

SMITHFIELD TOWN COUNCIL AGENDA

September 3, 2019 at 6:30 p.m.

Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

1. Manager's Report
 - a. August Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|--------------|---|---|
| September 3 | - | 6:30 p.m. – Town Council Meeting |
| September 10 | - | 6:30 p.m. – Planning Commission Meeting |
| September 17 | - | 6:30 p.m. – Board of Historic and Architectural Review |
| September 23 | - | 3:00 p.m. – Town Council Committee Meetings (Consecutive)
Public Safety Committee
Water and Sewer Committee
Finance Committee |
| September 24 | - | 3:00 p.m. – Town Council Committee Meetings (Consecutive)
Parks and Recreation Committee
Public Works Committee
Public Buildings and Welfare Committee |

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

C. Public Comments:

The public is invited to speak to Council on any matters, except scheduled public hearing(s). There will be a separate sign up sheet for public hearings. For public comments please use the appropriate sign-up sheet and include your preferred method of contact. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

- a. Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District

D. Council Comments

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council Meetings. ADA compliant hearing devices are available for use upon request. Please call (757) 356-9939 at least 24 hours prior to the meeting date so that proper arrangements may be made.

E. Summary of Consent Agenda Items

- a. Public Safety Committee Chair, Mrs. Denise Tynes
- b. Finance Committee Chair, Mr. Randy Pack
- c. Public Works Committee Chair, Ms. Beth Haywood
- d. Public Buildings and Welfare Committee Chair, Ms. Valerie Butler

CONSENT AGENDA ITEMS

- C1. Autumn Vintage Market – Request to Close Street** **TAB # 1**
Public Safety Committee Chair, Mrs. Denise Tynes
- C2. Bacon, Bourbon, and Beach Music Festival – Request to Close Street,, Fishing Pier, and Trail** **TAB # 2**
Public Safety Committee Chair, Mrs. Denise Tynes
- C3. Invoices Over \$10,000 – Request to Approve:** **TAB # 3**
Finance Committee Chair, Mr. Randy Pack
- a. Lewis Construction of Virginia \$24,557.00
 - b. Farmers Service Company \$15,678.00
- C4. Purchase Orders – Request to Approve** **TAB # 4**
Finance Committee Chair, Mr. Randy Pack
- a. Smith Turf & Irrigation - Aerator for the Luter Sports Complex \$10,364.00
- C5. Benn’s Church Boulevard Intersection Improvement Project – Request to Submit Improvements to VDOT** **TAB # 5**
Public Works Committee Chair, Ms. Beth Haywood
- C6. Parking Lot Leases – Request to Execute** **TAB # 6**
Public Buildings and Welfare Committee Chair, Ms. Valerie Butler

ACTION SECTION

- 1. PUBLIC HEARING: Real Estate Tax Rate Increase**
- a. Staff Presentation, William H. Riddick, III, Town Attorney
 - b. Open Public Hearing, T. Carter Williams, Mayor
 - c. Close Public Hearing, T. Carter Williams, Mayor
- 2. Real Estate Tax Rate Increase – Request to Approve** **TAB # 7**
Finance Committee Chair, Mr. Randy Pack

3. **PUBLIC HEARING: Amendments to the Smithfield Zoning Ordinance – Event Facilities**

TAB # 8

- a. Staff Presentation, John Settle, Director of Community Development and Planning
- b. Open Public Hearing, T. Carter Williams, Mayor
- c. Close Public Hearing, T. Carter Williams, Mayor

4. **Smithfield Zoning Ordinance – Request to Amend - Event Facilities**

TAB # 9

Public Buildings and Welfare Committee Chair, Ms. Valerie Butler

5. **Motion to Approve the Town Council Meeting Minutes of August 6th, 2019**

William H. Riddick, III, Town Attorney

6. **Motion to Appoint Nominating Committee’s Recommendation to fill the Unexpired Term of Chris Torre (1-31-21) on the Board of Historic and Architectural Review**

T. Carter Williams, Mayor

7. **New Business:**

8. **Old Business:**

9. **Adjournment:**

FYI ITEMS

FYI-Council



402 Grace Street
Smithfield, Virginia 23430
Telephone (757) 356-9267

P.O. Box 253
Smithfield, Virginia 23431
Email: info@iowcop.org

August 19, 2019

Town of Smithfield Virginia
P.O. Box 246
Smithfield, VA 23431

Dear Staff:

I want to personally thank you for your very generous donation of \$12,650.00 to the Christian Outreach Program. Thanks to a caring community of businesses, clubs, churches and individuals, we are able to serve those in need while expanding our many programs (food, dental, emergency assistance, furniture, diapers, etc).

Your gift will help ensure that all COP clients will continue to find a warm welcome and needed assistance at our facility at 402 Grace Street.

Sincerely,

Barbara Stafford

President

Isle of Wight Christian Outreach Program

ACTIVITY REPORTS

August 30, 2019

TO: SMITHFIELD TOWN COUNCIL

**FROM: BRIAN S. THROWER
TOWN MANAGER**

SUBJECT: MONTHLY ACTIVITY REPORT – AUGUST 2019

DIRECTOR OF HUMAN RESOURCES

- Conducted New Hire Orientation for new Grounds Maintenance Specialist the week of August 5, 2019 (Jerry Creech).
- Conducted interviews for Parks Maintenance Specialist position on August 12th
- Attended Webinar explaining results of State and Local Government Workforce Survey on August 14th
- Worked with various workers compensation claims with VML Insurance
- Worked with various property claims with VML Insurance
- Led August Monthly Safety Committee Meeting on August 14th
- Attended OSHA At-A-Glance Training presented by VRSA in Norfolk on August 15th
- Managed any personnel-related questions/issues as appropriate

TOWN CLERK'S OFFICE:

- Transcribed and proofed the monthly minutes from Town Council and Planning Commission
- Prepared August Town Council Committee Agenda, and the September Town Council Agenda
- Attended Town Council Committee meetings on August 26th and 27th and prepared summary reports from all.
- Met with representatives from Ricoh and Xerox to discuss upcoming renewal/new contract of the town's copiers.

- Finalized accommodation for Council members attending the VML Conference, October 6th – 8th.
- Met with Town Attorney, August 28th, to discuss moving from Verbatim Minutes to Summary for all Boards.

TREASURER’S OFFICE:

- Attended staff meetings at Town Hall on August 7 and August 21.
- Participated in MUNIS status call on August 12.
- Attended meeting with Brian Thrower at Isle of Wight County on August 13 to discuss the E911 communications tax distribution.
- Met with Kelley Healey and Pam Ellyson of Farmers Bank on August 20 to discuss status of Town accounts, specifically interest earnings.
- Met with Brian Thrower and a local resident on August 26 to discuss a utility account.
- Submitted draft financial statements to TowneBank on August 27 in support of the Line of Credit renewal.
- Reconciled all cash accounts as of July 31, 2019 and worked on June 30, 2019 year end close throughout the month.

PUBLIC WORKS:

1. Staff performs the following duties on a monthly basis

- A. Miss Utility marking
- B. Read meters for billing and to transfer property owners
- C. Water cut-offs and cut-ons
- D. Check sewer pump stations daily
- E. Install and repair street signs
- F. Replace and repair broken water meters
- G. Perform maintenance on town-owned buildings

2. Sewer Line Repairs and Maintenance

- A. Located and repaired sewer line laterals in various locations.
- B. Cleaned sewer main line in various areas of the town.

3. Sewer Pump Station Repairs and Maintenance

- A. Weekly and daily checks on all 27 pump stations.

Performed the following scheduled maintenance at all pump station

1. Cleaning of wet-wells
2. Alarms testing
3. Sump pump cleaning
4. Check Valve cleaning and repair
5. Generator checks / Godwin pump checks
6. Control Panel / Flow monitor checks
7. Fence and Grounds inspections
8. Inspected Structure
9. Inspect and clean pumps
10. Level system check
11. Test limit switches
12. Bar screen cleaning
13. Rain gauge cleaning
14. Head pressure reading at 7 pump stations

- B. REW started work at lakeside pump station for the installation of Godwin Bypass pump.
- C. Lewis Construction of Va. installed 16 inch sewer force main valve on the Battery Park Rd. force main.
- D. REW installed new soft start in control panel at Crescent pump station.
- E. Lewis Construction did repair work on foundation at Golf Course pump station.

4. Water Line Repairs and Maintenance

- A. Repaired water leaks at 331 Main St.
- B. Repaired water leak at 125 Bee St.
- C. Repaired water leak at 615 Quail St.
- D. Repaired water leak at 117 Cockes Ln.

5. Well Repairs and Maintenance

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

6. Water Treatment Plant

- A. Operate RO Plant and monitor distribution system.

- B. Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- C. Performed monthly routine tasks including but not limited to:
 1. Daily Inspection of RO Plant and grounds.
 2. Monthly Tank inspections.
 3. Inspect and exercise plant generator monthly.
 4. Fill antiscalant day tank.
 5. Truck Inspections.
 6. Routine service of lime system.
 7. Service online fluoride and chlorine analyzers.
 8. Calibrate online turbidimeter and pH meter.
 9. Check and replace air filters
 10. Test Alarms.
- D. Installed new batteries in Emergency Lighting over Well 8A
- E. Fixed concentrate blow-off pipe on RO Skid by installing a hanger support.
- F. Flushed Well 8A.
- G. Installed new Altitude Valve in Wilson Vault.
- H. Changed cartridge Filters in RO.

7. FOG/ Backflow/ Septic Pump Out Program

- A. FOG related visits to FSE's to ensure compliance thus far into the program restart.
 1. Answering questions of the owners and issuance of new program related materials.
 2. Checking FSE's for HRFOG Certifications and Grease Maintenance Logs to ensure compliance of our ordinances.
 3. Attendance of the HRFOG Meeting
- B. Implementing the Backflow and Cross Connection Program to ensure compliance by:
 1. 2nd notices sent out to all whom reports were not received.
 2. Notices sent out to all whom received failing reports, with expectation of having devices repaired/replaced and passing reports to be submitted by October 1, 2019.
 3. July mailings sent out with expectation of having them completed by November 1, 2019.
- C. Maintaining of the Septic Pump Out Program
 1. Septic Tank Pump-Out Reminder Letters sent to those due in the 2020 year.
 2. Final Notices sent out to those that did not complete Septic Pump Out by deadline.

8. Miscellaneous

- A. Grounds crews cut rights-of-way and easements on water and sewer lines, leaf removal throughout town, and emptied trash cans on Mondays and Fridays.
- B. Minor repairs at Town Hall and other town buildings.

PLANNING AND ZONING

1. Planning Commission – August 13th, 2019

- A. Text Amendment – Events Facilities – Town of Smithfield, applicant

2. Special Use Permit Applications under review

- None.

3. Subdivision and Site Plans under review

- A. Cypress Creek Ph. VI – Subdivision Plan – Cypress Investment Holdings, LLC applicants.
- B. Dollar Tree, Lot 17, Benns Church Blvd, Dollar Tree Stores, Inc., applicants.
- C. Lot 511, S Church St - Future Land Use Map Amendment, Rezoning & General Development Plan Applications – John Mamoudis, et al., applicants.
- D. Lot 0A, Huntington Way – Subdivision Plan Amendment – Gary Berland, applicant.

4. Subdivision and Commercial Sites Under Construction and Inspection

- A. Church Square, Phase I (95% complete)
- B. Lakeview Cove Condos (99% complete)

6. Board of Historic & Architectural Review – August 20th, 2019

- Meeting cancelled (no quorum).

7. Board of Zoning Appeals – August 20th, 2019

- No meeting held.

ENGINEERING

1. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
2. Blair Brother's Contr., Contractor completed installation of pavement line marking on Main Street involving the vehicle and motorcycle / golf cart parking areas.
3. Erosion & Sedimentation control field inspections for single family dwellings were performed at 16 locations throughout the Town and required reports were filed.
4. Waterworks Dam
 - a. Field inspections continue to be held this month involving the Smithfield Lake Dam.
 - b. Hazard Classification and Inundation Reports have been finalized and reimbursement documents have been forwarded to DEQ and FEMA.
5. Scoping meetings have been held with VDOT representatives involving the Urban funding projects.
 - A. UPC: 110507 Install right turn lane adjacent to Westside Elementary School – on US 258 – Main Street. Blair Brothers Contr. has begun installation of the sanitary sewer main beginning at the existing manhole at sta. 113 + 25 to sta. 108 + 00. Contractor has also removed the existing fence along the school site and installed the temporary safety fence. All silt fence required by the project has also been installed.
 - B. UPC: 110508 Bennis Church / Route 258 / Route 10 Bypass Intersection – Alternative Analysis. Traffic analysis has been completed by Kimley Horn and all information has been submitted to VDOT for their review and comments. After receiving their comments and after further discussion with them it is felt that due to the complexity of the project that various improvements to the existing right and left turn lanes will be investigated at this time.
 - C. UPC: 110509 Smithfield to Nike Trail Park – Segment 3 – Alternative Analysis. A public meeting was held and several options were discussed and were under review. It has been decided that the John Rolfe Drive / Lumar Road route will be the route utilized for the segment 3 Bike Trail extension. Kimley – Horn is now continuing their engineering study along with details of the exact location that the trail will encompass.
 - D. Met with a representative from VDOT to discuss the reconstruction of Grace Street. We are looking at relocating / replacing the sanitary sewer and water systems in this roadway area prior to VDOT project.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
AUGUST 2019**

Committees and Projects:

08/01 Mock Assessment – York/Poquoson Sheriff's Office
08/02 Boys to Men Conference– Surry
08/06 Town Council meeting – Center
08/07 Department Head meeting – Town Hall
08/08 Active Threat Integrated Response follow-up meeting – IOW ECO
08/15 Accreditation Quarterly meeting – Richmond
08/20 Crime Line meeting – Center
08/20 – 22 Accreditation – Warrenton Police Department
08/21 Department Head – Town Hall
08/25 – 28 Virginia Association of Chiefs' of Police – Norfolk
08/26 Police Committee meeting - Center
08/26 – 28 Accreditation – Henry County Sheriff's Office

Training

08/05 – 08 The Leadership Institute – CNU – Sgt. Adams (40 hrs.)
08/05 – 09 Teaching Defensive Tactics – HRCJTA – Sgt. Brady (40 hrs.)
08/12 – 14 Creating & Maintaining the “Well-Disciplined Organization” . . .Enhanced
Leadership Initiatives – Chief Howell (24 hrs.)

Community Relations

07/27 Traffic Control – Luter Sportsplex
07/29 Selective Enforcement - Town
08/02 Selective Enforcement - Town
08/03 Community Day – Smithfield Pop Warner – First Gravel Hill Baptist Church
08/06 National Night Out – Center
08/06 Selective Enforcement - Town
08/09 Selective Enforcement - Town
08/16 Church Security Meeting – Good Shepherd
08/16 Selective Enforcement - Town
08/17 Appreciation Day – Sandy Mount Baptist Church
08/17 Selective Enforcement – Town
08/18 First Responder Appreciation Service – Sandy Mount Baptist Church
08/24 Kroger's Customer Appreciation Day – Smithfield

Criminal Investigations

IBR#: 2019-00587 multiple reports
Offense: Tampering with vehicles; larceny from motor vehicles
Location: Town historic district and Moorefield
Date: 08/13/19 – 08/22/19

Officers responded to seventeen (17) calls for service involving vehicle larcenies in the Moonfield and South Church Street area. The reported incidents took place overnight and all of the vehicles were left unlocked. Ten of the vehicles had items stolen from them, the remainder were rummaged through. Four subjects were identified as possible suspects. Cases are under investigation.

IBR# 2019-00588
Offense: Possession of heroin, eluding, reckless driving
Location: Battery Park Rd / South Church St.
Date: 08/24/2019

At 0830hrs an officer attempted to stop a vehicle for a traffic infraction (counterfeit VA inspection sticker). The driver refused to stop and a six mile vehicle pursuit into the county ensued. The driver eventually pulled over and stopped. The driver was wanted and had three active warrants. Suspected narcotics and paraphernalia were seized from the vehicle. The traffic stop resulted in five criminal charges and several traffic infractions as well as clearing three active warrants for another jurisdiction. Closed by ARREST.

