



**Urbanna Town Council
Public Hearing
Work Session
AGENDA
Town Council Chambers
390 Virginia Street Suite B
Thursday, April 25, 2024 6:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Public Comment
6. Council Comment
7. Action Items
8. Project Updates/Discussion
 - a. Friends of Urbanna-Memorandum of Understanding
 - b. Town owned property on Virginia Street-access issues
 - c. July 4-Band contract
 - d. Pool rules
 - e. Marshall Family Pool opening celebration
9. Announcements
10. Adjourn



Agenda Item Summary
April 25, 2024

Agenda Item: 4-Approval of Agenda

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s): Motion to approve agenda as presented.



Agenda Item Summary

April 25, 2024

Agenda Item: 8a-Friends of Urbanna

Background: Meetings with this group concerning essay contest, open house, funding, and other matters have turned up an undocumented understanding that The Friends of Urbanna serve in an advisory role to the council pertaining to the historic Scottish Factor Store serving as the Urbanna Museum and Visitor Center. All parties desire formalizing this understanding with a Memorandum of Understanding (MOU).

Following is some language that can be used that was provided by the Friends of Urbanna as well as some questions that can be addressed in the document.

Fiscal Impact: Unknown, but some staff time.

Staff Recommendation: As documentation is crucial to long-term understanding of relationships, commitment, and authority, such a document should be created to establish the role of The Friends of Urbanna as advisors to the council pertaining to the historic Scottish Factor Store serving as the Urbanna Museum and Visitor Center. This document should include a regular reporting schedule (quarterly has been discussed) as well as a funding commitment involving dedication of the cigarette tax and Museums of Middlesex contributions which has been the practice.

Council Action Requested: Direct staff to develop a MOU as noted above.

Sample Motion(s): Not at this time, but such a motion to adopt the resulting MOU will be provided once completed.

Draft wording for resolution for advisory status

4-16-24

The Friends of Urbanna Museum is a 501c3 organization that exists to work with the Town of Urbanna to assist in the enhancement and preservation of the Urbanna Scottish Factor Store Museum and Visitors Center properties, grounds and contents owned or on loan. The goal of the organization is to attract residents and visitors to learn about the history of Urbanna and the surrounding area; the Scottish Factor Store Museum (a unique structure and the last one remaining) and the Mitchell Map housed in the Museum. All of the activities of the Friends of Urbanna are intended to foster continued use and enjoyment of these one-of-a-kind town assets.

The Town Council of Urbanna, recognizes the need for assistance in the ongoing preservation of the Scottish Factor Store and guidance in the identification of the necessary actions to preserve and enhance this unique building and its contents. To this end, the Town Council of Urbanna is appointing Friends of Urbanna as their advisors on these matters.

Questions:

- How do we indicate this to be an ongoing appointment that is not reviewed or re-appointed with each change of the Council membership?
- This to be a resolution to support the previous appointment that cannot be found in town records, correct?



Agenda Item Summary

April 25, 2024

Agenda Item: 8b-Virginia Street Terminus

Background: Inquiry was received as to what are the limitations on use of the above referenced property for public access to launch kayaks and park vehicles. Investigation has found a 20-foot-wide easement exists for emergency vehicle access in the parcel which is approximately .1 acre in size (30-foot x 150 foot (avg)). As no one can predict the need for this access, it should be unobstructed at all times. Depicted on the attached portion of the plat used to convey, the easement is not delineated exclusively in the center or to one side. The property is also the site to one of the Museum in the Streets markers, but that is the only signage associated with the property and it speaks to historical, not present use.

Fiscal Impact: Sign Production and staff time.

Staff Recommendation: Given the limited amount of space that could be obstructed; a 10 feet wide strip along northern most property line at most, tidal inundation, the proximity of a privately owned fence as well as the museum in the streets sign, parking is not advisable at this location. Staff recommends signage be employed that permits kayak/canoe drop off and launch at your own risk, but no parking. The at-risk language is recommended because of the potential presence of residue commercial building parts on the property and along the water's edge and

Council Action Requested: Consider directing staff to develop, procure, place signage to address the initial inquiry.

Sample Motion(s): Not at this time.

PC2

12-279

Slide 37-3

0.0882 AC. AREA OF EXISTING COMMERCIAL USE TO BE DEEDED TO THE TOWN OF URBANNA

TAX MAP 20A(15) PARCEL M N/F ROBERT LATANE MONTAGUE, IV INST. NO. 100001368 ET. AL.

