



**Urbanna Town Council
Work Session
AGENDA
Town Council Chambers
390 Virginia Street Suite B
Thursday, August 10, 2023 7:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Public Comment
6. Public Comment Response
7. Matters of the Town Council
 - a. Planning Commission
 - i. Virginia Tourism Strategic Plan
 - ii. Short Term Rentals
8. Action Items
 - a. Oyster Festival Master Plan
 - b. Project funding committee
 - c. Addition of "dry hydrant" at new pool
 - d. Public Access Authority (PAA) appointment
 - e. Minutes
9. Announcements
10. Closed Meeting
 - a. *Pursuant to Virginia Code section §2.2-3711(A)(1) for the following purpose: Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body.-Town Administrator position and staffing*
11. Open Meeting
12. Adjourn

*Document included in meeting packet

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**Agenda Item Summary
August 10, 2023**

Agenda Item: Approval of Agenda

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):

Motion to approve agenda as presented

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Agenda Item Summary August 10, 2023

Agenda Item: 7a-Planning Commission

Background: The Planning Commission would like to discuss the following

- 1) The Virginia Tourism Strategic Plan-The final report is attached. Laura Messer from the Virginia Tourism Council (VTC) will be recognized for her work in putting the report together. No action to be taken at this time
- 2) Short Term Rental (STR) Guiding Principles-This document (which is attached) is being used to guide the Planning Commission's discussions and eventual recommendations for revisions to the STR ordinance
- 3) Short Term Rental questions upon which the Planning Commission wants Council input

These items are for discussion only. Town Council action is not requested at this time.

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Town of Urbanna

Tourism Action Plan



Developed with assistance by:



Officially Adopted on:

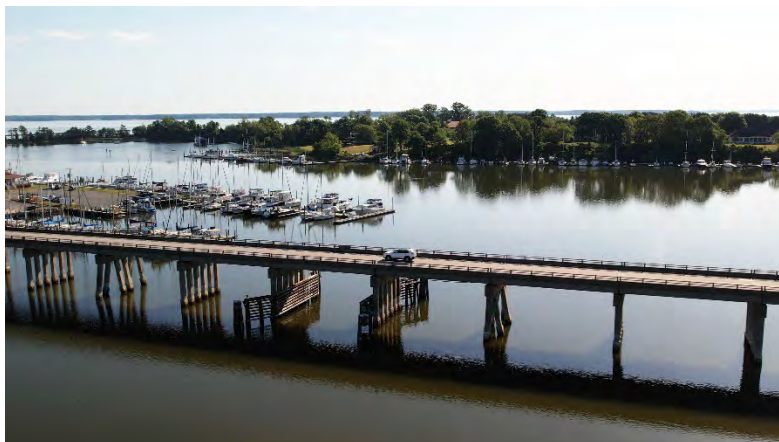
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Acknowledgements

This action plan is a direct result of a series of four planning sessions hosted by the Town of Urbanna (Urbanna), where key community stakeholders came together, all working towards the same interests for the future of tourism in Urbanna to collaboratively entice visitors to its businesses and attractions. Due to the nature of the tourism industry, it takes a great deal of focus and determination from a community to dedicate time to creating a tourism action plan and with that in mind, a great deal of appreciation is given to those who attended each session.

| Name | Organization |
|--------------------|--|
| Bruce DeSimone | Urbanna Oyster Festival |
| Trenton Funkhouser | Executive Director, Middlesex County Economic Development Authority |
| Matt Gobush | Co-owner, The Chesapeake Inn |
| Merri Hanson | Urbanna Town Council |
| Sarah Kimble | Owner, Something Different Restaurant |
| Roy Kime | Zoning Administrator, Town of Urbanna |
| Whitney Law | Consultant to Middlesex County Economic Development Authority Owner, startsmall.THINKBIG! Marketing |
| David Lipscombe | Urbanna Business Association Owner, L! Marketing |
| Gari Lister | Owner, The Chesapeake Inn |
| Judy Mansfield | Vice President, Urbanna Beautification Initiative Business owner |
| Amanda Porter | Resident, Town of Urbanna |
| Pamela Simon | Event Administrator, Urbanna Oyster Festival |
| Garth Wheeler | Town Administrator, Town of Urbanna |

Laura Messer, Destination Development Manager with the Virginia Tourism Corporation (VTC) Partnership Marketing division, facilitated the planning process and drafted this document with the assistance and input of Urbanna.



Executive Summary

Urbanna is America's first port town and located on the picturesque Urbanna Creek. It is the only incorporated town within Middlesex County and has a small, limited staff and a population of 500, but has a strong seasonal population due to vacation homes. Urbanna understands that it can better market itself as a year-round destination to increase tourism activity.

Known for its annual Urbanna Oyster Festival, the town can build on this large two-day event to draw visitors to its history and culture.

With newer leadership at the helm for both town staff and on town council, it is recognized that investment in Urbanna's tourism economy will result in increased visitation and revenues.

This tourism action plan provides measurable goals that take both tourism growth and local quality of life in mind. While the plan does not assign goals to any one person, it is critical that a collaborative approach take precedence due to limited staff and limited resources. Large scale economic development projects should be handled by Middlesex County staff, but smaller Urbanna-centric efforts such as Main Street initiatives can work with Urbanna Planning Commission and the Urbanna Business Association. Furthermore, this plan lists numerous entrepreneurial gaps in Urbanna. Any new tourism development will create new jobs and grow revenue within the local community contributing to increased community vitality.

This tourism action plan requires collaborative support from tourism stakeholders, town staff, and the community and is intended to serve as an actionable framework to grow tourism in Urbanna. Some goals of the plan require partnerships of different agencies, financial resources, and additional staff time. Without community-wide support and the allocation of additional funding, the entirety of this plan cannot be successful. It is suggested the stakeholders that participated in the development of this plan continue to meet and serve as the point of contact for the plan for its execution. Vital to this plan is partnership with Middlesex County and Virginia's River Realm to promote the area to visitors.

Urbanna should focus on promotions for shoulder seasons specifically branding itself as America's first port town and a welcoming, historic waterfront destination. Highlighting its walkability, marinas and culture will strengthen its identification within the Chesapeake Bay region.

In 2021 (latest data from VTC), visitors spent \$29.24 million in Middlesex County, which includes Urbanna, supporting dozens of businesses, creating more than 133 jobs, and generating approximately \$1.26 million in state and local taxes. Tourism spending supports goods, services, facilities, and transportation that benefit residents of Urbanna and the larger Middlesex County. Tourism promotion, and the quality-of-life improvements that tourism supports, also help attract other types of business development, including entrepreneurial development, to Urbanna.

Multi-faceted Purpose:

Urbanna Tourism Action Plan Vision Statement

We envision Urbanna for all seasons through diversifying business opportunities, enhancing visitor experience, and celebrating our unique culture and history.

Urbanna Tourism Action Plan Mission Statement

The Urbanna Tourism Action Plan strives to position and promote the Town as a welcoming, waterfront destination.

Background

The Town of Urbanna is the only incorporated town in Middlesex County, located in the Chesapeake Bay region. Middlesex County is located on the Middle Peninsula. Urbanna has a population of 500 (United States Census Bureau, Census 2020 and 2020, 2021 Population Estimates), although the population rises due to seasonal use of vacation homes and campsites. The larger Middlesex County has a population of 10,779¹. The town has a small staff and limited resources, but recognizes the importance of tourism development to attract year-round visitors to its historic, waterfront location.

Urbanna was one of the twenty port towns established by an act of assembly in 1680 and was established in 1705. Named after Queen Anne, the then 50-acre town grew to become a thriving center of commerce. Urbanna is one of America's original harbor towns. Seven buildings around the town have been in continual use since the colonial period. Four of these buildings are on the National Register of Historic Places. Urbanna was home to a port on the Rappahannock River and was a primary export location for agricultural products, particularly tobacco.

Urbanna is well-known for its annual Urbanna Oyster Festival, a free event that has taken place since 1958 and hosts a variety of events including the renowned Virginia State Oyster Shucking Competition, live music, parades, educational and children's events and of course, plenty of oysters. The festival is a "pay-as-you-go" festival and only certain aspects of the festival have fees. Annual attendance over the two festival days is in between 50,000 and 75,000. The Urbanna Oyster Festival is the official statewide oyster festival for the Commonwealth of Virginia.

Urbanna and Middlesex County are part of a collaborative effort to promote tourism, Virginia's River Realm.

Following conversations with VTC, Town staff invited a diverse group of tourism stakeholders to participate in a series of four strategic sessions led by VTC staff. The sessions were held on February 9, 2023; March 9, 2023; April 13, 2023; and May 11, 2023. Throughout the sessions, the planning group provided thoughtful feedback on how to best maximize tourism efforts in Urbanna. Urbanna has been fortunate in that some items presented in this report are already being addressed such as the opening of the new pavilion at Taber Park on July 1, 2023, which provides covered community event space.

The planning group recognizes the largest obstacle for success of this plan is a coordinated effort and that volunteer support of tourism initiatives may not be enough to sustain growth. There are limitations to current funding and staff capacity, so additional resources may be necessary.

Furthermore, the planning group recognizes that Urbanna can more effectively market itself as a year-round waterfront destination while focusing on its unique culture and history. Urbanna has two marinas, the Urbanna Boat Yard and Marina, and the Urbanna Town Marina. The Urbanna Boat Yard and Marina is a protected harbor on Urbanna Creek. Through increasing its promotional efforts, both individually and regionally, Urbanna is well-positioned to attract visitors and extend its tourism impact.

¹University of Virginia Weldon Cooper Center, Demographics Research Group. (2020). Virginia Population Estimates. Retrieved from <https://demographics.coopercenter.org/virginia-population-estimates>



Situational Analysis

As a key component of the planning process, the planning group conducted a situational analysis to help determine the goals and strategies of this plan.

Situational Analysis - SWOT

The discussion and identification of SWOT - S (Strengths) W (Weaknesses) O (Opportunities) and T (Threats) was used as a key method in developing goals for Urbanna against the backdrop of growing tourism in the town. Most goals and strategies spawned from SWOT discussion and consideration.

Strengths

Location on water

Ecological assets

- Beautiful waterfront
 - Rappahannock River

- Urbanna Creek
- Wildlife
- Birding/bird sanctuary
- Vistas

Experiences

- Tourism offerings
- Tidewater culture
- Food including oysters/seafood and live entertainment
- Museum in the Streets/walking tour
- Urbanna Creek Bluewater Kayak History Trail

Events

- Robust offering of events
- Farmer's Market
- Second Saturdays
- Independence Day
- Founder's Day
- Urbanna Oyster Festival

History

- Historic architecture and properties
- Pride in history

Small town atmosphere

- Friendly faces
- Charming
- Quaint
- Community is walkable/bikeable
- Welcoming
- Character
- Community pride
- Volunteer strength

Tourism Assets

- Large number of restaurants for size of town
- Unique lodging – The Chesapeake Inn
- Museums
- John Mitchell map
- Proximity to other tourism attractions
- Seasonal kayak rentals

Trolley

Water access for boat owners

- Marina
 - Town is walking distance from marinas
 - Many visitors can stay on their boat
 - Waterfront repair facilities

- Fuel availability including diesel
- Safe harbor/hurricane hole
- Watermen
- Aquaculture

Weaknesses

Commercial and retail issues

- Limited hours of operation for retail/restaurants
- Need better variety in types of restaurants
- Commercial spaces need improvement/work
- Vacant commercial buildings
- Main Street
 - Need more commercial/retail on Main Street corridor
 - Available spaces need improvement/work
 - Façade improvements needed
- High turnover

Communication issues

- No organized tourism marketing
- Website access for tourists
- Coordinated communications could be improved
- Need a better working relationship with Middlesex County

Missing lifestyle amenities for visitors and boaters

- Need more lodging options
- Limited operating hours for trolley (seasonal)
- No general store for boaters
- Limited laundry access for boaters
- No gas station
- No ecotourism businesses (birding/fishing guides, naturalist tours, equipment rentals)
- Limited transportation in town for boaters
- Limited public access to water
- No way to access waterfront if you don't own a boat

Town issues

- Location is a destination and not a passthrough
- Small footprint of town
- Limited staff capacity
- Limited high-speed internet
- Limited mobile/cell phone reception depending on the carrier
- Restrictive town code/zoning
- Limited affordable/workforce housing
- No economic development plan
- Need stronger relationships with neighboring localities
- Limited tax base/funding

- More beautification needed
- Limited music venues or community event spaces
- Nearby localities have more shopping/vibrancy

Opportunities

Affordable workforce housing

Attracting new younger residents

Building better coordinated relationships

- Middlesex County
- Virginia River Realm

Creating a unified, strategic plan for long term sustainability and growth

Diversified commerce

- Attract businesses to “fill the gaps” of establishments that are missing (see weaknesses)
- Brewery or craft beverage establishments
- Entertainment/recreation businesses such as an axe throwing venue
- Outdoor recreation opportunities
- Waterfront activities

Infrastructure needs

- Public WIFI
- Better internet connectivity
- Transportation improvements such as a golf cart path to Bethpage
- Rehabilitation and/or redevelopment of older commercial properties
- Marina improvements including a kayak launch
- Water, wastewater, and stormwater improvements

Tourism development and marketing

- Branding of Urbanna
- Better, more comprehensive marketing
- Creating a destination marketing organization
- Strengthen shoulder seasons of tourism
- Targeted advertising
- Media opportunities to promote Urbanna
- Attracting diverse visitors including younger demographics

Threats

Community

- Fear of change
- Lack of support by residents
- Political climate
- Shrinking/aging population
- Lack of collaboration between different interest groups
- Lack of public understanding of importance of tourism
- Losing identity of Urbanna

Economic and financial

- Limited economy
- Limited workforce
- Lack of economic restructuring information
- Lack of vision for economic development/targets – what businesses should Urbanna attract?
- Limited funding (and no desire to increase funding, i.e. taxes)
- Competition from Middlesex County including Bethpage for tourism expenditures
- Recession and increased costs/inflation

Other

- Lack of coordination
- Limited staff/volunteer capacity
- Overwhelming “to do” list
- Trying to do too much at once
- Focusing on marketing and not product development

Action Plan

The goals of this plan are framed to coincide with the objectives of Virginia’s State Tourism Development Plan, available for viewing at <https://www.vatc.org/drive2/>. In 2019, VTC completed a long-term strategic plan to help increase tourism visitation and spending across the Commonwealth. This plan is titled “Drive 2.0,” and builds on the existing findings and conclusions from the 2013 Statewide Tourism Plan.

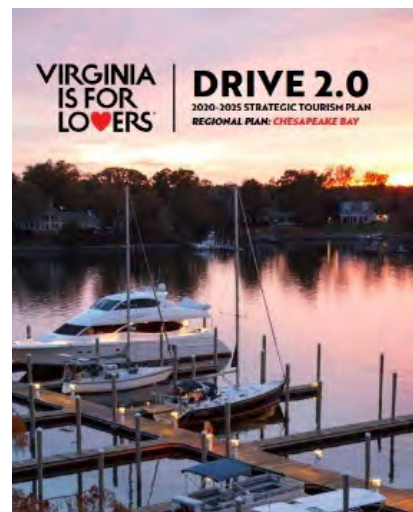
DRIVE 2.0

This strategic plan is a result of conversations with Virginia’s tourism industry and tourism partners as we look to the future and plan for success. It focuses on answering two key questions:

- What should we be promoting?**
- What should we be building?**

The tourism industry is an overly saturated and extremely competitive market. In order to succeed and thrive, Virginia communities must continue to develop new tourism product and focus on winning strategies to evolve and grow. When tourism development is increased, communities increase the visitor experience, economic impact to communities.

