



SMITHFIELD TOWN COUNCIL AGENDA

September 2, 2025 at 6:30 PM

220 North Church Street

- 1. Call To Order**
- 2. Pledge Of Allegiance**
- 3. Closed Session**
 - a. Closed Session for the Purpose of Discussing Personnel Matters, more specifically, the Four Appointed Positions by Town Council as follows: Town Manager, Town Treasurer, Town Clerk, and Town Attorney, Pursuant to Section 2.2-3711 A1 of the Code of Virginia.
- 4. Informational Reports**
 - a. Town Manager's Activity Reports
 - b. Committee Summary Reports
- 5. Upcoming Meetings And Activities**

September 1 -	Town Offices are Closed in Observance of Labor Day
September 2 -	6:30 p.m. - Town Council Meeting
September 9 -	6:30 p.m. - Planning Commission Meeting
September 13 -	6:30 p.m. - Board of Historic and Architectural Review
September 16 -	7:30 p.m. - Board of Zoning Appeals
September 22 -	3:00 p.m. - Town Council Committee Meetings

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

- 6. Presentation**
 - a. Swear-In New Police Officer, Ava Abbott

- b. Resolution of Appreciation - Terry Andrews
- c. Resolution of Appreciation - Bill Davidson

7. Public Comments

8. 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.

9. Consent Agenda Items

- a. Motion to Amend the Town's Pay and Classification Plan
Finance Committee Chair, Jeff Brooks
- b. Resolution to Appropriate Funds to the 2025/2026 General Fund Operating Budget for Vehicle Purchase
Finance Committee Chair, Jeff Brooks
- c. Invoices Over \$20,000 Requiring Council Authorization:
Finance Committee Chair, Jeff Brooks
 - i. The Peterbuilt Store - New Public Works Truck \$129,324.00
 - ii. The Blair Brothers, Inc. - Sykes Court Paving \$ 41,450.00
- d. Resolution to Accept St, Andrews, Royal Blackheath, Ayrshire Loop and St. Annes located in Cypress Creek Phase 6 into the Town's Maintenance System for Funding
Public Works Committee Chair, Bill Harris
- e. Motion to Accept the Proffer Amendment for Battery Park Storage
Public Buildings and Welfare Committee Chair, Valerie Butler

10. Action Items

- a. PUBLIC HEARING: Conditional Rezoning and Special Use Permit - The Promontory
Public Buildings and Welfare Committee Chair, Valerie Butler
- b. PUBLIC HEARING: Text Amendments to the following sections of the Zoning Ordinance
Public Buildings and Welfare Committee Chair, Valerie Butler
 - i. Article 2.Q and P Reclassify Accessory Apartments as Accessory Dwelling Units and Clarify Regulations
 - ii. Article 3.O Update the Floodplain Overlay
 - iii. Article 3.S Create the Pinewood Heights Industrial Park Overlay
- c. Motion to Approve the Town Council Summary Minutes from August 5th, 2025
William H. Riddick, III, Town Attorney

11. New Business

- a.** Additional Invoice Received Since Finance Committee Requiring Council Authorization:
[Michael Stallings, Town Manager](#)
 - i.** Lewis Construction of Virginia - Cypress Creek Bridge \$ 25,923.60
Waterline Work

12. Old Business

13. Additional Discussion

14. Adjournment

August 29, 2025

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – AUGUST 2025

TOWN MANAGER:

- Attended Public Works Staff meeting – 8/12/25
- Met with Financial Advisors – 8/12/25
- Attended Crisis Communication Training – 8/13/25
- Met with Town Attorney Re: Mallory Pointe – 8/18/25
- Attended IOW Emergency Management Hurricane meeting – 8/18/25
- Attended Staff meeting – 8/19/25
- Attended Hurricane Erin meeting – 8/19/25
- Attended Luter Sports Complex Master Plan meeting – 8/19/25
- Attended Tourism Breakfast – 8/20/25
- Attended Dominion Energy Hurricane Call – 8/20/25
- Attended Ribbon Cutting for PDCCC Lab School – 8/21/25
- Met with IOW County Admin – 8/21/25
- Met with staff Re: storm prep – 8/21/25
- Attended Committee meetings – 8/25/25
- Attended Chamber of Commerce Event – 8/28/25
- Attended Called Council meeting – 8/29/25
- Responded to multiple FOIA requests throughout the month

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
 - Transportation & Storm Water Manager - (Public Works & Utilities) - Request to be changed to Engineer I
 - Utilities & Grounds Helper (Public Works & Utilities - 2)
 - Utilities Mechanic – (Public Works & Utilities)
 - Utilities Maintenance Technician (Public Works & Utilities)
- Conducted interview for Utilities & Grounds Helper I position on August 26th
- Submitted Risk Management Grant request and was approved for 2 Gas Monitors with clips for the Public Works Department. This was done through VRSA, our property & liability insurance carrier.
- Participated in a webinar on Workers' Compensation on August 20th
- Facilitated Safety Committee meeting on July 14th
- Continued implementation of NeoGov Insight for Applicant Tracking
- Continued work on RDA implementation
- Continued work with the Initial Process for Council Appointee Performance Evaluations
- 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, Board of Historic and Architectural Review, and the Board of Zoning Appeals.
- Attended Town Council meeting on August 5th.
- Prepared August Town Council Committee Agenda and September Town Council Agenda.
- Prepared summary reports from Town Council Committee meetings on August 25th.
- Participated in the Implementation of the new Agenda Management Software through Civic Plus, August 20th.
- Staff is working with the Public Works Department to put Surplus Property items out on GovDeals.
- Worked to fill multiple requests throughout the month for information through the Freedom of Information Act
- Attended Called Special Town council Meeting, August 29th.
- Continue to work on organizing Town records and disposing of documents according to General Schedules of the Library of Virginia.

TREASURERS DEPARTMENT:

- TC Committee Meeting presentation on the 28th.

- Worked on notes from RDA Meeting
- Started the timeline documents for RDA implementation
- Began working on revising the purchasing procedures/policies
- Riverside hospital tour on Friday
- Worked on the Collection Letter file
 - Uploaded to the VA Auction site
 - Discussion with the VA Auction folks on uploads
- Worked on the forecast
- Started the revisions on the Business License Forms and regulations
- TC Committee Meeting Tuesday night the 5th
- Participated in RDA meeting on Monday the 4th
- Met with Fran, Jay and Lesley about purchasing
- Continued the timeline documents for RDA implementation
- Phone discussion with Riley/RDA on progress
- Finished working on the Purchasing Policy
- Continued working on the purchasing procedures
- Direct reports meeting on Thursday
- Staff meeting on Friday
 - RDA
 - Audit
 - Timeline
- Worked on the Collection Letter file
- Worked on the forecast
- Continued revisions on the Business License Forms and regulations
- Two hours late on Monday - MRI
- Participated in Davenport meeting on Tuesday
- Participated in RDA meeting on Employee Self Service portal
- Met with Fran, Jay and Lesley about purchasing
- Finished working on the Purchasing Procedures
- Worked on the Collection Letter file
- Worked on the forecast – trying to improve it
- Continued revisions on the Business License Forms and regulations
- Worked on Policies and Procedures list for Treasurer's Association of VA certification
 - Customer Service policies
 - Delinquent Collections polices and procedures
 - Collection rate for 12 month period after tax due date, adjusted by local unemployment rate, is not less than 95% for RE and 90% for PP
 - Bank statements reconciled within 60 days of the close of the month

- Policy of not cashing personal checks
- Mail tax bills at least 30 days before the deadline, bills are never mailed less than 14 days before the deadline. Policy. Action: We need a policy
- Policy to mail delinquency notices to taxpayers within 60 days after each deadline. We need a policy
- Policy to deposit local funds within 48 hours of their arrival, except weekends and holidays. We need a policy
- Policy that all written complaints by citizens are responded to within 14 days of their arrival in my office. We need a policy.
- ½ day on Friday the 15th.
- RDA Teams Meeting on Monday to go over the project list
- Researched attorney fees
- Researched all contracts and compiled list (took hours)
- Prepared Financial Statements for the TC Committee Meeting
 - Graphs
 - Footnotes
 - Investment Report
- Discussion with Lawson and Barbara regarding the PP Bills that will go out in November
- Discussion with Lawson about delinquent RE Bills that will go out in a week.
- Followed up with several distress warrants with Virginia Auction (three)
- Updated Collections list
- Worked on the Finance Policies
- Worked on the Accounts Payable Policies
- Continued work on Policies and Procedures list for Treasurer's Association of VA certification
 - Customer Service policies
 - Delinquent Collections policies and procedures
 - Collection rate for 12 month period after tax due date, adjusted by local unemployment rate, is not less than 95% for RE and 90% for PP
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- Policy that all written complaints by citizens are responded to within 14 days of their arrival in my office. We need a policy.
- Worked on A/P Vendor list to begin tracking variances in monthly bill

Team:

- Worked on ACH transition for payables
- Worked on VRSA payments
- Worked on financial statements and cash balance reports
- Reviewed the RDA Financial and Workforce download sheets
- Downloaded Munis historical data
- Eric – provided the files that RDA will need to implement the GL
- Worked on OPAY list and working on resolving overpayments
- Worked on Unclaimed Property

COMMUNITY DEVELOPMENT AND PLANNING:

Planning Commission – AUGUST 12TH, 2025

- Special Sign Exception & Entrance Corridor Overlay Review – Sheetz – Interstate Realty C/O J. Michael Nidiffer, applicant. **CONDITIONALLY APPROVED.**
- *Public Hearing* Text Amendment (ADUs) – Smithfield Zoning Ordinance Article 2.Q & P – Town Staff, applicant. **FAVORABLE RECOMMENDATION.**
- *Public Hearing* Text Amendment (FPO) – Smithfield Zoning Ordinance Articles 3.O – Town Staff, applicant. **FAVORABLE RECOMMENDATION.**
- *Public Hearing* Text Amendment (PHIPO) – Smithfield Zoning Ordinance Article 3.S – Town Staff, applicant. **FAVORABLE RECOMMENDATION.**
- *Public Hearing* Text Amendment (Site Plan Requirements) – Smithfield Zoning Ordinance Article 11 – Town Staff, applicant. **TABLED.**
- *Public Hearing* Text Amendment – Smithfield Subdivision Ordinance and Town Design Standards – Town Staff, applicant. **TABLED.**
- *DISCUSSION ITEM* Land Use Matrix.

Special Use Permit Applications under review

- A. 13458 Benns Church Blvd – Miller Oil Co., Inc., applicant
- B. 1810 S Church St – Natale & Josephine Carrollo, applicants
- C. 895 W Main St – Brown's Enterprises, LLC, applicant
- D. TPIN: 32-01-005 – L & L Land Development, LLC, applicant (The Promontory)
- E. TPIN: 22-01-006C5 - Smithfield Retail Management LLC, applicant
- F. TPIN: 22J-01-013 – Feeman and Associates c/o Steven Gaskins
- G. TPIN: 32-01- 096A2 – Randy Royal, applicant

Subdivision and Site Plans under review

- A. TPIN:22-01-006C5 – Steven Barrett, 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)

Rezoning under review

32-01-005 The Promontory – Kent Henry, applicant

32-01-096A2 Randy Royal, 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 – AUGUST 19TH, 2025

Awning Installation – 224 Main Street – Contributing – Hallwood Properties LLC c/o Mark Hall, applicant. APPROVED.

Fence Installation – 102 Underwood Land – Contributing – Great Oaks Learning c/o Sarah Edwards, applicant. APPROVED.

Windows (after-the-fact) – 360-368 Main Street – Contributing – Yusuf Atay, applicant. CONDITIONALLY APPROVED.

Board of Zoning Appeals – AUGUST 19TH, 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 AUGUST 2025

4 Issued

Code Enforcement Updates Across Town AUGUST 2025

- A. Notices were sent/issued for the following violations:
 - a. Inoperable Vehicle, 2 locations
 - b. Grass Height Violation, 5 locations
 - c. No Permit, 1 location
 - d. No HP-O approval, 1 location
 - e. RV in front yard/driveway, 1 location
 - f. 20 Door hangers issued (3 Inoperable Vehicle, 7 Nuisance, 4 Grass Height Violations, 3 Utility trailer on ROW, 2 RV in front yard/driveway, 1 Other.)

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

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 are working on alarm system for pump stations, also working on Godwin bypass pump install at Cypress pump station.

4. Water Line Repairs and Maintenance

- A. Assisted Lewis Construction with water line repair on water line at the Cypress Creek bridge.

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.
 - 11. Completed HRSD inspection with no violations.
 - 12. Va Controls worked on CPS pump
 - 13. HVAC in electrical room fixed.
 - 14. Rebuilt HYPO pump #2
 - 15. Changed Cartridge Filters
 - 16. Replaced 3rd Stage membranes
 - 17. Fixed leak on the Lime Feeder Mixing Box

7. FOG/ Backflow/ Septic Pump Out Program

A. Implementing the FOG Program to ensure compliance by:

1. Scheduling and meeting with FSE's for routine inspections.
2. Checking FSE's for compliance in record keeping and HRFOG Certifications, trying to get more certifications for education outreach.
3. Inspections to include proper record keeping of pump outs.
4. Inspections include proper record keeping of rendered grease clean out and pick up/throw out.
5. Working with FSE's to get more employees, specifically dishwashers certified by HRFOG.
6. Working to schedule inspections around FSE's clean out/pump out schedule for pump station problem areas.
7. Sending emails/letters to schedule more inspections.
8. Working with select FSE's to schedule inspection during pump out to monitor clean out and pumping is done to compliance.
9. 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.

ENGINEERING

- 1.) Blair Brother's Contracting: The contractor repaired roadway sections and installed asphalt patches on the following streets, Cypress Creek Parkway, Muirfield and at 501 Huntington Way which is in the Waterford Oaks subdivision. Contractor has completed milling and installation of a 2" asphalt overlay on Sykes Court and a portion of South Mason Streets.
- 2.) Lewis Construction: Contractor started repair of storm drainpipe in the cul-de-sac area of Royal Birkdale in the Cypress Creek subdivision.
- 3.) 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 is currently being scheduled for installation. It will be installed in the emergency outfall area.
- 4.) 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.
 - c.) Cedar Street culvert outfall storm pipe extension and shoulder repair. Site plans are complete and approved. Additional drainage easement areas are being acquired.
- 5.) 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.
- 6.) 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. Reconstruction of this intersection has now begun.
- 7.) 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.
- 8.) 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 is currently completing the installation of the sanitary sewer main, laterals and water main and laterals.

Parks and Recreation Activity Report for August 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					WC Elevator Insp 4:00 PM - 6:30 PM LSC Parking Ruritan Cruise In 4:00 PM	2:00 PM - 12:00 AM SC MHSu Lane Party 7:00 PM
3	4	5	6	7	8	9
11:00 AM - 3:00 PM LSC Field 1 ZT Mid Atlantic Baseball 11:00 AM 2:00 PM - 3:00 PM WC Grounds WC Historic Walking Tours 2:00 PM	5:00 PM - 6:00 PM WC MHouse WCFB Meeting 5:00 PM	12:30 PM - 5:30 PM WC MHouse Suffolk Foundation Retreat 1:00 PM 6:30 PM - 8:00 PM SC AB Town Council 6:30 PM	7:30 AM - 3:00 PM WC MHouse NOAA Teacher Training 8:00 AM	Outdoor Team-Tour of Warhill Complex 12:00 PM - 11:00 PM SC MHSu Dorsett Davis Wedding and Reception 2:00 PM		1:00 PM - 11:00 PM LSC Field 6 SPYS Football Season 1:00 PM
10	11	12	13	14	15	16
	4:00 PM - 10:00 PM SC MH Isle of Wight County Farm Bureau 6:00 PM	6:30 PM - 8:00 PM SC AB Planning Commission 6:30 PM	11:00 AM - 12:00 PM WC MHouse VA 250 11:00 AM 1:15 PM - 5:00 PM SC MH Dollar General Meeting 1:15 PM	8:00 AM - 6:00 PM SC MHSu Dollar General Meeting 8:00 AM		1:00 PM - 11:00 PM LSC Field 2 SRA Baseball/Softball 1:00 PM
17	18	19	20	21	22	23
1:00 PM - 11:00 PM LSC Field 2 SRA Baseball/Softball 1:00 PM	7:30 AM - 5:00 PM SC MH Carrollton Elementary Teacher Meeting 7:30 AM	1:00 PM - 5:00 PM SC MH Tourism Breakfast Set 1:00 PM 2:00 PM - 3:00 PM WC MHouse Town Mgrs Mtg 2:00 PM 6:00 PM - 7:30 PM SC CD LSC Master Plan Review 6:00 PM 6:30 PM - 8:00 PM SC AB BHAR Meeting 6:30 PM	6:00 AM - 11:00 AM SC MH Tourism Breakfast 6:00 AM		4:00 PM - 8:00 PM WC MHouse Blair-Anthony Wedding and Reception 4:00 PM 5:00 PM - 7:00 PM SC MHSu Vanhook-Jones Rehearsal and Rehearsal Dinner 5:00 PM	9:00 AM - 11:00 PM SC MHSu Vanhook-Jones Wedding and Reception 5:00 PM 10:00 AM - 10:00 PM WC MHouse Blair-Anthony Wedding and Reception 3:00 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
24	25	26	27	28	29	30
1:00 PM - 11:00 PM LSC Field 2 SRA Baseball/Softball 1:00 PM	12:30 PM - 6:00 PM SC AB Committee Meetings 12:30 PM 6:00 PM - 7:00 PM SC AB Schoolhouse Mtg 6:00 PM		8:00 AM - 5:00 PM SC MHSu Smithfield (Foods) Town Hall Set 8:00 AM	7:00 AM - 5:00 PM SC MHSu Smithfield (Foods) Town Hall 11:30 AM	9:00 AM - 11:00 AM SC D Committee Meetings 9:00 AM	11:00 AM - 5:00 PM WC MHouse Phillip Bradshaw Retirement Party 1:00 PM
31						

