



SMITHFIELD TOWN COUNCIL AGENDA

November 5, 2025 at 6:30 PM

220 North Church Street

1. Call To Order

2. Pledge Of Allegiance

- a. Scout Troop 7 will lead us in the Pledge of Allegiance

3. Informational Reports

- a. Town Manager's Report
- b. Committee Summary Reports

4. Upcoming Meetings And Activities

November 4	Town Offices Closed for Election Day
November 5	6:30 p.m. - Town Council Meeting (Wednesday)
November 11	Town Offices Closed in Observance of Veteran's Day
November 12	6:30 p.m. - Planning Commission Meeting (Wednesday)
November 17	3:00 p.m. - Town Council Committees (Moved up a week)
November 18	6:30 p.m. - Board of Historic and Architectural Review
November 18	7:30 p.m. - Board of Zoning Appeals
November 26	Town Offices Close at Noon for the Thanksgiving Holiday
November 27 & 28	Town Offices Closed for the Thanksgiving Holiday

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

5. Presentation

- a. Resolution of Appreciation - Former Planning Commission Member Bill Davidson
- b. Jersey Park Rehabilitation Project Update from Green Street Housing

6. Public Comments

7. Council Comments

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA) Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Planning Commission meetings. ADA compliant hearing devices are available for use upon request. Please call 1-(757)-365-4200 at least twenty-four (24) hours prior to the meeting date so that proper arrangements may be made.

8. Consent Agenda Items

a. Invoices Over \$20,000 Requiring Council Authorization:

Finance Committee Chair, Jeff Brooks

- i. RDA Systems, Inc. \$ 41,750.00
- ii. Virginia Control & Electrical - Install Bypass Pump at Cypress Creek Pump Station \$ 51,506.27
- iii. Virginia Control & Electrical - Install Pump Control Panel & VFDs for Plaza Pump Station \$ 67,322.88
- iv. Virginia Control & Electrical - SCADA Equipment for Mallory Farm Pump Station \$ 26,800.00
- v. Isle of Wight County - IT Services (July - December 2025) \$ 40,500.00

b. Motion to Approve the Town Council Summary Minutes from October 8th, 2025.

9. Action Items

a. PUBLIC HEARING: Special Use Permit - 1812 South Church Street

Tammie Clary, Director of Community Development and Planning

b. PUBLIC HEARING: Special Use Permit - 1282 Smithfield Plaza

Tammie Clary, Director of Community Development and Planning

c. PUBLIC HEARING: Rezoning, Comprehensive Plan Amendment & Future Land Use Map Amendment

Tammie Clary, Director of Community Development and Planning

10. New Business

11. Old Business

12. Additional Discussion

13. Adjournment

October 30, 2025

TO: SMITHFIELD TOWN COUNCIL

**FROM: MICHAEL R. STALLINGS, JR. ICMA-CM
TOWN MANAGER**

SUBJECT: MONTHLY ACTIVITY REPORT – OCTOBER 2025

TOWN MANAGER:

- Attended Coffee with a cop – 10/1/25
- Attended Hampton Roads Chief Administrative Officer Meeting – 10/1/25
- Met with HRPDC Re: Strategic Plan – 10/2/25
- Attended Public Works Staff Meeting – 10/7/25
- Attended Town Council Meeting – 10/8/25
- Met with Tourism Re: Farmer's Market – 10/9/25
- Attended SHS Homecoming Parade – 10/10/25
- Attended VML Conference – 10/12/25-10/14/25
- Attended Cypress Creek Bridge Reopening – 10/16/25
- Attended HRPDC Meeting – 10/16/25
- Met with Engineers Re: Project Updates – 10/21/25
- Attended Tourism Strategic Plan Session – 10/21/25
- Attended Public Works Safety Training – 10/22/25
- Attended Staff Meeting – 10/23/25
- Met with Smithfield Foods – 10/24/25
- Attended ICMA Conference – 10/27/25-10/30/25

DIRECTOR OF HUMAN RESOURCES:

- Processed property/liability claims with VRSA as appropriate.
- Processed Workers Compensation claims as appropriate.
- Conduct recruiting efforts for the following positions:
 - Patrol Officer (Certified) (2) – Police Department

- Utilities & Grounds Helper (2) - Public Works & Utilities (1 Filled)
- Utilities Mechanic (2)– Public Works & Utilities – (1 Filled)
- Engineer I – Public Works & Utilities
- Conducted interviews for Utilities & Grounds Helper on October 2nd
- Conducted interview for Utilities Mechanic on September 18th
- Conducted interview for Engineer on October 23rd
- Attended webinar on Workers Compensation Panel of Physicians on October 1, 2025
- Attended webinar on safety in contracts on October 14th
- Attended webinar on ADA Compliance strategies on October 23rd
- Participated in General FOIA Training for Public Entities on October 29th
- Attended all day Training on The Local Choice on October 6, 2025, in Portsmouth.
- Conducted New Hire Orientation activities for newly hired Utilities Mechanic the week of October 27th.
- Continued implementation of NeoGov Insight for Applicant Tracking
- Continued work on RDA implementation
- Managed any personnel-related & benefits questions/issues as appropriate.
- Participated in all scheduled staff and Council meetings.

TOWN CLERK:

- Transcribed and proofed the monthly minutes from Town Council, Planning Commission, and Board of Historic and Architectural Review.
- Attended Town Council Meeting on October 8th.
- Prepared October Town Council Committee Agenda and November Town Council Agenda.
- Prepared summary reports from Town Council Committee meetings on October 27th.
- Continued to work on the Implementation of the new Agenda Management Software through Civic Plus, for Planning Commission Agendas and Board of Historic and Architectural Review.
- Staff worked with the Public Works Department on Surplus Property items that were sold on GovDeals.
- Worked to fill multiple requests throughout the month for information through the Freedom of Information Act
- Attended General FOIA Training for Public Entities on October 29th.

TREASURERS DEPARTMENT:

- Discussed business license tax forms and a few businesses
 - Analyzed the current BL Forms
 - Researched other Municipalities forms
- Discussed waste removal charges with Deputy Treasurer
- Worked on the Del RE Bills
 - Wrote up how to complete these so I can hand it off to staff

- Worked with IT Consultant and printing company on bills for Nov (PP)
- Worked on Procedures and Policy list as well as the individual policies
- Participated in the RDA Deductions conference call
- Met with Old Point Bank's Wealth group to discuss strategy
- Brainstormed with Fran regarding POs and Manual checks
- Discussed business license with Barbara – some are behind and we are turning over to VA Collections
 - Talked to several municipal Treasurers about how their BL process works
 - Discussed BL with the attorney for TAV
- RDA Implementation Meeting
- Worked on the Del RE Bills
 - Wrote up how to complete these so I can hand it off to staff
- Worked on Procedures and Policy list as well as the individual policies
- Participated in the RDA Deductions conference call
- TC Public Meeting on Wednesday October 8th.
- Started analysis of the financial statements for the committee meeting
- Began work on the presentation slides for the committee meeting
- Organized the safe:
 - We found \$120.00 in various envelopes and deposited the money into misc revenue
 - Looked through all of the old tapes and are going to have them destroyed
 - Organized all vehicle titles in book
- Reviewed NeoGov presentation on Budget
- Offices closed on Monday – Columbus Day Holiday
- RDA Implementation Meetings each Monday or Tuesday
- Worked on the Del PP Bills
- Process Review Meeting with HRSD each week
- Implementation Meeting with HRSD each week
- Worked on Procedures and Policy list as well as the individual policies
- Participated in the RDA Deductions conference call
- PP Meeting with Lawson and Barbara – the file is still not correct
- Finished footnotes for the TC Committee Meeting Financial Statements
- Continued work on the presentation slides for the committee meeting
- Discussion with IT Consultant and Deputy Treasurer about Trash Bills
- Quick meeting with PW and Deputy Treasurer and Town Manager about Trash Bills
- Demo of Scibe
- Reviewed all payables and gave the folders to Fran. Compared the spend to budget for each department.

- Worked on the forecast.
- Short Term Rental presentation (web) on Tuesday.
- Process Review Meeting with HRSD
- Worked on Procedures and Policy list as well as the individual policies
- PP Meeting with Lawson and Barbara
- Discussed several business delinquencies with VA Auction and sent distress notices to them.
- Finished the presentation slides for the committee meeting
- Wrote up talking points for the committee meeting
- Attended Michael's staff meeting
- Worked on the forecast.
- Met with Councilman Brooks – Finance Chair – to go over the financial statements and presentation and make adjustments before the Town Council Committee Meeting
- Added more information to my talking points for the TC Committee Meeting
- Town Council Committee Meeting on Monday the 27th.
- Met with IT Consultant and Deputy Treasurer to discuss delinquencies and PP Bills and fix any issues.
 - Once they are loaded, I will go over each bill to make sure they are correct.
- Worked on Procedures and Policy list as well as the individual policies (ongoing project)
- Reviewed the forecast and made plans for investing for the November month

Staff:

- Worked on Virginia Control invoice for Mallory Point Pump (researched payment from developer with Robin and Tammie), Jay transferred revenue from developer to 006 fund for expense back in November 2024.
- About a dozen October invoices from Virginia Control received. I am working on the Pos and the budget allocation. 2 invoices are over 20K
- Worked on Public Defender invoices (got corrected invoice)
- Worked with Jessie VA Truck (Excel Truck) for VAC Truck repairs
- Worked with Jay on Hybrid disability billing
- Uploaded/posted all current AP checks to GL and OPB
- Assembled paid invoices for recording
- Worked with Ashley for VRSA claim payment and the related invoice on Parks truck
- Worked with Fedex to correct applied payment on check 61258
- Worked on Kimley Horn outstanding invoices (not received by AP) consulted with Laura.
- Worked with Laura on outstanding Kimley Horn invoices and AP email distribution
- Worked with Lesley on Verizon wireless review of cell plans for PW and resolved to make all PW unlimited voice (worked with Jessie too)

- Worked on Airgas monthly rental, investigating a consolidation of invoices maybe to quarterly,..... no answer yet
- created an inquiry to Dispute payment to Verizon applied to account (again)
- Downloaded Charter month of October, logged in a few changes
- Worked with Robin on the receipt of VRSA grant for safety (via Ashley and accounts receivable)
- Prepared payments for Payroll deduction benefits. Worked with Tracy on an issue with the Combined Insurance deduction for Therman B
- Worked with Lesley and Laura on invoices for Town Council agenda, including the SHI invoice that amount has not been confirmed. (SHI is not that responsive, just sayin') ☹
- Worked with Jeff on Harbor Freight Tools refund from September
- Paid BMS annual Personal Property bills 2025
- Worked with Lesley on CIVICPLUS support contract (before Civicplus, it was MUNICODE). We exported all the prior payments to review.
- Received Unclaimed Property refund from CDW (originating from a Credit in 2019). Jay will determine how the refund will be applied (PD)

COMMUNITY DEVELOPMENT AND PLANNING:

Planning Commission – October 14th, 2025

Entrance Corridor Overlay Review – 865 W Main St – Southern States Tidewater Petroleum C/O Shirlee Luter, applicant. APPROVED.

Entrance Corridor Overlay Review – 1800 S Church St – Smithfield Assembly of God C/O Anna Chapman, applicant. APPROVED.

Public Hearing Rezoning, Comprehensive Plan Amendment, & FLUM Amendment – 315 Main Street – Town of Smithfield, applicant. FAVORABLE RECOMMENDATION WITH CONDITIONS.

Discussion Item Land Use Matrix – Town Staff, applicant.

Discussion Item Density.

Special Use Permit Applications under review

A. 1812 S Church St – Geroge Vancil, applicant

B. 1282 Smithfield Plaza – Kroger, applicant

C. TPIN: 22-01-006C5 - Smithfield Retail Management LLC, applicant

Subdivision and Site Plans under review

A. TPIN:22-01-006C5 – Smithfield Retail Management LLC, applicant (restaurant w/drive-in)

B. Phase B, Mallory Pointe

C. Phase C, Mallory Pointe

D. Phase D, Mallory Pointe

E. TPIN:22-01-020 – Brad Martin, applicant (Battery Park Storage)

- F. Cypress Crossing Infrastructure – Cameron Morgan, applicant
- G. TPIN: 21A-01-511 – Development Logistics and Consulting (DLAC, LLC) (The Cottages at Battery)
- H. The Promontory – Kent Henry, applicant

Rezoning under review

315 Main Street, Town Staff, applicant

Subdivision and Commercial Sites Under Construction and Inspection

- A. Church Square, Phase II
- B. Washington & James – James & Washington Square
- C. 16” Water Main – Ken Turner (Mallory Point)
- D. 1305 S. Church St. TPIN: 21A-01-511C – KLS Battery Park Development Group, LLC (Retail & Restaurant)
- E. 201 Battery Park Road – Trey Gwaltney (Self Storage)
- F. Phase A Erosion & Sediment Controls – Mallory Point
- G. Phase A1, Mallory Pointe
- H. Phase A2, Mallory Pointe
- I. 204 Wimbledon Lane – Jack Bloom, applicant (Liberty Live Church)
- J. 18403 Cypress Crossing – John Lombardo, applicant (Mod Wash)

Board of Historic & Architectural Review – OCTOBER 21ST, 2025

Window Replacement – 110 North Mason Street – Contributing – J. Devin and Hannah Arnold, applicant. TABLED.

Color Change – 372 South Church Street – Landmark – Carla Sturgill, applicant. APPROVED.

Board of Zoning Appeals – OCTOBER 21ST, 2025 (CANCELED)

Erosion & Sediment Control Program

Erosion and sediment control inspections were performed at 29 active residential construction sites throughout the Town and the required reports were submitted to Isle of Wight County for submission to the Department of Environmental Quality.

Certificate of Occupancies issued in OCTOBER 2025

2 Issued

Code Enforcement Updates Across Town OCTOBER 2025

- A. Notices were sent/issued for the following violations:
 - a. Inoperable Vehicle, 3 locations
 - b. Grass Height Violation, 4 locations
 - c. RV in front yard/driveway, 1 location
 - d. No Permit, 1 location
 - e. 11 Door hangers issued (7 Inoperable Vehicle, 3 Grass Height Violation, 1 Nuisance)

PUBLIC WORKS & UTILITIES:

1. Directors Report

Utility Staff performs the following duties monthly

- A. Miss Utility marking
- B. Read meters for billing and to transfer property owners.
- C. Water cut-offs and cut-on
- D. Check sewer pump stations daily.
- E. Install and repair street signs.
- F. Replace and repair broken water meters.
- G. Perform maintenance on town-owned buildings such as Atlantic Contractors installing new hvac units at town hall.

2. Sewer Line Repairs and Maintenance

- A. Routine sewer main line cleaning.
- B. Lewis Construction repaired sewer manhole casting at Hepinstall and Wilson Rd.

3. Sewer Pump Station Repairs and Maintenance

- A. Weekly and daily checks on all 27 pump stations.
Performed the following scheduled maintenance at all pump stations.
 - 1. Cleaning of wet-well
 - 2. Alarm testing
 - 3. Sump pump cleaning
 - 4. Check Valve cleaning and repair.
 - 5. Generator check / Godwin pump check
 - 6. Control Panel / Flow monitor check
 - 7. Fence and Grounds inspection
 - 8. Inspected Structure
 - 9. Inspect and clean pumps.
 - 10. Level system check
 - 11. Test limit switches
 - 12. Bar screen cleaning
 - 13. Rain gauge cleaning
 - 14. Head pressure reading at 7 pump stations.
- B. Virginia Control and Electrical Systems installed Godwin Bypass pump at Cypress pump station.
- C. VCES also installed new rail system for pumps at Smithfield Blvd pump station maintenance crew assisted.

4. Water Line Repairs and Maintenance.

- A. Repaired water leaks at 6 James View Cr and the intersection of S.Church St and Evans Dr.

5. Well Repairs and Maintenance

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

6. Water Treatment Plant

- A. Operate RO Plant and monitor distribution system.
- B. Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- C. Performed monthly routine tasks including but not limited to:
 - 1. Daily Inspection of RO Plant and grounds.
 - 2. Monthly Tank inspections.
 - 3. Inspect and exercise plant generator monthly.
 - 4. Fill antiscalant day tank.
 - 5. Truck Inspections.
 - 6. Routine service of lime system.
 - 7. Service online fluoride and chlorine analyzers.
 - 8. Calibrate online turbidimeter and pH meter.
 - 9. Check and replace air filters.
 - 10. Test Alarms.
- D. VCES replaced blend flow valve and sump pump.
- E. Cleaned lime feeder.
- F. Changed cartridge filters.
- G. Collected composite sample for HRSD.
- H. Winterized plant.

7. FOG/ Backflow/ Septic Pump Out Program

- A. Implementing the FOG Program to ensure compliance by:
 - a. Scheduling and meeting with FSE's for routine inspections.
 - b. Checking FSE's for compliance in record keeping and HRFOG Certifications, trying to get more certifications for education outreach.
 - c. Inspections to include proper record keeping of pump outs.

- d. Inspections include proper record keeping of rendered grease clean out and pick up/throw out.
 - e. Working with FSE's to get more employees, specifically dishwashers certified by HRFOG.
 - f. Working to schedule inspections around FSE's clean out/pump out schedule for pump station problem areas.
 - g. Sending emails/letters to schedule more inspections.
 - h. Working with select FSE's to schedule inspection during pump out to monitor clean out and pumping is done to compliance.
 - i. Attendance of the HRFOG meeting via Zoom.
- B. Implementing the Cross Connection and Backflow Program to ensure compliance by:
- 1. Entering reports and filing reports.
 - 2. Conducted backflow inspections for new irrigation installations.
 - 3. Conducted backflow inspections for CO requests.
 - 4. Following up with residents with disconnected systems and/or placed on irrigation well, making letter to inform well drillers of new ordinance change.
 - 5. January mailers' final non-compliance notices sent.
 - 6. Sending out failed device notices as received.
 - 7. July mailers' non-compliance notices sent.
 - 8. Studying to become backflow certified.
 - 9. Providing education to residents installing frost free yard hydrants.
 - 10. Starting 2024 January mailers.
- C. Maintaining of the Septic Pump Out Program
- 1. Sending 2023 non-compliance notices out for the invoices that were not provided by the due date.
 - 2. Sending pump out reminders for 2024 were sent.
 - 3. Sending pump out letters for 2023.
 - 4. Working with the water department to get a complete town sewer list from the water dept to fill in gaps on non-town sewer residents.

8. Miscellaneous or Construction

- A. Public Works provided traffic control for Homecoming Parade.

ENGINEERING

- 1.) Blair Brother's Contracting: The contractor started and completed regrading roadside ditch at 103 Beale Ave. from the driveway to existing outfall pipe. Contractor performed asphalt patching at the following locations: 236 Royal Birkdale, 108 Cary Street, at intersection of Evans and Church Streets, and Heptinstall Ave. and Wilson Road. Contractor repaired storm pipe joint separation at 118 Kindred Place.
- 2.) Smithfield Lake Dam: Field inspections continue to be held this month involving the Dam. No structural deficiencies were noted this month on the dam site. The Town's engineer and TRC Companies have recently completed a full structural inspection of the dam and have submitted a 2-year recertification application for the dam to DCR. The Town has now purchased a level sensor which has been installed in the emergency outfall area.
- 3.) The following projects are currently under design and review:
 - a.) Battery Park Road storm pipe replacement near the Villas Subdivision. Plans have been developed to replace the existing 18" storm pipe with twin 48" x 68" elliptical pipes.
 - b.) Battery Park Road culvert outfall and ditch enhancements project which is located near Greenbriar Lane. The site plans are complete and approved. The drainage easement plat has been received from the surveyor and has been forwarded to the property owner for review and comment.
 - c.) Cedar Street culvert outfall storm pipe extension and shoulder repair. Site plans are complete and approved. Additional drainage easement areas are being acquired. The drainage easement plat has now been received and is under review.
- 4.) South Church Street to Nike Park Bike Trail Project:

Site plans are being completed and various sources of funding involving the construction of the project are now being examined.
- 5.) Meetings with VDOT representatives have been held to discuss the reconstruction of Grace Street. VDOT has now determined the corrective measures required involving the drainage concerns at the intersection of Grace & James Streets. VDOT has now completed installation of the storm pipe system which should improve the previously storm drainage issue at this intersection.
- 6.) The developer has requested an inspection of Cypress Creek Phase VI for the acceptance of the streets into the Towns Maintenance system. A final inspection has now been completed. The developer has been notified of the required bonding amounts required for the one-year warranty period. The Town is now compiling the documentation which is required to be submitted to VDOT for the streets to be accepted into the Urban Maintenance system.
- 7.) A review of the proposed engineering site plans continues regarding the Mallory Farms subdivision Phases B, C & D.

With respect to Mallory Farms subdivision Phase A, Section 1 the contractor has now installed base asphalt as per approved site plans on Wharf Hill Drive, Wentworth Crossing, Purdie Lane & St. Luke's Lane. Homes are now under construction. Regarding Battery Park Road the contractor has installed the required base, intermediate and surface asphalt courses. All required line striping

has also been installed and completed. Installation of signage has now been completed. Phase A Section 2 the contractor has begun and now completed the installation of the storm water structures and storm pipe. The contractor has now completed the installation of the sanitary sewer main, laterals and water main and laterals. The contractor has requested a proof roll of the subgrade on St. Lukes Lane and Warwick Crossing.

Parks and Recreation Activity Report for October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			9:00 AM - 5:00 PM OTS Officer Request-Branscome 9:00 AM 1:00 PM - 5:00 PM SC MHSu Senior Health Fair Set 1:00 PM	6:00 AM - 2:00 PM SC MHSu Senior Health Fair 10:00 AM	4:00 PM - 6:30 PM LSC Parking Ruritan Cruise In 4:00 PM 4:00 PM - 8:00 PM SC MHSu Barnes-Parker Set 4:00 PM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM	9:00 AM - 5:00 PM OTS Officer Request -Smithfield Station 9:00 AM 11:00 AM - 5:00 PM WC Grounds Bacon Fest 11:00 AM 11:00 AM - 11:00 PM SC MHSu Barnes-Parker Wedding and Reception 4:00 PM 1:00 PM - 11:00 PM LSC Field 2 SRA Baseball/Softball 1:00 PM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM
5	6	7	8	9	10	11
1:00 PM - 11:00 PM LSC Field 2 SRA Baseball/Softball 1:00 PM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM	9:00 AM - 5:00 PM OTS Officer Request-Branscome 9:00 AM 5:00 PM - 6:00 PM WC MHouse WCFB Meeting 5:00 PM	1:00 PM - 7:00 PM WC Trails IWA Cross Country 1:00 PM 3:00 PM - 8:00 PM LSC Parking National Night Out 3:00 PM	1:00 PM - 6:00 PM WC Trails Windsor High Cross Country 1:00 PM 6:30 PM - 8:00 PM SC AB Town Council 6:30 PM	6:00 PM - 7:30 PM WC MHouse Christmas in Smithfield 6:00 PM	8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM	11:00 AM - 2:00 PM SC MHSu Rauer-Duong Rehearsal 12:00 PM 12:00 PM - 10:00 PM WC MHouse Ruffin-Burns Wedding and Reception 5:00 PM 1:00 PM - 11:00 PM LSC Field 2 SRA Baseball/Softball 1:00 PM 1:00 PM - 11:00 PM LSC Field 6 SPYS Football Season 1:00 PM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM

Parks and Recreation Activity Report for October 2025

12	13	14	15	16	17	18
11:00 AM - 12:00 AM SC MHSu Rauer-Duong Wedding and Reception 4:00 PM 1:00 PM - 11:00 PM LSC Field 2 SRA Baseball/Softball 1:00 PM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM	Columbus Day	6:30 PM - 8:00 PM SC AB Planning Commission 6:30 PM	7:00 AM - 5:00 PM SC MH Weather Summit 8:30 AM	10:00 AM - 2:30 PM SC MH Smfd Women's Club 10:00 AM	11:30 AM - 5:00 PM SC MHSu Elmore-Kowalski Wed and Reception 4:00 PM 4:00 PM - 5:00 PM WC MHouse Mizelle-Ramos Wedding and Reception 4:00 PM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM	8:00 AM - 10:00 AM WC Main Parking Carrsville School Tour 8:00 AM 8:00 AM - 11:00 PM WC MHouse Mizelle-Ramos Wedding and Reception 3:00 PM 9:00 AM - 5:00 PM LSC Field 1 VA Baseball Games 9:00 AM 12:30 PM - 11:00 PM SC MHSu Elmore-Kowalski Wed and Reception 4:00 PM 1:00 PM - 11:00 PM LSC Field 2 SRA Baseball/Softball 1:00 PM 1:00 PM - 11:00 PM LSC Field 6 SPYS Football Season 1:00 PM 5:00 PM - 10:00 PM LSC Field 3 PD Vs Fire Softball Game 5:00 PM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM
19	20	21	22	23	24	25
9:00 AM - 5:00 PM LSC Field 1 VA Baseball Games 9:00 AM 1:00 PM - 11:00 PM LSC Field 2 SRA Baseball/Softball 1:00 PM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM		12:00 PM - 5:00 PM SC CD Tourism Strategic Work Session 1:00 PM 6:30 PM - 8:00 PM SC AB BHAR/BZA Meeting 6:30 PM		8:00 AM - 3:00 PM SC MH VALTA 9:00 AM 9:00 AM - 12:00 PM SC D IOW Business Workshops 10:00 AM 2:00 PM - 3:00 PM WC MHouse Town Mgrs Mtg 2:00 PM 5:00 PM - 8:00 PM Main Street Witches Night Out 5:00 PM	8:30 AM - 9:30 AM SC AB Parks Staff Meeting 8:30 AM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM	7:00 AM - 12:00 PM WC Grounds Hog Jog 9:00 AM 1:00 PM - 11:00 PM LSC Field 2 SRA Baseball/Softball 1:00 PM 1:00 PM - 11:00 PM LSC Field 6 SPYS Football Season 1:00 PM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM
26	27	28	29	30	31	
1:00 PM - 11:00 PM LSC Field 2 SRA Baseball/Softball 1:00 PM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM	1:00 PM - 6:00 PM WC Trails Lakeland High Cross Country Meet 1:00 PM 3:00 PM - 6:00 PM SC AB Committee Meetings 3:00 PM 6:00 PM - 7:00 PM SC AB Schoolhouse Mtg 6:00 PM		8:00 AM - 5:00 PM SC MHSu Smithfield (Foods) ROI Set 8:00 AM 1:00 PM - 6:00 PM WC Trails IOW Schools Cross Country Meet 1:00 PM 4:00 PM - 8:00 PM WC MHouse Cox-Morey Set 4:00 PM	7:30 AM - 3:00 PM SC MHSu Smithfield (Foods) ROI 11:00 AM 10:00 AM - 10:30 PM WC MHouse Cox-Morey Wedding and Reception 4:30 PM	Halloween 5:00 PM - 8:00 PM Main Street Main Street Trick or Treat 5:00 PM	

Parks and Recreation Activity Report for October 2025

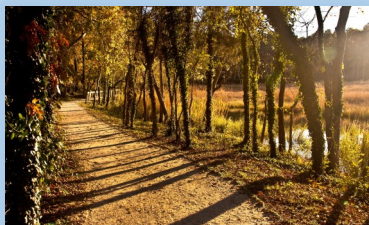


SMITHFIELD CENTER EVENTS STATISTICS & REVENUES			
Number of Events for month	16	Complimentary / Discounted Events for Month (town meetings, events, civic clubs)	8 events at 100 % discount 2 events at 50% discount
Sales Totals for Month	\$ 20,685	Total Event Attendance for month	2,700

WINDSOR CASTLE EVENTS STATISTICS & REVENUES			
Number of Events for Month	12	Complimentary/ Discounted Events for Month (town meetings, events, civic clubs)	7 events at 100% discount
Sales Totals for Month	\$ 20,892	Total Event Attendance for month	3,200



Parks and Recreation Activity Report for October 2025



WINDSOR CASTLE PARK

Trail Doctor Hours

2025 Total as of September

240 Hours of Trail Repairs and
Invasive Species Eradication



WINDSOR CASTLE PARK

Kayak Kiosk Revenue Share

2025 Total (through Oct)	\$ 6,127
2024 TOTAL (Mar-Nov)	\$ 8,666
2023 TOTAL (Jul-Nov)	\$ 3,088



LUTER SPORTS COMPLEX

October

Totals

\$ 800

PARKS NEWS



Windsor Castle Park is a Buzzzz

James Rasnake, of Blackwater Birds and Bees, offered 3 sessions at Windsor Castle Park that taught participants the basics of beekeeping. The sessions were offered:

Saturday, October 11th 10:00 AM-11:30 AM

Saturday, October 18th 10:00 AM -11:30 AM

Saturday, October 25th 10:00 AM-11:30 AM



Master Naturalists Showing Off the Park

Our Master Naturalist conducted a Windsor Castle Park tour to our Carrsville Elementary School students and their families on Saturday, October 18th. Three volunteers from the local Master Naturalists Chapter led 15 students and 30 of their family tours on a tour of the park environmental projects and various ecosystems of our park.