Urbanna is located in Middlesex County and is part of the Chesapeake Bay region. The Chesapeake Bay region’s outdoor and water-related offerings continue to be its primary strengths, as the region boasts more than 1,800 miles of bay shoreline, perfect for boaters, paddlers, and water lovers of all kinds. In addition, its culinary and history and heritage experiences remain attractive draws. For



the entire regional guide, please visit <https://www.vatc.org/download/regional-guide-chesapeake-bay/>.

Goals

Urbanna is a small locality with limited staff capacity and support and collaboration from local, state and federal government is necessary to achieve all goals. Local stakeholders must also support the goals.

Some goals of the plan require partnerships of different agencies, financial resources, and additional staff time. Without community-wide support and the allocation of additional assets, the entirety of this plan cannot be successful.

Goals were categorized into four categories:

- Improve Tourism Marketing
- Develop Year-Round Tourism Product
- Develop Tourism Relationships and Partnerships
- Expand Tourism Infrastructure

These categories align with Drive 2.0.

Some goals were identified in the Middlesex and Urbanna Comprehensive Plans, which were adopted by the Middlesex County Board of Supervisors on Dec. 1, 2009 with most recent revisions occurring on March 3, 2020, and Urbanna Town Council on Dec. 12, 2012, respectively. Goals related to the Comprehensive Plans are noted as such.

The complete Comprehensive Plans can be viewed online:

Middlesex County: <https://www.co.middlesex.va.us/252/Comprehensive-Plan>

Urbanna: <https://urbannava.gov/PDFs/ComprehensivePlan.pdf>



Key Goals

The planning group identified nine goals that are critical to growing tourism in Urbanna through a voting process.

Improve Tourism Marketing

- Strategize digital marketing efforts including expanding increased tourism efforts, branding Urbanna as a year-round destination, increasing marketing to transient and daytrip boaters, increasing social media and a #hashtag campaign.
- Create a separate tourism website with an event calendar component.
- Continue to protect and promote the Town's historic properties and rich heritage as a tourist attraction (Urbanna Comprehensive Plan)

Develop Year-Round Tourism Product

- Create seasonal itineraries for visitors promoting Urbanna as a year-round destination including itineraries highlight ecotourism (birding, water), outdoors, water, and small-town atmosphere/charm
- Support entrepreneurship and new business development in Urbanna through programming geared towards tourism-related businesses particularly water-based entrepreneurs (artisans, ecotourism, outfitters, guided tours, home-based businesses, SWAM businesses)

Develop Tourism Relationships and Partnerships

- Increase downtown collaboration through Main Street advocacy and improvements through working with DHCD, relationship building and obtaining DHCD Main Street Designation
- Build relationships tied to aquaculture with the Chesapeake Bay Foundation, Virginia Institute for Marine Sciences, Tidewater Oyster Gardens Association

Expand Tourism Infrastructure

- Promote use of scenic areas in and around the Town and encourage the development of recreation opportunities along the creek and cove areas (Urbanna Comprehensive Plan), park upgrades at Taber Park/pool, creation of a new park at end of Virginia Street (Payne's Park), and increased public access to water (Middlesex Comprehensive Plan)
- Continue development of the Urbanna Town Marina at Upton's Point for the use of Urbanna Creek (Urbanna Comprehensive Plan) including being a destination for boaters and the addition of a fishing pier

The themes of these critical goals highlight Urbanna's waterfront location, diversified commerce, and increased marketing, which align with the Chesapeake Bay Regional Guide from Drive 2.0.

The planning group created a larger list of goals, which was broken down into short-term, long-term, and ongoing goals within each category. The previously noted key goals are included and each category has **overall strategies in bold** with tactics listed under • bullets.

Short-term goals will be completed within two years and long-term goals may take more than five years. Some goals are ongoing because they are multi-step processes or will require annual updates. Each goal should be assigned to stakeholder organizations as appropriate.

Improve Tourism Marketing

Short-Term Goals

Strengthen tourism marketing

- Create tourism website (separate) with an event calendar component
- Create and distribute rack card
 - Brand Urbanna as one of America's original port towns and home to the James Mills Scottish Factor Store
 - Themed rack cards later
- Press release strategy
 - Create series of templates
 - Highlight upcoming events
 - News sharing – list of where to share

Utilize existing resources

- Expand listings on Virginia.org

Ongoing Goals

Strategize digital marketing efforts

- Increase digital marketing efforts including social media
- Brand Urbanna as a year-round destination
- #hashtag campaign

Expand regional marketing efforts

- Support Virginia's River Realm efforts more comprehensively
- Work collaboratively with Middlesex County on tourism promotions
- Work with the Virginia Oyster Trail more comprehensively

Promote tourism assets

- Continue to protect and promote the Town's historic properties and rich heritage as a tourist attraction (Urbanna Comprehensive Plan)
- Continue to promote the entertainment and cultural arts activities within the community (Urbanna Comprehensive Plan)

Long-Term Goals

Expand marketing strategy

- Build asset library
- Identify and target specific visitor groups/types including transient boaters through digital marketing

Develop Year-Round Tourism Product

Ongoing Goals

Make Urbanna a year-round destination

- Create seasonal itineraries for visitors promoting Urbanna as a year-round destination including itineraries and activities highlighting ecotourism (birding, water), outdoors, water and small-town atmosphere/charm
- Develop tourism packages in combination with accommodations, activities, and dining
- Expand history assets to include diverse and inclusive stories
 - Urbanna’s unique diverse stories
 - African-American watermen initiative highlighting sites located in Urbanna
- Create additional events and experiences – water-based, oysters, crabs, blue catfish, year-round
 - Develop a restaurant week/culinary showcase (January-March) - “Taste of Urbanna”
 - Tours and events focused on ecotourism
 - Guided tours
 - Marina/boat-based (cocktail boat race, paddleboard, competition swims, etc.)
 - Camps and hands-on experiences

Expand commerce and diversify businesses

- Support entrepreneurship and new business development in Urbanna through programming geared towards tourism-related businesses particularly water-based entrepreneurs (artisans, ecotourism, outfitters, guided tours, home-based businesses, SWAM businesses)
- Work with Middlesex County to encourage new development along shorelines to provide public access to the waterways (Middlesex Comprehensive Plan)
- Work with Middlesex County to attract diversified and vibrant commerce to Urbanna
 - Brewery or distillery
 - Ecotourism opportunities, guided tours
 - Recreation rental program
 - Water-based entrepreneurs
 - Mixed-use (Urbanna Comprehensive Plan)

Long-Term Goals

Create new tourism assets

- Develop public art assets in Urbanna (murals, installations)
- Create car-free itinerary promoting sustainable travel

Develop Tourism Relations and Partnerships

Short-Term Goal

Establish a Tourism Zone for Urbanna

- Work with Middlesex County to establish Tourism Zone to support entrepreneurship and business development

Ongoing Goals

Expand collaboration in Urbanna and with regional partners

- Establish a diverse tourism council of stakeholders to support efforts of tourism program
 - Bi-annual or quarterly meetings of stakeholders
 - Communications plan to mitigate negative attitude towards tourism
 - Annual report and audit
 - Advocacy
 - Train members to serve as speakers to promote tourism in the community
- Increase downtown collaboration through Main Street advocacy and improvements
 - Work with DHCD
 - Relationship building
 - Obtain DHCD Main Street Designation
- Build relationships with surrounding localities to enhance regional efforts for tourism (Virginia's River Realm)
- Build relationships tied to aquaculture with the Chesapeake Bay Foundation, Virginia Institute for Marine Sciences, Tidewater Oyster Gardens Association
- Work regionally to connect with other historic destinations for increased day trips
- Work regionally to connect with existing resources for entrepreneurs
- Apply for Virginia Tourism Corporation grants annually to leverage tourism funding

Expand Tourism Infrastructure

Short-Term Goals

Support improvements at Taber Park

Ongoing Goals

New development

- Promote use of scenic areas in and around the Town and encourage the development of recreation opportunities along the creek and cove areas (Urbanna Comprehensive Plan), park upgrades at Taber Park/pool, creation of a new park at end of Virginia Street (Payne's Park), and increased public access to water (Middlesex Comprehensive Plan)
- Continue development of the Urbanna Town Marina at Upton's Point for the use of Urbanna Creek (Urbanna Comprehensive Plan) including being a destination for boaters and the addition of a fishing pier

Preservation and revitalization

- Protect and enhance historic properties in the Historic District through appropriate review and regulation of any proposed changes and developments in the designated areas (Urbanna Comprehensive Plan)
- Stabilize and preserve the Central Business District/Main Street; improve the parking, landscaping and appearance of the downtown (Urbanna Comprehensive Plan)

Long-Term Goals

Expand road and signage infrastructure

- Implement highway corridor directional/wayfinding signage to Urbanna from Route 17
- Plan for the development of pedestrian and bike paths within the existing rights-of-way and coordinate such efforts with VDOT. Encourage accessibility to the commercial and recreational areas of the Town from the seven (7) Urban Study areas by utilizing public and private easements along VDOT roadways (Urbanna Comprehensive Plan)

Historic preservation

- Work with Middlesex County to encourage the preservation of areas and properties of historic and cultural significance (Middlesex Comprehensive Plan)

Other

Throughout the process of developing this Tourism Action Plan, the planning group had a variety of engaging conversations, and several items of interest were noted. The group believes that Urbanna needs to work on being a year-round destination.

As previously documented in this plan, limited staff and financial resources exist to promote economic development and tourism and strengthening both staff and funding will provide the resources to further grow the tourism sector.

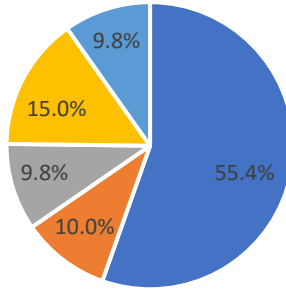
The group also identified several entrepreneurial opportunities that would benefit the tourism industry.

Identified Entrepreneurial Opportunities

- Waterfront recreation opportunities (ecotour guide, boat tours)
- Outdoor recreation/equipment rentals
- Entertainment venue (family-oriented and/or nightlife)
- Craft beverage retailer/producer
- Unique accommodations (i.e., themed Air BnBs, boat stays)
- Retail operations (bakery)
- Coffee shop
- A general store including bait and tackle for boaters/fishermen
- A gas station with auto mechanic
- A laundromat for transient boaters
- Coworking space
- Multiuse fitness space
- Taxis and public transportation

Creation of new businesses through the above identified opportunities would grow tourism expenditures in Urbanna and create a destination for transient boaters where their needs are met.

2021 Sector Share Percentages of Tourism Expenditures for Middlesex County



■ Lodging
 ■ Food & Beverage
 ■ Recreation
 ■ Retail
 ■ Transportation

Source: Virginia Tourism Corporation Economic Impact Data 2021

Tourism Expenditures in Town of Urbanna

| | FY2022 | FY2023 |
|--------------------------|---------------|---------------|
| Meals and Beverages | \$2,884,480 | \$2,682,580 |
| Lodging | \$391,440 | \$684,079 |
| Boat slip and other Fees | \$81,726 | \$72,376 |

Source: Town of Urbanna

Numbers derived from taxes collected divided by tax rate

Actual numbers for Meals would be higher if non-taxable items were included

Monitoring Progress

Urbanna will monitor progress of all goals and initiatives on an annual basis. Tourism in Urbanna must be a collaborative effort due to limited town resources. It is important that Urbanna work collaboratively with its partners at Middlesex County and within the region including Virginia’s River Realm.

To encourage progress toward the established strategies, this plan should be reviewed on a consistent basis. Upon each review, any adjustments that need to be made to this plan should be considered. Once many of the targets have been met or three to five years have passed, a new/updated plan should be developed through another collaborative process. Measures can vary based on the goal and can be established by the established tourism council. Suggested measures should be tangible.

It is vital that the plan be referenced consistently as any new tourism related project/initiative discussions occur and as all applicable decisions are made. Using this plan to help make decisions will be beneficial to Urbanna to ensure quality visitor experiences and quality of life for local residents.

To assist with completion of the plan's goals it is highly suggested that stakeholders monitor grants offered by VTC. Grants will continue to help extend investments made to create larger impacts. Grants include the Marketing Leverage Program, VA250 Marketing Leverage Program, VTC's DRIVE program and any other applicable new grants.

Conclusion

All ships rise with the tide and increased tourism visitation and expenditures can grow the Urbanna economy. The addition of new and expanded commerce opportunities will augment the length of visitor stays and improve quality of life for residents while increasing tax revenue for the town.

Urbanna's location on Urbanna Creek is a tremendous outdoor asset and the natural beauty of Urbanna can be utilized to encourage outdoor/water recreation and ecotourism. Urbanna also has strength in its history and culture. Unlike many historic Virginia towns and localities, Urbanna was America's first port town and played a pivotal role in the history of traded goods. Urbanna should focus on its nine key goals and work collaboratively with community stakeholders.

Implementation of this plan is expected to result in various benefits to Urbanna's citizens including increased job and business opportunities and additional tax revenue, while maintaining quality of life for citizens.

This tourism action plan was developed on community input from a variety of stakeholders in conjunction with existing research of the Chesapeake Bay region and approved Comprehensive Plans.



Appendix

Terms & Definitions

DHCD: Department of Housing and Community Development

Goals: Broad statements of measurable outcomes to be achieved on behalf of customers

Measures: Meaningful indicators that assess progress towards accomplishment of goals and objectives

Mission Statement: Statement of purpose; fundamental reason for an organization's/tourism effort existence

Opportunities: Factors or situations that exist beyond your organization that may have a favorable effect on it

Strengths: Resources or capabilities that can be used to accomplish your mission.

Target: The numerical value of the performance measure you hope to achieve

Threats: Factors or situations that exist beyond your organization that can negatively affect it

Tourism Assets/Products: Any tourism related product, attraction, site, or promotional effort that is of interest to target customers/tourists

Vision Statement: A word picture of the future that the organization/tourism effort intends ultimately to become or to influence

Way finding: Signs, maps, and other graphic or audible methods used to convey location and directions to travelers

Weaknesses: Deficiencies in resources or capabilities that hinder your ability to be successful

Hub & Spoke Exercise

Lures were identified – a lure is the primary reason travelers are coming to your area. Lures were based on tourism products that have been brought up continually throughout the planning process. Following identification of lures, key existing tourism assets were identified. These are referred to as existing product.

Following review of existing product, the group reviewed what Urbanna should be building and focusing on to expand tourism products. At the core of vibrant communities are its assets. To stay competitive in the tourism landscape, it is critical that communities are well-rounded. Part of this includes constantly assessing what exists, what needs to be enhanced and what needs to be added.

The group reviewed what could enhance existing products. These are areas that just need a little tweaking or improvement.

The 2- year product ideas are projects or ideas that a community can implement in the short-term. The five-year product idea is something that is truly game changing and have a significant impact on a community.

Lure: Water

Existing Product: Marinas

Existing Product: Boat rentals

Note: Previously existing boat rentals at the marinas have ceased operation, but a new kayak rental is coming online in 2023.

Enhanced Product: Digital marketing for water recreation

Enhanced Product: Attract boat entrepreneurs (rentals, outfitters, guided tours, boat Airbnbs) through public-private partnerships

Two-Year Idea: Create boat and marina events like the previously held cocktail class boat races, food truck rodeo at marina, etc.

Five-Year Game Changer: New businesses to make the Town Marina a destination (for example, a new restaurant) – make the marina a destination.

