



Town of Smithfield
Virginia

Guide to Municipal Services
2004

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WELCOME

Welcome to historic Smithfield, Virginia, one of the Commonwealth's most attractive and vibrant communities. Although you may be new to the area, we are sure you will quickly share the sense of pride your neighbors have for the community. Smithfield has been successful in preserving the best of the old, while promoting quality housing, shopping opportunities, and public services.

This guide is designed to acquaint citizens with town services. We hope you find that Smithfield's government meets or exceeds your expectations. Many opportunities exist for you to interact with your local government. We urge you to take advantage of these because your direct participation in our government is the source of even greater progress for the future.

Sincerely,

James B. Chapman, Mayor

Peter M. Stephenson, Town Manager

FREQUENTLY REQUESTED TELEPHONE NUMBERS

BFI	898-5488
Chamber of Commerce	357-3502
Charter Communications	539-0713 ext: 1102
Dominion Virginia Power	1-888-667-3000
DMV	1-866-368-5463
Environmental Health	357-9326
Isle of Wight County	357-3191
Isle of Wight County Animal Control	365-6318
Isle of Wight County Building Inspections	365-6213
Isle of Wight County Health Department	357-4177
Isle of Wight County Parks and Recreation	357-2291
Isle of Wight County Planning and Zoning	365-6211
Isle of Wight County Rescue Squad	357-2587
Isle of Wight County Schools:	
Carrollton Elem.	238-2452
Carrsville	562-4054
Hardy Elem.	357-3204
Smithfield Middle	357-3021
Smithfield High	357-3108
Windsor Elem.	242-4193
Windsor Middle	242-3570
Windsor High	242-6172
Landfill	357-7815
Mayor - James B. Chapman	357-2326

Post Office (Smithfield Branch)	1-800-275-8777
Smithfield Center	356-9939
Smithfield / IOW CVB (Tourism Bureau)	357-5182
Smithfield Planning and Zoning	365-4200
Smithfield Police Department	357-3247
Smithfield Town Hall Offices	365-4200
Smithfield Town Manager's Office	365-4200
Smithfield Volunteer Fire Department	357-3231
W. C. Rawls Library (Smithfield Branch)	357-2264
YMCA	365-4060



GUIDE TO MUNICIPAL SERVICES FROM A TO Z

ADDRESS POSTING

For public safety purposes, all principal structures (residences, commercial buildings, etc.) must have the address attached or affixed to the side of the structure facing the principal street on which the structure fronts. For single family residences, the numbers must be least 3 inches in height. For single-story buildings, duplexes, and multi-family residential buildings, the numbers must be least 4 inches in height. Industrial facilities, shopping centers, or buildings with at least three stories must be least 10 inches in height.

Displaying your address so that emergency vehicles can locate your residence is a matter of ensuring public welfare and safety. Should you ever have an emergency and need assistance, emergency services will need to locate your location as quickly as possible.

ANIMAL CONTROL

All dogs and cats must have up-to-date rabies vaccinations. Dogs must be leashed and have current Isle of Wight County licenses which are available at the Isle of Wight County Treasurer's Office located at the Isle of Wight County Court House, 17140 Monument Circle, Suite 100, Isle of Wight, Virginia. Renewal of dog and cat licenses must be made annually by February 1st. All questions regarding animal control and lost pets should be referred to the Isle of Wight County Animal Shelter which is located at 13100 Poorhouse Road, Isle of Wight, Virginia. The phone number is 757-365-6318.



BEAUTIFICATION

Town residents have several opportunities to contribute to the beauty of the community. Historic Smithfield is a non-profit organization that has substantially contributed to many projects within the Historic District. For those who enjoy planting or landscaping, Paul D. Camp Community College offers a noncredit horticulture class that donates time and energy to many landscaping projects in the Town. The Town has completed a beautification project on Main Street, and is presently working together with residents of South Church Street/Jericho Road on a Beautification Project.

While walking through the historic district take time to notice the landscaping, street signs, and the antique style streetlights.



BOARD OF HISTORIC AND ARCHITECTURAL REVIEW

The Board of Historic and Architectural Review (BHAR) is appointed by Town Council. Each Board member serves a 5 year

term. The BHAR meets the fourth Tuesday of the month at 7:30 pm in the Smithfield Center, 220 North Church Street, Smithfield, Virginia.

The BHAR reviews exterior changes to structures located in the historic district. Examples of exterior changes are, but not limited to: new construction, additions, detached garages, sheds, roofs, house colors, siding, etc. For more information about the historic district, please contact the Planning and Zoning Department (365-4200).

Members:

- Roger L. Ealy, Chairman
- Nancy Fortier, Vice-Chairman
- Virginia Smith
- Cecil W. Gwaltney, Jr.
- Col. Elsey Harris, Jr.
- Ronny Prevatte
- Ricks Wilson

BOARD OF ZONING APPEALS

The Board of Zoning Appeals (BZA) is recommended by Town Council for appointment by the Circuit Court of Isle of Wight County. Each Board member serves a 5 year term. The BZA meets the second Tuesday of the month at 6:30 pm in the Smithfield Center, 220 North Church Street, Smithfield, Virginia.

