



**TOWN
COUNCIL**

Agenda Item Summary

FEBRUARY 13, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

6a July 11, 2024 Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of the July 11, 2024 meeting as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**Town of Urbana
Town Council
Monthly Meeting
Council Chambers-390 Virginia St. Suite B
July 11, 2024**

CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 6:00pm

Present-Members of Council

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

Absent

Beth Justice

Other Attendees

Ted Costin-Town Administrator
Andrea Erard-Town Attorney-via zoom
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 amend the agenda to include a closed session at the end of the meeting [to discuss updated information associated to contracts].

Councilmember Sturgill seconded.

**Austin, Chowning, Courtney, Hanson, Sturgill, and Goldsmith voted yes
Motion passed 6-0**

Councilmember Austin made a motion to accept the agenda as amended.

Councilmember Sturgill seconded.

**Austin, Chowning, Courtney, Justice, Sturgill, and Goldsmith voted yes
Motion passed 6-0**

MINUTES

Councilmember Austin made a motion to approve the minutes of the February 22, 2024 work session and public hearings and the March 14, 2024 monthly meeting.

Councilmember Sturgill seconded.

**Austin, Chowning, Courtney, Hanson, Sturgill, and Goldsmith voted yes
Motion passed 6-0**

REPORTS

Town Administrator

Mr. Costin presented his report to include (detailed report emailed to council and included in meeting packet):


- Pool operational issues are being addressed
- Programs taking place at pool

- Swim team has hosted a meet, with one being canceled due to heat
- July 4th events schedule altered due to weather
- No progress on “No Wake” signage
- Home Occupation amendments
- Re-zoning application for Boundary Line Adjustment properties
- Meetings regarding bond issuance regarding well construction

Discussion took place between Mr. Costin and council regarding parking signage at end of Virginia St. as well as the “No Wake” signage.

Treasurer

Ms. Hutton presented her report:



Treasurer’s Report

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

Account Balance thru 5/31/2024	Prior Year 5/31/23	Prior Month 4/30/24	Statement Date 5/31/24
Primis Bank General Operating Bank Account	902,493.13	996,065.21	1,001,375.91
Renter Water Deposits	-15,426.66	-17,101.66	-17,101.66
Net Operating General Bank Account	902,493.13	992,328.50	997,525.32
C&F Bank Historic Trust (new 3/1/2023)	34,668.28	49,412.78	50,639.82
C&F Bank - Water Fund Reserve (11 mo CD) 1/17/24	114,853.67	116,847.00	Next Int July
C&F Bank - General Fund Reserve (11 mo CD) 1/17/24	95,200.56	96,669.97	Next Int July
C&F Bank -Operating Reserve (11 mo CD) 1/17/24	n/a	404,896.55	Next Int July
Primis Bank DMV		CLOSED 4/22	N/A
Primis Bank USDA Well Replacement-new 10/14/22		CLOSED 4/22	N/A
Taber Trust – Account Value	842,572.55	982,294.68	\$965,792.34
Taxes listed below are collected for prior month(s)	4/30/23	3/31/24	5/31/24
Meals Tax collected in May	10,065.80	13,237.36	14,384.57
Lodging Tax collected in May	2,522.36	2,812.03	2,429.85
Cigarette Tax collected in May	863.97	636.81	782.04

EXPENDITURES:

Business as usual

REVENUE as of 5/31/2024

- 5/29/24 Bank Franchise tax received \$42,024.00
- Pool Memberships \$8,100.00
- Daily \$332.00

Lodging Tax

June 14, 2024
03:54 PM

Town of Urbanna
2024 Revenue Summary by Month

Page No: 1

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: 06/14/24
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total													
100-12100-0001	Lodging Tax												
38424.65		4520.69	3970.51	3693.25	1955.01	2995.03	514.88	4112.77	681.56	2405.02	2812.03	2429.35	418.95
Fund Total		4520.69	3970.51	3693.25	1955.01	2995.03	514.88	4112.77	681.56	2405.02	2812.03	2429.35	418.95
Grand Total	Count: 1	4520.69	3970.51	3693.25	1955.01	2995.03	514.88	4112.77	681.56	2405.02	2812.03	2429.35	418.95

Meals Tax

June 14, 2024
03:55 PM

Town of Urbanna
2024 Revenue Summary by Month

Page No: 1

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: 06/14/24
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total													
100-12110-0001	Meals Tax - Local												
166147.32		25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	21041.61	10765.55	10188.85	13237.36	14384.57	0.00
Fund Total		25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	21041.61	10765.55	10188.85	13237.36	14384.57	0.00
Grand Total	Count: 1	25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	21041.61	10765.55	10188.85	13237.36	14384.57	0.00

Water Sales

June 14, 2024
03:41 PM

Town of Urbanna
2024 Revenue Summary by Month

Page No: 1

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: 06/14/24
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total													
500-17010-0001	Water Sales Charges												
346538.80		6651.38	54319.81	20768.55	52703.73	14894.81	46378.52	12287.71	52062.21	8516.41	71388.42	7167.34	0.00
Fund Total		6651.38	54319.81	20768.55	52703.73	14894.81	46378.52	12287.71	52062.21	8516.41	71388.42	7167.34	0.00
Grand Total	Count: 1	6651.38	54319.81	20768.55	52703.73	14894.81	46378.52	12287.71	52062.21	8516.41	71388.42	7167.34	0.00

Also discussed was:

- Delinquent real estate taxes, which currently total \$1,568.32
 - Placing liens and other options, such as tax sale
- Personal property tax delinquencies which currently total \$11,689.79 (including penalties & interest)
 - Approximately \$1,695 will be written off due to 5-year rule
 - DMV stops placed as necessary
- Pool Memberships and daily income:
 - Pool memberships income current total \$14,900
 - Daily income from pool for passes, current total \$3,885.35
- Distribution of donation income and possible projects the remaining money could be used for, including the walkway and sunshade, with Councilmember Austin adding 2nd Saturdays would contribute
- Need for a clock at the pool

PUBLIC COMMENT

There was no public comment

COUNCIL/STAFF COMMENT

Mr. Costin advised council to utilize the budget to track past expenses, and he is currently working to get the 2023 audit complete, and will then submit an engagement letter for a 2024 audit.

OLD BUSINESS

DMV Select Discussion

Mr. Costin updated council on the current status of the DMV Select.

- DMV suspended removal of supplies due to county's consideration of support for the service.
- County Administrator has been provided the DMV agreements, town's budget relating to DMV Select, and mayor's research on financial impact in comparison to other locales.
- He has communicated with VML and Commissioner of Revenue for New Kent County.
- Staff recommend scheduling a meeting between county and town representatives.

Mayor Goldsmith added Middlesex County wants to know if the Town Council was supportive of this as a body.

Mayor Goldsmith spoke to the research he had done regarding the DMV Select budgeting for other locales.

Councilmember Austin informed council she had spoken with the head of DMV Select to ask if [the Urbanna DMV Select] could be open on Mondays, Wednesdays, and Fridays. The decision would require approval from him and the DMV Commissioner. It was discussed further, with Mr. Costin adding he had been told by DMV that the town would have to meet all contract requirements, with no option for limited hours given.

Further discussion took place regarding the matter.

Councilmember Chowning made a motion that the Mayor, Councilmember Austin, and the Town Administrator be appointed as the town's representatives to a meeting with Middlesex County representatives to discuss re-establishing the DMV Select in Urbanna's Town Offices.

Councilmember Sturgill seconded

Councilmember Hanson stated a member of the Finance Committee should be a part of the meeting. It was stated Mayor Goldsmith is on the Finance Committee.

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

Motion passed 6-0

Kayak Launch

Mayor Goldsmith gave an update on the progress of the Kayak Trail.

- Current access to the website takes at least 4 clicks
- Has left messages with Curt Smith requesting him to make it simple
- Link will be put on Town of Urbanna and Urbanna Business Association (UBA) website

The difficulty using it was discussed by council.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

- Kristi Anzivino-spoke to her concerns about the Finance Committee and Town Council not informing the public about the problems with DMV earlier in the year, and how the decision was handled, including keeping the DMV Select clerk on staff, and not having Michele Gowdy of VML come to address council, after being invited by Councilmember Austin.

Mayor Goldsmith agreed it could have been handled better.

Councilmember Hanson responded the matter has been discussed at committee and council meetings throughout the year, and was discussed during the prior year budget discussions.

Councilmember Courtney added she agreed the staff member should not have been retained.

Councilmember Chowning spoke in support of retaining the staff member.

Mayor Goldsmith explained the staff member was now being paid out of the water budget, which is separate from the main budget.

Council further discussed the matter regarding DMV Select and getting support from Middlesex County.

Mr. Costin advised Mayor Goldsmith that "Council Comment" was not on the agenda following the second "Public Comment". Adding this was discussed, with no action taken.

ANNOUNCEMENTS

There were no announcements.

CLOSED MEETING

Councilmember Austin moved to go into Closed Meeting pursuant to Virginia 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 – purchase of 390 Virginia Street; and

2.2-3711(A)(3)(8) consultation with legal counsel employed regarding specific legal matters requiring the provision of legal advice by such counsel - purchase of 390 Virginia Street.

Councilmember Sturgill seconded.

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

Motion passed 6-0

OPEN MEETING

Councilmember Austin made a motion to reconvene in open meeting and to certify that only the matters that were identified in the motion to go into closed meeting were heard, discussed, or considered.

Councilmember Sturgill seconded.

Austin, Chowning, Courtney, Hanson, Sturgill, and Goldsmith certified.

ADJOURN

Councilmember Austin made a motion to adjourn.

Councilmember Sturgill seconded.

Austin, Chowning, Courtney, Hanson, 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 _____

ATTEST:

Christine H. Branch, Town Clerk

DRAFT



**TOWN
COUNCIL**

Agenda Item Summary

FEBRUARY 13, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

6b July 25, 2024 Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of the July 25, 2024 meeting as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**Town of Urbanna
Town Council
Public Hearings
Work Session
Council Chambers-390 Virginia St. Suite B
July 25, 2024**

CALL TO ORDER & ROLL CALL

Members of Council

Present

Mayor Bill Goldsmith
Larry Chowning
Alana Courtney
Merri Hanson
Beth Justice

Absent

Marjorie Austin
Sandy Sturgill

Others Present

Ted Costin-Town Administrator
Martha Rodenburg-Town Clerk
Michele Hutton-Town Treasurer

Mayor Goldsmith called the meeting to order at 6:00pm
All present said the Pledge of Allegiance

APPROVAL OF AGENDA

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

Councilmember Courtney seconded.

Chowning, Courtney, Hanson, Justice, and Goldsmith voted yes

Motion passed 5-0

PUBLIC HEARING 2024-SUP-03

Mayor Goldsmith opened the public hearing.

Staff Presentation

Ms. Rodenburg presented Special Use Permit application, 2024-SUP-03, submitted by Bryan Lee Harrelson, owner of 201 Colorado Ave. to convert a detached single car garage to an accessory dwelling unit to accommodate guests. The renovation would consist of exterior improvements and exterior improvements, including new windows, doors, a patio, and new bathroom, finishes, and HVAC. It will have a bedroom and bathroom, no kitchen.

It was explained that, per the Urbanna Town Code, it is not a true “dwelling” due to lack of kitchen. Utility connections would be fed from the main house.

All legal notices were published and sent to adjacent homeowners. Two responses were received, there were no objections made.

At their meeting on July 23, the Planning Commission voted unanimously to recommend the application to the Town Council for approval.

The following conditions have added:

- No ingress/egress added to Kent St. side of unit
- Building cannot be expanded

There was brief discussion between council and staff regarding the application.

Councilmember Hanson stated her concern for it being referred to as an ADU (Accessory Dwelling Unit), when, by definition, it is not a dwelling, and any future problems this may cause. Ms. Rodenburg read Section 17-13.2 of the Urbanna Town Code, which states the definition of a "Dwelling Unit". There was no further discussion.

Applicant Presentation

Mr. Harrelson addressed council, and explained their reasoning for converting the garage to unit that would provide extra space for guests.

There was clarification that the "no ingress/egress added to Kent St. side", meant no additional ingress/egress beyond what was submitted in the application.

Public Comment

There was no public comment regarding the application.

Mayor Goldsmith closed the public hearing.

Councilmember Hanson mad a motion to approve Ordinance 2024-ORD-06 granting Special Use Permit application 2024-SUP-03 for 201 Colorado Ave.

Councilmember Courtney seconded.

Chowning, Courtney, Hanson, Justice, and Goldsmith voted yes

Motion passed 5-0

ORDINANCE NO. 2024-ORD-06

ORDINANCE NO. 2024-06 GRANTS A SPECIAL USE PERMIT (2024 SUP APPLICATION 03) FOR 201 COLORADO AVENUE [20A-6-22] TO ALLOW FOR THE CONVERSION OF AN EXISTING DETACHED SINGLE-CAR GARAGE INTO AN ACCESSORY DWELLING UNIT. THE PROPERTY IS LOCATED IN THE R-1 ZONING DISTRICT AND CONSISTS OF +/- .234 ACRES.

BE IT ORDAINED by the Urbanna Town Council, at the regularly scheduled meeting on July 25, 2024, that a Special Use Permit is hereby granted for Lot 20A-6-22, 201 Colorado Avenue, to allow to allow for the conversion of an existing detached single-car garage into an accessory dwelling unit, subject to the following terms and conditions:

1. All federal, state and local laws shall be observed at all times.
2. The property shall be maintained in a clean and orderly manner at all times.
3. 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.
4. No ingress/egress will be added to the Kent Street side of the unit.
5. The garage cannot be expanded.
6. If owner and/or applicant violates any of the conditions above or fails to adhere to the representations set forth in the application and supporting materials, this special use permit may be terminated upon notice being given the applicant and hearing by the Town Council.

This Ordinance shall take effect upon adoption.

Adopted: July 25, 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

PUBLIC HEARING 2024-ZOA-01

Mayor Goldsmith opened the public hearing.

Staff Presentation

Mr. Costin presented his staff report for the proposed zoning amendment which would do the following:

- Amend Sections 17-4.2.3(6), 17-4.4.3(7), and 17-5.2 and add Section 17-4.2.2(10), which will allow Home Occupations in residential districts as Permitted Uses and no longer require Special Use Permit, unless administrative standards in 17-5.2 can't be met.
- Amend Section 17-4.6.2(1) by repeal and replace with an allowance for public and private utilities and amend Section 17-4.6.2(21), which would remove any permitted use by right in R-1 to take place in B-1.

He distributed a draft Home Occupation Permit application to Council.

Discussion took place about how these amendments would make processes more streamlined. Also discussed was whether or not Councilmembers Hanson and Chowning would have a conflict of interest, since they both have home based businesses. Mr. Costin said that, due to the large number of people this would affect, they have a "diluted interest" and would not be seen as a conflict.

In response to a question by Councilmember Hanson, Mr. Costin explained the changes to B-1 amendment did not change the current district zones.

Public Comment

There was no public comment regarding the matter.

Mayor Goldsmith closed the public hearing.

Councilmember Hanson made a motion to approve Zoning Amendment 2024-ZOA-01.

Councilmember Justice seconded.

Chowning, Courtney, Hanson, Justice, and Goldsmith voted yes

Motion passed 5-0

ORDINANCE NO 2024-ORD-07

ZONING ORDINANCE AMENDMENT 2024-ZOA-01 WHICH PROPOSES TO AMEND:

1. SECTIONS 17-4.2.3 (6), 17-4.4.3 (7) AND 17-5.2 AND ADDS SECTION 17-4.2.2 (10). TAKEN TOGETHER THESE AMENDMENTS WILL ALLOW HOME OCCUPATIONS IN RESIDENTIAL DISTRICTS AS PERMITTED USES AND NO LONGER REQUIRE SPECIAL USE PERMIT UNLESS ADMINISTRATIVE STANDARDS CONTAINED IN 17-5.2 CANNOT BE MET, AND

2. AMEND SECTION 17-4.6.2 (1) BY REPEAL AND REPLACE WITH AN ALLOWANCE FOR PUBLIC AND PRIVATE UTILITIES. THIS SECTION CURRENTLY ALLOWS ALL PRINCIPAL PERMITTED USE IN THE R-1 ZONING DISTRICT TO OCCUR IN THE GENERAL COMMERCIAL DISTRICT. AMEND SECTION 17-4.6.2 (21) WHICH IS RESERVED WITH AN ALLOWANCE FOR PARKS AND SIMILAR USES.

BE IT ORDAINED by the Urbanna Town Council at its regularly scheduled meeting on July 25, 2024, that the Urbanna Town Code, section 17-4.2.2 be amended to read as follows:

“Section 17-4.2.2

A building or land shall be used only for the following purposes:

- 1) Detached single-family dwellings
- 2) For parcels greater than five (5) acres, general agriculture, farming and forestry, including raising of crops, truck gardens, field crops, orchards or nurseries for growing or propagation and harvesting of plants, turf, trees, and shrubs and other general agricultural uses; provided that temporary open-air stands shall not exceed 200 square feet in area for seasonal sales of product raised on the premises and provided that no retail or wholesale business office or store shall be permanently maintained on the premises.
- 3) Livestock and animals; the raising of large animals, such as pigs, cows, horses, sheep, or goats, on a farm of ten acres or more, or the raising for sale of birds, bees, fish, rabbits, or other small animals on a lot of five acres or more shall be permitted.
- 4) Facilities, structures and rights-of-way necessary for rendering public utility service, including poles, wires, transformers, telephone booths and the like for electrical power distribution or communication service, and underground pipelines or conduits for electrical, gas, sewer, or water service.
- 5) Public parks, parkways, playgrounds, and athletic fields; public and private forests, wildlife preserves and conservation areas. Public and private facilities requiring night illumination or associated buildings and facilities require a special use permit.