IBR#: 2019-00590
Offense: Counterfeit USC
Location: 1900 block South Church Street
Date: 08/25/19

Officers responded to the BP gas station and spoke with a customer whose cash was refused by the cashier. The customer paid for services with USC a \$50 bill. The clerk found the bill to be suspect and did not accept it. The responding officer found the bill missing a security thread and watermarks. She advised she had just received three \$50 bills from Food Lion from a transaction. The officer made contact with the Store manager at Food Lion. The manager located two more counterfeit \$50 bills at the same register. The customer was refunded her \$150 and the seized bills were forwarded to the US Secret Service. Closed INACTIVE, transferred to another agency.

Smithfield Center – August 2019 - Monthly Report

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				12:30 PM - 10:30 PM SC MHSu 2:30 PM Raymer and Morrison Wedding and Reception	12:00 PM - 12:00 AM SC MHSu 5:00 PM Thompson and Williams Reception 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	9:00 AM - 10:00 AM WC Canoe/Kayak 9:00 AM Yoga in the Park 1:00 PM - 4:00 PM WC Manor House 1:00 PM WC Manor Grounds Tour
4	5	6	7	8	9	10
10:00 AM - 6:00 PM SC MHSu 2:00 PM IOW County Fair Pageant 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	1:00 PM - 5:00 PM SC C&D 1:00 PM Set-Up Smithfield Leads Meeting	6:00 AM - 5:00 PM SC C&D 7:30 AM Smithfield Leads Meeting 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils 1:00 PM - 9:00 PM SC MH 5:00 PM National Night Out 5:00 PM - 6:00 PM SC Kitchen 5:00 PM Kitchen Dish Clean & Inventory 6:30 PM - 9:30 PM SC A&B 6:30 PM Town Council	6:00 AM - 5:00 PM SC Suites 7:30 AM Smithfield Leads Meeting 9:00 AM - 5:00 PM SC MH 11:30 AM Smithfield Intern Presentations	6:00 AM - 5:00 PM SC Suites 7:30 AM Smithfield Leads Meeting 8:00 AM - 5:00 PM SC MH 9:00 AM Historic Resources CLG Training	10:30 AM - 6:30 PM SC MHSu 10:30 AM Miller and Wiskur Wedding and Reception 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	9:00 AM - 10:00 AM WC Canoe/Kayak 9:00 AM Yoga in the Park 2:00 PM - 11:00 PM SC MH Su 5:00 PM Miller and Wiskur Wedding and Reception
11	12	13	14	15	16	17
10:00 AM - 12:00 AM SC MHSu 5:00 PM Horton and Newsome Wedding and Reception 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	8:00 AM - 5:00 PM SC Suites 8:00 AM Carpet Cleaning	8:00 AM - 5:00 PM SC C&D 9:00 AM Emergency Action Plan Training 6:00 PM - 9:00 PM SC A&B 6:00 PM Planning Commission	2:00 PM - 12:00 AM SC MHSu 6:00 PM Christensen and Carnegie Wedding and Reception	3:00 PM - 11:00 PM SC MHSu 3:00 PM McDonald-Galling Wedding & Reception	12:00 PM - 12:00 AM SC MHSu 5:00 PM McDonald-Galling Wedding & Reception	9:00 AM - 10:00 AM WC Canoe/Kayak 9:00 AM Yoga in the Park 10:00 AM - 9:00 PM SC MH 2:00 PM Pope and Maynard Reception
18	19	20	21	22	23	24
1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	12:00 PM - 10:00 PM SC MH 6:30 PM Farm Bureau Dinner	8:00 AM - 5:00 PM SC C&D 9:00 AM Emergency Action Plan Training 9:00 AM - 11:00 AM SC A&B 9:00 AM Schoolhouse Museum 11:30 AM - 2:00 PM SC A&B 11:30 AM Crimline Meeting 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils 3:30 PM - 8:00 PM WC Trails 3:30 PM IWA Cross Country Meets 6:00 PM - 7:00 PM SC A&B 6:00 PM BHAR		9:00 AM - 7:00 PM SC D 10:00 AM Parker Dennison Workshop 11:00 AM - 2:00 PM SC A&B 11:00 AM New Hire Luncheon	10:00 AM - 5:00 PM SC MHSu 10:00 AM Lowers-Miller Reception 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	12:00 PM - 12:00 AM SC MHSu 5:00 PM Lowers-Miller Reception
25	26	27	28	29	30	31
8:00 AM - 5:00 PM SC Suites 8:00 AM Flooring Installation 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	8:00 AM - 5:00 PM SC Suites 8:00 AM Flooring Installation 4:00 PM - 6:00 PM SC MH 4:00 PM Committee Meetings	8:00 AM - 5:00 PM SC Suites 8:00 AM Flooring Installation 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils 4:00 PM - 6:00 PM SC MH 4:00 PM Committee Meetings	8:00 AM - 5:00 PM SC Suites 8:00 AM Flooring Installation	8:00 AM - 5:00 PM SC Suites 8:00 AM Flooring Installation	8:00 AM - 5:00 PM SC Suites 8:00 AM Flooring Installation 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	8:00 AM - 5:00 PM SC Suites 8:00 AM Flooring Installation 9:00 AM - 10:00 AM WC Canoe/Kayak 9:00 AM Yoga in the Park 9:00 AM - 5:00 PM LSC Field 6 9:00 AM Smithfield Pop Warner Football

Events for August 2019	
Total Events	23 Events
Events discounted 100%	9 events
Events discounted 50%	0 events
Deposit Totals for August 2019	
Smithfield Center Deposits	\$17,674.08
Town Services Deposits (police and public works)	\$138.00
Windsor Castle Park (rentals and park impact fees)	\$38.00
Luter Sports Complex	\$00.00

Smithfield/Isle of Wight Tourism Activity Report –AUGUST 2019

- Advertising meeting with Entercom Radio 8/1/19.
- Director was guest speaker at Smithfield Rotary 8/1/19.
- VRLTA (Virginia Restaurant Lodging & Travel Association) government affairs conference call 8/2/19.
- CRUSH FRIDAY event held at Smithfield Station boardwalk 8/2/19.. Several hundred attendees. Very successful event!
- Boardwalk Art Show Saturday, 8/3/19. 16 Exhibits. I-Ride shuttles. Very successful event!!
- Departmental Evaluations and Planning Programs completed for all staff by 8/16/19.
- Town Council 8/6/19.
- Town Staff Meeting 8/7/19.
- Christmas in Smithfield Event meeting 8/8/19. 4 Houses set for house tour that will be the first weekend in December. Antique Show at the Smithfield Center will also be that weekend. Horse and Carriage rides through the historic district and I-Ride shuttles available. Tourism is assisting with marketing, logistics and ticket sales.
- Board of Supervisors Meeting 8/8/19.
- County Staff meeting 8/12/19.
- Interview completed to switch employee from Tour Guide status to Visitor Center Advisor staff 8/12/19.
- Meeting with VRLTA with Senator Louise Lucas to discuss tourism issues 8/13/19.
- Meeting with Delegate Emily Brewer to discuss state tourism issues with VTC (Virginia Tourism Corporation) 8/13/19.

- Chamber Business After Hours 8/14/19.
- Historic St. Luke's Church Whitemarsh Farm tour 8/15/19. Full archeology dig is being done on-site. HSL Board meeting 8/21/19.
- Tourism Department monthly staff meeting 8/19/19.
- Meeting with Parks & Recreation to discuss IOW County Fair Welcome Tent and 25th Anniversary display 8/19/19 and 8/27/19. IOW County Fair is 9/12-15/19.
- Blackwater Advisory Board meeting 8/19/19.
- County Agenda Review meeting 7/3/19.
- Boykin's Tavern Visitor Pass meeting with County E.D., Tourism and Museum 7/12/19.
- Town Staff Meeting 8/21/19.
- Chamber Ladies of Leadership Meeting 8/21/19.
- Director vacation 8/26-8/30/19.
- Council Committees 8/26-27/19.
- IOW Cooperative Extension meeting with VTC 8/26/19.
- Isle of Wight County Fair Committee 8/26/19.
- County Wellness Committee meeting 8/29/19.
- Tourism Facebook postings and tweets throughout month. Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.

Upcoming Events: See www.VisitSmithfieldVa.com for more details!

ZONING PERMITS JULY 2019

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
7033 Amendment/ Reissued	Water System	Cypress Creek Parkway	1010 Cypress Creek Parkway	Eagle Construction/Berton James
7135	Sign Permit		327 Main Street	William Ketchum/Righters Group
7136	Swimming Pool	Willow Oaks	106 Mimosa Court	Ronald and Susan Mull
7137	Single Family Dwelling	Cypress Creek	107 Gullane	ABT Custom Homes/George Enderlin
7138	Deck	Cypress Creek	107 St Andrews	Jeannine Moga
7139	Single Family Dwelling	Cypress Creek	106 Gullane	Eagle Construction
7140	Single Family Dwelling	Cypress Creek	102 Royal Portrush	Eagle Construction
7141	Fence	Pagan Point	301 Ridgeland Drive	Michelle Lanzalotto
7142	Storage Shed		205 Chalmers row	Angela Standley
7143	Fence	Red Point Heights	401 Jordan Drive	Al Casteen
7144	Addition	Grimesland	910 Magruder Road	The Next Level Design Group
7145	Sign Permit		201 Battery Park Road	Talley Sign/Smithfield Storage
7146	Sign Permit		13416 Benns Church Boulevard	Martins Custom Design/Farmers Table
7147	Sign Permit		407 Grace Street	Cardinal Sign Corporation/Cofer Auto

**COMMITTEE
SUMMARY REPORTS**

August 30, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC SAFETY COMMITTEE MEETING
HELD ON MONDAY, AUGUST 26TH, 2019

The Public Safety Committee met Monday, August 26th, 2019 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mrs. Denise Tynes, Chair; and Mr. Wayne Hall. Other Council members present were Ms. Valerie C. Butler and T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. John Settle, Community Development & Planning Director; Mr. Christopher Meier, Smithfield Police Lieutenant; Mr. Wayne Griffin, Town Engineer; Ms. Amy Novak, Director of Parks and Recreation; and Ms. Ashley Rogers, Director of Human Resources. Also in attendance were Mr. Charlie Kempton, Assistant Chief of Operations for the Smithfield Volunteer Fire Department and Mr. Jeffrey Smith, Assistant Chief of Administration for the Smithfield Volunteer Fire Department; and Ms. Cheryl Ketcham. The media was represented by Mr. Frederic Lee of The Smithfield Times.

Public Safety Committee Chair, Mrs. Denise N. Tynes called the meeting to order.

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

1. Autumn Vintage Market – Request to Close Street – The Town Manager stated that Cheryl Ketcham with the Smithfield Farmers Market has requested the 100, 200, and 300 blocks of Main Street to be closed for the Autumn Vintage Market on Saturday, September 28th, 2019 from 6:00 a.m. to 6:00 p.m. Staff recommends Town Council approve closing the 100, 200, and 300 blocks of Main Street for this event. Mrs. Tynes asked that proper notice be given to the citizens a head of time since it will affect people trying to get to the Post Office. This item will be placed on Town Council's September 3rd, 2019 agenda for consideration.

2. Bacon, Bourbon and Beach Music Festival – Request to close Street, Fishing Pier, and Trail - The Town Manager stated that Ms. Gina Ippolito with Smithfield VA Events has requested the following for the Bacon, Bourbon, and Beach Music Festival taking place on Saturday,

October 5th, 2019 at Windsor Castle Park: The closure of Jericho Road at South Church Street, with traffic assistance, from 8:30 a.m. to 6:00 p.m. on October 5th. The closure of the Windsor Castle Park Trail between stations 21 and 23 from 10:00 a.m. to 5:00 p.m. on October 5th. The closure of the Windsor Castle Park Fishing Pier from October 2nd through October 5th. Staff recommends that Town Council approve the aforementioned closure request. This item will be placed on Town Council's September 3rd, 2019 agenda for consideration.

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

1. Operational Updates: Smithfield Police Department – Lt. Meier reported that the Department has started accepting applications for their Citizens Police Academy. As of today they have received applications for ten of the twelve spots. The last two spots have been reserved for one member of Council and one member of the Certified Crime Prevention Team. The academy will start on September 11th and run 10 weeks. Mrs. Tynes stated that she spoke to Chief Howell on Friday and volunteered to be part of the academy as the Council representative. Mr. Hall will volunteer as a member of the Certified Crime Prevention Team. Lt. Meier also reported that the Department has developed a very strong lead in the vehicle break-ins that have been happening. They hope to make an arrest by the end of the week once the investigation has been completed. Mayor Williams asked if the same group was responsible for all the recent vehicle break-ins. Lt. Meier stated that they believe they are involved with all with the exception of the two that were in the Smithfield Station parking lot. Mrs. Tynes thanked Lt. Meier for the work the Department does to keep our community safe.

2. Operational Updates: Smithfield Volunteer Fire Department – Chief Kempton was present to give committee an update. He reported that they had 83 calls for service last month with 12 being motor vehicle accidents and 2 structure fires. Chief Kempton stated they had a call for service this past weekend from an individual that had fell along the Windsor Castle walking trails. They were able to get to them rather quickly and efficiently with only a minor delay in getting to the Gator that was in one of the locked barns. Ms. Ippolito was on site with keys to access the barn. Since then new keys have been made and given to the fire department. Keys have also been added to a lockbox there at the park. Committee asked if it was determined how they fell. Chief Kempton stated that the individual tripped but was not sure what caused them to trip and fall. The location of the fall was near the dog park. Mrs. Tynes asked if the individual had serious injuries. Chief Kempton stated the individual's injuries were not serious. Chief Kempton stated that the Department continues to grow with four new members voted in this month. They have ten live-ins with three on a waiting list. Chief Smith stated that the new Fire Chief would like a representative of the Fire Department to attend Committees every month to give updates. They would like to be included so their department is aware of all new construction in town and to be sure they have the apparatus and water supply necessary if an emergency should arrive. Mrs. Tynes thanked both gentlemen for coming out to give committee an update on the Fire Department.

The meeting adjourned at 3:13 p.m.

August 30, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, AUGUST 26TH, 2019.

The Water & Sewer Committee held a meeting on Monday, August 26th, 2019 at 3:13 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending was Mrs. Denise Tynes. Council members also in attendance were Ms. Valerie C. Butler, Mr. Wayne Hall, and T. Carter Williams, Mayor. Staff members in attendance were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. John Settle, Community Development and Planning Director; Mr. Wayne Griffin, Town Engineer; Ms. Amy Novak, Director of Parks and Recreation; and Ms. Ashley Rogers, Director of Human Resources. The media was represented by Mr. Frederic Lee of The Smithfield Times.

Water and Sewer Committee Member, Mrs. Denise Tynes, called the meeting to order.

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

1. There are no items to come before the Water and Sewer Committee at this time.

Meeting adjourned at 3:14 p.m.

August 30, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, AUGUST 26TH, 2019

The Finance Committee met on Monday, August 26th, 2019 at 3:14 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending was Ms. Valerie Butler. Other Council members present were Mrs. Denise N. Tynes, Mr. Wayne Hall, Ms. Beth Haywood and T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. John Settle, Director of Community Development and Planning; Mr. Wayne Griffin, Town Engineer; Ms. Amy Novak, Director of Parks and Recreation; and Ms. Ashley Rogers, Director of Parks and Recreation. Also in attendance was Mr. John Graham. The media was represented by Mr. Frederic Lee of The Smithfield Times.

Finance Committee Member, Ms. Valerie Butler, called the meeting to order.

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

1. Invoices Over \$10,000 Requiring Council Authorization:

a. Lewis Construction of Virginia, Inc. \$24,557.00

This invoice from Lewis Construction of Virginia, Inc is for installation of a 16" valve at Battery Park Road and Stratford Lane at Wellington Estates. This work was previously approved by Council. Committee recommends placing this invoice on Town Council's September 3rd agenda for consideration.

b. Farmers Service Company \$15,678.00

This invoice from Farmers Service Company is for two (2) lawn mowers to be used by our Parks and Recreation Department. Town Council approved the purchase order at their August 6th Town Council meeting. Committee recommends placing this invoice on Town Council's September 3rd agenda for consideration.

2. Purchase Orders Over \$10,000 – Request to approve – The Town Manager stated that the purchase orders listed below are all budgeted items in the FY 2019-2020 budget.

a. Smith Turf & Irrigation - Aerator \$10,364.00

This purchase order is for an aerator to be used by our Parks and Recreation Department at the Luter Sports Complex. The estimated cost \$10,364. This expense is included in your adopted FY20 budget. Staff recommends Town Council approve the purchase order. Committee recommends placing this purchase order on Town Council's September 3rd agenda for consideration.

b. White Oak Equipment - Tractor \$23,900.00

This purchase order is for a tractor to be used by our Parks and Recreation Department. The estimated cost is \$23,900. This expense is included in your adopted FY20 budget and will be covered using Windsor Castle Park Preservation Funds. Staff recommends Town Council approve this purchase order. Committee recommends placing this purchase order on Town Council's September 3rd agenda for consideration.