The BZA reviews special yard exceptions, variances and zoning appeals. For more information, please contact the Planning and Zoning Department (365-4200).

- Arthur LaBonte, Chairman
- Harold Lawrence, Vice-Chairman
- Clem Batten
- Faye Seeley
- Virginia Walker

BRUSH PICKUP

The Town of Smithfield tries to assist residents with storm damage debris such as tree limbs by contracting a company for curbside pickup after large storms which cause significant damage town-wide.

Do not put this type of debris out for regular refuse collection by BFI. (See Refuse collection for details on allowable household collection)

BUILDING AND ZONING PERMITS

Smithfield requires a zoning permit (\$25.00) for any construction such as new houses, new commercial buildings, additions, detached garages, sheds, carports, decks, pools, etc. In some cases, a zoning waiver (free of charge) can be issued for work such as repair/replace roof, enclosing an existing porch/deck/patio, minor exterior repairs, etc. Any new sign requires a sign permit (\$25.00) whether it is a new sign or refacing the existing sign. Temporary banner permits (\$10.00) can also be issued.

Zoning permit applications, sign permit applications and zoning waivers are available at Town Hall or can be downloaded from our website.

After you purchase a zoning permit, sign permit or are issued a zoning waiver, you will need to contact Isle of Wight County Building Inspections (365-6213) to see if you need a building permit.

BUILDING INSPECTIONS

Smithfield does not have a building inspectors department. Isle of Wight County handles all of the building inspections for the Town and the County. They can be reached at 365-6213.

BUSINESS LICENSES

Smithfield has more than 300 businesses. Our local government strives to assist businesses by providing quality services and a customer - friendly environment. Businesses are assessed on annual Business Professional and Occupational License (BPOL) tax based on annual gross receipts. Business licenses can be obtained if the business location is properly zoned. Aside from issuing business licenses, the town does not regulate businesses nor intervene in consumer disputes.

Business Licenses for existing businesses must be purchased by April 15 in order to avoid penalties and interest. 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 current year's Schedule C is required as backup for reported gross receipts. If the backup is not provided, you will not be allowed to purchase a business license the following year until the backup requirement has been satisfied. 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.

The Smithfield Police Department offers as a free service a business security assessment. To have your property evaluated please call the Smithfield Police Department at (757) 357-3247.

BPOL Tax:

Contractors:	.10 cents per \$100 of gross receipts
Retail:	.12 cents per \$100 of gross receipts
Professional:	.35 cents per \$100 of gross receipts
Repair/Personal and Business Service	.20 cents per \$100 of gross receipts
Wholesalers	.05 cents per \$100 of gross receipts

Businesses are encouraged to participate with the Isle of Wight / Smithfield / Windsor Chamber of Commerce, located at 100 Main

Street in Smithfield. For more information please contact (757) 357-3502. Ms. Constance Rhodes serves as the Executive Director.

CABLE TELEVISION

Cable **channel 6** is the town's public broadcast channel. Information regarding services, community events, board members, meetings, and all emergency information and instructions will be broadcasted. If you have an idea, please call 365-4200 to speak with Town Manager Peter M. Stephenson.

Cable television service is available from Charter Communications, Inc., which holds a non-exclusive franchise with the Town. If there are complaints regarding service, a form is available at Town Hall, 310 Institute Street, Smithfield, Virginia. This form will be forwarded to Charters main office, which is located in Suffolk, Virginia and can be contacted at (757) 539-2312.

COLLEGE - PAUL D. CAMP COMMUNITY COLLEGE

This community college offers a variety of courses during daytime and evening time hours. There are three campuses available: Smithfield campus located at 253 James Street, Suffolk campus located at 271 Kenyon Road, and Franklin campus located at 100 N. College Drive. For more information call: (757) 357-5782.

COLUMBIA GAS

A lot of residents in the town have natural gas for heating purposes. For more information regarding services available call: 1-800-543-8911.

COPY FEES

The Town of Smithfield will continue to make copies as needed for residents, however due to increasing supply expenses there will be the following fees:

8.5" X 11"	25 CENTS PER SHEET
8.5" X 14"	25 CENTS PER SHEET
11" X 17"	50 CENTS PER SHEET
8.5" X 11" (COLOR)	\$1.00 PER SHEET

ELECTIONS

The Town Charter calls for elections of the Council members on the first Tuesday in May, in each even numbered year. The Mayor and Vice-Mayor are chosen from the Council by its membership. Citizens age 18 and over may register to vote at the Isle of Wight County Registrar's office located at 17106 Monument Circle, Isle of Wight, Virginia 23397. Virginia Voter Registration Applications may also be obtained from Town Hall and the Virginia Department of Motor Vehicles. For more information please call the Registrar's office at (757) 365-6230.

The polling location for Smithfield is at the Smithfield YMCA at 259 James Street, Smithfield, Virginia.