Windsor Castle Park is the “Meet”ing Place

Our local athletes use Windsor Castle Park during the fall season for cross country training and meets. The Park had 6 scheduled meets and 1 was cancelled due to the threat of bad weather. They all say the park is the perfect venue for these meets and we are proud to hear it.

Parks and Recreation Activity Report for October 2025

Special Events

October 2025

Friday, October 3, 2025	9 A-2 P LSC Car Show 100 p	Ruritan Car Show
Saturday, October 4, 2025	11 A-5 P WC Festival 3500 P	Bacon and Bourbon Festival Smithfield Events
Tuesday, October 7, 2025	5 P-7 P LSC Community 500 p	National Night Out Night Out Committee
Tuesday, October 7, 2025	1 P-6 P WC Cross Country Meet 700 p	IWA Cross Country Meet IWA
Wednesday, October 8, 2025	1 P-6 P WC Cross Country Meet 700 p	Windsor High Cross Country Windsor High
Saturday, October 25, 2025	8 A-11 A WC 5K Race 500 P	Hog Jog

Monday, October 27, 2025	1 P-6 P Cross Country 200 p	Lakeland High Cross Country
Wednesday, October 29, 2025	1 P-6 P WC Cross Country 700 p	Smithfield High Cross Country Meet
Thursday, October 23, 2025	5 P-8 P Main Communi- 2000 p	Witches Night Out
Friday, October 31, 2025	5 P-8 P Main Communi- 2000 p	Halloween Safe Trick or Treat

Parks and Recreation Activity Report for October 2025

Special Events

Upcoming in November 2025

Saturday, November 1, 2025	9 A-2 P Windsor Castle Riverfront Car Show 500 p	Ruritan Car Show
Saturday, November 8, 2025	6 PM-10 PM Smithfield Center Fundraiser 200 P	IOW Schools Gala
Tuesday, November 11, 2025	11 AM-12 PM Smithfield Center Community 200 p	Veterans Day Ceremony
Friday, November 21, 2025	6 P-7 P Times Gazebo Community 200 p	Tree Lighting Ceremony
Saturday, November 22, 2025	2 PM-7 PM Main Street Market 15,000 p	Mistletoe Evening Market

Smithfield/Isle of Wight Tourism Activity Report OCTOBER 2025

- Staff attended SVAE Bacon & Bourbon Fest set up 10/2-3/25. Festival 10/4/25. Another successful festival with lots of economic impact!
- Director attended County Agenda Review meeting 10/2/25.
- Director attended Christmas in Smithfield meeting 10/2/25; 10/9/25. CIS will be held the first weekend in December and feature the homes tour and antique show, Market at the Manor, and additional events celebrating our Christmas heritage in Downtown Smithfield..
- Director attended VRLTA (Virginia Restaurant, Lodging and Travel Association) government affairs call 10/3/25.
- Assistant Director attended VADMO (Virginia Association of DMO's) Fall Meet Up in Prince William, VA. 10/6-7/25.
- Director attended the Board of Supervisors Retreat 10/7/25.
- Director met with Chamber Director and Managing Editor of CoVaBIZ 10/7/25.
- National Night Out 10/7/25.
- Full Tourism staff meeting held 10/8/25.
- 6 Mobile Generators purchased for use with Starlinks for street festivals 10/8/25.
- Director and A.D. attended County website update meeting 10/8/25.
- Director attended HSL (Historic St. Luke's Church & Museum) marketing committee meeting 10/8/25.
- Director and Assistant Director attended Town Council meeting 10/8/25.
- Director and Events Coordinator attended the "Crunch Heard Round the World Event" for the IWCS 10/9/25.
- Staff manned the Smithfield & IOW booth for the FALL in LOVE with Small Towns at the East Coast Gateway Welcome Center 10/10/25.

- Staff manned the Smithfield & IOW booth for the VA Welcome Center Blitz at the Fredericksburg Welcome Center 10/11/25.
- Smithfield Maritime Rendezvous meeting 10/13/25 to continue to work on event scheduled for June 12-14, 2026. Smithfield will be hosting a SAIL250 Skipjack ship SIGSBY, and the Buyboat MILDRED BELLE, from the Living Classroom in June 2026, as part of the SAIL VA event **Smithfield Maritime Rendezvous** (June 12-14, 2026). Both tall ships that were under consideration have declined due to the water depth in the Pagan and turning radius issues. But the new boats will be less expensive to host (we completed a grant application to host these ships and expect it to be successful) and offer far more programming possibilities than the tall ships. We are listed as an official SAIL250 Affiliate Harbor and will enjoy all of the promotional benefits befitting that affiliation.
- Director and A.D. attended a Market Study meeting with a potential hotel developer interested in Carrollton 10/13/25.
- VA250 Thematic Driving Tour meeting with museum and tourism staff 10/14/25 and 10/20/25. IOW VA250 Committee through Tourism has received a grant for \$10,000 to launch the Isle of Wight VA250 Thematic Driving Tour. Work on the tour is commencing. Tour will be launched in early 2026.
- Tourism staff held Bridge Grand Opening meeting 10/15/25 to plan event for Cypress Creek bridge opening for 10/17/25. Only 48 hours' notice was able to be given by VDOT. Bridge was opened with a 30 minute event featuring speakers from the Town (Mayor); VDOT and the construction company. A small parade of antique cars and walkers was held directly after the ceremonial ribbon cutting (in conjunction with the IOW Chamber of Commerce). The bridge officially opened at 10:30 a.m.
- Staff held Food Tour meeting 10/15/25. Some modifications are being made to the food tour to limit the number of stops and decrease the cost per person.
- Met with several DRONE companies to discuss potentially hosting a drone show as part of the SAIL250 Smithfield Maritime Rendezvous event 10/15/25 and 10/16/25.
- SAIL250 Affiliate Harbor meeting 10/17/25. Marketing meeting 10/23/25.
- Director and A.D. met with Advance Travel & Tourism (Digital Advertising company) 10/17/25.
- Director attended County staff meeting 10/20/25.
- Director and A.D. attended VADMO Drill Down webinar series event 10/20/25.

- Director attended SVAE (Smithfield VA Events) E.C. to select benefitting organizations from grant applications for the 2026 Fest year. 10/20/25.
- Staff attended Tourism Strategic Plan second session on 10/21/25. GREAT participation with over 30 stakeholder attendees. Director worked with Laura Messer with VTC to plan the events. The plan will cover tourism initiatives for the next 5 years. Director will be completing the writing and creation of the 5-Year Tourism Strategic Plan as her capstone project for the VADMO VTIL (Virginia Tourism Leadership Institute) class by January 2026. The first VTIL Cohort will graduate in April 2026. Excellent program. Assistant Director will attend starting next year.
- Director and Marketing Director continue to meet with website redesign company, Louder, Inc. 10/22/25. Rollout expected by late Fall 2025.
- Director was meeting Speaker for VALTA – Virginia Association of Local Tax Auditors held at the Smithfield Center 10/23/25. 80 in attendance.
- Director attended Virginia Green Travel Forum (online) 10/23/25.
- Director attended Smithfield Town Staff meeting 10/23/25.
- Witches Night Out held 10/23/25. Over 1000 “witches” attended! Very successful event 5-8, with a successful AFTER PARTY fundraiser at the 1750 IOW Courthouse from 8-10. Hotwash held on 10/30/25.
- ICMA held 10/25-29/25. This year’s ICMA video of Smithfield will be premiered during the ICMA meeting. Town Manager, Michael Stallings and County Administrator, Don Robertson, in attendance. The town and tourism will have use of the video and all of the B-Roll footage from the shoot.
- Tourism Full Time staff meeting 10/27/25.
- Staff attended Economic Development announcement regarding Darden’s Ham facility receiving \$50,000 AFID grant to construct a new ham production facility featuring Country Hams 10/27/25. WOOP! WOOP!
- Director and Assistant Director attended Council Committees held 10/27/25. A.D. gave presentation regarding the utilization of data for tourism marketing and how the results assist the public.
- Director and FM Manager held Farmers Market Board meeting 10/28/25. FARMERS MARKETs held throughout month on Saturdays 9-12.
- Director attended HSL (Historic Saint Luke’s) board meeting 10/28/25. Director is the Secretary of the HSL board.

- Director was scheduled to meet with VB Tiki Tour owner regarding bringing a similar business to Smithfield on 9/29/25 but the meeting was cancelled due to weather. The meeting will soon be rescheduled and will include Michael Stallings and Randy Pack, owner of Smithfield Station. Stay tuned!
- Annual evaluations completed for Visitor Center Manager and Special Event Coordinator 10/30/25.
- Smithfield's HAM-O-WEEN and Safe Trick or Treat held on Friday 10/31/25. Street closures were held with a map created by Tourism circulated on social media.
- Assistant Director/Marketing Manager is working with the Miss America organization to host Miss America for an appearance in Smithfield. The newly crowned Miss America is Cassie Donnagan, who has ties to Smithfield and the Smithfield Little Theatre.
- Salty Southern Route (regional trail featuring pork and peanuts with participating localities: Smithfield/IOW; Surry; Suffolk; Franklin/Southampton; Sussex.) Group continues to work with Visit Widget to create a new website and online trail app. The group has hired Pat Bernshausen, formerly the Director of Tourism for Surry County as the SSR Coordinator.
- VISITOR CENTER open throughout Month. Tourism, County and Town Facebook postings throughout month. Update website events and ***Where the Locals Go*** event promotion newsletter weekly.

ZONING PERMIT OCTOBER 2025

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
0983	SHED		140 ROYAL BLACKHEATH	SHEDS BY KEN / VICTOR FLEMMING
0986	SINGLE FAMILY RESIDENCE		1314 WHARF HILL DRIVE	STANLEY MARTIN HOMES LLC
0987	SINGLE FAMILY RESIDENCE		1310 WHARF HILL DRIVE	STANLEY MARTIN HOMES LLC
0988	SINGLE FAMILY RESIDENCE		1415 WHARF HILL DRIVE	STANLEY MARTIN HOMES LLC
0989	SINGLE FAMILY RESIDENCE		2106 WENTWORTH CROSSING	STANLEY MARTIN HOMES LLC
0990	SINGLE FAMILY RESIDENCE		2110 WENTWORTH CROSSING	STANLEY MARTIN HOMES LLC
0991	SINGLE FAMILY RESIDENCE		1303 WHARF HILL DRIVE	STANLEY MARTIN HOMES LLC
0992	SINGLE FAMILY RESIDENCE		1301 WHARF HILL DRIVE	STANLEY MARTIN HOMES LLC
0994	SHED		225 AYRSHIRE LOOP	SHEDS BY KEN / JAY GROFF
0997	PIER & BOATHOUSE		202 RIVERVIEW AVENUE	L & L MARINE INC /
0999	FENCE		111 FAWN COURT	ROSENBAUM FENCE / SCOTT WURZBURGER
1000	SINGLE FAMILY RESIDENCE		1218 WHARF HILL DRIVE	EASTWOOD HOMES OF RICHMOND LLC
1003	FENCE		206 SAINT PAULS AVENUE	ROSENBAUM FENCE COMPANY / DEBRA SAUNDERS
1004	FENCE		PAGAN RIDGE	ROSENBAUM FENCE COMPANY / WILLIAM WELLS
1006	SINGLE FAMILY RESIDENCE		1130 WHARF HILL DRIVE	EASTWOOD HOMES OF RICHMOND LLC
1007	SINGLE FAMILY RESIDENCE		1326 WHARF HILL DRIVE	EASTWOOD HOMES OF RICHMOND LLC
1010	FENCE		125 LENORA COVE	RONALD LEVI

October 30, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC SAFETY COMMITTEE
MEETING HELD ON MONDAY, OCTOBER 27th, 2025

The Public Safety Committee met Monday, October 27th, 2025 at 3:21 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Steven G. Bowman, Ms. Mary Ellen Bebermeyer and Mr. Bill Harris. Other Council members present were Ms. Valerie Butler, Mr. Jeff Brooks, Mr. Darren Cutler, and Mayor Michael Smith. Staff members present were Mrs. Lesley King, Town Clerk; Ms. Laura Ross, Town Treasurer; Mrs. Ashley Rogers, Director of Human Resources; Mr. Alonzo Howell, Chief of Police; Mr. Chris Meier, Deputy Chief of Police; Mrs. Tammie Clary, Director of Planning and Community Development; Mr. Ed Heide, Director of Public Works and Utilities; Mr. Mark Kluck, Planner II; Mrs. Judy Winslow, Director of Tourism; Ms. Stephanie Kensicki, Assistant Director of Tourism; and Mr. Steve Clark, Parks and Recreation. Also, in attendance were Mr. Jeff Smith of the Smithfield Volunteer Fire Department and Mr. Brian Carroll of the Isle of Wight Rescue Squad. There were 2 citizens present. There was no media present.

Public Safety Committee Chair, Mr. Steven G. Bowman, called the meeting to order.

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

1. Operational Update for the Smithfield Police Department – September Activity Report –Chief Howell reported that their September Activity Report was included in today's agenda packet, and he would be glad to answer any questions as they relate to this report. In the form of other operational updates, the Smithfield High School Homecoming Parade that occurred on October 10th was a success. There were no major traffic issues. He also mentioned that on Saturday, October 25th he attended the Top Cop Awards Banquet held in the city of Suffolk and it was a very nice event. The last thing he wanted to mention was the softball game that was held on October 18th between the Smithfield Police Department and the Smithfield Volunteer Fire Department. The Smithfield Police Department is the best in the class when it comes to the softball game between the two organizations. The Police Department was victorious for the second year in a row. It was a very nice event and well supported. They look forward to playing

them again next year. Councilman Bowman jokingly asked why they did not ask to play the Isle of Wight Rescue Squad. It was suggested that they reach out to the Isle of Wight Rescue Squad and work out the details to be included in the games for next year with the possibility of more than one game.

2. Joint Operational Update for the Smithfield Volunteer Fire Department and the Isle of Wight Rescue Squad – Assistant Chief Smith reported that in August they responded to 87 calls for service and in September they responded to 78 calls for service. They worked and/or assisted with eight working structure fires over the last two months. Two of the structure fires were located within the Town limits. They have also had several extrications over the last month or two due to accidents. The Fire Department will be supporting safe trick or treating downtown on Friday, October 31st. Chief Carroll mentioned that he would like to give a summary for those that may not know how the volunteer organizations came about. There have been some recent discussions lately about who does what in fire and EMS in the County. He was there to tell everyone that none of that discussion really matters. The fact is they built the system and who does what at the end of the day is not relevant, in his opinion, as the Chief. He explained that he wanted to take a few minutes and give some background to where we are, especially in EMS. The organization started many years ago at a round table just like all discussions in small communities. The individuals included in those initial discussions included Col. Harris, who was the Town Manager, himself as the EMS Chief, Buddy Jones as the Fire Chief and John Edwards as the editor of the paper. There were discussions held over many hours and nights to work out how they were going to provide public safety and service to the County for the most economical amount of money. What came out of these discussions was they were going to provide a ninety-second response out the door, 90% of the time. What they cannot control out in the County is the area geographically. He stated that you cannot get to his house in the Mill Swamp area of the County in seven minutes and you are never going to get there in that time. When you move to the County as a resident you have to assume it will take longer to get to you in the case of an emergency. Isle of Wight County is not like Suffolk and build fire stations every seven miles. What they decided to do early on was that they could get ambulances out the door in ninety seconds and they would staff to that level. They started with two part-time people at Isle of Wight Rescue and one person at the Smithfield Fire Department. Partly funded by the Town and Isle of Wight County they built this system together. They would continue to meet the goal by bringing on people as the system grew and the call volume grew. At that time their call volume, County wide, was about 2,000 calls a year. Today, they are north of 6,000 EMS calls a day. This is way beyond what they can do as a volunteer organization. But it is not beyond what they can do as citizens in this system. The importance is that there is no difference between a volunteer and a career provider. What they have built in this system is a system that is built on precepting and education. It ensures that every provider is the same no matter what and that ambulances get out the door in 90 seconds. They do it very well and they do it very economically for the citizens of the Town and County. Chief Carroll stated that he as a

volunteer brings 38 years of institutional knowledge to the table. He has been here all his life and plans to be here in the future because he is committed to this community. The volunteers bring the same level of professionalism and response that you get on the professional side. They work together with the career staff to provide training and they teach EMT classes twice a year. Chief Carroll stated that the EMT classes are one of the most remarkable things that they do out of everything that they do. Their program feeds the system everyday with making nurses, PAs, and doctors. He gave a couple of examples of success stories from individuals that took classes with Isle of Wight Rescue and now have amazing accomplishments in the EMS field. In his opinion, the department has the best of the best equipment in the region when it comes to ambulances and fire trucks. The one thing that he did want to mention operationally was that they continue to work closely with Riverside as the plan to open the new hospital in January 2026 is on track. They will need the support of staff, Town Council, and the Board of Supervisors in letting the citizens know that when Riverside Smithfield opens on January 6th that is the facility they will be transporting to. They believe that facility will be capable of handling 95% of their transports. They understand that a lot of folks go to Sentara, Careplex and Obici but they cannot justify bypassing that facility when it opens. If you are in an ambulance for emergency reasons and that facility can handle the care, then you need to go to that facility. He is sure there are going to be some discussions on scene, and he is sure EMS and Fire officers are going to have to get involved to explain and educate patients as to why we no longer go to these facilities that are much further out. They have a very good plan in place, and they are constantly working on plans as to what the new facility will and will not receive depending on their abilities at the new facility. Chief Carroll stated that they believe that 95% of their patients will go there. Their number one focus will be continuity of care. They want to make sure that every patient that gets out of their ambulance at that facility can get the care that is needed. If a patient cannot get the care they need, they will go to another facility that can. Again, effective January 6th Riverside Smithfield will be the hospital that they will be transporting patients to. Councilman Bowman mentioned that it used to be that if an ambulance was taking someone to a medical facility for an emergency you were not by virtue of regulation allowed to bypass a facility to go to another facility if the first facility could handle the emergency. Chief Carroll confirmed that was still the situation. Councilman Bowman stated that in his opinion that is all the grounds you need at this juncture to stop there unless they cannot handle the situation. From what he understands there will be some phasing in when it comes to certain specialties but overall, this hospital will be ready to handle most things. Councilwoman Butler stated that the hospital has been issued their certificate of occupancy. It will actually be ready before January 6th; however, they are still working on a few things that are behind the scenes. She mentioned that she is very proud of the relationship between Riverside and the Project Manager in working with Chief Carroll and the Isle of Wight Rescue Squad on this project. Isle of Wight Rescue Squad had a lot of input in what they felt was strategic for the emergency room area. Councilman Bowman stated that this may not be the largest hospital in the area, but it will be a state-of-the-art hospital where they have taken everything that they have learned

from building other hospitals and integrated it into this hospital to make sure that it is pretty seamless.

Councilman Bowman stated that it has come to his attention that a decision has been made at the County that if you are a volunteer at the Isle of Wight Volunteer Rescue Squad and an open paid shift comes available a volunteer from that same station is prohibited from working that shift. Chief Carroll explained the County's stance on filling paid shifts with volunteers from the same station. The current interpretation is that if you get hired and volunteer in a station then you are not allowed to work in that station. Meaning, you are prohibited from picking up a shift for pay at the station you are assigned to. Chief Carroll stated that he disagrees with their stance because it is done all around us. Everyone is trained the same whether you are a volunteer or a paid employee. It does not seem fair to him, the employee, or the citizen that a volunteer cannot pick up that paid shift because it happens to be at the same station that they want to volunteer their time in. We are a County of 41,000 people and 31,000 people live in the north end and this is their service district. There are six medics staffed in the County. Three are at Isle of Wight Rescue, one in Carrollton, one in Windsor and one in Carrsville. Currently, if he has a volunteer that gets hired, they cannot work out of his station anymore or they have to quit volunteering. Either way you lose. It is a terrible interpretation. Every time they get a different attorney, they get a different opinion or interpretation on it and he believes that it is worth revisiting. Currituck is a model community, and they actually encourage their part-time/full-time staff to come back and work at events. When they come back, they supplement them, but it is encouraged. That is how they have economically done their system so well for so long. Council Bowman stated that it does make sense to him to incentivize for you to work an occupation that you have to give up your volunteer status at a rescue squad where you likely got your EMT certification. Councilman Bowman asked Mayor Smith if he as Chair of the Public Safety Committee could draft a letter for him to review and communicate with the County Administrator on this topic. He would like to know the answer to the questions that have been brought up so he can better understand the reason why it is interpreted the way it is. Mayor Smith stated that he thinks it is definitely worth pursuing to get better clarification. Committee thanked Assistant Chief Smith and Chief Carroll for the updates.

The meeting was adjourned at 3:43 p.m.

October 30, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: WATER AND SEWER COMMITTEE MEETING - **CANCELLED**

The Water and Sewer Committee scheduled for Monday, October 27th, 2025 at the Smithfield Center located at 220 North Church Street was cancelled due to lack of agenda items.

October 30, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, OCTOBER 27TH, 2025.

The Finance Committee held a meeting on Monday, October 27th, 2025 at 3:43 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Jeff Brooks, Ms. Valerie Butler, and Mr. Bill Harris. Other Council members present were Mayor Michael Smith, Mr. Steve Bowman, Mrs. Mary Ellen Bebermeyer and Mr. Darren Cutler. Staff members present were Mrs. Lesley King, Town Clerk; Mr. Christopher MacKenzie, Interim Town Attorney (via phone); Ms. Ashley Rogers, Director of Human Resources; Mr. Alonzo Howell, Chief of Police; Mr. Chris Meier, Deputy Chief of Police; Mrs. Tammie Clary, Director of Planning and Community Development; Mr. Ed Heide, Director of Public Works and Utilities; Ms. Judy Winslow, Director of Tourism; Ms. Stephanie Kensicki and Mr. Steve Clark, Parks and Recreation. There was no media present.

Finance Committee Chair Mr. Jeff Brooks, called the meeting to order.

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

1. Invoices Over \$20,000 Requiring Council Authorization:

a. RDA \$ 41,750.00

This invoice from RDA is for progress billing on the implementation of the new financial software in the Treasurer's Office. Committee recommends sending this invoice to Town Council for consideration at their meeting on November 5th, 2025.

b. Virginia Control & Electrical \$ 51,506.27

This invoice from Virginia Control and Electrical is for the installation of a bypass pump at the Cypress Creek Pump Station. Committee recommends sending this invoice to Town Council for consideration at their meeting on November 5th, 2025.

c. Virginia Control & Electrical \$ 67,322.88

This invoice from Virginia Control and Electrical is for the installation of a Pump Control Panel & VFDs for the Plaza Pump Station. Committee recommends sending this invoice to Town Council for consideration at their meeting on November 5th, 2025.

d. Virginia Control & Electrical \$ 26,800.00

This invoice from Virginia Control and Electrical is for SCADA Equipment for Mallory Farm Pump Station. Councilman Cutler asked if this was installed by the home builder and was already needing repairs. Mrs. Clary explained that this invoice is for the installation of the SCADA alarm system at this pump station. The developer has paid for the equipment, and the Town is now paying the company that completed the installation. Committee recommends sending this invoice to Town Council for consideration at their meeting on November 5th, 2025.

e. Isle of Wight County – IT Services \$ 40,500.00

This invoice from Isle of Wight County is for IT Services for the first half of FY 2025/2026 from July 2025 through December 2025. Committee recommends sending this invoice to Town Council for consideration at their meeting on November 5th, 2025.

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

1. September Financial Updates –Ms. Ross reported that she was going to go over the graphs and charts that were included in today’s agenda packet as follows:

- September 2025 year to date General Fund Revenues compare to budget - The red bar on the graph is budget and the blue bar is where we are year to date. Details on this graph are on pages 3-5 of the financial statements. Real Property taxes are \$89,916. As you will see very little is from Real Estate because we will not bill again until June 5th, 2026. They are getting ready to bill Personal Property and they will go out within the next week. They continue to have a lot of issues with the file when it comes from Isle of Wight County. They are currently working through these issues manually. As you will see other local taxes are our largest percentage of what we have collected year to date. Local taxes include Meals Tax which is \$306,226. The Smithfield Station provides a significant part of this as well as McDonald’s. Some restaurants pay monthly and some pay quarterly. As mentioned before there is a slight lag in revenues from Sales Tax; however, we received \$54,047 from IOW. Revenue received from use of money and property is \$297,946 with \$207,000 being General Fund Interest. Miscellaneous revenues total \$149,501 and that includes the \$60,000 from Smithfield Recreation Association. Councilman Brooks stated that he has the

privilege of meeting with Ms. Ross once a month and wanted to remind everyone to keep in mind that what you are seeing here on the graphs looks very skewed; however, this is only three months of data compared to the budget. The Town's largest revenues of real estate and personal property taxes have not started to come in yet. Ms. Ross stated that the personal property taxes are due December 5th so we will definitely start seeing that money come in once those bills have been mailed.

- September 2025 year to date General Fund Operating Expenses compared to budget – Ms. Ross explained that page 2 of the financial statements will show you exactly the expenditures compared to budget. Total expenses are \$3,410,072 or 22.73% of budget. The largest expense for the month of August and September are always service contracts and some capital expenditures.
- Revenue to Expense Fiscal Year 2024/2025 as percentage of budget – This graph shows the percentages of where we are with expenditures compared to revenue. The graph beyond October is based on the budget forecast that was done for the fiscal year.
- Usable Funds September 2025 – This spreadsheet replaces the previous cash balance report and also includes designated funds. She explained that she thought it was important to separate out the funds that we can actually use. The usable balance as of September 2025 is \$22,763,079.
- Fiscal Year 2025/2026 Checkbook Balances – Ms. Ross stated that she likes to show checkbook balances graphically where the Town has been month over month. The chart separates the balances out by the different types of funds the Town has. The chart of designated checkbook balances is those that we cannot spend because they have been appropriated for just utilities.
- Debt Report as of the end of September 2025 – Ms. Ross reported that the prime rate changed slightly and may change again and that not only affects some of the debts that we have but it also impacts our investments. The Town's current debt is \$3,330,621. She did not include the balance of Series 2020A-1 in this total because it will be paid off October 1st.
- Investment Benchmark Report as of the end of September 2025 – Included in this report are the investments that the Town has. At the end of September, we had \$22,835,292 invested. The Town's overall earning rate is 4.13%. The return that the Town had for the month of September was \$84,155. Year to date from July through September the Town has earned \$254,167. Also in this report are the individual balances for the types of funds that the town has for utilities and the general fund. Rates over all accounts have decreased since the same time last year.

- Investment Compliance Report – All of the Town’s investments are in compliance with what we set in our investment policy.
- Returns Report from FY 2023 – FY 2026 – Year to date the Town has earned \$254,523. Last year the Town earned \$1 million. The Town earned \$402,500 in FY 2024.
- Financial Statement Overview – The last chart is an overview of the second page of the September Financial Statement comparing revenue against expenses. Ms. Ross mentioned that she plans to put this report on the Town’s website every month for the public.

Ms. Ross reported that if Council has any questions that the financial statements or the graphs do not answer please feel free to give her a call and she will get you some clarification. Councilman Bowman thanked Ms. Ross for the detailed report. He asked where the Town is on the delinquent tax collections. Ms. Ross stated that we have collected \$75,000 year to date. When they send out the upcoming personal property bills these delinquent amounts will be included in those bills. Councilman Bowman asked if anything had been done on the large real estate delinquencies. Ms. Ross stated that some have been able to pay their bills and others she is starting the legal process.