Parks and Recreation Activity Report for August 2025

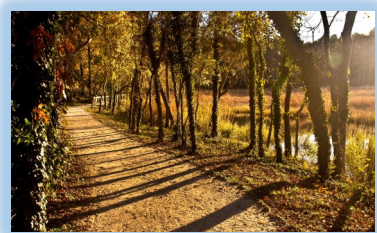


SMITHFIELD CENTER EVENTS			
STATISTICS & REVENUES			
Number of Events for month	14	Complimentary / Discounted Events for Month (town meetings, events, civic clubs)	8 events at 100 % discount 1 event at 50% discount
Sales Totals for Month	\$ 21,360	Total Event Attendance for month	1350

WINDSOR CASTLE EVENTS			
STATISTICS & REVENUES			
Number of Events for Month	7	Complimentary/ Discounted Events for Month (town meetings, events, civic clubs)	4 events at 100% discount
Sales Totals for Month	\$ 4,750	Total Event Attendance for month	220



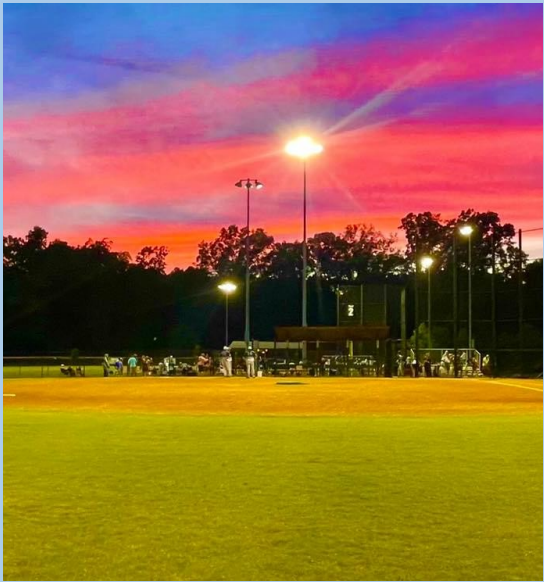
Parks and Recreation Activity Report for August 2025



WINDSOR CASTLE PARK Trail Doctor Hours	
2025 Total as of August	
166 Hours of Trail Repairs and Invasive Species Eradication	



WINDSOR CASTLE PARK Kayak Kiosk Revenue Share	
2025 Total (through Aug)	\$ 5,022
2024 TOTAL (Mar-Nov)	\$ 8,666
2023 TOTAL (Jul-Nov)	\$ 3,088



LUTER SPORTS COMPLEX
August
Totals
\$ 200

PARKS NEWS



ODU Graduate Study Project at Windsor Castle Park

This project aims to identify the best times for the collection of *Spartina alterniflora* seed from native marsh populations as part of a regional effort to improve coastal marsh plant propagation. Test plots will be set in the marsh areas of Windsor Castle Park and be tested every two weeks by the graduate students at ODU through the end of the year.



Virginia Wesleyan Awarded NOAA Grant to Develop Accessible Environmental Education

Beginning this school year, teachers from various schools throughout Hampton Roads will use Windsor Castle Park as a field trip destination to offer accessible environmental education to their elementary school students. Professors from Virginia Wesleyan did a teacher training event at the Manor House this August, with the assistance of our local master naturalists chapter members, Beverly Ruegsegger and Karen Barlow. The naturalists interpretive signage and tree identification projects make Windsor Castle the perfect environment for educating our youth.



Parks Staff Receive Hambassador Certification

The entire parks staff recently received their Hambassador Certification from the tourism department. This involved attending an informational session, completing courses online and doing a familiarization tour of all of the county's hot spots for visitors.

Parks and Recreation Activity Report for August 2025

Special Events

August 2025

**Friday, August 1,
2025**

5-8 P
LSC
Car Show
100 p

**Ruritans Cruise In Car
Show**

UPCOMING in September 2025

**Wednesday, September
3, 2025**

1 P-6 P
WC Kayak Field
Cross Country Meet
700 p

**Smithfield High Cross
Country Meet**

**Friday, September 5,
2025**

7 PM-8:30 PM
Smithfield Center

Summer Concert Series Finale

400 P

**Friday, September 5,
2025**

5-8 P
LSC
Car Show
100 p

Ruritans Cruise In Car Show

**Saturday, September 6,
2025**

9 A-12 P
WC Kayak Field
Cross Country Meet
700 p

**Smithfield High Cross Coun-
try Meet**

**Wednesday, September
10, 2025**

1 P-6 P
WC Kayak Field
Cross Country Meet
700 p

Windsor High Cross Country

**Saturday, September
20, 2025**

1-11 P
LSC
Community Fundraiser
100 P

Relay for Life

**Saturday, September
27, 2025**

10 AM-4 PM
Main Street 100-300
Market
7000 p

**Autumn Vintage Market
Tourism**

Smithfield/Isle of Wight Tourism Activity Report AUGUST 2025

- Meeting held with David Hundley re: Christmas in Smithfield 2025 8/4/25.
- Tourism team budget meeting held regarding Raleigh/Durham marketing project grant 8/4/25.
- Full time staff meeting held 8/4; 8/11; 8/18.
- Full Tourism staff meeting held 8/5/26.
- Director and Special Events Coordinator attended Smithfield Special Events Committee meeting 8/5/25.
- Tourism team met with Cypress Creek Golfing Club and Creekside Landing Restaurant marketing staff to flesh out some future marketing plans and include them in future promotions 8/5/25.
- Director and Assistant Director attended Town Council meeting 8/5/25.
- Director helped to coordinate weekly artists for the Smithfield Summer Concert Series in conjunction with the IOW Arts League and Smithfield Times throughout the month.
- Director attended VTC Coastal Virginia Steering Committee meeting for new statewide tourism strategic plan 8/6/25.
- Director attended County staff meeting 8/7/25.
- Meeting held with ICMA-TV producer 8/7/25 to flesh out shoot schedule to have Smithfield featured at the 2025 ICMA Conference. Plans are proceeding for this important video project through fall. Crew will be here on September 27th.
- Director and Assistant Director met with County Administrator to plan future County communications directions and plan upcoming projects 8/7/25.
- Director worked with Laura Messer with VTC to plan upcoming Smithfield & IOW Strategic Planning Sessions to take place in September and October. The plan will cover tourism initiatives for the next 5 years.
- Director held local VA250 committee meeting in conjunction with IOW Museum Director 8/13/25. Many events and projects are planned over the remainder of

2025 and 2026 to coincide with the VA250. Director attended virtual VA250 statewide meeting on 8/12/25.

- FARMERS MARKETs held throughout month. Met with BSV on 8/15/25.
- Work continues on the Smithfield SAIL250 event. 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.
- 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.
- Director and Tourism team met with Tourism team from Hopewell, Virginia to share best practices and consult regarding small town tourism initiatives and successes 8/14/25.
- Director and Special Event Coordinator met with the Coastal Virginia Culinary Coalition (CVCC) on 8/14/25. September will be SAVOR SEPTEMBER in all of the Coastal Virginia localities and restaurants will be widely promoted that month.
- Director attended VRLTA's (Virginia Restaurant, Lodging and Travel Association) Legislative Priorities meeting 8/15/26. Director is on the VRLTA Board.
- Director attended CVTA (Coastal Virginia Tourism Alliance) Marketing Committee meeting 8/15/25.
- Director and Marketing Director continue to meet with website redesign company, Louder, Inc. Rollout expected by September 2025.
- New Event Assistant, David Berrien hired and brought on board 8/18/25.
- Director met with Acting Assistant County Administrator/HR Director, Michelle Clark regarding future tourism initiatives 8/18/25.

- Tourism Team attended Hurricane Week kick-off meeting 8/18/25.
- Director attended Town Staff Meeting 8/19/25.
- Annual Tourism Breakfast held 8/20/25. Excellent attendance and well supported by community and leadership.
- Assistant Director attended County Staff Meeting 8/25/25.
- Director PTO 8/25-29/25.
- Assistant Director attended Council Committees held 8/25/25.
- Director attended Historic Saint Luke's Church & Museum Board meeting 8/26/25.
- 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.



Isle of Wight County Museum & Isle of Wight County Historic Resources



July 2025 Report

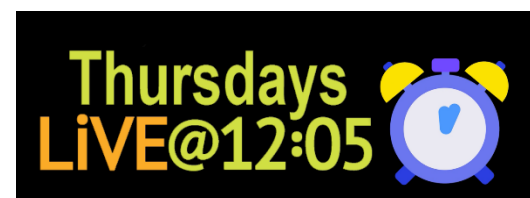
J.L. England, Museum Director & Isle of Wight County Historic Resources Manager

Isle of Wight County Museum 103 Main Street, Smithfield

- **VISITATION:** 897
- **SPECIAL EVENTS**
 - **July 11. NIGHT AT THE MUSEUM: THE WORLD'S OLDEST HAM'S BIRTHDAY SLEEPOVER.** Calling all well-loved teddy bears, dogs, unicorns and hippos for a NIGHT AT THE MUSEUM! The World's Oldest Ham's birthday is tomorrow, and he'd like nothing more than to have an evening of fun with some of his friends. Kids are encouraged to put on their PJs and bring their favorite stuffed animal or doll to the museum. Museum staff will read a bedtime story or two before our special guests are tucked in. Kids will head home, but their stuffed animal friends will stay the night. Pick up the overnight guests on the morning of the World's Oldest Ham's birthday while hearing about everyone's adventures. Representatives and books from Blackwater Regional Library will also be here to help us celebrate. 75 guests.
 - **July 12. HAMMY BIRTHDAY: THE WORLD'S OLDEST HAM'S 123RD BIRTHDAY.** The World's Oldest Ham is turning 123! It will be a real **plus** if party guests can help him **COUNT** up all those years at his annual birthday bash. After the singing of *Hammy Birthday*, we will **divide** up the cake, **plot** some fun activities, **solve** some puzzles and maybe do **sum** dancing. You don't have to be a **mathlete** to enjoy this **equation** for fun! This is also the launch of our annual [Pan Ham Photo Contest](#). Representatives and books from Blackwater Regional Library will also be here to help us celebrate. 106 guests.



- **July 22. LUNCH & LEARN: JOHN SINCLAIR V. GENERAL JOHN MARSHALL, 1794.** Today is the 231st anniversary of the town's second most dramatic event—the confrontation between accused "privateer" John Sinclair and U.S. Cavalry commander John Marshall, future Chief Justice of the U.S. Supreme Court. Join us to learn the details of this locally infamous engagement and then take a short walk down South Church Street to the actual scene of the drama. 14 guests.
- **July 29. BOOKWORM DISCOVERIES AT WINDSOR CASTLE PARK.** Join the Blackwater Regional Library and Isle of Wight County Museum at Windsor Castle Park for outdoor programming featuring themes of agriculture, nature and bugs! This fun and free opportunity to learn a little local history with STEAM themes while enjoying some fresh air and the chance to check out some books is perfect for bookworms of all ages. Theme: Postcards. NOTE: This event, because of the heat index, was moved to the museum. 8 bookworms.
- **July 30. I NEVER FORGET A FACE: ALBERT DURANT PHOTOGRAPHY IDENTIFICATION.** Albert W. Durant, 1920-1991, was an entrepreneur and Williamsburg's first African-American city-licensed photographer. Colonial Williamsburg's Albert Durant Photography Collection provides a priceless visual history of Black life in Williamsburg and surrounding communities from the late 1930s to the early 1960s. Isle of Wight County is the focus of a portion of his photographs, and subjects include Smithfield school activities and yearbook portraits, basketball teams, a hunt club, homecoming parades and churches. Please join us to participate in a photo identification session to help name the people, places and events captured in Durant's photographs.
- **LIVESTREAMING EVENTS AND OTHER VIDEO PRODUCTIONS.** We continue to connect with visitors, supporters, fans and the community via social media. **(NOTE: Facebook changed its permanency for livestreaming videos in February. As of March 1, we are beta-testing a Thursday-only produced format of this staple.)** Our livestreaming tours and programs on Facebook are driving traffic and enhancing interaction on our sites. Events this month, still viewable in the videos section of our Facebook page and on our YouTube Channel, include:
 - **July 3. LIVE at 12:05: The B.A. Chapman Genealogical Collection, Smithfield, Virginia.** Together the Blackwater Regional Library and the Isle of Wight County Museum work to make our community better. Former Smithfield resident Blanche Adams Chapman, 1895-1958, was a local researcher and historian who traced family lineages in Hampton Roads. Her copious notes were filed at the Blackwater Regional Library and used by patrons via a collection-specific card catalog. The files themselves were well used by genealogical researchers to discover information about family lineages, local connections and court



records. Digitizing these archives was a logical step. It prevents further damage to the delicate originals while making this extensive resource available to researchers everywhere. While this collection was previously only available in person via a singular local library location, it can now be used by researchers far and wide. Furthermore, the alphabetical layout of the digital collection under family names is very user friendly. The originals are now housed permanently in the Isle of Wight County Museum's archives.

- **July 10. LIVE at 12:05: Digitized Town of Smithfield, Virginia, Meeting Minutes.** Together the Blackwater Regional Library and the Isle of Wight County Museum work to make our community better...and more accessible! Two years ago, the Town of Smithfield's Clerk discovered eight volumes of Council minutes and related documents from 1891 to 1912. These notes document the Town's day-to-day goings on as well as citizen concerns. In order to preserve these documents, the originals were moved permanently to the Isle of Wight County Museum to preserve their physical integrity into perpetuity, and to make them more accessible to citizens and researchers, the documents were scanned and digitized by former Blackwater Regional Library staff member and museum volunteer Chris Claud. The information can now be viewed in person by appointment at the museum - or more easily online via the library's internet archive at any time.
- **July 17. LIVE at 12:05: Simpson's Pharmacy, Smithfield, Virginia.** Simpson's Pharmacy, formerly located at 221 Main Street, Smithfield, was established early as 1910 and with the same pharmacy name maintained through multiple business owners. We have numerous objects in our collection related to this business. Join Emmi Goodman as she explores the history of some of these items. Note: Simpson's Pharmacy closed in 2011.
- **July 24. LIVE at 12:05: Volunteers Make the Museum Go 'Round.** Museums, like many non-profit businesses and community service programs, rely on volunteers "to make the world go 'round." Our wonderful volunteers are often the beloved extra helping hand at large events, the sprinter who picks up that difficult project and takes it the last yards across the finish line and the public speaker who lightens the long list of outreach programs by giving tours and lectures. Thank you to our volunteers for always making the list a little shorter and the project a little lighter. Plus, our young volunteers are able to gain experience in a myriad of museum-related tasks as they take steps toward pursuing their own professional goals.
- **July 31. LIVE at 12:05: Please Don't Eat Our Exhibits.** You've probably seen the articles online about the banana on exhibit. "Comedian," a 2019 artwork by Italian artist Maurizio



B.A. CHAPMAN COLLECTION

TOWN OF SMITHFIELD RECORDS

Access these collections digitally, from anywhere!

WHAT CAN YOU FIND IN THE COLLECTIONS?

- 🌳 FAMILY LINEAGES
- 🔍 LOCAL GENEALOGY RESEARCH
- 📅 TOWN COUNCIL MINUTES, 1891-1967

SCAN HERE TO EXPLORE

The Chapman Collection + Town digitization project was made possible through collaboration between Blackwater Regional Library and the Isle of Wight County Museum.

blackwater library
www.blackwaterlibrary.org



Cattelan, is a fresh banana taped to a wall. As a work of conceptual art, it consists of a certificate of authenticity with detailed diagrams and instructions for its proper display. Most recently the artwork was eaten while on exhibit in France. BUT while we here at the Isle of Wight County Museum have artifacts that can be eaten, this is not acceptable museum practice. As we take a prow through the museum to see what we have that might inspire your lunch, we encourage you to eat before your visit!

- **MY ISLE: MEMORIES & RECOLLECTIONS**

- This video series, launched in 2023, features residents and family members sharing stories of Isle of Wight County. **One piece is currently in production.** View all episodes in this series on our YouTube Channel, Facebook page or website.

