



TOWN OF SMITHFIELD

310 Institute Street, PO Box 246, Smithfield, VA 23431

Tel: 1-(757)-365-4200 Fax: 1-(757)-357-9933

www.smithfieldva.gov

PLANNING COMMISSION (PC) APPLICATION

Date of Application 14 Dec 22

Date of Meeting 10 Jan '23

In accordance with the Smithfield Zoning Ordinance, this application must be completed and all materials (Ten (10) copies each of completed application and additional materials) as requested below must be submitted to the town at least 21 days before the regularly scheduled PC meeting. If any new materials are submitted at the meeting, then the PC may table the application. The PC meets the 2nd Tuesday of the month (unless otherwise noted) at 6:30 pm in conference rooms A&B at the Smithfield Center, 220 North Church Street.

Applicant/Owner: Spearpoint Investment Group, LLC / Tim Ryan

Address: 235 Main St, Smithfield, VA

Phone: 757-542-5341

Email: jtryan.associates@gmail.com

Check all that apply:

- ☒ Special Use Permit
- ☐ Site Plan/ Amendment
- ☐ Special Sign Exception
- ☐ CBPA Exception
- ☐ Subdivision Plan/
Preliminary Plat

PC Waivers

☐ Text Amendment

Map Amendment

☒ Fee Paid

☐ Final Plat

*12/15/2022
\$400*

Proposed Use/ Exception: Conversion of a residence that is in the Downtown District to
an office space as is permitted under Article 3.HB.3 of the Smithfield Zoning Ordinance.
The exterior appearance and color of the building will not change with the exception of
the addition of a small sign affixed to the exterior of the building. The
business owner will apply for the signage approval separately. The business will employ 3-5 personnel
and will have minimal foot traffic into the business on a day to day basis.
Visitors and patrons will use public parking in the area as available.

Please consult with the Community Development & Planning Department for additional materials required.

DECLARATION OF CONSENT:

By signing below, the property owner/applicant/agent consents to entry upon the subject property by public officers, employees, and agents of the Town of Smithfield to view the site for purposes of processing, evaluating or deciding this application.

