



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Tuesday, January 6th, 2026

TO: PLANNING COMMISSION

FROM: TAMMIE CLARY, COMMUNITY DEVELOPMENT & PLANNING
DIRECTOR

RE: PLANNING COMMISSION MEETING

The Planning Commission will hold its regular meeting on **Tuesday, January 13th, 2026 at 6:30 PM** at the Smithfield Center (220 North Church Street, Smithfield, VA 23430).

If you have any questions or concerns, please contact Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.

cc: Town Council
Sands Anderson
The Smithfield Times (or)
The Daily Press
File

SMITHFIELD PLANNING COMMISSION MEETING AGENDA

Tuesday, January 13th, 2026, 6:30 PM

- 1) **Election of Chairman.**
- 2) **Election of Vice Chair.**
- 3) **Upcoming Meetings and Activities:**
 - Tuesday, January 20th, 6:30 PM – Board of Historic & Architectural Review Meeting
 - Tuesday, January 20th, 7:30 PM – Board of Zoning Appeals Meeting
 - Monday, January 26th, 3:00 PM – Town Council Committee Meetings
 - Tuesday, February 3rd, 6:30 PM – Town Council Meeting
 - Tuesday, February 10th, 6:30 PM – Planning Commission Meeting
- 4) **Public Comments:**

The public is invited to speak to the Planning Commission on any matters, except scheduled public hearing(s). Please use the sign-up sheet. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.
- 5) **Planning Commission Comments:**
- 6) ***Public Hearing* – Special Use Permit – TPIN 22-01-006C – Steven Barrett, applicant.**
(Staff report and assorted attachments enclosed.)
- 7) **Entrance Corridor Overlay Review – 1229 Bennis Church Blvd. – Ashley Ballard, applicant.** (Staff report and assorted attachments enclosed.)
- 8) **Entrance Corridor Overlay Review – 1005 South Church Street – Andrews Roofing Company c/o Jeri Elev, applicant.** (Staff report and assorted attachments enclosed.)
- 9) ***Discussion Item* Land Use Matrix Residential Zoning – Town Staff, applicant.**
- 10) **Approval of the December 9th, 2025 meeting minutes.**
- 11) **Director's Report.**
- 12) **Adjournment**

Mrs. Clary can be reached via email (tclary@smithfieldva.gov) or mail at the address below:

**Town of Smithfield: Community Development & Planning Department
ATTN Tammie Clary, Director
PO Box 246, Smithfield, VA 23431**

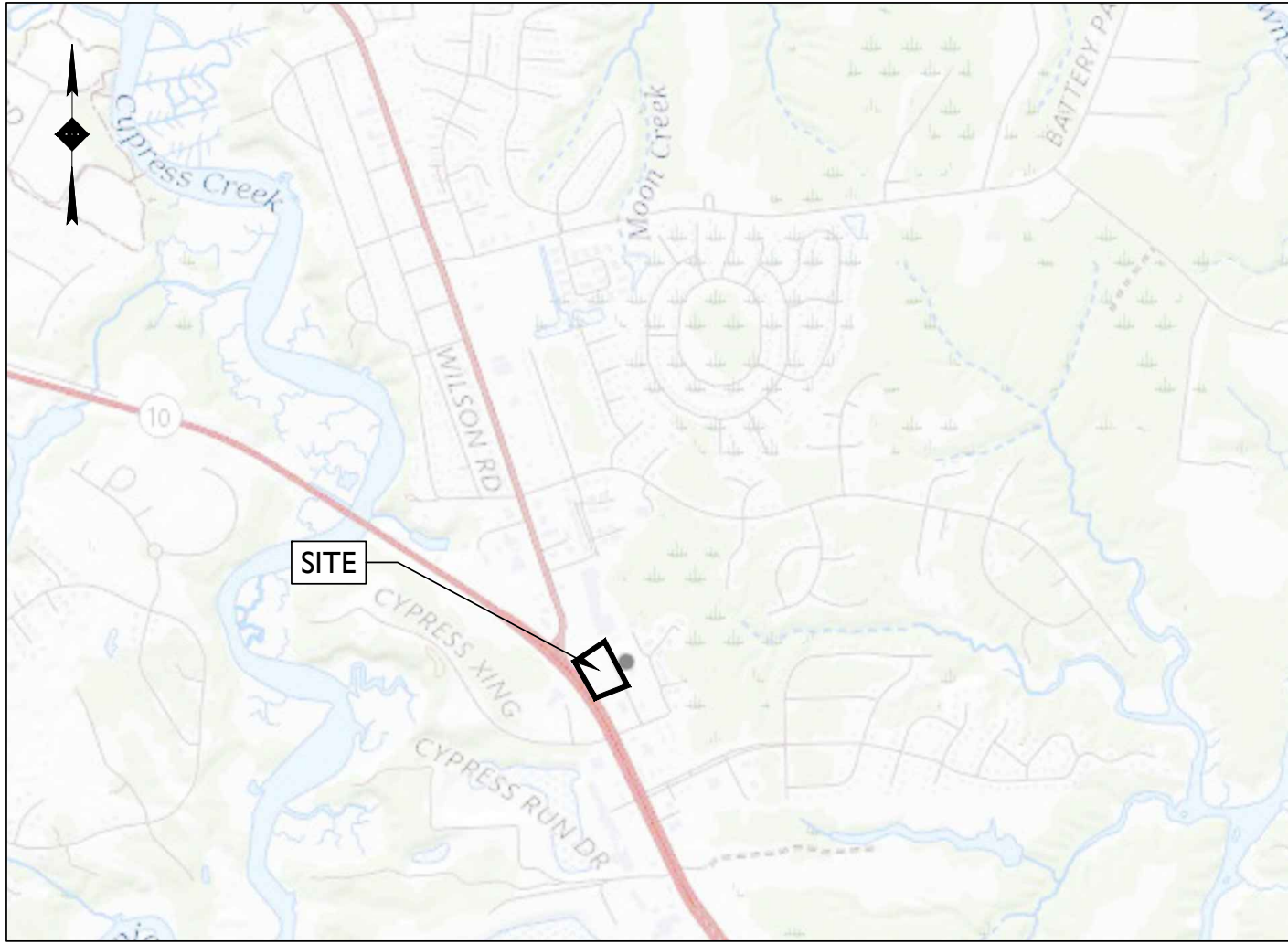
NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)
Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Planning Commission meetings. ADA compliant hearing devices are available 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.

PLANNING COMMISSION STAFF REPORT: 3 SPECIAL USE PERMITS (SUPs)
PUBLIC HEARING

Tuesday, January 13th, 2026, 6:30 PM

Applicant	Smithfield Retail Management c/o Steven Barrett 30200 Telegraph Road Suite 205 Birmingham Farms, MI 48025
Owner	V & B Properties LLC 18169 Morgarts Beach Road Smithfield, VA 23430
Property	TPIN 22-01-006C5 4.94 acres Corner of Benns Church Blvd & Vincents Crossing.
Zoning	Entrance Corridor Overlay (ECO) & Highway Retail Commercial (HRC)
Adjacent Zoning	Entrance Corridor Overlay (ECO) & Highway Retail Commercial (HRC)
Project Description	The applicant is seeking three special use permits under the provisions of Article 3.I.C.24 and Article 8.G.5.a to allow for two drive-throughs, one of which will have reduced stacking spaces. These SUPs will facilitate the construction of a 2,100 square foot restaurant with a drive-through window and a second building with a 2,400 square foot restaurant with pick up window, 1,555 square foot retail, and 1,400 square foot restaurant. Because the drive-through will feature a pickup window (as opposed to a traditional drive-through) the applicant will have five (5) stacking spaces, as opposed to the required ten (10) stacking spaces in Article 8.G.5.
Zoning Recommendation	Positives: These SUPs would enable 2 new drive-through eating establishments with the inclusion of a pickup window. Negatives: Not by right and does require 3 SUPs.

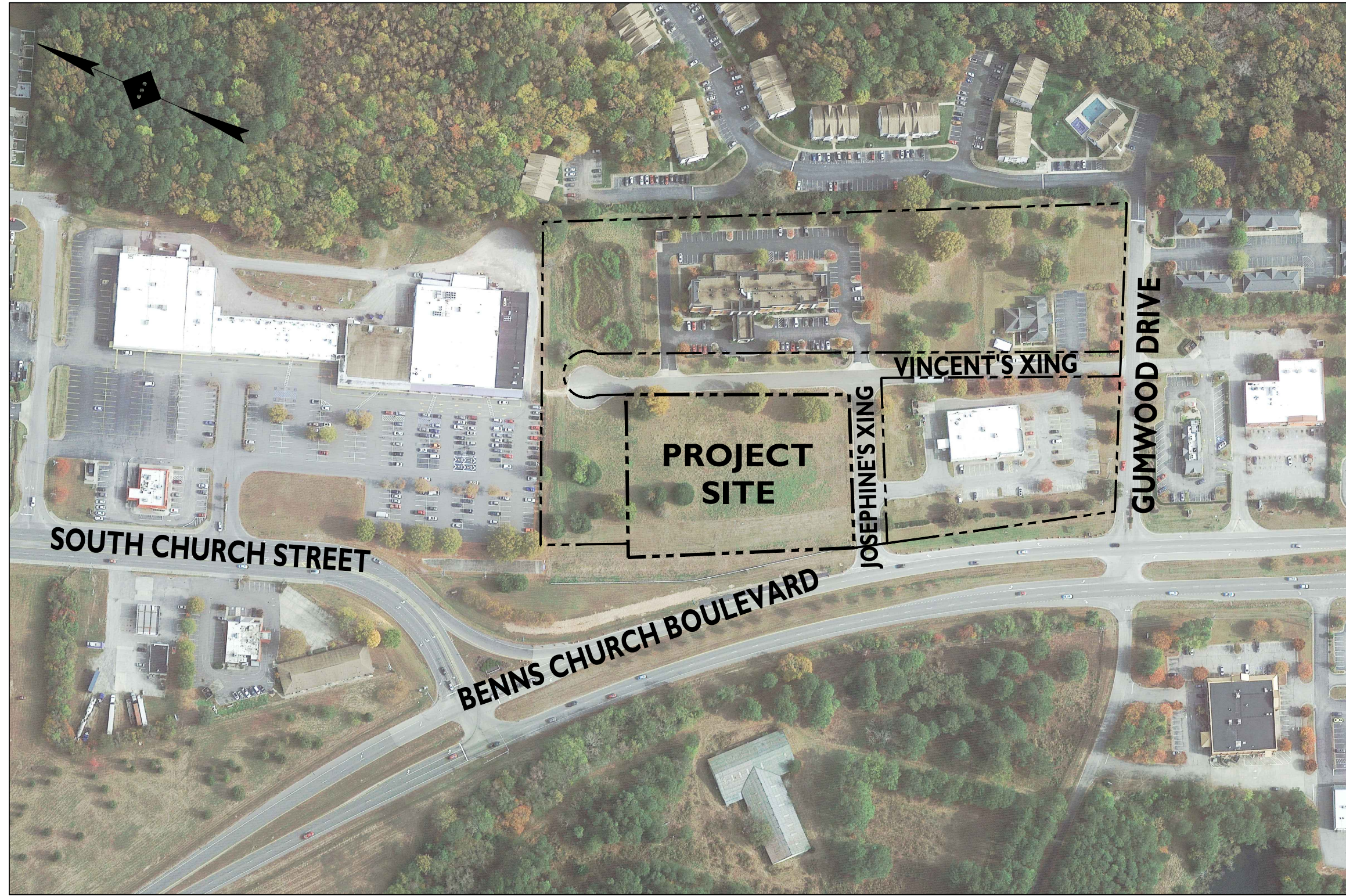
Please direct inquiries to Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.



SOURCE: USGS MAPING SYSTEM

LOCATION MAP

SCALE: 1" = 2,000'±



SOURCE: GOOGLE EARTH PRO

AERIAL MAP

SCALE: 1" = 200'±

TOWN OF SMITHFIELD CONTACT INFORMATION:

COMMUNITY DEVELOPMENT & PLANNING DIRECTOR
TAMMIE CLARY
TCLARY@SMITHFIELDVA.GOV
P.O. BOX 246
SMITHFIELD, VA 23430
(757) 365-9508

ENGINEERING - DIRECTOR OF PUBLIC WORKS & UTILITIES
EDWARD HEIDE
EHEIDE@SMITHFIELDVA.GOV
310 INSTITUTE STREET
SMITHFIELD, VA 23430
757-365-4200

PROJECT NARRATIVE

- OWNER:** V & B PROPERTIES LLC
- ENGINEER:** STONEFIELD ENGINEERING & DESIGN
- ADDRESS:** 200 VINCENT CROSSING
- ZONING:** HIGHWAY RETAIL COMMERCIAL DISTRICT (HR-C) & ENTRANCE CORRIDOR OVERLAY (ECO)
- GROSS SITE AREA:** 2.77 AC
- FLOODPLAIN INFORMATION:** ZONE X
- DISTURBED AREA:** 2.66 AC
- EXISTING CONDITIONS:** VACANT LOT
- PROPOSED USE:** RESTAURANT W/ DRIVE-THRU AND RETAIL
- PROPOSED TRAFFIC ANALYSIS:** NO ADVERSE IMPACT
- SANITARY:** TOWN SYSTEM
- WATER:** TOWN SYSTEM



Know what's below
Call before you dig.