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

1. Public Comments – Mr. John Graham was present to follow-up from some suggestions he made to the town, in regards to water policies, at a Town Council meeting several months ago. He stated to this day he has not received any response back from the Town. He went on the website before he came here today and in order to get a form for water you must call unlike many of the other forms that are available on the website. He would like to see the Town's water policy placed on the website. He continued to express concern about having to write two check for water service as wells as taking a day off from work because you can do things online. Ms. Minga stated that the town is longer requiring two checks. You do not have to take off from work; however you cannot pay online currently as they have several things that need to be updated before that can happen. Residents can mail their payments in. At this time the town is in an IT conversion situation trying to come up with a way to work with Isle of Wight County. Town is staff is working to make the process more user friendly. Mr. Graham thanked committee for the update.

2. June Financial Statements – Ms. Minga stated that the June Financial Statements are still in draft format. There are still things that are missing or cannot be accrued until the end of August.

Revenues: Real Estate is currently a little under \$11,000 less than budget. Once the Town receives the real estate tax rate from the County we should end up on budget or slightly over budget. Ms. Minga stated that the Personal Property Tax Relief Act (PPTRA) will most likely be on Council's October agenda for adoption to make sure everyone gets the most value for the money that we get from the state verses what the total billing should be. At this time Personal Property has exceeded budget. If you add up all the Personal Property, Real Estate and Public Service Corporations accumulatively they are \$40,544 over budget at this point in time before we do the accruals for Real Estates. This is a good thing. Looking at other local taxes such as Franchise Tax, Transient Occupancy Tax, Meals Taxes, and Business Licenses all exceeded budget. The most notable was Meals Tax. If you add the two categories together which is the amount for Pinewood Heights (special project) and the amount used for general services it

exceeded budget by \$109,255. This was without any rate increases this year. Licenses, Permits and Fees exceeded budget by \$46,850. One area that we were down in was Fines. Fines and Cost were down almost \$20,000. This is not a bad thing. Use and Property was \$98,000 more than what was budgeted. General Fund interest was more than what was budgeted by \$65,000 due to some increases in some interest rates and Sweep Accounts. Smithfield Center rentals were up as well as kayak rentals and special events. Ms. Minga explained the one area that the town was really low in, mostly due to the status of large projects which caused us to be below budget with General Fund Revenue, was Intergovernmental Federal. The reason is the town had budgeted Phase IV of the Pinewood Heights project and due to the delays in getting the contract back from the state we really did not get much done on this phase. The Urban Fund project (right turn lane at the sports complex) was also delayed in getting started.

Expenses: On the expense side the town had a few areas that were over from what we had anticipated mainly due to travel and training, and legal fees. Most all departments were under budget on expenses. E911 is expected to be approximately \$25,000 over budget just from the change in how it is being calculated by Isle of Wight County. Ms. Minga stated that she has already booked the remainder of the year for tourism; however we have not received the final true-up yet. The town had also budgeted to pay half of the maintenance cost of the Museum; however on the other side the town will bill the County for half of the operating cost for the museum. This has not been included in the financials yet. Consumption was down for both water and sewer for the year. Revenues were below budget. She explained that she still needs to accrue for compensated balances which is a value of sick and vacation on the books that is used between July 1st and August 31st. This cannot be done until the end of August when she knows what these numbers are. One of the areas, especially sewer, which the town was over budget was maintenance. We had a lot of maintenance and repairs to sewer; however it was offset by materials and supplies, which were lower. Both water and sewer ended up with a net income not a net loss for the year. This does not take in consideration for payment of debt and Capital items. Ms. Minga stated that one of the areas that we had a major savings on this year was water tank maintenance and professional fees that goes along with this. As we start doing more water tank maintenance this will be a bigger impact on the water fund. The Town Manager stated that he does recommend in the near future that the town get under contract on a regular schedule for water tank maintenance. Ms. Minga stated that in regards to the town's Highway Fund it is complete. Overall the town is in good shape for the end of the fiscal year.

3. July Cash Balances / VML Investment Pool Update – Ms. Minga reported that cash balances, excluding the VIP Investment Pool, are down \$1,140,660 for the month of July. This is due to outflows. July is always a big month because it is in the middle of the year when there is not a lot of revenue coming in. It is also a time when our salary and benefit increases take place. Cash balances remain very strong. Ms. Minga stated that she met with two representatives with Farmers Bank last week and they went through the current status of all of our accounts with them in regards to interest rates. The town had a couple of CD's that were up for renewal and the interest rates were really low. The decision was made to close these two CD's and merge them with the General Fund which is now a Sweep Account. It has a 2.25% sweep and a .2% in the checking. The town's Money Market account was also moved into the General Fund account. Staff is currently working with Davenport & Company in reviewing some of our cash balances, capital needs, and statements for the last few years. The ending market value of the VIP Investment Pool was down a little from the ending of last month. There was an unrealized loss; however there was earned income of \$1,089.88. Water = \$630,864.41; Water Debt Service = \$657,451.97; Water Capital Escrow Availability Fees = \$661,121.58; Water Treatment Plant Escrow = \$11,637.97; Water Deposit Account = \$97,961.73; Water Development Escrow = \$161,904.37; **Subtotal Water = \$2,220,942.03**. Sewer = \$145,661.61; Sewer Development

Escrow = \$426,886.55; Sewer Capital Escrow Availability Fees = \$1,079,557.40; Sewer Compliance = \$2,271,719.40; **Subtotal Sewer = \$3,923,824.96. Highway = \$189,351.73** General Fund = \$4,212,932.34; Payroll = \$23,926.71; Money Market General Fund Towne Bank = \$38,776.61; Business Super NOW-General Fund = \$34,721.51; Money Market General Fund Farmers Bank = \$296,085.62; General Fund Capital Escrow = \$217,596.51; Certificate of Deposit (3 month) = \$506,951.42; Certificate of Deposit (12 month) = 20,271.15; Certificate of Deposit Police Dept = \$37,118.01; Special Project Account = \$956,644.03; Pinewood Heights Escrow = \$65,485.17; SNAP Program = \$2,218.75; Museum Account = \$205,558.84; Windsor Castle Acct \$92,903.00 **Subtotal General Fund = \$6,711,189.67. TOTAL ALL FUNDS = \$13,045,308.39.**

4. Additional Item Discussed: Water Discharge to HRSD – Mayor Williams asked where we are with our discharge to Hampton Roads Sanitation District (HRSD). This is costing the town approximately \$250,000 each year. Ms. Minga stated that the town had budgeted \$280,000 for this discharge to HRSD and we ended up a little lower at \$258,000. The Town Manager stated that he and the former Director of Planning, Engineering and Public Works talked about this before he left and it is his understanding that they cannot promise us that if we do the study that “x” will occur. He stated that if Town Council wishes to move forward with the studies staff will revisit next fiscal year. There is a cost associated with moving forward and due to budget constraints this year it was not included in this fiscal year.

5. Vehicle Maintenance Contract – Request to Renew – The Town Manager explained that the Town of Smithfield currently contracts with Smithfield Auto and Truck Center for vehicle maintenance services. Smithfield Auto and Truck Center has requested an increase in cost for the following services: Routine periodic maintenance: Synthetic oil change – Increase of \$5.00; Routine periodic maintenance: State inspections – Increase of \$5.00; Repairs: Mechanical hourly rate – Increase of \$4.00; Repairs: Body repair hourly rate – Increase of \$2.00; Repairs: Body repair material rate – Increase of \$4.00; Towing services; Towing from vehicle location to Smithfield Auto and Truck Center or Town facility – Increase of \$15.00. Note: Towing services will be provided by Dave’s Service Center (currently Big Tow). Town staff has been pleased with their work and would like to extend the contract for another year. The Town Manager stated that he recommends Town Council approve renewing the contract with Smithfield auto and Truck Center for an additional year with the aforementioned changes in cost of services. The Town Attorney expressed concern that if they are going to change the pricing structure from what it was when it was originally bid out then the town will need to rebid the contract. He explained the purpose of requesting an RFP is to allow bidders to submit proposals with their best price for a certain term. You cannot be awarded a contract at one price and then increase all your prices. The original term of the contract was for one year with the right to renew for four additional years. There was some discussion held on whether he should be allowed to up his inspection price because the general assembly increased this fee. The Committee directed the Town Manager to go back to Smithfield Auto and Truck Center and explain that if he changes his prices the town will be required to put it back out to bid. Smithfield Auto will then have the opportunity say whether he wish to stay under contract as prices are currently.

Meeting Adjourned at 3:58 p.m.

August 30, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION COMMITTEE
MEETING HELD ON TUESDAY, AUGUST 27TH, 2019

The Parks and Recreation Committee held a meeting on Tuesday, August 27th, 2019 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Wayne Hall, Chair; Ms. Beth Haywood and Ms. Valerie C. Butler. Other Council members present were Mr. Michael Smith, Vice Mayor; Mrs. Denise Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ashley Rogers, Director of Human Resources; Ms. Amy Novak, Director of Parks and Recreation; Mr. Wayne Griffin, Town Engineer; Mr. John Settle, Community Development & Planning Director; and Mr. Jessie Snead, Superintendent of Public Works. Also in attendance were Andrew Farthing of Kimley-Horn Associates; Mr. Gregory Brown, and Ms. Virginia Sole. The media was represented by Mr. Frederic Lee of The Smithfield Times.

Parks and Recreation Committee Chair, Mr. Wayne Hall called the meeting to order.

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

1. Public Comments:

a. Mr. Gregory Brown of 384 Pagan Road was present to thank committee for taking action to move forward on the bike trail. He stated that Town Council hears a lot of negative comments about decisions they have been made and does not always hear from the ones that are really looking forward to using the trail. There are many that see this as a positive for the community.

b. Ms. Virginia Sole of Richmond Avenue in Church Square was present and stated that she is definitely for the bike trail. She explained that she is a bike rider and she takes her life in her own hands when she comes out of her development whether she is walking or on a bike. She expressed her concerns that Town Council did not pick South Church

Street as the route after the citizens input session clearly showed that residents preferred that route. A sidewalk has been needed on South Church Street for a very long time.

2. Operational Update – Parks and Recreation Committee Report/2019 Open to the Public Event Schedule – Ms. Novak mentioned that as you can hear right now the Smithfield Center is having new flooring, which was approved at last month's Town Council meeting, installed. Committee asked when it would be completed. Ms. Novak replied they should be completely done Friday afternoon.

3. Windsor Castle Shoreline Restoration Project by James River Association – The Town Manager mentioned this item has been removed from today's agenda. Staff met with the James River Association today and they are going to make some modifications to the plan and bring back at a later date.

The meeting adjourned at 3:06 p.m.

August 30, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, AUGUST 27TH, 2019

The Public Works Committee held a meeting on Tuesday, August 27th, 2019 at 3:06 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Ms. Beth Haywood, Chair; Mrs. Denise Tynes, and Mr. Michael Smith, Vice Mayor. Other Council members present were Mr. Wayne Hall, Ms. Valerie C. Butler and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Ashley Rogers, Director of Human Resources; Ms. Amy Novak, Director of Parks and Recreation; Mr. Wayne Griffin, Town Engineer; Mr. John Settle, Community Development & Planning Director; and Mr. Jessie Snead, Superintendent of Public Works. Also in attendance were Mr. Andrew Farthing of Kimley-Horn Associates; Mr. Gregory Brown, and Ms. Virginia Sole. The media was represented by Mr. Frederic Lee of The Smithfield Times.

Public Works Committee Chair, Ms. Beth Haywood, called the meeting to order.

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

1. Benn's Church Boulevard Intersection Improvement Project – Request to Submit Improvements to VDOT – The Town Manager mentioned that the Town has Virginia Department of Transportation (VDOT) Urban Funds allocated for the Benn's Church Boulevard Intersection Improvement Project. Given the fact there is only approximately \$900,000 in construction funding available for this project, VDOT has asked the town to develop smaller and less costly improvements for this intersection. These improvements will take the place of the previously discussed larger scale and more costly improvements for this intersection. If the town does not use these fund soon VDOT will request the funds to be returned. Mr. Griffin explained the smaller scale improvements are as follows: 1) Eastbound Benns Church Boulevard – Improve exclusive left-turn lane by increasing storage length from 100' to 250' and increasing the taper length from 100' to 200' 2) Westbound Benns Church Boulevard – Improve exclusive right-turn lane by increasing decel length from 100' to 200' and increasing decel taper length from 100' to 200' 3) Overall Intersection – Mill, overlay, and restripe intersection, remove non-standard

signage, and replace/install new signage compliant with MUTCD. The estimated cost for professional engineer services is \$125,000 and construction cost is \$770,000 for a total estimated project cost of \$895,000. The Town Manager recommends Council authorize submittal of these improvements. Committee recommends placing this item on Council's September 3rd agenda for consideration.

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

1. Smithfield to Nike Park Trail Project (Segment3) – Request to Select/Confirm Route and Authorize Proceeding to Survey and Preliminary Design Phase - The Town Manager explained that at our August 6th, 2019 meeting Council approved a modified version of Alternate 2 to be used for the multi-use path. At that time you also requested that Kimley Horn provide input on the beginning and ending segments of the proposed route. Andrew Farthing with Kimley-Horn Associates is in attendance to present the information and answer any questions. The Town Manager stated that in terms of next steps he is asking Council to select/confirm the exact route for the multi-use path based on Kimley-Horn's input. He also recommends Council authorize him to execute an agreement with Kimley-Horn in order to proceed to the survey and preliminary design phase. The survey and preliminary design phase (30% submittal to VDOT) will give the Town a better idea of the actual amount of right-of-way required to complete the project and provide a better estimate of project costs. The funding to cover these costs is included in the FY20 budget. Mr. Farthing stated that Kinley-Horn did not see any engineering or cost related concerns with the end of the segment coming to Red Point Drive. There is a pretty steep drop off on the west side of Red Point Drive so they would recommend the path come along the east side of Red Point Drive to make the connection to the Cypress Creek Bridge. There are a couple of utility poles in this area but depending on the existing right-of-way they would do what they could to minimize cost. The second item that they looked at during their alternative analysis was Lumar Road as a whole. Some of the challenges on Lumar Road include elevation changes between the road and the adjacent properties, acquiring additional right-of-ways, and relocation of utility poles. The third piece of their analysis was crossing Battery Park Road at John Rolfe Drive. Going up to a signalized intersection at South Church Street to Ransdell and back to John Rolfe, in the original version of Alternate 2, was their attempt to finding the safest way to cross Battery Park Road. VDOT has minimum spacing requirements for signalized intersections. If this crossing of Battery Park Road were to occur at John Rolfe Drive rather than South Church Street it would most likely not be at a full signalized intersection based on VDOT's spacing requirement as well as the signal warrant analysis not being met. Kimley-Horn's recommendation would be to have pavement markings, signage, and some type of flashing light that could be motion censored that cautions drivers that a bike path is located at the entrance of John Rolfe Drive. Mrs. Tynes stated that she was not in attendance at the last Council meeting where the path going down John Rolfe to Lumar Road was approved. She expressed disappointment that the route is no longer planned to go down South Church Street because a

sidewalk has been needed along this portion of South Church for many years. It was also what the majority of the citizens preferred that came to the public input session. Ms. Haywood expressed concern about the route going up to south Church Street to Ransdell and back to John Rolfe. It does not make sense to go around three blocks to go one block because people will not go that way. They will go the quickest and most direct route. In the end it will be more dangerous because there will be no signs, pavement markings or lights to warn drivers. The Town Attorney stated that before we get to far down the road Kimley-Horn needs to have a conversation with town staff. If the route was to change and go down South Church Street there is no right of way and the town would be forced to do condemnation which would be extraordinarily expensive. If we stay with the approved route there is right of way on John Rolfe and could be right of way on Lumar because we have drainage ditches on both sides of the road. Ms. Haywood feels that Kimley-Horn will be creative when it comes to minimizing the impact to property owners along John Rolfe and Lumar. The Town Attorney suggested that survey work be done so you know what you have and then you can make an informed decision on where the path should go. There are pros and cons for choosing either side. The consensus from Council was to have both sides of John Rolfe and Lumar surveyed so they know exactly what they are dealing with. The Town Manager stated to clarify this will be on the agenda next week to confirm surveying and preliminary design on both sides of John Rolfe and Lumar. After he gets an updated costs from Mr. Farthing he will bring that information back to Council to approve the task order. Mr. Farthing asked if the goal at the end of the day was to have construction cost and amount of right of way impacts determined for both sides of the roads. The Town Attorney suggested coming back to staff when you have the preliminary survey for them to look at. Then staff can say these are the pros for going down this side and these are the cons. Committee requested that no engineering be done at this time. Committee is requesting only a survey be done at this time.

