



**Urbanna Town Council  
Work Session  
AGENDA  
Town Council Chambers  
390 Virginia Street Suite B  
Thursday, October 24, 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
  - a. Request by AB Gravatt to waive legal notification fees
8. Project Updates/Discussion Items
  - a. Recap of meeting with Delegate Keith Hodges
  - b. Virginia Street waterfront property repairs
9. Announcements
10. Closed Meeting

*Pursuant to Virginia State Code 2.2-3711(A)(3) for the discussion or consideration of the acquisition of real property for a public purpose because discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body- Town Hall Facility*
11. Adjourn



**Agenda Item Summary**  
**October 24, 2024**

**Agenda Item: 4-**Approval of Agenda

**Staff Recommendation:** Approve

**Council Action Requested:** Yes

**Sample Motion:** Motion to approve agenda as presented.



## Agenda Item Summary

October 24, 2024

**Agenda Item:** 7a-Invoice Forgiveness Request from A. B. Gravatt

**Background:** In order to permit a fence on a significant property of historical interest in the town, the applicant went before the Historic and Architectural Review Board (HARB). The application was approved. The application notes a \$100 fee together with costs associated with notification. Notification is governed by Section 17-4.9.15 and 17-4.9.19b 1 a and b. The applicant, as well as other applicants with requests before the HARB at that time, was billed for one-third of the newspaper advertisements (\$82 each). In addition, but individually, each applicant was billed for notification to all their adjacent properties. These notices which now cost \$9.64 per notice as they are required to be made via certified mail given the Historic Preservation Overlay District is part of the Zoning Ordinance. The Gravatt application had 16 adjacent properties to be noticed. This resulted in a mailing total of \$154.24.

Citing his allowance of the property's use for various events, he is asking via verbal conversation with the Town Administrator that the amount due (\$236.24) be forgiven.

Be advised, this matter was cited during a meeting with Del. Hodges.

**Fiscal Impact:** None if not approved. If approved, \$236.24

**Staff Recommendation:** Concerned about setting a precedent, staff recommends denial of the request.

**Council Action Requested:** Yes. Deny the request and consider amendment to align with the process used for other actions such as Special Use Permits where a standard fee is imposed.

**Sample Motion:** I move the request by A. B. Gravatt for forgiveness of the \$236.54 associated with advertising of his request before the Historic and Architectural Review Board be denied.



**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**  
(Zoning Permit Not Required)

Applicant: GRAVATT, ARTHUR B III

Address: 271 VIRGINIA ST, URBANNA, VA 23175

Telephone: (Day) 804-758-0469 (Cell) 804-514-4193

Description/Location of Property: LAWNS DOWN, 271, VIRGINIA, ST

Tax Map 20A Double Circle 18 Circle \_\_\_\_\_ Lot(s) A 1

Status of Applicant: \_\_\_\_\_ Property Owner  Agent for Owner \_\_\_\_\_ Other: \_\_\_\_\_

Proposed Change Requiring Certificate of Appropriateness: INSTALL PICKET FENCE  
[Across entire front in style existing at corners  
and gate] etc

Is this an amendment to an approved Certificate of Appropriateness that has not expired?  Yes  No  
If yes, date of approval of original Certificate: \_\_\_\_\_

Zoning District: HISTORICAL

Proffers, Restrictive Covenants, and other Special Considerations: N/A

Does the application fall within the recommended actions of the Design Review Guidelines?  Yes  No

Is the property located within the Floodplain District?  Yes  No

Is the property located within the:

Resource Management Area (RMA)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Resource Protection Area (RPA)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Intensely Developed Area (IDA)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

etc





Application Fee:

A \$100 application fee must be paid to the Town of Urbanna upon submission of this application. Further, the applicant agrees to pay all required advertising and postage costs. All fees due the Town must be paid before any permits will be issued. The application fee is non-refundable.

If the Application is not signed by the property owner, the applying Operator/Agent hereby swears and affirms that he has the full consent and authority of the owner to obligate the owner for all matters relating to this application.