Lure: Small Town Atmosphere

Existing Product: Walkable downtown

Existing Product: Parks (i.e., Taber Park)

Enhanced Product: Park upgrades and a new park on Virginia Street (Payne's Park)

Enhanced Product: Scale existing events and better market all events through outreach including a calendar

Two-Year Idea: Main Street designation

Five-Year Game Changer: Public art to include murals and statues/installations (like the watermen's boots in Lancaster County and beehives in Gloucester)

Lure: History/Heritage

Existing Product: Historic sites and museums

Existing Product: Museum in the Streets

Enhanced Product: Marketing materials for existing historical assets and branding Urbanna as the location of the James Mill Scottish Factor Store

Enhanced Product: Guided tours and interpreters

Two-Year Idea: Sharing new, unique stories about aquaculture and diverse history

Five-Year Game Changer: Build relationships with other existing history destinations

Note: Day trips from nearby locations such as Williamsburg and Richmond would provide beneficial visitation to Urbanna, which has limited existing lodging.

Lure: Culture

Existing Product: Aquaculture, watermen, Tidewater

Existing Product: Special events and unique experiences

Enhanced Product: Enhanced culinary events (Restaurant Week, Family-style dinner)

Enhanced Product: Hands-on experiences and educational opportunities

Note: Connect with existing organizations such as the Tidewater Oyster Gardeners Association, Shored Up

Two-Year Idea: Camps/experiences on the water, aquaculture, etc.

Five-Year Game Changer: Build relationships with the Chesapeake Bay Foundation and the Virginia Institute of Marine Sciences

VTC Economic Impact Data for Middlesex County 2017-2021

Middlesex

| | 2017 | 2018 | 2019 | 2020 | 2021 | Percent Change |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|----------------|
| Travel Economic Impacts | | | | | | |
| Employment | 139 | 142 | 143 | 131 | 133 | 1.4% |
| Expenditures | \$ 24,666,555 | \$ 25,922,175 | \$ 26,483,314 | \$ 24,772,846 | \$ 29,235,441 | 18.0% |
| Labor Income | \$ 3,976,861 | \$ 4,127,393 | \$ 4,259,273 | \$ 3,889,104 | \$ 4,242,096 | 9.1% |
| Local Tax Receipts | \$ 760,676 | \$ 770,432 | \$ 791,831 | \$ 721,790 | \$ 846,356 | 17.3% |
| State Tax Receipts | \$ 380,375 | \$ 399,114 | \$ 410,153 | \$ 345,047 | \$ 411,639 | 19.3% |

Source: <http://www.vatc.org/research/economicimpact>

Sector Specific Data 2018-2021 for Middlesex County

| 2018 | | | |
|-----------------|--------------------|----------------|-------|
| | Total Sector Spend | Share of Total | YOY % |
| Lodging | \$ 14.1 M | 54.5% | 5.8% |
| Food & Beverage | \$ 2.6 M | 9.9% | 7.1% |
| Recreation | \$ 2.4 M | 9.4% | 3.2% |
| Retail | \$ 4.4 M | 16.8% | 4.4% |
| Transportation | \$ 2.4 M | 9.4% | 1.9% |

| 2019 | | | |
|-------------|--|--|--|
|-------------|--|--|--|

| | Total Sector Spend | Share of Total | YOY % |
|-----------------|--------------------|----------------|-------|
| Lodging | \$ 14.7 M | 55.6% | 4.3% |
| Food & Beverage | \$ 2.6 M | 9.9% | 1.7% |
| Recreation | \$ 2.5 M | 9.5% | 2.9% |
| Retail | \$ 4.3 M | 16.1% | -2.2% |
| Transportation | \$ 2.4 M | 8.9% | -2.6% |

| 2020 | | | |
|-----------------|--------------------|----------------|--------|
| | Total Sector Spend | Share of Total | YOY % |
| Lodging | \$ 14.8 M | 59.9% | 0.7% |
| Food & Beverage | \$ 2.2 M | 9.0% | -15.3% |
| Recreation | \$ 2.3 M | 9.3% | -8.0% |
| Retail | \$ 3.4 M | 13.8% | -20.0% |
| Transportation | \$ 2 M | 8.1% | -15.4% |

| 2021 | | | |
|-----------------|--------------------|----------------|-------|
| | Total Sector Spend | Share of Total | YOY % |
| Lodging | \$ 16.2 M | 55.4% | 9.2% |
| Food & Beverage | \$ 2.9 M | 10.0% | 31.4% |
| Recreation | \$ 2.9 M | 9.8% | 24.6% |
| Retail | \$ 4.4 M | 15.0% | 28.4% |
| Transportation | \$ 2.9 M | 9.8% | 43.1% |

Source: This data is provided by Tourism Economics and prepared for VTC.

Icebreaker Exercises

Each session began with a question for stakeholders. The questions and their answers are listed below along with the date of discussion.

What is Your Favorite Restaurant in Urbanna?

March 9, 2023

- Something Different – noted by multiple stakeholders for its consistent, delicious food and atmosphere
- Mi Jalisco Urbanna
- Portside Grill
- Halfshell Grill

What is a Hidden Gem in Urbanna?

March 9, 2023

- Waterman's Park
- Taber Park
- Urbanna Museum & Visitor Center
- The John Mitchell Map
- Shoreline
- Walkability of town

- Middlesex Public Library – Urbanna branch

What Would You Like to see in Urbanna?

April 13, 2023

- Coffee shop where it's okay to meet
- Ecotourism including outdoor and water-based recreation opportunities including a kayak launch
- Brewery or craft beverage producer
- A family-friendly entertainment venue
- Campground connecting path
- Fitness studio
- Coworking space
- Gas station with mechanic
- More affordable housing

What Location Shows Urbanna Perfectly in a Photo?

May 11, 2023

- Aerial over creek into town
- Watermen's Park
- Urbanna bridge into Urbanna
- From water looking at marina

What Word Best Describes Urbanna?

May 11, 2023

- Historical
- Cultural
- Nautical
- Quirky/different
- Oysters

TOWN OF URBANNA
SHORT TERM RENTAL GUIDANCE
Planning Commission

Guiding Principles for Short Term Rental Policy

- P1 Preserve the residential quality of neighborhoods
- P2 Allow economic gain for residents
- P3 Support tourism in a balanced way
- P4 Protect the character of Urbanna's historic area
- P5 Protect Urbanna's small commercial footprint
- P6 Prevent the loss of rental housing stock
- P7 Balance the needs and rights of property owners and neighbors
- P8 Ensure health and safety for guests and residents
- P9 Protect against overgrowth of STRs

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TOWN OF URBANNA
SHORT TERM RENTAL QUESTIONS FOR COUNCIL
Planning Commission

Q1. Should corporations be allowed to own and operate STRs in the Town of Urbanna?

Yes:

No:

Q2: Should there be a limit on the number of STRs permitted to operate within the town of Urbanna?

Yes:

No:

Q3: Should the Town of Urbanna have the right to inspect an STR prior to permitting and anytime during its permitted operation?

Yes:

No:

Q4: Should advertising signage be allowed for STRs?

Yes:

No:

Q5: Should there be a limit to the number of guests?

Yes:

No:

Q6: Should there be regulations for guests with pets?

Yes:

No:

Q7: Should the parking standards comply with those of existing ordinances?

Yes:

No:

Q8: Should commercial space in B-1 be allowed to be converted into STRs?

Yes:

SHORT TERM RENTAL QUESTIONS FOR COUNCIL

V 1

No:

If yes, under what conditions of limitations:

Q9: Should STRs be permitted to operate in B-2?

Yes:

No:

If yes, under what conditions or limitations?

Q10: Would you favor mixed-use permitting in B-1 (commercial or business unit and residential in same building as permitted by SUP)?

Yes:

No:



Agenda Item Summary August 10, 2023

Agenda Item: 8a-Oyster Festival Master Plan

Background: Urbanna Oyster Festival is an annual event held within the Town Limits. This is the 66th event and will take place Friday, November 3 & Saturday, November 4, 2023

Fiscal Impact: Positive impact for the Town, Oyster Festival Foundation, local charitable organizations, and Middlesex County.

Staff Recommendation: Approve

Council Action Requested: Yes

Sample motion:

Motion to approve the 2023 Oyster Festival Master Plan as presented.

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66th URBANNA OYSTER FESTIVAL MASTER PLAN
November 2nd, November 3rd & 4th, 2023

PROPOSED

PROPOSED

**66th Urbanna Oyster Festival
November 2nd, 3rd & 4th 2023
Urbanna, Virginia**

"The Official Oyster Festival of the Commonwealth of Virginia"

MASTER PLAN

I. Purpose:

The purpose of this 2023 Urbanna Oyster Festival Master Plan is to comply with the requirements of Chapter 7.1, Licenses and Business Taxes, of the Urbanna Town Code (1973), as amended. Specifically, Section 7.1-22(b) requires a written Master Plan that addresses non-profit civic status, proof of liability insurance coverage, special licensing procedures, and public safety plans. This Master Plan with addenda is designed to meet the applicable provisions of the Urbanna Town Code (1973), as amended, and the Code of Virginia (1950), as amended, regarding public festivals, and provides the written basis for obtaining approval of the Urbanna Town Council to conduct the 2023 Urbanna Oyster Festival on November 2nd, 3rd, 4th, 2023.

II. Organization:

The Urbanna Oyster Festival Foundation is a non-profit organization registered as such under the applicable provisions of the Internal Revenue Service. A copy of the organizational charter is included as Addendum 1.

III. Festival Dates and Hours:

Thursday, November 2, 2023 8:00 AM - 6:00 PM

(Setup and School Education Day)

Friday, November 3, 2023 8:30 AM - 12:00 AM

Saturday, November 4, 2023 8:30 AM - 6:00 PM

**FESTIVAL OFFICIALLY CLOSSES AT 6:00 PM ON SATURDAY,
NOVEMBER 4, 2023 - NO EXCEPTIONS**

IV. Public Safety (Unified Command Structure)

The Public Safety Functions of the event will be managed through a Unified Command of the Middlesex County, VA Sheriff's Office, and Town of Urbanna Administrator in his capacity as the Town of Urbanna Emergency Services Coordinator.

An Incident Action Plan will be developed for the event, which will outline the Command and General Staff functions, as well as the deployment of all Fire, Emergency Medical and Law Enforcement resources for the duration of the event.

V. Public Safety (Law Enforcement):

15.2-1730.1 In counties where no police department has been established and the Sheriff is the Chief Law Enforcement Officer, the Sheriff may enter into agreements with any other governmental entity providing law-enforcement services in the Commonwealth and may furnish and receive inter-jurisdictional law enforcement assistance for all law enforcement purposes, including those described in this Chapter, and for purposes for Chapter 3.2 (44-146.13 et seq.) for Title 44.

Crowd and traffic control will be provided through a joint public safety effort by the Town of Urbanna, the Oyster Festival Foundation, Middlesex County Sheriff's Office, Virginia State Police, The Department of Transportation, and the Virginia Department of Alcoholic Beverage Control. The Sheriff shall exercise 15.2-1730.1 entering agreements with other law enforcement agencies to ensure adequate crowd control, pedestrian safety emergency health care, motor vehicle parking traffic flow, and parade control.

VI. Public Safety (Emergency Services):

Emergency service functions, to include Emergency Medical Services and Fire Protection, will be managed by the Town of Urbanna, VA, Emergency Service Coordinator. The primary resources required to complete these responsibilities will be provided by the Middlesex Volunteer Rescue Squad and the Middlesex Volunteer Fire Department. Additional Rescue Squad and Fire Department resources from Middlesex County, VA and surrounding jurisdictions will be utilized to supplement the primary resources.

Emergency Medical Aid Stations will be strategically located throughout the Festival Area, and additional Emergency Medical personnel will be moving throughout the Festival Area. Transport Resources will be strategically located throughout the Festival Area, predominantly on the perimeters, as not to cause a hazard to citizens. Patients will be moved from the interior to the Festival Areas on "Gator Type" vehicles and transported to a hospital or

Medivac Landing Area. Medivac Helicopter Landing Area(s) will be located as designated by the Sheriff's office.

VII. Public Safety (In Town Parking and Vehicle Movement):

Most unrestricted streets and private properties within the corporate limits of the Town of Urbanna will be available for parking on Friday, November 3, 2023 and until 8:30 AM on Saturday, November 4, 2023.

The following street closures are made pursuant to a resolution passed by the "Town Council" of the Town of Urbanna, and in accordance with the 2023 Urbanna Oyster Festival Permit, as issued by the Virginia Department of Transportation.

On Friday, November 3, 2023, Virginia Street from Cross Street to the Waterfront and from Cross Street to Grace Street, Rappahannock Avenue from Marston Avenue to Virginia Street, and a portion of Prince George Street will be closed to vehicular traffic as required by public safety officials. Notwithstanding the foregoing, various streets and locations may be closed at any time on Friday, November 3, 2023 to insure public and/or pedestrian safety as determined by public safety officials.

On Friday, November 3, 2023 vehicular traffic entering or leaving the town will be prohibited from 5:00 PM to 9:00 PM on the West side (Route 602) and from 6:00 PM to 9:00 PM on the East side (Rosegill) for the Fireman's Parade. During this time, the movement of traffic within the town will be limited. Vehicular traffic, except for parade participants, will be strictly prohibited along the Fireman's parade route.

At 9:00 AM, or earlier if deemed necessary by State Police, on Saturday, November 4, 2023, State Route 227 (Urbanna Road) will be closed to all vehicular traffic, except law enforcement, fire and rescue vehicles, with a police-manned barricade at Molly's Way. Vehicles will be directed to park in the "official" festival parking lots, or they will be allowed to turn around and leave the area.

At 9:00 AM, or earlier if deemed necessary by State Police, on Saturday, November 4, 2023, State Route 602 (Old Virginia Street) will be closed to all vehicular traffic, except law enforcement, fire and rescue vehicles, with a police-manned barricade at Route 1011 (Red Hill Drive). The only exceptions for further entrance past the police barricade will be vehicles that display an "Official 2023 Urbanna Oyster Festival" vehicle permit, issued by the Urbanna Oyster Festival Foundation. The issuance of these permits will be regulated to vehicles for festival sponsors, dignitaries, medical personnel and "parade participants". Vehicles that do not have a permit will be directed to park in the "official" festival parking lots or they will be allowed to turn around and leave the area.

On Saturday, November 4, 2023, beginning at 8:00 AM, Virginia Street from Cross Street to Grace Street, Rappahannock Avenue from Marston Avenue to Virginia Street, and all of Prince George Street will be closed to vehicular traffic, except law enforcement, fire, and rescue vehicles.

On Saturday, November 4, 2023, motor vehicles located within the corporate limits of the Town of Urbanna will not be allowed to leave town, until approximately 8:00 PM or earlier as deemed appropriate by law enforcement.

Vehicular traffic shall include, but not be limited to, all golf carts as defined under Chapter 14, Article 4, Sections 14-38 et seq. of the Town Code (except "official golf carts" defined under S14-45 of the Town Code). All golf carts, except for "official golf carts" operating within the Town of Urbanna boundaries as may be expanded for this event shall be properly licensed under S14-38 et seq. of the Town Code and properly display a Town of Urbanna vehicle license sticker.

VIII. Public Safety (Outlying Parking Areas):

On Saturday, November 4, 2023, traffic approaching Urbanna from the east will be directed by Oyster Festival parking concessionaires into "official" parking areas on private property (Rosegill Farm) on the east and west side of State Route 227 (Urbanna Road). Vehicles reaching the Virginia State Police barricade and/or traffic control point will be directed to turn around and will not be allowed to enter the town.

On Saturday, November 4, 2023, traffic approaching Urbanna from the west will be directed by Oyster Festival parking concessionaires into "official" parking areas on private property on the north and south sides of State Route 602 (Old Virginia Street). The "official" parking lots at Lord Mott corner and Knapps Hill, closest to Town will be filled first. After these lots have been filled, as determined by the Virginia State Police, the "official" parking lot at Hewick Plantation may be opened for parking. Vehicles reaching the Virginia State Police barricade and/or traffic control point will be directed to turn around and will not be allowed to enter the town.