TOWN OF SMITHFIELD APPROVAL
APPROVED BY THE TOWN OF SMITHFIELD COMMUNITY DEVELOPMENT & PLANNING DEPARTMENT, THIS _____ DAY OF _____, 20____
ATTEST: _____
TOWN OF SMITHFIELD AGENT

SITE DEVELOPMENT PLANS FOR SMITHFIELD RETAIL MANAGEMENT LLC PROPOSED MULTI-TENANT COMMERCIAL DEVELOPMENT

PARCEL ID: 22-01-006C5
200 VINCENT'S CROSSING
TOWN OF SMITHFIELD, ISLE OF WIGHT COUNTY, VIRGINIA

APPLICANT
SMITHFIELD RETAIL MANAGEMENT LLC
30200 TELEGRAPH ROAD, SUITE 205
BINHAM FARMS, MICHIGAN 48025
248-983-5429
SBARRETT@ALRIGUSA.COM

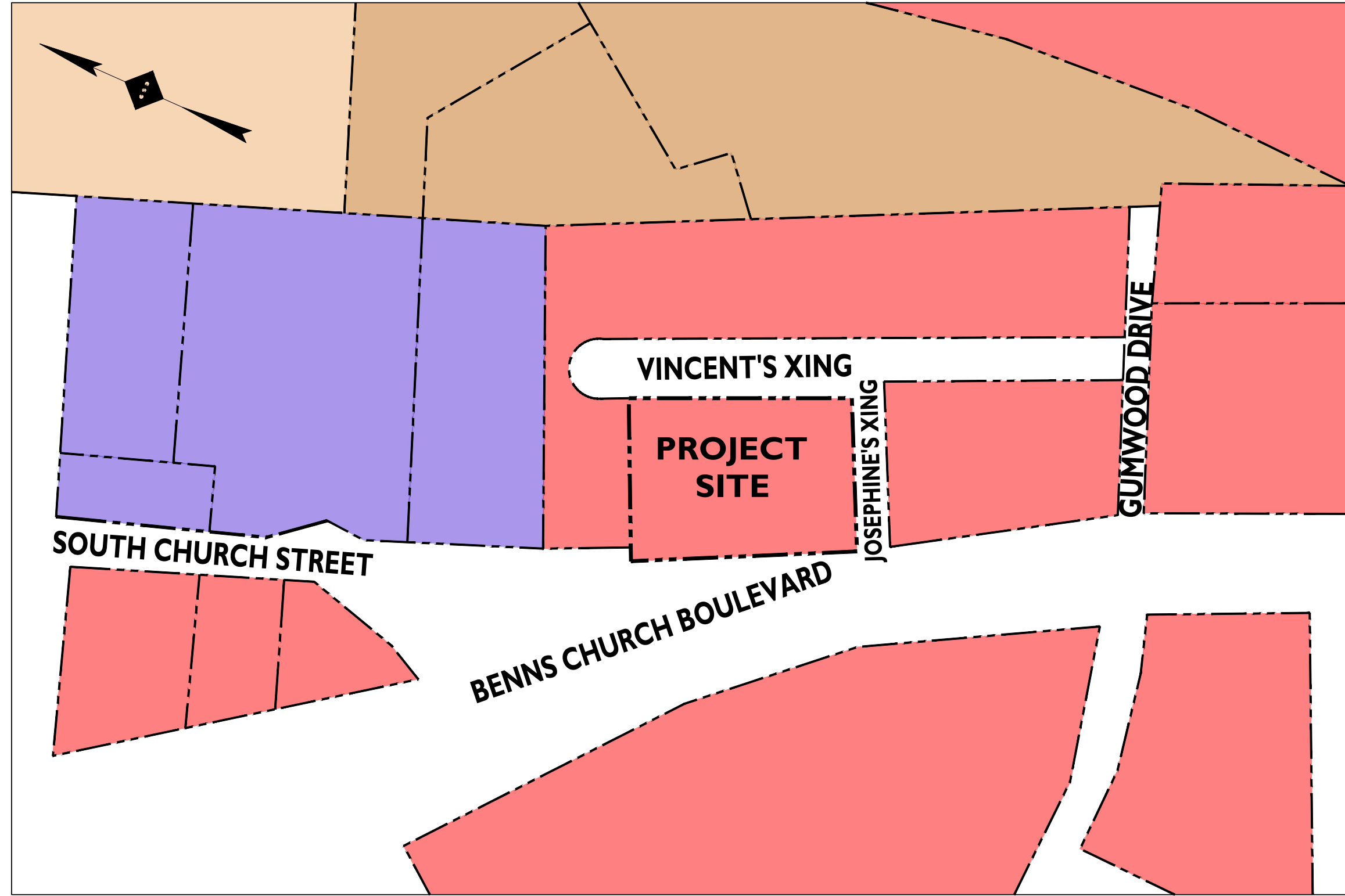
OWNER
V & B PROPERTIES LLC
18169 MORGARTS BEACH ROAD
TOWN OF SMITHFIELD, VIRGINIA 23430

ARCHITECT
SHREMSHOCK ARCHITECTS & ENGINEERS
7775 WALTON PKWY
NEW ALBANY, OH 43054
614-545-4550

SURVEYOR
MIDATLANTIC SURVEYING AND LAND DESIGN
5257 CLEVELAND STREET, SUITES 109-110
VIRGINIA BEACH, VA 23462
757-557-0888

LAND USE AND ZONING			
PARCEL ID: 22-01-006C5			
HIGHWAY RETAIL COMMERCIAL DISTRICT (HR-C) & ENTRANCE CORRIDOR OVERLAY (ECO)			
PROPOSED USE		PERMITTED USE	
FAST-FOOD RESTAURANT		PERMITTED USE	
RETAIL		SPECIAL PERMITTED USE	
DRIVE-THRU			
ZONING REQUIREMENT	REQUIRED	PROPOSED (LOT 1)	PROPOSED (LOT 2)
MINIMUM LOT AREA	30,000 SF	61,278 SF (1.41 AC)	59,329 SF (1.36 AC)
NET DEVELOPABLE AREA ⁽¹⁾	N/A	44,697 SF (1.02 AC)	43,226 SF (0.99 AC)
MINIMUM LOT WIDTH	150 FT	183.3 FT	210.0 FT
MAXIMUM FLOOR AREA RATIO	0.50	0.09 (5,355 SF)	0.04 (2,500 SF)
MAXIMUM BUILDING HEIGHT	35 FT	21.0 FT	21.0 FT
MINIMUM FRONT YARD SETBACK	40 FT	64.1 FT	104.4 FT
MINIMUM SIDE YARD SETBACK	20 FT	62.4 FT	46.8 FT
MINIMUM REAR YARD SETBACK	20 FT	N/A	N/A
MINIMUM LANDSCAPE OPEN SPACE	15%	40% (24,743 SF)	41% (24,5723 SF)
MINIMUM LANDSCAPE BUFFER (PROPERTY FRONTAGE)	20 FT	20.0 FT	20.0 FT
MINIMUM PARKING SETBACK (ADJACENT LOT LINE)	10 FT	10.0 FT	10.0 FT
MINIMUM PARKING SETBACK (ABUTTING PUBLIC STREET)	10 FT	20.0 FT	20.0 FT
MINIMUM CURB CUT FROM INTERSECTING STREET	75 FT	>75 FT	>75 FT

(1) EXCLUDES 40 FT LANDSCAPE BUFFER PER PC 2, SL 165, PG. 12 & UTILITY EASEMENTS



SOURCE: TOWN OF SMITHFIELD ZONING MAP, VIRGINIA.

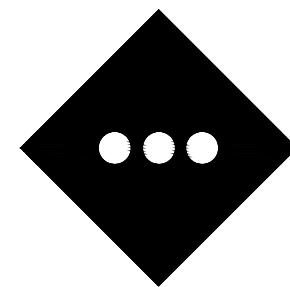
ZONING KEY

- HR-C: HIGHWAY RETAIL COMMERCIAL DISTRICT
- PS-C: PLANNED SHOPPING CENTER COMMERCIAL DISTRICT
- MF-R: MULTI-FAMILY RESIDENTIAL DISTRICT
- A-R: ATTACHED RESIDENTIAL DISTRICT

ZONING MAP

SCALE: 1" = 200'±

PLANS PREPARED BY:



STONEFIELD
engineering & design

Birmingham, MI · Rutherford, NJ · New York, NY

Boston, MA · Princeton, NJ · Tampa, FL

www.stonefieldeng.com

555 S Old Woodward Avenue Suite 12 L Birmingham, MI 48009

Phone 248.247.1115

PLAN REFERENCE MATERIALS:

- THIS PLAN SET REFERENCES THE FOLLOWING DOCUMENTS INCLUDING, BUT NOT LIMITED TO:
 - ALTA/NSPS LAND TITLE SURVEY PREPARED BY MID ATLANTIC SURVEYING AND LAND DESIGN DATED 11/17/2023
 - ARCHITECTURAL BUILDING PERMIT PLANS PREPARED BY SHREMSHOCK ARCHITECTS & ENGINEERS, DATED 03/07/2024
 - AERIAL MAP OBTAINED FROM GOOGLE EARTH PRO
 - LOCATION MAP OBTAINED FROM USGS NATIONAL MAPPER
- ALL REFERENCE MATERIAL LISTED ABOVE SHALL BE CONSIDERED A PART OF THIS PLAN SET AND ALL INFORMATION CONTAINED WITHIN THESE MATERIALS SHALL BE UTILIZED IN CONJUNCTION WITH THIS PLAN SET. THE CONTRACTOR IS RESPONSIBLE TO OBTAIN A COPY OF EACH REFERENCE AND REVIEW IT THOROUGHLY PRIOR TO THE START OF CONSTRUCTION.

ADDITIONAL SHEETS

DRAWING TITLE	SHEET #
ALTA / NSPS LAND TITLE SURVEY	1 OF 1

SHEET INDEX

DRAWING TITLE	SHEET #
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GENERAL NOTES	C-2
DEMOLITION PLAN	C-3
SITE PLAN	C-4
PHASE I SITE PLAN	C-4A
GRADING PLAN	C-5
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SITE DEVELOPMENT PLANS

**SMITHFIELD RETAIL
MANAGEMENT LLC
PROPOSED MULTI-TENANT
COMMERCIAL DEVELOPMENT**
PARCEL ID: 22-01-006C5
200 VINCENT'S CROSSING
TOWN OF SMITHFIELD
ISLE OF WIGHT COUNTY, VIRGINIA



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SCALE: AS SHOWN PROJECT ID: PRI-230142

TITLE:

COVER SHEET

DRAWING:

C-1

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Princeton, NJ · Tampa, FL · Detroit, MI
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607 Shelby Suite 200, Detroit, MI 48226
Phone 248.247.1115

NOT APPROVED FOR CONSTRUCTION

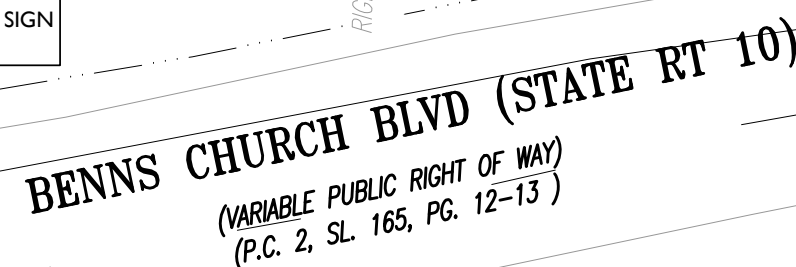
REVISION	DATE	BY	DESCRIPTION
1	03/27/2024	JRC	SUBMISSION FOR SITE PLAN APPROVAL
2	12/16/2024	JRC	REVISED PER TOWNSHIP & COUNTY REVIEW #1
3	04/17/2025	ECH	REVISED PER TOWNSHIP REVIEW #2
4	07/01/2025	JRC	REVISED PER TOWNSHIP REVIEW #3
5	07/24/2025	JRC	REVISED PER TOWNSHIP REVIEW #4
6	08/14/2025	JRC	REVISED PER TOWNSHIP REVIEW #5

(I) EXCLUDES 40 FT LANDSCAPE BUFFER PER PC 2, SL. 165, PG. 12 & UTILITY EASEMENTS

(W) SPECIAL USE PERMIT WAIVER REQUEST REQUIRED



- 30' 0' 30'
-
- GRAPHIC SCALE IN FEET
1" = 30'



SITE DEVELOPMENT PLANS

**SMITHFIELD RETAIL
MANAGEMENT LLC**

**PROPOSED MULTI-TENANT
COMMERCIAL DEVELOPMENT**

PARCEL ID: 22-01-006C5
200 VINCENT'S CROSSING
TOWN OF SMITHFIELD
ISLE OF WIGHT COUNTY, VIRGINIA

COMMONWEALTH OF VIRGINIA
 JONATHAN REID COOKSEY
 REID COOKSEY, P.E.
 VIRGINIA LICENSE NO. 402056640
 LICENSE EXPIRATION DATE 12/31/2018