ELECTRICITY

Dominion Virginia Power provides electrical service in Smithfield. The office is located at 5272 Godwin Boulevard in Suffolk, Virginia. For more information call 1-888-667-3000.

Community Electric also provides electrical service in Smithfield. For more information call: 1-757-242-6181

ELECTRONIC MAIL

Each department has their own electronic mail address as follows:

Town Manager	pstephenson@smithfieldva.gov
Town Clerk	stomas@smithfieldva.gov
Treasurer's Dept.	eminga@smithfieldva.gov
Planning and Zoning Dept.	jholland@smithfieldva.gov
Police Chief	mmarshal@smithfieldva.gov

The Town of Smithfield Web page address is:

www.co.smithfield.va.us

FIRE AND RESCUE

Smithfield citizens are served by a volunteer fire department and rescue squad. These volunteer agencies depend on citizens contributions to help fund their services. The Fire Chief is I.N. "Buddy" Jones. For more information contact the:

Smithfield Volunteer Fire Department

Post Office Box 117
Smithfield, Virginia 23431
Business: (757) 357-3231
24-Hour Emergency: 911

Isle of Wight County Volunteer Rescue Squad

Post Office Box 97
Smithfield, Virginia 23431
Business: (757) 357-2587
24-Hour Emergency: 911

GOLF

Excellent golfing opportunities can be found at the Cypress Creek Golfer's Club (365-4774) located at 602 Cypress Creek Parkway. The Smithfield Downs Golf Club (357-3101) is right outside the town's limits located at 20081 Brewer's Neck Boulevard.

GOVERNMENT

Established in 1752, the Town of Smithfield operates under the council-manager form of government. The Town Council is composed of a mayor and six council members elected at large on a non-partisan basis. The Council adopts general policies and legislation which the Town Manager, who serves as the Town's chief administrative officer, implements to ensure effective responsive municipal services. The Town Manager is Peter M. Stephenson.

Smithfield Town Council

James B. Chapman, Mayor

Daniel L. Smith, Vice-Mayor

Kaye H. Brown

Harry G. Dashiell, Jr.

Wendy B. Dean

David M. Hare

Tom R. Ivy

The Town Council meets in regular session at 7:30 p.m. on the first Tuesday of every month at the Smithfield Center located at 220 North Church Street, Smithfield, Virginia. A 7:00 p.m. public discussion session is held every month prior to the 7:30 p.m. regular session. This public discussion session allows the residents to discuss any concerns, ask questions, etc. of the two council members present at each of those sessions. Town Council also holds Council Committee meetings on the last Monday and Tuesday of the month at 3, 4 and 5:00 pm. The public is welcome and encouraged to attend. You may sign up to speak to the Council about any topic of interest or concern. The agenda is ready for review online or at Town Hall by late afternoon of the Friday prior to the meeting.

HISTORIC REVIEW

Please see “**BOARD OF HISTORIC AND ARCHITECTURAL REVIEW**”

HISTORY

The Town was established in 1752. In the early days a lot of the decisions for the Town were made by property owners, which would hold meetings to discuss what would take place in the Town. In 1840 Smithfield contained ten stores, three churches and fewer than one thousand residents. The same justices controlled both the County and the Town until 1852, when Smithfield selected its first mayor. The following are the past mayors of Smithfield:

Archibald Atkinson	1852-1855
Charles B. Hayden	1855-1860
S. Junius Wilson	1860-1863
John R. Purdie	1863-1866
W.D. Folk	1866-1871
Warren Van Deventer	1871-1874
C.F. Day	1874-1882
J.H. Nelms	1882-1884
W.D. Folk	1884-1893
J.D. Jordan	1893-1899
C.F. Day	1899-1905
V.W. Joyner	1905-1907
L.C. Brock	1907-1927
W.F. Moody	1927-1929
Frank B. Simpson	1929-1943
W.H. Sykes, Sr.	June 1943-July 1943
J. Waverley Thomas	1943-1952 August
Howard W. Gwaltney	1952-1961 August
Rodham T. Delk, Sr.	1961-1964 June
Aubrey Adams	1964-1969
Carle M. Beale, Jr.	1969-1979 May
W.H. Sykes, Jr.	1979-1980
R.L. Thompson	1980-1984
Armistead Jones	1984-1986
Florine H. Moore	1986-1988
Thomas A. Caldwell	1988-1990 August
James B. Chapman	1990-Present

Back in the middle of the 18th Century a combination of circumstances apparently convinced Capt. Arthur Smith, head of an old and prominent family of Isle of Wight County the time was ripe for establishing a town on the Pagan River, and that a portion of his farmland was the ideal spot for this venture.

There had been a tobacco storage house on his property since about 1733 and a public landing at least as early as 1747. In 1748 the General Assembly had ordered that ferries be established and maintained at two points on the Pagan Creek, one touching on his property. About the same time it was learned that the County Justices were planning to build a new courthouse in the lower (northern) end of Isle of Wight.