Meeting adjourned @ 4:01 p.m.

October 30, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: PARKS AND RECREATION COMMITTEE MEETING - **CANCELLED**

The Parks and Recreation Committee scheduled for Monday, October 27th, 2025 at the Smithfield Center located at 220 North Church Street was cancelled due to lack of agenda items.

October 30, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: PUBLIC WORKS COMMITTEE MEETING - **CANCELLED**

The Public Works Committee scheduled for Monday, October 27th, 2025 at the Smithfield Center located at 220 North Church Street was cancelled due to lack of agenda items.

October 30, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON MONDAY, OCTOBER 27TH, 2025.

The Public Buildings and Welfare Committee held a meeting on Monday, October 27th, 2025 at 4:01 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Ms. Valerie Butler, Mr. Bill Harris, and Mr. Darren Cutler. Other Council members present were Mr. Jeff Brooks, Mrs. Mary Ellen Bebermeyer, Mr. Steve Bowman and Mayor Michael Smith. Staff members present were Mrs. Lesley King, Town Clerk; Mr. Christopher McKenzie, Interim Town Attorney (via phone); Ms. Ashley Rogers, Director of Human Resources; Mr. Alonzo Howell, Chief of Police; Mr. Chris Meier, Deputy Chief of Police; Mrs. Tammie Clary, Director of Planning and Community Development; Mr. Ed Heide, Director of Public Works and Utilities; Mr. Mark Kluck, Planner II; Ms. Judy Winslow, Director of Tourism; Ms. Stephanie Kensicki and Mr. Steve Clark, Parks and Recreation. Also, in attendance were Mr. Jason Sandzimier and Mr. Max Harman of The Kroger Company. The was no media present.

Public Buildings and Welfare Committee Chair, Mrs. Valerie Butler, called the meeting to order.

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

1. Pre-Public Hearing Discussion: Special Use Permit – 1812 South Church Street –
Mrs. Clary reported that the applicant was seeking a Special Use Permit for a commercial recreation facility offering Jiu Jitsu. The facility will be designed as a membership-based program focused on veterans, law enforcement officers, trauma survivors (especially women), and at-risk youth. The curriculum is therapeutic, educational, and rooted in resiliency-building. They will provide structured instruction, team-based learning, and weekly peer discussions to give veterans and others a trusted environment to process trauma while developing practical skills. They will have approximately 2 employees and will be open in the evenings Monday through Thursday, early mornings Monday and

Wednesday, and Saturday mornings. Mrs. Clary noted that a positive aspect of the application was that this would bring additional business in Town, while a negative was that it is not a by right use and required an SUP. She updated that the Planning Commission favorably recommended this application to Town Council. Councilwoman Butler asked if there was any further discussion that needed to be had on the matter. Hearing and seeing none, she stated that the topic would be moved on to the Town Council meeting as a public hearing.

2. Pre-Public Hearing Discussion: Special Use Permit – 1282 Smithfield Plaza – Mrs. Clary reported that the applicant is seeking a Special Use Permit for a service station within the existing parking lot of the Kroger supermarket. There will be five (5) pumps and feature 8' x 22' kiosk for the attendant, with the fuel center operating from 5 am to 11 pm daily. She noted that the applicant would need a zoning permit and fee payment for the structure, and the Planning Commission had favorably recommended this application to Town Council. Councilwoman Butler asked the applicants that were present if they would like to come forward to speak regarding the application. Max Harmon introduced himself as the Real Estate Manager for Kroger and said he would answer any questions. Councilman Cutler recalled that he had asked about Electric Vehicle (EV) charging availability at the proposed site. He gave his personal account of traveling in an EV to the VML conference in Roanoke and to various other states. He said that he saw the addition of EV charging in the area as an opportunity to attract tourism since Smithfield was situated between Hampton Roads and Richmond. He requested that they consider installing EV charging capability for the Town. Mr. Harmon answered that they would look into the possibility. Councilwoman Butler recognized that the matter was a zoning permit request, and asked Mrs. Clary if there was any recommendation from the Planning Commission. Mrs. Clary stated that there would not be a recommendation in that case, but the positives would be that it brought another fueling center option to the Town. She gave the reminder that there had previously been a fueling station at the site when it was Farm Fresh and it had been removed. Mr. Harmon reported that they did not provide the infrastructure but could help facilitate pursuing EV charging through their relationships with third parties. Councilwoman Butler told Councilman Cutler that as EV's became more popular there would be less of an issue with charging deserts. Councilman Cutler stated that he had asked the marketing department to pull data, which he had done as well, and noted that EV's were 25% of global vehicle sales, and 7.5% in the US. He said that the tourist demographic that visited small towns were already buying EV's. He specified that his push was to get a charging station before the other rural localities near Smithfield to attract more tourists to the Town and he felt that they needed one now. Councilwoman Butler asked Councilman Cutler about the difference between what they were discussing and the charging area at Smithfield Station. Councilman Cutler explained that the chargers at Smithfield Station were classified as "destination chargers" and were intended for use by someone who was coming to that specific business. He gave a personal account of charging at the site and a

Surry Nuclear Plant employee also charging there as it was the only spot within reasonable distance and rate. Councilwoman Butler pointed out that the Station did serve as a small EV resource site currently, but the new fueling stations would explore the possibility. She confirmed with the Council that they were comfortable moving the matter to the Town Council meeting for public hearing.

3. PRE-PUBLIC HEARING DISCUSSION: Rezoning, Comprehensive Plan Amendment & Future Land Use Map Amendment – Mrs. Clary reported that staff was requesting the rezoning of this property from Heavy Industrial to Downtown, which is in line with neighboring properties, with the only proposed addition being a shed to house the Tourism golf cart. She observed that the property was currently used for retail sales, which was permissible in the Downtown Zoning District. She continued that because the lot lines making up the parcels was abandoned to create two parcels, the designation of the Future Land Use Map (FLUM) would have to also represent the new parcel shapes. The Historic District/Downtown Mixed Use would still front on Main Street and the Historic Residential District would still front on Cedar Street. She said that the application was favorably recommended to Town Council as one parcel with the FLUM designation of Historic District/Downtown Mixed Use. Mrs. Clary explained that the Town Staff did not support the recommendation of the Planning Commission due to the Town currently functioning as landlord, and if the Town decided that they no longer wished to be a landlord, then they could dispose of it while still maintaining the second parcel that faced Cedar Street. She added that because of the way the lease was written, Staff believed that by making it one parcel they would grant rights on that lease to the entire parcel instead of the intended front part of the building and parking. Councilman Cutler reviewed that the Planning Commission had the one parcel vs. two parcel discussion along with the zoning designation of Residential vs. Downtown Mixed Use. He recalled that a primary topic of the discussion included the question if they split the property into two parcels with Mixed Use zoning in the front and the back parcel being zoned Residential, then the message that they would be giving is that the back parcel was open for residential use. He noted that the Town did not want to build residential. He said that the discussion of the Planning Commission was that it was in the best interest of the Town to retain the property and zone it Downtown Mixed Use to preserve the entire area of the parcel and prevent any future speculation about the property's intended use. He reported that the discussion also included different uses of the property including parking lots or a site for a possible municipal center. He did not think that there had been discussion of the current lease, or how it might be affected by these actions. He acknowledged that he had not spoken with the legal team about the lease, but if they changed the property then they could amend the leases use of the property. Councilman Cutler related that even if they agreed on splitting the parcel into two, they could still zone it Downtown Mixed Use without zoning it Residential. He added that they had many options, and this was not a reactionary process. Mrs. Clary clarified that the FLUM designation did not affect the by right use. She continued that both parcels would be

zoned Downtown, which single-family residential dwellings were a by right use in regardless of what the FLUM designated the parcel as. Councilman Cutler stated that though he agreed with the statement, but felt that a builder or developer viewed what they had designated on the FLUM as a tool to use in finding property where they could build residential units. He said that he understood by right uses, but he did not want it to seem that the Town was promoting the property in question as a future residential property. Councilwoman Butler reported that she had listened to the discussion had by the Planning Commission and found it overwhelming, as she was also finding their discussion at their current meeting. She confirmed that the parcel that was fronting Main Street would be Historic District Downtown Mixed Use, but the parcel fronting Cedar Street would be Historic District Residential, and asked Mrs. Clary why it couldn't all be defined as Downtown Mixed Use. Mrs. Clary answered that it could, but Town Staff did not want to change the FLUM, and those were the designations that were already present for the property. She continued that because the parcel lines changed, and they had essentially created something new. She noted that they had left what the Planning Commission and Town Council had approved in the Comprehensive Plan for those two parcels. Councilwoman Butler asked Councilman Cutler if they had discussed that aspect in the meeting. Councilman Cutler stated that they had discussed a variety of options that it could be changed to and managed. Councilwoman Bebermeyer reported that she had followed the discussion had by the Planning Commission on the matter and agreed that it seemed to be disingenuous to keep the property zoned residential if the Town's intention was to never use it for that purpose. She related that she understood that if the property was zoned Downtown Mixed Use that residential use was by right, but she felt it sent the wrong message. She added that she felt that they should just keep the whole area purple. Councilman Bowman reported that he had not listened to the Planning Commission meeting referenced, and he was unsure if the Town's legal counsel wanted to weigh in on the subject. Mr. McKenzie stated that as this was the prehearing discussion, it was an opportunity for the Town Council to get acclimated with the application before the public hearing. He stated that the discussion seemed to be productive, and after the public hearing they could make decisions about which way they wanted to proceed. He stated that he did not have anything to add. He acknowledged that it was an interesting issue that involved a unique piece of property, adding that Mrs. Clary had laid out the issues clearly. Councilman Cutler recommended that the other Council members go back and watch the related dialogue had by the Planning Commission. He reported that he had been approached by a builder recently regarding the FLUM residential zoning in the Historic District. Mr. McKenzie noted that there could be issues from the public perspective of conflating the FLUM and the zoning. He stated that it would be important at the public hearing and for prospective developers to keep in mind that the FLUM was just a statement of intentions regarding what type of development the Town would like to see in various areas of the town, but it was the zoning designation that controlled the uses of those areas. He recognized that the action was telegraphing what the town would like to see in those areas, but they were not legally bound by what was shown on the FLUM.

Councilwoman Butler asked Mrs. Clary if she thought that they had designated the parcel as Historic District Residential because that was what the adjacent properties were. Mrs. Clary stated that was her assumption. She asked them to scroll to the original FLUM where they could see that there were five parcels that solely fronted on Cedar Street kept the Historic District Residential designation. Councilwoman Butler asked if the sheet metal business fronted Main Street at all. Councilman Bowman stated that it did not front Main Street. Mayor Smith stated that there used to be a dealership there. Councilwoman Bebermeyer pointed out that there was a building fronting the area and there were two different tenants. Councilman Bowman said he thought the question was whether the sheet metal was fronted on Main, which it was not. Councilwoman Butler asked how they could protect the Town's interest in the property. Mrs. Clary stated that it would ultimately be up to the Town Council if they wished to sell the property. Councilwoman Butler asked if they did not want it to become residential was it in their best interest to make the property Downtown Mixed Use. Mrs. Clary stated that even if they changed the FLUM with that designation, it was still a by right use. She stated that they could potentially request a proffer statement that would prohibit residential use, but that would potentially devalue the property. Mr. McKenzie said that when they were considering the zoning designation Downtown, that it was his understanding that residential use was by right. He continued that the rezoning aspect of the application from Heavy Industrial to Downtown would still allow residential by right. He said that what he was hearing was that they did not want residential at that site, but they were going to rezone that to a district that allowed residential by right. He noted that if an applicant were to approach the Town with an application and the Town made it clear that there were uses that they did not want at the site, then often times the applicant would proffer out undesirable uses. He said that the Town as the applicant could request rezoning to Downtown but submit as a proffer that they will not use the property for residential purposes. He agreed that any limitation of uses would impact the value of the property in terms of resale. Councilman Cutler reported that the majority opinion of the Planning Commission was the FLUM saying Mixed Use. He detailed that it was discussed that keeping that designation would make it unlikely that any future Council would be influenced by a developer proposing to make it residential, adding that it was a prevention effort. He pointed out that the adjacent properties were consistent in size and reach, and as Church Street was approached the properties became more mixed use. Mrs. Clary stated that they could not have one parcel that was dual zoned into two different FLUM categories. She said that if the Town Council's desire was to have the two parcels as Historic District Downtown Mixed Use, Town Staff had not been looking at the possibility since they were trying to keep it in line with the FLUM. She said that they could designate them the same even though they were two parcels. Councilwoman Bebermeyer confirmed that the property was previously five parcels and now would be two. She said that she agreed with Councilman Cutler in that it should just be one property as that was how they were viewing it, and she did not think it was their intention to have residential at the site. Councilman Cutler stated that they needed to decide whether they wanted one or two parcels, and then what did the Council

want its purpose to be. Vice Mayor Harris asked Mrs. Clary if she would share why it would be more difficult in terms of leasing if it was one parcel. Mrs. Clary explained that currently the Town was in a signed lease agreement for the front half of the property, acting as landlords and maintaining the property. She said that if the Town Council decided that they no longer wanted to function as a landlord, then they would easily be able to sell the front half of the property while maintaining the vacant lot at the rear. She offered that if it was partitioned in two, they could potentially have entry to a hypothetical parking area from Cedar Street even if the property fronted by Main Street sold. Mr. Cutler related that the parking behind the structure on the property in question was considered public parking, but there was nothing stopping the Council from splitting the single parcel into two at some point in the future. He stated that the most conservative manner of protecting the piece of property was what he was recommending. Vice Mayor Harris confirmed that it meant as one parcel. Vice Mayor Harris stated that he thought what Councilman Cutler said made sense and it would be his advice that they continue with the Planning Commission's recommendation of having one parcel with a Mixed Use zoning. Councilwoman Butler confirmed that the matter would move to the Town Council meeting for public hearing.

4. Discussion Item: Short-Term Rentals – Mrs. Clary reported that Staff had provided the Council with a redlined version based on feedback received in regard to the recent Short Term Rental Regulation. She detailed that they had clarified the language in Section 1 so that it was clear that if someone exceeded 100 calendar nights per year then a SUP was needed. She continued that they had included the Historic Preservation Overlay in Section 4, which allowed a cap of not more than a certain number of approved SUPs for short-term rentals. She asked if Council had a certain number in mind that she could add and then send the document back to the Planning Commission for review. Councilwoman Butler confirmed that the Town Council was having the first discussion on the changes. She questioned if their purpose was to limit the number of short-term rentals, and, if so, was there a certain percentage allowed in the Historic District versus the Town of Smithfield. Councilman Brooks stated that he had no additional conversations on the matter since the last meeting. He related that he had not discussed a particular number they should allow, and he had not thought about a specific number, or percentage, that would be allowed in the Historic District. Councilwoman Butler observed that a group of Councilmembers had traveled to Edenton, NC and she had been curious as to why they even went. She said she had been told that the main reason for the trip was to look at the Town's waterfront and how it was developed. She noted that Edenton was a smaller town than Smithfield by both population size and square miles, but they had 100 short-term rentals. She asked if that information came up during their trip there. Mayor Smith stated that short-term rentals were not discussed. He noted that they had discussed Edenton's practice of using federal funding to buy properties in the Town. Councilwoman Butler stated that she felt that the comparisons that were completed were not comparable to Smithfield, listing out that Virginia Beach,

Portsmouth, and Norfolk were included. She recommended that research should be done on a town more similar to Smithfield. Vice Mayor Harris reported that they walked around Edenton when they were there and the gentlemen that toured them had reported that the citizens had noted both pros and cons to some of the things that Councilman Brooks had brought up previously. He agreed with Councilwoman Butler's suggestion to complete more comparable research. He related that he also had not given a thought to whether they should limit based on number or percentage. Councilman Bowman recognized that short-term rentals had their purpose, but he was concerned with continuity of community and public safety. He noted that he would like to see updated statistics on the amount of calls for service at short-term rentals versus established residential areas. Councilman Cutler asked if they had any feedback, positive or negative, from citizens during the recent Comprehensive Plan update in regard to short-term rentals. Councilwoman Butler stated that there was none that she could recall. Mrs. Clary stated she was unsure that the issue had been addressed during the most recent update. Councilman Cutler said that he was unsure if it was addressed in the County's Comprehensive Plan update, but they should look at that. Councilwoman Butler recalled that the County had done an amendment to their short-term rental ordinance the previous year. Councilman Cutler stated that they should request information from the County. He asked Mr. McKenzie since their law firm represented several localities throughout Virginia could he share what their ordinances outlined in regard to short-term rentals. He said that he had observed that most often when short-term rentals were applied for, the opposition came from the immediate neighbor. He suggested that if they were going to enforce a policy they should begin with a restrictive, conservative policy and change it as they saw necessary. He also noted that they had an abundance of middle-term renters in their area due to places like the power plant outages. Mrs. Clary reported that in the information provided by the Town Manager, Mr. Stallings, eight of the ten Towns that he surveyed did not have any sort of limit on their short-term rentals. Councilwoman Bebermeyer confirmed that the short-term rental leases were less than 30 days. Mrs. Clary pointed out that the Town only had four approved SUPs for short-term rentals and there were no current prospects, inquiries, or applications regarding the issue. Councilman Brooks added that there were an additional five properties that were short-term rentals that were able to rent out their home 104 days or less. Councilwoman Bebermeyer stated that there were some people who used their home for that purpose but didn't need the SUP since it was for under 104 days. Councilman Brooks asked if it was worth sending to the Planning Commission to be worked on. Mrs. Clary explained that the Planning Commission had drafted their short-term rental ordinance, but she was certain that they would appreciate guidance from the Council. Councilwoman Butler confirmed what the Planning Commission had worked on was the redlined version. Mrs. Clary clarified that information had come from Town Staff after speaking with the Commission and getting an understanding of what they wanted to see. She reported that the Planning Commission had not reviewed the information yet as Staff wanted to get some further direction from the Council. Vice Mayor Harris confirmed that there was no

immediacy to the issue. Councilwoman Butler stated that she did not want to possibly delay a request that would be made while the subject was under consideration. She stated that they would have further discussion after having the information reviewed by the Planning Commission. She agreed with Vice Mayor Harris that they should have information from another Town with a smaller Historic District to get their take on the issue. Councilman Bowman suggested that they also speak with a Homeowner's Association member too to gain their perspective on short-term rentals within neighborhoods. She moved the topic to the next Committee meetings so that they may get additional information for review.

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

1. Discussion Item: Closed Session Minutes – Councilwoman Butler stated that there had been much discussion on whether minutes would be taken or how closed sessions would be recorded. She opened the discussion to the Council. Mayor Smith observed that the Town Manager was not present, and he would like for him to be present for the discussion since he was present during the sessions. He said he did not want to discuss the issue twice and would like to delay the topic until the next committee meeting. Councilman Bowman agreed with Mayor Smith. He suggested that they make sure they understood how the issue was handled in other localities and in accordance with State law. He asked Mr. McKenzie to help inform them of what they could or could not do prior to their discussion. Councilman Cutler stated that there were some illusions by the Council that closed session was opportunity for them to kick back in their chairs and talk since they were not on camera. He stated that he would like to invite the attorney's into their next session to discuss the intent of the Freedom of Information Act (FOIA) law, which was not to give the Council the opportunity to speak casually. He said that it was very specific in that government was not to be conducted in an atmosphere of secrecy. He read "any exemption from public access records or meetings shall be narrowly construed. This chapter shall not be construed to discourage free discussion by government officials or employees of public matters." He said that nowhere in that information did it state intention to allow casual conversation, and it was intended to protect the locality from things that could damage that needed discussion behind closed doors. He asked the attorneys to please clarify the intention of FOIA at their next session. Councilwoman Butler asked Councilman Cutler to define what he meant by casual conversation, and did he feel that their closed sessions had included casual conversations. Councilman Cutler said no, but in their open session discussion of closed session minute taking previously it had been stated that the intention of closed session was so that they could have casual conversation. He stated that was not the case, and even the legal team had made allusions to that as well, and he would like the legal team to brief them on what the purpose was. He stated that he was prepared to cite a number of mistakes that the Town has made or situations where having minutes taken could have saved them trouble.

Councilman Bowman stated that this was why he requested a composite report from the legal counsel. He stated that he did not recall that group alluding to the fact that they could have a casual conversation about the people's business. Mr. McKenzie stated that his firm would be happy to come and discuss FOIA in regard to closed meetings including restrictions and the policy's intent. He stated that once that briefing was completed, they needed to have a conversation on how the Council wanted to put that policy into effect. He stated that he had a discussion with the Town Manager about the possibility of his firm developing a rules of order for the Town Council. He stated that it was his understanding that right now Smithfield had no standing rules of order for its Town Council. Councilman Cutler stated that the Town Manager had a brief draft procedure that he had developed. Mr. McKenzie stated that he understood that draft was only addressing closed meetings, but he was talking a more encompassing rule of order that addressed regular meetings and work sessions as well. Councilman Bowman said that in the Town's Charter they were directed to operate under the rules of the House of Delegates and asked how that would play into what they were offering. Mr. McKenzie stated that he had seen that in the charter, and he had interpreted it to mean that in the absence of any other direction that the House of Delegates rules of order were the baseline. He said that gave deference to specifically adopted local rules of order. Councilwoman Butler recalled that the Town had given the Town Council members each a copy of Roberts Rules of Order. She said she liked the idea of legal counsel providing framework for open meetings, closed sessions, etc. because personally she was not feeling comfortable with either. Councilman Cutler read from the statute further "minutes may be taken during closed meetings of a public body but shall not be required." He said the catch was that "such minutes shall not be subject to mandatory public disclosure." He said that they were retained as such. Councilwoman Butler stated that they would continue the discussion further at the next committee meetings.

Meeting adjourned at 5:11 pm.

RDA Systems, Inc.
PO Box 190
Canton, GA 30169
8003384984
danica.schaefer@rdasys.com



INVOICE

BILL TO
Smithfield, Town of
P.O. Box 246
Smithfield, VA 23430

INVOICE # 101525-004
DATE 10/15/2025
DUE DATE 11/14/2025

DESCRIPTION	AMOUNT
Finance/Procurement, Workforce, & Revenue ERP - Contract Signing +60 Days 25%: One Time License Fee	16,500.00
Finance/Procurement, Workforce, & Revenue ERP - Contract Signing +60 Days 25%: Implementation and Conversion	25,250.00

RDA is now accepting ACH payments through our OpenRDA Vendor
Payment module. Email Danica Schaefer for setup instructions.

BALANCE DUE

\$41,750.00

We also accept checks at our P.O. Box 190, Canton, GA 30169
Invoice Questions? Contact Danica Schaefer at
Danica.Schaefer@rdasys.com by email or 800.338.4984 ext. 4261 by
phone.

Pay invoice



Virginia Control and Electrical Services LLC
804 Curtis Sanders Ct
Chesapeake, VA 23321

10/16/2025

Invoice Number

VCES1399

Due Date

11/15/2025

Town of Smithfield
310 Institute St.
Smithfield, VA 23430

Please Remit To: Virginia Control and Electrical Services, LLC
804 Curtis Saunders Court
Chesapeake, VA 23321

Payment Terms: Net 30

Purchase Order Number: SCIP-25-03
Job Number: TOS2059
Scope of Work: *** FINAL BILLING***

Install Owner Furnished Bypass Pump at Cypress Pump Station in
Smithfield, VA

Contract

51,506.27

TOTAL AMOUNT

51,506.27

Thank you for doing business with us. Payments accepted via Check or ACH.
We reserve the right to bill a monthly finance charge of 1.5% on those accounts not paid per payment terms.



Virginia Control and Electrical Services LLC
804 Curtis Sanders Ct
Chesapeake, VA 23321

10/16/2025

Invoice Number

VCE1400

Due Date

11/15/2025

Town of Smithfield
310 Institute St.
Smithfield, VA 23430

Please Remit To: Virginia Control and Electrical Services, LLC
804 Curtis Saunders Court
Chesapeake, VA 23321

Payment Terms: Net 30

Purchase Order Number: SCIP-25-04
Job Number: TOS2060
Scope of Work: ***PARTIAL BILLING***

Provide and Install New Pump Control Panel and VFDs for the Plaza
Pump Station in Smithfield, VA

Contract

67,322.88

TOTAL AMOUNT

67,322.88

Thank you for doing business with us. Payments accepted via Check or ACH.
We reserve the right to bill a monthly finance charge of 1.5% on those accounts not paid per payment terms.



Virginia Control and Electrical Services LLC
804 Curtis Sanders Ct
Chesapeake, VA 23321

10/13/2025

Invoice Number

VCE1390

Due Date

11/12/2025

Town of Smithfield
310 Institute St.
Smithfield, VA 23430

Please Remit To: Virginia Control and Electrical Services, LLC
804 Curtis Saunders Court
Chesapeake, VA 23321

Payment Terms: Net 30

Purchase Order Number:

Job Number: TOS2007

Scope of Work: Provide SCADA Equipment for Mallory Farm Pump Station in
Smithfield, VA

Contract

26,800.00

TOTAL AMOUNT

26,800.00

Thank you for doing business with us. Payments accepted via Check or ACH.
We reserve the right to bill a monthly finance charge of 1.5% on those accounts not paid per payment terms.



Isle of Wight County
P.O. Box 80
Isle of Wight, Virginia 23397
757-357-7006

INVOICE
ORIGINAL COPY

Due upon receipt

CUSTOMER			INVOICE DATE		INVOICE NUMBER		AMOUNT PAID		DUE DATE		INVOICE TOTAL DUE					
TOWN OF SMITHFIELD			10/24/2025		3140		\$0.00		10/24/2025		\$40,500.00					
DESCRIPTION			QUANTITY		PRICE		UOM		ORIGINAL BILL		ADJUSTED		PAID		AMOUNT DUE	
IT SERVICES FY26 IT SERVICES (JULY-DEC 2025)			1.00		\$40500.000000		EACH		\$40,500.00		\$0.00		\$0.00		\$40,500.00	
INSTALLMENTS																
INSTALLMENT NUMBER		CHARGE CODE	START DATE	DUE DATE	INTEREST DATE	BILLED AMOUNT		ADJUSTED AMOUNT		TOTAL PAID		INTEREST DUE		PRINCIPAL UNPAID		BALANCE UNPAID
1			10/24/2025	10/24/2025	10/24/2025	\$40,500.00		\$0.00		\$0.00		\$0.00		\$40,500.00		\$40,500.00
									Invoice Total:			\$40,500.00				
FY26 IT SERVICES (JULY-DEC 2025)																
INVOICE DUE UPON RECEIPT																

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



Isle of Wight County
P.O. Box 80
Isle of Wight, Virginia 23397
757-357-7006

INVOICE
Remit Portion

Invoice Date	10/24/2025
Invoice Number	3140
Customer Number	399376
Amount Paid	
Due Date	10/24/2025
Invoice Total Due	\$40,500.00

This account is due and payable to: Isle of Wight County Treasurer
upon receipt.
Any remaining unpaid balance will be turned over to collections
after 90 days.

TOWN OF SMITHFIELD
PO BOX 246
SMITHFIELD, VA 23431

**ISLE OF WIGHT COUNTY
DEPARTMENT OF BUDGET AND FINANCE**

REQUEST FOR BILLING

Please Bill:

Organization Name: Town of Smithfield

Contact Person: Laura Ross, Treasurer

Address: PO Box 246

City / State: Smithfield , Va Zip: 23431

Phone Number: 757-365-4287

Fax: 757-365-4286

Email : fhyde@smithfieldva.gov

jhunemuller@smithfieldva.gov

lross@smithfieldva.gov

In the amount of: \$ 40,500.00

Total Amount DUE: \$ 40,500.00

For the following: (please provide specifics)

FY26 IT Services (July-Dec 2025)

Charge Code:	<u>ITSERV</u>	Invoice#	<u>3140</u>
Customer#	<u>399376</u>	Batch#	<u>704</u>

Credit to Org - Object: 6500006-417818

Requested By: Donna A Proffitt **Date:** 10/20/2025

Approved By:  **Date:** 10/23/25

Entered by:  **Date:** 10/24/25

**Shared Technology Use Agreement
Between the Town of Smithfield and
Isle of Wight County**

THIS AGREEMENT FOR SHARED USE OF TECHNOLOGY SERVICES AND EQUIPMENT is made this 1st day of October 2019, between the Town of Smithfield, a Virginia municipal corporation (the "Town") and Isle of Wight County, a political subdivision of the Commonwealth of Virginia (the "County"). The County and Town may hereinafter be referred to jointly as the "Parties" or individually as a "Party."