- 6) Yard sale or garage sale for disposal of used household items as defined in Article 13 of this chapter, and provided such sales comply with the regulations therein. Signs associated with the sale shall comply with the district regulations and shall not be attached to trees, utility poles, or street name poles.
- 7) Accessory buildings and uses, including but not limited to accessory private garages, storage buildings and workshops, farm buildings and structures, servants or care takers quarters, guest houses, swimming pools, tennis courts and similar recreation facilities.
- 8) Boat houses, covered docks and piers which have an absolute total height equal to or less than twenty (20) feet above mean high water.
- 9) Short-term rentals
- 10) *Home Occupations, subject to regulations in §17-5.2;*” and

BE IT FURTHER ORDAINED that Section 17-4.2.3 of the Urbanna Town Code shall be amended to read as follows:

“Section 17-4.2.3

The following uses shall only be permitted by special use permit in accordance with the procedures, guides and standards set forth in Article 9 of the chapter.

- 1) Additional dwelling units.
 - 2) Duplexes or two-family dwellings, subject to the special regulations in § 17-4.2.7.
 - 3) Bed and Breakfasts.
 - 4) Cemeteries
 - 5) Churches and Sunday Schools, rectories, parish houses, convents and monasteries, temples, and synagogues.
 - 6) Home occupations, ~~subject to~~ *not meeting* regulations in §17-5.2.
- C) Common refuse bins shall be completely screened from view and enclosed by a fence or wall, with an appropriately designed gate which can be latched open and closed;” and

BE IT FURTHER ORDAINED that Section 17-4.4.3 of the Urbanna Town Code shall be amended to read as follows:

“Section 17-4.4.3 Uses Permitted by Special Use Permit

The following uses may be permitted by special use permit approved by the Town Council following a report by the Planning Commission in accordance with the procedures, guides and standards of Article 9, of this chapter.

- 1) Accessory buildings and uses, including but not limited to accessory storage and accessory off-street parking.
- 2) Bed and breakfast facilities.
- 3) Boarding and rooming houses.
- 4) Churches and Sunday Schools, rectories, parish houses, convents and monasteries, temples and synagogues.
- 5) Convalescent homes, rest homes, nursing homes or homes for the aged.
- 6) Family care homes and foster homes.

- 7) Home Occupations ~~subject to~~ *not meeting* the regulations of Article 5, §17-5.2, ~~this chapter.~~
- 8) Nursery schools, kindergartens, child-care centers, day nursery, or day care centers.
- 9) Private schools, colleges, or universities.
- 10) Public or governmental buildings and uses, including schools, libraries, fire stations, and rescue squad facilities.
- 11) Publicly or privately operated parks, playgrounds, and athletic fields; including buildings and facilities customarily associated with these recreational activities.
- 12) Radio or television transmission or receiving tower more than fifty (50) feet in height, and satellite transmission receiving dishes;" and

BE IT FURTHER ORDAINED that Section 17-4.6.2 of the Urbanna Town Code shall be amended to read as follows:

“Section 17-4.6.2 Permitted Uses

- 1) Facilities, structures and right-of ways necessary for rendering public utility service, including poles, wires, transformers, telephone booths and the like for electrical power distribution or communication service, and underground pipelines or conduits for electrical, gas, sewer, or water service.*
- ~~1) Any principal permitted use permitted by right in the R-1 zoning district. Dwellings are subject to the same lot area and yard space requirements as in the R-1 district.~~
- 2) Arts, cultural, and historic institutions, including museums and tourist information and orientation facilities.
- 3) Retail automobile or truck parts sales, but not wholesale and not auto salvage or wreckage.
- 4) Bakeries, provided that the majority of products produced on the premises are sold at retail on the premises.
- 5) Banks and other financial institutions.
- 6) Barber shops or beauty parlors.
- 7) Bed and breakfast facility.
- 8) Bicycle sales and repair shops.
- 9) Catering or delicatessen business.
- 10) Churches and Sunday Schools, rectories, parish houses, convents and monasteries, temples, and synagogue.
- 11) Drive-in automatic banking or vending machine station. Groups of three or more vending machines shall be contained in a building.
- 12) Employment service or agency.
- 13) Frozen food lockers for individual or family use.
- 14) Funeral home or undertaking establishment.
- 15) Hospital or clinic.
- 16) Hotel, motel, inn, lodge, or tourist home having less than five (5) rooms for use by transient boarders.
- 17) Janitorial service establishment.
- 18) Laundries, laundromats or dry-cleaning establishments with floor area not exceeding 2,500 square feet.

- 19) Lawn mower, yard and garden equipment, rental and sales and service but no service or repair permitted.
- 20) Libraries.
- 21) ~~Reserved.~~ *Public parks, parkways, playgrounds, and athletic fields; public and private forests, wildlife preserves and conservation areas. Public and private facilities requiring night illumination or associated buildings and facilities require a special use permit.*
- 22) Nurseries for growing and sale of plants, trees and shrubs and related materials.
- 23) Offices; general, business or professional; manufactured or mobile home for temporary (not to exceed 120 days) office use by approved special use permit only.
- 24) Parking lots, parking spaces and parking areas.
- 25) Pet shop or dog beauty parlor, provided that any work rooms, cages, pens or kennels be maintained within a completely enclosed, soundproof building and that such shop or parlor be operated in such a way as to produce no objectionable noise or odors outside its walls.
- 26) Printing, publishing, and engraving establishments, photographic processing or blueprinting with floor area not exceeding 2,500 square feet.
- 27) Radio and television stations and studios or recording studios, but not towers more than 125 feet in height.
- 28) Rental of household items, tools and appliances.
- 29) Repair shops with floor area not exceeding 2,500 square feet.
- 30) Reserved.
- 31) Security service office or station.
- 32) Shopping Centers.
- 33) Stores or shops for the conduct of retail business, including sale of accessories, antiques, appliances, art or art supplies, beverages (alcoholic or otherwise), books, carpets, clothing, drugs, fabrics, flowers, food, furniture, hardware, jewelry, office supplies and stationery, shoes, paint, wallpaper, sporting goods, and similar stores and shops.
- 34) Studios or shops for artist, photographers, writers, teachers, jewelers, weavers or other crafts, sculptors or musicians.
- 35) Telephone station or booth, including drive-in or talk-from-car stations.
- 36) Temporary stands, or outdoor areas or temporary truck parking for sale of produce, Christmas trees, and other seasonal items.
- 37) Video rental and sales.
- 38) Accessory buildings and uses, including accessory storage of supplies and merchandise normally carried in stock or used in connection with a permitted use, subject to applicable district regulations.
- 39) Massage Therapy practiced by a graduate of a training program certified by the State Board of Education;” and

BE IT FINALLY ORDAINED that Section 17-5.2 of the Urbanna Town Code shall be amended to read as follows:

“Section 17-5.2 Home Occupations

(A) Any occupation, profession, enterprise or activity conducted solely by one or more members of a family on the premises which is incidental and secondary to the use of the premises for dwelling may be permitted ~~under an approved Special Use Permit~~, with the appropriate Certificate of Occupancy, provided that:

- (1) Not more than the equivalent area of one quarter of one floor of any principal or accessory structure shall be used for such purpose;
- (2) External alterations required by such occupation shall ~~be subject to special use provisions contained in Article 9.~~ *not be undertaken.*
- (3) No more than two (2) persons, other than a member of the family, shall be employed on the premises;
- (4) No commodity is stored or sold, except such as made on the premises or related to the home occupation.
- (5) There shall be no group instruction, assembly or activity, or no display that will indicate from the exterior that the building is being utilized in part for any purpose other than that of a dwelling.
- (6) The home occupation or use is in compliance with all other sections of this code and all other rules, regulations and ordinances of the Town.”

This Ordinance shall take effect upon adoption.

Adopted: July 25, 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

DISCUSSION ITEMS

DMV Select

Mayor Goldsmith reported that along with Councilmember Austin and Mr. Costin, they met with representatives from Middlesex County, including [Board of Supervisors Chair] Don Harris, County Administrator Matt Walker, and Anne Marie Ricciardi to discuss DMV Select. He felt there was some interest by the county to share costs.

Since Councilmember Austin was absent, Mayor Goldsmith felt further discussion shouldn't take place regarding the matter until she is able to participate.

PUBLIC COMMENT

There was no public comment.

COUNCIL COMMENT

There was no council comment.

ACTION ITEMS

Audit

Mr. Costin reported, in the process of working on extending the USDA loan for Phase II of the well project, it was discovered that, while the audit for FY 2021-2022 was received by council, it was not formally accepted. Documentation of a formal acceptance was required for by the USDA.

Councilmember Hanson moved to accept Fiscal Year 21-22 Audit as it was prepared by Davis Associates—CPA and presented to council on October 12, 2023.

Councilmember Justice seconded.

Chowning, Courtney, Hanson, Justice, and Goldsmith voted yes

Motion passed 5-0

ANNOUNCEMENTS

Mayor Goldsmith thanked Councilmembers Sturgill and Justice for their work on the Independence Day festivities. He also acknowledged the passing of Patti Lou Riker, who was a beloved member of the community.

ADJOURN

Councilmember Hanson made a motion to adjourn.

Councilmember Justice seconded.

Chowning, Courtney, Hanson, Justice, and Goldsmith voted yes

Motion passed 5-0

Meeting adjourned at 6:31pm

Submitted by:

Martha J. Rodenburg, Town Clerk

Approved by Town Council _____

ATTEST:

Christine H. Branch, Town Clerk



**TOWN
COUNCIL**

Agenda Item Summary

FEBRUARY 13, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

6c August 8, 2024 Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of the August 8, 2024 meeting as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**Town of Urbanna
Town Council
Joint Public Hearings with Planning Commission
Monthly Meeting
Council Chambers-390 Virginia St. Suite B
August 8, 2024**

CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 6:00pm

Present-Members of Council

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

Members of Planning Commission

Lewis Hall
Don Drayer
Gari Lister
Katie Wilson

Other Attendees

Ted Costin-Town Administrator
Andrea Erard-Town Attorney
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk

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, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 7-0

JOINT PUBLIC HEARINGS-URBANNA TOWN COUNCIL AND THE URBANNA PLANNING COMMISSION

Councilmember Hanson, acting as vice-chair of the Planning Commission called the Planning Commission to order and established a quorum.

Rezoning Ordinance 2024-ORD-08

Mayor Goldsmith opened the joint public hearing regarding Ordinance 2024-ORD-08.

Staff Presentation

Mr. Costin presented the staff report covering all of the rezoning ordinances. The rezoning is for the properties brought into the Town of Urbanna through a Boundary Line Adjustment (BLA) which took place in 2023. The properties owned by Hampton Roads Sanitation District are not participating due to administrative reasons. He noted there is no law which requires adjacent property owner notification for a Boundary Line Adjustment, only properties being incorporated receive legal notices. All required legal notices and public hearings took place prior to the

approval of the Boundary Line Adjustment in 2023.

It was explained when a BLA takes place, the zoning designation of all property incorporated becomes zoned the lowest zoning designation of the incorporated locality. R-1 is the lowest zoning designation in the Town of Urbanna.

Mr. Costin proceeded to explain each proposed designation for the all the properties participating.

Public Comment Regarding Rezoning Ordinance 2024-ORD-08

- Lisa Walker-426 Laurel Farms Ln-President of Laurel Farms Homeowners Association (LF-HOA) spoke to the history of the property, which is a part of the LF-HOA. She is opposed to the re-zoning due to the LF-HOA Covenants, Conditions & Restrictions (CC&R) document which does not allow for this.
- Pam Houck-246 Laurel Farms Ln-Vice-President of LF-HOA spoke against the re-zoning due to the LF-HOA CC&R.
- Greg Houck-246 Laurel Farms Ln-Member of LF-HOA spoke against the re-zoning due to the LF-HOA CC&R.
- Scott Krejci-346 Laurel Farms Ln- Member of LF-HOA spoke against the re-zoning due to the LF-HOA CC&R.
- Joe Prete-22 Laurel Farms Ln- Member of LF-HOA spoke against the re-zoning.
- Mark Williams-Thurston Properties, LLC representative. Property will meet CC&R restrictions when developed.

Mr. Costin clarified some properties are only identified with Tax Map numbers, since addresses are given by Middlesex County when the property is developed with a structure.

Mayor Goldsmith closed the public hearing.

Planning Commission Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-08

Ms. Lister commented the property would be required to meet the LF-HOA CCR requirements if developed, with Ms. Erard agreeing.

Discussion took place clarifying the property is subject to LF-HOA.

Ms. Lister moved to recommend approval of Ordinance 2024-ORD-08.

Mr. Drayer seconded.

Drayer, Hall, Hanson, Lister, and Wilson voted yes.

Motion passed 5-0.

Town Council Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-08

Councilmember Sturgill stated she saw no reason to vote against the ordinance, if the property would still be governed by LF-HOA CCR requirements.

Councilmember Austin made a motion to approve Ordinance 2024-ORD-08.

Councilmember Justice seconded.

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

Motion passed 7-0

ORDINANCE NO. 2024-08

ORDINANCE NO. 2024-08 REZONES TAX MAP 19 (12)1 CONSISTING OF +/- 1.479 ACRES FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO R-2 (HIGH DENSITY RESIDENTIAL DISTRICT); THIS PROPERTY IS LOCATED NORTHWEST AND ADJACENT TO 85 LAUREL FARMS LANE.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that the public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 19 (12)1 consisting of +/- 1.479 acres from R-1 (low density residential district) to R-2 (high density residential district).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 19 (12)1 consisting of +/- 1.479 acres be rezoned from R-1 (low density residential district) to R-2 (high density residential district) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 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

Rezoning Ordinance 2024-ORD-09

Mayor Goldsmith opened the joint public hearing for Ordinance 2024-ORD-09.

Public Comment Regarding Rezoning Ordinance 2024-ORD-09

- Pam Houck-246 Laurel Farms Ln-Vice-President of LF-HOA spoke to her understanding that, construction for a well on the lot, would not be approved by the LF-HOA due to their CC&R.
- Greg Houck-246 Laurel Farms Ln-Member of LF-HOA read the section of their CC&R regarding its restrictions.
- Lisa Walker-426 Laurel Farms Ln-President of Laurel Farms Homeowners Association (LF-HOA) questioned the rezoning if nothing is going to change, and spoke to possible litigation.

Planning Commission Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-09

Mr. Drayer questioned if the property had to be zoned B-1, with Mr. Costin explaining the goal is to have all Town of Urbanna property in the rezoning be designated as B-1. The recorded deed for the lot is noted that it is only to be used as a well lot. Further discussion took place, with Mr. Costin stating the bond issuance matter later in the agenda has nothing to do with the lot being discussed, but for a well on another lot currently under construction.

Ms. Lister moved to recommend approval of Ordinance 2024-ORD-09.

Mr. Drayer seconded.

Drayer, Hall, Hanson, Lister, and Wilson voted yes.

Motion passed 5-0.

Town Council Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-09

Discussion took place with Councilmember Sturgill saying she understood the speakers' concerns, and Councilmember Austin questioning where water would come from if another well can't be put in, which affects [all Town of Urbanna water customers], not only the people living on Laurel Farms Ln.

Councilmember Chowning said he thinks, if [the Town of Urbanna] has to put a well there, they don't have to live by the rules of the association. It is a public health issue.

Councilmember Austin made a motion to approve Ordinance 2024-ORD-09.

Councilmember Justice seconded.

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

Motion passed 7-0

ORDINANCE NO. 2024-09

ORDINANCE NO. 2024-09 REZONES TAX MAP 19(12)1A CONSISTING OF A +/- .38 ACRE PARCEL FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO B-1 (GENERAL COMMERCIAL DISTRICT); THIS PROPERTY IS LOCATED NORTHWEST AND ADJACENT TO 85 LAUREL FARMS LANE.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 19(12)1A consisting of a +/- .38 acre parcel from R-1 (low density residential district) to B-1 (General commercial district).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 19(12)1A consisting of a +/- .38 acre parcel be rezoned from R-1 (low density residential district) to B-1 (General commercial district) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 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

Rezoning Ordinance 2024-ORD-10

Mayor Goldsmith opened the joint public hearing for Ordinance 2024-ORD-10.

Public Comment Regarding Rezoning Ordinance 2024-ORD-10

There was no public comment.

Mayor Goldsmith closed the public hearing.

Planning Commission Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-10

Mr. Hall moved to recommend approval of Ordinance 2024-ORD-010.

Ms. Lister seconded.

Drayer, Hall, Hanson, Lister, and Wilson voted yes.

Motion passed 5-0.

Town Council Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-10

Andy Bury stated from the floor the acreage of the property noted in Ordinance 2024-ORD-10 was incorrect. Mr. Costin and Ms. Erard responded the acreage was from the most recent records of the Commissioner of Revenue. Per code, this is the information that was used.

Councilmember Austin made to approve Ordinance 2024-ORD-10.

Councilmember Justice seconded.

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

Motion passed 7-0

ORDINANCE NO. 2024-10

ORDINANCE NO. 2024-10 REZONES TAX MAP 20-26 CONSISTING OF +/- 3.9881 ACRES FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO B-1 (GENERAL COMMERCIAL DISTRICT); THIS PROPERTY IS LOCATED AT 390 VIRGINIA STREET.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 20-26 consisting of +/- 3.9881 acres from R-1 (Low Density Residential District) to B-1 (General Commercial District).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 20-26 consisting of +/- 3.9881 acres be rezoned from R-1 (Low Density Residential District) to B-1 (General Commercial District) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 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

Rezoning Ordinance 2024-ORD-11

Mayor Goldsmith opened the joint public hearing for Ordinance 2024-ORD-11.