Taking advantage of this information Capt. Smith commissioned the County surveyor to survey and mark off a town of four streets, three lanes and seventy-two lots on his farm lying along the high bluffs between the two ferry landings, and he offered the County Justices two lots in the center of his prospective town, if they would build the new courthouse thereon (the first proffer?). This they agreed to do and one of the first references to the new town is found in the records of the spring of 1750 when the Justices ordered the new courthouse to be built in the town of Smithfield.

An article in the Virginia Gazette of 4 Aug. 1776 gives an idea of how the age of Smithfield compares with other towns and cities in the Commonwealth; "Only one city and four towns were in existence (in Virginia) in 1776. Williamsburg the capital city, was formally constituted a "city incorporate" in a charter granted by the lieutenant governor of the colony on July 28, 1722. The first town, Richmond, was incorporated in 1742. (attained city status in 1782). The three other towns incorporated or established as of 1776 were Dumfries (1749), Smithfield (1752) and Leesburg (1758). Norfolk was incorporated as a Borough on Sept. 15, 1736". This places Smithfield among the older towns in the Colony.

The Town of Smithfield was ran by a Mayor and/or Town Clerk for a long time. The first Town Manager was hired in 1961. His

name was Col. James O. Branch. The Mayor at that time was Rodham T. Delk. The Town Council management type of government was adopted in 1960. The first seven Town Council members were: V. A. Bell, J. E. Turner, R. S. Cox, Jr., P. D. Gwaltney, IV, C. M. Beale, Jr., W. I. Bell, and R. T. Delk.

In 1973 Col. Elsey Harris, Jr. was Town Manager. At that time there was no planning department or full time secretary. He handled all of that himself, as well as putting things together for the board meetings. In 1979 the Board of Historic and Architectural Review was established. Mr. Ken McLawhon served as the third manager from 1993 through 1995 upon Colonel Harris' retirement. Peter Stephenson has been the manager from 1996 to the present. Over the years the town has grown to a population of approximately 6,700 persons. There are now over 50 town employees providing services from police protection, emergency communications, finance, water, sewer, street maintenance, planning, zoning, engineering, etc.

At the present time the Town has one elected and three appointed bodies, which make decisions based on guidelines, which have been adopted over the years. The four Boards are Town Council, Planning Commission, Board of Zoning Appeals, and the Board of Historic and Architectural Review.

The Town was proud to celebrate its 250th anniversary in 2002. There were several events scheduled throughout the year ranging from lectures, the creation of the world's largest ham biscuit, a variety of entertainment, parades, and a September birthday celebration.



INSPECTIONS

Smithfield does not have a building inspectors department. Isle of Wight County handles all of the building inspections for the Town and the County. They can be reached at 365-6213.

LIBRARY

The Isle of Wight County Library / Smithfield Branch is a general circulation library that houses 22,000 items. The library offers special programs for children of all ages. These programs include holiday activities, and programs to encourage reading. The Smithfield branch of the library is located at 255 James Street, Smithfield. For more information please call (757) 357-2264.



MOTOR VEHICLE LICENSES

New State residents must obtain Virginia motor vehicle licenses and registrations within 30 days of relocating. The Department of Motor Vehicles is located at 912 S. Church Street.

Vehicle License Decals are due on **February 15** of each year. The cost is \$20 per vehicle. If your personal property taxes are current, you will receive a vehicle license certificate in the mail

that you must return with payment in order to receive your decals. The certificate must also be completed and signed by the taxpayer to indicate whether the vehicle was mainly used for business or personal travel. This certification must be completed if the taxpayer is to qualify for state personal property tax relief. If your personal property taxes are delinquent, you will not receive a mailer and you must make payment on your personal property taxes before you can purchase a decal. If you are a new resident and have not yet been billed for personal property taxes, you will not receive your certificate in the mail. You will need to bring a current registration for each vehicle to the Town Treasurer's office in order to purchase a decal. If you move into the Town after the deadline date, you will still need to purchase a decal within 10 days of garaging the vehicle in the Town limits.

For more information on Town tags/decals call the Treasurer's office at Town Hall at (757) 365-4200. For information on registration call the Virginia Department of Motor Vehicles at 1-866-368-5463.

MUSEUM

The Isle of Wight County Museum and Gift Shop is located at 103 Main Street. The museum offers a wonderfully authentic reproduction of an old country and many other artifacts covering all aspects of Isle of Wight County and Smithfield history. For more information please call (757) 357-7459.



NOTARY PUBLIC

Presently there are several town staff members who are commissioned as a notary public. This service is offered free to town residents. Please bring pictured identification. For more information call Town Hall at (757) 365-4200.

PARKING

In addition to free on-street parking downtown, Smithfield maintains two public parking lots along Main Street. One lot is accessible from Main Street behind the office of Woodrow Crook Attorney's offices, between Main Street and Cedar Street, the other lot is located beside the Laundromat along Main Street. The parking or storage of buses, commercial tractors (including tractors, trailers and step vans), or trailers, specialized construction equipment, or any commercial vehicle rated over one ton (as classified by the Department of Motor Vehicles) capacity is prohibited in any residential district except when such vehicle is used in conjunction with or is an accessory to the site of a permitted use. For more information contact the Planning and Zoning Department at (757) 365-4200.

