



2024 COUNCIL MEMBERS:

Mayor Steven G. Bowman
Vice Mayor Valerie Butler
Randy Pack
Jeffrey Brooks
Michael Smith
Jim Collins
Raynard Gibbs

Town Manager – Michael R. Stallings, Jr.

**Town of Smithfield,
Virginia**

2024 ANNUAL STATISTICAL REPORT

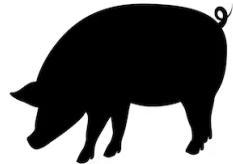
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CLERK OF COUNCIL REPORT

Town of Smithfield Annual Report 2024



Action Items Approved by the Town Council

Prepared by the Town Manager's Office

2024 Meetings Held by Town Council

01/02/2024	Regular Meeting	
02/06/2024	Regular Meeting	
03/05/2024	Regular Meeting	Closed Session for discussion of actual and potential litigation pursuant to 2.2-3711.A7 of the Code of Virginia
04/02/2024	Regular Meeting	
05/07/2024	Regular Meeting	
05/28/2024	Special Meeting	
06/04/2024	Regular Meeting	
07/01/2024	Regular Meeting	
08/06/2024	Regular Meeting	Closed Session for discussion of the acquisition/disposition of publicly held Real Property pursuant to 2.2-3711 A3 of the Code of Virginia
09/03/2024	Regular Meeting	
10/02/2024	Regular Meeting	Closed Session for the acquisition/disposition of publicly held Real Property pursuant to 2.2-3711 A3 of the Code of Virginia
10/28/2024	Continued Meeting	
11/06/2024	Regular Meeting	Closed Session for purpose discussion pursuant to 2.2-3711 A3 and 2.2-3711 A7 of the Code of Virginia
12/03/2024	Regular Meeting	

Elections/Appointments/ Reappointments



02/06/2024

- Motion to approve the Nominating Committee's recommendation of Virginia "GiGi" Smith to fill the unexpired term of Michael Swecker on the Planning Commission. Motion passed unanimously.
- Motion to approve the Nominating Committee's recommendation for the reappointment of Russell Hill to the BHAR. Motion passed unanimously.
- Motion to approve the Nominating Committee's recommendation for the appointment of Leigh Abbot-Leaman to the BHAR. Motion passed unanimously.

07/01/2024

- Motion to Approve the Nominating Committees Recommendation to the Circuit Court to Fill the Expiring Term of Gene Monroe on the Board of Zoning Appeals. Motion passed unanimously.

11/05/2024

- Mary Ellen Bebermeyer, Darren Cutler, and Bill Harris newly elected to Town Council.
- Councilman Michael Smith re-elected to Town Council.

2024 Invoices Requiring Council Authorization

	Xylem	\$51,296.34
1/2/2024	IOW E911 2023 True-Up	\$122,329.56
	IOW E911 FY 2023/2024 July – December	\$198,256.00
	TOTAL:	\$371,881.90
2/6/2024	Athens Building Corp.	\$113,075.65
	Athens Building Corp.	\$69,707.66
	Flock Group Inc.	\$33,750.00
	TOTAL:	\$216,533.31
3/5/2024	CivicPlus LLC	\$20,619.14
	Robinson, Farmer, Cos Associates, PLLC	\$36,700.00
	TOTAL:	\$57,319.14
4/2/2024	Lewis Construction of VA	\$27,600.00
	Lewis Construction of VA	\$53,825.00
	Athens Building Corporation	\$101,496.34
	Athens Building Corporation	\$95,143.72
	TOTAL:	\$278,065.06
5/7/2024	Athens Building Corp.	\$30,784.47
	Blair Bros. Inc	\$49,930.00
	TOTAL:	\$80,714.47
6/4/2024	National Roofing Corp	\$28,794.00
	Epps Building Corp	\$55,600.00
	Colonial Truck	\$49,680.00
	Barton Ford	\$49,800.00
	Athens Building Corporation	\$72,492.63
	Lewis Construction of Virginia Inc.	\$23,700.00
	J & J Clearing and Demolition Inc.	\$44,000.00
	TOTAL:	\$324,066.63
7/1/2024	The Blair Brothers	\$435,400.00
	TOTAL:	\$435,400.00
8/6/2024	Athens Building	\$73,215.11
	The Blair Brothers	\$38,100.00
	ALLFIRST, LLC	\$75,000.00
	Virginia Retirement System	\$22,330.00
	TOTAL:	\$208,645.11
9/3/2024	Athens Building Corp	\$87,140.02
	Axon Enterprise Inc	\$32,785.16
	James River Equipment	\$34,311.88
	A C Shultes of Maryland Inc	\$223,480.00
	Allfirst LLC	\$23,258.00
	Blair Brothers	\$106,034.00
	Athens Building Corp	\$166,273.43
	Blair Brothers	\$29,400.00
	TOTAL:	\$702,682.49
10/2/2024	The Blair Brothers, Inc.	\$31,500.00
	Athens Building Corp	\$62,115.75
	Isle of Wight County	\$81,000.00
	SHI International Corp	\$23,992.74
	TOTAL:	\$198,608.49
11/6/2024	Athens Building Corporation	\$119,996.09
	Athens Building Corporation	\$104,111.02
	Isle of Wight County – IT Services	\$40,500.00
	Lewis Construction of Virginia	\$36,000.00
	Blair Brothers, Inc	\$21,625.00
	TOTAL:	\$322,232.11
12/3/2024	Isle of Wight County – Water Agreement	\$500,000.00
	MOSCA Design	\$24,263.20
	Blair Brothers, Inc	\$24,655.00
	Athens Building Corporation	\$128,091.71
	TOTAL:	\$677,009.91

Total
for
2024:

\$3,873,158.62

Finance Action Items



02/06/2024

- Motion to adopt 15¢ Real Estate Tax Rate. Motion failed with a vote of 2/5.
- Motion to adopt 16¢ Real Estate Tax Rate. Motion passed with a vote of 5/2.
- Additional Funding Request for the Station Foot Bridge as part of the Windsor Castle Boardwalk Restoration Project. Motion passed unanimously.



05/07/2024

- Motion to Allocate Additional ARPA Funds in the Amount of \$251,790 to the Joseph W. Luter, Jr. Sports Complex Concession Stand Building.



06/04/2024

- Resolution to Approve and Adopt the Fiscal Year 2024-2025 Operating Budget for the Town of Smithfield Virginia and Appropriate The Requisite Funds for Said Budget.
- Ordinance Imposing and Levying Taxes Within the Town of Smithfield, Virginia Upon Real Property, Upon Public Service Corporation, Upon Personal Property, Upon Machinery and Tools, and Upon Mobile Homes for the Fiscal Year Beginning July 1, 2024, and Ending June 30, 2025.
- Ordinance to Amend Chapter 66, Article 1 of the Code of the Town of Smithfield to Establish a Fee for Collection of Garbage and Refuse.
- Ordinance to Establish Water and Sewer Rate Schedule



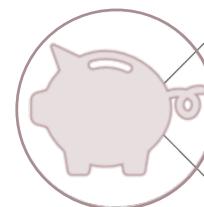
09/03/2024

- Motion to Adopt Proposed Fee Structure Changes for Event Venues. Motion passed unanimously.



10/28/2024

- Funding Request from Isle of Wight Transportation for the Benn's Church Boulevard/Turner Drive Corridor. Vote delayed until next regular meeting.



11/06/2024

- Resolution to Appropriation the Remaining ARPA Funds to the General Fund Operating Budget for Fiscal Year 2024-2025. Motion passed unanimously.



12/03/2024

- Appropriation of Funds to Pay Isle of Wight County per the Water and Sewer Agreement Between the Town and County. Motion passed unanimously.
- Motion to move forward with the contribution of \$902,000.00 to the Benn's Church Boulevard/Turner Drive Transportation Project in conjunction with the County. Motion passed unanimously.

Agreements/Contracts/Accepted Proposals



01/02/2024

- Motion to Award Contract for HVAC Maintenance and Repair Services to Atlantic Constructors, Inc. Motion passed unanimously.

02/06/2024

- Motion to Authorize the Town Manager to Enter into a Contract with Flock Group Inc to Implement Flock Cameras in the Town of Smithfield. Motion passed unanimously.
- Motion to Accept Proposal from A.C. Schultes for Emergency Repairs to Well #10 at the RO Plant. Motion passed unanimously.

05/07/2024

- Motion to Amend Contract for Updating the Entrance Corridor Overlay Guidelines and the Historic District Guidelines. Motion passed unanimously.
- Motion to Award the Contract for the Joseph W. Luter, Jr. Sports Complex Concession Stand Building to Athens Building Corporation. Motion passed unanimously.
- Motion to Approved the Memorandum of Understanding (MOU) Building Code Enforcement Agreement Between the Town of Smithfield and Isle of Wight County. Motion passed unanimously.

06/04/2024

- Motion to Award Sanitary Sewer Rehabilitation Services Contract to Prism Contracting and Tri-State Utilities. Motion passed unanimously.
- Motion to Award Contract for Underground Utility Services to Lewis Construction of Virginia. Motion passed unanimously.

07/01/2024

- Motion to Approve the Invoice of \$106,034.00 to the Blair Brother for the Repair of the Pagan Road Pipe. Deferred until additional information received.
- Motion to open the sealed bid process for the building known as the Smithfield Times Building, 228 Main Street. Motion passed unanimously.

08/06/2024

- Motion to Award of Banking Services to Old Point National Bank. Motion passed with 6 ayes, and 1 recusal from the vote due to personal involvement.

10/02/2024

- Motion to Award Street Maintenance Services Contract to the Blair Brothers Inc. Motion passed unanimously.

11/06/2024

- Motion to Approve the Lease Renewal of 315 Main Street for 3 Years with a 2% Increase each Year. Motion passed unanimously.

12/03/2024

- Motion to approve the bid alternate presented for the sidewalk improvement project. Motion passed unanimously.

Council Comments

01/02/2024

- Councilman Brooks requested an update on the Cypress Creek Bridge lane closure.
- Vice Mayor Butler requested more legal information on “sundown clauses.”

02/06/2024

- Mayor Bowman reported that he and Vice Mayor Butler were in the process of completing Certified Planning Commission training in Richmond.

05/07/2024

- Councilman Brooks asked for more details regarding VDOT’s plans for tree removal along Grace Street.

06/04/2024

- Councilman Collins expressed concern about misinformation regarding the \$6 million gift, and that he also had many questions about the conditions put forth by the Luters. He emphasized that he had not had any unethical conversations with any other Council members.
- Vice Mayor Butler reported Council had not had a chance to discuss the gift and wanted more clarification from the Luters on their conditions. She added that she was alarmed by the lack of trust within the Council.
- Councilman Gibbs expressed concern about information being leaked by a member of the Council and encouraged everyone to try to get better understanding of the issue.
- Councilman Brooks said that the leak had not been by him and there needed to be better dialogue within the Council with the citizens.
- Mayor Bowman gave a timeline of events leading up to the gift and read directly from the email sent to the Council members discussing the conditions of the \$6 million.

07/01/2024

- Vice Mayor Butler thanked all who were in attendance and support at the Juneteenth celebration held.

10/02/2024

- Vice Mayor Butler thanked Councilman Collins for assisting her with coverage at the Committee meetings.

12/03/2024

- Vice Mayor Butler commended Leigh Abbott-Leaman for her courage in speaking out against negative behaviors during the campaign of some Council members. She welcomed Councilman Harris, thanked Councilman Gibbs for his service, and thanked Councilman Pack for his service.
- Councilman Brooks spoke in support of the Mistletoe Market stating it had been fantastic all the way around.
- Mayor Bowman reported that Joseph Luter IV had written a letter to the Council stating he “had no interest in moving forward on this project without the support of Town Council and will schedule a meeting with the new Town Council once they have been sworn in.”

Public Comments

01/02/2024

Martha Jackson thanked the Town Clerk, Town Manager, and Director of Community Planning and Development for their work. She encouraged the public to say thank you more.

01/02/2024

GiGi Smith discussed “sundown clauses” and asked if the lane closures to the Cypress Creek Bridge could be alternated instead of just one-way.

03/05/2024

Greg Vassilakos discussed ideas he had for creating a bicycle and pedestrian cut-through from Fairview Parkway into the Windsor Castle park area.

06/04/2024

Robbie Younger spoke out against accepting \$6 million that would make taxes increase.

06/04/2024

Betty Clark said that the Town did not need the extra tax burden that \$6 million would cost citizens.

06/04/2024

Mary Harris asked to vote down acceptance of \$6 million gift if there were strings attached.

06/04/2024

Leah Walker asked the Council not to approve using taxpayer money to match a \$6 million gift and asked for more transparency.

06/04/2024

Darren Cutler recommended that the Council listen to the citizens and give the \$6 million back to the Luters.

07/01/2024

Bill Harris stated he would like to see a motion to reject the \$6 million or at least put on hold any type of approval until more investigation could be completed.

06/04/2024

Heidi Swartz said the \$6 million was not a gift, and Council members with relationships that would benefit from its use should recuse themselves.

06/04/2024

Theresa Mulherin quoted the Code of VA “A municipal corporation may accept or refuse gifts,” and noted that the Mayor could not accept gifts on his own.

06/04/2024

Ken Wagnar said that he did not want any public funds used for the Grange and the marketplace should decide if the development was a good idea.

Public Comments (continued)

06/04/2024	Lanny Hinson recommended careful consideration of the gift if it involved taxpayer money.
06/04/2024	Brandon Henderson reported that his concern was regarding the proposed allocation of \$6 million in taxpayer money to match a donation from Mr. Joe Luter for the Farmer's Market and other projects related to the Grange development.
06/04/2024	Marty Womack recommended that political influence and corruption stop in Smithfield.
06/04/2024	Ross Younger expressed concern with the appearance of impropriety of how the \$6 million transaction came about.
06/04/2024	Mike Swartz questioned the motivation of accepting the \$6 million if all present did not want it.
07/01/2024	Bill Harris expressed concern about how the Town would proceed with the \$6 million gift and that information be shared with the citizens.
07/01/2024	Mary Harris said that \$6 million was a lot of money and tax money should be used to better the lives of all citizens that have paid those taxes.
07/01/2024	Mary Ellen Bebermeyer reported her concern that the Town would be expected to give a matching amount in order to keep the donated money.
07/01/2024	Darren Cutler was disappointed in the Council's having no public discussion about the donation and asked if a cost benefit analysis would be made available.
07/01/2024	Bob Hines made suggestions for better traffic flow through the Town based on his observations of stoplights at intersections.
08/06/2024	Laverne Tynes inquired about the work being done by the Town at the AME Church which connected the property to Quail Street.
09/03/2024	Russ McConnell reported issues that the Cypress Creek HOA had with the developer of their community not following through with the construction of amenities promised.

Public Comments (continued)

10/02/2024	Bill Harris thanked Town staff for explaining the ordinance regarding campaign signs to him and requested more information about the proposed Cottages at Battery.
11/06/2024	Brandon Henderson requested that the Town Council refrain from making any consequential decisions until the new Council members took their seats.
11/06/2024	Leah Walker requested that the Town Council refrain from making any consequential decisions until the new Council members took their seats.
11/06/2024	Caroline Gatewood-Battenfield requested that the Council delay any decisions on the Cottages until the new Council members took their seats.
11/06/2024	Herb DeGroot discussed the better pricing of groceries at Aldi and suggested that the Town look into how they could have one in the Town of Smithfield, namely in the newly developed areas and discussed the benefits of lemon juice.
11/06/2024	Ginny Soule requested that the members not make any consequential decisions until January when the new members were seated.
11/06/2024	Bob Hines agreed with the information given by Herb DeGroot on Aldi and the benefits of lemon juice.
12/03/2024	Russ McConnell followed up on comments he had made at the September meeting about issues between the Cypress Creek HOA and the developer of the neighborhood.
12/03/2024	Mischelle Goodman spoke out in support of the Mistletoe Market event and thanked all of the entities that made it possible.
12/03/2024	Brian Becker expressed his support for the Mistletoe Market and encouraged support of the proposed permanent Farmer's Market in Smithfield.
12/03/2024	Judy Eure spoke about the challenges the vendors of the current Farmer's Market had, and spoke in support of building a permanent structure for the market.
12/03/2024	Leigh Abbot-Leaman expressed disappointment with the behavior she saw during the campaign of some of the Council members during the most recent election. She thanked Councilman Collins, Councilman Gibbs, and Councilman Pack for their service.

Public Comments (continued)

12/03/2024

David Hundley spoke on behalf of the 1750 Isle of Wight Courthouse and thanked the Tourism Department and Visitor Center for their work at the Mistletoe Market.

12/03/2024

Sabrina Dooley reported that in order for the Farmer's Market to remain successful, they needed a permanent home.

12/03/2024

Shane Goetsch reported that as a Downtown business owner she supported the continuation of the annual Mistletoe Market.

12/03/2024

Leah Walker welcomed Councilman Harris, expressed concern that the County had transferred \$1.4 million to the EDA, and thanked the Town for choosing to delay their approval of any fund transfers in support of moving the Farmer's Market to the Grange site.

12/03/2024

Kristin Wilda recognized the Tourism Department for the Mistletoe Market being a tremendous success.

12/03/2024

Bob Hines gave the reminder that with large events came more traffic and people should expect it. He added that the bridgework would not last forever.

12/03/2024

Eunice Ortz reported that as a vendor of the Farmer's Market she was in support of a permanent location that would offer cover from the varying types of severe weather.



Presentations

02/06/2024

Briefing by District I Supervisor, Renee Rountree.

Mr. Henry McBurney gave a presentation on the Long Leaf Pine prescribed burn.

03/05/2024

George Avgeros from Athens Building Company gave a presentation on the completion of the Winsor Castle Park footbridge rehabilitation.

Jessica Macalino of Riverside Smithfield Hospital presented information on how construction of the new hospital was going.

04/02/2024

Gautham Ramesh of VDOT gave a presentation on the ongoing Cypress Creek Bridge project.

Briefing by District I Supervisor, Renee Rountree.

Timothy Palmer of Western Tidewater Free Clinic presentation on operations.

05/07/2024

Presentation by Amy Novak Honoring former Mayor Carter Williams by naming the Windsor Castle Park Trail System after him.

Presentation for Public Service Recognition Week.

Presentation by District I Supervisor, Renee Rountree.

06/04/2024

Presentation by Sheriff Clarke of IOW Co Sheriff's Office for the Re-Accreditation of the Smithfield Police Department.

Swearing-in of two (2) New Police Officers: Darrell Coles, Donald Magett.

Presentation by Jamie Oliver, IOW Transportation Administrator, giving an update on the Smithfield Intersection Project.

Presentation by Christie Sutfin, IOW Economic Development Director, regarding the Shop Local Program.

Update by Paul Maddox of Franklin Residency on the Grace and James Streets Drainage Review.

Gautham Ramesh of VDOT gave a presentation on the ongoing Cypress Creek Bridge project.

Briefing by IOW Supervisor, Don Robertson.

Presentations

(continued)

07/01/2024 Briefing by District I Supervisor, Renee Rountree.

08/06/2024 Presentation of Life Saving Award to Sergeant Alan Lester.

Presentation from the Governors School for the Arts of gifts from the Mayor of Kitakyushu and Miyazaki as part of a cultural exchange with Smithfield.

Briefing by District I Supervisor, Renee Rountree.

09/03/2024 Briefing by District I Supervisor, Renee Rountree.

10/02/2024 Briefing by District I Supervisor, Renee Rountree.

11/06/2024 Briefing by District I Supervisor, Renee Rountree.

12/03/2024 Recognition of Sergeant Alan Lester for Top Cop Award.

Presentation of Certified Crime Prevention Community Award.

Presentation by Tim Palmer from the Western Tidewater Free Clinic.



Public Hearings

01/02/2024

- Special Use Permit – 888 West Main Street – Luter Sports Complex Maintenance Building and parking spaces. Motion passed unanimously.
- Special Use Permit – 900 West Main Street – Luter Sports Complex Concession Stand and extra restrooms. Motion passed unanimously.
- Special Use Permit – 48 Riverside Drive – Accessory apartment over existing garage. Motion passed unanimously.

06/04/2024

- Special Use Permit, 219 Battery Park Road – shipping container approval. Motion passed unanimously.
- Amendments and Revisions of the Smithfield Zoning Ordinance – update to the shipping container ordinance, update to rear yard setbacks from the RPA line, gravel parking areas, and updates to sign requirements. Motion passed unanimously.