Arthur B. J. [Signature]  
Property Owner Signature

\_\_\_\_\_  
Operator/Agent Signature

----- Office Use -----

Town Official Receiving Application: [Signature]

Amount Paid: \$100 Date Payment Received: 8/13/24

Application Number Assigned: 2024-COA-03

Staff Determination:

Property is located within the Historic Preservation District and the application falls within the recommended actions of the Design Review Guidelines:

Use of Delegation of Authority Provision is appropriate \_\_\_ Yes  No

Property is not located within the Historic Preservation District and the application does not fall within the recommended actions of the Design Review Guidelines or Delegation of Authority Provision is not appropriate:

Schedule of Historic Board Hearing: [Signature]

Advertise for Public Hearing: [Signature]

Adjacent Property Owner Notification:

By Certified Mail: [Signature]

By Applicant Notice and Signature: [Signature]





## TOWN OF URBANNA

390 VIRGINIA ST. SUITE B, PO BOX 179, URBANNA, VA 23175  
PHONE: 804-758-2613, FAX: 804-758-0389

---

September 10, 2024

RE: 2024-COA-03

A.B. Gravatt  
POB 277  
Urbanna VA 23175

Dear Mr. Gravatt:

The above referenced matter was approved September 10, 2024 subject to the fence being wood, painted white, and patterned in accord with the depictions presented with the application; those being provided by Kevin Lett of Fence Scapes, LLC.

Per the application, a total of \$82 is due and payable to the town for newspaper advertisement. This cost is being shared with the other applicant's whose matters were advertised at the same time. In addition, and also per the application, sixteen (16) certified notices were sent to your adjacent property owners. Each cost \$9.64 for a total of \$154.24. Thus, the entire total due and payable to the town is \$236.24. Please pay the amount due by October 11, 2024. Please know documentation of the costs are available for review and that we are communicating with Delegate Hodges seeking other notification options as the cost of these notifications which are required by state law are becoming more expensive.

I have taken the liberty to advise Kevin Lett of Fence Scapes, LLC of the approval.

Please reach out if you have any questions or concerns.

Sincerely,

P. S. T. (Ted) Costin  
Town Administrator/Zoning Administrator

CC: M. Hutton, Treasurer







## TOWN OF URBANNA

390 VIRGINIA ST. SUITE B, PO BOX 179, URBANNA, VA 23175  
PHONE: 804-758-2613, FAX: 804-758-0389

---

To: The Honorable Mayor and Members of the Urbanna Town Council  
From: P. S. T. (Ted) Costin, Administrator  
Date: October 21, 2024  
Subject: Meeting with Del. Keith Hodges

On October 20, 2024 the mayor, myself, and Town Clerk met with Del. Keith Hodges in chambers. I will provide a verbal report on items discussed which were:

- Charter Legislation
- Notice Legislation
- DMV Status
- Speeding

If you have any questions or concerns, please bring them forward.

Thank you.





## **Agenda Item Summary**

**October 24, 2024**

### **Agenda Item:** 8b-Virginia Street Terminus Stabilization

**Background:** During an onsite meeting with a representative of Docks of the Bay in advance of planned shoreline stabilization at the town marina the mayor and Town Administrator had the representative view and subsequently propose stabilization of the Virginia Street terminus. Their proposal follows.

This work could be done in concert with the Marina project which is slated to start after Oyster Festival. In addition, the planting aspect is weather dependent; warmer the weather the better. Also, as it pertains to plants and over time, reducing the number will not impact the stabilization as the plants' root system will expand and generate new growth plants.

**Fiscal Impact:** \$13,400 if approved with fewer plantings. \$15,000 if approved with all plantings.

**Staff Recommendation:** Approve with fewer plantings so as not to discourage access and other improvements (signage and sitting area).

**Council Action Requested:** Yes. Authorize the Town Administrator to accept the proposal by Docks of the Bay in an amount not to exceed \$13,400 or \$15,000 as presented. The amount is dependent upon the number of plantings desired.

**Sample Motion:** I move to authorize the Town Administrator to accept the proposal by Docks of the Bay in an amount not to exceed (\$13,400 or \$15,000) as presented to stabilize the terminus of Virginia Street.

## DOCKSOFTHEBAY EMAIL CHAIN

**From:** [anthony@docksofthebay.com](mailto:anthony@docksofthebay.com) <[anthony@docksofthebay.com](mailto:anthony@docksofthebay.com)>  
**Sent:** Tuesday, October 1, 2024 2:54 PM  
**To:** [t.costin@urbannava.gov](mailto:t.costin@urbannava.gov)  
**Subject:** RE: Town Marina Project

Hey Ted,

If we reduce the plantings by 50% it would be a price reduction of \$1,600

**From:** [t.costin@urbannava.gov](mailto:t.costin@urbannava.gov) <[t.costin@urbannava.gov](mailto:t.costin@urbannava.gov)>  
**Sent:** Tuesday, October 1, 2024 2:43 PM  
**To:** [anthony@docksofthebay.com](mailto:anthony@docksofthebay.com)  
**Subject:** RE: Town Marina Project

What happens if we cut the amount of plantings in half?

