



January 19, 2018

TO: SMITHFIELD TOWN COUNCIL

**FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER**

**SUBJECT: JANUARY 2018 COMMITTEE MEETINGS WILL BE HELD AT THE
SMITHFIELD CENTER LOCATED AT 220 NORTH CHURCH STREET,
SMITHFIELD, VA**

MONDAY, JANUARY 22ND, 2018 @ 4:00 p.m.

Police

Members: Tynes (CH), Bowman, Gregory

1. Public Comment
2. Operational Updates
- TAB # 1** 3. Street Closure Request for St. Patrick's Day Parade, Saturday, March 17th, 2018 from 10:30 a.m. to 1:00 p.m.
- TAB # 2** 4. Street Closure/Traffic Assistance Request for Annual Smithfield Sprint Triathlon, Saturday, April 7th, 2018 from 10:00 a.m. to 3:00 p.m.
- TAB # 3** 5. Partial Street Closure Request for Wine and Brew Festival, Saturday, April 14th, 2018 from 8:00 a.m. to 3:00 p.m.

Immediately following the conclusion of the above meeting:

Water and Sewer

Members: Gregory (CH), Smith, Tynes

1. Public Comment
2. Operational Updates

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Gregory, Cook

- 1. Public Comment
- TAB # 4** 2. December Cash Balances / VML Investment Pool Update
- TAB # 5** 3. Invoices Over \$10,000 Requiring Council Authorization:
 - a. YMCA (Annual Contribution) \$ 50,000.00
 - b. Sydnor Hydro, Inc. \$ 23,400.00
 - c. Robinson Farmer Cox Associates \$ 24,500.00
 - d. Historic Windsor Castle Restoration LLC \$200,000.00

Immediately following the conclusion of the above meeting:

Committee of the Whole

- 1. Continued Discussion from the January 17th Town Council and Staff Retreat

TUESDAY, JANUARY 23RD, 2018 @ 4:00 p.m.

4:00 p.m.

Parks and Recreation

Members: Bowman (CH), Pack, Tynes

- 1. Public Comment
- TAB # 6** 2. Operational Update – Committee Report / 2018 Special Event List
- TAB # 7** 3. Proposal to Open One Side of Dog Park to the General Public
- 4. Partial Park Closures of Fishing Pier on Tuesday, April 10th thru Saturday April 14th and Trails Saturday, April 14th from 10:00 a.m. to 5:00 p.m. for the 7th Annual Wine and Brew Festival
- TAB # 8** 5. Joseph W. Luter, Jr. Sports Complex
 - a. Update from Project Manager Brian Camden
 - b. Status of Outbuildings on Property

Immediately following the conclusion of the above meeting:

Public Works

Members: Smith (CH), Cook, Tynes

- 1. Public Comment
- (forthcoming)** 2. Draft Report – Segment 3 Trail Alignment Analysis From Kimley Horn and Associates

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Cook (CH), Bowman, Smith

- | | |
|-----------------|---|
| TAB # 9 | 1. Public Comment |
| TAB # 10 | 2. Pre-Public Hearing Discussion: Special Use Permit - 308 Main Street |
| TAB # 11 | 3. Pinewood Heights Relocation Project – Phase III and Phase IV Update |
| TAB # 12 | 4. Resolution in Opposition of HB 1258/SB405 “Wireless” Talking Points |
| | 5. Windsor Castle Restoration Project Update |
| | 6. Scott Farm Boundary Line Adjustment |
| | 7. Land Lease Expirations / Renewals March 1, 2018 |
| | a. Town lease of land from BSV for Smithfield Farmer’s Market |
| | b. Smithfield Winery agricultural land lease from Town at Windsor Castle Park |

***** Additional Item Not Listed on Committee but will be on Council’s February 6th Agenda*****

- Approval of January 3rd, 2018 Town Council Meeting Minutes
 - Presentation by Michael Dodson of Community Planning Partners on Pinewood Heights Relocation Project – Phase IV
-

**POLICE
COMMITTEE**



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

Event Date		Saturday, March 17, 2018			
Event Name		TBD – St. Patrick's Day Parade			
Event Location		Cedar St., Main Street, Grace St.			
Event Times (don't include setup times)		10:30 am – 1 pm (probably end by 12-12:30)			
Event Organizer (Group Name)		IOW/Smithfield Tourism			
Contacts					
Name	Connie Chapman	Office Phone	757.365.1644	Email	cchapman@iwus.net
Name		Cell Phone	757.902.2164	Email	

Event Category	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input checked="" type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show <input type="checkbox"/> Other -				
Description of Event	Tourism Submission		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Parade lines up on Cedar and will proceed to Main St, N. Mason St., and Grace, and ending at the intersection of James St. (same route as Christmas parade)					
Contact name and phone number for more information on event					
Name: Connie Chapman		Phone: 757.365.1644			
Expected Attendance	1,500	Website	www.visitsmithfieldva.com		
Average Ticket/Entry Price	\$n/a	Participants will be	<input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both		
Music-DJ/Band?	bands	Alcohol Sales or Service?			
What is your plan in the event of bad weather-cancel, reschedule?					
Requesting? <input checked="" type="checkbox"/> road closures <input checked="" type="checkbox"/> traffic assistance <input type="checkbox"/> park trail closures					
List benefits of your event to the community			List Recipients of Proceeds		
This one time event will replace the 12/9/17 rained out Christmas parade, while celebrating St. Patrick's Day (which falls on a Sat.) and the conclusion of the gas line project hopefully!			n/a		

Check any of the following that your event will include.		Special Event To Do List	Complete by:
<input type="checkbox"/> Food, Caterer	<input type="checkbox"/> Food, by Organization	Submit event flyer/promotional material	4 months
<input type="checkbox"/> Retail Vendors Non-Profit	<input 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 type="checkbox"/> Tents	Apply for ABC permit (if needed)	6 weeks
<input type="checkbox"/> Dumpster/Recycle Receptacles	<input type="checkbox"/> Rentals-Furniture-Tables, Chairs	Contact EMS/Fire (if needed)	4 weeks
<input type="checkbox"/> Generators/ Light Tower	<input type="checkbox"/> Staging	Apply for Health Permit	4 weeks
<input type="checkbox"/> Fencing/Barricades	<input checked="" type="checkbox"/> Golf carts	Apply for Tent Permit (if needed)	4 weeks
<input 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	<i>Connie Chapman</i>	Date	12/11/17
Print Name	Connie Chapman		



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

Event Date (don't include setup dates here)	Times (don't include setup or street closure times here)	Proposed Location
4/7/18	10:00AM-3:00PM	Luter YMCA

Event Name	Smithfield Sprint Triathlon
Event Organizer (Group Name)	Kinetic Endeavors, LLC
Tax Exemption ID Number	20-232-5187
Website	www.vtsmts.com/smithfieldsprint

Event Contacts					
Name	Greg Hawkins	Cell Phone	336-577-2801	Email	Greg.hawkins@vtsmts.com
Name		Cell Phone		Email	

1 st Time Event		Annual Event- how many times has event taken place?	11
Event Category <input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> X Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____			
Description of Event Swimming, biking, running race.			
Average Ticket Price	\$65	Participants will be <input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both	
Expected Attendance	600	Largest Attendance Number and Year	605 (2016)
What is your plan in the event of bad weather-cancel, reschedule?		No rain date.	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			<input type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
See attached traffic control plan			1000-1500hrs.

Road Closures, if approved, will start 1 hour before event start. Signage with closure times is placed out in advance of closure.

Alcohol Service and/or Sales? <input type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music	
Date	Times	Date	Times
		4/7/18	0900-1500

List benefits of your event to the community	List Recipients of Proceeds
Health, fitness, economic impact.	Luter YMCA, Race Organizer



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

Check any of the following that your event will include.			
Item	Number	Item	Number
<input type="checkbox"/> XFood, Caterer		<input type="checkbox"/> Food, by Organization	
<input type="checkbox"/> Retail Vendors Non-Profit		<input type="checkbox"/> Retail Vendors For Profit	
<input type="checkbox"/> XPort-a-Potties		<input type="checkbox"/> Fencing/Barricades	
<input type="checkbox"/> XTrash Cans		<input type="checkbox"/> Generators	
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> XRecycle Containers		<input type="checkbox"/> Golf carts/ATVs	
<input type="checkbox"/> XFirst Responders- EMS, Fire			
Item	Number	Sizes	
Tents	6	10x10	
Staging			
<input type="checkbox"/> Allowing pets		<input type="checkbox"/> Fireworks	<input 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	20151123388946
Name of Insurance Liability Carrier	ESIX
Insurance Company Address	5660 New Northside Drive, Suite 640 - Atlanta, GA 30328
Insurance Company Phone Number	Phone: (678) 324-3300 Fax: (678) 324-3303

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	GH	Date	4-5-17
Print Name	Greg Hawkins		

Attach the following documents:

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

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



Event Date	Saturday 4/14/18				
Event Name	Wine & Brew Festival				
Event Location	Windsor Castle Manor Riverfront				
Event Times (don't include setup times)	10 AM-5 PM				
Event Organizer (Group Name)	Smithfield VA Events				
Contacts					
Name	Gina Ippolito	Cell Phone	869-0064	Email	gina@smithfieldvaevents.com
Name		Cell Phone		Email	

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 <input type="checkbox"/> Other -				
Description of Event			Tourism Submission	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Over 100 different types of wine & brew tastings, live music on three stages, fantastic food & retail vendors.					
Contact name and phone number for more information on event					
Name: Gina Ippolito			Phone: 757-869-0064		
Expected Attendance	3000	Website	https://www.smithfieldvawinebrewfest.com/		
Average Ticket/Entry Price	\$ 45	Participants will be	<input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both		
Music-DJ/Band?	Bands	Alcohol Sales or Service?	Alcohol tastings and sales		
What is your plan in the event of bad weather-cancel, reschedule?				Rain or shine	
Requesting? <input checked="" type="checkbox"/> road closures <input type="checkbox"/> traffic assistance <input checked="" type="checkbox"/> park trail closures					
List benefits of your event to the community			List Recipients of Proceeds		
All service groups volunteering for the event get paid for their service hours. In addition, SVAE makes large donations to 4 not for profit entities for their special projects that benefit the people of Isle of Wight County.			Local Civic Groups		
			Local Non-profits		

