.63	16	406,125.37	14.50%
Rentals	03-100-315020-0000-30110	65,000.00		6,098.09	17	58,901.91	9.38%
Smithfield Center Rentals	03-100-315020-0000-30111	190,000.00		14,189.60	17	175,810.40	7.47%
Windsor Castle Revenue (includes Manor House, Park Impa	03-100-315020-0000-30119	75,000.00		3,428.00	17	55,826.93	4.57%
Sports Complex Rentals	03-100-315020-0000-30120	33,000.00		-	17	33,000.00	0.00%
Kayak Rentals	03-100-315020-0000-30015	7,500.00			18	8,663.36	0.00%
Special Events	03-100-315020-0000-30013, 30014	20,000.00		2,470.00		17,530.00	12.35%
Fingerprinting Fees	03-100-318990-0000-30048	100.00		40.00		60.00	40.00%
Grass Cutting Reimbursement	03-100-318990-0000-30053	-				-	0.00%
Museum Admissions	03-100-315020-0000-30115	8,000.00		1,072.00	19	6,928.00	13.40%
Museum Gift Shop Sales	03-100-318990-0000-30016	12,000.00		1,757.12	19	10,242.88	14.64%
Museum Programs/Lecture Fees	03-100-318990-0000-30017	600.00		50.00	19	550.00	8.33%
Lease of Land	03-100-315020-0000-30017	500.00				500.00	0.00%
Total Revenue from use of money and property		886,700.00		97,979.44		774,138.85	11.05%

MISCELLANEOUS

Other Revenue	03-100-318990-0000-31105, Multiple	4,000.00		75.00	20	3,925.00	1.88%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	4,000.00				4,000.00	0.00%
Miscellaneous Contributions	03-100-318990-0000-31621	-				-	0.00%
Public Safety Contribution	03-100-318990-0000-31622	-				-	0.00%
Contributions - Historic Smfd	03-100-318990-0000-31624	-				-	0.00%
Windsor Castle	03-100-318990-0000-31626	-				-	0.00%
Contributions-Museum	03-100-318990-0000-31632	92,000.00		9.00		91,991.00	0.01%
Contributions-Public Ball Fields	03-100-318990-0000-31635	15,000.00				15,000.00	0.00%
Insurance Recoveries	03-100-341010-0000-31599, 31603	-		300.63	21	(300.63)	0.00%
Sale of Land	03-100-341020-0000-31404	-			22	-	0.00%
Sale of Equipment/Buildings	03-100-341020-0000-31405	-			23	-	0.00%
Total Miscellaneous Revenue		115,000.00		384.63		114,615.37	0.33%

REVENUE FROM THE COMMONWEALTH

Law Enforcement	03-100-322010-0000-34011	215,179.00			24	215,179.00	0.00%
Litter Control Grant	03-100-322010-0000-34010	4,000.00				4,000.00	0.00%
Asset Forfeiture	03-100-322010-0000-34007	-	-			-	0.00%
Communications Tax	03-100-322010-0000-34008	150,000.00			25	150,000.00	0.00%
Rolling Stock	03-100-322010-0000-34001	45.00				45.00	0.00%
Rental Tax	03-100-322010-0000-34002	6,800.00		903.82		5,896.18	13.29%

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND REVENUE SUMMARY

Preliminary

	MUNIS ACCT #	FY 2025-26 Approved Budget	Budget Transfers & Rollovers	Actual 7/31/2025	Notes	Budget to Actual	Variance %
GENERAL GOVERNMENT REVENUES							
PPTRA State Revenue	03-100-322010-0000-34014	240,795.00			26	240,795.00	0.00%
Fire Programs	03-100-322010-0000-34012	38,419.00				38,419.00	0.00%
Police Block Grants (HEAT Grant)	03-100-322010-0000-34018	-				-	0.00%
DCJS ARPA Reimbursable Grant	03-100-322010-0000-34018					-	0.00%
P2P Sharing	03-100-322010-0000-34033	-				-	0.00%
State VTC Grant	03-100-322010-0000-34034	-				-	0.00%
State DMV Animal Friendly Plt	03-100-322010-0000-34035					-	0.00%
State TDO and ECO Reimbursable Funds	03-100-322010-0000-34036	-				-	0.00%
VCA Grant	03-100-322010-0000-34005	4,500.00				4,500.00	0.00%
Urban Fund Projects							0.00%
Benns Church/Route 258/Route 10 Bypass interse	03-100-322010-0000-34020	-				-	0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-322010-0000-34020	-				-	0.00%
Total State Revenue		659,738.00		903.82		658,834.18	0.14%
REVENUE FROM THE FEDERAL GOVERNMENT							
FEMA - Great Springs Project	03-100-331010-0000-35018	-	-	-		-	0.00%
ARPA Revenues	03-100-331010-0000-35026	-				-	0.00%
Federal Highway Grant		136,000.00	-	-		136,000.00	0.00%
Law Enforcement	03-100-331010-0000-35003, 35009	17,000.00	-	-		17,000.00	0.00%
Urban Fund Projects							0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008	-		-		-	0.00%
Pinewood Heights CDBG Relocation Grant Phase IV	03-100-331010-0000-35002	-		-		-	0.00%
Total Federal Revenue		153,000.00	-	-	27	153,000.00	0.00%
OTHER FINANCING SOURCES							
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	165,000.00				165,000.00	0.00%
(Enterprise Vehicle Leasing)							
Total Other Financing Sources		165,000.00		-		165,000.00	0.00%
APPROPRIATED FROM RESERVES		\$ 3,507,597.00	\$ 25,000.00	\$ -		3,532,597.00	0.00%
TOTAL GENERAL FUND REVENUES		14,980,135.00	25,000.00	246,477.64		14,744,075.65	1.64%

GENERAL FUND NOTES AS OF JULY 31, 2025	
Revenues	
1 <u>Current/Delinquent Real Estate Tax</u>	Real Estate Taxes will be due June 5th 2026.
2 <u>Current/Delinquent PP Tax</u>	We are continuing to collect on delinquent taxes, with VA Auction. Total collected, including prior year, due to these efforts are 61,597.74 As a reminder the company charges 20% of the amount outstanding, and we only pay when we receive the money The total due reflects the 20% fee.
3 <u>Sales Tax</u>	There is a delay and we should collect 51,986 for May within the month of August. FY24/25 625,700 collected
4 <u>Consumption/Utility Taxes</u>	
5 <u>Business licenses</u>	Due in April and we have collected 106.15% of what is due.
6 <u>Bank Franchise Taxes</u>	Due June 2026
7 <u>Vehicle licenses</u>	Billed with personal property taxes and due in December 2025. We have collected some in July due to collection efforts made with VA Auction
8 <u>Cigarette Taxes</u>	Sale of cigarette stamps
9 <u>Transient Occupancy</u>	
10 <u>Meals Tax</u>	None posted yet but we should see 342,839 Largest Remitters will be: 602,437 from Smithfield Station followed by Cockeyed Rooster at 32,545 and McDonald's at 21,848
11 <u>Permits & Fees</u>	16,584 of this 1,260 are zoning permits and 1,650 for E&S Fees
12 <u>Inspection fees</u>	This is reinspection fees for Forest Newhall Construction
13 <u>Refuse Collection Fees</u>	Lower than prior year, since we are billing annually. This is collected with RE Tax. 40,687 lower than prior year at the same period
14 <u>Review Fees</u>	Development Logistics and Consulting for Cottages at Battery Park
15 <u>Fines & Costs</u>	

GENERAL FUND NOTES AS OF JULY 31, 2025	
16	<u>General Fund interest</u>
	68,875 General Fund Interest to date.
17	<u>Parks & Rec Rentals</u>
	23,716 Total of that 14,190 for Smithfield Center Rentals and 2,250 for Tenant House and 3,428 for Windsor Castle
18	<u>Kayak Rentals</u>
19	<u>Museum revenues</u>
	2,879 total for the year which is tracking to what we saw last year at the same time.
20	<u>Other Revenue</u>
21	<u>Insurance Recoveries</u>
22	<u>Sale of Land</u>
23	<u>Sales of Equipment/Buildings</u>
24	<u>Revenues from the State-Law Enforcement</u>
25	<u>Communications Tax</u>
26	<u>PPTRA State Revenue</u>
	Same each year
27	<u>Total Federal Revenue</u>
Expenses	
29	<u>Salaries/fica</u>
30	<u>Insurance</u>

GENERAL FUND NOTES AS OF JULY 31, 2025	
	<u>TOWN COUNCIL</u>
32	Professional Services
	<u>TOWN MANAGER</u>
31	Dues & Subscriptions
33	Computer & Technology Expenses
	<u>TREASURER</u>
34	Service Contracts
	48,750 to RDA per agreement.
	Licensing and implementation
31	<u>Dues & Subscriptions</u>
35	Bank Charges
	We are offsetting fees with bank balances
	<u>POLICE DEPARTMENT</u>
31	<u>Dues & Subscriptions</u>
	1,247 for Mehrin Drug Task Force Membership.
36	LODA
	With the approval of the state budget for fiscal years 2025-2026, Line of Duty Death and Health Benefits Trust Fund
	(LODA Fund) premiums will increase to \$1,015 per full-time equivalent employees, effective July 1, 2024.
	By statute, LODA Fund benefits are funded on a "pay-as-you-go" basis, covering the health care premiums
	for current beneficiaries as well as projected costs of any new death and other benefit claims.
37	Computer & Technology
38	Radio & Equipment repairs
	<u>PARKS & RECREATION</u>
31	<u>Dues & Subscriptions</u>
	3,125 for EMS Pro Maintenance
39	Credit card processing expense
	Tracking to prior year
40	Computer & Technology expenses
	<u>SMITHFIELD CENTER</u>
40	Computer & Technology expenses
41	Advertising-SC
	None spent this year

GENERAL FUND NOTES AS OF JULY 31, 2025		
42	Repairs & Maintenance	
43	ARPA	
	<u>WINDSOR CASTLE PARK</u>	
44	Equipment Expense	
45	ARPA	
47	Repairs & Maintenance	
	<u>WINDSOR CASTLE MANOR HOUSE</u>	
46	Contracted Services	
47	Repairs & Maintenance	
	<u>LUTER SPORTS COMPLEX</u>	
30	Insurance	
	<u>MISCELLANEOUS-PARKS & REC</u>	
49	Clontz Park	
50	Clontz Park ARPA	
51	Fireworks	
	<u>MUSEUM</u>	
31	Dues & Subscriptions	
52	Gift Shop Expenses	Slightly lower by 1,000 from prior year.
	<u>COMMUNITY DEVELOPMENT OTHER</u>	
53	Hampton Roads Planning District Commission	In line with prior year same period. This is for regional water program. We pay quarterly.
	<u>PUBLIC WORKS</u>	
54	Repairs & Maintenance	

<u>GENERAL FUND NOTES AS OF JULY 31, 2025</u>	
55	<u>ARPA Expenses</u>
	<u>Public Buildings</u>
56	Computer & Technology
57	ARPA

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Preliminary

TOWN COUNCIL	MUNIS ACCOUNT NUMBER	FY 2025-26 Budget	Budget Transfers & Rollovers	Preliminary			Budget to Actual	Variance %
				Actual 7/31/2025	Notes			
Salaries and Wages	04-100-411010-0000-41100	44,000.00		690.00	29	43,310.00	1.57%	
Fica & Medicare Benefits	04-100-411010-0000-42100	3,425.00		53.50	29	3,371.50	1.56%	
ARPA Payroll	04-100-411010-0000-46023	-			29	-	0.00%	
Legal Fees	04-100-411010-0000-43150	50,000.00		-		50,000.00	0.00%	
Update Town Charter & Code	04-100-411010-0000-43151	4,000.00		-		4,000.00	0.00%	
Professional Services	04-100-411010-0000-43152	5,000.00		-	32	5,000.00	0.00%	
Public Defender Fees	04-100-411010-0000-43153	6,000.00		-		6,000.00	0.00%	
Election Expense	04-100-411010-0000-43170	-		-		-	0.00%	
Maintenance contracts	04-100-411010-0000-43320	4,500.00		-		4,500.00	0.00%	
Annual Christmas Parade	04-100-411010-0000-43351	-				-	0.00%	
Advertising	04-100-411010-0000-43600	30,000.00		-		30,000.00	0.00%	
Communications	04-100-411010-0000-45200	-				-	0.00%	
Insurance	04-100-411010-0000-45300	-			30	-	0.00%	
Travel & Training	04-100-411010-0000-45500	10,000.00		-		10,000.00	0.00%	
Council Approved Items	04-100-411010-0000-45804	5,000.00		-		5,000.00	0.00%	
Subscriptions/Memberships	04-100-411010-0000-45810	7,500.00		119.00	31	7,381.00	1.59%	
Records Management maint & upgrades	04-100-411010-0000-45811	7,500.00		-		7,500.00	0.00%	
Bank Charges	04-100-411010-0000-45813	-		652.10		(652.10)	0.00%	
Supplies	04-100-411010-0000-46001	10,000.00		1,170.39		8,829.61	11.70%	
ARPA Expenses	04-100-411010-0000-46019	-				-	0.00%	
Total Town Council		186,925.00	-	2,684.99		184,240.01	1.44%	

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Preliminary

TOWN MANAGER

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance	
		Budget	& Rollovers	7/31/2025	Notes	%	
Salaries and Wages	04-100-412010-0000-41100	329,570.00		12,565.60	29	317,004.40	3.81%
Salaries-PT	04-100-412010-0000-41110	43,348.00		981.00	29	42,367.00	2.26%
Salaries-OT	04-100-412010-0000-41120, 41115	3,000.00		-	29	3,000.00	0.00%
Fica & Medicare Benefits	04-100-412010-0000-42100	29,799.00		950.93	29	28,848.07	3.19%
VSRS	04-100-412010-0000-42200	32,539.00		2,488.12		30,050.88	7.65%
Disability	04-100-412010-0000-42210	600.00		49.22		550.78	8.20%
Health & Other	04-100-412010-0000-42300	54,501.00		4,670.16		49,830.84	8.57%
Pre-Employment Test	04-100-412010-0000-42435	6,500.00		-		6,500.00	0.00%
Employee Recognition	04-100-412010-0000-42440	10,000.00		-		10,000.00	0.00%
Wellness Initiatives	04-100-412010-0000-42460	8,237.00		50.00		8,187.00	0.61%
ARPA Payroll	04-100-412010-0000-46023				29	-	0.00%
Professional Services	04-100-412010-0000-43152	78,000.00	25,000.00	19,702.20		83,297.80	19.13%
Maintenance Contracts	04-100-412010-0000-43320	3,000.00		2,961.90		38.10	98.73%
Communications	04-100-412010-0000-45200	8,000.00		892.41		7,107.59	11.16%
Insurance	04-100-412010-0000-45300	3,130.00			30	3,130.00	0.00%
Travel & Training	04-100-412010-0000-45500	12,000.00		-		12,000.00	0.00%
Other	04-100-412010-0000-45804	1,500.00		99.45		1,400.55	6.63%
Dues & Subscriptions	04-100-412010-0000-45810	6,000.00			31	6,000.00	0.00%
Supplies	04-100-412010-0000-46001	4,500.00				4,500.00	0.00%
Computer & technology expenses	04-100-412010-0000-46005	5,000.00			33	5,000.00	0.00%
Fuel Expense	04-100-412010-0000-46008	200.00				200.00	0.00%
Auto Expense	04-100-412010-0000-46009	250.00				250.00	0.00%
Shared Services-IT	04-100-412010-0000-46020	81,000.00				81,000.00	0.00%
Contingency	04-100-412010-0000-46021	42,236.00				42,236.00	0.00%
Strategic Planning Initiatives		50,000.00				50,000.00	0.00%
Education Assistance		5,000.00				5,000.00	0.00%
Capital Expenditures - website redesign	04-100-412010-0000-48100	-				-	0.00%
Total Town Manager		817,910.00	25,000.00	45,410.99		797,499.01	5.39%

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Preliminary

TREASURER

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	7/31/2025	to Actual	%
Salaries and Wages	04-100-412410-0000-41100	534,662.00		21,063.64	29 513,598.36 3.94%
Salaries-OT	04-100-412410-0000-41120, 41115	8,500.00		128.68	29 8,371.32 1.51%
Fica & Medicare Benefits	04-100-412410-0000-42100	42,430.00		1,569.74	29 40,860.26 3.70%
VSRS	04-100-412410-0000-42200	53,337.00		4,054.41	49,282.59 7.60%
Disability	04-100-412410-0000-42210	1,000.00		98.44	901.56 9.84%
Health	04-100-412410-0000-42300	88,120.00		7,422.40	29 80,697.60 8.42%
ARPA Payroll	04-100-412410-0000-46023	-			29 - 0.00%
Audit	04-100-412410-0000-43120	40,700.00			40,700.00 0.00%
Service contracts	04-100-412410-0000-43320	125,000.00		64,270.70	34 60,729.30 51.42%
Data Processing	04-100-412410-0000-44100	42,000.00		442.67	41,557.33 1.05%
Communications	04-100-412410-0000-45200	8,000.00		1,062.36	6,937.64 13.28%
Insurance	04-100-412410-0000-45300	-			30 - 0.00%
Travel & Training	04-100-412410-0000-45500	12,000.00		-	12,000.00 0.00%
Other	04-100-412410-0000-45804	500.00		-	500.00 0.00%
Dues & Subscriptions	04-100-412410-0000-45810	1,500.00		-	31 1,500.00 0.00%
Bank Charges	04-100-412410-0000-45813	1,000.00		-	35 1,000.00 0.00%
Cigarette Tax Stamps	04-100-412410-0000-45830	3,500.00		-	3,500.00 0.00%
Supplies	04-100-412410-0000-46001	21,000.00		711.99	20,288.01 3.39%
Credit Card Processing	04-100-412410-0000-46002	800.00		369.47	430.53 46.18%
Computer & technology expenses	04-100-412410-0000-46005	7,500.00			7,500.00 0.00%
ARPA Expenses	04-100-412410-0000-46019	-			- 0.00%
Capital Outlay	04-100-412410-0000-48100	-			- 0.00%
Total Treasurer		991,549.00	-	101,194.50	890,354.50 10.21%

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Preliminary

PUBLIC SAFETY

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	to Actual
POLICE DEPARTMENT						
Salaries and Wages	04-100-431100-0000-41100	1,832,216.00		63,133.49	29	1,769,082.51 3.45%
Salaries - Reg OT	04-100-431100-0000-41115	-		2,405.90	29	(2,405.90) 0.00%
Salaries OT	04-100-431100-0000-41120	310,000.00		15,037.02	29	294,962.98 4.85%
Salaries-Selective Enforcement	04-100-431100-0000-41130	19,000.00		-	29	19,000.00 0.00%
Salaries - TDO and ECO	04-100-431100-0000-41135	-		-		- 0.00%
Salaries-Special Events	04-100-431100-0000-41140	20,000.00		3,114.82		16,885.18 15.57%
FTO/Shift Differential	04-100-431100-0000-41150	15,000.00		316.50	29	14,683.50 2.11%
Fica & Medicare Benefits	04-100-431100-0000-42100	174,631.00		5,998.82	29	168,632.18 3.44%
VSRS	04-100-431100-0000-42200	185,635.00		11,404.79		174,230.21 6.14%
Disability	04-100-431100-0000-42210	400.00		33.13		366.87 8.28%
Health Insurance	04-100-431100-0000-42300	383,843.00		24,768.68	29	359,074.32 6.45%
ARPA Payroll	04-100-431100-0000-46023				29	- 0.00%
Ins. - LODA	04-100-431100-0000-42410	25,200.00		21,315.00	36	3,885.00 84.58%
Professional Services	04-100-431100-0000-43152	5,000.00				5,000.00 0.00%
Service Contracts	04-100-431100-0000-43320	200,000.00		43,344.00		156,656.00 21.67%
Community Outreach	04-100-431100-0000-43352	6,000.00		540.00		5,460.00 9.00%
Investigation expenses	04-100-431100-0000-44641	10,000.00		-		10,000.00 0.00%
HEAT Grant Expenses	04-100-431100-0000-45037	-				- 0.00%
Communications	04-100-431100-0000-45200	50,000.00		3,036.61		46,963.39 6.07%
Insurance	04-100-431100-0000-45300	-			30	- 0.00%
Travel & Training	04-100-431100-0000-45500	45,500.00		905.00		44,595.00 1.99%
Accreditation	04-100-431100-0000-45521	-				- 0.00%
Asset Forfeiture Expenses	04-100-431100-0000-45640	-				- 0.00%
Other	04-100-431100-0000-45804	1,800.00				1,800.00 0.00%
Dues & Subscriptions	04-100-431100-0000-45810	45,600.00		1,649.50	31	43,950.50 3.62%
Materials & Supplies	04-100-431100-0000-46001	28,000.00				28,000.00 0.00%
Credit Card Process	04-100-431100-0000-46002	-		85.92	39	(85.92) 0.00%
Computer & Technology Expenses	04-100-431100-0000-46005	27,000.00			37	27,000.00 0.00%
Equipment	04-100-431100-0000-46006	227,200.00				227,200.00 0.00%
Gas	04-100-431100-0000-46008	60,000.00		2,231.39		57,768.61 3.72%
Vehicle Maintenance	04-100-431100-0000-46009	30,000.00				30,000.00 0.00%

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Preliminary

PUBLIC SAFETY

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Notes	Budget	Variance
		Budget	& Rollovers	7/31/2025		to Actual	%
Radio & Equipment repairs	04-100-431100-0000-46010	2,500.00			38	2,500.00	0.00%
Uniforms	04-100-431100-0000-46011	31,500.00				31,500.00	0.00%
Tires	04-100-431100-0000-46016	9,000.00				9,000.00	0.00%
COVID-19 Expenses	04-100-431100-0000-46018	-				-	0.00%
ARPA Expenses	04-100-431100-0000-46019	-				-	0.00%
Capital Outlay	04-100-431100-0000-48100	230,000.00				230,000.00	0.00%
Total Police Department		3,975,025.00		199,320.57		3,775,704.43	5.01%

FIRE DEPARTMENT

State Pass Thru	04-100-432100-0000-45623	38,419.00		-		38,419.00	0.00%
Annual Fuel Contribution	04-100-432300-0000-46008	15,000.00		15,000.00		-	100.00%
Capital Contribution	04-100-432300-0000-45618	19,000.00		19,000.00		-	100.00%
Total Fire Department		72,419.00		34,000.00		38,419.00	46.95%

E911 DISPATCH

E911 Dispatch shared services	04-100-432300-0000-45614	480,000.00		-		480,000.00	0.00%
Total E911 Dispatch		480,000.00		-		480,000.00	0.00%
Total Public Safety		4,527,444.00		-	233,320.57	4,294,123.43	5.15%

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Preliminary

PARKS & RECREATION

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	to Actual
<u>Parks & Recreation</u>						
Salaries and Wages	04-100-471100-0000-41100	512,634.00		18,030.52	29	494,603.48
Salaries-PT	04-100-471100-0000-41110	93,235.00		1,991.37	29	91,243.63
Salaries-OT	04-100-471100-0000-41120, 41115	24,108.00		256.10	29	23,851.90
Fica & Medicare Benefits	04-100-471100-0000-42100	50,398.00		1,443.70	29	48,954.30
VSRS	04-100-471100-0000-42200	51,774.00		3,487.16		48,286.84
Disability	04-100-471100-0000-42210	800.00		66.09		733.91
Health	04-100-471100-0000-42300	120,522.00		9,247.68	29	111,274.32
ARPA Payroll	04-100-471100-0000-46023	-			29	-
Contracted Services	04-100-471100-0000-43300	20,000.00		1,570.89		18,429.11
Advertising	04-100-471100-0000-43600	35,000.00		7,417.50		27,582.50
Communications	04-100-471100-0000-45200	4,500.00		212.35		4,287.65
Insurance	04-100-471100-0000-45300	6,280.00			30	6,280.00
Travel & Training	04-100-471100-0000-45500	3,000.00				3,000.00
Other	04-100-471100-0000-45804	600.00				600.00
Dues & Subscriptions	04-100-471100-0000-45810	6,000.00		3,351.49	31	2,648.51
Office Supplies	04-100-471100-0000-46001	4,500.00				4,500.00
Credit card processing expense	04-100-471100-0000-46002	5,000.00		574.82	39	4,425.18
Computer & technology expenses	04-100-471100-0000-46005	2,500.00			40	2,500.00
Fuel	04-100-471100-0000-46008	9,000.00				9,000.00
Uniforms	04-100-471100-0000-46011	3,000.00				3,000.00
Vehicle Maintenance	04-100-471100-0000-46009	2,000.00				2,000.00
ARPA Fund Capital	04-100-471100-0000-48102	-				-
Capital Outlay	04-100-471100-0000-48100	-				0.00%
Total Parks & Recreation		954,851.00	-	47,649.67		907,201.33
						4.99%

Smithfield Center

Retail Sales & Use Tax	04-100-412100-0000-43100	400.00		137.13		262.87	34.28%
Contracted Services	04-100-412100-0000-43300, 43320	21,000.00		888.78		20,111.22	4.23%
Advertising	04-100-412100-0000-43600	-			41	-	0.00%

Town of Smithfield
FY2026 Adopted Operating Budget
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Preliminary

PARKS & RECREATION

MUNIS ACCOUNT NUMBER	FY 2025-26 Budget	Budget Transfers & Rollovers	Actual 7/31/2025	Notes	Budget	Variance
					to Actual	%
Kitchen Supplies	3,000.00				3,000.00	0.00%
Food Service & Beverage Supplies	5,000.00				5,000.00	0.00%
AV Supplies	-				-	0.00%
Utilities	23,000.00				23,000.00	0.00%
Communications	8,500.00		1,195.87		7,304.13	14.07%
Insurance	6,680.00			30	6,680.00	0.00%
Refund event deposits	4,000.00				4,000.00	0.00%
Office Supplies/Other Supplies	-				-	0.00%
Computer & technology expenses	5,000.00			40	5,000.00	0.00%
Equipment	10,000.00				10,000.00	0.00%
Repairs & Maintenance	55,000.00			42	55,000.00	0.00%
ARPA Expenses	-			43	-	0.00%
Capital Outlay	-		-		-	0.00%
Total Smithfield Center	141,580.00		2,221.78		139,358.22	1.57%

Windsor Castle Park

Contracted Services	04-100-471210-0000-43300	11,000.00		322.41	46	10,677.59	2.93%
Utilities	04-100-471210-0000-45100	750.00				750.00	0.00%
Insurance	04-100-471210-0000-45300	11,088.00			30	11,088.00	0.00%
Equipment Expense	04-100-471210-0000-46006	16,000.00			44	16,000.00	0.00%
Repairs & Maintenance	04-100-471210-0000-46007	50,000.00			47	50,000.00	0.00%
ARPA Capital	04-100-471210-0000-48102	-			45	-	0.00%
Capital Outlay	04-100-471210-0000-48100	-		-		-	0.00%
Total Windsor Castle Park		88,838.00		322.41		88,515.59	0.36%

Windsor Castle Manor House

Contracted Services	04-100-471220-0000-43300, 20	25,000.00		258.68	46	24,741.32	1.03%
Advertising	04-100-471220-0000-43600	-				-	0.00%
Food Service & Beverage Supplies	04-100-471220-0000-44001	-				-	0.00%
Utilities	04-100-471220-0000-45100	6,000.00				6,000.00	0.00%
Communications	04-100-471220-0000-45200	2,500.00		440.00		2,060.00	17.60%
Insurance	04-100-471220-0000-45300	6,020.00			30	6,020.00	0.00%

Town of Smithfield
FY2026 Adopted Operating Budget
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Preliminary

PARKS & RECREATION

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	%
Refund event deposits	04-100-471220-0000-45899	4,000.00		1,000.00		3,000.00 25.00%
Office Supplies/Other Supplies	04-100-471220-0000-46001	-				- 0.00%
Computer & Technology	04-100-471220-0000-46005	-				- 0.00%
Repairs & maintenance	04-100-471220-0000-46007	10,000.00			47 10,000.00	0.00%
ARPA	04-100-471220-0000-46019	-				- 0.00%
Total Windsor Castle Manor House		53,520.00	-	1,698.68	51,821.32	3.17%

Luter Sports Complex

Contracted Services	04-100-471300-0000-43300	18,000.00		466.78		17,533.22	2.59%
Utilities	04-100-471300-0000-45100	11,500.00				11,500.00	0.00%
Communications	04-100-471300-0000-45200	1,800.00		299.98		1,500.02	16.67%
Insurance	04-100-471300-0000-45300	10,500.00			30 10,500.00		0.00%
Office Supplies/Other Supplies	04-100-471300-0000-46001	-				-	0.00%
Computer & Technology	04-100-471300-0000-46005	-				-	0.00%
Structures & Equipment Expense	04-100-471300-0000-46006	-				-	0.00%
Repairs & Maintenance	04-100-471300-0000-46007	65,000.00		505.13		64,494.87	0.78%
ARPA Capital	04-100-471300-0000-48102	-				-	0.00%
Capital Outlay	04-100-471300-0000-48100	2,030,628.00				2,030,628.00	0.00%
Total Luter Sports Complex		2,137,428.00	-	1,271.89	2,136,156.11		0.06%

Miscellaneous

Contributions-WCP	04-100-471200-0000-45653	-		-		-	0.00%
Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100, 4	3,500.00			49 3,500.00		0.00%
Clontz Park ARPA	04-100-471311-0000-46019	-			50 -		0.00%
Jersey Park Playground	04-100-471313-0000-43345	500.00				500.00	0.00%
Pinewood Playground	04-100-471314-0000-43346	-				-	0.00%
Cypress Creek No Wake zone	04-100-471340-0000-43347	-				-	0.00%
Haydens Lane Maintenance	04-100-471315-0000-43348	500.00				500.00	0.00%
Veterans War Memorial	04-100-471316-0000-43349	500.00				500.00	0.00%
Fireworks	04-100-471390-0000-43344	20,000.00			51 20,000.00		0.00%
Total Other Parks & Recreation		25,000.00	-	-		25,000.00	0.00%

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Preliminary

PARKS & RECREATION

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	7/31/2025	Notes	to Actual
TOTAL PARKS & RECREATION	3,401,217.00	-	53,164.43	3,348,052.57	1.56%

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MUSEUM

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	to Actual
Salaries	04-100-472200-0000-41100	143,491.00		6,941.33	29	136,549.67 4.84%
Salaries-Part Time	04-100-472200-0000-41110	57,775.00		1,993.66	29	55,781.34 3.45%
FICA	04-100-472200-0000-42100	16,102.00		669.70	29	15,432.30 4.16%
VSRS	04-100-472200-0000-42200	14,418.00		1,401.68		13,016.32 9.72%
Disability	04-100-472200-0000-42210	500.00		38.03		461.97 7.61%
Health	04-100-472200-0000-42300	19,100.00		2,387.40		16,712.60 12.50%
ARPA Payroll	04-100-472200-0000-46023	-			29	- 0.00%
Operating expenses						
Contracted services	04-100-472200-0000-43300	3,400.00				3,400.00 0.00%
Advertisinig	04-100-472200-0000-43600	1,500.00				1,500.00 0.00%
Communications	04-100-472200-0000-45200	725.00		690.46		34.54 95.24%
Insurance	04-100-472200-0000-45300	2,430.00			30	2,430.00 0.00%
Travel/Training	04-100-472200-0000-45500	500.00				500.00 0.00%
Dues & Subscriptions	04-100-472200-0000-45810	800.00			31	800.00 0.00%
Supplies	04-100-472200-0000-46001	11,000.00				11,000.00 0.00%
Computer and Technology	04-100-472200-0000-46005	2,140.00				2,140.00 0.00%
ARPA	04-100-472200-0000-46019	-				- 0.00%
Gift Shop-to be funded by gift shop proceeds						
Sales & Use Tax	04-100-472200-0000-43100	1,000.00		208.90		791.10 20.89%
Credit card processing fees	04-100-472200-0000-46002	800.00		177.09		622.91 22.14%
Programming/Exhibits	04-100-472200-0000-46025	-				- 0.00%
Gift Shop expenses	04-100-472200-0000-46014	9,000.00		1,213.36	52	7,786.64 13.48%
Total Museum		284,681.00	-	15,721.61		268,959.39 5.52%

Museum Contributions

Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	10,000.00	\$	-	10,000.00	0.00%
Total Museum Contributions		10,000.00		-	10,000.00	0.00%

TOTAL MUSEUM		294,681.00		15,721.61		278,959.39 5.34%
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Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Preliminary

Community Development & Planning

	MUNIS ACCOUNT NUMBER	FY 2025-26 Budget	Budget Transfers & Rollovers	Actual 7/31/2025	Notes	Budget to Actual	Variance %
Administration							
Salaries	04-100-481100-0000-41100	278,726.00		8,414.12	29	270,311.88	3.02%
Salaries-OT	04-100-481100-0000-41120	1,800.00		168.30	29	1,631.70	9.35%
FICA	04-100-481100-0000-42100	22,459.00		648.22	29	21,810.78	2.89%
VSRS	04-100-481100-0000-42200	28,510.00		2,303.31		26,206.69	8.08%
Disability	04-100-481100-0000-42210	750.00		87.25		662.75	11.63%
Health	04-100-481100-0000-42300	28,649.00		2,466.48	29	26,182.52	8.61%
ARPA Payroll	04-100-481100-0000-46023	-				-	0.00%
GIS	04-100-481100-0000-43001	10,000.00				10,000.00	0.00%
Site Plan Review	04-100-481100-0000-43141	15,000.00				15,000.00	0.00%
Professional Services	04-100-481100-0000-43152	20,000.00				20,000.00	0.00%
Shared Services-IOW Inspection Services	04-100-441300-0000-43143	72,500.00				72,500.00	0.00%
Contractual	04-100-481100-0000-43320	6,000.00		230.94		5,769.06	3.85%
Communications	04-100-481100-0000-45200	6,000.00		561.04		5,438.96	9.35%
Insurance	04-100-481100-0000-45300	5,700.00			30	5,700.00	0.00%
Travel & Training	04-100-481100-0000-45500	7,500.00		5,500.00		2,000.00	73.33%
Other	04-100-481100-0000-45804	1,000.00				1,000.00	0.00%
Dues & Subscriptions	04-100-481100-0000-45810	2,500.00			31	2,500.00	0.00%
Materials & Supplies	04-100-481100-0000-46001	6,000.00				6,000.00	0.00%
Repairs & Maintenance	04-100-481100-0000-46007	5,000.00				5,000.00	0.00%
Gas	04-100-481100-0000-46008	10,000.00				10,000.00	0.00%
Uniforms	04-100-481100-0000-46011	-				-	0.00%
ARPA	04-100-481100-0000-46019	-				-	0.00%
Capital Expenditures	04-100-481100-0000-48100	-				-	0.00%
Total Community Development & Planning Administration		528,094.00	-	20,379.66		507,714.34	3.86%

Pinewood Heights Project

Project Expenditures						-	0
Pinewood Heights-Phase II	04-100-432315-0000-42701-misc	-				-	0.00%
Pinewood Heights-Phase III	04-100-432315-0000-42701-misc	-				-	0.00%
Pinewood Heights Phase IV	04-100-432315-0000-42704, 42715	-				-	0.00%
Pinewood Heights Phase IV Capital Outlay	04-100-432315-0000-42701-48100	125,000.00				125,000.00	0.00%
Total Pinewood Heights-All Phases		125,000.00	-	-		125,000.00	0.00%

Community Development-Other

Town of Smithfield
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Community Development & Planning

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance	
		Budget	& Rollovers	7/31/2025	Notes	%	
Hampton Roads Planning District Commission	04-100-432302-0000-45621	22,000.00		12,983.00	53	9,017.00	59.01%
Tourism Bureau	04-100-432302-0000-45607	350,000.00				350,000.00	0.00%
Chamber of Commerce	04-100-432302-0000-45609	6,000.00				6,000.00	0.00%
Total Community Development Other		378,000.00		12,983.00		365,017.00	3.43%
 Total Community Planning & Development		1,031,094.00	-	33,362.66		997,731.34	3.24%

Town of Smithfield
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Public Works

	MUNIS ACCOUNT NUMBER	FY 2025-26 Budget	Budget Transfers & Rollovers		Actual 7/31/2025	Notes	Budget to Actual	Variance %
Salaries	04-100-441300-0000-41100	212,622.00			10,070.23	29	202,551.77	4.74%
Salaries - Reg OT	04-100-441300-0000-41115	-			37.52	29	(37.52)	0.00%
Salaries-OT (includes special events)	04-100-441300-0000-41120	11,205.00			358.34	29	10,846.66	3.20%
FICA	04-100-441300-0000-42100	17,010.00			748.37	29	16,261.63	4.40%
VSRS	04-100-441300-0000-42200	20,405.00			1,713.35		18,691.65	8.40%
Disability	04-100-441300-0000-42210	2,500.00			184.64		2,315.36	7.39%
Health	04-100-441300-0000-42300	36,550.00			3,023.67		33,526.33	8.27%
ARPA Payroll	04-100-441300-0000-46023	-				29	-	0.00%
GIS	04-100-441300-0000-43001	2,000.00					2,000.00	0.00%
Site Plan Review	04-100-441300-0000-43141	5,000.00					5,000.00	0.00%
Professional Services	04-100-441300-0000-43152	40,000.00					40,000.00	0.00%
Shared Services-IOW Inspection Services	04-100-441300-0000-43143	80,000.00					80,000.00	0.00%
Contractual	04-100-441300-0000-43300, 43320	8,000.00			537.08		7,462.92	6.71%
Trash Collection	04-100-441300-0000-43330	280,000.00					280,000.00	0.00%
Street Lights	04-100-441300-0000-45101	3,000.00					3,000.00	0.00%
Communications	04-100-441300-0000-45200	7,500.00			722.46		6,777.54	9.63%
Insurance	04-100-441300-0000-45300	-				30	-	0.00%
Travel & Training	04-100-441300-0000-45500	5,000.00					5,000.00	0.00%
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	5,000.00			174.14		4,825.86	3.48%
Accreditation	04-100-441300-0000-45521	10,000.00					10,000.00	0.00%
Safety Grant Expenses	04-100-441300-0000-45530	-					-	0.00%
Other	04-100-441300-0000-45804	2,500.00			382.11		2,117.89	15.28%
Dues & Subscriptions	04-100-441300-0000-45810	1,500.00				31	1,500.00	0.00%
Materials & Supplies	04-100-441300-0000-46001	5,000.00					5,000.00	0.00%
Computer & Technology	04-100-441300-0000-46005	11,000.00					11,000.00	0.00%
Repairs & Maintenance	04-100-441300-0000-46007	10,000.00			412.88	54	9,587.12	4.13%
Gas	04-100-441300-0000-46008	10,000.00			448.00		9,552.00	4.48%
Uniforms	04-100-441300-0000-46011	4,000.00					4,000.00	0.00%
Litter Control Grant Expense	04-100-441300-0000-46012	2,500.00					2,500.00	0.00%
ARPA Funded Capital Projects	04-100-441300-0000-48102	-				55	-	0.00%
Capital Expenditures	04-100-441300-0000-48100	651,000.00					651,000.00	0.00%
Total Public Works		1,443,292.00		-	18,812.79		1,424,479.21	1.30%

Miscellaneous Public Works

Waterworks Dam -professional fees	04-100-471350-0000-43152	40,000.00					40,000.00	0.00%
Waterworks Dam - repairs & Maint	04-100-471350-0000-46007	-					-	
Waterworks Dam-(decommission?)		-					-	0.00%
Total Miscellaneous Public Works		40,000.00		-			40,000.00	0.00%

Total Public Works Expenses	1,483,292.00	-	18,812.79	1,464,479.21	1.27%
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Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Preliminary

Public Buildings

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	to Actual
Salaries-Part Time	04-100-443200-0000-41110	45,140.00		1,539.09	29	43,600.91 3.41%
FICA	04-100-443200-0000-42100	3,612.00		117.73	29	3,494.27 3.26%
ARPA Payroll	04-100-443200-0000-46023	-			29	- 0.00%
Professional Services	04-100-443200-0000-43152	75,000.00				75,000.00 0.00%
Contractual	04-100-443200-0000-43300, 43320	35,000.00		1,028.85		33,971.15 2.94%
Utilities	04-100-443200-0000-45100	65,000.00		219.90		64,780.10 0.34%
Communications	04-100-443200-0000-45200	2,500.00		353.93		2,146.07 14.16%
Insurance	04-100-443200-0000-45300	13,500.00			30	13,500.00 0.00%
Other	04-100-443200-0000-45804	500.00				500.00 0.00%
Materials & Supplies	04-100-443200-0000-46001,4	4,500.00				4,500.00 0.00%
Computer & Technology	04-100-443200-0000-46005	40,000.00			56	40,000.00 0.00%
Equipment Expense	04-100-443200-0000-46006	-				- 0.00%
Repairs & Maintenance	04-100-443200-0000-46007	75,000.00		305.51		74,694.49 0.41%
ARPA expenses	04-100-443200-0000-46019	-			57	- 0.00%
ARPA Capital	04-100-443200-0000-48102	-			57	- 0.00%
Capital Expenditures	04-100-443200-0000-48100	50,000.00				50,000.00 0.00%
Total Public Buildings		409,752.00	-	3,565.01		406,186.99 0.87%

Town of Smithfield
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Contributions