0.11 AC.± AREA OF EXISTING COMMERCIAL USE TO BE DEEDED TO THE TOWN OF URBANNA (WITHDRAWABLE LAND)

- UNIT = UNIT
- LCE = DENOTES LIMITED COMMON ELEMENT
- CE = DENOTES COMMON ELEMENT

ARGINIA STREET ST. RT. T-1002 (VARIABLE WIDTH)

TAX MAP 20A(1) PARCEL 111 N/F F LANCASTER D. 100000540, 5 PG. 338

56 ACRES (CONC. LAND)

S73°50'59"W 32.26' (TIE LINE ONLY)

N12°15'23"W 32.54'

S79°29'20"E 132.49'

S79°29'20"E 65.64'

N12°15'23"W 58.50'

N06°54'30"E 59.91'

S06°45'42"W 64.95'

N20°57'28"E 192.00'

53.7'

S79°29'20"E 62.00'

N71°34'22"E 15.9'

N79°29'20"W 170.06'

S32°37'14"W 32.31' CLOSING LINE ONLY

S16°20'45"W 310.40' CLOSING LINE ONLY

328'±

59.4'

60.1'

15'±

3'±

32'±

OYSTER ROAD ST. RT. T-1002 (VARIABLE WIDTH)

PHASE 1 1.66 ACRES± (INCLUDES 0.11 AC.± OF WITHDRAWABLE LAND)

EMERGENCY GENERATOR PLATFORM 16 SPACES

22 SPACES

TRASH ROOM

ROOF OVERHANG

PROP. STORAGE LOCKERS (LCE TYP.) (NOT YET ASSIGNED)

PROP. GRILL (CE)

COVERED DECK & STEPS

EQUIP. ROOM

ELEV.

ELECTRICAL (CE)

SCREEN PORCH

UNIT 10/ UNIT 21

UNIT 11/ UNIT 22

UNIT 12/ UNIT 23

UNIT 14/ UNIT 24

SCREEN PORCH

SCREEN PORCH

PROP. ADDITION (NYB)

ELEC. EQUIP.

EXT. DECK (CE)

EXT. ROOF OVERHANG

PROP. DECK

CONC. WALK

COVERED DECK & STEPS

COVERED DECK & STEPS

EXISTING 30' EASEMENT OF RIGHT-OF-WAY PER D.B. 106 PG. 103

EXISTING 15' DRAINAGE EASEMENT PER D.B. 106 PG. 103

EXISTING DOCK

USABLE COMMON OPEN SPACE RESERVED FOR PUBLIC USE

20' EMERGENCY ACCESS EASEMENT

WATER SLIPS/DOCK

SLIPS NOT YET ASSIGNED

WVA CREEK

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±

15'±



Agenda Item Summary

April 25, 2024

Agenda Item: 8c-July 4th Band Contract

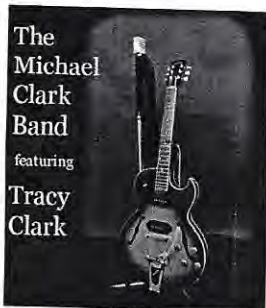
Background: Meetings and much discussion involving many persons have taken place concerning July 4th events to replace the Fireworks event. There are several activities being worked and little settled, but this opportunity has become available. This is a manageable expense in consideration of the budgeted amount reserved for the Fireworks.

Fiscal Impact: \$2,500

Staff Recommendation: Consider acceptance of the contract authorizing the Town Administrator to execute at your regular May meeting.

Council Action Requested: None at this time.

Sample Motion(s): NA



E-mail: Mandtclarkmusic@cs.com

Website Address: www.themichaelclarkband.com

Mailing Address: 6413 Whittier Drive, Norfolk, VA 23513

Telephone: 757-418-1788

April 12, 2024

This document serves as the contractual agreement securing the services of The Michael Clark Band featuring Tracy Clark for the event described below. Please review all items to ensure they reflect the terms discussed and notify Michael Clark for any corrections or revisions.

ENGAGEMENT AGREEMENT

PERFORMANCE DATE: Thursday, July 4, 2024
VENUE: Bristow Pavilion at Taber Park
425 Bonner Street
Urbanna, VA
HOURS OF ENGAGEMENT: 5:00 – 9:00 p.m.
CONTRACT PRICE/TERMS: \$2500
\$1250 deposit with signed contract
\$1250 balance payable day of show

BUYER'S CONTACT INFORMATION: Town of Urbanna, William Goldsmith, Mayor
Urbanna Town Hall
390 Virginia Street Ste. B
Urbanna VA 23175

TERMS:

- Band will furnish its own PA, backline instruments and stage lights. Band will also provide pre-recorded background break music along with a mic for speeches.
- Band requests access for set-up/sound check preferably 3 hours prior to guest arrival – approx 2 p.m.
- Band's preferred stage or staging area should be covered, approx. 16' wide x 12' deep with electrical access near stage.
- In the event of inclement weather, band will try to work with buyer on an alternate date. If inclement weather conditions are forecasted to improve, band will remain onsite to see if conditions improve. Band reserves the right to stop performance in cases of rain, wind, etc.
- If possible, it is requested that water, soft drinks be available for the band.
- Any promotional material should read: *The Michael Clark Band featuring Tracy Clark.*
- If for some reason the band cannot perform and/or find a mutually acceptable replacement, deposit shall be refunded to buyer.
- Any checks should be made payable to Michael G. Clark.