PARKS AND RECREATION

Beale Park is located on Moonefield Drive in the Moonefield Neighborhood. The park offers playground equipment, three baseball fields, and a private pool. The facilities are privately owned and maintained by the Isle of Wight Recreation Association.

Jersey Park Tot Lot is located on Windsor Avenue in the Jersey Park neighborhood. The park includes playground equipment, a picnic shelter, a sand volleyball court and horseshoe pit. The facility is open during the daylight hours and is owned and maintained by the Town of Smithfield.

Pinewood Heights Tot Lot is located in the Pinewood Heights neighborhood. There is a playground area for small children. The area is owned and maintained by the Town of Smithfield.

Riverview Park is located on James Street in the Riverview neighborhood. The park offers lighted tennis and basketball courts, a softball field, picnic area, exercise court, a walking/jogging trail and open space. There is a handicap accessible playground area for the children and a senior citizens recreation area with a shelter, and gazebo. The facility is owned and maintained by Isle of Wight County.



Robert S. Clontz Memorial Park is equipped with a gazebo, picnic tables and fishing pier for those who enjoy the natural beauty of the outdoors. It is located off of N. Church Street on the northern bank of the Pagan River. The pier is named after a noted artist who resided in Smithfield.

Fishing Lake – The Town owns a 4.5 acre lake off of Water Works Road. A Town permit is required to fish. Yearly permits are \$20 for individuals and \$30 per family. Daily permits are \$2 per person. Rates drop to half price on July 1.

YMCA is located at 259 James Street. It offers basketball courts, tennis, childcare, weight lifting equipment, aerobic class and more. Construction on addition, including a new indoor swimming pool is planned. For more information call (757) 365-4060. Also the YMCA building is used as the Polling Location for the Smithfield area.

PERMITS

Please see “**BUILDING AND ZONING PERMITS**”

PLANNING AND ZONING

Smithfield has a professional planning and engineering staff that coordinates the land development planning review process and updates the town’s Zoning Ordinance, Subdivision Ordinance, Comprehensive Plan, and Design and Construction Standards Manual. For information about permits, see “**BUILDING AND ZONING PERMITS**”

To ensure faster and better service, please call ahead for appointments.

Publications:

- 1. Zoning District Maps \$5.00
- 2. Historic District Guidelines \$5.00
- 3. Comprehensive Plan Executive Summary \$8.00
- 4. Subdivision Ordinance* \$25.00
- 5. Design and Construction Standards* \$25.00
- 6. Comprehensive Plan* \$35.00
- 7. Zoning Ordinance* \$35.00
- 8. Master Utility Plan (Sewer) \$35.00
- 9. Master Utility Plan (Water) \$35.00

* - available to download for free from our website (www.co.smithfield.va.us)

Fees:

1. Zoning Waiver	free
2. Temporary Banner Permit	\$10.00
3. Zoning Permit	\$25.00
4. Sign Permit	\$25.00
5. Land Disturbance Permit	\$70.00 + \$10.00/acre
6. Vacate Property Line	\$150.00
7. Special Yard Exception	\$150.00
8. Special Sign Exception	\$150.00
9. Variance	\$150.00
10. Site Plan Review (Residential)	\$150.00 + \$50/lot over 3
11. Site Plan Review (Commercial)	\$300.00 + \$50/1000 sq ft
12. Zoning Appeals	\$250.00
13. Special Use Permit	\$400.00
14. Rezoning	\$600.00

For information about:

- The Smithfield Planning Commission, see “**PLANNING COMMISSION**”.
- The Smithfield Board of Zoning Appeals, see “**BOARD OF ZONING APPEALS**”.
- The Smithfield Board of Historic and Architectural Review, see “**BOARD OF HISTORIC AND ARCHITECTURAL REVIEW**”.

PLANNING COMMISSION

The Planning Commission is appointed by Town Council. Each Board member serves a 4 year term. The Planning Commission

meets the second Tuesday of the month at 7:30 pm in the Smithfield Center, 220 North Church Street, Smithfield, Virginia.

The Planning Commission reviews site plans, subdivision plans, re-zonings, special use permits, special sign exceptions, etc. For more information, please contact the Planning and Zoning Department (365-4200).

Planning Commission Members:

- Daniel L. Smith, Chairman
- Lee Winslett, Jr., Vice-Chairman
- Herb Bevan
- Delores Cahoon
- James B. Brown, Jr.
- Thomas F. Hearn, Jr.
- Virginia F. Smith

POLICE PROTECTION

The Smithfield Police Department provides law-enforcement for the Town of Smithfield. The Department consists of a Chief of Police, eighteen officers, dispatchers, and five administrative support personnel. They supply a 24 hour comprehensive police service for the residents of the Town of Smithfield.