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	to Actual
Parks, Recreation, and Cultural						
Isle of Wight Arts League	04-100-432301-0000-45601	10,000.00		10,000.00		- 100.00%
Farmers Market	04-100-432301-0000-45617	3,000.00		3,000.00		- 100.00%
Friends of the Library	04-100-473100-0000-45605	3,289.00		3,289.00		- 100.00%
Total Cultural Contributions		16,289.00		16,289.00		- 100.00%
Contributions-Community Development						
Genieve Shelter	04-100-432302-0000-45606	15,000.00		15,000.00		- 100.00%
TRIAD	04-100-432302-0000-45611	1,650.00			1,650.00	0.00%
Christian Outreach	04-100-432302-0000-45620	13,000.00		13,000.00		- 100.00%
Western Tidewater Free Clinic	04-100-432302-0000-45632	11,195.00		11,195.00		- 100.00%
Schoolhouse Museum	04-100-472500-0000-45622	5,376.00		5,376.00		- 100.00%
Old Courthouse Contribution	04-100-472500-0000-45613	5,000.00		5,000.00		- 100.00%
Total Contributions-Community Development		51,221.00		49,571.00	1,650.00	96.78%
TOTAL CONTRIBUTIONS		67,510.00		65,860.00	1,650.00	97.56%

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Preliminary

Non-Departmental

	MUNIS ACCOUNT NUMBER	FY 2025-26 Budget	Budget Transfers & Rollovers	Actual 7/31/2025	Notes	Budget to Actual	Variance %
OPERATING/CAPITAL RESERVE							
Insurance	04-100-491100-0000-45300	246,832.00		60,466.00		186,366.00	24.50%
Contribution to Route 10 and Turner Drive Project		902,000.00				902,000.00	0.00%
Appropriation to Reserves		-				-	0.00%
Tax Relief for the Elderly/Veterans	04-100-491100-0000-45804	80,000.00				80,000.00	0.00%
TOTAL NON DEPARTMENTAL		1,228,832.00		60,466.00		80,000.00	

Town of Smithfield
FY2026 Adopted Operating Budget
GENERAL FUND EXPENDITURES

Debt Service

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	to Actual
Principal Retirement						
Police Evidence Building	04-100-495500-0000-49509	-			-	-
Public Safety Radio System	04-100-495500-0000-49518	-			-	-
Police Vehicles	04-100-495500-0000-49523	186,290.00		15,524.02	170,765.98	8.33%
GO Bond 2020A2	04-100-495500-0000-49521	314,253.00			314,253.00	0.00%
Interest and fiscal charges						
Police Evidence Building	04-100-495500-0000-49510	-			-	0.00%
Public Safety Radio System	04-100-495500-0000-49519	-			-	
Police Vehicles	04-100-495500-0000-49524	-			-	
GO Bond 2020A2	04-100-495500-0000-49522	39,386.00			39,386.00	0.00%
Total Debt Service		539,929.00		15,524.02	524,404.98	2.88%

**Town of Smithfield
GENERAL FUND
FY2025-26 CAPITAL BUDGET**

8/20/2025

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	7/31/2025	Notes	to Actual
GENERAL GOVERNMENT EXPENSES					
TOWN MANAGER					
Website Redesign	04-100-412010-0000-48100	-	-	-	0.00%
TREASURER					
Treasurer- software conversion	04-100-412410-0000-48100	-	-	-	0.00%
PUBLIC SAFETY					
Police Department-police vehicles	04-100-431100-0000-48100	230,000.00		230,000.00	0.00%
PARKS, RECREATION & CULTURAL					
Maintenance buildings at LCS, WCP (ARPA FUNDED)	04-100-471100-0000-48102	2,000,000.00		2,000,000.00	0.00%
LSC - washout repairs	04-100-471300-0000-48100	30,628.00		30,628.00	0.00%
Windsor Castle Park Bridge Repairs	04-100-471210-0000-48102			-	0.00%
Windsor Castle Park Bridge Repairs	04-100-471210-0000-48100			-	0.00%
Total Parks & Recreation		2,030,628.00	-	-	2,030,628.00
PUBLIC WORKS					
Nike Park Recreational Trail	04-100-441300-0000-48100	136,000.00		136,000.00	0.00%
Battery Park Drainage Project - Villas	04-100-441300-0000-48100	400,000.00		400,000.00	0.00%
Vehicle Replacement (split Hwy, Wtr, Swr, PW)	04-100-441300-0000-48100	75,000.00		75,000.00	
Streetlights	04-100-441300-0000-48100	40,000.00		40,000.00	
Emergency Exit from Brown's	04-100-441300-0000-48100			-	
Total Public Works		651,000.00	-	-	651,000.00
PUBLIC BUILDINGS					
Public Buildings					
Public Works Training Room	04-100-443200-0000-48100	50,000.00		50,000.00	
Replacement Christmas Garland	04-100-443200-0000-48100			-	
Total Public Buildings		50,000.00	-	-	50,000.00
Total General Fund Capital Expenses		2,961,628.00	-	-	2,961,628.00
					0.00%

**Town of Smithfield
GENERAL FUND
FY2025-26 CAPITAL BUDGET**

8/20/2025

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance	
	Budget	& Rollovers	7/31/2025	Notes	to Actual	%
GENERAL GOVERNMENT EXPENSES						
PUBLIC SAFETY						
Police Department-Retention Training	04-100-431100-0000-46018				-	
PARKS, RECREATION & CULTURAL						
LSC & WCP Maintenance Buildings					-	0.00%
LSC Football Field concessions and restroom					-	0.00%
Paving Jericho Road					-	
Paving Clontz Park					-	
Manor House Paving					-	
Top Dresser					-	
Trash Cans					-	
Mower					-	
LSC Improvements -Lighting	04-100-471300-0000-46019				-	
WCP Trail Repairs	04-100-471210-0000-46019				-	
WCP Bridge and Pier Repairs	04-100-471210-0000-48102				-	
Clontz Park-demolish gazebo and reconstruction pier	04-100-471311-0000-46019				-	
Smithfield Center Doors					-	
Replace deck at Smithfield Center	04-100-412100-0000-46019				-	
Total Parks & Recreation		-	-	-	-	0.00%
PUBLIC WORKS - Stormwater						
Water Line Contribution - Isle of Wight					-	
310 Winchester Pipe Repair					-	
The Machrie Pipe Replacement					-	
512 hickory Crescent Pipe Replacement					-	
Pagan Road Stormwater Project (ARPA)-started in 2022					-	
204 Barcroft Dr Pipe Replacement					-	
310 Buckingham Way DI Repair					-	
Battery Park Drainage Project-Villas (ARPA)-started in 2022					-	
Grace St Sidewalk Repairs					-	
Stormwater Project contingency					-	
Stormwater GIS Database					-	
Total Public Works		-	-	-	-	
Tourism						
Wayfinding Signs					-	
Town Benches					-	
Smithfield Times Gazebo					-	
Total Tourism		-	-	-	-	
Miscellaneous						
COVID Supplies					-	
AS400 Update					-	
Treasurer's Office Equipment					-	
Total General Fund Capital Expenses		-	-	-	-	0.00%

Town of Smithfield
FY2026 Adopted Operating Budget
HIGHWAY FUND
Preliminary

8/20/2025

Highway

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	%
HIGHWAY REVENUES						
Interest Income	03-204-341200-0000-31501	500.00		22.55		477.45 4.51%
Revenue - Commwlth of VA	03-204-341200-0000-34060	1,810,074.00		-	1	1,810,074.00 0.00%
Carryforward from prior years	N/A	-			2	-
Total Highway Fund Revenue		1,810,574.00	-	22.55		1,810,551.45 0.00%
	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	%
HIGHWAY EXPENSES						
Salaries	04-204-441200-0000-41100	373,421.00		11,295.16	3	362,125.84 3.02%
FICA	04-204-441200-0000-42100	28,517.00		826.28	3	27,690.72 2.90%
VRS	04-204-441200-0000-42200	34,284.00		1,718.82		32,565.18 5.01%
Health	04-204-441200-0000-42300	60,444.00		3,411.86		57,032.14 5.64%
Maintenance	04-204-441200-0000-43104	973,908.00	(31,000.00)	5,789.52	4	937,118.48 0.61%
Grass	04-204-441200-0000-43105	110,000.00		6,602.46	5	103,397.54 6.00%
VAC Truck Repairs	04-204-441200-0000-43107	5,000.00		35.17		4,964.83 0.70%
Professional services	04-204-441200-0000-43152	15,000.00		800.00		14,200.00 5.33%
Stormwater Management Program (regional)	04-204-441200-0000-43999	5,000.00		3,383.00		1,617.00 67.66%
Street Lights	04-204-441200-0000-45101	135,000.00		686.34	6	134,313.66 0.51%
Insurance	04-204-441200-0000-45300	-			7	-
Bank Charges	04-204-441200-0000-45813	-				0.00%
Fuel	04-204-441200-0000-46008	20,000.00		448.00		19,552.00 2.24%
Vehicle Maintenance	04-204-441200-0000-46009	20,000.00		-	8	20,000.00 0.00%
Uniforms	04-204-441200-0000-46011	5,000.00		-	9	5,000.00 0.00%
ARPA	04-204-441200-0000-48102					0.00%
Capital Outlay	04-204-441200-0000-48100	25,000.00	31,000.00			56,000.00 0.00%
Carryforward to next year	N/A	-				- 0.00%
Total Highway Fund Expense		1,810,574.00	-	34,996.61		1,775,577.39 1.93%

HIGHWAY NOTES JULY 31, 2025		
Revenues:		
1	Revenue - Commonwealth of VA	Nothing received in July, which is typical.
2	Carryforward from prior years	
Expenses:		
3	Salaries/Fica	
4	Highway Maintenance	
5	Grass Cutting	
6	Street Lights	
7	Insurance	
8	Vehicle Maintenance	
9	Uniforms	

Town of Smithfield
HIGHWAY FUND
FY2025-26 CAPITAL BUDGET

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	7/31/2025	Notes	to Actual %
Highway					
Vehicle Replacement (split HWY, WTR, SWR)	04-204-441200-0000-48100	25,000.00			25,000.00
Salt/Sand Spreader	04-204-441200-0000-48100				-
Lawnmowers	04-204-441200-0000-48100				-
					-
					-
Total Highway Capital Expenses		25,000.00	-	-	25,000.00

ARPA

Stormwater

04-204-441200-0000-48102

Town of Smithfield
FY2026 Adopted Operating Budget
SEWER FUND
Preliminary

8/20/2025

SEWER FUND

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	%
SEWER REVENUES						
Sewer Charges	03-006-342070-0000-31101	1,490,700.00			1	1,490,700.00
Availability Fees	03-006-342070-0000-31102	247,200.00		67,640.00	2	179,560.00
Pro Rata Share Fees	03-006-342070-0000-31103	-		2,400.00	3	2,400.00
Connection fees	03-006-342070-0000-31104	95,000.00		20,540.00	4	74,460.00
Miscellaneous Revenue	03-006-342070-0000-31105	-				-
Interest Revenue	03-006-342070-0000-31501	90,000.00		12,316.20		77,683.80
Sewer Compliance Fee	03-006-342070-0000-31608	400,000.00			1	400,000.00
ARPA Funding	03-006-342070-0000-31619	-			5	-
Appropriated fund balance for budget	Balance Sheet	-			6	-
Total Sewer Revenue		2,322,900.00	0.00	102,896.20		4.43%

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	%

SEWER EXPENSES

Salaries	04-006-442070-0000-41100	447,847.00		13,263.57	7	434,583.43	2.96%
FICA	04-006-442070-0000-42100	33,509.00		970.16	7	32,538.84	2.90%
VRS	04-006-442070-0000-42200	39,474.00		2,381.77	7	37,092.23	6.03%
Health	04-006-442070-0000-42300	61,565.00		4,780.32	7	56,784.68	7.76%
VAC Truck Repairs & Maintenance	04-006-442070-0000-43107	10,000.00		105.52		9,894.48	1.06%
Audit	04-006-442070-0000-43120	9,000.00				9,000.00	0.00%
Legal	04-006-442070-0000-43150	5,000.00				5,000.00	0.00%
Professional Fees	04-006-442070-0000-43152	40,000.00				40,000.00	0.00%
Contractual	04-006-442070-0000-43300,43320	5,000.00				5,000.00	0.00%
HRPDC sewer programs	04-006-442070-0000-43997	1,500.00		1,233.00	8	267.00	82.20%
Data Processing	04-006-442070-0000-44100	20,000.00		332.01		19,667.99	1.66%
Utilities	04-006-442070-0000-45100	50,000.00		428.73		49,571.27	0.86%
Communications	04-006-442070-0000-45200	13,000.00		1,456.25		11,543.75	11.20%
SCADA Expenses	04-006-442070-0000-45204	15,000.00				15,000.00	0.00%
Insurance	04-006-442070-0000-45300	20,000.00			9	20,000.00	0.00%
Materials & Supplies	04-006-442070-0000-45400, 46001	65,000.00		1,426.75		63,573.25	2.20%
Travel & Training	04-006-442070-0000-45500	5,000.00				5,000.00	0.00%

Town of Smithfield
FY2026 Adopted Operating Budget
SEWER FUND
Preliminary

8/20/2025

SEWER FUND

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	7/31/2025	Notes	%
Miscellaneous	04-006-442070-0000-45804	1,500.00			1,500.00	0.00%
Dues & Subscriptions	04-006-442070-0000-45810	200.00			200.00	0.00%
Bank charges	04-006-442070-0000-45813	200.00			200.00	0.00%
Equipment Expense	04-006-442070-0000-46006	60,000.00			60,000.00	0.00%
Maintenance & Repairs	04-006-442070-0000-46007	325,000.00		4,631.91	320,368.09	1.43%
Fuel	04-006-442070-0000-46008	15,000.00		448.00	14,552.00	2.99%
Vehicle Maintenance	04-006-442070-0000-46009	10,000.00			10,000.00	0.00%
Uniforms	04-006-442070-0000-46011	7,500.00			7,500.00	0.00%
Pump Replacement & Conditioning	04-006-442070-0000-46015	150,000.00			150,000.00	0.00%
ARPA	04-006-442070-0000-46019, 48102	-			-	0.00%
Debt Service	04-006-442070-0000-49000	200,000.00		497.62	199,502.38	0.25%
Bad Debt Expense	04-006-442070-0000-49004	-			-	0.00%
Depreciation Expense	04-006-442070-0000-49102	82,605.00			82,605.00	0.00%
Capital Expenditures		630,000.00			630,000.00	0.00%
Total Sewer Expenditures		2,322,900.00		31,955.61	2,290,944.39	1.38%

<u>SEWER NOTES AS OF JULY 31, 2025</u>		
Revenues		
1	<u>Sewer Charges/Sewer Compliance</u>	Typically booked in August, time to true up the revenue.
2	<u>Availability fees</u>	42,920 higher than prior year same period
3	<u>Pro-Rata Share Fees</u>	4,800 less than prior year for the same month.
4	<u>Connection Fees</u>	11.060 higher than prior year for the same month
5	<u>ARPA Funding</u>	
6	<u>Appropriated Fund Balance</u>	
Expenses		-
7	<u>Salaries and payroll taxes</u>	
8	<u>HRPDC Sewer Programs</u>	Tracking to prior year
9	<u>Insurance</u>	
10	<u>Vehicle Maintenance</u>	
11	<u>Uniforms</u>	
12	<u>Pump replacement/conditioning</u>	
13	<u>ARPA</u>	
14	<u>Debt Service</u>	VAC Truck paid each year 99,000 (a portion is booked to Sewer)

Town of Smithfield
FY2026 Adopted Operating Budget
WATER FUND

8/20/2025

Preliminary

WATER FUND

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	7/31/2025	Notes	to Actual
WATER REVENUES					
Water Sales	03-006-342060-0000-31101	2,111,880.00		3,785.50	1 2,108,094.50 0.18%
Debt Service Revenue	03-006-342060-0000-31109	268,000.00			1 268,000.00 0.00%
Availability Fees	03-006-342060-0000-31102	175,000.00		59,340.00	2 115,660.00 33.91%
Pro Rata Share Fees	03-006-342060-0000-31103	-		2,400.00	3 2,400.00 0.00%
Connection fees	03-006-342060-0000-31104	50,000.00		8,580.00	4 41,420.00 17.16%
Miscellaneous	03-006-342060-0000-31105	-		4,550.00	5 4,550.00 0.00%
Application Fees	03-006-342060-0000-31106	11,000.00		2,393.00	8,607.00 21.75%
Interest Revenue	03-006-342060-0000-31501	145,800.00		11,469.67	134,330.33 7.87%
ARPA Revenue	03-006-342060-0000-31619, 350	-			6 -
Contributions from IOW	03-006-342060-0000-31628	-			- 0.00%
Appropriated fund balance for budget	n/a	750,000.00			7 750,000.00 0.00%
Total Water Revenues		3,511,680.00	-	92,518.17	3,433,061.83 2.63%

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	7/31/2025	Notes	to Actual
WATER EXPENSES					
Salaries	04-006-442060-0000-41100	636,376.00		22,112.02	8 614,263.98 3.47%
FICA	04-006-442060-0000-42100	50,911.00		1,613.60	8 49,297.40 3.17%
VRS	04-006-442060-0000-42200	57,792.00		3,463.05	8 54,328.95 5.99%
Health	04-006-442060-0000-42300	103,901.00		6,959.95	8 96,941.05 6.70%
ARPA Payroll	04-006-442060-0000-46023	-			8 - 0.00%
Audit	04-006-442060-0000-43120	9,000.00			9,000.00 0.00%
Legal	04-006-442060-0000-43150	1,000.00			1,000.00 0.00%
Professional Services	04-006-442060-0000-43152	32,000.00			9 32,000.00 0.00%
Contractual	04-006-442060-0000-43320	15,000.00			15,000.00 0.00%
Regional Water Supply Study	04-006-442060-0000-43998	5,000.00		3,660.00	10 1,340.00 73.20%
Data Processing	04-006-442060-0000-44100	20,000.00		332.01	
					19,667.99 1.66%

Town of Smithfield
FY2026 Adopted Operating Budget
WATER FUND

8/20/2025

Preliminary

WATER FUND

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Notes	Budget	Variance
		Budget	& Rollovers	7/31/2025		to Actual	%
Utilities	04-006-442060-0000-45100	3,000.00				3,000.00	0.00%
Communications	04-006-442060-0000-45200	12,000.00		1,456.22		10,543.78	12.14%
Insurance	04-006-442060-0000-45300	40,000.00			11	40,000.00	0.00%
Materials & Supplies	04-006-442060-0000-45400	140,000.00		3,076.40		136,923.60	2.20%
Travel and Training	04-006-442060-0000-45500	5,000.00				5,000.00	0.00%
Other Expense	04-006-442060-0000-45804	515,000.00		509,984.00	12	5,016.00	99.03%
Dues & Subscriptions	04-006-442060-0000-45810	2,000.00		550.00	13	1,450.00	27.50%
Bank service charges-credit card fees	04-006-442060-0000-45813	1,200.00		656.28	19	543.72	54.69%
Equipment Expense	04-006-442060-0000-46006	4,000.00				4,000.00	0.00%
Maintenance & Repairs	04-006-442060-0000-46007	75,000.00		13,957.84		61,042.16	18.61%
Fuel	04-006-442060-0000-46008	20,000.00		448.00		19,552.00	2.24%
Vehicle Maintenance	04-006-442060-0000-46009	10,000.00			18	10,000.00	0.00%
Uniforms	04-006-442060-0000-46011	10,000.00			14	10,000.00	0.00%
Capital Expenditures	04-006-442060-0000-47000				15	-	0.00%
RO Annual costs							
Contract Services	04-006-442061-0000-43300	15,000.00		25.00		14,975.00	0.17%
Power	04-006-442061-0000-45100	150,000.00				150,000.00	0.00%
HRSD	04-006-442061-0000-45102	500,000.00				500,000.00	0.00%
Communication	04-006-442061-0000-45200	13,000.00		1,623.72		11,376.28	12.49%
Supplies	04-006-442061-0000-45400	35,000.00		602.10	16	34,397.90	1.72%
Chemicals	04-006-442061-0000-45413	120,000.00		6,491.07	16	113,508.93	5.41%
Travel and training	04-006-442061-0000-45500	5,000.00				5,000.00	0.00%
Miscellaneous	04-006-442061-0000-45804	500.00				500.00	0.00%
Dues & Subscriptions	04-006-442061-0000-45810	2,000.00				2,000.00	0.00%
Maintenance and Repairs	04-006-442061-0000-46007	120,000.00				120,000.00	0.00%
Vehicle Maintenance	04-006-442061-0000-46009	3,000.00			18	3,000.00	0.00%
ARPA Capital	04-006-442061-0000-46019					-	0.00%
Debt Service	04-006-442060-0000-49000	330,000.00		3,140.22	17	326,859.78	0.95%
Bad Debt Expense	04-006-442060-0000-49004	-				-	0.00%
Depreciation Expense	04-006-442060-0000-49102					-	0.00%
Bond Issuance Costs	04-006-442060-0000-49511	-				-	0.00%
Transfers to Operating Reserves	balance sheet	-				-	0.00%

Town of Smithfield
FY2026 Adopted Operating Budget
WATER FUND

8/20/2025

Preliminary

WATER FUND

MUNIS ACCOUNT NUMBER	FY 2025-26		Budget Transfers	Actual	Notes	Budget	Variance
	Budget	& Rollovers	7/31/2025	to Actual			%
Capital Expenditures	04-006-442061-0000-47000	450,000.00				450,000.00	0.00%
Total Water Expenditures		3,511,680.00	-	580,151.48		2,931,528.52	16.52%

WATER NOTES AS OF JULY 31, 2025		
Revenues		
1	<u>Water Charges/Water Debt Service</u>	Typically booked in August, time to true up the revenue.
2	<u>Availability fees</u>	43,020 higher than prior year same month.
3	<u>Pro-Rata Share Fees</u>	4,800 less than prior year same period
4	<u>Connection Fees</u>	4,620 higher than prior year same period
5	<u>Miscellaneous Revenues</u>	2,450 higher than prior year same period
6	<u>ARPA Funding</u>	
7	<u>Appropriated Fund Balance</u>	-
Expenses		
8	<u>Salaries and payroll taxes</u>	
9	<u>Professional fees</u>	
10	<u>Regional Water Supply Study</u>	
11	<u>Insurance</u>	
12	<u>Other</u>	Includes 500,000 IOW water/sewer agreement paid 7/14/25
13	<u>Dues & Subscriptions</u>	Tracking to last year
14	<u>Uniforms</u>	
15	<u>ARPA</u>	

<u>WATER NOTES AS OF JULY 31, 2025</u>		
16	<u>RO Supplies/Chemicals</u>	7,870 higher than prior year
17	<u>Debt Service</u>	VAC Truck paid each year 99,000 (a portion is booked to Sewer)
18	<u>Vehicle Maintenance</u>	
19	<u>Bank Service Fees</u>	Admin fees for investment at OPB

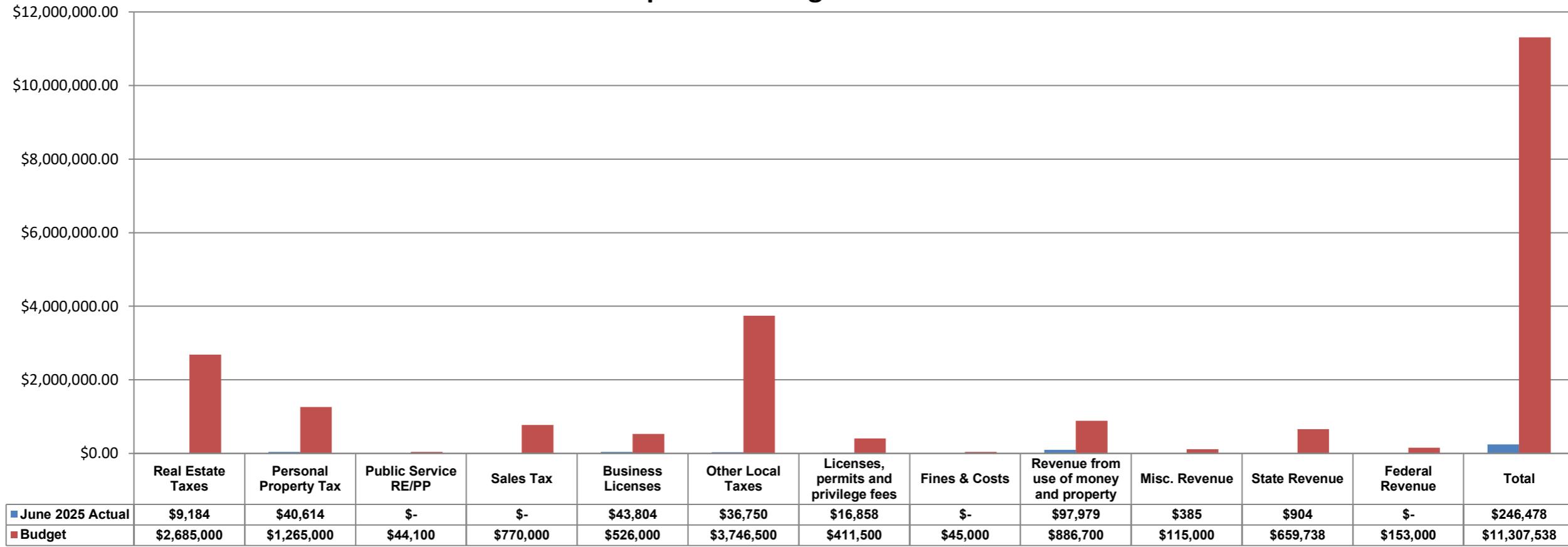
**Town of Smithfield
SEWER AND WATER
FY20245-26 CAPITAL BUDGET**

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	7/31/2025	Notes	to Actual
UTILITY CAPITAL EXPENSES					
SEWER					
Bypass Pump	04-006-442070-0000-47012	170,000.00			170,000.00 0.00%
Sewer Rehab - Pipes & Manholes	04-006-442070-0000-47000	100,000.00			100,000.00 0.00%
Pump Station Rehabilitation	04-006-442070-0000-47000	200,000.00			200,000.00 0.00%
Vehicle Replacement (split Hwy, Wtr, Swr, PW)	04-006-442070-0000-47005	25,000.00			25,000.00 0.00%
Antenna Towers	04-006-442070-0000-47012	60,000.00			60,000.00 0.00%
Sewer Main Replacement - Main Street - 300 Block	04-006-442070-0000-47012	75,000.00			75,000.00 0.00%
SCADA Radio Replacement	04-006-442070-0000-47012				-
TOTAL SEWER		630,000.00	-	-	630,000.00 0.00%
WATER					
Water Main Replacement - Main Street - 300 Block	04-006-442061-0000-47000	75,000.00			75,000.00 0.00%
2nd RO Skid Funding	04-006-442060-0000-47000	200,000.00			200,000.00 0.00%
Vehicle Replacement (split Hwy, Wtr, Swr, PW)	04-006-442060-0000-47005	25,000.00			25,000.00 0.00%
Fire Hydrant Replacement	04-006-442060-0000-47000	50,000.00			50,000.00 0.00%
Water Meter Replacements	04-006-442060-0000-47012	100,000.00			100,000.00 0.00%
TOTAL WATER		450,000.00	-	-	450,000.00 0.00%

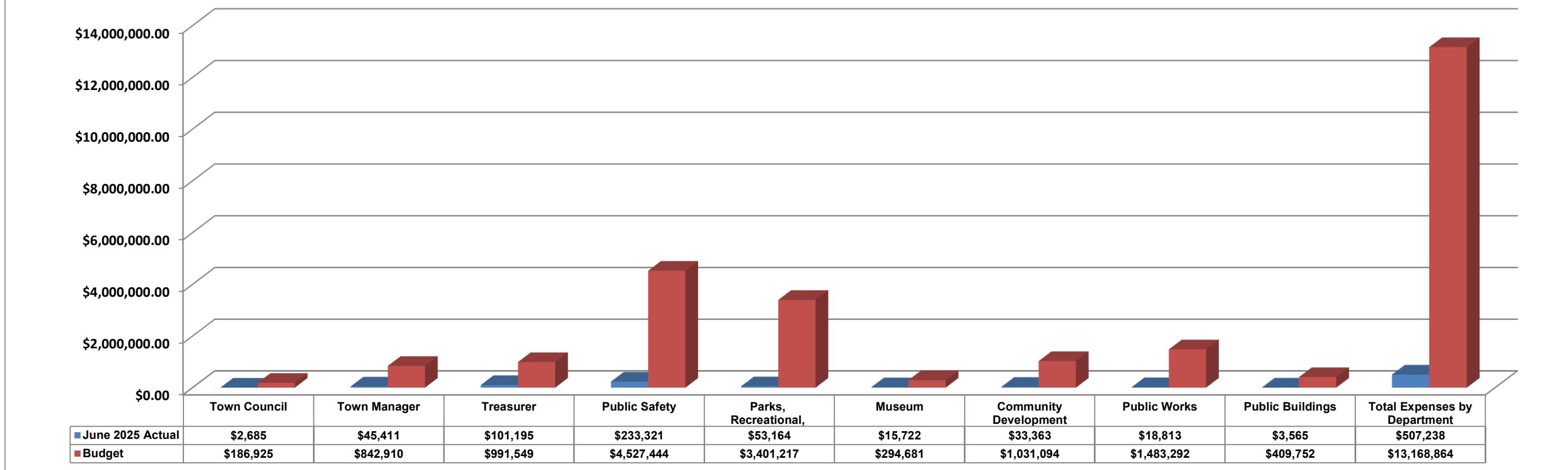
**Town of Smithfield
SEWER AND WATER
FY2025-26 CAPITAL BUDGET**

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	7/31/2025	Notes	to Actual
UTILITY ARPA EXPENSES					
SEWER					
Bypass Pump - Moonefield	04-006-442070-0000-46019				-
Bypass Pump - Jordan	04-006-442070-0000-46019, 48102				-
Install Controls on Outside of Panel (ARC Flash Safety Issue)					-
Pagan Road - relocate cable	04-006-442070-0000-48102				-
VAC Truck Building	04-006-442070-0000-48102				-
New Rail Systems for Pump Stations	04-006-442070-0000-46019				-
Manhole Replacement					-
Main St Sewer Replacement - 300 block					-
Valve Vault Reconditioning	04-006-442070-0000-48102				-
Flow Meter Calibration	04-006-442070-0000-46019				-
Complete Grace St Sewer					-
Check Valve replacement	04-006-442070-0000-46019				-
TOTAL SEWER		-	-		-
WATER					
Storage Tank - Maintenance and Repairs - Wilson Rd	04-006-442060-0000-46019, 48102				-
Water Main Replacement - Pagan	04-006-442060-0000-46019, 48102				-
Water Main Replacement - S. Church - Completed					-
Water Main Replacement-Sykes Court	04-006-442060-0000-46019				-
Water Main Replacement - Red Point	04-006-442060-0000-48102				-
Water Main Replacement - Main Street - 300 block					-
Water Meter Replacements - Completed					-
Water Sample Station Replacements					-
2nd RO Skid Funding (\$500,000 ARPA)	04-006-442061-0000-46019				-
Water line - N. Church St					-
TOTAL WATER		-	-		-

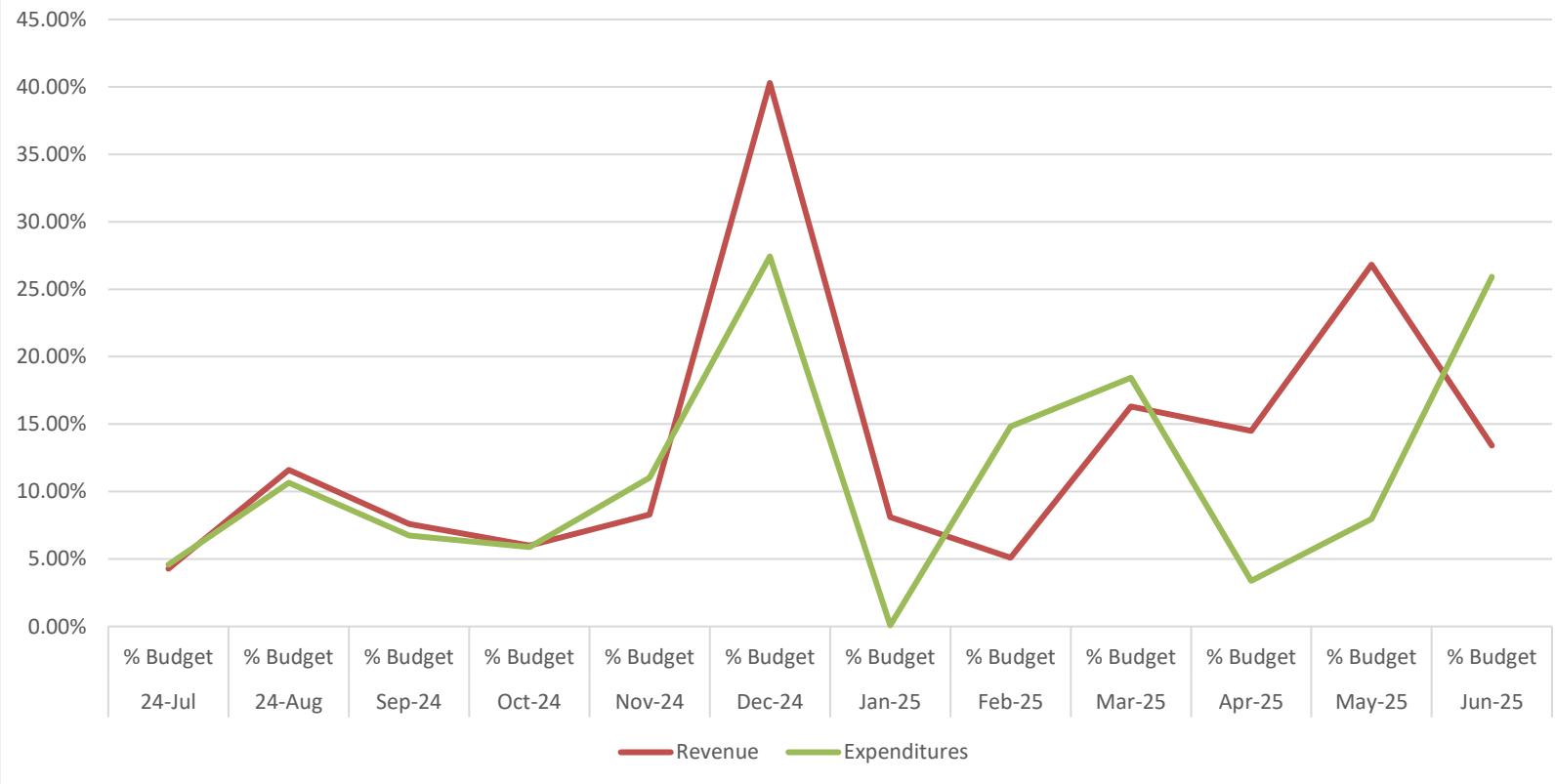
**July 2025 YTD General Fund Revenues
Compared to Budget**



**July 2025 YTD General Fund Operating Expenses
Compared to Budget**



Revenue to Expense FY24/25 as % of Budget



Debt 7/31/25

	Original Amount	Inception Date	Maturity	Interest Rate	Last Payment	Next Payment	Payment (can fluctuate slightly)	Outstanding 6/30/25
Series 2020A-2	4,176,000.00	10/16/20	10/01/32	1.676%	4/1/2025	10/1/2025	191,956	2,620,000.00
Series 2020A-1	1,147,000.00	08/07/20	10/01/25	1.910%	4/1/2025	10/1/2025	233,382	233,381.00
Loan 5000008745	966,480.00	11/30/23	11/30/28	6.300%	5/31/2025	8/30/2025	18,860	677,700.85
Vac Truck	460,998.00	01/25/21	08/25/25	2.960%	8/25/2023	8/25/2025	99,349	98,289.06
Line of Credit	1,000,000.00	08/31/23	08/31/24	Prime			0	-
Totals	7,750,478.00						543,547	3,629,370.91

Series 2020A-2 92.7% General Fund and 7.3% Water Fund

Series 2020A-1 100% Water Fund

Prime Rate History Percentage

04-May-22	4.00%
15-Jun-22	4.75%
27-Jul-22	5.50%
21-Sep-22	6.25%
02-Nov-22	7.00%
14-Dec-22	7.50%
01-Feb-23	7.75%
22-Mar-23	8.00%
03-May-23	8.25%
26-Jul-23	8.50%
18-Sep-24	8.00%
07-Nov-24	7.75%
18-Dec-24	7.50%

Prime rate remains unchanged since 12/18/24

Investment Benchmark Report 7/31/25

Return	7/31/25 Balance	Earnings Rate	7/31/25 Return	YTD FY 25/26	90 Day Tbill	To Tbill
Bank Accounts TowneBank	40,796.42	0.01%	0.35	0.35	4.25%	-4.24%
CDs TowneBank	1,072,090.82	3.98%	365.30	365.30	4.25%	-0.28%
Virginia Investment Pool - GF and Utilities	20,171,190.69	4.42%	75,532.59	75,532.59	4.25%	0.17%
Bank Accounts OPB	1,542,067.63	0.10%	219.83	219.83	4.25%	-4.15%
Investments OPB	3,676,153.96	4.18%	11,916.15	11,916.15	4.25%	-0.07%
Total	26,502,299.52	2.54%	88,034.22	88,034.22		-1.45%

24,919,435.47

Utilities 7/31/25 Balances	
Old Point Bank Investment	1,592,552.13
Old Point Bank Bank Account	784,972.06
TowneBank Util	40,796.07
VIP	4,565,429.61
Total	6,983,749.87

GF and Other 7/31/25 Balances	
Old Point Bank Account	757,095.57
Towne CD	1,072,090.82
Old Point Bank Investments	2,083,601.83
VIP	15,605,761.08
Total	19,518,549.30

26,502,299.17

Compliance Report

7/31/2025

24,919,435.47

CLASS	LENGTH/POLICY	Amount Invested	Percent of Overall Portfolio	PERCENT OF PORTFOLIO/POLICY	Compliance %	In Compliance?	Code Section
Municipal Obligations: Stocks, bonds, notes and other evidence of indebtedness of the Commonwealth of Virginia, or of any county, city, town, district, authority or public body of the Commonwealth of Virginia.	36 months or less	-		20%			§2.2-4500
US Government Obligations: Stocks, bonds, notes and other evidence of indebtedness of the United States, its agencies or government sponsored corporations.	36 months or less		0	100%			§ 2.2-4505
Savings accounts or time deposits (CDs) In any bank or savings and loan association within the Commonwealth of Virginia	12 months or less	1,072,090.82	4.30%	75%	71%	Yes	§ 2.2-4509
Commercial Paper	No greater than 270 days			5%			§2.2-4502
Corporate Notes	No greater than 270 days			15%			§2.2-4510
Repurchase Agreements	90 days or less			50%			§2.2-4507
Certificates representing ownership in either treasury bond principal at maturity or its coupons	36 months or less			20%			§2.2-4505
Virginia Investment Pool (VIP)	Daily			100%			§2.2-4605
Virginia Local Government Investment Pool (LGIP)	Daily	20,171,190.69	80.95%	100%	19%	Yes	§2.2-4605
Registered Money Market Mutual Funds	Daily	3,676,153.96	14.75%	100%	85%	Yes	§2.2-4508
The State Non-Arbitrage Pool (SNAP)	Depending Upon Length of Bond			100% of bond proceeds			§2.2-4700
Total		24,919,435.47	100.00%				

Returns FY 23

Return	Average Bal	Average Rate	FY Return
Sweep	-	0.00%	-
VIP GF	533,145.50	0.20%	1,451.46
Bank Accounts	14,798,625.52	0.13%	54,829.83
Total	15,331,771.02	0.10%	56,281.29

Returns FY 24

Return	Average Bal	Average Rate	FY Return
Sweep	4,353,735.39	3.35%	199,782.38
VIP GF	3,663,821.12	5.52%	166,921.75
Bank Accounts	16,071,575.29	0.12%	35,796.44
Total	24,089,131.80	4.44%	402,500.57

Returns FY 25

Return	Average Bal	Average Rate	FY Return
Sweep	11,131,468.23	4.74%	276,536.40
VIP GF	6,569,792.01	4.81%	395,307.97
VIP Util	1,763,682.68	4.48%	48,334.01
OPB Util	5,572,193.00	4.07%	127,693.56
OPB GF	5,018,142.29	4.07%	122,969.21
OPB Luter	123,587.87	4.15%	13,782.97
Bank Accounts	5,001,247.44	0.43%	8,195.50
CD PD	38,750.21	4.44%	1,580.78
CD GF	1,893,565.39	4.22%	21,181.00
Total	37,112,429.12	3.94%	1,015,581.40

Returns FY 26

Return	Average Bal	Average Rate	FY Return
VIP GF	6,569,792.01	4.81%	58,436.99
VIP Util	1,763,682.68	4.48%	17,095.60
OPB Util	5,572,193.00	4.07%	5,162.52
OPB GF	5,018,142.29	4.07%	6,753.63
OPB Luter	123,587.87	4.15%	-
Bank Accounts	5,001,247.44	0.43%	220.18
CD PD	38,750.21	4.44%	365.30
CD GF	1,893,565.39	4.22%	-
Total	25,980,960.89	3.94%	88,034.22

TOWN COUNCIL COMMITTEES REPORT

ITEM: July Cash Balances / VIP Investment Update

FROM: Laura Ross, Treasurer

ATTACHMENTS:

Description	Type	Upload Date
Cash Balances - July 2025	Activity Report	8/21/2025
VIP Investment Pool Update - July 2025	Activity Report	8/21/2025
VIP Stable NAV Holdings - July 2025	Activity Report	8/21/2025

CASH BALANCES July 31, 2025

ACCOUNT NAME	Account	Bank Balance	Pending and To/From	GL Balance
General Fund (TB)	xxxx6114	-	-	-
General Fund (OPB)	xxxx7701	601,714.90	(995,368.67)	(393,653.77)
CD General Fund (TB)	xxxx8605	1,032,125.68	-	1,032,125.68
Money Market - General Fund (OPB)	xxxx3581	2,076,196.10	-	2,076,196.10
Subtotal General Fund		\$ 3,710,036.68	\$ (995,368.67)	\$ 2,714,668.01
Utilities Operating Account (OPB)	xxxx1501	248,756.16	(104,304.96)	144,451.20
Subtotal Utilities		\$ 248,756.16	\$ (104,304.96)	\$ 144,451.20
Highway Fund (OPB)	xxxx0701	\$ 155,380.67	\$ 833,589.04	\$ 988,969.71
Only for purpose indicated (Designated Funds)				
Water Deposit Account (TB)	xxxx9769	40,796.42	(8,829.93)	31,966.49
Utilities Development Escrow (OPB)	xxxx2301	536,215.90	-	536,215.90
Money Market - Utilities (OPB)	xxxx3579	1,586,891.02	-	1,586,891.02
Total Restricted or Designated		2,163,903.34	(8,829.93)	2,155,073.41
 				-
Certificate of Deposit-Police Dept-24 month	xxxx1623	39,965.14	-	39,965.14
Designated Funds		\$ 2,203,868.48	\$ (8,829.93)	\$ 2,195,038.55
Total Bank Balances, usable balances		\$ 4,114,173.51	\$ (266,084.59)	\$ 3,848,088.92
VIP Investment Pool (General Fund)		\$ 15,605,761.08		\$ 15,605,761.08
VIP Investment Pool (Utilities Fund)		\$ 4,565,429.61		\$ 4,565,429.61
Bank Balances and VIP, usable balances		\$ 24,285,364.20	\$ (266,084.59)	\$ 24,019,279.61

Meaning of Pending and To/From

Pending: net of deposits in transit less outstanding checks (bank did not post before month end)

To/From: one fund owes another fund

The fund that owes another would have a "Due To"

The fund that is owed from another would have a "Due From"

Examples:

1. A single check is written from the General Fund to pay a vendor (e.g., Dave's Service Center) but expenses are for General Fund, Highway, and Utilities which are separate funds. The expenses that are recorded in Highway and Utilities are Due To the General Fund and are each recorded in the General Fund as Due From Highway and Due From Utilities. Within a fund expenses are further broken down between departments in that fund but require no Due to/Due from because they are in the same fund.
2. Payroll is paid from a General Fund bank account but expenses are distributed between funds. General Fund will have Due From Highway and Utilities and those funds will have Due To General Fund amounts.
3. When Highway funds are received in the General Fund they will be Due To Highway Due From General Fund.