STONEFIELD
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SCALE:	1" = 30'	PROJECT ID: PRI-230142
TITLE:		

SITE PLAN

DRAWING:

C-4

LOT 1: LANDSCAPING REQUIREMENTS		
CODE SECTION	REQUIRED	PROPOSED
§ 3-R.K.2.f.	TOWN STREETScape 42" EVERGREEN HEDGE REQUIRED ALONG BEN'S CHURCH BOULEVARD	42" EVERGREEN HEDGE
§ 9-C.2.a	TREE CANOPY COVERAGE 10% OF SITE SHALL BE COVERED IN TREE CANOPY AT 20 YEAR GROWTH LOT 1: 61,278 SF (61,278) * (0.10) = 6,128 SF	6,495 SF ⁽¹⁾
§ 9-D.2.A.	PARKING LOT LANDSCAPING (ABUTTING STREETS) 10 FT LANDSCAPING STRIP REQUIRED	BENNS CHURCH BOULEVARD: 40.5 FT JOSEPHINE'S XING: 20.0 FT VINCENTS XING: 20.0 FT
§ 9-D.2.b	1 TREE FOR EVERY 40 LF OF PARKING BENNS CHURCH BOULEVARD: 213 FT (213 FT) * (1 TREE / 40 LF) = 6 TREES JOSEPHINE'S XING: 241 FT (241 FT) * (1 TREE / 40 LF) = 6 TREES VINCENTS XING: 178 FT (178 FT) * (1 TREE / 40 LF) = 5 TREES	6 TREES 6 TREES 5 TREES
§ 9-D.3	INTERIOR PARKING LOT TREES 1 TREE FOR EVERY 6 PARKING SPACES (48 SPACES) * (1 TREE / 6 SPACES) = 8 TREES	9 TREES
§ 9-D.4	PLANTING ISLANDS MINIMUM WIDTH: 10 FT MAXIMUM CONTINUOUS PARKING STALLS: 12 SPACES	10.0 FT COMPLIES

(1) LOT 1 CANOPY CALCULATION (DECIDUOUS TREE CANOPY: 315 SF, ORNAMENTAL TREE CANOPY: 177 SF):
[(15 DECIDUOUS TREES) X (315 SF PER TREE)] = 4,725 SF CANOPY COVERAGE
[(10 ORNAMENTAL TREES) X (177 SF PER TREE)] = 1,770 SF CANOPY COVERAGE
TOTAL = 6,495 SF CANOPY COVERAGE

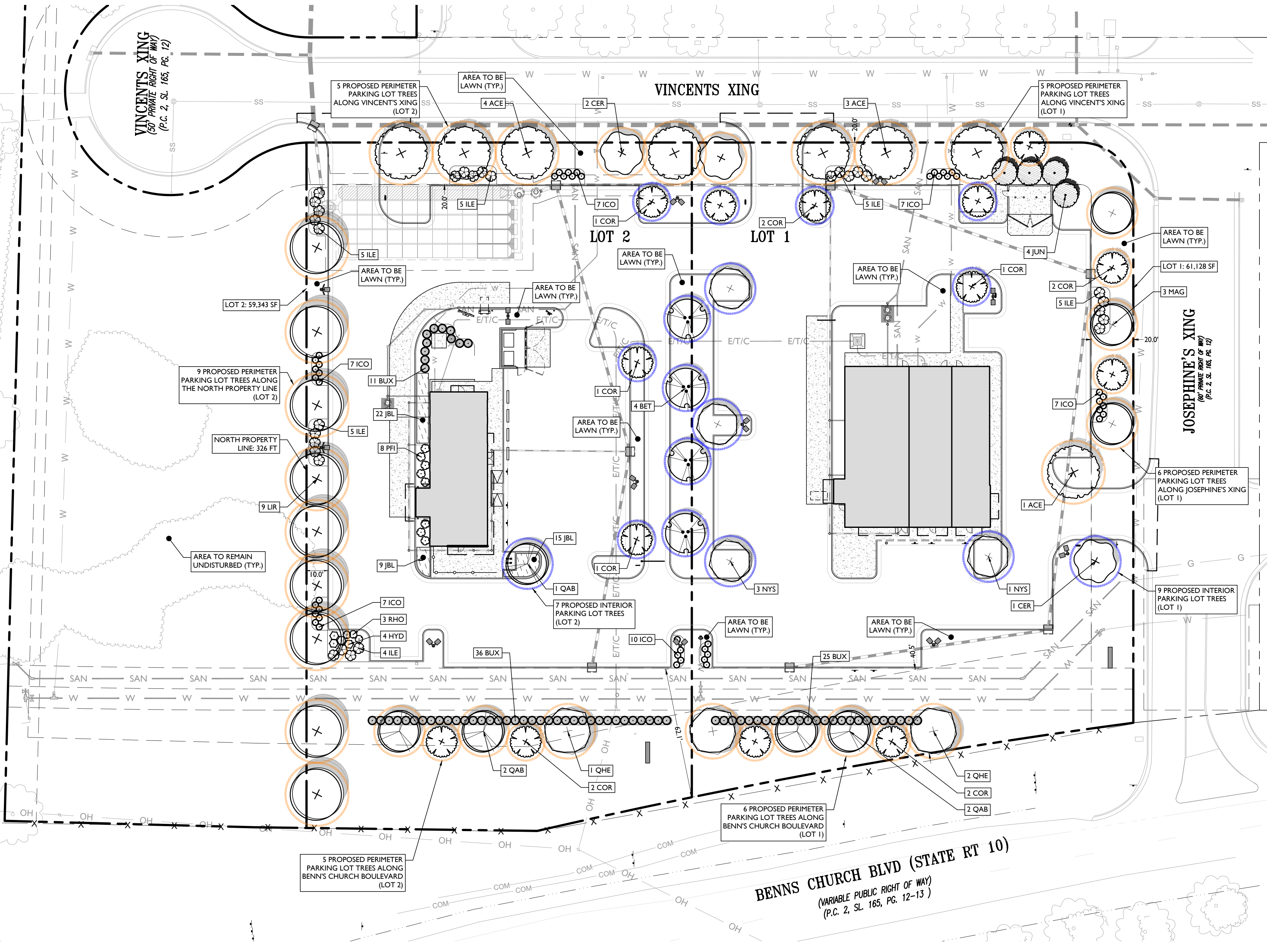
LOT 2: LANDSCAPING REQUIREMENTS		
CODE SECTION	REQUIRED	PROPOSED
§ 3-R.K.2.f.	TOWN STREETScape 42" EVERGREEN HEDGE REQUIRED ALONG BENNS CHURCH BOULEVARD	42" EVERGREEN HEDGE
§ 9-C.2.a	TREE CANOPY COVERAGE 10% OF SITE SHALL BE COVERED IN TREE CANOPY AT 20 YEAR GROWTH LOT 2: 59,343 SF (59,343) * (0.10) = 5,933 SF	6,930 SF ⁽¹⁾
§ 9-D.1.a.	PARKING LOT LANDSCAPING (ABUTTING LOT LINES) 10 FT LANDSCAPING STRIP REQUIRED	NORTH: 10.0 FT
§ 9-D.1.b.	1 TREE FOR EVERY 40 LF OF PARKING NORTH PROPERTY LINE: 326 FT (326 FT) * (1 TREE / 40 LF) = 9 TREES	9 TREES
§ 9-D.2.a.	PARKING LOT LANDSCAPING (ABUTTING STREETS) 10 FT LANDSCAPING STRIP REQUIRED	BENNS CHURCH BOULEVARD: 62.1 FT VINCENTS XING: 20.0 FT
§ 9-D.2.b.	1 TREE FOR EVERY 40 LF OF PARKING BENNS CHURCH BOULEVARD: 185 FT (185 FT) * (1 TREE / 40 LF) = 5 TREES VINCENTS XING: 183 FT (183 FT) * (1 TREE / 40 LF) = 5 TREES	5 TREES 5 TREES
§ 9-D.3	INTERIOR PARKING LOT TREES 1 TREE FOR EVERY 6 PARKING SPACES (43 SPACES) * (1 TREE / 6 SPACES) = 8 TREES	8 TREES
§ 9-D.4	PLANTING ISLANDS MINIMUM WIDTH: 10 FT MAXIMUM CONTINUOUS PARKING STALLS: 12 SPACES	10.0 FT COMPLIES

(1) LOT 2 CANOPY CALCULATION (DECIDUOUS TREE CANOPY: 315 SF):
[(2 DECIDUOUS TREES) X (315 SF PER TREE)] = 6,300 SF CANOPY COVERAGE

LAND DESIGNATED AS REQUIRED BUFFERS OR
LANDSCAPE SCREENING SHALL BE LANDSCAPED
AND MAY ONLY BE USED FOR STRUCTURES, USES,
OR FACILITIES IN ACCORD WITH THE ZONING
ORDINANCE



Know what's below
Call before you dig.



IRRIGATION NOTE:

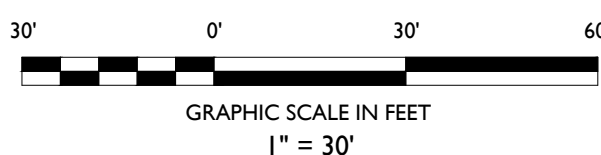
IRRIGATION CONTRACTOR TO PROVIDE A DESIGN FOR AN IRRIGATION SYSTEM SEPARATING PLANTING BEDS FROM LAWN AREA. PRIOR TO CONSTRUCTION, DESIGN IS TO BE SUBMITTED TO THE PROJECT LANDSCAPE DESIGNER FOR REVIEW AND APPROVAL. WHERE POSSIBLE, DRIP IRRIGATION AND OTHER WATER CONSERVATION TECHNIQUES SUCH AS RAIN SENSORS SHALL BE IMPLEMENTED. CONTRACTOR TO VERIFY MAXIMUM ON SITE DYNAMIC WATER PRESSURE AVAILABLE MEASURED IN PSI. PRESSURE REDUCING DEVICES OR BOOSTER PUMPS SHALL BE PROVIDED TO MEET SYSTEM PRESSURE REQUIREMENTS. DESIGN TO SHOW ALL VALVES, PIPING, HEADS, BACKFLOW PREVENTION, METERS, CONTROLLERS, AND SLEEVES WITHIN HARDSCAPE AREAS.

LANDSCAPING NOTES

- THE CONTRACTOR SHALL RESTORE ALL DISTURBED GRASS AND LANDSCAPED AREAS TO MATCH EXISTING CONDITIONS UNLESS INDICATED OTHERWISE WITHIN THE PLAN SET.
- THE CONTRACTOR SHALL RESTORE ALL DISTURBED LAWN AREAS WITH A MINIMUM 4 INCH LAYER OF TOPSOIL AND SEED.
- THE CONTRACTOR SHALL RESTORE MULCH AREAS WITH A MINIMUM 3 INCH LAYER OF MULCH.
- THE MAXIMUM SLOPE ALLOWABLE IN LANDSCAPE RESTORATION AREAS SHALL BE 3 FEET HORIZONTAL TO 1 FOOT VERTICAL (3:1 SLOPE) UNLESS INDICATED OTHERWISE WITHIN THE PLAN SET.
- THE CONTRACTOR IS REQUIRED TO LOCATE ALL SPRINKLER HEADS IN AREA OF LANDSCAPING DISTURBANCE PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL RELOCATE SPRINKLER HEADS AND LINES IN ACCORDANCE WITH OWNER'S DIRECTION WITHIN AREAS OF DISTURBANCE.
- THE CONTRACTOR SHALL ENSURE THAT ALL DISTURBED LANDSCAPED AREAS ARE GRADED TO MEET FLUSH AT THE ELEVATION OF WALKWAYS AND TOP OF CURB ELEVATIONS EXCEPT UNLESS INDICATED OTHERWISE WITHIN THE PLAN SET. NO ABRUPT CHANGES IN GRADE ARE PERMITTED IN DISTURBED LANDSCAPING AREAS.

PLANT SCHEDULE						
SYMBOL	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
DECIDUOUS TREES						
	ACE	8	ACER SACCHARUM	SUGAR MAPLE	2" - 2.5" CAL	B&B
	BET	4	BETULA NIGRA	RIVER BIRCH MULTI-TRUNK	6' - 8' HT	B&B
	LIR	9	LIRIODENDRON TULIPIFERA	TULIP POPLAR	2" - 2.5" CAL	B&B
	MAG	3	MAGNOLIA VIRGINIANA	SWEET BAY	2" - 2.5" CAL	B&B
	NYS	4	NYSSA SYLVATICA	TUPELO	2" - 2.5" CAL	B&B
	QAB	5	QUERCUS ALBA	WHITE OAK	2" - 2.5" CAL	B&B
	QHE	3	QUERCUS PHELLOS	WILLOW OAK	2" - 2.5" CAL	B&B
EVERGREEN TREES						
	JUN	4	JUNIPERUS VIRGINIANA	EASTERN REDCEDAR	6' - 7' HT	B&B
ORNAMENTAL TREES						
	CER	3	CERCIS CANADENSIS	EASTERN REDBUD	2" - 2.5" CAL	B&B
	COR	14	CORNUS FLORIDA	FLOWERING DOGWOOD	2" - 2.5" CAL	B&B
SHRUBS						
	HYD	4	HYDRANGEA ARBORESCENS	WILD HYDRANGEA	24" - 30" HT	POT
	ILE	29	ILEX VERTICILLATA 'RED SPRITE'	RED SPRITE WINTERBERRY	24" - 30" HT	POT
	PFI	8	JUNIPERUS X PFTZERIANA 'MONSAN'	SEA OF GOLD PFTZER JUNIPER	24" - 30" HT	POT
	RHO	3	RHODODENDRON ATLANTICUM	COAST AZALEA	24" - 30" HT	POT
EVERGREEN SHRUBS						
	BUX	72	BUXUS MICROPHYLLA 'JAPONICA GREEN BEAUTY'	GREEN BEAUTY JAPANESE BOXWOOD	42" - 48" HT	POT
	ICO	45	ILEX GLABRA 'COMPACTA'	COMPACT INKBERRY	24" - 30" HT	POT
GROUND COVERS						
	JBL	46	JUNIPERUS HORIZONTALIS 'BLUE CHIP'	BLUE CHIP CREEPING JUNIPER	1 GAL. 36" O.C.	POT.