The Police Department provides professional emergency services that include the facilitation of vehicular traffic, detection and investigation of criminal activity, and the development and implementation of community based educational and crime prevention programs.

Additionally, the Police Department participates with the Isle of Wight County Sheriff's Department, State Police, Virginia Marine Resource Commission and other law enforcement agencies in critical incident situations. An enhanced 911 system compliments

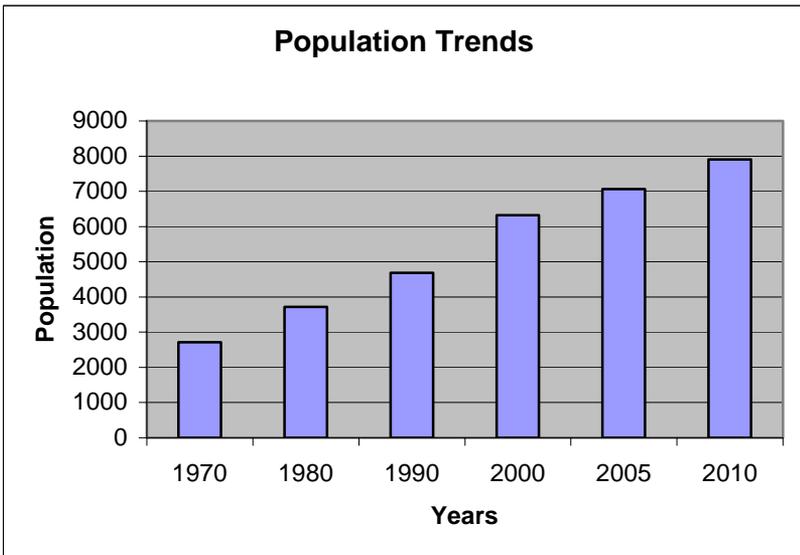
and accompanies the department's communication operation. Emergency communication officers dispatch personnel for police services within the Town of Smithfield. They field and dispatch emergency services for Smithfield Volunteer Fire Department, and the Isle of Wight and Windsor Rescue Squads. The Police Chief is Mark A. Marshall.

For more information contact:

Emergency	911 (24 hours)
Non-Emergency and Administration	(757) 357-3247
Crime Line	(757) 357-2429

POPULATION

The 2000 Census reported Smithfield's population as 6,750. The area of the town equals approximately 10.1 square miles. The development trends occurring in and around Smithfield are receiving the largest share of the County's growth. Historically, the northern part of Isle of Wight County and including Smithfield has been the fastest growing of the County's three urbanizing areas.



POST OFFICE

The Smithfield post office is located at 234 Main Street. Ms. Rhonda Payne serves as the Post Master. For information about services offered call 1-800-275-8777.

PUBLIC HEARINGS

The Smithfield Town Council holds public hearings on significant town policy issues including adoption of the annual budget, land use and zoning changes, capital improvement program, and tax levies. The Planning Commission also conducts public hearings on Town plan amendments, land use applications, and zoning changes. Notices of public hearings are published in The Smithfield Times. For more information, call the Administrative offices at (757) 365-4200.

RECYCLING

The Town offers free bi-weekly curbside recycling to all single-family homes, duplexes, and townhouses. Recyclables include newspaper, aluminum cans, pie plates and foil, and glass (clear and brown). A free brochure describing how to prepare items for recycling and pickup days is available at SPSA (757) 548-2256.

The Town offers recycling of green bar paper, copy paper and aluminum cans. The dispensers are located in the Town Hall parking lot off Grace Street.

SPSA also provides business recycling. Call them at (757) 548-2256 for more information.

REFUSE COLLECTION

BFI provides contract refuse collection services for the Town of Smithfield. This residential service is provided twice per week at no cost to our single-family property owners. Residences east of

the Cypress Creek bridges are served on Tuesday and Friday. Residences west of the Cypress Creek bridges are served Monday and Thursday.

All trash will be placed in containers or receptacles of not more than 44 gallons capacity, with tight fitting lids or covers or tightly tied tops, placed on the premises of the owner or occupant at the edge or curb of the street for collection. The containers may be larger than 44 gallons if they are containers provided by BFI.

All yard debris to be collected and hauled shall be placed in a can or container not in excess of one (1) cubic yard in size. Cutting and tree branches shall be tied in a bundle and shall not exceed sixty (60) inches in length. Limbs shall not exceed four (4) inches in diameter.

BFI will not dispose of trash resulting from the construction of buildings and structures.

No trash shall be collected from steel drum containers larger in size than 30 gallons capacity.

There is a limit of five (5) bags or bundles of yard debris and/ or household trash per customer for daily collection. Such bag or bundles shall not exceed fifty (50) pounds in weight.

Legal holidays which collection will not be made are New Year's Day, Memorial Day, Independence Day (July 4), Labor Day, Thanksgiving Day and Christmas Day. Where applicable, holidays which fall on a Saturday are observed on the previous Friday and holidays which fall on a Sunday are observed on the following Monday. These interruptions of service will be advertised and placed on the public channel 6.

