

The Smithfield Town Council Committee held its regular meeting on Monday, May 18, 2026. The meeting was called to order at 3:00 PM.

Members present:

Members absent:

Staff present:

Michael Stallings – Town Manager
Lesley King – Town Clerk
Tammie Clary – Community Development & Planning Director
Ed Heide – Director of Public Works
Judy Winslow – Director of Tourism
Laura Ross – Treasurer
Alonzo Howell – Chief, Smithfield Police Department
Chris Meier – Deputy Chief, Smithfield Police Department
Ashley Rogers – Director of Human Resources
Amy Novak – Director of Parks and Recreation

Legal Representation:

Press:

Citizens:

Mayor Smith welcomed all attendees to the meeting and asked all present to stand for the Pledge of Allegiance.

Public Comments

1. Public Safety Committee - Members: Bowman (CH), Harris, Bebermeyer

- a. Proclamation - Emergency Management Services Week, May 17-23, 2026**
[Michael G. Smith, Mayor](#)

Mayor Smith presented Lieutenant Connor Bowman of the Isle of Wight Volunteer Rescue Squad with a proclamation in support of EMS Week, May 17-23, 2026. The theme for the proclamation was “Improving Outcomes together”. The proclamation encourages the community to observe this week with appropriate programs, ceremonies, and activities to

honor the EMS profession and the essential services it provides.

b. Operational Updates — Smithfield Police Department

Alonzo Howell, Chief of Police

Deputy Chief Meier reported that their April Activity Report was included in today's agenda packet and that he would be glad to answer any questions as they relate to this report.

Councilwoman Butler stated that she noticed on the report that on April 2nd and 3rd there were a couple of incidents that involved drug possession and asked if any arrest were made.

Deputy Meier's replied that he would have to get back with her with that information as this report does not show if an arrest was made or not. Deputy Chief Meier followed up at the end of the Public Safety meeting that there was arrest made in the incidents that were discussed earlier with Councilwoman Butler.

c. Operational Updates — Smithfield Volunteer Fire Department

Jeffrey Smith, Assistant Chief of Operations

Assistant Jeff Smith with the Smithfield Volunteer Fire Department was present to provide an update. In March, the department responded to 71 calls for service, and in April, the department responded to 73 calls for service. He also reported that over the last two months, the department responded to several major structure fires and multiple car accidents. He noted that dry conditions have caused several brush fires throughout the county. Assistant Chief Smith encouraged people not to have open-air fires because the county is currently under an Environmental Protection Agency (EPA) burn ordinance mandate through October 1st. Vice Mayor Harris asked how the public can find out about the extended burn ban through October 1st. Assistant Chief Smith stated that people can call or visit the Isle of Wight Emergency Services website for information. He also stated that all the Fire Departments will post the information on their websites. Vice Mayor Harris asked if there was a way to notify citizens more broadly so they would not have to search for the information. The Town Manager stated that the Fire Department does a good job good posting notices on their sign out front of their station, and both the Town and County regularly share updates through their social media sites. Assistant Chief Smith added that Isle of Wight Forestry also shares this information with the public.

d. Operational Updates — Isle of Wight Rescue Squad

Brian Carroll, Chief

Lieutenant Bowman of the Isle of Wight Volunteer Rescue Squad was present to provide an update on behalf of Chief Carroll, who was unable to attend. Lieutenant Bowman thanked the Council for its recognition of EMS Week and stated that their providers appreciate the support. He noted that May is also Stroke Recognition and Awareness Month and the Rescue Squad has been working to increase awareness throughout the community. Chief Carroll has partnered with Riverside Smithfield Hospital to do a commercial on stroke awareness. The commercial can be found on Wavy 10 and on the organizer's Facebook page. Lieutenant Bowman reported that there have been 70 stroke patients that have walked through the doors at Riverside Smithfield in their four short months of being open. He stated that strokes remain highly prevalent in the community as it is across the country. The second item he wanted to mention was their recruit program. As a Member-at-Large, he oversees the program, which he believes is the first of its kind for EMS agencies in the region. Applicants

submit an application and participate in a board-style interview. Qualified applicants are then enrolled in an EMT certification program, as well as emergency vehicle operations training. Once they receive these certifications, the participants are reimbursed for the costs, making the training free of charge in exchange for a one-year service commitment. To date, seven members have participated in the program through two classes. They look forward to having a lot more members in the future. Councilwoman Bebermeyer asked if there was a minimum age requirement to participate in the classes. Lieutenant Bowman replied that participants must be 18 years of age for the EMT class. He added that the Rescue Squad also offers a junior membership program for individuals ages 16 – 18. Councilwoman Butler stated that she was glad to see that they offer a junior mentoring program. In her opinion it is a good opportunity to get young people involved. Councilwoman Butler also mentioned that Riverside sponsors a series titled “The Doctor Is In,” and the next presentation scheduled for Thursday will focus on stroke awareness.