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 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 checked="" 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 checked="" 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	Gina Ippolito	Date	1/16/18
Print Name	Gina Ippolito		

**FINANCE
COMMITTEE**

CASH BALANCES AS OF DECEMBER 2017					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Year	Prior Year	ADJUSTED BALANCES
			Interco. Balances	Interco./Interdep Balances	
Water	Farmers Bank	1,323,438.34	(385,371.51)	(257,172.07)	680,894.76
Water-Debt Service	Farmers Bank	729,313.42	28,256.13	-	757,569.55
Water Capital Escrow (availability fees)	TowneBank	445,685.05	4,940.00	-	450,625.05
Water Treatment Plant Escrow	TowneBank	25,324.46			25,324.46
Water Deposit Account	TowneBank	77,843.55			77,843.55
Water Development Escrow	TowneBank	121,270.41		-	121,270.41
Subtotal Water		2,722,875.23	(352,175.38)	(257,172.07)	2,113,527.78
Sewer	Farmers Bank	408,819.78	(33,366.37)	(315,796.58)	59,656.83
Sewer Development Escrow	TowneBank	380,205.66		-	380,205.66
Sewer Capital Escrow (availability fees)	TowneBank	719,853.00	6,600.00	-	726,453.00
Sewer Compliance	Farmers Bank	2,084,246.73	74,238.24	-	2,158,484.97
Subtotal Sewer		3,593,125.17	47,471.87	(315,796.58)	3,324,800.46
Highway	Farmers Bank	71,443.71	215,543.07	-	286,986.78
General Fund	Farmers Bank	5,543,252.55	473,319.79	572,968.65	6,589,540.99
Payroll	Farmers Bank	293,763.19			293,763.19
Money Market-General Fund	TowneBank	2,205.64			2,205.64
Business Super Now-General Fund	Farmers Bank	33,697.32			33,697.32
Money Market-General Fund	Farmers Bank	294,671.63			294,671.63
General Fund Capital Escrow Account	TowneBank	216,563.44	489,553.00		706,116.44
Certificate of Deposit	Farmers Bank	526,828.42			526,828.42
Certificate of Deposit-Police Dept	Farmers Bank	36,979.25			36,979.25
Special Project Account	Farmers Bank	1,172,356.86	(837,317.61)		335,039.25
Pinewood Heights Escrow	Farmers Bank	54,160.82			54,160.82
SNAP Account	Farmers Bank	2,218.75			2,218.75
Museum Account	Farmers Bank	169,694.18			169,694.18
Windsor Castle Acct	TowneBank	89,500.00			89,500.00
S. Church Street Account	TowneBank	36,394.74	(36,394.74)	-	-
Subtotal General Fund		8,472,286.79	89,160.44	572,968.65	9,134,415.88
TOTAL ALL FUNDS		14,859,730.90	-	-	14,859,730.90



Account Statement

December 2017

Town of Smithfield

P.O. Box 246
Smithfield, VA 23431
U.S.A.

VIP 1-3 Year High Quality Bond Fund VA-01-0009-0001

Summary

VA-01-0009-0001	General						
Beginning Cost	Beginning Market Value	Contributions	Withdrawals	Income Earned	Ending Market Value	Ending Cost	Current Month Unrealized G/L
512,457.70	511,759.62	0.00	42.11	590.85	511,542.65	513,006.44	-765.70

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
12/15/2017	Withdrawal		42.11		9.988553	4.216	0.00
12/15/2017	Income Earned	322.94			9.988553	32.331	
12/29/2017	Income Earned	267.91			9.980535	26.843	
12/31/2017	Ending Balance			511,542.65	9.980535	51,254.031	



Account Statement

December 2017

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431
 U.S.A.

VIP Stable NAV Liquidity Pool VA-01-0009-5001

Summary

Average Monthly Yield: 1.35%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
VA-01-0009-5001 Liquid General	0.00	0.00	0.00	0.00	0.00	0.00

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
12/31/2017	Ending Balance			0.000	



Daily Rates

December 2017

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Dec-17	0.000034386	1.26%
02-Dec-17	0.000034386	1.26%
03-Dec-17	0.000034386	1.26%
04-Dec-17	0.000034934	1.28%
05-Dec-17	0.000034386	1.26%
06-Dec-17	0.000034660	1.27%
07-Dec-17	0.000035208	1.29%
08-Dec-17	0.000035208	1.29%
09-Dec-17	0.000035208	1.29%
10-Dec-17	0.000035208	1.29%
11-Dec-17	0.000035208	1.29%
12-Dec-17	0.000035208	1.29%
13-Dec-17	0.000035208	1.29%
14-Dec-17	0.000035646	1.30%
15-Dec-17	0.000037024	1.35%
16-Dec-17	0.000037024	1.36%
17-Dec-17	0.000037024	1.36%
18-Dec-17	0.000037126	1.36%
19-Dec-17	0.000037674	1.38%
20-Dec-17	0.000037948	1.39%
21-Dec-17	0.000038222	1.40%
22-Dec-17	0.000038496	1.41%
23-Dec-17	0.000038496	1.41%
24-Dec-17	0.000038496	1.41%
25-Dec-17	0.000038496	1.41%
26-Dec-17	0.000038770	1.42%
27-Dec-17	0.000038770	1.42%
28-Dec-17	0.000038770	1.42%
29-Dec-17	0.000039866	1.46%
30-Dec-17	0.000039866	1.46%
31-Dec-17	0.000039866	1.46%

**INVOICES - OVER \$10,000.00
REQUIRING COUNCIL
AUTHORIZATION**



**PENINSULA METROPOLITAN YMCA
41 Old Oyster Point Road, Suite C
Newport News, VA 23602**

**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

December 26, 2017

Town Of Smithfield
P. O. Box 246
310 Institute Street
Smithfield, VA 23431

Your commitment to the YMCA and to the Luter Capital Campaign helps us provide the quality facilities and programs needed in our community. This is a reminder of your pledge installment.* Should you have any questions regarding your pledge, please contact me at (757) 223-7925 x202.

Since 1896, the Peninsula Metropolitan YMCA has contributed to the lives of countless boys, girls, men and women of all ages, races, religions and economic backgrounds. With your help we will continue to strengthen our community.

Sincerely,
Sandy Davoy

*Please note: You may pay your pledge by credit card, check, cash or automatic monthly bank withdrawals.
The Peninsula Metropolitan YMCA will convert payments made by personal check into one-time Electronic Funds Transfer Payments.

----- Cut here -----



Please return this portion with your payment.
PENINSULA METROPOLITAN YMCA
41 Old Oyster Point Road, Suite C
Newport News, VA 23602
ATTN: Contributions January 2018

Thank you for making our community a healthier and happier place to live!

Pledge Payment for Luter Capital Campaign 2010:

Total Pledge Amount: \$500,000.00
Pledge Balance: \$200,000.00

Contributor# 720038-00

This Installment Amount: \$50000.00

Town Of Smithfield
P. O. Box 246
310 Institute Street
Smithfield, VA 23431

INVOICE

INVOICE NUMBER

37542



HYDRO...INC.

P.O. BOX 27186
PHONE 804-643-2725

RICHMOND, VIRGINIA 23261
FAX 804-788-9058

www.sydnorhydro.com
sydnor@sydnorhydro.com

Please PAY BY INVOICE

SHIPPING ADDRESS

* 2111 MAGNOLIA STREET, RICHMOND, VA 23223

INVOICE TO

SHIPPED TO

69569
TOWN OF SMITHFIELD
PO BOX 246
310 INSTITUTE STREET
SMITHFIELD VA 23431

INVOICE DATE 10/31/17	YOUR ORDER NUMBER	OUR JOB NUMBER 90065-8	TERRITORY 11	TAX EXEMPTION CERTIFICATION NUMBER ST 12
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DATE SHIPPED OR COMPLETED	F.O.B.	VIA	TERMS NET 30
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QTY.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	TOTAL AMOUNT
	<p>JAMES STREET PUMP STATION FAIRBANKS MORSE SERIAL #416624</p> <p><i>T.C. approved Purchase 8-1-17</i></p> <p>1 - FAIRBANKS MORSE 4" D5433WD DRY-PIT SUBMERSIBLE, 50HP / 1800 RPM, 460V/3PH/60HZ, WITH DYNAMICALLY BALANCED IMPELLER</p> <p>VENDOR # _____ ACCOUNT # _____ DEPT HEAD <i>RS</i> _____ TOWN MANAGER <i>PLS</i> _____</p>		\$23,400.00	
TOTAL BILLING				\$23,400.00

ACCOUNTS NOT PAID IN FULL IN 30 DAYS ARE SUBJECT TO A FINANCE CHARGE OF 1 1/2% OF THE UNPAID BALANCE AT THE END OF THE MONTH WHICH IS AN ANNUAL RATE OF 18% PER YEAR

Robinson Farmer Cox Associates PLLC

CERTIFIED PUBLIC ACCOUNTANTS A PROFESSIONAL LIMITED LIABILITY COMPANY
PO Box 6580
Charlottesville VA 22906
434-973-8314

Town of Smithfield, VA
c/o Ellen Minga, Treasurer
P.O. Box 246
310 Institute Street
Smithfield, VA 23431

Invoice No. 59230
Date 01/10/2018
Client No. 051900

For Professional Services Rendered as Follows:

Audit of the financial statements for year ended June 30, 2017.

VENDOR # _____
ACCOUNT # 4-100-12410-3620
DEPT HEAD [Signature]
TOWN MANAGER [Signature]

Current Invoice Amount \$ 24,500.00

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
24,500.00	0.00	0.00	0.00	0.00	24,500.00

*If paying by check, please include your Client Number.
For your convenience, we also accept all major credit cards in amounts up to \$20,000.00.
Please call Accounting @ 434-973-8314 if you would like to pay by a credit or debit card.*

Finance charges will be assessed after thirty days.

You may provide an email address if you prefer paperless invoicing.