RECITALS:

The County and the Town recognize the benefit to the Parties that will result from a working relationship in the development of a joint plan for the sharing of technology services. The intent of the Parties is to provide maximum efficiency without duplication of personnel or resources while maintaining sufficient support for the County and Town operations in technology. Recent and projected growth in the County has increased the demand for new and expanded technology resources for both the County and Town. Sharing of Information Technology ("IT") services will avoid duplication of efforts reduce costs and maximize the efficiency for both the County and Town Information Technology departments.

The County and Town understand and agree that this Agreement is intended solely for the purpose of streamlining services and the efficient use of technology services.

1. TERM

The County and Town agree that this Agreement shall continue until terminated by either Party upon written notice of not less than sixty (60) days to the other Party.

2. FEES AND CHARGES

The Town agrees to pay County annually the sum of \$81,000.00 for the services provided and enumerated in this Agreement (the "Annual Fee"). County shall serve the Town with written notice of any cost adjustment to the Annual Fee for services under this Agreement no less than sixty (60) calendar days prior to the anniversary date of this Agreement. Unless the Agreement is terminated or otherwise modified as provide herein, the new Annual Fee will become effective on the anniversary date of this Agreement and shall remain in effect until further modification or adjustment.

3. TECHNOLOGY SERVICES COVERED UNDER THIS AGREEMENT

End-User and Advanced Support and Help Desk

The County Information Technology Department("IT") will be responsible to all Town end-users and help desk support. This is to include, but not limited to, telephone support and on-site computer support.

Active Directory Account Creation & Deactivation

The County IT shall be responsible for all Town Active Directory account creation and deactivation.

Electronic Mail

The County IT shall be responsible for all Town Electronic Mail System Account Creation & Modification. The County IT shall be responsible for all County Electronic Mail system backups. The County IT shall be responsible for maintaining and updates to all Town Electronic Mail distribution lists.

Network Administration and Advanced Active Directory Support

The County IT shall be responsible for Network Administration and Advanced Active Directory support issues. Network security for the Town network shall be managed by the County IT.

Server Hardware Support

The County IT shall be responsible for Server Hardware Support. All costs for repairs or replacement of Town servers will be the responsibility of the Town based on County IT recommendations.

Server Replacement

The County IT will be responsible for server replacement recommendations. The County IT will make arrangements to replace or retire server hardware with equipment as needed in coordination with the Town.

Desktop Computer Replacement

The County IT shall maintain a five (5) year replacement cycle for Town owned desktop computers. The County IT shall maintain an inventory and give annual budget projections for replacement cycle Town owned desktop computer replacements.

Network Infrastructure

The County IT shall be responsible for maintaining the Town Network Infrastructure. All changes in configuration and equipment replacement have the

potential for impacting the operations of the Town IT Network infrastructure so such additions, replacements or changes in configuration shall be subject to approval by the Town. All service impacting changes must be communicated prior to implementation. In the case of emergency repairs the notification should occur as soon as is reasonably possible.

Advanced Network Troubleshooting

The County IT shall be responsible for Advanced Network troubleshooting and configuration issues.

Town Telephone Systems

The County IT shall be responsible for all Telephone Systems.

Electronic Work Order System

The County IT shall be responsible for providing the Town access to an Electronic Work Order system. Administration of this system shall be the responsibility of County IT. The County IT shall be responsible for monitoring, use and work order creation.

Wireless Network Infrastructure

The County IT shall be responsible for all Town wireless network infrastructure.

Virtual Private Network (VPN) Connections for External Town Offices

The County IT shall be responsible for all existing Virtual Private Network connections to external Town offices. The County IT shall be responsible for all end-user support issues at these locations.

Internet Access

The County IT shall be responsible maintaining the ISP (Internet Service Provider) for the Town operations. The County IT shall be responsible for providing, maintaining and configuration of an Internet Firewall.

Internet Web Pages

The County IT shall support and assist in maintaining configuration and content of the Town's web site and Internet presence.

SCALA

The County IT shall be responsible for maintaining and configuring the PEG channel provided by Charter Spectrum Cable. This system will be available for use by the Town for communication to the community via the PEG channel.

4. TECHNOLOGY SUPPORT PRIORITIES

The first priority of the County IT will be the maintenance and successful operation of the technology systems in use by the County. There will be times when resources and personnel are assigned to critical duties and will be limited in availability for Town IT issues.

5. COOPERATIVE DEVELOPMENT OF TECHNOLOGY FACILITIES

The Parties hereto, recognize the possible mutual benefit for the employees and citizens of the County and agree to consider the joint development of Technology facilities whenever possible. Should such joint or cooperative development be feasible, the Parties may enter into separate written agreements to provide details as to rights and obligations of the Parties with respect the development of said joint facilities. This cooperative development may include consideration of possible Technology facilities in the design of future County and Town facilities.

6. MAINTENANCE OF FACILITIES

Maintaining Town property and facilities shall be the responsibility of the Town. Maintaining County properties and facilities shall be the responsibility of the County.

7. AMENDMENTS AND MODIFICATIONS OF THIS AGREEMENT

This Agreement forms the entire agreement among the Parties and supersedes any and all understandings, agreements, letters of intent and negotiations between the Parties relative to the subject matter. This Agreement may not be modified or amended except in writing signed by all Parties.

8. LIABILITY AND COMPLIANCE WITH RULES AND REGULATIONS

Each Party will be responsible for maintaining technology operations in compliance with all rules and regulations required. Nothing herein however shall be deemed to waive any limitations upon liability through sovereign immunity that exists for both Parties as to third parties.

9. ASSIGNMENT

Neither Party shall assign its use of the other's technology services as hereinabove provided; however, either Party may enter into agreements with other parties or agencies to permit the use of technology services under the said Party's supervision and control.

10. NON-DISCRIMINATION

The Parties agree that while in or upon the facilities of the other, that at no

time it shall discriminate against any person on the grounds of race, religious affiliation, color, national origin, disability, age, or gender.

11. COUNTERPARTS

This Agreement may be executed in counterparts, and any number of counterparts signed in the aggregate by the Parties will constitute a single, original instrument.

12. WAIVER

The failure of either to insist upon strict performance of any obligation in this Agreement shall not constitute a waiver of said Party's right to demand strict compliance therewith in the future.

13. GOVERNING LAW AND SEVERABILITY

This Agreement shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, this Agreement shall be determined to have been delivered and accepted by the Parties in the Commonwealth of Virginia. The Parties further agree that any legal action or proceeding arising out of this Lease shall be commenced and tried in the Circuit Court of Isle of Wight County, Virginia to the express exclusion of any otherwise permissible forum.

If any portion of this Agreement shall be adjudged invalid, illegal or unenforceable, no other provision shall be affected in any way.

14. CONFIDENTIALITY

Each Party (the "Receiving Party") understands that the other party (the "Disclosing Party") may disclose Confidential Information to the Receiving Party as defined in this Section in connection with the negotiation of and performance under this MOU. "Confidential Information" means (a) all information disclosed in tangible form by the Disclosing Party and marked "confidential" or "proprietary", and (b) all information disclosed orally or otherwise in intangible form by the Disclosing Party and designated as confidential or proprietary at the time of disclosure.

The Receiving Party agrees to protect Confidential Information (whether disclosed before or after the Effective Date) from unauthorized use, dissemination or publication by using the same degree of care, but not less than a reasonable degree of care, as the Receiving Party uses to protect its own confidential or proprietary information of a similar nature. The Receiving Party will limit the use of and

access to the Disclosing Party's Confidential Information to the Receiving Party's employees or independent contractors who have a demonstrable need to know, who have been notified that such information is Confidential Information and who are under binding obligations of confidentiality no less restrictive than those of this Agreement.

The Receiving Party's obligation to protect Confidential Information under this Agreement will expire two (2) years from the date of expiration or termination of this MOU.

The restrictions of nondisclosure set forth in this Section will not apply to any Confidential Information: (a) after it has become generally available to the public through no fault of the Receiving Party or its consultants, agents or subcontractors; (b) that is rightfully in the Receiving Party's possession before disclosure to the Receiving Party by the Disclosing Party; (c) is independently developed by the Receiving Party without the developing person(s) having access to the Disclosing Party's Confidential Information; or (d) is received by the Receiving Party in good faith from a third party not subject to an obligation of confidentiality. In addition, the Receiving Party may disclose Confidential Information if required to do so by statute, administrative process or court order, provided that (i) the Receiving Party gives the Disclosing Party sufficient advance notice of such disclosure requirement; (ii) the Receiving Party cooperates with the Disclosing Party, at the expense of the Disclosing Party, in trying to seek a protective order in connection therewith; and (iii) the scope of such disclosure is limited to the extent possible.

15. RESOLUTION (to be adopted by each Party)

WHEREAS, there is increased demand on technology services; and

WHEREAS, the employees, Town, County and citizens may benefit by the efficient sharing of technology resources and staff; and

WHEREAS, cooperative use of technology services may be a more efficient use of public funds; and

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors and Town Council, that the County and Town support the establishment of a memorandum of understanding for Shared Technology Use between the County and Town to encourage maximum efficiency in the Technology operations for Town and County IT on the part of the public employees and citizens of Isle of Wight County.

16. EXECUTION

The foregoing agreement was duly adopted, accepted and approved by the Board of Supervisors and Town Council at regular meetings held on the 19 day of September 2019 by the Board of Supervisors of Isle of Wight County and on the 1st day of October 2019 by the Town Council of the Town of Smithfield.

Town of Smithfield

By [Signature]
Mayor

10-1-19
Date

Attest:

[Signature]
Clerk

Approved as to form:

[Signature]
Town Attorney

Isle of Wight County

By [Signature]
Chairman

9-19-19
Date

Attest:

[Signature]
Clerk

Approved as to form:

[Signature]
County Attorney

The Smithfield Town Council held its regular meeting on Wednesday, October 8, 2025. The meeting was called to order at 6:30 PM.

Members present:

Michael Smith - Mayor
Bill Harris - Vice Mayor
Steven G. Bowman
Mary Ellen Bebermeyer
Valerie Bulter
Darren Cutler
Jeff Brooks

Members absent:

None

Staff present:

Michael Stallings – Town Manager
Christopher McKenzie — Interim Town Attorney, Sands Anderson
Lesley King – Town Clerk
Tammie Clary – Community Development & Planning Director
Ed Heide – Director of Public Works
Judy Winslow – Director of Tourism Stephanie Kensicki - Tourism
Laura Ross – Treasurer
Amy Novak – Director of Parks and Recreation
Chris Meier – Deputy Chief, Smithfield Police Department
David Adams - Patrol Sargeant, Smithfield Police Department
Kate Wahl - Police Officer, Smithfield Police Department
Christopher McGough - Sargeant, Smithfield Police Department
Paul Jones - Senior Police Officer, Smithfield Police Department
Casey Owens - Senior Police Officer, Smithfield Police Department
Noah Cecil - Police Officer, Smithfield Police Department
Sam Johnson - Patrol Sargeant, Smithfield Police Department

Press:

Stephen Faleski - The Smithfield Times

Citizens:

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Mayor Smith welcomed all attendees to the meeting and asked all present to stand for the Pledge of Allegiance.

1. Call To Order

2. Pledge Of Allegiance

3. Presentation

- a. Resolution in Support of the Isle of Wight Christian Outreach Program and its 2025 "Friends Helping Friends" Campaign

Mayor Smith read the following Resolution in support of the Isle of Wight Christian Outreach Program (COP) 'Friends Helping Friends' Campaign:

"WHEREAS, the Isle of Wight Christian Outreach Program (COP) has, for more than thirty (30) years, served as a beacon of compassion and practical support for the county's most physically and economically vulnerable residents, including many within the Town of Smithfield; and

WHEREAS, COP provides essential services such as food distribution, home repairs, furnishings for families in need, diaper and dental care, and emergency assistance for utility bills, rent, and medications; and

WHEREAS, the organization now services over 600 families each month, reflecting the growing needs of the community and the importance of sustained support from local churches, civic organizations, businesses, and individuals; and

WHEREAS, the month of October has been designated for COP's annual 'Friends Helping Friends' campaign – a community-wide call to action encouraging donations, volunteerism, and advocacy to meet the needs of our neighbors;

NOW THEREFORE, BE IT RESOLVED, that the Smithfield Town Council does hereby commend the Isle of Wight Christian Outreach Program for its longstanding service and commitment to the well-being of our residents; and

BE IT FURTHER RESOLVED, that the Smithfield Town Council urges all residents, businesses, and community partners to actively support COP's 2025 'Friends Helping Friends' campaign through contributions of time, talent, and resources; and

BE IT FINALLY RESOLVED, that a copy of this resolution be presented to the Isle of Wight Christian Outreach Program as an expression of the Town of Smithfield's gratitude and commitment to continued partnership in serving our community."

b. Smithfield Recreation Association (SRA) Check Presentation

Mayor Smith asked the members of the SRA to come forward for the check presentation.

Derek Joyner, representative for the SRA, thanked the Town, the members of the Town Council, the Parks Department, and all the businesses that had supported the association over the years. He stated that it was a big deal to be a part of the Luter Sports Complex and its growth.

Mayor Smith said that the Town certainly appreciated the SRA and all the programs they provided for children in the community.

Mr. Joyner presented Mayor Smith with a ceremonial check of \$60,000, signifying the final payment of the amount owed to the Town.

4. Closed Session

Councilman Bowman made a motion to go into Closed Session to discuss the topics as specified on the agenda.

Councilwoman Bebermeyer seconded the motion.

Mayor Smith called for the vote, with seven members present. Councilwoman Butler voted aye, Councilwoman Bebermeyer voted aye, Councilman Brooks voted aye, Councilman Cutler voted aye, Councilman Bowman voted aye, Vice Mayor Harris voted aye, and Mayor Smith voted aye. The motion passed unanimously.

Town Council entered into Closed Session at 6:38 pm

Town Council returned from Closed Session at 8:02 pm.

Councilman Bowman made a motion to return to open session, and reported that only the previously mentioned topics were discussed during the Closed Session.

Councilman Brooks seconded the motion.

Mayor Smith called for the vote, with seven members present. Councilwoman Butler voted aye, Councilwoman Bebermeyer voted aye, Councilman Brooks voted aye, Councilman Cutler voted aye, Councilman Bowman voted aye, Vice Mayor Harris voted aye, and Mayor Smith voted aye. The motion passed unanimously.

Councilman Bowman reported that the conclusion had been reached after in-depth discussion and investigation had been completed that certain mistakes had been made in regard to the compensation of the former Town Attorney. He specified that the mistakes were of omission, noting that the Town had maybe not caught on to the changes in the amounts involved. He said that he was not of the belief that there was anything nefarious done by Mr. Riddick. Councilman Bowman made a motion to forego any outstanding amount due to the Town of Smithfield from the Former Town Attorney.

Councilwoman Butler seconded the motion.

Councilman Cutler thanked Councilman Bowman for his remarks and the other Council members for their discussion in the Closed Session. He stated that his position on the topic was with the citizens and defense of their money was important to him. He stated that an audit was completed of the law firm's billing and found an over-payment of \$99,028 from the period of July 2008 through the period of July 2025. Councilman Cutler made a substitute motion for the Town Council to direct the Interim Town Attorney to send a letter to Mr. Riddick's law firm to request repayment of \$99,028.00.

Mayor Smith asked if there was a second to the motion. Hearing none, he returned to the original motion made by Councilman Bowman and seconded by Councilwoman Butler.

Mayor Smith returned to Councilman Bowman's original motion and called for the vote. Councilman Brooks voted aye, Councilman Cutler voted nay, Councilman Bowman voted aye, Councilwoman Bebermeyer voted nay, Councilwoman Butler voted aye, Vice Mayor Harris voted aye, and Mayor Smith voted aye. The motion passed 5/2.

Councilman Bowman made a motion to approve the acquisition of the right-of-way at Red Point Taphouse for the amount of \$20,000. He explained that the Town had done their due diligence on the matter, including having an appraisal of the right-of-way in question completed. He noted that the purchase amount was below fair market value for the property, and he felt that the Town was getting a fair deal.

Mr. Brooks seconded the motion.

Mayor Smith called for the vote, with seven members present. Councilman Brooks voted aye, Councilman Cutler voted aye, Councilman Bowman voted aye, Councilwoman Bebermeyer voted aye, Councilwoman Butler voted nay, Vice Mayor Harris voted aye, and Mayor Smith voted aye. The motion passed 6/1.

Mayor Smith stated that there had also been a discussion held in regard to the Grange at 10 Main, and asked if any Council member wished to make a motion in regard to the matter.

Councilman Bowman questioned if a motion needed to be made in regard to the matter at the point they were currently at.

Mayor Smith stated that he was in agreement.

- a. Closed Session for the discussion of cost negotiations, more specifically, Right of Way acquisition at Red Point Taphouse pursuant to 2.2-3711 A3 of the Code of Virginia
- b. Closed Session for the discussion of Acquisition / Disposition of Real Property, more specifically, The Grange @ 10Main pursuant to 2.2-3711 A3 and A5 of the Code of Virginia
- c. Closed session for discussion with Legal Counsel regarding legal matters and possible litigation, more specifically, Former Town Attorney's contract pursuant to 2.2-3711 A7 and A8 of the Code of Virginia

5. Informational Reports

- a. Town Manager's Activity Reports

The Town Manager reported that there was a small model truck that he had brought in to show the Council with the Town of Smithfield's information on it. He added that there was a real-sized advertising truck with the same information on it that was currently being driven around Raleigh, North Carolina, as the tourism department had received data that the Town drew many tourists from that area. He also noted that the Council had received a copy of a memorandum from Mr. Robert Small, the attorney for the homeowners at 1502 McGruder Street, that gave an update on where the matter involving that property stood. He observed that the property owners were present if the Council had any questions.

Mayor Smith reconfirmed that the owners were present and asked if the Council had any questions.

Councilman Bowman stated that he had questions for the property owners and requested a moment to read the memorandum as the Council members had only received it at the start of the meeting and had not had sufficient time to review the information. He said that according to the information given by Mr. Small, the property owners had agreed to have everything taken care of by November 6th.

The property owner, Mr. Harris, confirmed that information.

Councilman Bowman outlined that the matter had been going on for over a year, and recognized that the owners had ambitions to rebuild and move on. He reported that the Council had to maintain the order of the Town, which included the building and associated structures being demolished and cleaned up in order to bring the site up to the Town's standards. He asked Mr. Harris if he was aware that if they did not clean the property up by November 6th, then the Town would take action to have the building demolished.

Mr. Harris stated that he understood.

Mayor Smith asked if the property owner had legal counsel present.

Mr. Harris stated that Mr. Small had previously informed the Council that he would be unable to attend October's meeting as he would be out of town, which was why he had brought the memorandum.

Mayor Smith read from the memorandum: "We disagree as to her decisions concerning the pool and shed." He asked for more information about what the disagreement stemmed from.

The Town Manager reported that there had been a Zoning Determination that had been sent out previously that indicated that the pool and shed on the property were non-conforming uses and could not exist in the Chesapeake Bay Preservation Area (CBPA). He stated that the owner had a window of time to be able to appeal that determination to the Board of Zoning Appeals (BZA), noting that there was a 30-day window for the appeal to be made.

Mayor Smith asked for the timeline following the filing of the appeal.

The Town Manager explained that the BZA would then have a hearing and determine whether they agreed with Mrs. Clary's ruling.

Interim Attorney McKenzie related that since the owner, Mr. Harris was represented by counsel, and they had indicated that they intended to appeal the determination, his recommendation was that the Town Council withhold any further questioning until the matter was before the BZA.

Councilman Bowman pointed out that the house structure could still be demolished while the appeal process proceeded for the pool and shed.

Interim Attorney McKenzie said that was correct as they were two different determinations. He noted that the blighted structure determination was under one specific part of the Town's code and Mrs. Clary's determination was made under the Zoning Ordinance.

Councilman Bowman noted that the issue had been going on for a long period of time, and the

issue had been a contentious one.

The Town Manager stated that outside of the issue just discussed, included in the Council's informational packet was his Monthly Activity Report along with the Committee Summary Reports.

b. Committee Summary Reports

c. Smithfield Police Department Presentation "Destination Zero Award" by Deputy Chief Meier

Deputy Chief Chris Meier reported that the Smithfield Police Department had been awarded the 2025 National Officer Safety and Wellness Award for Officer Traffic Safety. He detailed that the award had been given based on the department's policies, programs, and initiatives in officer safety. He stated that the award was received from the National Law Enforcement Officers Memorial Fund, and they created a video about the Smithfield Police that he would play for them.

The Town Manager stated that Sargeant Christopher McGough was responsible for putting the application together and sending it in for consideration. He said that he wanted to thank him for the work he had completed. He additionally recognized that Sargeant McGough had been in charge of the National Night Out celebration held the evening prior, and the Town truly appreciated all the work that he had done.

Mayor Smith recognized that Sargeant McGough began planning for the next National Night Out nearly a year ahead of the event. He observed that it was a great community event and took much work to put on.

Councilwoman Bebermeyer congratulated the department on their award, and stated that the National Night Out event the evening prior had been a great event.

6. Upcoming Meetings And Activities

October 7 - 5:00 - 7:00 p.m. - 2025 National Night Out @ Luter Sports Complex
October 8 - 6:30 p.m. - Town Council Meeting
October 13 - Town Offices Closed in Observance of Columbus Day
October 14 - 6:30 p.m. - Planning Commission Meeting
October 21 - 6:30 p.m. - Board of Historic and Architectural Review
October 21 - 7:30 p.m. - Board of Zoning Appeals
October 27 - 3:00 p.m. - Town Council Committee Meetings
October 31 - 5:30 p.m. - Downtown Safe Trick-or-Treating

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

7. Public Comments

Eric Leaman - Mr. Leaman of 111 Thomas Street in Smithfield reported that the comments that he wanted to make were not directed at the Town Council members personally, but were intended to highlight a situation that needed to be recognized and corrected over time. He related that Smithfield was a unique and diverse community and the Town Council needed to reflect the racial, gender, geographic, generational, and socioeconomic reality of the people it served. He stated that the current Council did not meet that standard in total. He said that the Town was far larger than its Historic District, yet 5 of 7 Council members were neighbors in that district. Mr. Leaman said that other large and small neighborhoods, such as Moonefield, Canterbury, Cypress Creek, and Wellington Estates, currently had no representation. He noted that the median age of residents in Smithfield was 47, with a wide range of family sizes and stages. He pointed out that of the 5 active generations over the age of 18 in the Town, only 2 were represented. He continued that Smithfield was about 74% White, 20% African-American, and 4-5% Latino, yet the current Council included only one member of color. Mr. Leaman stated that women made up nearly half of the town's population, yet only two of seven members were female. He said that

the median household income in Smithfield was \$110,000, but nearly 7% of the residents lived in poverty and many working families fell well below the median. He said that the Council represented the upper tier of income rather than the full range of working class and professional families in the town. He acknowledged that there was no way to change the makeup of the Council in the short-term, but there were some steps that the Council could take to increase public involvement, support, and trust. Mr. Leaman recommended that they should review the diversity of the town's appointments by actively recruiting female, minority, working class, and younger citizens for the open seats on the Town's boards and commissions. He related that even the Planning Commission had the same gender and racial imbalances. He additionally suggested that they engage in geographical outreach with the Town and Council conducting listening sessions in all of Smithfield's neighborhoods. He noted that they needed to embrace the voices of residents in the newer and older neighborhoods. Mr. Leaman stated that if people chose to live in Smithfield and contribute to the Town's tax revenues, then they deserved to be heard. He said that it would be beneficial if the Town created a neighborhood liaison program, adding that it should be considered as Smithfield did not use electoral districts. He noted that each Council member could be designated as the liaison to a local neighborhood beyond where they lived, thereby ensuring that every part of town had a consistent point of contact within the Council. He reiterated that he was not blaming the Council, but was blaming the process. He pointed out that a healthy democracy depended on public involvement, but Smithfield's citizens were not actively encouraged to participate meaningfully in local government. He recognized that meetings, schedules, and decisions felt inaccessible to a working family. He said that he also blamed the fact that it was so easy by a local newspaper in 2024 and a Political Action Committee (PAC) to influence the outcome of an election which narrowed the representation in the Town. He reported that the two topics would be addressed by himself and others at a later date. Mr. Leaman reported that Smithfield deserved better and did not deserve blame or division. He noted that it deserved a renewed commitment to be really fair, transparent, and balanced in how they choose and support their leadership.

Vice Mayor Harris thanked Mr. Leaman for coming forward with a very important issue, but more importantly, for offering ideas for solutions to the issue as well. He related that identifying problems was something that everyone could do, and that they did quite regularly. He reiterated his appreciation of offering ideas to address issues.

8. Council Comments

Councilman Cutler thanked Mr. Leaman for his comments. He said that he had also touched on changes that could be made to the budget or composition at the Planning Commission meeting. He reviewed that at the last Committee meeting he had spoken about work that still needed to be completed to correct problems in the Town. He reported that part of his discussion had been the suggestion of forming a committee, group, or designating an individual that would follow up on corrections that needed to be made in reference to recent events. He observed that the question that they needed to be asking themselves was what the barriers were that prevented a more diverse population from getting onto the Town Council. He stated that one thing that he had learned from being on the Council was the costs involved, adding that he knew that they didn't make money doing the job, but they actually lost money. Councilman Cutler said that when they reviewed the compensation structure of other localities, the Town's pay of \$300 per month did not support someone like a young, working mother. He noted that the election was just over a year away, and they should ask what they could do. He noted that the Planning Commission was paid \$60 per meeting, but the information needed to be reviewed for last month's meeting was over 1400 pages. He stated that there were a host of reasons like that to explain why there was a shortage of interest in serving in local government or submitting information to the Talent Bank for consideration. Councilman Cutler encouraged Mayor Smith to appoint a committee to seek some modernization efforts as it related to the Town Staff. He acknowledged that after his meeting with the Town Manager he understood that there were personnel in the Town that were wearing too many hats, which could be the cause of some of the issues they had run into recently. He pointed out that there was not a staff member dedicated to contracts or one dedicated to safety, and those were positions that required individual attention. He stated that it was analysis that needed to be done across the board in Town.

Councilman Bowman reported that the General Assembly had passed a measure that allowed an increase in potential earnings for Board Supervisors and Council members dependent on factors

such as population. He noted that if they voted on such an action, and it passed, it would not go into effect until the next election occurred.

Interim Attorney McKenzie stated that he would need to double-check, but he thought that statement was correct.

Councilman Bowman pointed out that they were getting very close to the next election, and there were some legal ramifications in setting salaries and when they may become effective. He recommended that the Town Council request Interim Attorney McKenzie to report on the following: the timing aspect of the issue and the salary scale that was available for a town with a population under 10,000.

Mayor Smith recalled that the issue had also been discussed by Isle of Wight County, and former Supervisor Dick Grice had discussed the issue with the Council previously. He noted that he had said that the current members would not benefit from raises, but the next people elected would. He related that there had been ongoing discussion for years about how to attract different people to serve on the Town Council.

Councilman Bowman stated that he thought that the last time someone had successfully made a motion on the subject was Andrew Gregory around 2012 or 2013.

Councilman Cutler stated that he did not want to get wrapped up in the compensation aspect, adding that it was not necessarily a decision that needed to be decided on at the current meeting. He recommended that the matter be added to the agenda for the next Committee meetings so that they may form a committee to address the recent accounting issue, assessment of the Council's compensation following the attorney's report, a similar assessment of the Planning Commission, assessment of one-time purchases that could be made for software and modernizations, and possible hiring of another employee. He acknowledged that the Town had completed a wage study previously and there were some other resources that could be brought to the meeting as well.

9. Consent Agenda Items

Councilman Bowman made a motion to approve items C(a) through C(f) on the Consent Agenda.

Councilman Cutler seconded the motion.