Virginia Investment Pool
A Service of VML/VACo Finance

0000008-0000034 PDFT 808459

Town of Smithfield
PO Box 246
Smithfield, VA 23431

Summary Statement

July 31, 2025

Page 1 of 5

Investor ID: VA-01-0009

Virginia Investment Pool

VIP Stable NAV Liquidity Pool

Average Monthly Yield: 4.4177%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
VA-01-0009-5001	LIQUID GENERAL	15,547,324.09	0.00	0.00	58,436.99	252,653.09	15,578,422.58	15,605,761.08
VA-01-0009-5002	Utilities Investment Account	4,548,334.01	0.00	0.00	17,095.60	65,429.61	4,557,431.80	4,565,429.61
TOTAL		20,095,658.10	0.00	0.00	75,532.59	318,082.70	20,135,854.38	20,171,190.69



Virginia Investment Pool
A Service of VML/VACo Finance

Summary Statement

July 31, 2025

Page 2 of 5

Investor ID: VA-01-0009

Town of Smithfield
PO Box 246
Smithfield, VA 23431

VIP 1-3 Year High Quality Bond Fund

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
VA-01-0009-0001	GENERAL	0.00	0.00	0.00	0.00	547.62	0.00	0.00
TOTAL		0.00	0.00	0.00	0.00	547.62	0.00	0.00



Virginia Investment Pool
A Service of VML/VACo Finance

Account Statement

July 31, 2025

Page 3 of 5

Account Number: VA-01-0009-5001

LIQUID GENERAL

Account Summary

Average Monthly Yield: 4.4177%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
VIP Stable NAV Liquidity Pool	15,547,324.09	0.00	0.00	58,436.99	252,653.09	15,578,422.58	15,605,761.08

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
07/01/2025	Beginning Balance			15,547,324.09	
07/31/2025	Income Dividend Reinvestment	58,436.99			
07/31/2025	Ending Balance			15,605,761.08	



Virginia Investment Pool
A Service of VML/VACo Finance

Account Statement

July 31, 2025

Page 4 of 5

Account Number: VA-01-0009-5002

Utilities Investment Account

Account Summary

Average Monthly Yield: 4.4177%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
VIP Stable NAV Liquidity Pool	4,548,334.01	0.00	0.00	17,095.60	65,429.61	4,557,431.80	4,565,429.61

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
07/01/2025	Beginning Balance			4,548,334.01	
07/31/2025	Income Dividend Reinvestment	17,095.60			
07/31/2025	Ending Balance			4,565,429.61	

Virginia Investment Pool

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
07/01/2025	0.000121918	4.4500%
07/02/2025	0.000121918	4.4500%
07/03/2025	0.000487672	4.4500%
07/04/2025	0.000000000	4.4500%
07/05/2025	0.000000000	4.4500%
07/06/2025	0.000000000	4.4500%
07/07/2025	0.000121369	4.4300%
07/08/2025	0.000121096	4.4200%
07/09/2025	0.000121096	4.4200%
07/10/2025	0.000120821	4.4100%
07/11/2025	0.000361644	4.4000%
07/12/2025	0.000000000	4.4000%
07/13/2025	0.000000000	4.4000%
07/14/2025	0.000120548	4.4000%
07/15/2025	0.000120822	4.4100%
07/16/2025	0.000121096	4.4200%
07/17/2025	0.000121096	4.4200%
07/18/2025	0.000363288	4.4200%
07/19/2025	0.000000000	4.4200%
07/20/2025	0.000000000	4.4200%
07/21/2025	0.000120821	4.4100%
07/22/2025	0.000120274	4.3900%
07/23/2025	0.000120274	4.3900%
07/24/2025	0.000120274	4.3900%
07/25/2025	0.000360822	4.3900%
07/26/2025	0.000000000	4.3900%
07/27/2025	0.000000000	4.3900%
07/28/2025	0.000121096	4.4200%
07/29/2025	0.000121370	4.4300%
07/30/2025	0.000121370	4.4300%
07/31/2025	0.000121370	4.4300%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**



Virginia Investment Pool
A Service of VML/VACo Finance

VIP STABLE NAV LIQUIDITY POOL
Holdings Report by Category
07/31/25

Security Description	CUSIP	Maturity	Quantity	Price	Market Value	Original Cost	Amortized Cost	% of MV	Yield to Maturity	S&P Rating
Bank Deposits										
BANKS SAVINGS-DEPOSIT ACCOUNT										
First Carolina Bank - ICS	FIRSTCA		67,892,377.34	100.00000	67,892,377.34	67,892,377.34	67,892,377.34	1.98%	4.48%	A-1+
TOTAL : Bank Deposits			67,892,377.34		67,892,377.34	67,892,377.34	67,892,377.34	1.98%		
Certificates of Deposit										
BANKING										
BNP Paribas New York Branch	05593DEZ2	11/17/25	50,000,000.00	100.01560	50,007,800.00	50,000,000.00	50,000,000.00	1.46%	4.57%	A-1
BNP Paribas New York Branch	05593DH97	12/01/25	50,000,000.00	100.00840	50,004,200.00	50,000,000.00	50,000,000.00	1.46%	4.41%	A-1
Bank of America, N.A.	06051WUP7	10/14/25	15,000,000.00	99.99198	14,998,797.00	15,000,000.00	15,000,000.00	0.44%	4.42%	A-1
Bank of America, N.A.	06053RAG8	09/04/25	20,000,000.00	99.99991	19,999,982.00	20,000,000.00	20,000,000.00	0.58%	4.56%	A-1
Bank of Montreal Chicago	06367DP82	08/07/25	25,000,000.00	99.99860	24,999,650.00	25,000,000.00	25,000,000.00	0.73%	4.51%	A-1
Bank of Montreal Chicago	06367DR31	03/02/26	25,000,000.00	99.99853	24,999,632.50	25,000,000.00	25,000,000.00	0.73%	4.59%	A-1
Barclays Bank PLC of New York	06745GDF5	10/22/25	31,000,000.00	99.99984	30,999,950.40	31,000,000.00	31,000,000.00	0.91%	4.67%	A-1
Barclays Bank PLC of New York	06745GDK4	10/24/25	30,000,000.00	100.01640	30,004,920.00	30,000,000.00	30,000,000.00	0.88%	4.67%	A-1
Barclays Bank PLC of New York	06745GDU2	11/19/25	30,000,000.00	99.98737	29,996,211.00	30,000,000.00	30,000,000.00	0.88%	4.47%	A-1
Barclays Bank PLC of New York	06745GDV0	11/19/25	30,000,000.00	99.98450	29,995,350.00	30,000,000.00	30,000,000.00	0.88%	4.56%	A-1
Canadian Imperial Bank of Commerce of I	13606DG1	12/17/25	40,000,000.00	99.99982	39,999,928.00	40,000,000.00	40,000,000.00	1.17%	4.56%	A-1
Canadian Imperial Bank of Commerce of I	13606DG5	12/12/25	35,000,000.00	100.03653	35,012,785.50	35,000,000.00	35,000,000.00	1.02%	4.57%	A-1
Citibank N.A.	17330QJA6	11/25/25	20,000,000.00	99.95340	19,990,680.00	20,000,000.00	20,000,000.00	0.58%	4.46%	A-1
Citibank N.A.	17330QJB4	12/22/25	20,000,000.00	99.92800	19,985,600.00	20,000,000.00	20,000,000.00	0.58%	4.46%	A-1
Citibank N.A.	17330QJH1	12/12/25	10,000,000.00	100.02731	10,002,731.00	10,000,000.00	10,000,000.00	0.29%	4.64%	A-1
Commonwealth Bank of Australia New Yo	20271EN21	09/30/25	29,500,000.00	100.00001	29,500,002.95	29,500,000.00	29,500,000.00	0.86%	4.53%	A-1+
Cooperative Rabobank U.A. New York	21684LK7	11/18/25	50,000,000.00	99.99983	49,999,915.00	50,000,000.00	50,000,000.00	1.46%	4.57%	A-1
Cooperative Rabobank U.A. New York	21684X3T1	12/10/25	25,000,000.00	99.99010	24,997,525.00	25,000,000.00	25,000,000.00	0.73%	4.41%	A-1
Credit Agricole CIB New York	22536JN24	11/26/25	40,000,000.00	100.00740	40,002,960.00	40,000,000.00	40,000,000.00	1.17%	4.41%	A-1
Credit Agricole CIB New York	22536JPG4	12/01/25	50,000,000.00	100.00840	50,004,200.00	50,000,000.00	50,000,000.00	1.46%	4.41%	A-1
Credit Agricole CIB New York	22536JQP3	12/08/25	30,000,000.00	100.00410	30,001,230.00	30,000,000.00	30,000,000.00	0.88%	4.41%	A-1
MUFG Bank Ltd. New York	55381BCH9	08/14/25	19,500,000.00	100.00707	19,501,378.65	19,500,000.00	19,500,000.00	0.57%	4.57%	A-1
Mitsubishi UFJ Trust & Banking Corp. Nev	55381BK9	01/14/26	15,000,000.00	100.00170	15,000,255.00	15,000,000.00	15,000,000.00	0.44%	4.56%	A-1
Mitsubishi UFJ Trust & Banking Corp. Nev	60683DV89	11/17/25	25,000,000.00	99.99900	24,999,750.00	25,000,000.00	25,000,000.00	0.73%	4.59%	A-1
Mizuho Bank Ltd. New York	60710TG39	09/19/25	15,000,000.00	100.00250	15,000,375.00	15,000,000.00	15,000,000.00	0.44%	4.51%	A-1
Mizuho Bank Ltd. New York	60710TS93	12/08/25	30,000,000.00	99.96751	29,990,253.00	30,000,000.00	30,000,000.00	0.88%	4.53%	A-1
Mizuho Bank Ltd. New York	60710TV24	12/16/25	10,000,000.00	100.00960	10,000,960.00	10,000,000.00	10,000,000.00	0.29%	4.41%	A-1
Mizuho Bank Ltd. New York	60710TX48	01/13/26	30,000,000.00	100.00400	30,001,200.00	30,000,000.00	30,000,000.00	0.88%	4.56%	A-1
Mizuho Bank Ltd. New York	60710TX97	01/08/26	20,000,000.00	100.01200	20,002,400.00	20,000,000.00	20,000,000.00	0.58%	4.41%	A-1
National Australia Bank Ltd. New York	63253TA0	11/14/25	50,000,000.00	99.99982	49,999,910.00	50,000,000.00	50,000,000.00	1.46%	4.57%	A-1+
National Australia Bank Ltd. New York	63253TK8	04/02/26	50,000,000.00	99.99778	49,998,890.00	50,000,000.00	50,000,000.00	1.46%	4.58%	A-1+
Natixis New York Branch	63873TDJ4	12/09/25	30,000,000.00	100.00420	30,001,260.00	30,000,000.00	30,000,000.00	0.88%	4.41%	A-1
Nordea Bank Abp New York	65558WGK8	08/14/25	30,000,000.00	99.99983	29,999,949.00	30,000,000.00	30,000,000.00	0.88%	4.49%	A-1+
Nordea Bank Abp New York	65558WHB7	10/07/25	20,000,000.00	99.99988	19,999,976.00	20,000,000.00	20,000,000.00	0.58%	4.47%	A-1+
Nordea Bank Abp New York	65558WHD3	12/17/25	20,000,000.00	100.02650	20,005,300.00	20,000,000.00	20,000,000.00	0.58%	4.53%	A-1+
Nordea Bank Abp New York	65558WHT8	12/29/25	20,000,000.00	100.02060	20,004,120.00	20,000,000.00	20,000,000.00	0.58%	4.55%	A-1+
Nordea Bank Abp New York	65558WLZ9	04/08/26	50,000,000.00	99.99970	49,999,850.00	50,000,000.00	50,000,000.00	1.46%	4.59%	A-1+
Skandinaviska Enskilda Banken AB New Y	83050YEH9	12/09/25	20,000,000.00	99.99350	19,998,700.00	20,000,000.00	20,000,000.00	0.58%	4.41%	A-1
Standard Chartered Bank of New York	85325VQU7	12/10/25	30,000,000.00	99.99985	29,999,955.00	30,000,000.00	30,000,000.00	0.88%	4.57%	A-1
Sumitomo Mitsui Banking Corp. New York	86565GPY0	03/06/26	25,000,000.00	100.01810	25,004,525.00	25,000,000.00	25,000,000.00	0.73%	4.39%	A-1
Svenska Handelsbanken New York	86959TKY1	08/11/25	29,500,000.00	99.99984	29,499,952.80	29,500,000.00	29,500,000.00	0.86%	4.50%	A-1+
Svenska Handelsbanken New York	86959TL8C	08/19/25	30,000,000.00	99.99983	29,999,949.00	30,000,000.00	30,000,000.00	0.88%	4.49%	A-1+
Svenska Handelsbanken New York	86959TMF0	12/30/25	30,000,000.00	100.01250	30,003,750.00	30,000,000.00	30,000,000.00	0.88%	4.55%	A-1+
Svenska Handelsbanken New York	86959TMQ6	11/12/25	15,000,000.00	99.99983	14,999,974.50	15,000,000.00	15,000,000.00	0.44%	4.57%	A-1+
Svenska Handelsbanken New York	86959TPG5	12/12/25	30,000,000.00	99.99390	29,998,170.00	30,000,000.00	30,000,000.00	0.88%	4.41%	A-1+
Svenska Handelsbanken New York	86959TPV2	02/17/26	35,000,000.00	99.99950	34,999,825.00	35,000,000.00	35,000,000.00	1.02%	4.54%	A-1+
Swedbank AB of New York	87019WK95	12/10/25	25,000,000.00	99.99360	24,998,400.00	25,000,000.00	25,000,000.00	0.73%	4.41%	A-1
The Toronto-Dominion Bank New York	89115DS31	11/24/25	60,000,000.00	99.99874	59,999,244.00	60,000,000.00	60,000,000.00	1.75%	4.55%	A-1
Westpac Banking Corp. New York	96130AA99	03/05/26	30,000,000.00	99.98410	29,995,230.00	30,000,000.00	30,000,000.00	0.88%	4.39%	A-1+
Westpac Banking Corp. New York	96130AZG6	11/13/25	30,000,000.00	99.99982	29,999,946.00	30,000,000.00	30,000,000.00	0.88%	4.57%	A-1+



Virginia Investment Pool
A Service of VML/VACo Finance

VIP STABLE NAV LIQUIDITY POOL
Holdings Report by Category
07/31/25

Security Description	CUSIP	Maturity	Quantity	Price	Market Value	Original Cost	Amortized Cost	% of MV	Yield to Maturity	S&P Rating
			TOTAL : BANKING	1,479,500,000.00	1,479,507,498.30	1,479,500,000.00	1,479,500,000.00	43.25%		
TOTAL : Certificates of Deposit			TOTAL : BANKING	1,479,500,000.00	1,479,507,498.30	1,479,500,000.00	1,479,500,000.00	43.25%		
Commercial Paper										
BANKING										
Alphabet Inc.	02079NWF4	09/15/25	10,000,000.00	99.43940	9,943,940.00	9,892,000.00	9,946,000.00	0.29%	4.47%	A-1+
BofA Securities Inc.	06054CLJ2	04/13/26	20,000,000.00	99.99270	19,998,540.00	20,000,000.00	20,000,000.00	0.58%	4.61%	A-1
BofA Securities Inc.	06054NYJ4	11/18/25	40,000,000.00	98.65148	39,460,592.00	38,692,000.00	39,471,955.56	1.15%	4.54%	A-1
Barclays Bank PLC	06741FVF1	08/15/25	20,000,000.00	99.81470	19,962,940.00	19,552,666.67	19,965,777.78	0.58%	4.52%	A-1+
Barclays Bank PLC	06741FVL8	08/20/25	25,000,000.00	99.75290	24,938,225.00	24,442,625.00	24,941,812.50	0.73%	4.52%	A-1+
Barclays Bank PLC	06741FVT1	08/27/25	12,500,000.00	99.66640	12,458,300.00	12,221,052.08	12,460,368.06	0.36%	4.52%	A-1+
Barclays Bank PLC	06741FWN3	09/22/25	10,000,000.00	99.34839	9,934,839.00	9,776,201.39	9,937,094.44	0.29%	4.52%	A-1+
Barclays Bank PLC	06741FXQ5	10/24/25	10,000,000.00	98.94970	9,894,970.00	9,776,644.44	9,898,033.33	0.29%	4.56%	A-1+
Barclays Bank PLC	06741FYQ4	11/24/25	15,000,000.00	98.57420	14,786,130.00	14,659,000.00	14,789,166.67	0.43%	4.55%	A-1+
Barclays Bank PLC	06741HQA4	11/19/25	7,000,000.00	100.02410	7,001,687.00	7,000,000.00	7,000,000.00	0.20%	4.59%	A-1
Barclays Bank PLC	06741HQB2	11/12/25	7,000,000.00	100.02240	7,001,568.00	7,000,000.00	7,000,000.00	0.20%	4.59%	A-1
Barclays Bank PLC	06741HOF3	12/03/25	15,000,000.00	100.01720	15,002,580.00	15,000,000.00	15,000,000.00	0.44%	4.57%	A-1
Chevron Corp.	16677JXE1	10/14/25	15,000,000.00	99.10000	14,865,000.00	14,670,125.00	14,865,875.00	0.43%	4.42%	A-1+
Chevron Corp.	16677JXU5	10/28/25	9,000,000.00	98.93200	8,903,880.00	8,791,450.00	8,905,400.00	0.26%	4.43%	A-1+
Chevron Corp.	16677JYM2	11/21/25	12,000,000.00	98.65363	11,838,435.60	11,691,150.00	11,837,600.00	0.35%	4.41%	A-1+
Chevron Corp.	16677JZF6	12/15/25	10,000,000.00	98.37122	9,837,122.00	9,737,300.00	9,839,066.67	0.29%	4.41%	A-1+
Chevron Corp.	16677JZG4	12/16/25	10,000,000.00	98.35933	9,835,933.00	9,737,300.00	9,837,883.33	0.29%	4.41%	A-1+
Chevron Corp.	16677KA60	01/06/26	15,000,000.00	98.09670	14,714,505.00	14,623,750.00	14,716,916.67	0.43%	4.45%	A-1+
Citigroup Global Markets	1730QPBT3	03/13/26	10,000,000.00	100.00590	10,000,590.00	10,000,000.00	10,000,000.00	0.29%	4.61%	A-1
Citigroup Global Markets	1730QPCM7	01/06/26	22,000,000.00	99.99550	21,999,010.00	22,000,000.00	22,000,000.00	0.64%	4.57%	A-1
Citigroup Global Markets	17327BB95	02/09/26	10,000,000.00	97.67251	9,767,251.00	9,680,936.11	9,772,266.67	0.29%	4.51%	A-1
The Coca-Cola Co.	19121AWW7	09/30/25	15,000,000.00	99.26817	14,890,225.50	14,699,816.67	14,891,500.00	0.44%	4.41%	A-1
The Coca-Cola Co.	19121BB65	02/06/26	15,000,000.00	97.69650	14,654,475.00	14,555,875.00	14,670,825.00	0.43%	4.53%	A-1
MetLife Short Term Funding LLC	59157TX99	10/09/25	5,000,000.00	99.16778	4,958,389.00	4,884,354.17	4,959,079.17	0.14%	4.38%	A-1+
MetLife Short Term Funding LLC	59157TXA6	10/10/25	25,000,000.00	99.15609	24,789,022.50	24,418,805.56	24,792,430.56	0.72%	4.38%	A-1+
MetLife Short Term Funding LLC	59157TY7	11/14/25	10,000,000.00	98.74920	9,874,920.00	9,769,072.22	9,876,916.67	0.29%	4.36%	A-1+
National Securities Clearing Corp.	63763PWP39	09/03/25	40,000,000.00	99.58973	39,835,892.00	39,087,444.44	39,842,333.33	1.16%	4.42%	A-1+
National Securities Clearing Corp.	63763QAG2	01/16/26	15,000,000.00	97.98080	14,697,120.00	14,610,362.50	14,701,100.00	0.43%	4.45%	A-1+
Pricoa Short Term Funding LLC	74154GBL6	02/20/26	10,000,000.00	97.53689	9,753,689.00	9,736,562.50	9,762,320.83	0.29%	4.52%	A-1+
			TOTAL : BANKING	439,500,000.00	435,599,770.60	430,706,493.75	435,681,722.24	12.73%		
TECHNOLOGY HARDWARE										
Johnson & Johnson	47816FVS7	08/26/25	20,000,000.00	99.68837	19,937,674.00	19,577,361.11	19,940,972.22	0.58%	4.39%	A-1+
			TOTAL : TECHNOLOGY HARDWARE	20,000,000.00	455,537,444.60	450,283,854.86	455,622,694.46	13.32%		
TOTAL : Commercial Paper										
#										
BANKING										
Anglesea Funding LLC	0347M2WB8	09/11/25	15,000,000.00	99.48807	14,923,210.50	14,842,333.33	14,924,833.33	0.44%	4.47%	A-1
Anglesea Funding LLC	0347M2WC6	09/12/25	15,000,000.00	99.47580	14,921,370.00	14,840,500.00	14,923,000.00	0.44%	4.47%	A-1
Anglesea Funding LLC	0347M2WQ5	09/24/25	10,000,000.00	99.33032	9,933,032.00	9,924,222.22	9,934,000.00	0.29%	4.47%	A-1
Anglesea Funding LLC	0347M2X27	10/02/25	14,000,000.00	99.23280	13,892,592.00	13,842,577.78	13,893,911.11	0.41%	4.48%	A-1
Anglesea Funding LLC	0347M2X35	10/03/25	14,000,000.00	99.22039	13,890,854.60	13,840,866.67	13,892,200.00	0.41%	4.48%	A-1
Bedford Row Funding Corp.	07644AWA8	09/10/25	15,000,000.00	99.49980	14,924,970.00	14,678,466.67	14,929,333.33	0.44%	4.48%	A-1+
Bedford Row Funding Corp.	07644AXP4	10/23/25	25,000,000.00	98.97660	24,744,150.00	24,449,729.17	24,750,423.61	0.72%	4.49%	A-1+
Bedford Row Funding Corp.	07645RFC5	11/14/25	15,000,000.00	100.00540	15,000,810.00	15,000,000.00	15,000,000.00	0.44%	4.55%	A-1+
Bedford Row Funding Corp.	07646KHU7	11/10/25	10,000,000.00	100.01650	10,001,650.00	10,000,000.00	10,000,000.00	0.29%	4.59%	A-1+
Bedford Row Funding Corp.	07646KHV5	12/04/25	15,000,000.00	99.99980	14,999,970.00	15,000,000.00	15,000,000.00	0.44%	4.55%	A-1+
Cabot Trail Funding LLC	12710GV49	08/04/25	10,000,000.00	99.95060	9,995,060.00	9,804,116.67	9,996,350.00	0.29%	4.51%	A-1
Cabot Trail Funding LLC	12710GZ11	12/01/25	15,000,000.00	98.48990	14,773,485.00	14,674,816.67	14,778,366.67	0.43%	4.55%	A-1
Gotham Funding Corp.	38346LWW2	09/30/25	10,000,000.00	99.25772	9,925,772.00	9,888,777.78	9,926,666.67	0.29%	4.47%	A-1
GTA Funding LLC	40060VBV5	08/14/25	10,000,000.00	99.99730	9,999,730.00	10,000,000.00	10,000,000.00	0.29%	4.53%	A-1
GTA Funding LLC	40060VW32	09/03/25	15,000,000.00	99.58608	14,937,912.00	14,674,200.00	14,940,600.00	0.44%	4.46%	A-1
Ionic Funding LLC	46224KVD7	08/13/25	12,000,000.00	99.84011	11,980,813.20	11,915,260.00	11,982,160.00	0.35%	4.50%	A-1
Ionic Funding LLC	46224KVR6	08/25/25	37,000,000.00	99.69110	36,885,707.00	36,656,208.33	36,889,986.67	1.08%	4.52%	A-1
Ionic Funding LLC	46224KVT2	08/27/25	15,000,000.00	99.66895	14,950,342.50	14,937,241.67	14,952,008.34	0.44%	4.49%	A-1

VIP STABLE NAV LIQUIDITY POOL
Holdings Report by Category
07/31/25

Security Description	CUSIP	Maturity	Quantity	Price	Market Value	Original Cost	Amortized Cost	% of MV	Yield to Maturity	S&P Rating
Ionic Funding LLC	46224KVV7	08/29/25	25,000,000.00	99.64464	24,911,160.00	24,864,638.89	24,913,861.11	0.73%	4.49%	A-1
Liberty Street Funding LLC	53127TYL1	11/20/25	10,000,000.00	98.60620	9,860,620.00	9,787,083.33	9,864,950.00	0.29%	4.61%	A-1
Liberty Street Funding LLC	53127TYM9	11/21/25	10,000,000.00	98.59410	9,859,410.00	9,784,650.00	9,863,733.33	0.29%	4.61%	A-1
Liberty Street Funding LLC	53127UA59	01/05/26	10,000,000.00	98.04990	9,804,990.00	9,778,716.67	9,814,226.67	0.29%	4.59%	A-1
LMA Americas LLC	53944QWJ5	09/18/25	15,000,000.00	99.40084	14,910,126.00	14,668,033.33	14,913,400.00	0.44%	4.49%	A-1
Longship Funding LLC	54316TV74	08/07/25	25,000,000.00	99.91542	24,978,855.00	24,844,166.67	24,981,666.67	0.73%	4.41%	A-1+
Longship Funding LLC	54316TV82	08/08/25	25,000,000.00	99.90331	24,975,827.50	24,841,111.11	24,978,611.11	0.73%	4.42%	A-1+
Mackinac Funding Company, LLC	55458EV1	08/20/25	10,000,000.00	99.75576	9,975,576.00	9,784,650.00	9,976,883.33	0.29%	4.47%	A-1
Ridgefield Funding Co. LLC	76582JWK6	09/19/25	15,000,000.00	99.39074	14,908,611.00	14,608,612.50	14,909,962.50	0.44%	4.47%	A-1
Ridgefield Funding Co. LLC	76582JWW0	09/30/25	20,000,000.00	99.25761	19,851,522.00	19,479,222.22	19,854,666.67	0.58%	4.48%	A-1
Ridgefield Funding Co. LLC	76582KB42	02/04/26	10,000,000.00	97.71986	9,771,986.00	9,734,877.78	9,777,677.78	0.29%	4.53%	A-1
Victory Receivables Corp.	92646KWW0	09/29/25	10,000,000.00	99.27000	9,927,000.00	9,890,000.00	9,927,888.89	0.29%	4.47%	A-1
##			TOTAL : BANKING	457,000,000.00	454,417,114.30	451,035,079.46	454,491,357.79	13.28%		
Money Market				457,000,000.00	454,417,114.30	451,035,079.46	454,491,357.79	13.28%		
MONEY MARKET										
Fidelity Government Portfolio -Institution	31607A703		172,963,771.42	100.00000	172,963,771.42	172,963,771.42	172,963,771.42	5.06%	4.25%	AAA
Goldman Sachs Financial Square Governn	38141W273		8,964,475.40	100.00000	8,964,475.40	8,964,475.40	8,964,475.40	0.26%	4.19%	AAA
JP Morgan U.S. Government Fund	48120C0688		16,873,540.78	100.00000	16,873,540.78	16,873,540.78	16,873,540.78	0.49%	3.95%	AAA
Federated Government Obligations - Pren	608919718		17,771,015.62	100.00000	17,771,015.62	17,771,015.62	17,771,015.62	0.52%	4.23%	AAA
InvesCo STIT Government & Agency Port	825252885		71,982,344.56	100.00000	71,982,344.56	71,982,344.56	71,982,344.56	2.10%	4.24%	AAA
State Street Institutional US Government	857492706		166,529,283.38	100.00000	166,529,283.38	166,529,283.38	166,529,283.38	4.87%	4.25%	AAA
Allspring Government Money Market Fund	949921126		107,427,708.81	100.00000	107,427,708.81	107,427,708.81	107,427,708.81	3.14%	4.23%	AAA
TOTAL : MONEY MARKET			562,512,139.97		562,512,139.97	562,512,139.97	562,512,139.97	16.44%		
TOTAL : Money Market			562,512,139.97		562,512,139.97	562,512,139.97	562,512,139.97	16.44%		
Repurchase Agreement										
REPURCHASE AGREEMENTS										
Bank of America Repo 4.36% , due 08/0	RPE15K557	08/01/25	275,553,054.17	100.00000	275,553,054.17	275,553,054.17	275,553,054.17	8.06%	4.36%	A-1
Credit Agricole CIB Repo 4.35% , due 08/0	RPE02TZM8	08/01/25	50,000,000.00	100.00000	50,000,000.00	50,000,000.00	50,000,000.00	1.46%	4.35%	A-1
Bank of Montreal Repo 4.32% , due 08/0	RPEQ0EWK5	08/01/25	19,417,825.74	100.00000	19,417,825.74	19,417,825.74	19,417,825.74	0.57%	4.32%	A-1
RBC Capital Markets Repo 4.32% , due 08/0	RPEVOEW0	08/01/25	55,972,265.41	100.00000	55,972,265.41	55,972,265.41	55,972,265.41	1.64%	4.32%	A-1+
TOTAL : REPURCHASE AGREEMENTS			400,943,145.32		400,943,145.32	400,943,145.32	400,943,145.32	11.72%		
TOTAL : Repurchase Agreement			400,943,145.32		400,943,145.32	400,943,145.32	400,943,145.32	11.72%		
Grand Total			3,427,347,662.63		3,420,809,719.83	3,412,166,596.95	3,420,961,714.88	100.00%		

TOWN COUNCIL COMMITTEES REPORT

ITEM: Amend the Town's Pay and Classification Plan

FROM: Ashley Rogers, Director of Human Resources

ATTACHMENTS:

Description	Type	Upload Date
Memo - Add Position to Compensation Plan	Cover Memo	8/21/2025
Engineer 1 - Position Description	Backup Material	8/21/2025



Memo

To: Honorable Mayor & Town Council

From: Ashley Rogers, Human Resources Director

cc: Michael Stallings, Town Manager
Ed Heide, Director of Public Works & Utilities

Date: August 25, 2025

Re: Addition of Engineer I to Compensation Plan

The Director of Public Works & Utilities is evaluating the structure of the department and believes an Engineer I position would better benefit the needs of the department and the Town than the currently posted and approved position of Transportation and Storm Water Manager.

In order to accomplish this the Council would need to approve the addition of the Engineer I position to the Compensation Plan. Please note that this would not result in the addition of approved headcount; it would replace the currently approved position of Transportation and Storm Water Manager from a budgeting perspective.

We would propose the Engineer I position be placed in grade 115 with a salary range of \$68,974.38 – \$113,807.73.

The Transportation & Storm Water Manager is currently placed in salary grade 118 with a salary range of \$80,418.16 - \$132,689.96.

Of note, any budget impact should be positive as this requested position has a lower pay range than the current, approved position.



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. I understand that this job description is intended to describe the general nature and level of work involved for this job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Job Title:	Engineer I
-------------------	-------------------

Department: Public Works & Utilities

Pay Grade: 115

Last Updated: August 2025

JOB SUMMARY

Under general supervision, performs engineering design, analysis, and reviews municipal and private developments in the Town. Position is responsible for reviewing construction plans, maintenance, and operational plans; managing municipal projects, conducting field investigations; and meeting with developers, consultants, contractors, and the public to resolve problems and explain Town policies. Performs related work as required. Position is an entry-level position performing engineering tasks of lesser complexity.

ESSENTIAL JOB FUNCTIONS:

- Reviews construction development plans for conformity to Town and State codes, policies, and specifications. Coordinates roads and utilities projects with other departments and organizations; prepares written comments.
- Meets with developers, consultants, contractors, and the public to resolve problems and explain Town policies; responds to citizen inquiries.
- Prepares and reviews specifications, plans, estimates, and reports involving the construction, maintenance, and operation of a variety of Town infrastructure, to assure compliance with Town standards and design; performs engineering and hydrologic calculations to assure adequate drainage; develops and implements stormwater drainage standards and design.
- Manages municipal projects to assure timely coordination of design and construction, including the administration of contracts.
- Conducts field investigations; prepares reports and presentations.
- Assists the Director of Public Works and Utilities with a variety of related tasks.
- Assist in administration of the Town Safety program.
- Must carry assigned communication devices as required.
- Performs site plan review with respect to roadway, storm drainage, water, and sanitary sewer installation in compliance with the current local and state specifications.
- Plans and coordinates with the Public Works Department roadway maintenance operations.

- Files documents; locates files and plans on request; researches plans, files, Town ordinances, and design standards.
- Serves as ADA Coordinator and ensures compliance with the American Disabilities Act.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree in Engineering, Engineering Technology, or closely related field from an accredited university or equivalent training, education, and experience. Prefer Virginia Engineer-in-Training certification.
- Minimum of 5 months previous experience and/or training involving engineering plan review, project management, computer-aided engineering design, or personal computer operations.
- Must possess a valid Drivers' License.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of Civil Engineering design, construction and inspection;
- Knowledge of general construction practices, particularly as they relate to municipal improvement projects;
- Knowledge of the principles of land surveying as it relates to civil engineering design and construction, and property and easement descriptions and acquisitions.
- Knowledge of engineering standards to review site plans relating to traffic, grading, hydrology, storm drainage, infrastructure layout, utilities, materials, and other engineering aspects.
- Knowledge of safe working practices;
- Skill in communicating and working effectively with a team;
- Skill in planning and organizing work; excellent attention to detail
- Skill in communicating effectively both orally and in writing;
- Ability to review design and construction of facilities, soil erosion, sediment control, site and right-of-way drainage, utilities, and road construction.
- Ability to research and prepare detailed engineering reports regarding proposed municipal improvements and operations and to effectively express ideas and concepts in a clear and precise manner, both verbally and in writing;
- Ability to organize and formulate effective maintenance and construction programs for the Town's infrastructure, working with large groups of employees from various technical, non-technical, and professional fields in the accomplishment of these tasks;
- Ability to complete assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.
- Ability to speak with and before others with poise, voice control, and confidence using correct grammar and well-modulated voice.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to meet regular attendance requirements;

- Ability to adhere to all established safety standards and ensure such standards are not violated;

PHYSICAL DEMANDS:

Must be physically able to operate a variety of machinery, tools and equipment, such as a motor vehicle, printer, plotter, copy machine, blueprint/plan copier, fax machine, telephone, cellular telephone, two-way radio, pager, drafting instruments, engineer's scale, planimeter, or measuring devices. Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Requires the ability to coordinate hands and eyes in using job-related equipment and in driving a motor vehicle. Requires the ability to handle a variety of items, job-related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination. May require the ability to differentiate colors and shades of color. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency. Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

WORK ENVIRONMENT:

Tasks are regularly performed with exposure to adverse environmental conditions. Tasks may risk exposure to traffic hazards, adverse weather conditions, dust, pollen, odors and loud noise.

I have received and fully understand the job description for the above position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

This job description is designed to provide an employee with a basic understanding of the essential functions, duties, and responsibilities entailed in their job performance and is not intended to be all-inclusive. This description does not constitute an employment contract, either expressed or implied. Job functions and responsibilities are subject to change at the discretion of management. Efforts will be made to provide advance notice of such changes whenever possible

Employee Signature

Date

Supervisor Signature

Date

The Town of Smithfield provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

TOWN COUNCIL COMMITTEES REPORT

ITEM: Appropriation of Funds for Vehicle Purchase in the Public Works Department

FROM: Michael Stallings, Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Appropriation of Funds for the Purchase of Vehicle	Resolution	8/21/2025



Town of Smithfield

Memorandum

August 25, 2025

TO: The Honorable Mayor and Town Council

FROM: Michael Stallings, Town Manager

SUBJECT: Appropriation of Funds For Vehicle Purchase

The 2024/25 operating budgets for the Water Fund, Sewer Fund, Highway Fund, and General Fund all contained funding for the purchase of a new dump truck. The vehicle purchase was not able to be completed before the end of the fiscal year due to lead time and production delays, and as such, those funds rolled into the Fund Balance of the respective Funds.

The breakdown of funds is as follows:

- \$25,000 from Water Fund
- \$25,000 from Sewer Fund
- \$25,000 from Highway Fund
- \$54,324 from General Fund

In order to complete the purchase in this fiscal year, the funds must be appropriated into this year's operating budget.

The attached resolution will appropriate the requisite funds into the General Fund – Public Works Capital Expenditures line item to complete the vehicle purchase.

Recommended Motion

Move that Council adopt the enclosed resolution entitled:

A Resolution Appropriating The Sum Of
\$129,324 from the Water, Sewer, Highway, and
General Fund Budget Fund Balance to the
2025/2026 General Fund Operating Budget.

Resolution

A Resolution Appropriating The Sum Of \$129,324 from the Water, Sewer, Highway, and General Fund Budget Fund Balance to the 2025/2026 General Fund Operating Budget.

WHEREAS, the fiscal year 2024/25 Water, Sewer, Highway, and General Fund Budgets provided capital funding for the purchase of a new dump truck, and;

WHEREAS, the vehicle was not delivered until after the end of the 2024/25 fiscal year, and;

WHEREAS, these funds rolled over into the respective fund balances for each fund, and must be re-appropriated to cover the purchase of the vehicle totaling \$129,324.00.

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Smithfield, Virginia as follows:

Section 1. That the following sums be appropriated into the Fiscal Year 2025/26 General Fund Operation Budget – Public Works Capital Expenditures:

\$25,000 from the Water Fund Fund Balance
\$25,000 from the Sewer Fund Fund Balance
\$25,000 from the Highway Fund Fund Balance
\$54,324 from the General Fund Fund Balance

Section 2. The Town Manager is hereby authorized and directed to do all things necessary to complete this transaction

Section 3. This resolution shall be effective on and after its adoption.

Adopted:

TESTE:

Town Clerk

INVOICE

THEPETESTORE.COM



PETERBILT OF RICHMOND, INC DBA
 THE PETERBILT STORE - CHESAPEAKE
 201 BULLDOG DRIVE
 CHESAPEAKE, VA 23320
 757.819.4300

Invoice: 14S1504
 Invoice Date: 08/12/2025
 Deal/Packet: 23221/1
 Branch: Chesapeake
 Department: New

Bill-To:

TOWN OF SMITHFIELD
 310 INSTITUE AVE
 SMITHFIELD, VA 23431

Ship-To:

TOWN OF SMITHFIELD
 310 INSTITUE AVE
 SMITHFIELD, VA 23431

ID: 26128 Ph: 757-365-4200

P/O: PW-25-01

Salesperson: David Askew

+ SOLD UNIT(S)

Stock Number: TM802110

Price: \$127,943.00

VIN: 2NPKHM6X9TM802110

Year: 2026

Make: PETERBILT

Model: 536

ADDITIONAL UNIT CHARGES

5 YR SMART LINQ SUBSCRIPTION
 DEALER BUSINESS FEE

Price: \$799.00
 Price: \$283.00

Unit Price: \$129,025.00

Total Sold Unit(s): \$129,025.00

ADDITIONAL DEAL CHARGES

PROCESSING FEE

Price: \$299.00

Deal Add-On Fees: \$299.00

Total FET: \$0.00

Total: \$129,324.00

Net: \$129,324.00

Balance Due: \$129,324.00

Terms Due: 09/11/2025

Remit Balance Due To:

The Peterbilt Store - Chesapeake
 5100 Holabird Ave
 Baltimore, MD 21224

WIRE FRAUD NOTICE: Always independently confirm wiring instructions from The Pete Store either in-person or via a telephone call to a known and verified phone number. Never trust wiring instructions sent via email.