For more information call: BFI
(757) 898-5488
1-800-333-3942

SCHOOLS

Smithfield is part of the Isle of Wight County school system. Isle of Wight County schools are well-known for their quality of education and facilities. Information regarding enrollment is available by contacting:

Isle of Wight County Schools
Post Office Box 78
Isle of Wight, Virginia 23397
(757) 357-4393

Check out the website at: www.iwcs.k12.va.us

SMITHFIELD CENTER

The Smithfield Center is a facility designed to fit the needs of all residents in one form or another. Events held include but are not limited to: weddings, birthday parties, business meetings, conferences, training sessions, art shows, deck parties, tool shows, antique shows, proms, etc. The Smithfield Center is conveniently located along the Pagan River at 220 North Church Street.

For more information on reservations contact:



Linda Chavies
Smithfield Center Manager
(757) 356-9939

Fax: (757) 365-4819

Email: lchavies@smithfieldva.gov

SOLICITOR'S

Door-to-door solicitors are **not allowed** in the Town of Smithfield, unless specifically invited or authorized by the Town Manager. Solicitors should be reported to the Police Department at (757) 357-3247.

STREET LIGHTS

The Town contracts with Dominion Virginia Power to maintain Smithfield's streetlights. To report an outage, call Dominion Virginia Power at 1-888-667-3000.

STREETS

The Town of Smithfield became responsible for maintaining our town owned streets once our population exceeded 3,500 persons. Our present population is 6,750 persons. The town presently maintains over 50 lane miles of roadway. The work is performed by private contractors for the town as well as the Public Works Department. Smithfield receives annual maintenance funding from the State. The Virginia Department of Transportation remains responsible for the maintenance of business and bypass routes 10 and 258 (Benns Church Boulevard, North and South Church Street and West Main Street), as well as alternate business 258 (Thomas and Grace Streets).

TAXES

Town and County Real Estate and Personal Property Taxes are billed to residents of the Town. It is important for new residents to understand that they will pay taxes to both localities. The Commissioner of Revenue for Isle of Wight County provides the Town with assessed values, but each locality prepares its own tax bills. Any adjustments to real estate or personal property values must be communicated to the Commissioner of Revenue who will then notify the Town of Smithfield. There is a time delay between county adjustments and notification to the town. If, after speaking with the Commissioner's office, the taxpayer would like to call the town's treasurer's office, the clerks can help them recalculate their town tax bill based on pro-rated values. The tax will still be outstanding, however, until the county forwards the changes to the town. Any discrepancies between the recalculated tax bill and

actual adjustments sent over by the county will be the taxpayer's responsibility. Please call 357-3191 to reach the County Commissioner's office.

Personal Property Taxes are billed once a year at the rate of \$1.00 per \$100 of assessed value. The taxes are due each year by **December 5**. Payment made on December 6 will be considered late, and a penalty will be assessed on each item on your tax ticket. The penalty is calculated at 10% of the total assessed tax on the item or a \$10 minimum, whichever is higher, not to exceed the value of the total assessed tax. Total assessed tax means the tax calculated before personal property tax relief is deducted. Interest is added to the outstanding principal plus penalty as of January 1 at the rate of 10% per annum. Note: The tax rate for Isle of Wight County is \$4.40 per \$100 of assessed value.

Real Estate Taxes are billed once a year at the rate of \$.23 per \$100 of assessed value. The taxes are due each year by **December 5**. Payment made on December 6 will be considered late. A late penalty will be calculated at 10% or a \$10 minimum, whichever is higher, not to exceed the value of the assessed tax. Interest is added to the outstanding principal plus penalty as of January 1 at the rate of 10% per annum. If you expect your tax to be paid by a mortgage company, but the bill comes 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. Note: The rate for Isle of Wight County is \$.75 per \$100 of assessed value, and they bill semi-annually in June and December.

The following table lists Smithfield's and Isle of Wight County's 1999-2000 tax rates. The Town Treasurer is Ellen D. Minga.

Rate per \$100 Assessed Value

Real Estate

Smithfield	Isle of Wight	Total
\$0.23	\$0.73	\$1.00

(757) 357-5182
(800) 365-9339
(757) 365-4360 FAX

TOWN CODE

The Smithfield Town Code is available for viewing electronically over the internet via a link from our Town web site at www.co.smithfield.va.us. A hard copy is available for view in the Town Manager's office. The code is currently being reviewed for recodification. This is a necessary process to stay current with the Virginia Code.

TOWN OFFICES

Smithfield Town Hall is located downtown at 310 Institute Street. The Town Hall currently houses the Treasury and Police Department. The Smithfield Volunteer Fire Department is located in the same building with the truck bays facing Grace Street.



At the beginning of 2004, some town administrative offices moved to provide more working space for employees, a better working atmosphere, and provide better public access to many offices on a daily basis.

The Town Manager, Town Clerk, Mayor and Records management have moved to 315 Main Street.



The Planning, Engineering, Zoning and Public Utilities have moved to 302 Main Street.

