

**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 Town Council February 13, 2025

ATTEST:

Christine H. Branch, Town Clerk