Public Comment Regarding Rezoning Ordinance 2024-ORD-11

There was no public comment.

Mayor Goldsmith closed the public hearing.

Planning Commission Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-11

Ms. Lister moved to recommend approval of Ordinance 2024-ORD-011.

Mr. Drayer seconded.

Drayer, Hall, Hanson, Lister, and Wilson voted yes.

Motion passed 5-0.

Town Council Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-11

Councilmember Austin made a motion to approve Ordinance 2024-ORD-11.

Councilmember Justice seconded.

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

Motion passed 7-0

ORDINANCE NO. 2024-11

ORDINANCE NO. 2024-11 REZONES TAX MAP 20-27 CONSISTING OF +/- 4.4292 ACRES FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO R-2 (HIGH DENSITY RESIDENTIAL DISTRICT); THIS PROPERTY IS LOCATED ADJACENT TO 390 VIRGINIA STREET.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and


WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 20-27 consisting of +/- 4.4292 acres from R-1 (Low Density Residential District) to R-2 (High Density Residential District).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 20-27 consisting of +/- 4.4292 acres be rezoned from R-1 (Low Density Residential District) to R-2 (High Density Residential District) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 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

Rezoning Ordinance 2024-ORD-12

Mayor Goldsmith opened the joint public hearing for Ordinance 2024-ORD-12.

Public Comment Regarding Rezoning Ordinance 2024-ORD-12

There was no public comment.

Mayor Goldsmith closed the public hearing.

Planning Commission Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-12

Ms. Wilson moved to recommend approval of Ordinance 2024-ORD-012.

Mr. Drayer seconded.

Drayer, Hall, Hanson, Lister, and Wilson voted yes.

Motion passed 5-0.

Town Council Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-12

Councilmember Austin made to approve Ordinance 2024-ORD-12.

Councilmember Sturgill seconded.

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

Motion passed 7-0

ORDINANCE NO. 2024-12

ORDINANCE NO. 2024-12 REZONES TAX MAP 20B (1)2B CONSISTING OF A +/- .621 ACRE PARCEL FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO R-2 (HIGH DENSITY RESIDENTIAL DISTRICT); THIS PROPERTY IS LOCATED AT 133 WAVERLY ROAD.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 20B (1)2B consisting of a +/- .621 acre parcel from R-1 (Low Density Residential District) to R-2 (High Density Residential District).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 20B (1)2B consisting of a +/- .621 acre parcel be rezoned from R-1 (Low Density Residential District) to R-2 (High Density Residential District) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 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

Rezoning Ordinance 2024-ORD-13

Mayor Goldsmith opened the joint public hearing for Ordinance 2024-ORD-13.

Public Comment Regarding Rezoning Ordinance 2024-ORD-13

Eileen Smith-256 Waverly Rd.-spoke against the rezoning.

Mary Powell-267 Waverly Rd.-spoke against the rezoning.

Zack Lapinsky-167 Cross St.-spoke in favor of the rezoning and spoke to concerns raised by previous speakers.

Mayor Goldsmith closed the public hearing.

In response to Mr. Lapinsky stating a trailer park would not be put on the property, Ms. Erard stated that anything that is a by-right use under that zoning designation could be constructed on the property.

Planning Commission Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-13

Ms. Lister spoke in favor of the ordinance, due to the need for more housing.

Discussion took place regarding the process of approving future development, including any proposals that did not fall under by-right usage, with Mr. Costin reading the list of by-right uses under R-2.

Ms. Lister moved to recommend approval of Ordinance 2024-ORD-013.

Mr. Drayer seconded.

Drayer, Hanson, Lister, and Wilson voted yes.

Hall abstained.

Motion passed 4-0-1.

Town Council Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-13

Mayor Goldsmith clarified any proposed development of the property that is not by-right under R-1 would have to go through an approval process by the Planning Commission and Town Council.

Answering a question by Councilmember Austin, Mr. Costin explained a mobile home park would require a Special Use Permit (SUP).

Further discussion took place, with Councilmember Chowning indicating his support.

Councilmember Austin made a motion to approve Ordinance 2024-ORD-13.

Councilmember Sturgill seconded.

Austin, Chowning, Hanson, Sturgill, and Goldsmith voted yes.

Courtney and Justice voted no.

Motion passed 5-2

ORDINANCE NO. 2024-13

ORDINANCE NO. 2024-13 REZONES TAX MAP 20B (1)1 CONSISTING OF +/- 9.4837 ACRES FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO R-2 (HIGH DENSITY RESIDENTIAL DISTRICT); THIS PROPERTY IS LOCATED EAST OF 133 WAVERLY ROAD.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 20B (1)1 consisting of +/- 9.4837 acres from R-1 (Low Density Residential District) to R-2 (High Density Residential District).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 20B (1)1 consisting of +/- 9.4837 acres be rezoned from R-1 (Low Density Residential District) to R-2 (High Density Residential District) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 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

Rezoning Ordinance 2024-ORD-14

Mayor Goldsmith opened the joint public hearing for Ordinance 2024-ORD-14.

Public Comment Regarding Rezoning Ordinance 2024-ORD-14

There was no public comment.

Mayor Goldsmith closed the public hearing.

Planning Commission Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-14

Mr. Costin explained this is a private road that provides access to the town's well and water tank.

Mr. Hall moved to recommend approval of Ordinance 2024-ORD-014.

Ms. Lister seconded.

Drayer, Hall, Hanson, Lister, and Wilson voted yes.

Motion passed 5-0.

Town Council Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-14
Councilmember Sturgill made a motion to approve Ordinance 2024-ORD-14.
Councilmember Austin seconded.
Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.
Motion passed 7-0

ORDINANCE NO. 2024-14

ORDINANCE NO. 2024-14 REZONES TAX MAP 20B(13)A CONSISTING OF A +/- .413 ACRE PARCEL FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO B-1 (GENERAL COMMERCIAL DISTRICT); THIS PROPERTY IS LOCATED SOUTHWEST OF 133 WAVERLY ROAD.


WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 20B(13)A consisting of a +/- .413 acre parcel from R-1 (Low Density Residential District) to B-1 (General Commercial District).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 20B(13)A consisting of a +/- .413 acre parcel be rezoned from R-1 (Low Density Residential District) to B-1 (General Commercial District) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 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

Rezoning Ordinance 2024-ORD-15

Mayor Goldsmith opened the joint public hearing for Ordinance 2024-ORD-15.

Public Comment Regarding Rezoning Ordinance 2024-ORD-15

There was no public comment.

Mayor Goldsmith closed the public hearing.

Planning Commission Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-15

Mr. Costin restated the blacked-out parcels on the map of the properties being rezoned are owned by HRSD, and are not

a part of the rezoning package. In March, they indicated they would participate, but their paperwork was not submitted.

Mr. Hall moved to recommend approval of Ordinance 2024-ORD-015.

Ms. Wilson seconded.

Drayer, Hall, Hanson, Lister, and Wilson voted yes.

Motion passed 5-0.

Town Council Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-15

Councilmember Austin asked if the rezoning of the HRSD properties would require a public hearing, to which Ms. Erard responded it would.

Councilmember Austin made a motion to approve Ordinance 2024-ORD-15.

Councilmember Sturgill seconded.

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

Motion passed 7-0

ORDINANCE NO. 2024-15

ORDINANCE NO. 2024-15 REZONES TAX MAP 20B(1)3A CONSISTING OF A +/- .902 ACRE PARCEL FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO B-1 (GENERAL COMMERCIAL DISTRICT); THIS PROPERTY IS LOCATED AT 138 LAUREL HILL DRIVE.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 20B(1)3A consisting of a +/- .902 acre parcel from R-1 (Low Density Residential District) to B-1 (General Commercial District).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 20B(1)3A consisting of a +/- .902 acre parcel be rezoned from R-1 (Low Density Residential District) to B-1 (General Commercial District) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 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

Rezoning Ordinance 2024-ORD-16

Mayor Goldsmith opened the joint public hearing for Ordinance 2024-ORD-16.

Public Comment Regarding Rezoning Ordinance 2024-ORD-16

There was no public comment.

Mayor Goldsmith closed the public hearing.

Planning Commission Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-16

Ms. Lister moved to recommend approval of Ordinance 2024-ORD-016.

Mr. Hall seconded.

Drayer, Hall, Hanson, Lister, and Wilson voted yes.

Motion passed 5-0.

Town Council Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-16

Councilmember Austin made a motion to approve Ordinance 2024-ORD-16.

Councilmember Justice seconded.

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

Motion passed 7-0

ORDINANCE NO. 2024-16

ORDINANCE NO. 2024-16 REZONES TAX MAP 20B(1)2 CONSISTING OF A +/- .791 ACRE PARCEL FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO B-1 (GENERAL COMMERCIAL DISTRICT); THIS PROPERTY IS LOCATED SOUTH OF 330 VIRGINIA STREET.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 20B(1)2 consisting of a +/- .791 acre parcel from R-1 (Low Density Residential District) to B-1 (General Commercial District).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 20B(1)2 consisting of a +/- .791 acre parcel be rezoned from R-1 (Low Density Residential District) to B-1 (General Commercial District) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 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

Rezoning Ordinance 2024-ORD-17

Mayor Goldsmith opened the joint public hearing for Ordinance 2024-ORD-17.

Public Comment Regarding Rezoning Ordinance 2024-ORD-17

There was no public comment.
Mayor Goldsmith closed the public hearing.

Planning Commission Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-17

Ms. Lister moved to recommend approval of Ordinance 2024-ORD-017.

Mr. Hall seconded.

Drayer, Hall, Hanson, Lister, and Wilson voted yes.

Motion passed 5-0.

Town Council Discussion and Vote Regarding Rezoning Ordinance 2024-ORD-17

Councilmember Austin made a motion to approve Ordinance 2024-ORD-17.

Councilmember Justice seconded.

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

Motion passed 7-0

ORDINANCE NO. 2024-17

ORDINANCE NO. 2024-17 REZONES TAX MAP 2B(1)2A CONSISTING OF +/- 1.3 ACRES FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO B-1 (GENERAL COMMERCIAL DISTRICT); THIS PROPERTY IS LOCATED SOUTH OF 330 VIRGINIA STREET.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 2B(1)2A consisting of +/- 1.3 acres from R-1 (Low Density Residential District) to B-1 (General Commercial District).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 2B(1)2A consisting of +/- 1.3 acres be rezoned from R-1 (Low Density Residential District) to B-1 (General Commercial District) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 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

Lewis Hall made a motion to adjourn the Planning Commission.

Mr. Drayer seconded.

Drayer, Hall, Hanson, Lister, and Wilson voted yes.

Motion passed 5-0.

The Planning Commission adjourned at 7:24pm.

Mayor Goldsmith called for a 3-minute recess.

The meeting resumed at 7:28pm.

PUBLIC HEARING-Proposed Issuance of Bonds and Loan Resolution

Staff Presentation

Mr. Costin and Mayor Goldsmith explained in order to complete the well replacement project, a loan resolution and resolution authorizing bond issuance and sale are necessary. This loan process is to cover cost overruns from Phase I and allow for the payoff of the first loan and entering into a second loan to cover costs associated with Phase I and initiation of Phase II. The original approved loan was found to be insufficient due to escalation of costs.

R. T. Taylor of Davenport and Co. further explained the details and the reason for the matter being brought before council.

Webster Day of Spilman, Thomas & Battle, bond counsel for the Town of Urbanna discussed the process and requirements taking place in the matter.

Mayor Goldsmith opened the public hearing.

Public Comment

There was no public comment.

Mayor Goldsmith closed the public hearing.

Town Council Discussion and Vote Regarding Proposed Issuance of Bonds and Loan Resolution

Councilmember Austin made a motion to adopt the resolution authorizing the issuance and sale of a bond of the Town of Urbanna, Virginia, in a principal amount not greater than \$350,000, as an additional bond pursuant to an initial resolution adopted December 15, 2022, by the council, as presented.

Councilmember Courtney seconded.

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

Motion passed 7-0

A RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF A BOND OF THE TOWN OF URBANNA, VIRGINIA, IN A PRINCIPAL AMOUNT NOT GREATER THAN \$350,000, AS AN ADDITIONAL BOND PURSUANT TO AN INITIAL RESOLUTION ADOPTED DECEMBER 15, 2022, BY THE COUNCIL

Pursuant to a resolution adopted December 15, 2022 (the “Initial Resolution”), the Council of the Town of Urbanna (the “Town”) authorized the issuance of a bond in the maximum principal amount of \$1,056,000 to pay costs of capital improvements to the Town’s water system, including a new water well (the “Project”).

The Town is not in default in the performance of any of the covenants, conditions, agreements and provisions in the Initial Resolution.

Within the limitations of and in compliance with the Initial Resolution, the Town is authorized to issue additional bonds secured on parity with the Initial Bond to finance the cost of completing the Project.

The Council has determined the cost of the Project will be greater than initially estimated and has determined that it is necessary to issue its revenue bond in the maximum principal amount of \$350,000 (the “First Additional Bond”), the proceeds of which, together with other available funds, are estimated to be sufficient to pay the cost of the Project.

The United States of America has indicated its willingness to purchase the First Additional Bond upon certain terms and conditions, and the Town, after mature consideration of the conditions of the municipal bond market, has determined to satisfy such terms and conditions and award the First Additional Bond to the United States of America (the “Government”).

On August 8, 2024, the Council held a public hearing on the proposed issuance of the First Additional Bond, in accordance with Section 15.2-2606 of the Code of Virginia of 1950, as amended.

BE IT RESOLVED BY THE COUNCIL OF TOWN OF URBANNA:

1. The foregoing recitals are made a substantive part of this resolution. Capitalized terms used and not otherwise defined in this resolution have the meanings given them in the Initial Resolution. Whenever used in this resolution, unless a different meaning clearly appears from the context:

“Authorized Officers” means the Mayor, Vice Mayor and Town Administrator of the Town, any one of whom may act;

“Initial Resolution” means the resolution adopted December 15, 2022, by the Council and entitled “RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND AWARD OF WATER REVENUE BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED

\$1,056,000 AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT OF THE BONDS;”
and

“First Additional Bond” means the bond issued pursuant to this resolution.

2. Pursuant to Article VII, Section 10(a)(3) of the Constitution of Virginia and the Public Finance Act of 1991 (Chapter 26, Title 15.2, Code of Virginia of 1950, as amended) (the “Act”), there is authorized to be issued a bond of the Town in the maximum principal amount of \$350,000 to provide funds to finance the cost of completing the Project. To the extent permitted by Section 15.2-2601 of the Act, the Council elects that the First Additional Bond will be issued under the provisions of the Act without regard to the requirements, restrictions or provisions in any charter or local or special act applicable to the Town.

3. (a) The First Additional Bond will be issued as one fully registered bond without coupons. Subject to subsection (b) below, each of the Authorized Officers is authorized to determine and approve all of the other final details of the First Additional Bond, including but not limited to its description and series designation, dated date, interest rate or rates, and the dates and amounts of payments of principal and interest. An Authorized Officer’s determination and approval of the final details of the First Additional Bond shall be evidenced conclusively by such officer’s execution and delivery of the First Additional Bond in accordance with this resolution.

(b) Despite anything in this resolution to the contrary:

- (i) The original principal amount of the First Additional Bond will not exceed \$350,000;
- (ii) The per annum interest rate on the Initial Bonds will not exceed 4.00%;
and
- (iii) The due date of the last installment of principal will not be later than 40 years after the date of the First Additional Bond.

(c) Payments on the First Additional Bond will be payable in lawful money of the United States of America by check or draft mailed to the registered owner of the First Additional Bond at its address as it appears on the registration books, except that the final installment on the First Additional Bond shall be payable upon presentation and surrender of the First Additional Bond at the office of the Town Manager who is appointed Registrar for the Bonds.

4. Installments of principal due on the First Additional Bond may be prepaid at the option of the Town at any time as a whole or in part from time to time (but if in part, in inverse order of their maturities), without premium. Notwithstanding the above, the Town may at any time deliver moneys to the Government with instructions that such moneys be credited against future installments due on the First Additional Bond in inverse chronological order. Prepayments shall not affect the obligation of the Town to pay the remaining installments payable as provided in the First Additional Bond.

5. The First Additional Bond will be signed by an Authorized Officer and the Town's seal will be affixed to it and attested by the Town Clerk or Deputy Town Clerk.

6. The First Additional Bond will be in substantially the following form:

No. R-1

[\$amount]

UNITED STATES OF AMERICA

COMMONWEALTH OF VIRGINIA

TOWN OF URBANNA

Water Revenue Bond, Series of [year]

Dated: [date]

The Town of Urbanna, a body politic and corporate of the Commonwealth of Virginia (the "Town"), for value received, promises to pay, solely from the revenues described and pledged in the Bond Resolution, as defined below, to the payment of the principal of and interest on this bond, to the United States of America, or registered assigns, the principal sum of

[amount] DOLLARS
(\$[amount])

and to pay, solely from such source, to the registered owner hereof interest on the unpaid principal balance until payment of the entire principal sum at the rate of [rate]% per year. Installments of combined principal and interest of \$[amount] are payable beginning [date], and continuing on the same day of each month thereafter until the principal of this bond is paid in full. Any payment on this bond shall be applied first to interest accrued to such payment date and then to principal. If not sooner paid, the final installment shall be due and payable 40 years from the date of this bond. Such installments shall be payable in lawful money of the United States of America by check or draft mailed to the registered owner at its address as it appears on the registration books kept for that purpose at the office of the Town Manager who has been appointed Registrar, except that the final installment shall be payable upon presentation and surrender hereof at the office of the Registrar.

