



**Urbanna Town Council  
WORK SESSION  
Thursday, March 27, 2025 - 6:00pm  
Town Council Chambers - 390 Virginia St., Suite B, Urbanna, Virginia**

**AGENDA**

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Public Comment
7. Council Response to Public Comment
8. Work Session Matters
  - a. Virginia Street Terminus
  - b. Freedom of Information Act (FOIA) Training
9. Action Items (None necessary)
10. Council Announcements & Requests
11. Closed Meeting (Not necessary)
12. Adjourn or Recess



## TOWN COUNCIL

### Agenda Item Summaries – Opening the Meeting FOR ALL REGULAR MEETINGS & WORK SESSIONS

#### Agenda Item: 1 – CALL TO ORDER

Mayor calls the meeting to order at 6:00 p.m. or as close thereto as possible, but not before.

#### Agenda Item: 2 – ELECTRONIC PARTICIPATION (if necessary)

**Mayor:** Councilmember \_\_\_\_\_ has requested to participate electronically in tonight's meeting due to [\*state reason]. May I have a motion to approve?

**Sample Motion:** I move to approve Councilmember \_\_\_\_\_'s electronic participation in tonight's meeting due to [\*state reason]. *Motion, Second, Discussion, Voice Vote*

\*Allowed reasons for electronic participation per § 2.2-3708.3 of the Code of Virginia:

1. The Councilmember has a temporary or permanent disability or medical condition that prevents their physical attendance.
2. The Councilmember must provide care to a family member due to a medical condition or to a person with a disability at the time the public meeting is being held thereby preventing their physical attendance.
3. The Councilmember's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. The Councilmember is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. (This reason cannot be used more than six times per year.)

If participation is approved, the minutes must state the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.

#### Agenda Item: 3 – ROLL CALL (ATTENDANCE)

Mayor determines a quorum then calls roll (or directs clerk to call roll) for attendance purposes.

#### Agenda Item: 4 – PLEDGE OF ALLEGIANCE

Those able, stand for the Pledge of Allegiance led by the Mayor.

#### Agenda Item: 5 – REVIEW AND ADOPTION OF AGENDA

Mayor calls for changes to or adoption of the agenda.

**Sample Adoption Motion:** I move to adopt the agenda as presented.

**Sample Change Motion(s):** I move to [add, remove, move] the discussion of \_\_\_\_\_ as/to Item \_\_\_\_\_ on this agenda.

*Motion, Second, Discussion, Voice Vote*



## **TOWN COUNCIL**

### **Agenda Item Summary FOR ALL WORK SESSIONS**

#### **Agenda Item: 6 – PUBLIC COMMENT**

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

#### **Agenda Item: 7 – COUNCIL RESPONSE TO PUBLIC COMMENT**

After all speakers have been heard, Mayor asks for any councilmember response.

Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments presented during the immediately preceding public comment period.



## TOWN COUNCIL

### Agenda Item Summary

MARCH 27, 2025  
WORK SESSION

#### Agenda Item: 8 – WORK SESSION MATTERS

##### 8a Virginia Street Terminus

**Background:** Previous documentation is provided. Council desired more detail as to planting area depicted which is presented on the second sketch. The contractor has not altered pricing and thus a lower cost can be obtained by reducing the plantings. A consideration now is to have a more open venue (less planting) or a more stable venue (more planting). One aspect to this would be to implement the lesser planting option and come back later – if needed – to add more planting.

**Fiscal Impact:** \$13,400 (half the plantings proposed) or \$15,000 (all plantings proposed) with additional expenditures for signage and seating. For the project to commence now, staff recommends using Taber Fund assets.

**Staff Recommendation:** Because of the proximity to planting season and work to commence on adjacent property – proceed with half the plantings proposed.

**Council Action Requested:** Authorize staff to proceed to have stabilization work approved as presented and amenities and signage installed.

**Sample Adoption Motion:** I move to authorize the Town Administrator to accept the estimate from Docks of the Bay for \$13,400 for the work set out dated September 20, 2024 and revised by email dated October 1, 2024 offering a reduction in plantings and cost. In addition, I move the Town Administer begin procurement of a sign identifying the area as Payne’s Park and establishing use rules as well as procuring amenities.

***Motion, Second, Discussion, Voice Vote***



## Agenda Item Summary

**October 24, 2024**

### **Agenda Item:** Virginia Street Terminus Stabilization

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

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

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

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

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

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

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

# Estimate



ADDRESS  
Town of Urbanna  
PO Box 179  
Urbanna, VA

ESTIMATE #      DATE  
2490              09/20/2024

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

Accepted By

Accepted Date

Thanks and apologies again for the slow reply.