TOWN COUNCIL COMMITTEES REPORT

SUBJECT:

\$129,324.00

ATTACHMENTS:

Description	Type	Upload Date
Th Peterbuilt Store - New Public Works Truck	Invoice	8/21/2025

INVOICE

THEPETESTORE.COM



PETERBILT OF RICHMOND, INC DBA
 THE PETERBILT STORE – CHESAPEAKE
 201 BULLDOG DRIVE
 CHESAPEAKE, VA 23320
 757.819.4300

Invoice: 14S1504
 Invoice Date: 08/12/2025
 Deal/Packet: 23221/1
 Branch: Chesapeake
 Department: New

Bill-To:

TOWN OF SMITHFIELD
 310 INSTITUE AVE
 SMITHFIELD, VA 23431

Ship-To:

TOWN OF SMITHFIELD
 310 INSTITUE AVE
 SMITHFIELD, VA 23431

ID: 26128 Ph: 757-365-4200 P/O: PW-25-01 Salesperson: David Askew

+ SOLD UNIT(S)

Stock Number: TM802110 Price: \$127,943.00

VIN: 2NPKHM6X9TM802110

Year: 2026 Make: PETERBILT

Model: 536

ADDITIONAL UNIT CHARGES

5 YR SMART LINQ SUBSCRIPTION	Price: \$799.00
DEALER BUSINESS FEE	Price: \$283.00
	Unit Price: \$129,025.00

Total Sold Unit(s): \$129,025.00

ADDITIONAL DEAL CHARGES

PROCESSING FEE	\$299.00
Deal Add-On Fees:	\$299.00
Total FET:	\$0.00
Total:	\$129,324.00
Net:	\$129,324.00

Balance Due: **\$129,324.00**

Terms Due: 09/11/2025

Remit Balance Due To:

The Peterbilt Store - Chesapeake
 5100 Holabird Ave
 Baltimore, MD 21224

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TOWN COUNCIL COMMITTEES REPORT

SUBJECT:

\$ 41,450.00

ATTACHMENTS:

Description	Type	Upload Date
Blair Brothers - Sykes Court Paving	Invoice	8/22/2025



The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS	ARPA-25-01	8/18/2025	20315

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Sykes Ct.

Description	Amount
Provide equipment, labor, and materials to accomplish the following work on Sykes Ct.:	
Concrete Replacement: 1. Saw cut along edge of existing concrete gutter pan then demo existing concrete curb, driveway aprons and sidewalk. (Spoils to become property of the Blair Brothers Inc.) 2. Prep area to receive new concrete. To include standard 4" sidewalk, concrete aprons being prepped to receive 7" and standard curb and gutter CG-6 (handwork) detail. (Survey by others) 3. Furnish and install 345 LF of CG-6 (hand work), 134 SY of 4" std. sidewalk and four (4) concrete aprons at 7". 4. Topsoil and seed as needed.	
Mill/ Pave: 1. Mill approx. 981 SY at a depth of 2" on Sykes Ct. to include 20' of South Mason Street. 2. Clean and haul millings off site. Millings shall become property of The Blair Bros. Inc. 3. Tack surface prior to overlay to ensure proper bond with new asphalt. 4. Overlay same area with 2" of SM12.5A asphalt and compact accordingly. 5. Provide traffic control as needed.	
Total Contract Price: \$116,450.00	
Final Invoice, Balance Remaining:	32,000.00

THANK YOU FOR YOUR BUSINESS

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.

Invoice Total:

\$32,000.00

We Accept



Convenience fee added



The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS	HWY-26-01	8/18/2025	20316

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Skyes Ct. Paving Extension

Description	Amount
Provide equipment, labor, and materials to accomplish the following: 1. Mill an additional 379 SY at a depth of 2" on Mason St.. 2. Clean and haul millings off site. Millings shall become property of The Blair Bros. Inc. 3. Tack surface prior to overlay to ensure proper bond with new asphalt. 4. Overlay same area with 2" of SM12.5A asphalt and compact accordingly. 5. Provide traffic control as needed.	
Total Contract Price:	9,450.00

THANK YOU FOR YOUR BUSINESS

Invoice Total:

\$9,450.00

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.

We Accept



Convenience fee added

TOWN COUNCIL COMMITTEES REPORT

ITEM: Accept St. Andrews, Royal Blackheath, Ayrshire Loop and St. Annes in Cypress Creek Phase 6 into the Town's Maintenance System for Funding

FROM: Tammie Clary, Director of Planning and Community Development

ATTACHMENTS:

Description	Type	Upload Date
Resolution - Accept Streets in Cypress Creek Phase 6 into the Town's Maintenance System for Funding	Resolution	8/22/2025
VDOT Funding Assistance Form	Backup Material	8/22/2025

**RESOLUTION
MAINTENANCE FUNDING FOR STREETS**

WHEREAS, certain streets in the Town of Smithfield, in particular St. Andrews from its intersection with Cypress Creek Parkway to the end of the cul-de-sac; Royal Blackheath from its intersection with St. Andrews to the end of the cul-de-sac; Ayshire Loop from its intersection with St. Andrews to its intersection with St. Andrews; and St. Annes from its intersection with St. Andrews to its intersection with St. Annes, all as identified on a Request For Street Additions, Deletions and Conversions For Street Payments, a copy of which is attached hereto as Exhibit "A", is and has been part of the transportation system maintained by the Virginia Department of Transportation; and,

WHEREAS, the Town of Smithfield is willing and desires to take over the maintenance responsibility for these streets; and,

WHEREAS, these streets have not been accepted by the Virginia Department of Transportation for qualification in its Municipal Assistance Payment program; and,

WHEREAS, the Town Council deems it to be in the best interest of the Town and its citizens to enroll all qualifying streets in the Municipal Assistance Payment program so that the Town may receive additional funding for the maintenance of this street.

NOW, THEREFORE, BE IT RESOLVED that the Town Council directs the Town Manager to make application to the Virginia Department of Transportation to enroll all qualifying streets, as identified on Schedule "A" attached hereto, in the Municipal Assistance Payment program so that the Town may receive additional funding for the maintenance of these streets as identified on Schedule "A" attached.

Adopted this 2nd day of September, 2025.

**TOWN COUNCIL OF THE
TOWN OF SMITHFIELD**

By: _____
Michael G. Smith, Mayor

ATTEST:

Clerk

Appendix B

Form U-1 (rev. 7-1-20)

**LOCAL ASSISTANCE DIVISION
VDOT
REQUEST FOR STREET ADDITION, DELETIONS AND CONVERSIONS FOR
STREET PAYMENTS SECTION 33.2-319
CODE OF VIRGINIA**

MUNICIPALITY **Smithfield** **DISTRICT** **Hampton Roads**

*** Council Resolution and Map Attached**

SIGNED _____ **MUNICIPAL OFFICIAL** _____ **DATE** _____

SIGNED _____ **AUTHORIZED VDOT OFFICIAL** _____ **DATE** _____

Submit to: District Point of Contact in triplicate

CLASSIFIED BY _____
T&MPD ENGINEER _____ DATE _____

TOWN COUNCIL COMMITTEES REPORT

ITEM: Accept St. Andrews, Royal Blackheath, Ayrshire Loop and St. Annes in Cypress Creek Phase 6 into the Town's Maintenance System for Funding

FROM: Tammie Clary, Director of Planning and Community Development

ATTACHMENTS:

Description	Type	Upload Date
Resolution - Accept Streets in Cypress Creek Phase 6 into the Town's Maintenance System for Funding	Resolution	8/22/2025
VDOT Funding Assistance Form	Backup Material	8/22/2025

**RESOLUTION
MAINTENANCE FUNDING FOR STREETS**

WHEREAS, certain streets in the Town of Smithfield, in particular St. Andrews from its intersection with Cypress Creek Parkway to the end of the cul-de-sac; Royal Blackheath from its intersection with St. Andrews to the end of the cul-de-sac; Ayshire Loop from its intersection with St. Andrews to its intersection with St. Andrews; and St. Annes from its intersection with St. Andrews to its intersection with St. Annes, all as identified on a Request For Street Additions, Deletions and Conversions For Street Payments, a copy of which is attached hereto as Exhibit "A", is and has been part of the transportation system maintained by the Virginia Department of Transportation; and,

WHEREAS, the Town of Smithfield is willing and desires to take over the maintenance responsibility for these streets; and,

WHEREAS, these streets have not been accepted by the Virginia Department of Transportation for qualification in its Municipal Assistance Payment program; and,

WHEREAS, the Town Council deems it to be in the best interest of the Town and its citizens to enroll all qualifying streets in the Municipal Assistance Payment program so that the Town may receive additional funding for the maintenance of this street.

NOW, THEREFORE, BE IT RESOLVED that the Town Council directs the Town Manager to make application to the Virginia Department of Transportation to enroll all qualifying streets, as identified on Schedule "A" attached hereto, in the Municipal Assistance Payment program so that the Town may receive additional funding for the maintenance of these streets as identified on Schedule "A" attached.

Adopted this 2nd day of September, 2025.

**TOWN COUNCIL OF THE
TOWN OF SMITHFIELD**

By: _____
Michael G. Smith, Mayor

ATTEST:

Clerk

Appendix B

Form U-1 (rev. 7-1-20)

**LOCAL ASSISTANCE DIVISION
VDOT
REQUEST FOR STREET ADDITION, DELETIONS AND CONVERSIONS FOR
STREET PAYMENTS SECTION 33.2-319
CODE OF VIRGINIA**

MUNICIPALITY **Smithfield** **DISTRICT** **Hampton Roads**

*** Council Resolution and Map Attached**

SIGNED _____ **MUNICIPAL OFFICIAL** _____ **DATE** _____

SIGNED _____ **AUTHORIZED VDOT OFFICIAL** _____ **DATE** _____

Submit to: District Point of Contact in triplicate

CLASSIFIED BY _____
T&MPD ENGINEER _____ DATE _____

TOWN COUNCIL COMMITTEES REPORT

ITEM: Special Use Permit - Short Term Rental - 139 Sykes Court

FROM: Tammie Clary, Director of Planning and Community Development

ATTACHMENTS:

Description	Type	Upload Date
Staff Report - 139 Sykes Court	Cover Memo	8/21/2025
Attachment - 139 Sykes Court	Backup Material	8/21/2025

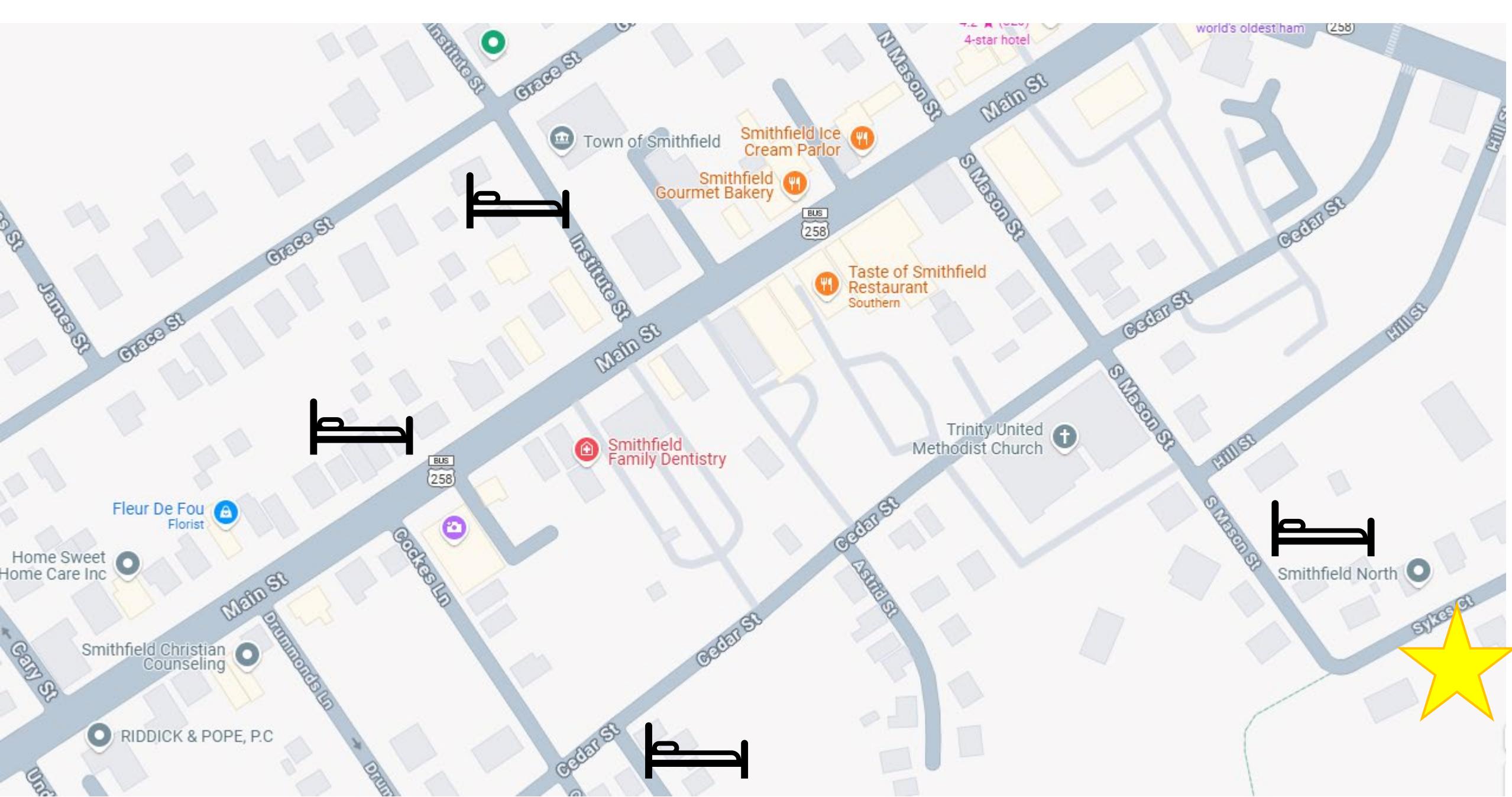
TOWN COUNCIL STAFF REPORT: SPECIAL USE PERMIT (SUP)

TUESDAY, SEPTEMBER 2nd, 2025, 6:30 PM

Applicant	Anna Boyer 139 Sykes Court Smithfield, VA 23430
Owner	Anna Marie Boyer 11183 Burwells Bay Road Smithfield, VA 23430
Property	139 Sykes Court TPIN 21A-01-371
Zoning	Downtown Neighborhood Residential (DNR), Environmental Conservation District (E-C), & Historic Preservation Overlay (HPO)
Adjacent Zoning	Downtown Neighborhood Residential (DNR), Environmental Conservation District (E-C), Community Conservation District (C-C) & HPO
Project Description	The applicant is seeking approval to rent 139 Sykes Court, which is an existing single-family residential dwelling, as a short-term rental property. According to the Smithfield Zoning Ordinance (SZO) Article 2.Z.1, short-term rentals as principal uses are permissible by Special Use Permit (SUP) only. No changes to the property are proposed in order to accommodate the short-term rental. There are currently 4 other approved SUPs located at 111 Institute Street; 205 Chalmers Row; 233 S Mason St; & 328 Main Street.
Zoning	
Recommendation	Positives: This application provides additional accommodations in the Heart of the Historic District. Negatives: This is not a by-right use and does require a SUP. Approval should be conditioned on the applicant following the conditions outlined in Article 2.Z.1.a through Article 2.Z.1.i., except for Article 2.Z.1.b.. These conditions do require a signed and notarized short-term rental affidavit ensuring compliance.
	This application was favorably recommended by the Planning Commission at the June meeting.

Please direct inquiries to Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.





TOWN COUNCIL COMMITTEES REPORT

ITEM: Conditional Rezoning and Special Use Permits - Sheetz

FROM: Tammie Clary, Director of Planning and Community Development

ATTACHMENTS:

Description	Type	Upload Date
Staff Report - Sheetz	Cover Memo	8/21/2025

TOWN COUNCIL STAFF REPORT
CONDITIONAL REZONING & 3 SPECIAL USE PERMITS
TUESDAY, SEPTEMBER 2nd, 2025, 6:30 PM

Applicant	Interstate Realty C/O J. Michael Nidiffer 2151 Volunteer Pkwy Bristol, TN 37620
Owner	SFD Properties LLC C/O Stephen Adams 20 S. King St. Hampton, VA 23669
Property	TPIN 32-01-096A2 7.35 ac E side Benns Church Blvd Corner of Benns Church & Town Limits
Zoning	Community Conservation (CC) & Entrance Corridor Overlay (ECO)
Adjacent Zoning	CC & ECO
Proposed Zoning	Highway Retail Commercial (HRC) & ECO
Future Land Use (FLU)	Corridor Mixed Use
Adjacent FLU	Residential Mixed Use & Corridor Mixed Use
Project Description	The applicant is seeking a conditional rezoning to Highway Retail Commercial (HRC) to facilitate the construction of a convenience store with fueling station islands, with 2, potentially 3 additional retail users. These uses are also in line with the Future Land Use Map, as the current designation is Corridor Mixed Use, which provides for primary commercial uses. The 6,139 square foot convenience store will feature a 4,170 square foot fueling station canopy, with 6 double sided self-serve fueling stations. In addition to traditional convenience store offerings, there will be a made-to-order food menu, Coffee bar, and smoothies. There will be indoor and outdoor seating. The store will operate 24 hours a day, 7 days per week. The site has existing access servicing Sherwin Williams and will also include a right-in/ right-out entrance shared amongst the subdivided parcels. There will be a pedestrian path along Route 10 for connectivity.

1st Special Use Permit- Article 3.J2.C.7: Drive-thru facility.

The applicant is requesting to utilize a drive-thru facility at the convenience store for made to order food or other items from the store.

2nd Special Use Permit- C.20: Waiver of parking and loading:

The applicant would like to exceed the maximum number of parking spaces allowed by 7 spaces, providing up to 44 spaces instead of the maximum of 37 spaces.

3rd Special Use Permit – C. 15: Service Station:

The applicant would like to utilize one parcel as a 5,500 square foot oil express facility.

The applicants have included an updated conceptual plan in general conformance with the originally submitted plan for potentially 3 users in addition to the Sheetz. As proffered, any additional users would need to be reviewed and approved by the Planning Commission.

This application package was favorably recommended to Town Council at the July Planning Commission meeting provided the applicants determine a way to review/ limit the third parcel and they address VDOTs comments prior to the Council meeting.

Please direct inquiries to Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.

TOWN COUNCIL COMMITTEES REPORT

ITEM: PRE-PUBLIC HEARING DISCUSSION: Conditional Rezoning and Special Use Permit - The Promontory

FROM: Tammie Clary, Director of Planning and Community Development

ATTACHMENTS:

Description	Type	Upload Date
Public Notice - Rezoning	Public Hearing	8/21/2025
Public Notice - Special Use Permit	Public Hearing	8/21/2025
Staff Report - The Promontory	Cover Memo	8/22/2025

NOTICE OF PUBLIC HEARING

TOWN COUNCIL OF THE TOWN OF SMITHFIELD

AMENDMENT & REVISION OF OFFICIAL ZONING MAP (CONDITIONAL REZONING)

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council at the Smithfield Center, 220 N Church St, Smithfield, VA 23430, on Tuesday, September 2nd, 2025 at 6:30 PM to consider the application of Kent Henry, applicant on behalf of L & L Land Development LLC & Mollie G Turner Family LTD Partners C/O Carmine Robbins Co, owners, for an official zoning map amendment (conditional rezoning) application.

The property which is the subject of this conditional rezoning application is located at TPINs 32-01-005 & 32-01-006 and is requesting to rezone the “Community Conservation” zoned portions of this property to “Planned Mixed Use Development.” The intent of this application is to accommodate the applicant’s desired uses listed in Smithfield Zoning Ordinance Sections 3.J2.B.1 & 3.J2.B.16. These uses are necessary to facilitate the construction of commercial structures and 238 dwelling units, in the form of single-family attached and detached homes, and open space.

Copies of the current Zoning Ordinance of the Town of Smithfield, Virginia, adopted Tuesday, September 1st, 1998, and all amendments thereto, along with copies of the current official zoning map and the applicant’s conditional rezoning application, are on file and may be examined in the Community Development & Planning Department, 310 Institute St, Smithfield, VA 23430.

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

TOWN OF SMITHFIELD, VIRGINIA

Lesley G. King, Clerk

Publish: Wednesday, August 20th, 2025, and Wednesday, August 27th, 2025.

NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
SPECIAL USE PERMITS

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council at the Smithfield Center, 220 N Church St, Smithfield, VA 23430, on Tuesday, September 2nd, 2025 at 6:30 PM to consider the application of Kent Henry, applicant on behalf of L & L Land Development LLC & Mollie G Turner Family LTD Partners C/O Carmine Robbins Co, owners, for Special Use Permit (SUP) applications under the provisions of Article 3.J2.C.7 and C.20, of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted Tuesday, September 1st, 1998, and as amended thereafter, to allow drive-thru facilities and a waiver of yard requirements for reduced setbacks.

The property which is the subject of this SUP application is located at TPINs 32-01-005 & 32-01-006.

Copies of the current Zoning Ordinance of the Town of Smithfield, Virginia, adopted Tuesday, September 1st, 1998, and all amendments thereto, along with copies of the SUP application, are on file and may be examined in the Community Development & Planning Department, 310 Institute St, Smithfield, VA 23430.

TOWN OF SMITHFIELD, VIRGINIA

Lesley G. King, Clerk

Publish: Wednesday, August 20th, 2025, and Wednesday, August 27th, 2025.

TOWN COUNCIL STAFF REPORT
CONDITIONAL REZONING & 2 SPECIAL USE PERMITS
PUBLIC HEARING
TUESDAY, SEPTEMBER 2nd, 2025, 6:30 PM

Applicant	Greenwood Homes C/O Kent Henry 3122 Marshall St Ste 100 Richmond, VA 23230
Owner	L & L Land Development LLC PO Box 231 Smithfield, VA 23431
Property	TPIN 32-01-005 & 32-01-006 (partial) 135.3 ac W side Benns Church Blvd Corner of Benns Church & Turner Dr
Zoning	Community Conservation (CC) & Entrance Corridor Overlay (ECO)
Adjacent Zoning	Highway Retail Commercial (HRC), CC, & ECO
Proposed Zoning	Planned Mixed Use Development (PMUD) & ECO
Future Land Use (FLU)	Residential Mixed Use & Corridor Mixed Use
Adjacent FLU	Conservation, Residential Mixed Use & Corridor Mixed Use
Project Description	The applicant is seeking a conditional rezoning to Planned Mix Use Development (PMUD) to facilitate the construction of 5 Commercial lots, future commercial area, 107 single family detached units, 103 single family-attached units (67 villa units, 36 townhouse units) a maximum of 210 units in total, and 22.93 acres of open space. The project will be phased, starting with the commercial sites. The road beside Tractor Supply will be extended, with a network of public roads, connecting to Cypress Run Drive and Turner Drive.
In order to facilitate this project, the applicants have applied for the following:	
Conditional Official Zoning Map Amendment (Rezoning): The uses the applicant is proposing (attached and detached units, fast food restaurant, car wash, restaurant, drive in bank) are permissible in the Planned Mixed Use Development District (PMUD). These uses are also in line with the Future Land Use Map, as the current designations are Residential Mixed Use and Corridor Mixed Use, which provide for	

primary residential uses and primary mixed commercial / multifamily residential uses.

1st Special Use Permit- Article 3.J2.C.7: Drive-thru facilities.

The applicant is requesting flexibility to utilize drive-thru facilities on all 5 commercial parcels, with the current plan of a drive-in bank and fast-food restaurant with a drive-thru window.

2nd Special Use Permit- C.20: Waiver of yard requirements for reduced setbacks:

Townhouse:	Villa:	SFD:	Required:
Front 25'/20'	Front 25'/20'	Front: 25'	Front 35'
Side 10'	Side 12'	Side: 10'	Side 15'
Rear 25'	Rear 25'	Rear: 25'	Rear 35'

The amenities will include the item depicted on L11- L15: signage, multi-purpose lawns, grill area, waterfront deck, fishing outpost, native plantings, seating nook, tot lot, seating with open views to the lake, trails, firepit, picnic pergola with tables and benches, Adirondack chairs, and sand beach. The applicants have added a dog park with play equipment.

The applicants will have a property owners association that will be responsible for the maintenance and upkeep of the following: (i) all open space, common areas, and other amenities noted in Conceptual Plan; (ii) all stormwater management infrastructure, including “wet” stormwater management infrastructure, specifically best management practices; and (iii) landscaped buffer areas, as shown in the Conceptual Plan.

They are proffering the following road improvements:

1. Southbound right-turn lane (100-foot storage plus 200-foot taper) into right in/right out proposed Project entrance off of US 258/Rt. 10 (Benns Church Boulevard) designated as Public Road A on the Conceptual Plan and currently serving as an entrance to the existing Tractor Supply;
2. Southbound right-turn lane (100-foot storage plus 200-foot taper) into right in/right out proposed Project entrance off of US 258/Rt. 10 (Benns Church Boulevard) designated as Public Road J on the Conceptual Plan (in between Turner Dr & Tractor Supply); and
3. A conditional payment of \$1,000,000.00 toward the construction of the roundabout at Turner Drive.

Additionally, they are proffering a conditional cash proffer to Isle of Wight County Schools if they are over enrollment capacity at SMS at the time of CO issuance. Finally, no more than 60 zoning permits will be issued in a 12 consecutive month period for the residential units.

This application was favorably recommended to Town Council at the July Planning Commission.

Enclosures

1. VDOT Approval

Please direct inquiries to Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.

TOWN COUNCIL COMMITTEES REPORT

ITEM: PRE-PUBLIC HEARING DISCUSSION: Text Amendments to Reclassify Accessory Apartments as Accessory Dwelling Units and Clarify Reulations in Article 2.Q and P; to Update the Floodplain Overlay in Article 3.O; and create the Pinewood Heights Industrial Park Overlay in Article 3.S

FROM: Tammie Clary, Director of Planning and Community Development

ATTACHMENTS:

Description	Type	Upload Date
Public Notice - Text Amendments	Public Hearing	8/21/2025
Staff Report - Accessory Dwelling Units	Cover Memo	8/21/2025
Text Amendment - Article 2 P and Q	Cover Memo	8/21/2025
Staff Report - Floodplain	Cover Memo	8/21/2025
Text Amendment - Article 3.O	Cover Memo	8/21/2025
Staff Report - Pinewood Heights Industrial Park Overlay District	Cover Memo	8/21/2025
Text Amendment - PHIPO	Cover Memo	8/21/2025

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

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, September 2nd, 2025 at 6:30 p.m. to consider the application of the Town of Smithfield, applicant for text amendments to the provisions of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, for the following: to reclassify accessory apartments as accessory dwelling units and clarify regulations in Article 2.Q and P; to update the Floodplain Overlay District in Article 3.O; and create the Pinewood Heights Industrial Park Overlay in Article 3.S.

Any person affected by or interested in the aforesaid applications may appear at the hearing and be heard. Copies of the current Zoning Ordinance of the Town of Smithfield, Virginia, adopted Tuesday, September 1st, 1998, and all amendments thereto, along with copies of the text amendment applications, are on file and may be examined in the Community Development & Planning Department, 310 Institute St, Smithfield, VA 23430.

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: Wednesday, August 20th, 2025, and Wednesday, August 27th, 2025.

**TOWN COUNCIL STAFF REPORT: ARTICLE 2 P & Q TEXT AMENDMENT
*PUBLIC HEARING***

TUESDAY, SEPTEMBER 2nd, 2025, 6:30 PM

This is a proposed text amendment to Article 2Q updating accessory apartments to accessory dwelling units. ADUs would still require an SUP; however, a family relationship and age requirements are removed. This would also allow free standing ADUs in addition to ADUs over detached garages, and not require the removal of the kitchen.

Article 2P changes accessory apartments to accessory dwelling units.

Planning Commission favorably recommended this application with the following conditions:

Removal of item 4.

Remove breezeway from 8a.

8c replace shall with "may."

Staff suggest also removing porch, patio, etc. from 8a.

Please direct inquiries to Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.

Article 2:
GENERAL REGULATIONS

Article 2:
General Regulations

A. Purpose and Intent: General Effect of Zoning Ordinance

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

B. Prior Approvals

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

C. Administration and Enforcement

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

D. Building Permits

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

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

E. Certificates of Use and Occupancy

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

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

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

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

F. Zoning Districts

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

G. Interpretation of Zoning District Boundaries

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

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

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

H. Interpretation of District Regulations

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

I. District Size

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

J. Density, Open Space and Lot Coverage

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

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

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

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

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

(Ord. of 8-1-2001)

K. Annexation

Repealed. (Ord. of 2025-03-04)

L. Condominiums

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

M. Public Sanitary Sewerage Facilities

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

N. Public Water Facilities

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

O. Storm Drainage and Stormwater Management Facilities

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

be located outside the property limits of the land owned or controlled by the subdivider or developer, but necessitated or required, at least in part, by the construction or improvement of such land, in accordance with the intent and provisions of Section 15.2-2243 of the Code of Virginia, the adopted Comprehensive Plan, the adopted Storm Drainage and Stormwater Management Facilities Master Plan, the subdivision ordinance, and this ordinance.

3. The policy and criteria for determination of pro rata share of total cost, financial and implementation procedures and other related matters shall be the responsibility of the Town Manager and adopted by the Town Council as part of the Storm Drainage and Stormwater Management Facilities Master Plan.

P. Accessory Uses and Structures

1. Accessory uses are permitted in any zoning district, but only in connection with, incidental to, and on the same lot with, a principal structure which is in use and permitted in such district. Walls and fences are regulated separately in the following section.
2. Except as necessary for ongoing construction activity, the storage or overnight parking of buses, school buses and commercial vehicles (including tractors, trailers and step vans) rated over one ton (as classified by the Department of Motor Vehicles) is prohibited in any residential zoning district.
3. In residential districts, no motor homes, recreational vehicles, trailers or boats shall be parked on the street right of way. No more than two of any combination of the above cited vehicles shall be parked on a residential lot. No parking of any of the above cited vehicles shall be permitted in a front yard or side yard setback of a residential lot. No such vehicle shall be used for any form of habitation on a residential lot and no such vehicle may be connected to a private or public utility.
4. (Repealed by Ord. 9-5-2000)
5. No accessory structure shall be located in a front yard, except for flagpoles, fences and walls.
6. Accessory buildings on lots in commercial and industrial districts which abut a residential district shall be located a minimum of fifty (50) feet from such residential district line.

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

- b. No satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structures may be located closer than ten (10) feet from any property line;
- c. In residential districts, no satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structures may be more than ten (10) feet in height measured at ground grade, nor may they exceed district height requirements if attached to a residence, nor may they extend more than three (3) feet in diameter;
- d. In commercial and industrial districts, no satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structures may be more than twenty (20) feet in height measured at ground grade, nor may they exceed district height requirements if attached to a building, nor may they extend more than ten (10) feet in diameter;
- e. Such structures shall be of a neutral color and no satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structures may be repainted to anything other than a neutral color;
- f. No lettering or advertising message shall be allowed on or attached to any satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structure;
- g. The design and placement of the antenna, satellite dish, earth station or similar structure(s) incorporates appropriate landscaping and screening measures as outlined in the Landscaping and Screening regulations in Article 9; and
- h. Where in the opinion of the Planning and Zoning Administrator the installation and location of satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structures may adversely affect the health, safety, community character and welfare of adjacent properties, a Special Exception by the Board of Zoning Appeals shall be required for the installation and location of such structure.

14. Swimming pools may occupy a required rear or side yard, provided that such pools are not located closer than ten (10) feet to a rear lot line or ten (10) feet to an interior or side lot line. Swimming pools are not permitted in the front yard. A pedestrian space at least three (3) feet in width shall be provided between pool walls and the protective fences or barrier walls of the pool. All BOCA code requirements pertaining to fencing around swimming pools shall be adhered to. Permanent swimming pools shall be fenced and/or

landscaped in a manner satisfactory to the Planning and Zoning Administrator. For the purpose of this Ordinance, permanent swimming pools shall be defined as any pool that requires electrical service for its operation. Seasonal, non-permanent, above ground pools are exempt from this provision.

15. Portable storage units are considered temporary accessory structures and are permissible on properties for twenty-one (21) days. After the twenty-one days, portable storage units are permitted for use for a maximum of forty-five (45) days with a zoning waiver after which time a zoning permit must be obtained for up to an additional ninety (90) days of use, based upon a legitimate need for further use having been determined by the Zoning Administrator. If additional time is needed beyond what is permitted above, an appeal to the Planning Commission must be made in order to obtain the approval for further use. The Planning Commission shall have the option to attach conditions to the extended use thereof. Portable storage units can be placed in required front or side yard setback areas but cannot be placed in any right-of-way area. The use of portable storage units can be revoked by the town, whether or not previously permitted, if it is determined by the Zoning Administrator that the use or location constitutes a nuisance or a sight distance hazard. A temporary accessory structure shall not be located on any environmentally sensitive lands (RPAs) or wetlands.
16. Construction debris containers, including but not limited to dumpsters and shipping containers, are considered temporary accessory structures for construction activities. Construction debris containers are permitted for on the premises and may be stored thereon during the time that a valid permit is in effect for construction on the premises. The use of construction debris containers can be revoked by the town if it is determined by the Administrator that the use or location constitutes a nuisance or a sight distance hazard. A temporary accessory structure shall not be located on any environmentally sensitive lands (RPAs) or wetlands.
17. Shipping containers are considered accessory structures for setback placement purposes and shall not be utilized as a primary building or dwelling. Shipping containers shall be permitted by right in the Heavy Industrial Zoning District (I-2) and for construction activities. At no time shall shipping containers be stacked or used for habitation, without the successful acquisition of a Special Use Permit. Shipping containers, except construction debris containers are permissible in the Light Industrial (I-1) Zoning District, Community Conservation (C-C) Zoning District, and Highway Retail Commercial (HR-C) Zoning District, only after the successful acquisition of a Special Use Permit. Shipping containers are not permissible in any other zoning district, except construction debris containers. A shipping container shall not be located on any environmentally sensitive lands (RPAs) or wetlands. Appeals of a decision of the Planning and Zoning

Administrator in the administration of this section shall be to the Planning Commission as provided in Section 15.2-2311 (1997) of the Code of Virginia. Appeals of a decision of the Planning Commission by the applicant or a party in interest regarding a site plan, waiver, variation, or substitution shall be to the Town Council, provided that such appeal is filed with the Town Manager within ten (10) calendar days of the decision being appealed. The appeal shall be placed on the agenda of the Town Council at the next regular meeting. The Town Council may reverse or affirm, wholly or partly, or may modify the decision of the Planning Commission.

18. Donation drop-off boxes, as defined in Article 13, shall be permitted with Planning Commission approval and only in accordance with the following standards and procedures:
 - a. Donation drop-off boxes shall not be allowed in any residential or agricultural zoning district, except on properties where a Special Use Permit exists for a place of religious worship or assembly.
 - b. Donation drop-off boxes are permitted only on properties that contain a primary permitted use.
 - c. Donation drop-off boxes shall be limited to three (3) per location.
 - d. Donation drop-off boxes are subject to the issuance of a Zoning Permit and upon receipt of written authorization by the property owner or legal representative.
 - e. Donation drop-off boxes shall not obstruct pedestrian or vehicular circulation, nor be located in public rights-of-way, required building setbacks, landscape areas, drive aisles, required parking spaces, fire lanes, loading zones, buffers or any other location that may cause hazardous conditions, constitute a threat to the public safety, or create a condition detrimental to surrounding land uses. The Fire Department should review proposed placement.
 - f. Donation drop-off boxes shall not be located closer than 100 feet from a residential district.
 - g. Each donation drop-off box shall have a firmly closing lid and shall have a capacity no greater than four cubic yards. No donation drop-off box shall exceed seven feet in height.
 - h. Donation drop-off boxes may be constructed of painted metal, plastic, or suitable material and shall be properly maintained in a safe and good substantial condition with a neat and tidy appearance.
 - i. Donation drop-off boxes shall be clearly marked to identify the specific items and materials requested to be left for donation, the name of the operator or owners of the donation container, the entity responsible for maintenance of the drop-off box and removal of materials and trash from the immediate area, and a telephone number where the owner, operator or agent of the owner or operator may be reached at any time. The box shall display a notice stating that no items or

materials shall be left outside of the donation drop-off box as well as a notice that shall read "Not for refuse disposal. Liquids are prohibited. Do not use for garbage, candy wrappers, soft drink bottles, etc."

- j. Occupation of parking spaces by donation drop-off boxes shall not reduce the number of available parking spaces below the minimum number required for the site.
- k. All donated items must be collected and stored in the donation drop-off box. Donated items or materials shall not be left outside of donation drop-off boxes and the area around each box shall be maintained by the owner or operator, or the property owner, free of litter and any other undesirable materials.
- l. If unable to comply with any of the above regulations, the applicant can apply for a Special Use Permit for the proposed donation box and location.
- m. Donation boxes shall be placed against buildings, fences, shrubbery or other means so as to not interfere with traffic.

(Ord. of 9-5-2000; Ord. of 8-1-2001; Ord. of 3-1-2005; Ord. of 9-06-2011; Ord. 2023-03-07; Ord. 2024-06-04; Ord. 2024-09-03)

Q. Accessory Apartments Dwelling Units

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

Accessory dwelling units are permitted after obtaining a special use permit in the C-C, S-R, N-R, DNR, RO and PMUD (excluding multifamily dwellings) zoning districts, and subject to the following:

1. ~~The occupants of the accessory apartment shall be related to the owner of the principal dwelling by blood, adoption or marriage.~~
2. There shall be no other ~~apartment facilities or~~ room rentals in the ~~primary~~ dwelling, the ~~accessory dwelling unit~~ or its accessory buildings.
3. The principal dwelling ~~or the accessory dwelling unit~~ shall be occupied ~~during the maintenance of the accessory apartment by the fee simple property owner and members of the owner's family related by blood, adoption or marriage~~ as their primary residence.
4. ~~The permitted accessory apartment dwelling unit shall be exclusively occupied by not more than two persons, at least one of whom is related to the owner by blood, adoption or marriage and who must be either 62 years of age or older or must be physically or~~

~~mentally handicapped, and the other occupant whom, if not of the requisite age, handicapped condition or familial relationship, must be a live-in attendant of the qualifying handicapped person.~~

- a. ~~A person shall be deemed physically or mentally handicapped if by virtue of a physical or mental condition such person is permanently incapable of carrying on some material activity reasonably necessary to independent daily living.~~
- b. ~~A written certification by the handicapped person's regular physician shall accompany the permit application. Such certification shall state the nature of the handicap, the effect upon the person's ability to function normally in daily life, the expected duration of the handicap and whether or not the handicap may be expected to moderate with time.~~

5. A minimum of one (1) Off-street parking space shall be as required by Article 8 for the accessory dwelling unit in addition to the required parking for the primary structure.
6. When a building addition or additional parking is proposed, a minor site plan meeting the requirements of Article 11 regarding site planning shall be submitted.
7. The floor plan and exterior elevations of the proposed accessory ~~apartment dwelling unit~~ and of the building housing same shall be presented to and approved by the ~~Planning and~~ Zoning Administrator. Exterior elevations shall not be required if no exterior changes are proposed. Exterior elevations shall also be approved by the Review Board when required by the HP-O District.
8. An accessory ~~apartment dwelling unit~~ shall have a floor area of not less than 400 square feet nor greater than 800 1000 square feet, but in no event shall the floor area of an accessory ~~apartment dwelling unit~~ exceed twenty five (25) forty (40) percent of the existing floor area of the ~~main building which will house the same~~ primary structure, whichever is less.
 - a. An accessory ~~apartment dwelling unit~~ shall have one kitchen and shall have not more than two bedrooms, one bathroom and one all purpose room and shall be entirely located either within the outer walls of the main building or connected thereto by a common wall, ceiling or floor ~~but not by a breezeway, or porch, deck, patio or the like~~. Accessory ~~apartments~~ dwelling unit located on a separate level over a freestanding garage are also permissible provided that it is in compliance with residential building codes.
 - b. The architectural treatment of the accessory ~~apartment dwelling unit~~ shall be consistent with that of the character of the principal single-family dwelling.

- c. An accessory ~~apartment~~ dwelling unit ~~shall~~ may be accessible from the interior of the main building of which it is part. Only one main entrance shall be permitted on the front of the accessory ~~apartment~~-dwelling unit; all other exterior entrances shall be at the side or in the rear.
- d. No accessory ~~apartment~~ dwelling unit shall be permitted in a basement or cellar or above the first floor of the principal dwelling, except over attached garages.
- e. Any accessory dwelling unit, if in a separate structure from the primary dwelling unit, shall be located in the rear or side of the principal dwelling.
- f. Aside from the primary dwelling unit, only one accessory dwelling unit may be located on a lot. Accessory buildings not intended for use as a dwelling are permitted.

9. ~~If the following conditions are met, then the Planning and Zoning Administrator shall issue a temporary special use permit to allow the establishment and maintenance of the accessory apartment during the time of allowed occupancy:~~

- a. ~~The required public hearing is held;~~
- b. ~~The Planning and Zoning Administrator determines that all enumerated requirements have been satisfied and that the required accessory apartment will not have a net negative effect upon the peace and tranquility of adjacent properties or upon the value thereof;~~
- c. ~~All fee simple owners of the affected property have executed in form recordable among the land records of the clerk's office of the Circuit Court of the County of Isle of Wight an agreement to remove the necessary kitchen improvements and to do all other things necessary to establish the accessory apartment area as a functional, non-discrete portion of the single family dwelling housing same upon termination of the required temporary special exception permit; and~~
- d. ~~All applicable requirements of Article 12 have been met.~~

10. ~~After construction of the accessory apartment has been completed, but prior to its occupancy, a fee simple owner of the main building housing same shall certify by affidavit delivered to the Planning and Zoning Administrator that the persons who will occupy such apartment are the same to whom information was presented to the Planning and Zoning Administrator and that any handicap which formed the basis for the issuance of the temporary special exception permit continues. Upon receipt of such affidavit in proper form, an occupancy permit shall be issued. Thereafter, the applicant or other fee simple owner of the property in question shall submit such~~

~~notarized affidavit to the Planning and Zoning Administrator by first of September of each ensuing year as a requirement for the continuance of the temporary special use permit and the occupancy permit.~~

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

R. Walls and Fences

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

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

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

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

(Ord. of 9-5-2000; 8-1-2001)

S. Telecommunication Towers

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

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

- a. Church sites when camouflaged as steeples or bell towers;
- b. Park sites when compatible with the existing environment and nature of the park; and
- c. Government, school, utility and institutional sites.