This bond has been issued pursuant to the Public Finance Act of 1991 (Chapter 26, Title 15.2, Code of Virginia of 1950, as amended) (the "Act") and a resolution adopted by the Council of the Town (the "Council") on August 8, 2024 (the "Bond Resolution") under the Act. The purpose of this bond is to provide funds, together with other available funds, to finance costs of capital improvements to the Town's water system, including a new water well and connection, and costs of issuing this bond. Reference is made to the Bond Resolution and any amendments to it for the provisions, among others, describing the pledge and covenants securing this bond, the nature and extent of the security, the terms and conditions upon which this bond is issued, the rights and obligations of the Town and the rights of the bondholder.

Capitalized terms used but not otherwise defined in this bond have the meanings given them in the Bond Resolution.

Both principal of and interest on this bond are payable solely from the Gross Revenues of the System, and nothing in this bond or in the Bond Resolution shall be deemed to create or constitute a general obligation of or a pledge of the faith and credit of the Commonwealth of Virginia or any county, city, town or other political subdivision of the Commonwealth, including the Town.

Pursuant to the Bond Resolution, the Town has pledged the Pledged Revenues to the payment of the principal of and interest on this bond. The lien of such pledge is on parity with the lien of the pledge of Pledged Revenues for the payment of the Town's \$1,056,000 Water Revenue Bond, Series of 2024.

Additional bonds secured equally and ratably with this bond by a pledge of Pledged Revenues may be issued from time to time under the conditions, limitations and restrictions set forth in the Bond Resolution.

This bond is fully registered as to both principal and interest in the name of United States of America. Transfer of this bond may be registered upon the registration books of the Registrar. Prior to due presentment for registration of transfer the Registrar shall treat the registered owner as the person exclusively entitled to payment of principal and interest and the exercise of all other rights and powers of the owner.

Installments of principal due on this bond may be prepaid at the option of the Town at any time as a whole or in part from time to time (but if in part, in inverse order of their maturities), without premium. Prepayments of installments of principal shall not affect the obligation of the Town to pay the remaining installments payable as provided above.

All acts, conditions and things required by the Constitution and statutes of the Commonwealth of Virginia to happen, exist or be performed precedent to and in the issuance of this bond have happened, exist and have been performed.

IN WITNESS WHEREOF, the Town has caused this bond to be signed by the Mayor, Vice Mayor or Town Administrator of the Town and attested by the Town Clerk of the Town.

ATTEST:

[NOT FOR SIGNATURE]
Town Clerk, Town of Urbanna

[NOT FOR SIGNATURE]
Mayor, Town of Urbanna

7. The First Additional Bond will be fully registered as to both principal and interest. Transfer of the First Additional Bond may be registered upon books maintained for that purpose at the office of the Registrar. Prior to due presentment for registration of transfer the Registrar shall

treat the registered owner as the person exclusively entitled to payment of principal and interest and the exercise of all other rights and powers of the owner.

8. The Town shall pay promptly, as provided in the First Additional Bond, the principal of and interest on the First Additional Bond, but such principal and interest shall be payable solely from Gross Revenues, and nothing in the First Additional Bond or in this resolution will be deemed to create or constitute a general obligation of or a pledge of the faith and credit of the Commonwealth of Virginia or of any county, city, town or other political subdivision of the Commonwealth of Virginia, including the Town.

9. This resolution is adopted and the First Additional Bond is authorized within the limitations of, and in compliance with, the Initial Resolution, including Article VI of the Initial Resolution. All covenants and provisions of the Initial Resolution apply with full force and effect to the First Additional Bond and to the owner thereof, except as otherwise provided herein. As supplemented by this resolution, the Initial Resolution is ratified and confirmed and deemed to be in full force and effect. When issued, the First Additional Bond will constitute one of the Bonds.

10. The Authorized Officers and the Town Clerk are each authorized and directed to take all proper steps to have the First Additional Bond prepared and executed in accordance with its terms and to deliver the First Additional Bond to the Government upon payment of its purchase price or the Government's agreement to pay the purchase price of the First Additional Bond.

11. The Town shall refinance the unpaid principal balance of the First Additional Bond upon the request of the Government if at any time it shall appear to the Government that the Town is able to do so with funds obtained from responsible private sources at reasonable rates and terms for loans for similar purposes and periods of time.

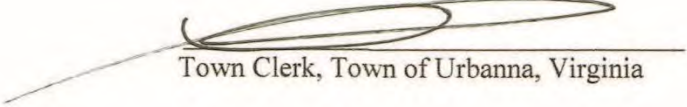
12. The Town Clerk is authorized and directed to see to the immediate filing of a certified copy of this resolution with the Circuit Court of Middlesex County, Virginia, pursuant to Section 15.2-2607 of the Act.

13. This resolution shall take effect immediately.

* * *

The undersigned Town Clerk of the Town of Urbanna, Virginia, certifies that (a) the foregoing constitutes a true, complete and correct copy of a resolution adopted by the Council at a meeting of the Council held on **August 8, 2024**, (b) such meeting was a duly called and held regular meeting (c) during the consideration of the foregoing resolution, a quorum was present, and (d) how each member of Council present at the meeting voted with respect to the adoption of the foregoing resolution was recorded at the meeting as follows:

<u>Member</u>	<u>Attendance</u>	<u>Vote</u>
William Goldsmith, Mayor	Present	Aye
Marjorie Austin	Present	Aye
Larry Chowning	Present	Aye
Alana Courtney	Present	Aye
Merri Hanson	Present	Aye
Beth Justice	Present	Aye
Sandy Sturgill	Present	Aye


Town Clerk, Town of Urbanna, Virginia

(SEAL)



Councilmember Austin made a motion to adopt the United State Department of Agriculture (USDA) Loan Resolution for Public Bodies as presented.

Councilmember Sturgill seconded.

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

Motion passed 7-0

LOAN RESOLUTION
(Public Bodies)

A RESOLUTION OF THE Town Council

OF THE Town of Urbanna

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

Public Well Project (Cost Overrun)

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the Town of Urbanna

(Public Body)

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

Three Hundred Fifty Thousand & 00 100

pursuant to the provisions of Code of VA ; and

WHEREAS, the Association intends to obtain assistance from the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association;

NOW THEREFORE, in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U.S.C. 1983(c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal ly permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so, without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by USDA. No free service or use of the facility will be permitted.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0121. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

- 11. To acquire and maintain such insurance and fidelity bond coverage as may be required by the Government.
- 12. To establish and maintain such books and records relating to the operation of the facility and its financial affairs and to provide for required audit thereof as required by the Government, to provide the Government a copy of each such audit without its request, and to forward to the Government such additional information and reports as it may from time to time require.
- 13. To provide the Government at all reasonable times access to all books and records relating to the facility and access to the property of the system so that the Government may ascertain that the Association is complying with the provisions hereof and of the instruments incident to the making or insuring of the loan.
- 14. That if the Government requires that a reserve account be established, disbursements from that account(s) may be used when necessary for payments due on the bond if sufficient funds are not otherwise available and prior approval of the Government is obtained. Also, with the prior written approval of the Government, funds may be withdrawn and used for such things as emergency maintenance, extensions to facilities and replacement of short lived assets.
- 15. To provide adequate service to all persons within the service area who can feasibly and legally be served and to obtain USDA's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Association or public body.
- 16. To comply with the measures identified in the Government's environmental impact analysis for this facility for the purpose of avoiding or reducing the adverse environmental impacts of the facility's construction or operation.
- 17. To accept a grant in an amount not to exceed \$ 0

under the terms offered by the Government; that the N/A

and N/A of the Association are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant; and to operate the facility under the terms offered in said grant agreement(s).

The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instrument, shall be binding upon the Association as long as the bonds are held or insured by the Government or assignee. The provisions of sections 6 through 17 hereof may be provided for in more specific detail in the bond resolution or ordinance; to the extent that the provisions contained in such bond resolution or ordinance should be found to be inconsistent with the provisions hereof, these provisions shall be construed as controlling between the Association and the Government or assignee.

The vote was: Yeas 7 Nays 0 Absent 0

IN WITNESS WHEREOF, the Town Council of the

Town of Urbanna has duly adopted this resolution and caused it

to be executed by the officers below in duplicate on this 2024 8th day of August

Town of Urbanna

(SEAL)

By

[Signature]

Attest:

Title

Mayor

[Signature]
Title Town Clerk Martha J Redenburg

MINUTES

Councilmember Austin made a motion to approve the minutes of the March 28, 2024 work session as presented. Councilmember Sturgill seconded.

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

Motion passed 7-0

REPORTS

Town Administrator

Mr. Costin presented his report which included the following:

- Pool operational and construction issues are being addressed as they arise.
- Two swim meets had to be canceled due to excessive heat, but the championships did take place.
- Pre-construction meeting was held regarding the well on July 24.
- Would like a meeting regarding the July 4th events.
- No progress on "No Wake" signage, signage at end of Virginia St., or Friends of Urbanna MOU.
- Progress has been made in pole removal by Dominion.
- Home Occupation and B-1 amendments were completed.
- Oyster Festival Queen candidate, Anna Crown, is donating a handicap swing for Taber Park.
- FY2023 audit draft received, and revisions are necessary.
- Met with DEQ officials and staff regarding a kayak launch at the Town Marina, and spoke to the possibility of the project being part of a potential Eagle Sout service project.
- All-hands staff meeting took place.
- Staff is monitoring Hurricane Debbie.

Treasurer

Ms. Hutton presented the June Treasurer's report which was included in the agenda packet.

In response to a question from Councilmember Austin, Ms. Hutton explained golf cart permits can be issued to anyone, regardless of where they live, as long as they have the required documentation. It is the owner's responsibility to follow the law. Discussion of enforcement took place.

Business licenses are being processed and Ms. Hutton will be following up with known businesses that have not submitted their applications.

Discussion took place regarding the collection of delinquent water accounts and past difficulties in doing so, as well as the need to establish a uniform policy that is enforced consistently.

OLD BUSINESS

Councilmember Sturgill asked where the closing on Town Hall stood. Ms. Erard responded that everything on the town side was completed, but was waiting for documents from the seller.

NEW BUSINESS

There was no New Business.

PUBLIC COMMENT

- Tammy Putney spoke regarding his past issues with non-payment of a tenant water bill that caused a lien to be placed on his property.

COUNCIL COMMENT

Ms. Erard spoke to the requirement to follow State Code in regards to collection enforcement.

Discussion took place regarding notifying property owners of non-payment of water bills by their tenants, as well as disconnection procedures.

Mr. Costin added there is a penalty for turning off or on the town owned water meters.

ANNOUNCEMENTS

Councilmember Austin asked for everyone to keep Bill Hight in their prayers following his accident.

Mayor Goldsmith announced the overpayment of the Bank Franchise Fee had been paid off.

Councilmember Chowning announced a fundraiser had been held by Friends of Urbanna.

ADJOURN

Councilmember Austin made a motion to adjourn.

Councilmember Sturgill seconded.

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

Motion passed 7-0

Meeting adjourned at 8:09pm

Submitted by:

Martha J. Rodenburg, Town Clerk

Approved by Town Council _____

ATTEST:

Christine H. Branch, Town Clerk



**TOWN
COUNCIL**

Agenda Item Summary

FEBRUARY 13, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

6d August 22, 2024 Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of the August 22, 2024 meeting as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**Town of Urbanna
Town Council
Work Session
Council Chambers-390 Virginia St. Suite B
August 22, 2024**

CALL TO ORDER & ROLL CALL

Members of Council

Present

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

Others Present

Ted Costin-Town Administrator
Michele Hutton-Town Treasurer

Mayor Goldsmith called the meeting to order at 6:00pm

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Austin made a motion to amend the agenda to add the Urbanna Tourism Plan under Discussion Items.

Councilmember Hanson seconded.

In response to a question by Councilmember Hanson, Councilmember Austin the plan was presented in August, and there had been no action taken. Further discussion took place and it was determined the plan should be formally adopted.

Councilmember Austin made a motion to amend the agenda, adding 8f-Adoption of the Urbanna Tourism Action Plan.

Councilmember Hanson seconded.

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

Motion passed 7-0

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

Councilmember Hanson seconded.

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

Motion passed 7-0

PUBLIC COMMENT

There was no public comment.

COUNCIL COMMENT

There was no council comment.

DISCUSSION ITEMS

There were no discussion items.

ACTION ITEMS

Oyster Festival Master Plan-2024

Mr. Costin presented the background on the Oyster Festival Master Plan, as well as the two related resolutions. Staff recommends approving the plan as presented.

Joe Heyman, Oyster Festival Foundation Chair spoke to council regarding the plan. There was a revision in the plan to allow for RV parking. The Foundation is requesting 6 slips at the Town Marina for the various boats brought in by the Foundation for educational purposes.

Mayor Goldsmith explained the resolutions were needed to support enforcement of the parking and traffic regulations as stated in the Master Plan.

Councilmember Austin made a motion to approve the 2024 Oyster Festival Master Plan as presented.

Councilmember Justice seconded.

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

Motion passed 7-0

2024-RES-003-Restricting Parking and Traffic During the 2024 Urbanna Oyster Festival

Councilmember Austin made a motion to approve Resolution 2024-RES-003 as presented.

Councilmember Sturgill seconded.

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

Motion passed 7-0



RESOLUTION 2024-RES-003

RESTRICTING PARKING AND TRAFFIC DURING THE 2024 URBANNA OYSTER FESTIVAL

WHEREAS, the Town of Urbanna, Virginia, will host the annual Urbanna Oyster Festival on Friday, November 1, 2024, and Saturday, November 2, 2024; and

WHEREAS, the Urbanna Oyster Festival, organized by the Oyster Festival Foundation, is celebrating its 67th year, marking a significant tradition and cultural event within the community; and

WHEREAS, the street closures and traffic restrictions necessary to ensure public safety and the orderly conduct of the festival are detailed in the 2024 Oyster Festival Master Plan; and

WHEREAS, the safety and security of the public, including festival attendees, residents, and participants, necessitate the closure of certain streets and the restriction of vehicular traffic within the town limits; and

WHEREAS, it is the responsibility of the Town of Urbanna to take necessary actions to ensure the orderly and safe conduct of the festival; and

WHEREAS, public safety officials have determined that certain streets and locations must be closed to vehicular traffic at specified times to facilitate the festival and the Fireman's Parade;

NOW, THEREFORE, BE IT RESOLVED by the Town of Urbanna, Virginia, as follows:

1. Street Closures on Friday, November 1, 2024:

- **Virginia Street**, from Cross Street to the Waterfront and from Cross Street to Grace Street, **Rappahannock Avenue**, from Marston Avenue to Virginia Street, and a portion of **Prince George Street** shall be closed to vehicular traffic as required by public safety officials.

- Notwithstanding the foregoing, various streets and locations may be closed at any time on Friday, November 1, 2024, to ensure public and/or pedestrian safety as determined by public safety officials.
- 2. **Traffic Restrictions During Fireman's Parade on Friday, November 1, 2024:**
 - Vehicular traffic entering or leaving the town shall be prohibited on the **West side (Route 602)** from 5:00 PM to 9:00 PM and on the **East side (Rosegill)** from 6:00 PM to 9:00 PM.
 - During this time, the movement of vehicular traffic within the town shall be limited, and vehicular traffic, except for parade participants, shall be strictly prohibited along the Fireman's Parade route.
- 3. **Street Closures on Saturday, November 2, 2024:**
 - At 9:00 AM, or earlier if deemed necessary by State Police, **State Route 227 (Urbanna Road)** shall be closed to all vehicular traffic, except law enforcement, fire, and rescue vehicles, with a police-manned barricade at Molly's Way. Vehicles will be directed to park in the "official" festival parking lots or will be allowed to turn around and leave the area.
 - At 9:00 AM, or earlier if deemed necessary by State Police, **State Route 602 (Old Virginia Street)** shall be closed to all vehicular traffic, except law enforcement, fire, and rescue vehicles, with a police-manned barricade at Route 1011 (Red Hill Drive). Only vehicles displaying an "Official 2024 Urbanna Oyster Festival" vehicle permit, issued by the Urbanna Oyster Festival Foundation, shall be permitted further entrance past the police barricade. Vehicles without a permit will be directed to park in the "official" festival parking lots or allowed to turn around and leave the area.
- 4. **Additional Traffic Restrictions on Saturday, November 2, 2024:**
 - Beginning at 8:00 AM, **Virginia Street**, from Cross Street to Grace Street, **Rappahannock Avenue**, from Marston Avenue to Virginia Street, and all of **Prince George Street** shall be closed to vehicular traffic, except law enforcement, fire, and rescue vehicles.
 - Motor vehicles located within the corporate limits of the Town of Urbanna shall not be permitted to leave town until approximately 8:00 PM or earlier as deemed appropriate by law enforcement.
- 5. **Regulation of Golf Carts:**
 - Vehicular traffic, as defined herein, shall include, but not be limited to, all golf carts as defined under Chapter 14, Article 4, Sections 14-38 et seq. of the Town Code, except "official golf carts" as defined under S14-45 of the Town Code.
 - All golf carts, except for "official golf carts" operating within the Town of Urbanna boundaries as may be expanded for this event, shall be properly licensed under S14-38 et seq. of the Town Code and shall properly display a Town of Urbanna vehicle license sticker.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

Adopted the 22nd day of August, 2024
A Copy Teste:

Martha J Rodenburg
Town Clerk

2024-RES-004-Designating NO PARKING Areas During the 2024 Urbanna Oyster Festival
Councilmember Hanson made a motion to approve Resolution 2024-RES-004 as presented.
Councilmember Austin seconded.
Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.
Motion passed 7-0



RESOLUTION 2024-RES-004

DESIGNATING NO PARKING AREAS DURING THE 2024 URBANNA OYSTER FESTIVAL

WHEREAS, the Town of Urbanna, Virginia, will host the annual Urbanna Oyster Festival on Friday, November 1, 2024, and Saturday, November 2, 2024; and

WHEREAS, the Urbanna Oyster Festival, organized by the Oyster Festival Foundation, is celebrating its 67th year, marking a significant tradition and cultural event within the community; and

WHEREAS, the safety and security of the public, including festival attendees, residents, and participants, necessitate the designation of certain streets as "No Parking" areas to ensure pedestrian safety, the expedient movement of fire and rescue vehicles, and safe parade operations; and

WHEREAS, these "No Parking" designations are detailed in the 2024 Oyster Festival Public Safety Plan and are necessary for the orderly conduct of the festival; and

WHEREAS, the Virginia Department of Transportation Parade Permit approval and a resolution of the Urbanna Town Council authorize the establishment of "No Parking Tow Away Zones" within the corporate limits of the Town of Urbanna;

NOW, THEREFORE, BE IT RESOLVED by the Town of Urbanna, Virginia, as follows:

1. **Major "No Parking Tow Away Zones":**
 - o **Between 2:00 AM Friday, November 1, 2024, and 11:00 PM Saturday, November 2, 2024**, the following streets within the corporate boundaries of the Town of Urbanna shall be designated as "No Parking Tow Away Zones" and shall be prominently marked:
 1. **Urbanna Road (State Route 227)**: From the Urbanna Bridge to the Watling Street (State Route 227 and State Route T1015) intersection, both sides of the street.