Name: (printed or typed) John T. "Tim" Ryan

Name: (signature) *[Signature]*



11220 Shelter Cove, Smithfield, VA 23430
757-542-5341

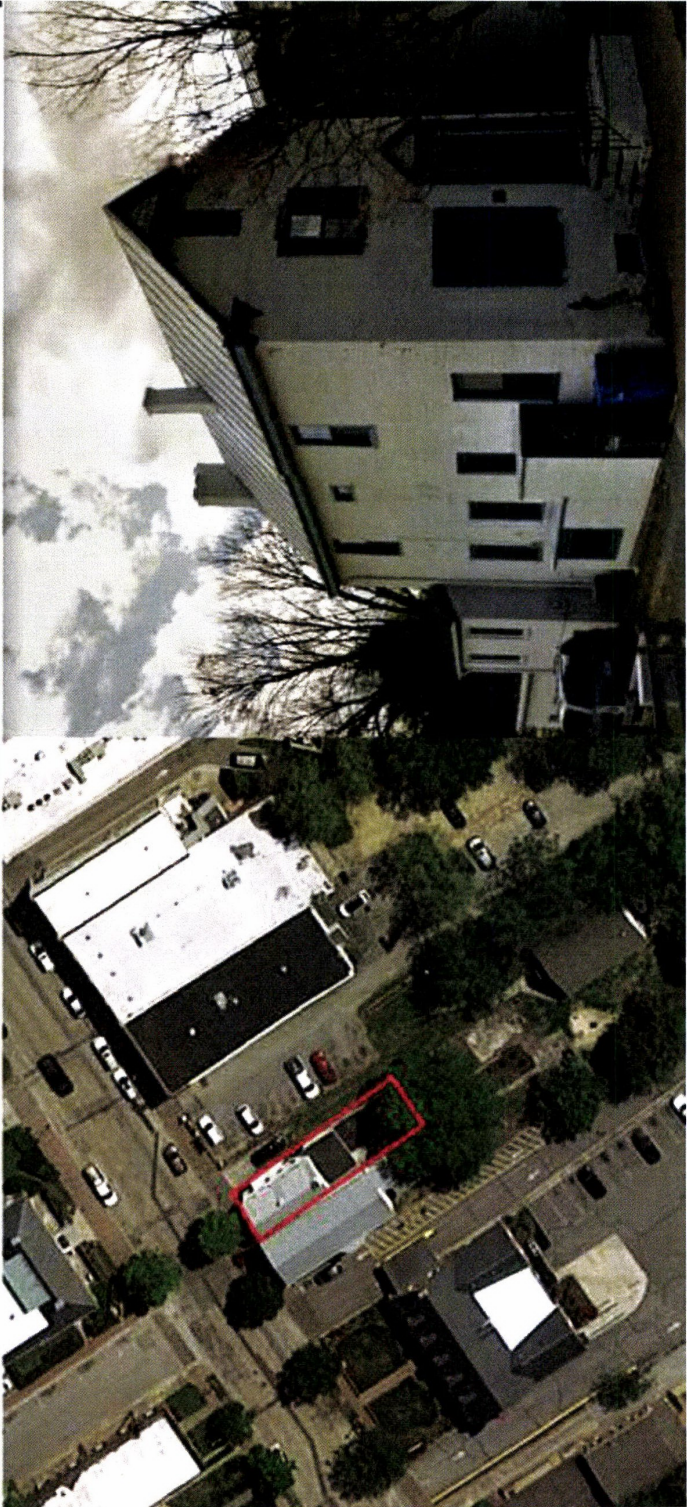
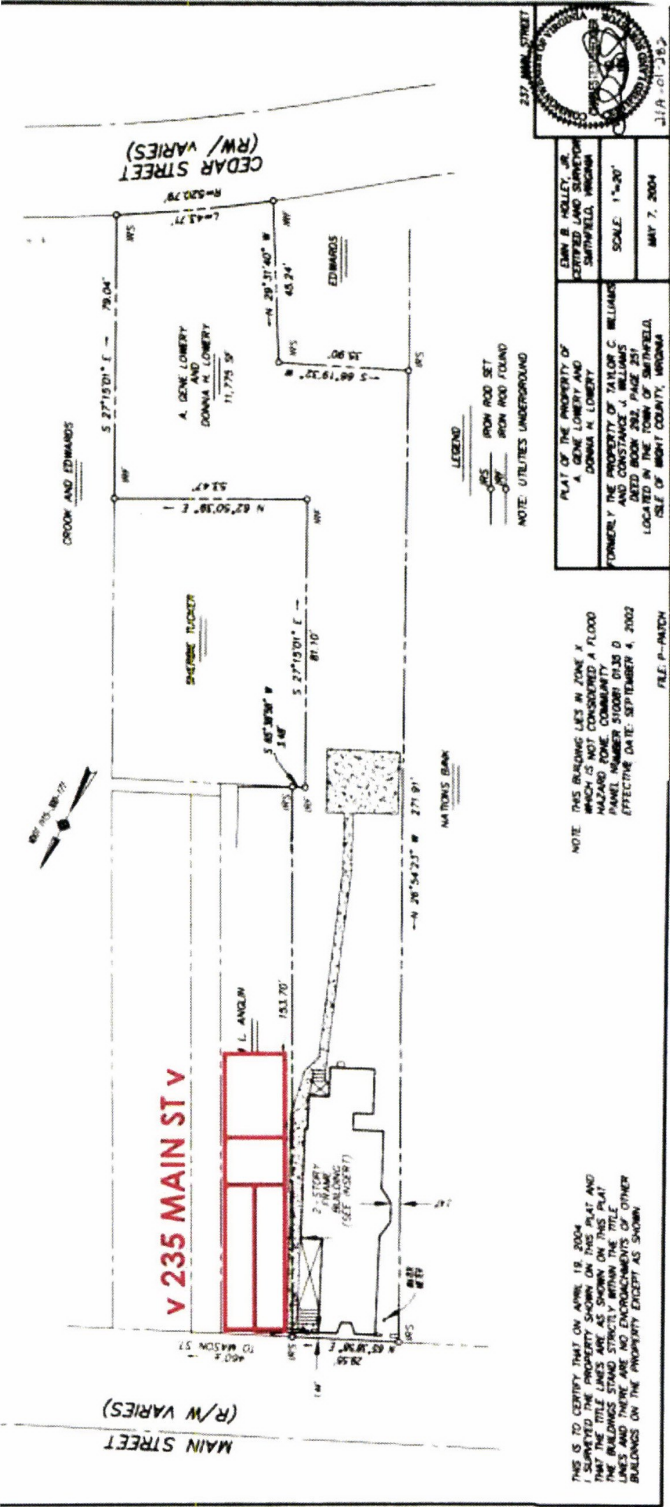
235 Main Street SUP Summary

