



**Urbanna Town Council
Work Session
AGENDA
Town Council Chambers
390 Virginia Street Suite B
Thursday, October 13, 2022 7:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Presentation
 - a. Kerry Robusto-48 Hours in Urbanna contest winner*
6. Public Comment
7. Public Comment Response
8. Matters of the Town Council
 - a. Annual report
 - b. Clutter ordinance*
 - c. Boundary Line Adjustment update*
 - d. Finance Committee report
9. Action Items
 - a. 2021-2022 Audit
 - b. Marina-maintenance work*
 - c. Pool Financing
10. Closed Meeting
 - a. *Pursuant to Virginia Code section 2.2-3711(A)(29) for discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body-pool contract.*
11. Open Meeting
12. Adjourn

*Document included in meeting packet

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**Agenda Item Summary
October 13, 2022**

Agenda Item: 4-Approval of Agenda

Fiscal Impact: NA

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):

Motion to approve agenda as presented

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**Agenda Item Summary
October 13, 2022**

Agenda Item: 5a-Kerry Robusto-48 Hours in Urbanna contest winner

Background: The Planning Commission held a contest for people to come up with an ideal itinerary for 48 hours in Urbanna. Council would like to thank her for her efforts.

Kerry Robusto's winning submission is attached. Re-formatted copies will be available at the meeting or can be requested by contacting the Town Office.

Fiscal Impact: NA

Staff Recommendation: NA

Council Action Requested: No

Sample Motion(s): NA

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48 HOURS IN URBANNA

by Kerry Robusto

Friday Night

Where to Stay: The Chesapeake Inn-recently renovated with upscale décor. They have bikes, trikes, surreys and bicycles built for two.

Where to Dine: Portside on Waterfront-Happy Hour 4-6 and stay for dinner.

What to Do: Stroll to waterfront marina, enjoy the view, and you might come upon some local musicians jamming. Take a Ponton Sunset Cruise on Urbanna Creek. Enjoy open air courtyard at the Inn with outdoor games. Relax in the reception area of the inn with a good read from the inns many local books and authors and get know what is available for your visit.

Saturday

How to start your day: Breakfast at “Where the Sidewalk Ends”-Homemade goodness and meet some of the locals over a cup of coffee.

Things to do and activities: Take a trolley tour on the Pearl. Lots of shopping throughout town with something for everyone. Be sure to check out our local museum, James Scottish Tobacco Warehouse, which holds one of the country’s most famous maps drawn by Dr. Mitchell. Urbanna Trading Company is in one of the oldest homes in Urbanna, The Montague House. UTC has gourmet treats, wines, beer and so much more, see Marshall’s Drug Store, take Pontoon Sunset Cruise on Urbanna Creek.

Dining along the way: Have Lunch at Virginia Street Café for a soft crab sandwich, yum! In the afternoon, have an ice cream or something sweet to eat at Sandra’s Cakery. Nice Dinners at Half Shell Grille with outdoor dining. Stop by Something Different’s Retail Store for smoked pulled pork or homemade pies.

Sunday

The best way to spend Sunday Morning: Grab a cup of coffee and watch the sunrise on the waterfront at the town marina, porch of URBBY (Urbanna Boat Yard) or Waterman’s Park on the Rappahannock River. Check out one of our church services, biking, kayaking, boating, fishing, walking, crabbing, swimming, jogging, or just relax on a bench.

Dining Ideas: Big Oak Café (just outside of town) for breakfast, Pizza at Colonel to

die for...Bubba's Shrimp has a great catfish sandwich, Seafood Market (just past Bethpage) waterfront, outdoor dining and Steamed Crabs!

Things to do: Some of the merchants are open on Sunday for shopping, local Urbanna Harbor Art Gallery and Waterman's Museum, Historic Walking Tour, and just up the road is Urbanna Antique and Flea Market. Enjoy our Village!!



Agenda Item Summary October 13, 2022

Agenda Item: 8a-Annual Report

Background: The annual report serves as a tool to highlight the services provided to the Town residents and guests during the past fiscal year. It includes summary descriptions of staff positions, a list of accomplishments during this time period, a summary of the Town's Capital Improvement Program (CIP) and the Town's finances.

The report is almost complete and will be made public as soon as possible.