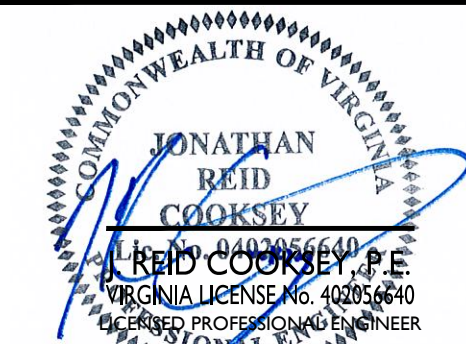
NOTE: IF ANY DISCREPANCIES OCCUR BETWEEN AMOUNTS SHOWN ON THE LANDSCAPE PLAN AND WITHIN THE PLANT LIST, THE PLAN SHALL DICTATE.



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607 Shelby Suite 200, Detroit, MI 48226
Phone 248.247.1115

SITE DEVELOPMENT PLANS
**SMITHFIELD RETAIL
MANAGEMENT LLC**
PROPOSED MULTI-TENANT
COMMERCIAL DEVELOPMENT
PARCEL ID: 22-01-006CS
200 VINCENT'S CROSSING
ISLE OF WIGHT COUNTY, VIRGINIA



STONEFIELD
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SCALE: 1" = 30' PROJECT ID: PRI-230142

TITLE:

LANDSCAPING PLAN

DRAWING:

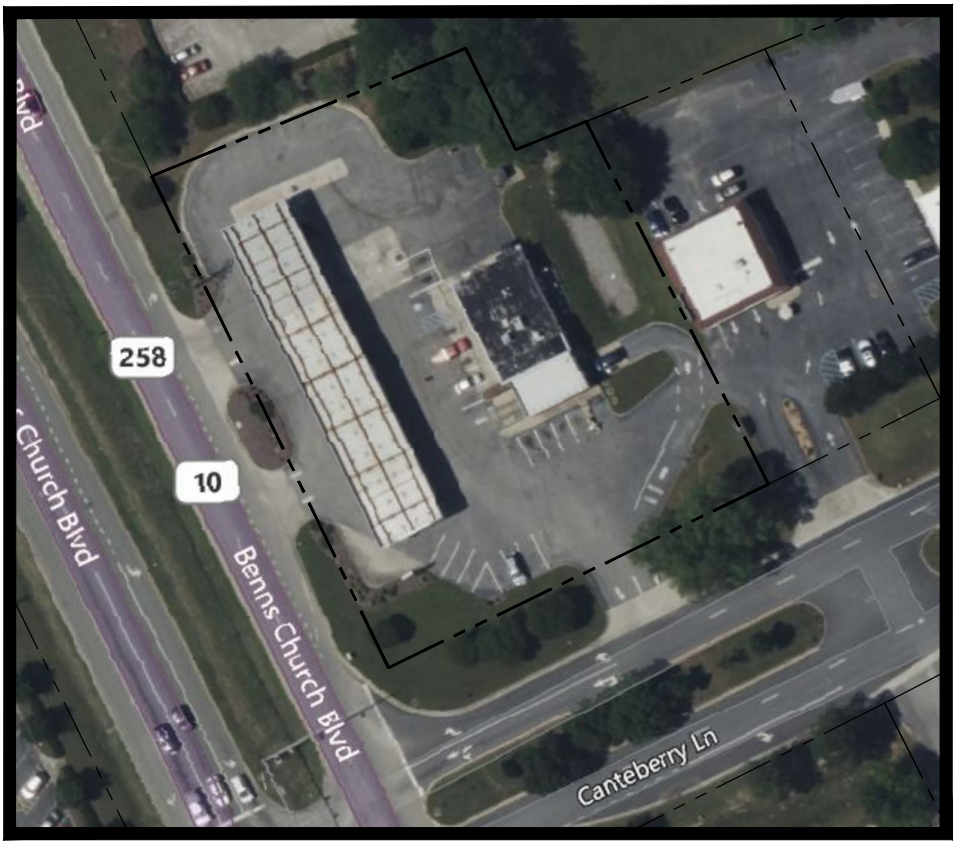
C-13

**PLANNING COMMISSION STAFF REPORT:
ENTRANCE CORRIDOR OVERLAY (ECO) REVIEW**

Tuesday, January 13th, 2026, 6:30 PM

Applicant	DEACO Group c/o Ashley Ballard 402 Burl Moore Road Ennis, TX 75119
Owner	7-Eleven Inc 1722 Routh Street Suite 1000 Dallas, TX 75201
Property	1229 Benns Church Blvd. TPIN 22J-01-001 1.49 acres Corner of Benns Church Blvd & Canterbury Ln.
Zoning	Entrance Corridor Overlay (ECO) & Highway Retail Commercial (HRC)
Adjacent Zoning	Entrance Corridor Overlay (ECO) & Highway Retail Commercial (HRC)
Project Description	The applicant is seeking Entrance Corridor Overlay Review approval for the removal of the existing wheel stops and installation of brown parking bollards. These parking lot alterations are to ensure building and customer safety. No additional site and/or building work to be done.
Zoning Recommendation	Town staff would issue a zoning permit waiver.

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



EXISTING SITE AERIAL

SCALE: 1"=100'

GENERAL NOTES:

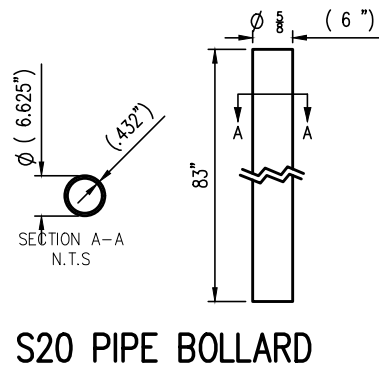
- EXISTING SITE FEATURES SHOWN ON THIS PLAN ARE BASED OFF OF AERIAL IMAGERY OR BEST AVAILABLE INFORMATION AND SHALL BE VIEWED AS APPROXIMATE. CONTRACTOR SHALL VERIFY MEASUREMENTS IN THE FIELD AND CONTACT DEVELOPMENT SERVICES GROUP (757-908-2372) IF ANY DISCREPANCIES ARE FOUND PRIOR TO THE START OF CONSTRUCTION.
- CONTRACTOR SHALL PATCH AND REPAIR EXISTING PAVEMENT AS REQUIRED TO RETURN SURFACE TO EXISTING CONDITION.
- EXISTING CROSS SLOPES AND EXISTING ACCESSIBILITY COMPLIANCE HAS NOT BEEN VERIFIED AND IS OUTSIDE THE SCOPE OF THE PROPOSED IMPROVEMENTS.
- CONTRACTOR SHALL CALL 811 TO REQUEST THAT THE APPROXIMATE LOCATION OF BURIED UTILITIES ARE MARKED PRIOR TO THE START OF CONSTRUCTION. PRIVATE UTILITY LOCATION MAY BE REQUIRED FOR ON-SITE UTILITIES. CONTRACTOR SHALL COMPLY WITH ALL STATE AND LOCAL REGULATIONS REGARDING UNDERGROUND EXCAVATION.
- BOLLARDS SHALL BE PLACED IN THE PAVEMENT DIRECTLY IN FRONT OF THE BUILDING WHEN A VEHICLE HAS THE POTENTIAL TO PIN A PEDESTRIAN AGAINST THE BUILDING.
- EXISTING WHEEL STOPS CAN BE REMOVED FROM PARKING SPACES WHERE BOLLARDS ARE ADDED.
- IF THE DEPTH OF THE EXISTING PARKING SPACES NO LONGER MEET THE REQUIREMENTS OF THE LOCAL ORDINANCE, THE CONTRACTOR SHALL RE-STRIPE THE EXISTING PARKING SPACES TO MEET MINIMUM STANDARDS.
- ALL IMPROVEMENTS SHALL MEET THE 2021 VIRGINIA UNIFORM STATEWIDE BUILDING CODE.
- PARKING STALL DEPTH SHALL BE NO LESS THAN 19.25 FEET FROM FACE OF CURB.

LAYOUT LEGEND:

- CONCRETE PAVEMENT
- ASPHALT PAVEMENT
- PROPOSED BOLLARD (TYP. OF 33)
- EXISTING BOLLARD

SCOPE OF WORK

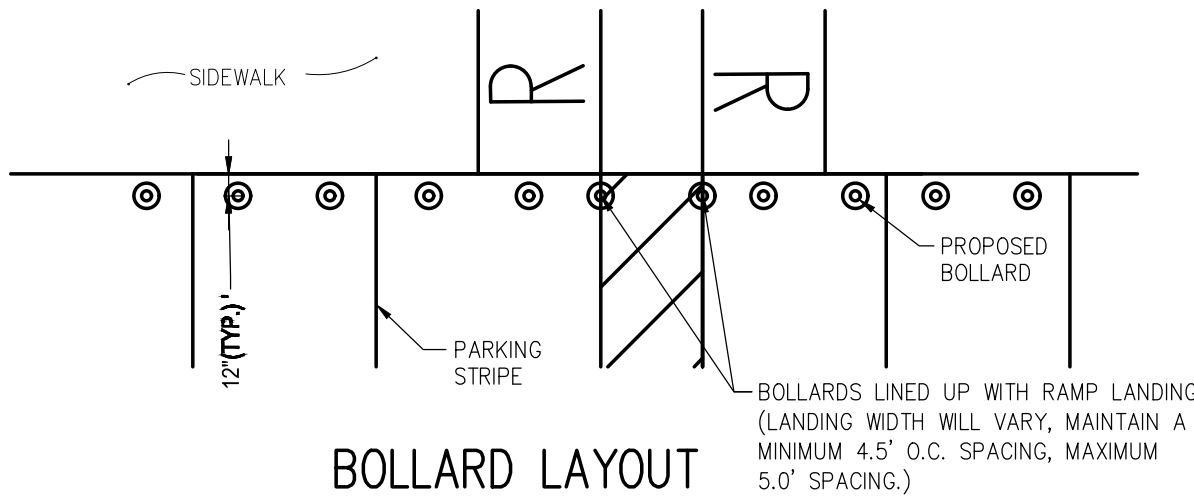
THE PROPOSED IMPROVEMENTS WILL BE LIMITED TO THE INSTALLATION OF BOLLARDS BETWEEN THE EXISTING CONVENIENCE STORE AND EXISTING PARKING SPACES, OR, WHERE A VEHICLE HAS THE POTENTIAL TO PIN A PEDESTRIAN AGAINST THE BUILDING. THERE ARE NO PROPOSED CHANGES TO THE EXISTING BUILDING OR USE. ALL EXISTING INGRESS/EGRESS LOCATIONS AND UTILITIES WILL REMAIN UNDISTURBED. MODIFICATIONS TO PARKING STALL STRIPING MAY BE REQUIRED TO MEET THE MINIMUM PARKING SPACE STANDARDS OF THE LOCAL ORDINANCE.