Meeting adjourned at 4:13 p.m.

August 30, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, AUGUST 27TH, 2019

The Public Buildings and Welfare Committee held a meeting on Tuesday, August 27th, 2019 at 4:13 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending were Ms. Valerie Butler, Chair; and Mr. Wayne Hall. Other Council members present were Mr. Michael Smith, Vice Mayor; Ms. Beth Haywood, Mrs. Denise Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Ashley Rogers, Director of Human Resources; Ms. Amy Novak, Director of Parks and Recreation; Mr. Wayne Griffin, Town Engineer; Mr. John Settle, Community Development & Planning Director; and Mr. Jessie Snead, Superintendent of Public Works. Also in attendance was Mr. Andrew Farthing of Kimley-Horn Associates. The media was represented by Mr. Frederic Lee of The Smithfield Times.

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

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

1. Parking Lot Leases – Request to Execute – The Town Manager stated that in Council's packet today are two leases with both H. Woodrow Crook and Robert K. Redlin for use of their privately owned parking lots for public use. Both leases include terms of ten (10) years. The rent shall be free; however, the Town shall maintain and pave both lots. Included in the adopted FY20 budget is \$60,000 to pave and install streetlights in both parking lots. The Town currently uses these lots for public parking; however the existing lease has expired. The Town Manager stated that he is asking Council to authorize him to execute both leases. Once executed, town staff will proceed with paving and installing lights. The Town Attorney stated that Mr. Crook has already seen the lease and approved the language in it. He has also spoken to Mr. Redlin and he was fine with the lease as well; however he has not actually seen the lease agreement. This item will be place on Town Council's September 3rd agenda for consideration.

The meeting adjourned at 4:19 p.m.

RESOLUTION
STREET CLOSURE FOR AUTMNM VINTAGE MARKET

WHEREAS, the Smithfield Farmers Market has proposed that an autumn vintage market event be held on Saturday, September 28, 2019 from 9:00 a.m. until 4:00 p.m. and has requested that certain streets within the Town be closed during the event; and,

WHEREAS, the Town Council desires to support and cooperate with the Smithfield Farmers Market by closing off certain of the town's streets in order to allow a safe and convenient environment for the farmers market events.

NOW, THEREFORE, BE IT RESOLVED that on Saturday, September 28, 2019, the following streets or portions of streets shall be closed from 6:00 a.m. until 6:00 p.m.: Main Street from its intersection with North and South Church Streets to its intersection with Underwood Lane; and,

BE IT FURTHER RESOLVED, that said street closures shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 3rd day of September, 2019.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

August 23, 2019

TO: Public Safety Committee

FROM: Brian S. Thrower, Town Manager *BST*

SUBJECT: Autumn Vintage Market – Request to Close Street

Cheryl Ketcham with the Smithfield Farmers Market has requested the 100, 200, and 300 blocks of Main Street be closed for the Autumn Vintage Market on Saturday, September 28, 2019 from 6:00 a.m. to 6:00 p.m.

Recommendation

I recommend Town Council approve closing the 100, 200, and 300 blocks of Main Street for this event.

Attachment

Special Event Application

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 189

Find us on 

**Town of Smithfield
Special Event Application for Permit**



Event Date		Sat, Sep 28, 2019			
Event Name		Autumn Vintage Market			
Event Location		Main Street			
Event Times (don't include setup times)		9 AM-4 PM			
Event Organizer (Group Name)		Smithfield Farmers Market			
Contacts					
Name	Cheryl Ketcham	Cell Phone	375-3031	Email	cketcham@isleofwightus.net
Name		Cell Phone		Email	

Event Category	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show <input checked="" type="checkbox"/> Other - market				
Description of Event	Tourism Submission <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Our autumn vintage market along Main Street is back! Vintage, antique and repurposed items along all three blocks of Main Street, Smithfield, VA.				
Contact name and phone number for more information on event					
Name:	Cheryl Ketcham		Phone:	375-3031	
Expected Attendance	2000		Website	Smithfieldfarmersmarket.com	
Average Ticket/Entry Price	\$ 0		Participants will be	<input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both	
Music-DJ/Band?			Alcohol Sales or Service?	None	
What is your plan in the event of bad weather-cancel, reschedule?				cancel	
Requesting? <input checked="" type="checkbox"/> road closures Main Street 100, 200, 300 6 AM- 6 PM <input type="checkbox"/> traffic assistance <input type="checkbox"/> park trail closures					
List benefits of your event to the community			List Recipients of Proceeds		
It will be a great event for locals, plus it will bring in a large number of outside visitors, which will help local restaurants and stores, especially along Main Street.					

Check any of the following that your event will include.		Special Event To Do List	Complete by:
<input checked="" type="checkbox"/> Food, Caterer	<input checked="" type="checkbox"/> Food, by Organization	Submit event flyer/promotional material	4 months
<input checked="" type="checkbox"/> Retail Vendors Non-Profit	<input checked="" type="checkbox"/> Retail Vendors For Profit	Street Closures/Park Closures/Traffic Assist goes to Town Council	3 months
<input checked="" type="checkbox"/> Port-a-Potties	<input checked="" type="checkbox"/> Tents	Apply for ABC permit (if needed)	6 weeks
<input type="checkbox"/> Dumpster/Recycle Receptacles	<input checked="" type="checkbox"/> Rentals-Furniture-Tables, Chairs	Contact EMS/Fire (if needed)	4 weeks
<input checked="" type="checkbox"/> Generators/ Light Tower	<input type="checkbox"/> Staging	Apply for Health Permit	4 weeks
<input checked="" type="checkbox"/> Fencing/Barricades	<input checked="" type="checkbox"/> Golf carts	Apply for Tent Permit (if needed)	4 weeks
<input checked="" type="checkbox"/> Providing Shuttle Service	<input type="checkbox"/> Bounce Houses	Call Ms Utility (if tenting or fencing site)	4 weeks
<input type="checkbox"/> Other-List Items Here:		Have walkthrough appointment with the Town <ul style="list-style-type: none"> Submit your Certificate of Insurance (\$1 million policy) to the Town Submit your ABC permit 	4 weeks

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature	Cheryl Ketcham	Date	8/19/19
Print Name	Cheryl Ketcham		

RESOLUTION

BACON, BOURBON & BEACH MUSIC FESTIVAL

WHEREAS, Smithfield VA Events has organized a Bacon, Bourbon & Beach Music Festival to be held at Windsor Castle Park on Saturday, October 5, 2019; and,

WHEREAS, the event organizers have requested that Jericho Road be closed to public traffic and event traffic controlled on the day of the festival; and,

WHEREAS, the event organizers have further requested that the trails immediately adjacent to the festival area be closed to the public from 10:00 a.m to 5:00 p.m. on Saturday, October 5, 2019 and that the fishing pier be closed to the public from Wednesday, October 2, 2019 through Saturday, October 5, 2019 until the conclusion of the festival.

WHEREAS, the Town Council desires to support and cooperate with the organizers of the Festival by rerouting traffic and closing off certain portions of the Windsor Castle Park in order to allow a safe and convenient environment for the Bacon, Bourbon & Beach Music Festival.

NOW, THEREFORE, BE IT RESOLVED that on Saturday, October 5, 2019 Jericho Road shall be closed to public traffic and event traffic controlled from 8:30 a.m to 6:00 p.m.; and,

BE IT FURTHER RESOLVED that on Saturday, October 5, 2019 the trails immediately adjacent to the festival area be closed to the public from 10:00 a.m. to 5:00 p.m.; and,

BE IT FURTHER RESOLVED that the fishing pier shall be closed to the public from Wednesday, October 2, 2019 through Saturday, October 5, 2019 until the conclusion of the festival; and,

BE IT FURTHER RESOLVED, that these actions shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 3rd day of September, 2019.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

August 23, 2019

TO: Public Safety Committee

FROM: Brian S. Thrower, Town Manager

BST

SUBJECT: Bacon, Bourbon, and Beach Music Festival – Request to Close Street, Fishing Pier, and Trail

Gina Ippolito with Smithfield VA Events has requested the following for the Bacon, Bourbon, and Beach Music Festival taking place on Saturday, October 5, 2019 at Windsor Castle Park:

- The closure of Jericho Road at South Church Street, with traffic assistance, from 8:30 a.m. to 6:00 p.m. on October 5th
- The closure of the Windsor Castle Park Trail between stations 21 and 23 from 10:00 a.m. to 5:00 p.m. on October 5th
- The closure of the Windsor Castle Park Fishing Pier from October 2nd through October 5th

Recommendation

I recommend Town Council approve the aforementioned closure requests.

Attachment

Special Event Application

TOWN MANAGER'S OFFICE

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**Town of Smithfield
Special Event Application for Permit**

Event Date <small>(don't include setup dates here)</small>	Times <small>(don't include setup or street closure times here)</small>	Proposed Location
Saturday, October 5, 2019	11 AM-5 PM	WC Riverfront

Event Name	Bacon & Bourbon Music Festival
Event Organizer (Group Name)	Smithfield VA Events
Tax Exemption ID Number	
Website	www.smithfieldvaevents.com

Event Contacts					
Name	Gina Ippolito	Cell Phone	757-869-0664	Email	gina@smithfieldvaevents.com
Name		Cell Phone		Email	

1st Time Event		Annual Event- how many times has event taken place?	five year
Event Category <input checked="" type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____			
Description of Event			
Ticketed Festival attendees (21 & Up only) each get a half pound of bacon with wide selection of condiments to add to their bacon. Brew Tasting, souvenir glass, and music on (3) stages. Bourbon tasting ticket holders get 10 bourbon tastings. There will be other food vendors, retail vendors and wine and beer sales.			
Average Ticket Price	\$ 50-75	Participants will be	<input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both
Expected Attendance	3400	Largest Attendance Number and Year	(2018) - 3200
What is your plan in the event of bad weather-cancel, reschedule?		Rain or shine, cancelation if dangerous weather present.	
Requesting? <input checked="" type="checkbox"/> road closures <input checked="" type="checkbox"/> traffic assistance Jericho Road at South Church on Sat, Oct 5 th , 2019 8:30 AM-6 PM, event traffic controlled <input checked="" type="checkbox"/> park trail closures Windsor Castle Trail between Stations 21 and 23 on Sat, Oct 5 th 10 AM-5 PM; Windsor Castle fishing pier from Oct 2 nd -Oct 5th			

Alcohol Service and/or Sales? <input checked="" type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music	
Date	Times	Date	Times
10/5/19	11 AM- 4:30 PM	10/5/18	11 AM - 5 PM

List benefits of your event to the community	List Recipients of Proceeds
Proceeds benefit Isle of Wight based organizations.	Various local civic, service, charitable organizations.



**Town of Smithfield
Special Event Application for Permit**

Check any of the following that your event will include.

Item	Number	Item	Number
<input checked="" type="checkbox"/> Food, Caterer	2	<input checked="" type="checkbox"/> Food, by Organization	
<input checked="" type="checkbox"/> Retail Vendors Non-Profit	1	<input checked="" type="checkbox"/> Retail Vendors For Profit	7
<input checked="" type="checkbox"/> Port-a-Potties	(3) Trailers plus 20 regulat	<input checked="" type="checkbox"/> Fencing/Barricades	As needed to secure site
<input checked="" type="checkbox"/> Trash Cans	65	<input checked="" type="checkbox"/> Generators	4
<input checked="" type="checkbox"/> Dumpsters	2	<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input checked="" type="checkbox"/> Golf carts/ATVs	10
<input checked="" type="checkbox"/> First Responders- EMS, Fire	2		
Item	Number	Sizes	
Tents	40+	Various sizes ranging from 10 x 10's to large bandshell	
Staging	2	Large covered stages for musical performances	
<input type="checkbox"/> Allowing pets		<input type="checkbox"/> Fireworks	<input checked="" type="checkbox"/> Providing Shuttle Service

Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)

Policy Number	To be provided closer to the event.
Name of Insurance Liability Carrier	
Insurance Company Address	
Insurance Company Phone Number	

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature	<i>Gina Ippolito</i>	Date	8/19/19
Print Name	Gina Ippolito		

Attach the following documents:

Flyers or any promotional materials about event or organization
Site Map/Layout of Event

**INVOICES OVER \$10,000
REQUEST TO APPROVE**

**Lewis
Construction
Of WATER SEWER DRAIN
Virginia Inc.
986-2273**

7716 Quaker Drive
Suffolk, VA 23437

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

LCOVsuffolk@aol.com

INVOICE

Invoice Number: 0719-1072.1910

Invoice Date: Jul 31, 2019

Page: 1

Bill To:
Town of Smithfield P O Box 246 Smithfield, VA 23431

Ship to:
Battery Park Rd & Stratford Lane Wellington Estates Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	Per Jessie	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			8/15/19

Quantity	Item	Description	Unit Price	Amount
1.00		16" gate valve install complete	24,557.00	24,557.00
<i>Purchase Order PW-19-20</i>				
VENDOR # _____ ACCOUNT # _____ PHONE # _____ TOWN MANAGER _____				

Subtotal	24,557.00
Sales Tax	
Total Invoice Amount	24,557.00
Payment/Credit Applied	
TOTAL	24,557.00

Check/Credit Memo No:

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

Invoice: 1147627
Patron: 102648



Farmers Service Company
865 Main St
Smithfield, VA 23430
757-357-4367

Sales Invoice
1147627

Page 1

Sold: 07/29/19 09:40
By: Mike H
PO: PR-20-02
TTR: 1149260

REPRINT

Bill To: 102648
Town of Smithfield - Parks
Steve Clark Steve Senkovich
PO Box 246
Smithfield, VA 23430

Ship To: 10264800
Town of Smithfield - Parks
Steve Clark Steve Senkovich
PO Box 246
Smithfield, VA 23430

Item No	Description	Units	Quantity	Unit Price	Ext. Amount T
11815	936799 X-One FX850 KAW/ 60" '19 New	EACH	2.0000	7,839.0000	15,678.00
	Regular Price 10,615.00				
	Ser#s 19066209 &19066211				
	15,678.00 charged to account. 15,678.00 due in full on 08/30/19				
			Invoice Total		15,678.00

www.farmerserv.com

*This purchase is subject to the terms and conditions of Farmers Service Company credit policy.
Customer agrees to pay for these purchases according to the Credit Policy and/or Credit Agreement of the owner/assignee of the account
(Note that the owner/assignee may include, but not be limited to, the Farmers Service Company and/or JDF Multi-use).

Picked up by Call in order

**Purchase Orders
Request to Approve**



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

August 23, 2019

TO: Finance Committee

FROM: Brian S. Thrower, Town Manager *BST*

SUBJECT: Purchase Order - Request to Approve

Attached is a purchase order for an aerator to be used by our Parks and Recreation Department at Luter Sports Complex. The estimated cost \$10,364. This expense is included in your adopted FY20 budget.

Recommendation

I recommend Town Council approve this purchase order.

Attachment

Purchase Order
Quote

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SMITH TURF & IRRIGATION

EQUIPMENT QUOTATION

Quoted To:
Chris Hewitt
 Town of Smithfield Parks & Recreation



Quoted From:
 Richmond Office
 2201 Dabney Rd
 Richmond, VA 23230

Account Executive: Dave Melton
 757-408-6861

Qty	Model	Description	Unit Price	Extended
1	UA82-081	1st Products UA60 Aera-vator Frame With Spiker Roller		\$6,694.00
1	UA82-015	UA60 AERA-vator Shaft		\$3,670.00
			Unit Total	\$10,364.00

Sole Source

Payment Terms:	Net 10th Prox (Upon Credit Approval)	Sub Total	\$10,364.00
Prices And Payment Terms Shown Will Be Valid For 30 Days From Date Quoted. After This Period, We Reserve The Right To Make Any Necessary Adjustments To Prices And/Or Payment Terms.		Est. Sales Tax	
		Total	\$10,364.00

Quote Prepared By: Dave Melton

Date: 6/18/2019

Quote Accepted By: _____

Date: _____



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

August 23, 2019

TO: Public Works Committee

FROM: Brian S. Thrower, Town Manager

BST

SUBJECT: Benn's Church Boulevard Intersection Improvement Project - Request to Submit Improvements to VDOT

As you are aware, the Town currently has Virginia Department of Transportation (VDOT) Urban Funds allocated for the Benn's Church Boulevard Intersection Improvement Project. Given the fact there is only approximately \$900,000 in construction funding available for this project, VDOT has asked the Town to develop smaller and less costly improvements for this intersection.