-Anthony

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Anthony Marchetti  
804.438.9200 - office  
804.929.2453 - cell  
Docksofthebay.com



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

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

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

**Subject:** Town Marina Project

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

Thank you.

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

[Town of Urbanna](#)



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Thanks,

-Anthony

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

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

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

**Subject:** RE: Town Marina Project

Thank you. Standing by.

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

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

[Town of Urbanna](#)



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

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

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

**Subject:** RE: Town Marina Project

Good afternoon Ted,

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



**DOCKSOFTHEBAY EMAIL CHAIN**

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

Hey Ted,

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

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

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

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

[Town of Urbanna](#)



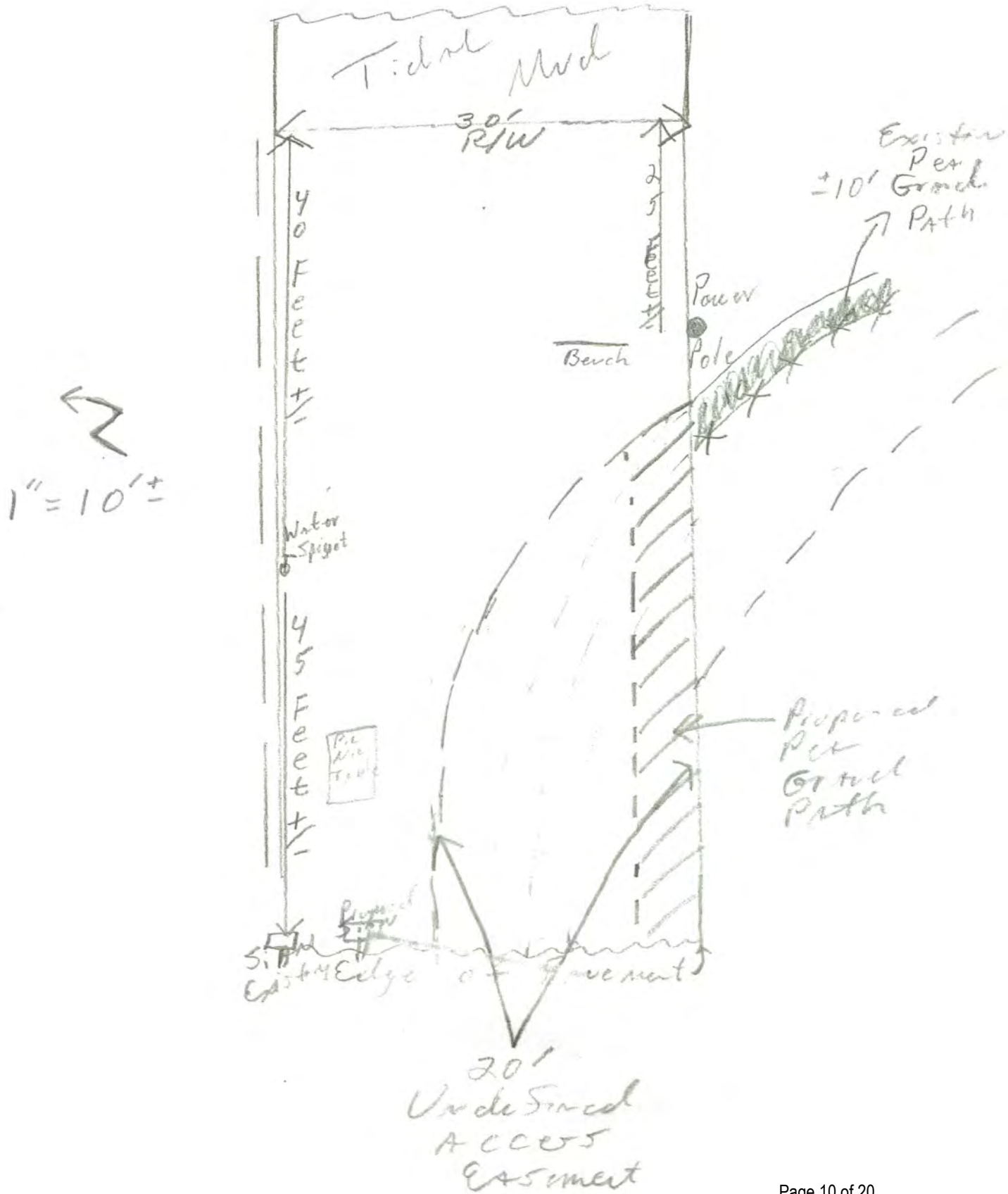
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**From:** [anthony@docksofthebay.com](mailto:anthony@docksofthebay.com) <[anthony@docksofthebay.com](mailto:anthony@docksofthebay.com)>  
**Sent:** Friday, September 20, 2024 2:11 PM  
**To:** [t.costin@urbannava.gov](mailto:t.costin@urbannava.gov)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