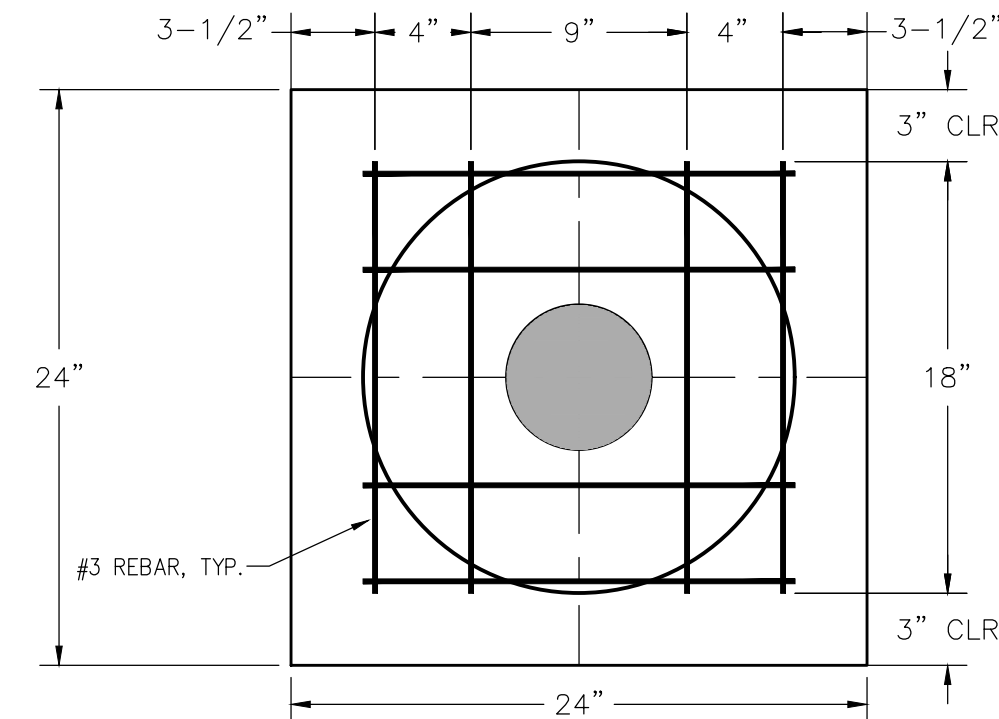
S20 PIPE BOLLARD

- MAXIMUM BOLLARD SPACING IS 5' ON CENTER.
- CONCRETE TO BE 4,000 PSI MIN. UNCONFINED COMPRESSIVE STRENGTH.
- REINFORCING STEEL CONFORMS TO ASTM A615 GRADE 60.
- BOLLARD PIPE IS ASTM A53, TYPE E, GRADE B OR A500 GRADE B/C.
- PROVIDE HIGH-DENSITY POLYETHYLENE (HDPE) BOLLARD COVER, COVER TO BE IDEALSHIELD (OR APPROVED EQUAL) 1/8" THICK, BROWN (PO-440C), 6" PIPE FIT, DOME TOP, 48" TALL.
- DO NOT FILL BOLLARD PIPE WITH CONCRETE. TEMPORARILY SEAL BOTTOM AS NECESSARY TO PREVENT CONCRETE INTRUSION WHILE POURING.
- USE SONOTUBE IN SANDY OR OTHER SOILS THAT MIGHT CAVE IN.
- DIMENSIONS IN PARENTHESIS ARE NOMINAL.
- COLD JOINT ACCEPTABLE THIS LINE FOR NEW INSTALLATIONS IN MONOLITHIC POUR CONCRETE PAVEMENT.
- SLOPE TOP OF CONCRETE AWAY FROM BOLLARD 1/4" FROM PIPE TO EDGE OF DRILLED SHAFT OR CAP.
- INCREASE DEPTH OF CAISSON AND BOLLARD PIPE TO MEET LOCAL JURISDICTION MIN. FROST DEPTH REQUIREMENT.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY NO UTILITY CONFLICTS EXIST WHERE BOLLARDS ARE TO BE INSTALLED, PRIOR TO INSTALLATION.
- PER SECTION 4.5.3 OF ASCE 7, VEHICLE BARRIERS FOR PASSENGER VEHICLES SHALL BE DESIGNED TO RESIST A CONCENTRATED LOAD OF 6,000 POUNDS (26.70 kN).

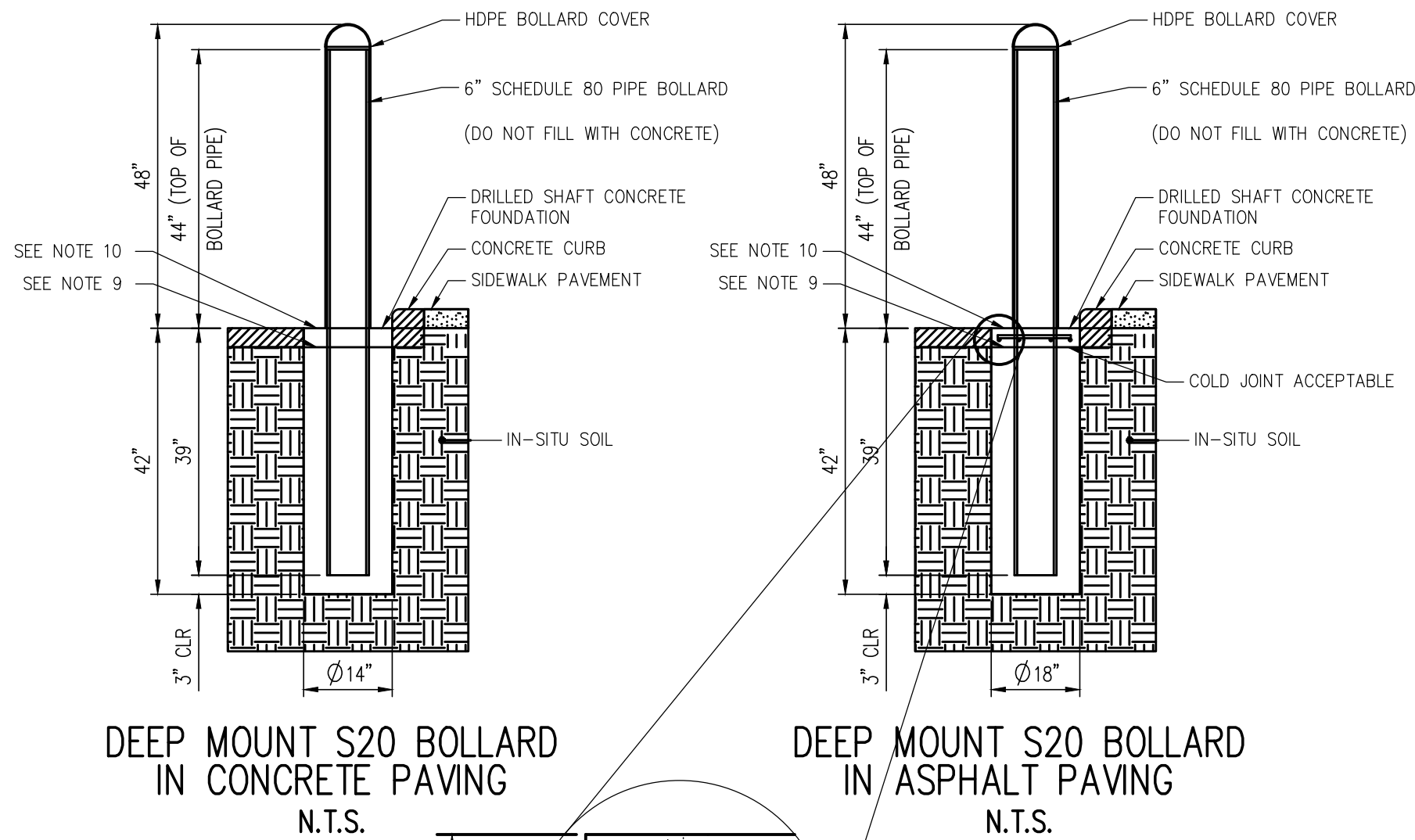
DESIGN SPECIFICATIONS: ASTM F3016-19 CONDITION DESIGNATION S20



BOLLARD LAYOUT
N.T.S.

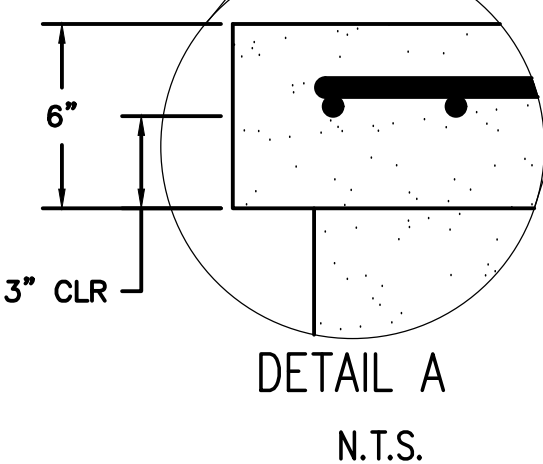


CAP REINFORCING DETAILS
N.T.S.



DEEP MOUNT S20 BOLLARD
IN CONCRETE PAVING
N.T.S.

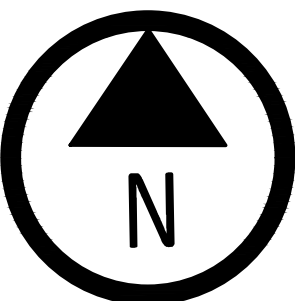
DEEP MOUNT S20 BOLLARD
IN ASPHALT PAVING
N.T.S.



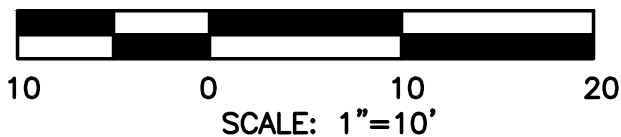
DETAIL A
N.T.S.

STORE FRONT BOLLARD DETAIL

N.T.S.



DRAWING SCALE



SCALE: 1"=10'

REV.	DESCRIPTION	DATE
1	REVISED PER COMMENTS FROM CLIENT	11/21/25
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		



DESIGNED BY:
DRAWN BY: JS
REVIEWED BY: GF



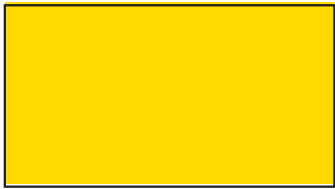
PROJECT NAME/LOCATION ID BENNS CHURCH BLVD	STORE # 37229
SHEET TITLE APEX BOLLARD PROGRAM	PROJECT LOCATION 1229 BENNS CHURCH BLVD, SMITHFIELD, VA

CL-1.0

SHEET



Encore Commercial Products, Inc. dba Post Guard
37525 Interchange Drive,
Farmington Hills, MI 48335
(866) 737-8900
www.postguard.com



Yellow
PMS 116



Red
PMS 7621C



Brown
PMS 412C



Chase Blue
SW: Old Blue Eyes



Canadian Grey
PMS 402U



Black

Availability:

4.5"-yellow, red, blue, brown & Canadian grey

7"-yellow, red, blue, black, brown, & Canadian grey

8-7/8"-yellow only



**PLANNING COMMISSION STAFF REPORT:
ENTRANCE CORRIDOR OVERLAY (ECO) REVIEW**

Tuesday, January 13th, 2026, 6:30 PM

Applicant	Andrews Roof Company Inc. c/o Jeri Eley 757 Mount Vernon Avenue Portsmouth, VA 23707
Owner	JTMSR LLC c/o John Matthews 35 Hammock Drive Manteo, NC 27954
Property	1005 South Church Street TPIN 21A-01-505 0.49 ac E side South Church Street 257' NE Ransdell Lane & South Church Street
Zoning	Entrance Corridor Overlay (ECO) & Highway Retail Commercial (HRC)
Adjacent Zoning	Entrance Corridor Overlay (ECO) & Highway Retail Commercial (HRC), Residential Office (R-O), Multi-Family Residential (MF-R)
Project Description	The applicant is seeking Entrance Corridor Overlay Review approval for the replacement of the 3-tab shingles with Landmark Series CertainTeed Architectural Shingles and the replacement of the rubber membranes on the two flat roofs in a like manner. The color will be either Georgetown Gray or Charcoal Black.
Zoning Recommendation	Town staff would issue a zoning permit waiver.

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



LANDMARK® COLOR PALETTE



Silver Birch



Cobblestone Gray



Colonial Slate



Georgetown Gray



Weathered Wood



Driftwood



Pewter



Charcoal Black



Moiré Black



Burnt Sienna



Heather Blend



Resawn Shake



Sunrise Cedar



Mojave Tan



Scan code for
more information

NOTE: Due to limitations of printing reproduction, CertainTeed can not guarantee the identical match of the actual product color to the graphic representations throughout this publication.

**Landmark® Series
available in areas shown**



CertainTeed
Ceilings • Gypsum • Insulation • Roofing • Siding • Trim
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*Landmark,
shown in Weathered Wood*

Landmark®

Designer Roofing Shingles

A Classic Original

Landmark's dual-layered construction provides depth and dimension, along with extra protection from the elements. Widest array of colors in the industry.

- **Lifetime limited warranty**
- **UL 2218 Class 3 Impact Rated**
- **10-year SureStart protection**
Includes materials and labor costs
- **15-year 110 MPH wind warranty**
Upgrade to 130 MPH available
- **CertaSeal® seals roofs tight** against wind and weather.
- **StreakFighter® 25-year algae resistance.**
- **QuadraBond®** secures shingle layers together at four points for **greater performance.**
- **NailTrak® wider nailing area** for a more accurate installation



CertainTeed products are tested to ensure the highest quality and comply with the following industry standards:

Fire Resistance:

- UL Class A
- UL certified to meet ASTM D3018 Type 1

Wind Resistance:

- UL certified to meet ASTM D3018 Type 1
- ASTM D3161 Class F

Tear Resistance:

- UL certified to meet ASTM D3462
- CSA standard A123.5

Wind Driven Rain Resistance:

- Miami-Dade Product Control Acceptance

Acceptance Quality Standards:

- ICC-ES-ESR-1389 & ESR-3537

12-11-25

John Mathews

OLD 7-11 Bldg.