Mayor Smith called for the vote, with seven members present. Councilwoman Butler voted aye, Councilwoman Bebermeyer voted aye, Councilman Brooks voted aye, Councilman Cutler voted aye, Councilman Bowman voted aye, Vice Mayor Harris voted aye, and Mayor Smith voted aye. The motion passed unanimously.

- a. Adopt Ordinance to Amend Town Code Chapter 82 - Utilities
Water and Sewer Committee Chair, Darren Cutler

Councilman Cutler explained that the change was not an increase or change to fees, but was modernization that required updating the water and sewer ordinances in the code.

- b. Invoices Over \$20,000 Requiring Council Authorization:
Finance Committee Chair, Jeff Brooks

The Blair Brothers, Inc. - Street Pavings and Patchwork	\$120,240.00
Isle of Wight County - FY 2024/2025 Tourism True-up	\$304,504.59
- c. Adopt Ordinance to Amend Town Code to Repeal Section 70-223 Registration Fees for Use of Windsor Castle Dog Park
Public Buildings and Welfare Committee Chair, Valerie Butler
- d. Adopt Ordinance to Amend Town Code Section 60-1 Regarding Yard Sale Permits
Public Buildings and Welfare Committee Chair, Valerie Butler

Councilwoman Butler noted that the amendment would limit owners to two yard sales per month.

- e. Motion to Approve the Proposed Fee Schedule for the Community Development and Planning Department

Public Buildings and Welfare Committee Chair, Valerie Butler

- f. Approval of the Town Council Summary Minutes from September 2nd and September 12th, 2025
Mayor Michael G. Smith

The Town Manager explained that Staff had reviewed the minutes and recommended approval as presented. He confirmed that the minutes could be adopted under the Consent Agenda and did not require their own motion.

10. Action Items

- a. PUBLIC HEARING: Text Amendment - Zoning Ordinance - Article 9 - Landscaping
Tammie Clary, Director of Community Development and Planning

Mrs. Clary explained that the proposed text amendment was to Article 9.C.2.e. removing the requirement for tree canopies on platted lots in accordance with VA Code 15.2-961. She reported that the language in the Zoning Ordinance would mirror the language provided in the State Code. She stated that the Town Staff suggested a favorable approval.

Mayor Smith opened the public hearing on the matter. He asked if anyone present wished to speak on the matter. Hearing and seeing none, he closed the public hearing.

Councilman Bowman made a motion to approve the amendment as presented. Vice Mayor Harris seconded the motion.

Mayor Smith called for the vote, with seven members present. Councilman Bowman voted aye, Councilwoman Butler voted aye, Councilman Cutler voted aye, Councilwoman Bebermeyer voted aye, Councilman Brooks voted aye, Vice Mayor Harris voted aye, and Mayor Smith voted aye. The motion passed unanimously.

- b. PUBLIC HEARING: Text Amendment - Zoning Ordinance - Attached and Multi-Family Residential - Smithfield Zoning Ordinance Article 3.E and 3.F
Tammie Clary, Director of Community Development and Planning

Mrs. Clary reported that the proposed text amendment was to Article 3.F removing the requirement to provide recreational vehicle parking in Section I.2.B making it a Special Use Permit (SUP) requirement in Section C.24, and allowing public and private travelways in Section I.3. She noted that per the Planning Commission's recommendation, the requirement for contiguous open space remained in Section G.5, and the Town Staff suggested a favorable approval.

Mrs. Clary stated that the next proposed text amendment was to Article 3.E, removing the requirement to provide recreational vehicle parking in Section I.2.B, making it a SUP requirement in Section C.2, and allowing public and private travelways in Section I.3. She said that the Planning Commission recommended that the requirement for contiguous open space remain in Section G.5. She added that the Town Staff suggested a favorable approval of the proposed amendment as well.

Mayor Smith opened the public hearing on the matter. He asked if anyone present wished to speak on the matter. Hearing and seeing none, he closed the public hearing.

Councilman Brooks made a motion to approve the amendments as presented. Councilwoman Bebermeyer seconded the motion.

Mayor Smith called for the vote, with seven members present. Vice Mayor Harris voted aye, Councilman Cutler voted aye, Councilman Bowman voted aye, Councilman Brooks voted aye, Councilwoman Bebermeyer voted aye, Councilwoman Butler voted aye, and Mayor Smith voted aye. The motion passed unanimously.

- c. PUBLIC HEARING: Text Amendment - Site Plan Requirements - Smithfield Zoning Ordinance Article 11
Tammie Clary, Director of Community Development and Planning

Mrs. Clary reported that the proposed text amendment to Article 11 would bring Smithfield's site plan requirements in line with the Virginia Code, which recently replaced the Planning Commission with the designated agent as the reviewer of site plans. She noted that the Virginia Code also did not allow for a preliminary site plan preconference. She related that Town Staff cleared up the language for minor and major site plans and included the requirement of a preliminary plat if more than 50 lots were present. She added that the Town Staff had also updated the sewer systems with the new language from our adopted CBPA Ordinance and updated review timelines to follow the Virginia Code. She said that the final change was to the appeals process, which was clarified as going to the Board of Zoning Appeals (BZA), not the Planning Commission. Mrs. Clary observed that the revisions aligned the site plan requirements with current modern zoning practices. She reported that the Planning Commission had voted to favorably recommend the amendment to the Town Council in a 4 to 2 vote with the following additions:

- J.3.b will not be limited to only the agencies on the list. The list will also include police, IOW County, Schools, Museum, and other utilities.
- Remodeling commercial structures may qualify as a minor site plan if in the opinion of the Zoning Administrator it is in conformance with the intent of this Article.

Mrs. Clary reported that the Town Staff was continuing to work on updating the language for the major and minor site plans, with their suggesting approval of the amendment.

Mayor Smith opened the public hearing on the matter. He asked if anyone present wished to speak on the matter. Hearing and seeing none, he closed the public hearing.

Councilman Cutler made a motion to approve the amendment as presented. Councilman Bowman seconded the motion.

Mayor Smith called for the vote, with seven members present. Councilman Brooks voted aye, Councilwoman Butler voted aye, Councilwoman Bebermeyer voted aye, Councilman Cutler voted aye, Councilman Bowman voted aye, Vice Mayor Harris voted aye, and Mayor Smith voted aye. The motion passed unanimously.

d. PUBLIC HEARING: Text Amendment - Smithfield Subdivision Ordinance and Town Design Standards

[Tammie Clary, Director of Community Development and Planning](#)

Mrs. Clary explained that the proposed text amendment was to Article 2 bringing the Town's general regulations for subdivision requirements in line with the Virginia Code, which recently replaced the Planning Commission with the designated agent as the reviewer of site plans. She reviewed the following changes:

- Article 3 was updated to include Hampton Roads Planning District Commission (HRPDC) and Virginia Department of Transportation (VDOT) regulations.
- Article 4 was updated to the designated agent and included additional authorities for regulations.
- Article 5 was updated to the designated agent and removed the requirement for a planning conference.
- The review times and number of copies required were updated.
- Article 6 requires Town Council to approve private streets. Article 7 clarifies bonding requirements.
- Article 8 was repealed as it is repeated in Article 11 of the SZO.
- The checklists for preliminary plats, public improvement plans, and final plats were updated.
- Incorporation of Smithfield's Design Standards into the Subdivision Ordinance as Article 8.

Mrs. Clary reported that the Planning Commission unanimously voted for a favorable recommendation of the text amendment be forwarded to the Town Council. She added that the

Town Staff included additional language in the Design Standards requiring contractors to notify affected residents of utility disruption 48 hours prior, and that the Town Staff suggested approval.

Mayor Smith opened the public hearing on the matter. He asked if anyone present wished to speak on the matter. Hearing and seeing none, he closed the public hearing.

Councilman Bowman made a motion to approve the amendment as presented. Councilman Cutler seconded the motion.

Mayor Smith called for the vote, with seven members present. Councilwoman Bebermeyer voted aye, Councilman Brooks voted aye, Councilman Bowman voted aye, Vice Mayor Harris voted aye, Councilwoman Butler voted aye, Councilman Cutler voted aye, and Mayor Smith voted aye. The motion passed unanimously.

11. New Business

Mayor Smith confirmed that there was no New Business for discussion.

12. Old Business

a. Special Use Permit - Short-Term Rental - 139 Sykes Court Public Buildings and Welfare Committee Chair, Valerie Butler

Mrs. Clary reported that the applicant was seeking approval to rent 139 Sykes Court, which was an existing single-family residential dwelling, as a short-term rental property. She said that according to the Smithfield Zoning Ordinance (SZO) Article 2.Z.1, short-term rentals as principal uses were permissible by Special Use Permit (SUP) only. She stated that there were no changes to the property proposed in order to accommodate the short-term rental. She observed that there were currently 4 other approved SUPs located at 111 Institute Street; 205 Chalmers Row; 233 S Mason St; & 328 Main Street. Mrs. Clary reported that 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. She stated that the conditions required a signed and notarized short-term rental affidavit ensuring compliance. She reported that the application was favorably recommended by the Planning Commission to the Town Council at their June meeting.

Anna Boyer, of 11183 Burwells Bay Road in Smithfield, was present to discuss the request. She stated that she was the owner of other short-term rentals in town and had welcomed hundreds of guests into her homes without any issues. She stated that her guests were vetted, and she maintained high standards to ensure that they treat the property and the surrounding community with respect. She reported that she had received "super host" status with Airbnb, which was only given to hosts that met strict criteria. Mrs. Boyer related that short-term rentals supported local businesses, restaurants, shops, and attractions. She continued that, according to several independent studies, short-term rentals contribute millions of dollars annually to small town economies through increased tourism spending. She observed that in her rentals she kept books that detailed all the shops and restaurants within walking distance as well as information on the festivals and farmer's markets. She noted that if a rental was requested that she had already booked, she gave referral information to the Inn, Smithfield Station, etc. Mrs. Boyer continued that responsible short-term rentals had helped to preserve older homes, increase tax revenue, and reduce blight. She reported that she fully supported reasonable regulations that ensured safety, accountability, and neighborhood integrity. She stated that after the June meeting she had received many calls and texts from people in the community who were in support of the Airbnb, with one such supporter being a resident on Chalmer's Row where her other short-term rental had been for the last four years. Mrs. Boyer read from the letter which attested that the rental was the best looking home on the street, with the renters keeping to themselves, and the home being meticulously maintained, and the writer added that it was untrue that short-term rentals resulted in less investment in the community.

Councilman Bowman asked Mrs. Boyer if she had received any complaints from neighbors regarding parking, noise, etc.

Mrs. Boyer said that in the over four years that they had been running the rental on Chalmer's

Row, they had seen maybe two people complain about a truck parking too far out into the driveway, which was remedied with a notification to the renters. She related that she had one noise complaint about a gentleman speaking loudly on the phone at 8:30 pm on the front porch, which was also remedied with a call to the renter in question. Mrs. Boyer said that at the property on Sykes Court a neighbor had not been happy about street parking, so they adjusted the check-in rules to specifically mention utilizing the full driveway and parking only in front of the house. She observed that public street-parking was allowed on that street.

Mr. Bowman asked Mrs. Boyer if she felt she had satisfied the concern of the neighbor.

Mrs. Boyer stated that she felt she had. She said that she had attempted to reach out to the speaker who had voiced concerns, but she had not been able to connect with her.

Councilman Brooks reported that the Town Council had been given much data and information by the Town Staff regarding other localities policies for short-term rentals. He stated that he did not want to go into the current short-term rental rules at that time, but he felt that they should be revisited. He stated that the guidelines had been made by a previous Town Council years ago, and at that time there was information to support the rules created. He reported that the popularity of short-term rentals had become an increasing issue for localities. He acknowledged that he was not prepared to say what should or should not be done at the current meeting.

Councilman Brooks motion to deny the SUP request for a short-term rental due to the concerns raised by the neighbors.

Vice Mayor Harris seconded the motion.

Mayor Smith called for the vote, with seven members present. Councilman Brooks voted aye, Councilman Cutler voted aye, Councilman Bowman voted nay, Councilwoman Bebermeyer voted aye, Councilwoman Butler voted nay, Vice Mayor Harris voted aye, and Mayor Smith voted aye. The motion passed by a vote of 5/2.

b. Conditional Rezoning and Special Use Permits - Sheetz
Public Buildings and Welfare Committee Chair, Valerie Butler

Mrs. Clary reported that the applicant was 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. She related that the requested uses were also in line with the Future Land Use Map (FLUM), as the current designation was Corridor Mixed Use, which provided for primary commercial uses. She detailed that the 6,139 square foot convenience store would feature a 4,170 square foot fueling station canopy, with 6 double-sided self-serve fueling stations. She noted that in addition to traditional convenience store offerings, there would be a made-to-order food menu, coffee bar, smoothies, indoor and outdoor seating, and the store would operate 24 hours a day, 7 days per week. Mrs. Clary stated that the site had existing access servicing Sherwin Williams and would also include a right-in/ right-out entrance shared amongst the subdivided parcels. She said that there would 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.

Mrs. Clary stated that the applicants had included an updated conceptual plan in general conformance with the originally submitted plan for potentially 3 users in addition to the Sheetz. She related that, as proffered, any additional users would need to be reviewed and approved by the Planning Commission. She reported that the 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 VDOT's comments prior to the Council meeting.

Randy Royal of 4525 Main Street in Virginia Beach, reported that he was representing Kimley-Horn Associates thanked Mrs. Clary for all of her assistance and felt that they had a good plan to bring Sheetz to Smithfield. He pointed out that he had brought representatives from Sheetz and the developer if the Council had any additional questions.

Councilman Cutler noted that many town residents had boats or large trailers as it was a farming community. He noted that many boaters preferred to use non-ethanol fuel. He also stated that a citizen had reached out to him and asked about Electronic Vehicle (EV) charging at the site. He related that the closest completion for EV charging was Richmond and 30 minutes away in Hampton.

Todd Casado, the Senior Real Estate Market Manager for Sheetz, reported that there would be an offering at the site for ethanol-free fuel and that they frequently included areas with long curb lines to accommodate trailer parking. He noted that there was not EV charging in their plans currently. He explained that the National Electric Vehicle Infrastructure (NEVI) funding had changed when the administration changed, and as such he was unsure how much of those funds were available. He stated that their company partnered with brands such as Tesla, EVgo, Electrify America, and Iona, and once the engineers got into the site planning aspect of the project, their energy market team would share Smithfield's information with those EV vendors to gauge their interest. Mr. Casado observed that they did have a space identified for chargers should that come to fruition.

Councilman Brooks made a motion to approve the conditional rezoning and SUP. Councilman Bowman seconded the motion.

Mayor Smith called for the vote, with seven members present. Councilman Brooks voted aye, Councilman Cutler voted aye, Councilman Bowman voted aye, Councilwoman Bebermeyer voted aye, Councilwoman Butler voted aye, Vice Mayor Harris voted aye, and Mayor Smith voted aye. The motion passed unanimously.

13. Additional Discussion

a. Reading of Former Town Attorney's Resignation [Mayor Michael G. Smith](#)

Mayor Smith reported that the Riddick and Pope Law Firm requested that he read the former Town Attorney's resignation letter so that it may be entered into the record.

"Dear Mayor Smith and members of Town Council:

It is perfectly clear to me after Tuesday's council meeting that I can no longer represent Smithfield as its Town Attorney. The vitriol that spilled forth made me realize that we cannot go on as before. Further, I will not and cannot represent a body that includes as a member a person who is unwilling to listen to and heed my legal advice about matters that subject the Town to potentially great liability.

I have served as the Town Attorney for more than 32 years. I have been honored to do so. I have had the great pleasure of working with dozens of truly fine public servants who wanted nothing more than to see Smithfield grow, thrive and prosper. I have said and I truly believe that I have been lucky to represent the Town during its "golden age". One needs only to look around town to see what an incredible place that Smithfield has become. The many Town Councils before you had great vision and a determination to make Smithfield better. I take no credit for their decision making but someone had to make their visions a reality and I was fortunate to be a part of those efforts.

The Town has been well served by its staff. They work hard to make things happen and I have enjoyed working with them to get things done. I have had the pleasure of working with four different Town Managers and countless employees and found them to be dedicated and cheerful

in their work. The current Town manager is as good as they come and you are lucky to have him. All of them could work elsewhere for more money but they choose to work here.

The list of accomplishments of the Town during my tenure is long: the Main Street and Church Street projects; the Smithfield Center; Windsor Castle Park; the Luter YMCA; the Luter Sports Complex; two successful annexations; renewed water withdrawal permits, the HRSD force main; the Pinewood Heights acquisition/relocation project; the Jersey Park community improvements; the Rising Star community rehabilitation; acquisition of the V W Joyner property on Main Street; acquisition of the current Police Department and Town Managers offices; construction of the Reverse Osmosis plant; the Smithfield Foods office complex development on the wharf and many more which you would have no reason to know about. I ride around town and feel a great sense of pride that I helped to make all of these things become a reality.

On top of all of that, I am very proud that in my 32 years of representation, the Town has never been successfully sued for any serious claims. I believe I have offered sound legal advice at a fair price. It has never been about the money for me. Smithfield is my home and I had a vested interest in making it a nicer place to live.

The current issue of my compensation has, in my view, been blown completely out of proportion. It is abundantly clear that the Town has no records whatsoever pertaining to my employment which began in 1993. I point out that I am not the keeper of the Town's records and find it hard to believe that over these many years there is no file devoted to my employment. Since 1993, I was regularly evaluated and my compensation was adjusted accordingly. The statute that is now being used to criticize me had not been adopted in 1993 and I had no reason or cause to review it. I was hired under the same compensation terms as the previous town attorney, Rodham T Delk Jr., who had been appointed as a Circuit Court Judge. I was reminded last Friday that due to an audit and an IRS inquiry, my compensation package was revised to make me a W-2 employee and my firm a 1099 vendor. I do not recall any of the reasoning behind that change 17 years ago but I did not object to it. Over the years my compensation was adjusted at the time of my evaluations in the same way that the Town Managers received adjustments to their pay. Again, there is no written documentation of any of it other than the 2008 fee agreement and copies of three evaluations that I provided.

Nevertheless, during the entire tenure of my employment I prepared and submitted itemized billings statements monthly. All of my bills were reviewed and approved and I was paid by checks issued by the Town. I have never received one penny from the Town for anything but work that was done at the direction of the council or Town manager. The notion that I overcharged the Town since 2008 is absurd and your decision to audit my billings since then is a waste of town resources. If anything, I have been under compensated as there is written proof on my 2002 evaluation form that my monthly retainer was to be increased to \$1,000 per month. Please remember that I did not become a W-2 employee until 2008. By my calculations, the Town has underpaid me by a sum of more than \$130,000 but that seems to be conveniently lost in the discussion. Further, you cannot reasonably believe that I had not been approved for rate increases since 2008.

The most disturbing thing to me about this whole issue is the way it has been handled. I do not object that anyone raised the issue. It is a legitimate concern and one that should be addressed. I did not object to outside legal counsel being involved. Frankly, Ms. Alejandro confirmed everything that I would say. There was no intent by me to deceive or defraud the Town and that the matter was obviously caused by a lack of a formal process and misunderstanding and miscommunications. I agree with all of her conclusions.

My strong objection is that I was not afforded the basic courtesy of being informed about the allegation at hand and given an opportunity to address them within the organization just as any other employee would have had the opportunity to do. To the contrary, I was first made aware that there was a concern about my compensation by an email from Steve Stewart with The Smithfield Times, which I received on Monday morning of August 18th. He advised me that he wanted my comments before midday for his article that afternoon concerning my performance review. I responded as best I could remember, but in hindsight I should not have. My experience is that nothing good ever comes from interactions with him and he quickly proved me right. I was vilified and quickly made to look guilty until proven innocent. At that point I had been denied any semblance of due process from my employer. In his editorial, Mr. Stewart stated that

"It's one thing for Riddick to clam up when the Times asks him questions. He doesn't like us anyway." Actually, I do not know Mr. Stewart well and whether I like him or not is irrelevant. Mostly I do not respect the way, in my view, that he chooses to use his paper to make news rather than simply reporting it. I do not understand someone's motivations to foment hate and discontent on the pages of a local paper. Moreover, I do not understand why it is so important to the Smithfield Times that I no longer serve as Town Attorney. I know for a fact that with this most recent effort, this is at least the third time that an editor or former editor of the Smithfield Times has tried to get rid of me. I suggest that the question you should ask yourselves is 'why.'

He further took me to task for not giving my bosses, you, the Town Council, a clear explanation. I did not owe the newspaper editor any explanation and I chose not to further communicate with him. I did owe the Town Council an explanation and was given that opportunity on Friday, August 29th. If you recall, I immediately accepted responsibility for the billing error and offered to make it right. I refused to assign any blame to anyone else but I continue to maintain that my billings were fair, reasonable and authorized. Had I been given that opportunity sooner this could have all been resolved and we could have moved on, but that would not have served what appears to me to be the real purpose behind all of this.

It is my view that the entire matter has been used by one council member in cooperation with the editor of The Smithfield Times as a cudgel to beat me. They have taken every opportunity to exploit the situation so as to embarrass me, the Town manager and, ultimately the Town Council. Week after week I have been criticized while Mr. Cutler has been lauded for his devotion to transparency. Unfortunately the concept of "transparency" seems to have been redefined to mean that Mr. Cutler can do as he wishes no matter what the consequences may be to the Town and others as long as he shares everything for publication in the local newspaper. I remind you all that he has admitted as much to all of us in recent conversations concerning The Grange project that remains confidential. He stated that he had discussed the matter first with Steve Stewart and two other "trusted citizens" before sharing the information with the other council members and staff. He had the audacity Tuesday night to talk about a loss of trust in his criticism of me when he routinely breaches his implied obligation of trust to you all. He told me directly that he had nothing to do with providing information to the editor of the paper when I understand that he very reluctantly admitted otherwise to you. It is not lost on anyone that they are immediate next door neighbors.

All of this being said, I find the most disturbing thing that he said to me was in our conversation after the meeting last Friday. Mr. Cutler told me that when he looks at me "all he sees is an attorney, not a human being". That view is one that I will never understand but was perhaps better explained by his comments Tuesday night when he talked about his experience in the Navy. Mr. Cutler needs to quickly learn that the Town of Smithfield is not the Navy and he is not a commanding officer. His position as a council member does not entitle him to give orders to anyone and his actions and words directly affect the Town and its employees. Do not think that his actions are not seen by the Town staff as a matter of great concern. You should be very concerned too. After all, if he can do this to me what could he do to them?

I believe that I have served the Town well and faithfully. I have 32 years of institutional knowledge that is very valuable and frankly, irreplaceable. I had hoped to find a way to transition out of this position and share it with a successor but the current circumstances make that impossible. I do not believe that I deserve the treatment that I have received. I have practiced law for 42 years, all of them here in Smithfield and I have a spotless record. My character and integrity have never been challenged until now and I believe I have been the target of a coordinated effort to tarnish my reputation in the community.

For those of you who voted to hire me again last Friday, I thank you very much and I appreciate your show of support. It means a lot to me. Nevertheless, I do not think it is in the best interest of the Town or me that I continue as the Town Attorney. I am not willing to be a "whipping boy" week after week and month after month. I have done nothing that could not have been resolved with a phone call and a 30 minute face to face meeting with the mayor, Town manager and finance committee chairman. If I am guilty of anything it is that I paid more attention to the business of the Town of Smithfield than I did to my business with the Town of Smithfield. For all of the reasons set forth herein, I hereby tender my resignation as the Town Attorney for Smithfield effective immediately. I wish for nothing but that best for the Town of Smithfield for it is my home and I love it dearly.

Yours very truly, William H. Riddick, III"

14. Adjournment

The meeting adjourned at 9:22 pm.

Michael Smith - Mayor

Lesley King - Town Clerk

DRAFT

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

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the special meeting of the Town Council at the Smithfield Center, 220 N Church St, Smithfield, VA 23430, on Wednesday, November 5th, 2025 at 6:30 PM to consider the application of George Vancil, applicant on behalf of Cristoforo Russo & Natale Carollo, owners, for Special Use Permit (SUP) application under the provisions of Article 3.I.C.6, of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted Tuesday, September 1st, 1998, and as amended thereafter, to allow a commercial recreation facility.

The property which is the subject of this SUP application is located at 1812 Benns Church Blvd., TPIN 22-01-005F, which is zoned Highway Retail Commercial (HRC) & Entrance Corridor Overlay (ECO).

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, October 22nd, 2025, and Wednesday, October 29th, 2025.

**TOWN COUNCIL STAFF REPORT:
SPECIAL USE PERMIT
Public Hearing
Wednesday, November 5th, 2025, 6:30 PM**

Applicant	George Vancil 772 Ledford Lane Smithfield, VA 23430
Owner	Cristoforo Russo & Natale Carollo
Property	1812 S Church Street TPIN 22-01-005F 0.66 ac W side S Church St. Corner of Benns Church Blvd. & S Church St.
Zoning	Highway Retail Commercial (HRC), Entrance Corridor Overlay (ECO)
Adjacent Zoning	HRC, ECO
Project Description	<p>The applicant is seeking an SUP (Article 3.I.C.6) for a commercial recreation facility offering Jiu Jitsu. The facility is designed as a membership-based program focused on veterans, law enforcement officers, trauma survivors (especially women), and at-risk youth. The curriculum is therapeutic, educational, and rooted in resiliency-building. They will provide structured instruction, team-based learning, and weekly peer discussions to give veterans and others a trusted environment to process trauma while developing practical skills.</p> <p>They will have approximately 2 employees and will be open in the evenings Monday through Thursday, early mornings Monday and Wednesday, and Saturday mornings.</p>
Zoning Recommendation	<p>Positives: This would bring additional business in Town.</p> <p>Negatives: It is not a by-right use and does require an SUP.</p>

Planning Commission favorably recommended this application to Town Council.

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

From: George Vancil
To: Tammie Clary
Cc: Mark Kluck
Subject: Re: New Business - 1812 South Church Street
Date: Tuesday, August 26, 2025 11:22:31 PM

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you for the email. Absolutely; and, I apologize for failing to be more detailed.

Number of employees: 2. Me and a front desk person who'd work Monday-Thursday 5-7pm and some Friday evenings for special events and invite only classes. Typically this would be a high school student responsible for opening the academy and providing minimal customer service duties. Guest instructors would be paid by the class.

Hours of operations: Monday-Thursday 5pm - 8:30pm and some Friday evenings for special events such as seminars or invite only classes geared towards the special needs of police officers and active duty military. Also, Monday and Wednesday 6am-7am for morning classes. Saturday 8:30am - 10am.

Additionally, I plan to cap classes at 15 students p/class; down from my initial plan of 20 p/class preferring a more personal training environment. There will always be at least two evening classes that will run consecutively, Monday - Thursday. Evening throughput should not exceed 30 students p/night Monday-Thursday.

SUMMARY:

Number of employees: Two (2) employees and guest instructors as needed

Hours of Operation: Monday-Thursday: 5pm-8:30pm; Friday, by appointment. Monday / Wednesday, 6am-7am. Saturday, 8:30am-10:00am

I hope this is sufficient and thank you again for allowing me the opportunity to take another shot at it.

Btw, and pls don't take this the wrong way, however, my largest disagreement is in the classification of this being a "recreational" endeavor. There's nothing recreational about teaching hard skills that have been pressure tested under the most stressful conditions and designed to keep someone alive at the worst moment of their life. But, I've come to accept it and place my trust in the fairness of the process.

Very best and thank you again for allowing my petition to be considered at the upcoming PC.
George

On Aug 26, 2025, at 2:29 PM, Tammie Clary <tclary@smithfieldva.gov> wrote:

Good Afternoon,

Attached please find a draft staff report. If you would like to provide any information on hours of operation, employees, etc. I would be happy to include it.

Please let me know if you have any questions or concerns.

Thank you.

Best,

TAMMIE CLARY

Community Development & Planning Director

Town of Smithfield, Virginia

310 Institute St, Smithfield, VA 23430

1-(757)-365-4200

tclary@smithfieldva.gov

<image001.png>

From: George Vancil <gvancil@icloud.com>
Sent: Thursday, August 21, 2025 3:54 PM
To: Mark Kluck <mkluck@smithfieldva.gov>
Cc: Tammie Clary <tclary@smithfieldva.gov>
Subject: Re: New Business - 1812 South Church Street

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mark, thx. Disappointed but not surprised. I anticipated your position and prepared my statement in advance. I just need to know to whom I cut the check and how to file my request for a SUP. Totally understand the demands of your schedule and time but I'd appreciate a rapid response so I can get this moving and not further delay a service that will bring real value to our community.