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update

January 2018

Park Facilities Event Listing			
Day	Date	Event Type	Location
Mon	Dec 18	Committee Meetings	Smithfield Center
Tue	Dec 19	IOW County Holiday Party	Smithfield Center
		Schoolhouse Meeting	Smithfield Center
		Committee Meetings	Smithfield Center
		BHAR	Smithfield Center
Thu	Dec 21	Rutherford Movie Documentary	Smithfield Center
Thu	Dec 28	Delta Holiday Party	Smithfield Center
Sat	Dec 30	Wedding & Reception	Smithfield Center
Wed	Jan 3	Staff Meeting	Smithfield Center
		Town Council	Smithfield Center
Tue	Jan 9	Pinewood Heights Management Meeting	Smithfield Center
		Pinewood Heights Neighborhood Meeting	Smithfield Center
		Planning Commission	Smithfield Center
Wed	Jan 10	Windsor Castle Restoration Committee	Smithfield Center
Fri	Jan 12	BOB Festival Kitchen Use	Smithfield Center
Sat	Jan 13	BOB Festival	Windsor Castle
		Birthday Party	Smithfield Center
Sun	Jan 14	MLK Celebration Dinner	Smithfield Center
Tue	Jan 16	Schoolhouse Meeting	Smithfield Center
		Crimeline Meetings	Smithfield Center
		BZA/BHAR Meetings	Smithfield Center
Wed	Jan 17	Town Council Retreat	Smithfield Center
Fri	Jan 19	IOW Rescue Squad Banquet	Smithfield Center
Upcoming Special Events			
Sat	Feb 3	Mardi Gras Run 4 Beads	Windsor Castle
Sat	Feb 17	CASA Gala	Smithfield Center
Mon	Feb 19	Smithfield Center Bathroom Renovations Begin	Smithfield Center

Parks Maintenance Staff -Routine Maintenance and Projects		
Smithfield Center	Windsor Castle	Luter Sports Complex
Assisted Smithfield Center staff with set change	Tree Removal (assisted by Trail Docs)	Researched alarm monitoring and camera options for park
	Leaf Removal (weekly)	Contracted electrical services for maintenance shop
	Playscape Maintenance	
	Drain Pipe Clean Out	
	Placed sand on bridges	

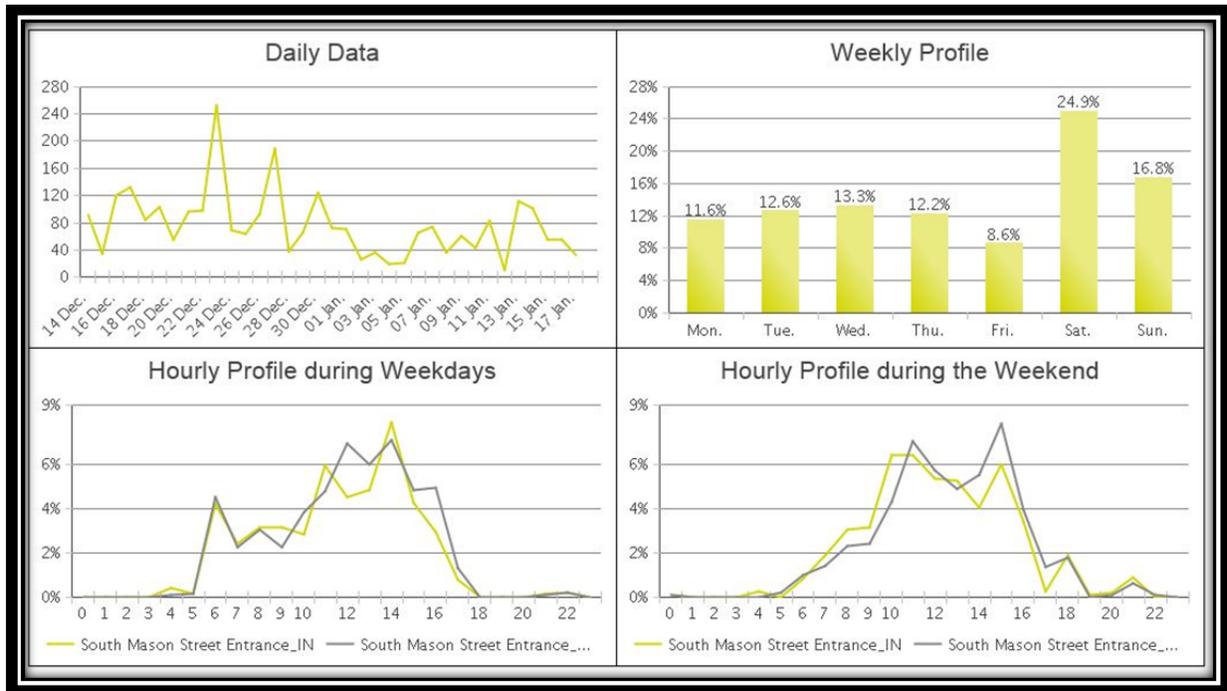
Parks and Recreation Operation Update

January 2018

Windsor Castle Park
Manor House Restoration Project
Update of project will be given during Public Buildings Committee.

Eco Counter Data from Mason Street Entrance

Daily Average: 77		Busiest Day of the Week: Saturday	
Busiest Days	Saturday, December 23 (251)	Wednesday, December 27 (188)	Sunday, December 17 (132)



Trail Doc Projects and Hours

Trail Docs have earned over **1** Volunteer Hour since January.

Projects completed	Trail repair and maintenance
	Dry wells and drainage ditches cleaned

Joe Luter Jr. Sports Complex

Update of project will be given by Brian Camden.

Parks and Recreation Operation Update

January 2018

Park Projects			
In Progress Projects			
Project Name	Location	Applicant Name	Notes
Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith Smithfield Middle 7 th Graders Boy Scout Troop 7	Milkweed planting done on Fri, Jan 19th
Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout	Making 2 benches that encircle the trees in the same style as the existing benches at the Playscape. Will construct benches off site and assemble on site.
Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School	Constructed an edible garden in Windsor Castle Park that is open to the public. This garden will feature many healthy snacks such as strawberries, tomatoes and carrots. <ul style="list-style-type: none"> • Recently weeded.
Oyster Restoration	Windsor Castle	Kelly Davis, Chesapeake Bay Foundation	Oyster cages are monitored and after one year of growth are given to the Chesapeake Bay Foundation to be planted on the oyster reef in the bay. <ul style="list-style-type: none"> • Project is being turned over to Windsor High School class as part of their project based learning.
Completed Projects			
Project Name	Location	Applicant Name	Completed Date
Compass Course	Windsor Castle	Kyle Rutherford-Eagle Scout	2017
Pop Up Library	Haydens Lane	Alex Simmons, Isle of Wight Academy	2016
Wood Duck Boxes	Windsor Castle	Ashlynn Newberry, Girl Scout Troop 622	2016
Bike Path Repairs	Windsor Castle Bike Path	Jacob Thomas, Eagle Scout	2016
Bluebird Houses	Windsor Castle	Linda Langdon, Virginia Master Naturalist	2015
Dog Agility Course	Windsor Castle Dog Park	Daniel Brower, Boy Scouts Troop 36	2015
Fishing Line Receptacles	Windsor Castle Fishing Pier	Claudia Lee, Virginia Master Naturalist	2016
Tree Identification	Windsor Castle	Girl Scout Troop 622	2014

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
JANUARY				
1/13/2018	9 A-5 P WC Riverfront 8K & Festival 2000 p	BOB Festival Smithfield VA Events-Gina Ippolito 869-0664 gina@smithfieldvaevents.com Resolution Jericho Road - one way traffic - 8am - 1pm / Traffic assist 9am - 11:30am for race	1 Thu 10 PM-6 AM Overnight 1 Fri 10 PM-6 AM Overnight 2 Sat 7:30 AM-9:30 AM 8K Race 1 Sat 8AM - 1PM Jericho Road Closure 2 Sat 8 AM-5 PM Event Patrol 2 Sat 10 AM-5 PM Event Patrol	4 PW Sat 10 AM-6 PM 1 light tower, deliver on Monday all trash cans, deliver on Tuesday
1/13/2018	9 A-9 P Station Parking Lot Officer Request	Smithfield Station Parking Lot Assist Smithfield Station -Randy Pack 620-7700 randy.pack@smithfieldstation.com	1 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	
1/14/2018	2p-5 p Smithfield Center Community 250 p	MLK Program		
FEBRUARY				
2/3/2018	9 A-3 P WC Riverfront 5K & 10 K 500 p	Mardi Gras Run 4 Beads IOW Chamber-Andy Cripps 647-4482 acripps@theisle.org Resolution Traffic assist 9am - 11:30am for race		We will provide trash cans, group will do own trash removal.
2/11/2018	3 P-6:30 P Smithfield Center Fundraiser 200 p	Sweetheart Banquet		
2/17/2018	7 P-11 P Smithfield Center Fundraiser 250 p	CASA Gala	1 Sat 6:30 PM-11:30 PM	
2/25/2018	2 p-4 P Smithfield Center Community 100 p	Black History Month Program		
MARCH				
3/10/2018	5:30 P-9:30 P Smithfield Center Fundraiser 350 p	IOW Academy Gala	1 Sat 5 PM-10 PM	
3/17/2018	10:30 A-1 P Main Street Parade 3000 p	St Patricks Day Parade Tourism-Connie Chapman 902-2164 cchapman@isleofwightus.net Resolution closure of parade route - 8am until parade end	# (determined by PD)	# (determined by PW)
3/24/2018	9 AM-2 PM Smithfield Center Flea Market 500 p	Women's Club Flea Market Connie Chapman		