757-650-7822

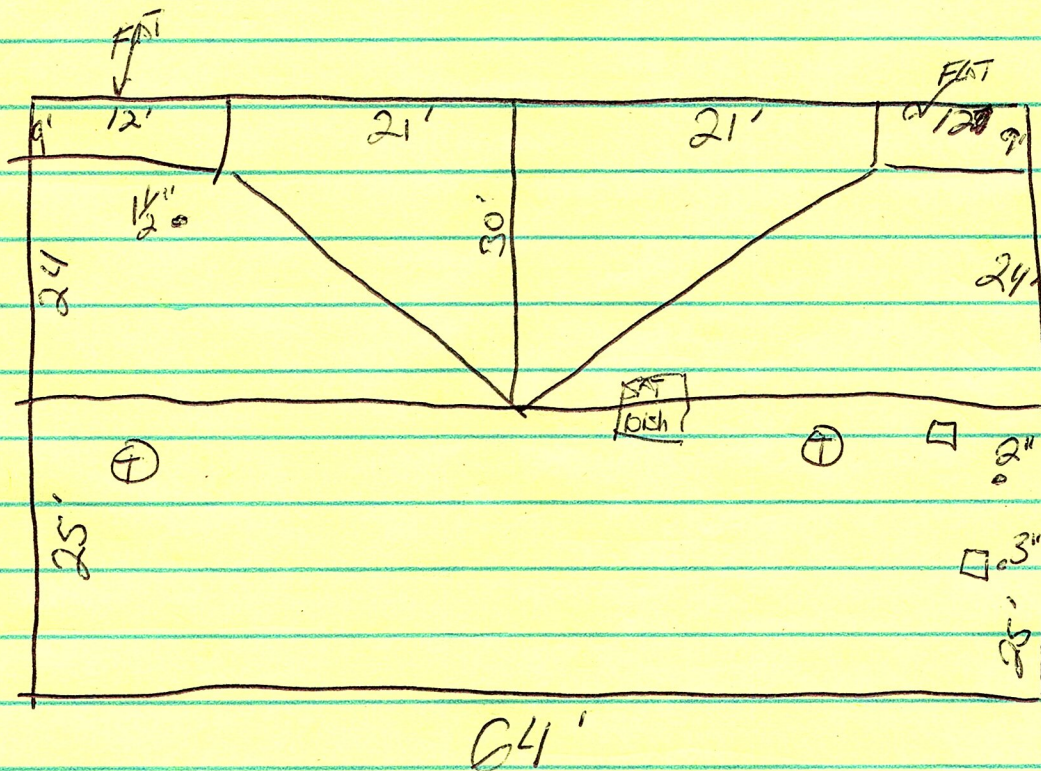
1 STORY 6" ¹²/₂ Shingles +

1005 S. Church St. Smithfield

FLAT AREAS

DELI

EMAIL - JTMATHEWS65@gmail.com



36 sq.

STARTERS - 222'

CAPS - 94'

Valleys - 60'

Pipes - 3

R.V. - 94'

FLAT ROOF - 3 sq.

TPO Edge METAL - 50'

757 Mount Vernon Avenue, Portsmouth, Virginia 23707
Phone (757) 399-3066 - Facsimile (757) 399-3065
Email: service@andrewsroofing.com
www.andrewsroofing.com
License #: 2705067832 • Class: A
Classification: Building • Specialty Service: Roofing



AR-12509
Proposal Date: December 12, 2025

PROPOSAL

Dep rec'd 12/22/25
CHK # 5507-\$16,000.00

To: John Mathews
Phone: 757-650-7822
Email: jtmathews65@gmail.com
Job Address: Old 7-11 Building
1005 S. Church St.
Smithfield, Va.

THIS PROPOSAL, is from ANDREWS ROOFING COMPANY, INC., a Virginia corporation, (hereinafter called "Andrews Roofing"), to **John Mathews** (hereinafter called "Buyer");

Furnishing of Materials and Work

Andrews Roofing proposes to furnish all materials and perform all labor necessary for the completion of the following.

- Tear off existing shingle and flat roofs.
- Replace deteriorated plywood as needed at an additional \$ 70.00 per sheet.
- Furnish and install synthetic felt underlayment with ice and water shield in valleys.
- Fill in hole where turbine vents are installed now.
- Cut out 3" wide opening at ridge of roof and install new cap over type ridge vent.
- Replace existing exhaust vent with matching type aluminum vent.
- Furnish and install Certainteed Landmark architectural shingles.
- Color to be _____.
- Furnish and install 3/8" fanfold cover board at flat roofs and white 60 mil TPO roof system mechanically fastened.
- Install white 24 ga. TPO coated flashing at flat roof edges.
- Clean up and remove debris from work performed.
- Bid includes shingle manufacturer's limited lifetime material warranty.
- Bid includes Andrews Roofing 5 year workmanship warranty.

Payment Terms and Contract Price

Half of contract amount due at acceptance of proposal, balance due upon completion.

CONTRACT PRICE: \$ 12,000.00

Unless otherwise agreed to via change order as described above. Any options chosen above are in addition to the contract price. **(Final payment is due immediately upon completion of work)**

Page 1 of 3
Buyer Initials
JE Andrews Roofing Representative Initials

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Community Conservation

Permitted Uses:

1. Accessory Uses
2. General Farming, agriculture, dairying, forestry
3. Group homes
4. Home Occupations
5. Irrigation wells and wells for ground source HVAC
6. Piers, docks, boat storage and water dependent facilities, as an accessory use to a private single-family dwelling
7. Private horse stables
8. Public parks, playgrounds, athletic fields and/ or related facility
9. Single-family detached dwellings

Uses Permitted by Special Use Permit:

1. Accessory Dwelling Units
2. Bed and breakfast establishments
3. Boating, country and /or hunt clubs
4. Cemeteries
5. Child or adult day care facilities
6. Child day care as a home Occupation (6-11 Children)
7. Churches and places of worship
8. Civic, fraternal and/or social organizations halls
9. Commercial horse stables
10. Commercial recreation facilities (indoor or outdoor)
11. Drive-in movie theaters, theaters, or other open air theaters
12. Event facilities (accessory uses)
13. Event facilities (principal uses)
14. Golf Courses and/or golf driving ranges
15. Kennels
16. Libraries, Museums, historic sites and/ or shrines
17. Livestock sales facilities
18. Nursery schools
19. Nursing homes and/ or assisted living facility (licensed)
20. On-site commercial operations for agricultural and forestry product sales and services
21. Public or Private schools, colleges and/ or universities
22. Public Uses, Facilities, Utilities, and/ or emergency services
23. Residential subdivision with no more than 5 lots
24. Shipping Container (accessory use)
25. Temporary real estate marketing office for new subdivision
26. Temporary sawmills
27. Veterinary clinics and/ or hospitals

- 28. Waiver of district size
- 29. Waiver of floor area ratio and/ or building coverage
- 30. Waiver of landscape, screening, open space, contiguous open space, and/ or recreational space requirements.
- 31. Waiver of lot size requirements
- 32. Waiver of maximum building height
- 33. Waiver of maximum density for residential uses
- 34. Waiver of parking and loading requirements
- 35. Waiver of yard requirements

Article 3.A:**C-C, Community Conservation
(Agriculture, Forestry and Conservation District)****A. Purpose and Intent:**

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

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

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

B. Permitted Uses:

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

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

(Ord. of 2020-09-01; Ord. of 2025-08-05)

C. Uses Permitted by Special Use Permit:

1. Single family detached dwellings (with temporary, private water and sewer systems).
2. Residential subdivisions (not to exceed five residential lots).
3. Churches and places of worship.
4. Boating, country, and/or hunt clubs.
5. Public uses.
6. Libraries, museums, historic sites and shrines.
7. Plant nurseries, with no sale of products permitted on premises.
8. Child day care centers.
9. Adult day care centers.
10. Nursery schools.
11. Private schools and colleges.
12. Commercial swimming pools and tennis courts.
13. Bed and breakfast lodgings.
14. Public facilities, utilities and emergency services.
15. Temporary sawmills.
16. Dog kennels.
17. Guest houses.
18. Veterinary clinics and hospitals.
19. Cupolas, spires and steeples for public and semi-public uses.
20. Accessory apartments within a residential dwelling.
21. Nursing homes.
22. Commercial horse stables.
23. Antique shops.
24. Private boat docks serving a single residential dwelling.
25. Golf courses and golf driving ranges.

26. Public recreation and leisure establishments.
27. Drive-in movie and other open air theaters.
28. On-site commercial operations for agricultural and forestry product sales and services.
29. Borrow pits and resource extraction.
30. Sanitary and industrial landfills.
31. Transfer stations and recycling stations.
32. Livestock sales facilities.
33. Open air markets and stands for farm, horticulture, craft, and produce sales.
34. Cemeteries.
35. Temporary real estate marketing office for new subdivisions.
36. Waiver of Parking and Loading Requirements
37. Child Day Care as a Home Occupation (6-11 Children)
38. Event facilities (principal and accessory uses).
39. Civic, fraternal, and/or social organization halls.
40. Shipping Container (accessory use).

(Ord. of 10-3-2000, Ord. of 9-2-2008, Ord. of 11-4-2014, Ord. of 2019-09-03; Ord. of 2023-03-07;
Ord. of 2025-08-05)

D. Maximum Density:

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

E. Lot Size Requirements:

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

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Neighborhood Residential

Permitted Uses:

1. Accessory Uses
2. Group homes
3. Home Occupations
4. Irrigation wells and wells for ground source HVAC
5. Piers, docks, boat storage and water dependent facilities, as an accessory use to a private single-family dwelling
6. Public parks, playgrounds, athletic fields and/ or related facility
7. Single-family detached dwellings

Uses Permitted by Special Use Permit:

1. Accessory Dwelling Units
2. Bed and breakfast establishments
3. Boating, country and /or hunt clubs
4. Cemeteries
5. Child or adult day care facilities
6. Child day care as a home Occupation (6-11 Children)
7. Churches and places of worship
8. Civic, fraternal and/or social organizations halls
9. Commercial recreation facilities (indoor or outdoor)
10. Event facilities (accessory uses)
11. Event facilities (principal uses)
12. Golf Courses and/or golf driving ranges
13. Libraries, Museums, historic sites and/ or shrines
14. Nursery schools
15. Public or Private schools, colleges and/ or universities
16. Public Uses, Facilities, Utilities, and/ or emergency services
17. Storage lots for recreational vehicles and boats
18. Temporary real estate marketing office for new subdivision
19. Waiver of district size
20. Waiver of floor area ratio and/ or building coverage
21. Waiver of landscape, screening, open space, contiguous open space, and/ or recreational space requirements.
22. Waiver of lot size requirements
23. Waiver of maximum building height
24. Waiver of maximum density for residential uses
25. Waiver of parking and loading requirements
26. Waiver of yard requirements

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

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

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

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

(Ord. of 8-03-2004)

B. Permitted Uses:

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

(Ord. of 2020-09-01; Ord. of 2025-08-05)

C. Uses Permitted by Special Use Permit:

1. Cemeteries.
2. Churches and places of worship.
3. Single family detached dwellings, with temporary private water and sewer service.
4. Community buildings, limited to use by residents of the subdivision.
5. Public uses.
6. Libraries.
7. Museums, historic sites and shrines.
8. Plant nurseries, with no sale of products permitted on premises.
9. Child day centers.
10. Adult day care centers.
11. Nursery schools.
12. Private schools and colleges.
13. Public schools and colleges.
14. Commercial swimming pools and tennis courts.
15. Bed and breakfast lodgings.
16. Public utilities.
17. Civic, fraternal, and/or social organization halls.
18. Golf course and golf driving ranges.
19. Cupolas, spires and steeples for public and semi-public uses.
20. Agriculture, forestry and horticultural uses (non-commercial).
21. Storage lots for recreational vehicles.
22. Guest houses.
23. Servants' and caretakers' quarters.
24. Accessory apartments.
25. Waiver of height limitation for accessory buildings.
26. Temporary real estate marketing offices for new subdivisions.
27. Waiver of Parking and Loading Requirements
28. Child Day Care as a Home Occupation (6-11 Children)
29. Event facilities (principal and accessory uses).
30. Boating, country, and/or hunt clubs.

(Ord. of 9-5-2000, Ord. of 9-2-2008, Ord. of 11-4-2014, Ord. of 2019-09-03)

D. Maximum Density:

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

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Suburban Residential

Permitted Uses:

1. Accessory Uses
2. Group homes
3. Home Occupations
4. Irrigation wells and wells for ground source HVAC
5. Piers, docks, boat storage and water dependent facilities, as an accessory use to a private single-family dwelling
6. Public parks, playgrounds, athletic fields and/ or related facility
7. Single-family detached dwellings

Uses Permitted by Special Use Permit:

1. Accessory Dwelling Units
2. Bed and breakfast establishments
3. Boating, country and /or hunt clubs
4. Cemeteries
5. Child or adult day care facilities
6. Child day care as a home Occupation (6-11 Children)
7. Churches and places of worship
8. Civic, fraternal and/or social organizations halls
9. Cluster Residential Subdivisions
10. Commercial recreation facilities (indoor or outdoor)
11. Community buildings, swimming pools or athletic courts
12. Event facilities (accessory uses)
13. Event facilities (principal uses)
14. Golf Courses and/or golf driving ranges
15. Libraries, Museums, historic sites and/ or shrines
16. Nursery schools
17. Public or Private schools, colleges and/ or universities
18. Public Uses, Facilities, Utilities, and/ or emergency services
19. Storage lots for recreational vehicles and boats
20. Temporary real estate marketing office for new subdivision
21. Waiver of district size
22. Waiver of floor area ratio and/ or building coverage
23. Waiver of landscape, screening, open space, contiguous open space, and/ or recreational space requirements.
24. Waiver of lot size requirements
25. Waiver of maximum building height
26. Waiver of maximum density for residential uses
27. Waiver of parking and loading requirements
28. Waiver of yard requirements

B. Permitted Uses:

1. Single family detached dwellings.
2. Accessory buildings and uses, limited to detached carport and garages, tool sheds, children's playhouses and play structures, doghouses, and accessory off-street parking and loading spaces.
3. Home occupations.
4. Public parks and playgrounds.
5. Yard sale and/or garage sale (temporary).
6. Private swimming pools and tennis courts.
7. Irrigation wells and wells for ground source HVAC systems.
8. Group Homes.