IX. Public Safety (No Parking Areas):

Pursuant to Resolution of The Urbanna Town Council and Virginia Department of Transportation Parade Permit approval, the following streets are designated "no parking" areas within the corporate limits of the Town of Urbanna between the dates and times indicated to ensure pedestrian safety, expedient movement of fire and rescue vehicles, and safe parade operations:

- A. Between 2:00 AM Friday, November 3, 2023 and 11:00 PM Saturday, November 4, 2023 major "No Parking Tow Away Zones" within the corporate boundaries of the Town of Urbanna shall be prominently marked and shall include;
1. Urbanna Road (State Route 227) from the Urbanna Bridge to the Watling Street (State Route 227 and State Route T1015) intersection, both sides of the street;
 2. Watling Street (State Route 227) from its intersection with Urbanna Road (State Route 227) at the traffic triangle to Cross Street (State Route 227), both sides of the street;
 3. Cross Street (State Route 227 and State Route T1005) from its intersection with Watling Street (State Route 227) all the way past the Marston Avenue (State Route T1006) intersection, both sides of the street;
 4. Prince George Street (State Route T1003) from Cross Street (State Route 227) to Virginia Street (State Route 227), both sides of the street;
 5. Virginia Street (State Route 227), east from Waverly Road (State Route 1010) to Oyster Road (T1002) on the waterfront, both sides of the street;
 6. Marston Avenue (State Route T1006) from Cross Street (State Route T1005) to Rappahannock Avenue (State Route T1001), both sides of the street; Rappahannock Avenue (State Route T1001) south from the Marston Avenue (State Route T1006) intersection to Virginia Street (State Route 227), both sides of the street; Marston Avenue (State Route T1006) east from Cross Street (State Route T1005) to first house on each side of street (excludes Sears house).
 7. Bonner Street (State Route T1020) west from Rappahannock Avenue (State Route T1001) to Linden Avenue (State Route T1021), both sides of the street; Grace Avenue (State Route 1010) from Bonner Street (State Route T1020) to Virginia Street (State Route 227), both sides of the street; Park Street (State Route T1019) from Rappahannock Avenue (State Route T1001) to Linden Avenue (State Route T1021), both sides of the street;
 8. Upton Lane (State Route T1017) in its entirety, both sides of the street. Post Office patron 10-minute parking will be authorized on Friday until the road is

closed by the Sheriff.

9. Hilliard Street in its entirety, both sides of the street.

10. Rappahannock Avenue in its entirety, Cross Street in its entirety, Kent Street in its entirety.

- B. Between 2:00 AM and 8:00 PM Saturday, November 4, 2023 there shall be a no parking area from the intersection of Virginia Street (State Route 602) and Lord Mott Road (State Route 615) to the intersection of Virginia Street (State Route 227 and State Route 602) and Waverly Road (State Route 1010) and Red Hill Road (State Route 1011).
- C. No parking signs will be placed on State Route 227 and State Route 602 outside the corporate limits of the Town of Urbanna by the Virginia Department of Transportation, Saluda Residency. Tow away zone signs will be placed accordingly.

Additional details of the no parking areas are contained in the VDOT 2023 Oyster Festival Permit. "No Parking" areas will be designated as tow away zones, and towing charges will be at the violator's expense.

X. Public Safety (Parking Permits and Vehicle Passes):

Parking permits and vehicle passes are not issued by the Town of Urbanna or the Urbanna Oyster Festival Foundation for passage into or out of Urbanna during the hours that routine vehicle traffic is restricted within the Town of Urbanna.

Also, please see Section VII of this document that also discusses parking permits and vehicle passes.

Parade and other Oyster Festival participants must follow published instructions in order to arrive, park, and meet scheduled activities.

XI. Parade Permit and Public Safety Agency Approval:

Pursuant to Section 7.1-22, Urbanna Town Code (1973), as amended, a Virginia Department of Transportation (VDOT) Application For A Parade Permit shall be submitted for approval to the Virginia Department of Transportation, District Resident Engineer for approval of the Friday, November 3, 2023 Fireman's Parade and the Saturday, November 4, 2023, Oyster Festival Parade in order to temporarily close affected streets and restrict parking. A copy of this Master Plan and its addenda shall be submitted to secure the coordination and approval of the Town of

Urbanna Administrator, Middlesex County Sheriff, the Virginia State Police, and the Virginia Department of Transportation. Copies of the Parade Permit applications are attached as addenda to this Master Plan. Final Parade Permit approval is required no later than seven days prior to the event.

XII. Fireman's Parade (Route and Time): The Fireman's Parade will begin at 7:00 PM, Friday, November 3, 2023 and commence east on Virginia Street (State Route 602) from the area of the Urbanna Professional Center (State Route 1011) left on Grace Street (State Route 1010), right on Bonner Street (State Route 1019), left on Rappahannock Avenue, right on Marston Avenue, right on Cross Street, right on Virginia Street to a disband area where the parade began, at the Urbanna Professional Center. The Fireman's Parade duration -approximately one (1) hour. The Fireman's Parade will be restricted to sixty-five (65) self-propelled units.

XIII. The Oyster Festival Parade (Route and Time):

The Oyster Festival Parade will begin at 2:00 PM, Saturday, November 4, 2023 and will commence east from the staging and formation area at the Waverly Commons Office Building on State Route 602 on Virginia Street, left on Grace Street, right on Bonner Street, left on Rappahannock Avenue, right on Marston Avenue, right on Cross Street, right on Prince George Street, left on Virginia Street to the disband area where the parade began. Oyster Festival Parade duration - approximately one (1) hour or less. Parade route information will be furnished by the Oyster Festival Foundation. The maximum number of parade units will be 80 with the slower marching units in front. Parade units may not stop to perform during the parade, except at the reviewing stand. The Oyster Festival Foundation agrees to provide reasonable funding to the Town of Urbanna for additional police officers. The Oyster Festival Foundation will be responsible for any damage along the parade route and returning the landscaped areas of Virginia Street back to pre-festival condition.

XIV. Parade (Safety):

Parade participants are instructed that no objects are to be thrown from any parade vehicle or floats or by any parade marchers. Parade participants will be instructed that no stopping will be allowed along the parade route. Parade officials will be located at critical areas and intersections along parade routes to establish and maintain roadblocks and barriers to keep the parade flowing smoothly at all times and to limit pedestrians from obstructing the parade route. Air cannons, explosive devices, and other objects to create excessive noise are prohibited. No sirens

to be blown if parade stops.

XV. Virginia Oyster Shucking Contest:

The Oyster Shucking Contest of the Official Oyster Festival of the Commonwealth of Virginia will be held at 11:00 AM, Saturday, November 4, 2023, at the Firehouse. Duration - approximately one and one-half (1½) hours.

XVI. Waterfront/Scottish Factor Store:

The Waterfront will provide opportunities to view the harbor, enjoy entertainment and view many displays. The Town of Urbanna hereby grants the use of portions of the docks designated slips 21, 22, 23, 24, 25 and 26 for the use of in water displays. On Thursday, the waterfront is used to further educate the children of the community about the heritage of the oyster industry. The Scottish Factor Store now houses the Town of Urbanna Visitor Center. Visitors may purchase Town of Urbanna souvenirs and listen to soft entertainment.

XVII. Sanitation:

Portable public sanitation facilities and supplies will be provided under contract by a private waste management firm, and the portable bathrooms will be positioned throughout the festival area to optimize utilization by festival participants. Handicapped facilities will be made available and conveniently located. Positioning of the portable sanitary facilities and solid waste dumpsters will be a coordinated effort between the Oyster Festival Foundation staff and the Town of Urbanna. Festival officials will contract for cleanup services and traffic control signs/devices with the Virginia Department of Transportation, Saluda Resident Engineer.

The Oyster Festival Foundation will provide trash cleanup and disposal services throughout the festival in coordination with, and in addition to, Middlesex County, the VDOT and private waste management contracted services. The Urbanna Oyster Festival Foundation, in coordination with the Town of Urbanna, shall obtain the approval of the Middlesex County Administrator for the private waste contractor and the Virginia Department of Transportation to dispose of permitted solid wastes in the Middlesex County solid waste transfer station, if required. The Oyster Festival Foundation shall guarantee to the citizens of the Town of Urbanna that the Town of Urbanna will be returned to pre-festival condition as soon as possible after the conclusion of the event.

XVIII. Virginia Department of Health Certification of Temporary Restaurants:

Pursuant to Section 7.1-22, Urbanna Town Code (1973), as amended, the Urbanna Oyster Festival Foundation shall require all food handlers and concessionaires to have a permit from the Middlesex County Health Department. The Oyster Festival Foundation shall provide each food vendor applicant a copy of the Virginia Department of Public Health Division of Sanitation Services regulations governing the permitting of temporary restaurants as part of the application for Special Business License process. Copies of the 2023 Urbanna Oyster Festival Foundation Concession Rules and Regulations, Special Business License application form, and Virginia Department of Health regulations governing temporary restaurants are included as addenda to this master plan.

XIX. Communications:

The Oyster Festival Foundation will maintain a communication capability with key staff personnel of the Oyster Festival through the use of a mobile radio net provided exclusively for the Oyster Festival. The command post will be the established communication during oyster festival operations. The command post will be located on the corner of Rappahannock and Virginia Street.

XX. Motorized Carts:

The Oyster Festival Foundation will utilize clearly identifiable golf carts or "street carts" for the transportation of key staff in and around the festival grounds. The carts will be maintained by the Oyster Festival Foundation or at the residence of the authorized festival staff member. Only authorized members of the Oyster Festival staff are allowed to operate the carts, and they remain responsible for the vehicle and its operation. Motorized carts for the handicapped will be permitted in the festival areas as crowd density permits. Golf carts or "street carts" motorized skateboards, scooters, or mopeds, operated by town citizens or festival attendees will not be permitted on any streets that are otherwise closed to motor vehicles. Any law enforcement officer witnessing an unsafe condition involving a motorized cart may terminate the use of the cart by the individual involved for the duration of the Oyster Festival.

XXI. Musical Entertainment:

The Oyster Festival Foundation shall provide entertainment during the festival.

XXII. Town of Urbanna Special Business Licenses:

Pursuant to Chapter 7, Article IV, Sections 7.1-17 through 7.1-29, both inclusive, Urbanna Town Code (1973), as amended, the Urbanna Oyster Festival Foundation, as the sponsoring organization, shall provide for the application and payment of Special Business Licenses by concessionaires. The Special Business Licenses issued by the Town of Urbanna is comprised of two parts; the first part which is payable to the Town of Urbanna and the second part which is payable to the Urbanna Oyster Festival Foundation as more fully described in the Urbanna Oyster Festival Foundation Concession Application attached hereto as Addendum 3 and incorporated herein by reference. Application forms, to include Special Business License fees, are included as an addendum to this Master Plan. The Special Business Licenses can only be obtained by concessionaires from the Oyster Festival Foundation. Any person or business entity which engages in or conducts any business, calling, profession, or concession in the Town of Urbanna solely or primarily during the Oyster Festival shall qualify for the Special Business License prior to engaging in any business activity. No Special Business License shall be issued to any such person or business entity unless they have entered into a reciprocal agreement with the Urbanna Oyster Festival Foundation to comply with the provisions of this Master Plan and the ordinances and regulations of the Town of Urbanna, the Virginia State Police, the Virginia Department of Health and the Virginia Department of Transportation. Any person or business entity which has obtained a regular Town of Urbanna business license and whose business activities within the Town of Urbanna are not limited to the Urbanna Oyster Festival shall be exempt from obtaining a Special License Permit provided that such person or business entity does not allow unlicensed parties to conduct any business activity ostensibly under the authority of their Urbanna business license during the annual Urbanna Oyster Festival. Notwithstanding the foregoing, all regular Town of Urbanna business licenses issued to a person or business entity engaged as a peddler or itinerant merchant with no definite place of business as defined in Section 7-1.2 of the Town Code shall be null and void during the Urbanna Oyster Festival. Pursuant to Section 7.1-17 of the Urbanna Town Code, any such person or business entity that does not receive remuneration for its activities shall not be required to pay the Town Special Business License fee.

XXIII. Insurance and Indemnification Agreement:

Pursuant to Section 7.1-22, Urbanna Town Code (1973), as amended, the following insurance and indemnification agreement

shall be executed between the Town of Urbanna and the Urbanna Oyster Festival Foundation upon approval of the Master Plan by the Urbanna Town Council, but no later than thirty days prior to the date of the Oyster Festival. The duly executed Insurance and Indemnification Agreement shall be included as an Addendum to this Master Plan:

INSURANCE AND INDEMNIFICATION AGREEMENT

This Insurance and Indemnification Agreement is entered into this ____ day of _____, 2023 by and between the Town of Urbanna, Virginia, a Virginia municipal corporation, and the Urbanna Oyster Festival Foundation, a Virginia non-stock, not-for-profit corporation.

WHEREAS, the Urbanna Oyster Festival Foundation, and not the Town of Urbanna, but with the cooperation and support of the residents, businesses and the governmental authorities of the Town of Urbanna, sponsors an annual event known as the Oyster Festival within the municipal limits of the Town of Urbanna; and

WHEREAS, Section 7.1-22(5) of the Urbanna Town Code, 1973, as amended, requires, among other things, that the Urbanna Oyster Festival Foundation execute an Insurance and Indemnification Agreement that provides for an indemnity to the Town of Urbanna and a general liability insurance policy in an amount established by a resolution of the Urbanna Town Council (as herein described) as a condition precedent to holding the annual Oyster Festival; and

WHEREAS, it is the intent of the Town of Urbanna that the indemnity given in this Insurance and Indemnification Agreement be limited to those claims (as herein described) not covered by the insurance policy.

NOW THEREFORE, THE URBANNA OYSTER FESTIVAL FOUNDATION hereby agrees to save, indemnify and hold harmless the Town of Urbanna, Virginia against all liability claims, demands, losses, damages, judgments or actions of any nature whatsoever arising from acts, omissions, accidents or claims thereof, to persons or property occasioned in connection with the Oyster Festival Foundation and the agents, invitees, employees, volunteers, or others under the general aegis and control of the Urbanna Oyster Festival Foundation in its sponsorship of an annual event known as the Urbanna Oyster Festival (hereinafter "claims") not covered by the insurance policy.

Notwithstanding the foregoing, this indemnification shall be limited to any claim arising from the Oyster Festival (i.e. November 3rd and 4th, 2023) and a period thirty days prior to and thirty days after the Oyster Festival, but alleged to be in

connection therewith, and not otherwise covered by the insurance policy. In addition, this indemnification shall be subject to the following:

- 1) Any defenses the Urbanna Oyster Festival Foundation may have, if any, against the Town of Urbanna, for any claim; and
- 2) In the event that any act or omission by the Town of Urbanna shall cause a lack or failure of the coverage of the claim by the insurance carrier, the Urbanna Oyster Festival Foundation shall not be obliged to indemnify the Town of Urbanna for any claim otherwise covered or provided for by the insurance policy; and
- 3) In the defense of the Town of Urbanna under this indemnity, the Urbanna Oyster Festival Foundation shall have and may exercise all of the same or similar rights, duties, obligations and privileges which accrue to the insurance carrier under the insurance policy, including without limitation any defenses available to the Town of Urbanna as a municipal corporation and political subdivision of the Commonwealth of Virginia.
- 4) Any claims arising from any existing business operation, including any claims arising from the operation of the expanded business area(s) for the consumption of alcoholic beverages, shall be expressly excluded from this indemnity.

The URBANNA OYSTER FESTIVAL FOUNDATION shall provide a general liability policy which covers both bodily injury and property damage with a per occurrence limit of One Million Dollars, Five Million Dollars aggregate, to include products coverage, liquor legal liability endorsement, and personal and advertising injury. Such policy shall be provided by an insurance carrier with an A.M. Best rating of B+ or better.