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
APRIL				
4/7/2018	10 A-2:30 P Town Streets Race 500 Resolution	YMCA Triathlon Virginia-Maryland -Greg Hawkins 336-577-2801 Greg Hawkins <greg.hawkins@vtsmts.com> Traffic assist 10am - 1:30pm / Cary Street 10am - 1:30pm	1 Sat 9 AM-2 PM YMCA Entrance 1 Sat 9 AM-2 PM Grace/Cary 1 Sat 9AM-2PM James/Grace 1 Sat 9 AM-2 PM Cary/Main/Underwood 1 Sat 9 AM-2 PM Underwood/Cedar	FYI Only
4/14/2018	11 A-5 P WC Riverfront Festival 3500 p Resolution	Wine Fest Smithfield VA Events-Gina Ippolito 869-0664 gina@smithfieldvaevents.com Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 PM	1 Fri 10 PM-6 AM Overnight 1 Sat 8 AM-1 PM Jericho Road Closure 1 Sat 10 AM-6 PM Command Center 2 Sat 10 AM-6 PM Event Patrol 2 Sat 10:30 AM-6 PM Money Drops	4 PW 10 AM-6 PM 1 light tower, deliver on Wednesday all trash cans, deliver on Wednesday clean fishing pier, by Tuesday
4/14/2018	9 A-9 P Station Parking Lot Officer Request	Smithfield Station Parking Lot Assist Smithfield Station -Randy Pack 620-7700 randy.pack@smithfieldstation.com	1 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	
4/22/2018	3 P-5 P Main Street Race 300 p	Smithfield 6 Pack 6K Beer Run Cristin Emerick 849-8948 wharfillbrewingco@gmail.com	?	
4/28/2018	8 P-12 P Smithfield Center Prom 200 p	Windsor Prom	1 7:30 PM-11:30 PM	
MAY				
5/5/2018	8 A-12 P WC Courtyard Race 300 p	Optimist 5K Mike Murphy 757-660-7151 memurph1126@gmail.com		no staff 4 trash cans and liners
5/7/2018	Mon 8 A-2 P Smithfield Center Senior Community 350 p	TRIAD	1 Mon 7 AM-10 AM Parking Assist	
5/11/2018	8 P-12 P Smithfield Center Gala 300 p	WCFB Park Lovers Party	1 Fri 5:30 PM-10:30 PM	
5/19/2018	8 P-12 P Smithfield Center Prom 350 p	Smithfield Prom	2 Sat 6 PM-11:30 PM	
5/26/2018	8 A-2 P WC/Town Streets Bike Race 300 p	Smithfield Challenge Sharon Bochman	2 Sat 7:30 AM-8:30 AM Main/Underwood 1 Sat 7:30 AM-8:30 AM Grace/Cary	
5/28/2018	11 A-12 P Veterans Memorial Community 150 p	Memorial Day Service	1 Mon 10:30 AM-11:30 AM	No staff grass cut by Wed

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
JUNE				
6/1/2018	8 P-12 P Smithfield Center Prom 350 p	Kings Fork Prom	2 Fri 6:30 PM-12:30 AM	
6/2/2018	7 A-11 A WC/Clontz Community Cleanup 20 p	Clean the Bay Day WCFB -Kelly Davis kellyb413@hotmail.com		
6/2/2018	9 A-5 P WC Courtyard & Street	Multiple Sclerosis Bike Event MS Group-Karla McCarraher	1 Sat 7:30 AM-8:30 AM Mason/Main 1 Sat 7:30 AM-8:30 AM Cary & Grace 1 Sat 9 PM-5 AM Overnight at WC 1 Sun 10:45 AM-2 PM Cary/Grace 1 Sun 10:45 AM-2 PM Mason/Main	No staff (group handles own trash)
Traffic Assist	Bike Race 1000 p	757-319-4253 Karla.McCarraher@nmss.org		
6/30/2018	9 A-5 P Main Street Festival 4000 p Resolution	Olden Days and Car Show Connie Chapman 902-2164 cchapman@isleofwightus.net Friday - Main Street from Church to Institute from 5pm - 9pm / Saturday - Main Street from Church to Underwood and all of Mason St. from 7am - 5pm	# (determined by PD)	# (determined by PW)
Main Street				
Restrooms				
JULY				
7/3/2018	9 P-9:30 P Town Streets Community 1000 p	Town Fireworks	# (determined by PD)	
Station Bridge				
7/3/2018	5 P-9 P Station Parking Lot Officer Request	Fireworks-Station Parking Lot Assist Smithfield Station-Randy Pack 620-7700 randy.pack@smithfieldstation.com	1 5 PM-9 PM	
AUGUST				
8/7/2018	5 P-7 P Smithfield Center Community 500 p	National Night Out Night Out Committee-Kurt Beach 449-4849 kbeach@smithfieldva.gov		
SEPTEMBER				
9/8/2018	downtown Race 500 p	Safe House Half Marathon Kristi Wells kristi@safehouseproject.org	?	
Downtown				
9/22/2018	7 A-2 P Main Street Car Show 200 p	Ruritan Car Show Smithfield Ruritans- Glen Schlickemeyer gslick3@yahoo.com	1 Sat 7 AM-2 PM Main Closed & Patrol	2 PW Sat 6:30 AM-2:30 PM
Main Street				
Restrooms				
9/29/2018	10 AM-8 PM Little Theater Concert 200 p	Aiken Fest Jim Abicit 880-3120		

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
9/29/2018	9 AM-2 PM	Vintage Market	4 Sat 6 AM-3 PM Main Closed & Patrol	4 PW Sat 6 AM-3 PM
	Main Street 100-300	Farmers Market-Cheryl Ketcham		
Main Street	Market	375-3031		
Restrooms	500 p	cketcham@isleofwightus.net		
	Resolution	Main Street from Church to Underwood - 6am - 4:30pm		
OCTOBER				
TBD	4:00 PM	Smithfield Homecoming Parade	# (determined by PD)	
	Main Street	Smithfield High-Jill Gwaltney		
Main Street	Parade	371-3918		
	100 p	jillgwaltney@gmail.com		
	Resolution	Rolling closure - Cary St. to Grace to Mason to Main starting at 4pm		
10/6/2018	11 A-9 P	Bacon (BBB) Festival	1 Thu 10 PM-6 AM Overnight 1 Fri 10 PM-6 AM Overnight 1 Sat 8 AM-1 PM Jericho Road Closure 1 Sat 10 AM-6 PM Command Center 2 Sat 10 AM-6 PM Event Patrol 2 Sat 10:30 AM-6 PM Money Drops	4 PW 10 AM-6 PM 1 light tower, deliver on Wed all trash cans, deliver on Wed clean fishing pier, by Tue
	WC Riverfront	Smitfield Events-Gina Ippilito		
Jericho Road	Festival	869-0664		
	3500 P	gina@smithfieldvaevents.com		
	Resolution	Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 Pm		
10/6/2018	10 A-7 P	Smithfield Station Parking/Bar Assist	1 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	
	Station Parking Lot	Smithfield Station Parking Lot Assist		
	Officer Request	Randy Pack randy.pack@smithfieldstation.com		
10/13/2018	8 A-11 A	Hog Jog	No. (determined by PD)	<i>FYI Only</i>
	Town Streets	IOW COP -Barbara Stafford		
Traffic Assist	5K Race	757-647-4061		
	1000 p	dbstaff@charter.net		
	Resolution	closure of 5K course route - 8:45am - 10:45am		
10/20/2018	6 PM-10 PM Smithfield Center Fundraiser 200 P	IOW Schools Gala	1 Sat 5:30 PM-10:30 PM	
10/20/2018	9 AM-5 PM	Smithfield Century Tour Bike Event	1 Sat 7:30 AM-8:30 AM Main/Underwood (report to WC Riverfront to meet Andy) 1 Sat 12 PM-2 PM Event Patrol	No staff 4 trash cans and liners
	WC Riverfront	Chamber-Andy Cripps		
Traffic Assist	Bike Race	357-3502 acripps@theisle.org		
	100 p			
10/27/2018	3 PM-9 PM	Horsepower on Main Street	1 Sat 2 PM-9 PM Main Closed & Patrol	2 PW Sat 1:30 PM-9 PM
	Main Street	Team Shelby - Justin Emanul		
Main Street	Car Show	876-9160		
Restrooms	100 cars	teamshelbyva@gmail.com		
	Resolution			
10/31/2018	5 P-8 P	Hamoween	# (determined by PD)	<i>FYI Only</i>
	Main Street			
Main Street	Community			
Restrooms	2000 p			
NOVEMBER				
11/11/2018	11 AM-12 PM	Veterans Day Ceremony	1 Sat 10:30 AM-11:30 AM	<i>FYI Only</i>
	Vet Mem	VFW		
Traffic Assist	Community			
	150 p			
11/30/2018	5:30 P-6:30 P	Tree Lighting Ceremony	1 Fri 5 PM-6:30 PM	<i>Service order for assistance in putting up tree on 11/27/17</i>
	Times Gazebo			
Traffic Assist	Community			
	200 p			

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times	Event Name	PD Required	PW Required
	Location		\$46 per hour per officer	\$30 per hour per staff (2 req)
	Type of Event			
Street Closures	Attendance			
DECEMBER				
12/1/2018	Sat, Sun Smithfield Center Trade Show & Home Tours 500 p	Antique Show	<i>FYI Only</i>	
12/7/2018	6 PM-9 PM	Christmas Evening Market	4 Fri 3 PM-11 PM Event Patrol	6 PW Fri 3 PM-11 PM
	Main Street	Farmers Market-Chery Ketcham		
Main Street	Market	375-3031		
Restrooms	5000 p	cketcham@isleofwightus.net		
	Resolution	Main Street from Church to Underwood - 3pm - 11pm		
12/8/2018	8 A-10 A Smithfield Center Community 400 p	Breakfast with Santa	<i>FYI Only</i>	<i>FYI Only</i>
12/8/2018	10:30 A-12 P	Christmas Parade	# (determined by PD)	# (determined by PW)
	Main Street	Tourism-Connie Chapman		
Town Streets	Parade	902-2164		
Restrooms	3000 p	cchapman@isleofwightus.net		
	Resolution	closure of parade route - 8am until parade end		



Dog Park –Making One Side for Public Access (without Registration)

Proposal to open one side of our two sided dog park at Windsor Castle to all visitors. This way any visitor will have a place to take their dog off lead and allow them to run.

Benefits:

- People visiting Smithfield just for the day will finally have a space where they can exercise Fido without worrying with registration, which can only be done during business hours Monday-Friday at Town Hall.
- As part of the Windsor Castle Park rules, all dogs must remain on lead while in park. When encountering a dog off lead it would be nice to be able to redirect the pet owner to the general use dog park where the dog may run off lead.
- This can be added as a tourism attraction as being pet friendly is a big draw. Our general access dog park could be listed on websites and apps.
- The other dog park would be dedicated to registered dog park users. In talking to our most frequent dog park patrons, they feel it would be nice to have one side dedicated to registered users and the other open to general access. This would reduce the frequency of giving out the security code to non-registered users and will make our registered users feel even more invested in a dog park that is solely for registered users.

Amy,

I am checking in to let you know I have talked with all of the regulars I know, and none have any problem whatsoever with the small dog side being opened up to the public.

Sarah (Palamara)

How Does Management of General Access Dog Park Work?