Remember all town offices are still located within a block of each other in the Historic District section of town. To contact any of the town offices, please continue to call (757) 365-4200.

WATER AND SEWER SERVICE

The Town of Smithfield provides water distribution and the collection of sewage. Hampton Roads Sanitation District treats all wastewater. All Town customers are billed additionally for sewage treatment by HRUBS (Hampton Roads Utility Billing Service) based on water usage.

Town Utility Rates

Water Rates: \$11.00 for the first 5,000 gallons used
 \$1.32 per 1000 gallons used thereafter

Sewer Rates: \$10.00 for the first 5,000 gallons used
 \$1.20 per 1000 gallons used thereafter

Water/Sewer Applications must be filled out and accompanied by \$28.00 fee for service. This is a one time non refundable fee that is

only charged to new residents who have not had prior service in the town. Previous or current residents will also need to complete the form if they change addresses, but the fee will not be required.

Water/Sewer Delinquent Fee of \$25.00 is charged once a resident is added to the cut-off list. This fee is owed to the Town of Smithfield, not the Hampton Roads Sanitation Department (HRSD). Water and sewer charges are billed bi-monthly by HRSD. If you do not receive a bill on a timely basis, please contact the Town Treasurer's office.

The Treasurer's Office is open from 9:00 a.m. to 5:00 p.m. Monday through Friday. You may reach the office by calling 365-4200.

Bills are issued bi-monthly. For information on HRSD fees, please call their toll free number at 1-888-275-4782.

Homeowners are responsible for maintenance of their sewer and water lines from their house to the main connection, even though a portion may be on public property. If you have problems with your water or sewer service, contact the Utilities Clerk at (757) 365-4200, before calling a plumber. For after-hour emergencies, call the Smithfield Police Department Dispatch at (757) 357-3247.

New Residents or residents who are moving should contact the Water and Sewer Department at (757) 365-4200 to have service verified for billing purposes.

YARD SALE

Yard Sale Permits may be purchased in the Treasurer's office for \$10.00. Only one sale per year for one to three days is permitted per property. Once a permit is purchased there are **NO RAIN DATES**.

TOWN COUNCIL MISSION STATEMENT

Our mission as representatives of the people is to enhance the quality of life in the Town of Smithfield by working cooperatively with town staff, Isle of Wight County Board of Supervisors, and the community for the purpose of promoting public health, safety, order, prosperity and other services that are unique to this town. We strive to maintain the highest quality of services and to meet the present and future needs of the community in a fiscally responsible manner.

Updated November 1, 2002

IMPORTANT NUMBERS

**Smithfield, Town of
Administrative Offices**

Fax

(757) 365-4200

(757) 365-9508

Police Department

Non-emergency

Fax

Emergency Number

Crime Line

(757) 357-3247

(757) 357-6551

911

(757) 357-2429

Fire Department

Non-emergency

Emergency

(757) 357-3231

911

MEETING DATES FOR REMAINDER OF 2004

August 3	Town Council Meeting	7:30 p.m.
August 10	Planning Commission Meeting	7:30 p.m.
August 17	Board of Zoning Appeals Meeting	7:30 p.m.
August 24	Board of Historic & Architectural Review	7:30 p.m.
August 30	Town Council Committee Meetings	3:00 p.m.
August 31	Town Council Committee Meetings	3:00 p.m.
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September 7	Town council Meeting	7:30 p.m.
September 14	Planning Commission Meeting	7:30 p.m.
September 21	Board of Zoning Appeals Meeting	7:30 p.m.
September 27	Town Council Committee Meetings	3:00 p.m.
September 28	Town Council Committee Meetings	3:00 p.m.
September 28	Board of Historic & Architectural Review	7:30 p.m.
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October 6	Town Council Meeting	7:30 p.m.
October 12	Planning Commission Meeting	7:30 p.m.
October 19	Board of Zoning Appeals Meeting	7:30 p.m.
October 25	Town Council Committee Meetings	3:00 p.m.
October 26	Town Council Committee Meetings	3:00 p.m.
October 26	Board of Historic & Architectural Review	7:30 p.m.
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November 2	Town Council Meeting	7:30 p.m.
November 9	Planning Commission Meeting	7:30 p.m.
November 16	Board of Zoning Appeals Meeting	7:30 p.m.
November 23	Board of Historic & Architectural Review	7:30 p.m.
November 29	Town Council Committee Meetings	3:00 p.m.
November 30	Town Council Committee Meetings	3:00p.m.
* * * * *		
December 7	Town Council Meeting	7:30 p.m.
December 14	Planning Commission Meeting	7:30 p.m.
December 21	Board of Zoning Appeals Meeting	7:30 p.m.
December 27	Town Council Committee Meetings	3:00 p.m.
December 28	Town Council Committee Meetings	3:00 p.m.
December 28	Board of Historic & Architectural Review	7:30 p.m.

NOTE: All above meetings are held at the Smithfield Center located at 220 North Church Street. Any changes to the schedule will be posted at Town Hall at 310 Institute Street, Smithfield and on Channel 6.