Said insurance shall insure against any and all liability of the Town of Urbanna with respect to the Urbanna Oyster Festival, in any connection therewith, whether thirty days before, during, or thirty days after the actual event. Any such policy of insurance shall be issued by a company reasonably acceptable to the Town of Urbanna and the Urbanna Oyster Festival Foundation, shall provide the Town Administrator a certificate of such insurance, without demand therefor, dated not more than thirty days prior to the date of the event showing evidence of current insurance as above stipulated with the Town of Urbanna as an additional insured. Such policy shall provide therein that such policy shall not be canceled

or terminated without thirty days prior notice from the insurance company to the Town of Urbanna (the 'insurance policy').

The Executed Insurance and Indemnification Agreement is included as Addendum 5 to this Master Plan.

XXIV: SERVICE MARK:

All participants in the Urbanna Oyster Festival under this Master Plan, hereby acknowledge and agree, as a condition to participate in the festival:

1. That the Urbanna Oyster Festival Foundation (the "Foundation") is the sole and exclusive owner of all right, title and interest in and to the Service Mark, i.e. oysters logo and/or the words, "Urbanna Oyster Festival", (the "Mark") and any colorable imitations, designations, counterfeits or copies of the Mark; and
2. That the Mark has become distinctive of the Foundation's services and has become famous under 15 U.S.C. Section 1125; and
3. The Foundation has registered the Mark in the United States Patent and Trademark office (Registration Nos. 2,198,679 and 2,208,800) and any use of the Mark, without the expressed written consent of the Foundation shall constitute an infringement on this Foundation's federally registered service mark in contravention of 15 U.S.C. Section 1114(1)(a).; and
4. Not to engage in any conduct in violation of this Section XXIV; and
5. That if the Foundation determines, in its sole discretion, that a participant has used the Mark without the expressed written authorization or license from the Foundation, then the participant after receiving a demand, whether written or oral, from the Foundation to cease and desist from any further use of the Mark, hereby consents to the following actions:
 - a) The chief law enforcement officer and his deputies or officers may close any activity in violation of this Section XXIV upon written notice from the Foundation; and

- b) The person or entity in violation of this provision of the Master Plan consents to the entry of an exparte order granting injunctive relief to the Foundation to enjoin any unauthorized use of the Mark; and
- c) The person or entity in violation of this provision of the Master Plan hereby acknowledges that the Foundation is entitled to recover all of the profits earned as a result of the use of the Mark; together with other damages that the Foundation has suffered, which shall be trebled, including but not limited to actual attorney fees.

XXV: Controlled Consumption of Alcoholic Beverages:

The Virginia Alcoholic Beverage Control Board ("ABC") has recommended the establishment of controlled areas for the consumption of alcoholic beverages during events such as the Urbanna Oyster Festival ("Expanded Area"). In accordance with that recommendation and to accommodate certain existing businesses operating within the Town of Urbanna, such businesses shall, in addition to complying with any existing laws and regulations in the Commonwealth of Virginia, agree to the following terms and conditions, which must be included and made a part of their application to the ABC for an administrative expansion to their existing license during this event:

1. Provide adequate security within the expanded area to the satisfaction of the appropriate government authorities of the Town of Urbanna and the Urbanna Oyster Festival Foundation; and
2. Provide a general liability insurance policy which covers both bodily injury and property damage with an occurrence limit of One Million Dollars and include products coverage, a liquor legal liability endorsement, and personal and advertising injury. Said policy shall be provided by an insurance carrier with an A.M. Best rating of B+ or better. In addition, the business shall name the Urbanna Oyster Festival Foundation and the Town of Urbanna as an additional insured; and
3. Agree to operate within the hours prescribed by the Urbanna Oyster Festival Foundation and the appropriate governmental authorities of the Town of Urbanna; and

4. Agree to abide by all of the rules and regulations promulgated by the Urbanna Oyster Festival Foundation.

All businesses authorized to operate an Expanded Area hereby acknowledge, as evidenced by their application to the ABC, that this business activity is a privilege agreed to by the Town of Urbanna under this Master Plan and not a right under any existing business license issued by the Town of Urbanna. The failure of any business operating an Expanded Area to comply with one or more of the conditions contained in this Master Plan shall constitute a default under this Master Plan and result in the automatic termination of the privilege to operate an Expanded Area.

XXVI: Raffles:

The Urbanna Oyster Festival Foundation (Foundation) has not permitted raffles and other games of chance at the Urbanna Oyster Festival because these activities were thought to conflict with the family-oriented nature of the Urbanna Oyster Festival. However, the Foundation recognizes that some bona fide non-profit organizations utilize raffles as a fundraising tool for the benefit of the community that they serve as part of their non-profit mission. This shall not apply to the Virginia Lottery.

Therefore, the Foundation may permit raffles during the Urbanna Oyster Festival for which the Foundation receives an advance application for review and approval, and which includes evidence of the sponsoring organization's tax-exempt status granted by the U.S. Internal Revenue Service as well as evidence of compliance with the Commonwealth of Virginia's charitable gaming regulations, as amended. Approval of such raffle applications shall be at the sole discretion of the Urbanna Oyster Festival Foundation.

XXVII: Financial Responsibility:

The Urbanna Oyster Festival Foundation agrees to fully fund any short fall in revenues that would result in any financial loss to the Town of Urbanna.

XVIII. Addenda:

1. Urbanna Oyster Festival Foundation Charter.
2. Urbanna Oyster Festival Foundation Concession Rules and Regulations.
3. Urbanna Oyster Festival Foundation Concession Applications.
4. The Virginia Department of Health Guidelines And Checklist For Temporary Food Events, and Application For Temporary Restaurant Permit.
5. Executed Insurance and Indemnification Agreement.
6. Ordinance of the County of Middlesex authorizing the Town of Urbanna to apply its Master Plan to certain portions of Middlesex County during Oyster Festival weekend, Friday, November 3, 2023 and Saturday, November 4, 2023.
7. VDOT Permit Application for Oyster Festival 2023.
8. VDOT Permit for Oyster Festival 2023.



Agenda Item Summary August 10, 2023

Agenda Item: Project Funding Committee-New Members

Background: On June 22, 2023 Council approved the following motion:

Move to create a Project Funding Committee. The purpose of the committee is to develop pathways including, but not limited to, grants, donations, fundraisers, and loans for current and future town projects. The committee should be comprised of at least 1 Member of Council and can have 4-6 total members. Committee members can be either town residents or from the surrounding area.

Initial committee to start with Sandy Sturgill as Chair, and Beth Justice as a member.

It has been recommended to add the following to the committee:

Marnie Harte
Sarah Jane Wyatt
Mickey Clay

Council Action Requested: Yes

Sample Motion(s):

Motion to approve the appointments of Marnie Harte, Sarah Jane Wyatt, and Mickey Clay to the Project Funding Committee

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Agenda Item Summary August 10, 2023

Agenda Item: 8c-Addition of “dry hydrant” at new pool

Background: David Layman, Middlesex County Emergency Services coordinator, and Ray Burch, Urbana VFD Chief, approached the Town requesting dry hydrant access to the new pool. This access would provide extra capacity to the Town’s ability to fight fires. In emergency circumstances, pool water could be used for fire suppression. This is something that has been done in other communities to augment their systems. Since the purpose is for the benefit of the Town water system and Town safety, monies are to be taken from the capital improvement budget of the water system. The timing of the request required a rapid answer from council because the part of pool construction involved was in process. A member-by-member individual opinion was sought by the mayor and provided overwhelming support. This is a formal recognition by vote of that contract.

Fiscal Impact: \$27,097.00

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):

Motion to officially record the vote to approve the Potential Change Order (PCO) and costs associated with the PCO, in the amount of \$27,097.00

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J.A. HEISLER CONTRACTING CO., INC.

John A. Heisler, V
President
(804) 355-2616
Fax (804) 359-8518
www.jaheisler.com

3201 Lanvale Avenue
Richmond, Virginia 23230

July 24, 2023

Town of Urbanna

Attn: Mr. Garth Wheeler

Re: Taber Park Pool Project – PCO #1 Fire Line

Mr. Wheeler,

This Potential Change Order (PCO) is to add a fire department drain to the pool to allow the fire department to pull water from the pool in case of emergency. The change would add approximately 150' of 8" PVC water line with 6" fire department connection outside the pool. And would add two 18x18 inch sumps and 8" water line to 5' outside the pool. See attached proposals from Parsley's and from Paddock. See the attached site plan sketch.

Cost Breakdown:

| | |
|---------------------------------|--------------------|
| Paddock Pool Co. | \$13,110.00 |
| <u>Parsley's Siteworks, LLC</u> | <u>\$11,524.00</u> |
| Subtotal | \$24,634.00 |
| <u>Overhead and Profit</u> | <u>\$2,463.00</u> |
| Total | \$27,097.00 |

Schedule Impacts: None

If you have any questions, please feel free to contact me at (804) 314-9237.

Respectfully,
John A. "Jack" Heisler, V
President

Approved: _____ Date: _____

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Parsley's SiteWorks, LLC

770 Lover's Retreat Lane
Saluda, VA 23149 US
(804) 347-5898
parsleysw@gmail.com



Estimate

ADDRESS

Jack Heisler
J. A. Heisler Contracting Co. Inc.
3201 Lanvale Avenue
Richmond, Va 23230

ESTIMATE 1050
DATE 07/21/2023
EXPIRATION DATE 08/20/2023

| DATE | DESCRIPTION | QTY | RATE | AMOUNT |
|------|---|-----|-----------|-----------|
| | Labor | 1 | 11,523.75 | 11,523.75 |
| | Installation and materials for dry hydrant fire department connection. This consists of approximately 140' of 8" C900 PVC connected to 8" Schedule 80 (5' outside of pool) supplied by others buried at a depth of 48" over to the edge of Bonner Street. 8" will be reduced to standard 6" fire department connection stubbed up at edge of VDOT right of way. | | | |

Please find your estimate here for Taber Park fire hydrant. Feel free to contact us if you have any questions. We look forward to working with you!

TOTAL

\$11,523.75

Have a great day!
Parsley's SiteWorks, LLC

Accepted By

Accepted Date

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Change Request

To: John A. "Jack" Heisler, V
J.A. HEISLER CONTRACTING CO
3201 LANVALE AVENUE
RICHMOND, VA 23230
Ph: (804)355-2616 Fax: (804)359-8518

Number: 05 rev.1.0
Date: 7/20/23
Job: 2.01959 URBANNA TABER PARK
Phone:

Description: Add Main drain and 8inch line for Fire department

We are pleased to offer the following specifications and pricing to make the following changes:

Excavating a trench line, adding two Main drain sumps with 18x18 gratings and a hydrostat , connecting an 8 inch Schedule 80 pipe line to the sump and capping the end of line after passing 5 ft behind pool wall, adding Gravel to backfill the line.

The end of this line has to be connected and extended to a dry fire hydrant located on the street sidewalk by others. This future connection, extended line and hydrant are not included in this scope.

Note that we have assumed we can excavate the trench with our own equipment currently available on site, if we are unable to do so with our own equipment, there will be additional costs for bringing and excavator subcontractor with a new machine to excavate for the trench line.

Please find attached below the costs associated with this work.

The total amount to provide this work is \$13,110.00

PADDOCK appreciates your response to this Change Request no later than 7/21/2023.

If you have any questions, please contact me at (301)424-0790.

Submitted by: John Sipahi
PADDOCK SWIMMING POOL COMPANY

Approved by: _____
Date: _____

| Item | Description | Takeoff Qty | Labor | | Material | | Subcontract | Equipment | Other | Total |
|-----------------------|--|-------------|--------------|--------------|--------------|--------------|-------------|------------|------------|---------------|
| | | | Unit Cost | Amount | Unit Cost | Amount | Amount | Name | Amount | Amount |
| 13300.000 | 03 POOL PIPING | | | | | | | | | |
| n 13300.005 | Ditching, Trenching, Sand/Backfill for Piping | | | | | | | | | |
| n 13 DIT | Ditching/Trenching for Piping - Filter Run, Self-performed | 25.00 lf | 19.20 /lf | 480 | - | - | - | 500 | - | 980 |
| STN-057 | Stone, Crushed, AASHTO #57 | 20.00 ton | 27.001 /ton | 540 | 49.25 /ton | 985 | - | 250 | 155 | 1,930 |
| | Ditching, Trenching, Sand/Backfill for Piping | | | 1,020 | | 985 | | 750 | 155 | 2,910 |
| | 17.000 Labor hours | | | | | | | | | |
| | 12.00 Equipment hours | | | | | | | | | |
| 13300.010 | Inlets, Main Drains, Skimmers | | | | | | | | | |
| n F&G9x9DW | Main Drain Sump 18x18 with 8" side connection | 2.00 ea | 540.00 /ea | 1,080 | 844.96 /ea | 1,690 | - | - | 300 | 3,070 |
| n F&G9x9DW | Main Drain Grating 18x18 | 2.00 ea | 120.00 /ea | 240 | 528.28 /ea | 1,057 | - | - | 100 | 1,397 |
| n F&G9x9DW | Hydrostat and collector | 1.00 ea | 120.00 /ea | 120 | 54.40 /ea | 54 | - | - | 25 | 199 |
| n GWM, Piping | 8" Sch80 piping, cap, coupler | 1.00 ea | 1,140.00 /ea | 1,140 | 1,777.62 /ea | 1,778 | - | - | 237 | 3,154 |
| | Inlets, Main Drains, Skimmers | | | 2,580 | | 4,579 | | | 662 | 7,820 |
| | 43.00 Labor hours | | | | | | | | | |
| 03 POOL PIPING | | | | 3,600 | | 5,564 | 0 | 750 | 817 | 10,730 |
| | 60.000 Labor hours | | | | | | | | | |
| | 12.00 Equipment hours | | | | | | | | | |

Estimate Totals

| Description | Amount | Totals | Hours | Rate |
|----------------------------|---------------|---------------|--------|----------|
| Labor Amount | 3,600 | | 60 hrs | |
| Matl & Equip Amount | 5,564 | | | |
| Sub Amount | | | | |
| Equip Rental Amount | 750 | | 12 hrs | |
| Freight / Other Amount | 817 | | | |
| Estimated Cost | 10,731 | 10,731 | | |
| Sales Tax, Matl & Equip | 334 | | | 6.000 % |
| Sales Tax, Equip Rental | 45 | | | 6.000 % |
| Estimated Taxes | 379 | 11,110 | | |
| Mark-Up, Overhead & Profit | 2,000 | | | 18.000 % |
| Mark-Up | 2,000 | 13,110 | | |
| Total | | 13,110 | | |



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QUESTIONS? CALL: (888) 534 - 6999



MISC VENDOR

Asa Fiberglass Sump 8\ Outlet" | FPK-50-818-24-8

Have a product question? [Ask us](#)

IN STOCK

SKU: FPK-50-818-24-8

~~\$929.99~~ **\$844.96** (9% OFF)



Cant find what you need email us @ sales@jacesupply.com



What are you looking for?