2. Water and Sewer Committee - Members: Cancelled

Cancelled due to the lack of agenda items to come before the Water and Sewer Committee.

3. Finance Committee - Members: Brooks (CH), Harris, Butler

a. April Financial Reports and Graphs

[Laura Ross, Town Treasurer](#)

b. Invoices Over \$20,000 Requiring Council Authorization:

[Finance Committee Chair, Jeff Brooks](#)

- | | |
|---------------------------------|-------------|
| i. Core and Main - Water Meters | \$32,000.00 |
|---------------------------------|-------------|

This invoice from Core and Main is for 100 water meters. Committee recommends forwarding this invoice to Town Council for consideration at their meeting on June 2nd, 2026.

c. Continued Discussion on Proposed FY 2026-2027 Budget

[Michael Stallings, Town Manager](#)

4. Parks and Recreation Committee - Cancelled

Cancelled due to the lack of agenda items to come before the Parks and Recreation Committee.

5. Public Works Committee - Members: Cancelled

Cancelled due to the lack of agenda items to come before the Public Works Committee.

6. Public Buildings and Welfare Committee - Members: Butler (CH), Harris, Cutler

a. PRE-PUBLIC HEARING DISCUSSION: Text Amendment - SZO Article 3.H (Downtown), 3.M (Historic Preservations Overlay), and 13 (Definitions) - Town Staff, applicant. (Staff report and assorted attachments enclosed.)

[Tammie Clary, Director of Community Development and Planning](#)

Mrs. Clary reported that, in order to comply with state code changes that will become effective July 1, 2026, a proposed text amendment to Articles 3.H.10, 3.M.C.1, and 13 of the

Zoning Ordinance is needed. The amendment would exclude permanent manufactured dwellings in the Downtown and Historic Preservation Overlay Districts. Included in the staff report is the state code definition of a permanent manufactured dwelling. Permanent Manufactured Dwellings are not a permitted use within the Downtown and Historic Preservation Overlay Districts. The Planning Commission recommended approval of this text amendment to Town Council by a vote of 6-1. Staff further recommended that if the text amendment is approved then it will be effective July 1st, 2026, which is when the state law comes into effect. Vice Mayor Harris asked what the reason was for the one dissenting vote. Mrs. Clary stated that no reason was provided at the time of the vote. Councilwoman Butler explained that she had watched the meeting and believed the vote was not necessarily an objection to the amendment, but rather a request for additional time to review the proposal. Vice Mayor Harris stated that if he understood correctly, the Town is required to comply with state law. Mrs. Clary confirmed that was correct and reiterated that the state law changes will take effect on July 1st, 2026. This item will move forward to Town Council as a public hearing and consideration at their June 2nd, 2026 meeting.

b. PRE-PUBLIC HEARING DISCUSSION: Text Amendment - SZO Article 12 (Board of Zoning Appeals) and 13 (Definitions) - Town Staff, applicant. (Staff report and assorted attachments enclosed.)

[Tammie Clary, Director of Community Development and Planning](#)

Mrs. Clary reported that, in order to comply with state code and changes that will become effective July 1, 2026, a proposed text amendment to Articles 12 and 13 of the Zoning Ordinance is needed. The amendment will update the language for Article 12 Board of Zoning Appeals as well as the definition of variance. Planning Commission did favorably recommend this 6-1 to Town Council. Again, this change would become effective July 1st, 2026. Vice Mayor Harris asked the same question that these changes were being made to stay in compliance with state code. Mrs. Clary stated that was correct. This item will move forward to Town Council as a public hearing and consideration at their June 2nd, 2026 meeting.

c. PRE-PUBLIC HEARING DISCUSSION: Text Amendment - SZO Article 3.R (Entrance Corridor Overlay) - Town Staff, applicant. (Staff report and assorted attachments enclosed.)

