

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.

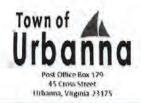
Be advised, this matter was cited during a meeting with Del. Hodges.

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: G-Ravate	ARTHUR B. III	
Address: 27/ Virgin	ast URBannas	VA 23175
Telephone: (Day) 804-758	- 0468 (Cell) 804-61	4-4193
Description/Location of Property:	Larsdown, 271,	Virgina, ST
Tax Map 20 A Double Circle	18 Circle Lot(s)A	1
Status of Applicant: Property	Owner Agent for Owner	Other:
Proposed Change Requiring Certification	te of Appropriateness: In STall	Picket Gence
[Across extire for	ent in Agh essor	Any at corners
And gate 7	nt in Agh esso	
101	d Certificate of Appropriateness that has	
If yes, date of approval of ori		- res 1 No
Zoning District: 1137021cac	/	
Proffers, Restrictive Covenants, and o	other Special Considerations:	
Does the application fall within the r	ecommended actions of the Design Revie	we will be a
		w Guidelines — Yes No
Is the property located within the Flo	odplain District? Yes No	
Is the property located within the:	Resource Management Area (RMA) Resource Protection Area (RPA)	Yes No
PECENT	Intensely Developed Area (IDA)	Zyes No No
AUG 1 3 2024		
BY:		

14		-
aga	ication	ree:

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.

Property Owner Signature	Operator/Agent Signature
	Office Use
Town Official Receiving Application:	25 Center
Amount Paid: F100	Date Payment Received: 8/13/2 Y
Application Number Assigned: 2024- C	COA-03
	Staff Determination:
Property is located within the Historic Preservati the Design Review Guidelines:	ion District and the application falls within the recommended actions o
Use of Delegation of Authority Provision	is appropriate Yes No
	rvation District and the application does not fall within the delines or Delegation of Authority Provision is not appropriate:
Schedule of Historic Board Hearing:	
Advertise for Public Hearing:	
Adjacent Property Owner Notification:	
By Certified Mail:	
By Applicant Notice and Signatur	re: 🔨
- FACILIE	

Revised 5/2013



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.

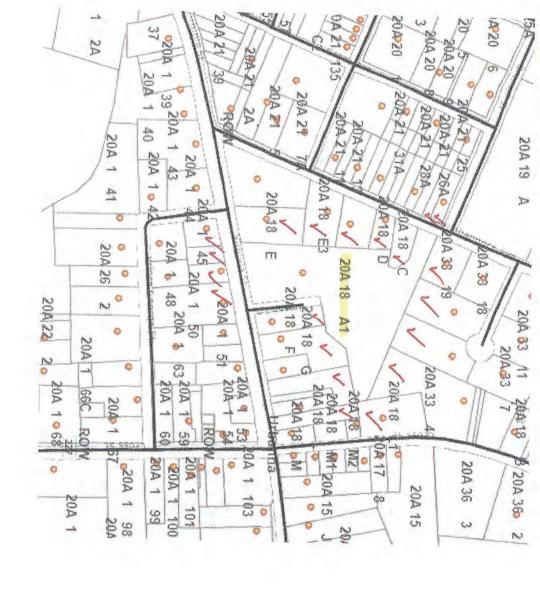
Please reach out if you have any questions or concerns.

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 <anthony@docksofthebay.com>

Sent: Tuesday, October 1, 2024 2:54 PM

To: 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 < t.costin@urbannava.gov >

Sent: Tuesday, October 1, 2024 2:43 PM

To: 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



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From: anthony@docksofthebay.com <anthony@docksofthebay.com>

Sent: Friday, September 20, 2024 2:11 PM

To: 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 < t.costin@urbannava.gov >

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

To: 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



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From: anthony@docksofthebay.com <anthony@docksofthebay.com>

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

To: 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>

Sent: Friday, August 23, 2024 2:02 PM

To: 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



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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
Living Shoreline Install living shoreline per the permitted drawings:	1	15,000.00	15,000.00
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			

*15,000.00

Accepted By Accepted Date