02/06/2024

- Special Use Permit – 107 Institute Street – Waiver of yard requirements. Motion passed unanimously.
- Zoning Ordinance Text Amendment – Attached Residential. Motion passed unanimously.
- Real Estate Tax Rate – hearing held.

03/05/2024

- Special Use Permit, 607 – South Church Street Shipping container approval. Motion passed unanimously.
- Special Use Permit, 18420 Battery Park Road, waiver of. waiver of parking and loading requirements for approximately twelve (12) additional gravel parking spaces. Motion passed unanimously.
- Boundary Line Adjustment - 216.48 acres located off Turner Drive. Motion passed unanimously.

Public Hearings (Continued)

09/03/2024

- Disposition of Publicly Held Real Property – Crescent Drive. Motion passed unanimously.
- Vacate the right of Way known as Moore Avenue. Motion passed unanimously.
- Amendment and Revision of the Smithfield Zoning Ordinance – Donation Boxes. Motion passed unanimously.
- Special Use Permit – 1807 South Church Street – Indoor Commercial Recreation Facility. Motion passed unanimously.

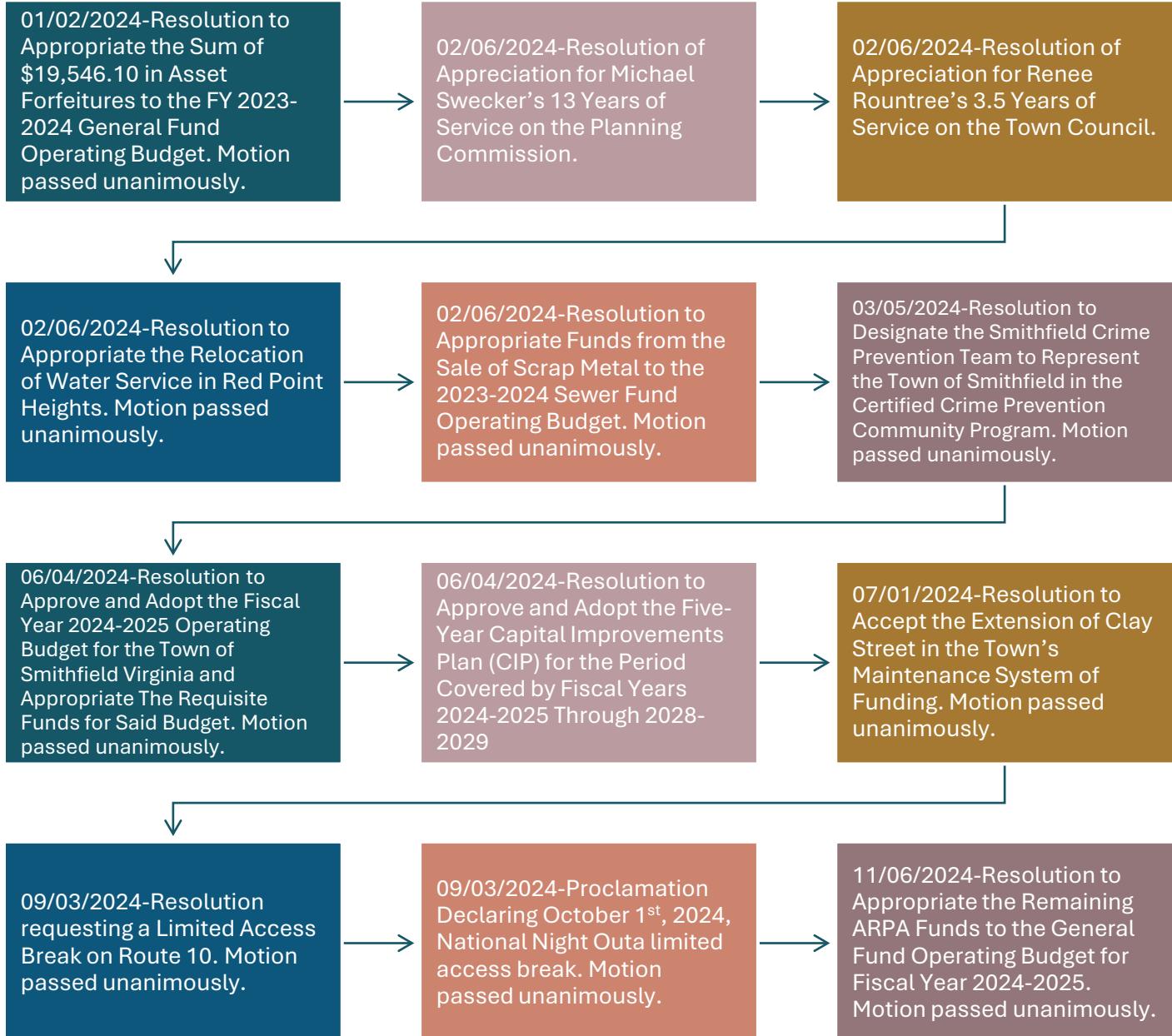
10/02/2024

- Special Use Permit – 1915 South Church Street – Indoor Commercial Recreation Facility. Motion passed unanimously.
- Special Use Permit – 13453 Benn's Church Boulevard – Shipping Containers. Motion passed unanimously.
- Special Use Permit – 803 South Church Street – Waiver of Parking and Loading Requirements. Motion approved with the recommendation to apply for water connection within 30 days.
- Special Use Permit – 102 Underwood Lane – Private Microschool. Motion passed unanimously.
- Amendments and Revisions to the Zoning Ordinance – Update as required by the Department of Environmental Quality to the Chesapeake Bay Preservation Ordinance. Motion passed unanimously.
- Sale of Publicly Held Real Property at 228 Main Street – Smithfield Times Building. No action to be taken by Town Council.

11/06/2024

- Zoning Ordinance Amendment – Article 3.R.M. – Clarification of exceptions for Single-family dwellings in the Entrance Corridor Overlay District. Motion passed unanimously.

Resolutions & Proclamations



ORDINANCES

02/06/2024

- Zoning Ordinance Text Amendment – Attached Residential. Motion passed unanimously.

06/04/2024

- Amendments and Revisions of the Smithfield Zoning Ordinance – update to the shipping container ordinance, update to rear yard setbacks from the RPA line, gravel parking areas, and updates to sign requirements. Motion passed unanimously.
- Ordinance Imposing and Levying Taxes Within the Town of Smithfield, Virginia Upon Real Property, Upon Public Service Corporation, Upon Personal Property, Upon Machinery and Tools, and Upon Mobile Homes for the Fiscal Year Beginning July 1, 2024, and Ending June 30, 2025.
- Ordinance to Amend Chapter 66, Article 1 of the Code of the Town of Smithfield to Establish a Fee for Collection of Garbage and Refuse.
- Ordinance to Establish Water and Sewer Rate Schedule.

09/03/2024

- Amendment and Revision of the Smithfield Zoning Ordinance – Donation Boxes. Motion passed unanimously.

10/02/2024

- Amendments and Revisions to the Zoning Ordinance – Update as required by the Department of Environmental Quality to the Chesapeake Bay Preservation Ordinance. Motion passed unanimously.

11/06/2024

- Zoning Ordinance Amendment – Article 3.R.M. – Clarification of exceptions for Single-family dwellings in the Entrance Corridor Overlay District. Motion passed unanimously.
- Motion to support the request made by Hutton Smithfield VA ST LLC to obtain approval from the Commonwealth Transportation Board for a limited access break. Motion passed unanimously.



Miscellaneous Motions

06/04/2024

Motion to Approve the Personnel Policy Updates. Motion approved unanimously.

07/01/2024

Motion to Approve the Addition of a Wellness Reimbursement Policy to the Personnel Manual. Motion approved unanimously.

Motion to Approve Town Council's Vision Document. Motion approved unanimously.

08/06/2024

Motion to establish a committee to develop a policy to address subsidization of private development with taxpayer dollars. Motion approved unanimously.

10/02/2024

Motion to Adopt Proposed Personnel Policy Updates – Educational Assistance and Vacation Accrual. Motion passed unanimously.

Motion to Approve Smithfield Foods Request to Utilize the Alley and Parking Lot of the Taste of Smithfield for an event. Motion passed unanimously.

Motion to Approve Proposed Legislative Priorities. Motion passed unanimously.

Motion to Approve Authorization for Street Closures Along Main Street and Grace Street for Downtown Trick or Treating. Motion passed unanimously.

Motion to Recess the Regular Town Council Meeting and continue it to October 28th. Motion passed unanimously.

12/03/2024

Motion to approve the Amendment to the Mallory Pointe Proffers. Motion passed by a 6/1 vote.

Motion to approve the Plat Dedication of 17 acres in Mallory Pointe as presented. Motion passed unanimously.

Motion to approve the bid alternate presented for the sidewalk improvement project. Motion passed unanimously.

OTHER ITEMS OF INTEREST



01/02/2024 The Town Attorney reported that the Town had closed on three of the four properties along Great Springs Road in December 2023 and were awaiting action by the government to be able to close on the fourth.

03/05/2024 Motion made to approve the Declaration of Covenants and Restrictions for 204, 206, 208, and 210 Great Springs Road. Motion passed unanimously.

05/07/2024 Motion to Honor former Mayor James Chapman with an Honorary Street Sign at the Entrance of Quail Street. Motion passed unanimously.



COUNCIL BUDGET

RESOLUTION

A Resolution Approving And Adopting The Fiscal Year 2024-2025 Operating Budget For The Town Of Smithfield, Virginia And Appropriating The Requisite Funds For Said Budget

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

Section 1. That the Town Council hereby approves and adopts the document entitled "*Town of Smithfield, 2024-2025 Operating Budget.*"

Section 2. In order to provide the requisite funds for said operating budget, the following sums are hereby appropriated from the following revenue sources to the following fund categories for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

A. Sums appropriated from:

Fund	Amount
General Fund Revenues	\$11,222,049.00
Water Fund Revenues	2,486,876.00
Sewer Fund Revenues	1,947,125.00
Highway Fund Revenues	1,550,200.00
<i>Total</i>	<i>\$17,206,250.00</i>

B. Sums appropriated to:

Fund	Amount
General Fund Expenditures	\$11,222,049.00
Water Fund Expenditures	2,486,876.00
Sewer Fund Expenditures	1,947,125.00
Highway Fund Expenditures	1,550,200.00
<i>Total</i>	<i>\$17,206,250.00</i>

Section 3. Said appropriations shall be in effect beginning July 1, 2024.

Section 4. The Town Manager is hereby directed and authorized to do all things necessary to implement said budget.

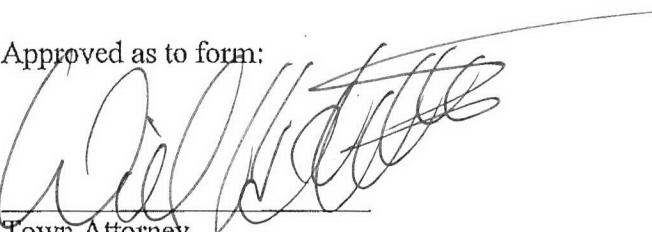
Section 5. This resolution shall be in effect on and after its adoption.

Adopted: 10-4-2024

A TRUE COPY, ATTEST:

Lesley King
Town Clerk

Approved as to form:


Town Attorney



COMMUNITY DEVELOPMENT & PLANNING REPORT



TOWN OF SMITHFIELD

COMMUNITY DEVELOPMENT & PLANNING

2024 ANNUAL REPORT



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COMMUNITY DEVELOPMENT & PLANNING TEAM



Tammie Clary

Community Development & Planning Director

Certified Zoning Administrator

Certified Transportation Manager

Certified Floodplain Manager



Mark Kluck, MPA

Planner II

Certified Zoning Administrator

Certified Floodplain Manager

DEQ Dual Inspector



Caitlyn Bunch

Planner I



Joseph Reish

Code Compliance Inspector

Certified Zoning Official

Erosion & Sediment Control Inspector

STAFF ACHIEVEMENTS & TRAINING

- Mark Kluck was promoted to Planner II on September 16th, 2024.
- Caitlyn Bunch was hired as Planner I on November 12th, 2024.
- Mark Kluck received his Certified Zoning Administrator (CZA) certification.
- Tammie Clary, Mark Kluck, and Joseph Reish attended multiple VAZO (Virginia Association of Zoning Officials) trainings to maintain their certifications.
- Tammie Clary and Mark Kluck attended multiple DCR / FEMA trainings to maintain their Certified Floodplain Manager (CFM) certifications.
- Joseph Reish and Mark Kluck attended various Virginia Department of Environmental Quality continuing education classes to maintain their Department of Environmental Quality Erosion and Sediment Control Inspector and Stormwater Inspector certifications.
- Mark Kluck attended a Virginia Department of Emergency Management (VDEM) 2-day training on disaster recovery and the local community's role in pre- and post-disaster recovery.



Virginia Association
of Zoning Officials

DHR

THE VIRGINIA DEPARTMENT
OF HISTORIC RESOURCES



Virginia Department of Conservation & Recreation



ASSOCIATION OF STATE
FLOODPLAIN MANAGERS



VIRGINIA DEPARTMENT OF
ENVIRONMENTAL QUALITY



FEMA

PLANNING COMMISSION

	Reviewed	Approved or Recommended Approval	Denied or Recommended Denial	Tabled
Rezoning	1			1
Site Plan Review/ Site Plan Amendment	6	6		
Final Plat Review/ Subdivision Plat Review	2	2		
Special Use Permits (SUP)	18	10	1	7
Special Sign Exceptions (SSE)	2	2		
Planning Commission (PC) Waiver	2	1		1
Chesapeake Bay Preservation Area (CBPA) Exceptions	0			
Amendments to Comp Plan, Zoning Ord., etc.	9	9		
Entrance Corridor Overlay (ECO) Review	16	16		
Others	0			
2024 YEARLY TOTAL	56	46	1	9
2023 Total	58	55	3	11

PLANNING COMMISSION

MONTHLY REVIEW

JANUARY 9TH, 2024 MEETING

1. Presentation by Lynn Briggs with IOW County Schools on "How New Construction Affects School Enrollment."
2. Entrance Corridor Overlay Application - 1113 S Church Street - Knight Exteriors C/O Eric Knight, applicant. APPROVED
3. Entrance Corridor Overlay Application - 1228 Smithfield Plaza - David Burdett, applicant. APPROVED
4. *Public Hearing* - Special Use Permit - 107 Institute Street - Hallwood Properties I, LLC C/O Mark Hall, applicant. FAVORABLY RECOMMENDED
5. *Public Hearing* - Text Amendment - Cottages at Battery - 21A-01-511 - Development Logistics and Consulting C/O Nathan Diehl and Brian Mullins, applicants. FAVORABLY RECOMMENDED

FEBRUARY 13TH, 2024 MEETING

1. Entrance Corridor Overlay Application - 1119 S Church Street - TowneBank C/O Michael Burdette, applicant. APPROVED
2. *Public Hearing* - Special Use Permit, Site Plan Amendment, PC Waiver - 18420 Battery Park Road - TR Smithfield Church of Christ C/O Shovel Kings, applicant. APPROVED and FAVORABLE RECOMMENDATION
3. *Public Hearing* - Special Use Permit - 607 S Church Street - Crofton Construction C/O Brandon Griffin, applicant. FAVORABLE RECOMMENDATION
4. Entrance Corridor Overlay Application - 1005 South Church Street (Sign) - Kenneth Waggoner, applicant. CONDITIONALLY APPROVED
5. Site Plan Amendment Application - 100 Main Street - Mischelle Goodman, applicant. APPROVED
6. Discussion Item - Article 10 Signs.

MARCH 12TH, 2024 MEETING NOT HELD





PLANNING COMMISSION

MONTHLY REVIEW

APRIL 9TH, 2024 MEETING

1. Entrance Corridor Overlay Review (Sign) - 1403 S Church Street - Christa Pickrell, applicant. APPROVED
2. Entrance Corridor Overlay Review (Signs) - Route 10 / Main Street & South Church St/ Battery Park Rd - Judy Winslow, applicant. APPROVED
3. Entrance Corridor Overlay Review (Parking Lot Modification) - 1402A S Church Street - John Mark Wooster & Nancy Wooster, applicants. CONDITIONALLY APPROVED.
4. *Discussion Item* - SZO Article 3.R (Entrance Corridor) & Article 8 (Parking and Loading Requirements)
5. *Discussion Item* - SZO Article 3.O Floodplain Overlay
6. *Discussion Item* - SZO Article 2.P.16 & 17
7. *Discussion Item* - SZO Article 10 Signs
8. *Discussion Item* - Donation Boxes - Dr. Pope
9. *Discussion Item* - SZO Article 2.V.14 & 11.I.4

MAY 14TH, 2024 MEETING

1. *Public Hearing* Special Use Permit (Shipping Containers) - 219 Battery Park Road - Patriot Properties 757 C/O John Sanns, applicant. Favorable Recommendation.
2. *Public Hearing* - SZO Article 3.R & Article 8 - Planning Commission. Favorable Recommendation.
3. *Public Hearing* - SZO Article 2.P.16 & 17 - Town Staff, applicant. Favorable Recommendation.
4. *Public Hearing* - SZO Article 10 - Town Staff, applicant. Favorable Recommendation.
5. *Public Hearing* - SZO Article 2.V.14 & Article 11.I.4 - Town Staff, applicant. Favorable Recommendation.
6. *Discussion Item* - Donation Boxes - Town Staff, applicant.

JUNE 11TH, 2024 MEETING

1. Entrance Corridor Overlay Review (Sign) - 13420 Benn Church Blvd - Christa Pickrell, applicant. APPROVED.
2. *Public Hearing* - SZO Article 2.P.18 Donation Boxes - Planning Commission. Favorable Recommendation.



PLANNING COMMISSION MONTHLY REVIEW

JULY 9TH, 2024 MEETING

- 1.*Public Hearing* Special Sign Exception - 517 Main Street - Miles Blount II, applicant. APPROVED.
- 2.*Public Hearing* Special Sign Exception - 1282 Smithfield Plaza - Sara Ross, applicant. APPROVED.
- 3.*Public Hearing* Special Use Permit & Entrance Corridor Overlay Review (Sign) - 1807 S Church St - Edmo Soares, applicant. SUP REQUEST FAVORLY RECOMMENDED TO TOWN COUNCIL and ENTRANCE CORRIDOR OVERLAY REVIEW (SIGN) TABLED.

AUGUST 13TH, 2024 MEETING

- 1.*Public Hearing* Special Use Permit - 803 S Church Street - Tim Ryan, applicant. FAVORABLY RECOMMENDED WITH A TWO-YEAR CONNECTION
- 2.Site Plan & Entrance Corridor Overlay Review - 204 Wimbledon Lane - Liberty Live Church C/O Nadia Amin, applicant. APPROVED
- 3.*Discussion Item* - Entrance Corridor Overlay Guidelines - Town Staff, applicant.