Home > Aquastar Pool Products model# HVC101 White Hydrostatic Valve and Collector Tube



Aquastar Pool Products model# HVC101 White Hydrostatic Valve and Collector Tube

by Aquastar

No reviews

\$ 54.40 USD

SKU Aquastar-HVC101

Quantity 1

Add to cart

Buy with **PayPal**

More payment options

[Ask a Question](#)

Share this:

Aquastar Pool Products model# HVC101 White Hydrostatic Valve and Collector Tube

Related products



\$ 12.50 USD



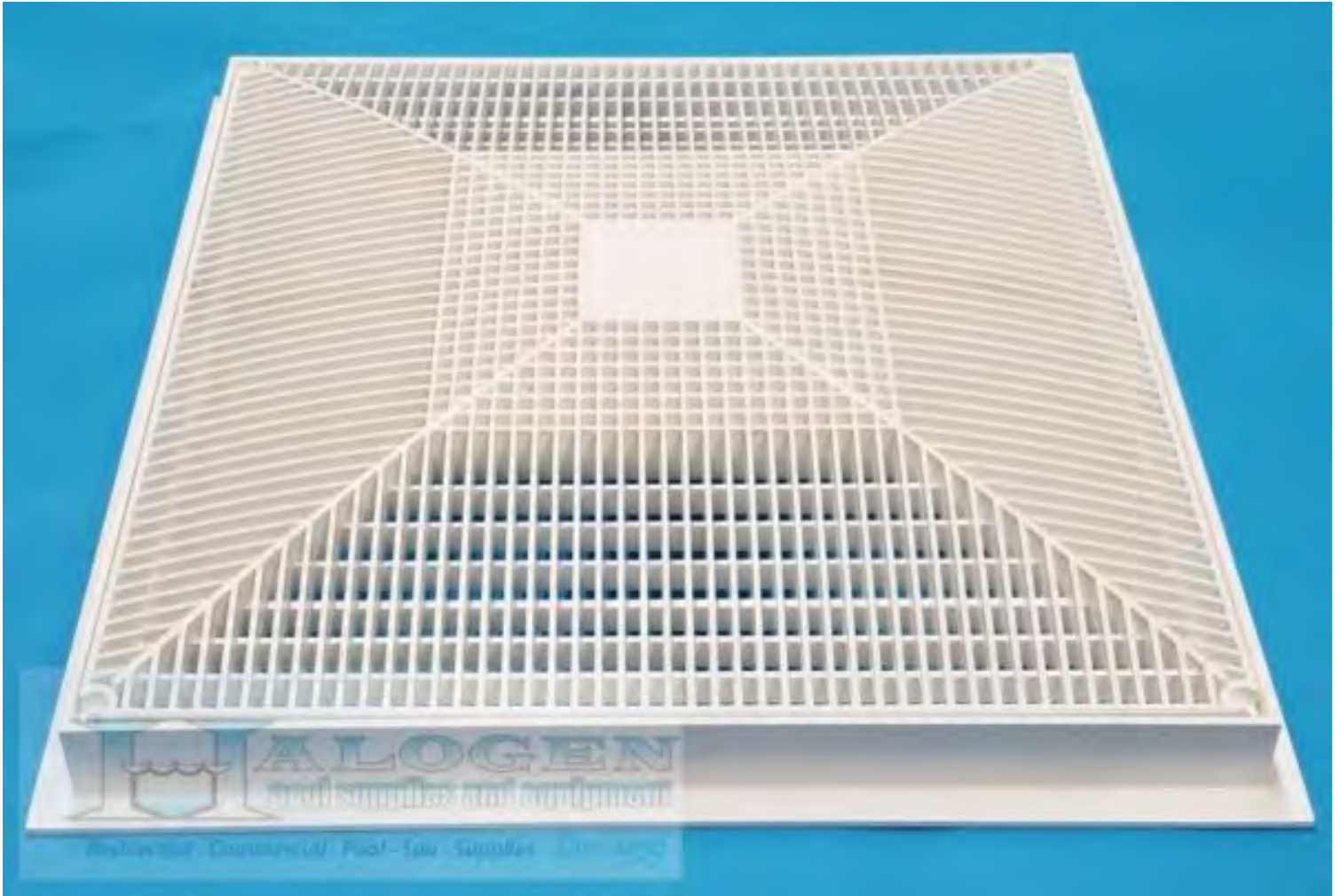
\$ 12.50 USD




from \$ 12.99 USD



\$ 12.50 USD



<https://halogensupply.com/wp-content/uploads/2016/11/MLD-FGD-1818-WT.jpg>

[🔗 SHARE PAGE](#)

[🖨️ PRINT PAGE](#)

[✉️ EMAIL PAGE](#)

LAWSON AQUATICS 18 INCH (IN) X 18 INCH (IN) FRAME & GRATE

ITEM #: MLD-FGD-1818-WT | LIST PRICE: \$528.28

1

[ADD TO CART](#)




Install drain covers that meet ANSI/ASME A112.19.8-2007 standard on EVERY drain/grate. Install an automatic shut-off system, gravity drainage system, Safety Vacuum Release system (SRVS), suction-limiting vent system or disable the drain if the pool operates off of a SINGLE main drain. Pools and



Shopping Cart




PVCFittingsOnline.com is a verified secure shopping site. We offer a secure tokenized payment gateway as well as SSL secured checkout process to ensure the best security. For more information check out our [Safe Shopping Page](#).

| | Product Name | | Unit Price | Qty | Subtotal |
|---|---|----------------------|------------|--------------------------------|------------|
|  | 8" Schedule 80 PVC Pipe 8008- 080AB - 5ft | Edit | \$229.74 | <input type="text" value="6"/> | \$1,378.44 |
|  | 8" Schedule 80 PVC Cap 847- 080 | Edit | \$132.42 | <input type="text" value="1"/> | \$132.42 |
|  | 8" Schedule 80 PVC (S x S) Coupling 829- 080 | Edit | \$60.06 | <input type="text" value="1"/> | \$60.06 |

[Continue Shopping](#)

[Update Shopping Cart](#)



| | Product Name | | Unit Price | Qty | Subtotal |
|---|---|----------------------|------------|--------------------------------|----------|
|  | 8" Schedule 80 PVC Tee - Socket (801- 080) | Edit | \$206.70 | <input type="text" value="1"/> | \$206.70 |

ESTIMATE SHIPPING AND TAX

Enter your destination to get a shipping estimate.

Country *

State/Province

Zip/Postal Code *

DISCOUNT CODES

Enter your coupon code if you have one.

| | |
|--|-------------------|
| Subtotal | \$1,777.62 |
| Shipping & Handling (United Parcel Service - UPS Ground) | \$236.76 |
| Tax | \$107.88 |
| Checkout Fees | \$20.00 |
| Grand Total | \$2,142.26 |

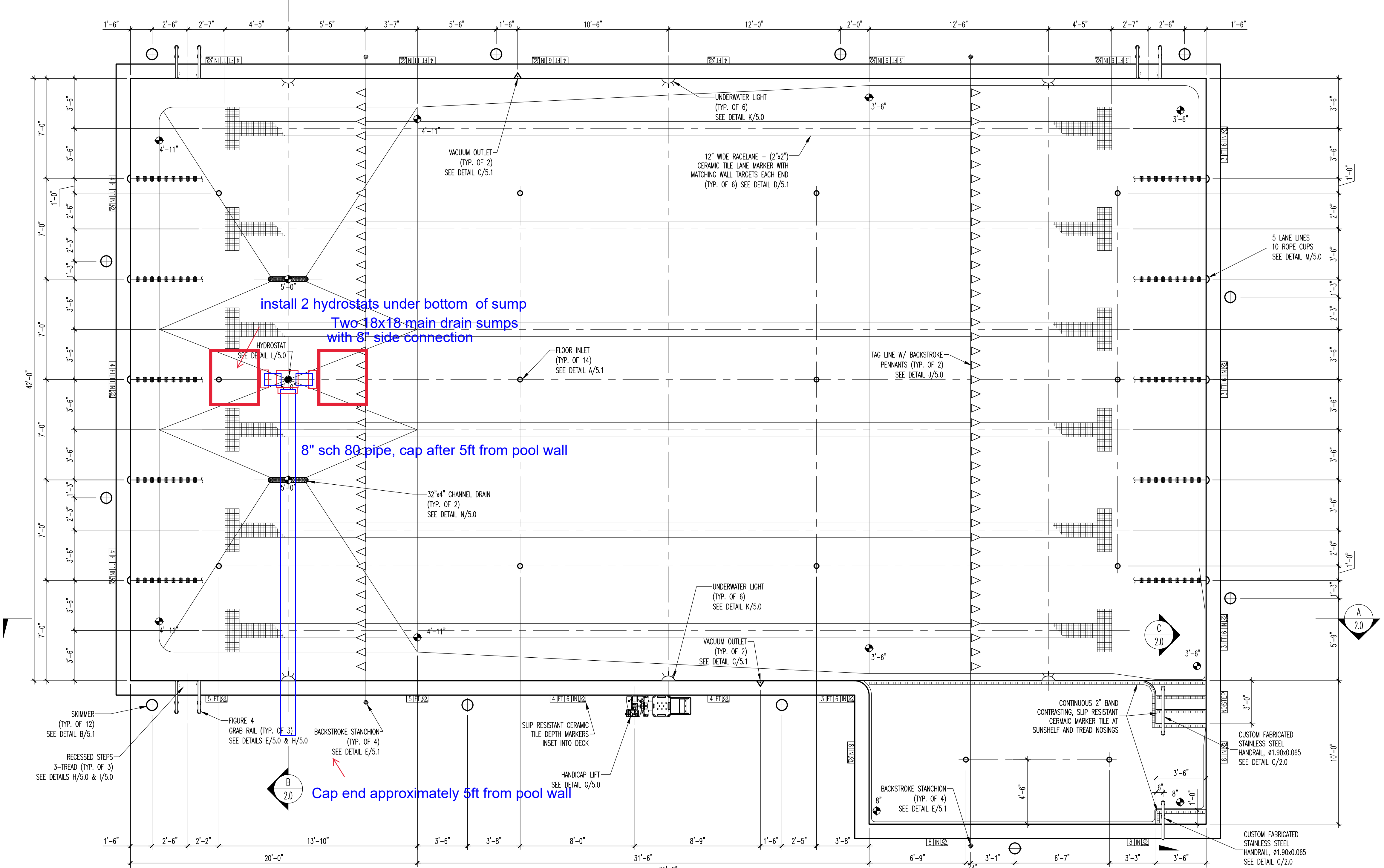
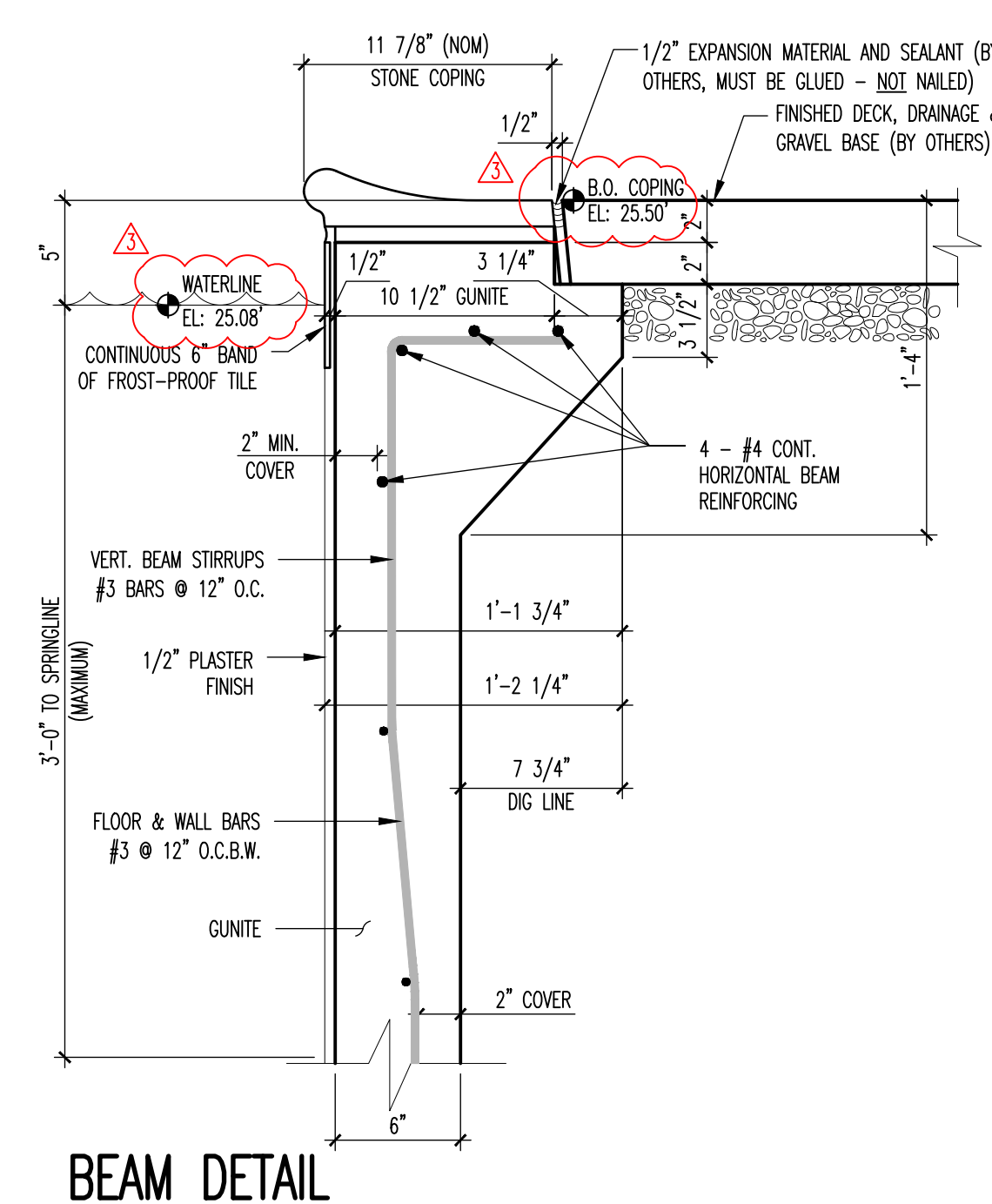
[Proceed to Checkout](#)

