



# THE MUNICIPAL MAILER

FALL

Town of Smithfield, Virginia

2011

P.O. Box 246 / 310 Institute Street  
Smithfield, VA 23431  
Phone: (757) 365-4200

**Town Council Members:**

David M. Hare, Mayor  
T. Carter Williams, Vice Mayor  
Constance Chapman  
John L. Graham  
Andrew C. Gregory  
Denise N. Tynes  
Dr. Milton Cook

**Town Manager:**

Peter M. Stephenson  
(757) 365-9505  
pstephenson@smithfieldva.gov

**Town Council meets on the first Tuesday of each month at the Smithfield Center, located at 220 N. Church Street, Smithfield, Virginia.**

Check out Charter cable Channel 6 for more town news or the town's web site:  
[www.smithfieldva.gov](http://www.smithfieldva.gov)

Also follow us on Facebook:

Town of Smithfield  
Smithfield Center  
Smithfield Police Department  
Smithfield & Isle of Wight Tourism  
Friends of the Park



**Golf Carts**

REMINDER: Registration of golf carts is required to be driven on designated town streets. Registration forms can be picked up from the Treasurer's Office located at Town Hall.

## LET'S GET MOVING SMITHFIELD!



*Smithfield on the Move* is a new community wellness initiative formed to raise awareness of the benefits of a healthy and active lifestyle for those who live, work and play in the Town of Smithfield and Isle of Wight County. This initiative will encourage participants to engage in physical activity and provide educational and resource opportunities to combat conditions associated with obesity and physical inactivity.

Originating as a concept to increase usages and tap into the benefits of having the beautiful Windsor Castle Park, the Foundation, on behalf of the Town, submitted a grant application with the Obici Healthcare Foundation. In June 2011, Obici awarded the Town a generous one-year planning grant. The initial focus was to develop a wellness stakeholder group and over the summer, they worked to draft a five-year community wellness plan. On October 5, 2011 Town Council adopted the strategic plan that includes the following goals: Establish an Organization, Promote Healthy Choices, Support Local Policy and Advocate Initiatives, and Create Connectivity.

Over the course of the year, the grant will also fund two walking/biking programs, one for children and the other for adults that will kick off in the Spring of 2012. So, get yourself a pair of walking shoes or a bike and be ready to MOVE! A website [www.SmithfieldOnTheMove.com](http://www.SmithfieldOnTheMove.com) is under development and over the winter a community wellness "toolkit" of educational and resource materials will be published.

Currently *Smithfield on the Move* is conducting a community needs assessment by administering individual surveys and gathering feedback from local focus groups. The results gathered from the assessment will guide the implementation of the strategic plan, and provided data for seeking additional funding.

Every community organization depends greatly on volunteers. If you have a passion for sharing healthy living with others please consider volunteering with *Smithfield on the Move* as a Community Wellness Ambassador.

For more information about *Smithfield on the Move* or how you can become involved please contact Amy Henry, Program Consultant at 757-365-4277, or by email at [ahenry@smithfieldva.gov](mailto:ahenry@smithfieldva.gov)

# *Treasurer's Office*

## **TAX REMINDER**

**PLEASE READ ALL OF THE INFORMATION BELOW AS IT HIGHLIGHTS IMPORTANT TAX DEADLINES FOR 2011 and 2012**

**IN ORDER TO AVOID PENALTIES AND INTEREST, PAYMENTS MUST BE MADE OR POSTMARKED BY THE DUE DATES. IF YOU HAVE QUESTIONS, PLEASE CONTACT THE TREASURER'S OFFICE AT 365-4200.**

### **ON-LINE BILL PAYMENT**

The Town's on-line bill payment system is operating through the Town's website, [www.smithfieldva.gov](http://www.smithfieldva.gov). The link is listed under **Online Payments** on the home page of the website. This option may be used to view or pay real estate and personal property taxes. **Please note that the department numbers for 2011 tax bills will be RE2011 and PP2011 for real estate and personal property respectively.** There is also a **Payment Help** section if more explanation or assistance is needed.