- Signage is placed at the entry that states:
 - “All dogs and **owners** using this park must have all vaccinations up to date. Children under 10 should not enter park unless being held by parent or remaining in stroller. The Town of Smithfield is not responsible for any injury incurred in the park.”
- These rules would also be on the park website.
- Proper signage is our due diligence to let Dog Park Users know that the park is a play at your own risk area just as all park property is.

Apps for Finding an Open to the Public Dog Park

- Dog Park Finder Plus
- Paw Parks
- Puppy Pals App
- Dog Parks –Your Guide to Off Leash Areas



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



Event Date	Saturday 4/14/18				
Event Name	Wine & Brew Festival				
Event Location	Windsor Castle Manor Riverfront				
Event Times (don't include setup times)	10 AM-5 PM				
Event Organizer (Group Name)	Smithfield VA Events				
Contacts					
Name	Gina Ippolito	Cell Phone	869-0064	Email	gina@smithfieldvaevents.com
Name		Cell Phone		Email	

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 <input type="checkbox"/> Other -				
Description of Event			Tourism Submission	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Over 100 different types of wine & brew tastings, live music on three stages, fantastic food & retail vendors.					
Contact name and phone number for more information on event					
Name: Gina Ippolito			Phone: 757-869-0064		
Expected Attendance	3000	Website	https://www.smithfieldvawinebrewfest.com/		
Average Ticket/Entry Price	\$ 45	Participants will be	<input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both		
Music-DJ/Band?	Bands	Alcohol Sales or Service?	Alcohol tastings and sales		
What is your plan in the event of bad weather-cancel, reschedule?				Rain or shine	
Requesting? <input checked="" type="checkbox"/> road closures <input type="checkbox"/> traffic assistance <input checked="" type="checkbox"/> park trail closures					
List benefits of your event to the community			List Recipients of Proceeds		
All service groups volunteering for the event get paid for their service hours. In addition, SVAE makes large donations to 4 not for profit entities for their special projects that benefit the people of Isle of Wight County.			Local Civic Groups		
			Local Non-profits		

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 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 checked="" 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 checked="" 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	Gina Ippolito	Date	1/16/18
Print Name	Gina Ippolito		

Joseph W. Luter, Jr.
Sports Complex



295 Bendix Road, Suite 340
Virginia Beach, VA 23452
Ph. 757.533.9368

January 19, 2018

Mr. Peter Stephenson, Town Manager
TOWN OF SMITHFIELD
911 South Church Street
Smithfield, VA. 23430

JOSEPH W. LUTER JR. SPORTS COMPLEX - PROJECT UPDATE NO 11

Dear Mr. Stephenson,

The following is our project report on the construction activities occurring on the Joseph W. Luter Jr., Sports Complex during the month of January, 2018.

Because there was very little activity at the project site during the holiday season and subsequent inclement weather, we will combine the activities of both RAD Sports and A. R. Chesson into a condensed report.

As you may remember from our report last month, RAD Sports had conducted a follow up CCTV inspection of both the underground sanitary sewer lines and the storm drain system. This inspection report noted several areas of concern and the engineer required RAD to repair the deficiencies along with: provide an extended 5- year, warranty on all sanitary sewer piping, to provide a statement from the pipe manufacturer that this pipe installation is satisfactory and will meet the manufacturer's material warranty, to again provide CCTV inspection of sewer pipe after one year following completion of the project and, if defects are noted to have increased, to propose repairs for Town's consideration.

RAD Sports completed the repairs on the underground sewer and storm lines in late December and transmitted a new CCTV video to the engineers and Town on January 2. This video appears to show the completed repairs, however, as of this writing, neither the engineers nor the Town staff has signed off on the repairs.

RAD Sports have re-graded the stone drive and parking areas along with the grassy areas and have removed all of their heavy equipment from the site. They are in daily contact with Blair Brothers to coordinate asphalt installation and, based on my conversations with RAD's Project Manager, they anticipate commencing asphalt



295 Bendix Road, Suite 340
Virginia Beach, VA 23452
Ph. 757.533.9368

installation within ten days to two weeks. Obviously, this schedule is weather dependent but at this time, it appears asphalt installation should commence by the end of January. Accordingly, we have requested RAD to notify us when a Pre-Asphalt Installation Conference can be scheduled, and we have also notified RAD that we will be requiring several areas of the site to have compaction tests performed to verify the stone subgrade stability prior to asphalt installation.

I note that during my visit to the site today, the stone sub-base appeared well graded and although the site was still drying out, the sub-base did appear stable and in good condition.

Also, all of the landscaping has been installed along with the sidewalks and light poles and the additional bleacher material was delivered last week...





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Virginia Beach, VA 23452
Ph. 757.533.9368

Financial Update for RAD Sports:

There have been no new change orders issued since last year.

Original Contract Amount:	\$2,578,800.00
C.O. (#1 credit)	(101,633.68)
C. O. #2 -Electrical Panel	10,980.00
C.O. #3- Asphalt Driveway	27,850.00
C.O. #4- Lights at Entrance Sign	3,860.00
C.O #5- Increase Well Pump	4,290.00
C.O. #6- Roadway Undercut	9,855.00
C. O.#7 Add Asphalt to Parking Lots	192,564.50
C.O. #8 Change gravel sidewalk to concrete	9,952.50
C. O #9 Add 6-Large Bleachers	19,475.10
Current Contract Amount with Change Orders:	\$2,755,993.42

On the Concession Building, there has not been any significant construction activity taking place since our last report, however work on the masonry entrance signs has progressed nicely.



During my site visit today, I inspected the masonry walls and was pleased with the overall quality of the workmanship. There were a few discrepancies but nothing that could not be easily corrected. During my previous inspections of the masonry work in early December, I had noted some areas of non-compliant masonry work, and required the contractor to take down and replace some areas of brick.



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As I noted in previous reports, the contractor, A. R. Chesson, has had difficulties contracting with someone to braze the statues onto a secure base for installation onto a masonry plinth. Mayor Williams was able to recommend the name of a local individual willing to perform the brazing work and we have been informed by the contractor that a statue is now ready for inspection.

Financial Update for A. R. Chesson:

No change orders were issued last month...

Original Contract Amount:	\$637,100.00
Change Orders #1 (Credit)	(477.86)
Change Order #2	5,674.37
Change Order #3	1,921.48
Change Order #4 Add Statues	7,536.37
Change Order #5 Signage	3,118.54
Change Order #6 Various Items	4,778.15
Current Contract Amount with Change Orders:	\$659,651.05

Possible Change Orders:

- The Town has requested an additional section of chain-link security fencing be installed in the main storage room to protect the electrical panels. Estimated cost; \$1,584.06



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- The architect has issued a sketch showing the masonry pedestals for the statues, no cost at this time.

Conclusion:

The project seems to be finishing up in good order. The inclement winter weather has delayed the masonry and site work, but overall the project is almost at substantial completion. Special attention needs to be focused on performing several stone sub-base compaction tests prior to asphalt installation, as this is the time of year that the underlying subgrade material requires a longer time to dry out, and we may not notice any asphalt cracking until the summer.

I am still concerned that no punch list inspection has been performed on the Concession Building's plumbing, mechanical and electrical systems and am worried that this may come back as a problem later on, especially after the warranty period has expired. Also, someone should do a landscape inspection as all of the plants and trees have now been installed.

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

Respectfully Submitted,

B V Camden

Brian V. Camden
Program Manager

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**

**STAFF REPORT TO
TOWN COUNCIL**

SPECIAL USE PERMIT

*****Public Hearing*****

February 6, 2018

Owner / Applicant Name & Address	Daniel and Anne Garland 20206 Olde Towne Court Smithfield, VA 23430
Property Location	308 Main Street Tax map # 21A-01-149; +/-100 ft. southwest of Institute Street
Statistical Data (see plat)	
Current Zoning	D, Downtown District
Proposed Use	Event Center with Lodging
Parking Required:	0 spaces for <10,000 sq. ft. lot
Parking Provided:	None
Surrounding Land Uses/Zoning	D, Downtown District
Conformity with Comprehensive Plan	Current future land use plan shows the land as downtown commercial

Project Overview

The applicants are seeking Special Use Permit (SUP) approval to operate an event center with lodging at 308 Main Street under the provisions of Article 3.H, Sections C.9 & C:15 and Article 6 of the Zoning Ordinance; specifically seeking:

C.9) *'Hotels and motels,'* for two (2) rooms to rent upstairs for transient lodging, and

C.15) *'Commercial recreation establishments (limited to indoor uses)'*, for the event center activities described in the business plan.

This proposal is to provide a venue for fundraising activities, gatherings, showers, parties and celebrations of other special events, within the structure at 308 Main Street. Additionally, two (2) rooms upstairs would be available for overnight lodging for those associated with the events, or otherwise.

The number of employees will vary based upon the type of event, but there will be at least one staff member on site during events.

Hours of operation were originally proposed to be daily from 8am-10pm, with vendors to exit the premises by 11pm; however, based upon feedback garnered at the November 14, 2017 Planning Commission meeting, the proposed hours have been revised to 8am – 8:30pm Sunday through Thursday, and 8am – 10pm Friday and Saturday.

The maximum number of guests proposed for events was 50, although the maximum occupancy is subject to Isle of Wight Building Codes oversight. At the time of this posting, it is understood that up to 49 guests would be allowed by IOW Building Codes.

At the November 14, 2017 meeting, the Planning Commission tabled this item until their next meeting. At their January 9, 2018 meeting, the Planning Commission recommended approval contingent upon the applicants meeting the requirements of the Isle of Wight County Building Official.

Staff Comments

Town staff has deemed the application to be complete and the proposal seems to be within the parameters required by Article 3.H and Article 6 of the Town of Smithfield Zoning Ordinance.

As this is a Special Use Permit application, reasonable conditions may be recommended by the Planning Commission as deemed necessary to protect the public interest and welfare.

Contact William Saunders at 365-4266 or wsaunders@smithfieldva.gov with any questions.



TOWN OF SMITHFIELD

310 Institute Street, P. O. Box 246 Smithfield, VA 23431
(757) 365-4200 Fax (757) 357-9933

APPLICATION FOR:

- Special Use Permit Variance Special Yard Exception
 Special Sign Exception Other

Applicant(s) Name: Daniel and Anne Garland
 Address: 20206 Old Towne Court
 City, State, Zip: Smithfield, Va, 23430
 Phone Number(s): 757-357-0431 (landline)

AWH GARLANDS@YAHOO.COM

Property Owner(s) Name: Daniel and Anne Garland
 Address: Same
 City, State, Zip: Same
 Phone Number(s): Same

Property Address: 308 Main Street Smithfield, Va.
 Tax Map Number(s): 21A-01-149

Property Description: PARCEL 149 WEST OF MAIN STREET AND 100 FT. SOUTH OF INSTITUTE ST.