Fiscal Impact: NA

Staff Recommendation: NA

Council Action Requested: None

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Agenda Item Summary October 13, 2022

Agenda Item: 8b- Clutter ordinance

Background: At the September 22, 2022 meeting, Council discussed a proposed amendment to the current Town ordinance, in response to complaints regarding unkept properties. Staff proposed an ordinance that would replace Chapter 6 in the current Town Ordinance. The ordinance would add language to add the category of “clutter”, as well as making enforcement easier.

After discussion, Council decided the Town Attorney would revise the ordinance to include pictures that would better illustrate the definition of “clutter”.

A public hearing will be required prior to a Council vote.

Fiscal Impact: Unknown

Staff Recommendation: Council schedule a public hearing and future vote on the ordinance.

Council Action Requested: Not at this time

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Garbage, Refuse and
Weeds

CHAPTER 6

Section 6-1. Prohibited disposal of garbage, trash, etc.

It shall be unlawful for any person to dispose of any garbage, trash, junk or waste of any kind or description upon any street, sidewalk or public place in the town other than at a public dumping ground designated as such by the town council, or upon the property of another without the knowledge and consent of the owner or occupant of such property, or in any well, cistem spring or watercourse within the town.

Section 6-2. Duty of owners, etc., of premises-To remove prohibited wastes, etc.

It shall be unlawful for owners, occupants and persons in charge of lots and premises within the town not to remove therefrom any and all trash, garbage, refuse, litter and other substances and liquids which might endanger the health or safety of persons or constitute a menace toward starting or spreading fire, or afford a breeding place for insects, rodents or reptiles.

Section 6-3. ~~Maximum height of weeds, grass, etc.~~ Removal of trash, clutter, cutting of grass and weeds.

~~It shall be unlawful for any owner, lessee or occupant, or the agent, representative or employee of any owner, lessee or occupant, having control of any lot or parcel of land within the town, whether developed or undeveloped subdivided or not subdivided, to allow, permit or maintain any growth of weeds, grass or other natural growth thereon which exceeds an average of twelve (12) inches from the general level of the ground. Bona fide agricultural land, wooded parcels of land, marsh land and land not visible from any public street or private right of way are exempt from this section.~~

- A.** *It shall be unlawful for a property owner to have trash, garbage, refuse, litter, clutter, except on land zoned for or in active farming operation, and other substances that might endanger the health or safety of other residents of the Town on his/her property. For purposes of this section, "clutter" includes mechanical equipment, household furniture, containers, and similar items that may be detrimental to the well-being of a community when they are left in public view for an extended period or are allowed to accumulate. Clutter is further defined miscellaneous items, including but not limited to trash, appliances or furniture that are scattered in and about a yard and/or on a porch; a disordered collection of items in a yard or on*

a porch or up against an accessory structure; items that collect water, are rusted, inoperable or no longer usable. **Examples of clutter are:**





B. Trash, garbage, refuse, litter, clutter, except on land zoned for or in active farming operation, and other debris shall be disposed of in personally owned or privately owned receptacles that are provided for such use and for the use of the persons disposing of such matter or in authorized facilities provided for such purpose and in no other manner not authorized by law.

C. Upon notice from the Town by letter to a property owner, mailed by first class mail, to the property address and any such other address provided by the property owner for the purpose of receiving tax bills, the property owner shall promptly remove any and all trash, garbage, refuse, litter, clutter, except on land zoned for or in active farming operation, and other substances that might endanger the health or safety of other residents of the Town.

D. If a property owner does not promptly remove any and all trash, garbage, refuse, litter, clutter and other substances that might endanger the health or safety of other residents of the Town within seven (7) days of the date of the notice, the Town may have such trash, garbage, refuse, litter, clutter and other like substances, removed by its own agents or employees, in which event the cost and/or expenses shall be chargeable to and paid by the property owner and may be collected as taxes are collected.

E. The owners of occupied or vacant developed or undeveloped property, including such property upon which buildings or other improvements are located, shall keep the grass, weeds and other foreign growth, including running bamboo, on the property, or any part thereof, cut. No grass, weeds and other foreign growth, including running bamboo shall exceed twelve (12) inches in height.

