

**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 Town Council February 13, 2025**

ATTEST:

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Christine H. Branch, Town Clerk