- **BEHIND THESE WALLS**

- This video series, launched in 2020, allows some of the county's most interesting structures to share their stories. View all episodes in this series on our YouTube Channel, Facebook page or website. **One piece on Bethany Presbyterian Church is in production.**

- **OTHER VIDEO PRODUCTIONS**

- **July 18. The Faces of the World's Oldest Ham.**

- **GROUPS/TOURS/PROGRAMS**

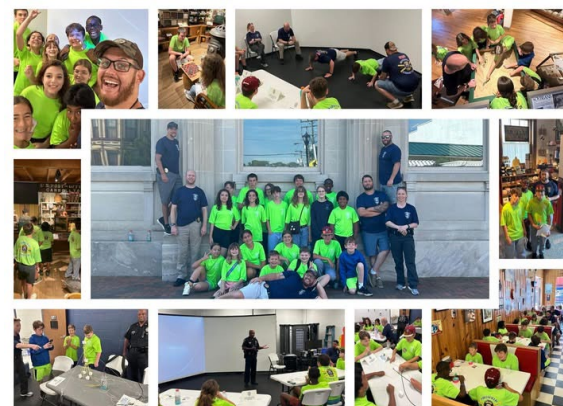
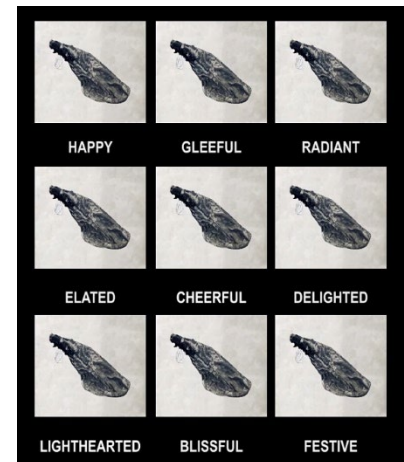
- **July 9. Hambassador Tour.** Hosted by Smithfield & Isle of Wight County Tourism. 5 guests.
- **July 15. Daughters of the American Revolution, Great Bridge Chapter,** Virginia Beach/Norfolk. 15 guests.
- **July 18. Smithfield Police Department Summer Camp, Smithfield.** 25 guests.
- **July 26. Pawsitive Attitudes, Carrollton.** 7 guests and 5 dogs.



World's Oldest Ham @worldsoldestham.bsky.social · 22d

Some very good boys came to visit their first museum yesterday! A celebratory field trip to the museum was scheduled for dogs graduating from an advanced task course at Pawsitive Attitudes in Carrollton, Va.

#goodboys #community #fieldtrip #DogDays

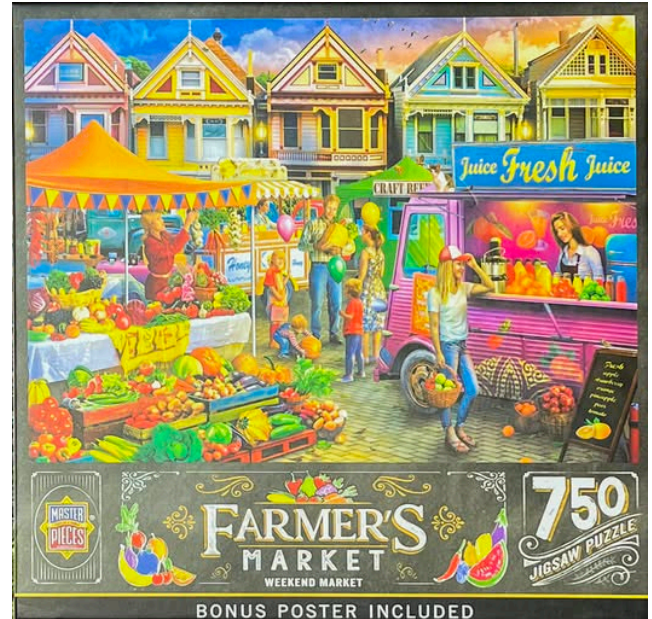


- **GIFT SHOP**

- With the start of the new fiscal year, items such as books, rubber ducks, Christmas ornaments, postcards and stickers were reordered. New orders included puzzles, socks and games.

- **EXHIBIT/PROJECT UPDATE**

- **Sprigg Wing, Phase III: Tobacco History.** Awaiting installation of barn.
- **First Residents.** Awaiting mounting of longleaf pine tree branches.
- **Local Treasures.** Currently on display is the collection of **Robert Cox** showcasing artifacts recovered from one of Isle of Wight County's early courthouses, the **Mount Holly Courthouse**. This exhibit concept displays the private collections of Isle of Wight County residents and/or those with a local connection. For more information and applications: www.historicisleofwight.com/local-treasures.html.
- **English Telephone Box.** In design with the exhibit for the phone box's interior.
- **Steamboats & Life on the Water; Unusual Objects; Vietnam War Veterans in Isle of Wight County: Online Exhibit; Unsung Heroes of Isle of Wight County: Online Exhibit.** Under development.
- **ISLE Be Home for Christmas.** This book project is collecting photographs, postcards, stories, mementos, songbooks, recipes and more that detail the holiday season in Isle of Wight County. To be published in November 2026.
- **Nike-Ajax N-75.** A book about the former missile battery in Carrollton is in production. To be published in 2026.
- **Riverside Smithfield Hospital.** Installation of our exhibits will take place by September 2025.
- **Main Gallery.** A new sign was added to highlight the World's Oldest Peanut.



- **ARTIFACTS**

- Additions to the collection include photographs, a collection of images from Tyler’s Beach and postcards.

- **STAFF UPDATES, TRAINING AND REQUIREMENTS**

- Docent Emmi Goodman has been promoted to the role of registrar. Our registrar is responsible for the care, management and documentation of our collection as well as ensuring the proper handling, storage and movement of objects and the accuracy of all associated records.

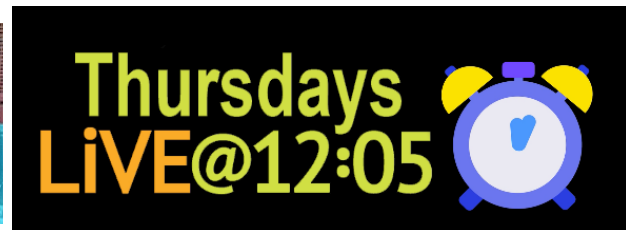


Financials

• Gift Shop Sales:	\$ 1,654.44
• Gift Shop Tax:	\$ 99.58
• Donations:	\$ 58.00
• Admission:	\$ 1,060.00
• Program/Lecture Fees:	\$ 0.00
Total Monthly Deposit:	\$ 2,872.02

Social Media/Online Presence

- Visit our website at www.historicisleofwight.com or www.hamcamva.com.



- **LIVE at 12:05.** Each Thursday, we host broadcasts on the museum’s Facebook page. Our segments, shot in the museum or at our historic sites, highlight events at the museum, announcements or artifacts from our collection. Tune in at 12:05 p.m. on the museum’s Facebook page – or view productions on our YouTube channel.
- **Facebook:** Isle of Wight County Museum: 3.8K likes and 5.0K followers. Daily posts.
- **Facebook:** World’s Oldest Ham: 342 followers. Semi-weekly posts.
- **Facebook:** Town of Smithfield. Periodic posts, responses and maintenance.
- **Twitter.** @WorldsOldestHam. The world’s oldest ham has his own account. 1,325 followers.
- **BlueSky.** @WorldsOldestHam. 90 followers.
- **Instagram.** @Isleofwightcountymuseum. 1,202 followers.
- **YouTube.** Isle of Wight County Museum. 328 subscribers.
- **Google Reviews.** 4.7/5 overall rating.
- **TripAdvisor.** 4.5/5 star overall rating.
- **Yelp.** 4.5/5 star overall rating.
- **Foursquare/Swarm.** 7.3/10 rating.
- **EarthCam/HamCam.** Streaming views from Feb. 7 to May 7, 2025: 107,043.

Media Coverage/Promotion/Advertising/Lobbying

- Various pieces in area publications to include calendars and events.
- **July 2: Smithfield Times.** Article: Commemorating 250 years of freedom: Education was a priority in early Virginia; Cutline: D. Reynolds Parker.
- **July 8: WAVY TV-10: The Hampton Roads Show.** Segment: HRS: Celebrating the World's oldest ham - <https://www.wavy.com/hr-show/community-connection/hrs-celebrating-the-worlds-oldest-ham/>
- **July 9: Smithfield Times.** Article: 'World's Oldest Ham' turns 123; party set for July 11-12.
- **July 11: WAVY TV-10.** Segment: World's oldest ham party Saturday in Smithfield - <https://www.youtube.com/watch?v=qXvv6K6PSNE> and <https://www.wavy.com/video/worlds-oldest-ham-party-saturday-in-smithfield/10884169/>
- **July 16: Northern Virginia Magazine.** Article: 5 Ways to Celebrate VA250 Throughout Virginia - <https://northernvirginiamag.com/things-to-do/2025/07/16/5-ways-to-celebrate-va250-throughout-virginia/>
- **July 16: Smithfield Times.** Cutline: Happy Birthday, Hammy; Second front: 'World's Oldest Ham' turns 123.
- **Summer 2025: Slice of Smithfield Magazine.** Editorial: Preserving history one page at a time.
- **July 24 and 30: Smithfield Times.** Article: Stamp unveiled in Smithfield commemorates 250th anniversary of Postal Service - <https://www.smithfieldtimes.com/2025/07/24/stamp-unveiled-in-smithfield-commemorates-250th-anniversary-of-postal-service/>
- **July 29: World Atlas.** Article: 9 Undisturbed Towns to Visit in Virginia - <https://www.worldatlas.com/cities/9-undisturbed-towns-to-visit-in-virginia.html>



Outreach Lectures & Events

- July 10. Williamsburg Stamp Club, Williamsburg. 20 attendees.
- July 17. Riverside Lifelong Health and Rehabilitation, Smithfield. Theme: I Scream, You Scream, We All Scream for Ice Cream! 12 attendees.
- July 18. The Chesapeake, Newport News. Theme: Christmas in July. 25 attendees.



- July 23. Isle of Wight County Parks and Recreation Summer Blast Summer Camp. Theme: the history of vacations, past and present vacation sites in Isle of Wight County, cameras, postcards and 1887 switchel. 36 students in Windsor and 45 students in Smithfield.



Safety & Repairs

- July 16. Town of Smithfield Safety Committee meeting.

Windsor Castle 705 Cedar Street, Smithfield

- No updates.

Fort Boykin 7410 Fort Boykin Trail, Isle of Wight County

- No updates.

Fort Huger 15080 Talcott Terrace, Isle of Wight County

- No updates.

Nike-Carrollton Park 13036 Nike Park Road, Carrollton

- **Nike-Ajax Missile Restoration.** ECS Mid-Atlantic LLC completed the subsurface exploration, laboratory testing and geotechnical engineering analyses. ATCS supplied the plan set for the artifact's structure. Parks and Recreation is working with Purchasing to create a bid package for the site plan.
- **Nike-Ajax Missile Mural Atop Missile Magazine B.** Awaiting an update from the Boy Scout heading up the project.

Boykin's Tavern, 1820 Clerk's Office & Isle of Wight County Court House Complex 17146 Monument Circle, Isle of Wight County

- Boykin's Tavern Visitors: 4
- **July 19. ISLE OF WIGHT COURTHOUSE COMPLEX WALKING TOUR.** Join us as we explore this 19th, 20th and 21st century site and share the story of its beginnings as well as a few tales of capers and duels. This tour begins at Boykin's Tavern, 17146 Monument Circle, Isle of Wight. 4 guests.

Meetings

- July 22. Town of Smithfield staff meeting.
- **July 23. 250 Years of Delivering.** The Smithfield Post Office, 23430, unveiled the U.S. Postal Service's new stamp marking 250 years of serving their mission unstoppable by rain, sleet, snow or gloom of night. Each Forever stamp shows a mail carrier in action throughout the year in a town scene. The USPS was established on July 26, 1775, by the Second Continental Congress with Benjamin Franklin as the first postmaster general. The Office of the Postmaster General documents Smithfield as one of the earliest post offices established in Isle of Wight County.



Other Events & Notable Information

- **Volunteer Hours: 202**

- Alyssa Dawson, a recent graduate of the University of Lynchburg, is volunteering with us for the summer.
- Alex Lewis--future museum professional headed to James Madison University in the fall--spent two weeks with us doing anything and everything museum and history-related. We are ready for her to come back during her next break!



- **Isle of Wight County Museum Economic Impact Survey for July 2025:**

- 15.5% made a gift shop purchase
- 52.4% indicated that they had lunch/dinner plans in Smithfield/Isle of Wight County
- 54.1% indicated that they were planning to or had already shopped in Smithfield/Isle of Wight County

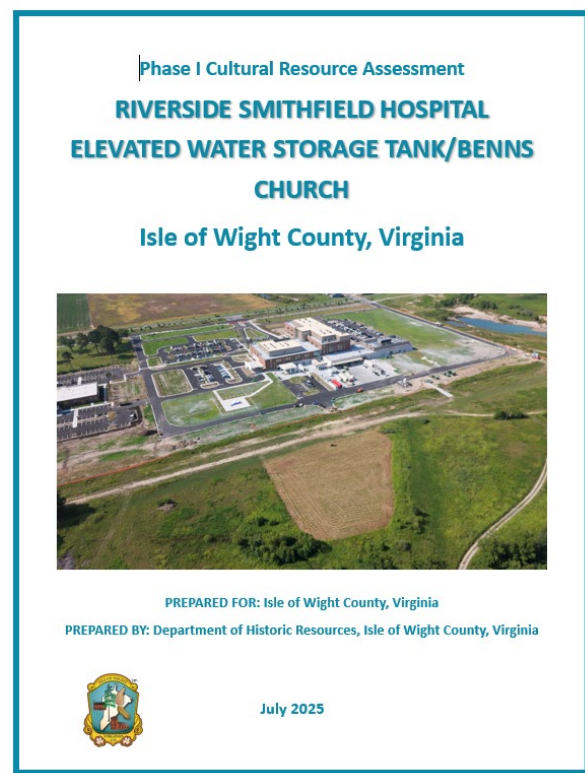
- **Virginia American Revolution 250 Commission**

- **Smithfield Times Article Series:** 2024-2026. Published July 2 was *Commemoration 250 Years of Freedom: Education* was a priority in early Virginia.



- **Isle of Wight County Department of Community Development & Planning**

- **Griffin/Smith Rezoning.** Commentary was provided for Griffin/Smith Rezoning to C-RR Rezoning Application of two acres REZN-25-5 RE: Tax Map No. 70-01-023.
- **JRCA Turn Lane and Pump Station.** Commentary was provided for JRCA Turn Lane and Pump Station to be located at 14353 Benns Church Boulevard in Isle of Wight County.
- **Joyners Bridge Mitigation Site.** Commentary was provided for the preliminary site development plan for the Joyners Bridge Mitigation Site, Carrsville.
- **Riverside Smithfield Hospital Elevated Water Storage Tank/Benns Church.** At the request of Isle of Wight County Community Development & Planning and Isle of Wight County Public Utilities, this department performed a Phase 1 archaeological investigation and report for the site slated for an elevated water tower to be affiliated with the new hospital. Due to the large budget impact to Isle of Wight County for the tower's construction, it was necessary to perform a field investigation in-house. Over the course of two



weeks, the site was examined through pedestrian assessments and judgmental shovel testing. The report was written, and a copy was sent to the Virginia Department of Historic Resources and cataloged as IW-131 in their grey literature collection.

- **Town of Smithfield Department of Community Development & Planning**
 - No updates.
- **The Schoolhouse Museum**
 - No updates.
- **Ivy Hill Cemetery**
 - No updates.
- **Norfolk Southern Grant**
 - Application submitted but not approved.

Safety & Repairs

- No updates.

