



**Urbanna Town Council
Monthly Meeting
AGENDA
Town Council Chambers
390 Virginia St., Suite B
Thursday, November 14, 2024 6:00 PM**

****UPDATED 11/13/2024****

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Speaker-Delegate Keith Hodges
6. Public Hearing
 - a. 2024-SUP-04-Warning Track, Inc.
7. Minutes
8. Reports
 - a. Town Administrator
 - b. Treasurer
 - c. Personnel Committee
9. Public Comment
10. Council Comment
11. Old Business
12. New Business
13. Public Comment
14. Announcements
15. Closed Meeting
 - a. Pursuant to 2.2-3711(A)(8) consultation with legal counsel employed regarding specific legal matters requiring the provision of legal advice by such counsel: Purchase of 390 Virginia Street
 - b. Pursuant to Section §2.2-3711(A)(1), Code of Virginia for the following purpose: Town Clerk recruitment.
16. Open Meeting
17. Adjourn



**Agenda Item Summary
November 14, 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 November 14, 2024

Agenda Item: Presentation-Delegate Keith Hodges

Background: Del. Keith Hodges will provide a legislative update regarding bills passed by the Virginia General Assembly in 2024 and how they may impact the residents of Urbanna.



TOWN OF URBANNA

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

November 7, 2024

Mr. William Glenn
The Warning Track, Inc.
POB 13
Topping VA 23169

Re: 2024-SUP Application-04

Dear Mr. Glenn:

This is to advise you that the Town of Urbanna Planning Commission will hold a public hearing on the above application made in your business name on Tuesday, November 12, 2024 at 6 PM in the Council Chambers, 390 Virginia Street, Suite B, Urbanna.

Also, this letter serves as notice to you that the Town of Urbanna Town Council will hold a public hearing on the above application made in your business name on Thursday, November 14, 2024 at 6:00 PM in the Council Chambers, 390 Virginia Street, Suite B, Urbanna.

Enclosed please find the Staff Report.

If you have any questions or concerns, please bring them forward to me as soon as possible.

Sincerely,

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

Encl.

Cc: C. Hight



TOWN OF URBANNA

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

2024 – SUP- 04

- Location:** 271 Prince George Street Urbanna
- Property Owner:** William C. Hight Trust (Christopher Hight, Administrator)
- Applicant:** The Warning Track, Inc.
- Request:** Applicant requests permission to allow for a Recreational Facility per Section 17-4.6.3 (9) of the Town of Urbanna Zoning Ordinance
- Map:** 20A-17-1
- Zoning District:** B-1
- Overlay District(s):** Historic Architectural Historic District and Chesapeake Bay Preservation Overlay District
- Use:** Commercial – historic and proposed.
- Adjacent land Uses:** Mix of Commercial and Residential.
- Environmental:** Developed lot. Improvements proposed will not alter impervious surface in an Intensely Developed Area under the Chesapeake Bay Resource Protection Area.
- Compliance:** This situation came to town staff's attention via complaint concerning Historic District standards. Once notified of all issues the applicant and owner began immediately to comply. It should be noted, without enforcement action the owner has improved the premises removing several items (trailers and a truck).
- Comprehensive Plan:** General, Retail and Services

Supporting language for this request aligning to this designation follows:

Economic Goals and Objectives Goal: Expand the economic activities commensurate with the existing character and lifestyle of the local community.

Objectives: ... 2. Encourage a diversified, vibrant environment through mixed-use development, which combines residential, commercial and recreational functions....

If approved, this would be a new business for the town. This particular business supports good health through recreational opportunity. The activity will primarily focus on youth athletic development, but will also have opportunity for others in the community to exercise. Staff believes there will be spinoff support to other businesses in town as a result. Thus, staff finds the proposed used supportive of Comprehensive Plan objectives.

Zoning Compliance: There are no exterior alterations planned except for painting and signage which has all been approved by the Historic Architecture Review Board (HARB). Several depictions that were before the HARB follow. Various state agencies and contractors were contacted for comments on this case and none were received.

Analysis: The ordinance does not list specific concerns to consider when reviewing a Special Use Permit (noise, odor, traffic impact, etc). However, the ordinance recognizes the authority to impose conditions to mitigate adverse situations related to the general health, safety, and welfare of those on and about the property. The general health, safety, and welfare extends to the nature and condition of all adjacent uses and structures and the effect upon them by the use proposed. As this is an existing mixed-use area the proposed use can be considered generally compatible.