SEPTEMBER 10TH, 2024 MEETING

- 1.*Discussion Item* - Entrance Corridor Overlay Guidelines - Town Staff, applicant.
- 2.*Discussion Item - Special Use Permit Review - 111 Institute Street - Sean Holmer, applicant.
- 3.*Public Hearing* Special Use Permit - 13453 Benns Church Blvd. - Philip Edwards, applicant. FAVORABLE RECOMMENDATION TO TOWN COUNCIL
- 4.*Public Hearing* Special Use Permit - 102 Underwood Lane - Sarah Edwards, applicant. FAVORABLE RECOMMENDATION TO TOWN COUNCIL
- 5.*Public Hearing* Special Use Permit & Entrance Corridor Overlay Review- 1915 S Church St - Amos Riddick, applicant. FAVORABLE RECOMMENDATION TO TOWN COUNCIL
- 6.Site Plan Amendment & Entrance Corridor Overlay Review - 1305 S Church Street - KLS Development, applicant. CONDITIONALLY APPROVED
- 7.Final Plat - Mallory Pointe Phase A Section 1 - John Napolitano, applicant. APPROVED
- 8.*Discussion Item* - The Cottages - Brian Mullins, applicant.
- 9.*Public Hearing* Text Amendment - Article 3.P - Town of Smithfield, applicant. FAVORABLE RECOMMENDATION TO TOWN COUNCIL

PLANNING COMMISSION

MONTHLY REVIEW

OCTOBER 8TH, 2024 MEETING

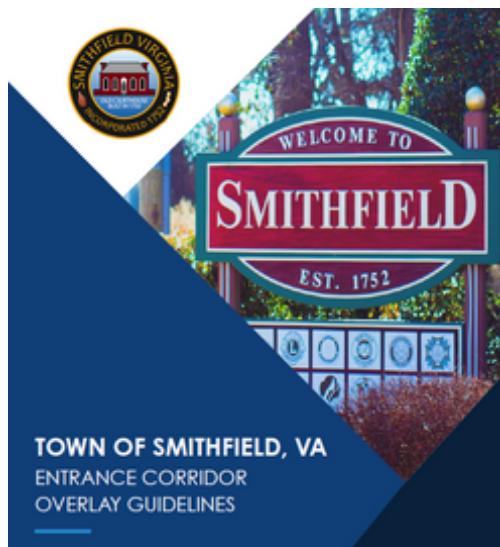
1. Entrance Corridor Overlay Review- 1807 S Church St - Edmo Soares, applicant. APPROVED
2. Entrance Corridor Overlay Review- 1913 S Church St - Christa Pickrell, applicant. APPROVED
3. *Public Hearing* Text Amendment – Article 3.R – Town of Smithfield, applicant. FAVORABLE RECOMMENDATION TO TOWN COUNCIL

NOVEMBER 12TH, 2024 MEETING

1. *Public Hearing* Entrance Corridor Guidelines Update. Favorable recommendation to Town Council with staff comments.
2. *Public Hearing* Proffer Amendment, 6 SUPs, PC Waiver – The Cottages at Battery – Nathan Diehl & Brian Mullins, applicants. Tabled until the next regularly scheduled PC meeting.
3. *Public Hearing* SUP, Site Plan Amendment, Entrance Corridor Overlay Review- 201 Gumwood Dr – Dr. Pope, applicant. Favorable recommendation to Town Council.
4. Final Plat – Mallory Pointe Dedication – John Zaszewski, applicant. Approved as presented.

DECEMBER 10TH, 2024 MEETING

1. *Public Hearing* Special Use Permit – 803 S Church Street – Red Point Taphouse, LLC C/O John T. Ryan, applicant. TABLED UNTIL FEBRUARY 2025.
2. *Public Hearing* Special Use Permit – 104 Jordan Drive – John T. Ryan, applicant. UNFAVORABLE RECOMMENDATION
3. Entrance Corridor Overlay & Site Plan Amendment – 1119 S Church Street – Evan Waagen, applicant. APPROVED
4. *Discussion Item* – Text Amendment – Vincent Carollo, applicant. No Action



BOARD OF ZONING APPEALS

	Reviewed	Approved	Denied	Pending
Variances	0			
Special Area/ Use Exceptions (SAE/SUE)	0			
Special Yard Exceptions (SYE)	0			
Zoning Appeals	0			
Others	0			
2024 YEARLY TOTAL	0	0	0	0
<i>2023 Total</i>	6	5	1	0



BOARD OF ZONING APPEALS

MONTHLY REVIEW

January 16th, 2024 Meeting Not Held.

February 20th, 2024 Meeting Not Held.

March 19th, 2024 Meeting Not Held.

April 16th, 2024 Meeting Not Held.

May 21st, 2024 Meeting Not Held.

June 18th, 2024 Meeting Not Held.

July 20th, 2024 Organizational Meeting
1.2024 Officer Elections

August 20th, 2024 Meeting Not Held.

September 17th, 2024 Meeting Not Held.

October 15th, 2024 Meeting Not Held.

November 19th, 2024 Meeting Not Held.

December 17th, 2024 Meeting



BOARD OF HISTORIC & ARCHITECTURAL REVIEW

	Reviewed	Approved	Denied	Tabled
New Construction	1	1		
Additions	1	1		
Color / Material Change	12	12		
Exterior Renovations / Assorted Exterior Changes	4	4		
Signs	7	7		
Accessory Buildings / Structures	7	7		
Demolition	0			
Solar Installation	1		1	
Others	3	3		
2024 YEARLY TOTAL	36	35	1	0
<i>2023 Total</i>	34	32	1	3



BOARD OF HISTORIC & ARCHITECTURAL REVIEW

MONTHLY REVIEW

JANUARY 16TH, 2024 MEETING

1. Material Change (Roof) – 230 Cary Street – Contributing – Carole Neider and Patrick Matijevich, applicants. APPROVED
2. Assorted Exterior Changes – 107 Institute Street – Contributing – Hallwood Properties I LLC c/o Mark Hall, applicant. APPROVED

FEBRUARY 20TH, 2024 MEETING

1. Assorted Exterior Changes & Signs – 100 Main Street – Contributing – Goodlynn Ventures Real Estate Holdings LLC C/O Mischelle Goodman, applicant. APPROVED

MARCH 19TH, 2024 MEETING

1. Material Change (Windows) – 310 Institute Street – Contributing – Town of Smithfield, applicant. APPROVED.
2. Porcine Statue – 210 North Church Street – Contributing – Smithfield Little Theatre c/o Robert Cox, applicant. APPROVED
3. Color Change – 201 North Church Street – Non-Contributing – John Williams, applicant. APPROVED
4. Temporary Signage – Downtown Main Street Area – Unclassified – Smithfield & Isle of Wight County Tourism C/O Judy Winslow. APPROVED

APRIL 16TH, 2024 MEETING

1. Material Change (Roof) – 217 James Street – Contributing – Virginia Smith, applicant. APPROVED

MAY 21ST, 2024 MEETING

1. Single-Family Dwelling (New Construction) – 202 Riverview Avenue – Non-Contributing – Phillip and Cynthia Brouillard, applicants. CONDITIONALLY APPROVED.
2. Sign – 517 Main Street – Contributing - Main Street Baptist Church c/o Miles Blount II, applicant. CONDITIONALLY APPROVED.
3. New Deck - 335-337 Main Street - Landmark - Bill and Dorothy Somerset, applicants. CONDITIONALLY APPROVED.
4. Window Restoration – 304 South Church Street – Landmark - Shane and Denise Hamilton, applicants. APPROVED.



BOARD OF HISTORIC & ARCHITECTURAL REVIEW

MONTHLY REVIEW

JUNE 18TH, 2024 MEETING

1. Single-Family Dwelling (Brick Option) – 202 Riverview Avenue – Non-Contributing – Phillip and Cynthia Brouillard, applicants. APPROVED.
2. Roof Replacement – 220 S Church Street – Landmark Advantage Contracting Solutions c/o/ Tim Nunez, applicant. APPROVED.
3. Fence Replacement – 337 Grace Street – Non-Contributing – Daniel and Andrea Montgomery, applicants. CONDITIONALLY APPROVED.

JULY 16TH, 2024 MEETING

1. New Fence – 239 Cary Street – Non-Contributing – James Jones, applicant. APPROVED.
2. Color Change - 222 Institute Street – Non-Contributing – Judy Winslow. APPROVED.
3. *Discussion Item* Historic District Design Guidelines 1st Draft Review.

AUGUST 20TH, 2024 MEETING

1. Material Change (Siding and Trim) – 106 North Church Street – Landmark – Amy and Kirk Ring, applicants. APPROVED
2. Accessory Structure (Shed) – 206 Riverview Avenue – Non-Contributing – Jeffrey Smith, applicant. CONDITIONAL APPROVAL
3. Sign (Wall Mounted, Non-Illuminated) – 409 Main Street – Non-Contributing – Spearpoint Investment Group c/o Tim Ryan, applicant. APPROVED
4. *Discussion Item* Historic District Design Guidelines 1st Draft Review.

SEPTEMBER 17TH, 2024 MEETING

1. Detached Sign – 102 Underwood Lane – Contributing – Sara Edwards, applicant. APPROVED
2. Color Change – 226 South Church Street – Landmark – Brian and Judith Lally, applicants. APPROVED
3. *Discussion Item* Historic District Guidelines 1st Draft Review.

OCTOBER 15TH, 2024 MEETING

1. Fence - 517 Main Street – Contributing – Hercules Fence c/o Luke Nees, applicant. APPROVED
2. Material and Color Change (Siding) – 511 Main Street – Contributing – Jacqueline Cypress, applicant. APPROVED
3. Color Change – 330 Main Street – Landmark – 330 Main Street LLC c/o James and Annette Collins, applicants. APPROVED



BOARD OF HISTORIC & ARCHITECTURAL REVIEW

MONTHLY REVIEW

NOVEMBER 19TH, 2024 MEETING

1. Signs – 107 Institute Street – Contributing – Voices for Kids CASA and RM Designs c/o Michelle B. Jones & Michelle L. Jones applicants. Approved as presented.
2. Fence – Lot 1 and Lot 2 Clay Street – Non-Contributing – JVC Holdings LLC c/o Vincent Carollo, applicant. Approved as presented.
3. Fence – 209 Clay Street – Contributing – Joshua Farmer, applicant. Conditionally approved provided the applicant stains the fence with a Cabot-branded sealer or another comparable sealer to preserve the fence.
4. Accessory Structure Change – 215 Washington Street – Contributing – Frank and Nikole Simmons, applicants. Conditionally approved with these changes:
 - a. The decorative brackets proposed for the garage doors should not be installed.
 - b. Install Hardie plank siding or comparable composite siding board in white in place of the metal siding.
 - c. Replace the metal roof with a one-and-one-half inch (1.5") standing seam metal "forest green" roof.
 - d. Install two (2) 24-inch wide by 36-inch tall 4-over-4 white aluminum windows, one on the left side and one on the right side of the structure.
 - e. Install two (2) sets of "forest green" aluminum louvered shutters.
 - f. Add trim moulding on the front eave to match the moulding on the front eave of the primary dwelling.
 - g. All exterior trim should be composite or PVC, the trim color around the garage doors shall be green, and the existing trim (rakes, fascias, etc.) should be replaced in a like-for-like manner.
 - h. All exterior trim should be composite or PVC, the trim color around the garage doors shall be green, and the existing trim.
5. *Public Hearing Historic District Guidelines Update. Favorable recommendation to Town Council with staff comments and additional clarification on solar panels.
6. *Discussion Item* Solar Panel Installation Guidance.

DECEMBER 17TH, 2024 MEETING

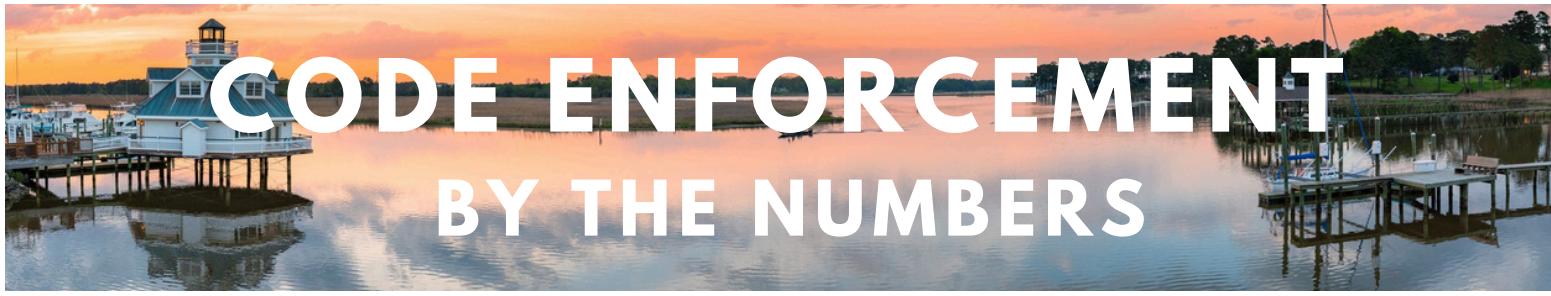
1. Rooftop Solar Installation – 146 Riverview Avenue – Non-Contributing – Jesse Midgett applicant. DENIED
2. Exterior Renovation (Wood Stove Exhaust Pipe) – 217 Astrid Street – Non-Contributing – Mary Donovan, applicant. APPROVED
3. New Accessory Structure (Shed) – 400 Main Street – Landmark – Clarence Shuler, applicant. APPROVED
4. Assorted Exterior Changes – 344 South Church Street Landmark – John and Heidi Hoover, applicants. APPROVED



ZONING PERMITS

Zoning Permits January 1st, 2024 - December 31st, 2024

	# of Permits Issued
Single Family Residences	69
Commercial Buildings (New Buildings or Renovations)	12
Demolition	6
Accessory Structures (Pools, Sheds, Garages, Fences, etc.)	128
Signs	16
Additions	17
Right-of-Way	50
Others	2
2024 TOTAL	299
2023 Total	262



CODE ENFORCEMENT BY THE NUMBERS

Zoning Violations

January 1st, 2024 - December 31st, 2024

	# of Violations
Inoperable Vehicles	16
Boats / Recreational Vehicles (RVs)	0
Excessive Vegetation	11
Nuisance (Trash/Debris)	7
No Permit	3
Others	7
2024 YEARLY TOTAL	44
2023 Total	71

Note: 600+ unauthorized signs removed from Town right-of-way by Planning Department staff in 2024.

*The zoning violations totals are for notices mailed to property owners and the totals do not include the zoning violations addressed through the Community Outreach and Education Program initiated in September 2022.

Door Hangers Issued

January 1st, 2024 - December 31st, 2024

	# of Door Hangers
Inoperable Vehicles	57
Boats / Recreational Vehicles (RVs)	22
Excessive Vegetation	20
Nuisance (Trash / Debris)	23
No Permit	Immediate violation
Others	6
2024 YEARLY TOTAL	128
2023 Total	95

The Department has found that the Community Outreach and Education Program is more successful and faster in resolving zoning issues compared to mailing formal notices. Based on our experience, residents respond more positively to the door hangers and are more willing to work with staff to resolve the zoning issue. This allows our Department to be more efficient by resolving zoning issues without issuing and mailing notices of correction and violation.



CODE ENFORCEMENT BEFORE AND AFTER

Nuisance (Excessive Debris)



Missing Building Numbers

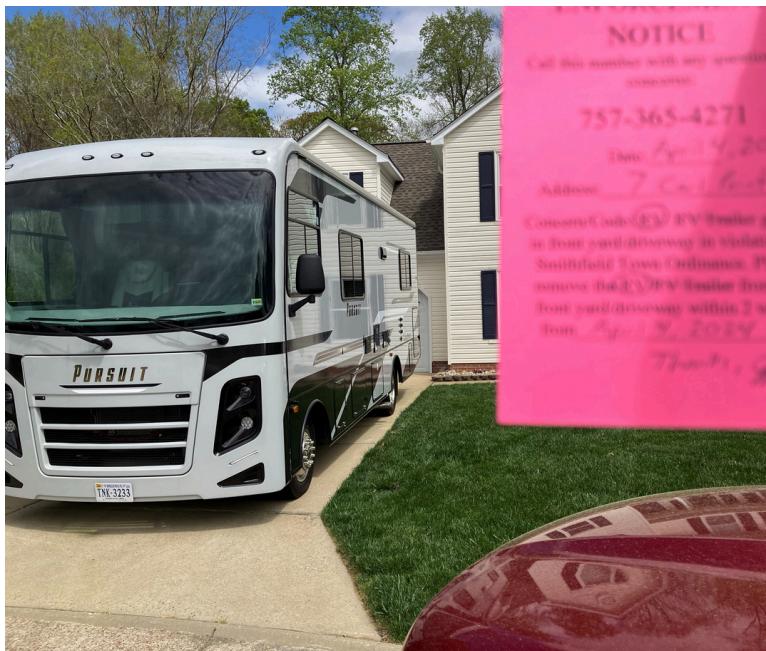


CODE ENFORCEMENT BEFORE AND AFTER

Recreational Vehicle (RV) Violation



Recreational Vehicle (RV) Violation



CODE ENFORCEMENT BEFORE AND AFTER

Excessive Vegetation (Grass Height Violation)



Clearing outside Approved Limits of Disturbance



CODE ENFORCEMENT BEFORE AND AFTER

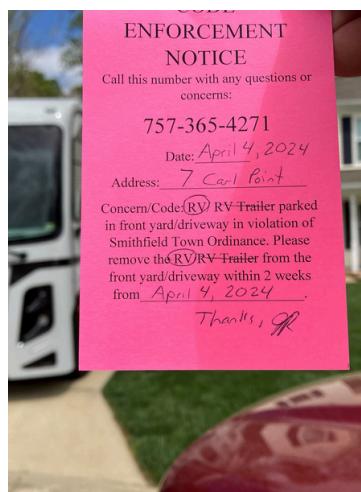
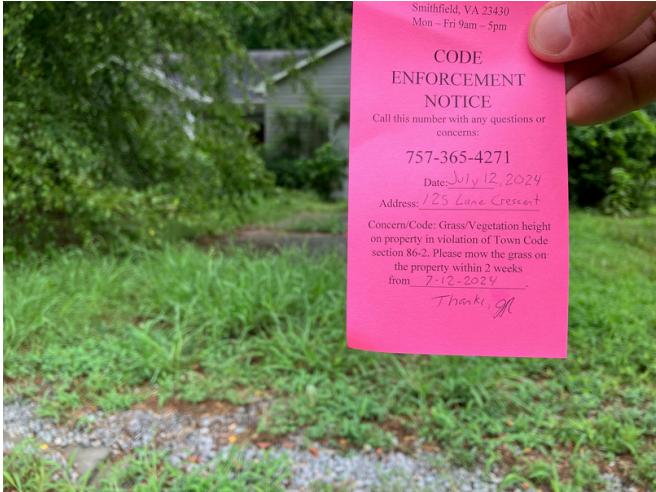
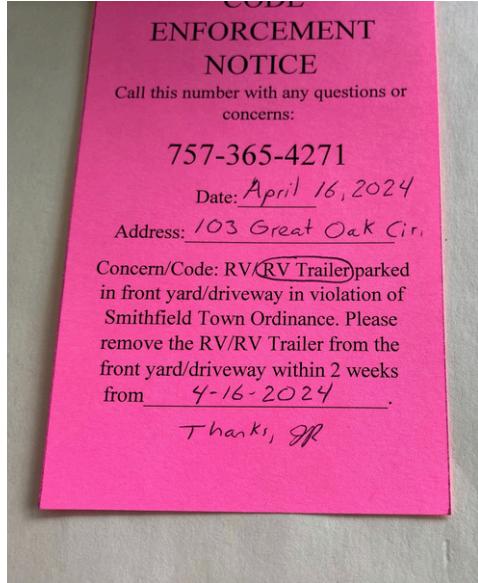
Erosion and Sediment Control Violation (unstabilized stock pile and failed silt fence)



Erosion and Sediment Control Violation (Illicit discharge and failed silt fence)



CODE ENFORCEMENT COMMUNITY OUTREACH & EDUCATION PROGRAM





We strive to provide exceptional service and support to our fellow departments, the Board of Historic and Architectural Review (BHAR), the Board of Zoning Appeals (BZA), the Planning Commission, the Town Council and most importantly the Town residents.

We are happy to address any questions or concerns that you may have and look forward to working with you in the future.

Thank you! Happy New Year!