Good afternoon Ted,

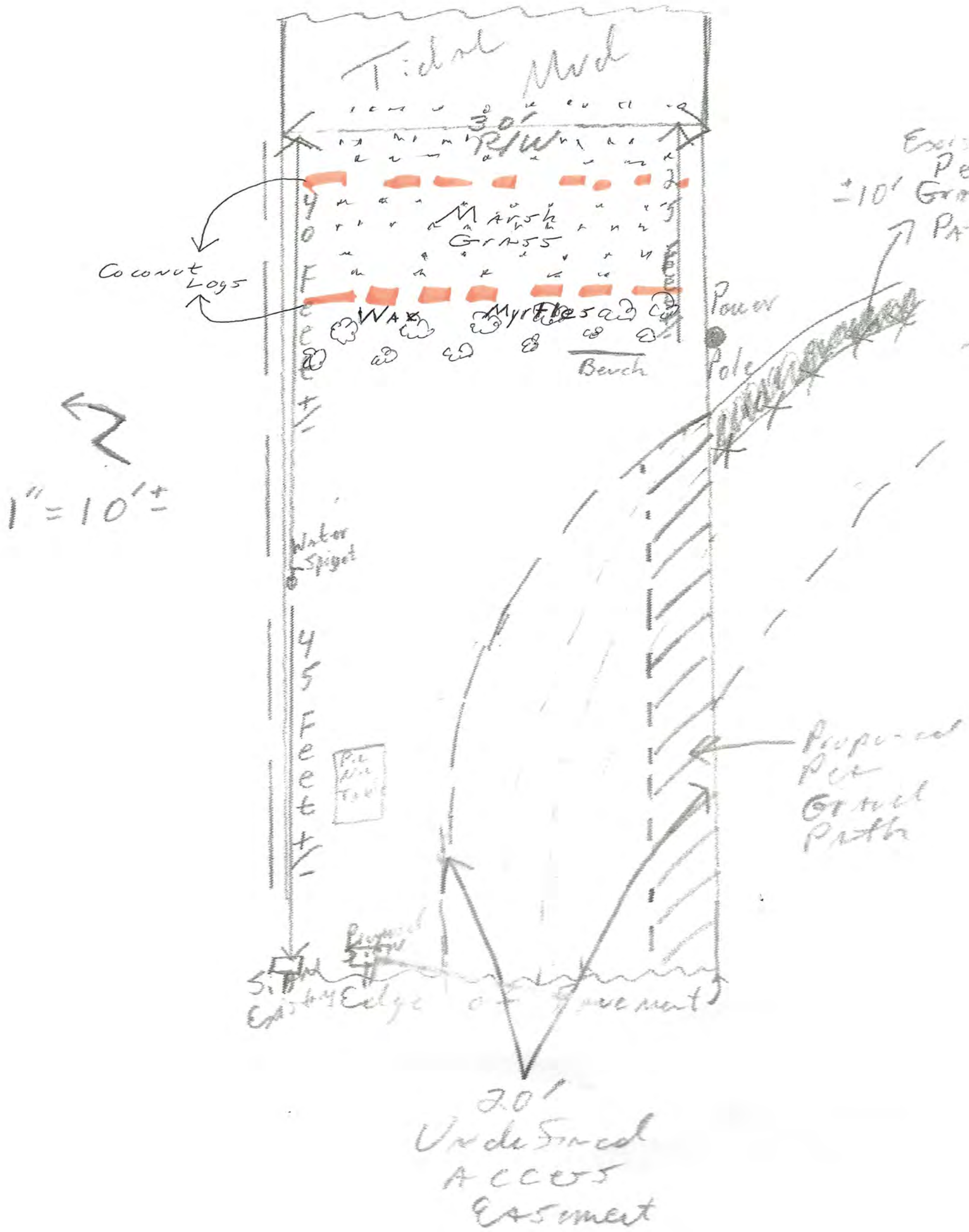
I have attached a quote for the living shoreline at the town marina. Let us know if you have any questions or would like us to edit the scope of the quote.

# Creek





# Creek









## Agenda Item Summary

April 25, 2024

### Agenda Item: Virginia Street Terminus

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

**Fiscal Impact:** Sign Production and staff time.

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

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

**Sample Motion(s):** Not at this time, but such a motion is appropriate to establish the use limitations on the property.