The standards of consideration continue on to consider impacts on the impairment of light and air. Conditions 1 and 5 as proposed address light. Street congestion is possible, but with the availability of some onsite parking on the north side of the building that concern is lessened. By prioritizing where overflow parking is accommodated in condition 7 the residences are impacted last. Condition 6 is designed to prevent sidewalk signage that impedes pedestrian traffic flow as well as maintaining a favorable appearance to the property that has been achieved to preserve land values of the property and nearby properties.

Comprehensive Plan compliance is also a consideration and that is detailed above and, as noted, generally compatible. The remaining conditions proposed are standard (1 (with additional language to incorporate those conditions imposed by the Historic Architecture Review Board) and 2) or are done to avoid noise nuisances such as conditions 3, and 4. Condition 3 (hours of operation) is beyond normal business hours, but to accommodate patron schedules it is customary for "membership gyms" to have early morning and light night hours. This is one reason the parking condition encourages on-site parking on the north side of the building.

Suggested Permit Conditions to be imposed with approval are as follows:

1. All federal, state and local laws shall be observed at all times as well as those conditions imposed by the Historic Architecture Review Board which are:
 - a. Future painting of the building in whole or part is to maintain the now existing blue color with white trim. Any alterations from the now existing blue color with white trim will necessitate prior review and approval by the Historic Architecture Review Board. Painting without prior review and approval by the Historic Architecture Review Board will necessitate repainting to the now existing blue color.
 - b. Allow the existing illuminated 3x12 or 36 square feet sign (NAPA) on the north wall to remain as presented understanding the message will be altered. In addition, install the 5x10 Logo and Informational sign as proposed with soft illumination.
 - c. Allow the Homeplate sign, as presented, being stained wood to protrude from the west wall to the same extent and manner as the existing sign (Repair) provided it is of lesser size than the existing sign; 4x6 or 24 square feet and use no more than two colors from the Guidelines suggested list.
2. This Ordinance shall be recorded in the Middlesex County Clerk's Office by the property owner; the property owner shall provide a stamped copy of the recorded Ordinance to the Town Administrator.
3. Hours of operation may be between 5 AM and Midnight seven days a week. However, group activity shall terminate no later than 10 pm.
4. The activities associated with this Recreational Facility are only permitted on the inside of the existing structure. There shall be no outside activity.
5. Other than signage lighting noted in Condition 1, outside lighting shall be utilized only to the extent necessary to allow safe egress and ingress.
6. The property shall be maintained in a clean and orderly manner at all times to include a prohibition on the erection of ground level signage.
7. Parking shall be provided for patrons and staff on the northside of the building. When exceeded parking of the street shall occur first on the western side of the building, then on the southern side of the building.

The Warning Track Inc. Sign proposal

Our main sign will be on the side of the building closest to main street. I have added the sign design below and this sign will be a 5 x 10 if possible. The building has a light up sign on the side already and we would like to update that and use that also. This sign will have a small logo and list what we offer. On the front of the building over top the entrance is a hanging sign. We would like to hang a wood sign from that in the shape of a baseball home plate with our logo. Thank you for your time.



Sign layout on side of building



The
**Warning
Track**

Athletic Performance Facility







Special Use Permit Application Number 2024-SUP-04

Town of Urbanna, Virginia

Application for Special Use Permit – Standard Form

The undersigned property owner or agent for the property owner, of the following property hereby applies for a Special Use Permit in accordance with Chapter 17, Urbanna Town Code, Article 9, Zoning Ordinance of Urbanna, Virginia.

Applicant / Property Owner Information

William Glenn - The Warning Track Inc.
Applicant Name

P.O. Box 13 Topping VA 23169
Applicant Address City/Town State Zip Code

(804) 370-4624 N/A
Applicant phone number Applicant fax number

You are the () property owner; () agent for the property owner.

Note: If you are the agent for the property owner written consent of the owner must be attached to this application.

Chris Height, Administrator of W. C. Height Trust
Property Owner Name

Property Owner Mailing Address City/Town State Zip Code

1804-400-2609
Property owner telephone number Property owner fax number

Location of Property

271 Prince George St 20A-1-47
Street Address Tax parcel ID number

General Description of Property

See Attached

Current Zoning District B-1 Tax Map 20A DC 1 Lot(s) 47

Overlay District(s): Flood Zone () Zone X () Zone AE Chesapeake Bay () RMA () RPA Historic District () Yes () No

Existing Use(s) of Property

Urbanna Auto and Marine Sales

Is this application a request to amend an existing special use permit? Yes / No If so, explain the amendment(s).