F. Upon one notice per growing season, by letter from the Town, to a property owner,

mailed by first class mail to the property address and any such other address provided by the property owner for the purpose of receiving tax bills, the property owner shall promptly cut the grass, weeds and other foreign growth, including running bamboo, on the property, or any part thereof remove any and all trash, garbage, refuse, litter and other substances which might endanger the health or safety of other residents of the Town.

G. If a property owner does not promptly cut the grass, weeds and other foreign growth, including running bamboo, on the property, or any part thereof remove any and all trash, garbage, refuse, litter and other substances which might endanger the health or safety of other residents of the Town within seven (7) days of the date of the notice, the Town may have such grass, weeds and other foreign growth, including running bamboo, on the property, or any part thereof, cut and removed by its own agents or employees, in which event the cost and/or expenses shall be chargeable to and paid by the property owner and may be collected as taxes are collected.

H. Every charge authorized by this section with which the owner of any such property shall have been assessed and which remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local real estate taxes and enforceable in the same manner as provided in Articles 3 (§ 58.1-3940 et seq.) and 4 (§ 58.1-3965 et seq.) of Chapter 39 of Title 58.1 of the Code of Virginia, 1950, as amended. At the option of the Town of Urbanna, a lien may be waived in order to facilitate the sale of the property to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.

Section 6-4. Clearance of sidewalk or street and overhanging shrubs or trees.

It shall be unlawful for any owner, lessee or occupant, or agent, representative or employee of any owner, lessee or occupant, having control of any lot or parcel of land within the town to allow or permit any part of any shrub or tree to overhang any sidewalk at a height of less than eight (8) feet or to overhang any street or alley at a height of less than fourteen (14) feet.

Section 6-5. ~~Recourse of town upon noncompliance.~~ Reserved.

~~(a) Whenever deemed necessary by the town administrator, or the chief of police in the absence of the town administrator, after not less than seven (7) days from date of written notice mailed to the owner at the address shown on the town real estate tax records, the town administrator may direct town employees or an agent for the town to abate any unlawful condition provided for in sections 6-2, 6-3 and 6-4, in which event the cost or expenses thereof shall be chargeable to and paid by the owner of such property, and may be collected by the town as taxes and levies are collected.~~

~~(b) A property owner who has received a written notice as provided for in subsection (a) of this section may appeal the terms of the notice to the town council by~~

~~submitting, in writing, an appeal and the grounds therefore within five (5) days of the date of such notice. Any appeal submitted to the town council pursuant to this section shall cause a stay in the terms of the notice pending action by the town council, which action shall be final.~~

~~(c) For purpose of this section, "cost and expense" shall mean the total cost to the town for performing the work, including, but not limited to labor, material, and equipment costs; depreciation of vehicles and equipment and an administration fee not less than fiftydollars (\$50.00) but any fee charged in excess of fifty dollars (\$50.00) shall be itemized to include any other expenses incurred by the town in enforcing this chapter.~~

Section. 6-6. Same-Lien created for charges incurred by town.

Every charge authorized by this chapter with which the owner of any such property shall have been assessed and which remains unpaid shall constitute a lien against such property.



Agenda Item Summary October 13, 2022

Agenda Item: 8c-Boundary Line Adjustment update

Background: The Town is seeking to incorporate several parcels of property into the Town limits by a "Land Boundary Adjustment. These properties are in the vicinity of Virginia Street and Waverly Drive and include properties belonging to the Town of Urbana, Thurston Properties Inc., F.L. Hall Partnership, and the Middlesex County Fire Department's field. All parties have agreed to support this request.

Rationale:

- The Town is currently one square mile and is basically built to capacity. While we want to maintain the quaintness of the Town, we do want to have the opportunity to increase our tax base.
- Brings our Town Office, our water tower and well into Town limits.
- Future development of this property will increase the county's tax base.

Town Council voted during a Council meeting June 23rd to move forward with this project. As a result, a presentation was made at the Middlesex County Board of Supervisors meeting on July 6th. County Administrator, Matt Walker and the County Attorney, Heather Lewis was assigned to work with Town Administrator, Garth Wheeler and Town Attorney, Andrea Erard to work out some concerns presented and formulate a plan.

Specifically, members of the BOS had some concerns regarding two plats of property on Red Hill Drive being included and the Baylor property not being included. This issue has been addressed; the plats have been removed. Mr. Baylor has told Board member Wayne Jessie that he has no interest in moving his property into Town limits.