Selections from Our Website and Social Media



World's Oldest Ham @worldsoldestham.bsky.social · 1mo

Chinene and Trever Miller of Pittsburgh roadtripped our way with an image of P.D. Gwaltney Jr. on their car. Their thematic trip culminated in a viewing of me! #roadtrip #ontheroad



July 7



World's Oldest Ham @worldsoldestham.bsky.social · 1mo

At the end of the rainbow is a pot of gold.
Or the Isle of Wight County Museum.
#rainbow



July 11

ZONING PERMIT AUGUST 2025

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
0912	FENCE		222 SAINT PAULS AVENUE	ROSENBAUM FENCE COMPANY / CHURCH SQUARE DEVELOPMENT LLC
0913	COMMERCIAL RENOVATIONS		1102 WHARF HILL DRIVE	EASTWOOD HOMES OF RICHMOND LLC
0914	FENCE		301 SMITHFIELD BOULEVARD	JERREY ROWLEY
0918	POOL		105 THE FIRTH	HBN ENTERPRISES / RICHARD JOHNSTON
0919	FENCE		105 THE FIRTH	RICHARD JOHNSTON
0921	POOL		8 DASHIELL DRIVE	ANTHONY GOSLIN
0922	POOL		113 GLENEAGLES	OASIS POOLS / CHRIS SCHEIER
0923	DECK		1200 WILSON ROAD	RUBEN SERRATO
0926	POOL		125 LENORA COVE	HBN ENTERPRISES / ROANALD LEVI
0927	FENCE		378 SOUTH CHURCH STREET	CHARLIE BASS
0928	QUADPLEX		104 CATHEDRAL STREET	C H CONSTRUCTION LLC / CHURCH SQUARE DEVELOPMENT LLC
0929	QUADPLEX		205 CATHEDRAL STREET	C H CONSTRUCTION LLC / CHURCH SQUARE DEVELOPMENT
0930	QUADPLEX		100 CATHEDRAL STREET	C H CONSTRUCTION LLC / CHURCH SQUARE DEVELOPMENT
0931	QUADPLEX		203 OXFORD AVENUE	C H CONSTRUCTION LLC / CHURCH SQUARE DEVELOPMENT
0935	PERGOLA		201 ST ANDREWS	ACCENT CUSTOM HOMES LLC / MATTHEW WITTE
0936	SHED		205 BISHOP CIRCLE	RALPH BENHART
0939	FENCE		102 UNDERWOOD LANE	GREAT OAKS LEARNING / MARK POTTER
0944	FENCE		101 LUMAR ROAD	BRANDON TEDROW

August 29, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC SAFETY COMMITTEE
MEETING HELD ON MONDAY, AUGUST 25th, 2025

The Public Safety Committee met Monday, August 25th, 2025 at 3:14 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, and Mr. Darren Cutler. Staff members present were Mr. Michael R. Stallings, Town Manager; Mrs. Lesley King, Town Clerk; Ms. Laura Ross, Town Treasurer; Mrs. Ashley Rogers, Director of Human Resources; Mr. Chris Meier, Deputy Chief of Police; Mrs. Tammie Clary, Director of Planning and Community Development; Mrs. Amy Novak, Director of Parks and Recreation; Mr. Ed Heide, Director of Public Works and Utilities; Ms. Stephanie Kensicki, Assistant Director of Tourism; Mr. Steve Clark, Parks and Recreation; and Mr. Eric Phillips of the Smithfield Police Department. 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 4 citizens present. The media was represented by Stephen Faleski and Steve Stewart of the Smithfield Times.

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 – July Activity Report – Deputy Chief Meier reported that their July Activity Report was included in today's agenda packet, and he would be glad to answer any questions as they relate to this report. Councilman Bowman thanked the Police Department for bringing out the new equipment today for all to see. It was very impressive, and it will serve the department well. It will provide a safer environment for our officers to work in.
2. Operational Update for the Smithfield Volunteer Fire Department – Assistant Chief Smith reported that in June they responded to 89 calls for service and in July they responded to 114 calls for service. This past weekend seven members of their department completed a surface water rescue class here in the Town of Smithfield. They also had five

members take a safety officer class. The water rescue class was held on the Pagan River and included training the members on how to do flood stage rescues. Assistant Chief Smith stated that outside prior to the meeting today they had their new brush truck. They hope to put that unit in service within the next thirty days. Committee thanked Assistant Chief Smith for the update.

3. Operational Update for the Isle of Wight Rescue Squad – Chief Carroll gave a brief update on the Nansemond Suffolk ambulances that they were looking at buying a couple of months ago. At this time, they have purchased the Suffolk trucks, and they have less than 50,000 miles on them. They have been added to their reserve fleet while they wait for the last radios to come in and then these trucks will go into service. The plan is to run these ambulances as front-line trucks for the first couple of months to make sure there is nothing wrong with them. They have some age on them but with only 50,000 miles on them they should not need a whole lot of work. Once these trucks are in the reserve fleet they will go where they are needed to cover all five stations in the County. Their first two trucks that were ordered three years ago will go to Carrsville and Rushmere. Although they were ordered three years ago, they were able to update the specs because the build time is so long. Chief Carroll stated that these two trucks will go into production around January 2026 and will be here in July 2026. The second two trucks that we just ordered will be 3 years behind those. They are excited for the new trucks coming but even more excited that all trucks will be built to the same specs for consistency in where things are located on the trucks. Chief Carroll reported that they just completed an EMT class. He also mentioned that there have been some questions on Facebook about where you can get CPR training. Isle of Wight Rescue offers CPR training every month and it is free to participate. They have started a new recruit program which allows folks to come in with no certifications and get the opportunity to ride in an ambulance to decide if that is what they want to do before they go through all those classes and then decide it is not what they want to do. Councilman Bowman gave the Isle of Wight Rescue kudos for getting the pharmaceutical conversion program into place as quickly as they did. Congratulations to you, Chief Wenley and everyone that was involved. Committee thanked Chief Carroll for the update.

The meeting was adjourned at 3:19 p.m.

August 29, 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, August 25th, 2025 at the Smithfield Center located at 220 North Church Street was cancelled due to lack of agenda items.

August 29, 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, August 25th, 2025 at the Smithfield Center located at 220 North Church Street was cancelled due to lack of agenda items.

August 29, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON MONDAY, AUGUST 25TH, 2025

The Public Works Committee held a meeting on Monday, August 25th, 2025 at 3:47 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Bill Harris, Mr. Jeff Brooks, and Mr. Bowman. Other Council members present were Mr. Darren Cutler, Ms. Valerie Butler, and Mrs. Mary Ellen Bebermeyer. Staff members present were Mr. Michael R. Stallings, Jr. Town Manager; Ms. Lesley King, Town Clerk; Ms. Laura Ross, Town Treasurer; Ms. Ashley Rogers, Director of Human Resources; Mr. Ed Heide, Director of Public Utilities and Public Works; Mrs. Amy Novak, Director of Parks and Recreation; Mr. Chris Meier, Deputy Chief of Police; Mr. Stephen Clark, Parks and Recreation; and Stephanie Kensicki, Assistant Director of Tourism. There were three (3) citizens present. The media was represented by Stephen Faleski and Steve Stewart of The Smithfield Times.

Public Works Committee Chair, Mr. Bill Harris, called the meeting to order.

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

1. Accept St. Andrews, Royal Blackheath, Ayrshire Loop, and St. Annes Located in Cypress Creek Phase 6 into the Town's Maintenance System for Funding – Mrs. Clary stated that this is the acceptance of the above-mentioned streets in the Town's Street Maintenance System. They are all located in Phase 6 of the Cypress Creek development. Staff have gone through them, and we are ready to accept them into the Town's maintenance system with a defect bond. Committee recommended placing this item on Town Council's Consent Agenda for consideration at their September 2nd, 2025 meeting.
2. Additional Comment: Councilman Bowman stated that he would like to give kudos to Public Works. You may have noticed that the South Church Street corridor that runs from Farmers Bank to Anna's Restaurant needed some cleaning up. There were lots of weeds and a lot of debris in the storm drains. He would like to compliment our Town Manager and Mr. Heide for getting in touch with VDOT. VDOT came out and it

looks a lot better. The weeds are gone, and all the storm drains have been cleaned, which will be very helpful when we have significant weather events. Councilman Bowman also mentioned that he was on his boat this past weekend and noticed under the Cypress Creek Bridge where the contractor for those improvements had left a couple of anchor lines off the back of a barge. The anchor lines were black in color and located close to the navigational channel. He got in touch with Mr. Heide where in return he contacted Crofton Contracting over the weekend and that has been addressed. He thanks them for their responsiveness.

Meeting adjourned at 3:48 p.m.

August 25, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON MONDAY, AUGUST 25th, 2025.

The Public Buildings and Welfare Committee held a meeting on Monday, August 25th, 2025 at 3:48 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, and Mr. Steve Bowman. Staff members present were Mr. Michael R. Stallings, Town Manager; Mrs. Lesley King, Town Clerk; Ms. Laura Ross, Town Treasurer; Mrs. Ashley Rogers, Director of Human Resources; Mrs. Tammie Clary, Director of Planning and Community Development; Mr. Chris Meier, Deputy Chief of Police; Mr. Ed Heide, Director of Public Works and Utilities; Mrs. Amy Novak, Director of Parks and Recreation; Mr. Steve Clark, Parks and Recreation; and Ms. Stephanie Kensicki, Assistant Director of Tourism. There were three (3) citizens present. The media was represented by Stephen Faleski and Steve Stewart representing of “The Smithfield Times”.

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: Conditional Rezoning and Special Use Permit - The Promontory – Mrs. Clary reported that the applicant was seeking a conditional rezoning to Planned Mix Use Development (PMUD) to facilitate the construction of 5 Commercial lots, future commercial area, 107 single family detached units, 103 single family-attached units (67 villa units, 36 townhouse units) a maximum of 210 units in total, and 22.93 acres of open space. She explained that the project would be phased, starting with the commercial sites, and the road beside Tractor Supply would be extended with a network of public roads that connected to Cypress Run Drive and Turner

Drive. Mrs. Clary said that in order to facilitate the project, the applicants applied for the following:

Conditional Official Zoning Map Amendment (Rezoning): The uses the applicant is proposing (attached and detached units, fast food restaurant, car wash, restaurant, drive in bank) are permissible in the Planned Mixed Use Development District (PMUD). These uses are also in line with the Future Land Use Map, as the current designations are Residential Mixed Use and Corridor Mixed Use, which provide for primary residential uses and primary mixed commercial / multifamily residential uses.

1st Special Use Permit- Article 3.J2.C.7: Drive-thru facilities. The applicant is requesting flexibility to utilize drive-thru facilities on all 5 commercial parcels, with the current plan of a drive-in bank and fast-food restaurant with a drive-thru window.

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

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

Mrs. Clary continued that the amenities included: signage, multipurpose lawns, grill area, waterfront deck, fishing outpost, native plantings, seating nook, tot lot, seating with open views to the lake, trails, firepit, picnic pergola with tables and benches, Adirondack chairs, sand beach, and a dog park with play equipment. She stated that the applicants would have a property owners association that will be responsible for the maintenance and upkeep of the following:

1. all open space, common areas, and other amenities noted in the Conceptual Plan;
2. all stormwater management infrastructure, including “wet” stormwater management infrastructure, specifically best management practices; and
3. landscaped buffer areas, as shown in the Conceptual Plan.

She said that the applicants were proffering the following road improvements:

1. Southbound right-turn lane (100-foot storage plus 200-foot taper) into right in/right out proposed Project entrance off of US 258/Rt. 10 (Benns Church Boulevard) designated as Public Road A on the Conceptual Plan and currently serving as an entrance to the existing Tractor Supply;
2. Southbound right-turn lane (100-foot storage plus 200-foot taper) into right in/right out proposed Project entrance off of US 258/Rt. 10 (Benns Church

Boulevard) designated as Public Road J on the Conceptual Plan (in between Turner Dr & Tractor Supply); and

3. A conditional payment of \$1,000,000.00 toward the construction of the roundabout at Turner Drive.

Mrs. Clary added that the applicants were proffering a conditional cash proffer to Isle of Wight County Schools if they were over enrollment capacity at the Smithfield Middle School at the time the Certificate of Occupancy is issuance. She said that no more than 60 zoning permits would be issued in a 12 consecutive month period for the residential units. She noted that the application was favorably recommended to Town Council at the July Planning Commission. Councilwoman Butler asked if there were any comments or questions, and hearing none reported that the matter would be moved to the Council's agenda.

2. PRE-PUBLIC HEARING DISCUSSION: Text Amendments to Reclassify Accessory Apartments as Accessory Dwelling Units and Clarify Regulations in Article 2.Q and P; to Update the Floodplain Overlay in Article 3.O; and create the Pinewood Heights Industrial Park Overlay in Article 3.S – Mrs. Clary explained that the proposed text amendment was to Article 2Q updating accessory apartments to accessory dwelling units (ADUs). She reported that ADUs would still require an SUP; however, the family relationship and age requirements were removed. She noted that the change would also allow free standing ADUs in addition to ADUs over detached garages, and would not require the removal of the kitchen. Mrs. Clary reported that Article 2P changed accessory apartments to ADUs. She stated that the Planning Commission favorably recommended the application with the conditions: Removal of item 4. Remove breezeway from 8a. 8c replace shall with “may.” She related that Town Staff suggested also removing porch, patio, etc. from 8a. Councilwoman Butler asked if there had been a maximum number of people residing in an ADU provided. Mrs. Clary reported that issues with maximum occupancy would need to be reviewed by the Building Official. She recapped that originally the ordinance had limited the occupancy to two people, but the Planning Commission had recommended that they remove that requirement. Councilman Bowman reported that the General Assembly had weighed in on the issue last session, and he would not be surprised if it was brought up again in the current session.

Mrs. Clary continued with the proposed text Amendment to Article 3.O which would update Smithfield's Floodplain Ordinance. She stated that the Federal Emergency Management Agency (FEMA) had updated the Town's Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS). She said that Town Staff utilized the model ordinance, which had already been approved by the Department of Conservation and Recreation (DCR). Mrs. Clary explained that once approved by Town Council, it will need to be approved by FEMA. She noted that the item appeared on the April 9th, 2024 Planning Commission agenda as a discussion item and the Planning Commission

favorably recommended the application with the condition of alternative language regarding accessory structures in the Special Flood Hazard Area (SFHA). Staff suggested removing that language allowing accessory structures and instead prohibiting accessory structures in the SFHA, as that would be in conformance with our Chesapeake Bay Preservation Area (CBPA) guidelines, which do not allow accessory structures in the Resource Protection Area (RPA). Councilwoman Butler confirmed that there were no additional questions for Mrs. Clary on the matter.

Mrs. Clary stated that final proposed text amendment was to Article 3S in order to create a new Pinewood Heights Industrial Park Overlay (PHIPO) District. This item appeared as a discussion item at the July Planning Commission meeting, and a red-lined version is attached. Planning Commission made suggested changes as a discussion item and favorably recommended it to Town Council. She detailed that in the new district shipping containers would still require a SUP, accessory structures were to be located in side or rear yards with allowance in the front yard via Planning Commission waiver, and the removal of non-stacked shipping containers as by-right. Mr. Stalling pointed out that the intent behind the creation of the PHIPO district was in relation to their knowing what they wanted the Pinewood Heights area to be as it is redeveloped. He continued that they wanted to look at creating a zoning environment that would make that vision as easy as possible to achieve for small businesses. He added that the change would also allow Town Staff to apply for grants available through the Virginia Economic Development Program to offset some of the infrastructure costs. Councilwoman Butler asked if the type of fencing for businesses and residential be the same. Mr. Stallings said that residential development would not be allowed in that area. Councilwoman Butler clarified that she was asking if the fencing ordinance was the same for businesses as it was in residential districts. Mr. Stallings stated that they were for front yards. Councilwoman Butler questioned why the Town did not have an ordinance to address fencing in industrial areas. Mrs. Clary stated that the goal of the overlay was to ensure that businesses in that area had the flexibility to be treated as an industrial park area. Mr. Stallings related that there may need to be additional conversation surrounding shipping containers in that area as many industrial users, especially small businesses, liked to use the containers as outdoor storage. He asked them to consider that if the containers were shielded from view, would they be something that the Council was ok with being on site. Councilman Bowman recognized that the creation of the overlay would allow for more flexibility, but he was hoping that as the development was underway the Town was ensuring the quality and integrity of the appearance of what they wanted to see in Smithfield. Councilwoman Butler asked Councilman Cutler to give more information about the discussion held at the Planning Commission meeting. Councilman Cutler recalled the conversation dealing with the aesthetics of the area and ease of use for small businesses. He said he believe there was middle ground that could be reached, as he did not want to see the citizens have to submit a \$400 SUP fee in order to do something that would be on a large number of lots in that district. Councilwoman Bebermeyer asked Mr. Stallings if he saw the issue as a

work-in-progress, clarifying that she did not want to charge the fee to apply for an SUP and then change the requirement after-the-fact. Mr. Stallings confirmed that it was; he related that they were still in the master planning phase for utilities at the site and it would probably be next year by the time they had all of the requirements in place to qualify for the previously mentioned grants. Councilman Cutler stated that he had asked Mrs. Clary research other localities on the subject as certainly they had to have similarly zone areas, or regulations that governed shipping containers in industrial areas. Mr. Stallings clarified that what was presented was a result of their research of other localities overlay districts and industrial zoning. Mrs. Clary explained that the research had been completed during the update of the ordinance regarding shipping containers. Councilwoman Butler reported that the amendments would move to the Council agenda for action.

3. PROFFER AMENDMENT: Battery Park Storage – Mrs. Clary reported that the proposed Proffer Amendment for Battery Park Storage added language that would provide the Town extra assurances that if the use ever changed from self-storage, the Town would be able to review and approve such change in use. She stated that Town Staff was in support of this proffer amendment as it would provide a mechanism for enforced review of any change in use. Councilwoman Butler reported that the amendments would move to the Council agenda for action.