Carroll Collins with Kimley Horn is in attendance to review recommended improvements to submit to VDOT. These improvements will take the place of the previously discussed larger scale and more costly improvements for this intersection.

Recommendation

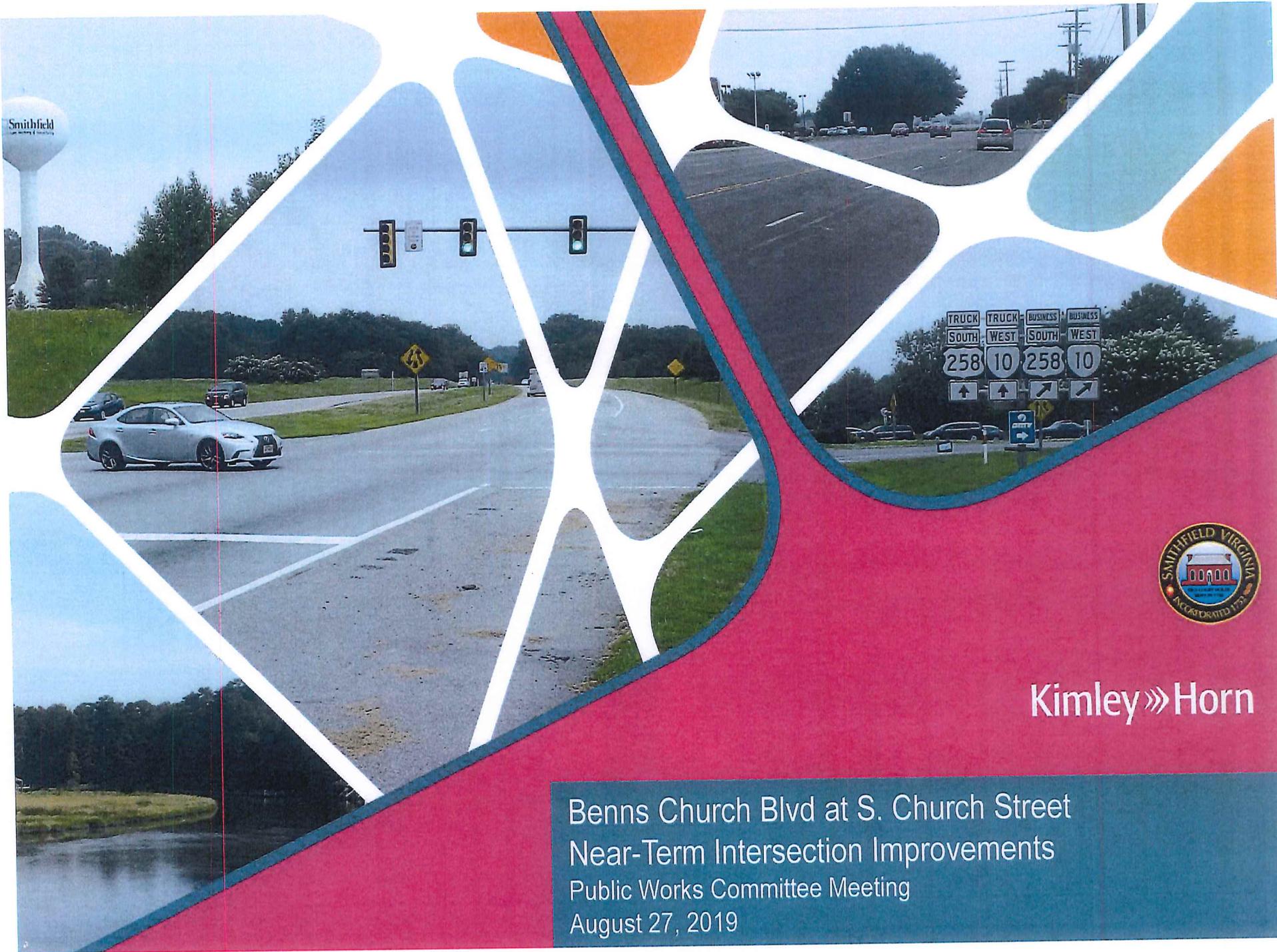
I recommend you authorize submittal of these improvements to VDOT. The Town will then be required to enter into a project agreement with VDOT, if approved.

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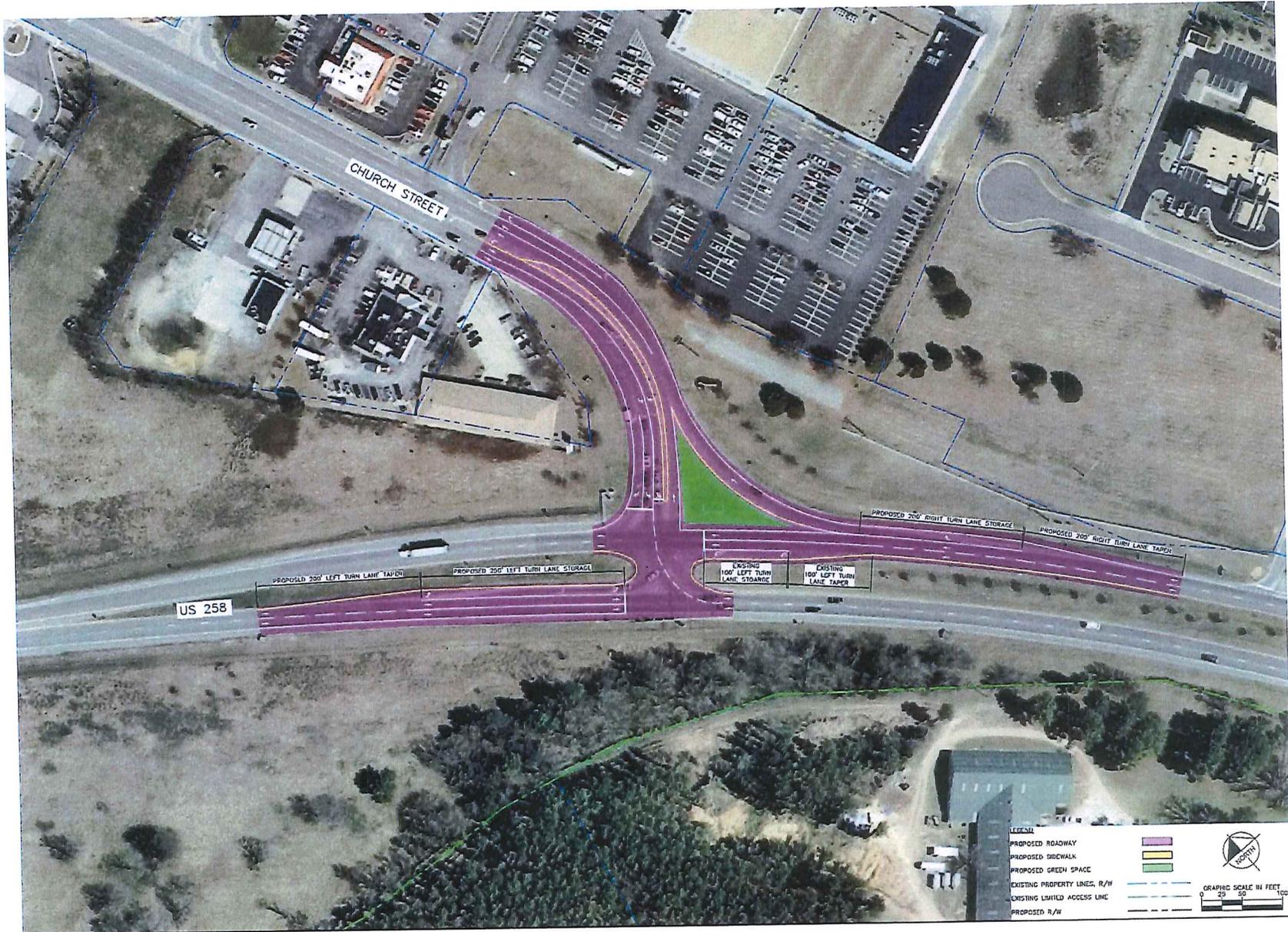


Kimley»Horn

Benns Church Blvd at S. Church Street
Near-Term Intersection Improvements
Public Works Committee Meeting
August 27, 2019



Near-Term Intersection Improvements





Near-Term Intersection Improvements

Eastbound Benns Church

- ◆ Improve exclusive left-turn lane
 - ◆ Increase storage length from 100' to 250'
 - ◆ Increase taper length from 100' to 200'

Westbound Benns Church

- ◆ Improve exclusive right-turn lane
 - ◆ Increase decel length from 100' to 200'
 - ◆ Increase decel taper length from 100' to 200'





Near-Term Intersection Improvements

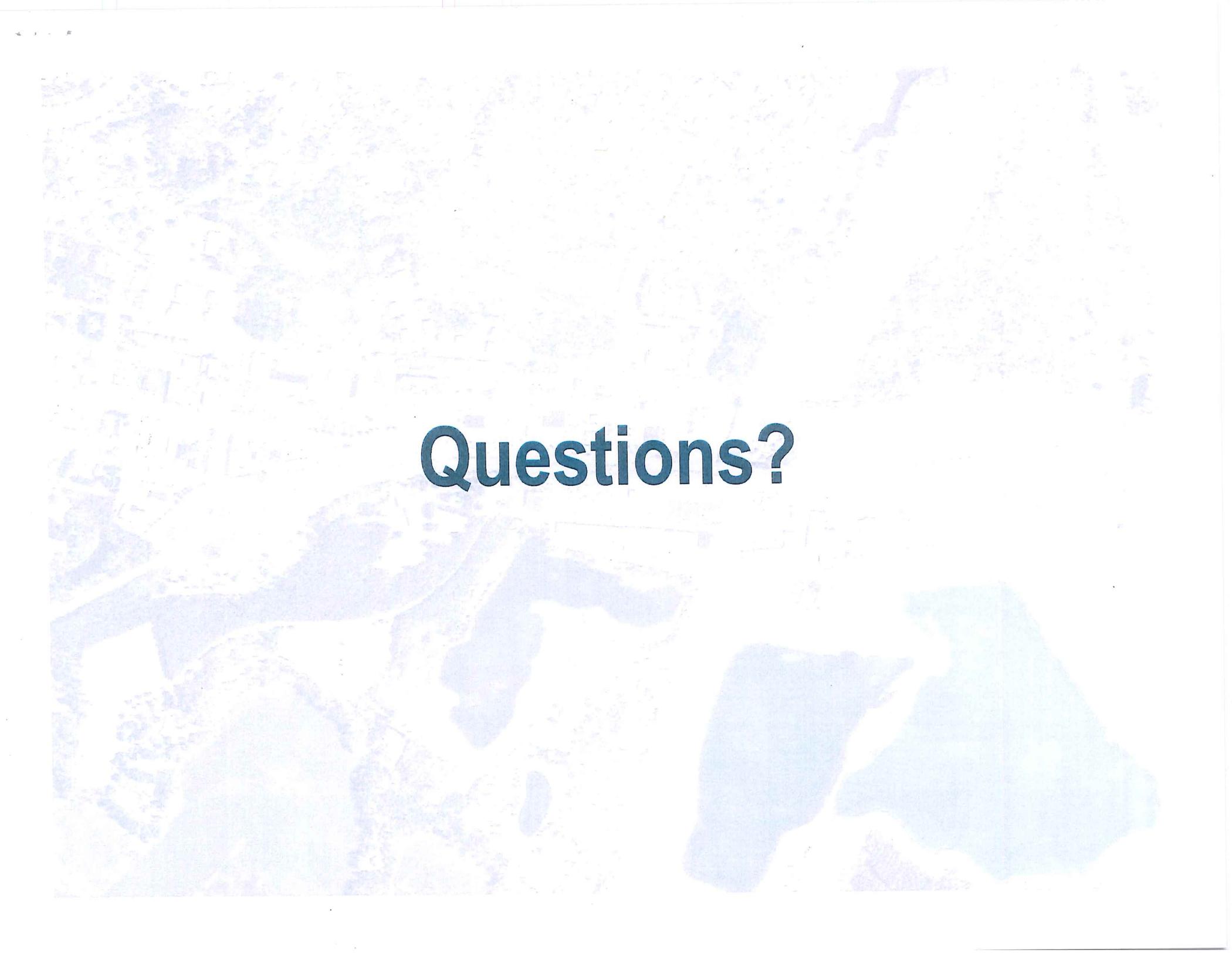
Overall Intersection

- ◆ Mill, overlay, and restripe intersection
 - ◆ Bennis Church Boulevard (approx. 1,000')
 - ◆ S. Church Street (approx. 500')
- ◆ Remove non-standard signage
- ◆ Replace/install new signage compliant with MUTCD

Cost Estimate

- ◆ PE (Design, Survey, Geotech, Env, etc.) - \$125,000
- ◆ CN (Roadway, MOT, CEI, Contingency, etc.) - \$770,000
- ◆ Total - \$895,000



An aerial photograph of a city, likely London, showing a river (the River Thames) winding through the urban landscape. A large, prominent green field is visible in the lower right quadrant. The word "Questions?" is overlaid in the center of the image.

Questions?



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

August 23, 2019

TO: Public Buildings and Welfare Committee

FROM: Brian S. Thrower, Town Manager

BST

SUBJECT: Parking Lot Leases - Request to Execute

Attached are leases with both H. Woodrow Crook and Robert K. Redlin for use of their privately owned parking lots for public use. Both leases include terms of 10 years. The rent shall be free; however, the Town shall maintain and pave both lots. \$60,000 is included in the adopted FY20 budget to pave and install streetlights in both parking lots. The Town currently uses these lots for public parking; however, the existing lease has expired.

Recommendation

I recommend you authorize me to execute both leases. Once executed, Town staff will proceed with paving and installing lights.

Attachment

Leases

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THIS LEASE, made as of this the ____ day of September, 2019, by and between H. WOODROW CROOK, JR. PC, a Virginia professional corporation, known as "Lessor;" and the TOWN OF SMITHFIELD, a Virginia municipal corporation situate in Isle of Wight County, "Lessee:"

WHEREAS, Lessor owns real estate fronting on Cedar Street in the Town of Smithfield, which is suitable for parking purposes; and,

WHEREAS, the Town has previously made improvements to the property and is ready and willing to further improve the parking area; and,

WHEREAS, in consideration of the public improvements by Lessee to Main Street and the benefits to Lessor, Lessor has agreed to lease the property described below to Lessee for the purpose of public parking:

NOW, THEREFORE, WITNESSETH: That for and in consideration of the mutual benefits accruing to the parties hereto, Lessor hereby leases to Lessee the property described on Exhibit A, attached hereto ("the Property"), for purposes of public parking and upon the following conditions:

1. The grant of this lease from Lessor to Lessee shall be rent free.
2. The term of this lease shall be ten (10) years beginning as of September 1, 2019 and ending August 31, 2029.
3. Lessee, at its expense, will make all necessary repairs and improvements to the Property in order to make the Property suitable for a public parking lot and in particular Lessee shall pave the parking area. Lessee shall be responsible for regular maintenance of the parking area.
4. Lessor will not interfere with the use of the Property as a public parking lot by the general public during the term of this lease; PROVIDED HOWEVER, that Lessor reserves the right to designate four (4) parking spaces for exclusive tenant use, the spaces to be designated as agreed by Lessor and Lessee.
5. Lessor shall pay all real estate taxes on the Property.
6. Lessor and Lessee will be solely responsible for their own public liability and each shall have no duty of indemnity or contribution to the other.

Witness the following signatures and seals, Town of Smithfield having caused this lease to be executed on its behalf by its Town Manager pursuant to authority of its Town Council:

H. WOODROW CROOK, JR. PC

By: _____
H. Woodrow Crook, Jr., President

TOWN OF SMITHFIELD

By _____
Town Manager

STATE OF VIRGINIA

COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing lease was acknowledged before me this _____ day of _____, 2005, by H. Woodrow Crook, Jr. as President of H. Woodrow Crook, Jr., PC.