Tammie Clary

Community Development &
Planning Director

Mark Kluck, MPA

Planner II

Caitlyn Bunch

Planner I

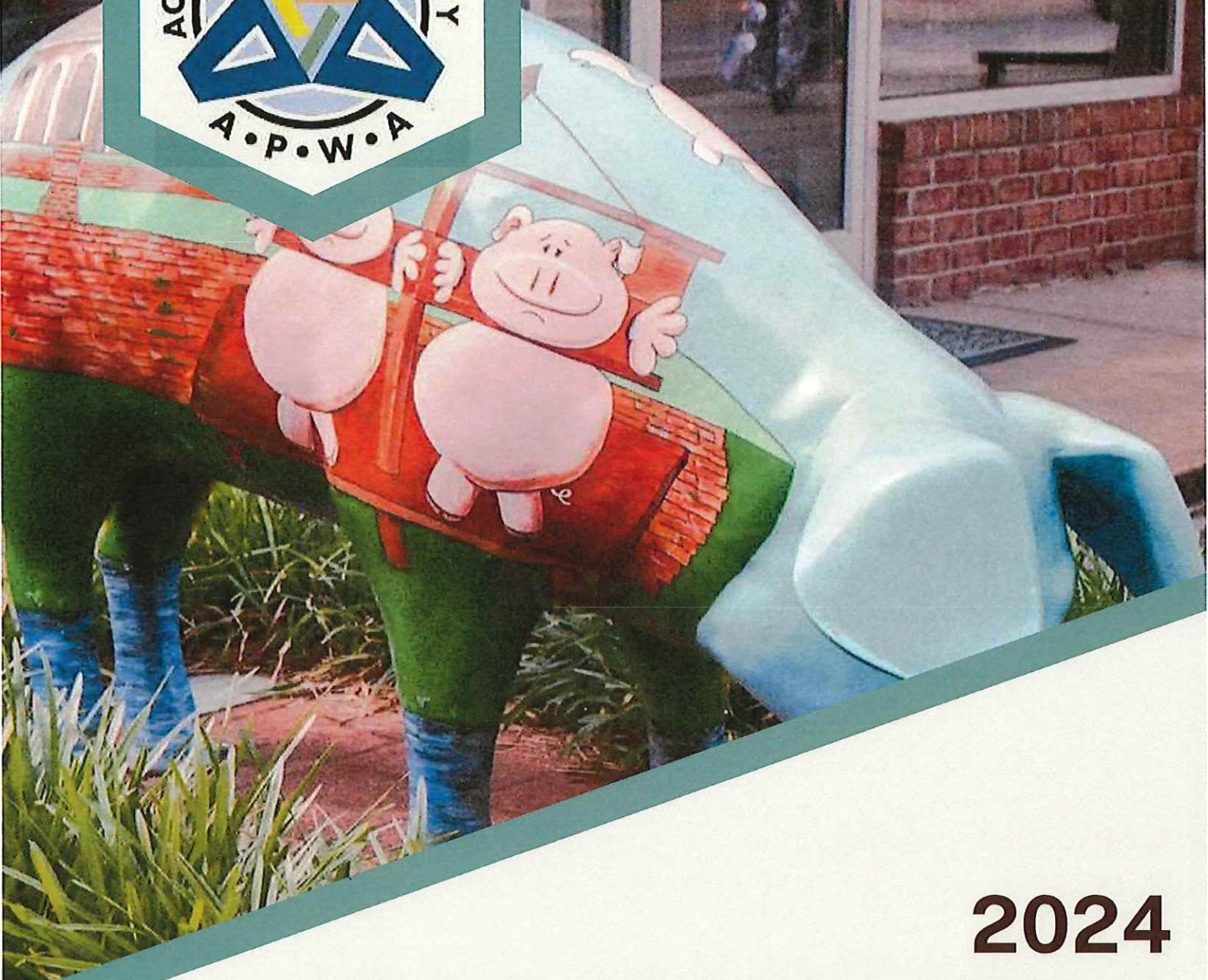
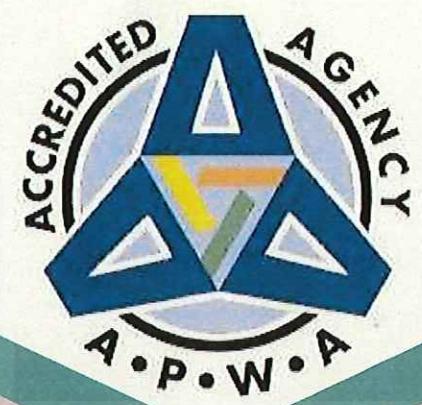
Joseph Reish

Code Compliance Inspector





PUBLIC WORKS & UTILITIES



2024 TOWN OF SMITHFIELD PUBLIC WORKS & UTILITIES ANNUAL REPORT

Staff Achievements and Training

- The Public Works and Utilities Department holds a safety meeting each month.
- The Public Works and Utilities Department was awarded the HRSD Diamond Award for Eleven (12) consecutive years of perfect environmental compliance.
- Edward Heide was hired as the new Public Works and Utilities Director.
- Wayne Griffin returned from retirement as a part time Town Engineer.
- Katheen Wall was hired as the new RO plant manager.
- Isaiah Chambliss and Russell Savedge were hired as Utilities and Grounds Helpers
- Jeff Smith received the Robert S. Hopson Leadership Service award.



Major Projects Completed

- Two new work trucks were purchased and outfitted.
- Mallory Point project is underway.
- LCOV installed service lines as part of the Red Point Heights waterline project.
- Vac Truck storage building was constructed

Work Orders & Service Orders

Completed

TASK	#of Activities	# of Hours
Building Repair & Maintenance	96	170
Grounds Maintenance	269	2772
High Usage Reports	83	78
Miss Utility Markings	3065	3284
Pump Station Maintenance	400	2523
RO Plant Maintenance	39	63
**Right of Way Work	350	3285
Sewer Line Repairs	185	1567
Water Leaks	82	531
Water Line Repairs	66	315
Water Meter Repairs	146	316
Water Meter Rereads	401	64
Water Samples Pulled	108	93
Well Inspections	11	44
Yearly Totals	5301	12290

Public Works & Utilities

January

- Town staff repaired water break at 208 Jordan Dr.
- VFW sewer tank was pumped out.
- AllFirst made repairs to pump station alarm system.
- Miss Utility marking
- Weekly and daily checks on all 27 pump stations.
- Read meters for billing.
- Water cut-offs and cut-ons.
- Minor repairs at town buildings.
- Installed and repaired street signs.
- Replaced and repaired broken water meters.
- Ground crews cut rights-of-way for water and sewer lines, leaf removal throughout town, and emptied trash cans on Monday and Friday.
- Ground crews removed Christmas decorations and live trees throughout town.

February



- Staff began cleaning high grease pump stations every 2 weeks.
- Staff started line cleaning for annual maintenance.
- Weekly and daily checks on all 27 pump stations.
- Staff repaired blocked sewer lateral at 308 Queens Ct.
- All first started work on control panel safety for arc flash at pump stations.
- Lewis Construction of Virginia (LVOC) connected 8" water lines on W. Main St. to remove a restriction in the line.
- Miss Utility marking
- Read meters for billing and to transfer property owners.
- Water cut-offs and cut-ons.
- Minor repairs at town buildings.
- Installed and repaired various street signs.
- Replaced and repaired broken water meters.

Public Works & Utilities

March

- Repaired broken sewer cleanout in driveway at 6 Dashiell Dr.
- Town assisted Lewis Construction with repair of a leak at 308 Hunters Way.
- RO plant staff and All First performed several repairs to ensure smooth operation of the RO plant.
- Public Works provided staff for traffic control at the St. Patrick's Day Parade.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility marking
- Read meters for billing and to transfer property owners.
- Minor repairs at Town Hall and town buildings.

April

- LCOV repaired sewer lateral visitors center, relocated clean out and existing lateral.
- Repaired broken sewer lateral at 452 Kendall Haven Town.
- LCOV repaired broken sewer lateral at 235 Main St. replaced 20' of lateral
- Removed pumps from Cypress and Lakeside pump station. Pumps were sent to a contractor for rebuilding.
- Town staff repaired water leak at 206 Middle St.
- RO plant staff and All First performed several repairs to ensure smooth operation of the RO plant.
- Read meters for billing and to transfer to property owners.
- Grounds crews cut rights-of-way on water and sewer lines, leaf removal throughout town, and emptied trash cans on Monday and Friday
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.



Public Works & Utilities

May

- Town staff repaired improperly installed sewer lateral at 200 Ayshire Loop
- Town staff replaced water meter for 954 Morris Creek Apartments.
- Punchlist created for Luter Acres
- Storm drains installed at Mallory Pt.
- LCOV completed storm drain repairs on Great Spring and Waterworks Rd.
- Read meters for billing and to transfer property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking
- Locate and repair sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.

June

- PW started sewer main line cleaning.
- Blair Bros completed paving projects in town.
- Town staff installed sewer clean out at 352 S. Church St.
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut rights-of-way on water and sewer lines, and emptied trash cans on Monday and Friday



Public Works & Utilities

July

- Inspected and cleaned sewer lateral at 501 Huntington Way.
- Diagnosed golf course pump station issue, ordered parts.
- made repair on water line at 811 S. Church St.
- Repaired water line at 2 Jamesview Circle.
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut rights-of-way on water and sewer lines, and emptied trash cans on Monday and Friday



August

- Installed 3 new cleanout boxes at the VFW. All work associated with the VFW was completed.
- James St. pump was removed due to bad seals and a broken plate.
- Replaced bad alternating switch at Waterford Oaks pump station.
- Repaired various water leaks around town.
- Completed replacing 1" meters and upgrading boxes at Morris Creek Appts.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking
- Locate and repair sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut rights-of-way on water and sewer lines, and emptied trash cans on Monday and Friday

Public Works & Utilities

September

- Town staff repaired sewer lateral at 105 and 107 Washington St.
- James St and Bradford Mews pumps stations prepped ahead of pump replacement.
- Repaired water leak at 112 Gleneagles.
- Repaired various water leaks around town
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking
- Locate and repaired sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut rights-of-way on water and sewer lines, and emptied trash cans on Monday and Friday

October

- PW&U maintenance crew completed 3 week cleaning cycle of pump stations.
- Town Maintenance crew repaired leak on service line at 610 Quail St.
- PW&U began lead and copper analysis for VDH.
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking
- Locate and repair sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut rights-of-way on water and sewer lines, and emptied trash cans on Monday and Friday



Public Works & Utilities

November

- Town staff completed sewer lateral repairs at 129 Lane crescent.
- Town staff conducted line cleaning around town with the vac truck.
- Replacement pump installed at James St pumpstation.
- Town staff conducted investigations and locations of lead and copper lines.
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking
- Locate and repair sewer line laterals in various locations.
- Minor repairs at Town Hall and other town buildings.
- Ground crews removed leaves from stormwater systems throughout Town.

December

- LCOV and town staff repaired sewer main line on Quail St.
- Tri State did sewer main line cleaning and inspection downtown.
- VCES installed new base Elbows at Bradford mews pump station.
- LCOV and town staff repaired waterline at 301 Watson Dr/
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking
- Locate and repair sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.



Reverse Osmosis (RO) Plant

January

- Operate RO Plant and monitor distribution system.
- All First replaced buzzer for front gate at RO Plant.
- All First repaired and replaced RO Plant alarm alert for entry inside plant.
- Plant Staff and Electrician disconnect main breaker to exercise Plant Generator on utility power for preventive maintenance.
- Plant staff remove large blocks of lime build-up on clearwell wall.
- All First testing signal for Wilson Road Elevated Tank.
- Plant staff completed and mailed all 1st Quarter samples for VDH.
- VDH and HRSD monthly reports completed.
- DEQ 4th Quarter monthly report completed.



February

- Operate RO Plant and monitor distribution system.
- All-First replaced and installed new batteries for RO Plant generator.
- Plant Staff repaired a water leak on the finished water panel.
- Plant Staff perform preventative maintenance on lime gear box and auger.
- Plant Staff grab water samples for Public Works Superintendent.
- Plant Staff complete and shipped EPA water samples.
- All-First replaced digital scale read out on Lime feeder panel.
- VDH 3-year inspection for RO Plant.
- 3rd stage membrane replacement for RO Skid.
- VDH and HRSD monthly reports complete.
- All-First installed electrical conduit for Well# 10a flush valve installed

Reverse Osmosis (RO) Plant

March

- Operate RO Plant and monitor distribution system.
- Plant staff changed Cartridge Filters Raw Water Chamber.
- All-First installed intermittent spool for Lime Feeder and a new digital display on Lime Feeder Control Panel.
- AC Constructor HVAC performs Biannual preventive maintenance on RO Plant air conditioners units.
- All First perform annual preventive maintenance on RO Plant Generator.
- AC Constructor HVAC perform installation of control module for AC unit.
- HRSD conducted a 7-day composite sampling on RO Plant concentrate pump station.
- All-First onsite to troubleshoot for Well#10 high discharge pressure alarm,
- Discharge valve repair, and RO skid Blend valve.

April

- Operate RO Plant and monitor distribution system.
- All-First onsite to troubleshoot RO Plant Loss Communication, and SCADA processes.
- All-First replaced ethernet port for RO Plant PLC system.
- All-First onsite to re-boot RO Plant SCADA system.
- Hach technician onsite to perform preventive maintenance on CL/17 and CA610 analyzers.
- A.C. Schultes onsite to for Well 10a flow testing and sampling for repair project.
- All-First onsite to replaced UPS on finish water panel.
- A.C. Schultes onsite to disconnect piping for Well 10a.
- CCE onsite to troubleshoot Operator's control room computer.



Reverse Osmosis (RO) Plant

May

- Operate RO Plant and monitor distribution system.
- A.C. Schultes completed cleaning lining for Well # 10a.
- All-First repair leak on finish water panel.
- All-First replaced flow meter on finish water panel hypo and lime feed system.
- A.C. Schultes ran a camera system on Well # 10a.
- All-First ran conduit for ethernet to supervisor's trailer.
- VDH and HRSD monthly reports complete.
- Plant staff resolve services call at 19217 Battery Park Road

June

- Operate RO Plant and monitor distribution system.
- All-First repaired leak in chemical room of RO Plant.
- All-First re-set tripped breaker in Concentrate Pump station.
- All-First replaced fiber converter for PLC concentrate pump station.
- A.C. Schultes on-site to finish up Well 10a Rehab Project.
- All-First repaired concentrate bypass pump electrical conduit
- Plant Staff exercised emergency concentrate bypass pump for 1 hour.
- VDH and HRSD monthly reports complete



Reverse Osmosis (RO) Plant

July

- 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.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ.
- A.C. Shultes has installed well #10 and bacterial samples are being taken now so we can put it back online.
- New Plant Supervisor Kathleen Wall started on 7/22/2024
- RO Plant received the Diamond Excellence Award for 12 consecutive years of excellent compliance.2012 - 2023 .

August

- Operate RO Plant and monitor distribution system.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- Performed monthly routine tasks including but not limited to:
- Daily Inspection of RO Plant and grounds.
- Monthly Tank inspections.
- Inspect and exercise plant generator monthly.
- Fill antiscalant day tank.
- Truck Inspections.
- Routine service of lime system.
- Service online fluoride and chlorine analyzers.
- Calibrate online turbidimeter and pH meter.
- Check and replace air filters.
- Test Alarms.



Reverse Osmosis (RO) Plant

September

- Operate RO Plant and monitor distribution system.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- Performed monthly routine tasks including but not limited to:
- Daily Inspection of RO Plant and grounds.
- Monthly Tank inspections.
- Inspect and exercise plant generator monthly.
- Fill antiscalant day tank.
- Truck Inspections.
- Routine service of lime system.
- Service online fluoride and chlorine analyzers.
- Calibrate online turbidimeter and pH meter.
- Check and replace air filters.
- Test Alarms.

October

- 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.
- Operate RO Plant and monitor distribution system.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- Performed monthly routine tasks including but not limited to:
- Daily Inspection of RO Plant and grounds.
- Monthly Tank inspections.
- Inspect and exercise plant generator monthly.



Reverse Osmosis (RO) Plant

November

- Done inspections at emergency wells.
- Changed out cartridge filters.
- Flushed hydrants for taste and odor control.
- Monthly reports.
- Test Alarms.
- Operate RO plant and monitor distribution system
- Daily lab analysis, monthly sampling, and reports for VDHn HRSD, DEQ and RO contractors

December

- 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.
- VCES replaced blend flow valve and sump pump.
- Cleaned lime feeder.
- Changed cartridge filters.
- Collected composite sample for HRSD.
- Winterized plant.



PUBLIC WORKS SAFETY PROGRAM/TRAINING/ ACCREDITATION

Public Works has a monthly safety meeting. Training for 2024 included Cold weather stress and safety, Emergency response for hazardous waste, Ergonomics, Emergency excercises, Trenching and Excavation, Chainsaw/ Heat stress safety, Confined space, PPE, Defensive driving, Fire extinguisher training, Snow removal/ plow safety, and Lockout/ tagout. Annual review of Emergency Response Plan was also done. In addition, most all employees received the various certifications as needed.

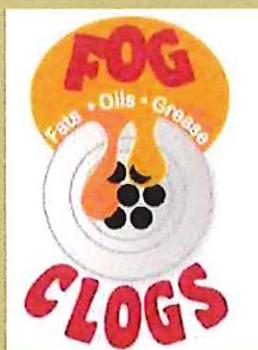


FOG/ Backflow/ Septic Tank Pump Out Program

A. Inspections to ensure compliance from Food Service Establishments (FSE's) in log keeping and certifications of their employees through HRFOG, giving extra education to owners and employees. FSE walk throughs with owners to ensure that FOG (Fats, Oils, and Grease) is being disposed of properly. Going over FSE's cleaning procedures and adjusting as needed. Scheduling extra visits/inspections when needed to ensure compliance. Working to reach residential attention and education of FOG in the issue areas, working to send letters to those in the issue areas to help reduce FOG in sewer systems and pump stations. Adding reminders of "what not to flush" to water bill messages. Attendance of HRPDC's FOG Committee meetings and FOG Webinars. Attendance of the FOG Interceptor Seminar. Recertification of the Regional FSE Certification through HRFOG and HRPDC.

B. Implemented the Backflow and Cross Connection Program through backflow inspections of new systems installed to ensure compliance through applicable regulations and ordinances. Inspections of irrigation systems that are disconnected to ensure proper disconnection and looking for risks of cross connections. Inspections to ensure correct information is given on backflow test reports. Inspections also include failed devices, to ensure that backflows are reinstalled or repaired up to manufacturer specifications and our ordinances and regulations. Sending letters to backflow owners for inspection requests, backflow test reminders, non-compliance notices, and failed test notices. Attendance of HRCCC virtual meetings.

C. Maintaining the Septic Pump Out Program by sending out reminders to septic tank owners to get their tanks pumped and to send in the invoice for our records. Sent out non-compliance notice when septic tank owners fail to comply with deadlines on pump out notices. Also sending reminder letters for septic owners in the following year, so residents can be aware that their pump out date is approaching.



Engineering

The Town continued to perform numerous repairs, large & small, to drainage structures, ditches and pipe systems involving the storm sewers throughout the Town. Areas that we were involved in were, Smithfield Boulevard, Winchester Place, Turnberry, Greenbrier Lane, Muirfield, Cypress Creek Pkwy., Battery Park Road, Azalea Road, Canteberry Lane, Wilson Road, Moonefield Drive, Kerr Place, Southampton Court, St. Andrews, Lochview & Westminster Reach. We also continued the ditch cleaning schedule within the Town that includes over 60 storm water outfall ditches.

For this year the following streets were overlayed with a minimum 2-inch asphalt surface mix; Waterworks Road, Gleneagles, Cary Street & the third phase of Moonefield Drive. There have been many pavement patch repairs performed throughout the Town. Some of the streets involved were Azalea Drive, Cypress Creek Pkwy., Cockes Lane, Great Spring Road, Moonefield Drive, Quail Street, Greenbrier Lane, James Street, Washington Street, Wilson Road, Beale Avenue, & Jericho Road.

Several sidewalk and curb repairs were completed; the areas were on Wellington Circle in the Wellington Estates subdivision, South Church Street & Main Street.

Roadway line striping was installed on Waterworks Road, Battery Park Road and Moonefield Drive



Engineering

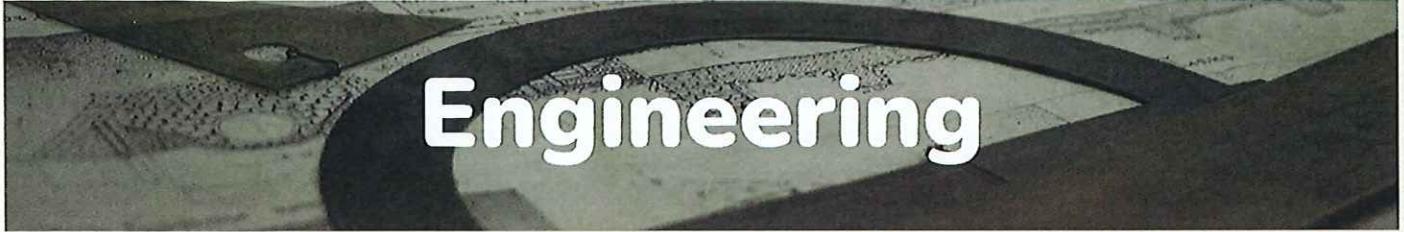
There continues to be a coordinated effort between the Town and the local utility companies and the maintenance work that they require. Right of Way / Easement permits were issued to the utility companies involving their maintenance projects.