Describe the proposed change in use or change in structure(s) for the property.

Athletic Training + Workout Facility

Maximum Building Height(s) with Proposed Change _____

Number of Dwelling Units/Density Calculations _____

Proffers, Restrictive Covenants, Deed Restrictions and Other Special Considerations

None Known

Does this property have any conditions attached to it from a previous application for a special use permit? If so, please list them here.

None Known

Demonstrate how the proposed special use will not negatively impact the surrounding properties or detract from the neighborhood character in terms of public health, safety, and welfare. How will such impacts be mitigated or avoided?

See Attached

Attach a site plan / plot plan / survey plat showing location(s) of existing and proposed structures to be erected and applicable setback lines and distances including all zoning district requirements.

Notes

- (1) Special use permits are issued subject to approval of a site plan. Permits may be issued for either a limited or indefinite period of time and shall be revocable by the Town Council for failure to adhere to the applicable conditions. Unless otherwise specified, work must begin within one year and be completed within 2 and one-half years.
- (2) The Town Council may include, as part of the ordinance granting any special use permit, suitable regulations and safeguards as it may deem appropriate. Once a special use permit is approved subject to such conditions, they shall be deemed to be a part of the zoning ordinance and may be enforced by the zoning administrator. Conditions attached to a special use permit may only be amended or deleted by subsequent application for the purpose.
- (3) This permit shall expire and may be revoked if the work performed does not conform to the approved site plan and application (drawings/site plan/elevations), the conditions attached thereto, or other applicable regulations. The permit shall be revoked if the use made of the property does not conform to the use applied for and approved hereby.


- (4) This application for a special use permit must be accompanied by three (3) copies of any required site plans or plot plans. Plans are to be drawn to scale, showing actual dimensions of all existing and proposed structures/alterations.

Attach the Names and Addresses of All Adjacent Property Owners to this Application: *Please include lot numbers*

Applicant(s) Remarks:
Use a separate sheet if necessary.

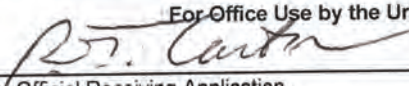

Application Fee: A \$300.00 application fee for Level 1 applicants or \$1500 fee for Level 2 applicants must be paid to the Town of Urbanna. In addition, the applicant is responsible for the cost of advertising and for expenses of notifying the adjacent property owners. The application fee must be paid before any action is taken. The fee is non-refundable.

In making this application, the Applicant requests that the Town of Urbanna approve the location, modifications, or construction of the above proposed special use on the property described above.

	Date		Date
Property Owner Signature		Applicant Signature (If Not Property Owner)	10-8-24

If this application is not signed by the property owner, Agent hereby swears and affirms that he has legally sufficient power of attorney to obligate the owner for all matters relating to this application.

	Date
Agent Signature	

For Office Use by the Urbanna Zoning Administrator and the Planning Commission	
 Town Official Receiving Application	Date <u>10/9/2024</u>
Permit Level <u>1</u>	Fee paid \$ <u>300</u>
	Date Paid/Received by <u>10/9/24</u> 
Special Use Permit Application Number <u>2024-SUP-04</u>	
Actions Taken:	
Application returned for correction/additional information	Date _____
Public Hearing advertised	Date _____
Adjacent property owner notifications mailed	Date _____
Action by Planning Commission	Dates _____
Action by Town Council	Date _____
Additional Action - Describe	Date _____
Additional Action - Describe	Date _____



October 1, 2024

The Warning Track Inc. is a full athletic training facility. We specialize in baseball and softball but offer the opportunity to train for anything. We are great supporter of the youth sports programs in our area.

Our plans with the Urbanna location is to offer a place for the community to workout and train. We will have it setup for members to be able to access it during reasonable operational hours (5am to 10pm) with a key card access. We like to focus on the young athletes and give them a place with great mentors and coaches to work with. We will also have days that will be open for walk in. We will have a full-weight room, fitness equipment and batting cages hung for baseball and softball training.

The property will have security cameras inside and out and coaches and trainers will be in and out throughout the day to make sure there are no issues. Everything will be inside so there should not be any issues with noise. Our goal is to bring a gym style options to Urbanna and give the youth the motivation to stay active.

We would like to say thank you for your time.

t.costin@urbannava.gov

From: Chris Hight <wchight@gmail.com>
Sent: Wednesday, October 9, 2024 3:06 PM
To: Ted Costin
Subject: Fwd: The Warning Track SUP
Attachments: The Warning Track_SUP_10.09.2024.pdf; Untitled attachment 00672.htm

Ted,

I have read through the special permit and I approve and support their application.