State Statute authorizes 3 ways a Boundary Line Adjustment can be accomplished. Ms. Lewis requested a "Metes and Bounds" survey. Bay Design was contacted and has completed this for us. A copy is provided in your folder.

Next Steps:

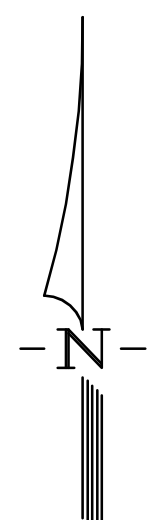
A follow-up meeting with Matt Walker, Heather Lewis, Andrea Erard and Garth Wheeler Council voted at a Council meeting held June 23rd to move forward with this project.

- A presentation before the Middlesex County Board of Supervisors for their approval.
- Public Hearing for the Town of Urbanna.
- Public Hearing for Middlesex County.
- Vote from Town and County to approve.
- Petition Circuit Court for approval.

Fiscal Impact: NA

Staff Recommendation: NA

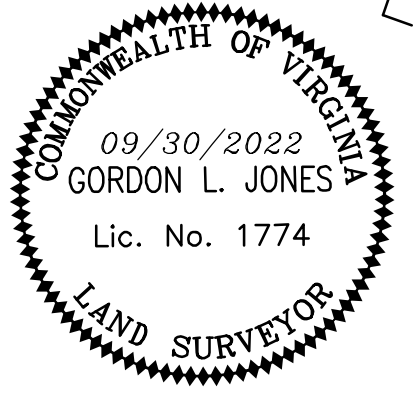
Council Action Requested: Not at this time



"RED HILL ROAD"
STATE ROUTE 1101

"LAUREL FARMS LANE"
PRIVATE R/W

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



TAX MAP 19
PARCEL 204
N/F
THURSTON
PROPERTIES, LLC
INST. #13-2172
INST. #07-0407
P.C. 2 SLIDE 73-4

TAX MAP 20
PARCEL 25
N/F
TANYA F.T. BAYLOR
& GLENN H. BAYLOR
D.B. 417 @ PG. 308
P.C. 2 SLIDE 32-7
D.B. 64 @ PG. 254 (PLAT)

TAX MAP 19(12) PARCEL 1
N/F
THURSTON PROPERTIES, LLC
1.4786 ACRES
INST. #21-2899
P.C. 2 SLIDE 92-7
INST. #21-1665
P.B. 8 @ PG. 140

TAX MAP 19
PARCEL 204A
N/F
THURSTON
PROPERTIES, LLC
INST. #07-0407
INST. #13-2172
P.C. 2 SLIDE 73-4

WELL LOT
TOWN OF URBANNA
0.3759 ACRES
INST. #21-2899
P.C. 2 SLIDE 92-7

TAX MAP 19(12)
PARCEL 2
N/F
THOMAS H. HAMILTON, JR.
& LISA L. HAMILTON
INST. #11-1812
P.B. 8 @ PG. 140

TAX MAP 20B(12)
PARCEL 20A
N/F
TOWN OF URBANNA
0.5579 ACRES
D.B. 131 @ PG. 325
(PLAT @ PG. 328)

TAX MAP 20B(1)
PARCEL B
N/F
THE HARRIS TRUST
INST. #08-0962
D.B. 188 @ PG. 482 (PLAT)

TAX MAP 20
PARCEL 25A
N/F
GLENN H. BAYLOR
INST. #11-0961
P.C. 2 SLIDE 32-7

TAX MAP 20
PARCEL 26
N/F
THURSTON PROPERTIES, LLC
3.9881 ACRES
INST. #21-2899; P.C. 2 SLIDE 92-7
D.B. 428 @ PG. 506
D.B. 417 @ PG. 508
D.B. 417 @ PG. 859 (PLAT)

TAX MAP 20B(13) PARCEL A
N/F
TOWN OF URBANNA
0.413 ACRES
D.B. 174 @ PG. 730
(PLAT @ PG. 732)