Please sign, date, and return to Michael G. Clark.

Michael G. Clark

Buyer's Signature



Agenda Item Summary

April 25, 2024

Agenda Item: 8d-Updated Pool Rules

Background: Council established rules for the Marshall Community Pool at Taber Park. Finalized construction of the new pool, insurance consultation, and review by Signature Pools Management, LLC have resulted in the need to revise those rules. The most notable are the prohibitions on diving (exempting sanctioned competitive diving) for the entirety of the pool as well as vaping. There is additional language concerning guardian proximity to non-swimmers under six or using floatation devices.

Fiscal Impact: Production of signage which would be incurred regardless of verbiage.

Staff Recommendation: Consider and advise.

Council Action Requested: None at this time.

Optional Sample Motion(s): NA

DRAFT
Pool Rules

Failure to adhere to the following rules subject the offender to removal, banning, and/or law enforcement action.

- All patrons and their guardians accept use of the pool at their own risk.
- Hours: Noon to 6 pm Tuesday through Saturday. 1 pm to 6 pm Sunday.
Closed Mondays except Memorial Day and Labor Day.
Pool may be closed at the discretion of on-site management due to weather, staffing, or other issues. Patrons will comply as directed.
- Shower before entering the pool.
- No Diving. Sanctioned competitive events are exempted.
- No horseplay.
- No glass containers allowed.
- No spitting or clearing of nose/sinuses in the pool or deck.
- No tobacco use of any kind, vaping, or consumption of alcoholic beverages is allowed.
- No bikes, skateboards, or roller blades permitted in the pool or deck area.
- No pets permitted in the pool or deck area; licensed /credentialed assist animals may be exempted on a case-by-case basis, but those animals will not be allowed in the pool.
- Admission may be refused to anyone with skin abrasions, colds, coughs, inflamed eyes, infections or wearing bandages.
- All infants and toddlers who are not potty trained must wear a swim diaper in the pools.
- Non-swimmer under the age of six, or children using floatation devices need to be within arm's reach of their guardian.
- All children ages 8 through 13 will be permitted within the pool area unaccompanied if they have passed the basic swimming test. Otherwise, they must be accompanied by an adult.

The basic swimming test consists of:

- Swim 2 lengths of the pool using any stroke and not stopping or touching the bottom
- Float for 1 minute
- Tread water for 1 minute



Agenda Item Summary

April 25, 2024

Agenda Item: 8e-Pool Opening Event

Background: With the town's pool completed and staffing/operation/maintenance turned over to Signature Pool Management, LLC for the upcoming season, attention can now turn to a celebratory event. A draft of a program follows which notes date, time, and events.

Fiscal Impact: Minimal: Invitations, program printing, PA system.

Staff Recommendation: Consider and advise.

Council Action Requested: Provide input.

Optional Sample Motion(s): NA

Proposed Pool Opening Event Schedule

Saturday, May 25, 2024 at 11:30 Rain or Shine

Greetings: Purpose/Mem. Day Reminder **(TC)**

Introduction of Distinguished Guests: Wittman, St. Sen./Del./BoS and CA/Con Offices/Town Council Past Present/Past Administrators/Staff **(Mayor)**

History of Park **(LC)**

History of the New Pool Process/Recognition of Design, Construction, and Operating Companies **(RK)**

Road Ahead: Swim Team/YMCA Reps to pitch programs **(TBD)**

Introduction/Appreciation of Very Special Guests: Pool Committee/Marshall Family **(Mayor)**

A Few Words: Pool Committee Member(BH)/Family Member(TBD) **(Mayor)**

Ribbon Cutting by Marshalls with Committee Members (BH/KA)/et.al.) holding ribbon **(Mayor)**

Marshall's, Mayor, and Committee Enter. All others gather on outside around the Pool. **(Mayor)**

Marshall family representatives jump/step into the pool with Mayor's countdown **(Mayor)**

That concludes the event/Everyone exists and then those with memberships planning to swim can enter. **(TC)**

?: Arrange vendor(s) for food/drinks

?: Printed Program