Best
George

On Aug 20, 2025, at 2:35 PM, Mark Kluck <mkluck@smithfieldva.gov> wrote:

Good afternoon, Mr. Vancil.

We completely understand your perspective; however, we do not have another available use besides a commercial recreation facility.

The SUP process is a \$400 application fee, along with the submission of the following:

- Please include a description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.
- Please include a written statement of proposed project compatibility with the following:
 - (1) The [Comprehensive Plan](#).
 - (2) The applicable zoning district ([HR-C](#)).
 - (3) The surrounding properties.
 - (4) Current and future neighborhood conditions.
 - (5) Pedestrian and vehicular traffic patterns, on-site and off-site.
 - (6) Adequate public facilities.

Please keep in mind, this application will need to be advertised as a Public Hearing for the Planning Commission, for review and recommendation, as well as advertised as a Public Hearing for the Town Council for review and decision.

Alternatively, you can appeal my decision to the Board of Zoning Appeals. That process is a \$250 application fee and a public hearing before the Board of Zoning Appeals. Please be advised that staff will support the classification of your proposed use as a commercial recreation facility.

You do have 30 days for the appeal, after which the decision becomes final and unappealable.

If the BZA agrees that your proposed use is a commercial recreation facility, you would then need to apply for the SUP and pay the \$400 application fee.

Please let me know if you have any questions or concerns.

Thank you.

Written Statement for Special Use Permit Application
Proposed Use: End State Jiu Jitsu Academy
George Vancil, 772 Ledford Ln, Smithfield, VA 23430
Location: 1812 S. Church Street, Smithfield, VA 23430

References:

- a) Email from Mark Kluck dtd 14 Aug 2025; 20 Aug 2025
- b) Smithfield Comprehensive Plan
- c) Smithfield Zoning Ordinance for HR-C

Submitted for approval is my application and written statement for a Special Use Permit per ref (a). The required elements are addressed below.

1. Compatibility with the Comprehensive Plan

Reference (b), The Smithfield Comprehensive Plan, emphasizes strong, resilient communities built on health, education, and safety. End State Jiu Jitsu directly supports this vision by providing structured instruction and a therapeutic environment where veterans, law enforcement officers, trauma survivors, and—later—at-risk youth can heal, grow, and regain confidence.

I've lived in this community for over a decade. In that time, I've watched questionable businesses, like vape and cigarette shops (a mistake thankfully corrected) set up shop with apparently little up-front scrutiny despite offering no real benefit to the public. To now be told that an academy devoted to service, discipline, and healing requires special justification feels less like planning oversight and more like misplaced priorities. If resilience and public health are truly part of Smithfield's Comprehensive Plan, then this academy is exactly the kind of institution that should be welcomed and not obstructed.

2. Compatibility with the Applicable Zoning District (HR-C)

Reference (c) The HR-C District, is intended to support service-oriented, educational, and community-focused uses. End State Jiu Jitsu fits squarely within this framework. While it has been classified as a "Commercial Recreational Facility," its function mirrors permitted uses like private schools, medical offices, and personal service establishments. Unlike true recreation, this academy is structured, curriculum-driven, mission-focused, and community oriented, a concept much closer to an educational institution than a place of diversion.

3. Compatibility with Surrounding Properties

The academy will occupy a modest commercial space within an existing retail and restaurant cluster. A boutique self-defense and personal protection academy, with limited hours and capped attendance, is entirely compatible with these neighboring businesses. In fact, its presence will provide positive, community-minded activity that complements surrounding establishments. Compared with businesses that generate higher traffic or questionable community value, this academy stands out as a stabilizing, uplifting addition.

4. Pedestrian and Vehicular Traffic Patterns

With no more than 20 students per class, operating primarily evenings and weekends, traffic impact is

negligible. Parking demand will be light and well within existing capacity. Unlike fast-food or convenience retail already permitted by-right, this academy will see predictable, controlled comings and goings more akin to a small professional office than a high-turnover retail outlet.

5. Current and Future Neighborhood Conditions

Smithfield takes pride in being a close-knit, historic community. The future of that identity depends on institutions that build—not erode—resilience. End State Jiu Jitsu contributes to that future by empowering those who serve, protecting those who are vulnerable, and mentoring those who need direction. As a combat veteran with nearly 30 years of service, I know what sacrifice and service look like. I've lived leadership, endured failure, and fought through challenges, all hard lessons I now pass on to strengthen others through this Academy.

When placed beside smoke shops and other enterprises that offer no public benefit, the value of this academy to the neighborhood becomes obvious. This isn't just compatible with Smithfield's character, rather it's EXACTLY the kind of business that helps preserve it.

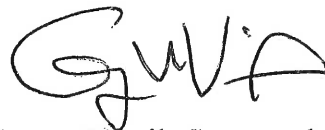
6. Adequate Public Facilities

The facility is fully up to code in every respect; fire protection, utilities, accessibility, and safety. It meets all occupancy standards, requires no additional public investment, and imposes no burden on local infrastructure.

Finally, and most importantly, End State Jiu Jitsu is not "recreation." It is structured education, therapeutic instruction, and community service under one roof. It is a mission-driven academy that empowers our residents, strengthens families, and fosters individual and community resilience.

The irony is not lost on me that businesses offering far less—vape shops, cigarette outlets, fast food restaurants—received approval seemingly without this kind of gauntlet. As someone who served this nation for nearly three decades in combat and peace, I find it disappointing to have to justify an endeavor so clearly dedicated to service, healing, and the betterment of this community I've called home for more than 10 years.

Approving this Special Use Permit isn't just reasonable, it's overdue. My hope is that the Town Council sees this for what it is: not a request for special treatment, but a correction of a misplaced classification. At this point, the only thing I should be receiving is your approval and your full support in accelerating what is clearly a benefit long overdue for Smithfield.



George Vancil, Commander, USN (Ret)
772 Ledford Ln
Smithfield, VA 23430
757-371-5761



3 November 2025

From: George Vancil
To: Smithfield Town Council
Subject: Special Use Permit for End State Jiu Jitsu

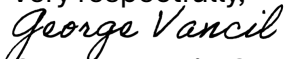
Dear Members of the Smithfield Town Council,

I want to thank the Planning Commission and the Town Council for your time and thoughtful consideration of my Special Use Permit for End State Jiu Jitsu. Unfortunately, I will be unable to attend the meeting where my permit will be voted on, as I will be in California meeting with a Navy client in my professional capacity. Please accept my sincere apology for not being present in person.

End State Jiu Jitsu is more than a business. Rather, it is a mission of service and resilience. As a 29-year combat veteran who has lived in Smithfield for over a decade, my goal is to build resiliency within our community through the art of Jiu Jitsu, especially among veterans, law enforcement officers, those who have faced trauma, and others seeking an effective system of personal defense. The academy provides a structured and purposeful environment centered on discipline, healing, and camaraderie, with special programs dedicated to supporting the community's first responders.

This academy will serve as a quiet anchor for resilience and mentorship within our town. I am deeply grateful for the Planning Commission's recommendation for approval and respectfully ask for the Council's support to help bring this mission to life for Smithfield.

Very respectfully,



George Vancil, Commander, U.S. Navy (Ret.)

End State Jiu Jitsu
772 Ledford Lane
Smithfield, VA 23430
(757) 371-5761

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

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the special meeting of the Town Council at the Smithfield Center, 220 N Church St, Smithfield, VA 23430, on Wednesday, November 5th, 2025 at 6:30 PM to consider the application of The Kroger Company C/O Jason Sandzimier, applicant on behalf of SUSO 4 Smithfield FF LP C/O Super Value, owner, for Special Use Permit (SUP) application under the provisions of Article 3.J.C.17, of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted Tuesday, September 1st, 1998, and as amended thereafter, to allow a service station.

The property which is the subject of this SUP application is located at 1282 Smithfield Plaza, TPIN 32-09-001, which is zoned Planning Shopping Center (PSC) & Entrance Corridor Overlay (ECO).

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, October 22nd, 2025, and Wednesday, October 29th, 2025.

**TOWN COUNCIL STAFF REPORT:
SPECIAL USE PERMIT
Public Hearing
Wednesday, November 5th, 2025, 6:30 PM**

Applicant The Kroger Company
 c/o Jason Sandzimier
 1282 Smithfield Plaza
 Smithfield, VA 23430

Owner SUSO 4 Smithfield LLC

Property 1282 Smithfield Plaza
 TPIN 32-09-001
 3 ac W side Benn’s Church Blvd.
 Corner of Benns Church Blvd. & Canterbury Lane

Zoning Planned Shopping Center (PSC), Entrance Corridor Overlay (ECO)

Adjacent Zoning PSC, ECO, Community Conservation (CC)

Project Description The applicant is seeking an SUP (Article 3.J.C.17) for a service station within the existing parking lot of the Kroger. There will be 5 pumps and feature an 8’x22’ kiosk for the attendant. The fuel center will operate from 5am to 11pm daily.

Zoning Recommendation The applicant will need a zoning permit and fee payment for the structure.

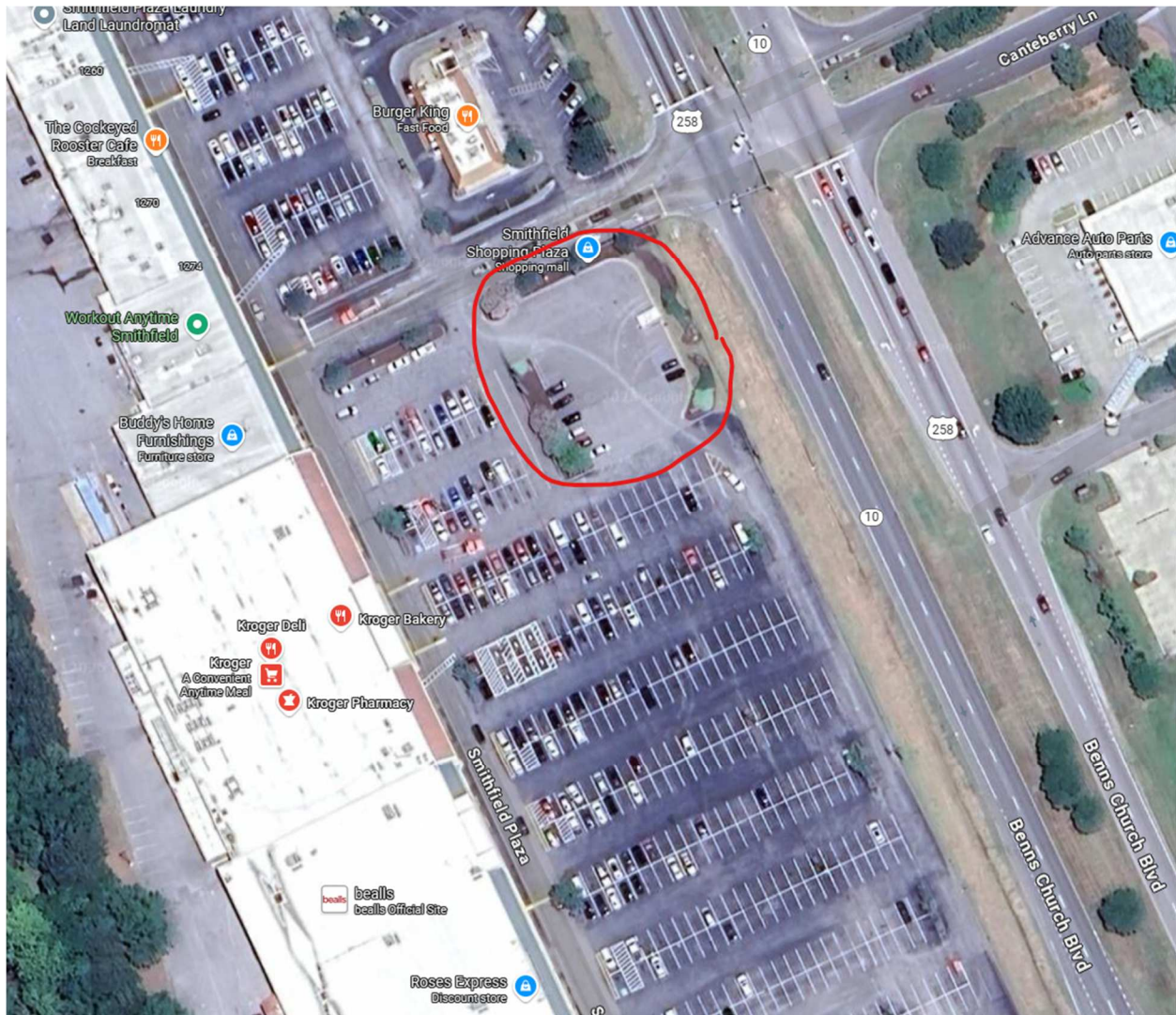
Planning Commission favorably recommended this application to Town Council.

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

SPECIAL USE PERMIT APPLICATION for a proposed Kroger Fuel Center at store R-575

Project location: The Kroger Fuel Center is being proposed within the existing parking lot of Kroger Store R-575, located at 1282 Smithfield Plaza, Smithfield, VA 23430.

General project description: Kroger is proposing a fuel center with 5 pumps (mpd's or multi-pump dispensers) in the location of a former gas station that was demolished, as shown circled in red below. The fuel center has an 8'x22' kiosk for one (1) Kroger attendant. The kiosk has a restroom, but the restroom is for the kiosk attendant's use only, and is not open to the public.

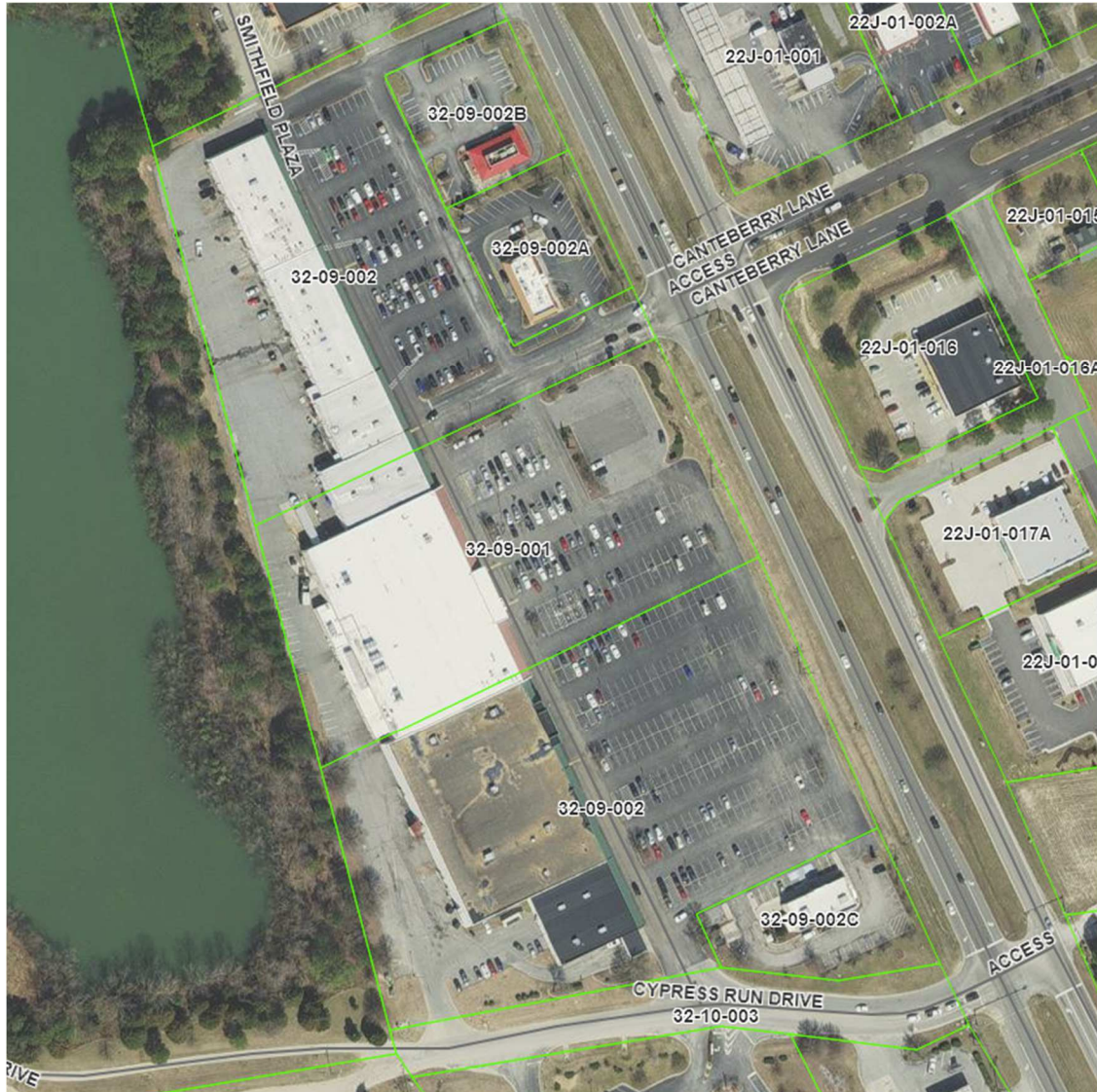


Hours of operation: Kroger standard hours of operation for a fuel center are 5am to 11pm daily.

Number of employees: The Kroger Fuel Center kiosk will have one (1) employee during all hours of operation.

Project compatibility:

The proposed Kroger Fuel Center at store R-575 in the parking lot of the Smithfield Shopping Plaza is compatible with its current surrounding uses. The current zoning as well as all surrounding zonings are PS-C (Planned Shopping Center District)—see aerial parcel map below.



The shopping center is located within an area on the Comprehensive Plan/Future Land Use Classification map as part of the Corridor Mixed-Use. The Kroger Fuel Center will blend with the surrounding land uses as well as the existing shops, restaurants, and grocery already located within the Shopping Plaza. The land across Benns Church Blvd from the Shopping Center is also classified as Corridor Mixed-Use, so the proposed fuel center will not conflict with any surrounding land uses.

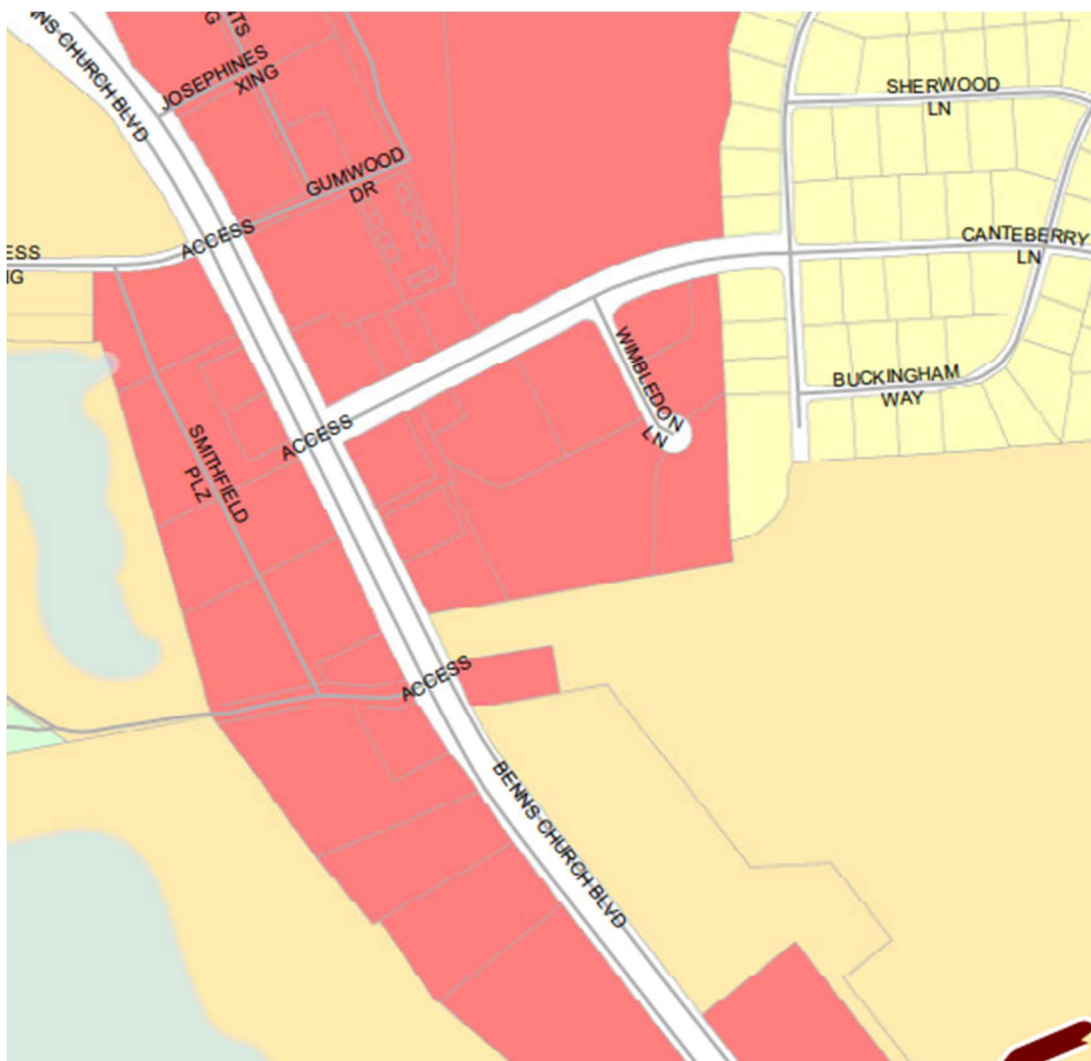
Legend



Town of Smithfield Corporate Limits

Future Land Use Classifications

- Neighborhood Residential
- Historic District/Downtown Mixed-Use
- Historic District Residential
- Commercial Mixed-Use
- Corridor Mixed-Use
- Residential Mixed-Use

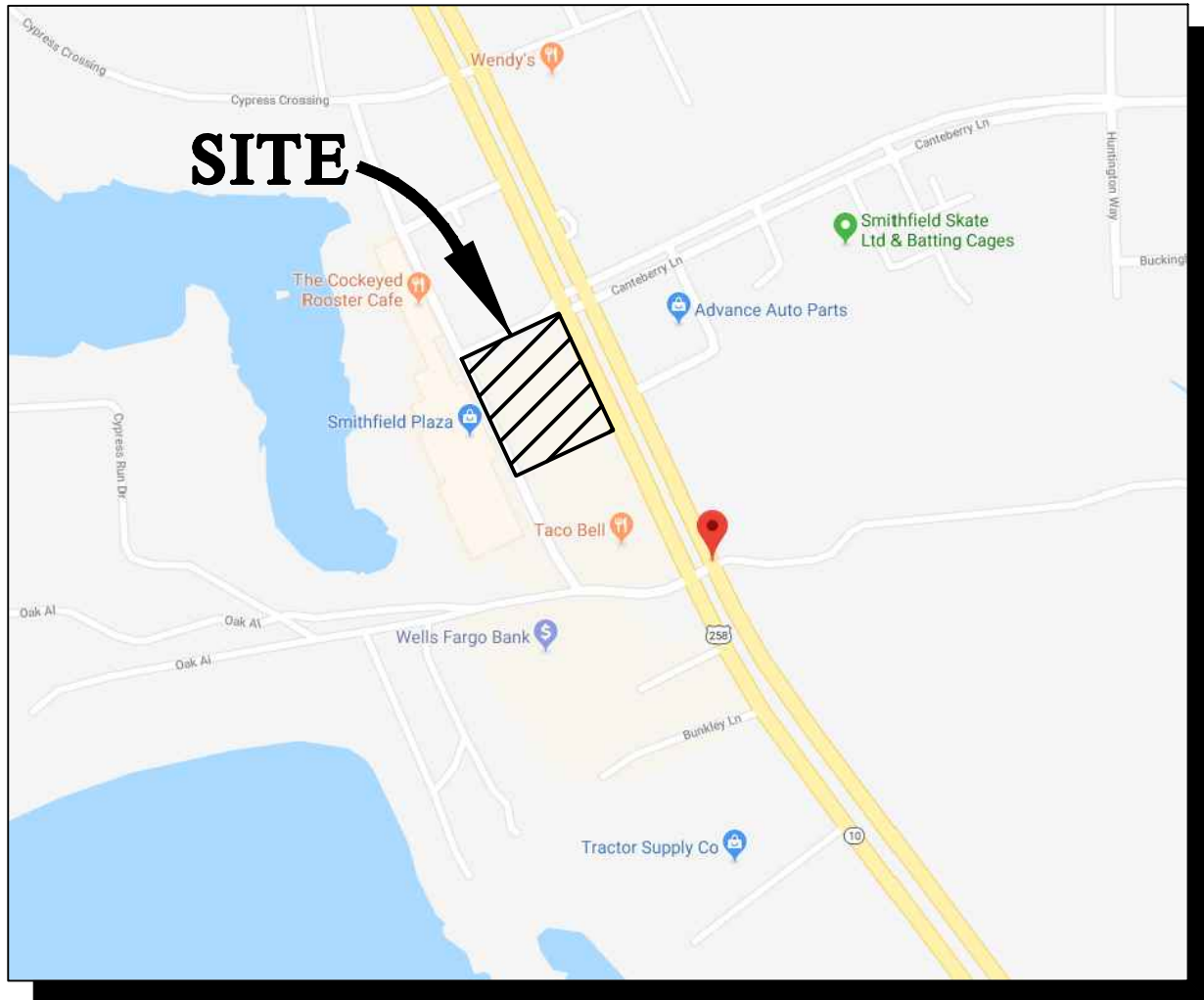


The existing Smithfield Shopping Plaza is currently comprised of the Kroger grocery store, a Home Furnishings store, a gym, a café, a laundromat, a nail salon, a vape store, a Bealls, Roses Express, a thrift store, a credit union, and a physical therapy center. Within the shopping center parking lot/outlots closest to Benns Church Blvd, there currently is a Pizza Hut and Burger King to the north of the proposed Kroger Fuel Center, and a Taco Bell to the south. The parking lot in the area of the proposed fuel center is currently a large asphalt area with no parking space striping, although it appears to be utilized by some vehicles.

Additionally, there is a 7-Eleven gas station with a convenience store and car wash across the street from the Smithfield Shopping Plaza. The proposed Kroger Fuel Center will be very similar in nature to this existing gas station, however it has a much smaller kiosk offering basic goods to the Kroger customer, and two fewer fueling pumps.

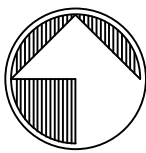
The Kroger Fuel Center plan also proposes an increased landscape strip along the frontage of Benns Church Blvd that is approximately 16' wide. This will create a larger, visually pleasing buffer between the proposed fuel center and the street frontage.

All vehicular traffic patterns will remain generally the same, with the addition of a few modified landscape islands in order for the fueling tanker truck to be able to enter and exit the site as quickly and efficiently as possible. The proposed tanker route is as follows: the fueling tanker will enter the Shopping Center from the existing drive cut on Cypress Run Drive, and then turn to the right, drive near the Taco Bell, turn left in the parking lot and drive towards the proposed fuel center, and finally exit the Shopping Plaza at the existing signalized entrance onto Benns Church Blvd. This route will have a minimal impact on any pedestrian traffic, as it utilizes the parking lot area closest to Benns Church Blvd and farthest from all shops/stores.