Zoning: D - Downtown Acreage: 3,776 SQ. FT. Application Fee: \$400.00

Legal Reference: INST# 0005106 Deed Book#: 273 Page#: 365

Proposed Use/Exception: see attached Business Plan
AS PER ARTICLE 3.H SECTION C.9 & C.15 OF TOWN ORDINANCE

C.9 - HOTELS AND MOTELS (LIMITED TO TWO (2) ROOMS)

C.15 - COMMERCIAL RECREATION ESTABLISHMENTS (LIMITED TO INDOOR USES) FOR EVENT CENTER

Anne W. H. Garland

Applicant(s) Signature

10.19.2017

Date

Applicant(s) Signature

Date

The Nelms House

Where History meets Hospitality

The Nelms House Mission Statement and Vision

- Mission Statement

To serve the community by offering a gathering place for local
HISTORY
HOSPITALITY and
HeART

- Vision

To give local residents and visitors a hospitable and historic place to gather for celebrations and other occasions that is unique and locally unavailable at this time.

To provide tours of a historic home of the late Victorian which is unique and unavailable at this time. Both of these visions will be in cooperation with a local event planner, The Main Event by Emily, and with the local tourism office. Both of these business, private and public, are supportive.

The Nelms House is within the Smithfield Historic District

(http://www.dhr.virginia.gov/registers/Counties/IsleofWight/300-0087_Smithfield_Historic_District_1990_Final_Nomination.pdf). The outside is a wonderful example of Victorian Queen Anne architecture. The inside of the house has been the home for a pet supply store and dog grooming for several years. Our plan is to bring the inside back to its original beauty to match the outside. We will bring in period paint, drapery, furniture and décor. When the design and installations are complete we will share the results through a designer showcase house (see page 4).

After the showcase, we plan to offer the home to the community by making it available to rent for small gatherings. The growing need for unique spaces to hold such gatherings along with the interest in history and design make this a beautiful offering to the community. Though the Smithfield Bakery, the Taste of Smithfield and Wharf Hill Brewery offer their space for small event rentals, none offer quite the same "home hospitality" experience and flexibility as The Nelms House. Each room, multiple rooms, or the whole house will be available for daytime rentals.

Overnight rentals are planned for 2 bedrooms. The overnight rentals could be associated with the events, such as bridal or retirement parties for a special occasion. We would like to advertise the 2 bedrooms as an Air B&B. The Nelms House can provide the bedrooms as an overnight rental for convenient rest and relaxation. The overnight rentals can be for tourists or friends and family associated with community events. No overnight parties are allowed.

Our desire to benefit the community will ensure we always use the most local vendors, such as artists, florists, designers, photographers, and catering services possible. When referring vendors to clients we will recommend vendors that start with Smithfield, moving to IOW, and not further than Hampton, Yorktown, Norfolk. Rest assured we will benefit charitable organizations and community needs whenever possible.

We are asking for cooperation and permission from the parking options listed on page 3 and will inform you of the responses we get as they come in.

Projected Purpose and Usage

- Rentable space for small occasions
 - Wedding related events
 - Wedding shower
 - Rehearsals and rehearsal dinners
 - Small ceremonies and receptions
 - Bridal portraits
 - Bridal suite / Groomsmen rooms
 - To dress and get ready for a wedding at another location
 - Family events
 - Baby showers
 - Children's Victorian themed parties
 - Tea Parties
 - Family gatherings
 - Retirements / Promotions
 - Photo shoots
 - Business and NGO events
 - Meetings
 - Training sessions / workshops
 - Appreciation dinners / retreats
 - Fund raisers
 - Retirements/ Promotions
 - Local promotion / Advancement of the Arts
 - Tours (tourism)
 - Artist Exhibits
 - Poetry Readings
 - Single or Ensemble concerts (acoustic primarily)

Hours of Operation / Management

- Staff member on site during all events
- Only open when rented and for tours by IOW Visitor's Center
 - Available daily from 8AM
 - All events to end by 10PM
 - All vendors out by 11PM
 - No food preparation on site

Parking

- In walking distance of several parking options
 - Public parking next to Crook and Pack
 - Public parking behind TOS
 - Bank of America
 - Parking lot behind When Pig's Fly
 - Trinity United Methodist Church
 - I ride rental when needed
 - Allowed parking and forbidden parking areas will be listed in client contracts

Projected Usage

- Maximum of 50 guests (majority will be under 40)
- 6 to 7 days per week
 - 4 weekdays and evenings
 - 2 weekend days and evenings (Fri and Sat)
 - 1 Sunday afternoon

Advertisement and Marketing

- Facebook page
- Website
 - Ability to check availability
 - Virtual Tour
- Tourism
 - Brochures and guided tours
- The Main Event by Email
 - Client referrals

Page -4-
Designer Showcase

Local interior designers are challenged to design and furnish a room with Victorian style ,colors, fabric ,design, furniture and décor. The interior designers will be invited and selected by the owners and the Main Event by Emily planner. The designers will represent local charities selected by the house owners. Prior to the interior design, a pre-design gala will be open to the public through ticket sales (weekend) to meet the selected designers, see their storyboard artwork and plans, and learn about the local charities who will be represented.

Once the home is completely designed, a designer gala and six-week open house will give the community and surrounding areas an opportunity to visit, experience a trip back in time and enjoy the designers' interpretations. The visitors center is always seeking a historic house for tours since this is a common query. The visitors center will advertise the showcase as a special event. This will allow more tourist opportunities. The designers will receive recognition and potential clients.

A ticket price of \$10 will be charged for guided tours of the home. The main dining room will be open as a Victorian "tea" room with local catered fare and drink (teas and coffees) available at an additional \$5 cost (buffet style). During special evening showings, we will offer local poetry readings, period dance expos, local ensemble concerts, local art displays, and educational presentations for all ages. The charities can present weekly programs about their activities and provide brochures during the showcase for additional donations. The special event tickets will be \$20 to benefit the charities and pay for catered services.

A designer showcase boutique will carry local artwork and local products for purchase. It is hoped to include the IOW Arts League in the boutique so sales will benefit their artists. (TBD) Local artists who want to participate in the designer showcase can invite interior designers to select their artwork for wall art. The wall artwork in each room can be for sale as part of the boutique. The artwork can be sold and picked up either during the showcase (tourists) or afterwards (sold sign on artwork). Replacement artwork will be arranged with the interior designer to retain wall artwork by local artists for their benefit.

Every guest will be encouraged to vote for their favorite designer's spaces for people choice awards. As in art exhibits, a local respected designer will be chosen to be a juror for Best in Show and 3 awards. If possible, these 4 awards will include cash prizes from local businesses. The designers can keep the award or donate it to a participating charity. The winning designers will receive a Designer Showcase certificate for framing. At the end of the showcase all profits will be donated to the local charities which were selected.

The Nelms House website:

On the current website, the following information describes the Nelms House mission in the community, the Showcase fundraiser, and the goal of boutique for local artists.

<https://ariesnonprofit.wixsite.com/nelmshouse>

The Nelm's House is within the Smithfield Historic District. The is a wonderful example of Victorian Queen Anne architecture. The interior is restored to its original beauty with period paint, floors, drapery, furniture and décor. The home is available to the community to rent for small gatherings. Its unique spaces for small events allow a "home hospitality" experience. The flexibility at The Nelm's House provides use of a single room, multiple rooms, or the whole house for rentals. Please see the photo gallery for the six rooms available.

Our desire to benefit the community will ensure we always recommend the most local vendors, such as artists, florists, designers, photographers, and catering services possible. When referring vendors to clients we will recommend vendors that start with Smithfield, moving to IOW, and not further than Hampton, Yorktown, Norfolk. The Nelms House will benefit charitable organizations and community needs whenever possible.

Showcase

Local interior designers are challenged to design and furnish a room with Victorian style, colors, fabric, design, furniture and décor. The interior designers will be invited and selected by the owners and the Main Event by Emily planner. The designers will represent local charities selected by the house owners. Prior to the interior design, pre-design tours and gala will be open to the public through ticket sales to meet the selected designers, see their storyboard artwork and plans, and learn about the local charities who will be represented.