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

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

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

T. Borrow Pits

1. Borrow pits and related uses involving the extraction of natural resources conforming to all the applicable provisions of this ordinance are hereby permitted subject to approval of a special use permit in the following zoning districts:
 - a. C-C, Community Conservation
 - b. I-2, Heavy Industrial
2. The application for special use permit for a borrow pit shall be accompanied by a site plan meeting all the requirements for a major site plan review. In addition, the following information shall be provided with the special use permit application:
 - a. A master phasing plan;
 - b. A vehicular access plan to be utilized by the excavation operator;
 - c. An enhanced erosion and sediment control plan detailing methods to be used to protect surrounding properties and public streets;
 - d. A comprehensive facility operations plan, including an estimate of annual yardage or tonnage to be excavated;
 - e. A detailed reclamation and restoration plan;
 - f. Design and construction details for fencing and gating;
 - g. Copies of all state and federal permits for use and use operations;
 - h. Proffers and plats supporting permanent easements, setbacks and buffer areas;
 - i. Evidence of ownership's record of borrow pit operations and prior record of compliance with borrow pit permits;
 - j. A site plan depicting enhanced roadside landscape, yard setbacks and related buffers; and
 - k. An operations maintenance plan.
3. In addition to the bonding requirements of Article 11, Section K. 4 (Site Plan Requirements), the following bonding (surety) requirements for borrow pits development shall apply:
 - a. In addition to other bonding requirements of this Ordinance, the operator shall furnish a bond of the amount on the form to be prescribed by the Town Attorney payable to the Town of Smithfield.
 - b. The bond shall serve to condition the use permit subject to the operator performing all of the requirements of this ordinance as well as the conditions of the special use permit, the facility improvements plan, the operations plan, the reclamation and restoration plan and the maintenance plan.

- c. The operator shall submit a cost estimate for the above considerations with the bond form, with said estimate to be prepared by a registered professional engineer qualified to undertake such examinations. The Town Attorney shall employ said estimate in setting the bond or surety amount.
- d. The bond or surety posted by the operator for such use and operations shall not be refunded until the operator has obtained the approval of the Planning Commission.
- e. Within ten days of the anniversary of a bond, the operator shall post any additional bond in the amount determined by the Planning and Zoning Administrator.
- f. If the operator does not undertake to complete any reclamation, operations or maintenance deficiency within thirty (30) days of notification by the Planning and Zoning Administrator, the Town may order the forfeiture of the bond or surety and have the necessary work performed with the money so received.

4. All special use permits issued for borrow pits will be valid for a period of five (5) years from the date of issuance. An extension of time or renewal of said permit will require new applications filed in accordance with the terms of this ordinance.
5. A violation of this article shall be deemed as adequate cause to declare the special use permit null and void upon action by the Planning Commission at a regularly scheduled meetings.

U. Home Occupations

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

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

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

14. Any person aggrieved by the action of the Planning and Zoning Administrator in granting, denying or revoking a home occupation permit or in stipulating conditions or corrections thereto may appeal the decision to the Board of Zoning Appeals.

15. Within the context of the above requirements, home occupation uses include, but are not limited to, the following:

- a. Artist, sculptor or photographer.
- b. Author or composer.
- c. Computer programmer or internet service provider.
- d. Home care provider
- e. Tailor or seamstress.
- f. (Repealed by Ord. 2020-08-04).
- g. Tutoring.
- h. Salesperson, provided that no retail or wholesale transactions occur on premises.
- i. Telephone answering service.
- j. Music teacher, limited to two students at any one time.
- k. Caterer.
- l. Child day care provider (Babysitting for not more than 5 children; however a Special Use Permit may be an option for 6-11 children in some zoning districts.)

16. Specifically prohibited home occupation uses include, but are not limited to, the following:

- a. Auto repair or auto paint shop.
- b. (repealed 11-2014)
- c. Gift shops.
- d. Adult entertainment businesses and massage parlors.
- e. Medical and dental clinics.
- f. Veterinary activities and kennels.
- g. Wrecking and towing service.
- h. Welding and machine shop.
- i. Beauty parlors.
- j. Barber shops.
- k. Nursing homes, convalescent homes, and adult care facilities.

- I. Child day care center.
- m. Eating establishments.
- n. Antique shops.
- o. Tourist homes.
- p. Fortune tellers.
- q. Small machinery repair shop.
- r. Other similar use.

19. Nothing in this Ordinance shall preclude an owner/occupant from having a professional office within their home. A professional office shall be excluded from obtaining a home occupation permit from the Planning and Zoning Administrator, so long as a business license is obtained from the Town, and all other applicable standards of this Section have been met.

20. Professional office home occupations may enjoy client visits to the property following the successful acquisition of a special use permit from the Town Council.

(Ord. of 2000-09-05; Ord. of 2014-11-04; Ord. of 2020-08-04)

V. Lot and Yard Requirements and Modifications

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

7. Corner lots shall provide a setback equal to the required front setback for all yards adjoining a public street provided, however, that the setback regulations shall not reduce the buildable width of a lot to less than fifty (50) percent of lot width as measured at the point of required setback line.
8. Where the frontage on one side of a street between two (2) intersecting streets is improved with buildings having a setback greater or less than one setback heretofore permitted, no building shall project beyond the average setback line of the existing buildings of the same zoning classification so established.
9. Chimneys, solar devices, architectural features or the like, may project into required yards not more than thirty (30) inches. No such feature shall connect a principle structure with an accessory structure unless the accessory structure conforms with setbacks applicable to principle structures and all building code requirements are met.
10. No commercial above ground fuel storage tanks may be located less than one hundred (100) feet from any residential district. Canopies and pump operations are not classified as accessory buildings and shall comply with standard principal building setbacks for the district concerned.
11. (Repealed by Ord. 5-4-2004)
12. No residential lot shall be created in which an area more than 25% of the total lot area is comprised of one or more of the physical land units: (a) slopes 30% or greater, (b) wetlands, (c) 100-year floodplains and (d) water features.
13. Development on shrink/swell soils is not encouraged by the Town of Smithfield. Any development on lots containing shrink/swell soils shall be subject to specific soils and geotechnical analysis of the lot and detailed foundation engineering evaluations for the intended improvements. The following additional lot regulations and requirements shall apply to any subdivided lot:
 - a. Lots to be developed on shrink/swell soils shall require a geotechnical study and foundation design report for each lot prior to issuance a building permit. Such report shall be prepared by a registered professional engineer and shall address (1) the location and characteristics of the soils and (2) foundation and related structural engineering design recommendations for the intended structure.
 - b. (Repealed by Ord 2022-09-06)

- c. No subdivision plat or site plan shall be approved for recordation until a geotechnical and foundation report has been reviewed by the Town in conjunction with final site plan, lot development plan and/or final subdivision plat review, or as otherwise required by the Planning and Zoning Administrator.
- d. All recorded plats for new subdivided lots containing shrink/swell soils shall bear the following notation:

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

14. Repealed (Ord. of 2024-06-04).

15. Any plat submitted to the Town must show, as applicable, the existence of a Resource Protection Area (RPA) designation, its implications regarding future development, and acknowledgment of a maintenance agreement for on-site BMPs.
(Ord. of 8-1-2000; Ord. of 9-5-2000; Ord. of 5-4-2004; Ord. 2022-09-06)

W. Public Hearings

- 1. Public hearings held by the Town Council, Planning Commission, Board of Zoning Appeals or other duly appointed authority, shall be held in accordance with Section 15.2-2204, 2205 and other appropriate sections of the Code of Virginia, 1950, as amended.
- 2. In accordance with applicable regulations, before such hearings, the following is required:
 - a. Notice of the intended action shall be published once a week for two successive weeks in a newspaper of general circulation in the Town of Smithfield; provided that such notice for matters to be considered by more than one board or commission may be published concurrently. Such notice shall specify the time and place of the hearing at which persons affected may appear and present their views, with the first notice appearing no more than 28 days before and the second appearing no less than seven days before the date of the meeting referenced in the notice. (Ord. of 2025-03-04)

b. The applicant for action requiring a public hearing shall bear the cost of said notice. The Zoning Administrator shall be required to obtain the names of the adjacent property owners and notify them with certified letters. Any person entitled to such notice may waive such right in writing.

(1) Applications for Appeals, Special Exceptions, Variances, Special Use Permits, Special Sign Exceptions, Special Yard Exceptions, Exceptions to the RPA, Rezonings and amendments to zoning ordinance involving a change in zoning classification of twenty-five or fewer parcels of land, require, in addition to the advertising required herein, written notices to be given at least five days before the hearing to the owner (the last known address as shown on the current real estate assessment records of the Town of Smithfield) of each parcel involved, the owners of all abutting property and the owners of property immediately across the street or road from the property affected. If such notice is sent by an applicant other than a representative of the Town Council, it shall be sent by registered or certified mail and the return receipts shall be filed with the records of the case. If such notice is sent by a representative of the Council, the notice may be sent by first class mail; provided that the representative make affidavit that such mailings have been made and file such affidavit with the records of the case.

(2) When a proposed amendment to the zoning ordinance involves a change in the zoning classification of more than twenty-five but less than five hundred parcels of land, then in addition to the advertising required hereinabove, written notice shall be given at least five days before the hearing to the owners of each parcel of land involved. Notice shall be sent by first class mail to the last known address of such owner as shown on the current real estate assessment records of the Town of Smithfield. The party responsible for sending the required notice shall make affidavit that such mailings have been made and file such affidavit with the papers in the case.

(3) When a proposed amendment to the zoning ordinance involves a change in the zoning classification of five hundred or more parcels of land, written notice to the owners of each parcel is not required. Notice shall be advertised as required herein.

c. At least fourteen days preceding a public hearing involving a site specific request, the Zoning Administrator shall erect on the subject parcel or parcels, a

sign or signs, in such number as indicated below, stating "PUBLIC HEARING NOTICE" and indicating the telephone number of the Planning and Zoning Administrator. The sign or signs shall be erected by the applicant within ten feet of whatever boundary line of such land abuts a public street and shall be so placed as to be clearly visible from the street. Such signs shall not be erected on the public right-of-way. If more than one such street abuts the subject parcel or parcels, then at least two signs shall be erected in the same manner as specified above, along at least two abutting streets. If no public street abuts thereon, then signs shall be placed in the same manner as above on at least one (or as many as deemed necessary by the Planning and Zoning Administrator) boundary of the property abutting land not owned by the applicant.

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

X. Violations and Penalties

1. The Planning and Zoning Administrator and all other Town officials and employees who are vested with duty or authority to issue permits or licenses shall adhere to the provisions of this ordinance and shall issue permits or licenses only when uses and buildings comply with the provisions of this ordinance.

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

(Ord. of 8-1-2000)

Y. Event Facilities

1. A place of public assembly used primarily as an event facility is a place for hosting functions including, but not limited to, parties, lessons/classes/courses, weddings,

receptions, banquets, anniversaries, meetings, and/or conferences. The event facility may be a building, tent, uncovered outdoor gathering space, or a combination thereof. For the purposes of this Section, an event facility is one that charges a fee or requires compensation to use the space or charges an entry or other fee for the uses related to the facility. Facilities exclusively used by membership groups such as clubs, or civic, fraternal, and/or social organizations, are excluded from this definition.

2. All event facilities, and the parcel(s) upon which they are located, must meet the following standards:
 - a. Access to and from the event facility shall not occur via a shared or common driveway.
 - b. To the greatest degree possible, the permanent component(s) of a proposed event facility should be placed on a parcel so as to avoid areas identified by any Town Ordinance or publication (Comprehensive Plan, etc.) as a viewshed.
 - c. Where proposed, temporary tents are allowed for the duration of the event, or a period not to exceed seven (7) consecutive days, whichever is less. The seven (7) day time period may be extended following a written request to the Zoning Administrator or their designee, showing reasonable cause.
 - d. To protect the citizens of the Town from excessive noise, events facilities must comply with Chapter 38 of the Town Code.
 - e. In any zoning district in which this use is permitted, the maximum number of attendees for any given event is limited to the maximum live load according to the Virginia Uniform Statewide Building Code (VUSBC) for the building in or at which the event is to occur. Outdoor events may exceed this restriction. The maximum number of attendees includes, but is not limited to, any event staff, caterers, photographers, and/or vendors.
3. An application for a new event facility must include the following items:
 - a. The applicant must demonstrate that all performance standards would be met by their proposal through the submission of a site plan.
 - b. All applicable requirements in this Article, as well as Articles 3, 6, 8, 9, 10, and 11 must be met.

(Ord. of 2019-09-03)

Z. Short-Term Rentals

1. These regulations are established to allow the short-term rental of rooms to transient persons in all residential settings, while at the same time preserving the residential character of the neighborhoods in which the dwellings are located. For the purpose of this section, short-term rentals include short-term rentals and homestays. In any zoning district in which residential uses exist or are permitted, accessory short-term rentals (hereinafter referred to as "homestays") are permitted by-right- short-term rentals as principal uses are permissible by special use permit (SUP) only. Short-term rentals in any mixed-use building or structure shall also require an SUP. In all other cases, the following conditions must be met:
 - a. A copy of the declarations page, a certificate of insurance, or a binder of insurance (if newly applied for) showing general, personal, or premises liability insurance in the name of the owner/operator, covering the rental of the property to transient persons, with coverage of not less than \$500,000 must be furnished to the Town. Such insurance coverage must remain in place at all times while any part of the property is being offered for short-term rental.
 - b. Short-term rentals shall be permitted for not more than 104 nights per calendar year.
 - c. At all times, no more than ten (10) over-night guests shall occupy any short-term rental, or no more than two (2) per bedroom at any one time, whichever is greater.
 - d. Accessory buildings and structures shall not be used or occupied as short-term rentals, except upon the issuance of an SUP by the Town Council.
 - e. All operators engaging in short-term rentals are required to obtain and maintain a business license from the Town, and the operator of the short-term rental shall remain liable for all taxes that may be owed, in addition to the transient occupancy tax.
 - f. Nothing in this section shall be construed to supersede or limit contracts or lease agreements between or among individuals or private entities related to the use of real property, including recorded declarations and covenants, the provision of condominium instruments of a condominium created pursuant to the Condominium Act (Va. Code § 55-79.39 et seq.), the declaration of a common interest community as defined in Va. Code § 55-528, the cooperative instruments of a cooperative created pursuant to the Virginia Real Estate Cooperative Act (Va. Code § 55-424 et seq.), or any declaration of a property owners' association created pursuant to the Property Owners' Association Act (Va. Code § 55-508 et seq.).
 - g. The short-term rental must be serviced by a Virginia-licensed waste management facilities operator.

- h. To protect the citizens of the Town from excessive noise, short-term rentals must comply with Chapter 38 of the Town Code.
- i. The operator of the short-term rental must submit to the Town a signed and notarized short-term rental affidavit assuring compliance with all of the above provisions.
- j. Any of the above provisions may be waived by the Town Council, upon the issuance of an SUP. Additionally, if there is any uncertainty in interpretation between the applicant and the Administrator as to any of the provisions of this section, the Administrator may require an SUP.

2. Existing short-term rentals which conflict with the standards of this Section, and which were in operation sixty (60) days prior to the date of adoption of the same, may be administratively approved by Town staff, provided that the applicant submit satisfactory evidence to the Town that their short-term rental was in operation at that time. If uncertainty arises between the applicant and the Administrator as to whether or not satisfactory evidence has been submitted to the Town, the Planning Commission shall determine the validity of the evidence.
3. If the operator is found to have violated any of the provisions of this section, the following penalties shall apply:
 - a. The revocation of the operator's business license.
 - b. Any additional penalties as prescribed in this or any other Town Ordinance.

(Ord. of 2020-09-01)

AA. Public Buildings, New Construction

1. The purpose of establishing these provisions is to protect the aesthetic and visual character of the new construction of primary and accessory structures intended as public buildings, located on government owned parcels, as defined herein, and to provide for and promote their orderly development. All new construction proposed, meeting the definitions below, shall be subject to the procedures, standards, and guidelines specified in the following Sections, in addition to those standards pertaining to the particular base zoning district and overlays in which the development occurs.
 - a. New Construction:
 - i. For the purpose of this section, new construction includes the addition of additional square footage to an existing building, along with the construction of a new primary building and / or accessory building(s).
 - ii. For the purpose of this section, new construction does not include exterior modification and / or changes to existing structures, both primary and accessory.
 - b. Public Buildings:

- i. For the purpose of this section, public buildings include any building constructed on a Town, County, State, and / or Federally owned parcel, for the intended purpose of providing a service to the public, as either a primary or accessory use.
2. No new construction of a primary building or accessory structure shall be authorized or constructed in the Town unless and until the general location, character, and extent thereof has been submitted to and approved by the Planning Commission, as being substantially in conformance with the Guidelines of the Entrance Corridor Overlay (ECO) District, and Entrance Corridor Guidelines. This provision applies to properties that meet the definition above but are located outside of the ECO.
3. All development plans shall be submitted and reviewed according to the following procedures:
 - a. A complete development plan shall be submitted to the Zoning Administrator.
 - b. Applicants shall be informed in writing of the outcome of their review including a list of required revisions, if necessary.
 - c. After the complete development plan and related materials have been submitted, it shall be reviewed and processed by the Planning Commission and other affected governmental agencies for conformity to this Article and other applicable Articles and regulations. The Planning Commission shall act upon a complete development plan and related materials as submitted by the applicant, or as modified by the development plan review process within thirty (30) days, unless extensive modification to the development plan or extenuating circumstances requires additional time.
 - d. Applicants shall be informed in writing of a final decision of the development plan.
4. Waivers
 - a. An applicant or owner may request a waiver, variation or substitution pursuant to the requirements and application of this article. A written request for a waiver, variation or substitution shall state the rationale and justification for such request together with such alternatives as may be proposed by the applicant or owner.
 - b. Such request shall be submitted to the Planning and Zoning Administrator with the filing of a preliminary or final site plan.
 - c. The Planning Commission, at its sole discretion, may accept the request for waiver, variation or substitution for any requirement in a particular case upon a finding that the waiver, variation or substitution of such requirement would advance the purposes of this ordinance and otherwise serve the public interest in a manner equal to or exceeding the desired effects of the requirements of the ordinance. Alternatively, the Planning Commission may recommend a conditional modification to the request, or the Planning Commission may deny the request.
 - d. Approval or conditional approval of a waiver, variation, or substitution shall be accompanied by a statement from the Planning Commission as to the public

purpose served by such waiver, variation, or substitution, particularly in regard to the purpose and intent of this article, this ordinance, the subdivision ordinance, and the Comprehensive Plan.

- e. No such waiver, variation, or substitution shall be detrimental to the public health, safety, or welfare, orderly development of the area, sound engineering practice, or to properties located within the project impact area.

5. Appeal to Town Council

- a. Appeals of a decision of the Planning and Zoning Administrator in the administration of this article shall be to the Planning Commission as provided in Section 15.2-2311 (1997) of the Code of Virginia.
- b. Appeals of a decision of the Planning Commission by the applicant or a party in interest regarding a site plan, waiver, variation, or substitution shall be to the Town Council, provided that such appeal is filed with the Town Manager within ten (10) calendar days of the decision being appealed. The appeal shall be placed on the agenda of the Town Council at the next regular meeting. The Town Council may reverse or affirm, wholly or partly, or may modify the decision of the Planning Commission.

(Ord. 2023-02-07)

TOWN COUNCIL STAFF REPORT: ARTICLE 3.0 TEXT AMENDMENT
PUBLIC HEARING

TUESDAY, SEPTEMBER 2nd, 2025, 6:30 PM

This is a proposed text amendment to Article 3.0 updating our Floodplain Ordinance. FEMA has updated our Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS). Town staff utilized the model ordinance, and this has already been approved by DCR (Department of Conservation and Recreation). Once approved by Town Council, it will need to be approved by FEMA.

This appeared on the April 9th, 2024 Planning Commission agenda as a discussion item.

Planning Commission favorably recommended this application with the condition that alternative language allowing accessory structures in the SFHA.

Staff suggest removing that language allowing accessory structures and instead prohibiting accessory structures in the SFHA, as that would be in conformance with our CBPA guidelines which do not allow accessory structures in the RPA.

Please direct inquiries to Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.

DRAFT

Article 3.O:
FP-O, Floodplain Overlay District

Article 3.O:
FP-O, Floodplain Overlay District

SECTION I - GENERAL PROVISIONS

Section 1.1 – Statutory Authorization and Purpose [44 CFR 59.22(a)(2)]

Va. Code § 15.2-2283 specifies that zoning ordinances shall be for the general purpose of promoting the health, safety, or general welfare of the public and of further accomplishing the objectives of § 15.2-2200 which encourages localities to improve the public health, safety, convenience, and welfare of their citizens. To these ends, flood ordinances shall be designed to provide for safety from flood, to facilitate the provision of flood protection, and to protect against loss of life, health, or property from flood.

In accordance with these directed provisions, this ordinance is specifically adopted pursuant to the authority granted to localities by Va. Code § 15.2 - 2280.

The purpose of these provisions is to prevent: the loss of life, health, or property, the creation of health and safety hazards, the disruption of commerce and governmental services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief, and the impairment of the tax base by:

- A. Regulating uses, activities, and development which, alone or in combination with other existing or future uses, activities, and development, will cause unacceptable increases in flood heights, velocities, and frequencies;
- B. Restricting or prohibiting certain uses, activities, and development from locating within districts subject to flooding;
- C. Requiring all those uses, activities, and developments that do occur in flood-prone districts to be protected and/or floodproofed against flooding and flood damage; and,
- D. Protecting individuals from buying land and structures which are unsuited for intended purposes because of flood hazards.

Section 1.2 – Applicability

These provisions shall apply to all privately and publicly owned lands within the jurisdiction of the Town of Smithfield and identified as areas of special flood hazard identified by the community or shown on the flood insurance rate map (FIRM) or included in the flood insurance study (FIS) that are provided to the Town of Smithfield by FEMA. The flood insurance rate map panels specifically referenced by this ordinance effective as of [January 9, 2026](#) include the following: 51093C0088F, 51093C0135F, 51093C0151F, 51093C0152F, 51093C0153F, 51093C0154F.

Section 1.3 - Compliance and Liability

- A. No land shall hereafter be developed and no structure shall be located, relocated, constructed, reconstructed, enlarged, or structurally altered except in full compliance with the terms and provisions of this ordinance and any other applicable ordinances and regulations which apply to uses within the jurisdiction of this ordinance.
- B. The degree of flood protection sought by the provisions of this ordinance is considered reasonable for regulatory purposes and is based on acceptable engineering methods of study, but does not imply total flood protection. Larger floods may occur on rare occasions. Flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. This ordinance does not imply that districts outside the floodplain district or land uses permitted within such district will be free from flooding or flood damages.
- C. This ordinance shall not create liability on the part of the Town of Smithfield or any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made thereunder.

Section 1.4 – Records [44 CFR 59.22(a)(9)(iii)]

Records of actions associated with administering this ordinance shall be kept on file and maintained by or under the direction of the Floodplain Administrator in perpetuity.

Section 1.5 - Abrogation and Greater Restrictions [44 CFR 60.1(b)]

To the extent that the provisions are more restrictive, this ordinance supersedes any ordinance currently in effect in flood-prone districts. To the extent that any other existing law or regulation is more restrictive or does not conflict it shall remain in full force and effect.

These regulations are not intended to repeal or abrogate any existing ordinances including subdivision regulations, zoning ordinances, or building codes. In the event of a conflict between these regulations and any other ordinance, the more restrictive shall govern.

Section 1.6 - Severability

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance shall be declared invalid for any reason whatever, such decision shall not affect the remaining portions of this ordinance. The remaining portions shall remain in full force and effect; and for this purpose, the provisions of this ordinance are hereby declared to be severable.

Section 1.7 - Penalty for Violations [44 CFR 60.2(e)]

Any person who fails to comply with any of the requirements or provisions of this article or directions of the director of planning or any authorized employee of the Town of Smithfield shall be guilty of the appropriate violation and subject to the penalties thereof.

The VA USBC addresses building code violations and the associated penalties in Section 104 and Section 115. Violations and associated penalties of the Zoning Ordinance of the Town of Smithfield are addressed in Article 11 Section Q and Article 2: Section X of the Zoning Ordinance.

In addition to the above penalties, all other actions are hereby reserved, including an action in equity for the proper enforcement of this article. The imposition of a fine or penalty for any violation of, or noncompliance with, this article shall not excuse the violation or noncompliance or permit it to continue; and all such persons shall be required to correct or remedy such violations within a reasonable time. Any structure constructed, reconstructed, enlarged, altered or relocated in noncompliance with this article may be declared by the Town of Smithfield to be a public nuisance and abatable as such. Flood insurance may be withheld from structures constructed in violation of this article.

SECTION II - ADMINISTRATION

Section 2.1 - Designation of the Floodplain Administrator [44 CFR 59.22(b)]

The Zoning Administrator is hereby appointed to administer and implement these regulations and is referred to herein as the Floodplain Administrator. The Floodplain Administrator may:

- A. Do the work themselves. In the absence of a designated Floodplain Administrator, the duties are conducted by the Town of Smithfield chief executive officer.
- B. Delegate duties and responsibilities set forth in these regulations to qualified technical personnel, plan examiners, inspectors, and other employees.
- C. Enter into a written agreement or written contract with another community or private sector entity to administer specific provisions of these regulations. Administration of any part of these regulations by another entity shall not relieve the community of its responsibilities pursuant to the participation requirements of the National Flood Insurance Program as set forth in the Code of Federal Regulations at 44 C.F.R. Section 59.22.

Section 2.2 - Duties and Responsibilities of the Floodplain Administrator [44 CFR 60.3]

The duties and responsibilities of the Floodplain Administrator shall include but are not limited to:

- A. Review applications for permits to determine whether proposed activities will be located in the Special Flood Hazard Area (SFHA).
- B. Interpret floodplain boundaries and provide available base flood elevation and flood hazard information.
- C. Review applications to determine whether proposed activities will be reasonably safe from flooding and require new construction and substantial improvements to meet the requirements of these regulations.
- D. Review applications to determine whether all necessary permits have been obtained from the Federal, State, or local agencies from which prior or concurrent approval is required; in particular, permits from state agencies for any construction, reconstruction, repair, or alteration of a dam, reservoir, or waterway obstruction (including bridges, culverts, structures), any alteration of a watercourse, or any change of the course, current, or cross section of a stream or body of water, including any change to the 100-year frequency floodplain of free-flowing non-tidal waters of the State.
- E. Verify that applicants proposing an alteration of a watercourse have notified adjacent communities, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), and other appropriate agencies (VADEQ, USACE), and have submitted copies of such notifications to FEMA.

- F. Advise applicants for new construction or substantial improvement of structures that are located within an area of the Coastal Barrier Resources System established by the Coastal Barrier Resources Act that Federal flood insurance is not available on such structures; areas subject to this limitation are shown on Flood Insurance Rate Maps as Coastal Barrier Resource System Areas (CBRS) or Otherwise Protected Areas (OPA).
- G. Approve applications and issue permits to develop in flood hazard areas if the provisions of these regulations have been met, or disapprove applications if the provisions of these regulations have not been met.
- H. Inspect or cause to be inspected, buildings, structures, and other development for which permits have been issued to determine compliance with these regulations or to determine if non-compliance has occurred or violations have been committed.
- I. Review Elevation Certificates and require incomplete or deficient certificates to be corrected.
- J. Submit to FEMA, or require applicants to submit to FEMA, data and information necessary to maintain FIRMs, including hydrologic and hydraulic engineering analyses prepared by or for the Town of Smithfield, within six months after such data and information becomes available if the analyses indicate changes in base flood elevations.
- K. Maintain and permanently keep records that are necessary for the administration of these regulations, including:
 1. Flood Insurance Studies, Flood Insurance Rate Maps (including historic studies and maps and current effective studies and maps), and Letters of Map Change; and
 2. Documentation supporting issuance and denial of permits, Elevation Certificates, documentation of the elevation (in relation to the datum on the FIRM) to which structures have been floodproofed, inspection records, other required design certifications, variances, and records of enforcement actions taken to correct violations of these regulations.
- L. Enforce the provisions of these regulations, investigate violations, issue notices of violations or stop work orders, and require permit holders to take corrective action.
- M. Advise the Board of Zoning Appeals regarding the intent of these regulations and, for each application for a variance, prepare a staff report and recommendation.
- N. Administer the requirements related to proposed work on existing buildings:
 1. Make determinations as to whether buildings and structures that are located in flood hazard areas and that are damaged by any cause have been substantially damaged.

2. Make reasonable efforts to notify owners of substantially damaged structures of the need to obtain a permit to repair, rehabilitate, or reconstruct. Prohibit the non-compliant repair of substantially damaged buildings except for temporary emergency protective measures necessary to secure a property or stabilize a building or structure to prevent additional damage.

O. Undertake, as determined appropriate by the Floodplain Administrator due to the circumstances, other actions which may include but are not limited to: issuing press releases, public service announcements, and other public information materials related to permit requests and repair of damaged structures; coordinating with other Federal, State, and local agencies to assist with substantial damage determinations; providing owners of damaged structures information related to the proper repair of damaged structures in special flood hazard areas; and assisting property owners with documentation necessary to file claims for Increased Cost of Compliance coverage under NFIP flood insurance policies.

P. Notify the Federal Emergency Management Agency when the corporate boundaries of the Town of Smithfield have been modified and:

1. Provide a map that clearly delineates the new corporate boundaries or the new area for which the authority to regulate pursuant to these regulations has either been assumed or relinquished through annexation; and
2. If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.

Q. Upon the request of FEMA, complete and submit a report concerning participation in the NFIP which may request information regarding the number of buildings in the SFHA, number of permits issued for development in the SFHA, and number of variances issued for development in the SFHA.

R. It is the duty of the Community Floodplain Administrator to take into account flood, mudslide and flood-related erosion hazards, to the extent that they are known, in all official actions relating to land management and use throughout the entire jurisdictional area of the Community, whether or not those hazards have been specifically delineated geographically (e.g. via mapping or surveying).

Section 2.3 - Use and Interpretation of FIRMs [44 CFR 60.3]

The Floodplain Administrator shall make interpretations, where needed, as to the exact location of special flood hazard areas, floodplain boundaries, and floodway boundaries. The following shall apply to the use and interpretation of FIRMs and data:

- A. Where field surveyed topography indicates that adjacent ground elevations:
 1. Are below the base flood elevation in riverine SFHAs, or below the 1% storm surge elevation in coastal SFHAs, even in areas not delineated as a special flood hazard area on a FIRM, the area shall be considered as special flood hazard area and subject to the requirements of these regulations;
 2. Are above the base flood elevation and the area is labelled as a SFHA on the FIRM, the area shall be regulated as special flood hazard area unless the applicant obtains a Letter of Map Change that removes the area from the SFHA.
- B. In FEMA-identified special flood hazard areas where base flood elevation and floodway data have not been identified and in areas where FEMA has not identified SFHAs, any other flood hazard data available from a Federal, State, or other source shall be reviewed and reasonably used.
- C. Base flood elevations and designated floodway boundaries on FIRMs and in FISs shall take precedence over base flood elevations and floodway boundaries by any other sources if such sources show reduced floodway widths and/or lower base flood elevations.
- D. Other sources of data shall be reasonably used if such sources show increased base flood elevations and/or larger floodway areas than are shown on FIRMs and in FISs.
- E. If a Preliminary Flood Insurance Rate Map and/or a Preliminary Flood Insurance Study has been provided by FEMA:
 1. Upon the issuance of a Letter of Final Determination by FEMA, the preliminary flood hazard data shall be used and shall replace the flood hazard data previously provided from FEMA for the purposes of administering these regulations.
 2. Prior to the issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data shall be deemed the best available data pursuant to Article III, Section 3.1.A.3 and used where no base flood elevations and/or floodway areas are provided on the effective FIRM.
 3. Prior to issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data is permitted where the preliminary base flood elevations or floodway areas exceed the base flood elevations and/or designated floodway widths in existing flood hazard data provided by FEMA. Such preliminary data may be subject to change and/or appeal to FEMA.

Section 2.4 - Jurisdictional Boundary Changes [44 CFR 59.22, 65.3]

The County floodplain ordinance in effect on the date of annexation shall remain in effect and shall be enforced by the municipality for all annexed areas until the municipality adopts and enforces an ordinance which meets the requirements for participation in the National Flood Insurance Program. Municipalities with existing floodplain ordinances shall pass a resolution acknowledging and accepting responsibility for enforcing floodplain ordinance standards prior to annexation of any area containing identified flood hazards. If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, the governing body shall prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.

In accordance with the Code of Federal Regulations, Title 44 Subpart (B) Section 59.22(a)(9)(v) all NFIP participating communities must notify the Federal Insurance Administration and optionally the State Coordinating Office in writing whenever the boundaries of the community have been modified by annexation or the community has otherwise assumed or no longer has authority to adopt and enforce floodplain management regulations for a particular area.

In order that all Flood Insurance Rate Maps accurately represent the community's boundaries, a copy of a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority must be included with the notification.

Section 2.5 - District Boundary Changes

The delineation of any of the Floodplain Districts may be revised by the Town of Smithfield where natural or man-made changes have occurred and/or where more detailed studies have been conducted or undertaken by the U. S. Army Corps of Engineers or other qualified agency, or an individual documents the need for such change. However, prior to any such change, approval must be obtained from the Federal Emergency Management Agency. A completed LOMR is a record of this approval.

Section 2.6 - Interpretation of District Boundaries

Initial interpretations of the boundaries of the Floodplain Districts shall be made by the Zoning Administrator. Should a dispute arise concerning the boundaries of any of the Districts, the Board of Zoning Appeals shall make the necessary determination. The person questioning or contesting the location of the District boundary shall be given a reasonable opportunity to present his case to the Board and to submit his own technical evidence if he so desires.

Section 2.7 – Submitting Model Backed Technical Data [44 CFR 65.3]

A community's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, a community shall notify the Federal Emergency Management Agency of the changes by submitting technical or scientific data. The community may submit data via a LOMR. Such a submission is necessary so that upon confirmation of those physical changes affecting flooding conditions, risk premium rates and floodplain management requirements will be based upon current data.

Section 2.8 – Letters of Map Revision

When development in the floodplain will cause or causes a change in the base flood elevation, the applicant, including state agencies, must notify FEMA by applying for a Conditional Letter of Map Revision and then a Letter of Map Revision.

Example cases:

- Any development that causes a rise in the base flood elevations within the floodway.
- Any development occurring in Zones A1-30 and AE without a designated floodway, which will cause a rise of more than one foot in the base flood elevation.
- Alteration or relocation of a stream (including but not limited to installing culverts and bridges) *44 Code of Federal Regulations §65.3 and §65.6(a)(12)*.

SECTION III - ESTABLISHMENT OF ZONING DISTRICTS

Section 3.1 - Description of Special Flood Hazard Districts [44 CFR 59.1, 60.3]

A. Basis of Districts

The various special flood hazard districts shall include the SFHAs. The basis for the delineation of these districts shall be the FIS and the FIRM for the Town of Smithfield prepared by the Federal Emergency Management Agency, Federal Insurance Administration, dated **XXXX 2025**, and any subsequent revisions or amendments thereto.

The Town of Smithfield may identify and regulate local flood hazard or ponding areas that are not delineated on the FIRM. These areas may be delineated on a "Local Flood Hazard Map" using best available topographic data and locally derived information such as flood of record, historic high water marks, or approximate study methodologies.

The boundaries of the SFHA Districts are established as shown on the FIRM which is declared to be a part of this ordinance and which shall be kept on file at the Town of Smithfield offices.

1. The **Floodway District** is in an **AE Zone** and is delineated, for purposes of this ordinance, using the criterion that certain areas within the floodplain must be capable of carrying the waters of the one percent annual chance flood without increasing the water surface elevation of that flood more than one (1) foot at any point.

The following provisions shall apply within the Floodway District of an AE zone [44 CFR 60.3(d)]:

- a. Within any floodway area, no encroachments, including fill, new construction, substantial improvements, or other development shall be permitted unless it has been demonstrated through hydrologic and hydraulic analysis performed in accordance with standard engineering practice that the proposed encroachment will not result in any increase in flood levels within the community during the occurrence of the base flood discharge. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently-accepted technical concepts. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Floodplain Administrator.

Development activities which increase the water surface elevation of the base flood may be allowed, provided that the applicant first applies – with the Town of Smithfield's endorsement – for a Conditional Letter of Map Revision (CLOMR), and receives the approval of the Federal Emergency Management Agency.

If Article III, Section 3.1.A.1.a is satisfied, all new construction and

substantial improvements shall comply with all applicable flood hazard reduction provisions of Article 4.

- b. The placement of manufactured homes (mobile homes) is prohibited, except in an existing manufactured home (mobile home) park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring, elevation, and encroachment standards are met.
2. The **AE, or AH Zones** on the FIRM accompanying the FIS shall be those areas for which one-percent annual chance flood elevations have been provided and the floodway has **not** been delineated. The following provisions shall apply within an AE or AH zone [44 CFR 60.3(c)] where FEMA has provided base flood elevations (The requirement in 60.3(c)(10) only applies along rivers, streams, and other watercourses where FEMA has provided base flood elevations. The requirement does not apply along lakes, bays and estuaries, and the ocean coast.):

Until a regulatory floodway is designated, no new construction, substantial improvements, or other development (including fill) shall be permitted within the areas of special flood hazard, designated as Zones A1-30, AE, or AH on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the Town of Smithfield.

Development activities in Zones A1-30, AE, or AH on the Town of Smithfield's FIRM which increase the water surface elevation of the base flood by more than one foot may be allowed, provided that the applicant first applies – with the Town of Smithfield's endorsement – for a Conditional Letter of Map Revision, and receives the approval of the Federal Emergency Management Agency.

3. The **A Zone** on the FIRM accompanying the FIS shall be those areas for which no detailed flood profiles or elevations are provided, but the one percent annual chance floodplain boundary has been approximated. For these areas, the following provisions shall apply [44 CFR 60.3(b)]:

The Approximated Floodplain District shall be that floodplain area for which no detailed flood profiles or elevations are provided, but where a one percent annual chance floodplain boundary has been approximated. Such areas are shown as Zone A on the maps accompanying the FIS. For these areas, the base flood elevations and floodway information from Federal, State, and other acceptable sources shall be used, when available. Where the specific one percent annual chance flood elevation cannot be determined for this area using other sources of data, such as the U. S. Army Corps of Engineers Floodplain Information Reports, U. S. Geological Survey Flood-Prone Quadrangles, etc., then the applicant for the proposed use, development and/or activity shall determine this base flood elevation. For development proposed in the approximate floodplain the applicant must use technical methods that correctly

reflect currently accepted practices, such as point on boundary, high water marks, or detailed methodologies hydrologic and hydraulic analyses. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Floodplain Administrator.

The Floodplain Administrator reserves the right to require a hydrologic and hydraulic analysis for any development. When such base flood elevation data is utilized, the lowest floor shall be elevated to or above the base flood level plus eighteen (18) inches.

During the permitting process, the Floodplain Administrator shall obtain:

- a. The elevation of the lowest floor (in relation to mean sea level), including the basement, of all new and substantially improved structures; and,
- b. If the structure has been floodproofed in accordance with the requirements of this article, the elevation (in relation to mean sea level) to which the structure has been floodproofed.

Base flood elevation data shall be obtained from other sources or developed using detailed methodologies comparable to those contained in a FIS for subdivision proposals and other proposed development proposals (including manufactured home parks and subdivisions) that exceed fifty lots or five acres, whichever is the lesser.

4. The AO Zone on the FIRM accompanying the FIS shall be those areas of shallow flooding identified as AO on the FIRM. For these areas, the following provisions shall apply [44 CFR 60.3(c)]:

- a. All new construction and substantial improvements of residential structures shall have the lowest floor, including basement, elevated to or above the flood depth specified on the FIRM, above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM. If no flood depth number is specified, the lowest floor, including basement, shall be elevated no less than two feet above the highest adjacent grade.
- b. All new construction and substantial improvements of non-residential structures shall
 - (1) Have the lowest floor, including basement, elevated to or above the flood depth specified on the FIRM, above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM. If no flood depth number is specified, the lowest floor, including basement, shall be elevated at least two feet above the highest adjacent grade; or,
 - (2) Together with attendant utility and sanitary facilities be completely floodproofed to the specified flood level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of

resisting hydrostatic and hydrodynamic loads and effects of buoyancy.

- c. Adequate drainage paths around structures on slopes shall be provided to guide floodwaters around and away from proposed structures.
5. The **Coastal A Zone** is labelled as AE on the FIRM; it is those areas that are seaward of the limit of moderate wave action (LiMWA) line. As defined by the VA USBC, these areas are subject to wave heights between 1.5 feet and 3 feet. For these areas, the following provisions shall apply:

Buildings and structures within this zone shall have the lowest floor elevated to or above the base flood elevation plus eighteen (18) inches of freeboard, and must comply with the provisions in Article III, Section 3.1.A.2 and Article IV, Sections 4.2 and 4.3.