2. **Watling Street (State Route 227):** From its intersection with Urbanna Road (State Route 227) at the traffic triangle to Cross Street (State Route 227), both sides of the street.
 3. **Cross Street (State Route 227 and State Route T1005):** From its intersection with Watling Street (State Route 227) past the Marston Avenue (State Route T1006) intersection, both sides of the street.
 4. **Prince George Street (State Route T1003):** From Cross Street (State Route 227) to Virginia Street (State Route 227), both sides of the street.
 5. **Virginia Street (State Route 227):** East from Waverly Road (State Route 1010) to Oyster Road (T1002) on the waterfront, both sides of the street.
 6. **Marston Avenue (State Route T1006):** From Cross Street (State Route T1005) to Rappahannock Avenue (State Route T1001), both sides of the street.
 7. **Rappahannock Avenue (State Route T1001):** South from the Marston Avenue (State Route T1006) intersection to Virginia Street (State Route 227), both sides of the street.
 8. **Bonner Street (State Route T1020):** West from Rappahannock Avenue (State Route T1001) to Linden Avenue (State Route T1021), both sides of the street.
 9. **Grace Avenue (State Route 1010):** From Bonner Street (State Route T1020) to Virginia Street (State Route 227), both sides of the street.
 10. **Park Street (State Route T1019):** From Rappahannock Avenue (State Route T1001) to Linden Avenue (State Route T1021), both sides of the street.
 11. **Upton Lane (State Route T1017):** In its entirety, both sides of the street. Post Office patron 10-minute parking will be authorized on Friday until the road is closed by the Sheriff.
 12. **Hilliard Street:** In its entirety, both sides of the street.
 13. **Rappahannock Avenue, Cross Street, and Kent Street:** In their entirety.
2. **Additional "No Parking" Designations:**
 - o **Between 2:00 AM and 8:00 PM Saturday, November 2, 2024,** there shall be a "No Parking" area from the intersection of Virginia Street (State Route 602) and Lord Mott Road (State Route 615) to the intersection of Virginia Street (State Route 227 and State Route 602) and Waverly Road (State Route 1010) and Red Hill Road (State Route 1011).
 3. **No Parking Signs Outside Corporate Limits:**
 - o No parking signs will be placed on **State Route 227 and State Route 602** outside the corporate limits of the Town of Urbanna by the Virginia Department of Transportation, Saluda Residency. Tow away zone signs will be placed accordingly.
 4. **Enforcement and Towing:**
 - o "No Parking" areas will be designated as tow away zones, and towing charges will be at the violator's expense.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

Adopted the 22nd day of August, 2024

A Copy Teste:



Martha J Rodenburg
Town Clerk

Oyster Festival Queen and Spat Contestant Projects

Mr. Costin reported to council about the following donations being made by Oyster Festival Queen contestants:

- Anna Crown-handicap swing for Taber Park
- Hailey Bruce-white composite benches to honor our veterans

Staff will work with them to appropriately locate these items.

Discussion took place about the generosity of the donations.

Councilmember Austin reported \$222 collected from a 50/50 raffle held by the 2nd Saturday event had been donated to an Oyster Festival Queen & Spat contestant.

Councilmember Austin made a motion to accept the donation of a handicap swing for Taber Park playground from Oyster Festival Queen candidate Anna Crown, and two white composite benches from Oyster Festival Queen candidate Hailey Bruce.

Councilmember Sturgill seconded.

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

Motion passed 7-0

Determination of Trick-or-Treating Date

Mr. Costin reported that due to Oyster Festival taking place on November 1 & 2, and set-up taking place October 31, for safety reasons, staff is recommending moving Trick-or-Treating in the Town of Urbanna to Tuesday, October 29.

Discussion took place about other possible dates.

Councilmember Austin made a motion to move Trick-or-Treating in the Town of Urbanna to Tuesday, October 29, 2024.

There was no second. Motion failed.

Councilmember Austin made a motion to move Trick-or-Treating in the Town of Urbanna to Sunday, October 27, 2024.

Councilmember Sturgill seconded.

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

Motion passed 7-0

Urbanna Tourism Action Plan

Councilmember Austin made a motion to approve the Tourism Action Plan.

Councilmember Hanson seconded.

Conversation took place regarding the plan, created by Laura Messer with Virginia Tourism, along with Urbanna Main Street.

Councilmember Hanson said the Urbanna Main Street holiday house tour is to raise funds to hire a part-time employee to move forward with the Tourism Action Plan. No taxpayer money will be used.

Councilmember Austin informed council the Middlesex County EDA is interested in assisting.

Further discussion took place regarding the Oyster Festival's financial situation and ways to generate more income for the town. Mr. Heyman explained it is not legal to charge admission to the festival since it is held on VDOT streets. The town collects income from meals tax, and business license fees are used to pay police.

Councilmember Austin added 2nd Saturday would like to work improvements at the Payne's Landing site, and requested it be added to the next meeting agenda.

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

Courtney abstained.

Motion passed 6-0-1

ANNOUNCEMENTS

There were no announcements.

CLOSED MEETING

Councilmember Austin moved to go into Closed Meeting pursuant to Virginia 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 Town Council – purchase of 390 Virginia Street; And 2.2-3711(A)(1) for the discussion of performance of employees of and public body.-Ted Costin

Councilmember Sturgill seconded.

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

Motion passed 7-0

Council entered Closed Meeting.

OPEN MEETING

Councilmember Austin made a motion to reconvene in open meeting and to certify that only the matters that were identified in the motion to go into closed meeting were heard, discussed, or considered.

Councilmember Sturgill seconded.

Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith certified.

Motion passed 7-0

Council entered Open Meeting.

Mayor Goldsmith announced council has directed staff to attend to the matter associated with item 1, and item 2 will be taken up by the Personnel Committee.

ADJOURN

Councilmember Austin made a motion to adjourn.

Councilmember Sturgill seconded.

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

Motion passed 7-0

Submitted by:

Martha J. Rodenburg, Town Clerk

Approved by Town Council _____

ATTEST:

Christine H. Branch, Town Clerk



**TOWN
COUNCIL**

Agenda Item Summary

FEBRUARY 13, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

6e September 6, 2024 Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of the September 6, 2024 meeting as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**Town of Urbanna
Town Council
Special Meeting
Council Chambers-390 Virginia St. Suite B
September 6, 2024**

CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 9:05am

Present-Members of Council

Mayor Bill Goldsmith
Marjorie Austin-arrived at 9:10am
Larry Chowning
Alana Courtney
Merri Hanson
Beth Justice
Sandy Sturgill

Other Attendees

Ted Costin-Town Administrator
Andrea Erard-Town Attorney-via phone
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk

All stood for the Pledge of Allegiance

APPROVAL OF AGENDA

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

Councilmember Sturgill seconded.

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

Motion passed 6-0

CLOSED MEETING

Councilmember Hanson moved to go into Closed Meeting pursuant to Virginia 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 – purchase of 390 Virginia Street/Tax Map 20-26, in Middlesex County, Virginia, from Thurston Properties, LLC;

**and
2.2-3711(A)(3)(8) consultation with legal counsel employed regarding specific legal matters requiring the provision of legal advice by such counsel - purchase of 390 Virginia Street/Tax Map 20-26, in Middlesex County, Virginia, from Thurston Properties, LLC.**

Councilmember Courtney seconded.

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

Motion passed 6-0

Council entered Closed Meeting

OPEN MEETING

Councilmember Austin made a motion to reconvene in open meeting and to certify that only the matters that were identified in the motion to go into closed meeting were heard, discussed, or considered.

Councilmember Justice seconded.

Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith certified.

Council entered Open Meeting

ADJOURN

Councilmember Austin made a motion to adjourn.

Councilmember Courtney seconded.

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

Motion passed 7-0

Meeting adjourned at 10:15am

Submitted by:

Martha Rodenburg, Town Clerk

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk



**TOWN
COUNCIL**

Agenda Item Summary

FEBRUARY 13, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

6f September 12, 2024 Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of the September 12, 2024 meeting as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**Town of Urbana
Town Council
Monthly Meeting
Council Chambers-390 Virginia St. Suite B
September 12, 2024**

CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 6:00pm

Present-Members of Council

Mayor Bill Goldsmith
Marjorie Austin
Larry Chowning
Alana Courtney
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
Don Harris-Chairman, Middlesex County Board of Supervisors
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 Courtney seconded.

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

Motion passed 6-0

MINUTES

Councilmember Austin made a motion to approve the minutes of the April 11, 2024 meeting and public hearings, and the April 25, 2024 work session as presented.

Councilmember Justice seconded.

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

Motion passed 6-0

REPORTS

Town Administrator

Mr. Costin presented his report including the following:

- Along with Mayor Goldsmith, met with Docks of the Bay regarding BIG grant, and getting a proposal for stabilizing the end of Virginia Street.
- End of season meeting with Signature Pools.
- Well financing.
- Hurricane monitoring and preparations.

- Friends of Urbanna museum projects.
- Removal of Dominion powerlines update.
- Met with the Eagle Scout candidate who is considering taking on the kayak launch as a project. Work would not be able to start until November.
- Met with county representatives regarding DMV Select.

Councilmember Austin commented that it was nice to have a good working relationship with the county on the DMV Select matter.

Treasurer

Ms. Hutton presented the July 2024 Treasurer’s report.

In response to a question from Councilmember Austin, Ms. Hutton explained there are no late fees for golf cart registrations.

Discussion took place regarding the HRSD billing and collection process. Mayor Goldsmith noted there was an upcoming Water Committee meeting to discuss and put together a delinquent water bill process to bring forward to council.

Finance Committee

Mayor Goldsmith reported the following:

- Meetings with county regarding DMV Select. A proposal is being worked on to bring to the county and DMV.
- 2023 audit discussed, with some discrepancies associated with entries involving USDA loan for the well.
- Re-engaging Davis and Associates for the 2024 audit.
- Fundraising and grants for museum repairs.
- Current balance in Taber Fund is approximately \$1,031,000.

Museum

Mr. Costin presented the report as prepared by Friends of Urbanna.

It was noted by Councilmember Austin that Sue Warner was the best contact regarding Mitchell Map DVDs.

PUBLIC COMMENT

- Kristi Anzivino-350 Howard St.- spoke regarding water fund delinquencies, capital projects status, and her dissatisfaction with the street sign replacement project.
- William Mayo-320 Rappahannock Ave.-spoke regarding golf cart violations and enforcement, and grass growing in sidewalks.

COUNCIL COMMENT

Mayor Goldsmith reported the county is replacing missing signs first, then remaining signs will be replaced. Discussion took place that some old signs have been stolen, and poles will be replaced if needed.

Council discussed golf cart rules and enforcement. Mr. Costin responded the golf cart registration packet includes a statement that all laws and rules must be followed.

OLD BUSINESS

Sidewalk Repair

Mr. Costin provided an update and proposal for sidewalk repair. Jackcrete’s proposal is in phases, but would have the repairs completed by Oyster Festival. The cost is approximately \$10,000, with the potential to be higher if subsurface issues are encountered. Discussion took place regarding the phases and Jackcrete’s repair methods.

Councilmember Austin made a motion to engage with Jackcrete.
Councilmember Chowning seconded.
Austin, Chowning, Courtney, Justice, Sturgill, and Goldsmith voted yes
Motion passed 6-0

NEW BUSINESS

2023 Audit

Mr. Costin presented the FY2022-2023 audit for council's acceptance.

Councilmember Austin made a motion to accept Fiscal Year 22-23 audit as prepared by Davis Associates-CPA, as presented.

Councilmember Sturgill seconded.

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

Motion passed 6-0

2024 Audit-letter of engagement

Mr. Costin discussed the letter of engagement for the FY2023-2024 audit with council. Staff recommends authorizing the Town Administrator to execute the Letter of Engagement with the auditor as presented.

Councilmember Austin made a motion to engage the Town Administrator.

Councilmember Sturgill seconded.

Mayor Goldsmith clarified the motion was to authorize Mr. Costin to sign the contract with the auditor to do the next audit.

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

Motion passed 6-0

PUBLIC COMMENT

There was no public comment.

ANNOUNCEMENTS

- Councilmember Austin-last 2nd Saturday for year coming up.
- Councilmember Courtney-asked if there were any final figures on the pool, with staff responding they were not available.
- Ms. Hutton-Christmas Committee met to discuss Christmas festivities scheduled for December 7.
- Councilmember Chowning thanked organizers of events for their work.
- Councilmember Austin thanked volunteers, adding 2nd Saturday will contribute funds for a volunteer appreciation event.

ADJOURN

Councilmember Austin made a motion to adjourn.

Councilmember Sturgill seconded.

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

Motion passed 6-0

Meeting adjourned at 6:42pm

Submitted by:
Martha Rodenburg, Town Clerk

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk

DRAFT



**TOWN
COUNCIL**

Agenda Item Summary

FEBRUARY 13, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

6g September 26, 2024 Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of the September 26, 2024 meeting as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**Town of Urbana
Town Council
Work Session
Council Chambers-390 Virginia St. Suite B
September 26, 2024**

CALL TO ORDER & ROLL CALL

Members of Council

Present

Mayor Bill Goldsmith
Marjorie Austin
Larry Chowning
Alan Courtney-arrived at 6:02pm
Merri Hanson
Beth Justice
Sandy Sturgill

Absent

Alana Courtney

Others Present

Ted Costin-Town Administrator
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk

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

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

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

Councilmember Sturgill seconded.

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

Motion passed 7-0

PUBLIC COMMENT

- Eileen Smith-256 Waverly Rd-spoke regarding the adoption of a traffic calming program and distributed documentation to council.
- Chris Cummins-slip holder at the Town Marina-spoke regarding his lease at the marina and current issues with moving his boat per marina staff requests, and payment issues.

COUNCIL COMMENT

Mayor Goldsmith responded that Mr. Cummins issue was part of the agenda, and would be discussed at that time.

ACTION ITEMS

Minutes

Councilmember Austin made a motion to approve as presented.

Councilmember Sturgill seconded.

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

Motion passed 7-0

Marina Lease

Mr. Costin presented his report on the issue, stating that it should not be here tonight as it was an administrative issue. Marina staff had advised Mr. Costin the Cummins' lease was entered into with consultation by a former and taken to council. The vessel takes up two slips, but is paying for the cost of 1.5 slips. Staff was unable to find record of this action.

Staff provided two options for council to resolve the issue:

- Not renewing the lease based on the following rationale:
 - Boat has not been moved out to test its ability to do so during hurricane season, as had all other boats.
 - Lease holder is objecting to this action citing engine repair.
 - Marina manager advises repair on this vessel has been ongoing since its arrival.
- Enter into a short-term lease that specifies the following:
 - Removal of boat from the slips for Oyster Festival.
 - Completion of repairs so it can be moved on its own full power.
 - Rate be set to compensate to get revenue from the two-slips.

Mayor Goldsmith explained that council sets policy and staff executes it, and it is a mistake for council to be involved in lease disputes. Marina policies and price structure has been established, and belongs to staff to work it out.

Discussion took place with Councilmember Austin saying a long time slip holder being pushed aside, and Councilmember Chowning didn't agree that council ever voted on the lease, and he would not have voted for it due to the break on the slip price.

In response to questions by Councilmember Hanson, Mr. Costin agreed the third option would be to return the matter to staff, and the boat was not moved when asked, due to only one working engine, and they didn't want to stress it.

Mr. Costin stated, if council directs staff to handle the lease, staff will consider the two options as presented earlier. Staff is seeking council's resolution to the matter due to some role of council being attributed to the current lease's development.