United Parcel Service

- UPS Ground **\$236.76**
- UPS Three-Day Select **\$350.91**
- UPS Second Day Air **\$467.97**
- UPS Next Day Air **\$636.48**

| TABER PARK DECK EQUIPMENT LIST | |
|---|--|
| COPING | FEDERAL STONE/ASERIS, WHITE - WITH WHITE MORTAR |
| INTERIOR FINISH | WHITE MARBLE PLASTER |
| WATERLINE TILE | 6" BAND OF 2" FROST-PROOF CERAMIC TILE, KENTONIS, COLORS AS SELECTED FROM SAMPLES SUBMITTED, WITH WHITE GROUT |
| INPOOL DEPTH MARKINGS (VERTICAL) | 6"x6" FROST-PROOF CERAMIC TILE, WHITE, WITH BLACK NUMERALS AND LETTERS, WHITE GROUT |
| DECK DEPTH MARKINGS (HORIZONTAL) | 6"x6" WHITE SLIP-RESISTANT CERAMIC TILE WITH BLACK NUMERALS AND LETTERS & INTERNATIONAL "NO DRIVING" SIGN (TILE FINISHED) FOR INSTALLATION IN DECK BY OTHERS |
| EDGE MARKING SAFETY TILE | CONTINUOUS 2" BAND CONTRASTING 2" X 2" SLIP-RESISTANT CERAMIC TILE, KENTONIS, COLOR #241, BLACK, WHITE GROUT |
| RACING LANE MARKERS & WALL TARGETS | 12" WIDE OF 2" FROST-PROOF CERAMIC TILE WITH MATCHING END WALL TARGETS, DALLIE, KENTONIS, COLOR #241, BLACK, WHITE GROUT |
| CUP ANCHORS | 10 HELIX W/AD 1/2" DIA. CYCLOC AC WITH STAINLESS STEEL CROSSBAR |
| LANE DIVIDERS | 5 COMPUTER #200340 75' COLORS AS SELECTED FROM SAMPLES SUBMITTED |
| STORAGE REEF COVER | 1 COMPUTER #200351 |
| LANE DIVIDER STORAGE REEF | 1 COMPUTER #200350 |
| HANDRAILS | 2 STAINLESS CUSTOM FABRICATED, 2" DIA. 304/316, STAINLESS STEEL |
| WIRE ANCHORS & ESCUTCHEONS | 16 PERMACAST #PS-4015R, BRONZE, 1/2" DIA. X 1/2" WITH STAINLESS #3-10 DIA. STAINLESS STEEL ESCUTCHEONS |
| STANCHION ANCHORS | 4 STAINLESS #304/316 BRONZE, 1/2" DIA. X 6", WITH PERFORATED CYCLOC #AS1004C |
| BACKSTROKE RIB WALL STANCHIONS | 4 STAINLESS #304/316 BRONZE, 1/2" DIA. X 8" X 8" X 10" WALL, STAINLESS STEEL WITH STAINLESS #3-10 DIA. WITH STAINLESS CYCLOC |
| BACKSTROKE PENNANTS | 2 PENNANT PARACHUTE #P0102, 12" X 18" |
| CHAIR CHAIRS | 1 DEO INNOVATIONS, PORTABLE CHAIR STAND |
| HANDICAP LIFT | 1 STAINLESS #304/316 BATTERY OPERATED, ADA COMPLIANT, WITH ANCHOR IMPLANT |
| UNDERWATER LIGHTS | 6 PENTAIR #661302, INTELLIBRITE, 50' WHITE, 110V, 120V, 100' CORD |
| JUNCTION BOX FOR LIGHTS | 6 PENTAIR JUNCTION BOX #783070 (344134) POREX |
| GRAB RAILS | 3 STAINLESS #304/316 BRONZE, 1/2" DIA. X 1/2" X 1/2" STAINLESS STEEL |
| RECESSED STEPS | 3 KUBIKAWA #312-261, BINGHUA PLYLINE, 60' FOAMED PLASTIC |
| SAFETY & MAINTENANCE EQUIPMENT (FURNISHED LOOSE) | |
| | 1 1.5" CLEAN KIT |
| | 1 TEST KIT |
| | 1 RESCUE TUBE |
| | 1 SUBPARIS CROOK W/ POLE |
| | 1 FIRST AID KIT |
| | 1 BACKWARD W/ STRAPS |
| | 1 HEADBIMMER #273R |
| | 1 RECREONICS #12-261, BINGHUA PLYLINE, 60' |
| | 1 RECREONICS #12-251, BINGHUA PLYLINE, 62" |

| TABER PARK SHELL EQUIPMENT LIST | |
|---------------------------------|--|
| MAIN DRAINS | 2 AQUASTAR 3200, 12" X 4" FLAT CRATE, RATED TO 30 GPM @ 2" CONNECTIONS @ 2 PORTS |
| HYDROSTAT | 1 AQUASTAR-HFCPH |
| SKIMMERS | 12 AQUASTAR-SK201, WHITE, WITH ADJUSTABLE COLLAR |
| FLOOR INLETS | 14 AQUASTAR-40V101, WHITE, ADJUSTABLE |
| VACUUM OUTLET | 2 HAYWARD-4000RHP, VACUUM, WHITE |
| LIGHT NICHE | 6 PENTAIR #5236700, PLASTIC, LARGE, REAR HUB CONNECTION |



POOL PLAN
SCALE: 1/4"=1'-0"

● INDICATES IN-POOL WATER DEPTHS (TYPICAL)

NOTE: NEW DECK & DRAINAGE CONSTRUCTION TO BE PROVIDED BY OTHERS.

| DESIGN DATA | |
|----------------------|----------------------|
| DIMENSION | POOL 75'-0" x 52'-0" |
| PERIMETER | 253'-7" |
| SURFACE AREA - TOTAL | 3385 S.F. |
| GALLONAGE | 110,520 GAL. |
| DEPTHS | 8" TO 5'-1" |
| FILTER RATE | 307 GPM |
| TURNOVER TIME | 6 HOURS |

URBANA - TABER PARK

425 BONNER STREET
URBANA, VA 23175

POOL PLAN

PADDOCK
SWIMMING POOL COMPANY

15120-C SOUTHLAWN LANE ROCKVILLE, MD. 20850
PHONE: (301)-424-0790 EMAIL: info@paddockpools.com

THESE DRAWINGS, AS INSTRUMENTS OF SERVICE, ARE THE PROPERTY OF PADDOCK SWIMMING POOL CO., AND ARE NOT TO BE COPIED IN ANY FASHION WITHOUT APPROPRIATE CONSENT.

| | | |
|--|-----------|-----------|
| REVISIONS: | SCALE: | JOB NO.: |
| Δ 7/17/2023 ADD ELEVATIONS, CHANGE TRM | AS NOTED | 1959 |
| | DATE: | SHT. NO.: |
| | 3/10/2023 | 1.0 |

C:\V085\1959_TaberPark_MAS.dwg 07-17-2023@12:54pm

DRAWN BY: TS

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Agenda Item Summary August 10, 2023

Agenda Item: 8d-Public Access Authority (PAA) appointment

Background: The current seat representing The Town of Urbanna on the PAA is currently vacant, and needs to be filled. The PAA by-laws state the primary seat holder "*shall be a member of the appointing governing body or its chief operating officer*".

Staff Recommendation: Vote to approve Mayor Goldsmith as primary seat holder on the Public Access Authority until such time as a new Town Administrator has been hired.

Council Action Requested: Yes

Sample Motion(s):

Motion to appoint Mayor Goldsmith as primary seat holder on the Public Access Authority until such time as a new Town Administrator has been hired.

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**Agenda Item Summary
August 10, 2023**

Agenda Item: 8e-June 8, 2023 minutes

Background: Draft minutes attached

Fiscal Impact: NA

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):

Note: If changes are requested at the meeting, approval of the minutes will be postponed to the next meeting.

Motion to approve the minutes from the June 8, 2023 meeting as presented.

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**Town of Urbanna
Town Council
Work Session
Council Chambers-390 Virginia St. Suite B
June 8, 2023**

CALL TO ORDER & ROLL CALL

Members of Council

Present

Mayor Bill Goldsmith

Marjorie Austin

Larry Chowning

Beth Justice

Sandy Sturgill

Absent

Alana Courtney

Merri Hanson

Others Present

Garth Wheeler-Town Administrator

Roy Kime-Zoning Administrator

Martha Rodenburg-Town Clerk

Michele Hutton-Town Treasurer

Andrea Erard-via zoom

Members of the public and press

Mayor Goldsmith called the meeting to order at 7:00pm

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Austin made a motion to approve the agenda as presented

Councilmember Justice seconded

Austin, Chowning, Justice, Sturgill, and Goldsmith voted yes

Motion passed 5-0

PUBLIC HEARING-BOUNDARY LINE ADJUSTMENT

Mayor Goldsmith gave the background of the Voluntary Boundary Line Adjustment between the Town of Urbanna and Middlesex County and reported the Middlesex County Board of Supervisors approved the agreement by a vote of 3-1.

Mayor Goldsmith opened the public hearing

- Merriweather Putney of Meadow Lane spoke in favor of the Boundary Line Adjustment

Having no other public comment, Mayor Goldsmith closed the public hearing

Councilmember Austin made a motion to approve the voluntary Boundary Line Adjustment agreement between Middlesex County and the Town of Urbanna as presented

Councilmember Sturgill seconded

Councilmember Chowning said this was the second time in Urbanna history there has been a boundary line adjustment, with the others taking place in 1902 and 1983

Austin, Chowning, Justice, Sturgill, and Goldsmith voted yes

Motion passed 5-0



**VOLUNTARY BOUNDARY LINE ADJUSTMENT AGREEMENT
BETWEEN
THE COUNTY OF MIDDLESEX, VIRGINIA
& THE TOWN OF URBANNA, VIRGINIA**

THIS AGREEMENT is made and entered into this ___ day of _____, 2023 by and between the County of Middlesex, Virginia (“the County”), a County of the Commonwealth of Virginia and the Town of Urbanna, Virginia (“the Town”), a Municipal Corporation of the Commonwealth of Virginia.

WITNESSETH:

WHEREAS the County and Town have entered into negotiations regarding a voluntary change of the boundary line between the Town incorporated boundary and the unincorporated portion of the County for the purpose of incorporating within the Town approximately 22.6804 acres, the properties identified by Tax Map Numbers as 20B-1-2A, 20B-1-2B, 20B-1-1, 20-27, 20-26, 20B-1-3C, 20B-1-3A, 19(12)-1A, 19-12-1, 20B-12-20A, and 20B-13-A, in the Saluda Magisterial District; and

WHEREAS the incorporation of the 22.6804 acres into the Town will not adversely affect the ability of the County and/or the Town to meet the needs of its residents; and

WHEREAS all the current property owners of the affected properties support the proposed property being incorporated into the Town; and

WHEREAS the County and the Town have each held a public hearing and approved this Agreement as required by Virginia Code section 15.2-3107, 1950, as amended.

NOW, THEREFORE, in consideration of the mutual promises and covenants, receipt of

which is acknowledged, the parties agree as follows:

1. The County and Town agree that a new incorporated boundary line shall be established between the County and the Town by incorporating within the Town approximately 22.6804 acres, the properties identified by Tax Map Numbers as 20B-1-2A, 20B-1-2B, 20B-1-1, 20-27, 20-26, 20B-1-3C, 20B-1-3A, 19(12)-1A, 19-12-1, 20B-12-20A, and 20B-13-A, in the SALUDA Magisterial District. The 22.6804 acres to be incorporated into the Town is shown more particularly on the plat entitled "Compiled Plat Showing Boundary Adjustment for the Town of Urbanna Located in Middlesex County, Virginia," dated September 30, 2022, a copy of which plat and the "Compiled Metes and Bounds Descriptions for Town of Urbanna," are attached, both of which were prepared by Bay Design Group and attached as "Exhibit A" and made a part of this Boundary Adjustment Agreement by reference.
2. The Town has agreed to be responsible for the expenses for notices of the public hearings that are required to be held pursuant to state law by the Board of Supervisors and the Town Council for the consideration of this Agreement.
3. The Parties anticipate that the initial Town zoning for the 22.6804 acres, once incorporated into the Town, shall be R-1.
4. In accordance with section 15.2-3108 of the Code of Virginia, 1950, as amended, following the public hearings, and after compliance with any and all other state law requirements, the County and the Town shall jointly petition the Circuit Court of Middlesex County, Virginia, within ten (10) days of the public hearing in the Town of Urbanna, to have this common boundary line changed as set forth in this Agreement.
5. The new Town corporate boundary line shall become effective once a final Order has been entered by the Circuit Court of Middlesex County, Virginia or other Court on final appeal.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date written.

COUNTY OF MIDDLESEX, VIRGINIA

By: [Signature]
The Honorable Lud H. Kimbrough, III, Chairman

COMMONWEALTH OF VIRGINIA
COUNTY OF MIDDLESEX, to-wit:

The foregoing instrument was acknowledged before me this 8th day of June, 2023
by the Honorable Lud H. Kimbrough, III, Chairman of the Board of Supervisors of Middlesex
County, Virginia.

[Signature]
Notary Public

My Commission Expires: 2/28/27
Registration Number: 275795

Susan C Traner
Notary Public 275795
COMMONWEALTH OF VIRGINIA

TOWN OF URBANNA, VIRGINIA

By: [Signature]
The Honorable William Goldsmith, Mayor

COMMONWEALTH OF VIRGINIA
COUNTY OF MIDDLESEX, to-wit:

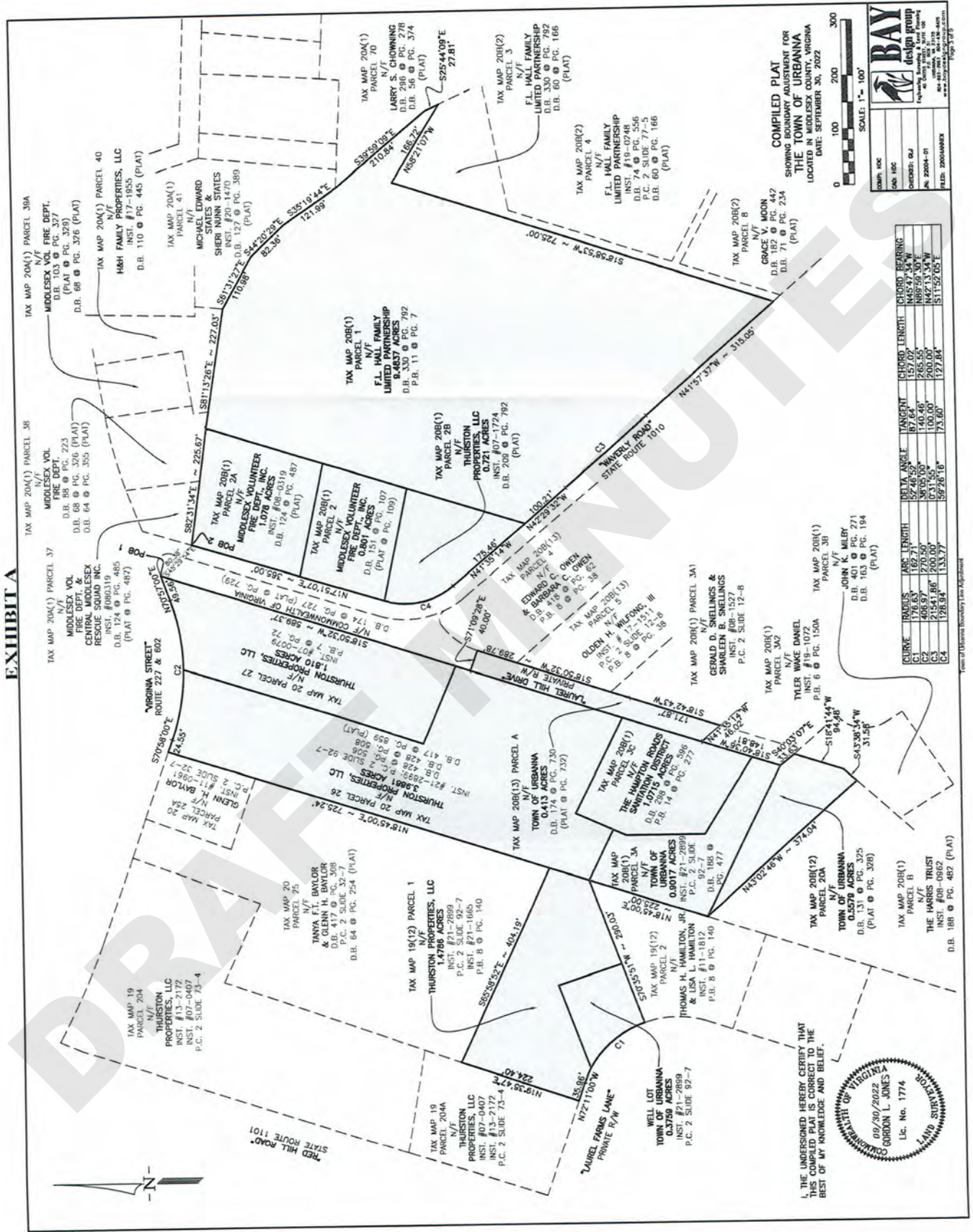
The foregoing instrument was acknowledged before me this 13th day of June,
2023 by the Honorable William Goldsmith, Mayor of the Town of Urbanna, Virginia.