6. The **VE or V Zones** on FIRMs accompanying the FIS shall be those areas that are known as Coastal High Hazard areas, extending from offshore to the inland limit of a primary frontal dune along an open coast or other areas subject to high velocity waves. For these areas, the following provisions shall apply [44 CFR 60.3(e)]:
 - a. All new construction and substantial improvements in Zones V and VE, including manufactured homes, shall be elevated on pilings or columns so that:
 - (1) The bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated to or above the base flood level plus eighteen (18) inches, if the lowest horizontal structural member is parallel to the direction of wave approach or elevated at least two feet above the base flood level if the lowest horizontal structural member is perpendicular to the direction of wave approach; and,
 - (2) The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values shall each have a one percent chance of being equaled or exceeded in any given year (one-percent annual chance).
 - b. A registered professional engineer or architect shall develop or review the structural design, specifications and plans for the construction, and shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of Article III, Section A.6.a.
 - c. The Floodplain Administrator shall obtain the elevation (in relation to mean sea level) of the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings and columns) of all new and substantially improved structures in Zones V and VE. The Floodplain Management

Administrator shall maintain a record of all such information.

- d. All new construction shall be located landward of the reach of mean high tide.
- e. All new construction and substantial improvements shall have the space below the lowest floor either free of obstruction or constructed with non-supporting breakaway walls, open wood-lattice work, or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system. For the purpose of this Section, a breakaway wall shall have a design safe loading resistance of not less than 10 and no more than 20 pounds per square foot. Use of breakaway walls which exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by local codes) may be permitted only if a registered professional engineer or architect certifies that the designs proposed meet the following conditions:
 - (1) Breakaway wall collapse shall result from water load less than that which would occur during the base flood; and
 - (2) The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and nonstructural). Maximum wind and water loading values to be used in this determination shall each have a one percent chance of being equaled or exceeded in any given year.
- f. The enclosed space below the lowest floor shall be used solely for parking of vehicles, building access, or storage. Such space shall not be partitioned into multiple rooms, temperature-controlled, or used for human habitation. The enclosed space shall be less than 299 square feet.
- g. The use of fill for structural support of buildings is prohibited. When non-structural fill is proposed in a coastal high hazard area, appropriate engineering analyses shall be conducted to evaluate the impacts of the fill prior to issuance of a permit.
- h. The man-made alteration of sand dunes, which would increase potential flood damage, is prohibited.

7. The mapped floodplain includes all of the above regions and also the regions designated as having a 0.2 percent annual chance of flooding on any flood map or flood insurance study. In this area no emergency service, medical service, or governmental records storage shall be allowed except by special exception using the variance process.

Section 3.2 - Overlay Concept

The Floodplain Districts described above shall be overlays to the existing underlying districts as shown on the Official Zoning Ordinance Map, and as such, the provisions for the floodplain districts shall serve as a supplement to the underlying district provisions.

If there is any conflict between the provisions or requirements of the Floodplain Districts and those of any underlying district, the more restrictive provisions and/or those pertaining to the floodplain districts shall apply.

In the event any provision concerning a Floodplain District is declared inapplicable as a result of any legislative or administrative actions or judicial decision, the basic underlying provisions shall remain applicable.

SECTION IV - DISTRICT PROVISIONS [44 CFR 59.22, 60.2, 60.3]

Section 4.1 – Permit and Application Requirements

A. Permit Requirement

All uses, activities, and development occurring within any floodplain district, including placement of manufactured homes, shall be undertaken only upon the issuance of a permit. Such development shall be undertaken only in strict compliance with the provisions of this Ordinance and with all other applicable codes and ordinances, as amended, such as the Virginia Uniform Statewide Building Code (VA USBC) and the Town of Smithfield Subdivision and Zoning Regulations. Prior to the issuance of any such permit, the Floodplain Administrator shall require all applications to include compliance with all applicable State and Federal laws and shall review all sites to assure they are reasonably safe from flooding. Under no circumstances shall any use, activity, and/or development adversely affect the capacity of the channels or floodways of any watercourse, drainage ditch, or any other drainage facility or system.

B. Site Plans and Permit Applications

All applications for development within any floodplain district and all permits issued for the floodplain shall incorporate the following information:

1. The elevation of the Base Flood at the site.
2. For structures to be elevated, the elevation of the lowest floor (including basement) or, in V zones, the lowest horizontal structural member.
3. For structures to be floodproofed (non-residential only), the elevation to which the structure will be floodproofed.
4. Topographic information showing existing and proposed ground elevations.

Section 4.2 - General Standards

The following provisions shall apply to all permits:

- A. New construction and substantial improvements shall be built according to this ordinance and the VA USBC, and anchored to prevent flotation, collapse, or lateral movement of the structure.
- B. Manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This standard shall be in addition to and consistent with applicable state anchoring requirements for resisting wind forces.
- C. New construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- D. New construction or substantial improvements shall be constructed by methods and practices that minimize flood damage.
- E. Electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities, including duct work, shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- F. New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
- G. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.
- H. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.

In addition to provisions A – H above, in all special flood hazard areas, the additional provisions shall apply:

- I. Prior to any proposed alteration or relocation of any channels or of any watercourse, stream, etc., within this jurisdiction a permit shall be obtained from the U. S. Corps of Engineers, the Virginia Department of Environmental Quality, and the Virginia Marine Resources Commission (a joint permit application is available from any of these organizations). Furthermore, in riverine areas, notification of the proposal shall be given by the applicant to all affected adjacent jurisdictions, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), other required agencies, and the Federal Emergency Management Agency.
- J. The flood carrying capacity within an altered or relocated portion of any watercourse shall be maintained.

Section 4.3 - Elevation and Construction Standards [44 CFR 60.3]

In all identified flood hazard areas where base flood elevations have been provided in the FIS or generated by a certified professional in accordance with Article III, Section 3.1.A.3 the following provisions shall apply:

A. Residential Construction

New construction or substantial improvement of any residential structure (including manufactured homes) in Zones A1-30, AE, AH, and A with detailed base flood elevations shall have the lowest floor, including basement, elevated to or above the base flood level plus eighteen (18) inches. See Article III, Section 3.1.A.5 and Article III, Section 3.1.A.6 for requirements in the Coastal A, VE, and V zones.

B. Non-Residential Construction

1. New construction or substantial improvement of any commercial, industrial, or non-residential building (or manufactured home) shall have the lowest floor, including basement, elevated to or above the base flood level plus eighteen (18) inches. See Article III, Section 3.1.A.5 and Article III, Section 3.1.A.6 for requirements in the Coastal A, VE, and V zones.
2. Non-residential buildings located in all A1-30, AE, and AH zones may be floodproofed in lieu of being elevated provided that all areas of the building components below the elevation corresponding to the BFE plus eighteen (18) inches are water tight with walls substantially impermeable to the passage of water, and use structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification, including the specific elevation (in relation to mean sea level) to which such structures are floodproofed, shall be maintained by the Town Clerk.

C. Space Below the Lowest Floor

In zones A, AE, AH, AO, and A1-A30, fully enclosed areas, of new construction or substantially improved structures, which are below the regulatory flood protection elevation shall:

1. Not be designed or used for human habitation, but shall be used solely for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator).
2. Be constructed entirely of flood resistant materials below the regulatory flood protection elevation;
3. Include measures to automatically equalize hydrostatic flood forces on walls by

allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet the following minimum design criteria:

- a. Provide a minimum of two openings on different sides of each enclosed area subject to flooding.
- b. The total net area of all openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding.
- c. If a building has more than one enclosed area, each area must have openings to allow floodwaters to automatically enter and exit.
- d. The bottom of all required openings shall be no higher than one (1) foot above the adjacent grade.
- e. Openings may be equipped with screens, louvers, or other opening coverings or devices, provided they permit the automatic flow of floodwaters in both directions.
- f. Foundation enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires openings as outlined above.

D. Accessory Structures

1. Accessory structures of any size shall be prohibited within the SFHA and no variance shall be granted for accessory structures.
1. Accessory structures in the SFHA shall comply with the elevation requirements and other requirements of Article IV, Section 4.3.B or, if not elevated or dry floodproofed, shall:
 - a. Not be used for human habitation;
 - b. Be limited to no more than 600 square feet¹ in total floor area;
 - c. Be useable only for parking of vehicles or limited storage;
 - d. Be constructed with flood damage-resistant materials below the base flood elevation;
 - e. Be constructed and placed to offer the minimum resistance to the flow of

¹ This is the minimum size restriction set by FEMA Region III, but a community could choose a higher standard and limit accessory structures to a size less than 600 square feet. However, a variance could be issued for larger accessory structures, not to exceed 600 square feet. If a smaller size limit is chosen, additional language would be required in Article VI: Variances - see Footnote 23. The chosen size restriction should also be reflected in Article IV, Section 4.3.D.2.b, Article VI, Section M, and Article VIII-Glossary in the definition of "Appurtenant or accessory structure".

floodwaters:

- f. Be anchored to prevent flotation;
- g. Have electrical service and mechanical equipment elevated to or above the base flood elevation;
- h. Shall be provided with flood openings which shall meet the following criteria:
 - (1) There shall be a minimum of two flood openings on different sides of each enclosed area; if a building has more than one enclosure below the lowest floor, each such enclosure shall have flood openings on exterior walls.
 - (2) The total net area of all flood openings shall be at least 1 square inch for each square foot of enclosed area (non-engineered flood openings), or the flood openings shall be engineered flood openings that are designed and certified by a licensed professional engineer to automatically allow entry and exit of floodwaters; the certification requirement may be satisfied by an individual certification or an Evaluation Report issued by the ICC Evaluation Service, Inc.
 - (3) The bottom of each flood opening shall be 1 foot or less above the higher of the interior floor or grade, or the exterior grade, immediately below the opening.
 - (4) Any louvers, screens or other covers for the flood openings shall allow the automatic flow of floodwaters into and out of the enclosed area.
- i. A signed Declaration of Land Restriction (Non-Conversion Agreement) shall be recorded on the property deed.

E. Standards for Manufactured Homes and Recreational Vehicles

1. In zones A, AE, VE, V, AH, and AO, all manufactured homes placed, or substantially improved, on individual lots or parcels, must meet all the requirements for new construction, including the elevation and anchoring requirements in Article III, Section 3.1.A.6 and Article IV, Sections 4.2 and 4.3.
2. All recreational vehicles placed on sites must either:
 - a. Be on the site for fewer than 180 consecutive days, be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions); or
 - b. Meet all the requirements for manufactured homes in Article IV, Section

4.3.E.1.

Section 4.4 - Standards for Subdivision Proposals

- A. All subdivision proposals shall be consistent with the need to minimize flood damage;
- B. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;
- C. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards, and
- D. Base flood elevation data shall be obtained from other sources or developed using detailed methodologies, hydraulic and hydrologic analysis, comparable to those contained in a Flood Insurance Study for subdivision proposals and other proposed development proposals (including manufactured home parks and subdivisions) that exceed fifty lots or five acres, whichever is the lesser.

SECTION V – EXISTING STRUCTURES IN FLOODPLAIN AREAS

Any structure or use of a structure or premises must be brought into conformity with these provisions when it is changed, repaired, or improved unless one of the following exceptions is established before the change is made:

- A. The floodplain manager has determined that:
 1. Change is not a substantial repair or substantial improvement AND
 2. No new square footage is being built in the floodplain that is not complaint AND
 3. No new square footage is being built in the floodway AND
 4. The change complies with this ordinance and the VA USBC AND
 5. The change, when added to all the changes made during a rolling 5-year period does not constitute 50% of the structure's value.
- B. The changes are required to comply with a citation for a health or safety violation.
- C. The structure is a historic structure and the change required would impair the historic nature of the structure.

SECTION VI - VARIANCES: FACTORS TO BE CONSIDERED [44 CFR 60.6]

Variances shall be issued only upon (i) a showing of good and sufficient cause, (ii) after the Board of Zoning Appeals has determined that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) after the Board of Zoning Appeals has determined that the granting of such variance will not result in (a) unacceptable or prohibited increases in flood heights, (b) additional threats to public safety, (c) extraordinary public expense; and will not (d) create nuisances, (e) cause fraud or victimization of the public, or (f) conflict with local laws or ordinances.

While the granting of variances generally is limited to a lot size less than one-half acre, deviations from that limitation may occur. However, as the lot size increases beyond one-half acre, the technical justification required for issuing a variance increases. Variances may be issued by the Board of Zoning Appeals for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, in conformance with the provisions of this Section.

Variances may be issued for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that the criteria of this Section are met, and the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

In passing upon applications for variances, the Board of Zoning Appeals shall satisfy all relevant factors and procedures specified in other sections of the zoning ordinance and consider the following additional factors:

- A. The danger to life and property due to increased flood heights or velocities caused by encroachments. No variance shall be granted for any proposed use, development, or activity within any Floodway District that will cause any increase in the one percent (1%) chance flood elevation.
- B. The danger that materials may be swept on to other lands or downstream to the injury of others.
- C. The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination, and unsanitary conditions.
- D. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owners.
- E. The importance of the services provided by the proposed facility to the community.
- F. The requirements of the facility for a waterfront location.
- G. The availability of alternative locations not subject to flooding for the proposed use.
- H. The compatibility of the proposed use with existing development and development

anticipated in the foreseeable future.

- I. The relationship of the proposed use to the comprehensive plan and floodplain management program for the area.
- J. The safety of access by ordinary and emergency vehicles to the property in time of flood.
- K. The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters expected at the site.
- L. The historic nature of a structure. Variances for repair or rehabilitation of historic structures may be granted upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
- M. Variances will not be issued for any accessory structure within the SFHA. (Note: See Article IV, Section 4.3.D.1).
- N. Such other factors which are relevant to the purposes of this Ordinance.

The Board of Zoning Appeals may refer any application and accompanying documentation pertaining to any request for a variance to any engineer or other qualified person or agency for technical assistance in evaluating the proposed project in relation to flood heights and velocities, and the adequacy of the plans for flood protection and other related matters.

Variances shall be issued only after the Board of Zoning Appeals has determined that the granting of such will not result in (a) unacceptable or prohibited increases in flood heights, (b) additional threats to public safety, (c) extraordinary public expense; and will not (d) create nuisances, (e) cause fraud or victimization of the public, or (f) conflict with local laws or ordinances.

Variances shall be issued only after the Board of Zoning Appeals has determined that the variance will be the minimum required to provide relief.

The Board of Zoning Appeals shall notify the applicant for a variance, in writing that the issuance of a variance to construct a structure below the one percent (1%) chance flood elevation (a) increases the risks to life and property and (b) will result in increased premium rates for flood insurance.

A record shall be maintained of the above notification as well as all variance actions, including justification for the issuance of the variances. Any variances that are issued shall be noted in the annual or biennial report submitted to the Federal Insurance Administrator.

SECTION VII - GLOSSARY [44 CFR 59.1]

- A. Appurtenant or accessory structure - A non-residential structure which is on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Accessory structures are not to exceed 600 square feet.
- B. Base flood - The flood having a one percent chance of being equalled or exceeded in any given year.
- C. Base flood elevation - The water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year. The water surface elevation of the base flood in relation to the datum specified on the community's Flood Insurance Rate Map. For the purposes of this ordinance, the base flood is the 1% annual chance flood.
- D. Basement - Any area of the building having its floor sub-grade (below ground level) on all sides.
- E. Board of Zoning Appeals - The board appointed to review appeals made by individuals with regard to decisions of the Zoning Administrator in the interpretation of this ordinance.
- F. Coastal A Zone - Flood hazard areas that have been delineated as subject to wave heights between 1.5 feet and 3 feet.
- G. Development - Any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, temporary structures, mining, dredging, filling, grading, paving, excavation, drilling or other land-disturbing activities or permanent or temporary storage of equipment or materials.
- H. Elevated building - A non-basement building built to have the lowest floor elevated above the ground level by means of solid foundation perimeter walls, pilings, or columns (posts and piers).
- I. Encroachment - The advance or infringement of uses, plant growth, fill, excavation, buildings, permanent structures or development into a floodplain, which may impede or alter the flow capacity of a floodplain.
- J. Existing construction - For the purposes of the insurance program, structures for which the "start of construction" commenced before the effective date of the FIRM or before January 1, 1975 for FIRMs effective before that date. "Existing construction" may also be referred to as "existing structures" and "pre-FIRM."
- K. Flood or flooding -
 - 1. A general or temporary condition of partial or complete inundation of normally dry land areas from:
 - a. The overflow of inland or tidal waters; or,

- b. The unusual and rapid accumulation or runoff of surface waters from any source.
- c. Mudflows which are proximately caused by flooding as defined in paragraph (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
- 2. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph 1 (a) of this definition.

L. Flood Insurance Rate Map (FIRM) - an official map of a community, on which the Federal Emergency Management Agency has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

M. Flood Insurance Study (FIS) - a report by FEMA that examines, evaluates and determines flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudflow and/or flood-related erosion hazards.

N. Floodplain or flood-prone area - Any land area susceptible to being inundated by water from any source.

O. Floodproofing - any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

P. Floodway - The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot at any point within the community.

Q. Freeboard - A factor of safety usually expressed in feet above a flood level for purposes of floodplain management. "Freeboard" tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization in the watershed.

R. Functionally dependent use - A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. This term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and shipbuilding and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

S. Highest adjacent grade - the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

T. Historic structure - Any structure that is:

1. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
3. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or,
4. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - a. By an approved state program as determined by the Secretary of the Interior; or,
 - b. Directly by the Secretary of the Interior in states without approved programs.

U. Hydrologic and Hydraulic Engineering Analysis - Analyses performed by a licensed professional engineer, in accordance with standard engineering practices that are accepted by the Virginia Department of Conservation and Recreation and FEMA, used to determine the base flood, other frequency floods, flood elevations, floodway information and boundaries, and flood profiles.

V. Letters of Map Change (LOMC) - A Letter of Map Change is an official FEMA determination, by letter, that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

Letter of Map Amendment (LOMA) - An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a land as defined by meets and bounds or structure is not located in a special flood hazard area.

Letter of Map Revision (LOMR) - A revision based on technical data that may show changes to flood zones, flood elevations, floodplain and floodway delineations, and planimetric features. A Letter of Map Revision Based on Fill (LOMR-F), is a determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer exposed to flooding associated with the base flood. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.

Conditional Letter of Map Revision (CLOMR) - A formal review and comment as to whether a proposed flood protection project or other project complies with the

minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study.

- W. Lowest adjacent grade - the lowest natural elevation of the ground surface next to the walls of a structure.
- X. Lowest floor - The lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of Federal Code 44CFR §60.3.
- Y. Manufactured home - A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.
- Z. Manufactured home park or subdivision - a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.
- AA. Mean Sea Level – for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or the North American Vertical Datum (NAVD) of 1988 to which base flood elevations shown on a community's FIRM are referenced.
- BB. New construction - Structures for which the "start of construction" commenced on or after the effective date of this floodplain management ordinance, and includes any subsequent improvements to such structures. Any construction started after effective date of community's first floodplain management ordinance adopted by the community and before the effective start date of this floodplain management ordinance is subject to the ordinance in effect at the time the permit was issued, provided the start of construction was within 180 days of permit issuance.
- CC. Post-FIRM structures – For floodplain management purposes, a structure for which construction or other development for which the "start of construction" occurred on or after the effective date of the initial Flood Insurance Rate Map.
- DD. Pre-FIRM structures - For floodplain management purposes, a structure for which construction or other development for which the "start of construction" occurred before the effective date of the initial Flood Insurance Rate Map.
- EE. Primary frontal dune - a continuous or nearly continuous mound or ridge of sand with relatively steep seaward and landward slopes immediately landward and adjacent to the beach and subject to erosion and overtopping from high tides and waves during major coastal storms.

FF. Recreational vehicle - A vehicle which is:
1. Built on a single chassis;
2. 400 square feet or less when measured at the largest horizontal projection;
3. Designed to be self-propelled or permanently towable by a light duty truck; and,
4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational camping, travel, or seasonal use.

GG. Repetitive Loss Structure - A building covered by a contract for flood insurance that has incurred flood-related damages on two occasions in a 10-year period, in which the cost of the repair, on the average, equalled or exceeded 25 percent of the market value of the structure at the time of each such flood event; and at the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.

HH. Severe repetitive loss structure - a structure that: (a) Is covered under a contract for flood insurance made available under the NFIP; and (b) Has incurred flood related damage - (i) For which 4 or more separate claims payments have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000, and with the cumulative amount of such claims payments exceeding \$20,000; or (ii) For which at least 2 separate claims payments have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.

II. Shallow flooding area - A special flood hazard area with base flood depths from one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

JJ. Special flood hazard area - The land in the floodplain subject to a one (1%) percent or greater chance of being flooded in any given year as determined in Article 3, Section 3.1 of this ordinance.

KK. Start of construction - For other than new construction and substantial improvement, under the Coastal Barriers Resource Act (P.L. – 97-348), means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, substantial improvement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of the construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

LL. Structure - for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

MM. Substantial damage - Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. It also means flood-related damages sustained by a structure on two occasions in a 10-year period, in which the cost of the repair, on the average, equals or exceeds 25 percent of the market value of the structure at the time of each such flood event.

NN. Substantial improvement - Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. The term does not, however, include either:

1. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or
2. Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.
3. Historic structures undergoing repair or rehabilitation that would constitute a substantial improvement as defined above, must comply with all ordinance requirements that do not preclude the structure's continued designation as a historic structure. Documentation that a specific ordinance requirement will cause removal of the structure from the National Register of Historic Places or the State Inventory of Historic places must be obtained from the Secretary of the Interior or the State Historic Preservation Officer. Any exemption from ordinance requirements will be the minimum necessary to preserve the historic character and design of the structure.

OO. Violation - the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this ordinance is presumed to be in violation until such time as that documentation is provided.

PP. Watercourse - A lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

SECTION VIII – ENACTMENT

Enacted and ordained this **XXX** day of **XXXX**, **2025**. This ordinance, Article 3.O of the Zoning Ordinance of the Town of Smithfield, Virginia, shall become effective upon passage.

Signature

Title

Attested

DRAFT

**TOWN COUNCIL STAFF REPORT: ARTICLE 3S PHIPo TEXT AMENDMENT
*PUBLIC HEARING***

TUESDAY, SEPTEMBER 2nd, 2025, 6:30 PM

This is a proposed text amendment to Article 3S to create a new Pinewood Heights Industrial Park Overlay District. This item appeared as a discussion item at the July Planning Commission meeting, and a red-lined version is attached.

Planning Commission made suggested changes as a discussion item and favorably recommended it to Town Council.

Please direct inquiries to Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.

PHIP-O, Pinewood Heights Industrial Park Overlay District

A. Purpose and Intent:

The Pinewood Heights Industrial Park Overlay District is established to provide specific guidance on the redevelopment of the Pinewood Heights subdivision in the Town of Smithfield.

B. Bulk Regulations:

1. Maximum Building Height:
 - a. 50 feet
2. Setbacks:
 - a. Front: 15 feet
 - b. Side: 10 feet
 - c. Rear: 10 feet
 - d. Accessory Structures: 5 feet
3. Lot Size:
 - a. Not regulated
4. Floor area ratio and building area coverage:
 - a. Not regulated

C. Permitted Uses and General Development Requirements:

1. All uses allowed by the underlying zoning district of Light Industrial (I-1) are permissible, whether by-right or through obtaining a special use permit. Prohibited uses are not permitted in the Overlay without successfully obtaining a Special Use Permit. [Shipping containers require a special use permit.](#)
2. Outdoor storage shall be permitted by-right as an accessory or primary use, provided that it meets the following criteria:
 - a. All outdoor storage must be screened from view from the right-of-way by a screening mechanism.
3. Fences:
 - a. Fences may be located in front, side, and rear yards regardless of whether it is a corner lot.
 - b. All fencing must be maintained and repaired if damaged.
 - c. Safety and security may supersede height regulations.
4. Accessory Structures:
 - a. Accessory structures may be located in [front](#), side, and rear yards.
 - b. Accessory structures cannot exceed the maximum building height.

- c. Accessory structures may exceed 20% of the rear yard.
- d. Accessory structures are permitted without a primary building.

5. ~~Non stacked shipping containers are permitted by right as accessory structures.~~

- 6. Required open space is 10% of the lot area.
- 7. Curb and gutter are not required and pavement of 6 inches of crushed stone is appropriate for parking and drive aisles.
- 8. Curb cuts shall be approved on a case-by-case basis by the Zoning Administrator.
- 9. Parking and loading spaces can be located in front yards.

10. The Planning Commission may waive any of the following regulations through a Planning Commission Waiver:

- a. Planning Commission waiver for satellites dish antennas, satellite receiving dishes, or similar structures that do not comply with Article 2.P.13.
- b. Planning Commission waiver for telecommunication towers that do not comply with Article 2.S.
- c. Planning Commission waiver for tree canopy, screening, buffers, and landscaping that does not comply with Article 9.
- d. Planning Commission waiver for required parking minimums and maximums and loading spaces that do not comply with Article 8.
- e. Planning Commission waiver for signage that does not comply with Article 10.K.5.
- f. [Planning Commission waiver for accessory structures in front yards.](#)

TOWN COUNCIL COMMITTEES REPORT

ITEM: Red Point Taphouse - Water Connection

FROM: Michael Stallings, Town Manager

TOWN COUNCIL COMMITTEES REPORT

ITEM: Special Use Permit - Short Term Rental - 139 Sykes Court

FROM: Tammie Clary, Director of Planning and Community Development

ATTACHMENTS:

Description	Type	Upload Date
Staff Report - 139 Sykes Court	Cover Memo	8/21/2025
Attachment - 139 Sykes Court	Backup Material	8/21/2025

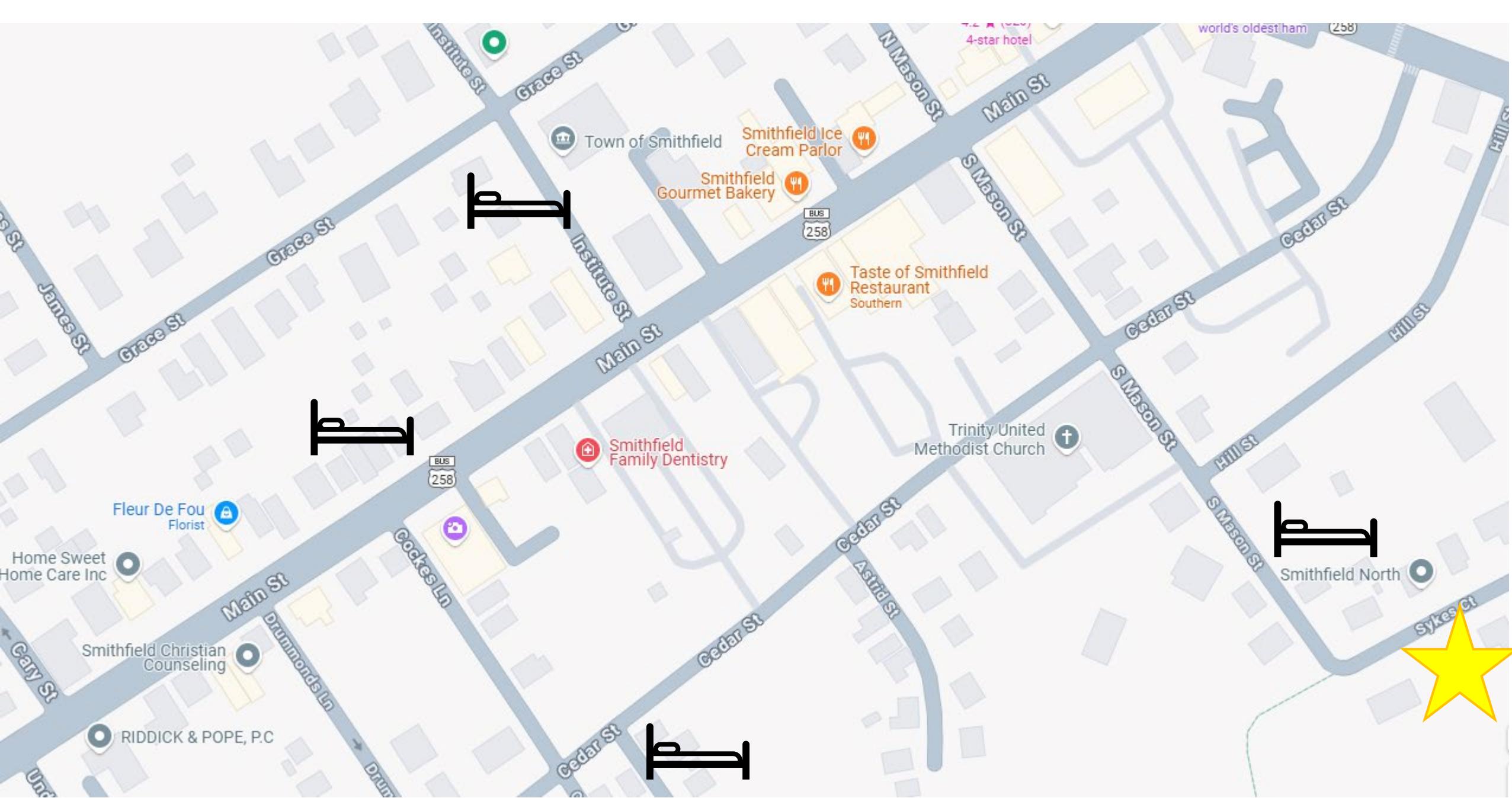
TOWN COUNCIL STAFF REPORT: SPECIAL USE PERMIT (SUP)

TUESDAY, SEPTEMBER 2nd, 2025, 6:30 PM

Applicant	Anna Boyer 139 Sykes Court Smithfield, VA 23430
Owner	Anna Marie Boyer 11183 Burwells Bay Road Smithfield, VA 23430
Property	139 Sykes Court TPIN 21A-01-371
Zoning	Downtown Neighborhood Residential (DNR), Environmental Conservation District (E-C), & Historic Preservation Overlay (HPO)
Adjacent Zoning	Downtown Neighborhood Residential (DNR), Environmental Conservation District (E-C), Community Conservation District (C-C) & HPO
Project Description	The applicant is seeking approval to rent 139 Sykes Court, which is an existing single-family residential dwelling, as a short-term rental property. According to the Smithfield Zoning Ordinance (SZO) Article 2.Z.1, short-term rentals as principal uses are permissible by Special Use Permit (SUP) only. No changes to the property are proposed in order to accommodate the short-term rental. There are currently 4 other approved SUPs located at 111 Institute Street; 205 Chalmers Row; 233 S Mason St; & 328 Main Street.
Zoning	
Recommendation	Positives: This application provides additional accommodations in the Heart of the Historic District. Negatives: This is not a by-right use and does require a SUP. Approval should be conditioned on the applicant following the conditions outlined in Article 2.Z.1.a through Article 2.Z.1.i., except for Article 2.Z.1.b.. These conditions do require a signed and notarized short-term rental affidavit ensuring compliance.
	This application was favorably recommended by the Planning Commission at the June meeting.

Please direct inquiries to Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.





TOWN COUNCIL COMMITTEES REPORT

ITEM: Conditional Rezoning and Special Use Permits - Sheetz

FROM: Tammie Clary, Director of Planning and Community Development

ATTACHMENTS:

Description	Type	Upload Date
Staff Report - Sheetz	Cover Memo	8/21/2025

TOWN COUNCIL STAFF REPORT
CONDITIONAL REZONING & 3 SPECIAL USE PERMITS
TUESDAY, SEPTEMBER 2nd, 2025, 6:30 PM

Applicant	Interstate Realty C/O J. Michael Nidiffer 2151 Volunteer Pkwy Bristol, TN 37620
Owner	SFD Properties LLC C/O Stephen Adams 20 S. King St. Hampton, VA 23669
Property	TPIN 32-01-096A2 7.35 ac E side Benns Church Blvd Corner of Benns Church & Town Limits
Zoning	Community Conservation (CC) & Entrance Corridor Overlay (ECO)
Adjacent Zoning	CC & ECO
Proposed Zoning	Highway Retail Commercial (HRC) & ECO
Future Land Use (FLU)	Corridor Mixed Use
Adjacent FLU	Residential Mixed Use & Corridor Mixed Use
Project Description	The applicant is seeking a conditional rezoning to Highway Retail Commercial (HRC) to facilitate the construction of a convenience store with fueling station islands, with 2, potentially 3 additional retail users. These uses are also in line with the Future Land Use Map, as the current designation is Corridor Mixed Use, which provides for primary commercial uses. The 6,139 square foot convenience store will feature a 4,170 square foot fueling station canopy, with 6 double sided self-serve fueling stations. In addition to traditional convenience store offerings, there will be a made-to-order food menu, Coffee bar, and smoothies. There will be indoor and outdoor seating. The store will operate 24 hours a day, 7 days per week. The site has existing access servicing Sherwin Williams and will also include a right-in/ right-out entrance shared amongst the subdivided parcels. There will be a pedestrian path along Route 10 for connectivity.

1st Special Use Permit- Article 3.J2.C.7: Drive-thru facility.

The applicant is requesting to utilize a drive-thru facility at the convenience store for made to order food or other items from the store.

2nd Special Use Permit- C.20: Waiver of parking and loading:

The applicant would like to exceed the maximum number of parking spaces allowed by 7 spaces, providing up to 44 spaces instead of the maximum of 37 spaces.

3rd Special Use Permit – C. 15: Service Station:

The applicant would like to utilize one parcel as a 5,500 square foot oil express facility.

The applicants have included an updated conceptual plan in general conformance with the originally submitted plan for potentially 3 users in addition to the Sheetz. As proffered, any additional users would need to be reviewed and approved by the Planning Commission.

This application package was favorably recommended to Town Council at the July Planning Commission meeting provided the applicants determine a way to review/ limit the third parcel and they address VDOTs comments prior to the Council meeting.

Please direct inquiries to Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.

TOWN COUNCIL COMMITTEES REPORT

ITEM: PRE-PUBLIC HEARING DISCUSSION: Conditional Rezoning and Special Use Permit - The Promontory

FROM: Tammie Clary, Director of Planning and Community Development

ATTACHMENTS:

Description	Type	Upload Date
Public Notice - Rezoning	Public Hearing	8/21/2025
Public Notice - Special Use Permit	Public Hearing	8/21/2025
Staff Report - The Promontory	Cover Memo	8/22/2025

NOTICE OF PUBLIC HEARING

TOWN COUNCIL OF THE TOWN OF SMITHFIELD

AMENDMENT & REVISION OF OFFICIAL ZONING MAP (CONDITIONAL REZONING)

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council at the Smithfield Center, 220 N Church St, Smithfield, VA 23430, on Tuesday, September 2nd, 2025 at 6:30 PM to consider the application of Kent Henry, applicant on behalf of L & L Land Development LLC & Mollie G Turner Family LTD Partners C/O Carmine Robbins Co, owners, for an official zoning map amendment (conditional rezoning) application.

The property which is the subject of this conditional rezoning application is located at TPINs 32-01-005 & 32-01-006 and is requesting to rezone the “Community Conservation” zoned portions of this property to “Planned Mixed Use Development.” The intent of this application is to accommodate the applicant’s desired uses listed in Smithfield Zoning Ordinance Sections 3.J2.B.1 & 3.J2.B.16. These uses are necessary to facilitate the construction of commercial structures and 238 dwelling units, in the form of single-family attached and detached homes, and open space.

Copies of the current Zoning Ordinance of the Town of Smithfield, Virginia, adopted Tuesday, September 1st, 1998, and all amendments thereto, along with copies of the current official zoning map and the applicant’s conditional rezoning application, are on file and may be examined in the Community Development & Planning Department, 310 Institute St, Smithfield, VA 23430.

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

TOWN OF SMITHFIELD, VIRGINIA

Lesley G. King, Clerk

Publish: Wednesday, August 20th, 2025, and Wednesday, August 27th, 2025.

NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
SPECIAL USE PERMITS

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council at the Smithfield Center, 220 N Church St, Smithfield, VA 23430, on Tuesday, September 2nd, 2025 at 6:30 PM to consider the application of Kent Henry, applicant on behalf of L & L Land Development LLC & Mollie G Turner Family LTD Partners C/O Carmine Robbins Co, owners, for Special Use Permit (SUP) applications under the provisions of Article 3.J2.C.7 and C.20, of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted Tuesday, September 1st, 1998, and as amended thereafter, to allow drive-thru facilities and a waiver of yard requirements for reduced setbacks.

The property which is the subject of this SUP application is located at TPINs 32-01-005 & 32-01-006.

Copies of the current Zoning Ordinance of the Town of Smithfield, Virginia, adopted Tuesday, September 1st, 1998, and all amendments thereto, along with copies of the SUP application, are on file and may be examined in the Community Development & Planning Department, 310 Institute St, Smithfield, VA 23430.

TOWN OF SMITHFIELD, VIRGINIA

Lesley G. King, Clerk

Publish: Wednesday, August 20th, 2025, and Wednesday, August 27th, 2025.

TOWN COUNCIL STAFF REPORT
CONDITIONAL REZONING & 2 SPECIAL USE PERMITS
PUBLIC HEARING
TUESDAY, SEPTEMBER 2nd, 2025, 6:30 PM

Applicant	Greenwood Homes C/O Kent Henry 3122 Marshall St Ste 100 Richmond, VA 23230
Owner	L & L Land Development LLC PO Box 231 Smithfield, VA 23431
Property	TPIN 32-01-005 & 32-01-006 (partial) 135.3 ac W side Benns Church Blvd Corner of Benns Church & Turner Dr
Zoning	Community Conservation (CC) & Entrance Corridor Overlay (ECO)
Adjacent Zoning	Highway Retail Commercial (HRC), CC, & ECO
Proposed Zoning	Planned Mixed Use Development (PMUD) & ECO
Future Land Use (FLU)	Residential Mixed Use & Corridor Mixed Use
Adjacent FLU	Conservation, Residential Mixed Use & Corridor Mixed Use
Project Description	The applicant is seeking a conditional rezoning to Planned Mix Use Development (PMUD) to facilitate the construction of 5 Commercial lots, future commercial area, 107 single family detached units, 103 single family-attached units (67 villa units, 36 townhouse units) a maximum of 210 units in total, and 22.93 acres of open space. The project will be phased, starting with the commercial sites. The road beside Tractor Supply will be extended, with a network of public roads, connecting to Cypress Run Drive and Turner Drive.
In order to facilitate this project, the applicants have applied for the following:	
Conditional Official Zoning Map Amendment (Rezoning): The uses the applicant is proposing (attached and detached units, fast food restaurant, car wash, restaurant, drive in bank) are permissible in the Planned Mixed Use Development District (PMUD). These uses are also in line with the Future Land Use Map, as the current designations are Residential Mixed Use and Corridor Mixed Use, which provide for	

primary residential uses and primary mixed commercial / multifamily residential uses.

1st Special Use Permit- Article 3.J2.C.7: Drive-thru facilities.

The applicant is requesting flexibility to utilize drive-thru facilities on all 5 commercial parcels, with the current plan of a drive-in bank and fast-food restaurant with a drive-thru window.

2nd Special Use Permit- C.20: Waiver of yard requirements for reduced setbacks:

Townhouse:	Villa:	SFD:	Required:
Front 25'/20'	Front 25'/20'	Front: 25'	Front 35'
Side 10'	Side 12'	Side: 10'	Side 15'
Rear 25'	Rear 25'	Rear: 25'	Rear 35'

The amenities will include the item depicted on L11- L15: signage, multi-purpose lawns, grill area, waterfront deck, fishing outpost, native plantings, seating nook, tot lot, seating with open views to the lake, trails, firepit, picnic pergola with tables and benches, Adirondack chairs, and sand beach. The applicants have added a dog park with play equipment.

The applicants will have a property owners association that will be responsible for the maintenance and upkeep of the following: (i) all open space, common areas, and other amenities noted in Conceptual Plan; (ii) all stormwater management infrastructure, including “wet” stormwater management infrastructure, specifically best management practices; and (iii) landscaped buffer areas, as shown in the Conceptual Plan.

They are proffering the following road improvements:

1. Southbound right-turn lane (100-foot storage plus 200-foot taper) into right in/right out proposed Project entrance off of US 258/Rt. 10 (Benns Church Boulevard) designated as Public Road A on the Conceptual Plan and currently serving as an entrance to the existing Tractor Supply;
2. Southbound right-turn lane (100-foot storage plus 200-foot taper) into right in/right out proposed Project entrance off of US 258/Rt. 10 (Benns Church Boulevard) designated as Public Road J on the Conceptual Plan (in between Turner Dr & Tractor Supply); and
3. A conditional payment of \$1,000,000.00 toward the construction of the roundabout at Turner Drive.

Additionally, they are proffering a conditional cash proffer to Isle of Wight County Schools if they are over enrollment capacity at SMS at the time of CO issuance. Finally, no more than 60 zoning permits will be issued in a 12 consecutive month period for the residential units.

This application was favorably recommended to Town Council at the July Planning Commission.

Enclosures

1. VDOT Approval

Please direct inquiries to Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.

TOWN COUNCIL COMMITTEES REPORT

ITEM: PRE-PUBLIC HEARING DISCUSSION: Text Amendments to Reclassify Accessory Apartments as Accessory Dwelling Units and Clarify Reulations in Article 2.Q and P; to Update the Floodplain Overlay in Article 3.O; and create the Pinewood Heights Industrial Park Overlay in Article 3.S

FROM: Tammie Clary, Director of Planning and Community Development

ATTACHMENTS:

Description	Type	Upload Date
Public Notice - Text Amendments	Public Hearing	8/21/2025
Staff Report - Accessory Dwelling Units	Cover Memo	8/21/2025
Text Amendment - Article 2 P and Q	Cover Memo	8/21/2025
Staff Report - Floodplain	Cover Memo	8/21/2025
Text Amendment - Article 3.O	Cover Memo	8/21/2025
Staff Report - Pinewood Heights Industrial Park Overlay District	Cover Memo	8/21/2025
Text Amendment - PHIPO	Cover Memo	8/21/2025

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

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, September 2nd, 2025 at 6:30 p.m. to consider the application of the Town of Smithfield, applicant for text amendments to the provisions of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, for the following: to reclassify accessory apartments as accessory dwelling units and clarify regulations in Article 2.Q and P; to update the Floodplain Overlay District in Article 3.O; and create the Pinewood Heights Industrial Park Overlay in Article 3.S.