Smithfield Lake Dam: Field inspections continue to be held throughout the year involving the Dam. No structural deficiencies have been noted 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 the Department of Conservation & Recreation. The Town has now purchased a level sensor which is currently being scheduled for installation. It will be installed in the emergency outfall area.

There have been coordination meetings held with VDOT regarding the proposed Cypress Creek bridge deck repair. The project is currently on going. All bridge deck sections on the east side of the project along with parapet wall replacement have now been completed. The bridge abutment on the north end of the project was partially removed and replaced. Guardrail sections along the North side of the approach area have now been replaced and tied into the bridge. Paving on the north side of the approach is being scheduled.

UPC: 111808 Smithfield to Nike Park Trail – Segment 3 _ Alternative Analysis. This project with respect to the Urban Funding aspect of the project has now been completed. All required project documentation has been forwarded to VDOT. Site plans have been developed and approved and the Town along with Kimley – Horn is currently reviewing sources of funding for the proposed construction of the project.



Engineering

Various Maintenance projects which have been designed and approved awaiting funding:

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.

Battery Park Road culvert outfall and ditch enhancements project which is located near Greenbriar Lane. The site plans are complete and approved.

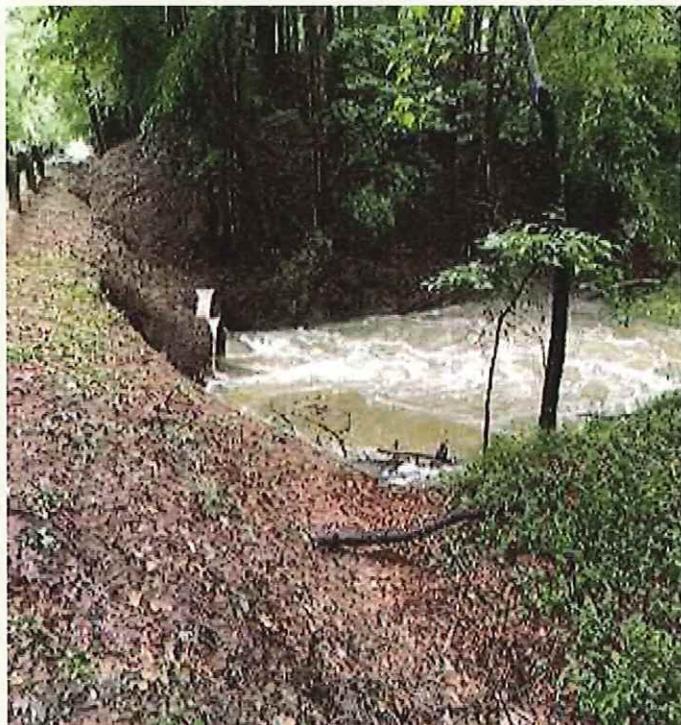
Cedar Street culvert outfall storm pipe extension and shoulder repair. Site plans are complete and approved. Additional drainage easement areas are being acquired.

East Street ditch relocation and improvement. Site drainage easement has been obtained, site plans have been developed and approved.

Sykes Court curb & gutter and sidewalk replacement project.



Engineering



Pagan Road storm water ditch repair and outfall relocation. Site plans have been completed and approved. This project was completed and has been observed during recent storm events. The area appears to be handling and releasing stormwater better than previously.

With regards to the Mallory Farms Subdivision Phase A Section I, inspections of the stormwater structures and storm pipe installation have been performed. Also, the subdivision street inspections in so far as proof rolls of the subgrade, subbase materials have been performed. In regard to Phase B Section II, the contractor has begun clearing of the site. We have continued the review and comment on the Phase B & C site plans.

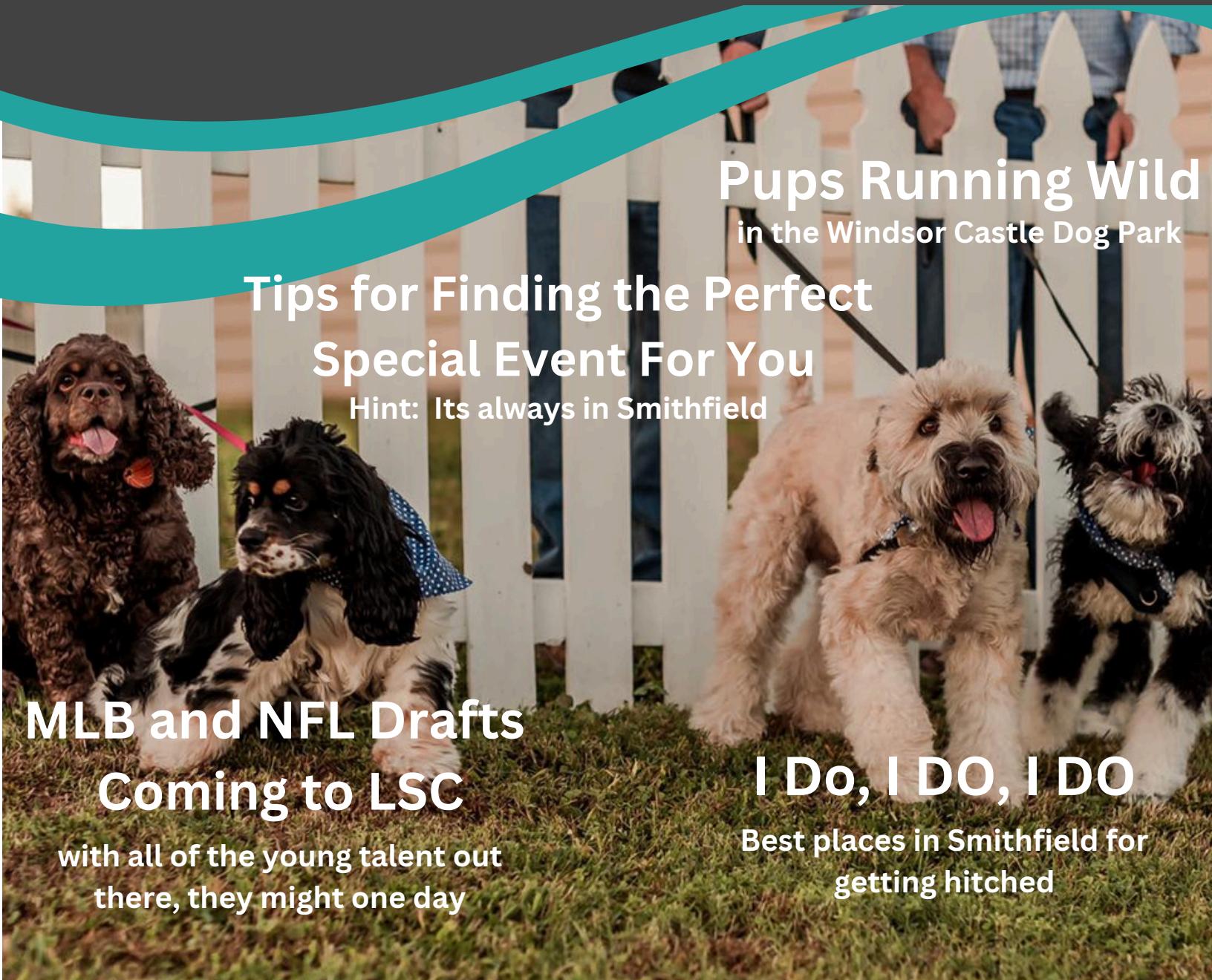
Cypress Creek Subdivision Phase VI, a close out inspection has been carried out and the developer's contractor is currently repairing areas that were noted on the punch list.



PARKS & RECREATION REPORT

Smithfield Parks Magazine

2024 ANNUAL
REPORT ISSUE



Pups Running Wild
in the Windsor Castle Dog Park

Tips for Finding the Perfect
Special Event For You

Hint: Its always in Smithfield

MLB and NFL Drafts
Coming to LSC

with all of the young talent out
there, they might one day

I Do, I DO, I DO
Best places in Smithfield for
getting hitched

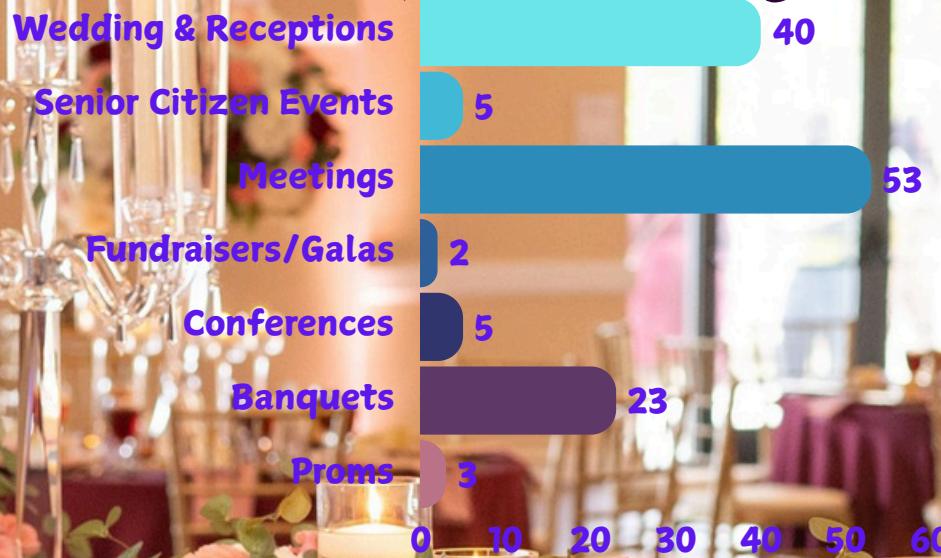
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3

SMITHFIELD CENTER

EVENT TYPES



ANNUAL TOTAL REVNUE COMPARISON

2020

2021

2022

2023

2024

\$ 125,790

\$ 127,358

\$ 173,616

\$ 186,583

\$ 178,200

WINDSOR CASTLE

EVENTS

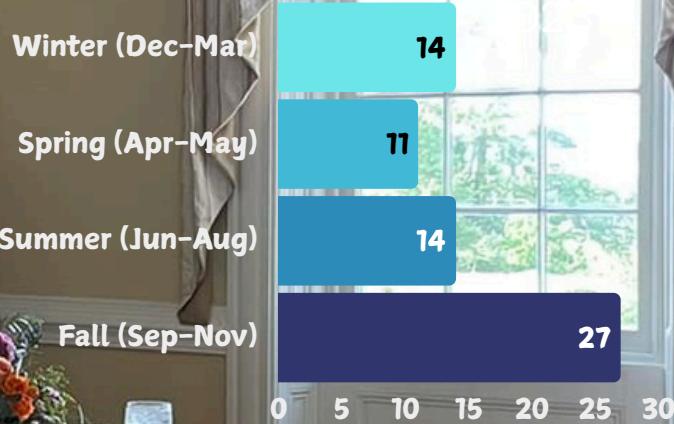
ANNUAL TOTAL REVENUE COMPARISON

2020	\$ 29,580
2021	\$ 72,077
2022	\$ 73,742
2023	\$ 72,503
2024	\$ 58,758

*2024 revenue decrease is in large part due to folks not wanting to do an outside wedding. Tent and furniture rentals have increased therefore make it too costly.

9 Weddings in 2024
compared to
13 Weddings in 2023

PERCENTAGE OF BOOKINGS BY SEASON



WINDSOR CASTLE PARK

PEDESTRIAN COUNTER ANNUAL STATS

2024	63,967
2023	67,224
2022	71,443

Note: The pedestrian counter only counts at one area of the park so patrons that use other entrances and do not walk the entire trail are not captured in the above numbers.

Park Programming

Walk with a Doc
Master Naturalists-Interpretive Signage
Bird Walks
Tree Walks

WINDSOR CASTLE PARK

Kayak Kiosk 2024 Revenue Share

Month	No of Rentals	Town's Share of Revenue
Mar 2024	5	\$ 62
Apr 2024	26	\$ 310
May 2024	69	\$ 885
June 2024	115	\$ 1557
July 2024	99	\$ 1375
August 2024	105	\$ 1407
September 2024	45	\$ 620
October 2024	31	\$ 382
November 2024	7	\$ 82
2024 TOTAL to date		\$ 6,680
2023 TOTAL (started Jul 2023)		\$ 3088

Trail Doctors volunteered over 129 hours on various projects for 2024. It included trail repairs, invasive species treatments and storm cleanup.

LUTER SPORTS COMPLEX

ANNUAL TOTAL REVENUE COMPARISON

\$ 35,925	\$ 34,269	\$ 34,124	\$ 32,787	\$ 31,972
2020	2021	2022	2023	2024

Our two recreation groups are the majority users of the fields so that leaves little availability for outside rentals.



CLONTZ PARK



Clontz Park continues to be a favorite spot for boaters and fishermen alike. Most summer days the parking lot is full of trucks and trailers. July 2 this park is the launch site for the spectacular annual fireworks display.

SPECIAL EVENTS

JANUARY		
Saturday, January 13, 2024 Windsor Castle Park	Festival 2000 p	BOB Festival
MARCH		
Saturday, March 9, 2024 Smithfield Center	Fundraiser 350 p	IOW Academy Gala
Saturday, March 16, 2024 Main Street	Parade 3000 p	St Patricks Day Parade
Saturday, March 23, 2024 Smithfield Center	Flea Market 500 p	Women's Club Flea Market
APRIL		
Saturday, April 6, 2024 Town Streets	Bike Race Portion 500	YMCA Triathlon
Saturday, April 13, 2024 Windsor Castle Park	Festival 3500 p	Wine Fest
Saturday, April 20, 2024 Windsor Castle Park	Circus 300 ea show	Lewis and Clark Circus
Saturday, April 27, 2024 Smithfield Center	Prom 200 p	Windsor Prom
Saturday, April 27, 2024 Windsor Castle Park	Bike Race 500 p	Tour De Cure
MAY		
Saturday, May 11, 2024 Smithfield Center	Prom 450 p	Kings Fork Prom
Saturday, May 11, 2024 Clontz Park	Kids Fishing Clinic 450 p	Kiwanis Fishing Clinic
Saturday, May 18, 2024 CANCELLED -Main Street	Art Show 3000 p	Arts Festival
Monday, May 27, 2024 Veterans Memorial	Community 150 p	Memorial Day Service
JUNE		
Saturday, June 1, 2024 Smithfield Center	Prom 450 p	Smithfield Prom
Saturday, June 8, 2024 WC Trails	Race 80 p	Windsor Castle 10 hour race
Wednesday, June 19, 2024 Main Street	Festival 500 p	Juneteenth Celebration
JULY		
Tuesday, July 2, 2024 Town Streets	Community 1000 p	Town Fireworks
Tuesday, July 2, 2024 Smithfield Center	Community 100 p	Ruritan Fireworks Celebration

SEPTEMBER		
Thursday, September 5, 2024 Smithfield Center	Concert 400 p	Summer Concert Series Finale
Wednesday, September 11, 2024 Windsor Castle Park	Cross Country Meet 200 p	Windsor High Cross Country
Saturday, September 21, 2024 LSC	Community 100 P	Relay for Life
Saturday, September 21, 2024 Windsor Castle Park	Cross Country Meet 700 p	Smithfield High Cross Country Meet
Saturday, September 28, 2024 Main Street	Market 7000 p	Autumn Vintage Market
OCTOBER		
Tuesday, October 1, 2024 CANCELLED-LSC	Community 500 p	National Night Out
Wednesday, October 2, 2024 Windsor Castle Park	Cross Country Meet 200 p	Windsor High Cross Country
Thursday, October 3, 2024 Windsor Castle Park	Cross Country Meet 200 p	IWA Cross Country Meet
Friday, October 4, 2024 Main Street	Parade 300 p	Smithfield High Homecoming Parade
Saturday, October 5, 2024 Windsor Castle Park	Festival 3500 P	Bacon and Bourbon Festival
Saturday, October 12, 2024 Town Streets	5K Race 1000 p	Hog Jog
Thursday, October 24, 2024 Main Street	Shopping Event 1000 P	Witches Night Out
Saturday, October 26, 2024 LSC	Softball Tournament 1000 p each day	SRA Softball Tournament
Thursday, October 31, 2024 Main Street	Community 2000 p	Halloween Safe Trick or Treat

SPECIAL EVENTS

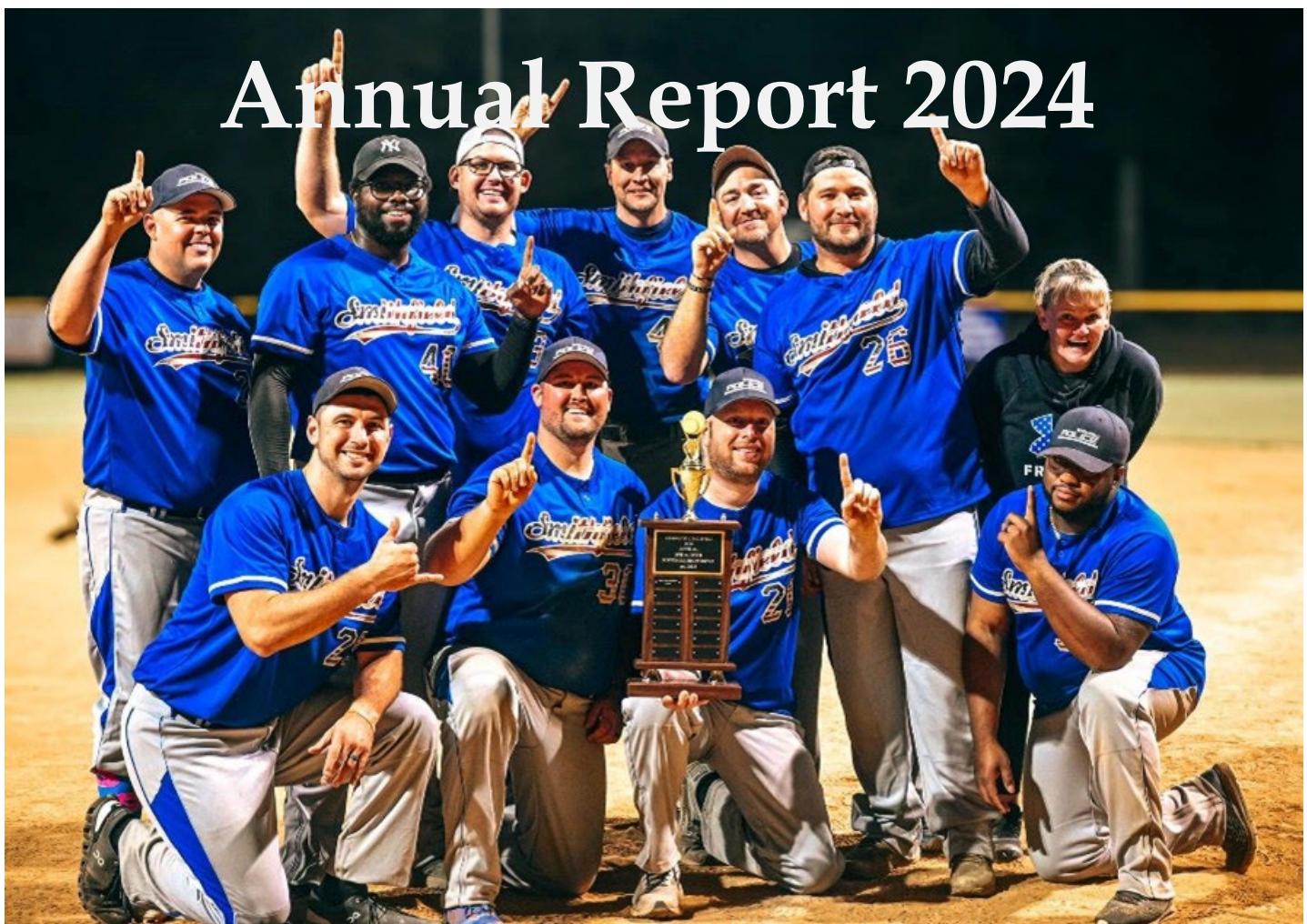


NOVEMBER		
Friday, November 1, 2024 Smithfield Center	Fundraiser 200 p	IOW Schools Education Gala
Saturday, November 2, 2024 LSC	Softball Game 300 p	PD Vs Fire Dept Softball Showdown
Saturday, November 2, 2024 Windsor Castle Park	Car Show 300 p	Ruritan Car Show
Wednesday, November 6, 2024 Windsor Castle Park	Cross Country Meet 700 p	Smithfield High Cross Country Meet
Thursday, November 7, 2024 Windsor Castle Park	Cross Country Meet 200 p	Lakeside High Country Meet
Monday, November 11, 2024 Smithfield Center	Community 150 p	Veterans Day Ceremony
Friday, November 22, 2024 Windsor Castle Park	ROTC Exercise 50 p	Hampton Roads Naval ROTC
Friday, November 22, 2024 Times Square	Community 200 p	Tree Lighting Ceremony
Saturday, November 23, 2024 Main Street	Market 10,000 p	Mistletoe Evening Market
DECEMBER		
Saturday, December 7, 2024 Smithfield Center	Antique Show 300 p	Antique Show
Saturday, December 7, 2024 Windsor Castle Park	House Tours 700 p	Christmas in Smithfield
Saturday, December 14, 2024 Smithfield Center	Community 200 p	Breakfast with Santa
Saturday, December 14, 2024 Main Street	Parade 3000 p	Christmas Parade
Friday, December 20, 2024 Smithfield Center	Concert 400 p	Big Band Christmas Concert



SMITHFIELD POLICE DEPARTMENT

Annual Report 2024



**Smithfield
Police
Department**



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Letter from the Chief

I take great pleasure in extending my heartfelt congratulations to the dedicated men and women of the Smithfield Police Department for their exceptional achievements in enhancing the safety and well-being of our community. Through your unwavering dedication and hard work, Smithfield has become a safer place to live, work, and visit. Your selfless commitment to ensuring the security of others, despite the countless hours spent away from your families, is truly commendable.