P. S. T. (Ted) Costin  
Urbanna Town Administrator  
POB 179  
Urbanna, VA 23175  
804.758.2613 ext. 202

[Town of Urbanna](#)



Confidentiality Note: The e-mail and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this e-mail or any attachment is prohibited. If you have received this e-mail in error, please notify us immediately by returning it to the sender and delete this copy from your system. Thank you for your cooperation

**From:** [anthony@docksofthebay.com](mailto:anthony@docksofthebay.com) <[anthony@docksofthebay.com](mailto:anthony@docksofthebay.com)>  
**Sent:** Friday, September 20, 2024 2:11 PM  
**To:** [t.costin@urbannava.gov](mailto:t.costin@urbannava.gov)  
**Subject:** RE: Town Marina Project

Good afternoon Ted,

I have attached a quote for the living shoreline at the town marina. Let us know if you have any questions or would like us to edit the scope of the quote.

Thanks,

-Anthony

**From:** [t.costin@urbannava.gov](mailto:t.costin@urbannava.gov) <[t.costin@urbannava.gov](mailto:t.costin@urbannava.gov)>

**Sent:** Wednesday, August 28, 2024 3:37 PM

**To:** [anthony@docksofthebay.com](mailto:anthony@docksofthebay.com)

**Subject:** RE: Town Marina Project

Thank you. Standing by.

Will also need to discuss the condition of the terminus of Virginia Street; used to access another project.

P. S. T. (Ted) Costin  
Urbanna Town Administrator  
POB 179  
Urbanna, VA 23175  
804.758.2613 ext. 202

[Town of Urbanna](#)



Confidentiality Note: The e-mail and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this e-mail or any attachment is prohibited. If you have received this e-mail in error, please notify us immediately by returning it to the sender and delete this copy from your system. Thank you for your cooperation

**From:** [anthony@docksofthebay.com](mailto:anthony@docksofthebay.com) <[anthony@docksofthebay.com](mailto:anthony@docksofthebay.com)>

**Sent:** Wednesday, August 28, 2024 3:29 PM

**To:** [t.costin@urbannava.gov](mailto:t.costin@urbannava.gov)

**Subject:** RE: Town Marina Project

Good afternoon Ted,

Sorry for the delay responding – I had forwarded your email last week to Shannon Wilkin, our Commercial Project Manager, but he has been out sick so far this week thus the lack of reply so far. Shannon was part of the original conversations and estimate for the marina project so he is the one that needs to reengage with you, and I will make sure he connects once he is feeling better and back in the office. I assume he will be back by tomorrow or Friday so you should get a call by then. But if not just know its because he was still out sick.

Thanks and apologies again for the slow reply.

-Anthony

---

Anthony Marchetti  
804.438.9200 - office  
804.929.2453 – cell  
Docksofthebay.com



**From:** [t.costin@urbannava.gov](mailto:t.costin@urbannava.gov) <[t.costin@urbannava.gov](mailto:t.costin@urbannava.gov)>  
**Sent:** Friday, August 23, 2024 2:02 PM  
**To:** [info@docksofthebay.com](mailto:info@docksofthebay.com)  
**Subject:** Town Marina Project

Please respond for an update from our end concerning work at the above location (See estimate 1894). There is also an issue to discuss involving the town property adjacent to the Montague property.

Thank you.

P. S. T. (Ted) Costin  
Urbanna Town Administrator  
POB 179  
Urbanna, VA 23175  
804.758.2613 ext. 202

[Town of Urbanna](#)



Confidentiality Note: The e-mail and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this e-mail or any attachment is prohibited. If you have received this e-mail in error, please notify us immediately by returning it to the sender and delete this copy from your system. Thank you for your cooperation



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

# Estimate



ADDRESS
Town of Urbanna PO Box 179 Urbanna, VA

ESTIMATE #	DATE	
2490	09/20/2024	

	QTY	RATE	AMOUNT
<b>Living Shoreline</b> Install living shoreline per the permitted drawings:  Place and stake two rows coir logs Plant 500 patens Plant 12 wax myrtles Install 20 tons of #57 stone on drive/parking area Grading Place 10 tons of sand  All labor and materials included	1	15,000.00	15,000.00
<b>TOTAL</b>			<b>\$15,000.00</b>

Accepted By

Accepted Date