Any person affected by or interested in the aforesaid applications may appear at the hearing and be heard. Copies of the current Zoning Ordinance of the Town of Smithfield, Virginia, adopted Tuesday, September 1st, 1998, and all amendments thereto, along with copies of the text amendment applications, are on file and may be examined in the Community Development & Planning Department, 310 Institute St, Smithfield, VA 23430.

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: Wednesday, August 20th, 2025, and Wednesday, August 27th, 2025.

**TOWN COUNCIL STAFF REPORT: ARTICLE 2 P & Q TEXT AMENDMENT
*PUBLIC HEARING***

TUESDAY, SEPTEMBER 2nd, 2025, 6:30 PM

This is a proposed text amendment to Article 2Q updating accessory apartments to accessory dwelling units. ADUs would still require an SUP; however, a family relationship and age requirements are removed. This would also allow free standing ADUs in addition to ADUs over detached garages, and not require the removal of the kitchen.

Article 2P changes accessory apartments to accessory dwelling units.

Planning Commission favorably recommended this application with the following conditions:

Removal of item 4.

Remove breezeway from 8a.

8c replace shall with "may."

Staff suggest also removing porch, patio, etc. from 8a.

Please direct inquiries to Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.

Article 2:
GENERAL REGULATIONS

Article 2:
General Regulations

A. Purpose and Intent: General Effect of Zoning Ordinance

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

B. Prior Approvals

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

C. Administration and Enforcement

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

D. Building Permits

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

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

E. Certificates of Use and Occupancy

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

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

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

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

F. Zoning Districts

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

G. Interpretation of Zoning District Boundaries

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

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

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

H. Interpretation of District Regulations

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

I. District Size

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

J. Density, Open Space and Lot Coverage

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

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

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

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

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

(Ord. of 8-1-2001)

K. Annexation

Repealed. (Ord. of 2025-03-04)

L. Condominiums

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

M. Public Sanitary Sewerage Facilities

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

N. Public Water Facilities

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

O. Storm Drainage and Stormwater Management Facilities

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

be located outside the property limits of the land owned or controlled by the subdivider or developer, but necessitated or required, at least in part, by the construction or improvement of such land, in accordance with the intent and provisions of Section 15.2-2243 of the Code of Virginia, the adopted Comprehensive Plan, the adopted Storm Drainage and Stormwater Management Facilities Master Plan, the subdivision ordinance, and this ordinance.

3. The policy and criteria for determination of pro rata share of total cost, financial and implementation procedures and other related matters shall be the responsibility of the Town Manager and adopted by the Town Council as part of the Storm Drainage and Stormwater Management Facilities Master Plan.

P. Accessory Uses and Structures

1. Accessory uses are permitted in any zoning district, but only in connection with, incidental to, and on the same lot with, a principal structure which is in use and permitted in such district. Walls and fences are regulated separately in the following section.
2. Except as necessary for ongoing construction activity, the storage or overnight parking of buses, school buses and commercial vehicles (including tractors, trailers and step vans) rated over one ton (as classified by the Department of Motor Vehicles) is prohibited in any residential zoning district.
3. In residential districts, no motor homes, recreational vehicles, trailers or boats shall be parked on the street right of way. No more than two of any combination of the above cited vehicles shall be parked on a residential lot. No parking of any of the above cited vehicles shall be permitted in a front yard or side yard setback of a residential lot. No such vehicle shall be used for any form of habitation on a residential lot and no such vehicle may be connected to a private or public utility.
4. (Repealed by Ord. 9-5-2000)
5. No accessory structure shall be located in a front yard, except for flagpoles, fences and walls.
6. Accessory buildings on lots in commercial and industrial districts which abut a residential district shall be located a minimum of fifty (50) feet from such residential district line.

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

- b. No satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structures may be located closer than ten (10) feet from any property line;
- c. In residential districts, no satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structures may be more than ten (10) feet in height measured at ground grade, nor may they exceed district height requirements if attached to a residence, nor may they extend more than three (3) feet in diameter;
- d. In commercial and industrial districts, no satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structures may be more than twenty (20) feet in height measured at ground grade, nor may they exceed district height requirements if attached to a building, nor may they extend more than ten (10) feet in diameter;
- e. Such structures shall be of a neutral color and no satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structures may be repainted to anything other than a neutral color;
- f. No lettering or advertising message shall be allowed on or attached to any satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structure;
- g. The design and placement of the antenna, satellite dish, earth station or similar structure(s) incorporates appropriate landscaping and screening measures as outlined in the Landscaping and Screening regulations in Article 9; and
- h. Where in the opinion of the Planning and Zoning Administrator the installation and location of satellite dish antennas, satellite receiving dishes, satellite earth stations or similar structures may adversely affect the health, safety, community character and welfare of adjacent properties, a Special Exception by the Board of Zoning Appeals shall be required for the installation and location of such structure.

14. Swimming pools may occupy a required rear or side yard, provided that such pools are not located closer than ten (10) feet to a rear lot line or ten (10) feet to an interior or side lot line. Swimming pools are not permitted in the front yard. A pedestrian space at least three (3) feet in width shall be provided between pool walls and the protective fences or barrier walls of the pool. All BOCA code requirements pertaining to fencing around swimming pools shall be adhered to. Permanent swimming pools shall be fenced and/or

landscaped in a manner satisfactory to the Planning and Zoning Administrator. For the purpose of this Ordinance, permanent swimming pools shall be defined as any pool that requires electrical service for its operation. Seasonal, non-permanent, above ground pools are exempt from this provision.

15. Portable storage units are considered temporary accessory structures and are permissible on properties for twenty-one (21) days. After the twenty-one days, portable storage units are permitted for use for a maximum of forty-five (45) days with a zoning waiver after which time a zoning permit must be obtained for up to an additional ninety (90) days of use, based upon a legitimate need for further use having been determined by the Zoning Administrator. If additional time is needed beyond what is permitted above, an appeal to the Planning Commission must be made in order to obtain the approval for further use. The Planning Commission shall have the option to attach conditions to the extended use thereof. Portable storage units can be placed in required front or side yard setback areas but cannot be placed in any right-of-way area. The use of portable storage units can be revoked by the town, whether or not previously permitted, if it is determined by the Zoning Administrator that the use or location constitutes a nuisance or a sight distance hazard. A temporary accessory structure shall not be located on any environmentally sensitive lands (RPAs) or wetlands.
16. Construction debris containers, including but not limited to dumpsters and shipping containers, are considered temporary accessory structures for construction activities. Construction debris containers are permitted for on the premises and may be stored thereon during the time that a valid permit is in effect for construction on the premises. The use of construction debris containers can be revoked by the town if it is determined by the Administrator that the use or location constitutes a nuisance or a sight distance hazard. A temporary accessory structure shall not be located on any environmentally sensitive lands (RPAs) or wetlands.
17. Shipping containers are considered accessory structures for setback placement purposes and shall not be utilized as a primary building or dwelling. Shipping containers shall be permitted by right in the Heavy Industrial Zoning District (I-2) and for construction activities. At no time shall shipping containers be stacked or used for habitation, without the successful acquisition of a Special Use Permit. Shipping containers, except construction debris containers are permissible in the Light Industrial (I-1) Zoning District, Community Conservation (C-C) Zoning District, and Highway Retail Commercial (HR-C) Zoning District, only after the successful acquisition of a Special Use Permit. Shipping containers are not permissible in any other zoning district, except construction debris containers. A shipping container shall not be located on any environmentally sensitive lands (RPAs) or wetlands. Appeals of a decision of the Planning and Zoning

Administrator in the administration of this section shall be to the Planning Commission as provided in Section 15.2-2311 (1997) of the Code of Virginia. Appeals of a decision of the Planning Commission by the applicant or a party in interest regarding a site plan, waiver, variation, or substitution shall be to the Town Council, provided that such appeal is filed with the Town Manager within ten (10) calendar days of the decision being appealed. The appeal shall be placed on the agenda of the Town Council at the next regular meeting. The Town Council may reverse or affirm, wholly or partly, or may modify the decision of the Planning Commission.

18. Donation drop-off boxes, as defined in Article 13, shall be permitted with Planning Commission approval and only in accordance with the following standards and procedures:
 - a. Donation drop-off boxes shall not be allowed in any residential or agricultural zoning district, except on properties where a Special Use Permit exists for a place of religious worship or assembly.
 - b. Donation drop-off boxes are permitted only on properties that contain a primary permitted use.
 - c. Donation drop-off boxes shall be limited to three (3) per location.
 - d. Donation drop-off boxes are subject to the issuance of a Zoning Permit and upon receipt of written authorization by the property owner or legal representative.
 - e. Donation drop-off boxes shall not obstruct pedestrian or vehicular circulation, nor be located in public rights-of-way, required building setbacks, landscape areas, drive aisles, required parking spaces, fire lanes, loading zones, buffers or any other location that may cause hazardous conditions, constitute a threat to the public safety, or create a condition detrimental to surrounding land uses. The Fire Department should review proposed placement.
 - f. Donation drop-off boxes shall not be located closer than 100 feet from a residential district.
 - g. Each donation drop-off box shall have a firmly closing lid and shall have a capacity no greater than four cubic yards. No donation drop-off box shall exceed seven feet in height.
 - h. Donation drop-off boxes may be constructed of painted metal, plastic, or suitable material and shall be properly maintained in a safe and good substantial condition with a neat and tidy appearance.
 - i. Donation drop-off boxes shall be clearly marked to identify the specific items and materials requested to be left for donation, the name of the operator or owners of the donation container, the entity responsible for maintenance of the drop-off box and removal of materials and trash from the immediate area, and a telephone number where the owner, operator or agent of the owner or operator may be reached at any time. The box shall display a notice stating that no items or

materials shall be left outside of the donation drop-off box as well as a notice that shall read "Not for refuse disposal. Liquids are prohibited. Do not use for garbage, candy wrappers, soft drink bottles, etc."

- j. Occupation of parking spaces by donation drop-off boxes shall not reduce the number of available parking spaces below the minimum number required for the site.
- k. All donated items must be collected and stored in the donation drop-off box. Donated items or materials shall not be left outside of donation drop-off boxes and the area around each box shall be maintained by the owner or operator, or the property owner, free of litter and any other undesirable materials.
- l. If unable to comply with any of the above regulations, the applicant can apply for a Special Use Permit for the proposed donation box and location.
- m. Donation boxes shall be placed against buildings, fences, shrubbery or other means so as to not interfere with traffic.

(Ord. of 9-5-2000; Ord. of 8-1-2001; Ord. of 3-1-2005; Ord. of 9-06-2011; Ord. 2023-03-07; Ord. 2024-06-04; Ord. 2024-09-03)

Q. Accessory Apartments Dwelling Units

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

Accessory dwelling units are permitted after obtaining a special use permit in the C-C, S-R, N-R, DNR, RO and PMUD (excluding multifamily dwellings) zoning districts, and subject to the following:

1. ~~The occupants of the accessory apartment shall be related to the owner of the principal dwelling by blood, adoption or marriage.~~
2. There shall be no other ~~apartment facilities or~~ room rentals in the ~~primary~~ dwelling, the ~~accessory dwelling unit~~ or its accessory buildings.
3. The principal dwelling ~~or the accessory dwelling unit~~ shall be occupied ~~during the maintenance of the accessory apartment by the fee simple property owner and members of the owner's family related by blood, adoption or marriage~~ as their primary residence.
4. ~~The permitted accessory apartment dwelling unit shall be exclusively occupied by not more than two persons, at least one of whom is related to the owner by blood, adoption or marriage and who must be either 62 years of age or older or must be physically or~~

~~mentally handicapped, and the other occupant whom, if not of the requisite age, handicapped condition or familial relationship, must be a live-in attendant of the qualifying handicapped person.~~

- a. ~~A person shall be deemed physically or mentally handicapped if by virtue of a physical or mental condition such person is permanently incapable of carrying on some material activity reasonably necessary to independent daily living.~~
- b. ~~A written certification by the handicapped person's regular physician shall accompany the permit application. Such certification shall state the nature of the handicap, the effect upon the person's ability to function normally in daily life, the expected duration of the handicap and whether or not the handicap may be expected to moderate with time.~~

5. A minimum of one (1) Off-street parking space shall be as required by Article 8 for the accessory dwelling unit in addition to the required parking for the primary structure.
6. When a building addition or additional parking is proposed, a minor site plan meeting the requirements of Article 11 regarding site planning shall be submitted.
7. The floor plan and exterior elevations of the proposed accessory ~~apartment dwelling unit~~ and of the building housing same shall be presented to and approved by the ~~Planning and~~ Zoning Administrator. Exterior elevations shall not be required if no exterior changes are proposed. Exterior elevations shall also be approved by the Review Board when required by the HP-O District.
8. An accessory ~~apartment dwelling unit~~ shall have a floor area of not less than 400 square feet nor greater than 800 1000 square feet, but in no event shall the floor area of an accessory ~~apartment dwelling unit~~ exceed twenty five (25) forty (40) percent of the existing floor area of the ~~main building which will house the same~~ primary structure, whichever is less.
 - a. An accessory ~~apartment dwelling unit~~ shall have one kitchen and shall have not more than two bedrooms, one bathroom and one all purpose room and shall be entirely located either within the outer walls of the main building or connected thereto by a common wall, ceiling or floor ~~but not by a breezeway, or porch, deck, patio or the like~~. Accessory ~~apartments~~ dwelling unit located on a separate level over a freestanding garage are also permissible provided that it is in compliance with residential building codes.
 - b. The architectural treatment of the accessory ~~apartment dwelling unit~~ shall be consistent with that of the character of the principal single-family dwelling.

- c. An accessory ~~apartment~~ dwelling unit ~~shall~~ may be accessible from the interior of the main building of which it is part. Only one main entrance shall be permitted on the front of the accessory ~~apartment~~-dwelling unit; all other exterior entrances shall be at the side or in the rear.
- d. No accessory ~~apartment~~ dwelling unit shall be permitted in a basement or cellar or above the first floor of the principal dwelling, except over attached garages.
- e. Any accessory dwelling unit, if in a separate structure from the primary dwelling unit, shall be located in the rear or side of the principal dwelling.
- f. Aside from the primary dwelling unit, only one accessory dwelling unit may be located on a lot. Accessory buildings not intended for use as a dwelling are permitted.

9. ~~If the following conditions are met, then the Planning and Zoning Administrator shall issue a temporary special use permit to allow the establishment and maintenance of the accessory apartment during the time of allowed occupancy:~~

- a. ~~The required public hearing is held;~~
- b. ~~The Planning and Zoning Administrator determines that all enumerated requirements have been satisfied and that the required accessory apartment will not have a net negative effect upon the peace and tranquility of adjacent properties or upon the value thereof;~~
- c. ~~All fee simple owners of the affected property have executed in form recordable among the land records of the clerk's office of the Circuit Court of the County of Isle of Wight an agreement to remove the necessary kitchen improvements and to do all other things necessary to establish the accessory apartment area as a functional, non-discrete portion of the single family dwelling housing same upon termination of the required temporary special exception permit; and~~
- d. ~~All applicable requirements of Article 12 have been met.~~

10. ~~After construction of the accessory apartment has been completed, but prior to its occupancy, a fee simple owner of the main building housing same shall certify by affidavit delivered to the Planning and Zoning Administrator that the persons who will occupy such apartment are the same to whom information was presented to the Planning and Zoning Administrator and that any handicap which formed the basis for the issuance of the temporary special exception permit continues. Upon receipt of such affidavit in proper form, an occupancy permit shall be issued. Thereafter, the applicant or other fee simple owner of the property in question shall submit such~~

~~notarized affidavit to the Planning and Zoning Administrator by first of September of each ensuing year as a requirement for the continuance of the temporary special use permit and the occupancy permit.~~

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

R. Walls and Fences

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

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

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

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

(Ord. of 9-5-2000; 8-1-2001)

S. Telecommunication Towers

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

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

- a. Church sites when camouflaged as steeples or bell towers;
- b. Park sites when compatible with the existing environment and nature of the park; and
- c. Government, school, utility and institutional sites.

4. The minimum setback from the base of the tower to any property line or to any adjacent non-residential structure shall be equal to one-half (1/2) the height of the tower, unless the Town Council grants a waiver due to special or unusual characteristics.

5. The following general criteria shall be considered in determining the appropriateness of sites for communication tower(s) when considering a special use permit:

- a. Whether the proposed tower is to be located in an area where it would be unobtrusive to surrounding uses and would not substantially detract from the local aesthetic or neighborhood character;
- b. Whether the application represents a request for multiple use of a proposed tower(s) as is recommended in the Town's Comprehensive Plan; and
- c. Whether the application exhibits how the site and the tower(s) and/or antenna(s) will be designed and arranged to accommodate future multiple users.

6. No microwave dishes or other dish or conical shaped antennas shall be permitted on the tower(s) unless otherwise approved as part of the special use permit. Photo simulations of the "before and after" visual impacts of the tower(s) shall be submitted to the Town with the special use permit application.

7. Tower(s) and antenna(s) shall be limited in total height to one hundred and ninety-nine (199) feet or lower unless so waived by the Town Council.

8. Line of sight profiles depicting the proposed tower with attached antenna(s) and arrays from no fewer than three (3) locations, including all critical viewsheds determined by the Planning and Zoning Administrator, shall be submitted at the time of initial application for all towers in excess of fifty (50) feet.

9. In the event the tower(s) and antenna array(s) shall serve as the primary use of the property, any accessory facility or building greater than one hundred (100) square feet

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

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

T. Borrow Pits

1. Borrow pits and related uses involving the extraction of natural resources conforming to all the applicable provisions of this ordinance are hereby permitted subject to approval of a special use permit in the following zoning districts:
 - a. C-C, Community Conservation
 - b. I-2, Heavy Industrial
2. The application for special use permit for a borrow pit shall be accompanied by a site plan meeting all the requirements for a major site plan review. In addition, the following information shall be provided with the special use permit application:
 - a. A master phasing plan;
 - b. A vehicular access plan to be utilized by the excavation operator;
 - c. An enhanced erosion and sediment control plan detailing methods to be used to protect surrounding properties and public streets;
 - d. A comprehensive facility operations plan, including an estimate of annual yardage or tonnage to be excavated;
 - e. A detailed reclamation and restoration plan;
 - f. Design and construction details for fencing and gating;
 - g. Copies of all state and federal permits for use and use operations;
 - h. Proffers and plats supporting permanent easements, setbacks and buffer areas;
 - i. Evidence of ownership's record of borrow pit operations and prior record of compliance with borrow pit permits;
 - j. A site plan depicting enhanced roadside landscape, yard setbacks and related buffers; and
 - k. An operations maintenance plan.
3. In addition to the bonding requirements of Article 11, Section K. 4 (Site Plan Requirements), the following bonding (surety) requirements for borrow pits development shall apply:
 - a. In addition to other bonding requirements of this Ordinance, the operator shall furnish a bond of the amount on the form to be prescribed by the Town Attorney payable to the Town of Smithfield.
 - b. The bond shall serve to condition the use permit subject to the operator performing all of the requirements of this ordinance as well as the conditions of the special use permit, the facility improvements plan, the operations plan, the reclamation and restoration plan and the maintenance plan.

- c. The operator shall submit a cost estimate for the above considerations with the bond form, with said estimate to be prepared by a registered professional engineer qualified to undertake such examinations. The Town Attorney shall employ said estimate in setting the bond or surety amount.
- d. The bond or surety posted by the operator for such use and operations shall not be refunded until the operator has obtained the approval of the Planning Commission.
- e. Within ten days of the anniversary of a bond, the operator shall post any additional bond in the amount determined by the Planning and Zoning Administrator.
- f. If the operator does not undertake to complete any reclamation, operations or maintenance deficiency within thirty (30) days of notification by the Planning and Zoning Administrator, the Town may order the forfeiture of the bond or surety and have the necessary work performed with the money so received.

4. All special use permits issued for borrow pits will be valid for a period of five (5) years from the date of issuance. An extension of time or renewal of said permit will require new applications filed in accordance with the terms of this ordinance.
5. A violation of this article shall be deemed as adequate cause to declare the special use permit null and void upon action by the Planning Commission at a regularly scheduled meetings.

U. Home Occupations

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

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

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

14. Any person aggrieved by the action of the Planning and Zoning Administrator in granting, denying or revoking a home occupation permit or in stipulating conditions or corrections thereto may appeal the decision to the Board of Zoning Appeals.

15. Within the context of the above requirements, home occupation uses include, but are not limited to, the following:

- a. Artist, sculptor or photographer.
- b. Author or composer.
- c. Computer programmer or internet service provider.
- d. Home care provider
- e. Tailor or seamstress.
- f. (Repealed by Ord. 2020-08-04).
- g. Tutoring.
- h. Salesperson, provided that no retail or wholesale transactions occur on premises.
- i. Telephone answering service.
- j. Music teacher, limited to two students at any one time.
- k. Caterer.
- l. Child day care provider (Babysitting for not more than 5 children; however a Special Use Permit may be an option for 6-11 children in some zoning districts.)

16. Specifically prohibited home occupation uses include, but are not limited to, the following:

- a. Auto repair or auto paint shop.
- b. (repealed 11-2014)
- c. Gift shops.
- d. Adult entertainment businesses and massage parlors.
- e. Medical and dental clinics.
- f. Veterinary activities and kennels.
- g. Wrecking and towing service.
- h. Welding and machine shop.
- i. Beauty parlors.
- j. Barber shops.
- k. Nursing homes, convalescent homes, and adult care facilities.

- I. Child day care center.
- m. Eating establishments.
- n. Antique shops.
- o. Tourist homes.
- p. Fortune tellers.
- q. Small machinery repair shop.
- r. Other similar use.

19. Nothing in this Ordinance shall preclude an owner/occupant from having a professional office within their home. A professional office shall be excluded from obtaining a home occupation permit from the Planning and Zoning Administrator, so long as a business license is obtained from the Town, and all other applicable standards of this Section have been met.

20. Professional office home occupations may enjoy client visits to the property following the successful acquisition of a special use permit from the Town Council.

(Ord. of 2000-09-05; Ord. of 2014-11-04; Ord. of 2020-08-04)

V. Lot and Yard Requirements and Modifications

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

7. Corner lots shall provide a setback equal to the required front setback for all yards adjoining a public street provided, however, that the setback regulations shall not reduce the buildable width of a lot to less than fifty (50) percent of lot width as measured at the point of required setback line.
8. Where the frontage on one side of a street between two (2) intersecting streets is improved with buildings having a setback greater or less than one setback heretofore permitted, no building shall project beyond the average setback line of the existing buildings of the same zoning classification so established.
9. Chimneys, solar devices, architectural features or the like, may project into required yards not more than thirty (30) inches. No such feature shall connect a principle structure with an accessory structure unless the accessory structure conforms with setbacks applicable to principle structures and all building code requirements are met.
10. No commercial above ground fuel storage tanks may be located less than one hundred (100) feet from any residential district. Canopies and pump operations are not classified as accessory buildings and shall comply with standard principal building setbacks for the district concerned.
11. (Repealed by Ord. 5-4-2004)
12. No residential lot shall be created in which an area more than 25% of the total lot area is comprised of one or more of the physical land units: (a) slopes 30% or greater, (b) wetlands, (c) 100-year floodplains and (d) water features.
13. Development on shrink/swell soils is not encouraged by the Town of Smithfield. Any development on lots containing shrink/swell soils shall be subject to specific soils and geotechnical analysis of the lot and detailed foundation engineering evaluations for the intended improvements. The following additional lot regulations and requirements shall apply to any subdivided lot:
 - a. Lots to be developed on shrink/swell soils shall require a geotechnical study and foundation design report for each lot prior to issuance a building permit. Such report shall be prepared by a registered professional engineer and shall address (1) the location and characteristics of the soils and (2) foundation and related structural engineering design recommendations for the intended structure.
 - b. (Repealed by Ord 2022-09-06)

- c. No subdivision plat or site plan shall be approved for recordation until a geotechnical and foundation report has been reviewed by the Town in conjunction with final site plan, lot development plan and/or final subdivision plat review, or as otherwise required by the Planning and Zoning Administrator.
- d. All recorded plats for new subdivided lots containing shrink/swell soils shall bear the following notation:

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

14. Repealed (Ord. of 2024-06-04).

15. Any plat submitted to the Town must show, as applicable, the existence of a Resource Protection Area (RPA) designation, its implications regarding future development, and acknowledgment of a maintenance agreement for on-site BMPs.
(Ord. of 8-1-2000; Ord. of 9-5-2000; Ord. of 5-4-2004; Ord. 2022-09-06)

W. Public Hearings

- 1. Public hearings held by the Town Council, Planning Commission, Board of Zoning Appeals or other duly appointed authority, shall be held in accordance with Section 15.2-2204, 2205 and other appropriate sections of the Code of Virginia, 1950, as amended.
- 2. In accordance with applicable regulations, before such hearings, the following is required:
 - a. Notice of the intended action shall be published once a week for two successive weeks in a newspaper of general circulation in the Town of Smithfield; provided that such notice for matters to be considered by more than one board or commission may be published concurrently. Such notice shall specify the time and place of the hearing at which persons affected may appear and present their views, with the first notice appearing no more than 28 days before and the second appearing no less than seven days before the date of the meeting referenced in the notice. (Ord. of 2025-03-04)

b. The applicant for action requiring a public hearing shall bear the cost of said notice. The Zoning Administrator shall be required to obtain the names of the adjacent property owners and notify them with certified letters. Any person entitled to such notice may waive such right in writing.

(1) Applications for Appeals, Special Exceptions, Variances, Special Use Permits, Special Sign Exceptions, Special Yard Exceptions, Exceptions to the RPA, Rezonings and amendments to zoning ordinance involving a change in zoning classification of twenty-five or fewer parcels of land, require, in addition to the advertising required herein, written notices to be given at least five days before the hearing to the owner (the last known address as shown on the current real estate assessment records of the Town of Smithfield) of each parcel involved, the owners of all abutting property and the owners of property immediately across the street or road from the property affected. If such notice is sent by an applicant other than a representative of the Town Council, it shall be sent by registered or certified mail and the return receipts shall be filed with the records of the case. If such notice is sent by a representative of the Council, the notice may be sent by first class mail; provided that the representative make affidavit that such mailings have been made and file such affidavit with the records of the case.

(2) When a proposed amendment to the zoning ordinance involves a change in the zoning classification of more than twenty-five but less than five hundred parcels of land, then in addition to the advertising required hereinabove, written notice shall be given at least five days before the hearing to the owners of each parcel of land involved. Notice shall be sent by first class mail to the last known address of such owner as shown on the current real estate assessment records of the Town of Smithfield. The party responsible for sending the required notice shall make affidavit that such mailings have been made and file such affidavit with the papers in the case.

(3) When a proposed amendment to the zoning ordinance involves a change in the zoning classification of five hundred or more parcels of land, written notice to the owners of each parcel is not required. Notice shall be advertised as required herein.

c. At least fourteen days preceding a public hearing involving a site specific request, the Zoning Administrator shall erect on the subject parcel or parcels, a

sign or signs, in such number as indicated below, stating "PUBLIC HEARING NOTICE" and indicating the telephone number of the Planning and Zoning Administrator. The sign or signs shall be erected by the applicant within ten feet of whatever boundary line of such land abuts a public street and shall be so placed as to be clearly visible from the street. Such signs shall not be erected on the public right-of-way. If more than one such street abuts the subject parcel or parcels, then at least two signs shall be erected in the same manner as specified above, along at least two abutting streets. If no public street abuts thereon, then signs shall be placed in the same manner as above on at least one (or as many as deemed necessary by the Planning and Zoning Administrator) boundary of the property abutting land not owned by the applicant.

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

X. Violations and Penalties

1. The Planning and Zoning Administrator and all other Town officials and employees who are vested with duty or authority to issue permits or licenses shall adhere to the provisions of this ordinance and shall issue permits or licenses only when uses and buildings comply with the provisions of this ordinance.

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

(Ord. of 8-1-2000)

Y. Event Facilities

1. A place of public assembly used primarily as an event facility is a place for hosting functions including, but not limited to, parties, lessons/classes/courses, weddings,

receptions, banquets, anniversaries, meetings, and/or conferences. The event facility may be a building, tent, uncovered outdoor gathering space, or a combination thereof. For the purposes of this Section, an event facility is one that charges a fee or requires compensation to use the space or charges an entry or other fee for the uses related to the facility. Facilities exclusively used by membership groups such as clubs, or civic, fraternal, and/or social organizations, are excluded from this definition.

2. All event facilities, and the parcel(s) upon which they are located, must meet the following standards:
 - a. Access to and from the event facility shall not occur via a shared or common driveway.
 - b. To the greatest degree possible, the permanent component(s) of a proposed event facility should be placed on a parcel so as to avoid areas identified by any Town Ordinance or publication (Comprehensive Plan, etc.) as a viewshed.
 - c. Where proposed, temporary tents are allowed for the duration of the event, or a period not to exceed seven (7) consecutive days, whichever is less. The seven (7) day time period may be extended following a written request to the Zoning Administrator or their designee, showing reasonable cause.
 - d. To protect the citizens of the Town from excessive noise, events facilities must comply with Chapter 38 of the Town Code.
 - e. In any zoning district in which this use is permitted, the maximum number of attendees for any given event is limited to the maximum live load according to the Virginia Uniform Statewide Building Code (VUSBC) for the building in or at which the event is to occur. Outdoor events may exceed this restriction. The maximum number of attendees includes, but is not limited to, any event staff, caterers, photographers, and/or vendors.
3. An application for a new event facility must include the following items:
 - a. The applicant must demonstrate that all performance standards would be met by their proposal through the submission of a site plan.
 - b. All applicable requirements in this Article, as well as Articles 3, 6, 8, 9, 10, and 11 must be met.

(Ord. of 2019-09-03)

Z. Short-Term Rentals

1. These regulations are established to allow the short-term rental of rooms to transient persons in all residential settings, while at the same time preserving the residential character of the neighborhoods in which the dwellings are located. For the purpose of this section, short-term rentals include short-term rentals and homestays. In any zoning district in which residential uses exist or are permitted, accessory short-term rentals (hereinafter referred to as "homestays") are permitted by-right- short-term rentals as principal uses are permissible by special use permit (SUP) only. Short-term rentals in any mixed-use building or structure shall also require an SUP. In all other cases, the following conditions must be met:
 - a. A copy of the declarations page, a certificate of insurance, or a binder of insurance (if newly applied for) showing general, personal, or premises liability insurance in the name of the owner/operator, covering the rental of the property to transient persons, with coverage of not less than \$500,000 must be furnished to the Town. Such insurance coverage must remain in place at all times while any part of the property is being offered for short-term rental.
 - b. Short-term rentals shall be permitted for not more than 104 nights per calendar year.
 - c. At all times, no more than ten (10) over-night guests shall occupy any short-term rental, or no more than two (2) per bedroom at any one time, whichever is greater.
 - d. Accessory buildings and structures shall not be used or occupied as short-term rentals, except upon the issuance of an SUP by the Town Council.
 - e. All operators engaging in short-term rentals are required to obtain and maintain a business license from the Town, and the operator of the short-term rental shall remain liable for all taxes that may be owed, in addition to the transient occupancy tax.
 - f. Nothing in this section shall be construed to supersede or limit contracts or lease agreements between or among individuals or private entities related to the use of real property, including recorded declarations and covenants, the provision of condominium instruments of a condominium created pursuant to the Condominium Act (Va. Code § 55-79.39 et seq.), the declaration of a common interest community as defined in Va. Code § 55-528, the cooperative instruments of a cooperative created pursuant to the Virginia Real Estate Cooperative Act (Va. Code § 55-424 et seq.), or any declaration of a property owners' association created pursuant to the Property Owners' Association Act (Va. Code § 55-508 et seq.).
 - g. The short-term rental must be serviced by a Virginia-licensed waste management facilities operator.

- h. To protect the citizens of the Town from excessive noise, short-term rentals must comply with Chapter 38 of the Town Code.
- i. The operator of the short-term rental must submit to the Town a signed and notarized short-term rental affidavit assuring compliance with all of the above provisions.
- j. Any of the above provisions may be waived by the Town Council, upon the issuance of an SUP. Additionally, if there is any uncertainty in interpretation between the applicant and the Administrator as to any of the provisions of this section, the Administrator may require an SUP.

2. Existing short-term rentals which conflict with the standards of this Section, and which were in operation sixty (60) days prior to the date of adoption of the same, may be administratively approved by Town staff, provided that the applicant submit satisfactory evidence to the Town that their short-term rental was in operation at that time. If uncertainty arises between the applicant and the Administrator as to whether or not satisfactory evidence has been submitted to the Town, the Planning Commission shall determine the validity of the evidence.
3. If the operator is found to have violated any of the provisions of this section, the following penalties shall apply:
 - a. The revocation of the operator's business license.
 - b. Any additional penalties as prescribed in this or any other Town Ordinance.

(Ord. of 2020-09-01)

AA. Public Buildings, New Construction

1. The purpose of establishing these provisions is to protect the aesthetic and visual character of the new construction of primary and accessory structures intended as public buildings, located on government owned parcels, as defined herein, and to provide for and promote their orderly development. All new construction proposed, meeting the definitions below, shall be subject to the procedures, standards, and guidelines specified in the following Sections, in addition to those standards pertaining to the particular base zoning district and overlays in which the development occurs.
 - a. New Construction:
 - i. For the purpose of this section, new construction includes the addition of additional square footage to an existing building, along with the construction of a new primary building and / or accessory building(s).
 - ii. For the purpose of this section, new construction does not include exterior modification and / or changes to existing structures, both primary and accessory.
 - b. Public Buildings:

- i. For the purpose of this section, public buildings include any building constructed on a Town, County, State, and / or Federally owned parcel, for the intended purpose of providing a service to the public, as either a primary or accessory use.
2. No new construction of a primary building or accessory structure shall be authorized or constructed in the Town unless and until the general location, character, and extent thereof has been submitted to and approved by the Planning Commission, as being substantially in conformance with the Guidelines of the Entrance Corridor Overlay (ECO) District, and Entrance Corridor Guidelines. This provision applies to properties that meet the definition above but are located outside of the ECO.
3. All development plans shall be submitted and reviewed according to the following procedures:
 - a. A complete development plan shall be submitted to the Zoning Administrator.
 - b. Applicants shall be informed in writing of the outcome of their review including a list of required revisions, if necessary.
 - c. After the complete development plan and related materials have been submitted, it shall be reviewed and processed by the Planning Commission and other affected governmental agencies for conformity to this Article and other applicable Articles and regulations. The Planning Commission shall act upon a complete development plan and related materials as submitted by the applicant, or as modified by the development plan review process within thirty (30) days, unless extensive modification to the development plan or extenuating circumstances requires additional time.
 - d. Applicants shall be informed in writing of a final decision of the development plan.
4. Waivers
 - a. An applicant or owner may request a waiver, variation or substitution pursuant to the requirements and application of this article. A written request for a waiver, variation or substitution shall state the rationale and justification for such request together with such alternatives as may be proposed by the applicant or owner.
 - b. Such request shall be submitted to the Planning and Zoning Administrator with the filing of a preliminary or final site plan.
 - c. The Planning Commission, at its sole discretion, may accept the request for waiver, variation or substitution for any requirement in a particular case upon a finding that the waiver, variation or substitution of such requirement would advance the purposes of this ordinance and otherwise serve the public interest in a manner equal to or exceeding the desired effects of the requirements of the ordinance. Alternatively, the Planning Commission may recommend a conditional modification to the request, or the Planning Commission may deny the request.
 - d. Approval or conditional approval of a waiver, variation, or substitution shall be accompanied by a statement from the Planning Commission as to the public

purpose served by such waiver, variation, or substitution, particularly in regard to the purpose and intent of this article, this ordinance, the subdivision ordinance, and the Comprehensive Plan.

- e. No such waiver, variation, or substitution shall be detrimental to the public health, safety, or welfare, orderly development of the area, sound engineering practice, or to properties located within the project impact area.

5. Appeal to Town Council

- a. Appeals of a decision of the Planning and Zoning Administrator in the administration of this article shall be to the Planning Commission as provided in Section 15.2-2311 (1997) of the Code of Virginia.
- b. Appeals of a decision of the Planning Commission by the applicant or a party in interest regarding a site plan, waiver, variation, or substitution shall be to the Town Council, provided that such appeal is filed with the Town Manager within ten (10) calendar days of the decision being appealed. The appeal shall be placed on the agenda of the Town Council at the next regular meeting. The Town Council may reverse or affirm, wholly or partly, or may modify the decision of the Planning Commission.

(Ord. 2023-02-07)

TOWN COUNCIL STAFF REPORT: ARTICLE 3.0 TEXT AMENDMENT
PUBLIC HEARING

TUESDAY, SEPTEMBER 2nd, 2025, 6:30 PM

This is a proposed text amendment to Article 3.0 updating our Floodplain Ordinance. FEMA has updated our Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS). Town staff utilized the model ordinance, and this has already been approved by DCR (Department of Conservation and Recreation). Once approved by Town Council, it will need to be approved by FEMA.

This appeared on the April 9th, 2024 Planning Commission agenda as a discussion item.

Planning Commission favorably recommended this application with the condition that alternative language allowing accessory structures in the SFHA.

Staff suggest removing that language allowing accessory structures and instead prohibiting accessory structures in the SFHA, as that would be in conformance with our CBPA guidelines which do not allow accessory structures in the RPA.

Please direct inquiries to Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.

DRAFT

Article 3.O:
FP-O, Floodplain Overlay District

Article 3.O:
FP-O, Floodplain Overlay District

SECTION I - GENERAL PROVISIONS

Section 1.1 – Statutory Authorization and Purpose [44 CFR 59.22(a)(2)]

Va. Code § 15.2-2283 specifies that zoning ordinances shall be for the general purpose of promoting the health, safety, or general welfare of the public and of further accomplishing the objectives of § 15.2-2200 which encourages localities to improve the public health, safety, convenience, and welfare of their citizens. To these ends, flood ordinances shall be designed to provide for safety from flood, to facilitate the provision of flood protection, and to protect against loss of life, health, or property from flood.

In accordance with these directed provisions, this ordinance is specifically adopted pursuant to the authority granted to localities by Va. Code § 15.2 - 2280.

The purpose of these provisions is to prevent: the loss of life, health, or property, the creation of health and safety hazards, the disruption of commerce and governmental services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief, and the impairment of the tax base by:

- A. Regulating uses, activities, and development which, alone or in combination with other existing or future uses, activities, and development, will cause unacceptable increases in flood heights, velocities, and frequencies;
- B. Restricting or prohibiting certain uses, activities, and development from locating within districts subject to flooding;
- C. Requiring all those uses, activities, and developments that do occur in flood-prone districts to be protected and/or floodproofed against flooding and flood damage; and,
- D. Protecting individuals from buying land and structures which are unsuited for intended purposes because of flood hazards.

Section 1.2 – Applicability

These provisions shall apply to all privately and publicly owned lands within the jurisdiction of the Town of Smithfield and identified as areas of special flood hazard identified by the community or shown on the flood insurance rate map (FIRM) or included in the flood insurance study (FIS) that are provided to the Town of Smithfield by FEMA. The flood insurance rate map panels specifically referenced by this ordinance effective as of [January 9, 2026](#) include the following: 51093C0088F, 51093C0135F, 51093C0151F, 51093C0152F, 51093C0153F, 51093C0154F.

Section 1.3 - Compliance and Liability

- A. No land shall hereafter be developed and no structure shall be located, relocated, constructed, reconstructed, enlarged, or structurally altered except in full compliance with the terms and provisions of this ordinance and any other applicable ordinances and regulations which apply to uses within the jurisdiction of this ordinance.
- B. The degree of flood protection sought by the provisions of this ordinance is considered reasonable for regulatory purposes and is based on acceptable engineering methods of study, but does not imply total flood protection. Larger floods may occur on rare occasions. Flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. This ordinance does not imply that districts outside the floodplain district or land uses permitted within such district will be free from flooding or flood damages.
- C. This ordinance shall not create liability on the part of the Town of Smithfield or any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made thereunder.

Section 1.4 – Records [44 CFR 59.22(a)(9)(iii)]

Records of actions associated with administering this ordinance shall be kept on file and maintained by or under the direction of the Floodplain Administrator in perpetuity.

Section 1.5 - Abrogation and Greater Restrictions [44 CFR 60.1(b)]

To the extent that the provisions are more restrictive, this ordinance supersedes any ordinance currently in effect in flood-prone districts. To the extent that any other existing law or regulation is more restrictive or does not conflict it shall remain in full force and effect.

These regulations are not intended to repeal or abrogate any existing ordinances including subdivision regulations, zoning ordinances, or building codes. In the event of a conflict between these regulations and any other ordinance, the more restrictive shall govern.

Section 1.6 - Severability

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance shall be declared invalid for any reason whatever, such decision shall not affect the remaining portions of this ordinance. The remaining portions shall remain in full force and effect; and for this purpose, the provisions of this ordinance are hereby declared to be severable.

Section 1.7 - Penalty for Violations [44 CFR 60.2(e)]

Any person who fails to comply with any of the requirements or provisions of this article or directions of the director of planning or any authorized employee of the Town of Smithfield shall be guilty of the appropriate violation and subject to the penalties thereof.

The VA USBC addresses building code violations and the associated penalties in Section 104 and Section 115. Violations and associated penalties of the Zoning Ordinance of the Town of Smithfield are addressed in Article 11 Section Q and Article 2: Section X of the Zoning Ordinance.