TAX MAP 20B(1)
PARCEL 3C
N/F
THE HAMPTON ROADS
SANITATION DISTRICT
1.0715 ACRES
D.B. 298 @ PG. 596
P.B. 14 @ PG. 277

TAX MAP 20B(1) PARCEL 3A1
N/F
GERALD D. SNELLINGS &
SHARLEEN B. SNELLINGS
INST. #08-1527
P.C. 2 SLIDE 12-8

TAX MAP 20B(1)
PARCEL 3A2
N/F
TYLER WAKE DANIEL
INST. #19-1072
P.B. 6 @ PG. 150A

TAX MAP 20B(1)
PARCEL 3B
N/F
JOHN K. MILBY
D.B. 401 @ PG. 271
D.B. 163 @ PG. 194
(PLAT)

TAX MAP 20A(1) PARCEL 37
N/F
MIDDLESEX VOL
FIRE DEPT. &
CENTRAL MIDDLESEX
RESCUE SQUAD INC.
INST. #080319
D.B. 124 @ PG. 485
(PLAT @ PG. 487)

TAX MAP 20A(1) PARCEL 38
N/F
MIDDLESEX VOL
FIRE DEPT.
D.B. 88 @ PG. 223
D.B. 68 @ PG. 326 (PLAT)
D.B. 64 @ PG. 355 (PLAT)

TAX MAP 20A(1) PARCEL 39A
N/F
MIDDLESEX VOL FIRE DEPT.
D.B. 103 @ PG. 327
(PLAT @ PG. 329)
D.B. 68 @ PG. 326 (PLAT)

TAX MAP 20A(1) PARCEL 40
N/F
H&H FAMILY PROPERTIES, LLC
INST. #17-1955
D.B. 110 @ PG. 445 (PLAT)

TAX MAP 20A(1)
PARCEL 41
N/F
MICHAEL EDWARD
STATES &
SHERI NUNN STATES
INST. #20-1470
D.B. 127 @ PG. 389
(PLAT)

TAX MAP 20B(1)
PARCEL 1
N/F
F.L. HALL FAMILY
LIMITED PARTNERSHIP
9.4837 ACRES
D.B. 330 @ PG. 792
P.B. 11 @ PG. 7

TAX MAP 20B(1)
PARCEL 2B
N/F
THURSTON
PROPERTIES, LLC
0.721 ACRES
INST. #07-1724
D.B. 209 @ PG. 792
(PLAT)

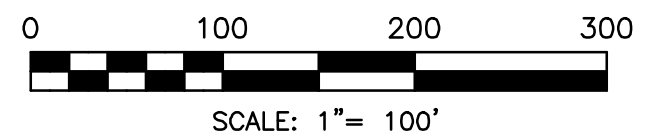
TAX MAP 20A(1)
PARCEL 70
N/F
LARRY S. CHOWNING
D.B. 296 @ PG. 278
D.B. 56 @ PG. 374
(PLAT)

TAX MAP 20B(2)
PARCEL 3
N/F
F.L. HALL FAMILY
LIMITED PARTNERSHIP
D.B. 330 @ PG. 792
D.B. 60 @ PG. 166
(PLAT)

TAX MAP 20B(2)
PARCEL 4
N/F
F.L. HALL FAMILY
LIMITED PARTNERSHIP
INST. #19-0248
D.B. 74 @ PG. 556
P.C. 2 SLIDE 77-5
D.B. 60 @ PG. 166
(PLAT)

TAX MAP 20B(2)
PARCEL 8
N/F
GRACE V. MOON
D.B. 182 @ PG. 442
D.B. 71 @ PG. 234
(PLAT)

COMPILED PLAT
SHOWING PARCELS
TO BE ANNEXED INTO
THE TOWN OF URBANNA
LOCATED IN MIDDLESEX COUNTY, VIRGINIA
DATE: SEPTEMBER 30, 2022



CURVE	RADIUS	ARC LENGTH	DELTA ANGLE	TANGENT	CHORD LENGTH	CHORD BEARING
C1	176.63'	162.71'	52°46'52"	87.64'	157.02'	N45°47'34"W
C2	406.97'	270.50'	38°05'00"	140.46'	265.55'	N89°59'30"E
C3	21541.86'	200.00'	0°31'55"	100.00'	200.00'	N42°13'34"W
C4	128.94'	133.77'	59°26'16"	73.60'	127.84'	S11°52'05"E

COMP: HDC
CAD: HDC
CHECKED: GLJ
JN: 22004-01
FILED: 22004ANNEX

Engineering Surveying & Land Planning
40 CROSS STREET, SUITE 100
P.O. BOX 51
URBANNA, VA 23175
804-693-2993 804-436-8425
www.baydesigngroup.com

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**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.