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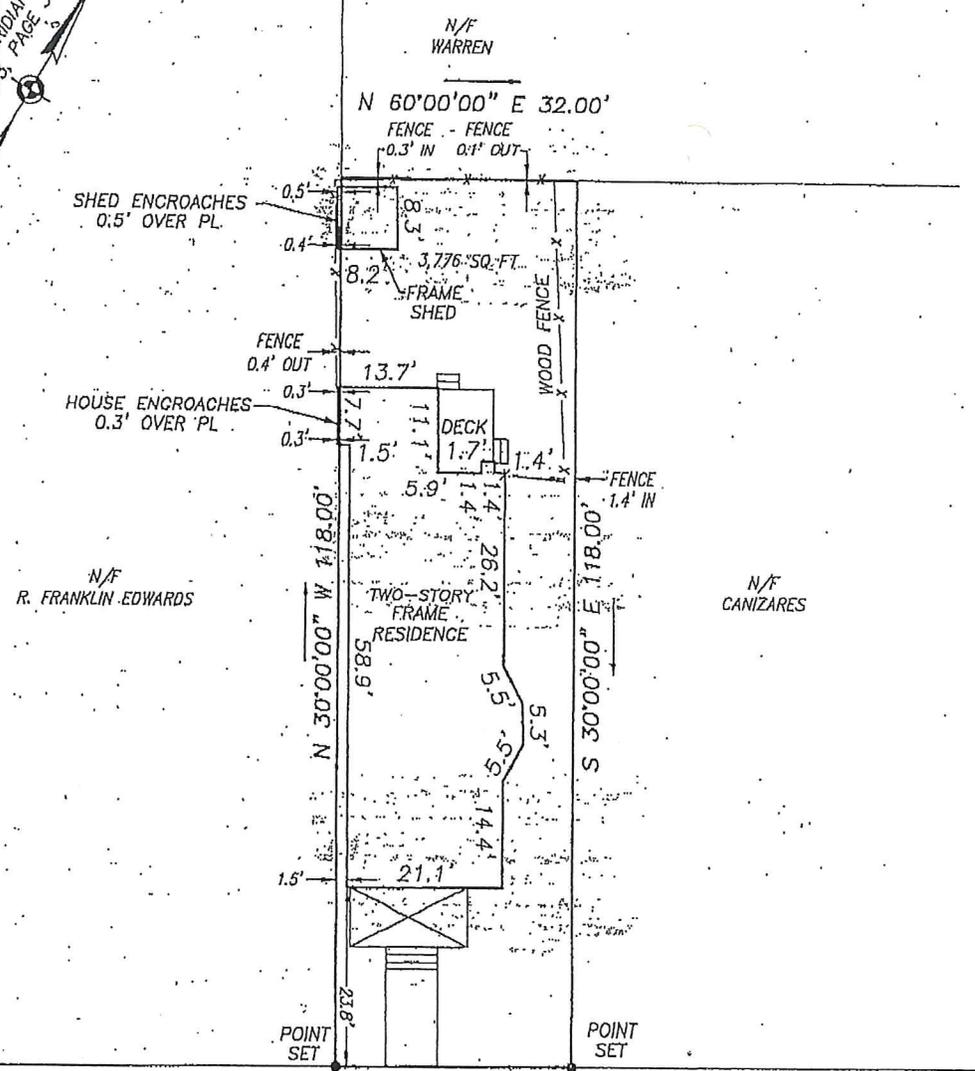
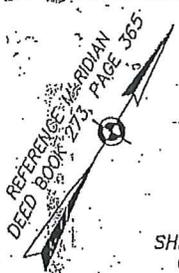
offer local poetry readings, period dance expos, local ensemble concerts, local art displays, and educational presentations for all ages. The charities can present weekly programs about their activities and provide brochures during the showcase for additional donations. The special event tickets will be \$20 to benefit the charities and pay for catered services.

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Boutique

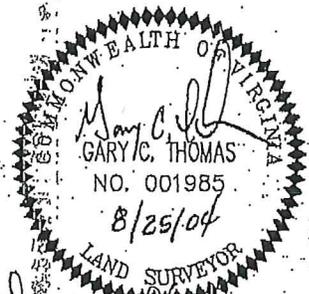
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THIS PLAT REPRESENTS A RESURVEY OF PLAT AS DESCRIBED IN PROPERTY CONVEYANCE PER INST. #0005106 DATED 9-07-99 AND SAID PLAT RECORDED IN DB. 273, PG. 365.

89± TO INSTITUTE STREET



SURVEY PREPARED WITHOUT BENEFIT OF TITLE REPORT

FLOOD INSURANCE RATE MAP
 ZONE X
 COMMUNITY NO. 510081
 PANEL NO. 0005C
 DATE OF FIRM 12/5/90

ADDRESS: # 308 WEST MAIN STREET

PLAT OF THE PROPERTY OF:
 JEFFREY L. YEAW

PARCEL OF LAND
 LOCATED ON MAIN STREET
 CONTAINING 3,776 SQ FT
 ISLE OF WIGHT COUNTY, VIRGINIA

THOMAS LAND SURVEYING, P.C.
 11830-A CANON BOULEVARD
 NEWPORT NEWS, VIRGINIA 23606
 TEL. (757) 873-2770 / FAX (757) 873-2772

NO. 2008	F.B. -	JOB. # 04-560	SCALE: 1"=20'	TO: SHAHEEN	DATE: 8/10/04
	PG. -				

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

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, February 6, 2018 at 7:30 p.m. to consider the application of Daniel Garland and Anne Garland, owners, for a special use permit under the provisions of Article 3.H., Sections C.9 and C.15 and Article 6 of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, in order to approve the use of a residential structure for a non-residential use, in particular for use as an event center with rooms for overnight transient lodging.

The applicants propose to provide a venue for fundraising activities, gatherings, parties and celebrations of other special events, within the structure at 308 Main Street. Additionally, two (2) rooms upstairs would be available for overnight lodging for those associated with the events, or otherwise.

The property which is the subject of this special use permit is located at 308 Main Street. The property in question is zoned D, Downtown District.

Any person affected by or interested in the aforesaid application may appear at the hearing and be heard. Copies of the Zoning Ordinance of the Town of Smithfield and application for this special use permit are available for inspection in the offices of the Department of Planning, Engineering, & Public Works, 310 Institute Street, Smithfield, Virginia.

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: January 24 and 31, 2018

Pinewood Heights Relocation Project Updates

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR JANUARY 15, 2018

Locality: Smithfield Town

Contract #: 15-10

Prepared by: Michael Paul Dodson

Project Name: Pinewood Heights Phase 3

Date: January 15, 2018

FINANCIALS			
CDBG Contract Amount:	<u>\$1,000,000</u>	Local Leverage Amount:	<u>\$1,323,335</u>
CDBG Amount Obligated:	<u>\$1,000,000</u>	Local Leverage Amount Obligated:	<u>\$ 987,500</u>
CDBG Amount Expended:	<u>\$ 816,924</u>	Local Leverage Amount Expended:	<u>\$ 845,570</u>

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	<u>17 of 18</u>	# of homeownership counseling done?	<u>17 of 18</u>
# of homes acquired?	<u>15 of 18</u>	# of housing inspections done?	<u>15 of 18</u>
# of vacant lots acquired?	<u>1 of 2</u>	# of owner-occupied relocations done?	<u>5 of 5</u>
# of demolitions done?	<u>6 of 18</u>	# of market-rate relocations done?	<u>6 of 9</u>
Clearance completed?	<u>6 of 18</u>	# of Section 8 relocations done?	<u>2 of 4</u>

ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/ 30/ 2015

Date of last Management Team meeting: 01/09/2018

Date annual Project Area Clean-Up Session done: 11/ 28/ 2015

Date annual Fair Housing activity done: 06/ 30/ 2016

TA Site Visit Requested: Yes No

Is project on schedule as shown in timeline? Yes No If no, update will be uploaded by: ____/____/____

Is the project proceeding within budget? Yes No If no, update will be uploaded by: ____/____/____

Status: What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring? Appraisals and RA have been completed for all homes except 22 Jamestown and one vacant lot. Applications have been received and being processed for all residents. Owners at 21, 23, 33, 36, and 38 Jamestown have sold their homes and relocated. Rental families at 25, 27A, 28A, 28B, 31, 32, 34, and 35 Jamestown have relocated. We are working with four other tenants of their relocation. The Town has also closed the rental properties at 24, 25, 27A, 27B, 28A, 28B, 31, 32, 34, 35 Jamestown. The residents of 24 and 25 Jamestown are relocating. The residents at 35 Jamestown have closed on their new home and will be out of the Jamestown house by the end of January. A purchase offer was resent after Thanksgiving to the heir owners of 37 Jamestown. Staff will continue targeting the residents of 27B and 37 Jamestown Avenue for relocation. Demolition has occurred at 28A/B, 31/32, and 33/34 Jamestown. Prep for 35/36 demo will start once the keys have been turned in for 35 Jamestown. Future demolitions will occur as duplex units become vacant.

Are problems anticipated? None

Other comments: None

Project Specific Products:

Owner-Occupied Acquisition (Goal=5)

Owner Occupied Homes

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Preliminary Acquisition Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Appraisals Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Review Appraisals Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Offer to Purchase Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Offers Accepted 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Properties Closed On 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Heir (Vacant) Acquisition (Goal=1)

Heir (Vacant) Homes

1) 37 Jamestown

Preliminary Acquisition Letters Sent 1

1) 37 Jamestown

Appraisals Completed 1

1) 37 Jamestown

Review Appraisals Completed 1

1) 37 Jamestown

Offer to Purchase Letters Sent 1

1) 37 Jamestown

Offers Accepted 0

Properties Closed On 0

Tenant-Occupied Acquisition (Goal=12)

Tenant Occupied Homes

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown

7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Preliminary Acquisition Letters Sent 11

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 27A Jamestown 5) 27B Jamestown 6) 28A Jamestown

7) 28B Jamestown 8) 31 Jamestown 9) 32 Jamestown 10) 34 Jamestown 11) 35 Jamestown

Appraisals Completed 11

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 27A Jamestown 5) 27B Jamestown 6) 28A Jamestown

7) 28B Jamestown 8) 31 Jamestown 9) 32 Jamestown 10) 34 Jamestown 11) 35 Jamestown

Review Appraisals Completed 11

1) 25 Jamestown 2) 26 Jamestown 3) 27A Jamestown 4) 27B Jamestown 5) 28A Jamestown 6) 28B Jamestown
7) 31 Jamestown 8) 32 Jamestown 9) 34 Jamestown 10) 35 Jamestown

Offer to Purchase Letters Sent 10

1) 24 Jamestown 2) 25 Jamestown 3) 27A Jamestown 4) 27B Jamestown 5) 28A Jamestown 6) 28B Jamestown
7) 31 Jamestown 8) 32 Jamestown 9) 34 Jamestown 10) 35 Jamestown

Offers Accepted 10

1) 24 Jamestown 2) 25 Jamestown 3) 27A Jamestown 4) 27B Jamestown 5) 28A Jamestown 6) 28B Jamestown
7) 31 Jamestown 8) 32 Jamestown 9) 34 Jamestown 10) 35 Jamestown

Properties Closed On 10

1) 24 Jamestown 2) 25 Jamestown 3) 27A Jamestown 4) 27B Jamestown 5) 28A Jamestown 6) 28B Jamestown
7) 31 Jamestown 8) 32 Jamestown 9) 34 Jamestown 10) 35 Jamestown

Owner-Occupied Relocation (Goal=5)

Owner Occupied Homes

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Household Surveys Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Income Verifications Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Eligibility of Relocation Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Comparable Units Found and Inspected 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Households Relocated 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Market-Rate, Renter-Occupied Relocation (Goal=8)

Market-Rate Occupied Homes

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Household Surveys Completed 8

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Income Verified 8

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Eligibility of Relocation Letters Sent 7

1) 25 Jamestown 2) 26 Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown 6) 34 Jamestown
7) 35 Jamestown

Comparable Units Found and Inspected 6

1) 25 Jamestown 2) 28A Jamestown 3) 28B Jamestown 4) 31 Jamestown 5) 34 Jamestown 6) 35 Jamestown