Mr. Cummins addressed council and stated his boat was able to move. Discussion took place between council and Mr. Cummins regarding the matter. Mr. Cummins feels they have been exemplary slip holders, and boat is not in a state of constant repair, but a constant state of upgrading.

In response to a question by Councilmember Chowning, Mr. Cummins stated he would not pay for 2 slips. Discussion took place between Mr. Cummins and council regarding the practice of other marinas charging by the size of the boat, and the need to review policy.

Councilmember Chowning recommended leaving the decision to staff, with Mr. Costin indicating staff's recommendation was to enter into a short-term lease, then enter a new lease in January, with the rate being charged for 2 slips.

Council agreed the matter should be turned over to staff.

Meadow Lane water line upgrade

Mr. Costin explained, in response to low water pressure issues on Meadow Lane, the Water Committee and staff recommends entering into a contract with Laneview Environmental to upgrade the water lines in the area at a cost of \$7,245, which would be paid from the Water budget.

This action will upgrade the lines for current and future homes, and include a shut-off valve to limit homes affected by any future water shut-offs due to line repairs.

Councilmember Chowning made a motion to authorize the Town Administrator to execute the proposal by Laneview Environmental to upgrade the Meadow Lane water line at a cost of \$7,245 as presented.
Councilmember Austin seconded.
Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes
Motion passed 7-0

PROJECT UPDATES/DISCUSSION ITEMS

Delinquent water account collection

Mr. Costin spoke to the background and problems with delinquent water accounts and the difficulty in collecting past due accounts based on the current ordinance and regulations. Staff has revised forms to close “loopholes” and revised the termination notice to align with state code. Changes to the current water ordinance may be necessary.

Staff is recommending council to direct staff to develop a policy and implement on the following schedule, with formal action taking place at their next meeting:

- Policy in place October 3
- October-December-advertise via social media and public notices that, on or about, January 1, 2025, aggressive collection on past due water bills will begin.
- First week of January, first disconnection notices will go out to top delinquent account holders, with more going out as the first ones are processed.

Mr. Costin reviewed the revised documents with council. Based on advice from the Town Attorney, door hangers could not be used due to privileged information being visible, instead shut-off notices would be sealed in envelopes and mailed to and delivered to the property. It was also recommended by the Town Attorney that only cash be accepted for payment of delinquent accounts.

Mr. Costin reviewed shut-off guidelines, including:

- Must be 10 days between date of shut-off notice letter and the shut-off.
- Water can't be shut off if it is going to be 92 degrees or warmer in the next 24 hours, there is no low-end temperature.

Other changes to the forms and fees and disconnect letter were discussed.

It was discussed that when delinquent payments are received in the office, the amount due to HRSD will be sent directly to them.

ANNOUNCEMENTS

Councilmember Austin-the 2nd Saturday season has ended and work on the next season has begun. Christmas Market will take place in Taber Park on December 7.

Councilmember Chowning-reminded everyone to vote in the upcoming election.

Mayor Goldsmith-Kayak Trail is now available on the Explore Middlesex app.

ADJOURN

Councilmember Austin made a motion to adjourn.

Councilmember Justice seconded.

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

Motion passed 7-0

Meeting adjourned at 7:05pm

Submitted by:
Martha Rodenburg, Town Clerk

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk

DRAFT



**TOWN
COUNCIL**

Agenda Item Summary

FEBRUARY 13, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

6h October 10, 2024 Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of the October 10, 2024 meeting as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**Town of Urbanna
Town Council
Monthly Meeting
Council Chambers-390 Virginia St. Suite B
October 10, 2024**

CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 6:00pm

Members of Council

Present

Mayor Bill Goldsmith
Alana Courtney
Merri Hanson
Beth Justice
Sandy Sturgill

Absent

Marjorie Austin
Larry Chowning

Other Attendees

Ted Costin-Town Administrator
Andrea Erard-Town Attorney
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk

All stood for the Pledge of Allegiance

APPROVAL OF AGENDA

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

Councilmember Justice seconded.

Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.

Motion passed 5-0

REPORTS

Town Administrator

Mr. Costin presented his report to council:

- Well financing progressing, and VDH has given an extension to address compliance issues.
- Ongoing discussions with regarding DMV Select.
- No progress on “No Wake” signs, signage for end of Virginia St., and Friends of Urbanna MOU.
- Docks of the Bay submitted proposal to stabilize end of Virginia St.
- Letter of support for grant funding for museum has been sent to Virginia Department of Historic Resources.
- Progress continues on pole removal by Dominion.

Discussion took place regarding the repaving of streets, and complaints regarding the poor job done by VDOT. Also discussed was the work Docks of the Bay is proposing for the end of Virginia St., including their proposal to add “coconut logs” and plantings to prevent further erosion. Councilmembers agreed the problem was made worse after Docks of the Bay used that property for staging equipment and supplies during construction of the Montague marina. There was no remediation in the written deal signed at that time.

Treasurer

Ms. Hutton presented the August report and made a verbal correction to add the USDA Well Replacement account. It had been closed in April, but reopened due to requirements for new loan. As of August 30, the balance of the account was \$76,977.56.

Councilmember Courtney requested an update on the pool accounting for the summer season, specifically daily income and operational expenses. Discussion took place about the process to develop this report and the difficulty of doing it due to the fiscal year changing during the pool season. Ms. Hutton told council she would not have the report to them by their next meeting due to real estate and personal property tax billing preparation, but would have it done as soon as possible. Further discussion took place regarding the matter.

Personnel Committee

Ms. Hanson reported the following on their most recent meeting:

- Reviewed Mr. Costin's contract.
- Discussed the development of job descriptions and performance evaluations.

PUBLIC COMMENT

- Spencer Winn-Howard St.-spoke to the need to have the Town Marina be handicap accessible and his support of building a pier at the end of Virginia St.
- Meriweather Putney-36 Meadow Ln.-spoke to ask for clarification regarding property owner responsibility for the delinquent water bills of their tenants.

COUNCIL COMMENT

Mayor Goldsmith responded that Mr. Putney's concerns would be discussed later in the agenda.

OLD BUSINESS

Sidewalk Repair

Mr. Costin reported due to weather delays, Jackcrete was unable to begin the sidewalk repair on Cross St., which was approved by council at a prior meeting. Jackcrete has proposed adding Virginia St. to the schedule for an additional \$5998. The work would be completed prior to Oyster Festival.

Councilmember Hanson moved to authorize the Town Administrator to accept the Jackcrete of Virginia proposal for sidewalk repair along Virginia Street at a cost of \$5998 in coordination with the previously approved sidewalk repair along Cross Street.

Councilmember Sturgill seconded.

Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.

Motion passed 5-0

Street Sign Replacement

Mr. Costin gave the background on the street sign replacement and asked council for their determination on replacing or repairing poles, and their preference on how to mount the signs to the poles. Discussion took place regarding the placement of the signs, with council indicating their preference for the signs to be suspended, and the current poles will be refreshed and replaced as be needed.

Councilmember Hanson moved for the Town Administrator to advise the county that Option C [Signs suspended. Lower and subject to movement, but distinct from standard placement throughout the county.], as presented this evening be employed in replacing Urbanna's street signs.

Councilmember Sturgill seconded.

Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.

Motion passed 5-0

Delinquent Water Account Collections

Mr. Costin gave the history and background of how and why the Disconnect Policy for delinquent water accounts was developed and recommended council adopt the policy in accord with the following schedule:

- Policy in place October 10, 2024, with council action and staff to begin using revised forms.
- October-December-advertise that on or about January 2, 2025, collection on past due bills will begin.
- First week of January-first batch of letters go out to top 15-20 most delinquent, with others to follow as they are processed.

The Water Service Agreement Forms have been updated to separate the property owner form from the tenant form. The tenant form has a line granting permission for property owners' permission to be informed of the status of their tenants' account. It is the tenant/owner responsibility to have this signed and submitted to the town. Without this signed document, the owner cannot be given information on the tenant account.

Mr. Costin explained this is a policy developed within the current ordinance and State Code.

Councilmember Hanson made a motion that council adopt the Disconnect Policy presented and direct staff to begin public notice of collection efforts to begin in January 2025.

Councilmember Justice seconded.

Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.

Motion passed 5-0

Town of Urbanna Water Utility Disconnect Policy

It is the intent of the Urbanna Town Council and Mayor to see that charges for water utility service are made consistently and equitably across its service categories (in town residential, out of town residential, and commercial) and that collections are also undertaken in a consistent and equitable manner. To this end, the staff is directed to:

Advise the customer of moneys owed past sixty (60) days by:

Notice mailed to the account holder at the address provided when account established

And

Notice posted in an envelope at the property in a conspicuous manner.

(Notice may also be mailed to the property owner when tenant is the account holder and has granted permission)

After a minimum of 10 days from the date of letter has past and full payment has not been made, staff will terminate service. However:

No disconnection from service for any residential customer shall be made when the forecasted temperature is at or above 92 degrees Fahrenheit within the 24 hours following the scheduled disconnection. To ascertain the projected temperature, staff shall refer to the forecasted local temperature provided by the National Weather Service for Urbanna.

No disconnection from service for any residential customer can occur on Fridays, weekends, state holidays, or the day immediately preceding a state holiday.

After disconnection, but upon payment receipt of amount owed, town staff will undertake all due diligence to restore service.

Nothing shall limit voluntarily suspending scheduled disconnections during other extreme weather events, emergency conditions, or circumstances in which the town staff determines such suspension is necessary to protect the health and safety of its customers or staff and the reliability of service. Further, nothing shall limit emergency disconnections for health and safety purposes.

NEW BUSINESS

Accept resignation of Clerk

Mayor Goldsmith read Martha Rodenburg's letter resigning her position as Town Clerk, effective December 1, 2024.

Councilmember Hanson made a motion to accept the resignation letter of Town Clerk, Martha J. Rodenburg dated October 7 and effective December 1, 2024.

Councilmember Sturgill seconded.

Courtney, Hanson, Justice, and Goldsmith voted yes.

Sturgill voted no.

Motion passed 4-1

PUBLIC COMMENT

There was no public comment.

ANNOUNCEMENTS

Councilmember Sturgill asked for a potential tripping hazard along the new sidewalk at the pool be addressed prior to Oyster Festival.

CLOSED MEETING

Councilmember Hanson made a motion to go into Closed Meeting for reasons stated on the agenda.

Councilmember Justice seconded.

Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.

Motion passed 5-0

OPEN MEETING

Councilmember Hanson made a motion to reconvene in open meeting and to certify that only the matters that were identified in the motion to go into closed meeting were heard, discussed, or considered.

Councilmember Sturgill seconded.

Courtney, Hanson, Justice, Sturgill, and Goldsmith certified.

Council entered Open Meeting.

ADJOURN

Councilmember Sturgill made a motion to adjourn.

Councilmember Hanson seconded.

Courtney, Justice, Sturgill, and Goldsmith voted yes

Motion passed 4-0

Meeting adjourned at 8:02pm

Submitted by:
Martha Rodenburg, Town Clerk

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk

DRAFT



**TOWN
COUNCIL**

Agenda Item Summary

FEBRUARY 13, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

6i October 24, 2024 Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of the October 24, 2024 meeting as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**Town of Urbanna
Town Council
Work Session
Council Chambers-390 Virginia St. Suite B
October 24, 2024**

CALL TO ORDER & ROLL CALL

Members of Council

Present

Mayor Bill Goldsmith
Marjorie Austin
Larry Chowning-arrived at 6:28pm
Alan Courtney
Merri Hanson
Beth Justice
Sandy Sturgill

Absent

Beth Justice

Others Present

Ted Costin-Town Administrator
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk

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

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

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

Councilmember Sturgill seconded.

Austin, Courtney, Hanson, Sturgill, and Goldsmith voted yes

Motion passed 5-0

PUBLIC COMMENT

- William Mayo-320 Rappahannock Ave.- to request the ramp and steps to the dinghy dock be made handicap accessible.

COUNCIL COMMENT

Discussion took place about possible repairs to dinghy dock, with Mr. Costin suggesting that he talk with a building official and do an inspection, possibly working it into work being done by Docks of the Bay.

ACTION ITEMS

Request by AB Gravatt to waive legal notification fees

Mr. Costin gave the background of the request. Mr. Gravatt went before the Historic and Architectural Review Board (HARB) to permit a fence being built on his property. The HARB application notes a \$100 fee, plus any additional costs for advertising and sending legal notifications, via USPS certified mail, to adjacent property owners, as required by state code. Due to the size and shape of Mr. Gravatt's property, there are 16 adjacent properties requiring notification. As there were other applications being heard at that meeting, the advertising cost was shared with the other applicants. Mr. Gravatt's was invoiced for 1/3 of the ad cost, \$82, plus \$154.24 (\$9.64 per notice) for the cost of the mailings to the adjacent property owners.

Mr. Gravatt informed Mr. Costin verbally that he is requesting a waiver of these fees due to his allowance of various events on his property.

Staff's recommendation is to deny the request due to the precedent it will set.

Discussion of the application and process took place, and it was clarified that any party making an application that requires these legal notices has to pay for the advertising and the adjacent property owner notices. Mr. Gravatt's amount owed was high, due to the number of adjacent property notices that were required to be sent. While council is appreciative of Mr. Gravatt's generosity to the town, waiving these fees would set a precedent for future cases.

Councilmember Austin made a motion that 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.

Councilmember Sturgill seconded.

Discussion took place about possible solutions in the future.

Austin, Courtney, Hanson, Sturgill, and Goldsmith voted yes

Courtney voted no

Motion passed 4-1

PROJECT UPDATES/DISCUSSION ITEMS

Recap of meeting with Delegate Keith Hodges

Mr. Costin gave a recap of a meeting held with Del. Hodges. Also present at the meeting were Mayor Goldsmith and Ms. Rodenburg, with Ms. Erard joining by phone.

The following topics were discussed:

- Charter Legislation
 - Discussion took place regarding a charter change to clarify language that the mayor is a voting member of council for the purpose of establishing a quorum. While the charter change which passed in 2022 gave the mayor the right to vote, it did not specify the mayor is a member of council for the purpose of establishing a quorum.
- Notice Legislation
 - Current legislation allows that when more than 500 legal notices are required, they can be sent via USPS, not certified, with a signed affidavit. Under 500 have to be sent via certified mail. Possible legislation discussed were sending all notices sent via USPS, along with an affidavit, or waiving the requirement for localities with smaller populations.
- DMV Status
 - In response to a letter sent from Mr. Costin to the DMV Commissioner, a DMV official responded their analysis shows we no longer need a DMV Select in our area. Del. Hodges took the information given to him, and will reach out to the DMV Commissioner.
- Speeding
 - Different solutions were discussed, including getting speed monitoring signs, lowering the speed limit throughout the town, and proposed legislation allowing towns without a police department to utilize ticket generating speed cameras.

Virginia Street waterfront property repairs

Mr. Costin informed council that during an onsite meeting with Docks of the Bay regarding the upcoming shoreline stabilization project at the town marina, stabilization of the Virginia Street terminus was discussed. Docks of the Bay sent a proposal which included pricing for different numbers of plantings. The work would be done in conjunction with the marina project.

The proposals were discussed, with staff recommending fewer plantings to allow more access to the property.

This work is not budgeted, but could be taken from reserves. Docks of the Bay will not pay for repairs to the property caused by their previous use of the property. This was not a part of the previous verbal agreement, where their only obligation was to remove old pilings in front of the property.

Mr. Costin explained that once the property is stabilized, no parking signage can be added, along with picnic tables and other improvements. Councilmember Sturgill requested the public gravel path, which is no longer there, be replaced for the public to have a place to walk and see the water. More details of the project discussed with members of council requesting a site design.

Councilmember Austin made a motion for the Town Administrator to accept the proposal by Docks of the Bay in an amount not to exceed \$13,400 for the living shoreline and can go up to as much as \$15,000 with gravel added for a path as presented to stabilize the terminus of Virginia Street.

Councilmember Sturgill seconded.

Councilmember Hanson said she wanted a site plan, and suggested amending the motion to include a site plan. Further discussion took place about the matter.

Councilmember Austin withdrew her motion.

Council discussed the project and the need for a site plan prior to approval.

ANNOUNCEMENTS

There were no announcements.

CLOSED MEETING

Councilmember Austin made a motion to go into closed meeting pursuant to code as presented on the agenda.

Councilmember Hanson seconded.

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

Motion passed 6-0

Council entered closed meeting.

OPEN MEETING

Councilmember Austin made a motion to reconvene in open meeting and to certify that only the matters that were identified in the motion to go into closed meeting were heard, discussed, or considered.

Councilmember Sturgill seconded.

Austin, Chowning, Courtney, Hanson, Sturgill, and Goldsmith certified.

Council entered Open Meeting.

Councilmember Chowning made a motion to direct staff to seek legal counsel to purchase 390 Virginia Street, solicit a firm for a Phase I environmental inspection, and seek a commercial building inspection.

Councilmember Austin seconded.

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

Courtney voted no

Motion passed 5-1

ADJOURN

Councilmember Austin made a motion to adjourn.

Councilmember Hanson seconded.