## PAYNE'S PARK

Payne's Park is designated as such in memory of the Payne sisters; Catherine Payne Via and Beatrice Payne Taylor, who operated Payne's Crab House on this site for many years as their father, Avary Payne, did before.

### Use Of This Property:

Is At Your Own Risk

Limited from Dawn to Dusk

Prohibits Parking

Stopping/Standing Permitted Only For  
Unloading/Loading

Parking Available At Town Marina/Boat Ramp





**TOWN  
COUNCIL**

**Agenda Item Summary**

**MARCH 27, 2025  
WORK SESSION**

**Agenda Item: 8 – WORK SESSION MATTERS**

**8b Freedom of Information Act (FOIA) Training**

**Background:** The Freedom of Information Act has been in place for years and regular updates are made. The mayor has suggested a portion of this work session be given to training by the town's attorney on current requirements.

**Fiscal Impact:** None

**Staff Recommendation:** All members and staff participate in the training.

**Council Action Requested:** All members and staff participate in the training.

**Sample Adoption Motion:** None needed.

The full text of the Virginia Freedom of Information Act can be found online:

<https://law.lis.virginia.gov/vacode/title2.2/chapter37/>

Virginia Freedom of Information Advisory Council

<https://foiacouncil.dls.virginia.gov/foiacouncil.htm>



# VIRGINIA FREEDOM OF INFORMATION ADVISORY COUNCIL

## COMMONWEALTH OF VIRGINIA

*Please note that the FOIA Council is limited by statute to providing advice and opinions regarding FOIA. The following links are provided for reference purposes.*

### Links to Other Virginia Laws

- [Virginia Public Records Act](#) (§§ 42.1-76 et seq.)
- [Government Data Collection and Dissemination Practices Act](#) (§§ 2.2-3800 et seq.)
- [Protection of Social Security Numbers Act](#) (§§ 2.2-3815 et seq.)
- [Virginia Freedom of Information Advisory Council](#) (§§ 30-178 et seq.)

### Links to Other Virginia Government Resources

- [Commonwealth of Virginia](#)
- [Virginia General Assembly](#)
- [Virginia Legislative Information System](#)
- [Library of Virginia Records Management](#)
- [Virginia's Judicial System](#)
- [Attorney General of Virginia](#)
- [Virginia Regulatory Town Hall](#)

### Links to Federal Laws

- [Freedom of Information Act](#) (5 U.S.C. § 552)
- [Privacy Act](#) (5 U.S.C. § 552a)
- [Family Educational Rights and Privacy Act](#) (FERPA) (20 U.S.C. § 1232g)
- [U.S. House of Representatives United States Code Search](#)
- [National Archives and Records Administration - Code of Federal Regulations](#)
- [National Archives and Records Administration - Federal Register](#)

### Links to Federal Government Resources

- [Office of Government Information Services](#)
- [U.S. Department of Justice - Office of Information Policy](#)
- [National Archives and Records Administration](#)
- [U.S. Department of Health & Human Services - Health Information Privacy](#)
- [U.S. Department of Education - Student Privacy Policy Office](#)
- [U.S. Government Publishing Office](#)

### Links to Access Advocacy and Other Organizations

- [Virginia Coalition for Open Government](#)
- [Virginia Press Association](#)
- [Virginia Public Access Project](#)
- [National Freedom of Information Coalition](#)
- [Reporter's Committee for Freedom of the Press](#)
- [Sunshine Week](#)
- [Brechner Center for Freedom of Information](#)
- [Freedominfo.org](#)
- [RichmondSunlight.com](#)
- [Virginia Association of Counties](#)
- [Virginia Municipal League](#)
- [Virginia School Boards Association](#)
- [Virginia Association of Chiefs of Police](#)
- [CountyOffice.org](#)

**Weldon Cooper guide:** [Available from UVA bookstore](#)

**VPA guide:** [can be found here](#)





## **TOWN COUNCIL**

### **Agenda Item Summary FOR ALL WORK SESSIONS**

#### **Agenda Items: 9 – ACTION (None necessary)**

#### **Agenda Item: 10 – COUNCIL ANNOUNCEMENTS & REQUESTS**

Mayor calls on each councilmember by name to share any announcements or requests.

This time is generally used for individual councilmembers to share information with other councilmembers and the public and to make any announcements of interest to citizens. Councilmembers may also request information from staff and/or items requiring action for inclusion on a future agenda during this time. This time should not be used to respond to Public Comment issues.

#### **Agenda Item: 11 – CLOSED MEETING (Not necessary)**

#### **Agenda Item: 12 – ADJOURN or RECESS**