### **2011 REAL ESTATE TAXES**

All **2011 real estate taxes** are due by **CLOSE OF BUSINESS (5:00 p.m.) on December 5, 2011**. If the tax payment was mailed, the envelope must be **postmarked** no later than **December 5** to be considered current. A *minimum* \$10.00 or 10% penalty (not to exceed the assessed value of the property) will be added to any unpaid balances as of **December 6, 2011**. On **January 1, 2012** interest will accrue on delinquent balances including penalty at the rate of 10% per annum. Also, if you expected your real estate tax to be paid by your mortgage company, but the bill came to your home, you will need to contact your mortgage company to make payment arrangements. Mortgage companies must make a request in writing each year before the Town will forward the bill to them.

### **2011 PERSONAL PROPERTY TAXES**

Personal property taxes are also due on **December 5**. Payments must be **postmarked** or remitted by **CLOSE OF BUSINESS (5:00 p.m.)** on the due date. A *minimum* \$10.00 or 10% penalty (not to exceed the assessed value of the property) will be added to any unpaid balances as of **December 6, 2011**. **Please note that penalty is applied separately to each item on a tax ticket and is calculated on the net tax after tax relief. On January 1, 2012 interest will accrue on delinquent balances including penalty at the rate of 10% per annum. Taxpayers are not relieved of the responsibility for payment by the due date if they do not receive their tax bills in the mail.** Town clerks are on hand to assist with this information in the event that a bill becomes lost or is undeliverable.

### **2011 PERSONAL PROPERTY TAX RELIEF**

The Town receives a lump sum payment of \$240,794.89 for personal property tax relief from the State. Because this payment does not change or account for growth, the Town must recalculate its car tax relief rate annually in order to collect 100% of its allowable billing. The tax relief rate for 2009 and 2010 was 57%. The tax relief for 2011 will be reduced to 52% as approved by Town Council on October 5, 2011.

### **VEHICLE LICENSE DECALS**

Vehicle License Decals were eliminated in 2009. The vehicle license tax is now shown in a separate column on the personal property tax bill. This tax is then added to the total tax for each vehicle.

### **BUSINESS LICENSES DUE**

Business Licenses are due each year on April 15. Since the 15<sup>th</sup> falls on a Sunday in 2012, the due date will be extended to April 16. A 10% penalty will be added to those purchased after the due date, and interest at the rate of 10% per annum will be added as of May 1. A copy of the applicant's Schedule C is required as backup for reported gross receipts. New businesses may contact the Treasurer's office at any time during the year for purchase of a business license. The first year's license may be based on estimated gross receipts.

## Manager's Office

### Tree Planting Cost-Share Program Is Back!



The Town of Smithfield over the years have lost many of its large canopy trees due to age, disease and storm damage. To that end, the Gwaltney Beautification Committee unanimously voted to establish a tree planting cost-share program for the town with \$5,000 allocated from the Julius Gwaltney Beautification Fund. Due to funds still being available for this program the town would like to offer this program to its citizens again this year.

#### Guidelines

- Funds are available on a first come, first served basis as long as funds are available to any residential or business property owner within the Smithfield corporate limits on a 50/50 cost-share basis, with a maximum individual payment of \$500. Participants must complete application, town staff or an appropriate representative of the Gwaltney Beautification Committee will review the proposed planting location, and applicant will receive written notification of approval prior to any purchase of tree (s). Work cannot proceed until the applicant is notified in writing of approval by town staff. Any unapproved requests or purchases will not be reimbursed.
- Limit two (2) trees per address per program year.
- Trees must be professionally installed and have a warranty of at least one (1) year.
- Trees must be selected from the attached approved list of appropriate species and the planting site must be approved by town staff or an appropriate representative of the Gwaltney Beautification Committee. Preference is given to sites within public view.
- Newly installed trees should be a minimum caliber of 1-1/2 inches, but not more than a 2 inch caliber (if nursery does not have that caliber size exactly as long as the trees are 15 gallon container or larger and on the approved tree list it would be acceptable). Participants must install mulch around the planting area. Mulch may be self-installed and is not eligible for reimbursement.
- Participants will be accepted and approved on a first come, first served basis while funds remain available prior to the beginning of the planting season of October 15<sup>th</sup> to December 31<sup>st</sup>. Participants planting trees after the end of the designated planting season, without prior approval or trees not from the approved list will not be reimbursed for any associated costs.
- Participants must submit planting invoice and warranty not later than January 15<sup>th</sup> in order to receive reimbursement. Participants not supplying proper documentation (nursery bill with warranty) will not be reimbursed for any costs.