[Signature]
Notary Public

My Commission Expires: 4/30/2024
Registration Number: 348257



EXHIBIT A



I, THE UNDERSIGNED HEREBY CERTIFY THAT THIS COMPILED PLAT IS CORRECT AND TO THE BEST OF MY KNOWLEDGE AND BELIEF.



| CURVE | RADIUS | ANGLE | AREA | CHORD LENGTH |
|-------|------------|---------|-----------|--------------|
| C1 | 187.5' | 157.02° | 27,465.92 | 445.47' |
| C2 | 408.87' | 270.50° | 58,050.00 | 1,404.46' |
| C3 | 2,154.186' | 200.00° | 3,311.55 | 2,000.00' |
| C4 | 198.84' | 133.77° | 59,767.6' | 127.84' |

EXHIBIT A

COMPILED METES & BOUNDS DESCRIPTIONS FOR TOWN OF URBANNA

AREA WEST OF WAVERLY ROAD:

TAX PARCELS: 20-26 & 27, 20B-(13)-A, 20B-(1)-3C & 3A, 20B-(12)-20A, 19-(12)-1 AND A WELL LOT

POB 1: BEGINNING AT A POINT ON THE SOUTHERN RIGHT-OF-WAY OF VIRGINIA STREET (STATE ROUTE 227 & 602) SAID POINT BEING APPROXIMATELY 70 FEET SOUTHWEST OF THE INTERSECTION OF SAID VIRGINIA STREET AND WAVERLY ROAD (ROUTE 1010).

THENCE, DEPARTING THE RIGHT-OF-WAY OF SAID VIRGINIA STREET ALONG THE LAND NOW OR FORMERLY OF THURSTON PROPERTIES, LLC AND COMMONWEALTH OF VIRGINIA, SOUTH 18°50'32" WEST A DISTANCE OF 589.37 FEET TO A POINT ON THE WEST RIGHT-OF-WAY OF LAUREL HILL DRIVE. THENCE, CROSSING SAID LAUREL HILL DRIVE, SOUTH 71°09'28" EAST A DISTANCE OF 40.00 FEET TO A POINT. THENCE, ALONG THE EASTERN RIGHT-OF-WAY OF SAID LAUREL HILL DRIVE, SOUTH 18°50'32" WEST A DISTANCE OF 289.78 FEET TO A POINT. THENCE, SOUTH 18°42'43" WEST A DISTANCE OF 171.87 FEET TO A POINT. THENCE, CROSSING BACK ACROSS SAID LAUREL HILL DRIVE, NORTH 41°35'14" WEST A DISTANCE OF 46.02 FEET TO A POINT ON THE WEST RIGHT-OF-WAY OF SAID LAUREL HILL DRIVE. THENCE, ALONG THE LANDS NOW OR FORMERLY OF THE HAMPTON ROADS SANITATION DISTRICT AND THE TOWN OF URBANNA, SOUTH 18°40'36" WEST A DISTANCE OF 148.81 FEET TO A POINT. THENCE, SOUTH 40°03'07" EAST A DISTANCE OF 33.63 FEET TO A POINT. THENCE, SOUTH 18°41'44" WEST A DISTANCE OF 94.48 FEET TO A POINT. THENCE, SOUTH 43°38'34" WEST A DISTANCE OF 31.58 FEET TO A POINT. THENCE, NORTH 43°02'46" WEST A DISTANCE OF 374.04 FEET TO A POINT IN THE LINE NOW OR FORMERLY OF THOMAS & LISA HAMILTON. THENCE, NORTH 18°45'00" EAST A DISTANCE OF 225.00 FEET TO A POINT. SAID POINT BEING THE CORNER NOW OR FORMERLY OF THOMAS AND LISA HAMILTON AND THURSTON PROPERTIES, LLC. THENCE, SOUTH 70°35'51" WEST A DISTANCE OF 290.03 FEET TO A POINT ON THE NORTHERN RIGHT-OF-WAY OF LAUREL FARMS LANE. THENCE, ALONG THE NORTHERN RIGHT-OF-WAY OF SAID LAUREL FARMS LANE ON A CURVE TO THE LEFT WITH A RADIUS OF 176.63 FEET, AN ARC LENGTH OF 162.71 FEET, A DELTA ANGLE OF 52°46'52", A CHORD BEARING OF NORTH 45°47'34" WEST, AND A CHORD LENGTH OF 157.02 FEET TO A POINT. THENCE, NORTH 72°11'00" WEST A DISTANCE OF 35.96 FEET TO A POINT. THENCE, DEPARTING THE RIGHT-OF-WAY OF SAID LAUREL FARMS LANE ALONG THE LAND OF THURSTON PROPERTIES, LLC, NORTH 19°35'47" EAST A DISTANCE OF 224.40 FEET TO A POINT. THENCE, SOUTH 65°58'52" EAST A DISTANCE OF 404.19 FEET TO A POINT. THENCE, NORTH 18°45'00" EAST A DISTANCE OF 725.24 FEET TO A POINT ON THE SOUTHERN RIGHT-OF-WAY OF VIRGINIA STREET. THENCE, ALONG THE SOUTHERN RIGHT-OF-WAY OF SAID VIRGINIA STREET, SOUTH 70°58'00" EAST A DISTANCE OF 24.55 FEET TO A POINT. THENCE, ALONG A CURVE TO THE LEFT WITH A RADIUS OF 406.97 FEET, AN ARC LENGTH OF 270.50 FEET, A DELTA ANGLE OF 38°05'00", A CHORD BEARING OF NORTH 89°59'30" EAST, AND A CHORD LENGTH OF 265.55 FEET TO A POINT. THENCE, NORTH 70°57'00" EAST A DISTANCE OF 49.57 FEET TO A POINT, WHICH IS THE POINT AND PLACE OF BEGINNING AND HAVING AN AREA OF 10.597 ACRES.

EXHIBIT A

AREA EAST OF WAVERLY ROAD:
TAX PARCELS: 20B-(1)-1, 2, 2A & 2B

COMMENCING AT A POINT ON THE SOUTHERN RIGHT-OF-WAY OF VIRGINIA STREET (STATE ROUTE 227 & 602) SAID POINT BEING APPROXIMATELY 70 FEET SOUTHWEST OF THE INTERSECTION OF SAID VIRGINIA STREET AND WAVERLY ROAD (ROUTE 1010). THENCE, CROSSING SAID WAVERLY ROAD, SOUTH 45°29'54" EAST A DISTANCE OF 80.38 FEET TO THE NORTHWEST CORNER OF THE LAND NOW OR FORMERLY OF MIDDLESEX VOLUNTEER FIRE DEPT. INC IN THE EAST RIGHT-OF-WAY OF SAID WAVERLY ROAD AND BEING **POB 2** THE TRUE POINT AND PLACE OF BEGINNING.

THENCE, DEPARTING THE RIGHT-OF-WAY OF SAID WAVERLY ROAD ALONG THE LANDS NOW OR FORMERLY OF MIDDLESEX VOLUNTEER FIRE DEPT., INC., F.L. HALL FAMILY LIMITED PARTNERSHIP, ET AL, SOUTH 82°31'34" EAST A DISTANCE OF 225.67 FEET TO A POINT. THENCE, SOUTH 81°13'26" EAST A DISTANCE OF 227.03 FEET TO A POINT. THENCE, SOUTH 61°31'27" EAST A DISTANCE OF 110.98 FEET TO A POINT. THENCE, SOUTH 44°20'29" EAST A DISTANCE OF 82.36 FEET TO A POINT. THENCE, SOUTH 35°19'44" EAST A DISTANCE OF 121.99 FEET TO A POINT. THENCE, SOUTH 39°59'09" EAST A DISTANCE OF 210.84 FEET TO A POINT. THENCE, SOUTH 25°44'09" EAST A DISTANCE OF 27.81 FEET TO A POINT. THENCE, NORTH 58°21'07" WEST A DISTANCE OF 166.72 FEET TO A POINT. THENCE, SOUTH 18°58'53" WEST A DISTANCE OF 725.00 FEET TO A POINT ON THE NORTHERN RIGHT-OF-WAY OF WAVERLY ROAD. THENCE ALONG THE NORTHERN AND EASTERN RIGHT-OF-WAY OF SAID WAVERLY ROAD. NORTH 41°57'37" WEST A DISTANCE OF 315.05 FEET TO A POINT. THENCE, ALONG A CURVE TO THE LEFT WITH A RADIUS OF 21541.86 FEET, AN ARC LENGTH OF 200.00 FEET, A DELTA ANGLE OF 00°31'55", A CHORD BEARING OF NORTH 42°13'34" WEST, AND A CHORD LENGTH OF 200.00 FEET TO A POINT. THENCE, NORTH 42°29'32" WEST A DISTANCE OF 100.21 FEET TO A POINT. THENCE, NORTH 41°35'14" WEST A DISTANCE OF 175.46 FEET TO A POINT. THENCE, ALONG A CURVE TO THE RIGHT WITH A RADIUS OF 128.94 FEET, AN ARC LENGTH OF 133.77 FEET, A DELTA ANGLE OF 59°26'16", A CHORD BEARING OF NORTH 11°52'05" WEST, AND A CHORD LENGTH OF 127.84 FEET TO A POINT. THENCE, NORTH 17°51'07" EAST A DISTANCE OF 365.00 FEET TO A POINT WHICH IS THE POINT AND PLACE OF BEGINNING AND HAVING AN AREA OF 12.084 ACRES.

THE METES AND BOUNDS DESCRIPTIONS AS SHOWN ABOVE WERE COMPILED FROM AVAILABLE PLATS OF RECORD AND DOES NOT REPRESENT CURRENT FIELD SURVEYS.

Boundary Line Adjustment-Town of Urbanna-Middlesex County

| Tax Map ID | Acreage | Owner | Residential Structure |
|----------------------|----------------|--------------------------------------|------------------------------|
| 19(12)- 1 | 1.4786 | Thurston Properties, LLC | No |
| 19(12)-1A | 0.3759 | Town of Urbanna | No |
| 20-26 | 3.9881 | Thurston Properties, LLC | No |
| 20-27 | 1.81 | Thurston Properties, LLC | No |
| 20B(13)-A | 0.413 | Town of Urbanna | No |
| 20B(1)-3C | 1.0715 | HRSD | No |
| 20B(1)-3A | 0.9017 | Town of Urbanna | No |
| 20B(12)-20A | 0.5579 | Town of Urbanna | No |
| 20B(1)-2A | 1.078 | Middlesex Volunteer Fire Dept., Inc. | No |
| 20B(1)-2A | 0.801 | Middlesex Volunteer Fire Dept., Inc. | No |
| 20B(1)-2B | 0.721 | Thurston Properties, LLC | Yes |
| 20B(1)-1 | 9.4837 | F.L. Hall Family Limited Partnership | No |
| Total Acreage | 22.6804 | | |

DRAFT MINUTES

PUBLIC HEARING-ORDINANCE 2023-02

Mayor Goldsmith gave the background and rationale for Ordinance 2023-02 which would raise in-town water rates and slip and electric rates at the Town Marina

Water rates:

- Per Draper-Aden, which tracks small water systems, the average increase in water rates has been 8.5% since Urbanna's last rate increase
- Water committee will revisit rates on an annual basis
- Certain funding/grants not available to Urbanna due to in-town rates being significantly lower than out-of-town rates
- Urbanna water rates lower than Middlesex Water Authority
- Upcoming infrastructure upgrades will need to be funded
- Another new well, mandated by Virginia Department of Health-Water
- Many grants are partial reimbursement only

Marina Rates:

- As a public structure, we want to have fair rates, and for the Town citizens to have the benefit
- Researched comparable rates in surrounding areas
- It is recommended to increase slip rates by approximately 10%
- Marina has never charged for electricity
- The Town Marina currently \$1000 per month electric bill
- Discussion took place about the difficulty in determining how much
- Research was done to find stanchions that would meter electric use at each slip, with the price being approximately \$10,000 per stanchion
- Other financial considerations are
 - Planned upgrades, including floating docks for safety and accessibility
 - BIG grant reimburses 75% on approved grants
 - Emergency funds needed

Mayor Goldsmith opened the public hearing

- Becky Nordstrom spoke against the proposed electric rate increase
- Joyce Eanes spoke against the proposed electric rate increase
- Jim Monk spoke against the proposed electric rate increase
- Jim Deninger spoke against the proposed electric rate increase
- Malur Vijay spoke against the proposed electric rate increase
- Dan Snead spoke against the proposed electric rate increase
- Robert Nordstrom spoke against the proposed electric rate increase
- Johnny Robinson spoke against the proposed electric rate increase

Having no other public comment, Mayor Goldsmith closed the public hearing

Mayor Goldsmith commented that, after taking public comment, recommended removing electric rates from the ordinance.

Further discussion between Council and the public took place.

Mayor Goldsmith reiterated his suggestion to remove the electric rates from the ordinance.

Councilmember Austin mad a motion to approve Ordinance No. 2023-2 without the proposed electrical rate increase.

Councilmember Sturgill seconded

Councilmember Sturgill stated her agreement with the speakers and the Town should look into finding a way to meter electric usage

Councilmember Austin requested documentation of electric rates paid at other marinas be provided
Councilmember Chowning asked if rates at other marinas had been researched and agreed with metering slips
Austin, Chowning, Justice, Sturgill, and Goldsmith voted yes
Motion passed 5-0

DRAFT MINUTES

ORDINANCE NO. 2023-02 - UNCODIFIED ORDINANCE

BE IT ORDAINED by the Urbanna Town Council at its regular meeting on June 8, 2023 that the following service rates shall be effective as of July 1, 2023:

Residential and Commercial Water/Sewer Rate Schedule

In-Town Water Rates:

| <u>Gallons</u> | <u>Current Rate</u> | <u>Rate with Proposed increase</u> |
|----------------|-----------------------------|------------------------------------|
| 0-6,000 | \$43.07 minimum | \$45.22 minimum |
| 6,001 & Up | \$4.00/1,000 gal over 6,000 | \$4.20/1,000 gal over 6,000 |

BE IT FURTHER ORDAINED by the Urbanna Town Council at its regular meeting on June 8, 2023 that the following service rates shall be effective as of July 1, 2023:

Town Marina Rates

Slip Rates:

| | <u>Current Rate</u> | <u>Rate with Proposed Increase</u> |
|----------|---------------------|------------------------------------|
| Daily | \$1.75 per foot | \$2.00 per foot |
| Weekly | \$225 | \$250.00 |
| Monthly | \$350 | \$400.00 |
| Annually | \$2800 | \$3200.00 |

Adopted June 8, 2023

Certified to be true and accurate:



Martha J Rodenburg, Town Clerk

| | |
|-----------------|--------|
| Ms. Austin | Aye |
| Mr. Chowning | Aye |
| Ms. Courtney | Absent |
| Ms. Hanson | Absent |
| Ms. Justice | Aye |
| Ms. Sturgill | Aye |
| Mayor Goldsmith | Aye |

PUBLIC HEARING-BUDGET-FISCAL YEAR 2023-2024

Mayor Goldsmith gave the background of how the proposed budget for FY2023-2024 was developed.

Mayor Goldsmith opened the public hearing

There was no public comment regarding the proposed FY2023-2024 budget

Mayor Goldsmith closed the public hearing

Per Virginia State Code, the vote for the budget cannot be held earlier than 7 days after the public hearing. The vote for the proposed budget is scheduled to take place June 22, 2023.

ACTION ITEMS

Minutes

Councilmember Justice made a motion to approve the April 13, 2023 minutes as presented

Councilmember Sturgill seconded

Austin, Chowning, Justice, Sturgill, and Goldsmith voted yes

Motion passed 5-0

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

There was no public comment

MATTERS OF TOWN COUNCIL

Councilmember Chowning requested Town Staff to meet with Ann Marie Ricciardi, Deputy Town Administrator of Middlesex County to discuss finding grants to fund projects.

Discussion took place with Councilmembers Sturgill and Justice saying they would set-up a meeting with Ms. Ricciardi

ANNOUNCEMENTS

Councilmember Austin reminded Council and the public of the upcoming Farmer's Market and Second Saturday's event

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Hanson seconded

Austin, Chowning, Justice, Sturgill, and Goldsmith voted yes

Motion passed 5-0

Meeting adjourned at 7:54pm

Submitted by:

Martha J. Rodenburg

Town Clerk

Approved by Town Council xx/xx/xxxx