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

1. Special Use Permit - Short Term Rental - 139 Sykes Court – Mrs. Clary reported that the applicant was seeking approval to rent 139 Sykes Court as a short-term rental property with no changes to the property proposed in order to accommodate that use. She noted that there were four other approved Special Use Permits (SUPs) for short-term rentals within the downtown area. She suggested that approval be conditioned on the applicant following the requirements outlined in Article 2.Z.1.a through Article 2.Z.1.i., except for Article 2.Z.1.b. Mrs. Clary reported that the conditions required a signed and notarized short-term rental affidavit to ensure compliance. She noted that the application had been recommended favorably by the Planning Commission with the condition that the applicant return in one year to have the application review. Councilwoman Butler recalled that the matter had been heard before. Mrs. Clary confirmed that the matter had appeared at the last meeting as a public hearing item and had been tabled. Councilwoman Butler said that it had been her understanding that further discussion would be held regarding short-term rentals in the Town of Smithfield, specifically in the Historic District. Mr. Stallings reported that Town Staff had gathered short-term rental ordinances from small towns across the region and were in the process of compiling that data. Councilwoman Butler questioned how they could have additional discussion if there was

not data to review. Mr. Stallings clarified that they wanted to offer another opportunity for the Council to ask any additional questions or direct Town Staff to research additional information. Councilman Brooks asked for confirmation whether the matter would appear on the next Town Council agenda. Mr. Stalling said that the item could be moved to the September Committee Meetings to allow for additional time to review the data.

2. Conditional Rezoning and Special Use Permits – Sheetz – Mrs. Clary reported that the application was for conditional rezoning to Highway Retail Commercial (HRC) to facilitate the construction of a convenience store with fueling station islands, with two, potentially three additional retail users. She observed that the uses were in line with the Future Land Use Map (FLUM), as the current designation is Corridor Mixed Use, which provided for primary commercial uses. Mrs. Clary detailed that the 6,139 square foot convenience store would include a 4,170 square foot fueling station canopy, with 6 double sided self-serve fueling stations. She said that in addition to traditional convenience store offerings, there will be a made-to-order food menu, Coffee bar, and smoothies. She continued that indoor and outdoor seating was proposed with the store operating 24 hours a day, 7 days per week. She pointed out that the site had existing access servicing Sherwin Williams and would include a right-in/ right-out entrance shared amongst the subdivided parcels. She added that a pedestrian path along Route 10 for connectivity had been included. Mrs. Clary explained that the application included the following:

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, excluding alcohol.

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 continued that the applicants included an updated conceptual plan in general conformance with the originally submitted plan for potentially three users in addition to the Sheetz. She reminded them that as proffered, any additional users would need to be reviewed and approved by the Planning Commission. She recapped that the application package had been 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 the Virginia Department of Transportation's (VDOT's) comments prior to the Council meeting. Mrs. Clary updated that she had spoken with VDOT and they reported that they were still working on those comments, and she did not

have an official letter from them at that time. Councilman Bowman asked when they could expect VDOT to provide their comments. Mrs. Clary stated that VDOT had not given her a timeline for completion. Councilman Bowman asked if there were any objections reported. Mrs. Clary reported that the comments were circulating around the Traffic Impact Analysis (TIA) that had been done and the calculations that had been used. She acknowledged that she was unsure of the specifics involved. Councilman Bowman expressed concern that if VDOT had still not come to a conclusion, then it may not be the right time for the Council to make a decision of such magnitude. Mrs. Clary stated that Town Staff suggested that any action, if the Council wanted to take any, be conditioned on the applicants successfully resolving all of VDOT's comments. Mr. Stallings stated that the best action may be to table the matter if they had not received the pertinent information. Councilwoman Bebermeyer stated that she was in agreement with Councilman Bowman. Councilman Cutler pointed out that VDOT had made quite a few comments and it had not been just one or two. Councilman Bowman advised that they should wait to make a decision. Councilwoman Bebermeyer directed them to page 13 in the statement regarding items of historical significance. She observed that the area in question was very close in proximity to the Sweetgrass development and the Isle of Wight County Museum had just recovered artifacts from that property. She said that the area could possibly have the same items, and asked if nothing had been done in that regard. Mrs. Clary related that the information Councilwoman Bebermeyer had directed them to was provided by the applicant as part of their informational package. Councilman Bowman speculated that either the applicant was exempt from the study due to location, or they had received documentation from the Department of Historical Resources (DHR) in regard to the property. Councilman Cutler noted that they were planning to table the matter and the question could be sent to the developer for follow up. Mr. Stallings explained that normally the Museum was given the opportunity to comment on an application. Councilwoman Bebermeyer asked if the Museum had been provided the opportunity to comment. Mrs. Clary reported that Jennifer England, of the Isle of Wight County Museum, requested that as the project proceeded any discoveries go to the Museum. Vice Mayor Harris asked if there was any reference to the completion of a Phase 1 study. Mrs. Clary reported that a Phase 1A cultural resource assessment was prepared by Kimley-Horn and Associates for Benn's Church Investments LLC. She continued that neither the DHR or Isle of Wight County Museum had reported objections or concerns regarding the report's findings and conclusions. Councilwoman Butler asked if that information could be included in the staff report in order to make the information easier for the Council to see. She concluded that the item would be tabled until the next Committee meeting. Mr. Stallings explained that since the public hearing had already been held if VDOT's comments have not been received by the September Town Council meeting the matter could be tabled until September Committees. Councilwoman Butler recalled that there had been questions raised at the Planning Commission regarding signage, and Mrs. Clary confirmed that the Commission would be responsible for the Special Sign Exception.

3. Red Point Taphouse - Water Connection – Vice Mayor Harris reported that the Council would be postponing the discussion on the Red Point Taphouse water connection until after their Closed Session due to materials being relevant to the follow-up. Vice Mayor Harris stated that as discussed in Closed Session Town Council has authorized the Town Manager to negotiate with the representatives of Red Point Taphouse in regard to the possible purchase of right-of-way land as well as land necessary for drainage system. The Town Manager will report back to Town Council once he has reached out to the representatives of Red Point Taphouse.

Meeting Adjourned at 4:23 p.m.

Additional Discussion Held Outside of Committees:

Vice Mayor Harris stated that before they go into closed session there are a couple of remarks that he would like to make. As they go into closed session today, they will be going into the closed meeting with a new set of guidelines that they are working on with Town Staff. These new guidelines will provide a clearer, more transparent reason for going into closed session for any matter. They do not want the public to believe at any time that what they are doing in closed session does not meet the legal requirement for closed sessions. They also want to make sure that what they are talking about during the closed session is pertinent to the subject and they do not branch off and start talking about things that were not disclosed as the closed session topic. Vice Mayor Harris stated that they have asked the Town Clerk to join them today to act as a recorder of main points. He noted that we will then have some sort of reference to the discussion that was held during the closed meeting. The Town Manager reported that Town Council had received a draft procedure for closed sessions and explained the draft procedure so everyone was clear on how they will handle closed sessions moving forward. He noted that included on the agenda were four different items listed as a closed session topic. Closed Session items will be placed on the agenda after either the Town Manager or the Town Attorney have reviewed them and find reason for them to be listed as a closed session topic. Determination will come from looking at the state code to make sure there is a relevant exemption. Town Council will then make a motion to go into closed session, again, based off of what is on the agendas. Once Council gets into closed session the Town Manager or the Town Attorney will identify the topic, the specific state code section that allows us to be in closed session to discuss that topic as well as the justification for it. Council will then have the opportunity to say yes or no that you want to proceed with discussion. If Town Council disagrees with the discussion that matter will be moved back to open session and no discussion will be held in

closed session. At the conclusion of the closed session Council will make the normal motion to come back into open session and that only the appropriate matters were discussed. If Council had elected not to discuss any topic it will be disclosed in open session. Councilwoman Bebermeyer stated that she is glad that we have this new procedure and thought it was worth noting this meeting is unusual in the fact that we have this many closed session topics. This will not be the norm moving forward. Councilman Cutler asked the Town Clerk if the closed session meeting would be recorded. The Town Clerk replied that the meetings would be recorded and used for reference in the future. He clarified that if they need the Town Clerk to leave the room, she would be able to leave the recorder. The Town Clerk replied that she could leave the recorder. Councilman Cutler made some points on transparency, as it relates to closed session. He stated that closed session meetings are a choice. It is not a requirement in most cases. It is clear that they are lacking some resources in one of the topics they are going to be discussing in closed session and acknowledged that after last month's meeting it is difficult to navigate into closed session without having some legal representation. Councilman Cutler mentioned that he had spent a fair amount of time this week seeking some legal advice. He learned that different attorneys have different things to say but there was one consistent message which was to seek outside counsel to get your questions answered. Councilman Cutler stated that he would like to make a motion that we hire outside counsel to assist with resolution of the distribution of taxpayer funds for legal services. Councilwoman Butler stated that we do not typically vote in committee meetings. Councilman Cutler stated that he does not see anything procedurally that says there is no voting in committee meetings. The Town Manager stated that he is not aware of anything that strictly prohibits you from voting at committee meetings; however, we do not typically vote outside the regular Town Council meetings. Councilman Cutler stated that he understands but feels that this is a very unique situation and unless there is a procedural limitation on it, his motion stands. Councilwoman Butler stated that if this is a new procedure that they want to do then the Town Manager may want to draft a new procedure. If they vote tonight, she would like to see it applicable to all committee meetings moving forward. She also expressed concern over the comment that closed sessions are not required and that it is a decision by Town Council. Councilwoman Butler recapped that with a previous Town Council they had a councilmember that shared a topic that was discussed in close session and when they had their next Town Council meeting, she was lam blasted by some of her colleagues for sharing. Councilwoman Butler stated that her feelings on sharing closed session information is that there are no consequences when closed session meetings are shared. She expressed her concern about the recent situation being shared with the media before they could discuss it as a group. All kinds of things have been said, and I think because of that it has created a lot of chaos in the community. She feels like we should have had a closed session first and then shared it with the media. Councilwoman Butler stated that she has tried to be flexible on Town Council but

clearly, we are doing away with flexibility. She stated that she is feeling inadequate as a councilmember based on the topics of transparency or whatever else you are disclosing. She has come to the decision that it depends on relationships. People on the outside assumed that a lot of backdoor deals were made with the old council. She continued to explain there is no difference between that council and this council. There are meetings before the meetings, and she has not been included. She is fine with that because she did not get on Town Council to earn new friendships, and she is fine with that as long as it does not affect her voting. Councilwoman Butler stated that this is her opinion on what has transpired over the last week and she is disappointed that it happened, but she is also disappointed at how it has played out. Councilman Cutler stated that he appreciates her statement. He does not know about the paper but as far as he is concerned everything is foiable. I am neighbors with the editor of the "Smithfield Times" but when you say shared as far as I am aware everything was received through FOIA. Councilwoman Butler felt that Councilman Cutler had shared a special called meeting with the Smithfield Times before it was scheduled because the paper could not have FOIAed that information. The article in the paper stated that the special-called meeting had been cancelled. Councilwoman Butler expressed concern that there is clearly a lack of communication. In the last five to seven days she has received more emails in her town email account than she has ever received. Councilman Cutler stated that he does see anything wrong with sharing with the citizens and the newspaper that action is being taken to address the matter on the Town Attorney. He stated that we are going to sorely miss having an attorney; however, he thinks that we have an identified conflict of interest. Taking steps to identify that we need outside counsel as a goal to resolve this issue will let our citizens know we are working to resolve the matter. He thinks it is a valid necessity to have that resource so that they can ask questions and receive answers appropriately to guide our discussions. Councilwoman Butler stated that she feels like she is experiencing her worst nightmare on Town Council. One of the things that she shared with one of her colleagues during her first term, especially after attending VML Conferences, was not wanting the actions of Town Council to spill over into the community like many localities have had happen. That is exactly what has happened here. She stated that they are not all going to vote the same all the time but I hate the dynamics of this current Town Council. Councilwoman Bebermeyer stated that she was one of the people that was in favor of having a special meeting. She wished they could have met a week ago and maybe put a lot of this to rest. Vice Mayor Harris stated that collectively they need to decide whether they are going to proceed with the motion that has been made. Councilman Brooks stated that they may end up with that solution but at this time they have not had an opportunity to discuss it amongst themselves whatsoever. He said that he has not had one single conversation with Councilwoman Butler. In his opinion it would be premature to go into a vote and say this is what we are going to do without even talking as a council. It is our duty as a council to discuss this matter. Councilman Cutler asked if there

was any impediment to a vote after the closed session then? The Town Manager stated that he has not found anything that would prevent them from having a vote at committee. Councilman Cutler stated that he is in agreement that we need to go into closed session, but he thinks there are a lot of things that can be discussed as well in the public sphere. He just wanted to encourage all of Town Council as they progress through this to account for that. If Town Council finds themselves deviating from the topic of discussion, they need to bring it back in. Councilwoman Butler stated that prior to the new process of how we were going to handle closed sessions she called three of her friends that serve on other boards in other localities and the way they were handling them before was the way these other localities are handling them. Councilman Bowman stated that he thinks it is a fine line as far as the closed sessions that he has been involved in and how much information you give. The reality and necessity for closed sessions are not to reveal at a certain point. Certain things that could jeopardize the financial wellbeing of both the Town and the citizens of the Town or it could be a situation where whether you like it or not the General Assembly has decided that personnel matters in the Commonwealth of Virginia are private matters, and they are private matters for the most part between the employer and employee. He does agree that there are certain decisions to be made as to how much is divulged at that given time. After all, Council is elected to do the people's business in the best manner that we possibly can. That responsibility is laid at Council's feet when you are elected. Again, there is a fine line on how much you put on the agenda and how much you don't. Vice Mayor Harris stated that before we read the motion to go into closed session, he thinks it is important what Councilman Cutler said and would agree with that. If at any point in our discussions, they get to a point where they cannot proceed because we need legal advice, they should stop their discussion until they have legal representation. Vice Mayor Harris also stated that he would like to back what Councilwoman Butler said in that governance by Town Council and the system we have is governance by consensus. He said that they have not done a very good job over the last couple of weeks and to Councilman Brooks point until they sit down and share and examine everything in front of them collectively, we cannot get to that point of understanding or consensus. It is necessary for us to go into closed session now to discuss each of the four matters. At any time, we hit something that we cannot answer in terms of legality, they shall stop and come back and seek proper counsel. If there is no further discussion at this point Councilman Bowman will read the motion.

Councilman Bowman made a motion that they adjourn in a closed session for the purpose of discussing personnel matters, more specifically, the four appointed positions by Town Council as follows: Town Manager, Town Treasurer, Town Clerk, and Town Attorney, Pursuant to Section 2.2-3711 A1 of the Code of Virginia; Closed Session for the purpose of cost negotiations for Red Point Taphouse Right-of-Way Valuations Pursuant to 2.2-3711 A3 of the Code of Virginia; Closed Session for the

discussion of acquisition / disposition of real property, more specifically, The Grange @ 10Main Pursuant to 2.2-3711 A3 of the Code of Virginia; and Closed Session for the discussion of personnel matters, more specifically, the Town Attorney, Pursuant to 2.2-3711 A1 of the Code of Virginia and that they reconvene after this closed session back to the open session. Councilman Brooks seconded the motion. Vice Mayor Harris called for the vote, with six members present. Councilman Bowman voted aye, Councilwoman Butler voted aye, Councilman Cutler voted aye, Councilwoman Bebermeyer voted aye, Councilman Brooks voted aye, and Vice Mayor Harris voted aye. Mayor Smith was absent. The motion passed unanimously.

In Closed Session @ 4:48 p.m.

Out of Closed Session @ 9:25 p.m.

Councilman Bowman made a motion to come back into open session and to certify that during closed session the only matters discussed were personnel matters, more specifically, the four appointed positions by Town Council as follows: Town Manager, Town Treasurer, Town Clerk, and Town Attorney, Pursuant to Section 2.2-3711 A1 of the Code of Virginia; cost negotiations for Red Point Taphouse Right-of-Way Valuations Pursuant to 2.2-3711 A3 of the Code of Virginia; acquisition / disposition of real property, more specifically, The Grange @ 10Main Pursuant to 2.2-3711 A3 of the Code of Virginia; and personnel matters, more specifically, the Town Attorney, Pursuant to 2.2-3711 A1 of the Code of Virginia. Councilwoman Bebermeyer seconded the motion. Vice Mayor Harris called for the vote, with six members present. Councilman Bowman voted aye, Councilwoman Butler voted aye, Councilman Cutler voted aye, Councilwoman Bebermeyer voted aye, Councilman Brooks voted aye, and Vice Mayor Harris voted aye. Mayor Smith was absent. The motion passed unanimously.

Additional Item for Action:

Councilman Cutler made a motion to Direct the Town Manager to hire outside Counsel to assist with the closed session item pertaining to the Town Attorney. Councilwoman Bebermeyer seconded the motion. Vice Mayor Harris called for the vote, with six members present. Councilman Bowman voted aye, Councilwoman Butler voted aye, Councilman Cutler voted aye, Councilwoman Bebermeyer voted aye, Councilman Brooks voted aye, and Vice Mayor Harris voted aye. Mayor Smith was absent. The motion passed unanimously. Vice Mayor Harris stated that we are asking the Town Manager to look into the selection of a attorney to help us and advise us through this process.

Meeting adjourned @ 9:28 p.m.