(Ord. of 2020-09-01; Ord. of 2025-08-05)

C. Uses Permitted by Special Use Permit:

1. Cemeteries.
2. Churches and places of worship.
3. Cluster residential subdivisions.
4. Community buildings, limited to use by residents of the subdivision.
5. Accessory apartments.
6. Libraries.
7. Museums, historic sites and shrines.
8. Plant nurseries, with no sale of products permitted on premises.
9. Child day centers.
10. Adult day care centers.
11. Nursery schools.
12. Private schools and colleges.
13. Public schools and colleges.
14. Commercial swimming pools and tennis courts (except as may be approved on a general development plan.)
15. Bed and breakfast lodgings and guest houses.
16. Public uses and utilities.
17. Civic, fraternal, and/or social organization halls.
18. Golf course and golf driving ranges.
19. Cupolas, spires and steeples for public and semi-public uses.
20. Agriculture, forestry and horticultural uses (non-commercial).
21. Storage lots for recreational vehicles.
22. Guest houses
23. Temporary real estate marketing offices for new subdivisions.

24. Waiver of contiguous open space parcel requirement.
 25. Waiver of district size for cluster subdivisions.
 26. Waiver of parking and Loading Requirements
 27. Child Day Care as a Home Occupation (6-11 Children)
 28. Event facilities (principal and accessory uses).
 29. Boating, country, and/or hunt clubs.
- (Ord. of 9-2-2008, Ord. of 11-4-2014, Ord. of 2019-09-03)

D. Maximum Density:

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

E. Lot Size Requirements:

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

DRAFT

Downtown Neighborhood Residential

Permitted Uses:

1. Accessory Uses
2. Group homes
3. Home Occupations
4. Irrigation wells and wells for ground source HVAC
5. Piers, docks, boat storage and water dependent facilities, as an accessory use to a private single-family dwelling
6. Public parks, playgrounds, athletic fields and/ or related facility
7. Single-family detached dwellings

Uses Permitted by Special Use Permit:

1. Accessory Dwelling Units
2. Attached dwellings, subject to A-R District regulations
3. Bed and breakfast establishments
4. Boating, country and /or hunt clubs
5. Cemeteries
6. Child or adult day care facilities
7. Child day care as a home Occupation (6-11 Children)
8. Churches and places of worship
9. Civic, fraternal and/or social organizations halls
10. Commercial recreation facilities (indoor or outdoor)
11. Community buildings, swimming pools or athletic courts
12. Event facilities (accessory uses)
13. Event facilities (principal uses)
14. Libraries, Museums, historic sites and/ or shrines
15. Nursery schools
16. Public or Private schools, colleges and/ or universities
17. Public Uses, Facilities, Utilities, and/ or emergency services
18. Temporary real estate marketing office for new subdivision
19. Waiver of district size
20. Waiver of floor area ratio and/ or building coverage
21. Waiver of landscape, screening, open space, contiguous open space, and/ or recreational space requirements.
22. Waiver of lot size requirements
23. Waiver of maximum building height
24. Waiver of maximum density for residential uses
25. Waiver of parking and loading requirements
26. Waiver of yard requirements

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

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

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

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

B. Permitted Uses:

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

9. Group Homes.
(Ord. of 2020-09-01; Ord. of 2025-08-05)

C. Uses Permitted by Special Use Permit:

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

(Ord. of 9-5-2000, Ord. of 9-2-2008, Ord. of 11-4-2014, Ord. of 2019-09-03; Ord. of 2025-08-05)

D. Maximum Density:

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

DRAFT

Attached Residential

Permitted Uses:

1. Accessory Uses
2. Group homes
3. Irrigation wells and wells for ground source HVAC
4. Attached dwellings, subject to A-R District regulations

Uses Permitted by Special Use Permit:

1. Attached dwellings, subject to A-R District regulations
2. Boating, country and /or hunt clubs
3. Cemeteries
4. Child or adult day care facilities
5. Churches and places of worship
6. Commercial recreation facilities (indoor or outdoor)
7. Community buildings, swimming pools or athletic courts
8. Golf courses and / or golf driving ranges
9. Home Occupations
10. Housing for the elderly and assisted living residences requiring medical and/or food support structures
11. Institutional housing and general care for indigents and/ or orphans
12. Multi-family housing for the elderly and assisted living residences requiring medical and/or food support structures, subject to MF-R regulations
13. Nursery schools
14. Public or Private schools, colleges and/ or universities
15. Public Uses, Facilities, Utilities, and/ or emergency services
16. Recycling centers
17. Single family detached residences, subject to S-R District regulations, provided that such residences do not comprise more than 25% of the total planned residential units depicted on the general development plan.
18. Storage lots for recreational vehicles and boats
19. Temporary real estate marketing office for new subdivision
20. Waiver of district size
21. Waiver of floor area ratio and/ or building coverage
22. Waiver of landscape, screening, open space, contiguous open space, and/ or recreational space requirements.
23. Waiver of lot size requirements
24. Waiver of maximum building height
25. Waiver of maximum density for residential uses
26. Waiver of parking and loading requirements
27. Waiver of yard requirements

Article 3.E:**A-R, Attached Residential
(Townhouse and Attached Residential District)****A. Purpose and Intent:**

The A-R, Attached Residential District is created to provide for attached residential dwellings such as conventional townhouses, row houses, multiplex dwellings, duplexes and other similar forms of attached residential units. Single family detached residential dwellings may be permitted under the special use provisions of the district. Garden apartments, "over and under" attached residences, housing for the elderly, and other forms of multi-family housing are not permitted in this district. The A-R District is intended for use in locations compatible with the Comprehensive Plan's goals for medium density, attached residential development in Smithfield. The average density of six (6) to eight (8) units per net developable acre establishes this district as one recognizing townhouse-styled units as the dominant land use.

The A-R District shall be applied to undeveloped tracts lying within Smithfield, as well as to infill parcels at selected locations with the intent of preserving existing natural features and vegetation, promoting excellence in site planning and landscape design, creating self-sustaining neighborhoods and recreational areas and encouraging attached housing with compatible scale, materials and character of architecture. Development in the A-R, Attached Residential District shall be sensitive to land physiography, provision of adequate public infrastructure and development of quality transportation improvements in achieving optimal siting of dwellings, recreation areas, community facilities and open space.

B. Permitted Uses:

1. Attached residential (townhouse) dwellings.
2. Duplex residential dwellings.
3. Private community facilities, recreation areas and other common area improvements normally associated with attached residential developments (other than those requiring special use permits) shall be permitted subject to general development plan and final site plan approval.
4. Accessory uses, to include tool sheds, detached garages and carports, children's playhouses, doghouses and accessory off-street parking and loading spaces.
5. Irrigation wells and wells for ground source HVAC systems.
6. Group Homes.

(Ord. of 2020-09-01; Ord. of 2025-08-05)

C. Uses Permitted by Special Use Permit:

1. Single family detached residences, subject to S-R District regulations, provided that such residences do not comprise more than 25% of the total planned residential units depicted on the general development plan.
2. Parking lots for recreational vehicles and boats.
3. Commercial swimming pools and tennis courts.
4. Churches and places of worship.
5. Public uses and facilities.
6. Recycling centers, for use by the A-R District residents only.
7. Child day centers.
8. Adult day care centers.
9. Nursery schools.
10. Private schools.
11. Public schools.
12. Cemeteries.
13. Home occupations.
14. Repealed 2025-08-05
15. Institutional housing and general care for indigents and orphans.
16. Boating, country, and/or hunt clubs.
17. Public utilities.
18. Temporary real estate marketing offices for new subdivisions.
19. Multi-family housing for the elderly and assisted living residences requiring medical and/or food support structures, subject to MF-R regulations.
20. Waiver of Parking and Loading Requirements.

(Ord. of 9-2-2008, Ord. of 2019-09-03; Ord. of 2025-08-05; Ord. of 2025-10-08)

D. Maximum Density:

1. Eight (8.0) dwelling units per net developable acre.

E. Lot Size Requirements:

1. Minimum district size: Five (5) acres
2. Minimum lot area for attached (townhouse) dwellings:
 - A. Interior lot: 1600 square feet



Multi-Family Residential

Permitted Uses:

1. Accessory Uses
2. Irrigation wells and wells for ground source HVAC
3. Attached dwellings, subject to A-R District regulations
4. Multi-family residential dwellings
5. A mix of residential dwelling types as set forth above

Uses Permitted by Special Use Permit:

1. Attached dwellings, subject to A-R District regulations
2. Cemeteries
3. Child or adult day care facilities
4. Churches and places of worship
5. Commercial recreation facilities (indoor or outdoor)
6. Community buildings, swimming pools or athletic courts
7. Home Occupations
8. Housing for the elderly and assisted living residences requiring medical and/or food support structures
9. Institutional housing and general care for indigents and/ or orphans
10. Libraries, Museums, historic site, and / or shrines
11. Nursery schools
12. Nursing homes and/ or assisted living facility (licensed)
13. Public or Private schools, colleges and/ or universities
14. Public Uses, Facilities, Utilities, and/ or emergency services
15. Recycling centers
16. Storage lots for recreational vehicles and boats
17. Temporary real estate marketing office for new subdivision
18. Waiver of district size
19. Waiver of floor area ratio and/ or building coverage
20. Waiver of landscape, screening, open space, contiguous open space, and/ or recreational space requirements.
21. Waiver of lot size requirements
22. Waiver of maximum building height
23. Waiver of maximum density for residential uses
24. Waiver of parking and loading requirements
25. Waiver of yard requirements

B. Permitted Uses:

1. Multiple family residential dwellings (with no more than three (3) unrelated occupants per dwelling unit).
2. Single family attached dwellings, subject to A-R District regulations.
3. Duplex residential dwellings, subject to A-R District regulations.
4. A mix of residential dwelling types as set forth above.
5. Private community facilities, recreation areas, parking lots for recreational vehicles and other common area improvements normally associated with multi family residential developments (other than those requiring special use permits).
6. Accessory uses, to include tool sheds, detached garages and carports, children's playhouses and doghouses.
7. Irrigation wells and wells for ground source HVAC systems.

(Ord. of 2020-09-01)

C. Uses Permitted by Special Use Permit:

1. Cemeteries.
2. Community buildings, limited to residential use.
3. Churches and places of worship.
4. Public uses and facilities.
5. Libraries.
6. Child day care centers.
7. Adult day care centers.
8. Nursery schools, for use by MF-R District residents only.
9. Private schools and related uses.
10. Public schools and related uses.
11. Commercial swimming pools and tennis courts, except as may be approved in a planned unit development.
12. Housing for the elderly and assisted living residences requiring medical and/or food support structures.
13. Institutional housing and general care for indigents and orphans.
14. Hospitals and medical offices.
15. Public utilities.
16. Nursing homes (licensed) with medical offices.
17. Recycling centers, for use by the MF-R District residents only.
18. Home occupations.
19. Waiver of district size.
20. Waiver of maximum density.
21. Waiver of maximum building height.
22. Temporary real estate marketing offices for new subdivisions.

23. Waiver of Parking and Loading Requirements.
24. Parking lots for recreational vehicles and boats.
(Ord. of 9-5-2000, Ord. of 9-2-2008; Ord. of 2025-10-08)

D. Maximum Density:

1. Multifamily dwellings (conventional):

Twelve (12.0) dwelling units per net developable acre.
2. Multifamily dwellings (subject to conditional zoning agreements and proffered for elderly and assisted living orientations only):

Twenty (20.0) dwelling units per net developable acre (by special permit via waiver of maximum density).
3. Repealed (2025-08-05).

(Ord. of 2025-08-05)

E. Lot Size Requirements:

1. Minimum district size: Five (5) acres
2. Minimum lot area for multifamily dwellings: Not regulated,
provided that dwellings must be appropriately sited to respect physiographic, air, solar, landscape, screening and environmental characteristics of lot and their relationship to adjoining properties, as well as other criteria provided in the Additional Regulations of this district.
3. Non-residential uses:
In addition to the above regulations, the yard requirements for uses and structures other than residential dwellings and residential accessory uses shall be further regulated by floor area ratio and lot coverage ratios. A maximum floor area ratio equal to 0.30 shall apply to such non-residential uses and structures, with a maximum percentage of building coverage on the lot equal to 20%. The location of all such uses shall be subject to site plan approval.