Please let me know if you need anything else

Regards

Chris Hight

Begin forwarded message:

From: weglennrepair <weglennrepair@gmail.com>
Date: October 9, 2024 at 12:52:58 PM EDT
To: WCHIGHT@gmail.com
Subject: FW: The Warning Track SUP

I have attached the special use permit. Ted just needs a letter stating you approve of it. Thank you again.

Sent from my Verizon, Samsung Galaxy smartphone



**Agenda Item Summary
November 12, 2024**

Agenda Item: 7-Minutes

Background: Draft minutes attached

Fiscal Impact: NA

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s): Motion to approve the minutes of the June 13, 2024 monthly meeting and public hearings.

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

**Town of Urbanna
Town Council
Public Hearings
Monthly Meeting
Council Chambers-390 Virginia St. Suite B
June 13, 2024**

CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 6:01pm

Present-Members of Council

Mayor Bill Goldsmith
Marjorie Austin
Larry Chowning
Alana Courtney
Merri Hanson
Beth Justice
Sandy Sturgill

Absent

Merri Hanson

Other Attendees

Ted Costin-Town Administrator
Andrea Erard-Town Attorney
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk
Members of press and public

All stood for the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Austin made a motion to approve the agenda as presented.

Councilmember Sturgill seconded.

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

Motion passed 6-0

PUBLIC HEARINGS

Ordinance No. 2024-ORD-04/Water Rates

Councilmember Austin made a motion to open the public hearing.

Councilmember Sturgill seconded.

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

Motion passed 6-0

Mr. Costin gave the background on the reasoning for requesting the increased in-town water rates.

Aging water infrastructure needs to be replaced.

Hydrant flow test showed low water pressure in the business district.

The town has been denied funding for low in-town rates, and disparity between in-town and out-of-town rates.

Plan to decrease gap incrementally.

Staff recommends approving the ordinance as presented.

A letter supporting this ordinance from Urbanna resident, John Anzivino, was distributed to council.

Discussion took place regarding how much the average bill will go up and current number of arrearages (approximately \$30,000).

Mayor Goldsmith discussed the water infrastructure upgrade plans, which are separated into five phases. As there is access to additional funds, phase one (through business district) would start.

Discussion took place about one reason we were not awarded a grant was due to the in-town rates were too low. Closing the gap between in-town and out-of-town rates will improve chances of being awarded future grants and low-interest loans.

There was no public comment regarding Ordinance No. 2024-ORD-04.

Councilmember Austin made a motion to adopt Ordinance No. 2024-04, which would raise Town of Urbanna bi-monthly Water Rates for in-town customers to \$49.74 for minimum usage up to 6000 gallons and \$4.62 per 1000 gallons over 6000 effective July 1, 2024.

Councilmember Sturgill seconded.

Councilmember Austin asked when the town would be applying for grants and loans, with Mr. Costin responding we would do so as they become available. Grants and low-interest loans are available on a revolving basis.

Councilmember Chowning asked staff to take every opportunity to apply. Councilmember Sturgill commented she didn't want to vote for the increase unless there were assurances they moved forward with getting the funds to do the upgrades. Councilmember Austin inquired about whether or not assistance from Virginia Rural Water Authority, with Mr. responding they had not.

In response to a question from Councilmember Austin, Mr. Costin said there may be at least one or two future increases.

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

Courtney voted no

Motion passed 5-1

ORDINANCE NO. 2024-04 - UNCODIFIED ORDINANCE

BE IT ORDAINED by the Urbanna Town Council at its regular meeting on June 13, 2024 that the following service rates shall be effective as of July 1, 2024:

Residential and Commercial Water Rate Schedule

In-Town Water Rates:

<u>Gallons</u>	<u>Current Rate</u>	<u>Rate with Proposed increase</u>
0-6,000	\$45.22 minimum	\$49.74 minimum
6,001 & Up	\$4.20/1,000 gal over 6,000	\$4.62/1,000 gal over 6,000

Adopted: June 13, 2024

Certified to be true and accurate:



Martha Rodenburg, Town Clerk

Ms. Austin	√Aye	Nay	Abstain	Absent
Mr. Chowning	√Aye	Nay	Abstain	Absent
Ms. Courtney	Aye	√Nay	Abstain	Absent
Ms. Hanson	Aye	Nay	Abstain	√Absent
Ms. Justice	√Aye	Nay	Abstain	Absent
Ms. Sturgill	√Aye	Nay	Abstain	Absent
Mayor Goldsmith	√Aye	Nay	Abstain	Absent

FY 2024-2025 Budget Resolution 2024-RES-002

Mayor Goldsmith opened the public hearing.