My commission expires: _____.

Notary Public

STATE OF VIRGINIA

COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing lease was acknowledged before me this _____ day of _____, 2005 by Brian S. Thrower, Town Manager of the Town of Smithfield.

My commission expires: _____.

Notary Public

THIS LEASE, made as of this the ____ day of September, 2019, by and between ROBERT K. REDLIN, known as "Lessor;" and the TOWN OF SMITHFIELD, a Virginia municipal corporation situate in Isle of Wight County, "Lessee:"

WHEREAS, Lessor owns real estate fronting on Cedar Street in the Town of Smithfield, which is suitable for parking purposes; and,

WHEREAS, the Town has previously made improvements to the property and is ready and willing to further improve the parking area; and,

WHEREAS, in consideration of the public improvements by Lessee to Main Street and the benefits to Lessor, Lessor has agreed to lease the property described below to Lessee for the purpose of public parking:

NOW, THEREFORE, WITNESSETH: That for and in consideration of the mutual benefits accruing to the parties hereto, Lessor hereby leases to Lessee the property described on Exhibit A, attached hereto ("the Property"), for purposes of public parking and upon the following conditions:

1. The grant of this lease from Lessor to Lessee shall be rent free.
2. The term of this lease shall be ten (10) years beginning as of September 1, 2019 and ending August 31, 2029.
3. Lessee, at its expense, will make all necessary repairs and improvements to the Property in order to make the Property suitable for a public parking lot and in particular Lessee shall pave the parking area. Lessee shall be responsible for regular maintenance of the parking area.
4. Lessor will not interfere with the use of the Property as a public parking lot by the general public during the term of this lease; PROVIDED HOWEVER, that Lessor reserves the right to designate four (4) parking spaces for exclusive tenant use, the spaces to be designated as agreed by Lessor and Lessee.
5. Lessor shall pay all real estate taxes on the Property.
6. Lessor and Lessee will be solely responsible for their own public liability and each shall have no duty of indemnity or contribution to the other.

Witness the following signatures and seals, Town of Smithfield having caused this lease to be executed on its behalf by its Town Manager pursuant to authority of its Town Council:

_____(SEAL)
Robert K. Redlin

TOWN OF SMITHFIELD

By _____
Town Manager

STATE OF VIRGINIA

COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing lease was acknowledged before me this ____ day of _____, 2005, by Robert K. Redlin and Linda W. Gwaltney.

My commission expires: _____.

Notary Public

STATE OF VIRGINIA

COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing lease was acknowledged before me this ____ day of _____, 2005 by Peter M. Stephenson, Town Manager of the Town of Smithfield.

My commission expires: _____.

Notary Public

AN ORDINANCE TO INCREASE THE REAL ESTATE TAX RATE

WHEREAS, the Town Council of the Town of Smithfield held a public hearing on the proposed increase in the tax rate on Tuesday, September 3, 2019 at 6:30 p.m. in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia; and,

WHEREAS, after consideration of the Town's current and projected financial needs, the Town Council of the Town of Smithfield finds it to be in the best interest of the public health, safety and welfare of the citizens of the Town to increase the tax rate on real estate from its current rate of \$0.16 per \$100 of assessed value to a new rate of \$0.19 per \$100 of assessed value.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD, VIRGINIA, that the tax rate on real estate is increased from its current rate of \$0.16 per \$100 of assessed value to a new rate of \$0.19 per \$100 of assessed value.

This ordinance shall be effective as of July 1, 2019.

ADOPTED this 3rd day of September, 2019.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Clerk

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

Notice is hereby given pursuant to Sections 15.2-2204 and 15.2-2285 of the Code of Virginia, (1950), as amended, that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council on Tuesday, September 3, 2019 at 6:30 o'clock P.M., in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, to consider the amendment and revision of Articles 2, 3A, 3B, 3C, 3D, 3E, 3G,3H, 3I, 3J, 3K, 8, 10, 11, and 13of the Town’s Zoning Ordinance to define “event facilities”, to provide for event facilities as a permitted or conditional use within certain zoning districts within the Town and to enact provisions establishing general standards and standards for parking, loading and signage for event facilities.

Copies of the current Zoning Ordinance for Smithfield, Virginia, adopted September 1, 1998, and all amendments thereto, along with copies of the proposed revisions and amendments of the Zoning Ordinance for Smithfield, Virginia are on file and may be examined in the office of the Department of Planning, Engineering, & Public Works, 302 Main Street, Smithfield, Virginia 23430.

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

TOWN OF SMITHFIELD

By: Lesley G. King, Clerk

Publish: August 21 and 28, 2019

TOWN COUNCIL STAFF REPORT: ORDINANCE AMENDMENT

PUBLIC HEARING: TUESDAY, SEPTEMBER 3RD, 2019

SMITHFIELD ZONING ORDINANCE (SZO): EVENT FACILITIES

For years, the development of language to accommodate principal and accessory event facility uses has been a high priority for Town staff. In a scenic and historic Town such as Smithfield, proposed uses oriented towards special events (such as weddings, concerts, competitions, etc.) have been frequently-occurring during the pre-application phase, but often fail to come to fruition owing to the SZO's absence of a specific use and accompanying standards dedicated solely to this type of land use concept. To remedy this situation, this proposed text amendment seeks to achieve the following:

- (a) The establishment of general standards for event facilities.
- (b) The admission of event facilities to eight (8) base zoning districts' use matrices.
- (c) The establishment of parking, loading, and temporary signage standards for event facilities.
- (d) The delineation of an application process for event facilities.
- (e) The definition of the event facilities use.
- (f) Address longstanding concerns (see below) related to new legislation at the federal level, and to define and provide clarity on assembly-based uses that are related to the concept of event facilities.

In the process of drafting this proposed text amendment, Town staff took the opportunity to review the entire SZO's compliance with the Religious Land Use & Institutionalized Persons Act (RLUIPA). RLUIPA requires (in summary) that religious assembly uses cannot be on less than equal terms with nonreligious assembly uses. Upon its review, Town staff determined that the SZO is compliant with RLUIPA. Town staff would still like to highlight the following changes that have been proposed which impact these uses, but do not result in noncompliance with RLUIPA:

- (a) The removal of the "churches and places of worship" use from the Residential Office (RO) base zoning district- the "civic, fraternal, and/or social organizational halls" use is not present in this base zoning district.
- (b) The reclassification of the "churches and places of worship" uses in the Highway Retail Commercial (HRC) and Planned Shopping Center (PSC) base zoning districts as uses permitted by special use permit- the "civic, fraternal, and/or social organizational halls" use is not present in these base zoning districts.

Another objective of this text amendment was to define and establish a clear distinction between the "boating, country, and/or hunt clubs" and "civic, fraternal, and/or social organizational halls" uses. Currently, the following uses can be found throughout the SZO, which encompass components of the aforementioned uses in a manner that confuses the reader:

- (a) Lodges, social clubs, hunting clubs and boat clubs.
- (b) Private clubs and lodges.
- (c) Private clubs and golf courses.
- (d) Private clubs, country clubs and lodges.
- (e) Golf courses and country clubs.

- (f) Private clubs (includes country clubs).

To simplify the process of discerning the classification of a particular use, Town staff proposes the elimination of all of the uses noted above and the appropriate substitution of one or both of the “boating, country, and/or hunt clubs” or “civic, fraternal, and/or social organizational halls” uses. The new definitions for either use are inclusive of all of the activities implied in the uses above that are to be eliminated- none of which are currently defined.

Town staff identified a similar problem concerning the “churches and places of worship” use. Throughout the SZO, this use appears in several different versions:

- (a) Churches and places of worship.
- (b) Community centers, Churches and places of worship, and other areas of assembly.
- (c) Churches and other places of worship.
- (d) Churches and houses of worship.
- (e) Church or place of religious worship.

To avoid the possibility of confusing the reader, Town staff recommends the use of item “a”, above in place of all instances where items “b” through “e” can be found. This is the most prolific name for this use that appears in the SZO.

The final alteration of note concerns the retirement of the “conference centers” use, which has no definition, and can only be found in the HRC, PSC, and Planned Corporate Office & Research (PCOR) base zoning districts. Because conferences are generally held in facilities dedicated to that purpose (and similar purposes), Town staff thought it would be appropriate to incorporate conference centers into the “event facilities” definition, and to replace all three instances of its occurrence in the aforementioned use matrices with the new “event facilities” use.

At its Tuesday, July 9th, 2019 meeting, the Planning Commission favorably received the proposed ordinance amendments and encouraged staff to address two (2) recommended changes to the proposed language before proceeding to a public hearing. These changes entailed:

- (a) The rewording of the proposed SZO Section 2.Y.2.d to refer directly to Chapter 38 of the Town Code. The Planning Commission then suggested that staff look into revising that Chapter of the Town Code in a separate text amendment.
- (b) The inclusion of additional language in the proposed SZO Section 8.E.3.

At its Tuesday, August 13th, 2019 meeting the Planning Commission recommended a favorable report to the Town Council on the proposed ordinance amendments.

Recommendation:

Town staff recommends approval as submitted.

For inquiries, contact John Settle at 1-(757)-365-4200 or jsettle@smithfieldva.gov.

4. In addition to pursuing the penalties and fines hereinabove provided, the Planning and Zoning Administrator may bring additional legal action to insure compliance with this ordinance, including injunction, abatement or other appropriate action or proceeding.
5. In addition to any other remedies which may be obtained under this ordinance, any person who: (i) violates any provision of any this ordinance or (ii) violates or fails, neglects, or refuses to obey any final notice, order, rule, regulation, or variance or permit condition authorized or issued by the Planning and Zoning Administrator or the Town Council under this ordinance shall, upon such finding by the circuit court, be assessed a civil penalty not to exceed \$5,000 for each day of violation. Such civil penalties may, at the discretion of the court assessing them, be directed to be paid into the treasury of the Town of Smithfield for the purpose of abating environmental damage to or restoring Chesapeake Bay Preservation Areas therein, in such a manner as the court may direct by order.
6. With the consent of any person who: (i) violates any provision of this ordinance related to the protection of water quality in Chesapeake Bay Preservation Areas or (ii) violates or fails, neglects, or refuses to obey any order, rule, regulation, or variance or permit condition authorized or issued by the Planning and Zoning Administrator or the Town Council under this ordinance, the Town Council may provide for the issuance of an order against such person for the one-time payment of civil charges for each violation in specific sums, not to exceed \$10,000 for each violation. Such civil charges shall be paid into the treasury of the Town of Smithfield for the purpose of abating environmental damage to or restoring Chesapeake Bay Preservation Areas therein. Civil charges shall be in lieu of any appropriate civil penalty that could be imposed under Paragraph 5 immediately hereinabove. Civil charges may be in addition to the cost of any restoration required or ordered by the Planning and Zoning Administrator or the Town Council.
(Ord. of 8-1-2000)

Y. Event Facilities

1. A place of public assembly used primarily as an event facility is a place for hosting functions including, but not limited to, parties, lessons/classes/courses, weddings, receptions, banquets, anniversaries, meetings, and/or conferences. The event facility may be a building, tent, uncovered outdoor gathering space, or a combination thereof. For the purposes of this Section, an event facility is one that charges a fee or requires compensation to use the space or charges an entry or other fee for the uses related to the facility. Facilities exclusively used by membership groups such as clubs, or civic, fraternal, and/or social organizations, are excluded from this definition.

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

3. An application for a new event facility must include the following items:
 - a. The applicant must demonstrate that all performance standards would be met by their proposal through the submission of a site plan.
 - b. All applicable requirements in this Article, as well as Articles 3, 6, 8, 9, 10, and 11 must be met.

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

C. Uses Permitted by Special Use Permit:

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

29. Borrow pits and resource extraction.
30. Sanitary and industrial landfills.
31. Transfer stations and recycling stations.
32. Livestock sales facilities.
33. Open air markets and stands for farm, horticulture, craft, and produce sales.
34. Cemeteries.
35. Temporary real estate marketing office for new subdivisions.
36. Waiver of Parking and Loading Requirements
37. Child Day Care as a Home Occupation (6-11 Children)
(Ord. of 10-3-2000, Ord. of 9-2-2008, Ord. of 11-4-2014)
38. Event facilities (principal and accessory uses).
39. Civic, fraternal, and/or social organization halls.

D. Maximum Density:

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

E. Lot Size Requirements:

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

F. Bulk Regulations:

C. Uses Permitted by Special Use Permit:

1. Cemeteries.
 2. Churches and places of worship.
 3. Single family detached dwellings, with temporary private water and sewer service.
 4. Community buildings, limited to use by residents of the subdivision.
 5. Public uses.
 6. Libraries.
 7. Museums, historic sites and shrines.
 8. Plant nurseries, with no sale of products permitted on premises.
 9. Child day centers.
 10. Adult day care centers.
 11. Nursery schools.
 12. Private schools and colleges.
 13. Public schools and colleges.
 14. Commercial swimming pools and tennis courts.
 15. Bed and breakfast lodgings.
 16. Public utilities.
 17. ~~Private clubs and lodges.~~ Civic, fraternal, and/or social organization halls.
 18. Golf course and golf driving ranges.
 19. Cupolas, spires and steeples for public and semi-public uses.
 20. Agriculture, forestry and horticultural uses (non-commercial).
 21. Storage lots for recreational vehicles.
 22. Guest houses.
 23. Servants' and caretakers' quarters.
 24. Accessory apartments.
 25. Waiver of height limitation for accessory buildings.
 26. Temporary real estate marketing offices for new subdivisions.
 27. Waiver of Parking and Loading Requirements
 28. Child Day Care as a Home Occupation (6-11 Children)
 29. Event facilities (principal and accessory uses).
 30. Boating, country, and/or hunt clubs.
- (Ord. of 9-5-2000, Ord. of 9-2-2008, Ord. of 11-4-2014)

D. Maximum Density:

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

B. Permitted Uses:

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

C. Uses Permitted by Special Use Permit:

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

26. Waiver of parking and Loading Requirements
 27. Child Day Care as a Home Occupation (6-11 Children)
 28. Event facilities (principal and accessory uses).
 29. Boating, country, and/or hunt clubs.
- (Ord. of 9-2-2008, Ord. of 11-4-2014)

D. Maximum Density:

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

E. Lot Size Requirements:

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

C. Uses Permitted by Special Use Permit:

1. Cemeteries.
2. Churches and places of worship.
3. Duplex residential dwellings (1 dwelling per subdivided lot).
4. Community buildings, limited to use by residents of the subdivision.
5. Public uses.
6. Libraries.
7. Museums, historic sites and shrines.
8. Plant nurseries, with no sale of products permitted on premises.
9. Child day care centers.
10. Adult day care centers.
11. Nursery schools.
12. Private schools and colleges.
13. Public schools and colleges.
14. Commercial swimming pools and tennis courts.
15. Bed and breakfast lodgings.
16. Public utilities.
17. ~~Private clubs and lodges.~~ Civic, fraternal, and/or social organization halls.
18. Tennis courts, public and private.
19. Gymnasiums, public and private.
20. Boat docks, boat storage and waterfront access facilities, as an accessory use to uses other than private single family residential dwellings.
21. Cupolas, spires and steeples for public and semi-public uses.
22. Agriculture, forestry and horticultural uses (non-commercial).
23. Outdoor storage lots for recreational vehicles.
24. Zero lot line residential units (only permitted for new construction.)
25. Accessory apartments.
26. Temporary real estate marketing offices for new subdivisions.
27. Waiver of Parking and Loading Requirements.
28. Child Day Care as a Home Occupation (6-11 Children)
29. Event facilities (principal and accessory uses).
30. Boating, country, and/or hunt clubs.
(Ord. of 9-5-2000, Ord. of 9-2-2008, Ord. of 11-4-2014)

D. Maximum Density:

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

C. Uses Permitted by Special Use Permit:

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

(Ord. of 9-2-2008)

D. Maximum Density:

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

E. Lot Size Requirements:

1. Minimum district size: Five (5) acres
2. Minimum lot area for attached (townhouse) dwellings:
 - A. Interior lot: 1600 square feet
 - B. Corner lot: 2400 square feet

*Article 3.G:***R-O, Residential Office
(Transitional Residential/Office District)****A. Purpose and Intent:**

The R-O, Residential Office District is established to provide for the location of office, studio, and conditional retail uses in low intensity development patterns. The district is intended to provide opportunities for commercial offices, studio, and limited retail within areas of the Town which are in transition from stable residential neighborhoods to more intensive, non-residential uses. The district is established for the purposes of selectively providing for well-planned non-residential land uses to be located between older residential neighborhoods and existing higher intensity non-residential areas, such as corridor commercial, shopping center commercial, downtown commercial and industrial areas.