**If interested in participating in this program please complete an application form that can be found on the town's website at [www.smithfieldva.gov](http://www.smithfieldva.gov) and submit to the Town Manager's Office for approval. Questions about the program can be directed to Peter Stephenson, Town Manager, or Lesley Greer, Town Clerk at 365-9505 or email to [pstephenson@smithfieldva.gov](mailto:pstephenson@smithfieldva.gov) or [lgreer@smithfieldva.gov](mailto:lgreer@smithfieldva.gov)**



### ISLE OF WIGHT EMERGENCY ALERT SYSTEM

**NEED TO STAY INFORMED ON LOCAL EMERGENCIES?**

Register at [www.iwalert.net](http://www.iwalert.net)

# Planning Department



## Code Compliance Corner



Hello to all Smithfield residents from your planning technician/ code enforcement official, Joseph Reish. I would like to take this opportunity to thank all of the Smithfield residents for doing their part in keeping the Town looking great. For this newsletter, I offer a few suggestions to all the fine residents of Smithfield.

**Signs** - Many business owners and residents seem unaware that the Town of Smithfield requires a sign permit before putting up or installing signs. Please be aware that most type of signs require a sign permit. The only type of signs that do not require a sign permit are political and real estate signs that are placed on private property, all other types of signs require a permit. Signs in the historic district require Board of Historic and Architectural Review approval, as well as a sign permit. Please contact the Planning Department before buying/constructing and installing any type of signage. Not only is putting up a sign without a permit a violation of Town Ordinance, you may not be able to use the sign that you have invested time and money into if the sign does not meet the requirements of the Town Ordinance.

**Leaf Debris** - With the fall season already here, many yards will soon be covered in fallen leaves. If you choose to rake leaves that fall on your property, please be aware that placing them in the street and/or curb and gutter or drainage ditch is not an appropriate disposal method and a violation of town code. Leaves that are placed on the street and in the curb and gutter wash into the storm drain system and ditches, causing drainage problems, and eventually end up in the Pagan river. The best solution to your leaf problem is to bag them in clear plastic bags; AVES will collect up to ten bags, provided the bags do not exceed fifty (50) pounds each. See the guide to municipal services or call 365-4200 for more details.

**Building Numbers**- Some of the houses in Smithfield do not have visible street/ building numbers. Every building in Town is required to have building numbers attached to the house that should be visible from the road. Not having building numbers not only makes it harder for emergency services to locate you, it is also a violation of Town Code. Please make sure that your building/street numbers are easily readable from the street.

**Tree Removal**- If you plan to cut down any mature trees, please be aware that there is a Town- wide ordinance in effect that requires anyone removing trees to replant three (3) trees for every one (1) removed. Please contact the Smithfield Planning department before cutting down any trees. Underbrush and weeds can be removed at anytime.

Feel free to contact the Smithfield Planning Department with any questions or concerns, at (757) 365- 4271, or by e-mail at [jreish@smithfieldva.gov](mailto:jreish@smithfieldva.gov)

Thanks again for keeping Smithfield beautiful. We can all work together to keep Smithfield a wonderful place to live.

Joseph Reish, Planning Technician

# Public Works

## Water & Sewer Rate Study

For the first time since 2004, the town recently performed an analysis of our utility rate structure with the following objectives:

- Revenues must be sufficient to pay expenses (operating expenses, capital expenses and debt service costs) both now and in the future;
- Rates must be fair and equitable;
- The rate structure must encourage conservation of water;
- The rates should be easy to administer and understand; and
- The rate structure must be feasible and defensible.