Mr. Costin gave the background and rationale for the proposed budget, and went over the revenue and expense breakdowns, including:

- Personal Property and Real Estate taxes will remain the same.
- Increase in water rates will show a commitment for the long-term care of the system.
- Other Water Income at \$0, but with a new water ordinance, being crafted by the Town Attorney, that number is expected to grow with collections.
- Reallocation of percentage of employees paid through water fund.
- Second Saturdays is not being cut from budget, despite rumors to the contrary.
- DMV Closure
 - Operated at a \$30,000 loss, even with the town not meeting contract requirements.

- Terms and conditions favor DMV, with 5 requirements per the contract, and the town with approximately 60 items.
- A second employee is required by DMV contract, and would require a \$0.03-0.04 real estate tax increase.
- Only Town resident taxes fund the DMV Select, even though it provides a service to surrounding communities.
- Discussions were held with DMV to negotiate conditions that would not cost the town as much money, but DMV turned it down.
- A continuation was requested, but was not accepted.
- Maribel Kimble will remain as a valued town employee, and take on water operations.
- Emails from citizens have been distributed to council.

Councilmember Austin commented Ms. Kimble is a town employee and has performed other duties other than DMV, and showing her salary as being one of the reasons for DMV financial loss is a misrepresentation.

Mr. Costin responded, that while Ms. Kimble has provided assistance in other areas, her main focus was DMV.

Discussion took place concerning the budgeting of Ms. Kimble’s salary, and it was explained her salary was partly budgeted for Mr. Kime, who retired. Half of Ms. Kimble’s salary will now come from the water fund.

Should the town keep DMV, the cost to the tax payer may be as high as an additional \$0.07 in real estate taxes to cover the additional employee, and to cover the financial loss of the DMV Select, due to the large percentage of revenue the Virginia DMV takes from the town.

Middlesex County had declined to take on the DMV Select in the past, and declined again when approached by Mr. Costin.

Discussion continued regarding the matter.

Public Comment-Budget

- Billy Mayo-spoke in favor of keeping DMV Select.
- Roy Kime-spoke regarding the DMV Select, and its limitations in growing business from car dealerships.
- AB Gravatt-spoke in favor of raising taxes to support the DMV Select.

Councilmember Sturgill commented that, over two years, the DMV Select had cost the taxpayers approximately \$60,000.

Discussion continued regarding going to Middlesex County for funding, reasons for lack of advertising, and efforts made by Ms. Kimble to generate business.

By law, the budget resolution could not be voted on until the next meeting of council.

Special Use Permit 2024-SUP-02-Carts, Inc.

Presentation by Staff

Mr. Costin gave the staff report and background on 2024-SUP-02, to allow for sale/service of recreational vehicles (golf carts).

- Applicant has worked to bring signage and lighting into compliance.
- Planning Commission recommended approval for the application, but amended conditions number 9 to state “No occupancy of any recreational vehicle on site will occur, with the exception of Oyster Festival Week. (Sunday before to Sunday after)” and the requirement to move the golf cart display inside during non-operating

hours.

Discussion to place regarding occupancy of RVs on the property, why SUPs are being brought before council, and building not located in historic district, therefore signage is not subject to HARB approval.

Presentation by Applicant

Nick DiStasio, representative of Carts, Inc., addressed council.

- Never approached regarding lighting.
- Flashing and colored lights have been brought into compliance.
- Lights on building were there previously.
- Spoke positively of working with town.
- Disagrees with condition #9, regarding RVs. A fifth-wheel style camper in use due to lack to places to stay. He or an employee may occupy on a night or two, gave options. Wants to be able to stay the night on occasion.

Councilmember Courtney, wants a limit on number of nights the RV can be occupied, with council discussion on the matter.

Mr. Costin informed council the Planning Commission was not told by the applicant of their plans to use the RV for employees to use overnight. Mr. Costin further explained it was an enforcement issue, and should the condition stand, it's a slippery slope to allowing this type of use in the future. He recommended to either use #9 or scrap it.

Mr. DiStasio countered others who want to occupy their RVs could get SUPs. Discussion took place.