Memo

To: Honorable Mayor & Town Council

From: Ashley Rogers, Human Resources Director

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

Date: August 25, 2025

Re: Addition of Engineer I to Compensation Plan

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

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

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

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

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



Position Description

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

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

Department: Public Works & Utilities

Pay Grade: 115

Last Updated: August 2025

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

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

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

Knowledge, Skills and Abilities:

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

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

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

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

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

Employee Signature

Date

Supervisor Signature

Date

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



Town of Smithfield

Memorandum

August 25, 2025

TO: The Honorable Mayor and Town Council

FROM: Michael Stallings, Town Manager

SUBJECT: Appropriation of Funds For Vehicle Purchase

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

The breakdown of funds is as follows:

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

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

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

Recommended Motion

Move that Council adopt the enclosed resolution entitled:

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

Resolution

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

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

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

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

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

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

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

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

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

Adopted:

TESTE:

Town Clerk

INVOICE



THEPETESTORE.COM



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

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

Bill-To:
TOWN OF SMITHFIELD
310 INSTITUE AVE
SMITHFIELD, VA 23431

Ship-To:
TOWN OF SMITHFIELD
310 INSTITUE AVE
SMITHFIELD, VA 23431

ID: 26128 Ph: 757-365-4200 P/O: PW-25-01 Salesperson: David Askew
+ SOLD UNIT(S)

Stock Number: **TM802110** Price: **\$127,943.00**
VIN: **2NPKHM6X9TM802110**
Year: **2026** Make: **PETERBILT** Model: **536**

ADDITIONAL UNIT CHARGES

5 YR SMART LINQ SUBSCRIPTION
DEALER BUSINESS FEE

Price: **\$799.00**
Price: **\$283.00**

Unit Price: **\$129,025.00**

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

ADDITIONAL DEAL CHARGES

PROCESSING FEE

Deal Add-On Fees: **\$299.00**
Total FET: **\$299.00**
Total FET: **\$0.00**

Total: **\$129,324.00**

Net: **\$129,324.00**

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

Terms Due: 09/11/2025

Remit Balance Due To:
The Peterbilt Store - Chesapeake
5100 Holabird Ave
Baltimore, MD 21224

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

INVOICE



THEPETESTORE.COM



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

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

Bill-To:
TOWN OF SMITHFIELD
310 INSTITUE AVE
SMITHFIELD, VA 23431

Ship-To:
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SMITHFIELD, VA 23431

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Terms Due: 09/11/2025

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

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



The Blair Bros., Inc.

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

Invoice

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

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Sykes Ct.

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

THANK YOU FOR YOUR BUSINESS

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

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

Invoice Total:

\$32,000.00

We Accept



Convenience fee added

RESOLUTION
MAINTENANCE FUNDING FOR STREETS

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

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

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

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

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

Adopted this 2nd day of September, 2025.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By: _____
Michael G. Smith, Mayor

ATTEST:

Clerk

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

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

MUNICIPALITY Smithfield

DISTRICT Hampton Roads

ACTION REQUIRED (SELECT BELOW)	STREET NAME ROUTE NUMBER	FROM	TERMINI	TO	R/W (Width) (FEET)	PAVEMENT WIDTH (FEET)	CENTER LINE (MILES)	NUMBER OF LANES	MOVING LANE MILES	Eligibility Code Reference Link	FUNC. CLASS. (TMPD USE except for HR and NOVA)
SELECT ONE	St. Andrews	Cypress Creek Parkway to Cul-de-sac			50	30	0.39	2	0.78	1	
SELECT ONE	Royal Blackheath	St. Andrews to Cul-de-sac			50	30	0.33	2	0.66	1	
SELECT ONE	Ayrshire Loop	St. Andrews to St. Andrews			50	30	0.40	2	0.80	1	
SELECT ONE	St. Annes	St. Andrews to St. Annes			50	30	0.17	2	0.34	1	
SELECT ONE									0.00	Select one	
SELECT ONE									0.00	Select one	
SELECT ONE									0.00	Select one	
SELECT ONE									0.00	Select one	
SELECT ONE									0.00	Select one	
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SELECT ONE									0.00	Select one	
SELECT ONE									0.00	Select one	
SELECT ONE									0.00	Select one	
SELECT ONE									0.00	Select one	

* Council Resolution and Map Attached

SIGNED _____
MUNICIPAL OFFICIAL DATE

Submit to: District Point of Contact in triplicate

SIGNED _____
AUTHORIZED VDOT OFFICIAL DATE

CLASSIFIED BY _____
T&MPD ENGINEER DATE

AMENDED STATEMENT OF PROFFERED CONDITIONS
AUGUST 21, 2025

The undersigned applicant, BATTERY PARK, LLC (hereinafter “Owner” or “Developer”), is the current owner of the property identified as Tax Map Parcels No. 22-01-013, 22-01-014 & 22-01-020 (collectively, “Property”), which is subject to the following conditions 1-7 below, which were voluntarily proffered in connection with the change in zoning classification of the Property from Community Conservation (C-C) District to Light Industrial (I-1) District. The Owner hereby voluntarily proffers that the development of the Property, which is the subject of this proffer amendment, shall be in accordance with the amended conditions set forth below, which include new condition 8:

1. The Developer shall maintain a 50foot wide existing vegetative buffer along the northerly boundary line parallel to Battery Park Road and along the common boundary with the Wellington Estates Subdivision. In addition to the 50 foot wide existing vegetative buffer, there shall be an additional buffer area ten feet in width immediately adjacent to the fence line wherein the landscape buffer provided in paragraph 2, below shall be planted. The Developer shall maintain a 30 foot wide existing vegetative buffer around the entire remaining perimeter of the Property.
2. The Developer will plant a landscape buffer comprised of evergreen plants along the exterior of the fence line running parallel to the Wellington Estates Subdivision.
3. The architectural style of the office shall be approved by the Smithfield Planning Commission.
4. All exterior lighting to be "dark sky" qualified.
5. The Developer hereby dedicates a strip of land 25 feet in width along Battery Park Road as additional right of way for road improvements and/or a bicycle/pedestrian trail.
6. The Developer will increase the capacity of the BMP required to be built upon the subject property to accept excess runoff from the Wellington Estates Subdivision.
7. The hours of operation will be restricted from 6 a.m. to 8 p.m.
8. The Developer agrees that a change in the use of the improvements depicted on the site plan entitled “Site Development of Battery Park Storage Parcel 22-01-020 & 22-01-014” prepared by WPL dated July 22, 2025 that would require more than a total of 4 bathrooms or capacity of more than 4,000 gallons of water per month, whichever is greater, will require a review and approval by the Town of Smithfield Public Utilities Department of the available capacity of the Rising Star Pump Station.

OWNER/DEVELOPER:

BATTERY PARK, LLC, a Virginia limited liability company
By: Battery Park Manager, LLC, its Manager

By: _____
Terry M. Marshall, Vice President

TOWN COUNCIL STAFF REPORT: PROFFER AMENDMENT
Battery Park Storage
TUESDAY, SEPTEMBER 2nd, 2025, 6:30 PM

This is a proposed Proffer Amendment for Battery Park Storage adding language that would provide the Town extra assurances that if the use ever changed for self-storage, the Town would be able to review and approve such change in use.

Town staff is in support of this proffer amendment as it would provide a mechanism for enforced review of any change in use.

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

The Smithfield Town Council held its regular meeting on Tuesday, August 5, 2025. The meeting was called to order at 6:30 PM.

Members present:

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

Members absent:

None

Staff present:

William H. Riddick, III – Town Attorney
Lesley King – Town Clerk
Tammie Clary – Community Development & Planning Director
Ed Heide – Director of Public Works
Judy Winslow – Director of Tourism
Laura Ross – Treasurer
Alonzo Howell – Chief, Smithfield Police Department
Eric Phillips – Lieutenant, Smithfield Police Department
Ashley Rogers – Director of Human Resources
Steve Clark - Grounds Attendant

Press:

Stephen Faleski - The Smithfield Times

Citizens:

21

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. **Informational Reports**

Tammie Clary, Director of Community Development and Planning, was sitting in for the Town Manager who was not present. She reported that she would be happy to answer any questions that she could regarding the informational reports.

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

4. Upcoming Meetings And Activities

- August 5 - 6:30 p.m. - Town Council Meeting
- August 12 - 6:30 p.m. - Planning Commission
- August 19 - 6:30 p.m. - Board of Historic and Architectural Review
- August 19 - 7:30 p.m. - Board of Zoning Appeals
- August 25 - 3:00 p.m. - Town Council Committees

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

5. Public Comments

- a. Renee Bevan - Mrs. Bevan, of 101 Beale Avenue in Smithfield, thanked the Town Council for the hard work that they had been putting in. She related that the election in the fall of 2024 had brought new hope to the citizens of Smithfield, and their work had not gone unnoticed. She said that the Mallory Scott Project had made people pay attention to the growth that was neither in character with the Town of Smithfield, nor was it congruent with the current neighborhoods or zoning laws. She noted that the current Town Council was listening to the people who elected them. Mrs. Bevan continued that they had also dealt with the inherited issue of The Cottages, summarizing its history of going from a 150-unit 10-plex project down to a 135-unit condominium project with five Special Use Permits (SUPs) under the current Planning Commission. She stated that the Planning Commission had approved the project 6-1 regardless of the negative aspects of condominium ownership, the developer changing his story about maintenance and fees, and that the developer could not or would not identify the builder for the project. She said that when the application came to the Town Council, due to their firm direction, the Cottages project was reduced further to 104 units and only 2 SUPs. Mrs. Bevan reported that one of the projects they were originally to discuss at the meeting had been approved by the Planning Commission, but the developer had requested a delay. She stated that it was her hope that developers were learning to respect the town's zoning laws, and understood that if they wanted a project approved then they would need to follow them. She reiterated that the citizens who elected them were watching, and there was much support for their campaign on managed growth and transparency. She said that she hoped they were able to maintain the vigor with which they were working on current projects for future projects that may come before them.
- b. Bob Hines - Mr. Hines, of 216 Washington Street in Smithfield, recalled a conversation he had with his neighbor, who was born in 1937, that the street that they lived on had at one time been a dirt road. He speculated that it was likely that 150 years ago, all the Town of Smithfield had dirt roads. He said he had seen a picture of Main Street that he was guessing was taken in 20's or 30's, and it looked to be a dirt road in the picture. He continued that also, at that time, there were no real building codes and density seemed to just happen. Mr. Hines read from a recent Smithfield Times article referring to a recent Planning Commission meeting. He read "Darren Cutler in June criticized fellow Commissioners for not being on board with the Town Council's new direction, and asserted that the body was too willing to give its blessing to developer-requested Special Use Permits to waive density limits and other zoning requirements. He cast the lone dissenting vote on two housing development proposals that reached the Planning Commission earlier this year. Other Commissioners say some provisions of the zoning ordinance, such as a five-unit per acre limit in Downtown Neighborhood Residential that overlaps much of the Historic District, were too strict given that existing Historic District neighborhoods already exceed the limit. 'We just had a recent election,' Cutler said, 'In June the Town spoke, there were changes on the Council. Quite a few, and we're trying to adhere to those changes. And now if we have a Planning Commission and Town Council that are on two different paths and the Town council is working to adhere to their campaign promises to the voters and manage the growth at a slower pace, we're not working together yet to do that on the Planning Commission. We're going to be at loggerheads and not going to function well together.' Mrs. Hillegass's response was, 'if you don't want any SUPs then you need to just come out and say that.'" Mr. Hines related that it had been said that times change and people should change with the times. He noted that the past showed that some of Smithfield exceeded the current density zoning statutes, the Historic District, for example. He continued that, over time, those restrictions were put in place, as those that put in those restrictions changed with the times by seeing future problems. Mr. Hines said that when much of the density of Smithfield's Historic District was built, and his house was about 115 years old, he guessed that it was during the time of horse-and-buggy transport. He reported that his neighbor had told him that during World War II, many people came into the town on the weekends by horse-and-buggy. He pointed out that many things had changed over the years. He said that many people did not want the area to turn into Virginia Beach, adding that Route 17 going toward Harbor View was atrocious. He questioned if they wanted to return to a time when, for example, the Historic District was "build as you wish." Mr. Hines reported that just because some areas built in the past were denser than the current code did they necessarily need to return to that time. He said that being too lenient with some SUPs with regard to density seemed to be doing so. Mr. Hines updated that he had

sent a request concerning the status of the proposed Farmer's Market, and the only response he had gotten in return was from Michael Stallings, Town Manager. He said that maybe none of the Council knew more than what had been given, but they had seen the response that he had seen. He said that he appreciated the candor, but he had some concerns. He read some lines from the response he received, including "No Town of Smithfield General Fund tax dollars were to contribute to its success." He reported that the projection was that the market building itself would be paid for through advanced town and county support, \$1.4 million each from the Town and the County. He speculated that the amount was "manna from heaven" as opposed to taxpayer funding. He observed that he was not suggesting that some sort of market was a bad idea, adding that many facilities and services existed for the citizens' benefit and were funded by taxpayer money. He stated that it seemed that taxpayer funds would have to be involved, and if so, then they should admit as much and work from there. He read, "actual ownership of the market space has not yet been determined." Mr. Hines related that given the length of time that the project had been addressed, it would seem as though the issue would have been settled.

- c. Robert Small - Mayor Smith reported that Mr. Small was the attorney for a matter listed later in the agenda and would like to move his item forward to be addressed next.

10. Old Business

- a. Update on Blighted Property - 1502 Magruder Road
[William Riddick, Town Attorney](#)

Robert Small, attorney for the owners of 1502 Magruder Road, updated that his clients were able to get sufficient funds from the insurance company in order to facilitate the entire clean-up of the property. He reported that he had sent a letter to Mr. Bill Riddick, the Town Attorney, on July 28th which included a contract that his clients had entered into with a company that was familiar with the type of work necessary. He added that the letter detailed the work that would be completed, and he had attached the bona fides from the State Corporation Commission for the company as well as a copy of the \$5,000 down payment check. He noted that his clients had more than sufficient funds to cover the price the company quoted them. He recognized that the Town had received quotes from several contractors that were higher than the amount his clients were quoted, which may be related to the property's proximity to the Resource Protection Area (RPA). Mr. Small summarized that whatever the cost ended up being, the insurance company had released enough funds for his clients to be able to meet the costs necessary. He continued that he sent a follow-up letter on July 31st to confirm that his clients had retained Davis and Associates to complete the various land surveys for the RPA. He reported that the firm had asked for \$2,800 in order to complete the work which had been paid, and his clients would cover any additional expenses that may manifest. He recapped that there was a standing Injunction Order from the Circuit Court that would expire on August 27th, adding that per Davis and Associates, their survey work would take until September 4th. Mr. Small requested that the Town Council vote on a motion to approve the plan he had submitted using the named contractors. He related that in doing so the Town Council would clear up many of the previous actions taken which would enable them to move forward with the necessary work. He stated that the security fence would remain in place during the work and the swimming pool would need to remain filled with water so that it would not rise out of the ground. He noted that his clients would treat the pool for mosquitoes as necessary. Mr. Small reported that not every issue had been resolved with the insurance company; however, the injunction and the Town Council's previous ruling had all given them the necessary elements to enable his clients to receive the funding in order to complete the work necessary. He thanked the Council for their past consideration and their current consideration of his request.

Mayor Smith asked the Town Attorney if they needed to move the item back down the agenda in order to proceed with a vote.

The Town Attorney reported that if the Council agreed with the Mayor's amendment of the agenda, then they could proceed with the vote.

Councilman Bowman made a motion to move Old Business to the beginning of the meeting for consideration. 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 aye, Councilwoman Bebermeyer voted aye, Councilwoman Butler voted aye, Vice Mayor Harris voted aye, and Mayor Smith

voted aye. The motion passed unanimously.

Councilman Bowman asked the Town Attorney for confirmation that all the Town's protections remained in place with the knowledge of the lapse in time between the injunction expiring and work completion, and if there were any legal additions to the language of the motion that needed to be made.

The Town Attorney explained that the injunction prevented the Town from taking any action to remove anything from the property. He continued that the injunction would dissolve and would not be an issue. He noted that if the information that Mr. Small had presented had been given months ago, it would have been more than sufficient to meet the Town's requirements. He observed that, due to the proximity to the RPA, there would be a mitigation plan that would be required to submit to Mrs. Clary for approval. He added that the request to keep the swimming pool and the foundation was going to require an application to the Board of Zoning Appeals, which they may rule for or against. The Town Attorney stated that it was all a part of the administrative process which the Town was prepared to handle. He said it was his recommendation that the Council accept the plan.

Councilman Bowman acknowledged there was an administrative process that must be completed, but asked if they should establish a date certain that the main destroyed area of the structure be removed.

The Town Attorney replied that they could set a date for review to determine what the status of the matter was.

Councilman Bowman said that he felt that once the process had moved further, Mr. Small had done exactly what he said he would do. He related that in this type of scenario the issue could linger further. He said his concern was with safety and the impact on the neighbors.

The Town Attorney confirmed with Mr. Small that the expectation was that once the administrative approvals were completed, then they would take care of the demolition of the debris. He said that the foundation could not be removed until the Board of Zoning Appeals gave approval. He stated that if the application was completed quickly then it could be on the agenda for September.

Mr. Small reported that he would attend every Council meeting until the matter was completed. He said that it was his hope that, once the administrative aspects of the matter were taken care of that the physical work would be completed within 30 to 45 days, if not sooner.

The Town Attorney observed that with the information Mr. Small just gave, the Council could move that the demolition should be completed no less than 45 days from the completion of the approvals.

Vice Mayor Harris asked the Town Attorney to confirm that if they accepted the plan, then there would be a 90-day window for resolution.