Based on the above six rate structures were analyzed by town staff and council. Impacts on customers and a comparison to user rates in neighboring localities were also reviewed. It is recommended to retain the existing rate structure – a uniform rate with no minimum usage charge; however the cost per 1,000 gallons would increase to \$4.85 for water and \$3.50 for sewer. The debt service and sewer compliance fees would remain in place as is and of course HRSD charges also apply. A public hearing on this study is scheduled for December 6<sup>th</sup> and any changes will likely take effect with the March, 2012 billing cycle.

### Recent change to the Town's Zoning Ordinance

#### Article III: Unlawful Accumulations

#### OUTDOOR STORAGE

(a) No portion of any required front yard or side yard (setback) in residential districts shall be used for the permanent storage of furniture designed for indoor use, appliances, motor vehicles, trailers, airplanes, boats, parts of any of the foregoing, or building materials, except building materials for use on the premises and stored thereon during the time a valid permit is in effect for construction on the premises. "Permanent storage," as used in this section, means presence for a period of thirty (30) or more consecutive days in the required front or side yard setback.

(b) Notice and Enforcement of this section of the Town Code shall be in accordance with the provisions of Sections 66-71, 72, 73 and 74 of this Article.

2. This ordinance shall become effective immediately upon adoption.

ADOPTED this 5<sup>th</sup> day of July, 2011.



#### **SOUTH CHURCH STREET CONSTRUCTION DETOUR January—March**

In order to move the project more quickly South Church Street will be closed from Cedar Street to its intersection at Main Street and then continuing north on North Church Street to its intersection with Luter Drive and Thomas Street .

For more information go to [www.smithfieldbeautification.com](http://www.smithfieldbeautification.com)





## The Smithfield Thin Blue Line

### **Presidential Support**

The Smithfield Police Department was put to the test in support of The President of the United States. Professionalism, planning, coordination, and execution ensured all went well as the Presidential motorcade made its way through the Town of Smithfield.

### **School Bus Safety**

It's that time of year all kids and parents look forward to, Back to School! As a reminder to folks operating a motor vehicle, a person is guilty of reckless driving who fails to stop, when approaching from any direction, any school bus which is stopped on any highway, private road or school driveway for the purpose of taking on or discharging children, the elderly, mentally or physically handicapped persons, and to remain stopped until all the persons are clear and the bus is in motion. The driver of a vehicle need not stop when approaching a school bus if the school bus is stopped on the **other roadway of a divided highway**.

### **Virginia State Police Sex Offender Registry**

The Virginia State Police (VSP) maintains a sex offender registry that can be viewed on line by the general public. Their web page states "The registry, including the Public Notification Database, is based on the Virginia General Assembly's decision to facilitate access to publicly-available information about persons convicted of specified violent and sexual offenses. The VSP has not considered or assessed the specific risk of re-offense with regard to any individual prior to his or her inclusion within this registry, and has made no determination that any individual included in the registry is currently dangerous. The main purpose of providing this data on the internet is to make the information more easily available and accessible, not to warn citizens about any specific individual." It can be seen on the VSP home page <http://www.vsp.state.va.us/>. Parents check out this resource and talk to your kids accordingly.

### **Traffic Accident Reports are now available online**

For your convenience traffic accident reports are available online at [www.smithfieldpolice.com](http://www.smithfieldpolice.com). Follow the link to Police Reports US (about half way down the home page) and follow the directions to access your report. Please allow 5-7 business days for reports to be published for online access. You will need to enter the report number or date of accident and last name. You still have the option of coming to the Police Department to pick up a copy of an accident report in person if you wish.