Public Comment

- Susan Smith spoke in favor of the application. Lighting on building adds security. Business is good for the town.
- Amin Ogden spoke in favor of the application. Lighting on building adds security.
- Kristi Anzivino spoke to enforcing zoning ordinance.
- Eric Johnson spoke in favor of allowing overnight stays in RVs as a special use.
- Crystal Tate spoke about her concerns of the lighting and approving the potential sales of RVs.

Mr. DiStasio responded to public concerns, and will address the lighting that may be shining into resident homes.

Mr. Costin addressed council to recommend either keeping condition #9 or dropping it. The current zoning ordinance does not allow for occupancy of RVs, and to make a special exception is a "slippery slope", which would be hard to manage.

Further discussion took place regarding the matter, including the issues that may arise by allowing occupancy of the RV, allowing occupancy for a finite time until the business is established.

After several members of council indicating they were not ready to vote at that time, Ms. Erard inform council they were not required to vote on the matter at this meeting. Mr. Costin followed up to let council they could vote to confirm, deny, or defer the decision, and recommended council put the matter on the agenda for their next meeting.

Councilmember Austin made a motion to defer Special Use Permit [2024-SUP-02-Carts, Inc.] for 2024-05 [Ordinance Number 2024-ORD-05].

Councilmember Justice seconded.

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

Motion passed 6-0

PUBLIC COMMENT

There was no public comment

MINUTES

Councilmember Austin made a motion to approve the minutes of the January 25, 2024 meeting.

Councilmember Justice seconded.

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

Motion passed 6-0

Councilmember Austin asked why they were approving minutes from January in June.

Ms. Rodenburg explained she was behind due to classes (VCU-LUEP Certified Planning Commissioner course) and having problems going through recordings.

REPORTS

Town Administrator

Mr. Costin presented his report:

Office would be closed Wednesday, June 19th in observance of Juneteenth.

VDOT informed Mr. Costin that road resurfacing of roads in town would begin the following day.

Pool opening took place, with operational issues being addressed as they arise.

Anticipating partnering with the library as they begin their summer reading program.

A YMCA proposal is under review.

Swim team is practicing.

Town residents are entitled to three passes and can obtained at the town office during regular business hours.

July 4th and 6th events scheduled and being advertised.

Met with Department of Water Resources (DWR) staff regarding the "No Wake" signs in Urbanna Creek.

Town currently holds the active permit.

Once establishing readable signs, DWR staff can enforce the "Now Wake" designation.

Permit is assignable to another party if there is interest to do so.

Meeting was held with Church View to inform them they were not selected to continue trash collection past June.

Has had several meetings regarding financing of Phase II of the water project.

Hydrant flow testing was performed by Middlesex County without informing Town of Urbanna staff.

This was done to improve the county's Insurance Services Office (ISO) rating.

Treasurer

Ms. Hutton presented the April Treasurer's report.

While the report was not in the packet, it had in fact, been mailed by Ms. Hutton to council the previous week. The report not being in the packet was an oversight by Ms. Rodenburg.

Donation income for 2nd Saturdays was discussed, with Ms. Hutton and Councilmember Austin explaining the town does not fund the event, it is a completely self-funded event. This is the case with the military banner program as well.

Military banner dedication to be held Friday, June 21st at 6pm. The dedication will take place at the fire department.



Treasurer's Report

The Balances Below, Reflect Bank Statements as Of Month's End

Account Balance thru 4/30/2024	Prior Year	Prior Month	Statement Date
	4/30/23	3/31/24	4/30/24
Primis Bank General Operating Bank Account	769,420.31	910,471.10	996,065.21
Renter Water Deposits	-15,361.66	-17,326.66	-17,101.66
Net Operating General Bank Account	768,314.63	910,090.83	992,328.50
C&F Bank Historic Trust (new 3/1/2023)	33,566.84	48,775.97	49,412.78
C&F Bank - Water Fund Reserve (11 mo CD) 1/17/24	114,770.66	115,433.93	116,847.00
C&F Bank - General Fund Reserve (11 mo CD) 1/17/24	95,157.54	95,500.91	96,669.97
C&F Bank -Operating Reserve (11 mo CD) 1/17/24	n/a	400,000.00	404,896.55
Primis Bank DMV	2,901.50	4,403.02	CLOSED 4/22
Primis Bank USDA Well Replacement-new 10/14/22	2,504.07	2,511.01	CLOSED 4/22
Taber Trust – Account Value	857,356.55	982,294.68	
Taxes listed below are collected for prior month(s)	4/30/23	3/31/24	4/30/24
Meals Tax collected in April	3,862.77	10,188.85	13,237.36
Lodging Tax collected in April	1,982.71	2,406.02	2,812.03
Cigarette Tax collected in April	662.88	513.92	636.81