The Department's 2024 annual report serves as a testament to the fruits of your labor, presenting impressive statistics that reflect the outstanding professional services provided to the citizens of our town. However, these numbers merely scratch the surface of the remarkable efforts that have been exerted through rigorous training and preparation over the past several years. Smithfield's continuous ranking among the safest cities in the Commonwealth is a testament to the collective hard work and dedication we have demonstrated. We understand that these achievements were not accomplished in isolation, but rather through the establishment of robust community partnerships between the people and the police. As we move forward, it is vital that we continue to strengthen existing relationships and nurture new ones, ensuring the continuous growth of our community, our profession, and ourselves.

Our pledge to maintain our certification as a crime prevention community necessitates ongoing initiatives. We must enhance existing programs, introduce new initiatives rooted in best practices, harness the potential of technology, and uphold our agency's accreditation. By securing these certifications, we wholeheartedly embrace our mission to provide the Commonwealth of Virginia and the citizens of the Town of Smithfield with a responsive, professional, and dynamic Police Department.

The achievements we have accomplished thus far embody our unwavering dedication to honor, community partnership, and integrity - the very values that underpin our daily responsibilities. It is through the embodiment of these values that we can ensure a safer and more prosperous future for our beloved town.

Thanks for a Job Well Done!

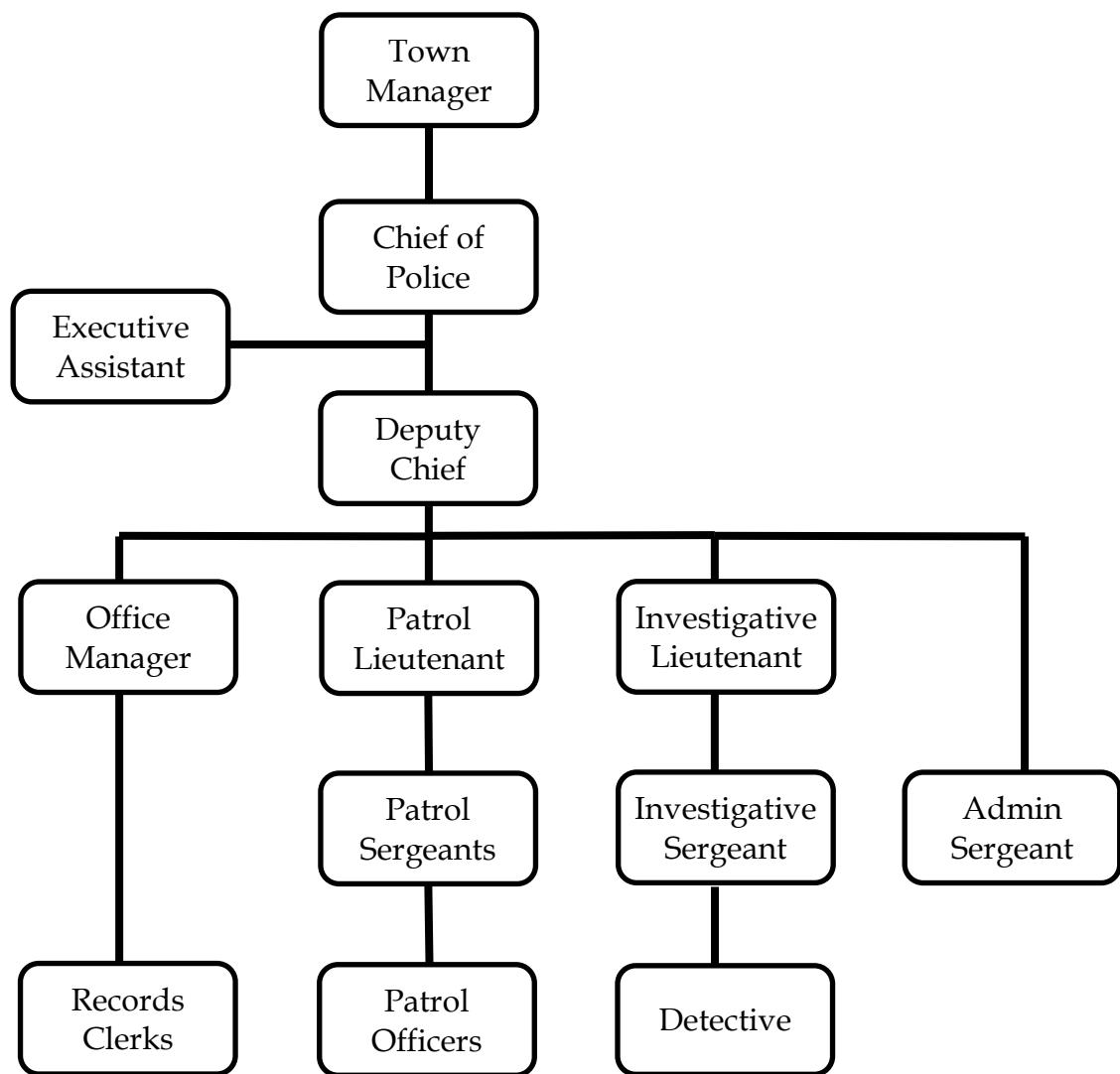
Chief Alonzo Howell

Mission Statement



“To provide the Commonwealth of Virginia and Town of Smithfield a dynamic, responsive, professional police department that forms a partnership with the community in order to preserve law and order, achieve mutually beneficial goals and objectives, and provide security and safety services in the most efficient and effective manner”

Organizational Chart



Divisions

Patrol Division

The Patrol Division is the backbone of the Smithfield Police Department. Patrol is responsible for answering calls for service, incident reporting, traffic control, community engagement, and crime prevention. The patrol division is comprised of 13 patrol officers, four patrol sergeants, and one patrol lieutenant. In 2024, one officer was promoted to Patrol Sergeant, and one officer was promoted to Master Police Officer.

We proudly present a comprehensive overview of the Patrol Division's performance, reflecting our unwavering commitment to community safety and proactive law enforcement. This section will delve into the key statistics that highlight the impact of our Patrol Division. These figures demonstrate Patrol's operational efficiency and effectiveness and underscore our ongoing dedication to fostering a safe, secure, and connected community.

	2021	2022	2023	2024
Calls for Service				
Calls for Service	6869	7005	7458	8334
Self-Initiated	5120	6479	5950	12101
Traffic				
Traffic Stops	1148	1443	1552	2627
Summons Issued	1020	1013	555	1044
Warnings	315	544	1059	1696
Crashes				
Total Crashes	268	186	239	252
-Reportable	110	95	97	115
-Non-Reportable	158	91	88	137
Arrests				
Felony Arrests	23	38	37	48
Misdemeanor Arrests	104	79	115	172
DUIs	27	18	21	29

Investigations Division

The Investigations Division is tasked with conducting comprehensive investigations into complex crimes. Investigations are responsible for follow-up investigations, forensics, and undercover operations. Detectives in the Investigations Division undergo specialized training in investigative techniques, forensic science, legal procedures, and specific crime area expertise. Given the evolving nature of crime, continuous professional development is crucial, especially with technological advancements and cybercrime. The Investigations Division is comprised of one sergeant and one lieutenant. In July of 2024, we added a new detective position to the Investigative Division.

We are proud to highlight the remarkable achievements and steadfast diligence of our Investigations Division. This section will thoroughly examine key statistics on specific crime categories within our community.

Part A Crimes	2021	2022	2023	2024
Murder	1	0	2	0
Rape	0	0	1	0
Sex Offenses	2	4	6	8
Robbery	2	7	3	3
Aggravated Assault	9	12	16	15
Arson	0	1	0	0
Vehicle Theft	7	4	4	3

Part B Crimes	2021	2022	2023	2024
Simple Assault	55	46	57	62
Burglary	5	3	3	9
Larceny	111	98	89	93
Forgery	4	4	3	5
Fraud	48	37	43	48
Embezzlement	54	2	2	3
Destruction of Property	99	59	52	50
Drug Offenses	11	20	17	18
Weapons Offenses	15	5	17	11

Community Policing

Our community policing initiatives are the cornerstone of our department's approach to fostering a safer community. During 2024, our dedicated officers have deepened their engagement with the community through various programs, partnerships, and dialogue forums aimed at building trust, understanding, and collaborative problem-solving with the citizens we serve. These efforts have strengthened the bonds between our department and the community and played a crucial role in enhancing public safety, reducing crime, and proactively addressing community concerns. As we reflect on this past year, we are encouraged by the positive outcomes of these initiatives and remain committed to advancing our community policing strategies in the years to come.

2024 Community Relations

- CASA Meetings
- IOW Council on Aging Sweetheart Ball
- Easter Basket Giveaway
- Kiwanis Fishing Clinic
- Toys for Tots Annual Foster Day
- Westside Elementary Field Day
- Farmer's Market Dunk Tank
- Cones with Cops
- Station 50 Open House
- Smithfield Villas Community Discussion
- Back to School Bash (Main St Baptist)
- Isle of Wight County Fair
- National Night Out
- School Safety Forum (Main St Baptist Church)
- Halloween on Main
- SVFD vs SPD Softball Showdown
- Senior Scam Presentation
- Fill-A-Cop Car (Food Lion & Kroger)
- Council on Aging Christmas Ball
- "Wednesday High Fives" (Westside Elementary School)



Training

Recognizing the ever-evolving landscape of law enforcement and community needs, we have significantly invested in advanced training for our officers, encompassing a wide range of skills from tactical response and legal updates to mental health awareness and cultural competency. These initiatives are designed to enhance our officers' operational effectiveness and safety and deepen their capacity for empathetic, informed interactions with the community. Our commitment to continuous learning and development reflects our dedication to excellence in policing and our unwavering commitment to serve and protect our community with the highest standards of professionalism.

2024 Training

- General Instructor Training
- Emergency Response Team
- Taser Instructor Training
- In-Service Training
- Law Enforcement Interrogation Class
- Gang Training
- Search & Rescue Training
- Leadership Training
- RADAR/LIDAR
- Crisis Intervention Training
- Active Shooter
- Boat Team Training
- Field Training Officer
- Search & Seizure
- Gracie Survival Tactics Instructor
- Background Investigations
- Threat Assessment Training
- Supervisor Leadership Institute
- Cellular Phone Analysis
- Police Motorcycle School
- Fentanyl Overdose Death Investigations
- Conducting Lighting Assessments
- Courageous Leadership
- Sex Assault and Special Victims Investigations
- Bicycle Officer Training
- Body Language and Threat Detection
- Intelligence Analysis Training
- Social Media Investigations
- Less Lethal Training
- Officer Involved Shootings
- Basic Telecommunicator School
- Biased Based Policing
- Domestic Terrorism & Hate Groups
- NIMS Training
- Robbery Investigations
- P&E Management
- Advanced Search & Seizure
- Criminal Investigations for New Detectives
- Investigations Using Cellular Technologies
- Autism Awareness and Safety
- Firearms Training
- Defensive Tactics Training
- Virginia Legal Updates
- Cultural Diversity
- Cellebrite School
- Armorer School
- Taser Legal Training
- Taser Training

Department Highlights

Top Cop



Sergeant Alan Lester received the Top Cop award in October for his action in June of 2024. He responded to a serious motorcycle accident. The motorcyclist had an arterial bleed from his leg. A citizen had put a makeshift tourniquet using a bungee cord on the leg. Sgt Lester applied a CAT tourniquet to the injury. It was determined that Sgt Lester's quick action directly contributed to saving the motorcyclist's life.

Reaccreditation

The Smithfield Police Department is proud to announce its reaccreditation for the seventh time, a distinction that reaffirms its longstanding commitment to excellence in law enforcement. Originally accredited in 2000, Smithfield PD has consistently demonstrated its dedication to professional standards and community-focused service. This seventh award underscores the department's ongoing efforts to uphold best practices, foster public trust, and maintain the highest level of professionalism for the citizens of Smithfield.



Certified Crime Prevention



On October 10, the Smithfield Police Department went in front of the DCJS Board and was recertified as a Crime Prevention Community. This is a prestigious certification that takes effort from the whole community and not just the Police Department. It is our 4th award.

It is Our Pleasure to Serve You!



Thank you for the continued support of the men and women of the Smithfield Police Department!



SMITHFIELD/IOW TOURISM REPORT



GENUINE
Smithfield

Savor Our Small-Town Southern Charm

Smithfield &
Isle of Wight
County Tourism

2024

Annual Report





PROMOTING OUR AREA, DELIVERING TAXPAYER DOLLARS

We are so proud of our work in 2024 to fulfill our mission of promoting Smithfield and Isle of Wight as an attractive travel destination. We accomplished this by focusing on three areas: successful programming, bringing resources together, and planning for the future.

From record-setting events to cooperation across government and private organizations, we accomplish more together for the good of everyone.

One way our success can be measured is activity: we supported/planned dozens of events throughout the year, conducted tours for 130 participants, and had over 41k direct visitor interactions in 2024. We are also strengthening coalitions with agencies from local businesses to national organizations while planning SAIL250.

We have been prudent with our funding. In the past year, we have secured over \$140k from non-IOW sources, allowing us to have broader impact with a lower budget than we would otherwise need.

The most compelling impact of Tourism, though, is economic. Hampton Roads visitors spent over \$50M in 2022, and in 2023 IOW visitors paid almost \$2.5M in taxes.

Tourism not only makes IOW a dynamic place to live, it also makes local businesses more viable and saves taxpayers money.

Smithfield & Isle of Wight Tourism is a community asset responsible for programs promoting the community as an attractive travel destination by enhancing its public image as a dynamic place to live, work, visit and play.

Successful programming

- NEW FOOD TOUR created, promoted and managed.
- Successful Restaurant Week promotion and results. Regional Restaurant Week committee formed for Coastal Virginia DMO's and localities. Concerted efforts being made to work together to coalesce best practices, share marketing and create a highly active restaurant promotion program.
- Coordinated effort for management of the Smithfield Christmas Parade continued coalescing Tourism; County Parks & Recreation; Town Parks & Recreation; and staff.
- Work with IOW Arts League and Smithfield Times to coordinate the Smithfield Summer Concert Series.
- Town website video updated. Worked with CGI regarding videos and banners.
- First annual community-wide JUNETEENTH celebration held!

Bringing resources together

- ARPA grant funding of \$50,000 completed and closed. Locality Awareness & Perception Study completed by the London Company for \$5,000. Google AdWords appropriated \$20,000 and is currently in progress. Zartico Visitor Research Study appropriated \$25,000. All spending, reimbursement work and results completed and in by June 2024.

- Additional Grants received from VTC (details in subsequent pages).
- Toast The Coast is a cooperative effort among Coastal Virginia Tourism entities to promote the craft beverage scene in our area. SMFD & IOW are partners in a grant for this received by Newport News Tourism Development Corp. This is a continuing and growing program.
- Work with the Luter Team to facilitate a covered Farmers Market capable of year-round activities at the new Grange @10Main. \$1.4M appropriated from the County 11/24. Work continues.
- Director served on a panel for the VA-1 Governors Tourism Symposium in November 2024 at the Homestead. Director was a

panelist for the student in training portion of the conference, acted as a moderator and performed introductions for a variety of sessions as part of her duties for VADMO and VRLTA.

- The Salty Southern Route (SSR) foodie driving trail continued and Sussex County rejoined at a full partnership level. New website to be created and managed. Collateral pieces created and distributed. Created partnership with VisitWidget to digitally enhance the trail with an online trail app.
- Hired new Marketing & PR Coordinator, Jennifer Haynes, but she resigned in November to return to the Museum sector.

(on next page)

New this year, the Sink your Teeth into Smithfield: A Food & History Walking Tour combines Smithfield's unique food scene with local stories.





INTEGRATED WITH OTHERS, PLANNING FOR THE FUTURE

(continued from previous page)

- Perry Weather stations will be forthcoming for warning regarding weather issues particularly regarding special events. Emergency Services will use a grant to pay for the bulk of the expense, but this may be a future budgetary expense for all of the partners-Schools, Town & County Parks & Recreation, Tourism, SVAE.
- VADMO – VTLI program began, which is a VA university accredited course. Director is in the first cohort with graduation in 2026. Session 3 will take place in Smithfield in June 2025.
- Bracey Welcome Center Blitz Set Up 10/1/24. The Coastal VA Tourism Alliance (CVTA) took over the Bracey Welcome Center for the month of October with promotional booths, swag and marketing opportunities. Smithfield & IOW represented!
- Hospitality Bags Delivered: 71
- Tourism Stakeholder Breakfast held to award Hospitality Heroes; Community Ambassadors; High Five Supporters and HAMBassadors.

Planning for the future

- Local VA250 Committee formed with interested parties including many historical organizations in the area. Tourism Director and Museum Director are heading up this committee. Currently meeting quarterly. Work continues on events and recommendations for the VA250 Commemoration. VA250 Tour Museum booked for May 2025.
- Continued efforts with SAIL250 Executive Committee to plan and implement SAIL250 event(s) in 2026. Smithfield will host two tall ships June 12-15, 2026 in conjunction with supporting events.

Hospitality Heroes (right) and HAMBassadors are acknowledged annually at the Tourism Stakeholder Breakfast



WORKING ON 2025, SETTING US UP FOR SUCCESS

- Website Redesign scheduled for launch in first half of 2025.
- Continue working through Cypress Creek Bridge replacement to lessen impact on Tourism Stakeholders in Historic District.
- Continue to work with Council and Board of Supervisors to determine plan and placement for new Farmers Market permanent structure.
- Explore grant opportunities with County E.D. through VA Main Streets; USDA; AFID; CDBG; VDACS. Continue work with EDA to form ownership plan.
- Work with SAIL250 Organization and Smithfield Station to bring tall ship(s) to Smithfield for VA250 in JUNE 12-15 of 2026. New event to be created around SAIL 250.
- Continue VA250 Initiative with Local Committee.
- Work to secure Boat Tour series.

- Continue success of NEWLY CREATED FOOD TOUR
- Hire new Marketing and PR Coordinator.



Agency of Record) regarding collaboration of advertising and marketing efforts going forward.

- Continue work with Coastal Hospitality Associates. They have expressed preliminary interest in building a hotel in IOW-potentially near the hospital or as part of the Grange.
- Create a Community Lifelines Plan with Will Drewery and County Emergency Services to include Visitor Services. Plan will be the first one completed in the State.





PARTNERING IN MANY WAYS FOR THE GREATER GOOD

SMITHFIELD VA EVENTS

Director and Special Event Coordinator are Board Members

SALTY SOUTHERN ROUTE

Regional trail partnership with Surry, Suffolk, Franklin/Southampton County. Sussex has rejoined the group.