### **Holiday Safety Tips**

Be prepared while shopping this holiday season. Shop during daylight hours, if you must shop at night go with a friend. Don't carry a purse, or large amounts of cash. Pay for purchases with a check or credit card. Notify the card issuer if it is lost, stolen or misused. Avoid overloading yourself with packages so you have visibility and freedom of motion. Beware of strangers approaching you for any reason, con-artists try various methods of distracting you with the intention of taking your money or belongings. Child safety procedures are important too because of large crowds. Child predators might be looking for their next victim and crowds make their jobs easier. There are several safety precautions every parent should take. **Supervision:** Always accompany your child to the restroom. Your child may be allowed to have some time away from mom, make sure they check with you before they go and that they do not go to locations other than where they stated. **Separation:** It's possible for a child to become separated from you while shopping. Teach them to look for people who can help return them to you like law-enforcement officers, security officers, store personnel or a mother with children. They should not leave the area where they first realize they are lost and never leave the mall to look for your car. **Anonymity:** Never dress your children in clothing with their names on them. It allows a predatory person to convince the child they are not "strangers". No stranger should have such an invitation to talk to your child. **Not for babysitting:** Never leave children at video arcades, movie theaters, stores or playgrounds, they are magnets for child predators. There is no substitute for supervision. If you can not adequately supervise your children without being distracted, stay at home or leave them with someone else while you do your shopping. An excellent source for information regarding child safety, preventing abduction, and identifying potentially dangerous circumstances is the National Center for Missing and Exploited Children ([www.missingkids.com](http://www.missingkids.com)).

### **MADD recognizes Law Enforcement Officers**

MADD honors law enforcement officers from across Virginia. Officers are honored for their outstanding work on DUI enforcement and related prevention initiatives, education and training. The awards highlight the lifesaving work of law enforcement officers including Sobriety Checkpoints, Saturation Patrols, specialized DUI enforcement training, prevention efforts of school resource officers and DUI arrests. This year the following officer's from the Smithfield Police Department were recognized for DUI arrests: Officer Christopher Meier with 14 arrests and Officer Jared Vance with 12 arrests. Congratulations to both on a job well done!

# Upcoming C.V.B. Events

## 3rd Annual Festival of Trees

**Saturday, November 19 from 7:00 until 10:00 p.m., Smithfield Center, 220 N. Church Street in downtown Smithfield**

Annual YMCA holiday event to benefit the Luter Family YMCA's Strong Communities annual giving campaign. The proceeds from the live & silent auctions will help fund the guardian scholarship program for those unable to afford fees for swim lessons, membership, programs and childcare. Food, beverages and music by "Touch of Spice!" Tickets (available at the Y): \$50 per person in advance, \$60 at the door. Sponsorships also available.

**For further information call (757) 365-4060.**

## Smithfield Farmers Market's Thanksgiving Market

**Saturday, November 19 from 9:00 a.m. until 12 noon, downtown Smithfield**

## Annual Tree Lighting & Wreath Hanging at the Isle of Wight County Courthouse

**Thursday, December 1 at 5 :00 p.m., 17110 Monument Circle. For further information call (757) 357-2503.**

## Smithfield Farmers Market's "Deck the Halls" Market

**Saturday, December 3 from 9:00 a.m. until 12 noon, downtown Smithfield**

## Downtown Smithfield Annual Christmas Parade

**Saturday, December 10 at 11:00 a.m. in downtown Smithfield**

A wonderful old-fashioned parade that sums up the heart of Smithfield. This year's theme is "Main Street Holiday Magic!"

**For further information call (757) 357-5182.**

## Holidays at the Tavern

**Saturday, December 10 from 1:00 - 6:00 p.m., 17130 Monument Circle**

The tavern is decorated for the holidays with greenery and period decorations. Stop by for refreshments, a discussion of holiday history, a few memories of Christmas past or a last minute Christmas gift. **For further information call (757) 365-9771.**

## Victorian Tea at the Isle of Wight County Museum

**Sunday, December 11 from 2:00 - 4:00 p.m., 103 Main Street in downtown Smithfield**

See vintage Victorian serving pieces while discussing period manners and etiquette. Create your own Christmas ornament while enjoying afternoon tea. \$10 per child. Registration required. Geared to 1st-5th graders. Registration opens Oct. 3. **For further information call (757) 356-1223.**