[Tammie Clary, Director of Community Development and Planning](#)

Mrs. Clary noted that as advised by legal counsel, this is a proposed text amendment to Article 3.R of the Zoning Ordinance. The text amendment will update the Entrance Corridor Overlay District and bring it in compliance with state code that became effective July 1st, 2025, with the designated agent. Site specific requirements were relocated to Articles 9 (Landscaping) and 8 (Parking and Loading). Staff also clarified that the entrance corridor would be 500 feet measured from the road center lines. There would be exemptions for attached and detached single family dwellings and residential accessory structures on residential lots. Staff clarified multifamily structures are not exempt. They clarified the design development plan review and procedures. Included a separation of authority and then clarified the appeal process. This was favorably recommended to Town Council with a 6-1 vote. Vice Mayor Harris asked for clarification that this text amendment was to bring the Town into

compliance with a law that went into effect last year. Mrs. Clary replied that was correct. This text amendment only clarifies the Planning Commission's role in the entrance corridor on material and elevations, not site-specific requirements that are now the responsibility of the designated agent. This item will move forward to Town Council as a public hearing and consideration at their June 2nd, 2026 meeting.

d. PRE-PUBLIC HEARING DISCUSSION: Resolution Endorsing the Town's Participation in VDOT's Comprehensive Roadside Management Program (CRMP) for the Right-Of-Way Located to the Immediate East of TPIN 22-01-005H

Tammie Clary, Director of Community Development and Planning

Mrs. Clary reported that the Planning Commission approved the CMRP located within the Entrance Corridor Overlay on November 11th, 2025. VDOT requires the Town to function as the permittee. The Town has a maintenance agreement with Hutton, to ensure the area is maintained. This resolution endorses the Town's participation in VDOT's CRMP for this area. This item will move forward to Town Council as a public hearing and consideration at their June 2nd, 2026 meeting.

e. Additional Item Discussed: Contributions

Councilwoman Butler stated that she had previously raised concerns during the committee meeting regarding requests for donations from county agencies. She expressed the opinion that the Town and County should engage in more collaborative discussions regarding funding matters. While acknowledging that the requesting organizations were deserving, she questioned why the Western Tidewater Free Clinic requested a reduced amount from the County while seeking an increase from the Town. Councilwoman Butler referenced an article published in the Smithfield Times by Mr. Stewart and Mrs. Rountree regarding the Town's purchase of the former Pierceville property. She stated that she disagreed with comments suggesting the decision was "secretive" or controversial. She emphasized that the Town Council acted in accordance with Virginia law governing closed sessions and noted that such public characterizations could negatively impact relations between the Town and County.

She further stated that open communication between the two governing bodies is important and acknowledged that, as a courtesy, the Town could have informed the County of its interest in the property. She also discussed concerns related to future cooperation on projects such as the Farmers Market, noting the importance of maintaining a positive working relationship given the shared interests between the Town and County. Councilwoman Butler concluded by stating that she wanted to make her concerns and opinions known. Mayor Smith responded that her comments were well taken.

7. Closed Session

Closed Session for the purpose of discussing contract for Legal Services, pursuant to 2.2-3711 A29 of the Code of Virginia

Closed Session following Committees:

Mayor Smith stated that we need a closed session for the purpose of discussing the contract for legal services pursuant to 2.2-3711 A29 of the Code of Virginia.

Councilman Bowman made a motion to go into closed session for the purpose of discussing the

contract for legal services pursuant 2.2-3711 A29 of the Code of Virginia. Vice Mayor Harris seconded the motion to go into closed session. Mayor Smith called for a vote. Councilwoman Butler voted Aye, Councilman Brooks voted Aye, Vice Mayor Harris voted Aye, Councilman Bowman voted Aye, Councilwoman Bebermeyer voted Aye, and Mayor Smith voted Aye. Motion passed.

In closed session @ 3:46 p.m.

Out of closed session @ 4:01 p.m.

Mayor Smith stated that they need a motion to go back into open session and certify that the only item discussed was the contract for legal services pursuant to 2.2-3711 A29 of the Code of Virginia. Councilman Bowman made a motion to come back into open session and certify the closed session. Vice Mayor Harris seconded the motion. Mayor Smith called for a vote.

Councilwoman Butler voted Aye, Councilman Brooks voted Aye, Vice Mayor Harris voted Aye, Councilman Bowman voted Aye, Councilwoman Bebermeyer voted Aye, and Mayor Smith voted Aye. Motion passed.

The meeting adjourned at X:XX pm.