(Ord. of 2025-08-05)



Mobile Home Park

Permitted Uses:

1. Accessory Uses
2. Home Occupations
3. Office and/or maintenance facility to be used only by managers of the mobile home park. Preferably, the office and/or maintenance facility and the allowed single family residential dwelling would be located within the same structure
4. Residential single-wide mobile or manufactured home dwellings

Uses Permitted by Special Use Permit:

1. Attached dwellings, subject to A-R District regulations
2. Cemeteries
3. Child or adult day care facilities
4. Churches and places of worship
5. Commercial recreation facilities (indoor or outdoor)
6. Community buildings, swimming pools or athletic courts
7. Laundromats
8. Libraries, Museums, historic site, and / or shrines
9. Nursery schools
10. Public or Private schools, colleges and/ or universities
11. Public Uses, Facilities, Utilities, and/ or emergency services
12. Recycling centers
13. Residential double-wide manufactured home dwellings
14. Waiver of district size
15. Waiver of floor area ratio and/ or building coverage
16. Waiver of landscape, screening, open space, contiguous open space, and/ or recreational space requirements.
17. Waiver of lot size requirements
18. Waiver of maximum building height
19. Waiver of maximum density for residential uses
20. Waiver of parking and loading requirements
21. Waiver of yard requirements

Article 3.Q:
MH-P District
(Mobile Home Park District)

A. Purpose and Intent:

The MH-P, Mobile Home Park District is established to provide for the location of mobile homes and manufactured homes in mobile home parks and to allow for other selected uses which are compatible with the intended residential character of this district. Sites for mobile home parks should be not less than twenty (20) contiguous acres in those areas of the Town with adequate provision of adequate public street access, water supplies and sanitary sewer facilities. Existing mobile homes and manufactured homes located within the Town, though recognized in their non-conforming status, will be subject to the provisions of the MH-P District if altered in any manner.

B. Permitted Uses:

1. Residential single-wide mobile home dwellings.
2. Residential manufactured home dwellings.
3. Accessory residential uses (limited to one hundred twenty [120] square feet in area), including detached carports and garages, tool and storage sheds, children's playhouses and doghouses.
4. Single family detached residential dwelling limited to one family occupancy; to be limited to one single family detached residential dwelling per mobile home park.
5. Office and/or maintenance facility to be used only by the managers of the mobile home park. Preferably, the office and/or maintenance facility and the allowed single family residential dwelling would be located within the same structure.
6. Commercial swimming pools and tennis courts for the exclusive use of the mobile home park residents.
7. Home occupations.

C. Uses Permitted By Special Use Permit:

1. Residential double-wide mobile home dwellings.
2. Cemeteries.
3. Churches and places of worship.
4. Libraries.
5. Museums and historic sites and shrines.

6. Plant nurseries.
7. Child day centers.
8. Community buildings and facilities.
9. Private swimming pools and tennis courts.
10. Nursery schools.
11. Private schools and related uses.
12. Public schools and related uses.
13. Laundromat facilities.
14. Recycling collection center, for exclusive use of mobile home park residents.
15. Accessory storage buildings, for exclusive use of mobile home park residents.
16. Public utilities.
17. Waiver of district size.
18. Public uses.
19. Adult day care centers.
20. Waiver of Parking and Loading Requirements.
(Ord. of 9-2-2008)

D. Maximum Density:

1. Six (6.0) dwelling units per net developable acre.

E. Lot Size Requirements:

1. Minimum district size: Twenty (20) acres
2. Minimum lot area:
 - A. Single-wide mobile homes: 4000 square feet
 - B. Manufactured homes: 4000 square feet
 - C. Double-wide mobile homes: 5000 square feet
 - D. Non-residential structures: 10,000 square feet
3. Minimum lot width:
 - A. Mobile home park lot: 100 feet
 - B. Single-wide mobile home and manufactured home
single lot (within park): 40 feet
 - C. Double-wide mobile home single lot (within park) 52 feet
 - D. Other detached dwellings:

The Smithfield Planning Commission held its regular meeting on Tuesday, December 9, 2025.
The meeting was called to order at 6:30 PM.

Members present:

Julia Hillegass - Chairwoman
Dr. Thomas Pope
Charles Bryan
Dr. Herb Bevan

Members absent:

Darren Cutler
James Yoko
Virginia "Gigi" Smith - Vice Chair

Staff present:

Tammie Clary – Community Development & Planning Director
Mark Kluck - Planner II

Legal Representation:

None

Press:

None

Citizens:

0

Chairwoman Hillegass welcomed all attendees to the meeting and asked them to stand for the Pledge of Allegiance.

1. Upcoming Meetings and Activities

December 15th, 2025, 3:00 p.m. - Town Council Committee Meetings
December 16th, 2025, 6:30 p.m. - Board of Historic and Architectural Review Meeting
December 16th, 2025:, 7:30 p.m. - Board of Zoning Appeals Meeting
January 6th, 2026, 6:30 p.m. - Town Council Meeting
January 13th, 2026, 6:30 p.m. - Planning Commission Meeting

2. Public Comments

Chairwoman Hillegass confirmed that there were no members of the public that wished to speak.

3. Planning Commission Comments

Chairwoman Hillegass confirmed that there were no comments from the Planning Commission members.

4. Agenda Items

- A. *Public Hearing – Text Amendment – Article 3.M – Town Staff, applicant.** (Staff report and assorted attachments enclosed.)

Mrs. Clary reported that the proposed text amendment was to Article 3.M.E.1. and would change the term of office from five years to four years for the members of the Board of Historic and Architectural Review (BHAR). She noted that the BHAR amended their bylaws in January to reflect a four-year term instead of the five-year term. She said that the change would align the

requirements for a liaison from each Board and Commission with consistent term limits, and the Town Staff suggested a favorable recommendation be forwarded to the Town Council.

Chairwoman Hillegass stated that the matter was subject to a public hearing, and opened the hearing. She confirmed that there were no members of the public who wished to speak on the matter, and closed the public hearing.

Dr. Pope made a motion to forward a favorable recommendation to the Town Council for approval of the text amendment to Article 3.M.E.1 of the Smithfield Zoning Ordinance, amending the length of terms for the BHAR members from 5 years to 4 years to match the BHAR Bylaws.

Dr. Bevan seconded the motion.

Chairwoman Hillegass called for a collective vote with four members present. Dr. Bevan voted aye, Mr. Bryan voted aye, Dr. Pope voted aye, and Chairwoman Hillegass voted aye. The motion passed unanimously.

B. *Discussion Item* Land Use Matrix – Town Staff, applicant.

Mrs. Clary reported the informational packet contained the waivers discussed at the previous meeting, during which the Commission was not able to come to a consensus. She continued that staff had updated the black and white version that had the Special Use Permits (SUPs) as requested the previous month. She stated that staff was looking for guidance as to what the Commission would like to see for the waivers in question and the particular districts associated.

Dr. Pope questioned why there were some districts that allowed certain things to be done, while in other districts those things could not be done. He reported that it was his opinion that there should be consistency across the board, one way or the other. He added that it was his view that it was either all or nothing, adding that it was his recommendation that all the districts would have the ability to have Special Use Permits (SUPs). Dr. Pope said that they could either wipe the slate clean and follow the ordinance to the letter, or they could allow some flexibility, as had been their stance prior to the new Town Council members being elected. He reiterated that he was in favor of flexibility.

Mrs. Clary reported that Mr. Yoko had emailed her and Dr. Pope, echoing the points made by Dr. Pope.

Chairwoman Hillegass stated that it was not uncommon in other localities to have certain aspects require permits and others allowing SUPs, but it depended on the zoning. She observed an issue in Suffolk currently was the matter of kennels and commercial stables. She stated that there were several instances where it made sense to allow things by right and others where they might require an SUP. She noted that she did not think that they wanted to give applicants carte blanche, and allow everything everywhere. She said that she liked the use of SUPs because they gave the Commission control.

Dr. Bevan recalled that at the prior meeting, Mrs. Clary had mentioned that even if a district didn't list an SUP as an option, applicants could still ask for an appeal.

Mrs. Clary interpreted Dr. Pope's statement as only referring to the waivers and the application of waivers across zoning districts. She noted that there were situations where the Planning Commission could essentially be bypassed through the Board of Zoning Appeals (BZA).

Chairwoman Hillegass asked if the matter came to the BZA, would they be able to grant an exception, or would they only issue a recommendation.

Mrs. Clary reported that they would be able to grant it. She continued that by not including the SUP, there was potential for the Commission to relinquish their decision to the BZA.

Dr. Pope pointed out that if there was a rare exception, the proposal could not even be reviewed.

Mrs. Clary said that Dr. Pope's point was correct. She added that if there was not a mechanism that allowed for review under an SUP or through the BZA, then the Planning Department would inform the applicant that it was not possible or advise them to go the Text Amendment route.

Dr. Pope said that once a Text Amendment was in place, then it was in place forever. He continued that his suggestion would mean that they would not have to consider a Text Amendment every single time, which would prompt a long and extensive public hearing and review process.

Chairwoman Hillegass noted that would also inherently limit the Town's opportunities for review of creative projects.

Dr. Pope recalled Mr. Bryan's point that the action would create more work for the Commission, and acknowledged that was correct. He countered by saying that it would allow the Commission the ability to consider if a project made sense for where it would be placed.

Mr. Bryan asked for clarification that they were discussing SUPs for the waivers included on lines 144 to 152 in the Land Use Matrix.

Dr. Pope stated that was correct. He clarified that his statements were not in reference to the whole matrix.

Mrs. Clary summarized that Dr. Pope was proposing for the 14 zoning districts to have SUPs in all categories for waiver of district size, waiver of floor area ratio and/or building coverage, waiver of landscape screening, open space, contiguous open space and/or recreation space requirements, waiver of lot size requirements, waiver of maximum building height, waiver of maximum density for residential use, waiver of parking and loading requirements, and waiver of yard requirements.

Dr. Bevan asked whether the information would come to the Commission for review regardless.

Mrs. Clary gave the example of an applicant looking for reduced yard setbacks or encroachment, and said that with what Dr. Pope was proposing, they could then apply for the SUP that would come before the Planning Commission for a recommendation to Town Council.

Dr. Bevan noted that he was in the middle ground of the issue. He explained that he did not want to get nickel and dimed by applicants that wanted to push the limits of what was allowed, but he did like the fact that the review would come before the Commission as he felt that they were a reasonable group of people.

Dr. Pope stated that he thought that it would all come down to the tone set by the Town Council of how strict and rigid they wanted to be. He observed that they could still be strict and rigid, but if someone wasn't even allowed to present an idea, then that did not make sense.

Dr. Bevan noted that the Commission was not the final say on the issue, but they were not tying the hands of the Town Council.

Chairwoman Hillegass said that was correct, and that the Commission would make a recommendation.

Dr. Pope pointed out that they were able to justify why they did not like what was presented or why they agreed with what was presented. He reasoned that applicants should at least be allowed to make their case.

Using the example of the waiver of district size, Mr. Bryan asked how it would be applied as a SUP in Neighborhood Residential.

Mrs. Clary noted that Neighborhood Residential was not exactly regulated, but if they viewed Community Conservation, the minimum district size was 10 acres, which meant that if there was an area smaller than that which was requested to rezone to Community Conservation, and it fit in line with the official zoning map and future land use map, then there would not be a mechanism in place to make such a request.

Chairwoman Hillegass reported that having the ability to request an SUP gave them more options. She asked if a motion was needed on the matter.

Mrs. Clary said that a motion was not needed at the point they were at in the discussion, but if

the Commission had reached consensus on the information, then staff would work on redlining the entire Land Use Matrix throughout the ordinance and bring it back to the Commission for review.

C. Approval of the November 12th, 2025 meeting minutes.

Dr. Bevan made a motion to approve the minutes as presented.

Mr. Bryan seconded the motion.

Chairwoman Hillegass called for the vote with four members present. Dr. Bevan voted aye, Mr. Bryan voted aye, Dr. Pope voted aye, and Chairwoman Hillegass voted aye. The motion passed unanimously.

5. Community Development and Planning Director's Report

Mrs. Clary updated that Town Staff had recently approved the Battery Park Storage by Rising Star Baptist Church, and the builder would be starting construction.

Dr. Bevan asked where exactly the location was.

Mrs. Clary explained that it was on Battery Park Road, past Wellington Estates on the right, where the two for-sale parcels next to the church had been. She detailed that it was a three-story indoor storage facility of about 30,645 square feet with two one-story buildings at 6,500 square feet.

Mr. Bryan stated that the information had not come before the Planning Commission.

Mrs. Clary gave a reminder of the changes made in July to State law, adding that the site plans had been administratively approved.

Dr. Pope clarified that if the plan met all the criteria, including setbacks, etc., then the Planning Commission did not review the plans any longer, as mandated by the Virginia General Assembly. He related that it was an example of why having SUPs was so important.

Mrs. Clary confirmed that the land had been rezoned to Light Industrial many years prior.

6. Adjournment

The meeting adjourned at 6:49 pm.

Julia Hillegass - Chairwoman

Tammie Clary - Director of Community
Development and Planning