The R-O District is to be applied where offices or financial institutions are the principal uses on a lot. This would include locations in both newly developing areas and redeveloping older areas of the Town which are subject to the pressures of adaptive reuse of existing structures but where lot sizes are questionable for non-residential uses with on-site parking. As specifically related to new development patterns in the Town, the district is to be used to implement planned professional and health care-related office parks and integrated development complexes.

Minimum site improvements shall include adequate on-site parking, public water and sewer service, public streets, storm drainage, stormwater management facilities and sidewalks.
(Ord. of 2-7-2017)

B. Permitted Uses:

1. Medical and dental offices, inclusive of outpatient facilities.
2. Banks and financial institutions without drive-thru facilities, excluding payday lending and check-cashing establishments.
3. General and professional offices.
4. ~~Churches and places of worship. (Repealed 2019)~~
5. Child day care and adult day care facilities.
6. Single family residential dwellings, provided that (a) said residential dwellings shall conform in all respects to the S-R District and (b) there shall be no more than one single-family dwelling per lot.
7. Studios for an artist, designer, writer, photographer, sculptor or musician.

2. Retail sales establishments (exclusive of automobile dealerships and sales establishments, lumber and millwork retail sales and storage yards, and other uses which require outdoor storage of retail goods).
3. Offices, general and professional.
4. Personal service establishments.
5. Banks and financial institutions, excluding payday lending and check-cashing establishments.
6. Eating establishments (exclusive of fast food restaurants).
7. Business service and office supply establishments.
8. Repair service establishments, provided that any given repair service does not employ more than three (3) persons on the premises during a single shift and that all repair services are performed indoors. No outdoor use, storage or display is permitted.
9. Parking lots (private or public, as a principal use).
10. Home occupations (in detached residential dwellings).
11. Residential dwellings, as an ancillary use in mixed use commercial structures, subject to other additional regulations pertaining to this district.
12. Taxicab Service.
13. **Event facilities (accessory uses).**
(Ord. of 10-7-2003, 4-5-2011)

C. Uses Permitted by Special Use Permit:

The conversion of any residential structure for a non-residential use as the principal use of the building shall be subject to special use permit approval, even if the converted use in question is one of the permitted uses listed above.

1. Any individual use otherwise permitted hereinabove by-right in the D District, but which exceed 10,000 square feet in lot coverage or a floor area ratio (FAR) of 2.0 (and thus, must provide off-street parking), or any of the following uses:
2. Multifamily and attached residential dwellings, as a principal use.
3. Bed and breakfast lodgings.
4. Private post office and delivery services.
5. Funeral homes.
6. Public uses and utilities.
7. Any by-right use for which business, storage or display is conducted outside of an enclosed building.
8. Any use incorporating drive-thru facilities.
9. Hotels and motels.
10. Convenience or quick-service food stores (with or without automotive services).

11. Theaters.
12. Parking garages and structures.
13. Public and private schools.
14. Laundromats.
15. Commercial recreation establishments (limited to indoor uses).
16. ~~Private clubs, country clubs and lodges.~~ Civic, fraternal, and/or social organization halls.
17. Repair service establishments, for any given repair service which employs more than three (3) persons on the premises in a single shift and that all repair services are performed indoors.
18. Waterfront retail business activities associated with the uses in this article, including boat docks and piers, yacht clubs, marinas and boat service facilities, storage and shipment of waterborne commerce, fish and shellfish receiving, seafood packing and shipping and recreational activities. Waterfront retail business uses shall require on-site parking in accord with Article 8, Parking and Loading Regulations.
20. Child day care facilities.
21. Farmers' markets and temporary stands for sale of produce and seasonal merchandise.
22. Visitor centers and public restroom facilities.
23. ~~Community centers,~~ Churches and places of worship, ~~and other areas of assembly.~~
24. Payday lending establishments, check-cashing establishments and pawn shops.
25. Waiver of landscape and open space requirements.
26. Waiver for increase in building height over 35 feet.
27. Waiver of floor area ratio regulation.
28. Waiver of yard requirements.
29. Waiver of density for elderly housing.
30. Waiver of Maximum density for residential uses.
31. Waiver of Parking and Loading Requirements
32. Event facilities (principal uses).
33. Boating, country, and/or hunt clubs.

(Ord. of 9-2-2008, 4-5-2011)

D. Lot Size Requirements:

1. Minimum district size: The district shall conform with the official Zoning Map.
2. Minimum lot area: Not regulated
3. Minimum lot width: Not regulated

14. Automobile and light vehicle dealerships and retail sales establishments (with service and repair facilities as an ancillary use, with completely enclosed service facilities and screened outdoor storage of repair vehicles).
15. Theaters.
16. Light intensity wholesale trade establishments (with no outdoor sales or display of products).
17. Kennels, commercial.
18. (Repealed)
19. Private post office and delivery services.
20. Public uses.
21. ~~Churches and places of worship.~~ Event facilities (accessory uses).
22. Medical offices and outpatient care facilities.
23. Parking lots (private and public with off-street parking as the principal use).
24. Private schools.
25. Veterinary clinics (with no outdoor kennel facilities).
26. Car washes.
27. Laundromats.
28. Dry cleaners.
29. Taxicab Service.
(Ord. of 10-7-2003; Ord. of 11-1-2005,4-5-2011)

C. Uses Permitted by Special Use Permit:

An individual use otherwise permitted hereinabove by-right in the HR-C District, but having greater than 40,000 square feet gross floor area, or any of the following uses:

1. Repair service establishments, with screened outdoor storage.
2. Retail sales establishments, with screened outdoor sales or display of products which exceed 15% of the net developable lot area. (See Additional Regulations.)
3. ~~Conference centers.~~ Churches and places of worship.
4. Hospitals.
5. Parking garages and structures.
6. Commercial recreation facilities (indoor and outdoor).
7. Child day centers.
8. Adult day care centers.
9. Bus stations.
10. Public utilities.
11. Drive-in and movie theaters.
12. Auction establishments.

13. Automobile and light vehicle repair establishments (within completely enclosed structures with screened outdoor storage).
14. Vehicle sale, rental and ancillary service establishments, including boats and watercraft.
15. Service stations.
16. Light warehousing uses related to an adjunct retail use permitted either by-right or special permit.
17. Frozen food lockers.
18. Greenhouses (retail and wholesale).
19. Waterfront retail business activities associated with the uses in this article, including boat docks and piers, yacht clubs, marinas and boat service facilities, storage and shipment of waterborne commerce, fish and shellfish receiving, seafood packing and shipping and recreational activities.
21. Taxidermists.
22. Bed and breakfast establishments.
23. Research and development activities which do not cause any more smoke, dust, odor, noise, vibration or danger of explosion than other uses permitted in this district and which involve no more than 15% of the gross floor area in the assembling or processing of products. All assembling or processing shall only involve products developed on the premises. All services and storage shall be conducted within the principal structure which is to be completely enclosed.
24. Any use incorporating a drive-thru facility.
25. Schools, colleges and universities.
26. Mini-storage warehouses, with no exterior storage.
27. Payday lending establishments, check-cashing establishments and pawn shops.
28. Waiver of yard requirements, subject to the prohibition of parking in front yards.
29. Waiver for increase in building height over 35 feet.
30. Waiver of Parking and Loading Requirements.
31. **Event facilities (principal uses).**
(Ord. of 11-1-2005, Ord. of 9-2-2008, 4-5-2011)

D. Lot Size Requirements:

1. Minimum district size: Not regulated,
provided that districts should be located, sized and spaced to limit
potential "strip" development impacts.
2. Minimum lot areas: 30,000 square feet
3. Minimum lot width: 150 feet

- d. Offices, general and professional.
- e. Personal service establishments.
- f. Public uses.
- g. ~~Churches and other places of worship.~~ Event facilities (accessory uses).
- h. Laundromats (self-service).
- i. Convenience and quick service food stores (without automotive services).
- j. Business service and supply establishments.
- k. Medical offices, inclusive of outpatient medical care facilities.
- l. Fast food restaurants (subject to Additional Regulations of this district).
- m. Taxicab Service.
(Ord. of 10-7-2003, 4-5-2011)

C. Uses Permitted by Special Use Permit:

The following uses may be permitted as special permit uses in the PS-C District provided that such uses are secondary to and supportive of a shopping center as a principal use and which otherwise comply with the special permit use provisions of this ordinance:

- 1. Shopping centers with aggregate gross floor area in excess of 200,000 square feet gross floor area, or an aggregate size in excess of 15 acres, or containing an individual use or structure intended for a single use with greater than 40,000 square feet gross floor area.
- 2. Theaters.
- 3. Private schools.
- 4. ~~Conference centers.~~ Churches and places of worship.
- 5. Parking garages and structures.
- 6. ~~Golf courses and country clubs.~~ Boating, country, and/or hunt clubs.
- 7. Hospitals and medical care facilities.
- 8. Funeral homes.
- 9. ~~Private clubs (includes country clubs).~~ Event facilities (principal uses).
- 10. Parking lots (private or public, off-street as a principal use).
- 11. Veterinary clinics.
- 12. Private post office and delivery service establishments which exceed 40,000 square feet.
- 13. Hotels and motels
- 14. Fast-food restaurants.
- 15. Automobile and light vehicle repair establishments (within completely enclosed structures with screened outdoor storage).
- 16. Car washes.
- 17. Service stations.
- 18. Schools, colleges, and universities.
- 19. Plant nurseries.

4. Banks and financial institutions (without drive-thru facilities.)
5. ~~Conference centers.~~ Event facilities (accessory uses).
6. Health and fitness center.
7. Hotels and motels.
8. Medical offices, inclusive of outpatient medical care facilities.
9. Private training facilities and vocational schools.
10. Public utilities and facilities (to be constructed by developer for public acceptance).
11. Public uses, including post office and parks.
12. Museums and cultural uses.
13. Eating establishments, ancillary to and contained within P-COR District uses.

C. Uses Permitted by Special Use Permit:

1. Theaters and entertainment centers.
2. Heliports and helipads, ancillary to a district use.
3. Eating establishments, freestanding.
4. Any use incorporating a drive-thru facility.
5. Any use requiring outdoor storage, loading, or display
6. Schools, colleges and universities.
7. Hospital and medical care facilities.
8. Pharmacies.
9. Child day care facility.
10. Adult day care facility.
11. Dinner theater and ancillary restaurant.
12. Personal service and retail establishment, ancillary to and contained within a by-right use, provided that such use does not exceed 4000 square feet of gross floor area.
13. Commuter parking lot or parking structure.
14. Transit facilities.
15. Waiver of building height.
16. Waiver of lot size to a minimum 30,000 square feet per lot.
17. Waiver of district size when in conformance with the Comprehensive Plan.
18. Waiver of floor area ratio and building coverage.
19. Waiver of Parking and Loading Requirements.
20. Event facilities (principal uses).
(Ord. of 9-2-2008)

D. Maximum Density:

Regulated by floor area ratio.

11. Business services and supply establishments.
12. Offices, general and professional.
13. Repair service establishments (exclusive of automobile and light vehicle service and repair) (without outdoor storage).
14. Public uses.
15. Taxicab Service.

C. Uses Permitted by Special Use Permit:

1. Establishments for production, processing, assembly, manufacturing, compounding, cleaning, servicing, storage, testing and repair of materials, goods or products which conform to federal, state and local environmental performance standards as related to (a) air pollution, (b) fire and explosion hazards, (c) radiation hazards, (d) electromagnetic radiation and interference hazards, (e) liquid and solid wastes hazards, (f) noise standards and (g) vibration standards.
2. Light manufacturing, fabrication, testing or repair establishments (with screened outdoor storage limited to 50% of the area of building coverage).
3. Light warehousing establishments.
4. Light wholesale trade and sales establishments (with screened outdoor storage limited to 50% of the area of building coverage).
5. Auto and light vehicle service establishments (with screening for servicing and storage areas).
6. Heavy equipment sales and servicing (with screening for servicing and storage areas).
7. Retail sales in a warehouse or wholesale establishment, wherein at least 60% of the gross floor area is devoted to warehouse use.
8. Establishments for biological and chemical scientific research, development and training.
9. Contractor's offices and shops (with screened outdoor storage).
10. Any use requiring outdoor storage, loading, or display.
11. Churches and ~~houses~~ places of worship.
12. Communication towers.
13. Kennels, commercial.
14. Repair service establishments (with screened outdoor storage).
15. Retail sales establishments.
16. Public utilities.
17. Auction establishments.
18. Frozen food lockers.
19. Waterfront retail business activities associated with the uses in this article, including boat docks and piers, yacht clubs, marinas and boat service facilities, storage and shipment of

- (b) No off-street loading area shall necessitate maneuvering from a public right of way. No loading space shall be located in a front yard, except for industrial uses.
- (c) Off-street loading spaces shall not be located closer than forty (40) feet from the nearest point of intersection of the loading approach travelway with the public street right-of-way, provided that if such space is to access semi-trailer vehicles, then such distance be not closer than sixty (60) feet.

D. Computation of Required Parking Spaces:

1. Floor area shall mean the gross floor area of the specific use, measured from the exterior faces of exterior walls or from the center line of walls separating two attached buildings. Unless otherwise specified, gross floor area shall include associated corridors, utility rooms and storage space.
2. When the units of measurements determining the number of required parking spaces result in calculations requiring a fractional space, one space shall be provided for said computed fractional space.
3. In the case of mixed uses, the parking spaces required shall equal the sum of the requirements of the various uses computed separately.

E. Minimum Required Parking Spaces:

The following parking requirements represent minimum standards for the provision of on-site parking for permitted and special permit uses:

1. **Accessory Living Unit:** Minimum: Two (2) spaces per unit; such space must have convenient access to a street: N/A.
2. **Ambulance Service, Fire Department or Rescue Squad Facility:** Minimum: Adequate space to accommodate all motor vehicles operated in connection with such use and five (5) additional parking spaces per each such vehicle. Maximum: N/A.
3. **~~Repealed 8-5-2008~~ Event Facilities:** For principal uses, the minimum required parking is one (1) space for every three (3) persons based upon the maximum live load according to the Virginia Uniform Statewide Building Code (VUSBC) for the building in or at which events are to occur. For accessory uses, the minimum required parking will be the same,

or that of the principal use, whichever is greater. For both principal and accessory uses engaged in holding outdoor events, the minimum required parking shall be one (1) space for every three (3) expected attendees for the outdoor event that is to occur. For the purpose of this regulation, the most restrictive language shall govern. For both principal and accessory uses within the Downtown (D) and Downtown Neighborhood Residential (DNR) districts where sufficient parking cannot be provided onsite, the applicant(s) must furnish an alternate/cooperative required parking agreement, pursuant to Section B.4 of this Article.