EXPENDITURES:

- First payment (April) to Signature Pools \$12,100.00

REVENUE as of 4/30/2024

UBI – Pool donation received \$40,000.00
 Interest Earned: Water Reserve \$1,413.07. General Fund Reserve \$1,169.06 and Operating Fund reserve \$ 4,896.55 total 3 CD's = \$7,478.68

Notes:

- 4/22/24 Closed DMV acc't transferred to operating
- 4/22/24 Closed USDA well replace acc't transferred to operating

May 3, 2024
09:39 AM

Lodging Tax

Town of Urbanna
2024 Revenue Summary by Month

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2023
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 05/03/24
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
100-12100-0001	Lodging Tax	4520.69	3970.51	3693.25	1955.01	2909.03	514.88	4112.77	681.66	2406.02	2812.03
27575.85											
Fund Total		4520.69	3970.51	3693.25	1955.01	2909.03	514.88	4112.77	681.66	2406.02	2812.03
27575.85											
Grand Total	Count: 1	4520.69	3970.51	3693.25	1955.01	2909.03	514.88	4112.77	681.66	2406.02	2812.03
27575.85											

May 3, 2024
09:38 AM

Meals Tax

Town of Urbanna
2024 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2023
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 05/03/24
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
100-12110-0001	Meals Tax - Local	25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	21041.61	10765.55	10188.85	13237.36
151762.75											
Fund Total		25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	21041.61	10765.55	10188.85	13237.36
151762.75											
Grand Total	Count: 1	25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	21041.61	10765.55	10188.85	13237.36
151762.75											

Water Sales

May 3, 2024
09:37 AM

Town of Urbanna
2024 Revenue Summary by Month

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2023
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 05/03/24
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
500-17010-0001	Water Sales Charges	6051.18	54319.81	20768.56	52703.73	14894.81	46378.62	12287.71	52062.21	8516.41	71388.42
339371.46											
Fund Total		6051.18	54319.81	20768.56	52703.73	14894.81	46378.62	12287.71	52062.21	8516.41	71388.42
339371.46											
Grand Total	Count: 1	6051.18	54319.81	20768.56	52703.73	14894.81	46378.62	12287.71	52062.21	8516.41	71388.42
339371.46											

Planning Commission

Mr. Costin presented the Planning Commission report:

Distributed copies of the revised business licenses to council.

All business licenses will now be reviewed by Mr. Costin for zoning approval.

Under the current zoning ordinance, all home occupation businesses must have Special Use Permits (which cost \$300 for the applicant, as well as public hearings before the Planning Commission and Town Council), when it should be an administrative matter. Mr. Costin recommended council have an ordinance amendment changing Home Occupancy Permits (HOP) to a by-right usage if the applicant meets certain criteria, if the criteria is not met, then they would have to apply for an SUP.

Councilmember Austin made a motion to direct staff to prepare a zoning ordinance to modify the requirements for a home occupation, as outlined by the Town Administrator.

Councilmember Sturgill seconded.

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

Motion passed 6-0

OLD BUSINESS

Museum Security

Ms. Hutton followed up on her previous report regarding the problems with Johnson Controls and presented pricing options to contract with Starbrite Security.

Councilmember Austin made a motion to authorize the Town Administrator to execute a yearly contract, not to exceed \$4,700.00, with Starbrite for fire and security monitoring at the Scottish Factor Store/Museum.

Councilmember Justice seconded.

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

Motion passed 6-0

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

Billy Mayo spoke regarding a letter he received from the town stating he needed a business license, and disputed the requirement that he should have one.

Discussion took place with council telling Mr. Mayo how much his services and contribution to the community are appreciated, but the under the current ordinance, his business requires a business license. Mayor Goldsmith stated staff was enforcing the ordinance. Councilmember Chowning spoke regarding Middlesex County business license requirements and limitations, and recommended possible revisions to the ordinance. Councilmember Austin informed Mr. Mayo that donations had been raised to pay his business license fees. Additional discussion took place regarding reported requirements as told to Mr. Mayo by the county attorney.

ANNOUNCEMENTS

Councilmember Austin attended the VML Small Town Conference in Abingdon, VA. She spoke highly of the conference and gave information to Mr. Costin for different programs for economic development.

ADJOURN

Councilmember Austin made a motion to adjourn.

Councilmember Justice seconded.