SMITHFIELD 2020/ HISTORIC SMITHFIELD

Smithfield Historic District Economic Development and Revitalization Projects (ongoing)

VIRGINIA TOURISM CORPORATION (VTC)

- Director currently serves as Virginia Film Office Liaison
- Conduit for travel writers to our area
- Blitz opportunities at state welcome centers
- Utilization of VTC research
- Customer Service Training
- Grant opportunities
- Participation in website, Co-op marketing opportunities, trade shows, Travel Guide

VIRGINIA ASSOCIATION OF DESTINATION MARKETING ORGANIZATIONS (VADMO)

- Director is Past President. Director currently serves as Chair of Professional Development
- Director is part of the first VTLI (Virginia Tourism Leadership Institute) cohort. Class will be meeting in Smithfield in June 2025. Cohort graduation 2026.

A RESTAURANT LODGING & TRAVEL ASSOC. (VRLTA)

Director is Board Member

Tourism collaborates with SVAE, providing board leadership and staffing for events like BOB Fest.



REGIONAL VISITOR CENTER MANAGERS GROUP

Member

ISLE OF WIGHT CHAMBER OF COMMERCE

Director served as the past facilitator for the Chamber Youth Leadership Program

COASTAL VIRGINIA TOURISM ALLIANCE (CVTA)

- Member
- Director was 2019/20 President
- Support regional CVB/DMO Tourism efforts National Tourism Week

- Regional Website
- Professional Development
- Regional Marketing efforts
- Director serves on Marketing Committee
- Tourism Industry Advocacy

MERCHANTS OF DOWNTOWN SMITHFIELD (GMODS)

Member

SMITHFIELD SPECIAL EVENT COMMITTEE

DESTINATION DEVELOPMENT ASSOCIATION

VAFMA (VIRGINIA FARMERS MARKET ASSOCIATION)

Gold Member

SPEAKING ENGAGEMENTS

- WVEC Noon News show feature with Smithfield Restaurant Week 1/26/24. Guests Connie Chapman and Chili Hill.
- New Council Orientation 2/27/24
- Career Day 4/12/24 at Hardy Elementary
- Retail Alliance Trade Show in VA Beach 9/24/24



SERVING ON BOARDS LOCALLY AND STATE-WIDE

VADMO

- Director is Past President 2011/2012
- Director is current Chair of Professional Development
- Director was Chair of 2017, 2018, 2019 and 2022 State Symposiums

CVTA

- Director was President 2018, 2019, 2020

VRLTA

- Director is Board member and serves on the Governmental Affairs Committee

SMITHFIELD VA EVENTS

- Director is on Executive Board

SMITHFIELD FARMER'S MARKET BOARD

VIRGINIA FARMERS MARKET ASSOCIATION BOARD

- Sabrina Dooley, Farmers Market Manager, served on the Board for VAFMA (VA Farmers Market Association). She was part of the pilot group of FM Managers to receive Farmers Market Manager GOLD certification from the organization.

IVY HILL CEMETERY

HISTORIC SAINT LUKE'S CHURCH & MUSEUM

ISLE OF WIGHT ARTS LEAGUE

BLACKWATER RIVER ADVISORY BOARD

SMITHFIELD LITTLE THEATRE

CONFERENCES

- SVAE Annual Retreat 2/27/24
- Visitor Center Seminar 2/12-14/24. Deb Frank and Kathy Mountjoy attended. Conference held in Chincoteague, VA
- All staff attended VADMO Spring Symposium in Glen Allen, VA 3/26-28/24
- VA-1 Governor's Tourism Summit held 11/12-14/23 in Richmond. 600 attendees including Governor. Director served on speaker panel for the topic "How to Turn a Loss into a Win" <https://va1tourismsummit.org/speakers/>



STRETCHING DOLLARS TO TARGET SPECIFIC AUDIENCES

2024 GRANTS

\$5000

VTC MLP WAVY-TV "A Week in Smithfield"

- Hampton Roads Show
- Partnered with Smithfield VA Events
- Ended March 2024

\$50,000

American Rescue Plan Act (ARPA)

- Ended April 2024

\$20,000

VTC DMO GMODS Grant

- "Where the Locals Go" downtown promotions
- Ended June 2024

\$20,000

VTC DRIVE Outdoor Grant

- Partnered with Windsor Castle Park
- Ended June 2024

\$3700

VTC Google AdWords Reimbursement

- 25% of total AdWords spend reimbursed
- Ended Oct 2024

\$8200

VTC Social Media Co-op Reimbursement

- 25% of total social media spend reimbursed

\$13,870

VTC DMO Website Redesign Grant

\$11,700

VTC MLP "Keep Driving Around" Bridge Grant

\$10,000

VTC Drive Tourism + Grant

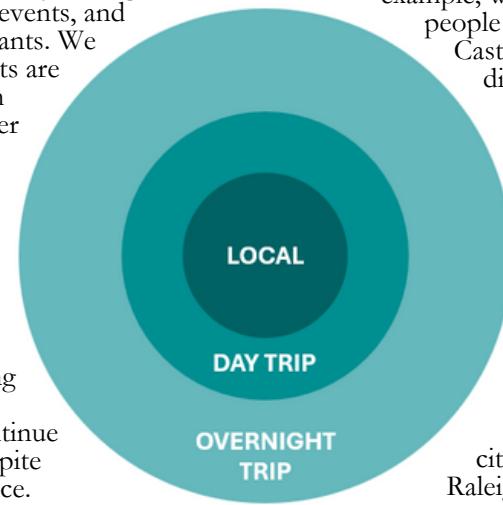
\$2500

Arrivalist State Dispersion Portal Grant

TARGETING THREE DISTINCT GROUPS

Day Trip

This group consists of people who may live close by or up to a couple hour drive who come to Isle of Wight for the larger part of a day. To make the travel worth their time, we bundle events together building from a larger signature event or location. For example, we might encourage people to come for Windsor Castle Park but stay for dining or shopping.



Overnight Trip

Although this group will be the most valuable, it also requires more consistency and investment due to the commitment required from them. Messages include lodging, and key target cities include Richmond, Raleigh/Durham and DC.

Visit These 12 Incredible Charming Small Towns in Virginia, One for Each Month of the Year

These 12 small towns in Virginia are brimming with charm, history, and natural beauty. See how many you can visit this year!

WRITTEN BY BETH COHENHAYER

In This Article

January: Stownton

I don't know about you, but I find that one of the best ways to get to know a particular region is by visiting a small town. That's certainly true when I'm traveling out-of-state, but it's also true here in my home state of Virginia, where we cherish our small towns. From tiny mountain communities to idyllic towns on the beach, Virginia's small towns are where you'll find the charm, hospitality, and delightful local businesses that define our state. Plus, these areas make for perfect day trip destinations, as the drive there is often just as memorable. With that in mind, we've put together a list of 12 small towns in Virginia —

DISTRIBUTING MATERIALS THROUGHOUT THE AREA

Monthly Williamsburg Outreach

- Delivered to 15+ timeshare front desks/activity directors
- Provides info on timely events and ferry option

AAA Sales Blitz

- Participated in VA Association of Destination Marketing Organizations (VADMO)

National Sales Distributors

- Distributes our materials throughout the east coast

Right, an example of monthly materials delivered to Williamsburg to help promote IOW as a day trip from a time share location

Working with various media results in favorable PR as shown on the left where Smithfield was featured among other small towns in VA





INCREASING EFFECTIVENESS OF SOCIAL MEDIA AND ADS

DIGITAL MEDIA

"Where the Locals Go" email

- Weekly email communicating events and promotions
- 9,114 subscribers
- 33% open rate for 2024, 2x the benchmark for promotional emails

"Fresh Finds" email

- Weekly during Farmers Market season to communicate specific vendors and products available
- 6,326 subscribers
- 35% open rate

Website

- GenuineSmithfieldVA.com
- A resource for locations, events, promotions, and trip planning
- 32k home page views in 2024
- In the process of a website redesign as part of a grant, will be completed June 2025

Social Media

- Facebook is most active platform
 - 4,848 followers, +213% vs. 2023
 - 2.3M reach, +141%
 - 50k interactions (likes, reposts, comments), +44%
 - 34k link clicks (clicks on posts or ads), +216%
- Presence on Instagram, YouTube and Pinterest
- Will prioritize Instagram more in 2025 for younger audiences

Below is a social media video promoting the Arts Center as part of a holiday visit



Advertising sometimes focuses on specific locations and/or events, especially for local and day trip audiences. Left is a calendar for the Farmers Market that is used for ads in the Smithfield Times and as a refrigerator magnet distributed at markets to encourage repeat visitors.

Below is general branding sometimes used for broader day trip and overnight audiences. This example is from a regional travel magazine.

GENUINE
Smithfield

SEE OUR EVENTS!

DOWNTOWN SHOPPING

LOCAL FLAVORS

WINDSOR CASTLE PARK

Savor the small-town Southern charm of Smithfield, Virginia: delightful boutiques, delicious meals, and exceptional lodging. Visit GenuineSmithfieldVA.com for trip ideas!



EVENTS: AN ENGINE OF TOURISM THROUGHOUT THE YEAR

2024 EVENTS

January

- SVAE BOB FEST 2,600 attendees (sold out)
- Smithfield & Isle of Wight Restaurant Week with 15 participants

February

- Restaurant Week (continued)
- SVAE Wine Dinner (50 attendees)

March

- St. Patrick's Day Parade (45 Entries)

April

- SVAE Wine & Brew Fest 3600 attendees (sold out)
- Country Vintage Market (at the IOW Fairgrounds) 2,000 Attendees (86 vendors)
- "Ham Warming" handoff for the last Smithfield Ham (IOW Museum/Smfd Foods)

May

- Smithfield Arts Festival: Smithfield Arts Festival 5/18/24 cancelled due to inclement weather although indoor elements continued to be held such as the Author's Forum and Court Day at the 1750 Courthouse.

June

- Juneteenth Celebration

July & August

- Summer Story Walk

September

- Fall Vintage Market 10,000+ attendees (94 vendors)
- Isle of Wight County Fair 38,600 attendees

October

- SVAE Bourbon Dinner
- Scarecrow Stroll (16 entries)
- Safe Trick or Treat/Ham-o-ween
- Hog Jog, Souper Saturday, Court Day
- Witches Night Out

November

- Downtown Smithfield OPEN HOUSE weekend
- SVAE Bacon, Bourbon Festival 3,600 attendees (sold out)
- Smithfield Christmas Tree Lighting
- Mistletoe Market 15,000 attendees (119 vendors)
- Yuletide Spirits Market (Blue Sky Distillery)

December

- Christmas in Smithfield Antiques Show & Historic Homes Tour Over 700 Attendees
- Smithfield Christmas Parade 7,000 Attendees (51 entries)
- Light Up Hayden's Lane, provided by volunteer Sandy Cleary

Farmers Markets

April – October (weekly) with 2 Specialty Markets in November and December

Picker's Markets

Held 2nd Saturday of April-November

SUPPORTING LOCAL BUSINESS THROUGH GMODS EVENTS

Although Tourism doesn't organize these events, we provide support through staffing, marketing (including logo development, social media and other media), and play a consultative role.

Galentine's Day 2/8/24

Very good attendance/sales

Witches Nite Out 10/24/24

VERY successful event with over 1200 attendees and 200 witches at the Smithfield Winery After Party.



Elves Nite Out 12/13/24

Numbers down from previous years despite identical event. Hypothesis is that close timing to highly successful Mistletoe Market contributed to declines. Will continue to mine data.

Below: enjoying the St. Patrick's Day Parade.

Right: Witches' Night Out afterparty at

Smithfield Winery. Below: the annual Mistletoe Market, held the Saturday before Thanksgiving, was a huge success in 2024.

Over 15,000 people attended and several vendors sold out. Two merchants said it was their biggest night since they had established their businesses. Another merchant said they did more business in that one night than they do in the entire months of Jan-March.





FARMERS MARKETS: AN ENGINE FOR SMALL BUSINESSES

An award-winning season

- Voted in the top 100 Best Farmers Markets in America for the Farmers Market Coalition with American Farmland Trust
- Attended the 2024 Virginia Farmers Market Association Conference in Richmond. Served on the Going for Gold Panel

Supporting our community

- Awarded \$5,000 Food Access Grant provided by Obici Healthcare Foundation to purchase fresh produce from local farm vendors and provide to Christian Outreach Program, the local area food bank. Funds covered market personnel and farm vendor costs
- Maintained Community interaction and Vendor and Sponsor recognition through the Annual Vendor Appreciation Event in January for market vendors and sponsors.
- Visited over 6 farms from the market
- Coordinated participating non-profit vendors as a community service
- 6 specialty themed markets:
 - 4th of July – Dunk tank competition between PD & FD
 - \$ 285 for PD for Christian Outreach Program
 - \$255 for FD for National Fallen Firefighters Foundation
 - Veterans Day – Market vendors offered military discounts
 - Holiday markets – Collaborated with the Isle of Wight County Social Services to have an angel tree in which 25 children in Isle of Wight were given gifts for the Christmas Season

Clockwise from top left: the dunk tank featuring Smithfield PD and FD, a regular vendor interacts with a customer, shoppers check out local produce

The Yuletide Spirits Holiday Market (previously the Carrollton Christmas Market) moved to Blue Sky Distillery in 2024 and included 66 vendors



Planning and coordination

- Promoted the market on social media, newspaper articles, community calendars, signage, and event scheduling to attract vendors, sponsors, and customers
- Created a calendar magnet to promote return visits and cross-promote with additional events happening in the area
- Fortunate to be able to use Smithfield Center to hold market indoors on July 13 with over 723 attendees due to thunderstorms
- Coordination of weekly musicians/bands at each market
- Coordinated sponsor's market appearances and advertising
- Created Fresh Finds newsletter



FARMERS MARKET HIGHLIGHTS

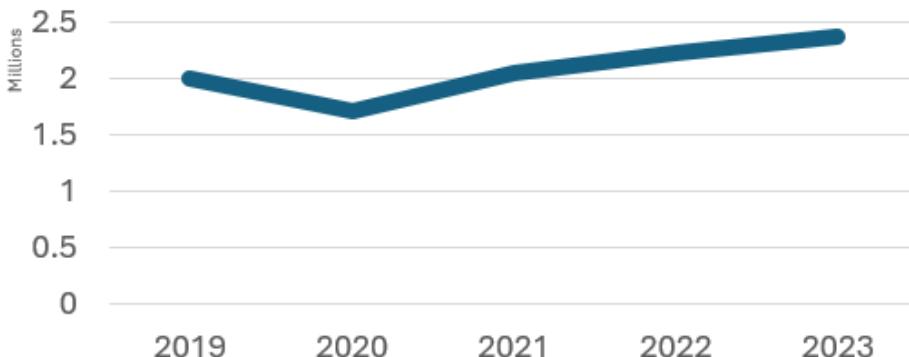
- Market season open: April 6th
- 31 markets (2 cancelled due to weather)
- 22,000 attendees
- 58 vendors
- 25-35 avg vendors per week
- \$497,667 vendor sales (+9.9% vs. 2023)
- \$25,750 vendor fees collected





VISITORS CONTRIBUTED \$2.4MM OF TAX REVENUE IN 2023

City and county taxes generated by direct visitor activity



Source: Virginia Tourism Corporation, most recent data from 2023; tax rates (below) from Isle of Wight County records

Direct visitor spending in Hampton Roads (MM)

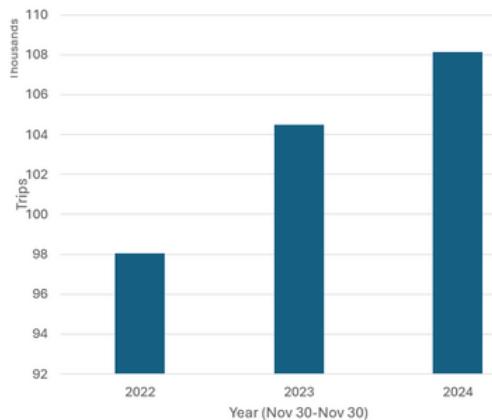


TRIPS TO IOW ARE INCREASING OVER TIME AND COME FROM A VARIETY OF LOCATIONS

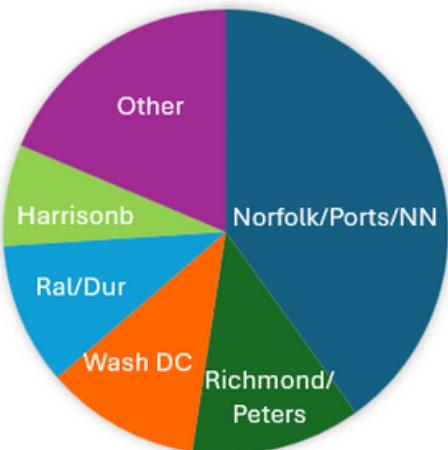
NEW data now available

- Grant through VTC, data is called “Arrivalist”
- Tracks anonymous cell phone data: trips includes travel over 50 miles where someone stays at least 2 hours and a round trip occurs
- Provides insight into trips into Isle of Wight and Smithfield
- Used for Marketing and Event Planning
 - What geographies to target
 - Months/days of the week
 - How to increase overnight stays

Trips to IOW have been increasing the past 3 years



Visitors come from a variety of areas in 2024



Source: Arrivalist, Nov 30, 2021-Nov 30, 2024, “Other” is all other areas <5% of trips each

IOW and Smithfield keep real estate taxes low partially due to tax revenue from tourism

2024 real estate tax rates per \$100 of assessed value



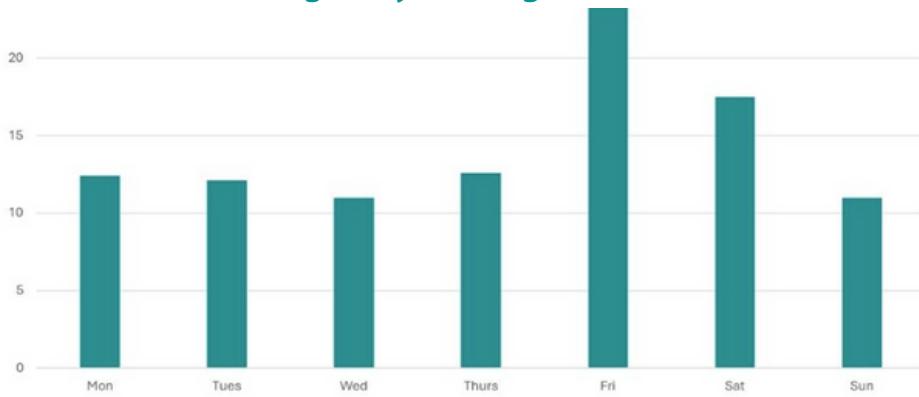
Perfectly Natural Soap is one of several local businesses that first incubated at the Farmers Market before opening a bricks and mortar location in Smithfield.





OVERNIGHT STAYS INCREASE ECONOMIC IMPACT

Friday is the most popular day for trips to IOW and can be used to encourage stays through the weekend

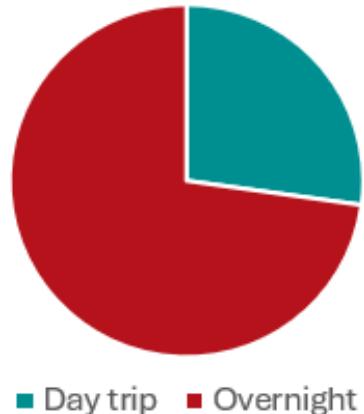


Source: Arrivalist, Nov 30, 2021-Nov 30, 2024

Below and right: events like Vintage Market and Arts Fest attract visitors with interests not bound by geography (Arts Fest, although planned, was cancelled in 2024 due to weather). Bottom left: Restaurant Week brings businesses together to promote IOW as a destination. This appeals to locals and - when communicated with overnight lodging - can encourage multi-day trips.