## "First Light: The Story Behind the Celebration" Lecture at the Isle of Wight County Museum

**Monday, December 12 at 6:30 p.m., 103 Main Street in downtown Smithfield**

At this lecture by Winette Jeffery of the Hampton History Museum, guests will learn of America's first documented English Christmas. Capt. John Smith's journal of 1608 details the events leading up to, during and following Christmas with the Native Americans. Free admission. **For further information call (757) 356-1223.**

## Smithfield Little Theatre presents "A Christmas Carol "

**Thursday through Sunday, December 15 - 18**

Directed by Kristin Wilda. The theater is located at 210 N. Church Street in downtown Smithfield. **For further information call (757) 357-7338.**

## Smithfield Farmers Market's "Jingle Bells" Market

**Saturday, December 17 from 9:00 a.m. until 12 noon, downtown Smithfield**

## Second Annual Smithfield New Year's Even Gala

**Saturday, December 31 from 8:00 p.m. until 12:30 a.m. at the Smithfield Center in downtown Smithfield** Theme: "Central Park under the Stars" Fill a table with 8 attendees and receive 2 bottles of wine - FREE. Dinner stations, champagne, drink tickets available. Silent auction, music by "Quick Fix" Sponsored by the Woman's Club of Smithfield. Tickets \$75 per person. Tickets available at the Visitor Center (319 Main Street, downtown Smithfield) or the Smithfield Center. **For further information call (757) 357-3063.**

## "Sundays at Four" presents "The Saxophone Goes Classic"

**Sunday, January 29, 2012 at 4:00 p.m. at Trinity United Methodist Church, 201 Cedar Street, Smithfield**

Featuring Ed Fraedrich and Dr. Sheri Oyan on saxophone, and Anthony Smith on piano. Music by Benjamin Britten, Dmitri Shostakovich, Jacob Ter Veldhuis and Ned Rorem - a mesmerizing performance of contemporary music rarely heard in Hampton Roads. Students are encouraged to attend.

**For further information call (757) 375-9140.**

## Smithfield Little Theatre presents "Cat on a Hot Tin Roof"

**Thursday through Sunday, February 16 through March 4**

Directed by Robert Cox. The theater is located at 210 N. Church Street in downtown Smithfield. **For further information call (757) 357-7338.**

## "Sundays at Four" presents a Solo Youth Recital

**Sunday, February 26, 2012 at 4:00 p.m. at Trinity United Methodist Church, 201 Cedar Street, Smithfield**

Featuring award winning musician, 16-year-old Brendon Elliott, on violin and Oksana Lutsyshyn on piano. **For further information call (757) 375-9140.**

## "Sundays at Four" presents the Old Dominion University Percussion Ensemble

**Sunday, March 25, 2012 at 4:00 p.m. at Smithfield Little Theatre, 210 N. Church Street in downtown Smithfield**

An eclectic program directed by David L. Walker, featuring Guatemalan Marimba music, jazz, rock and Avant Garde orchestral transcriptions.

**For further information call (757) 375-9140.**

# Smithfield Center

Adopted by Town Council on October 5, 2011



## Rental Fee Structure

<b>SMITHFIELD CENTER</b>		
<b>WEEKDAYS</b>	<b>Standard Rates</b>	<b>Residents of Isle of Wight County</b>
Main Hall Plus Suites	\$600	\$600
Main Hall	\$400	\$400
Double Suite	\$200	\$200
Triple Suite	\$300	\$300
Quad Suite	\$400	\$400
<b>FRIDAYS &amp; SUNDAYS</b>		
Main Hall	\$1000	\$800
Main Hall Plus Suites	\$1200	\$1000
<b>SATURDAYS</b>		
Main Hall	\$1200	\$1000
Main Hall Plus Suites	\$1400	\$1200
<b>OUTDOOR SITES</b>		
Memorial Lawn	\$300	\$300
Clontz Park	\$200	\$200
Hayden's Lane	\$150	\$150
<b>WINDSOR CASTLE PARK</b>		
Manor Riverfront - Weekend Rental	\$850	\$750
Manor Riverfront - Wedding Only (4 hour block of time)	\$475	\$375
<b>General Park Use (area by the Main Parking Lot at Windsor Castle Park)</b>		
50 - 100 people	\$35	\$25
100 - 200 people	\$60	\$50
200 - 300 people	\$85	\$75
300 - 500 max	\$120	\$100
Add Electricity	\$10	\$10

Isle of Wight County residency is determined by the following:

The party or business that signs and pays for the Center or Outdoor Site must be a resident of Isle of Wight County and show proof in the form of photo identification.