Households Relocated 5

- 1) 25 Jamestown 2) 28A Jamestown 3) 28B Jamestown 4) 31Jamestown 5) 34 Jamestown 6) 35 Jamestown

Section 8, Renter-Occupied Relocation (Goal=4)

Section 8 Occupied Homes

- 1) 22 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 32 Jamestown

Household Surveys Completed 3

- 1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Income Verifications Completed 3

- 1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Eligibility of Relocation Letters Sent 3

- 1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Comparable Units Found and Inspected 3

- 1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Households Relocated 2

- 1) 27A Jamestown 2) 32 Jamestown

Demolition (Goal=18)

Units to be Demolished

- 1) 21 Jamestown 2) 22 Jamestown 3) 23 Jamestown 4) 24 Jamestown 5) 25 Jamestown 6) 26 Jamestown
7) 27A Jamestown 8) 27B Jamestown 9) 28A Jamestown 10) 28B Jamestown 11) 31 Jamestown 12) 32 Jamestown
13) 33 Jamestown 14) 34 Jamestown 15) 35 Jamestown 16) 36 Jamestown 17) 37 Jamestown 18) 38 Jamestown

Units that have been Demolished 6

- 1) 28A Jamestown 2) 28B Jamestown 3) 31 Jamestown 4) 32 Jamestown 5) 33 Jamestown 6) 34 Jamestown

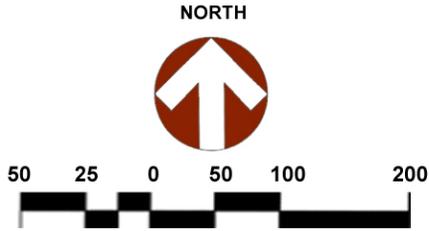
PROJECT STATUS MAP

Pinewood Heights Phase III Redevelopment Project

Town of Smithfield, Virginia

LEGEND

-  PHASE III BOUNDARY
- STATUS:**
-  PRELIM ACQ LETTER RECEIVED BY OWNER
-  APPRAISAL COMPLETE
-  OFFER TO PURCHASE ACCEPTED
-  ACQUISITION COMPLETE
-  RELOCATION IN PROCESS
-  RELOCATION COMPLETE
-  READY FOR DEMOLITION/DEMO PREP
-  OWNER OCCUPIED
-  RENTER OCCUPIED
-  SECTION 8 TENANT
-  VACANT STRUCTURE



GRAPHIC SCALE IN FEET

COMMUNITY PLANNING PARTNERS, INC.
 COMMUNITY DEVELOPMENT CONSULTANTS
 RICHMOND, VIRGINIA

JANUARY, 2018



HB 1258 / SB405 “Wireless” Talking Points

[HB1258](#) (Kilgore) and [SB405](#) (McDougle) would eliminate most local control over the installation and operation of new wireless structures. The legislation removes the ability of local elected officials, residents and businesses to have input into decisions affecting the character of their own communities. The legislation is being promoted by the wireless industry.

Major changes that affect local authority are pointed out below.

Changes in Definitions

The bills add the terms (but not working definitions) of two types of wireless infrastructure projects: Administrative Review-Eligible Project and Standard Process Project.

“Administrative Review-Eligible Project” includes:

- All co-locations on any existing structure that is not a small cell facility
- Installation or construction of a new structure that is not more than 50 feet tall, if the structure is not more than 10 feet above the tallest existing utility pole located within 500 feet of a new structure, is not located in an historic district and is designed to support small cell facilities.

“Standard process project” is defined as any project other than an administrative review-eligible project.

Talking points:

- These are not standard zoning terms in Virginia. Working definitions either would have to be included in the bill or determined by litigation.
- The bills would treat the wireless industry differently from all other private profit-making industries, thus leaving localities (and the state) open to charges of discrimination against other industries.
- The likelihood is high that other industries will expect the same or similar treatment.
- Zoning decisions should be made based upon the best interests of the community. The health, safety and welfare of the citizens should outweigh the profitability of corporations.

Changes in the Zoning Process

The locality may not require a special exception, special use permit or variance for “Administrative Review-Eligible Projects.”

The locality must provide guidance on incomplete application within 10 days or application is “Deemed Approved” which takes a legislative decision away from local elected officials.

If application is disapproved, the locality:

- Must provide a written statement explaining the rejection of the application
- Explain any modifications in writing (this may be used by the applicant as evidence that the locality’s disapproval was arbitrary and capricious)

- May not discriminate between the applicant and other service providers
- Must explain the disapproval by a substantial record evidence contained in a written record publicly released within 30 days.

If the application is disapproved, the applicant has the right to appeal.

The locality cannot:

- Require proprietary, confidential or other business information from the applicant
- Condition approval on the removal of another structure
- Impose surety requirements that are not similar to other permits for similar development. Surety requirements are limited to the direct cost of the removal of the wireless facilities
- Discriminate on the basis of ownership
- Impose unreasonable screening
- Impose that the applicant use services owned by a particular company
- Require co-location
- Limit duration of approval
- Require services unrelated to be performed, including restoration work on some surfaces.

A locality may disapprove a standard process project if:

- Its proposed height is over 50 feet, if there is no discrimination between the applicant and other service providers
- All utility facilities are underground if:
 - Undergrounding requirement was in place 3 months prior to submission
 - Locality allows co-location on existing poles
 - Locality allows replacement of existing poles

HB 1258/SB405 set an aggressive timetable for approvals; If the timetable is not met, the project is "Deemed Approved". The timetable is:

- 150 days for a new structure
- 90 days or timelines as established by the FCC, whichever is shorter.

Talking Points:

- Local land use authority rests with locally elected officials who best know their communities and their citizens' needs.
- Local zoning takes into consideration that the economic, social, cultural, and other conditions are not one-size fits-all.
- Local zoning recognizes the importance of citizen input. The bills' provisions remove the ability of our citizens to have meaningful input into decisions affecting the character of their communities.
- The bills create a paradigm shift in authority, moving the decision-making process away from the community and its elected officials to FOR-PROFIT companies who care about their bottom line, not about our citizens' welfare.

- Specifically, the “Deemed Approved” language strikes down the legislative process. These bills take away the ability of a locality to ask questions of the applicant or negotiate with the industry about a specific location or type of equipment or screening.
- This is not the process for a typical zoning application and there is no compelling justification for this industry to be treated in a special manner.

FEES SET IN STATUTE

The legislation requires that the fee for Administrative Review Eligible Project shall not exceed \$500.

The fee for a Standard Process Project is set at “the actual direct costs to process the application...”

Talking points:

- Placing a fee in the Code is problematic because every time that there is a proposed change, legislation has to be enacted.
- The fees will never be in tune with actual costs. A state-determined fee does not account for the differences in workloads as well as the costs and availability of professional services costs that occur throughout the Commonwealth.
- Actual Direct Costs are not typically calculated by localities; this unfunded mandate would place an additional burden on local taxpayers who will end up subsidizing the applicants.
- The alternative is that the applications will be automatically approved because localities won’t have the resources to review the projects within the arbitrary deadlines.

Wireless Resolution

Whereas, in the 2017 General Assembly Session localities worked with the telecommunications industry (“the industry”) to pass SB1282, which was a compromise bill providing a pathway to small cell telecommunications facilities to be located on existing structures; and

Whereas, VML and VACo and the industry agreed to discuss how to assist underserved areas after the session; and

Whereas, the industry officials did not engage in meaningful discussions regarding underserved areas and only wanted to discuss a further erosion of local land use authority regarding new structures; and

Whereas, 2018 legislation by the Industry (HB1258 and SB405) proposes to eliminate most local control over the installation and operation of new structures and the replacement of current technology; and

Whereas, this legislation mandates a ministerial process which eliminates the ability for local officials, residents and businesses to have meaningful input into decisions affecting the character of their own communities; and

Whereas, this legislation represents a shift in authority, moving decision-making authority from the community and local elected officials to for-profit corporations that install wireless equipment; and

Whereas, the wireless equipment installations can have significant health, safety and aesthetics impacts but those companies have little, if any, interest in taking into account those concerns that potentially conflict with their profit margins.

Now Therefore, Be it Further Resolved, that the (Council/Board) of the (City/Town/County of ____), Virginia directs the Clerk to send a copy of this resolution to the delegates and senators representing the (City/Town/County); Delegate Terry Kilgore and Senator Ryan McDougle, the Governor of the Commonwealth of Virginia and the Virginia Municipal League.

Windsor Castle rehabilitation project update – Public Buildings & Welfare Committee – 1/23/18

Accomplished in the last 30 days

- **Caretaker’s House** – Completed interior rehab and build-out. Completed rehab of septic fields. Completed underground installation of power line (from the pole in the round-about). Removed foundation of demolished storage building / garage south of the house.
- **Maintenance and storage buildings** – Foundation work and framing are underway.
- **Manor House and manager’s office** – Used weather-delay days to clean out Manor House basement to prep for electrical upgrade and began rehab of manager’s office interior.

Focus for the next 90 days

- **Maintenance and storage buildings** – Primary focus; forecast completion is late spring.
- **Manor House** – Finalize an update to the floor plan of new wing. Evaluate the engineering design for HVAC. Plan the rehabilitation for the exterior – roof replacement; dormer, window and porch repairs; stucco removal.

Current status of key project phases

- **Manor House** – Phase 1 complete: asbestos abatement, basement moisture mitigation, demolition of east and west wings.
- **Outbuildings** – 8 of 9 at 95% completion; window work on some and painting on most to be completed. Manager’s office remains to be rehabilitated.
- **Caretaker’s house** – Interior and exterior 100% complete. Certificate of Occupancy and sub-lease with Smithfield VA Events expected by month-end.
- **Maintenance and storage buildings** – Foundations and framing underway.
- **Site work** – Swales to mitigate storm water behind north outbuildings complete.

Funds availability and funds disbursement

- \$800,000 of Town’s \$2 Million commitment has been drawn down.
- \$150,000 of \$350,000 accelerated project funds drawn down; final \$200,000 draw pending.
- \$2,691,890 total funding available; \$1.5 Million needed to be raised for full \$5 Million project.
- \$877,600 spent to date, 17% of the current project forecast. \$815,100 (93%) is tax credit eligible.
- \$175,000 is the current under-project-baseline forecast.