VICINITY MAP

SCALE: NONE



GENERAL NOTES

1. ALL WORK AND MATERIALS SHALL COMPLY WITH THE CITY OF SMITHFIELD, STATE OF VIRGINIA REGULATIONS AND CODES, AS WELL AS ALL O.S.H.A. STANDARDS.
2. SITE BOUNDARY, TOPOGRAPHY, UTILITY AND ROAD INFORMATION TAKEN FROM A SURVEY BY GRS GROUP, LLC, ADDRESS 6703 DELAND COURT SPRINGFIELD, VA 22152, DATED MAY 13, 2022.
3. ACCORDING TO THE SURVEY PREPARED BY GRS GROUP, LLC, DATED MAY 13, 2022, "THE SUBJECT PROPERTY OF THIS SURVEY HAS BEEN FOUND TO RESIDE IN 'ZONE 'XX' (AREA DETERMINED TO BE OUTSIDE THE 2% ANNUAL CHANCE FLOOD PLAIN) PER FEMA FLOOD INSURANCE RATE MAP FOR ISLE OF WRIGHT COUNTY, VIRGINIA, AND INCORPORATED AREAS, MAP NUMBER 51093C0153E, PANEL 153 OF 350, MAP EFFECTIVE DATE DECEMBER 2, 2015."
4. BUILDING DIMENSIONS SHOWN ON THIS PLAN ARE "LEASE" DIMENSIONS. FOR ACTUAL DIMENSIONS, SEE ARCHITECTURAL PLANS. DIMENSIONS TO CONC. CURB & GUTTER ARE TO "FACE OF CURB".
5. SITE WORK CONTRACTOR IS RESPONSIBLE FOR WORK TO WITHIN 5'-0" OF THE BUILDING.
6. EXISTING STRUCTURES WITHIN CONSTRUCTION LIMITS ARE TO BE ABANDONED, REMOVED, OR RELOCATED AS INDICATED ON THE PLANS AND IN THE SPECIFICATIONS.
7. CONTRACTOR IS TO NOTIFY CITY OF SMITHFIELD INSPECTORS 72 HOURS PRIOR TO THE START OF CONSTRUCTION.
8. CONTRACTOR SHALL OBTAIN ALL PERMITS BEFORE CONSTRUCTION BEGINS, (INCLUDING GA DOT UTILITY ENCROACHMENT PERMIT).
9. ALL SIGNAGE SHALL COMPLY WITH THE CITY OF SMITHFIELD ZONING ORDINANCE. A SEPARATE SIGN PERMIT IS REQUIRED.
10. CONSTRUCTION TRAILER USED ON-SITE SHALL BE PERMITTED THROUGH THE CITY OF SMITHFIELD PLANNING AND ZONING DEPARTMENT.
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12. THE EXACT LOCATION OF HANDICAP RAMPS SHALL BE COORDINATED WITH THE ARCHITECTURAL DRAWINGS AND SHALL BE PROVIDED AT THE INTERSECTIONS OF EACH APPLICABLE SIDEWALK, ACCESSIBLE ROUTE, AND ENTRANCE DRIVES.
13. ALL SIDEWALKS ARE TO BE INSTALLED PER ADA STANDARDS. SIDEWALKS TO HAVE MAX SLOPE OF 5% AND MAX CROSS SLOPE OF 2%.
14. CONTRACTOR SHALL NOTIFY ENGINEER SHOULD ANY FIELD CONDITIONS BE NOTED THAT DIFFER FROM THE SURVEY.
15. SITE CONTRACTOR SHALL FURNISH "AS-BUILT" DRAWINGS INDICATING ALL CHANGES AND DEVIATIONS.
16. PROJECT LOCATION: KROGER STORE #R-575 BENNS CHURCH ROAD, IN THE CITY OF SMITHFIELD, STATE OF VIRGINIA. CONTACT: ALISON VAUGHAN.
17. OWNER'S INFORMATION: KROGER MID-ATLANTIC, 140 EAST SHORE DRIVE, STE. 300, GLEN ALLEN, VA 23059 PHONE (540) 563-3500.
18. ENGINEER: ROBERTSON LOIA ROOF P.C. 3460 PRESTON RIDGE ROAD, SUITE 275 ALPHARETTA, GA 30005, PHONE (770) 674-2600.
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SITE ANALYSIS

KROGER R-575	43,000± S.F.
TOTAL BUILDING AREA	132,800± S.F.
SPACES LOST	8 SPACES
TOTAL PROPOSED SPACES	619 SPACES (4.66 M.S.F.)
SITE AREA	12.619 ACRES±
EXISTING ZONING	PLANNED SHOPPING CENTER (PS-C)
PROPOSED FUEL CENTER	5 MPD

8/15/2025

Fuel Center @ Store R-575
BENNS CHURCH BLVD
SMITHFIELD, VA
FOR:
KROGER MID-ATLANTIC
140 EAST SHORE DR, SUITE 300
GLEN ALLEN, VA 23059

REVISIONS	#	DATE	DESCRIPTION

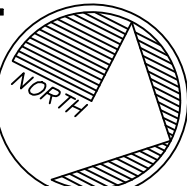
SITE PLAN

SHEET TITLE	C-1
DATE	08/15/2025
PROJECT NUMBER	25208
SHEET NUMBER	

BENNS CHURCH BOULEVARD
U.S. RTE. 10
VARIABLE WIDTH RIGHT-OF-WAY

SITE PLAN

SCALE: 1" = 40'



Know what's below.
Call before you dig.

IF YOU DIG VIRGINIA...
CALL US FIRST!
UTILITIES PROTECTION CENTER
IT'S THE LAW

CROSS HATCH REPRESENTS AREA
WITH EXISTING LINEWORK THAT
HAS NOT BEEN SURVEYED



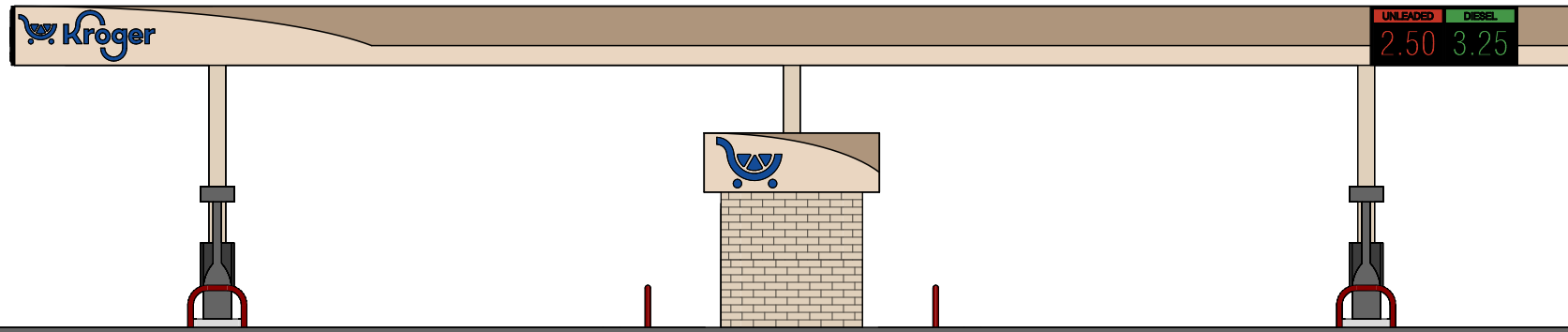
OUT PARCEL 1
SMITHFIELD
ASSOCIATES
PROPERTY
PB 14 PG 55
LANDS N/F
CCJ LLC
INSTRUMENT NO.
160005880
TM 32-09-002C
ZONE: SMITH PS-C

PARCEL 2
SMITHFIELD
ASSOCIATES
PROPERTY
LANDS N/F
SUSO 4 SMITHFIELD
FF LP
INSTRUMENT NO.
140003894
TM 32-09-002
ZONE: SMITH PS-C

PARCEL 1
SMITHFIELD
ASSOCIATES
PROPERTY
LANDS N/F
SUSO 4 SMITHFIELD
FF LP
INSTRUMENT NO.
140003894
TM 32-09-001
ZONE: SMITH PS-C

PARCEL 2
SMITHFIELD
ASSOCIATES
PROPERTY
LANDS N/F
SUSO 4 SMITHFIELD
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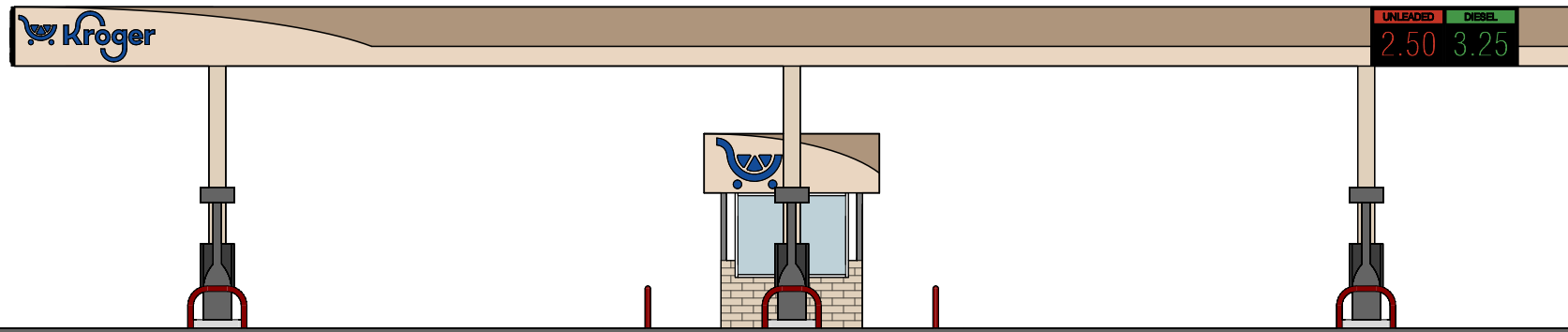
OUTPARCEL 2
SMITHFIELD ASSOCIATES PROPERTY
PB 14 PG 55
LANDS N/F
CCJ LLC
INSTRUMENT NO.
170000679
TM 32-09-002A
ZONE: SMITH PS-C



4
A3

REAR ELEVATION

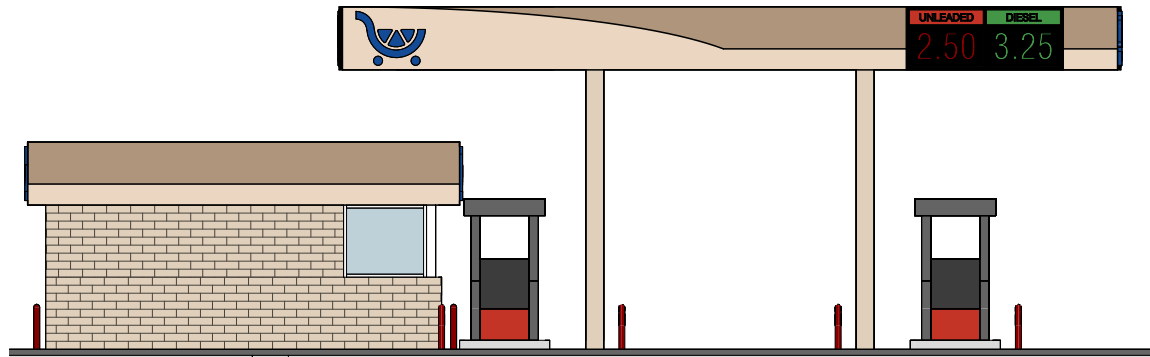
3/32" = 1'-0"



1
A3

FRONT ELEVATION

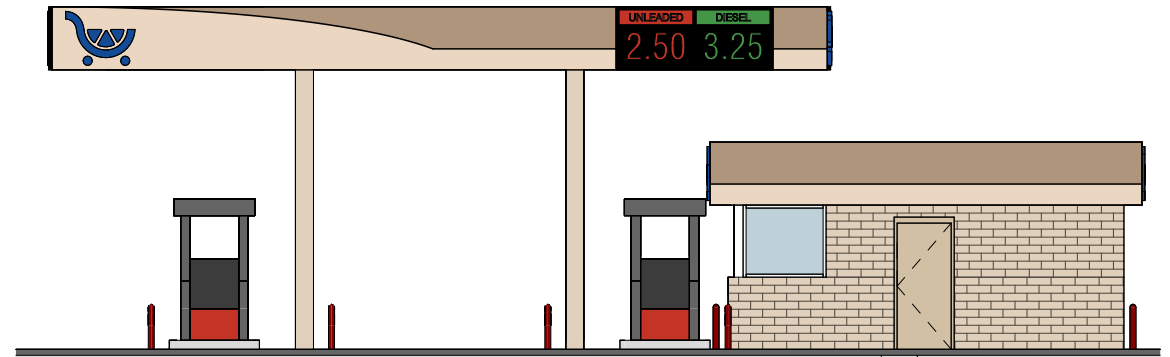
3/32" = 1'-0"



3
A3

LEFT ELEVATION

3/32" = 1'-0"



2
A3

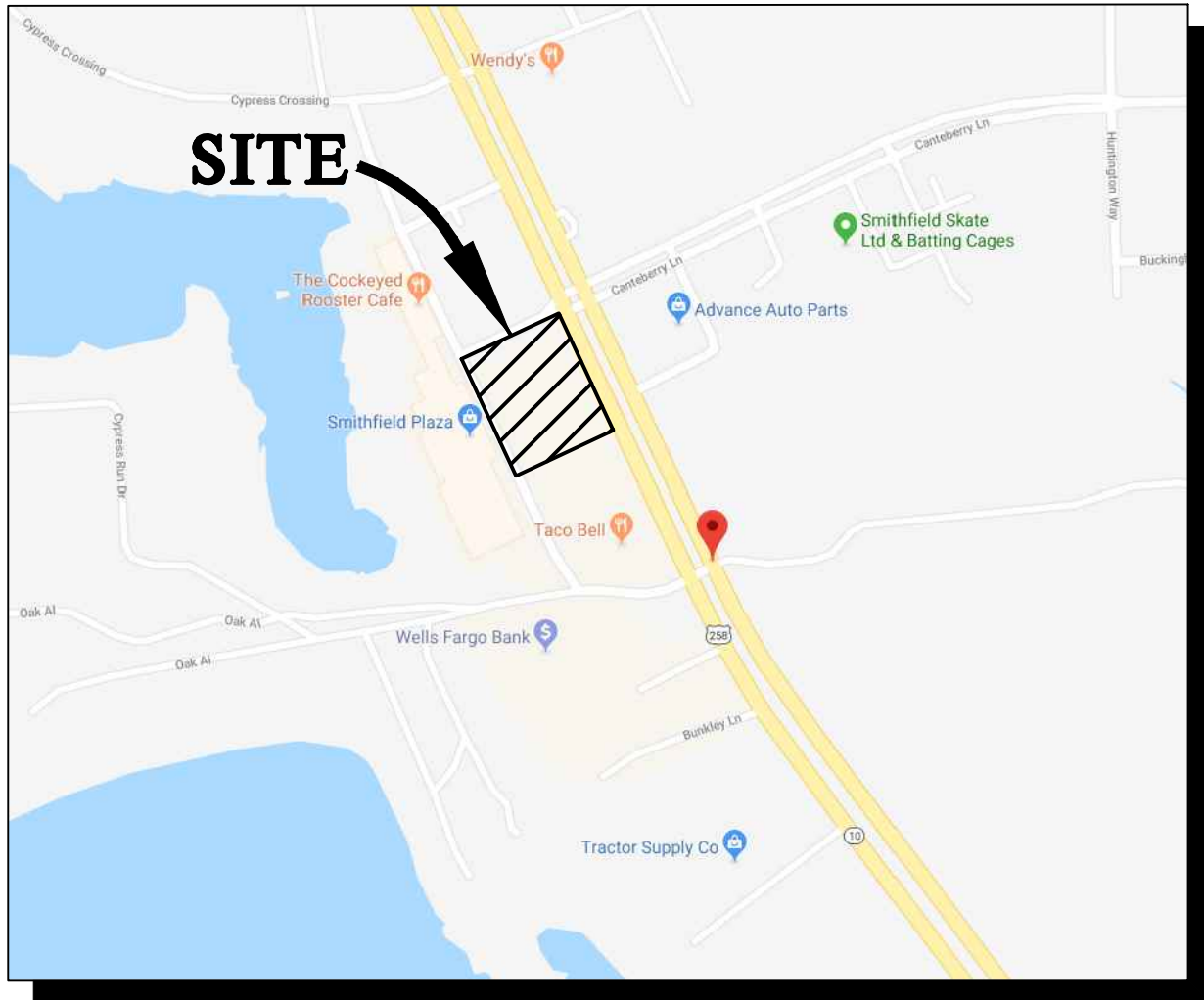
RIGHT ELEVATION

3/32" = 1'-0"

KROGER FUEL
5MPD WITH STANDARD KIOSK

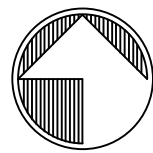


ROBERTSON LOIA ROOF
ARCHITECTS & ENGINEERS
3460 Preston Ridge Road, Suite 275, Alpharetta, GA. 30005
770.674.2600 / www.rlrpc.com



VICINITY MAP

SCALE: NONE



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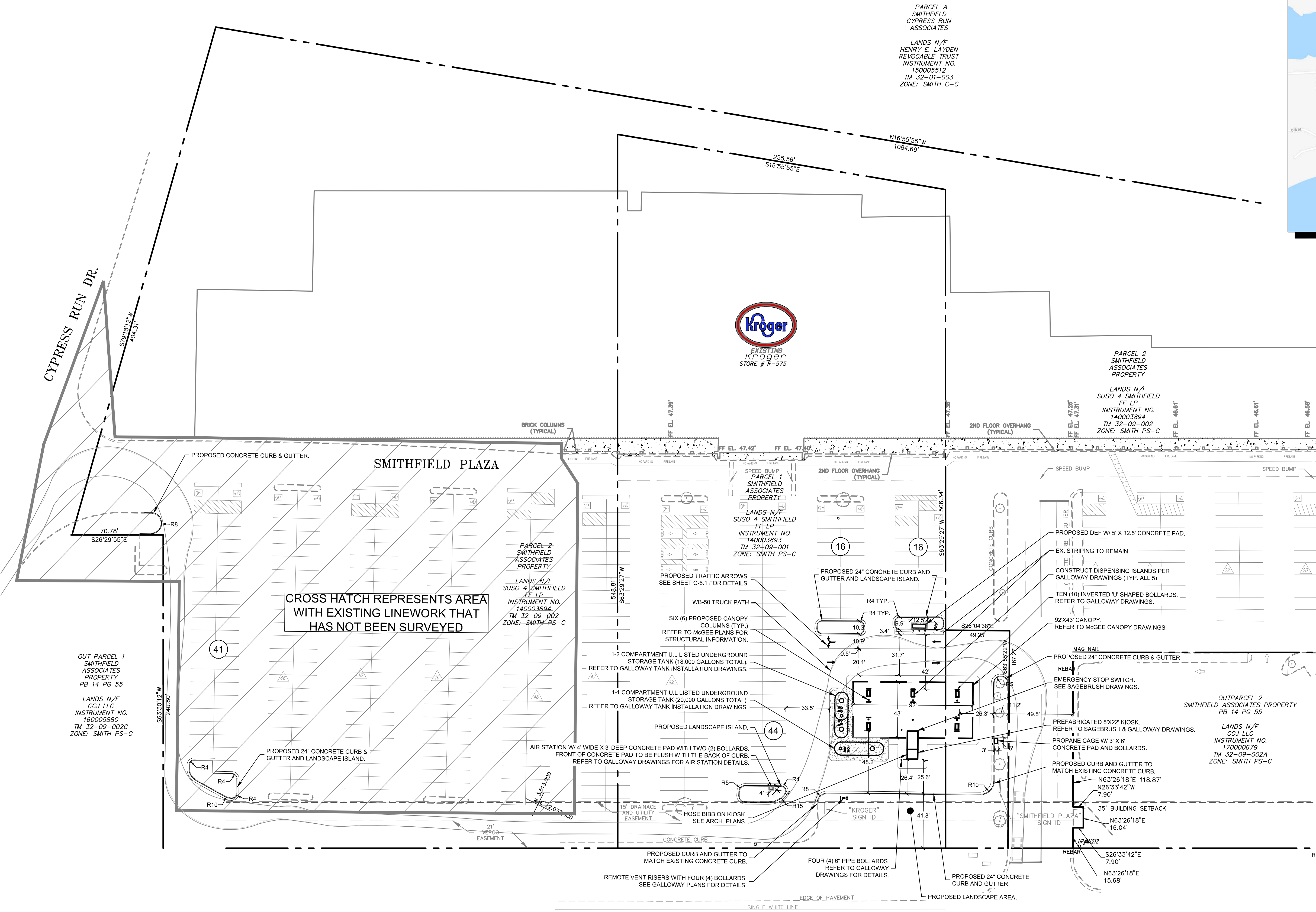
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EXISTING ZONING	PLANNED SHOPPING CENTER (PS-C)
PROPOSED FUEL CENTER	5 MPD

9/12/2025

Fuel Center @ Store R-575
BENNS CHURCH BLVD
SMITHFIELD, VA
FOR:
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140 EAST SHORE DR, SUITE 300
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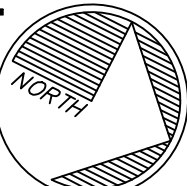
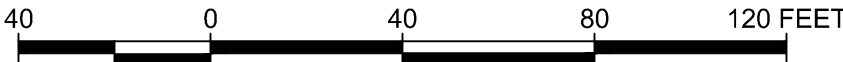
REVISIONS	#	DATE	DESCRIPTION



BENNS CHURCH BOULEVARD
U.S. RTE. 10
VARIABLE WIDTH RIGHT-OF-WAY

SITE PLAN

SCALE: 1" = 40'



Know what's below.
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NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
AMENDMENT & REVISION OF COMPREHENSIVE PLAN & 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 Wednesday, November 5th, 2025 at 6:30 PM to consider the application of Town of Smithfield, applicant and owner, for a comprehensive plan amendment and official zoning map amendment (rezoning) application.

The property which is the subject of this comprehensive plan amendment and rezoning application is located at 315 Main St (TPINs 21A-01-262 & 21A-01-263). Specifically, this application is requested to alter the comprehensive plan’s Future Land Use Map (FLUM) so that the “Historic District/Downtown Mixed Use” is designated on Lot 262 and “Historic District Residential” is designated for Lot 263 and rezone the Heavy Industrial (I2) zoning to Downtown.

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 comprehensive plan and the applicant’s comprehensive plan amendment and official zoning map amendment applications, 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, October 22nd, 2025, and Wednesday, October 29th, 2025.

TOWN COUNCIL STAFF REPORT
PUBLIC HEARING: WEDNESDAY, NOVEMBER 5TH, 2025
REZONING, COMPREHENSIVE PLAN AMENDMENT, & FUTURE LAND USE MAP
AMENDMENT

Applicant	Town of Smithfield 315 Main Street Smithfield, VA 23430
Owners	Ibid.
Property	315 Main Street TPINs 21A-01-262 & 21A-01-263
Rezoning Acreage	+/- 0.92 ac
Zoning	Heavy Industrial (I2) & Historic Preservation Overlay (HPO)
Adjacent Zoning	Downtown (D) & HPO
Proposed Zoning	Downtown & HPO
Future Land Use (FLU)	Historic District/ Downtown Mixed Use & Historic District Residential
Adjacent FLU	Historic District/ Downtown Mixed Use & Historic District Residential
Project Description	<p>Staff is requesting the rezoning of this property from Heavy Industrial to Downtown, which is in line with neighboring properties. The only proposed addition is a shed to house the Tourism golf cart.</p> <p><u>Conditional Official Zoning Map Amendment (Rezoning):</u> The property is currently being used for retail sales, which is permissible in the Downtown Zoning District, by-right.</p> <p><u>Comprehensive Plan Amendment (Future Land Use Map Amendment):</u> Because the lot lines making up these parcels were abandoned to create 2 parcels, the designation on the FLUM will have to also represent the new parcel shapes. The Historic District/ Downtown Mixed Use will still front on Main Street and the Historic District Residential will still front on Cedar Street.</p> <p>This application was favorably recommended to Town Council as one parcel with the FLUM designation of Historic District/ Downtown Mixed Use.</p>

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

From: [Amy Ring](#)
To: [Tammie Clary](#)
Subject: RE: Rezoning from Heavy Industrial to Downtown
Date: Tuesday, September 9, 2025 9:53:47 AM
Attachments: [image001.png](#)

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey Tammy – lawd, I remember when that was still the ham plant! I have no concerns with the proposed change in zoning. There should be sufficient room for on-street/off-street parking, no impact to schools, and minimal impact on other public facilities/services.

From: Tammie Clary <tclary@smithfieldva.gov>
Sent: Tuesday, September 9, 2025 8:58 AM
To: Amy Ring <aring@isleofwightus.net>
Subject: RE: Rezoning from Heavy Industrial to Downtown

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning,

I am getting the application package together; however, I wanted to reach out to see if there were any issues upfront.

Please let me know if you have any questions or concerns.

Thank you.

Best,

TAMMIE CLARY

Community Development & Planning Director

Town of Smithfield, Virginia

310 Institute St, Smithfield, VA 23430

1-(757)-365-4200

tclary@smithfieldva.gov

From: [Norris, Joshua \(VDOT\)](#)
To: [Tammie Clary](#); [Fowler, Jason C., PE \(VDOT\)](#)
Subject: RE: Rezoning from Heavy Industrial to Downtown
Date: Wednesday, September 10, 2025 11:47:11 AM
Attachments: [image001.png](#)

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Tammie,

No, that's a reduction in the projected traffic, so we wouldn't have any comments on that.

Thanks,
Josh

From: Tammie Clary <tclary@smithfieldva.gov>
Sent: Monday, September 8, 2025 5:11 PM
To: Fowler, Jason C., PE (VDOT) <jason.fowler@vdot.virginia.gov>; Norris, Joshua (VDOT) <joshua.norris@vdot.virginia.gov>
Subject: Rezoning from Heavy Industrial to Downtown

Good Afternoon,

Do you have any comments on the Town rezoning 315 Main Street from heavy industrial to Downtown? The five parcels will become 2 parcels, one fronting Main Street and one fronting Cedar Street.

Please let me know if you have any questions or concerns.

Thank you.

Best,

TAMMIE CLARY

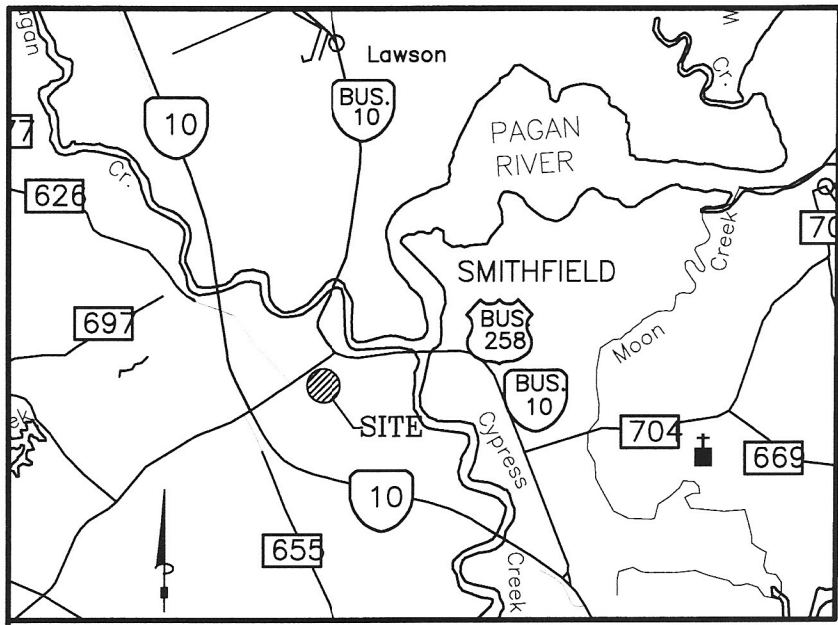
Community Development & Planning Director

Town of Smithfield, Virginia

310 Institute St, Smithfield, VA 23430

1-(757)-365-4200

tclary@smithfieldva.gov



SITE MAP
SCALE 1"=1000'

THIS SURVEY HAS BEEN COMPLETED WITHOUT THE BENEFIT OF A TITLE SEARCH. THEREFORE, THIS SURVEY IS SUBJECT TO ANY EASEMENT OF RECORD, LAND TRANSACTIONS AND OTHER PERTINENT FACTS WHICH A TITLE SEARCH MIGHT DISCLOSE.

THE PROPERTY SHOWN ON THIS PLAT APPEARS TO BE LOCATED IN ZONE "X" AS SHOWN ON THE FLOOD INSURANCE RATE MAP, COMMUNITY-PANEL NUMBER 510081 0135 E, DATED 12-2-2015.