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220 North Church Street, Smithfield, Virginia 23430 Phone 757-356-9939/ Fax 757-365-4819

# Smithfield Center



## Three Tier Smithfield Center Kitchen Use Structure

<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>
For clients who do <b>not</b> select a licensed caterer	For clients who select a licensed caterer <b>not</b> in our Featured Caterer Program	For clients who select a caterer from our <b>Featured Caterer Program</b>
<b>Client Pays</b> <ul style="list-style-type: none"> <li>• Facility fee</li> </ul>	<b>Client Pays</b> <ul style="list-style-type: none"> <li>• Facility fee</li> <li>• \$ 1 per person fee</li> </ul>	<b>Client Pays</b> <ul style="list-style-type: none"> <li>• Facility fee</li> </ul>
<b>Included in price</b> <ul style="list-style-type: none"> <li>• Rental of Hall and Furniture</li> <li>• Use of warming kitchen-sinks, dishwasher, warming oven and fridges</li> </ul>	<b>Included in price</b> <ul style="list-style-type: none"> <li>• Rental of Hall and Furniture</li> <li>• Use of warming kitchen-sinks, dishwasher, warming oven and fridges</li> <li>• Use of all cooking equipment- convection ovens, gas ovens, griddle, stove top, steamer, and deep fryer</li> <li>• Dishes-plates, glassware, silverware</li> </ul>	<b>Included in price</b> <ul style="list-style-type: none"> <li>• Rental of Hall and Furniture</li> <li>• Use of warming kitchen-sinks, dishwasher, warming oven and fridges</li> <li>• Use of all cooking equipment- convection ovens, gas ovens, griddle, stove top, steamer, and deep fryer</li> <li>• Dishes-plates, glassware, silverware</li> <li>• 1 extra hour of time-\$ 50 value</li> <li>• Free packets of coffee</li> </ul>
<b>Recommendations for this tier:</b> <ul style="list-style-type: none"> <li>• Bring or have delivered ready to eat food items</li> <li>• use disposable dishes</li> <li>• buy or rent chaffers to keep food hot</li> </ul>	<b>Requirements for this tier:</b> <p>Client must select a caterer that is licensed, insured and has current health department certifications.</p>	<b>Requirements for this tier:</b> <p>Client must select a caterer from our Featured Caterer Program. (All of the caterers listed with the Center are licensed and insured with health department certifications.)</p>

## BREAKFAST WITH SANTA

SATURDAY, December 10, 2011

8:00a.m.—10:00 a.m.

At the Smithfield Center



Have breakfast with Santa and the Elves!

Enjoy a hot pancake breakfast provided by the Smithfield Kiwanis and Bring your camera to capture your child sharing their Christmas wish with Santa!!



Tickets are 5.00 and children under 2 are free

Please purchase tickets in advance

Call 356-9939 for more information



## **WINDSOR CASTLE PARK FOUNDATION NEWS**

Dear Park Friends,

The Foundation has been busy since the last Town newsletter! We held the 1<sup>st</sup> Anniversary Celebration in May, kicked off the “Friends of the Park” funding program, and assisted the Town with securing a wellness grant from the Obici Healthcare Foundation which has initiated the “Smithfield on the Move” program. As part of the Town’s wellness initiative, we participated in the Strategic Plan Stakeholders group, and look forward to the community walking and biking programs that the Obici grant will fund in the spring. Many events have been held at the park. It was fabulous to see runners take on the “Wild Hog” route at the Hog Jog, the hundreds of folks at the Step Out for Diabetes event in October, and the park has been the site for many beautiful weddings. We continue to work with both service club and other local organizations such as Virginia Naturalists, Master Gardeners and Smithfield High School Beta Club for community projects.