4. **Barber Shop, Beauty Shop:** Minimum: One (1) space per two hundred (200) square feet of gross floor area; Maximum: One (1) space per one hundred (100) square feet of gross floor area.
5. **Bed and Breakfast Lodging:** Minimum: One (1) space per room accommodation, plus two (2) additional spaces; Maximum: Two (2) spaces per room accommodation, plus two (2) additional spaces.
6. **Boardinghouse or Rooming house:** Minimum: One (1) space per room accommodation, plus two (2) additional spaces; Maximum: Two (2) spaces per room accommodation, plus two (2) additional spaces.
7. **Building Materials Sales:** Minimum: One (1) space per five hundred (500) square feet of retail sales area. Maximum: One and one half (1.5) spaces per five hundred (500) square feet of retail sales area.
8. **Car Wash:** Minimum: Two (2) spaces per bay or stall; provided that such spaces may be stacked one behind another, plus one (1) space per employee on the major shift. Maximum: N/A.
9. **Child Care Center / Adult Day Care Center and Nursery:** Minimum: One (1) space per three hundred fifty (350) square feet of gross floor area; Maximum: One and one half (1.5) spaces per three hundred fifty (350) square feet of gross floor area.
10. **Churches and Places of Worship:** Minimum: One (1) space per four (4) seating accommodations in the assembly area of the facility having the largest capacity. Maximum: Two (2) spaces per four (4) seating accommodations in the assembly area of the facility having the largest capacity.
11. Repealed 8-5-2008

38. **Outdoor Sales / Display Area:** Minimum: One (1) space per five hundred (500) square feet of open sales / display. Maximum: One (1) space per one hundred (100) square feet of gross floor area.
39. **Personal Service Establishment Uses (not otherwise specified):** Minimum: One (1) space per two hundred (200) square feet of gross floor area; Maximum: One (1) space per one hundred (100) square feet of gross floor area.
40. **Recreational Facilities:**
- Billiard, Pool Halls, and Video Game Rooms:** Minimum: One (1) space per game table plus, one (1) space per employee on the major shift. Maximum: N/A.
 - Bowling Alleys:** Minimum: three (3) spaces per alley, plus one space per employee on the major shift. Maximum: Four (4) spaces per alley, plus one space per employee on the major shift.
 - Boating, Country, and/or Hunt Clubs, and Lodges Civic, Fraternal, and/or Social Organization Halls:** Minimum: One (1) space per three (3) persons based upon maximum occupancy. Maximum: N/A.
 - Health Clubs, Gyms and Paint Ball Parlors:** Minimum: One and one half (1.5) spaces per thousand (1,000) square feet of gross floor area. Maximum: Ten (10) spaces per one thousand (1,000) square feet of gross floor area.
41. **Recycling Center:** Minimum: One (1) space per employee on the major shift, plus a sufficient number of spaces to accommodate all persons who may be at the establishment at any one time under normal operating conditions. Maximum: N/A.
42. **Repair Service Establishment:** Minimum: One (1) space per five hundred (500) feet of gross floor area; Maximum: One (1) space per three hundred (300) square feet of gross floor area.
43. **Retail Sales Establishment:** Minimum: One (1) space per three hundred (300) square feet gross floor area; Maximum: One (1) space per two hundred (200) square feet of gross floor area. The wholesale component of any industrial, manufacturing or warehousing facility shall provide parking based on requirements for Retail Sales Establishments. Discount stores, wholesale outlets and “superstores” marketing as wholesale establishments shall provide parking based on requirements for Retail Sales Establishments.
44. **School, Elementary, Middle and kindergarten:** Minimum: Two and one half (2.5) spaces per classroom, plus sufficient parking for all associated vehicles; Maximum: N/A.

5. **Non-Illuminated Signs Identifying Official State Automobile Inspection Stations.** Non-illuminated signs identifying official state automobile inspection stations and the inspection number which is due, provided that such signs shall not exceed 10 square feet in area and shall be limited to one sign for each street frontage. Such signs shall not be included in any computation of sign area. "A-frame" designs shall be considered as a single sign for the purposes of computing sign area.
6. **Temporary, Non-Illuminated Construction Signs.** Temporary non-illuminated signs not more than 32 square feet in area, erected in connection with new construction work and displayed on the premises during such time as the actual construction work is in progress, one such sign for each street frontage.
7. **Non-Illuminated Signs Warning Trespassers.** Non-illuminated signs warning trespassers or announcing property as posted, without limitations on number or placement, limited in area to two square feet.
8. **Mounted or Painted Sign On A Vehicle.** Mounted or painted signs on a truck, bus, or other vehicle shall be permitted while in use in the normal course of business and at the driver's residence.
9. **Directory Boards.** Directory boards which are detached or flat and designed as a outdoor means of providing information concerning the location of individual establishments or offices within an office, retail, or industrial complex, provided that such signs are not legible from any public right-of-way and do not exceed 16 square feet with a maximum width of 2 feet provided that only one such sign shall be permitted per building. (Ord. of 9-5-2000; Ord. of 5-4-2004)
10. **Temporary, Non-Illuminated Event Signs.** For event facilities, marquee or changeable copy/message signs are preferred as the principal form of signage to avoid the use of temporary, non-illuminated event signs. However, temporary, non-illuminated event signs shall be exempt from obtaining a sign permit with the following restrictions:
 - a. All temporary, non-illuminated event signs shall not exceed four (4) square feet.
 - b. Temporary, non-illuminated event signs must be located on event facility property.
 - c. Regardless of the number of events, and regardless of the event to which a sign pertains, there shall be no more than one (1) temporary, non-illuminated event sign per road frontage.

- d. Where proposed, temporary, non-illuminated event signs are allowed for a period no earlier than six (6) days prior to the event, and must be removed within one (1) day following the event's conclusion- no temporary, non-illuminated event sign may be erected for a period exceeding seven (7) days. The seven (7) day time period may be extended following a written request to the Zoning Administrator or their designee, showing reasonable cause.
- e. Event facilities operating on Town property are exempt from these standards.

G. Temporary Signs:

1. The Planning and Zoning Administrator may issue temporary sign permits or banner permits for the following signs and banners, when in his opinion, the use of such signs and displays would be in the public interest and would not result in damage to private property. The fee for a temporary sign or banner shall be \$10.00. This fee shall be waived for bonafide non-profit organizations. Temporary signs or banners listed in (a), (b) and (d), below, may be erected for no more than fourteen (14) days prior to the special event and must be removed no later than seven (7) days after the special event has concluded; and may be erected for a maximum of thirty (30) consecutive days, but the temporary sign or banner must then be removed for at least a thirty (30) consecutive day period and shall not be erected for more than a maximum of 3 months of any calendar year. For temporary signs listed in (c), below, the Zoning Administrator shall prescribe regulations and restrictions as deemed appropriate.
 - (a) Signs or banners not exceeding 32 square feet advertising a special civic or cultural event such as a fair, exposition, play, concert, or meeting, sponsored by a governmental, civic, non-profit, or charitable organization.
 - (b) Special decorative displays used for holidays, public demonstrations, or promotion for nonpartisan civic purposes.
 - (c) Signs displayed at recreational ball fields not exceeding 32 square feet per sign. The back of the sign shall be the same color as prescribed by the Zoning Administrator. The sign(s) shall be displayed only during the regular season of the individual sport.
 - (d) Banners when used in conjunction with a special sales promotion in a district where such sales are permitted, the opening of a new business, a special one-time auction of real or personal property in estate or bankruptcy sales, or an

11. Any development in which off-street parking with ten (10) or less spaces which is to be used by more than one establishment.
12. Accessory event facility uses in zoning districts where such uses are permissible by-right.

D. Uses Requiring a Major Site Plan:

Due to the scope and nature of the uses, the major site plan requires a more extensive submission process than the minor site plan. A major site plan for land development activities is required for projects involving the following:

1. All uses in any of the commercial zoning districts.
2. All uses in the I-1 and I-2 zoning districts.
3. All uses in the A-R and MF-R zoning districts.
4. All uses in the MH-P district.
5. All uses requiring a special permit, including cluster residential developments.
6. Enlargement of a building which results in changes in on-site parking, provided that such enlargement exceeds twenty-five percent (25%) of the gross floor area of the original building or 1000 square feet, whichever is less.
7. All uses related to waterfront access, boat docks and boat storage for (a) public use, (b) which enable public access, or (c) related to uses other than private residential.
8. Installation, extension or change of a public water or sewer main.
9. Public parking lots and parking structures.
10. Installation or change of a public water or sewer pump facility.
11. Installation or change of a public water storage facility.
12. Installation or change of a public water or sewer treatment facility or installation or change of a private sewer pretreatment facility.
13. Construction of a new street or extension of an existing street and related infrastructure.
14. Development of a road or street lying within a previously platted public right of way.
15. Any disturbed areas greater than 10,000 square feet in total land area, except single family homes and other uses that are exempted by E&S Control regulations.
16. Enlargement of a parking lot, increasing the number of parking spaces by more than ten (10) spaces.
17. Any development in which any required off-street parking space requiring more than ten (10) parking spaces which is to be used by more than one establishment.
(Ord. of 8-1-2000)
18. Principal event facility uses in any zoning district.
19. Principal and accessory event facility uses in any zoning district where such uses are permissible only by Special Use Permit (SUP).

Bed and breakfast lodging: A single family dwelling, occupied by its owner or operator, containing sleeping and breakfast accommodations as an accessory use to the principal use as a private residence. Such lodging shall have no more than five (5) room accommodations for transient persons and wherein a charge is normally paid for such accommodations.

Berm: A landscaped earthen mound intended to screen, buffer, mitigate noise and generally enhance views of parking areas, storage areas or required yards particularly from public streets or adjacent land uses.

Best Management Practices or BMPs: A practice, or a combination of practices, that is determined by a state or designated area-wide planning agency to be most effective, practical means of preventing or reducing the amount of pollution generated by nonpoint sources to a level compatible with water quality goals.

Block: That land abutting on one side of a street extending to the rear lot lines, or for parcels of land extending through to another street, to a line midway between the two (2) streets and lying between the two (2) nearest intersecting and intercepting streets or between the nearest intersecting or intercepting street and the boundary of any railroad right-of-way, park, school ground or non-subdivided acreage or center line of any drainage channel twenty (20) feet or more in width.

Board: The Board of Zoning Appeals of the Town of Smithfield.

Boardinghouse: A single detached dwelling where the property owner, after obtaining a boardinghouse permit and license from the Town, must reside on the premises, and where for compensation and by prearrangement for definite periods, lodging and/or meals shall be provided for not more than four (4) persons not of the same family. Operation of a boarding or rooming house shall not be deemed a home occupation. There shall be no more than one (1) boarding or rooming house on each recorded lot.

Boating, country, and/or hunt clubs: A non-profit association or corporation organized and operated to provide private facilities for boating, horseback riding, golfing, swimming, tennis, and/or other recreational activities associated therein to its private, self-perpetuating membership on a contiguous parcel of land. Any facility which conducts commercial activities including (but not limited to) the construction, manufacture, repair, and/or sale of goods, equipment, supplies, vehicles, and/or vessels, or which operates a commercial restaurant, refreshment, and/or events facility shall not be deemed a boating, country, and/or hunt club. However, restaurant, refreshment, and small event facilities limited to members and their guests and conducted as an incident to other boating, country, and/or hunt club activities shall be allowed. Nothing in this

definition shall be construed to permit archery, fishing, hunting, shooting preserves, shooting ranges, skeet shooting, and/or trap shooting, unless otherwise permitted in the underlying zoning district.

Buffer or screening: Any device or natural growth, or a combination thereof, which shall serve as a barrier to vision, light, or noise between adjoining properties, wherever required by this ordinance and further defined herein.

Buffer Area: An area of natural or established vegetation managed to protect other components of a Resource Protection Area (RPA) and state waters from significant degradation due to land disturbances.

Buildable area: The portion of a lot remaining after required yards have been provided.

Building: Any structure used or intended for supporting or sheltering any use of occupancy.

Building footprint: The area on the ground surface covered by the building.

Building front: That one (1) face or wall of a building which is architecturally designed as the front of the building, which normally contains the main entrance(s) for use by the general public. Also known as a "facade."

Building height: See **Height, building**.

Building, rear: That portion of a building which is, by either service area, secondary entry and egress or the facade directly opposite the front facade of the structure; the reverse frontage of the building.

Bulk regulations: Regulations controlling the size of structures and the relationship of structures and uses to each other and to open areas and lot lines. Bulk regulations include provisions controlling (a) maximum building height, (b) maximum floor area ratio and (c) minimum yard requirement.

Car wash: A commercial establishment whose structure, or portion thereof, contains facilities for washing motor vehicles, using production-line, automated or semi-automated methods for washing, whether or not employing a chain conveyor, blower, steam-cleaning or similar mechanical device, and whose primary use is for the purpose of washing motor vehicles for a stipulated fee.

Carport: Any space outside a building and contiguous thereto, wholly or partly covered by a roof, and used for the shelter of parked motor vehicles. A carport is to have no enclosure, other than the side of the building to which the carport is contiguous, that is more than eighteen (18) inches in height, exclusive of screens.

Cemetery: Property used for the interring of the dead, in which columbariums and mausoleums may be utilized.

Center line: A line lying midway between the side lines of a street or alley right-of-way as measured in the horizontal plane.

Chesapeake Bay Preservation Areas: Any land designated by the Town Council pursuant to Part III of the Chesapeake Bay Preservation Area Designation and Management Regulations, 9 VAC 10-20-10 et seq. and Section §10.1-2107 of the Code of Virginia. A Chesapeake Bay Preservation Area shall consist of a Resource Protection Area (RPA) and a Resource Management Area (RMA).

Child care center: A regularly operating service arrangement for two (2) or more children under the age of thirteen (13) where, during the absence of a parent or guardian, a person or organization has agreed to assume responsibility for the supervision, protection and well-being of a child for less than a twenty-four (24) hour period, in a facility that is not the residence of the provider or of any of the children in care.

Churches or and places of religious worship: A building whose primary use is for the assembly of persons for religious worship and instruction. The religious facility may include offices, classrooms, parlors and meeting rooms for religious purposes.

Civic, fraternal, and/or social organization halls: Meeting places for non-profit associations or corporations organized and operated to provide services to their communities, promote the interests of its members, and to engage in charitable activities. They are operated by private, self-perpetuating membership. Restaurant, refreshment, and small event facilities limited to members and their guests and conducted incidentally to other civic, fraternal, and/or social activities shall be allowed. However, the operation of a commercial restaurant, refreshment, and/or events facility shall not be deemed as incidental to civic, fraternal, and/or social organization halls. No part of the net earnings of any civic, fraternal, and/or social organization may benefit any private individual.

Dwelling unit: One (1) or more rooms in a residential building or residential portion of a building which are arranged, designed, used or intended for use as a complete, independent living facility for one (1) family, and which include permanent provisions for living, sleeping, eating, cooking and sanitation.

Easement: A right created by an express or implied agreement of one (1) owner of land to make lawful and beneficial use of the land of another for a special purpose not inconsistent with any other uses already being made of the land.

Eating establishment: Establishment in which the principal use is the sale of food and beverages for dining on the premises. A fast food restaurant, a snack bar or refreshment stand at a public or non-profit recreational facility, operated solely by the agency or group operating the recreational facility, and for the convenience of patrons of the facility, shall not be deemed eating establishments.

Elderly housing: A structure containing multi-family dwelling units where the occupancy of the dwellings are restricted to persons 60 years of age or older, or couples where either the husband or wife is 60 years of age or older and which meets the Fair Housing Amendments Act of 1988 for elderly housing. Such a structure may consist of individual dwelling units, community dining areas, common recreation areas, special support services and limited medical or nursing care.

Engineer: A professional who is registered with the State Department of Professional and Occupational Registration as a professional engineer.

Event facility: A place of public assembly used primarily as an event facility is a place for hosting functions including, but not limited to, parties, lessons/classes/courses, weddings, receptions, banquets, anniversaries, meetings, and/or conferences. The event facility may be a building, tent, uncovered outdoor gathering space, or a combination thereof. For the purposes of this Section, an event facility is one that charges a fee or requires compensation to use the space or charges an entry or other fee for the uses related to the facility. Facilities exclusively used by membership groups such as clubs, or civic, fraternal, and/or social organizations, are excluded from this definition.

Family: One (1) person or two (2) or more persons related by blood, adoption, marriage or guardianship living together as a single housekeeping unit with no more than two (2) boarders; or a group of not more than three (3) unrelated persons living together as a single housekeeping unit.

AN ORDINANCE TO AMEND THE ZONING ORDINANCE
OF THE TOWN OF SMITHFIELD, VIRGINIA

WHEREAS, the Town Council of the Town of Smithfield deems it necessary to revise and amend certain provisions of the Zoning Ordinance of the Town of Smithfield to provide for event facilities as a permitted use and to better implement and enforce the Town's land use regulations; and,

WHEREAS, the Town's Planning Commission, after a public hearing, has unanimously recommended that the Town Council adopt the proposed amendments to provide for event facilities as a permitted use in certain zoning districts and to better implement and enforce the Town's land use regulations; and,

WHEREAS, this Council, after a public hearing on the matter, finds it to be in the best interest of the citizens of the town to revise and amend the following provisions of its Zoning Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Smithfield, Virginia, as follows, to-wit:

1. That Articles 2, 3.A, 3.B, 3.C, 3.D, 3.E, 3.G, 3.H, 3.I, 3.J, 3.J2, 3.K, 8, 10, 11 & 13 of the Zoning Ordinance, are hereby amended with the full text of the provisions to be amended and reenacted attached hereto as Exhibit "A":

2. This ordinance shall be in effect immediately upon adoption.

Adopted this 3rd day of September, 2019.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Clerk