I HEREBY CERTIFY THAT THIS BOUNDARY LINE ADJUSTMENT WAS MADE BY ME AT THE DIRECTION OF THE OWNER(S) AND THAT THE BOUNDARY LINE ADJUSTMENT IS ENTIRELY WITHIN THE BOUNDARIES OF THE LAND OWNED BY TOWN OF SMITHFIELD. THE LAST INSTRUMENT OF TITLE BEING IN#160001530, IN#1600014546. I HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF THE REQUIREMENTS OF THE ZONING & SUBDIVISION ORDINANCES OF THE TOWN OF SMITHFIELD, VIRGINIA, REGARDING THE PLATTING OF BOUNDARY LINE ADJUSTMENTS WITHIN THE TOWN HAVE BEEN COMPLIED WITH. GIVEN UNDER MY HAND THIS 3RD DAY OF SEPTEMBER, 2025.

EDWARD C. "MO" CANADA, III L.S.

TOWN OF SMITHFIELD HEREBY CERTIFY THAT THEY ARE THE OWNERS OF THE PROPERTY SHOWN ON THIS PLAT AND THAT THIS BOUNDARY LINE ADJUSTMENT IS WITH THEIR FREE CONSENT AND ACCORDANCE WITH THEIR DESIRES.

WITNESS MY HAND AND SEAL THIS 12 DAY OF September, 2025.

OWNER

STATE OF Virginia

COUNTY OF Isle of Wight, TO-WIT

SUBSCRIBED AND SWORN TO BEFORE ME Deborah C. Bennett NOTARY

PUBLIC IN AND FOR THE COUNTY OF Isle of Wight, STATE

OF Virginia

THIS 12 DAY OF September, 2025

MY COMMISSION EXPIRES 1/31/2027

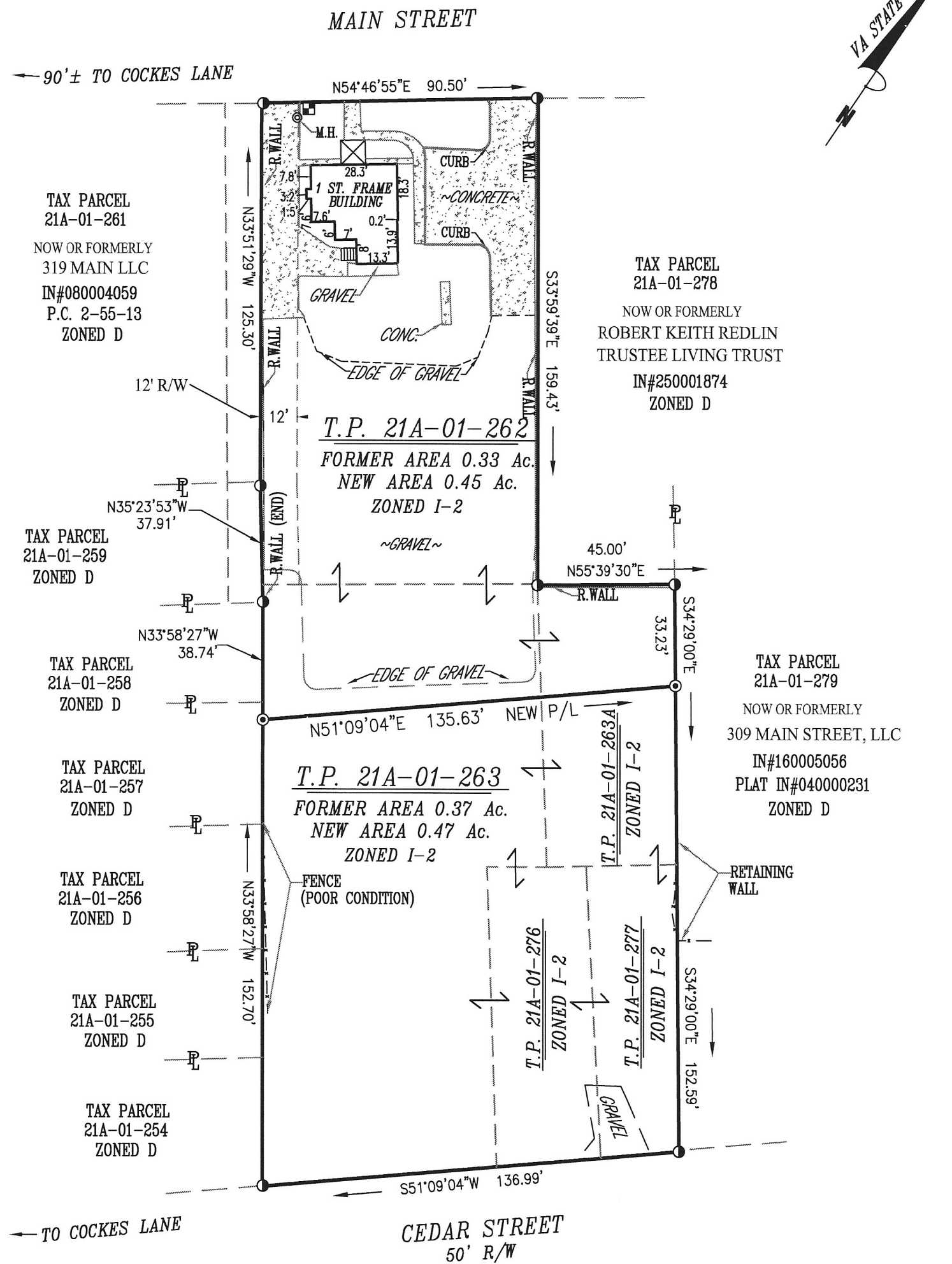
GIVEN UNDER MY HAND THIS 12 DAY OF September 2025

7502013 Deborah C. Bennett
NOTARY REGISTRATION NO. NOTARY PUBLIC

THIS BOUNDARY LINE ADJUSTMENT PLAT HAS BEEN FOUND TO BE IN CONFORMANCE WITH THE TOWN OF SMITHFIELD ZONING & SUBDIVISION ORDINANCES AND MUST BE RECORDED WITH THE OFFICE OF THE CLERK OF CIRCUIT COURT OF ISLE OF WIGHT COUNTY WITHIN SIX MONTHS OF THE DATE OF APPROVAL. APPROVAL WILL BE DEEMED VOID AFTER SIX MONTHS AND THE PLAT MUST BE RESUBMITTED FOR APPROVAL.

DATE OF APPROVAL: 9/12/2025 TOWN OF SMITHFIELD AGENT: [Signature]

SHEET 1 OF 1



AREA TABLE

FORMER AREA OF TAX PARCEL 21A-01-262	0.33 Ac.
PLUS AREA OF ADDITION	0.12 Ac.
NEW AREA OF TAX PARCEL 21A-01-262	0.45 Ac.

FORMER AREA OF TAX PARCEL 21A-01-263	0.37 Ac.
PLUS AREA OF ADDITION	0.10 Ac.
NEW AREA OF TAX PARCEL 21A-01-263	0.47 Ac.

FORMER AREA OF TAX PARCEL 21A-01-263A	0.09 Ac.
MINUS AREA OF TAX PARCEL 21A-01-263A	0.09 Ac.
NEW AREA OF TAX PARCEL 21A-01-263A	0.00 Ac.

FORMER AREA OF TAX PARCEL 21A-01-276	0.07 Ac.
MINUS AREA OF TAX PARCEL 21A-01-276	0.07 Ac.
NEW AREA OF TAX PARCEL 21A-01-276	0.00 Ac.

FORMER AREA OF TAX PARCEL 21A-01-277	0.06 Ac.
MINUS AREA OF TAX PARCEL 21A-01-277	0.06 Ac.
NEW AREA OF TAX PARCEL 21A-01-277	0.00 Ac.

BOUNDARY LINE ADJUSTMENT
FOR

TOWN OF SMITHFIELD

LOCATED AT 315 MAIN STREET

TOWN OF SMITHFIELD

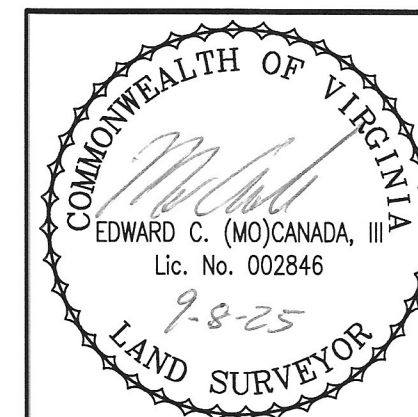
ISLE OF WIGHT COUNTY, VIRGINIA

SCALE 1"= 40' AUGUST 3, 2025

REFERENCE - IN#160001530, IN#160001456

LEGEND:

- - DENOTES IRON PIN OR PIPE FOUND
- ⊙ - DENOTES IRON PIN SET
- ⊥ - DENOTES ADJOINING PROPERTY LINE
- ⋈ - DENOTES PROPERTY LINE TO BE ABANDONED



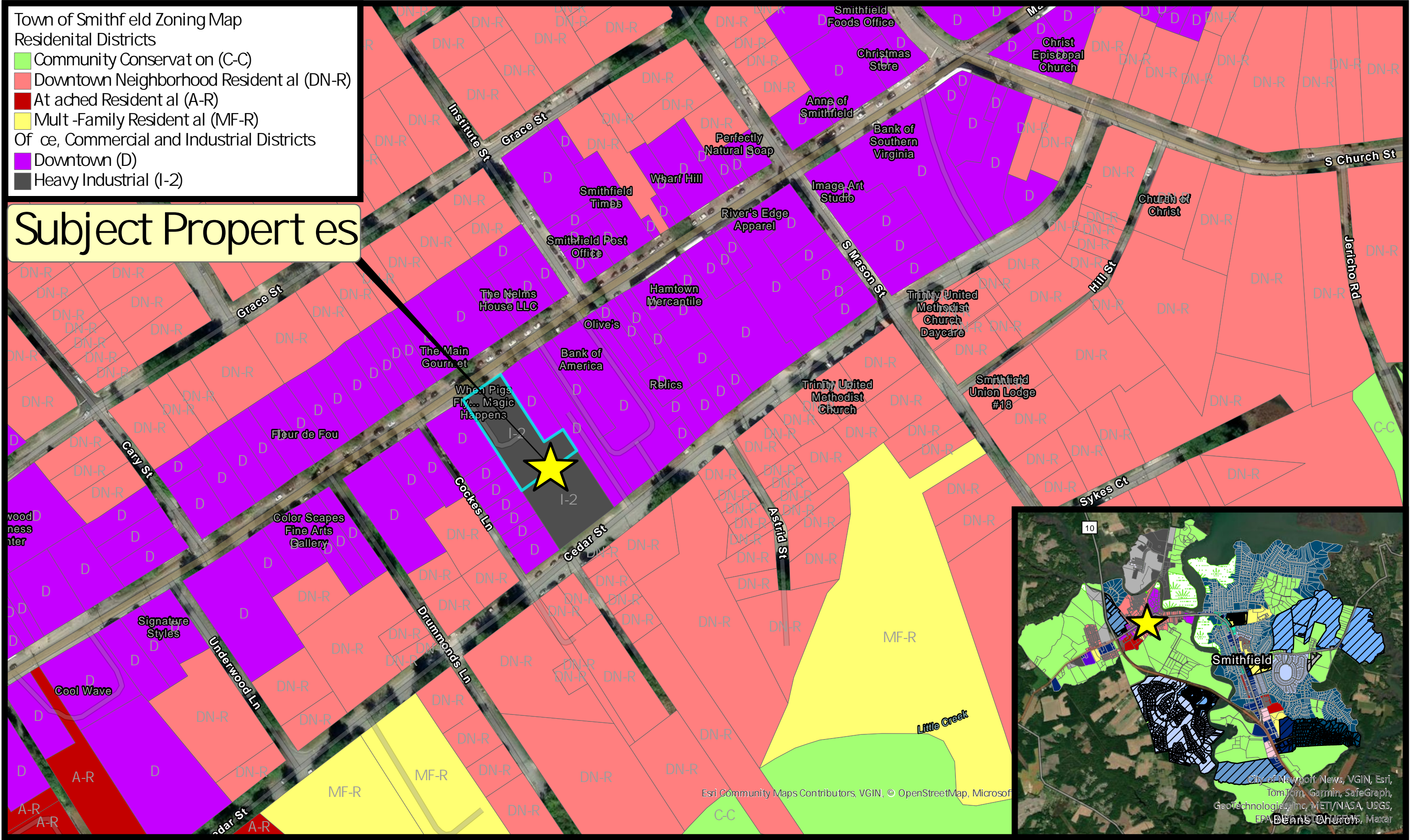
1212 S. Church Street Smithfield, VA 23430

PHONE: 757-357-2911

DRAWN BY: ECC

JOB #S25-187-SM

Rezoning from Heavy Industrial (I-2) to Downtown (D)
315 Main Street & TPIN 21A-01-263



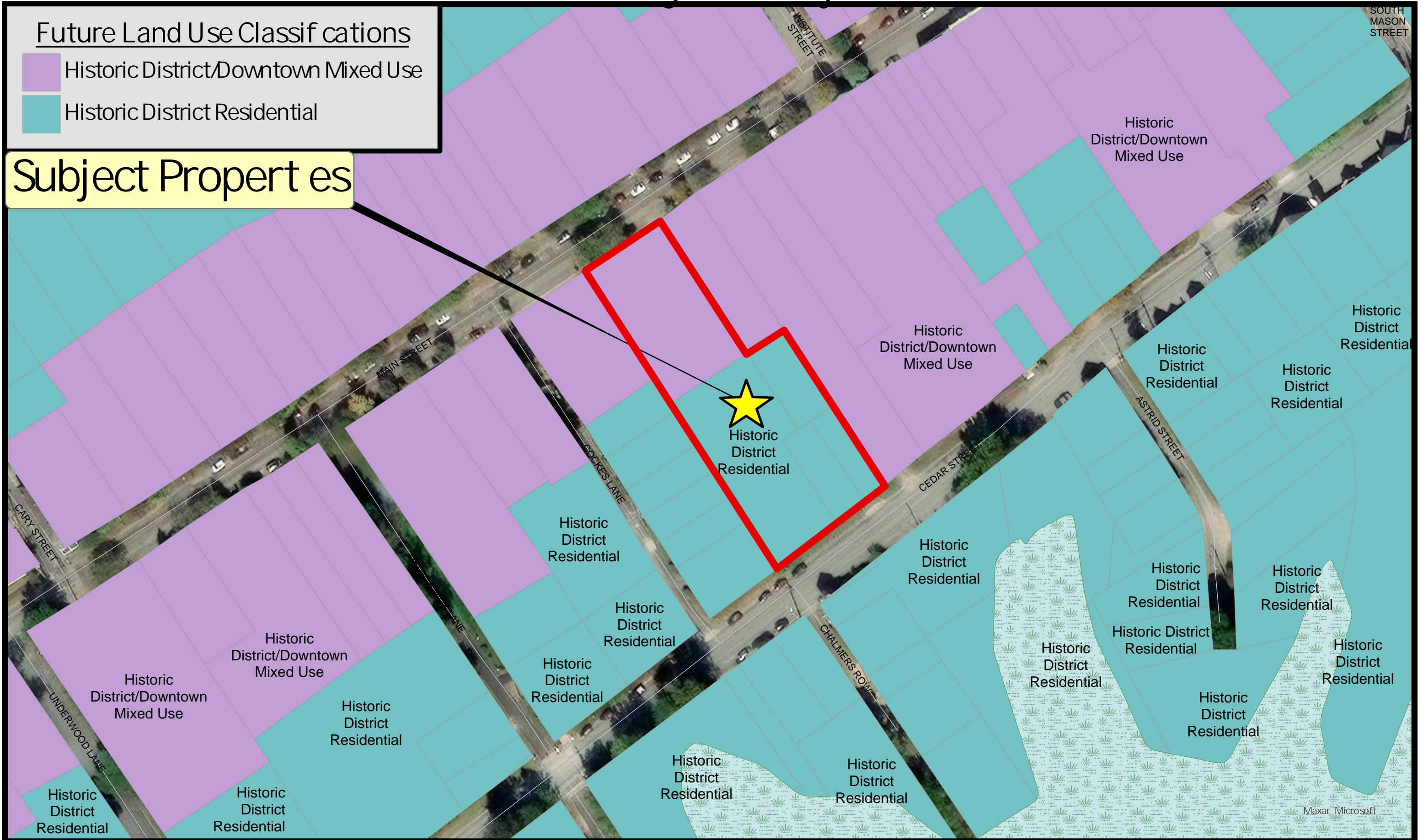
FUTURE LAND USE MAP

Pre-Boundary Line Adjustment

Future Land Use Classifications

- Historic District/Downtown Mixed Use
- Historic District Residential



Subject Properties



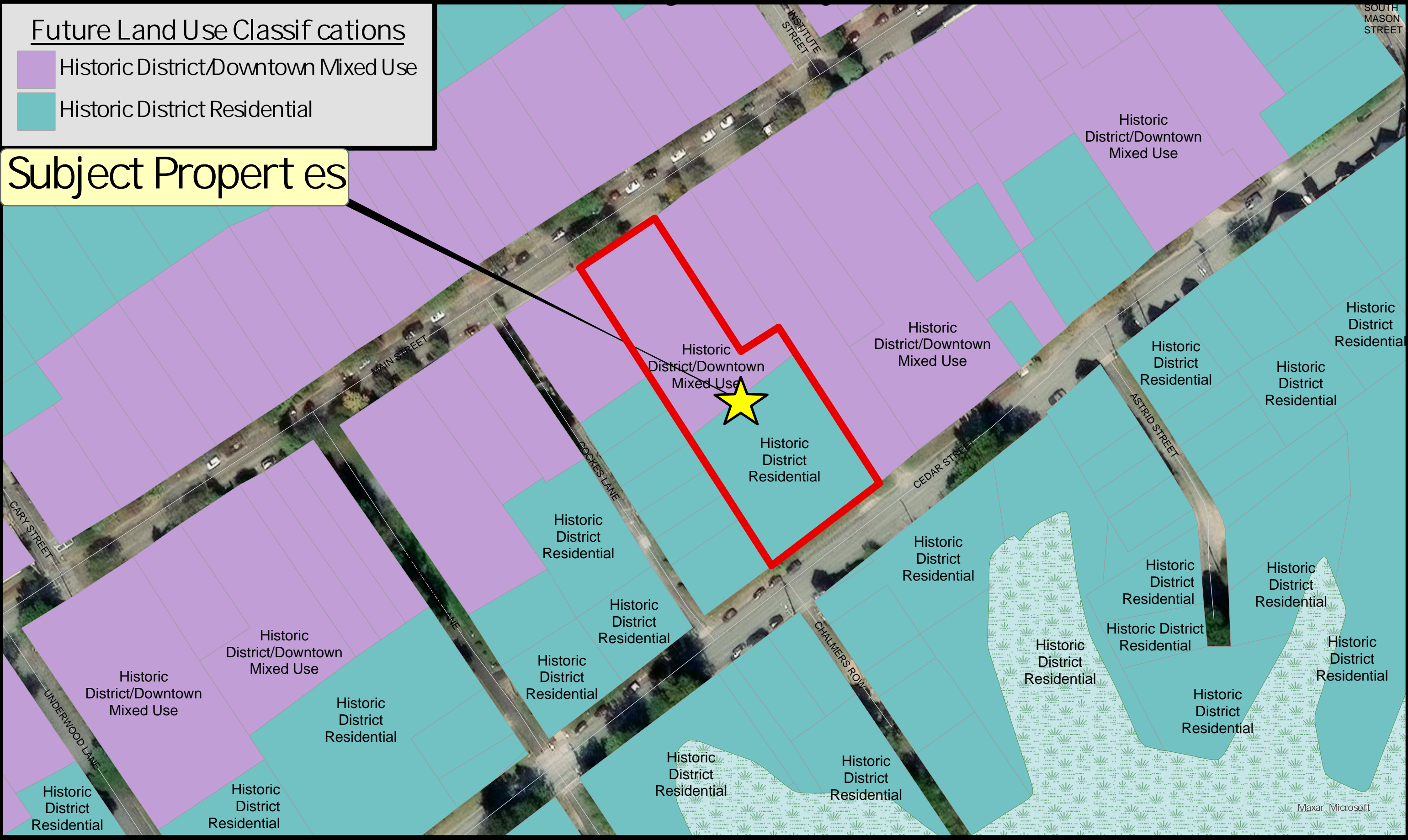
FUTURE LAND USE MAP

Post-Boundary Line Adjustment


Future Land Use Classifications

-  Historic District/Downtown Mixed Use
-  Historic District Residential













Subject Properties



Legend

 Town of Smithfield Corporate Limits

Future Land Use Classifications

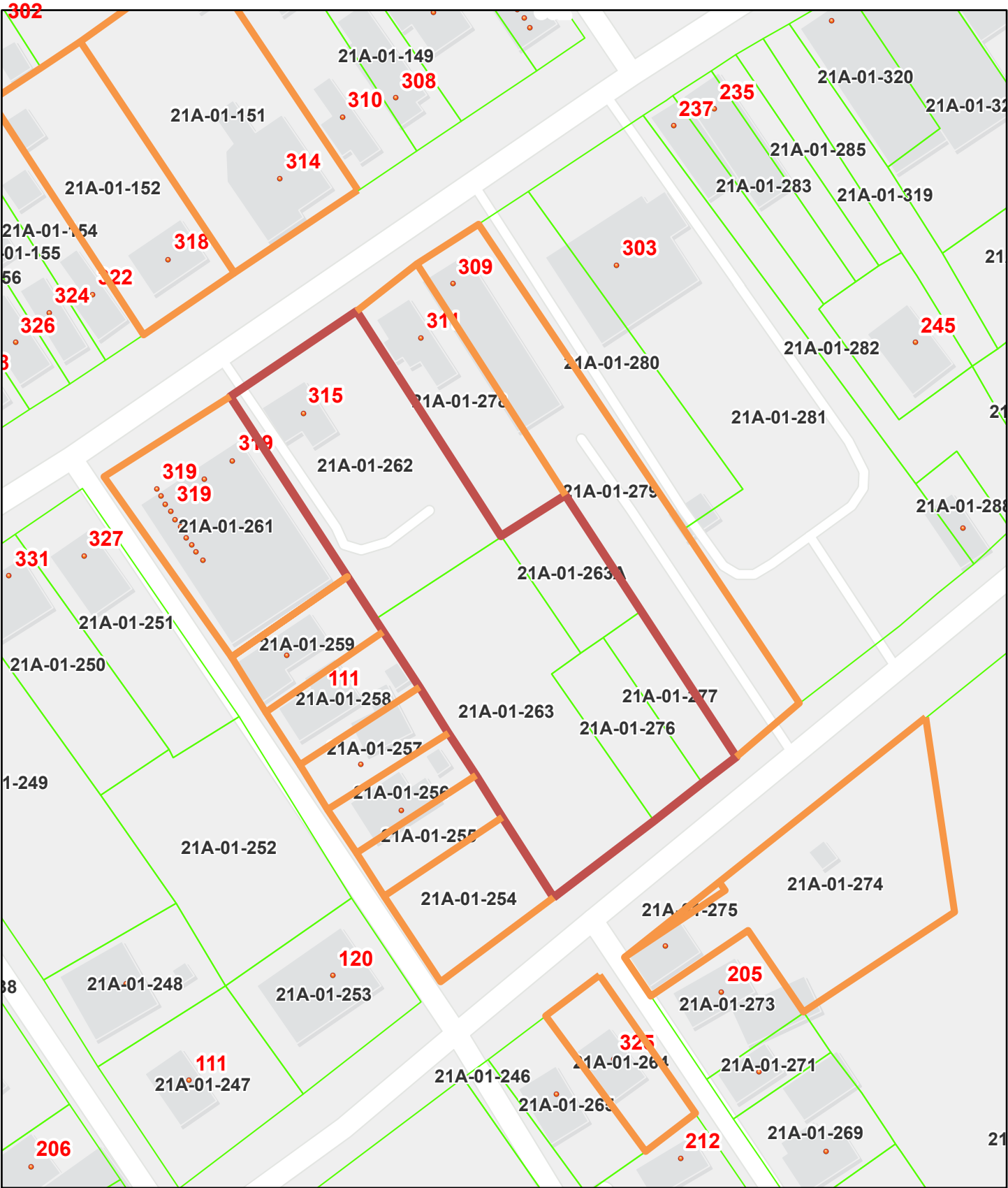
-  Neighborhood Residential
-  Historic District/Downtown Mixed-Use
-  Historic District Residential
-  Commercial Mixed-Use
-  Corridor Mixed-Use
-  Residential Mixed-Use
-  Parks/Recreation
-  Public/Semi-Public
-  Conservation
-  Flex Industrial
-  Heavy Industrial
-  Environmental Conservation Overlay



[illegible]

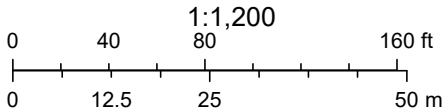
Isle of Wight GIS Office
Virginia Geographic Information Network (VGIN) | Maxar, Microsoft |
Page 99 of 104

315 Main Street - Rezoning (I-2 to D) - Adjacent Landowners Map



9/3/2025, 2:55:24 PM

- Parcels
- Address Points



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Owner: Town of Smithfield

TPINs: 315 Main Street (TPIN 21A-01-262) & TPIN 21A-01-263

Justification: To remove the Heavy Industrial (I-2) Zoning classification in an area surrounded by Downtown (D) zoned properties.

No additional development is proposed, besides a shed to house the golf cart.

Neighboring Properties:

UZZLE JUDY C

Mailing Address:

15784 SCOTTS FACTORY RD

Mailing city state zip:

SMITHFIELD VA 23430

Legal Description:

123 S COCKES LANE

21A-01-254 & 255

WILKERSON DOROTHY D L/E

Mailing Address:

15784 SCOTTS FACTORY RD

Mailing city state zip:

SMITHFIELD VA 23430

Legal Description:

115 S COCKES LANE

21A-01-256

BOONE VERONICA

Mailing Address:

601 CEDAR ST APT 306

Mailing city state zip:
SMITHFIELD VA 23430

Legal Description:
113 S COCKES LANE

21A-01-257

PICOTT ARLEEN B

Mailing Address:
111 COCKES LN

Mailing city state zip:
SMITHFIELD VA 23430

Legal Description:
111 S COCKES LANE

21A-01-258

WILLIAMS BARBARA A & SMITH CATHERINE

Mailing Address:
1071 HEDGEROW CIRCLE

Mailing city state zip:
WAYNE PA 19087

Legal Description:
107 S COCKES LANE

21A-01-259

319 MAIN LLC

Mailing Address:
405 GRACE ST

Mailing city state zip:
SMITHFIELD VA 23430

Legal Description:

319 321 323 W MAIN ST MAIN ST

21A-01-261

REDLIN ROBERT KEITH TRUSTEE, ROBERT KEITH REDLIN LIVING TR

Mailing Address:

PO BOX 481

Mailing city state zip:

SMITHFIELD VA 23431

Legal Description:

311 W MAIN ST

21A-01-278

309 MAIN STREET LLC

Mailing Address:

1210 CRESCENT DRIVE

Mailing city state zip:

SMITHFIELD VA 23430

Legal Description:

309 W MAIN ST

21A-01-279

BROOKS RUSSELL L & CAMILLE

Mailing Address:

314 MAIN ST

Mailing city state zip:

SMITHFIELD VA 23430

Legal Description:

314 MAIN ST W

21A-01-151

KOTA OF SMITHFIELD LLC

Mailing Address:

318 MAIN ST

Mailing city state zip:

SMITHFIELD VA 23430

Legal Description:

SMITHFIELD M E PARSONAGE LOT PLAT 13/232 OR 1-356-4

21A-01-152

FRECH LLOYD R & PATRICIA V

Mailing Address:

203 CHALMERS ROW

Mailing city state zip:

SMITHFIELD VA 23430

Legal Description:

CHALMERS ROW 29 X 71 FT PLAT 2-166-3

21A-01-274

F & T PROPERTIES LLC

Mailing Address:

P O BOX 2028

Mailing city state zip:

POQUOSON VA 23662

Legal Description:

326 W CEDAR ST PAR 1 LEWIS-BOURASSA ENT

21A-01-264