We are currently researching community gardens and playground options, and hope to have a designs and cost estimates in the near future. We are working on identifying historical marker locations for signage. In joint effort, with the Smithfield Rotary, we are also currently planning the “Smithfield Wine and Brew Fest” - so mark your calendars for April 14, 2012. You will not want to miss this event! Some of the proceeds from that event will go to the WCPF.

Part of the responsibility of the Foundation is to provide funding for future amenities and programs, so please, consider making a donation either through our annual campaign, “Friends of the Park” or our “Naming Rights Opportunities”. For more information on making a donation, visit our website [www.WindsorCastlePark.org](http://www.WindsorCastlePark.org), or call the Town at 365-4200 and leave a message for the Foundation.

I would like to thank both Evelyn Stewart and Doris Gwaltney for their time on the Board, and to welcome our newest appointment, Sue Ivy. If you are interested in finding out about how to volunteer, either on the Board or to serve on a committee, please contact a foundation member or the Town.

We hope you get out and enjoy these beautiful fall days at the park, and then bundle up over the winter and keep on moving! To keep up with park news, “like” us on our facebook page, “Friends of the Windsor Castle Park”.

Sincerely,  
Gina Ippolito  
President, Windsor Castle Park Foundation

## **Windsor Castle Park Foundation Friends of the Park Giving**

**There are two types of giving programs available:**

### **ANNUAL GIVING**

PARK PAL (\$1 – \$499)

TRAIL BLAZER (\$500 - \$999)

BRIDGE BUILDER (\$1000 - \$2499)

CASTLE GUARDS (\$2500 – \$5000)

Please visit the website at [www.WindsorCastlePark.org](http://www.WindsorCastlePark.org) to download mail-in giving form, or call the Town at 757-365-4200 and leave a message for the Foundation.



## **SEEKING PUBLIC INPUT Smithfield to Nike Park Multi-use Path**

Isle of Wight County and the Town of Smithfield are in the conceptual layout and planning stages for a multi-use path that will connect users from Battery Park Road to the Cypress Creek Bridge. There are currently three options under consideration. Before any design can occur, a desirable route needs to be selected. Your input is important to the County/Town and may provide valuable insight on advantages, disadvantages, and preferences among these three options. Please visit the home page of the town website to complete survey by Nov 30, 2011.



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

BI-ANNUAL NEWSLETTER

**Important Dates to Remember**

(All town meetings are held at 220 North Church Street at the Smithfield Center)

1st Tuesday—Town Council Meeting—7:30 p.m.

2nd Tuesday—Planning Commission—7:30 p.m.

3rd Tuesday—Board of Zoning Appeals—6:30 p.m.

3rd Tuesday—Board of Historic & Architectural Review—7:30 p.m.

4th Monday & Tuesday of each Month—Town Council Committee Meetings beginning at 4:00 and are held at the Smithfield Center. Stay Tuned to Smithfield Channel 6 for any meeting changes and for important informational updates. **Also click on the town’s website: [www.smithfieldva.gov](http://www.smithfieldva.gov) to see more information.**

**Holidays— Town Office Closed**

**Thursday & Friday, November 24th & 25th - Thanksgiving Holiday**

**Friday, December 23rd (1/2 day) & Monday, December 26th - Christmas Holiday**

**Monday, January 2nd News Years Holiday**

**Planning Commission**

Virginia F. Smith, Chair  
 Bill Davidson, Vice Chair  
 Charles F. Bryan  
 John L. Graham  
 Julia B. Hillegass  
 Norma Odom Leonard  
 Michael Swecker

**Board of Historic Review**

Roger L. Ealy, Chair  
 Nancy Fortier, Vice Chair  
 Cecil W. Gwaltney, Jr.  
 Ronny Prevatte  
 Julia B. Hillegass  
 Russell Parrish  
 Laurie Coyne

**Board of Zoning Appeals**

Harold Lawrence, Chair  
 Clem Batten, Vice Chair  
 Joseph Campbell  
 Faye M. Seeley  
 Catherine Bowden