1. Spearpoint Investment Group, LLC, the owner of the property, requests a special use permit (SUP) to convert the current residential property at 235 Main Street, Smithfield, to commercial use as office space.
2. The conversion is within the scope of the Downtown District zoning and its use as office space is permitted under Article 3. HB.3 of the Smithfield Zoning Ordinance.
3. The conversion supports the intent of the Comprehensive Plan objectives to “Encourage new commercial retail and service development in appropriate areas in order to promote and expand the diversification of the Town’s consumer-oriented economic base” and “Work with existing businesses and property owners to ensure the continued viability of the Town’s existing commercial areas.”
4. At present, the future lessee of the property intends to use the building for administrative office space for his businesses. There are expected to be 3-5 employees working out of the office daily, with office hours of approximately 8 am until 6 pm. There will be minimal foot traffic in and out of the building and all employees and patrons will be able to use on-street parking or the designated public parking lot nearby.
5. The appearance of the exterior colors or structure of the building will not change and there will be no impact on surrounding buildings.
6. Once established, the future lessee intends to place a small sign on the exterior of the building. But he will apply for the signage approval separately.

John T. “Tim” Ryan
Owner,
Spearpoint Investment Group, LLC

Site Plan: 235 Main





From: [Mark Drumheller](#)
To: [Tammie Clary](#)
Cc: [Mark Kluck](#)
Subject: RE: 235 Main Street SUP for non-residential professional office
Date: Thursday, December 15, 2022 12:30:36 PM
Attachments: [image002.png](#)
[image003.png](#)

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

A new Certificate of Occupancy is required. I'll need an existing scaled floorplan. If they are planning any alterations, then they will need to apply for those. If no alterations are planned, I will need an engineered certification that the floors use as office space are capable of 50 pound load per square foot.

W. Mark Drumheller, MCP, CBO
Assistant Director – Inspections
Department of Community Development
P.O. Box 80, 17140 Monument Cl., Ste. 100
Isle of Wight, VA. 23397
757.365.6315 (O)
mdrumheller@iwus.net



Please take a moment to complete the brief survey by clicking on this link [Isle Cares Feedback](#)

For the latest on Inspections & Plans Review processing due to COVID-19 go to:
<https://cms9files.revize.com/wightcountyva/building%20inspections/Covid-19%20Inspections%204-8-2020.pdf>

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From: Tammie Clary <tclary@smithfieldva.gov>
Sent: Thursday, December 15, 2022 11:50 AM
To: Mark Drumheller <mdrumheller@isleofwightus.net>
Cc: Mark Kluck <mkluck@smithfieldva.gov>
Subject: 235 Main Street SUP for non-residential professional office

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning,

We have a Special Use Permit Application to utilizing an existing single family dwelling as a professional office at 235 Main Street.

At your convenience, please verify if a new Certificate of Occupancy will be required, and if any additional items are required, or if you have any concerns.

Thank you.

Best,

TAMMIE CLARY

Community Development & Planning Director

Town of Smithfield, Virginia

310 Institute St, Smithfield, VA 23430

1-(757)-365-4200

tclary@smithfieldva.gov