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

Motion passed 6-0

Meeting adjourned at 7:05pm

Submitted by:
Martha Rodenburg, Town Clerk

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk

DRAFT



**TOWN
COUNCIL**

Agenda Item Summary

FEBRUARY 13, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

6j November 14, 2024 Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of the November 14, 2024 meeting as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**Town of Urbanna
Town Council
Public Hearing
Monthly Meeting
Council Chambers-390 Virginia St. Suite B
November 14, 2024**

CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 6:00pm

Present-Members of Council

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

Other Attendees

Ted Costin-Town Administrator
Andrea Erard-Town Attorney
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk
Delegate Keith Hodges

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, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 7-0

SPEAKER-DELEGATE KEITH HODGES

Delegate Keith Hodges addressed council and provided updates on upcoming legislation in the 2025 Virginia General Assembly. Some of the topics included were:

- Blue catfish fishing
- Dredging
- Living shoreline technology
- Funding for septic systems
- Solar farms
- Healthcare industry

Del. Hodges updated council on items discussed previously with staff:

- DMV Select issue
- Speeding
- Charter bill to include mayor as a part of a quorum
- Legal notice mailing requirements

PUBLIC HEARING-2024-SUP-04-WARNING TRACK, INC.

Mayor Goldsmith opened the public hearing.

Staff Presentation

Mr. Costin presented the staff report regarding the application to allow for a Recreational Facility per Section 17-4.6.3(9) of the Town of Urbanna Zoning Ordinance.

- Property address is 271 Prince George St.
- The applicant is The Warning Track, Inc.
- Exterior modifications approved by HARB
- Facility will be used as an athletic training facility for groups, as well as a gym that can be used by the public.
- Staff believes the business will be a positive impact on surrounding businesses.

Staff supports the application with certain conditions as stated.

Applicant Presentation

William Glenn, owner of The Warning Track, addressed council and spoke to them regarding his proposed business.

- Athletic training facility
- Focus on baseball and softball
- Group practices
- Full-sized gym
- Parking for 9-10 vehicles

In response to a question by Councilmember Austin, Mr. Glenn responded their goal is to keep the facility manned, but may be keyed access.

Positive discussion took place between council and the applicant.

Public Comment

Tammy Putney spoke in favor of the application.

Town Council Discussion and Vote

Mr. Costin informed council the Planning Commission had recommended approval, with conditions, at their meeting on November 12.

Mayor Goldsmith closed the public hearing.

Councilmember Chowning made a motion to approve Ordinance 2024-08.

Councilmember Austin seconded.

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

Motion passed 7-0

ORDINANCE NO. 2024-08

ORDINANCE NO. 2024-08 GRANTS A SPECIAL USE PERMIT (2024 SUP APPLICATION 06) FOR 271 PRINCE GEORGE STREET [20A-17-1] TO ALLOW FOR RECREATIONAL FACILITY PER SECTION 17-4.6.3 (9) OF THE TOWN OF URBANNA ZONING ORDINANCE. THE PROPERTY IS LOCATED IN THE B-1 ZONING DISTRICT.

BE IT ORDAINED by the Urbanna Town Council, at the regularly scheduled meeting on November 14, 2024, that a Special Use Permit is hereby granted for Lot 20A-17-1, 271 Prince George Street, to allow to allow for Recreational Facility per Section 17-4.6.3 (9) of the Town of Urbanna Zoning Ordinance subject to the following terms and conditions:

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 on October 29, 2024 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 and the property owner shall provide a stamped copy of the recorded Ordinance to the Town Administrator.
3. Hours of operation may only be between 5:00AM and 12:00AM seven days a week. Any group activity shall end 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 and shall be downward lighting.
6. The property shall be maintained in a clean and orderly manner at all times; there shall be no ground level signage.
7. Parking shall be provided for patrons and staff on the northside of the building only. When parking on the north side of the building is full, then the western side of the building shall be utilized and after that, parking on the southern side of the building.

This Ordinance shall take effect upon adoption.

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

Adopted: November 14, 2024
Certified to be true and accurate:



Martha Rodenburg, Town Clerk

MINUTES

Councilmember Austin made a motion to approve the minutes of the June 13, 2024 monthly meeting and public hearings as presented.

Councilmember Hanson seconded.

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

Motion passed 7-0

REPORTS

Town Administrator

Mr. Costin presented his report to council.

- Sidewalk repair and weed treatment completed.
- AH Environmental completed and submitted the required Lead Pipe Survey to the VDH.
- Planning Commission meeting held and processed one case.
- BZA matter continues.
- Met with Docks of the Bay regarding living shoreline at end of Virginia St., bringing dinghy dock to ADA compliance.
- Shoreline restoration at marina has started.
- Well project delayed due to line marking.
- Town's Water Withdrawal Permit renewal is due in 2026; application preparations should start now.
- Town Clerk recruitment status will be discussed later in the meeting.
- Solicited and contracted a building inspection for Town Hall, which has begun.
- Obtained one proposal for a Phase I environmental assessment, waiting for one more.

Discussion took place between staff and council regarding the lead pipe issue and the Kayak Trail sign. Councilmember Hanson informed Councilmember Chowning that Main Street has offered to pay for the Kayak Trail sign. Councilmember Courtney commented that she had safety concerns regarding the overcrowding along Community Row. Further discussion took place regarding the matter, with Mr. Costin saying he would convey their concerns at an upcoming meeting with Oyster Festival Foundation.

Treasurer

Ms. Hutton presented the September 2024 report, which included a summary of the May-September pool revenue and expenses.

Discussion took place regarding other sources of revenue for the pool, past and future expenses.

Ms. Hutton updated council on tax and fee collections to date:

- Personal Property Tax-\$3,622.42 out of \$12,377.91
- Real Estate Tax-\$88,063.45 out of \$272,715.03
- Elderly and Vets Discount-\$4,879.73
- Oyster Fest Meals Tax-\$3,166.84
- Oyster Fest Business License-\$20,750 (turned over to Oyster Fest for security costs)

Discussion took place regarding Oyster Festival expenses and other matters related to the event.

Ms. Hutton also updated council on the status of the upcoming Christmas Parade and events.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

PUBLIC COMMENT

Billy Mayo-spoke to complain about sign clutter

Mr. Costin responded the town will react on a complaint business.

Del. Hodges spoke regarding FEMA auditing localities looking for man-made activity in the flood plain and the consequences of this, and the various agencies he has reached out to regarding the matter.

Personnel Committee-report

Councilmember Hanson reported the Personnel Committee met for the following purposes:

- Review applicants for clerk position
- Need for personnel policies and procedures to be revised
- Other policies and procedures that need to be revised

ANNOUNCEMENTS

There were no announcements.

CLOSED MEETING

Councilmember Austin made a motion to go into closed meeting pursuant to Virginia Code Section 2.2-3711(A)(1) for the purpose of discussion the hiring of a Clerk, and pursuant to Virginia Code Section 2.2-3711(A)(3) for the purpose of discussion of the potential acquisition of a parcel of real property for use as a Town Hall, because discussion in open session would negatively affect the negotiating position or negotiating strategy of the Urbanna Town Council.

Councilmember Sturgill seconded.

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

Motion passed 7-0

Council entered Closed Meeting.

OPEN MEETING

Councilmember Austin made a motion to reconvene in open meeting and to certify that only the matters that were identified in the motion to go into closed meeting were heard, discussed, or considered.

Councilmember Courtney seconded.

Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith certified.

Council entered Open Meeting.

CLOSED MEETING

Councilmember Austin made a motion to go into closed meeting pursuant to Virginia Code Section 2.2-3711(A)(1) for the discussion or consideration of hiring a temporary employee to assist with clerk duties until a new clerk is hired.

Councilmember Courtney seconded.

Councilmember Hanson questioned the verbiage of the motion.

Councilmember Austin withdrew her motion.

Councilmember Austin made a motion to go into closed meeting pursuant to Virginia Code Section 2.2-3711(A)(1) for the discussion or consideration of hiring a temporary employee to assist with clerk duties until a new clerk is hired, and to also assist in the transition to a new clerk.

Councilmember Courtney seconded.

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

Motion passed 7-0

Councilmember entered Closed Meeting.

OPEN MEETING

Councilmember Austin made a motion to reconvene and certify that only the matters that were identified in the motion to go into closed meeting were heard, discussed, or considered.

Councilmember Justice seconded.

Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith certified.

Council entered Open Meeting.

ADJOURN

Councilmember Austin made a motion to adjourn.

Councilmember Sturgill seconded.

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

Motion passed 7-0

Meeting adjourned at 8:39pm

Submitted by:

Martha Rodenburg, Town Clerk

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk



**TOWN
COUNCIL**

Agenda Item Summary

FEBRUARY 13, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

6k November 20, 2024 Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of the November 20, 2024 meeting as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**Town of Urbanna
Town Council
Special Meeting
Council Chambers-390 Virginia St. Suite B
November 20, 2024**

CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 1:04pm

Members of Council

Present

Mayor Bill Goldsmith

Marjorie Austin

Larry Chowning

Beth Justice

Sandy Sturgill

Absent

Alana Courtney

Merri Hanson

Other Attendees

Ted Costin-Town Administrator

Martha Rodenburg-Town Clerk

Andrea Erard-Town Attorney-via phone

Interviewee for position of Town Clerk

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, Justice, Sturgill, and Goldsmith voted yes

Motion passed 5-0

CLOSED MEETING

Councilmember Austin moved to go into Closed Meeting pursuant to Virginia Code 2.2-3711(A)(1) to conduct an interview for the position of Clerk.

Councilmember Sturgill seconded.

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

Motion passed 5-0

Council entered Closed Meeting

OPEN MEETING

Councilmember Austin made a motion to reconvene in open meeting and to certify that only the matters that were identified in the motion to go into closed meeting were heard, discussed, or considered.

Councilmember Justice seconded.

Austin, Chowning, Justice, Sturgill, and Goldsmith certified.

Council entered Open Meeting

ADJOURN

Councilmember Austin made a motion to adjourn.

Councilmember Justice seconded.

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

Motion passed 5-0

Meeting adjourned at 1:42pm

Submitted by:

Martha Rodenburg, Town Clerk

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk

DRAFT



**TOWN
COUNCIL**

Agenda Item Summary

FEBRUARY 13, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

6I November 26, 2024 Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of the November 26, 2024 meeting as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
SPECIAL MEETING OF NOVEMBER 26, 2024**

A special meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 26th day of November, 2024 beginning at 11:00 a.m. at the Urbanna Baptist Fellowship Hall – 131 Watling Street in Urbanna, Virginia. The purpose of the meeting was to go into closed meeting pursuant to Virginia Code § 2.2-3711(A)(1) to discuss the potential hiring of a temporary employee to assist with Clerk duties until a new clerk is hired, and/or assist in the transition to a new Clerk. Following the closed meeting the Town Council may take action related to the matter identified in the motion to go into closed meeting.

AGENDA ITEM 1. CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 11:01am.

AGENDA ITEM 2. ROLL CALL

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

Others Present:

Ted Costin, Town Administrator

AGENDA ITEM 3. APPROVAL OF AGENDA

Councilmember Austin made a motion to approve the agenda as presented. Councilmember Sturgill seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 5-0 w/2 absent.

AGENDA ITEM 4. CLOSED MEETING

Councilmember Austin made a motion to go into closed meeting pursuant to Virginia Code § 2.2-3711(A)(1) to discuss the potential hiring of a temporary employee to assist with Clerk duties until a new clerk is hired, and/or assist in the transition to a new Clerk. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 5-0 w/2 absent.

AGENDA ITEM 5. OPEN MEETING

The meeting was declared open by Mayor Goldsmith.

CERTIFICATION:

Councilmember Austin made a motion to certify that, to the best of each member’s knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by the Town Council of the Town of Urbanna in the Closed Meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council of the Town of Urbanna.

Councilmember Sturgill seconded. The Mayor called for any discussion. The members were polled:

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

The motion passed 5-0 w/2 absent.

ACTION:

Mayor Goldsmith directed the Town Administrator to secure the carry-over services of Martha Rodenburg with specific terms.

AGENDA ITEM 6. ADJOURN

Councilmember Austin made a motion to adjourn. Councilmember Sturgill seconded.

The meeting was adjourned at 11:25am.

Respectfully submitted,
Ted Costen

Approved by Council: _____, 2025

ATTEST:

Christine H. Branch, Town Clerk



**TOWN
COUNCIL**

Agenda Item Summary

FEBRUARY 13, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

6m January 9, 2025 Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of the January 9, 2025 meeting as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
REGULAR MEETING OF JANUARY 9, 2025**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 9th day of January, 2025 beginning at 6:00 p.m. in the Council Chambers of Town Hall located at 390 Virginia Street, Suite B in Urbanna, VA.

AGENDA ITEM 1. CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 6:00pm.

Mayor Goldsmith commended outgoing councilmember, Sandy Sturgill, for her hard work and dedication to the Town. He said she was instrumental in the 4th of July celebration and in raising money for the pool. A certificate and plant will be presented to her from Council.

Mayor Goldsmith welcomed new councilmember, Robbie Wilson.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER

Councilmember Austin made a motion to approve electronic participation for Councilmember Wilson due to a temporary medical condition that prevented his physical presence. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 5-0 w/1 absent and 1 abstaining.

Councilmember Wilson attended the meeting via Zoom from his home.

AGENDA ITEM 3. ROLL CALL

Marjorie Austin	Present
Larry Chowning	Present
Alana Courtney	Present
Mayor Bill Goldsmith	Present
Merri Hanson	Absent
Beth Justice	Present
Robbie Wilson	Present (via Zoom)

Others Present:

Ted Costin, Town Administrator
Michele Hutton, Town Treasurer
Christine Branch, Town Clerk
Members of the public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Major led the Pledge of Allegiance.

AGENDA ITEM 5. APPROVAL OF AGENDA

Councilmember Austin made a motion to approve the agenda as presented. Councilmember Justice seconded. The Major called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

AGENDA ITEM 6. 2025 ORGANIZATIONAL MATTERS

6a. Adoption of 2025 Meeting Schedule

Councilmember Austin made a motion to approve the agenda as presented. Councilmember Courtney seconded. The Major called for any discussion. All were in favor with none opposed.

The motion passed 6-0 w/1 absent.

**Urbanna Town Council
2025 MEETING SCHEDULE**

Unless otherwise indicated, all meetings shown on this schedule will take place in the Town Hall Council Chambers located at 390 Virginia Street, Suite B, Urbanna, Virginia.

MONTH	TIME	DATE	MEETING TYPE
January	6:00pm 6:00pm	Thursday, January 9 Thursday, January 23	Organizational & Regular Work Session
February	6:00pm 6:00pm	Thursday, February 13 Thursday, February 27	Regular Work Session
March	6:00pm 6:00pm	Thursday, March 13 Thursday, March 27	Regular Work Session
April	6:00pm 6:00pm	Thursday, April 10 Thursday, April 24	Regular Work Session
May	6:00pm 6:00pm	Thursday, May 8 Thursday, May 22	Regular Work Session
June	6:00pm 6:00pm	Thursday, June 12 Thursday, June 26	Regular Work Session
July	6:00pm 6:00pm	Thursday, July 10 Thursday, July 24	Regular Work Session
August	6:00pm 6:00pm	Thursday, August 14 Thursday, August 28	Regular Work Session
September	6:00pm 6:00pm	Thursday, September 11 Thursday, September 25	Regular Work Session
October	6:00pm 6:00pm	Thursday, October 9 Thursday, October 23	Regular Work Session
November	6:00pm	Thursday, November 13 Thanksgiving	Regular *No Work Session
December	6:00pm	Thursday, December 11 Christmas	Regular *No Work Session

***Adjustments to Regular Schedule:**

No work sessions in November and December due to holidays.

If the Mayor, or the Vice Mayor if the Mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for councilmembers to attend a scheduled meeting, the meeting shall be continued to the next occurring Monday at 6:00pm in the Council Chambers of the Town Hall.

Council may hold such special meetings as it deems necessary at such times and places as it may find convenient, and it may adjourn from time to time as it may find convenient and/or necessary. A special meeting of the Council shall be called pursuant to Section 1-4 of Council Bylaws in accordance with Section 15.2-1418 of the Code of Virginia.

6b. Resolution 2025-002 - Adoption of Code of Ethics Revisions and 2025 Council By-Laws & Rules of Procedure

Ms. Branch gave a summary of changes already made to the draft bylaws. Councilmember Austin asked when Council had elected to complete the State Code of Ethics forms and said she felt the Statement of Economic Interests form was intrusive. That language in Section 1-8 will be removed.

Councilmember Courtney said three minutes was not enough time for public comment and people were always being cut off. Council agreed the limit should be raised to five minutes. The language for both Public Comment and Public Hearings will be changed from a three minute limit to a five minute limit.

Ms. Branch noted the changes made to the Code of Ethics, which were mainly for consistency.

Councilmember Austin made a motion to approve Resolution 2025-002 with the forementioned changes to the time limits for public comment and public hearing speakers, and the elimination of the ethics form. Councilmember Justice seconded. The Major called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

RESOLUTION 2025-002

**ADOPT REVISIONS TO THE CODE OF ETHICS FOR THE TOWN COUNCIL
OF THE TOWN OF URBANNA, VIRGINIA AND
ADOPT THE 2025 COUNCIL BYLAWS AND RULES OF PROCEDURE**

WHEREAS a professional Code of Ethics was adopted on March 9, 2023 via Resolution 2023-003 to serve as the Urbanna Town Council’s guide for best practices and proper decision making during their tenure on council; and

WHEREAS this Code of Ethics sets the standard for council to work honestly and with integrity, which can help create a healthier work environment, and serves as a baseline for effectively dealing with issues; and

WHEREAS this Code of Ethics is designed to ensure Council members conduct themselves in a manner that is socially-acceptable and respectful of one another, Town staff, citizens, and others; and

WHEREAS the principles set forth in this Code of Ethics outline the mission and values of the Town of Urbanna; and

WHEREAS Town Council now wishes to make revisions to the current Code of Ethics; and

WHEREAS Town Council also wishes to establish for itself a set of Bylaws and Rules of Procedure pursuant to Town Code Section 2-35a and 2-42;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia (“Council”) that the revisions to the Code of Ethics for the Town of Urbanna Town Council are adopted as presented; and

BE IT FURTHER RESOLVED that Council adopts the 2025 Council Bylaws and Rules of Procedure as amended during the January 9, 2025 organizational meeting.