In addition to the above penalties, all other actions are hereby reserved, including an action in equity for the proper enforcement of this article. The imposition of a fine or penalty for any violation of, or noncompliance with, this article shall not excuse the violation or noncompliance or permit it to continue; and all such persons shall be required to correct or remedy such violations within a reasonable time. Any structure constructed, reconstructed, enlarged, altered or relocated in noncompliance with this article may be declared by the Town of Smithfield to be a public nuisance and abatable as such. Flood insurance may be withheld from structures constructed in violation of this article.

SECTION II - ADMINISTRATION

Section 2.1 - Designation of the Floodplain Administrator [44 CFR 59.22(b)]

The Zoning Administrator is hereby appointed to administer and implement these regulations and is referred to herein as the Floodplain Administrator. The Floodplain Administrator may:

- A. Do the work themselves. In the absence of a designated Floodplain Administrator, the duties are conducted by the Town of Smithfield chief executive officer.
- B. Delegate duties and responsibilities set forth in these regulations to qualified technical personnel, plan examiners, inspectors, and other employees.
- C. Enter into a written agreement or written contract with another community or private sector entity to administer specific provisions of these regulations. Administration of any part of these regulations by another entity shall not relieve the community of its responsibilities pursuant to the participation requirements of the National Flood Insurance Program as set forth in the Code of Federal Regulations at 44 C.F.R. Section 59.22.

Section 2.2 - Duties and Responsibilities of the Floodplain Administrator [44 CFR 60.3]

The duties and responsibilities of the Floodplain Administrator shall include but are not limited to:

- A. Review applications for permits to determine whether proposed activities will be located in the Special Flood Hazard Area (SFHA).
- B. Interpret floodplain boundaries and provide available base flood elevation and flood hazard information.
- C. Review applications to determine whether proposed activities will be reasonably safe from flooding and require new construction and substantial improvements to meet the requirements of these regulations.
- D. Review applications to determine whether all necessary permits have been obtained from the Federal, State, or local agencies from which prior or concurrent approval is required; in particular, permits from state agencies for any construction, reconstruction, repair, or alteration of a dam, reservoir, or waterway obstruction (including bridges, culverts, structures), any alteration of a watercourse, or any change of the course, current, or cross section of a stream or body of water, including any change to the 100-year frequency floodplain of free-flowing non-tidal waters of the State.
- E. Verify that applicants proposing an alteration of a watercourse have notified adjacent communities, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), and other appropriate agencies (VADEQ, USACE), and have submitted copies of such notifications to FEMA.

- F. Advise applicants for new construction or substantial improvement of structures that are located within an area of the Coastal Barrier Resources System established by the Coastal Barrier Resources Act that Federal flood insurance is not available on such structures; areas subject to this limitation are shown on Flood Insurance Rate Maps as Coastal Barrier Resource System Areas (CBRS) or Otherwise Protected Areas (OPA).
- G. Approve applications and issue permits to develop in flood hazard areas if the provisions of these regulations have been met, or disapprove applications if the provisions of these regulations have not been met.
- H. Inspect or cause to be inspected, buildings, structures, and other development for which permits have been issued to determine compliance with these regulations or to determine if non-compliance has occurred or violations have been committed.
- I. Review Elevation Certificates and require incomplete or deficient certificates to be corrected.
- J. Submit to FEMA, or require applicants to submit to FEMA, data and information necessary to maintain FIRMs, including hydrologic and hydraulic engineering analyses prepared by or for the Town of Smithfield, within six months after such data and information becomes available if the analyses indicate changes in base flood elevations.
- K. Maintain and permanently keep records that are necessary for the administration of these regulations, including:
 1. Flood Insurance Studies, Flood Insurance Rate Maps (including historic studies and maps and current effective studies and maps), and Letters of Map Change; and
 2. Documentation supporting issuance and denial of permits, Elevation Certificates, documentation of the elevation (in relation to the datum on the FIRM) to which structures have been floodproofed, inspection records, other required design certifications, variances, and records of enforcement actions taken to correct violations of these regulations.
- L. Enforce the provisions of these regulations, investigate violations, issue notices of violations or stop work orders, and require permit holders to take corrective action.
- M. Advise the Board of Zoning Appeals regarding the intent of these regulations and, for each application for a variance, prepare a staff report and recommendation.
- N. Administer the requirements related to proposed work on existing buildings:
 1. Make determinations as to whether buildings and structures that are located in flood hazard areas and that are damaged by any cause have been substantially damaged.

2. Make reasonable efforts to notify owners of substantially damaged structures of the need to obtain a permit to repair, rehabilitate, or reconstruct. Prohibit the non-compliant repair of substantially damaged buildings except for temporary emergency protective measures necessary to secure a property or stabilize a building or structure to prevent additional damage.

O. Undertake, as determined appropriate by the Floodplain Administrator due to the circumstances, other actions which may include but are not limited to: issuing press releases, public service announcements, and other public information materials related to permit requests and repair of damaged structures; coordinating with other Federal, State, and local agencies to assist with substantial damage determinations; providing owners of damaged structures information related to the proper repair of damaged structures in special flood hazard areas; and assisting property owners with documentation necessary to file claims for Increased Cost of Compliance coverage under NFIP flood insurance policies.

P. Notify the Federal Emergency Management Agency when the corporate boundaries of the Town of Smithfield have been modified and:

1. Provide a map that clearly delineates the new corporate boundaries or the new area for which the authority to regulate pursuant to these regulations has either been assumed or relinquished through annexation; and
2. If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.

Q. Upon the request of FEMA, complete and submit a report concerning participation in the NFIP which may request information regarding the number of buildings in the SFHA, number of permits issued for development in the SFHA, and number of variances issued for development in the SFHA.

R. It is the duty of the Community Floodplain Administrator to take into account flood, mudslide and flood-related erosion hazards, to the extent that they are known, in all official actions relating to land management and use throughout the entire jurisdictional area of the Community, whether or not those hazards have been specifically delineated geographically (e.g. via mapping or surveying).

Section 2.3 - Use and Interpretation of FIRMs [44 CFR 60.3]

The Floodplain Administrator shall make interpretations, where needed, as to the exact location of special flood hazard areas, floodplain boundaries, and floodway boundaries. The following shall apply to the use and interpretation of FIRMs and data:

- A. Where field surveyed topography indicates that adjacent ground elevations:
 1. Are below the base flood elevation in riverine SFHAs, or below the 1% storm surge elevation in coastal SFHAs, even in areas not delineated as a special flood hazard area on a FIRM, the area shall be considered as special flood hazard area and subject to the requirements of these regulations;
 2. Are above the base flood elevation and the area is labelled as a SFHA on the FIRM, the area shall be regulated as special flood hazard area unless the applicant obtains a Letter of Map Change that removes the area from the SFHA.
- B. In FEMA-identified special flood hazard areas where base flood elevation and floodway data have not been identified and in areas where FEMA has not identified SFHAs, any other flood hazard data available from a Federal, State, or other source shall be reviewed and reasonably used.
- C. Base flood elevations and designated floodway boundaries on FIRMs and in FISs shall take precedence over base flood elevations and floodway boundaries by any other sources if such sources show reduced floodway widths and/or lower base flood elevations.
- D. Other sources of data shall be reasonably used if such sources show increased base flood elevations and/or larger floodway areas than are shown on FIRMs and in FISs.
- E. If a Preliminary Flood Insurance Rate Map and/or a Preliminary Flood Insurance Study has been provided by FEMA:
 1. Upon the issuance of a Letter of Final Determination by FEMA, the preliminary flood hazard data shall be used and shall replace the flood hazard data previously provided from FEMA for the purposes of administering these regulations.
 2. Prior to the issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data shall be deemed the best available data pursuant to Article III, Section 3.1.A.3 and used where no base flood elevations and/or floodway areas are provided on the effective FIRM.
 3. Prior to issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data is permitted where the preliminary base flood elevations or floodway areas exceed the base flood elevations and/or designated floodway widths in existing flood hazard data provided by FEMA. Such preliminary data may be subject to change and/or appeal to FEMA.

Section 2.4 - Jurisdictional Boundary Changes [44 CFR 59.22, 65.3]

The County floodplain ordinance in effect on the date of annexation shall remain in effect and shall be enforced by the municipality for all annexed areas until the municipality adopts and enforces an ordinance which meets the requirements for participation in the National Flood Insurance Program. Municipalities with existing floodplain ordinances shall pass a resolution acknowledging and accepting responsibility for enforcing floodplain ordinance standards prior to annexation of any area containing identified flood hazards. If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, the governing body shall prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.

In accordance with the Code of Federal Regulations, Title 44 Subpart (B) Section 59.22(a)(9)(v) all NFIP participating communities must notify the Federal Insurance Administration and optionally the State Coordinating Office in writing whenever the boundaries of the community have been modified by annexation or the community has otherwise assumed or no longer has authority to adopt and enforce floodplain management regulations for a particular area.

In order that all Flood Insurance Rate Maps accurately represent the community's boundaries, a copy of a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority must be included with the notification.

Section 2.5 - District Boundary Changes

The delineation of any of the Floodplain Districts may be revised by the Town of Smithfield where natural or man-made changes have occurred and/or where more detailed studies have been conducted or undertaken by the U. S. Army Corps of Engineers or other qualified agency, or an individual documents the need for such change. However, prior to any such change, approval must be obtained from the Federal Emergency Management Agency. A completed LOMR is a record of this approval.

Section 2.6 - Interpretation of District Boundaries

Initial interpretations of the boundaries of the Floodplain Districts shall be made by the Zoning Administrator. Should a dispute arise concerning the boundaries of any of the Districts, the Board of Zoning Appeals shall make the necessary determination. The person questioning or contesting the location of the District boundary shall be given a reasonable opportunity to present his case to the Board and to submit his own technical evidence if he so desires.

Section 2.7 – Submitting Model Backed Technical Data [44 CFR 65.3]

A community's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, a community shall notify the Federal Emergency Management Agency of the changes by submitting technical or scientific data. The community may submit data via a LOMR. Such a submission is necessary so that upon confirmation of those physical changes affecting flooding conditions, risk premium rates and floodplain management requirements will be based upon current data.

Section 2.8 – Letters of Map Revision

When development in the floodplain will cause or causes a change in the base flood elevation, the applicant, including state agencies, must notify FEMA by applying for a Conditional Letter of Map Revision and then a Letter of Map Revision.

Example cases:

- Any development that causes a rise in the base flood elevations within the floodway.
- Any development occurring in Zones A1-30 and AE without a designated floodway, which will cause a rise of more than one foot in the base flood elevation.
- Alteration or relocation of a stream (including but not limited to installing culverts and bridges) *44 Code of Federal Regulations §65.3 and §65.6(a)(12)*.

SECTION III - ESTABLISHMENT OF ZONING DISTRICTS

Section 3.1 - Description of Special Flood Hazard Districts [44 CFR 59.1, 60.3]

A. Basis of Districts

The various special flood hazard districts shall include the SFHAs. The basis for the delineation of these districts shall be the FIS and the FIRM for the Town of Smithfield prepared by the Federal Emergency Management Agency, Federal Insurance Administration, dated **XXXX 2025**, and any subsequent revisions or amendments thereto.

The Town of Smithfield may identify and regulate local flood hazard or ponding areas that are not delineated on the FIRM. These areas may be delineated on a "Local Flood Hazard Map" using best available topographic data and locally derived information such as flood of record, historic high water marks, or approximate study methodologies.

The boundaries of the SFHA Districts are established as shown on the FIRM which is declared to be a part of this ordinance and which shall be kept on file at the Town of Smithfield offices.

1. The **Floodway District** is in an **AE Zone** and is delineated, for purposes of this ordinance, using the criterion that certain areas within the floodplain must be capable of carrying the waters of the one percent annual chance flood without increasing the water surface elevation of that flood more than one (1) foot at any point.

The following provisions shall apply within the Floodway District of an AE zone [44 CFR 60.3(d)]:

- a. Within any floodway area, no encroachments, including fill, new construction, substantial improvements, or other development shall be permitted unless it has been demonstrated through hydrologic and hydraulic analysis performed in accordance with standard engineering practice that the proposed encroachment will not result in any increase in flood levels within the community during the occurrence of the base flood discharge. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently-accepted technical concepts. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Floodplain Administrator.

Development activities which increase the water surface elevation of the base flood may be allowed, provided that the applicant first applies – with the Town of Smithfield's endorsement – for a Conditional Letter of Map Revision (CLOMR), and receives the approval of the Federal Emergency Management Agency.

If Article III, Section 3.1.A.1.a is satisfied, all new construction and

substantial improvements shall comply with all applicable flood hazard reduction provisions of Article 4.

- b. The placement of manufactured homes (mobile homes) is prohibited, except in an existing manufactured home (mobile home) park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring, elevation, and encroachment standards are met.
2. The **AE, or AH Zones** on the FIRM accompanying the FIS shall be those areas for which one-percent annual chance flood elevations have been provided and the floodway has **not** been delineated. The following provisions shall apply within an AE or AH zone [44 CFR 60.3(c)] where FEMA has provided base flood elevations (The requirement in 60.3(c)(10) only applies along rivers, streams, and other watercourses where FEMA has provided base flood elevations. The requirement does not apply along lakes, bays and estuaries, and the ocean coast.):

Until a regulatory floodway is designated, no new construction, substantial improvements, or other development (including fill) shall be permitted within the areas of special flood hazard, designated as Zones A1-30, AE, or AH on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the Town of Smithfield.

Development activities in Zones A1-30, AE, or AH on the Town of Smithfield's FIRM which increase the water surface elevation of the base flood by more than one foot may be allowed, provided that the applicant first applies – with the Town of Smithfield's endorsement – for a Conditional Letter of Map Revision, and receives the approval of the Federal Emergency Management Agency.

3. The **A Zone** on the FIRM accompanying the FIS shall be those areas for which no detailed flood profiles or elevations are provided, but the one percent annual chance floodplain boundary has been approximated. For these areas, the following provisions shall apply [44 CFR 60.3(b)]:

The Approximated Floodplain District shall be that floodplain area for which no detailed flood profiles or elevations are provided, but where a one percent annual chance floodplain boundary has been approximated. Such areas are shown as Zone A on the maps accompanying the FIS. For these areas, the base flood elevations and floodway information from Federal, State, and other acceptable sources shall be used, when available. Where the specific one percent annual chance flood elevation cannot be determined for this area using other sources of data, such as the U. S. Army Corps of Engineers Floodplain Information Reports, U. S. Geological Survey Flood-Prone Quadrangles, etc., then the applicant for the proposed use, development and/or activity shall determine this base flood elevation. For development proposed in the approximate floodplain the applicant must use technical methods that correctly

reflect currently accepted practices, such as point on boundary, high water marks, or detailed methodologies hydrologic and hydraulic analyses. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Floodplain Administrator.

The Floodplain Administrator reserves the right to require a hydrologic and hydraulic analysis for any development. When such base flood elevation data is utilized, the lowest floor shall be elevated to or above the base flood level plus eighteen (18) inches.

During the permitting process, the Floodplain Administrator shall obtain:

- a. The elevation of the lowest floor (in relation to mean sea level), including the basement, of all new and substantially improved structures; and,
- b. If the structure has been floodproofed in accordance with the requirements of this article, the elevation (in relation to mean sea level) to which the structure has been floodproofed.

Base flood elevation data shall be obtained from other sources or developed using detailed methodologies comparable to those contained in a FIS for subdivision proposals and other proposed development proposals (including manufactured home parks and subdivisions) that exceed fifty lots or five acres, whichever is the lesser.

4. The AO Zone on the FIRM accompanying the FIS shall be those areas of shallow flooding identified as AO on the FIRM. For these areas, the following provisions shall apply [44 CFR 60.3(c)]:

- a. All new construction and substantial improvements of residential structures shall have the lowest floor, including basement, elevated to or above the flood depth specified on the FIRM, above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM. If no flood depth number is specified, the lowest floor, including basement, shall be elevated no less than two feet above the highest adjacent grade.
- b. All new construction and substantial improvements of non-residential structures shall
 - (1) Have the lowest floor, including basement, elevated to or above the flood depth specified on the FIRM, above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM. If no flood depth number is specified, the lowest floor, including basement, shall be elevated at least two feet above the highest adjacent grade; or,
 - (2) Together with attendant utility and sanitary facilities be completely floodproofed to the specified flood level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of

resisting hydrostatic and hydrodynamic loads and effects of buoyancy.

- c. Adequate drainage paths around structures on slopes shall be provided to guide floodwaters around and away from proposed structures.
5. The **Coastal A Zone** is labelled as AE on the FIRM; it is those areas that are seaward of the limit of moderate wave action (LiMWA) line. As defined by the VA USBC, these areas are subject to wave heights between 1.5 feet and 3 feet. For these areas, the following provisions shall apply:

Buildings and structures within this zone shall have the lowest floor elevated to or above the base flood elevation plus eighteen (18) inches of freeboard, and must comply with the provisions in Article III, Section 3.1.A.2 and Article IV, Sections 4.2 and 4.3.

6. The **VE or V Zones** on FIRMs accompanying the FIS shall be those areas that are known as Coastal High Hazard areas, extending from offshore to the inland limit of a primary frontal dune along an open coast or other areas subject to high velocity waves. For these areas, the following provisions shall apply [44 CFR 60.3(e)]:
 - a. All new construction and substantial improvements in Zones V and VE, including manufactured homes, shall be elevated on pilings or columns so that:
 - (1) The bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated to or above the base flood level plus eighteen (18) inches, if the lowest horizontal structural member is parallel to the direction of wave approach or elevated at least two feet above the base flood level if the lowest horizontal structural member is perpendicular to the direction of wave approach; and,
 - (2) The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values shall each have a one percent chance of being equaled or exceeded in any given year (one-percent annual chance).
 - b. A registered professional engineer or architect shall develop or review the structural design, specifications and plans for the construction, and shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of Article III, Section A.6.a.
 - c. The Floodplain Administrator shall obtain the elevation (in relation to mean sea level) of the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings and columns) of all new and substantially improved structures in Zones V and VE. The Floodplain Management

Administrator shall maintain a record of all such information.

- d. All new construction shall be located landward of the reach of mean high tide.
- e. All new construction and substantial improvements shall have the space below the lowest floor either free of obstruction or constructed with non-supporting breakaway walls, open wood-lattice work, or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system. For the purpose of this Section, a breakaway wall shall have a design safe loading resistance of not less than 10 and no more than 20 pounds per square foot. Use of breakaway walls which exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by local codes) may be permitted only if a registered professional engineer or architect certifies that the designs proposed meet the following conditions:
 - (1) Breakaway wall collapse shall result from water load less than that which would occur during the base flood; and
 - (2) The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and nonstructural). Maximum wind and water loading values to be used in this determination shall each have a one percent chance of being equaled or exceeded in any given year.
- f. The enclosed space below the lowest floor shall be used solely for parking of vehicles, building access, or storage. Such space shall not be partitioned into multiple rooms, temperature-controlled, or used for human habitation. The enclosed space shall be less than 299 square feet.
- g. The use of fill for structural support of buildings is prohibited. When non-structural fill is proposed in a coastal high hazard area, appropriate engineering analyses shall be conducted to evaluate the impacts of the fill prior to issuance of a permit.
- h. The man-made alteration of sand dunes, which would increase potential flood damage, is prohibited.

7. The mapped floodplain includes all of the above regions and also the regions designated as having a 0.2 percent annual chance of flooding on any flood map or flood insurance study. In this area no emergency service, medical service, or governmental records storage shall be allowed except by special exception using the variance process.

Section 3.2 - Overlay Concept

The Floodplain Districts described above shall be overlays to the existing underlying districts as shown on the Official Zoning Ordinance Map, and as such, the provisions for the floodplain districts shall serve as a supplement to the underlying district provisions.

If there is any conflict between the provisions or requirements of the Floodplain Districts and those of any underlying district, the more restrictive provisions and/or those pertaining to the floodplain districts shall apply.

In the event any provision concerning a Floodplain District is declared inapplicable as a result of any legislative or administrative actions or judicial decision, the basic underlying provisions shall remain applicable.

SECTION IV - DISTRICT PROVISIONS [44 CFR 59.22, 60.2, 60.3]

Section 4.1 – Permit and Application Requirements

A. Permit Requirement

All uses, activities, and development occurring within any floodplain district, including placement of manufactured homes, shall be undertaken only upon the issuance of a permit. Such development shall be undertaken only in strict compliance with the provisions of this Ordinance and with all other applicable codes and ordinances, as amended, such as the Virginia Uniform Statewide Building Code (VA USBC) and the Town of Smithfield Subdivision and Zoning Regulations. Prior to the issuance of any such permit, the Floodplain Administrator shall require all applications to include compliance with all applicable State and Federal laws and shall review all sites to assure they are reasonably safe from flooding. Under no circumstances shall any use, activity, and/or development adversely affect the capacity of the channels or floodways of any watercourse, drainage ditch, or any other drainage facility or system.

B. Site Plans and Permit Applications

All applications for development within any floodplain district and all permits issued for the floodplain shall incorporate the following information:

1. The elevation of the Base Flood at the site.
2. For structures to be elevated, the elevation of the lowest floor (including basement) or, in V zones, the lowest horizontal structural member.
3. For structures to be floodproofed (non-residential only), the elevation to which the structure will be floodproofed.
4. Topographic information showing existing and proposed ground elevations.

Section 4.2 - General Standards

The following provisions shall apply to all permits:

- A. New construction and substantial improvements shall be built according to this ordinance and the VA USBC, and anchored to prevent flotation, collapse, or lateral movement of the structure.
- B. Manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This standard shall be in addition to and consistent with applicable state anchoring requirements for resisting wind forces.
- C. New construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- D. New construction or substantial improvements shall be constructed by methods and practices that minimize flood damage.
- E. Electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities, including duct work, shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- F. New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
- G. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.
- H. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.

In addition to provisions A – H above, in all special flood hazard areas, the additional provisions shall apply:

- I. Prior to any proposed alteration or relocation of any channels or of any watercourse, stream, etc., within this jurisdiction a permit shall be obtained from the U. S. Corps of Engineers, the Virginia Department of Environmental Quality, and the Virginia Marine Resources Commission (a joint permit application is available from any of these organizations). Furthermore, in riverine areas, notification of the proposal shall be given by the applicant to all affected adjacent jurisdictions, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), other required agencies, and the Federal Emergency Management Agency.
- J. The flood carrying capacity within an altered or relocated portion of any watercourse shall be maintained.

Section 4.3 - Elevation and Construction Standards [44 CFR 60.3]

In all identified flood hazard areas where base flood elevations have been provided in the FIS or generated by a certified professional in accordance with Article III, Section 3.1.A.3 the following provisions shall apply:

A. Residential Construction

New construction or substantial improvement of any residential structure (including manufactured homes) in Zones A1-30, AE, AH, and A with detailed base flood elevations shall have the lowest floor, including basement, elevated to or above the base flood level plus eighteen (18) inches. See Article III, Section 3.1.A.5 and Article III, Section 3.1.A.6 for requirements in the Coastal A, VE, and V zones.

B. Non-Residential Construction

1. New construction or substantial improvement of any commercial, industrial, or non-residential building (or manufactured home) shall have the lowest floor, including basement, elevated to or above the base flood level plus eighteen (18) inches. See Article III, Section 3.1.A.5 and Article III, Section 3.1.A.6 for requirements in the Coastal A, VE, and V zones.
2. Non-residential buildings located in all A1-30, AE, and AH zones may be floodproofed in lieu of being elevated provided that all areas of the building components below the elevation corresponding to the BFE plus eighteen (18) inches are water tight with walls substantially impermeable to the passage of water, and use structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification, including the specific elevation (in relation to mean sea level) to which such structures are floodproofed, shall be maintained by the Town Clerk.

C. Space Below the Lowest Floor

In zones A, AE, AH, AO, and A1-A30, fully enclosed areas, of new construction or substantially improved structures, which are below the regulatory flood protection elevation shall:

1. Not be designed or used for human habitation, but shall be used solely for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator).
2. Be constructed entirely of flood resistant materials below the regulatory flood protection elevation;
3. Include measures to automatically equalize hydrostatic flood forces on walls by

allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet the following minimum design criteria:

- a. Provide a minimum of two openings on different sides of each enclosed area subject to flooding.
- b. The total net area of all openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding.
- c. If a building has more than one enclosed area, each area must have openings to allow floodwaters to automatically enter and exit.
- d. The bottom of all required openings shall be no higher than one (1) foot above the adjacent grade.
- e. Openings may be equipped with screens, louvers, or other opening coverings or devices, provided they permit the automatic flow of floodwaters in both directions.
- f. Foundation enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires openings as outlined above.

D. Accessory Structures

1. Accessory structures of any size shall be prohibited within the SFHA and no variance shall be granted for accessory structures.
1. Accessory structures in the SFHA shall comply with the elevation requirements and other requirements of Article IV, Section 4.3.B or, if not elevated or dry floodproofed, shall:
 - a. Not be used for human habitation;
 - b. Be limited to no more than 600 square feet¹ in total floor area;
 - c. Be useable only for parking of vehicles or limited storage;
 - d. Be constructed with flood damage-resistant materials below the base flood elevation;
 - e. Be constructed and placed to offer the minimum resistance to the flow of

¹ This is the minimum size restriction set by FEMA Region III, but a community could choose a higher standard and limit accessory structures to a size less than 600 square feet. However, a variance could be issued for larger accessory structures, not to exceed 600 square feet. If a smaller size limit is chosen, additional language would be required in Article VI: Variances - see Footnote 23. The chosen size restriction should also be reflected in Article IV, Section 4.3.D.2.b, Article VI, Section M, and Article VIII-Glossary in the definition of "Appurtenant or accessory structure".

floodwaters:

- f. Be anchored to prevent flotation;
- g. Have electrical service and mechanical equipment elevated to or above the base flood elevation;
- h. Shall be provided with flood openings which shall meet the following criteria:
 - (1) There shall be a minimum of two flood openings on different sides of each enclosed area; if a building has more than one enclosure below the lowest floor, each such enclosure shall have flood openings on exterior walls.
 - (2) The total net area of all flood openings shall be at least 1 square inch for each square foot of enclosed area (non-engineered flood openings), or the flood openings shall be engineered flood openings that are designed and certified by a licensed professional engineer to automatically allow entry and exit of floodwaters; the certification requirement may be satisfied by an individual certification or an Evaluation Report issued by the ICC Evaluation Service, Inc.
 - (3) The bottom of each flood opening shall be 1 foot or less above the higher of the interior floor or grade, or the exterior grade, immediately below the opening.
 - (4) Any louvers, screens or other covers for the flood openings shall allow the automatic flow of floodwaters into and out of the enclosed area.
- i. A signed Declaration of Land Restriction (Non-Conversion Agreement) shall be recorded on the property deed.

E. Standards for Manufactured Homes and Recreational Vehicles

1. In zones A, AE, VE, V, AH, and AO, all manufactured homes placed, or substantially improved, on individual lots or parcels, must meet all the requirements for new construction, including the elevation and anchoring requirements in Article III, Section 3.1.A.6 and Article IV, Sections 4.2 and 4.3.
2. All recreational vehicles placed on sites must either:
 - a. Be on the site for fewer than 180 consecutive days, be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions); or
 - b. Meet all the requirements for manufactured homes in Article IV, Section

4.3.E.1.

Section 4.4 - Standards for Subdivision Proposals

- A. All subdivision proposals shall be consistent with the need to minimize flood damage;
- B. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;
- C. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards, and
- D. Base flood elevation data shall be obtained from other sources or developed using detailed methodologies, hydraulic and hydrologic analysis, comparable to those contained in a Flood Insurance Study for subdivision proposals and other proposed development proposals (including manufactured home parks and subdivisions) that exceed fifty lots or five acres, whichever is the lesser.

SECTION V – EXISTING STRUCTURES IN FLOODPLAIN AREAS

Any structure or use of a structure or premises must be brought into conformity with these provisions when it is changed, repaired, or improved unless one of the following exceptions is established before the change is made:

- A. The floodplain manager has determined that:
 1. Change is not a substantial repair or substantial improvement AND
 2. No new square footage is being built in the floodplain that is not complaint AND
 3. No new square footage is being built in the floodway AND
 4. The change complies with this ordinance and the VA USBC AND
 5. The change, when added to all the changes made during a rolling 5-year period does not constitute 50% of the structure's value.
- B. The changes are required to comply with a citation for a health or safety violation.
- C. The structure is a historic structure and the change required would impair the historic nature of the structure.

SECTION VI - VARIANCES: FACTORS TO BE CONSIDERED [44 CFR 60.6]

Variances shall be issued only upon (i) a showing of good and sufficient cause, (ii) after the Board of Zoning Appeals has determined that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) after the Board of Zoning Appeals has determined that the granting of such variance will not result in (a) unacceptable or prohibited increases in flood heights, (b) additional threats to public safety, (c) extraordinary public expense; and will not (d) create nuisances, (e) cause fraud or victimization of the public, or (f) conflict with local laws or ordinances.

While the granting of variances generally is limited to a lot size less than one-half acre, deviations from that limitation may occur. However, as the lot size increases beyond one-half acre, the technical justification required for issuing a variance increases. Variances may be issued by the Board of Zoning Appeals for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, in conformance with the provisions of this Section.

Variances may be issued for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that the criteria of this Section are met, and the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

In passing upon applications for variances, the Board of Zoning Appeals shall satisfy all relevant factors and procedures specified in other sections of the zoning ordinance and consider the following additional factors:

- A. The danger to life and property due to increased flood heights or velocities caused by encroachments. No variance shall be granted for any proposed use, development, or activity within any Floodway District that will cause any increase in the one percent (1%) chance flood elevation.
- B. The danger that materials may be swept on to other lands or downstream to the injury of others.
- C. The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination, and unsanitary conditions.
- D. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owners.
- E. The importance of the services provided by the proposed facility to the community.
- F. The requirements of the facility for a waterfront location.
- G. The availability of alternative locations not subject to flooding for the proposed use.
- H. The compatibility of the proposed use with existing development and development

anticipated in the foreseeable future.

- I. The relationship of the proposed use to the comprehensive plan and floodplain management program for the area.
- J. The safety of access by ordinary and emergency vehicles to the property in time of flood.
- K. The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters expected at the site.
- L. The historic nature of a structure. Variances for repair or rehabilitation of historic structures may be granted upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
- M. Variances will not be issued for any accessory structure within the SFHA. (Note: See Article IV, Section 4.3.D.1).
- N. Such other factors which are relevant to the purposes of this Ordinance.

The Board of Zoning Appeals may refer any application and accompanying documentation pertaining to any request for a variance to any engineer or other qualified person or agency for technical assistance in evaluating the proposed project in relation to flood heights and velocities, and the adequacy of the plans for flood protection and other related matters.

Variances shall be issued only after the Board of Zoning Appeals has determined that the granting of such will not result in (a) unacceptable or prohibited increases in flood heights, (b) additional threats to public safety, (c) extraordinary public expense; and will not (d) create nuisances, (e) cause fraud or victimization of the public, or (f) conflict with local laws or ordinances.

Variances shall be issued only after the Board of Zoning Appeals has determined that the variance will be the minimum required to provide relief.

The Board of Zoning Appeals shall notify the applicant for a variance, in writing that the issuance of a variance to construct a structure below the one percent (1%) chance flood elevation (a) increases the risks to life and property and (b) will result in increased premium rates for flood insurance.

A record shall be maintained of the above notification as well as all variance actions, including justification for the issuance of the variances. Any variances that are issued shall be noted in the annual or biennial report submitted to the Federal Insurance Administrator.

SECTION VII - GLOSSARY [44 CFR 59.1]

- A. Appurtenant or accessory structure - A non-residential structure which is on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Accessory structures are not to exceed 600 square feet.
- B. Base flood - The flood having a one percent chance of being equalled or exceeded in any given year.
- C. Base flood elevation - The water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year. The water surface elevation of the base flood in relation to the datum specified on the community's Flood Insurance Rate Map. For the purposes of this ordinance, the base flood is the 1% annual chance flood.
- D. Basement - Any area of the building having its floor sub-grade (below ground level) on all sides.
- E. Board of Zoning Appeals - The board appointed to review appeals made by individuals with regard to decisions of the Zoning Administrator in the interpretation of this ordinance.
- F. Coastal A Zone - Flood hazard areas that have been delineated as subject to wave heights between 1.5 feet and 3 feet.
- G. Development - Any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, temporary structures, mining, dredging, filling, grading, paving, excavation, drilling or other land-disturbing activities or permanent or temporary storage of equipment or materials.
- H. Elevated building - A non-basement building built to have the lowest floor elevated above the ground level by means of solid foundation perimeter walls, pilings, or columns (posts and piers).
- I. Encroachment - The advance or infringement of uses, plant growth, fill, excavation, buildings, permanent structures or development into a floodplain, which may impede or alter the flow capacity of a floodplain.
- J. Existing construction - For the purposes of the insurance program, structures for which the "start of construction" commenced before the effective date of the FIRM or before January 1, 1975 for FIRMs effective before that date. "Existing construction" may also be referred to as "existing structures" and "pre-FIRM."
- K. Flood or flooding -
 - 1. A general or temporary condition of partial or complete inundation of normally dry land areas from:
 - a. The overflow of inland or tidal waters; or,

- b. The unusual and rapid accumulation or runoff of surface waters from any source.
 - c. Mudflows which are proximately caused by flooding as defined in paragraph (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
- 2. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph 1 (a) of this definition.

L. Flood Insurance Rate Map (FIRM) - an official map of a community, on which the Federal Emergency Management Agency has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

M. Flood Insurance Study (FIS) - a report by FEMA that examines, evaluates and determines flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudflow and/or flood-related erosion hazards.

N. Floodplain or flood-prone area - Any land area susceptible to being inundated by water from any source.

O. Floodproofing - any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

P. Floodway - The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot at any point within the community.

Q. Freeboard - A factor of safety usually expressed in feet above a flood level for purposes of floodplain management. "Freeboard" tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization in the watershed.

R. Functionally dependent use - A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. This term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and shipbuilding and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

S. Highest adjacent grade - the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

T. Historic structure - Any structure that is:

1. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
3. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or,
4. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - a. By an approved state program as determined by the Secretary of the Interior; or,
 - b. Directly by the Secretary of the Interior in states without approved programs.

U. Hydrologic and Hydraulic Engineering Analysis - Analyses performed by a licensed professional engineer, in accordance with standard engineering practices that are accepted by the Virginia Department of Conservation and Recreation and FEMA, used to determine the base flood, other frequency floods, flood elevations, floodway information and boundaries, and flood profiles.

V. Letters of Map Change (LOMC) - A Letter of Map Change is an official FEMA determination, by letter, that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

Letter of Map Amendment (LOMA) - An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a land as defined by meets and bounds or structure is not located in a special flood hazard area.

Letter of Map Revision (LOMR) - A revision based on technical data that may show changes to flood zones, flood elevations, floodplain and floodway delineations, and planimetric features. A Letter of Map Revision Based on Fill (LOMR-F), is a determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer exposed to flooding associated with the base flood. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.

Conditional Letter of Map Revision (CLOMR) - A formal review and comment as to whether a proposed flood protection project or other project complies with the

minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study.

- W. Lowest adjacent grade - the lowest natural elevation of the ground surface next to the walls of a structure.
- X. Lowest floor - The lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of Federal Code 44CFR §60.3.
- Y. Manufactured home - A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.
- Z. Manufactured home park or subdivision - a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.
- AA. Mean Sea Level – for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or the North American Vertical Datum (NAVD) of 1988 to which base flood elevations shown on a community's FIRM are referenced.
- BB. New construction - Structures for which the "start of construction" commenced on or after the effective date of this floodplain management ordinance, and includes any subsequent improvements to such structures. Any construction started after effective date of community's first floodplain management ordinance adopted by the community and before the effective start date of this floodplain management ordinance is subject to the ordinance in effect at the time the permit was issued, provided the start of construction was within 180 days of permit issuance.
- CC. Post-FIRM structures – For floodplain management purposes, a structure for which construction or other development for which the "start of construction" occurred on or after the effective date of the initial Flood Insurance Rate Map.
- DD. Pre-FIRM structures - For floodplain management purposes, a structure for which construction or other development for which the "start of construction" occurred before the effective date of the initial Flood Insurance Rate Map.
- EE. Primary frontal dune - a continuous or nearly continuous mound or ridge of sand with relatively steep seaward and landward slopes immediately landward and adjacent to the beach and subject to erosion and overtopping from high tides and waves during major coastal storms.

FF. Recreational vehicle - A vehicle which is:
1. Built on a single chassis;
2. 400 square feet or less when measured at the largest horizontal projection;
3. Designed to be self-propelled or permanently towable by a light duty truck; and,
4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational camping, travel, or seasonal use.

GG. Repetitive Loss Structure - A building covered by a contract for flood insurance that has incurred flood-related damages on two occasions in a 10-year period, in which the cost of the repair, on the average, equalled or exceeded 25 percent of the market value of the structure at the time of each such flood event; and at the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.

HH. Severe repetitive loss structure - a structure that: (a) Is covered under a contract for flood insurance made available under the NFIP; and (b) Has incurred flood related damage - (i) For which 4 or more separate claims payments have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000, and with the cumulative amount of such claims payments exceeding \$20,000; or (ii) For which at least 2 separate claims payments have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.

II. Shallow flooding area - A special flood hazard area with base flood depths from one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

JJ. Special flood hazard area - The land in the floodplain subject to a one (1%) percent or greater chance of being flooded in any given year as determined in Article 3, Section 3.1 of this ordinance.

KK. Start of construction - For other than new construction and substantial improvement, under the Coastal Barriers Resource Act (P.L. – 97-348), means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, substantial improvement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of the construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

LL. Structure - for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

MM. Substantial damage - Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. It also means flood-related damages sustained by a structure on two occasions in a 10-year period, in which the cost of the repair, on the average, equals or exceeds 25 percent of the market value of the structure at the time of each such flood event.

NN. Substantial improvement - Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. The term does not, however, include either:

1. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or
2. Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.
3. Historic structures undergoing repair or rehabilitation that would constitute a substantial improvement as defined above, must comply with all ordinance requirements that do not preclude the structure's continued designation as a historic structure. Documentation that a specific ordinance requirement will cause removal of the structure from the National Register of Historic Places or the State Inventory of Historic places must be obtained from the Secretary of the Interior or the State Historic Preservation Officer. Any exemption from ordinance requirements will be the minimum necessary to preserve the historic character and design of the structure.

OO. Violation - the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this ordinance is presumed to be in violation until such time as that documentation is provided.

PP. Watercourse - A lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

SECTION VIII – ENACTMENT

Enacted and ordained this **XXX** day of **XXXX**, **2025**. This ordinance, Article 3.O of the Zoning Ordinance of the Town of Smithfield, Virginia, shall become effective upon passage.

Signature

Title

Attested

DRAFT

**TOWN COUNCIL STAFF REPORT: ARTICLE 3S PHIPo TEXT AMENDMENT
*PUBLIC HEARING***

TUESDAY, SEPTEMBER 2nd, 2025, 6:30 PM

This is a proposed text amendment to Article 3S to create a new Pinewood Heights Industrial Park Overlay District. This item appeared as a discussion item at the July Planning Commission meeting, and a red-lined version is attached.

Planning Commission made suggested changes as a discussion item and favorably recommended it to Town Council.

Please direct inquiries to Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.

PHIP-O, Pinewood Heights Industrial Park Overlay District

A. Purpose and Intent:

The Pinewood Heights Industrial Park Overlay District is established to provide specific guidance on the redevelopment of the Pinewood Heights subdivision in the Town of Smithfield.

B. Bulk Regulations:

1. Maximum Building Height:
 - a. 50 feet
2. Setbacks:
 - a. Front: 15 feet
 - b. Side: 10 feet
 - c. Rear: 10 feet
 - d. Accessory Structures: 5 feet
3. Lot Size:
 - a. Not regulated
4. Floor area ratio and building area coverage:
 - a. Not regulated

C. Permitted Uses and General Development Requirements:

1. All uses allowed by the underlying zoning district of Light Industrial (I-1) are permissible, whether by-right or through obtaining a special use permit. Prohibited uses are not permitted in the Overlay without successfully obtaining a Special Use Permit. [Shipping containers require a special use permit.](#)
2. Outdoor storage shall be permitted by-right as an accessory or primary use, provided that it meets the following criteria:
 - a. All outdoor storage must be screened from view from the right-of-way by a screening mechanism.
3. Fences:
 - a. Fences may be located in front, side, and rear yards regardless of whether it is a corner lot.
 - b. All fencing must be maintained and repaired if damaged.
 - c. Safety and security may supersede height regulations.
4. Accessory Structures:
 - a. Accessory structures may be located in [front](#), side, and rear yards.
 - b. Accessory structures cannot exceed the maximum building height.

- c. Accessory structures may exceed 20% of the rear yard.
- d. Accessory structures are permitted without a primary building.

5. ~~Non stacked shipping containers are permitted by right as accessory structures.~~

- 6. Required open space is 10% of the lot area.
- 7. Curb and gutter are not required and pavement of 6 inches of crushed stone is appropriate for parking and drive aisles.
- 8. Curb cuts shall be approved on a case-by-case basis by the Zoning Administrator.
- 9. Parking and loading spaces can be located in front yards.

10. The Planning Commission may waive any of the following regulations through a Planning Commission Waiver:

- a. Planning Commission waiver for satellites dish antennas, satellite receiving dishes, or similar structures that do not comply with Article 2.P.13.
- b. Planning Commission waiver for telecommunication towers that do not comply with Article 2.S.
- c. Planning Commission waiver for tree canopy, screening, buffers, and landscaping that does not comply with Article 9.
- d. Planning Commission waiver for required parking minimums and maximums and loading spaces that do not comply with Article 8.
- e. Planning Commission waiver for signage that does not comply with Article 10.K.5.
- f. [Planning Commission waiver for accessory structures in front yards.](#)

TOWN COUNCIL COMMITTEES REPORT

ITEM: Red Point Taphouse - Water Connection

FROM: Michael Stallings, Town Manager