Mrs. Clary read from the statute: "They shall have 90 days to complete all work approved in the plan; however, the administrator may grant extensions of time to complete the work where the owner has completed a substantial portion of the work in compliance with the plan."

Vice Mayor Harris confirmed that the administrator in that situation would be Mrs. Clary.

Councilman Bowman made a motion to move Old Business to the beginning of the meeting for consideration. Councilwoman Bebermeyer 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.

6. Council Comments

Councilman Cutler stated that he was relatively new to the Council and had made several

observations over the last few months and had recommendations for actions to address them. He reviewed the results of the recent election, and said that, despite those results, there remained a push for very dense growth. He continued that there was a lack of awareness of citizen concerns and the direction that the Town Council wanted to go. He noted that if words were spoken, written, contained in a survey, or even if they were not spoken at a Council meeting, the members heard them. He related that later on in the New Business section of the agenda he would discuss a task process that he would present. He recommended that they make a motion that the Council develop a planning department recommendation guideline, and he would like to work with the Town Manager in order to develop that process so that they may create a very high barrier for any applications that do not follow the current zoning laws. Councilman Cutler recapped that the process for The Cottages had been done in a backwards fashion, noting that they should be receiving a development application that fit the Town's zoning law, then came to the Planning Commission and was fixed to meet the laws in a way that was appropriate to the character of the Town of Smithfield, and then come to the Town Council for the final vote. He stated that he would like to enact tasks that would be clearly identified in the meeting minutes and then carried into Old Business until it reached resolution. His first recommendation was that the Town Manager work with himself to develop a Planning Recommendation Guideline for the Planning Department.

Councilwoman Butler suggested that a member of the Planning Department also be involved in the meeting between Councilman Cutler and the Town Manager.

Councilman Cutler pointed out that the Town Council did not task as they had four direct reports. He stated that the Council would assign the task to the Town Manager who would then assign as appropriate to the Town Planner, or perhaps the whole Planning Department.

Councilwoman Butler said that was fine; however, there should be representation from Planning on that committee as well.

Councilman Cutler stated that his second recommendation surrounded school proffers. He thanked the Town Attorney for providing very clear legal guidance and status regarding the issue. He noted that what they had been told was a little contrary to what he had been told by the School Board, but he felt progress was being made. He stated that it had not been as easy as it should be to get answers on the subject. He related that he felt that the school proffer aspect of the Town's growth was a part of what the citizens had been talking about when referring to "managed growth." Councilman Cutler said that his takeaway from the report from the Town Attorney was that there was a pathway to a positive end of the issue; however, the pathway did not exist through the Town Council. He encouraged the Council to continue to work with the County and the citizens to work with the Town and County representatives on the issue. He said that if assistance were available for the schools and infrastructure, it would be poor governance to forego that money. He observed that currently there was a "disappearing" proffer for the schools, but if done properly it was almost \$2 million that would go directly to schools with no "disappearing" function. Councilman Cutler stated that his third recommendation addressed the evaluation process for the four staff members that were direct reports to the Town Council. He thanked Director of Human Resources Ashley Rogers, Town Clerk Lesley King, and Town Treasurer Laura Ross for working with the Town Manager to answer a barrage of his questions and requests for data. He noted that the Town was historically deficient on completing evaluations for some personnel. He reported that Mrs. Rogers was working hard to establish a process of evaluation that would be included for all employees of the Town. Councilman Cutler recognized that the Town Council members were not fully paid employees, and had a harder time keeping track due to elections, turnover, etc. He said that making it a Human Resources function would ensure that the Town Council was held accountable to hold the employees accountable by assessing things like performance and pay. He said that the move would address the voter mandate of increased transparency. Councilman Cutler reported that his fourth recommendation would be using the Old Business section of the agenda to track the tasks of developing the evaluation systems and completion of the 2025 evaluations of the Town Council's four direct reports. He offered Mrs. Rogers assistance should she need it to complete the task. Councilman Cutler reported that he wanted to discuss how Closed Sessions were utilized. He said that after reflecting on the most recent Closed Session he had questioned its necessity. He stated that he would leave the answer to the Town Attorney to resolve. He stated that of the items discussed, which were necessary to be discussed in Closed Session, and if they were not, then what was the process needed to return them to the public arena. He reiterated that there needed to

be transparency on Town Council. He recommended that they task a Council member to work with the Town Attorney and the Town Manager to develop a Closed Session Process, and that process involve inclusion of a motion to determine the necessity of needing to enter into a Closed Session. He continued that the Council had discussed earlier in the year taking minutes of Closed Sessions, as he had learned during his training in Richmond from the attorneys there that even with minutes the Closed Session would remain confidential. He tasked the Town Attorney with establishing a process to ensure that inclusion of minutes for the Closed Session would remain confidential.

7. Consent Agenda Items

Councilman Brooks recommended a motion to approve C1. Resolution Appropriating the Sum of \$18,750 from the Department of Criminal Justice Services to the 2025-2026 General Fund Operating Budget and C3 the included Invoices Over \$20,000.

Councilman Cutler asked if the Sidewalk Ordinance, item C2, could be discussed further.

There was discussion about whether C2 had been pulled from the Consent Agenda for further discussion.

Mayor Smith asked Councilwoman Butler to address C2.

Councilwoman Butler stated that item C2. Ordinance to Amend Town Code as it Relates to Outdoor Dining on Public Sidewalks had been discussed at the last Committee Meeting. She observed that it was a part of Article 3 Section 26-294: minimum width of sidewalk to reduce the minimum width from 7 feet to 4 feet.

Councilman Cutler stated that when the issue had been discussed previously, it was noted that it would be to ensure that some of the establishments in Town that were already over the minimum were in compliance with the ordinance, but his concern had been with other establishments, notably around the Times Square Stage.

Mayor Smith asked for confirmation that 4 feet was in compliance with the Americans with Disabilities Act (ADA) standards.

The Town Attorney confirmed that it was correct. He pointed out that there was existing outdoor dining at the bakery in that area. He noted that the change to 4 feet would meet the ADA requirement, while allowing existing businesses to continue to operate outdoor seating in compliance with the Town's laws.

Councilman Cutler stated he understood the example of the Fiddlin' Pig Pub not having the ability to conform to the 7 foot standard due to its location, but the bakery seemed to have plenty of space to work within.

The Town Attorney noted that 4 feet was a town-wide minimum that would allow the Fiddlin' Pig to be in compliance, and in the case of the bakery they had over 4 feet so they were already in compliance.

Councilman Cutler clarified that if the bakery decided to extend the sidewalk seating out by another table and still allow the minimum 4 feet, that it would create a bottleneck in that area. He asked if there was a cited problem or if there had been an issue reported.

Mayor Smith stated that the purpose had been to bring the establishment into compliance.

Mrs. Clary said that statement was correct, especially in the case of the Fiddlin' Pig and Cure Coffee Shop.

The Town Attorney reported that Section 26-288 required that a sketch be submitted by the business and approved by the administrator. He recognized that there were valid concerns, but there were safeguards built into the ordinance.

Vice Mayor Harris asked for confirmation that the Town Staff had physically measured from the curb to the tables at the bakery on Main Street.

Mrs. Clary reported that Town Staff had gone to the Fiddlin' Pig and Cure and confirmed that reduction to 4 feet would bring both establishments into compliance.

Vice Mayor Harris asked about seating on Main Street.

Mrs. Clary stated that she could not recall the exact dimensions, but they were over the 4-foot minimum.

Councilman Bowman made a motion to prove the consent agenda as presented. 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.

- a. Resolution Appropriating the Sum of \$18,750.00 from the Department of Criminal Justice Services to the 2025-26 General Fund Operating Budget
Finance Committee Chair, Jeff Brooks
- b. Ordinance to Amend Town Code as it Relates to Outdoor Dining on Public Sidewalks
Public Buildings and Welfare Committee Chair, Valerie Butler
- c. Invoices Over \$20,000 Requiring Council Authorization:
Finance Committee Chair, Jeff Brooks
 - i. The Blair Brothers, Inc. - Crosswalk in Historic District \$ 79,800.00
 - ii. The Blair Brothers, Inc. - Sykes Court \$ 84,450.00
 - iii. Xylem - Cypress Creek Pump Station \$ 51,651.00
 - iv. Santander Bank - Vac Truck \$ 99,349.81
 - v. Tactical Electronics \$ 25,089.50

8. Action Items

- a. Public Hearing: Special Use Permit - 107 Saint Pauls Avenue
Tammie Clary, Director of Community Development and Planning

Mrs. Clary reported that the applicant was seeking a special use permit in accordance with Article 3.F.C.18 to utilize a portion of the home as a home occupation, for use as a book author. She said the applicant stated that there would be no customers and no employees coming to the residence. She noted that the application was favorably recommended at the June Planning Commission meeting.

Mayor Smith stated that there were two people who signed up to speak at the public hearing.

Nancy O'Berry - Mrs. O'Berry, the applicant residing at 107 St. Paul's Avenue in Smithfield, explained that she created "intellectual content" and there were no consumers coming to her home to buy goods. She added that she does this in a solitary fashion over her garage at her home. She stated that though she did get physical books printed for sale on occasion to sell at festivals, the majority of her business was conducted online. She continued that her editor, her beta reader, and the person who made the covers for her book all interacted with her via the internet, and were not coming to her residence. Mrs. O'Berry reported that Mrs. Clary had helped her to understand why the ordinance was written to require her to obtain an SUP, and that it really came down to her residence being a part of a multifamily structure. She thanked the Town for being so welcoming and added that she was honored to call Smithfield her home.

Jenny Soule - Mrs. Soule explained that she no longer wished to speak.

Mayor Smith asked if there were any other attendees present who wanted to speak on the matter. Hearing and seeing none, he closed the public hearing.

Councilwoman Bebermeyer made a motion to approve the SUP application as presented.

Councilman Cutler 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: Special Use Permit - 139 Sykes Court

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

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 stated that according to the Smithfield Zoning Ordinance (SZO) Article 2.Z.1, short-term rentals as principal uses are permissible by Special Use Permit (SUP) only. She detailed that no changes to the property were proposed in order to accommodate the short-term rental. Mr. s. Clary observed 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., and the conditions require a signed and notarized short-term rental affidavit ensuring compliance. She reported that the application was favorably recommended by the Planning Commission at their June meeting.

Mayor Smith stated that the matter was subject to a public hearing and asked if there were any attendees present who wanted to speak.

Margret Carrol - Mrs. Carrol reported that she resided at 136 Sykes Court in Smithfield, and she was opposed to approval of the application. She stated that she had seen renters at the property the previous two weekends. She asked if someone could explain why they were able to have renters though the property had not gone through a vote at Town Council.

Mrs. Clary clarified that by-right residents were allowed 104 nights in a calendar year as a short-term rental, meaning that they did not need any special permits for that action. She added that the application was to be able to exceed 104 nights.

Mrs. Carrol stated that the reason she was opposed to approval of the application was due to little available parking in the area of the property. She reported that she had spoken with many of the neighbors, but they had not been able to attend the meeting. She related that there was frequent vehicle traffic on their road with people looking for parking, notably during festivals in town. She said that she was unsure how many people would be allowed to stay in the home for one weekend, and questioned if they would be vetted through Airbnb or Vrbo. Mrs. Carrol reported that there were children who resided on that street, and the street had a tendency to get very crowded during even small events. She noted that at the corner of the street there was already a property used as a short-term rental. She related that she would like to have neighbors that were invested in the community, and not people who were only coming for the weekend.

Councilman Bowman observed that the house in question had recently been sold. He asked Mrs. Carrol if she knew how long the previous occupants had resided in the home.

Mrs. Carrol estimated that there had been about three different occupants at the property in the last five years. She reiterated that her concern was with the amount of people at the property because the parking was too tight.

Anna Boyer - Mrs. Boyer of 11183 Burwell's Bay in Smithfield reported that she was the owner of the property and applicant. She stated that she had purchased the property about 6 months prior, and she wasn't necessarily using the home as a weekly turnover type of rental. She said that initially there had been a renter at the property for a six-month period, and as a realtor in the town, sometimes she had clients who needed different rental periods while moving. She noted that the property could easily fit three cars and the Town had recently made improvements to the sidewalk in the area. Mrs. Boyer said that the house had three bedrooms and one-and-a-half baths, which meant at the most they could hold six to eight people. She explained that the renters came for festivals, markets, weddings, and were enjoying Smithfield. She related that she was happy to give her information to the neighbors so that they could contact her about any issues. She noted that Airbnb was very good at assisting with any reported issues with renters quickly.

Councilman Brooks asked Mrs. Boyer if her intent was to keep the property a permanent Airbnb.

Mrs. Boyer stated that was correct. She said that if she was able to get a longer-term renter at the property, then she would block those dates off as unavailable.

Mayor Smith asked if there were any other attendees present who wanted to speak on the matter. Hearing and seeing none, he closed the public hearing.

Vice Mayor Harris advised that they should table the issue. He reported that at the Committee Meetings the Council had tasked the Town Manager with investigating different uses and different numbers of Airbnb's in the Historic Districts of other areas. He said that until they had received that information he felt it would be voting in haste.

Vice Mayor Harris made a motion to table the application. Councilman Cutler seconded the motion.

Councilwoman Butler questioned if the Council's discussion in the Committee Meeting would apply to the matter they were addressing, as the application in question had already been approved by the Planning Commission, or would it only apply to any new requests before the Council.

The Town Attorney clarified that the Planning Commission had only recommended approval. He said that the public hearing had been held, and they did not need to take action. He further explained that though the term was "table," it really meant to defer consideration to a later meeting.

Councilman Cutler reported that the purpose of the action was to be able to review some research results and create a policy as it related to short-term rentals.

The Town Attorney observed that they could not apply a new policy, but if the Council wanted to consider the information the Town Manager presented and create a policy moving forward, that could be done. He noted that the newly created policy could not be applied retroactively.

Councilman Cutler recalled that they had discussed creating a policy because they were seeing many applications for short-term rentals.

Councilwoman Butler referenced the Town Attorney's point, and asked how creating a new policy would affect the application they were currently reviewing.

The Town Attorney said that the Council to take the data given by the Town Manager and use to form their own decision on the matter.

Vice Mayor Harris stated that his recommendation for deferral was based on his request to the Town Manager to conduct research on the subject, and that information may inform the Council's decision.

Councilwoman Butler asked what research the Town Manager would be conducting. She recalled that their discussion had been surrounding Airbnb's that existed in the town, if they had any issues, and which ones were set up to be reviewed annually.

Vice Mayor Harris said that it was his understanding that he would contact the Town Manager in other areas that had seen an influx of Airbnb's, particularly in Historic Districts. He recalled that Front Royal and Virginia Beach had been examples of such communities.

Councilwoman Butler reported that she understood; however, she did not know if she necessarily agreed with the action in relation to the application that was already in process.

Mrs. Clary explained that per the State Code, the town had until December 2023 to regulate short-term rentals. She said that if they were to go back now and try to change their process for short-term rentals, they would not be allowed to use SUPs as a way to regulate them.

Councilman Brooks stated that why the Council had asked the Town Staff to research additional

information was so that they could ensure that short-term rentals would not disrupt the residential character of a neighborhood. He thanked Mrs. Carrol for her comments earlier about what she had seen impact the neighborhood, because that was the type of information that he wanted everyone to see. He emphasized that it had nothing to do with that specific property, but more a question of whether their allowance would change the character of the small historic town. He recalled that Councilman Bowman likened it to increased commercialization when considered as long-term, short-stay rentals. He said that he was in agreement with the motion to table the application, as he would like much more information.

The Town Attorney said that Councilman Brooks' point was well-taken, but asked them to remember that residents were entitled to 104 nights permitted by-right. He advised that the Council could place conditions on the application, and noted that the Town's was in a good place where the ordinance was situated currently.

Councilwoman Bebermeyer reviewed that the applicant had noted that she had a variety of renters use the property. She asked, hypothetically, if there was a renter who was there for 90 days, would that time count toward the 104 days allowed by-right per calendar year.

Mrs. Clary reported that short-term rentals were defined as less than 30 days.

Councilwoman Bebermeyer confirmed that meant that if there was a renter for 90 days, it would not count toward the 104-day limit.

Vice Mayor Harris confirmed that his motion to defer action on the item until the next Council meeting still stood. Councilman Cutler repeated his second of the motion.

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

c. Public Hearing: Special Use Permit - Eastwood Sales Trailer
[Tammie Clary, Director of Community Development and Planning](#)

Mrs. Clary reported that the applicant was seeking a SUP in accordance with Article 3.C.C.24 for temporary real estate marketing office for new subdivisions. She said that the proposed 28' by 8' temporary white vinyl trailer would be used to meet with potential customers while the model was under construction and was expected to be on site for no longer than 4–6 months. She stated that the Planning Commission favorably recommended this application at their June meeting.

Mayor Smith stated that the matter was subject to a public hearing and asked if there were any attendees present who wanted to speak. Hearing and seeing none, he closed the public hearing.

Vice Mayor Harris made a motion to approve the application as presented. Councilman Cutler seconded the motion.