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.

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**Agenda Item Summary
October 13, 2022**

Agenda Item: 4-Finance Committee report

Fiscal Impact: NA

Staff Recommendation: NA

Council Action Requested: Not at this time

Councilmember Bill Goldsmith will give an update on the Finance Committee

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Agenda Item Summary October 13, 2022

Agenda Item: 9a-2021-2022 Audit

Background: The Fiscal budget for 2021/2022 has been closed and an annual audit should be completed.

Fiscal Impact: \$2,500.00 (approximate)

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s): Motion for the Town Administrator contact Audrey Davis, CPA to make arrangements to have an audit for the last fiscal period 21-22 done.

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Agenda Item Summary October 13, 2022

Agenda Item: 9b-Town Marina Dock Repair and living shoreline construction

Background:

The Town Marina dock's foundation at the entrance of the Marina (waterfront side) has been washed away and in need of repair. Erosion has also caused a loss of beach area to the shoreline in front of the Marina to the end of the Town's property at the north end.

The repairs and modifications are intended to be covered by the Boating Infrastructure Grant. Funding is to be out of general fund, not to impair or use the \$60,000 set aside for a dock or pier construction.

This is the first step of a series of four steps identified by the Waterfront Committee as progress toward revising the manner in which the waterfront owned by the Town is utilized and maintained.

In particular, components of the current standing pier construction have become less stable and so safety concerns and reduced maintenance costs long term are driving this initiative.

The Urbanna Creek Committee formed at a previous Town Council meeting was scheduled to provide a report at tonight's meeting, however several of the members were not available to attend. They will be scheduled to provide a report of other recommended improvements to the creek front at the next Town Council meeting.

Fiscal Impact: . \$15,000.00 (approximate) Note: The grant funds available are approximately \$90,000.00. 75% of the \$60,000 in costs estimated for this phase are covered by the BIG Grant, according to staff. As a result, we estimate that the net cost to the town is \$15,000. This will come out of the operating budget for the marina.

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s): Motion to approve the contract from Docks of the Bay to undertake repairs and modifications to the Town Marina to repair Dock Foundation and construct living shoreline as described.

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DOCKS OF THE BAY, LLC
 PO Box 1160
 White Stone, VA 22578 US
 info@docksofthebay.com
 docksofthebay.com

REPAIRING DOCK

Estimate

9 Shoreline protection

①



ADDRESS
 Town of Urbanna
 PO Box 179
 Urbanna, VA

Monte

ESTIMATE # 1894 DATE 08/05/2022

say want it done

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Dock Construction	Drive (2) new pilings and (2) crossbars on Town Marina deck main walkway from land	1	2,000.00	2,000.00
Dock Construction	Remove and reinstall floating dock for boat ramp - includes (2) new pile guides *Permitting not included - Town of Urbanna to procure permits	1	5,000.00	5,000.00
Dock Construction	Furnish and install Gangway to floating dock in above line item 12' x 4' with double-sided hand rails fixed hinge plate rollers	1	4,500.00	4,500.00
Living Shoreline	Construct lo-marsh sill at Town Marina - 150 linear foot stone sill @ 1.5 tons per foot - backfill with sand *Permitting not included - Town of Urbanna to procure permits	1	48,000.00	48,000.00

Boat Ramp?

They can or we can

SUBTOTAL 59,500.00
 TAX
 TOTAL **\$59,500.00**

Accepted By

Accepted Date

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Facing water - Left upper post



Facing water - Right upper post



Facing water - Right lower post



Facing water - Left lower post



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Agenda Item Summary October 13, 2022

Agenda Item: 9c-Pool Funding

Mayor Hartley and Marnie Harte will give a presentation regarding the building of the pool.

Fiscal Impact: \$1,100,000.00 (app.)

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s): Motion is made to accept the Pool Committees report and for Council to authorize the construction of the Town pool. This would include:

- Recommendations for financing
- Contracting with a pool company for construction (Council will be going into closed session to discuss the contract)
- Working with Bay Design for the design of the building structure

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