Almost 3/4 of trips to IOW include at least one night



The average length of stay has been steadily increasing since 2022 and was 2.0 nights in 2024



Source: Arrivalist, Nov 30, 2021-Nov 30, 2024

GENUINE
Smithfield
ISLE OF WIGHT, VIRGINIA
RESTAURANT
WEEK **GOOD**
FOOD
JAN. 26-FEB. 3, 2024

SMITHFIELD
Arts
FESTIVAL



EDUCATING & ENTERTAINING WITH VARIOUS TOUCHPOINTS

TOURS CONDUCTED BY TOURISM

15 tours
130 attendees
\$2,765 in fees

- Sink your Teeth into Smithfield: a History & Walking Tour
- Hambassador: an overview of Isle of Wight including Darden's, Ivy Hill and other locations
- Chamber leader
- Ivy Hill
- Church St.: focusing on architecture and history
- Villas
- Student Leadership

2024 VISITOR CENTER COUNTS

	Individuals	# first time visitor	% first time visitor	Total Touches
January	518	125	24.13	3,324
February	612	226	36.93	1,255
March	756	265	35.05	4,550
April	855	302	35.32	4,219
May	947	322	34.00	2,609
June	1,064	375	35.24	1,408
July	1,007	448	44.49	3,588
August	947	389	41.08	3,541
September	1,964	612	31.34	5,618
October	1,063	456	42.90	6,062
November	2,288	739	32.30	4,153
December	807	182	22.55	937
TOTALS	12,828	4,441		41,264
MO. AVG.	1,069	370	34.62	3,232



Top far left: a group tour visits the Smithfield Inn. Left: a flyer to promote the new Food Tour which includes 6-8 restaurants where the chef/manager speaks about the choice of dish, plus stories of local history and architecture. Flyers were used in conjunction with the website and social media to promote the tour. Bottom far left: Kathy Mountjoy and Deb Duncan lead a walking tour

SINK YOUR TEETH INTO
Smithfield
FOOD & HISTORY WALKING TOUR

Discover the culinary delights of **Downtown Smithfield!**

Introducing a brand new tour from Smithfield Tourism! Spend the afternoon savoring tastes of pork, seafood, desserts, and more while uncovering the fascinating history of the pork and peanut industries that put Smithfield on the map.

SAMPLE FROM UP TO 8 ESTABLISHMENTS HEAR FROM THE CHEFS AND OWNERS VISIT FASCINATING LOCATIONS





KEEPING UP TO DATE WITH OUR SKILLS AND TRAINING

TRAININGS IN 2024: IN-PERSON, WEBINARS AND ONLINE

- VTC, Storytelling & Placemaking Workshop 1/18/24
- Constant Contact (CC), Holiday and Newsletter Ideas 1/10/24
- CC, Best Practices for Email Etiquette 1/18/24
- Litmus 5, Common Email Mistakes and What You Can do About Them 1/18/24
- CC, Creative Ways to Grow Your Email List 1/24/24
- CC, How to Clean your Email List (and Why You Need Regular Scrubbing) 1/24/24
- VTC, Grant webinar 2/7/24
- MD Consulting, Leadership and MicroManagement 2/15/24
- MD Consulting, Dress Code for Executive Leaders 2/15/24
- Skift Meetings, What do Taylor Swift and Event Planning Have in Common 2/22/24
- CC, Omni-channel events guide 2/22/24
- ServSafe, Alcohol Public Policy Trends & Mitigating the Risks
- Tornado Drill 3/13/24
- NITS, Safe Driver Course taken by all staff 3/20/24
- VADMO, Conference 3/26/24
- VTC, Future of Travel webinar 4/25/24
- VTC, Brand Webinar 5/4/24
- UVA, Leadership and Decision Making 6/10/24
- Callum Borchers, Debating "Telephonobia" 6/10/24
- Skywarn Class held 6/21/24

- Retail 360, Security, Financials Management, Digital Customer Service 6/11/24
- NOAA, Sky Warn Training 6/21/24
- LinkedIn, The Hospitality Secret/The Many Uses of Emotional Intelligence 6/26/24
- Dale Carnegie, Handling Complaints 7/26/24
- LinkedIn Emotional Intelligence is Learned 8/13/24
- The Tourism Economy, Trends, Opportunities, and Strategies for Growth 8/14/24
- CC, Making it to the inbox in 2024: what's changed and what hasn't 9/13/24
- Dale Carnegie, How to Influence when your authority is limited 10/11/24
- Exploring the Tourism Economy webinar 8/12/24
- IOW Peak Hurricane Season meeting 8/19/24 & EOC Tabletop Exercise meeting 8/20/24.
- Staff attended IOW OpenGov procurement training 10/9/24
- Director attended IOW County Directors/Dept. Head Retreat at the WCP Manor House 11/8/24

- Director and Marketing Consultant attended Arrivalist webinar 12/11/24. Smithfield & Isle of Wight Tourism has received a VTC grant for free Arrivalist (Data collection) services for this 2025 calendar year
- Washington Post webinar: "Driving The Future – Transition to Electric Cars in the U.S."

- SCORE webinar: "Google My Business"
- Washington Post webinar: "The Path Forward – Global Travel"
- Washington Post webinar: "Climate Summit"
- Washington Post webinar: "The New Age of AI"
- Washington Post webinar: "The Impact of AI on the Workforce"

- SCORE webinar: "A Basic Guide to Quickbooks for Small Business"
- SCORE webinar: "Boost Your Business with AI"
- SCORE webinar: "Loans, Grants & Other Funding Options for Small Business"
- Advance Travel webinar: "Tracking & Showcasing the Economic Impact of Tourism Marketing"

Left: Hannah Jai, a singer/songwriter from Hampton Roads, performs at the Farmers Market. Right: PR throughout the year included helping two reporters from Australia get a flavor for the area at the IOW Museum

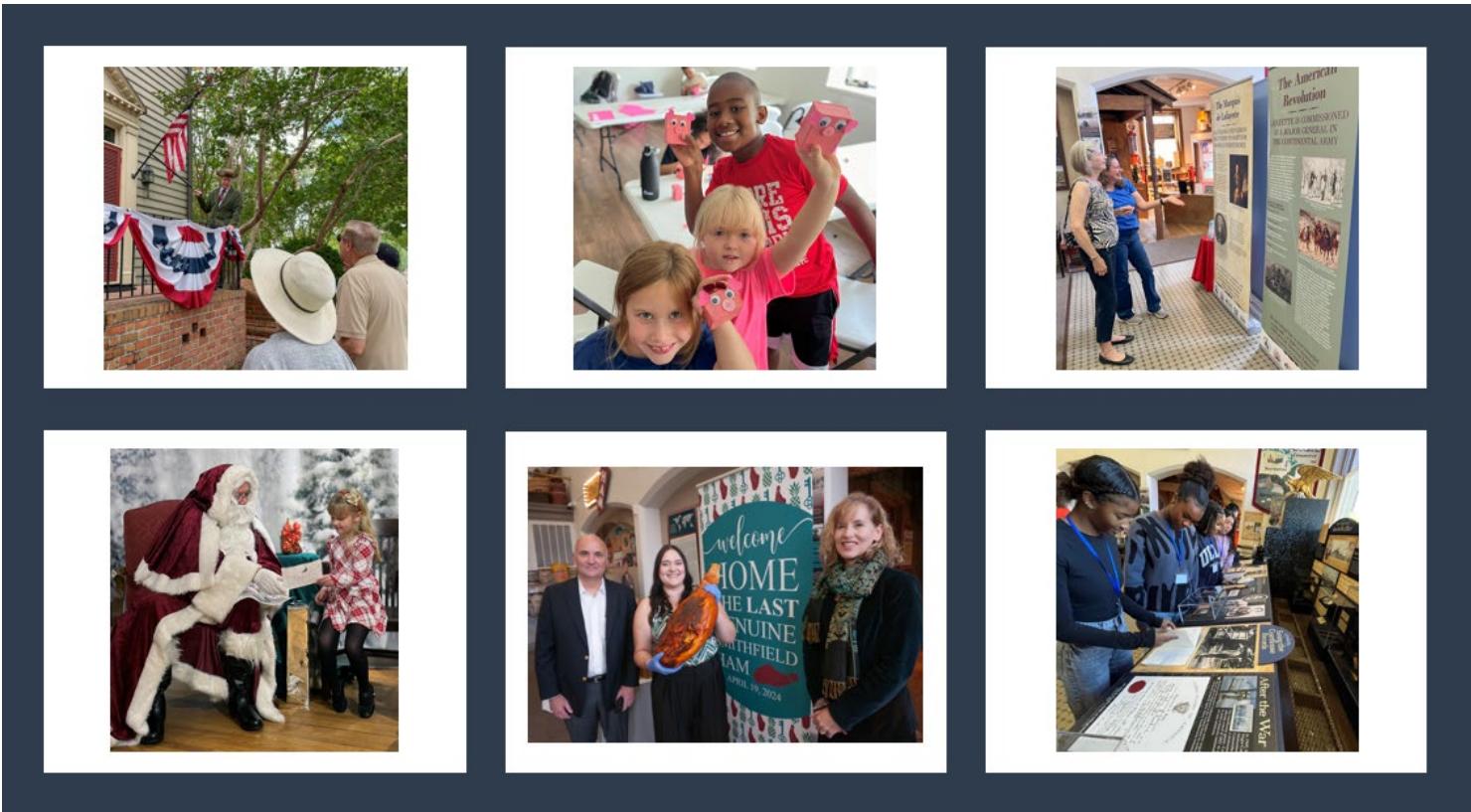




ISLE OF WIGHT COUNTY MUSEUM



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



2024 Annual Report

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

Notable

- **The Collection**

- The museum acquired numerous artifacts to include photographs, documents, pharmaceutical items, paintings, tools, postcards, textiles, maps and ledgers as well as the very notable **Last Genuine Smithfield Ham**. In April, the museum hosted a Hamwarming when Smithfield Foods donated the Last Genuine Smithfield Ham to the museum. It was placed in the case alongside the World's Oldest Ham, the World's Largest Ham and a 1930s branded ham.
- **Storage.** The Isle of Wight County Museum Foundation graciously funded updates to the museum's on-site storage in two separate spaces. The end result is a more professional and safe location for our collection of 15,000+ objects.



- **Staffing**

- This year two staff members retired: Dee Campbell and Cindy Lucas. New hires included Emily Goodman and Sheila Williams-Morales.
- The entire department engages regularly with all departments within Isle of Wight County and the Town of Smithfield.



- **Volunteers**

- Volunteers donated 1,648 hours to the museum in 2024. This includes the work of three interns. The estimated hourly value of volunteer time from the Independent Sector for 2023 was \$33.49 giving the museum an estimated yearly savings of \$55,191.52.

- **Video Production and Livestreaming Events**

- Museum staff continue to augment livestreaming engagement and video production in order to connect with visitors, supporters, fans and the community. This activity is – and continues to be - **VERY SUCCESSFUL** with recognition from organizations, individuals and the community.
 - **Behind These Walls.** This video series began in 2020 and showcases the stories behind compelling structures in Isle of Wight County. Total productions: 3.
 - **LIVE at 12:05.** This bi-weekly livestreaming series has been a staple for several years. Posted on Facebook, educational pieces are hosted inside the museum and at our multiple



historic sites every Tuesday and Thursday. They remain permanently viewable on the museum's Facebook page. Total productions: 102.

- **My ISLE: Memories & Recollections.** This video series began in 2023 and showcases people's memories of Isle of Wight County. Total productions: 8.
- **Other Productions.** Select special events at the museum are recorded and turned into productions for later viewing including a livestream of Smithfield Foods' donation of the Last Genuine Smithfield Ham. Total productions: 3.
- **Schools, Colleges & Universities**
 - While we regularly offer programming in the museum and off-site to augment all grade levels in history, math, science, language, art and music, this year's engagement did include Isle of Wight County Schools, Williamsburg-James City County Public Schools, private schools, special needs organizations and homeschool groups. In 2024, we saw 472 students and educators.
 - Our relationship with Virginia Commonwealth University's Virtual Curation Laboratory continues to make headlines. The lab 3D-scanned a number of objects in the museum's collection this year including the Last Genuine Smithfield Ham.
- **Community Involvement**
 - The department worked with numerous organizations in 2024 to provide assistance, support and volunteer hours.
 - Organizations included Smithfield Foods, Smithfield and Isle of Wight Tourism, Isle of Wight County Parks and Recreation, Isle of Wight County Department of Community Development, Isle of Wight County Department of Economic Development, Smithfield Police Department, Windsor Castle Foundation, Isle of Wight County Historical Society, Smithfield VA Events, 1750 Courthouse, The Schoolhouse Museum, Ivy Hill Cemetery, Christmas in Smithfield, Warwick County Historical Society, City of Newport News Division of Museums & Historic Services, Christopher Newport University, Isle of Wight-Smithfield-Windsor Chamber of Commerce, Blackwater Regional Library, Tidewater Virginia Historical Society, local authors, area group homes, area churches, Paul D. Camp Community College, Peninsula Museums Forum and more.
 - Riverside Smithfield Hospital has asked the museum to design and install two exhibits in the new hospital in 2025.



www.smithfieldmuseum.org

- **Other Involvement**
 - We are engaged with other organizations beyond Hampton Roads including Virginia Commonwealth University, Library of Virginia, Civil War Trails, Virginia Department of Historic Resources and Virginia History Day.
- **Research and Interaction**
 - Department staff members continuously care for the artifacts in the collection through conservation, preservation and cleaning. This includes evaluating items, researching and answering questions from visitors on a daily basis.
- **Other**
 - Department staff members serve in varied capacities for the Town of Smithfield, Town of Windsor and Isle of Wight County to include analysis and commentary for projects submitted to Isle of Wight County Planning & Zoning and Town of Smithfield Planning and Zoning, programming for Isle of Wight County Parks and Recreation, the Isle of Wight County Fair, programming for Town of Smithfield Parks and Recreation and membership on the Town of Smithfield Safety Committee.



Stats and Updates

- **Museum Visitation: 7,747**
 - **2024 Visitation Study**

▪ Smithfield and Isle of Wight County	24.7%
▪ Williamsburg	7.8%
▪ Hampton Roads	19.8%
▪ Virginia	12.7%
▪ Out of State	33.8%
▪ Out of Country	1.2%
- **Special Events.** 57 events were planned for 2024 including our annual Pan Ham photo contest and the World's Oldest Ham's annual birthday party events.
- **Groups/Tours.** 46 different groups visited the museum for specialized tours/programs and 34 different groups visited our historic sites (Fort Huger, Fort Boykin, Boykin's Tavern/Courthouse Complex, Windsor Castle and Nike Park) for specialized programming.
- **Outreach.** Staff performed 47 outreach programs to a myriad of civic and service organizations, schools, universities, churches, community partners, etc. In the spring and summer, staff hosted in-person history-themed programs for Isle of Wight County Parks and Recreation's camps at Nike Park and at Windsor Town Center.
- **Gift Shop.** Sales were down 2.5% from 2023.



- **Economic Study.** Monthly economic studies in 2024 revealed that the museum's visitors are supporting the County's tourism industry.
 - 23% of visitors made a gift shop purchase
 - 52% of visitors indicated that they had lunch/dinner plans in Smithfield/Isle of Wight County
 - 55% of visitors indicated that they were planning to or had already shopped in Smithfield/Isle of Wight County
- **Exhibits/Displays/Books/Projects/Other**
 - Isle of Wight County Public Works resurfaced and painted the museum's basement floor.
 - **Downtown Sign Project with Historic Smithfield.** Captain John Sinclair, the sign on South Church Street, was rewritten and redesigned.
 - **Colonial Isle of Wight.** Improvements were made to this exhibit space.
 - **Isle of Wight County Agriculture.** Improvements were made to this exhibit space.
 - **Temporary and Offsite Exhibits**
 - *Unearthing Hampton Roads: Captains' Journeys in Public History and Archaeology*, Christopher Newport University, Torggler Center, Newport News. Several of our artifacts were a part of this exhibit from August to October which commemorated the 10-year anniversary of the Public History Center and the 8th anniversary of the museum studies program.
 - *The Life and Legacy of the Marquis de Lafayette*. On exhibit at the museum in August and September. The American Friends of Lafayette's traveling exhibit tells the important stories of Lafayette's life and legacy including his American Revolution participation, his critical role in cementing the Franco-American Alliance, his lifelong passion for human rights and his return as Guest of the Nation in 1824-1825. Also highlighted were efforts of the American Friends of Lafayette to commemorate this bicentennial in 2024-2025.
 - **Town of Smithfield Records.** The museum digitized early volumes of Town of Smithfield records - Town Council meeting minutes



from 1891-1912 – for the Blackwater Regional Library's online archival records. Work with this project continues.

Financials

• Total Gift Shop Sales:	\$ 13,147.46
• Gift Shop Sales Tax:	\$ 791.29
• Admission:	\$ 10,005.00
• Donations:	\$ 654.00
• Program/Lecture Fees:	\$ 1,406.00
• TOTAL:	\$ 26,023.75

Note: Funding provided by the Isle of Wight County Museum Foundation to the Isle of Wight County Museum for storage improvements, exhibits, exhibit design and equipment totaled \$50,471.34.

Social Media/Website /Media Coverage/Promotion

- Media coverage in 2024 was positive, and the department's social media postings reached hundreds of thousands of people. Media interest was stirred by the local publications like the *Smithfield Times* and *Daily Press* as well as local news stations, podcasts, public relations from Virginia Commonwealth University and Christopher Newport University and international press from as far away as New Zealand.
- Social media accounts include:
 - Facebook: Isle of Wight County Museum
 - Facebook: World's Oldest Ham
 - Facebook: Town of Smithfield
 - Twitter/X: @worldsoldestham
 - Blue Sky: @WorldsOldestHam
 - Instagram: @isleofwightcountymuseum
 - YouTube: @IsleOfWightCountyMuseum
- The museum interacts on Foursquare/Swarm, TripAdvisor, Pinterest and GoodReads.
- **Ham Cam.** We continue to promote ourselves online through our Ham Cam, the 24/7 camera above the world's oldest ham's exhibit case. This enables visitors to check in on the museum's main gallery at any time of the day to see what we, and the World's Oldest Ham, are doing. It is a marketing tool that amuses all our visitors and promotes us worldwide. As DropCam was no longer providing functionality for service, a new provider was sought. The official launch took place on April 1 with EarthCam, the leading network of live streaming webcams for tourism and entertainment, and thanks to Isle of Wight County IT and Isle of Wight County Public



Works, the launch was official by the April 1 deadline. The HamCam was trending on EarthCam on April 1, April Fool's Day. In the first month of service, here were 62,732 stream views with an average watch time of 8.27 minutes.

- **Museum Mascots.** On Twitter/X, numerous museums have personalized their mascots to share information. We do that through the World's Oldest Ham. In 2024, several mascot interaction projects developed to generate cross-promotion and interest. This year's cross-promotional projects included #MuseumWeek and #Museum30.

Nike-Carrollton Park 13036 Nike Park Road, Carrollton

- Activities included sign maintenance, media interviews, video production, specialized educational programs, familiarization tours and guided walking tours. TOTAL: 3 guided walking tours for 24 guests.
- In August, WHRO aired a radio segment on Nike-Ajax N-75 and Norfolk Defense Area Cold War History piece on "Morning Edition" and "All Things Considered."
- The Nike-Ajax missile's conservation and interpretation is in progress. Isle of Wight County Public Utilities is at work on the site plan for the missile. Quotes on geotech and structural design have been received by Isle of Wight County Engineering/Public Utilities.



Fort Huger 15080 Talcott Terrace, Isle of Wight County

- Activities included sign maintenance, media interviews, video production, specialized educational programs, familiarization tours and guided walking tours. TOTAL: 3 guided walking tours for 47 guests.
- Civil War Trails installed the new sign at the park's entrance.



Fort Boykin 7410 Fort Boykin Trail, Isle of Wight County

- Activities included sign maintenance, media interviews, video production, specialized educational programs, familiarization tours and guided walking tours. TOTAL: 2 guided walking tours for 12 guests.



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

- Activities included exhibit maintenance, media interviews, specialized educational programs, familiarization tours and guided walking tours. TOTAL: 4 guided walking tours for 31 guests and 54 visitors to Boykin's Tavern.
- Isle of Wight County Engineering and Public Works is presently renovating the 1820 Clerk's Office.
- In September, the Virginia Department of Historic Resources visited for their annual easement monitoring inspection. Their annual stewardship report recommended maintenance for the foundation, siding and windows.



Windsor Castle 705 Cedar Street, Smithfield

- Activities included exhibit maintenance, media interviews, specialized educational programs, familiarization tours, guided walking tours and programming held in conjunction with the Blackwater Regional Library. TOTAL: 18 specialized events for 275 guests.