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

Motion passed 6-0

Meeting adjourned at 8:02pm

Submitted by:

Martha J. Rodenburg

Town Clerk

Approved by Town Council xx/xx/xxxx



**Agenda Item Summary
November 14, 2024**

Agenda Item: 8-Reports

Town Administrator-Ted Costin

Treasurer Report-Michele Hutton

Personnel Committee-Merri Hanson



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 Town Council
From: P. S. T. (Ted) Costin, Administrator
Date: November 8, 2024
Subject: October Monthly Report given November 2024

Since my last report I can report fewer meetings, but the close out of some issues. First, both phases of sidewalk repair were completed and - in advance - weed/grass treatment. Second, working with AHEEnvironmental (company that did the town's Asset Management Plan for the water system), completed the required Lead Pipe Survey submission to the Virginia Department of Health. There will be several follow-on activities surrounding this issue nationwide. Third, a Historical Architectural Review Board meeting was held processing one case (Hight).

A Planning Commission meeting is pending to process one case (Warning Track) which will be the subject of a council public hearing. A Board of Zoning Appeals meeting was held and that matter (Riddick) continues.

Working on revising stabilization proposal for the end of Virginia Street with Docks of the Bay. I am also discussing with them dock improvements at the dock beside the boat ramp after getting guidance from the county's Building Official. Simply altering the rise of steps will not be sufficient. The start of the Shoreline Restoration at the Marina was delayed, but scheduled for the week of November 11.

Also starting November 11 is the Well Connection project. Relatedly, we received notification from the Department of Environmental Quality that the town's Water Withdrawal Permit is up for renewal in 2026, but application preparations should start now. I have asked Kimley-Horn for a proposal.

Recruitment for the Town Clerk was initiated via advertising locally (paper, website) as well as statewide via the Clerk's Association. One interview is pending with two applications received and one additionally inquiry.

Solicited for and contracted for inspection of the building we now occupy. I have also obtained one proposal for a Phase 1 Environmental Assessment of the property. I am reaching out to at least one other firm. These documents may be helpful in obtaining insurance as well as financing as needed.

In the closing days of the month and into November some time was given to Oyster Festival concerns. All were managed although perhaps not to everyone's satisfaction.

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

Thank you.



Treasurer's Report

The Balances Below, Reflect Bank Statements as of Month's End.

Account Balance thru 9/30/2024	Prior Year	Prior Month	Statement Date
	9/30/23	8/31/24	9/30/24
Primis Bank General Operating Bank Account	866,290.20	975,753.66	976,753.66
Renter Water Deposits	-16,101.66	-17,101.66	-17,101.66
Net Operating General Bank Account	859,297.27	950,232.84	972,216.57
Primis – USDA Well Replacement reopened (8/2/24)	2,507.25	79,977.56	73,946.91
C&F Bank Historic Trust (new 3/1/2023)	44,001.25	58,514.07	59,419.01
C&F Bank - Water Fund Reserve (11 mo CD) 1/17/24	115,158.57	118,277.37	Next Interest 10/15
C&F Bank - General Fund Reserve (11 mo CD) 1/17/24	95,358.45	97,853.34	Next Interest 10/15
C&F Bank -Operating Reserve (11 mo CD) 1/17/24	N/A	409,853.04	Next Interest 10/15
Taber Trust – Account Value	846,246.84	1,039,486.45	1,053,706.29
Taxes listed below are collected for prior month(s)	9/30/23	8/31/24	9/30/24
Meals Tax collected in September	17,037.21	16,604.09	15,038.79
Lodging Tax collected in September	3,694.95	5,686.36	1,869.72
Cigarette Tax collected in September	968.24	469.23	904.94

EXPENDITURES:

- USDA Loan repayment began 09/22/2024 with a monthly payment of \$3,063.00.

REVENUE:

- Business as usual
- I will provide a verbal update on incoming tax revenue

May 2024 – September 2024
Pool Revenue and Expense

Account Description	Current Rev/Exp	
Annual Pool Memberships	13,500.00	
Daily Pool Fees	5,133.35	
Pool Parties	740.00	
Revenue Totals	19,373.35	
Pool Operator	48,675.00	12,100/mo + parties
Repairs & Maintenance	998.78	\$400 buzzard damage, winterize items
Advertising	140.00	
Electrical Service	3,209.53	
Other Operating Supplies	1,413.37	TP, Trash cans/ liners, soap, etc
Furniture & Fixtures	374.17	Signage, dispensers
Sewerage Charges	2,637.20	
Expenditure Totals	57,448.05	

Expense: \$57,448.05
Revenue: - \$19,373.35
Difference: \$38,074.70