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

d. Public Hearing: Mallory Pointe - Sales Trailer
[Tammie Clary, Director of Community Development and Planning](#)

Mrs. Clary reported that the applicant was seeking a SUP in accordance with Article 3.C.C.23 for two temporary real estate marketing offices for a new subdivision. She said that the two model homes would share a temporary parking lot, the garages were planned to function as offices and would be converted back to garages when no longer needed. She said that the offices will be open daily from 10am to 7pm, and by appointment. She noted that the Planning Commission favorably recommended this application at their June meeting.

Mayor Smith stated that the matter was subject to a public hearing and asked if there were any attendees present who wanted to speak.

Steve Miller - Mr. Miller reported that he represented Stanley Martin Homes, whose office was located at 118820 Fountain Way in Newport News. He said that he was present to answer any questions that the Council may have regarding the application.

Mayor Smith asked if there were any other comments. Hearing and seeing none, he closed the public hearing.

Vice Mayor Harris made a motion to approve the application as presented. Councilman Cutler seconded the motion.

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

f. Public Hearing: Conditional Rezoning & Special Us Permits - Sheetz
Tammie Clary, Director of Community Development and Planning

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 additional retail users. She stated that the requested uses were in line with the Future Land Use Map (FLUM), as the current designation was Corridor Mixed Use, which provides 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/outdoor seating, and the store would operate 24 hours a day, 7 days per week. Mrs. Clary reported that the site had existing access servicing Sherwin Williams and would also include a right-in/ right-out entrance shared among the subdivided parcels with 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 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 the Virginia Department of Transportation's (VDOT's) comments prior to the Council meeting. She stated that the Town Staff suggested a deferral of action on the application as they had not received that confirmation from VDOT.

Mayor Smith stated that the matter was subject to a public hearing and asked if there were any attendees present who wanted to speak.

Robin Niss - Mrs. Niss, whose business address was 4525 Main Street in Virginia Beach, reported that she worked at Kimley-Horn and Associates, the civil engineering firm who had prepared the plan that they were reviewing. She noted that they may have already spoken with her colleague, Randy Royal, who was not able to be present and she would be speaking in his place. She stated that also with her was Jim Sallow, representative from Interstate, who was the landowner, Tony Caruso, representative from Sheetz, and Omar Kanaan, the team's Traffic Engineer. She updated that the team was working with VDOT to understand their traffic requirements. Mrs. Niss offered that if they went with the recommendation to defer action on the application to their next meeting, then they would be able to answer any questions they may have. She reviewed that from an engineering standpoint their plan was well-designed: addressing access to and through the site with no back-up on the roadway, accommodations for stormwater management, and considerations for utility connections. She additionally reported that they were planning to acquire off-site property in order to install roadway improvements, and would be cost participating in the improvements generated by the master Traffic Impact Analysis (TIA)

plan for the area. Mrs. Niss gave the update that currently there was not a third party identified to utilize the other parcel and, as part of the agreement with the Planning Commission, they had agreed and were putting in the form of a proffer that they would present to the Planning Commission any additional users to ensure that the business was not a repetitive use of the property.

Jim Sallow - Mr. Sallow reported that he was the Construction Manager for the developer of the land. He praised the team he worked with and reported that the tenant, Sheetz, was a joy to work with.

Tony Caruso - Mr. Caruso reported that he was a representative of Sheetz, whose address was 13302 Ellerton Terrace in Midlothian. He gave a brief presentation regarding the Sheetz company and their mission.

Vice Mayor Harris asked if they could provide a projection regarding how many jobs they would bring to the locality.

Mr. Caruso stated that there would be both full and part-time positions available, with a move towards more full-time. He stated that over three different shifts he stated that there would be 24 positions to cover, including managerial positions, assistant positions, as well as the full and part-time positions.

Councilman Bowman asked where the last Sheetz built was located in relation to Smithfield.

Mr. Caruso reported that there was a Sheetz open near Petersburg, which was located in Disputanta on Route 460. He stated that there was a Sheetz near the Richmond Airport on Route 64, as well as one in the approval process in Gloucester.

Councilman Bowman related that he had been a patron of Sheetz for many years, and had been saddened to see one location had been sold, and the quality had changed. He said that he hoped that the Town Council approved the application that Sheetz considered the Town of Smithfield a unique place to do business and wouldn't flip the business after several years.

Mr. Caruso stated that he understood the sentiment. He noted that it cost them twice now what it cost them to build five years ago, so the company was very diligent in their reviews of sites.

Councilwoman Bebermeyer pointed out that in the presentation it looked like there would be a car wash at the site, but it looked like that aspect would no longer be included.

Mr. Caruso confirmed that there would not be a car wash at the site.

Councilwoman Bebermeyer asked if there was pedestrian access in the area.

Mrs. Clary reported that they were building a sidewalk, with the idea being that as the development progressed in the area, each new addition would connect to that sidewalk eventually.

Councilwoman Bebermeyer asked if there would be a pedestrian crossing at Benn's Church and Turner Drive.

Mrs. Clary clarified that it would be something that VDOT would have to agree to.

Councilman Cutler asked if they were putting a Tesla charging area at the site.

Mr. Caruso reported that there were currently no plans for charging stations at the site. He related that the Sheetz team had reached out to the third party Electric Vehicle (EV) charging companies - including Tesla - to see if they were interested in placing charging stations at the site. He stated that it was currently difficult to fund EV independently, but that did not mean that they couldn't or wouldn't put EV charging at the site in the future.

Councilman Cutler reported that as EV charging was not as prevalent, it provided an interesting tourism opportunity to have a station providing the service in a place like Smithfield.

Mayor Smith asked if there was anyone else present who wished to speak on the matter. Hearing and seeing none, he closed the public hearing.

Councilman Cutler confirmed with Mrs. Clary that the application should be deferred to September.

Omar Kanaan - Mr. Kanaan, also with Kimley Horn and Associates, explained that they had begun traffic engineering in December when they met with VDOT and Town Staff. He stated that their first iteration of the traffic study was turned in February 2025, with comments received in March 2025 requesting additional traffic to be analyzed from the approved Wawa and Sweetgrass development. He continued that the revised analysis was submitted. He observed that they revised the information using national standards looking at such things as fueling positions, store size, and restaurant inclusion. He reiterated that they were expecting the final word from VDOT by the next month's meeting.

Councilman Cutler reported that at the previous Planning Commission there had been comments from VDOT reviewed, and there were quite a few.

Mayor Smith confirmed with the Town Attorney that if the action was deferred that the application would not need to return to the Planning Commission.

Councilman Cutler made a motion to defer action on the application to the Council's September meeting. Councilwoman Bebermeyer seconded the motion.

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

e. Public Hearing: Special Use Permit - 13404 Benns Church Boulevard
[Tammie Clary, Director of Community Development and Planning](#)

Mrs. Clary reported that the applicant was seeking a SUP in accordance with Article 3.I.C.33 in order to operate a Recreational Substance Establishment. She detailed that the applicant would primarily be selling cigars, cigarettes, cigarillos, e-liquid, and e-cigarettes. She reviewed that the Planning Commission favorably recommended this application at their June meeting. She reported that the requested use was not by-right and required an SUP, adding that due to previous illegal activity the owner/business was shut down. Mrs. Clary stated that the Town Staff suggested the removal of all window signs/ tinting, and they should only be allowed to operate Monday through Sunday from 8am until 8pm. She gave the update that the application was unfavorably recommended at the June Planning Commission meeting.

Mayor Smith stated that the matter was subject to a public hearing and asked if there were any attendees present who wanted to speak. Hearing and seeing none, he closed the public hearing.

Councilman Bowman made a motion to deny the application as presented. Councilman Cutler seconded the motion.

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

g. Public Hearing: Text Amendment - Group Homes
[Tammie Clary, Director of Community Development and Planning](#)

Mrs. Clary reported that the proposed text amendment was to Articles 3.A, 3.B, 3.C, 3.D, 3.E, 3.G 3.H, & 3.J2 of the Zoning Ordinance to incorporate group homes as a by-right use, no longer SUP, in each residential zoning districts: Community Conservation, Neighborhood Residential, Suburban Residential, Downtown Neighborhood Residential, Attached Residential, Residential Office, Downtown, PMUD (excluding multifamily dwellings). She reported the application had been favorably recommended to the Town Council by the Planning Commission.

Mayor Smith stated that the matter was subject to a public hearing and asked if there were any attendees present who wanted to speak.

Councilman Bowman confirmed that the change was in conformance with State Law.

The Town Attorney noted that there was a draft ordinance for their review attached to the agenda.

Councilman Bowman made a motion to approve the application as presented. 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, Vice Mayor Harris voted aye, Councilman Bowman voted aye, and Mayor Smith voted aye. The motion passed unanimously.

h. Public Hearing: Text Amendment - Side Yard Setbacks for Cluster Lots

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

Mrs. Clary stated that the proposed Text Amendment was to Article 3.C.F.2.B.2. of the Zoning Ordinance per Dr. Pope's request:

2. Minimum yard requirements:

A. Conventional lot:

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

B. Cluster lot:

- (1) Front yard: 25 feet
- (2) Side yard: 10 feet 6 feet
- (3) Rear yard: 25 feet 5 feet (accessory uses)

Mrs. Clary stated that the Planning Commission favorably recommended this application at their June meeting.

Mayor Smith stated that the matter was subject to a public hearing and there was one speaker who signed-up for comment.

Amanda Porter - Mrs. Porter of 708 South Church Street in Smithfield said that what she had read was suggesting a side yard setback of 5 feet, and thanked Mrs. Clary for clarifying that it was an increase to 10 feet. She stated that lowering the setbacks would not be in the best interest of the Town. She noted that if there was any future requests for a reduction, they would seriously consider the impact that it would have on the citizens.

Mayor Smith asked if there were any other attendees present who wanted to speak. Hearing and seeing none, he closed the public hearing.

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

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

i. Public Hearing: Text Amendment - Multi Family Residential

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

Mrs. Clary reported that the proposed Text Amendment was to Article 3.F. of the Zoning Ordinance to remove regulations that address attached, townhouse, and duplex units, as they are subject to Attached Residential (AR) regulations. She stated that the Planning Commission favorably recommended this application at their June meeting.

Mayor Smith stated that the matter was subject to a public hearing and asked if there were any attendees present who wanted to speak. Hearing and seeing none, he closed the public hearing.

Councilman Cutler made a motion to approve the application as presented. Vice Mayor Harris seconded the motion.

Vice Mayor Harris confirmed with Mrs. Clary that the red strikes seen in the information given were redundancies that could be found elsewhere in the ordinance.

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.

j. Public Hearing: Text Amendment - Requirements and Definition of Duplex
Tammie Clary, Director of Community Development and Planning

Mrs. Clary reported that the proposed text amendment was to Articles 3.D, 3.E, and 13 of the Zoning Ordinance to clarify that duplex units are permitted on one parcel (one duplex, two units, per single parcel of land and/or one duplex per 2 subdivided lots). She added that the action also doubled the minimum lot area and the minimum lot width if the duplex is on one single parcel of land. She reiterated that the change was suggested just to offer clarification within the zoning ordinance, and was favorably recommended by the Planning Commission in July.

Mayor Smith stated that the matter was subject to a public hearing and asked if there were any attendees present who wanted to speak. Hearing and seeing none, he closed the public hearing.

Councilwoman Bebermeyer reported that she had been present at the Planning Commission's meeting during the text amendment's discussion. She asked Mrs. Clary to explain again why this change was necessary.

Mrs. Clary reported that the project had been started by the Town Staff to provide clarity within the zoning ordinance.

Councilwoman Bebermeyer said that she understood the concept, but felt she would not be able to explain it herself. She said that she felt that there should be zoning regulations that the average person could understand. She questioned if there was a problem that prompted the change.

Mrs. Clary reiterated that the language was not clear in the zoning ordinance.

The Town Attorney stated that there was not a clear definition prior.

Councilman Cutler countered that it had been defined.

The Town Attorney stated that the amendment made sense.

Councilwoman Bebermeyer said that she would argue that it did not.

Councilman Cutler said that he had reviewed the amendment with the Planning Commission and the concerns that he had were addressed regarding making the overall lot size smaller, thereby increasing density. He noted that the Planning Commission had worked to stop that from

occurring, and what they were seeing in the draft document was the lots remained the same size-wise. He affirmed that the density could not be changed through the mechanism because the lot sizes and lot widths were all the same. He agreed that it seemed to be a solution to a problem that did not exist.

Vice Mayor Harris made a motion to approve the application 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 nay, Councilman Cutler voted aye, Councilman Bowman voted aye, Vice Mayor Harris voted aye, and Mayor Smith voted aye. The motion passed by a majority of 6/1.

k. Public Hearing: Text Amendment - Home Occupation

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

Mrs. Clary reported that this is a proposed Text Amendment to Article 2.U.15 of the Zoning Ordinance to remove author, composer, computer programmer, salesperson, and telephone answering service as home occupation uses. She stated that the Planning Commission favorably recommended this application.

Mayor Smith stated that the matter was subject to a public hearing and asked if there were any attendees present who wanted to speak. Hearing and seeing none, he closed the public hearing.

Councilwoman Bebermeyer thanked Mrs. O'Berry for bringing the issue to light, and they were looking to correct something that should not have been an issue.

Councilman Cutler made a motion to approve the application as presented. Councilwoman Bebermeyer 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.

l. Motion to Accept the Nominating Committee's Recommendation to Fill the Unexpired Term of Bill Davidson on Planning Commission

[Councilman Brooks / Councilwoman Butler](#)

Mayor Smith reviewed that Councilman Brooks and Councilman Butler had been nominated to the Committee to fill the unexpired term of Bill Davidson on the Planning Commission.

Councilman Brooks stated that after review of the Talent Bank forms and discussion, the Nominating Committee nominated Dr. Herb Bevan to the Planning Commission.

Vice Mayor Harris made a motion to approve the nomination of Herb Bevan to the Planning Commission. Councilman Cutler seconded the motion.

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

m. Approval of the Town Council Summary Minutes of July 1st, 2025
William Riddick, Town Attorney

The Town Attorney reported that he had reviewed the minutes, and recommended that they be approved as presented.

Vice Mayor Harris made a motion to approve the minutes as presented. Councilman Cutler seconded the motion.

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

9. New Business

Councilman Cutler reported that he had several items to discuss. He said that he would like to task the Town Manager with developing a task-tracking process for the items assigned by the Town Council for completion. He stated that one way to achieve accountability for assigned tasks was through the minutes; however, he would rather leave it to the Town Manager to determine a long-term solution that will carry through the turn-over of Council members and administrators. He acknowledged that such an item may be more appropriate for discussion at the Committee meeting level. Councilman Cutler listed the tasks that he had discussed earlier during the Council Comments section of the agenda: reassessing the closed session process to include clarification during pre-vote and minute-taking during the session, direct-report evaluations of the four personnel discussed, and finally the creation of town planning recommendation guidelines for recommending approval.

Vice Mayor Harris stated that based on the information discussed earlier in the meeting, he would like to make a motion to empower the Town Manager to refund any application within the last year under "home occupation" as it related to the ordinance change effective August 5, 2025. Councilman Cutler seconded the motion.

The Town Attorney advised that he was unsure whether they could refund Mrs. O'Berry her application fee, as the ordinance had simply not been updated. He said that if he found that the action was lawful, and they had made the motion, then they could proceed.

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

11. Adjournment

The meeting adjourned at 8:29 pm.



Memo

To: Honorable Mayor & Town Council

From: Ed Heide, Director of Public Works and Utilities

cc: Michael Stallings, Town Manager

Date: August 27, 2025

Re: Cypress Creek Bridge Waterline work

The attached invoice is from Lewis Construction of Virginia in the amount of \$25,923.60 for the replacement of waterlines in the vicinity of the Cypress Creek Bridge.

During a regular inspection of the waterlines under the bridge it was noted that the coupling that allows the 8" waterline to pass through the south abutment was significantly degraded. We requested permission at that time from VDOT and Crofton to work under the current lane closure on the bridge.

This gave us an opportunity to replace degraded infrastructure and save the taxpayers the cost and headache of the traffic control for this work.

7716 Quaker Drive
Suffolk, VA 23437

Voice: 757-986-2273 Fax: 757-986-3536

Suzanne@lcovinc.com

INVOICE

Invoice Number: 0825-1072.2527

Invoice Date: Aug 25, 2025

Page: 1

Bill To:

Town of Smithfield
P O B0x 246
Smithfield, VA 23431

Ship to:

Smithfield Bridge
Cypress Creek Bridge-VDOT
Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	Per Jessie/Jeff/Ed	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			9/9/25

Quantity	Item	Description	Unit Price	Amount
1.00		44 hrs total labor/equipment from 8/6/25 to 8/21/25	23,700.00	23,700.00
1.00		Diamond saw cut	780.00	780.00
4.00		Truck supplies	75.00	300.00
1.00		Lumber material	158.60	158.60
1.00		Misc. rigging material	985.00	985.00
Subtotal				25,923.60
Sales Tax				
Total Invoice Amount				25,923.60
Payment/Credit Applied				
TOTAL				25,923.60

Check/Credit Memo No:

A finance charge of 1.5% per month(18% annual) on past due invoices.