DONE this 9th day of January, 2025.

6c. Resolution 2025-001 – Appointments to Boards, Committees, and Commissions

Mayor Goldsmith said he would like to explore creating an events committee to aid in better communication between council, staff, and the many volunteers who participate. The general consensus was to create an Event Committee with subcommittees for each individual event.

Councilmember Austin made a motion to establish an Events Committee. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

Councilmember Austin made a motion to approve Resolution 2025-001 and the appointment listing as presented. Councilmember Justice seconded. The Major called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

RESOLUTION 2025-001

APPOINTMENTS TO BOARDS, COMMITTEES, AND COMMISSIONS

WHEREAS there is currently one vacant councilmember seat on the Finance Committee due to Sandy Sturgill's term ending on December 31, 2024; and

WHEREAS there are currently three vacant citizen seats on the Town of Urbanna Planning Commission due to the December 31, 2024 expiration of the terms of Donald Drayer, Lewis Hall, and Penelope Lister; and

WHEREAS there are currently two vacant citizen seats on the Town of Urbanna Historic Architecture Review Board (HARB) due to the December 31, 2024 expiration of the terms of Meriweather (Tammie) Putney and Peni Roberts; and

WHEREAS Mr. Drayer and Ms. Lister have expressed interest in reappointment to the Planning Commission, and Mr. Putney and Ms. Roberts have expressed interest in reappointment to the HARB; and

WHEREAS the Town Council now desires to fill these vacancies, making adjustments to some terms in order to correct those staggered term expirations that are currently out of sync;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia that Robert Wilson is appointed to the vacant Council seat on the Finance Committee for a term concurrent with his elected term on Town Council; Penelope (Gari) Lister is appointed to the Town of Urbanna Planning Commission for a two-year term expiring December 31, 2026; Donald Drayer is appointed to the Town of Urbanna Planning Commission for a four-year term expiring December 31, 2028; Peni Roberts is appointed to the Town of Urbanna Historic Architecture Review Board for a 2-year term expiring December 31, 2026; and Meriweather (Tammie) Putney is appointed to the Town of Urbanna Historic Architecture Review Board for a three-year term expiring December 31, 2027.

DONE this 9th day of January, 2025.

AGENDA ITEM 7. APPROVAL OF MINUTES

7a. June 27, 2024 Work Session Draft Minutes

7b. December 12, 2024 Regular Meeting Draft Minutes

Councilmember Austin made a motion to approve both sets of minutes as presented. Councilmember Justice seconded. The Mayor called for any discussion.

Councilmember Austin asked the status of the remaining outstanding minutes. Mr. Costin said Ms. Rodenburg continued to work on them along with Planning Commission minutes. Councilmember Austin requested Ms. Branch create the remaining outstanding council minutes to bring them up-to-date.

There being no further discussion, the Mayor called for a vote. All were in favor with none opposed.

The motion passed 6-1 w/1 absent.

AGENDA ITEM 8. REPORTS

8a. Town Administrator

Mr. Costin presented his report.

Regarding the pool, after his meeting with the Mayor and Signature Pools, it was proposed the pool stay open later in the evening to allow adults more time to use it after work. They also proposed opening for Memorial Day weekend, then closing on weekdays until school is out. The pool would then stay open six days per week (closed on Mondays) until school is back in session. From then until Labor Day, the pool would be open only on weekends. Labor Day would mark the end of the pool season.

Mr. Costin's meeting with swim team representatives will need to be postponed. He suggested having local businesses help sponsor pool costs by purchasing advertising banners which could be placed around the pool. He also spoke with YMCA representatives regarding classes. Councilmember Justice asked if the pool could be used for physical therapy. Mr. Costin said the YMCA said their challenge right now is not having enough instructors. He also spoke with Bay Aging but they do not have funding for those types of services. Councilmember Justice suggested reaching out to other physical therapy groups in the area.

Regarding the Eagle Scout project, Councilmember Chowning said to check with Councilmember Hanson to see if Main Street might have any grant funding available to help with signage at the kayak launch.

Councilmember Chowning asked how much had been collected on the past due water bills. Mr. Costin said ten notices were sent out initially. Seven of the ten have contacted the Town and one payment had been taken over the phone. There is about \$40,000 due in past due water bills.

8b. Treasurer

Ms. Hutton presented the November 2024 Treasurer's report. She said the Town's CDs had matured netting a gain of \$27,976. She has reinvested the CDs for eleven months. The Special Savings Account earned \$1,836 in interest.

8c. Town Clerk

Ms. Branch presented her report and said she would be submitting a monthly report to keep Council informed of what she is working on.

AGENDA ITEM 9. PUBLIC COMMENT 1

There were no speakers.

AGENDA ITEM 10. COUNCIL COMMENT 1

There were no council comments made at this time.

AGENDA ITEM 11. UNFINISHED BUSINESS

11a. Authorize Public Hearing for Amendment to FY2025 Budget

Mr. Costin said the Town's financial advisors have recommended the usage of funds for the new Town Hall be formally adopted by Council, and then appropriated. Because this would result in a change of more than 1% of the total FY25 budget, a public hearing is necessary.

Councilmember Austin made a motion to authorize the holding of a Public Hearing at the February 13, 2025 Council meeting for the purpose of amending the Town of Urbanna budget for fiscal year 2025 to reflect an allocation of approximately \$471,791 toward the acquisition or improvement of permanent town office space and direct Town staff to properly advertise and make arrangements for this Public Hearing. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

AGENDA ITEM 12. NEW BUSINESS

12a. Designation of Town Clerk as FOIA Officer

Ms. Branch said State Code requires public bodies subject to the Virginia Freedom of Information Act (FOIA) to designate and publicly identify a FOIA Officer who will be the point of contact for all records requests. By passing the resolution using the position rather than an individual's name, Council would not need to pass another resolution in the future if there was a new Town Clerk.

Councilmember Austin made a motion to designate the Town Clerk as the FOIA Officer for the Town of Urbanna. Councilmember Chowning seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

AGENDA ITEM 13. PUBLIC COMMENT 2

Ms. Anzivino of Howard Street spoke about the dangerous condition of the manhole covers after VDOT completed repaving. She said they are 1-1/2" to 2" below the road surface which is hard on walkers, bikers, and motorists and added that stormwater is going into the sewer system. She suggested the Town purchase and install risers to bring the covers level with the road.

Ms. Anzivino also urged Council to try to get the pool slide installed this year.

AGENDA ITEM 14. COUNCIL RESPONSE TO PUBLIC COMMENT 2

Council discussed possible solutions to the manhole cover problem and directed Mr. Costin to speak with Lee McKnight at VDOT to see what can be done. Mr. Costin will also investigate the cost of risers.

Mr. Costin said the pool slide was discussed with Signature and they feel it may help aerate the pool and cool the water. The general consensus of Council was that the slide installation move forward.

AGENDA ITEM 15. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmembers had no announcements. Ms. Hutton said the real estate tax bills had been mailed yesterday and personal property bills will go out next week.

AGENDA ITEM 16. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 6:54pm.

**Respectfully submitted,
Christine H. Branch, Town Clerk**

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk



**TOWN
COUNCIL**

Agenda Item Summary

FEBRUARY 13, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

6n January 23, 2025 Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of the January 23, 2025 meeting as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
WORK SESSION OF JANUARY 23, 2025**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 23rd day of January, 2025 beginning at 6:00 p.m. in the Council Chambers of Town Hall located at 390 Virginia Street, Suite B in Urbanna, VA.

AGENDA ITEM 1. CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 6:00pm.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER

Not necessary.

AGENDA ITEM 3. ROLL CALL

Marjorie Austin	Present
Larry Chowning	Present (left meeting at 7:22pm)
Alana Courtney	Absent
Mayor Bill Goldsmith	Present
Merri Hanson	Present
Beth Justice	Present
Robbie Wilson	Present

Others Present:

Ted Costin, Town Administrator
Michele Hutton, Town Treasurer
Christine Branch, Town Clerk
Members of the press and public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

AGENDA ITEM 5. APPROVAL OF AGENDA

Councilmember Austin made a motion to approve the agenda as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

AGENDA ITEM 6. PUBLIC COMMENT

There were no speakers for Public Comment.

AGENDA ITEM 7. COUNCIL RESPONSE TO PUBLIC COMMENT

There were no speakers for Public Comment.

AGENDA ITEM 8. WORK SESSION: STRATEGIC PLANNING

8a. Review of Top Five Input (See Attachment A w/discussion and notes added during meeting.)

8b. Development of Priorities (See Attachment A w/discussion and notes added during meeting.)

Mr. Costin presented the Top Five input from council. Discussion continued regarding the items presented and ultimately a list of priorities was developed. This information is captured in **Attachment A** under the titles of Discussion Notes and The Priorities for the Town of Urbanna are.

Mr. Costin presented council with a compilation of the Top Five input from staff. (**Attachment B**)

AGENDA ITEM 9. ACTION ITEMS (if any)

There were no action items necessary.

AGENDA ITEM 10. COUNCIL ANNOUNCEMENTS & REQUESTS

Mayor Goldsmith expressed council's condolences to Mr. Costin on the passing of his mother.

AGENDA ITEM 11. CLOSED MEETING (if necessary)

Not necessary.

AGENDA ITEM 12. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 8:05pm.

Respectfully submitted,
Christine H. Branch, Town Clerk

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk

ATTACHMENT A



Topics

Town Hall Purchase 3+4+5+5+5+5	27	6		
Waterline Repair 4+4+4+4+4	20	5		
Grant Revenue: 5+5+4	14	3		
Pool Costs 3+3+2	8	3		
Signage naming Payne Landing/VA St. Terminus Use 1+5	6	2		
Oyster Festival Participation/Return 2+2	4	2		
Work Prioritization with Broad Town Benefit 1+3	4	2		
Zoning enforcement 1+5	1.5	2		
			<i>Performance evaluations</i>	4
			<i>Street Signage</i>	3
			<i>Promotion of Town Events</i>	3
			<i>Employee Compensation</i>	3
			<i>4th of July Fireworks</i>	3
			<i>Management/Decorum</i>	2
			<i>Marina Docks</i>	2
			<i>Kayak Trail</i>	1
			<i>Speeding</i>	1
			<i>Ongoing Policies</i>	1
			<i>Personnel Policy</i>	1
			<i>Retiring water fee debt</i>	.5

Council Thoughts

Chowning	Justice	Hanson	Courtney
<ol style="list-style-type: none"> 1. Find more outside funding 2. Replace many old waterlines 3. Purchase of Town Hall building 4. More involvement with Oyster Festival 5. Urbanna Kayak water trail 	<ol style="list-style-type: none"> 1. Find more outside funding 2. The Town Hall purchase. 3. 4th of July fireworks show 4. Speeding deterrents 5. Zoning enforcement 	<ol style="list-style-type: none"> 1. Purchase of Town Hall building 2. Complete performance evaluations 3. Efforts to get council members to agree efforts should be for the benefit of the citizens 4. Get mayor and council members to follow meeting protocols and behave civilly toward one another 5. Create a system for prioritizing efforts of town staff 	<ol style="list-style-type: none"> 1. Purchase of Town Hall building 2. Address Waterline conditions 3. Pool Costs 4. Get OF benefit for town 5. Create a system for prioritizing efforts of town staff

Council Thoughts (Cont'd)

Austin	Wilson	Goldsmith
<ol style="list-style-type: none"> 1. Signage naming Payne Landing 2. Water System infrastructure 3. Completion of 911 Street Signage 4. Better promotion of Town Events 5. Retiring water fee debt 6. Revised Zoning & Enforcement Plan 	<ol style="list-style-type: none"> 1. Complete Town Hall purchase 2. Funding (loans/grants) for water infrastructure upgrades 3. Employee compensation 4. Stabilize Pool Financing 5. Ongoing work on policies 	<ol style="list-style-type: none"> 1. Complete Town Hall purchase 2. Funding (loans/grants) for water infrastructure upgrades 3. Increased membership, income from and usage of the pool 4. Floating docks at the marina with BIG money to make it more transient, small craft friendly 5. Employee manual with accurate job descriptions and established ground rules for staff interaction/ support of Oyster Festival and like events




What is not on the list?

- Cats
- Buzzards
- No Wake
- Main Street
- Improve Town/County relationship...



Strategic Planning

- Who does what, when, and how
- Consider why, why not
- Consider at what cost (how much)
- What are your priorities?
- Top 5? Top 8?
- With or without some items which only one member listed?



Discussion Notes:

- Purchase Town Hall
Need to create a sense of urgency with legal
- Waterline
hydrants passed pressure testing
VA Rural Water Committee; conference
need to work on grants – what we need to be successful with applications
in-town vs out-of-town rates
need to do something now, can't wait for grants – have to make it happen
supposed to be self-funding, not funded by taxes
new Fire Chief is more supportive
- Pool Costs
changing hours to make it more useful for working residents
Signature – number of life guards on duty
sell banner ads to local businesses
life-saving classes (YMCA limited by number of instructors)
what paid for it before and what's the delta with running the new pool
hoped that memberships would help w/a budgeted buffer
do a mailing to let people know they can make donations



Discussion Notes:

- VA Street Terminus – issue w/erosion, handicap ramp, join w/condos in bulkhead, coordinate with Montagues – neighborhood problem, whose pipes are they – VDOT says not theirs even though their name is on them; Council agrees to name it Payne Landing
- Oyster Festival – sustainable; work w/Foundation – meet w/them to discuss and help them continue to be there, not necessarily make more money off it for the town; 2nd oldest festival in the world; only volunteer run festival; better advertisement to attract volunteers
- Speeding – bill proposing local speed camera revenue to VDOT rather than local law enforcement
- Zoning enforcement – do what we can – processing permits, enforcing what's on the books; complaint-driven, Air B&B – treasurer bills when they are discovered; bill before GA that they report and pay fee to state and state informs locality; impacts rental housing; business licenses no longer issued without zoning permit; is TC still working to be ZA – yes;
- Fireworks – invest in a barge, could be rented out; work in conjunction with fireworks company



The Priorities for the Town of Urbanna are:

- **Priority 1: Closing on purchase of 390 Virginia St. or move to an alternative**
 - Express urgency, with attorneys hearing from mayor and Town Administrator by January 31 and receiving a timeline response

- **Priority 2: Water system infrastructure upgrades & revenue sources**
 - Engage w/organizations that give exposure and insight into loans and grants
 - Utilize MPPDC staff
 - Utilize existing information (in asset management plan in Cartograph)
 - Public safety and fire suppression aspect

- **Priority 3: Increase Pool revenues**
 - Explore ways to increase membership
 - Renting out
 - Sponsorships/signage
 - Annual fundraiser with music
 - Taber fund




The Priorities for the Town of Urbanna are:

- **Priority 4: Resolve VA Street Terminus Issue**
 - Work w/contractor to determine options
 - Work w/neighbors

- **Priority 5: Independence Day Fireworks**
 - Barge cost estimate with engagement of vendor

- **Priority 6: Oyster Festival Participation / Return**
 - Work w/Foundation to make sure it's sustainable for the future
 - Seek better communication and situational awareness
 - Council participation/engagement – volunteerism
 - Town branding

- **Priority 7: Zoning Enforcement**
 - Incorporate staff eyes
 - Work toward consistency in enforcement



The Priorities for the Town of Urbanna are:

- **Priority 8: Past Due Water Collection**
 - Continue to devote personnel time and effort to ongoing collection of past due water bills

- **Priority 9: Personnel Policy**
 - Express urgency with attorney
 - Factor in pay increases considering COLA and performance

- **Priority 10: Timely Responsiveness of Counsel**
 - On time sensitive, high-priority needs

DRAFT

ATTACHMENT B

Staff Top 5

TC (Administrator)

1. Purchase of Building
2. Municode Project
3. Personnel Policy
4. Comp Plan
5. Infrastructure Financing

JE (Marina)

1. Maintenance Staff Support (Piers, Building (Exterior & Interior), Shed Placement)
2. Kayaks (New Rack at new launch area)
3. Electrical Upgrades
4. Electrical Pedestals Repair
5. Computer training on our system

MK (Water):

1. Fair Salary Wages
2. Time Management
3. Lack of communication
4. Council needs to understand staff work load and staff
5. Low employee morale/engagement

MH (Treasurer):

1. Inequitable treatment of employees and salary.
2. Purchase Town Hall, then improve on the factuality layout to include being better handicap accessibility.
3. Increasing pool revenue.
4. Increase activities at the museum to bring in revenue.
5. A better understanding of the staff work load and daily tasks.

CB (Clerk):

1. New town website - one that I can update (possibly CivicEngage site)
2. Online codification of Town ordinances
3. Develop formal records management procedure and enact it including increased transparency within and without
4. Technology/software updates-Windows 11, new server may be needed per Franktronics, CivicClerk
5. Develop closer relationship with county

SH (Public Works):

1. Communication, projects underway and staff is in the dark.
2. Favoritism to certain employees brings down the morale.
3. Council should know the staff, and have a better understanding of their duties.
4. Inadequate recognition and appreciation.
5. More confidence in the staff to perform their duties.

PB: (Museum):

1. Continuing to look for opportunities to collaborate with businesses and historic sites in town events
2. Marketing